Dear Parents/Carers and members of the TWSS Community, it is hard to believe that we are fast approaching the end of the year! This week is a recap of the usual info and many photos attached.

**NDIS Info session**

I urge you to attend this information day. Melissa (Benny’s mum) is the Community Services Manager for YWCA and has kindly offered to run a whole day information session for parents/carers at TWSS. TWSS will be providing morning tea and lunch and YWCA will provide the knowledge and resources you need in preparation for NDIS. (Information is attached.)

**QSchools App:** The QSchools App is an excellent way for you to keep up to date with what is happening at TWSS. This newsletter will appear on the app, as will other important information. The App is free to download and can be downloaded on Apple or Android phones.

**National Disability Insurance Scheme (NDIS)** – without alarming you - can I suggest that you make yourself familiar with the NDIS webpage [www.ndis.gov.au](http://www.ndis.gov.au).

The NDIS will be starting in Toowoomba in 2017. For more information please read relevant information on the website. If you require assistance with NDIS please phone 1800 800 110.

If you don’t have access to a computer or internet, please contact the school – we will make a computer available for your use. Please see attached document for more information on the NDIS.

**Every Day Counts at School**

Just a reminder of the importance of sending children to school every day. Being at school every day counts, with one day absent each week quickly adding up to two months of missed lessons in a year.

**Absenteism** – can I stress the importance of parents/carers making contact with the school on the day of your child being absent from school. The school administration team will make contact with parents/families if absence is not explained by 10am on the day of being absent.

Parents/carers must contact the school prior to their child being absent for 5 or more days. This could be a holiday, illness/medical or other planned reason. Relevant paperwork will be completed and signed by parents/carers. This is an Education Queensland requirement.

**Behaviour Alerts** – At TWSS we are committed to promoting a safe, respectful and responsible school community that enables our students to reach their full potential. This is done through the implementation of a range of strategies including our PBL focus, explicit teaching and school wide expectations and rewards. However, for some of our students they also require more individualised support. As part of the strategies used to support these students, on occasion it is required that the school has a ‘behaviour alert’. This is a strategy used by the school to alert all staff (via the phone system) that one of our students is requiring additional support, and to ensure the safety of all students, teachers are to remain in their classroom with their students (i.e. not moving around the school). There are also times when due to the location of classes (e.g. at lunch time) the ‘lockdown’ siren is sounded to indicated to staff and students that they need to return to their classrooms to ensure a safe environment for all members of our school community. If you have any further questions regarding this, please do not hesitate to come and see Amy or I.

**Parent Contact details/Emergency Contact details** – recently we experienced a situation where we needed to contact a parent urgently but were unable to due to the parent’s mobile phone not working. Can I stress the importance on informing the school office of alternative contact details if your primary phone is not working. If you have not listed emergency contacts for your child with the school I urge you to do this as well. Please contact the school office if you are in any doubt or questions.

**Routine Medication** – Medication which an individual student has on a daily basis at a set time. Medication will only be administered if it is prescribed, in the original container and has a pharmacy label. If the medication is more complex with specific administration requirements then a letter from the medical practitioner should be provided. Please come and see myself or Mr Glenn for further information if required.

Wrapping up another great week in learning and engagement at Toowoomba West Special School.

Till next time,

Regards

Mr Glenn
PBL (Positive Behaviour for Learning) Purpose Statement:

Toowoomba West Special School is committed to promoting a safe, respectful and responsible school community that enables our students to reach their full potential.

PBL: POSITIVE BEHAVIOUR FOR LEARNING

PBL is an evidence-based, school-wide universal system of student behavioural support. This year we are continuing with ongoing revision of our implementation into classrooms and school-wide systems. Each week we explicitly teach our behaviour focus for the week. Each behaviour focus relates to one of our three behaviour expectations of BE RESPECTFUL, BE RESPONSIBLE, BE SAFE.

FRIENDLY REMINDERS

• 8.15am drop off - please arrive no earlier than 8:15am to drop off students. (Staff start duty at 8.15am and a bell will sound)
• Communication Books – are used to communicate key points between home and school/school and home. Please do not expect teachers to write in communication books each day. If there is a major issue/concern to report expect it to be written in the communication book or a phone call from the teacher.
• Hats – please provide a hat for your child (only if it is not a sensory issue) to wear while playing/participating in activities outdoors.
• Please name all pieces of your child’s clothing which is worn at school.
• Medication – please make contact with your child’s teacher regarding routine medication.
• Student details – please notify the office when any student details change, this also includes EMERGENCY CONTACTS.
• Transport – transport amendments/new applications take 7-10 days to implement.
• Parent/Teacher meetings – parents please communicate through the communication book/email to arrange a time to meet with the teacher

Visits to Paediatricians/Specialists:

If your child has a paediatric, neurologist or other specialist visit coming up, please let your child’s teacher know. This will enable us to provide an update about your child’s progress at school. Paediatricians and other specialists tell us that they find information from school to be extremely valuable e.g. in relation to a child’s behaviour, ability to concentrate, cognitive and physical skills, energy levels etc. while at school. It would be desirable to have at least one week’s notice for a report.

******** Coming Events ********

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>06.12.16</td>
<td>Graduation night – start 6:30pm</td>
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<tr>
<td>07.12.16</td>
<td>Report Cards sent home</td>
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<tr>
<td>08.12.16</td>
<td>End of Year Concert</td>
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<tr>
<td>09.12.16</td>
<td>Last day of term 4/end of school year</td>
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ACCESS TO JP

Mr. Glenn is a registered Justice of the Peace (Qual.). Should you need the services of a JP (Qual.) please enquire at the office to make a time to meet with him.

UNIFORMS

School uniforms are currently in stock – please see the office team for any uniform orders or enquiries.
Our promise to our Clients:

- We strive to support you and your child to work towards goals
- We collaborate with others to support you with your choice, planning and decision making
- We aim to remove barriers to participation so that you can engage in the community
- We maintain high standards of professionalism through training and supervision
- We have a high standard of care in our interactions with the vulnerability of children and adults with a Disability
- We are trustworthy and transparent in our use of resources
- We seek feedback to improve
- We tailor support to your child’s individual needs
- Our Staff are qualified in working with high and complex needs

‘The Y’ will provide you with information regarding the steps towards becoming an NDIS participant and to be NDIS prepared. Our pre-planning session is to assist you prior to your planning conversation with the NDIS. (If you have already had a conversation/meeting with NDIS staff, it is still recommended that you attend this information day.)

Thursday 24th November 2016 at Toowoomba West Special School

9:30-10:30am – Information session
10:30am – Morning tea (provided)
11:00am – Parents/Carers assisted with pre-planning, in preparation for NDIS (where we will support you through the process required prior to the NDIS)
12:00pm – Lunch (provided)
The day will go no longer than 2:30pm.

Please RSVP by Friday the 18th of November by phoning the school on 4638 6333. (This is for equipment/resources and catering purposes.)

If you have any questions please contact Glenn at TWSS.
Here are some of our students participating in wood work. Students made a letter holder which could also be used as a spice rack. A very thanks to Mr Jeff for volunteering his time and supplying all the materials and equipment. Mr Jeff is booked in for 2017!

This is Cameron riding a bike in the drop off area as a behaviour reward. Excellent work Cam!
This is a scene which has been played out across the school many times in recent weeks. Ms Megan (red shirt) is filming Ms Di (sitting on the grass) with William D (behind Ms Di), this film is collected for assessment and moderation. William and Ms Di having an intensive interaction session.

Corey and Paul earnt Lunch with Mr Glenn through the week. Both boys chose to have a ¼ chicken and chips and a chocolate milk. Well done boys!!!

When SPELL Check doesn’t work – you need to revert to an old fashioned dictionary.