



CHALCOT WEEKLY

NEWSLETTER No 6 – 6th March 2015

Getting Along Resilience Organisation Persistence Confidence Achievement

Parent Information and Family Fun Night

It was terrific to see so many families participating in our Parent Information & Family Fun Night.

Families enjoyed a delicious sausage sizzle which was cooked by the staff, and as you can see by these photos, students had great fun participating in the wonderful activities organised by the Kelly Sports team.!!



FROM THE PRINCIPAL

Labour Day Public Holiday – Monday 9th March

We wish to remind families that next Monday 9th March is the Labour Day Public Holiday for Victoria. There is no school for students on this day.

Curriculum Day – Tuesday 10th March

This is a student free day. Students are not to attend school on this day.

2015 School Council Representatives

As a result of the School Council nomination process in the Parent category, the successful candidates were Amy Mraz, Paul Coad and Gabrielle McIntyre.

The new 2015 School Council includes: Paul Newton, Rhiannon Thomas, Stacey Wilkins, Noelene Ryan, Rebecca Pellowe, Paul Coad, Amy Mraz, Gabrielle McIntyre, Paul Poliviou, Dean Napier and myself.

2015 Parents' Executive

This week, during the Parents' Club Annual General Meeting, the Executive for 2015 was put in place. I am pleased to announce that Jenna Perry has been elected as Parent Club President, Angie Boustead as Secretary, Jill Robertson as Treasurer and Linda Dickon as the Principal's selected representative. Congratulations and best wishes to the office holders and to all the committee members of the fabulous Chalcot Parents' Club!

Kinder Club

Our first Kinder Club for 2015 will be held next Wednesday, 11th March at 2.30pm. During Kinder Club, children will be participating in fun activities in the Prep rooms and during the year, will experience activities such as Art, Music, Dance, Literature and Physical Education. This is a great opportunity for them to make friends with other children, meet teachers and become familiar and comfortable about coming to school. Meanwhile, parents are welcome to relax in the staffroom and meet other Kinder Club parents.

Peer Mediator's Ceremony

On Tuesday 17th March at 2.45pm, the 2015 Peer Mediators will be presented with their badges. The Peer Mediators include: Maleisha Fernando, Emily McPhail, Diyana Nagahawatta, Tahlia Temple, Olivia Ashby, Catharina Truong, Ashleigh Barnes, Tasha Running, Bree Vella, Janet Ross, Cherie Hann, Priyanka Suja Rani, Ella Ryan, Tyrone Huon, Darcy Hamilton, Navkaran Sahni and Ollie Mraz.

The Peer Mediators will be rostered during terms 2, 3 and 4 to be available to junior school students, with the role of listening carefully to other students' issues and assisting them with problem solving.

Our Peer Mediators are to be commended for their commitment to and care & compassion for their fellow Chalcot Family members.

School Photos

School photos will be taken next Friday 13th March. All group photos including School Captains, House Captains, Peer Mediators and Junior School Councillors will also be taken on the day. Please complete your order form and return to school with the correct money or cheque on photograph day.

Parent/Teacher Interviews

During this week, Parent/Teacher interview notices were distributed to all families. Interviews will be held on Thursday 26th March. This will be a great opportunity for the class teacher to discuss your child's progress so far this year, your child's individual learning needs and areas of future learning. To help with organisation, could you please ensure that your preferred interview times be returned to school no later than Wednesday 11th March. A note confirming your appointment time will be sent home the following week.

Please Support Our Green Team and Vegie Garden Program

I hope our Chalcot family will be able to visit Cathy Bracegirdle, Greg Cacavas and Melissa Kodogiorgos and their team of helpers at our Chalcot BBQ on Saturday 14th March at Dandenong Bunnings, Gladstone Road. All funds raised will be used to support our vegetable garden and Green Team projects this year.

School Policy Review

We are currently reviewing our Visitors and Attendance policies. School community input is welcome. If you would like to make any comments in relation to the policies, please feel free to email your comments to me via the schools email address at chalcot.lodge.ps@edumail.vic.gov.au.

Monica Ghirxi
Principal

District Swimming

Last Thursday 26th February, we went to the District Swimming Carnival at Dandenong Oasis. It was fun because we had the chance to swim against other schools in our area. Our school came third in our competition.



FROM THE ASSISTANT PRINCIPAL

If someone is being mean to you while you are on the internet or on a mobile phone:

Tell one of these people: Your mum or dad, your teacher, an aunty, an uncle, a grandparent, your brother, your sister or a friend. Keep telling them until they help.

- ❖ Don't answer any of their mean comments. Save them and show them to a parent or teacher.
- ❖ Get a parent or teacher to help you block them so they can't contact you anymore.
- ❖ Report them to the game/video host so they get blocked.
- ❖ Remember it isn't your fault if someone is mean online. Nobody should be bullied.
- ❖ Further details are available on the following Link: www.cybersmart.gov.au

Lost Property

As often is the case in primary schools, many items of clothing go missing on a day to day basis.

We have a lost property box in the hall where all lost items are placed.

In order to ensure that items do not remain lost, it is important to do the following:

- Ensure all of your children's items of clothing are named in such a way that this cannot be removed.
- Check that the items of clothing your child/ren bring home actually belong to them (sometimes the wrong clothing is picked up in error).
- If your child loses a piece of clothing, check the lost property box in the hall.

Head Lice

Some isolated cases of head lice have been reported to our school, so now is a good time to check your child's head for any sign of them.

What to look for

The eggs appear as tiny silvery white specks attached to the hair shaft near the scalp. Dandruff and hairspray may look similar but these are easily brushed away, the eggs are not. Other signs of lice infestation may be a red rash and scratch marks on the scalp, nape of the neck or behind the ears.

They are best removed by

Scraping the individual hair between fingernails or using a fine toothed comb. Any eggs should be placed in hot water to make sure they are destroyed. Using conditioner on hair will help to stun live lice and help remove eggs as well.

If you do find lice or eggs please endeavour to complete treatment before returning to school. Treatments are available at supermarkets and chemists. Part of our school policy and health regulations is that eggs be removed before re admittance to class after treatment. Once again, thank you for your help and cooperation with this task.

Parent Tips for Reading and Storytelling with younger children

Reading with your child each day is one of the most important things parents can do. When you are reading with your child it is important it is an enjoyable experience. Don't get frustrated if they can't remember a word. Children will learn to read at their own pace and while they might be on one level for several weeks they might then move through several levels much quicker. Reflect on when you learn something new, if it is a calm and supportive experience you are often more successful. Don't compare them to your friends' children, each child is an individual. Praise their efforts.

- ❖ Try to read to your children every day, even for a few minutes. It is good to have a regular time each day as your child will get in to the routine.
- ❖ Take your children to the library for storytelling sessions and to choose books to borrow.
- ❖ Find picture books that do not have words and make up the story together.
- ❖ Be guided by your child about books they like, and read their favourite parts over and over again.
- ❖ Stop when they want to.
- ❖ Skip the bits they want to skip. Avoid reading stories they don't like. Give up on ones they are not enjoying. As adults, we do!
- ❖ Try out a range of different books and stories.
- ❖ Pay attention to detail in the book, for example, point out the time on the clock in a picture.
- ❖ If you have more than one child, at times read or tell stories that they all like together.
- ❖ Try to make time to read to each child individually.
- ❖ Talk to your children about the things you read, such as the newspaper or your current or favourite books, so they can see that reading is important to you.
- ❖ When your child reads out words on signs or food packets tell them you are proud of their reading.

Public holiday

Next Monday 9th March is a public holiday for Labour Day. There will be no school on that day

Paul Poliviou
Assistant Principal

**CANTEEN IS OPEN FOR LUNCH ORDERS AND COUNTER SALES ON WEDNESDAYS & FRIDAYS
CLOSED MONDAY, TUESDAYS AND THURSDAYS**



DIARY DATES

Monday	9th	March	Labour Day Public Holiday	
Tuesday	10th	March	Curriculum Day - Student Free Day	
Wednesday	11 th	March	Kinder Club	2.30pm
Wednesday	11 th	March	Finance Committee Meeting	3.45pm – Conference Room
Thursday	12 th	March	Bike Education Year 4 – Year 6	
Friday	13 th	March	School Photos	
Saturday	14 th	March	Environmental Committee - Bunnings Barbeque	8.00am – 4.00pm
Tuesday	17 th	March	Assembly – Badge Presentation – Peer Mediators	2.35pm
Wednesday	18 th	March	Year 5/6 Camp Meeting (Mr Napier's room)	6.00pm
Wednesday	18 th	March	Co-op AGM	6.45pm
Wednesday	18 th	March	School Council AGM	7.00pm
Wednesday	18 th	March	School Council Meeting	7.15pm
Friday	20 th	March	Disco	9.15am -10.30am
Tuesday	24 th	March	Harmony Day	
Wednesday	25 th	March	Koorie Cultural Invisit – Whole School	Payment \$7 due 19 th March
Wednesday	25 th	March	Parent Club	6.30pm Staffroom
Thursday	26 th	March	Parent/Teacher Interviews	2.30pm – 8.00pm
Thursday	26 th	March	Hot Cross Bun Deliveries	Order through QKR by 19/3
Friday	27th	March	End of Term 1	2.30pm dismissal
Monday	13th	April	Commencement Term 2	9.00am start all students

BEFORE AND AFTER SCHOOL CARE

Child Care Benefit and Child Care Rebate available for all families.

Morning: 7.00am – 8.45am Monday to Friday during school term, excluding all Victorian Public Holidays.

Permanent/casual: \$ 15.00.

Breakfast is provided until 8.30am.

Afternoon: 3.30pm – 6.00pm Monday to Friday during school term, excluding all Victorian Public Holidays.

Afternoon snack and drink provided.

Permanent/casual: \$ 19.00.

Welcome to another exciting week of before and after school care.

This week's activities include:

- * Creating indigenous art
- * Experimenting with colours
- * Observing and documenting the progress of our science experiment
- * Movie night (Friday)

Please feel free to speak to Iris or Alex if you have any concerns. Call 0400 194 859 during session times or come in and have a chat!

Y.L.V Team

UNIFORM SALES

School uniform items can be purchased directly from the Beleza School Uniform Store at shop 7, 151 – 159 Princess Hwy, Hallam, phone 9702 3181. Mastercard and Visa are accepted.

Beleza order forms are also available at the school office. When placing your order you will need to make payment to the school either by cash or by completing your credit card details on the order form. Beleza staff will then deliver your order to the school.

SCHOOL BANKING

Don't forget that FRIDAY is School Banking day and students should bring in their weekly deposit.

ORDERING REWARDS: When ordering rewards, please remember to make your selection from the items available in Term 1 (not Terms 2, 3 or 4 yet), or from the separate list we provided. You must also return 10 tokens to be able to claim your reward, and the tokens must not be shared with your siblings or other students.

COMPETITION: Throughout 2015, any student who makes 25 or more deposits goes automatically into a draw for a family trip to Disneyland. Good luck!

Ingrid Williams
School Banking Coordinator

COMMUNITY NEWS

The Department of Education and Training (DET) does not endorse the products or services of any private advertiser. No responsibility is accepted by DET for accuracy of information contained in advertisements or claims made by them.

Hampton Park Library

Celebrate National Harmony Day

Experience music from Taqi Khan's band that is growing in popularity Australia wide!

Saturday 21st March at 2.00pm until 3.15pm at the Hampton Park Library 22-26 Stuart Avenue, Hampton Park. No cost, bookings essential at www.tinyurl.com/cclcevents or phone the library.

POLICY: VISITORS

**INITIAL COPY
10/06/2009**

**DRAFT REVIEW
04/03/2015**

Purpose

To provide a safe and secure environment for our students, staff and resources by implementing protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Guidelines

- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- The Department of Education and Training encourages schools to ensure that parents and families are valued partners in their children's development and learning, and to create strong partnerships between community services, schools, the broader community and business.
- Schools are educational institutions and are not public places.
- Duty of Care in relation to the safety and privacy of students is of paramount importance, and any potential risks posed to students by visitors must be considered, minimised or eliminated.
- Whilst it is important to provide an inviting and open school, the safety of students, staff and resources must remain the highest priority.

Implementation:

- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a 'Sign in Register' book and will be assigned a "Visitor" badge which they must wear at all times within the school to indicate that they have School Council approval to work at or beyond the school premises on school business;
- Visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book;
- All volunteers and contract workers at the school, including parent helpers, are required to have a current "Working With Children Check";
- Visitors within the school who have failed to follow this process will be reminded to do so.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter and the Chalcot Lodge Handbook;
- All contactors will be given a copy of the 'Contractor Induction handbook' and a current 'Emergency Management Plan'.
- All contractors will need to complete the 'Occupational Health and Safety Job Safety Analysis' before the commencement of each minor works;
- At the commencement of each term, School Council will approve the school's 'Volunteer Workers' list;
- Where a School Council meeting has not been scheduled, School Councillors will be provided with a written list of new parent helpers for approval through a return slip;
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort;
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries inside or outside school operating hours;
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for; and
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.

Evaluation

The Visitors Policy will be reviewed by the Principal and Assistant Principal in consultation with the Education Policy Committee, every three years or sooner if required.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: STUDENT ATTENDANCE

INITIAL COPY
19/04/2006

DRAFT REVIEW
04/ 03/ 2015

PURPOSE

- To maximise student learning opportunities and achievement by ensuring that students attend school regularly and without unnecessary or frivolous absences or lateness.

GUIDELINES

- In line with Department of Education and Training Student Enrolment Guidelines, children between the ages of 6 to 16 years are required to be in full time attendance at a government or registered non-government school, unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Regional Director;
- Education is a sequential process and consequently, absences or lateness can lead to students missing important stages in the development of topics, causing them to find learning difficult;
- Absenteeism may contribute significantly to students not achieving their full potential at school;
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent;
- Parents have a responsibility to ensure that children attend school regularly and are only absent or late for an approved reason;
- Principals are responsible to ensure that attendance records are maintained and monitored at school; and
- Principals are responsible to ensure that unexplained absences or lateness are investigated and that high levels of absenteeism are adequately explained.

IMPLEMENTATION

- Parents are to provide a written note or return a completed absence slip provided by the school to explain why an absence has occurred;
- Verbal explanation in person or over the phone is welcomed, although is not acceptable for school records;
- Teachers are to record all students' absences first thing in the morning and straight after lunch on the class roll;
- Teachers will also record students as arriving late to school if they enter the classroom after the 9.00am bell;
- Any student who arrives after the 9.00am bell is to attend the office, accompanied by a parent or supervising adult, to sign the late register and receive a late pass. The late pass must be handed to the class teacher by the student;
- Teachers are to send late students to the office if they enter late without a late pass;
- Each day, teachers will record those students who arrived late or who were absent on the previous day for the morning, afternoon or both and those students who have provided an explanatory note from their parents;
- Each day, student absences will be aggregated on CASES21 data base and communicated to the Department of Education and Training (DE&T);
- The DE&T and enrolment auditors may seek student attendance records;
- Classroom teachers will contact parents to make enquiries about students who are absent without explanation for more than three days or who are frequently late;
- If students continue to be consistently late or to have frequent unexplained absences, the class teacher is to advise the Assistant Principal who will contact the parents to obtain written explanations and to develop strategies to minimise lateness or absence;
- The Assistant Principal will inform the Principal of any cases of ongoing unexplained lateness or absences or lack of cooperation regarding student attendance and the Principal will contact the parents to organise a formal attendance conference attended by the Principal, Assistant Principal and parents;
- Unresolved attendance issues may be reported at the discretion of the Principal to the Department of Human Services;
- Student absence and lateness figures will appear on student half year and end of year reports;
- Aggregated student attendance data will be reported to DE&T and to the wider community each year as part of the Annual Report;
- Articles will be published in the school newsletter to highlight the importance of school attendance; and
- The importance of attending school regularly and on time will be incorporated in the 'Blast off Program' at the commencement of each school year.

EVALUATION

The Student Attendance Policy will be reviewed by the Education Policy committee in consultation with the Principal and Student Wellbeing Coordinator, every three years or sooner as needed.