COMING EVENTS
Fri 9 May  Mother’s Day Stall

PRINCIPAL’S MESSAGE
Firstly, thank you to all the students and parents who gave up some of their holiday time to join us at Relay for Life where they opened the event by singing the National Anthem. They looked and sounded fantastic. Thank you to Ms Carly Hudson who spent time rehearsing with the students. We were also well represented at the Anzac march on Friday in Batemans Bay. Our students had exceptional manners and we were very proud of their efforts.

This term is only nine weeks long but is going to be just as busy. From 13-15 May all our Year 3 and 5 students will sit the NAPLAN tests. It is vital that children attend school during that week. On 29 May years 5 and 6 are travelling to Canberra as part of their studies on Government and Democracy.

Some classroom teachers are having interviews with parents over the next few weeks. Notes have gone home from these teachers to request times.

I need to bring to your attention our policy on payment of money and return of notes. As we are moving towards electronic transfers this policy is still effective. Please ensure that payments online are made at least 48 hours before the due date as it takes this amount of time to appear in our system.

Mrs Maree Dielman
Relieving Principal

MOTHER’S DAY STALL
The Mother’s Day Stall will be held on Friday, 9 May. Any donated gifts can be brought in and left outside Miss Wales and Miss Hudson’s classrooms. Thank you.

Mrs Sarah Davis

SCHOOL POLICY
COLLECTION OF MONEY AND PERMISSION NOTES
To ensure that students needs are met on excursions, extra curricula activities and for visiting performances, it is necessary to have a formal policy on payments and permission notes. This policy will allow teachers to:

- Ensure that the correct number of teachers are allocated to an activity or excursion
- Order buses for the right number of students
- Book correct numbers for all activities on excursions
- Organise students not involved in these activities
- Cancel activities if numbers are too low, within a reasonable timeframe

It will also allow the office staff to have correct numbers, permission notes and money organised before the day of activity or excursions.

This policy includes any area where money is paid to the school eg. excursions, visiting performances, sporting events, book club etc.

For this to be implemented correctly all money must be paid to front office by the due date, there will be no exception to this policy. Permission notes must be given to the front office at the same time as money is presented.

In cases of financial hardship the school may be able to assist by contributing a part payment. Please contact the office for more information.

STEWART HOUSE
Stewart House Donation envelopes have been sent home. Please return by Friday 9 May to be in the draw to win a holiday.
MAKE ONLINE PAYMENTS
It is now possible for parents to make online payments to the school for amounts (**$15 or more**) owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the school’s website www.sunshineba-p.schools.nsw.edu.au by selecting **Make a payment**.
Items that can be paid include voluntary school contributions, excursions, sales to students and creative and practical arts activities.
When you access the **Make a payment** you must enter:
- the students name, and
- class and reference number OR
- the students name, and
- date of birth.
These details are entered each time you make a payment as student information is not held within the payment system.

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school.

Details of the payments are passed daily to the school where they will be receipted against your child’s account. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

For any enquiries regarding the Online Payment process please contact the School Administration Office.

CANTEEN NEWS
The new winter menu is attached. Please note the only price increase on the new menu is Quesadilla’s which have increased by 50 cents now selling for $3.50. Gluten free nuggets are coming soon. Thank you.

*Maria Bionda*
Canteen Manager