Camden Haven High School students Lindsay Kaul, Emily Asbury, Annaliese Allsop, Jordan Frith, Arora Attenborough, Max Wilson along with school captains Candy Welsh and Luke Watson attended the Anzac Day ceremony at Laurieton.

The school captains gave a heartfelt speech on the Anzacs and laid a wreath on behalf of the school. The other students, most of who were involved with Remembrance Day last year, again carried out the flag raising ceremony. Flag Officer Laurie Ross commented on how the students remembered the process and was pleased that they are becoming familiar with this aspect of the ceremony. They are getting to ‘know the ropes’ so to speak! The students love to be a part of these community events and take on board what these events stand for and also to give back in their own way to the men and women who have fought to make our nation free.

There were several guest speakers at the Anzac Day ceremony, one of them was Catherine Plummer, Laurieton’s Salvation Army Officer. Ms Plummer was very positive about the contribution CHHS students make to such community events and through the speeches that the school captains make, provide her with hope – hope that the youth will continue the memory of the Anzacs and also hope in making the world a better place.

Kendall did not go without student input either. School vice captains Owen Geard and Brigitte Beyer attended the Anzac Day ceremony held at Kendall. All four school captains were invited back to the LUSC for lunch. Well done to all of these students – CHHS is very proud of you!
The ‘Cover Me’ competition held last year has attracted great attention at the Port Macquarie Library. It has been hailed as ‘the most popular display EVER’!


> We have had a **fabulous** display at Port Library ............ Camden Haven High School have very kindly shared their **Cover Me Competition** Entries. This competition was designed to promote reading and marry creativity with the complimentary technologies of digital and book. Entrants had to present an image combining a book cover and a body part. People's choice will determine prize winners...to be announced soon! The box is overflowing!!!!

> Well done Camden Haven High Students and thank you Mrs Rienstra for sharing this great exhibition!

> This slide show gives you an idea of the Manga Art as well as the **Cover Me Competition**!

Many of the participants in the Public Library’s Cosplay (for manga fans) were our students who all reported having had a great time. It’s great to see them so engaged with reading! More photos on the Mid North Coast library website. Our library has a good collection of manga so come and have a look if your’re interested.

Thank you to all the staff who have assisted me with the ‘Cover Me’ competition or have shared your own interest with reading Manga.

Mrs Julie Rienstra
TEACHER LIBRARIAN
On Wednesday 10 April four members of the SRC, accompanied by Mrs Wilson travelled to the SES in Laurieton and to the RSPCA in Port Macquarie. The purpose of this journey was to present each of these organisations with a cheque as a result of fund raising by the SRC within the school during Term 1. The SRC know these organisations deserve support and the recent floods highlighted to SRC member Arora Attenborough the tireless work the volunteers of the SES undertake. “What we didn’t know was that the SES responded to 170 calls for help and worked for over 608 hours during the floods and storms that we had recently – and they do all this with only 24 volunteers”, commented Arora. Deputy Commander Garry Ryan and SES member Peter Baron took the time to explain to us what training is undertaken in their organisation - four wheel driving, rescue boat operation, chainsaw licence and more. All of the SRC members that were present have been inspired to join (we just have to wait another two years as you have to be 16 to volunteer with the SES). It is worth mentioning that all certificates and licences gained during training are official and can be used outside of this organisation.

We waved goodbye to the SES and made our way to the RSPCA in Port Macquarie. The SRC have been selling slushies once a week during Term 1 to raise money for the RSPCA. The RSPCA helps thousands of animals every year but they rely on donations from the general public to keep going. Everyone fell in-love with the animals – our parents where very lucky that none of us came back with kittens in our bags!

These organisations rely on volunteers to keep them going – What an amazing community we live in!

Written by Arora Attenborough, Annaliese Allsop, Jordan Frith and Max Wilson – Year 8 SRC reps
On the last Thursday of Term 1, a select group of Year 8 History students were invited to participate in a Medieval Feast. The students were invited on the basis of their behaviour and attitude in class during the unit of study on Medieval Europe.

The students who joined the medieval feast thoroughly enjoyed the activities provided. Students dressed in costume and enjoyed a feast fit for royalty. Some students provided sword fighting displays and there were no shortage of volunteers to try the stocks!

The Year 8 History teachers organised this event and many other teachers came by to ‘step back in time’ with us. Special thanks must go to Mr Mark Ashton for ensuring that our stocks were ready to go and safe to use. Although, just to be sure, Mr Wykes was the first to test them!

The students are now looking forward to the Japanese Festival which will conclude our unit on Feudal Japan.
Your views on the Laptop Program

To all parents of Year 10 students – we seek your views on the NSW one-to-one laptop program.

A formal evaluation of the program is being undertaken by the New South Wales Department of Education and Communities in collaboration with the University of Wollongong. It is an effort to determine how the DER-NSW program may impact on learning and teaching education across the state. The evaluation has taken place over 4 years.

Please go to the link below and complete the 2013 survey. It won’t take you too long. http://www.surveymonkey.com/s/DER-NSW-Pr2013?c=8280

To access the link please enter it into the long address bar at the top of the page of your internet browser (not into a search engine such as Google) and press enter or go – this will take you to the survey.

Please note that individuals cannot be identified in the data.

Evaluation reports to date can be viewed online: https://www.det.nsw.edu.au/about-us/how-we-operate/national-partnerships/digital-education-revolution/rrql/research

Thank you for participating

Mrs Margaret Hutchinson
PRINCIPAL

Year 7 Term 2 Assessment Schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Science – Insect Collection 15%</td>
</tr>
<tr>
<td>3</td>
<td>History – Ancient Egypt 30%</td>
</tr>
<tr>
<td>4</td>
<td>EXAMINATION WEEK – Science 15%, Maths 20%, Music 20%</td>
</tr>
<tr>
<td>5</td>
<td>German and Japanese – Task 2 20%</td>
</tr>
<tr>
<td>6</td>
<td>PDHPE – Research Assignment 15%</td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
| 8    | English – Listening Task 25%  
Geography – Listening Task 25% |
| 9    | Visual Arts – Portraiture and Diary 20% |
Fun on the School Cup Rewards Day

Last day of Term 1, our Term School Cup Winners, boarded the school bus with Ms Kneipp and Ms Gaynor and headed out for their reward day. The bus trip into Port was just the start with the kids ready to go with swimmers and a huge smile.

First stop was the Port Venture. All aboard, lunch orders first up – fish and chips on the menu. As we left the dock, students quickly changed into swimmers and the boom net was lowered into the water. There was little hesitation when the students were asked who would like to take a dip. Quickly the boom net was full and smiles all round.

The boat docked at the wharf and lunch was delivered to the students. Fresh fish and chips – yummm!! Back on board the Port Venture, taking in a great sunny day as the students contemplated an afternoon visiting Port Macquarie. After three hours cruising the boat returned to the wharf and with a smile the students and teachers were off to Port Central for more fun.

A great day was had by all. Ms Kneipp and Ms Gaynor would like to congratulate these award winning students for the excellent effort in Term 1 which continued through to their rewards day. They were all outstanding representatives of Camden Haven High School.

We are all looking forward to the next School Cup Rewards day. Who will be the Winners Term 2?
We are heading into a busy time of the year for careers related activities. A number of events and opportunities will occur over the coming weeks and students will need to be constantly looking out for these. I would certainly recommend both students and parents keeping an eye on the Careers website at www.chhscareers.com as I will be advertising these things there as well as communicating these to students in school.

Here are a few things that are coming up that you should be aware of:

1. **Year 12 Interviews**
   Next Tuesday and Wednesday (May 21 and 22) the Careers and Transition Team will be interviewing every Year 12 student. This will just be a short informal interview where we will be gathering information on what their hopes and plans are for next year and will then allow us to provide further information and assistance in a more formal interview in Term 3.

2. **Newcastle University Schools Visit Day**
   This will occur on Wednesday July 17 (the first Wednesday back next term). This is a fantastic opportunity for Year 12 students to see what a larger University looks like and the opportunities that are available there. Over 2,000 students attend on the day and there are a range of activities including tours of the campus and accommodation, information sessions on different courses as well as free entertainment. Information will be provided to interested Year 12 students in the next week with a $15 deposit required to secure a seat on the bus (it is anticipated the full cost will be $30).

3. **‘Discover Engineering’ Information Session**
   On Tuesday June 18, Engineers Australia will be running the “Discover Engineering” information session for students who are interested in this as a career. They will cover such things as:
   - Why be an Engineer?
   - What do Engineers do?
   - How do you become an Engineer?
   Guest speakers will be Engineers and University students.
   The details are as follows:
   **Date:** Tuesday June 18
   **Time:** 5.30pm
   **Venue:** Reclaimed Water Treatment Plant. Ocean Drive, Port Macquarie (access via Hindman St)
   **Cost:** Free
   **For:** Any interested student in Years 9-12
   Light refreshments will be served.
   Registrations are essential and need to be done by Friday June 12 by phoning Engineers Australia on (02) 4926 4440

Mr Dave Gray
CAREERS ADVISER
The English faculty had two very busy Staff Development Days at the beginning of the term in preparation for the implementation of the new NSW Syllabus for the Australian curriculum from 2014. The new syllabus will be in place for Years 7 and 9 next year with Years 8 and 10 to follow in 2015. The faculty is busy developing new units of work for both Distance Education and our face-to-face students. One of the main changes to the new curriculum is the inclusion of texts that explore Australia’s engagement with Asia.

Debating Wins
On May 2 students from Years 9 and 10 competed against two teams from Bulahdelah Central School as part of the NSW Premier’s Debating Challenge. The all-girl teams won both debates on the day with some convincing arguments and great teamwork. The topic was ‘That schools should teach mandatory self-defence classes.’

It was great to have some first time debaters on the teams and it was a testament to the high standard of students we have at our school to have two wins in a row. They are now into Round Two of the NSW Premier’s Debating Challenge. On the day our most outstanding debaters were Samantha Kirkwood and Daisy Skerritt.

Congratulations to both teams.
Birthday Cake

The dull, fading picture sat beside me like a ghost in the dimming lights, but I didn’t need it to remember the memory. I sat at an old table – the kind with the plastic woody stuff over the fake woody stuff - wearing my pink shirt; it fitting me like a plastic bag. The hair my step-mother had tried so hard to tame curled and fell all over the place like a lion’s mane, framing my face as I faced the camera, my tongue poking out, energetically bouncing in anticipation of the cutting of my cake. Sitting beside me my older brother and my younger brother, the latter looking like a cat who ate the canary at my cake. But that’s how life goes.

Today I sit on the floor, hair falling coloured, straight and perfectly tame. There is no flashing camera present today though. In fact, there are no people at all. I sit alone, surrounded by ghostly photos of birthdays and the in-between parts of every year until now. Some I can remember, some are a blurry mess. In all the photos, I can see the changes of my appearance, from the fiery child with the dark unruly hair, green eyes and freckled skin to the quiet girl with the sparkling green eyes, long hair pulled up, growing tall and beautiful, but not taking notice of her complexion, covering her beginning-to-curve body with loose dark clothing, hardly smiling. Then the girl with the stunning smile, the sparkling green eyes, outlined in dark eyeliner, highlighted with eye shadows, lips full and painted a bright red, makeup hugging her now fading freckles, smiling slightly, glowing with happiness.

There are photos of friends that came and went over the years surrounding me. Family Christmases and get togethers blanket the wooden floor, a blending of vibrant and dull colours, of distant and close memories.

The cake was bright pink; a little too much food dye had been poured in. I had helped decorate the home-made cake. Lollies were jammed onto the cake like there would never be another chance to eat them again. Five proud candles sat lighted on the cake as the chorus of Happy Birthday was sung around me by family and friends.

Today though, a single, lonely looking candle sits in a store bought rich chocolate cupcake.

No happy birthday is being yelled to me.

No laughter echoes around the room in a happy bubble as I scrunch my face at the thought of kissing my brother because the knife came out dirty.

My brother isn’t here to kiss anyway.
On the first student day of this term, Year 11 and year 12 were surprised with a study skills day instead of normal classes. A team of interested staff have planned a sequence of days which will provide students with access to a wide range of skills that will enhance their ability to achieve their best at CHHS.

Mr Gray informed students of the scholarship opportunities that are currently available as well as providing support and resources on the wide range of pathways our students have available to them. A lot of our students enjoyed the exam techniques session with Mr Sainsbury, this session focused on the little things students can do prior to and during an exam to ensure they are mentally and emotionally best prepared.

Students were also reminded about the mentor program available to all senior students. Staff volunteer to meet with students in their own time and provide guidance to ensure that students are best prepared to complete all tasks to the highest of quality.

Mr Dalton provided a tour of the study skills website www.studyskillshandbook.com.au and showed students how they can use this website to study more efficiently, gain better time management skills as well as developing highly effective skills to assist them in gaining their best.

CHHS is currently planning a parent information night for parents of senior students. This night will focus on how to support senior students through the stressful exam periods, how to access information to support students and also inform parents of the pathways available.

Along with caring for rabbits, guinea pigs, the alpaca, sheep, the donkey, ducks and chickens, a group of Year 8 students have been working hard in Agriculture this semester to grow a variety of vegetables. In addition to regular weeding and watering, the class carried out an experiment using an organic fertiliser called ‘Grow It All’ to gain an understanding of the value of fertiliser. Krystal and Aiden (pictured below) were the students responsible for ensuring regular application of the fertiliser to their squash and zucchini crops. Their crops were then compared to the remainder of the vegetables grown by other students. Their crops compared favourably with the general vegetable crops.

It was a great opportunity for students to include a scientific experiment within their horticultural experience. Camden Haven High would like to thank John and Debbie at Kew Produce for their generous donation of the liquid fertiliser which helped to enhance the learning of our Year 8 agricultural students.

Ms Neville
TECHNOLOGY TEACHER
## Junior Semester 1 Examination Timetables

(exams will be held in Week 4 – Mon 20 May to Fri 24 May)

### Year 7

<table>
<thead>
<tr>
<th>Date</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 20th May</td>
<td>Period 1/2: Normal lessons, Period 3: MPC Maths, Period 4/5: Normal lessons</td>
</tr>
<tr>
<td>Tuesday 21st May</td>
<td>Period 1: MPC Science, Period 2 to 5: Normal lessons</td>
</tr>
<tr>
<td>Wednesday 22nd May</td>
<td>Period 1: Normal lessons, Period 2: MPC Geography/History, Period 3: Normal lessons, Afternoon: Sport</td>
</tr>
<tr>
<td>Friday 24th May</td>
<td>Period 1 to 3: Normal lessons, Period 4: MPC Languages, Period 5: Normal lessons</td>
</tr>
</tbody>
</table>

### Year 8

<table>
<thead>
<tr>
<th>Date</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 21st May</td>
<td>Period 1 to 3: Normal lessons, Period 4: MPC Geography/History, Period 5: Normal lessons</td>
</tr>
</tbody>
</table>

### Year 9

<table>
<thead>
<tr>
<th>Date</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 22nd May</td>
<td>Period 1: MPC Marine Aquaculture, Period 2: Normal lessons, Period 3: MPC Maths, Afternoon: Sport</td>
</tr>
<tr>
<td>Friday 24th May</td>
<td>Period 1: MPC Geography/History, Period 2: Normal lessons, Period 3: MPC Maths, Period 4: MPC Exercise and Physical Activity, Period 5: Normal lessons</td>
</tr>
</tbody>
</table>

### Year 10

<table>
<thead>
<tr>
<th>Date</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 24th May</td>
<td>Period 1: MPC Drama, Period 2: MPC Maths, Period 3: MPC Exercise and Physical Activity, Period 4: Normal lessons, Period 5: Normal lessons</td>
</tr>
</tbody>
</table>
EXAMINATION RULES FOR YEARS 7-10

The following rules need to be recognised if the exams are to be fair to all students:

1. Be outside the exam room at the beginning of the period of exam (do NOT go to classroom first).
2. All bags or folders should be placed at the back of the exam room. (Do NOT leave bags outside exam room)
3. Mobile phones must be turned off and left in your bag or at the front of the room for safety. No responsibility for loss or damage to mobile phones is accepted by the school.
4. No MP3 players, novels or magazines are allowed.
5. No food is allowed. You may have a water bottle.
6. Take all necessary equipment such as pens, rulers etc into the exam room. Borrowing equipment is not permitted in the exam room.
7. You can only use a Board of Studies approved calculator.
8. Sit where you are instructed to do so by the supervising teacher.
9. Check that you have been given the right exam.
10. If you are given ‘reading time’ for an exam do not pick up your pen in that time.
11. Poor behaviour will not be accepted in the exam. This includes talking, turning around, shuffling papers unnecessarily or interfering with work of other students. Poor behaviour may lead to your removal from the exam or having to resit it.
12. Cheating is unacceptable and may lead to parental contact, loss of marks, a zero being awarded, having to resit another exam or being disciplined according to the school policy.
13. You must make a serious attempt at the given exams. Do not write silly or rude answers on your exam paper. If this occurs you may lose marks or receive a zero.
14. You will not be allowed to leave the exam early.
15. Check your work if you finish early.
16. You must wear your school uniform.

Good luck to all students in their exams

More SRC Fundraising

We had a very successful out-of-uniform day on 8 April – ‘Favourite Footy Team Colour’ was the theme. Again, the SRC sold slushies on the day and students and staff donated money to come ‘out-of-uniform’. Money raised on this day went to support the family of Luke O’Neill.

The SRC suggestion box (which is located to the right of the canteen) has been filling up with some useful suggestions on how we can continue to improve our school. The SRC Executives Emily McColgan, Dale Finch and Imogen Deutscher presented these ideas after discussing them at our general meetings to Mrs Hutchinson. Announcements will be made in early Term 2 regarding some of these.

Yours in leadership

CHHS SRC

If you would like this newsletter emailed please contact the school (6556 8100)
or email deborah.dewar@det.nsw.edu.au
Last week Ms Liz Lloyd James and myself took the open's boys and girls Touch Football teams to Wauchope for the Lower North Coast knock out. Both teams, played and behaved very well – great representatives of our school.

The boys’ team played the two hardest teams, Wauchope and Westport and unfortunately lost both though they played great football and showed good sportsmanship. Logan Mepham, James and Joel Kennedy and Tyson Weigold were standout players for the boys. James and Tyson were both considered for selection but in the end they unfortunately missed out.

The girls also played the top teams and lost to Westport and Port High but defeated Melville. The girls played well as a team, and even having the youngest players out of all the teams they showed it did not matter.

Standout players for the girls were Charlie George (Year 7), Tamara Gonzales and Louisa Bailey. Brooke Baldry was looked at closely by the selectors however being a bit young this year for an open's team, she will be a stronger contender for selection next year.

Both teams should be proud of their efforts today and the way they represented the school.

Ms Danielle Buttsworth
Good luck Mitchell Williams (Year 11) who has been selected in the North Coast team to play at the NSW CHS Boys Football Championships at Armidale from 21 – 23 May

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come and...

DISCOVER ENGINEERING

TOPICS

Areas to be addressed include:
- Why be an Engineer?
- What do Engineers Do?
- How Do You Become an Engineer?

Guest speakers include:
- Engineering professionals
- & University students.

DATE

Tuesday 18th June 2013
from 5.30pm
Reclaimed Water Treatment Plant
Ocean Drive
PORT MACQUARIE
(access via Hindman St entrance)

This Free Forum is for all students in Year 9, 10, 11 & 12 who are interested in Engineering as a career choice.

Light Refreshments will be served

REGISTER

Registration essential by
Friday 7th June 2013

CLICK HERE or phone
Engineers Australia on 02 4926 4440.

Further information available at:
www.engineersaustralia.org.au/newcastle-division/events

SPONSORED BY

APD
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Sex, Body Image & Cyber Relationships — What Parents Should Know

Sex Education, Social Networking and Cyber Relationships

Children are growing up in a world dominated with social media contacts, freely available access to pornography, and the dangers of the Internet such as “sexting”, peer pressure and “outing”. By the mid-teens, the majority of young people have been shown to be accessing porn on a regular basis, and this is leading to a greatly varied range of expectations around sexual behaviour and healthy relationships than their parents may have experienced.

This seminar will discuss the role of parents in initiating healthy discussions about sexual activity of teenagers, and the mine field of information and misinformation that cyber space has introduced through which our children must navigate.

Sally Sweeney
Sally has been a Senior Educator and Supervisor with Interrelate School Services for 15 years, and has been involved in the writing of several books on sexuality.

Lyndall Caldwell
Lyndall has worked as a secondary school teacher and has been with Interrelate School Services for 14 years as a Senior Educator and Supervisor. She is an author of several books.

Body Image and the Sexualisation of Children

Body image and how it develops and changes during adolescence is a relevant matter to both parents and the wider community.

Research shows significant consistency over time that the major concern for young people in Australia is preserving body image. There is overwhelming evidence to show that exposure to the “thin ideal” significantly increases risk of body dissatisfaction, which in turn increases the risk of pathological eating and dieting behaviour in young Australians.

This presentation deals with body image obsession and the sexualisation of children, and draws links between family functioning and media influence, as well as providing recommendations for preventative strategies and principles for intervention.

Presenter

Dr Jonathan Toussaint
Jonathan is an experienced family therapist, educator, researcher and author on relationships. He is a regular speaker at national and international conferences and is in demand as a commentator by the broader media. Jonathan is a Director at Interrelate, a counselling and mediation organisation in NSW. He is also a university lecturer in the field of health psychology.

Cost: Gold coin donation
When: Wednesday 15 May 2013
Time: 10am to 12pm OR 6.30pm to 8.30pm
Where: Westport Club - Riverview Room
RSVP to ChereeD@interrelate.org.au or (02) 5526 3200 by Friday 10 May.

www.interrelate.org.au
1300 736 966
RAISING MEN  Support your son’s journey into manhood

3 day camp & program for boys 12-15 and their father or male mentor.

Upcoming camp dates:  13 – 16 June  19 – 22 September

info@raisingmen.com.au | www.raisingmen.com.au | 02) 6684 3892

Teen Yoga at The Youth Hub

Term 2: Thursday May 9th - June 27th
Time: 4:00 - 5:00 pm
Venue: The Youth Hub Port Macquarie
Investment: $40 for 8 weeks
Equipment: Mats and props are supplied
Phone: Martine on 0403 841 685

Teen Class includes - a warm up, yoga poses to build strength, flexibility, calm, confidence and a challenge.
Each class is based around a theme with some partner and group poses to build trust and bonding experiences; a relaxation to music closes the yoga practice.

FUTSAL

Players/teams needed for the winter futsal – women and youth co-ed.
Great fun and improves your outdoor skills.
Contact Alison on 0488 728 334
"... We have raised our kids and now we want to help others ..."

You already know how to raise a child. Put your experience to good use by providing a safe and caring environment for a child in need on the Mid North Coast. Your wisdom can help a child reach their full potential and we will support you every step of the way. Make a difference in a child’s life and they will make a difference in yours.

Start making a difference. Visit www.burnsidefostercare.com or call 1800 815 113.

Vacancies Available
Education and Care for Children 0-12 years
Full-time, part-time, evening, overnight, weekend and before and after school

Hastings Family Day Care
Warltons Street
Port Macquarie
Contact Di or Angie
Email: hastingsfdc@sjfs.stagnesparish.org.au
Web: www.stagnesparish.org.au/sjfs
PH: 0265 83 4660
I give permission for my child/ward ________________________  ________________________ of Year ____

(given name)  (surname)

was/will be absent from school from ________________ to ______________ for the following reason:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I can be contacted on _______________________ to discuss this matter if needed.

(phone no.)

__________________________

(signature)  ______________________

(name) – PLEASE PRINT

PLEASE PRINT
I give permission for my child/ward ___________________________ of Year ______

(given name)                                              (surname)

to leave school at ____________ am / pm on ____________ for the following reason:

☐ appointment card – details:

_____________________________________________________________________________________

☐ other reason – details _________________________________________________________________

_____________________________________________________________________________________

I can be contacted on _______________________ between 9am and 11am to verify this arrangement if required.

(phone no.)

_____________________________________________________________________________________

_____________________________________________________________________________________

_______________

Please note that applications for early leave will be monitored and parents/caregivers are requested to minimise making appointments during school hours including Wednesday afternoons.