

Appointments

As I am sure you are aware, our teachers are very busy each morning setting up and preparing for the day. If you have any concerns to discuss with your child's teacher (that may require some time) it would be appreciated if you could ask for a convenient time to do so.

Our Principal, Mrs Tracey Darby, is in the office most afternoons. If you wish to see the Principal, please contact the office first to arrange a convenient time for an appointment.

Award System

Students receive mini-merits from their class teacher or other members of staff. Any mini-merit award will be pasted in their Award Book each day. Award Books are kept at school.

Major awards will be issued and presented at school assemblies.

This is how the Award System progresses:

5 mini-merits = Bronze

10 more = Silver (i.e. 15 m-m)

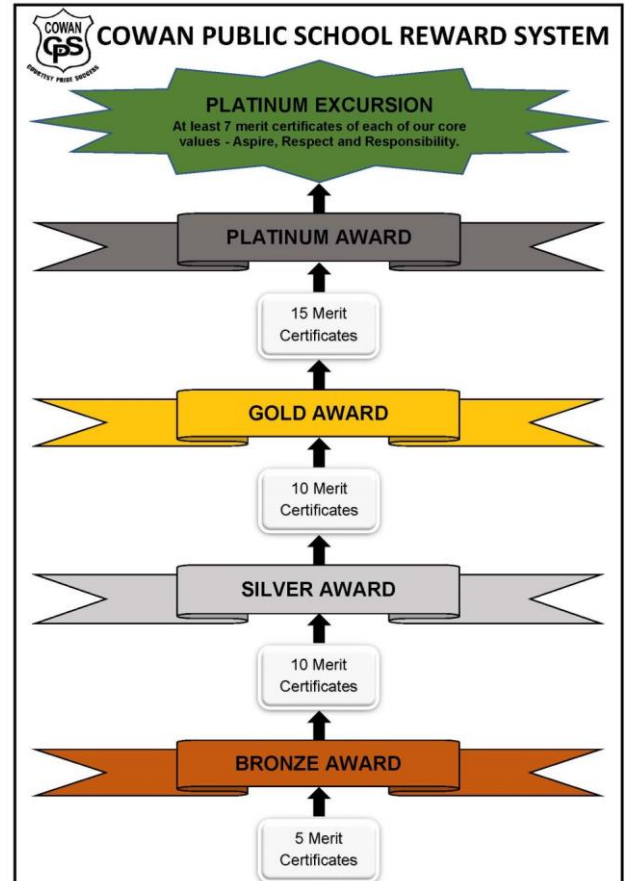
10 more = Gold (i.e. 25 m-m)

15 more = Platinum. (i.e. 40 m-m)

Students will calculate the amount of awards and trade these in at the end of the year for Award Week. An example of an award:

25 = Treasure Hunt

35 = Teach the class – Morning Session



Before and After School

Breakfast Club

The Breakfast Club is held Monday, Tuesday, Wednesday, Thursday, and Friday mornings before school, from 8:10am to 8:45am. Earlier breakfast sessions can be made by request of parent/carer.

This program provides students with the opportunity to enjoy a wholesome and nutritious breakfast on a regular basis. Starting the day with breakfast positively impacts various aspects of student life, including physical and mental health, social skills, concentration, behaviour, attendance and academic performance.

Breakfast options such as toast, cereal and fruit are available, and school staff supervise and manage the program each morning. All students are welcome to attend.

The Breakfast Club offers four main benefits for students:

Health

- Enhances nutrition and encourages healthy eating habits
- Supports mental and physical well-being
- Helps address childhood obesity.

Learning

- Boosts readiness to learn and cognitive function
- Contributes to improved educational outcomes.

Participation

- Reduces absenteeism and promotes punctuality
- Increases engagement and productivity in the classroom
- Enhances concentration and behaviour.

Social Development

- Fosters social and leadership skills
- Expands social networks and encourages friendships
- Strengthens relationships between students and staff.

<https://education.nsw.gov.au/news/latest-news/students-ready-to-learn-with-the-help-of-a-healthy-breakfast>



Students ready to learn with the help of a healthy breakfast - NSW Department of Education

Children across 1,000 NSW schools will start the day with a nutritious breakfast to ensure they are ready to learn through a Foodbank NSW & ACT program funded by the NSW Government.

education.nsw.gov.au

After School Clubs

Looking for fun and engaging after-school activities for your kids?

Cowan Public School is offering a variety of exciting after-school clubs from Monday to Wednesday right here at CPS.

- Monday afternoons will be BRICKS 4 KIDZ with Term 1's theme of 'Energy is Everywhere.' Kids will explore how different forces of nature occur and how they affect our world. They will build models of tornadoes, whirlpools, and tsunamis. Vocabulary throughout this term includes terrain, peak and vortex!
- On Tuesday Afternoons, Gecko Sports will take the kids on exciting sports and gaming activities. Kids will enjoy obstacle courses, tag, crab walks, ball games, relays, tug-of-war, and their favourite sports. Also included will be hot day afternoon activities, games, and round-robin mini-games, including Soccer, Softball, and Touch Football.

- Morgan Music with Joy will host Wednesday afternoons. Term one will focus on ukulele/guitar and singing! Whether they're new to the instrument or have some experience, our enthusiastic instructors make learning easy and enjoyable. They'll explore a mix of classic and modern tunes while building confidence and creativity with every strum. Singing lessons will see kids learn about breath control and vocal techniques, with them guided through every step.

These clubs provide a safe and supervised environment for children whilst offering valuable social and developmental opportunities.

You can pay per session or for the entire term at a discounted rate.

The best part? They're perfect for working parents who need extra support after school or alternative after-school supervision that allows their children to learn new skills or build on existing ones.

Join the fun! Learn more about our after-school clubs and register your child today. All information is provided below.

BOOKING AND ACTIVITY INFORMATION

BRICKS 4 KIDZ
MON 5 MAY – MON 30 JUNE
PHONE: 0433 612 230

Term 2 topic is Air, Land and Sea.

In Term 2, Step aboard to build some exciting ways to get from here to there. Take to the sky in our Bricks 4 Kidz® helicopter model, race across the beach in an ingenious land sail, or zoom through the water on a jet ski! Kids will learn what makes each machine unique and how it moves, exploring concepts such as buoyancy, propulsion, lift and g-forces! What other ways will you invent to travel through air, land and sea? BRICKS 4 KIDZ After School workshops build on the universal popularity of LEGO® bricks to deliver a high quality of educational play.
<https://www.brickz4kidz.com.au/>

Booking: https://au.brickz4kidznow.com/profile.php?id=1721780&selected_schedule=3171904

GECKO SPORTS CENTRAL COAST
TUES 6 MAY – TUES 1 JULY
PHONE: 0458 131 934

The sessions include a broad variety of sports such as Soccer, Touch Football, Cricket, Frisbee, Hockey, Softball and Volleyball to name a few.

The fun activities include team events, relays, tag, obstacle courses, ball games and tug of war. Kids use balls, spirals, coloured markers, pool noodles, hula hoops, bean bags and ropes during the various stages of the events.

Water Mania is also an option for hot days – the kids avoid the splat of a water bomb, ball or giant sponge by ducking the lowest, jumping the highest or running and dodging the fastest. It's an obstacle course with water.
<https://geckosports.com.au/>

To make a booking please call Christine – 0458 131 934
(this can be the school or directly)

BOOKING AND ACTIVITY INFORMATION

MORGAN MUSIC WITH JOY
WED 30 APRIL – WED 2 JULY
PHONE: 0451 771 768

Term 2 topic is Ukulele/Guitar and Singing.

Our Ukulele/Guitar and Singing Program is the perfect way for your child to explore the joy of music in a supportive and lively environment.

Ukulele/Guitar Fun: Imagine your child strumming along to their favourite songs, mastering chords, and discovering the unique sound of the ukulele/guitar. They'll explore a mix of classic and modern tunes while building confidence and creativity with every strum. Singing Confidence: Does your child love to sing? Our lessons are designed to help them find their voice! From breath control to vocal techniques, we'll guide them through every step. Book online via the web site:
<https://www.morganmusic.com.au/>

ART CLASSES WITH BELLA
THURS 1 MAY – THURS 3 JULY
PHONE: 0451 771 768

Bella Garson – BAVA Grad Dip Ed

This is a highly structured course that provides inspiration and guidance for children to explore their creativity uniquely and individually. Here, children will produce substantial artwork from a broad range of materials. Mixed media, drawing, painting, collage, inks, gold leaf, paper-mâché sculpture, cane work, papercraft, printmaking and working with materials from the natural world.

Bella is a practising artist who has worked as a Visual Arts teacher for 25 years in the private school sector, as well as running private art classes through community art centres. She has also taught drawing workshops at the Brett Whiteley Studios and worked as a Teacher Lecturer at the AGNSW.

For details and all bookings, please phone Bella on 0404415650

Cake Days

Cake days are usually held three times each term. Cakes provided by our families are sold by our students to our students, and funds raised go to the Student Parliament and to Stewart House.

Cake Day information and roster will be sent out by School Bytes at the beginning of the year.

Crunch & Sip

This happens anywhere between 9.00am and 10.00am every school day. Our students should bring a small amount of vegetables or fruits (preferably vegetables) plus a drink of water to have at this time. This gives them an energy boost during a key learning time.

To keep your Crunch & Sip snack interesting, try packing it in little boxes or bags. This is a great way to increase the range of vegetable or fruit they eat, plus it's quick and simple. Variety packs are a good idea for the following reasons: they help your child to eat a rainbow of vegetables or fruit, and enable you to introduce new vegetables or fruit alongside familiar ones which are visually appealing. For more information have a look at: <http://www.healthy-kids.com.au/crunchsip-healthy-snack-ideas>.

Important Health Notices

Head Lice

We ask all parents/carers to check their children's hair regularly for head lice and treat accordingly (chemists stock a wide range of products with free advice). Head-lice is one of the No.1 health problems in schools. **Please inform the school office if you become aware that your child has head-lice so we can send a reminder note home.**

We ask that students with long hair (i.e. shoulder-length or longer) have their hair tied back. This helps in the prevention of spreading head-lice. The link below can help with the treatment of head-lice:

<https://www.health.nsw.gov.au/environment/headlice/Pages/treatment.aspx>

Ticks

<https://www.health.nsw.gov.au/environment/pests/parasites/Pages/ticks.aspx>

Measles

https://www.health.nsw.gov.au/Infectious/factsheets/Pages/measles_factsheet.aspx#:~:text=If%20you%20C%20or%20your%20child,speak%20to%20your%20local%20pharmacist.

Impetigo

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/impetigo.aspx>

Influenza

https://www.health.nsw.gov.au/Infectious/factsheets/Pages/influenza_factsheet.aspx

Lunches

We have a range of 'special' food days where alternate food selections are offered for sale. For example, pie, sushi and pizza etc.

These special lunch orders will be collected before and on the day by the office staff. More information about these days will go home as a note or via School Bytes.

School Lunch Order Days

Every Thursday students can have a lunch order through the Cowan Shoppe which then will be delivered to the school. Order at the Cowan Shoppe or through tuckshop-103813.squire.site.

Medication

From time to time your child may require medication at school. Please note this should only be considered if not possible to administer before or after school. ALL medications (including nonprescription) must be sent to the school office in the morning and must include a signed medical permission form (you can collect this form from the office) which contains:

- Child's name/ Date/ Medication/ Dosage/ Parent signature
- original packaging please.

The ONLY medications a child is able to keep in their own possession at school is an asthma puffer, provided you have previously advised us that your child has this medical condition.

Any child who suffers from asthma should have an asthma plan completed and handed to the school office.

We will also house a student's puffer and spacer (including name) at the school office. Further information regarding asthma can be obtained from: <https://asthma.org.au>.

Please note that we are not permitted to keep paracetamol onsite to administer to students. If your child needs paracetamol, they need to hand this into the school office along with a parent/carer signed medical permission form stating when and how much is to be administered.

Parents/carers, please remember to send in to the office all medications that were returned to you before the holidays. It is very important to ensure all medications are in date and have not expired. Also ensure all medical and asthma plans are up to date when you return them to the school.

'Nude Food'

The Fresh Tastes NSW Healthy School Canteen Strategy is all about giving students across NSW a taste for healthy foods. At Cowan, we promote fresh, healthy food options. We encourage our students to bring food which is fresh and healthy, in containers from home rather than pre-packaged and high sugar store bought options. Children should be encouraged to:

- Eat plenty of vegetables, legumes and fruits.
- Eat plenty of cereals, (including breads, rice, pasta and noodles), preferably wholegrain.
- Include lean meat, fish, poultry and/or alternatives.
- Include milks, yoghurt, cheese and/or alternatives. Reduced fat milks are not suitable for young children, because of their energy needs.
- Choose water as a drink.

Care should be taken to:

- Limit saturated fat and moderate total fat intake. Low fat diets are not suitable for infants.
- Choose foods low in salt.
- Consume only moderate amounts of sugars and foods containing added sugars.

Parent/Carer Helpers




As a parent/carers, there are many ways you can help at school. Your child will enjoy seeing you participate in school, and you will enjoy seeing your child as they are learning and developing. Please watch for School Bytes messages for opportunities to become involved. They will include: P&C meetings and functions, assisting in educational programs, catering, sporting carnivals etc. Parents/carers are encouraged to become involved if they are able, according to COVID-19 guidelines. Please see the school office to complete any necessary paperwork, ie. Appendix 5 and 100 points check.

Positive Behaviour for Learning (PBL)

Throughout the year we will emphasise the importance for all students to behave positively by focusing on Cowan's three positive behaviour areas: **RESPECT**, **RESPONSIBILITY** and **ASPIRE**. Each of these areas relate closely to the words that appear on our school crest: COURTESY, PRIDE & SUCCESS.

You will see posters in each classroom and in the office listing the types of behaviours we are encouraging. The mini-merits system reinforces these concepts.

The students will be introduced to a new PBL every week in assembly by our school leaders. The students will be learning more about how to 'Show RESPECT', 'Show RESPONSIBILITY' and to 'ASPIRE to be a successful citizen'.

<p>Show RESPECT</p> <ul style="list-style-type: none">• Show COURTESY and be POLITE to teachers, visitors and each other.• LISTEN and follow teacher's instructions.• CARE for people, property and the environment.• ACCEPT differences and be KIND to all.• Wear full school uniform and be a POSITIVE role model. 	<p>Show RESPONSIBILITY</p> <ul style="list-style-type: none">• Take PRIDE in doing the right thing.• Be SAFE and be CAREFUL.• Be at the RIGHT PLACE at the right time.• Be PREPARED for work and be PUNCTUAL.• Take OWNERSHIP of your actions.• Be TIDY and look after your belongings. 	<p>ASPIRE to be a SUCCESS</p> <ul style="list-style-type: none">• Always give your best EFFORT.• Keep trying to do your PERSONAL BEST.• Be RESILIENT and bounce back after a problem.• ACCEPT opportunities and challenges.• CELEBRATE your own and others' SUCCESS. 
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Routine

Now is the time to work with your child to set up a routine to help them stay on track. Here are some tips to start your child on a weekly schedule:

- Download a weekly planner for your child.
- Help your child list all their activities that need to happen in the week.
- Fill in the planner with the times that are set, such as time spent at school, sleeping, travelling to and from school and any regular out of school activities. Have your child allocate a regular homework or reading time that suits them.
- Your child can suggest how they would like to spend some of their free time.
- Encourage your child to keep a balance in life with time for homework and special interests, time for friends and family and time for exercise and rest. This works best when the whole family follows this advice.

School Bytes App

Cowan PS utilises the School Bytes App. The App is very user friendly, allowing you to receive notifications and reminders for upcoming events. You can also submit absentee notes.

This app will be used as a point of contact in case of an emergency.
Download your free School Bytes App from the App Store now.
Available for both Apple and Android phones.



School Issues

If you have a concern with something that is happening at our school, your first point of contact is your child's teacher so that appropriate action can be taken. If needed, you can book an appointment with the principal or send an email to tracey.darby@det.nsw.edu.au.

School Office

You will be welcomed by Mrs Marie Hope if you visit our school office. You may also be greeted by Mrs Hodder or Mrs Adnum, who work part time.

Payments: We have two options for payments:

- **Online:** pay on School Bytes
- **Cash:** your payments should be enclosed in a **snap-lock bag (or an envelope)** clearly marked with your **child's name**. This should, preferably, be given directly to the office staff as we cannot take responsibility for money left on the office counter or in a child's bag. Petty cash is not kept at school so correct money is preferable, therefore we cannot guarantee change given on the same day of payment. All payments made in snap-lock bags will be returned with your receipt enclosed.

Payments can be made in instalments; please see Mrs Marie Hope in the school office. There is some funding available for any families experiencing temporary financial difficulty. Be assured that these matters are dealt with in the strictest confidence. Please contact the school office or the school principal for all enquiries.

School Performances

During the year, we have a number of performances or excursions that require a permission note and/or money. These performances are valuable learning experiences and often compliment learning that has taken place in the classroom.

Please note that it is important that notes are returned promptly through the School Bytes App to ensure your child is included. If we do not have a permission, and/or you have not contacted the school office, it will be presumed you do not wish your child to participate. All permission notes should be available to download on the School Bytes App

Scripture

Each Tuesday afternoon, scripture classes allow students to be educated in their own faith.

These sessions are both informative and fun. Please note that your child will need to remain in their scripture class for the year.

For those students not attending scripture, they will be supervised by a teacher in a separate classroom.

Student Safety

At all times, student safety and wellbeing are a priority at Cowan PS. Many students ride bikes or scooters to school. Please note that:

Riding to school

The NSW Centre for Road Safety (RTA) and the NSW Department of Education recommend that children cycle to school safely

. This includes wearing a helmet, following road rules, and being supervised.

<https://education.nsw.gov.au/schooling/parents-and-carers/safe-travel/riding-safely-to-and-from-school>



Riding safely to and from school - NSW Department of Education

Information about working in or operating early childhood education services including outside school hours care. Plus, information for parents including how to choose a service and supporting your child for their transition to school.

education.nsw.gov.au

Helmet safety

- All cyclists must wear a helmet that fits correctly and is fastened
- Helmets must meet Australian or overseas standards
- Helmets should be replaced if they've been in a crash, dropped on a hard surface, or have cracks in the foam
- Helmets should be bright in colour so other road users can see you.

Road rules

- Children under 8 should be supervised and ride away from busy roads
- Children under 10 should be closely supervised and ride in safe places like parks and backyards
- Children under 16 can ride on the footpath
- Use a bell when approaching pedestrians.

Bicycle maintenance

- Bicycles should be in good working order with a working brake and bell
- Parents and carers should ensure their child follows road rules.

Resources

- The Walk and Ride Activity Booklet can help parents, carers, and children plan their journey and learn about safety

- <https://www.nsw.gov.au/driving-boating-and-transport/get-kids-active/encouraging-walking-bike-riding#:~:text=courses%20in%202025,-.The%20Walk%20and%20Ride%20Activity%20Booklet%20and%20other%20resources,and%20learn%20about%20safety%20together.>
- The Ride2School program helps schools encourage students to be active on their way to school <https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/safe-travel/riding>



[Riding - NSW Department of Education](#)

Scooters, skateboards, rollerblades, (wheeled recreation devices) are subject to NSW Road Rules. TfNSW advice; E-bikes must be mostly propelled by riders - a motor can't be the only source of power.; E-scooters - personal e-scooters remain illegal in NSW roads, footpaths, shared paths and bicycle lanes. E-scooter shared scheme trial information; Cyclists in NSW must also follow the road rules.

education.nsw.gov.au

Parking

When parking near schools in New South Wales, you should follow the rules to keep children safe.

<https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/safe-travel/driving-and-parking-safely-near-your-school#:~:text=drop%20your%20child%20off%20and,when%20entering%20and%20leaving%20driveway>

[Driving and parking safely - NSW Department of Education](#)

Messages to share with parents/carers and students as drivers. To safely park in the school zone: drop your child off and pick them up on the school side of the road; never call out to them from across the road - it is very dangerous

education.nsw.gov.au

Parking rules

- **Park safely:** Park legally and responsibly, even if it means walking further
- **Don't double park:** This is illegal and dangerous
- **Don't park in bus zones:** This creates problems for buses
- **Don't park across driveways:** This includes school driveways
- **Follow parking signs:** These are designed to keep children safe
- **Use drop-off and pick-up areas:** These are suggested by the school.

Driving rules

- **Slow down:** Slow to 40km/h in school zones
- **Be aware of crossings:** Give way to pedestrians, especially when entering and leaving driveways
- **Avoid U-turns and three-point turns:** These are dangerous.

Other tips

- Drop off and pick up children on the school side of the road
- Don't call out to children from across the road
- Model safe and considerate behaviour for your children
- Penalties: Parking illegally in a school zone can result in fines and demerit points.

Keeping your child safe

<https://education.nsw.gov.au/schooling/parents-and-carers/safe-travel>



Safe travel - NSW Department of Education

Road safety education in schools. Transport for NSW fully funds the NSW Department of Education's Road Safety Education Program. This program supports all NSW government schools K-12, and are assisted by the Road safety education team to implement quality road safety education.

education.nsw.gov.au

Many children enjoy walking to school for its social, independent, and outdoor aspects. To keep them safe Transport for NSW recommends:

- **Under 8 years old:** always hold your child's hand when walking on the footpath, in car parks, and when crossing roads.
- **Ages 8-10 years old:** supervise closely near traffic and when crossing roads.
- **Ages 11 and above:** regularly remind them to be responsible pedestrians by:
 - walking on the left side of the footpath
 - watching for vehicles entering or leaving driveways
 - keeping mobile phones and earphones away to avoid distractions
 - using designated crossings like pedestrian crossings, traffic lights, or school crossings
 - walking facing the traffic if there are no footpaths
 - showing respect to other pedestrians.
- All students, riding bikes, scooters and skateboards, must have a helmet. If any student comes to school without a helmet, his/her bike, scooter and skateboard will be 'minded' until either a helmet comes to school, or a parent collects the bike or scooter.
- All bikes, scooters and skateboards are not to be ridden on school grounds and are to be left at the bike racks. They cannot be brought into the classrooms or left on verandahs.

Please remind your child to walk his/her bike, scooter or skateboard whilst on school grounds.

Road Crossing

All our students and families are to **use the pedestrian entranceways please**, and not the driveway entranceway, to access our school. No student is to leave our school unless, they are with their parent/carer (or appropriate adult), or they are a designated 'walker' (usually our older students). Please do not encourage your children to run outside the school premises to meet you or cross the road on their own.

Your support for the safety of our students would be greatly appreciated.

Sun Safety

Sun protection is important, even on cloudy days and during winter. We encourage the students to wear the wide brim school hats as these protect their ears and back of the neck.

In addition, we ask that all our students carry their own personal roll-on sunscreen, in their bags, each day and that they can apply it themselves at school as needed.

For further information please visit this site:

[https://education.nsw.gov.au/schooling/parents-and-carers/health-and-physical-care/sun-safety#:~:text=from%20the%20sun.,Effective%20sun%20safety,%2B%20\(or%20higher\)%20sunscreen.](https://education.nsw.gov.au/schooling/parents-and-carers/health-and-physical-care/sun-safety#:~:text=from%20the%20sun.,Effective%20sun%20safety,%2B%20(or%20higher)%20sunscreen.)

Technology Lessons / Information

All students have a Department of Education user ID to log in to school computers and the 'DET student portal'. The student portal gives students access to their student email account and other applications with a level of safety and security.

Every student has access to the DET portal via their user name and password. Most student user names are simply their first and last name separated with a dot '.', however, this is slowly changing and all new students in the system will also have a number after their name.

Student email addresses are their user name followed by '@education.nsw.gov.au'. You can ask your child to show you the det student portal (Google 'NSW det portal student' and you should find it easily), then they log in with their user name and class password (older students may have changed their password to something they will remember).

Term Planner / Term Costings

We appreciate that educating your child can sometimes be expensive. Whilst trying to offer the very highest quality of programs, we also aim to keep costs down as low as possible. Each term we will endeavour to identify costs in advance, with options to pay either upfront, or in two or more payments. Payments can be made in cash and can also be made online through School Bytes.

Scholastic Book Club

Book Club order forms will go home with students twice a term. This is how Book Club operates:

- Scholastic Book Club operates 8 times a year and is easy to use
- Usually handed out on a Monday and **due by Friday of that same week**
- Select any books you would like to purchase
- There are two ways you can order and pay:
 - Fill in the Order Form in the Book Club brochure (**mark if you would like items returned to you instead of handed to your child**, for example as a gift or surprise for your child.)
Return order and money, by the Friday of that same week, in an envelope clearly marked, in the Book Club box in our School office or handed to Marie in the office.
 - Order and pay online, through LOOP. Visit <https://mybookclubs.scholastic.com.au/Parent/Login.aspx> and follow the prompts. Again, if you would prefer to receive the book/s instead of your child, eg. if it's a gift, then please notify our School office. This can be done by phoning, sending a note or email.
- The books take 1 to 2 weeks to be returned.

There is no obligation to purchase, and all items come with a full money back guarantee of satisfaction. Our School does benefit from items bought; reward points are accumulated and redeemed for books, software etc. for the school. If you have any queries, please see Mrs Lynette Hodder or Mrs Marie Hope in our School office.

Uniform Items / Lost Property

Some of our students have mislaid/have missing uniform items. Please check your child's school bag or at home to make sure you have your child's uniform clothing and not that belonging to another. Any lost or mislaid items at school will be returned to your child. Please make sure you label all your children's uniform items with their name.

Please note that our students are able to wear regular joggers (not necessarily black ones) on Fridays for sport. Black school shoes should be worn Monday—Thursday, unless otherwise stated by the class teacher.

New school uniform items can be ordered through the P&C.

Visitors

In order to ensure that WH&S and child safety is fully maintained, it is a requirement that all visitors to our School (ie. parents, friends, relatives, DET visitors, work-crews, etc.) proceed to the school office and sign on using the QR Code. Parents/carers are asked to sign in before approaching classes in progress. This enables our staff to know who is on site, in case you need to be contacted or in an emergency. Please note that for dropping off and collecting children, you do not need to use the QR Code.

Website

Important information such as school calendar dates will be available on our website. Please check out our new calendar format. This can be accessed by a tab on the home page of our school website.

Please note that only a student's first name will appear on our website. Please complete the General Permission Note via School Bytes regarding permission to publish and display student work, names and photos on our school website.