

### *Growing a Supportive Community of Active Learners*

#### **“Coolest party ever”**

Vivianne shouted ecstatically. Orange cupcakes, orange balloons and orange decorations filled the prep rooms on Wednesday in celebration of Vivianne and the end of her treatment. Vivianne in Prep K was diagnosed with an Acute Lymphoblastic Leukaemia (cancer of the blood). All prep students were dressed in the colour orange to support Leukaemia survivors. A balloon twister entertained us with all his balloon twisting tricks. We danced to all our favourite songs, ate many delicious treats and each student took home a lolly bag filled with goodies. It was one memorable and special day for a very special girl. It wouldn't have been a party without the very generous donations from Coles Endeavour Hills and Amazing Kids Parties. We could not thank you enough for your support to our school community.



## FROM THE PRINCIPAL

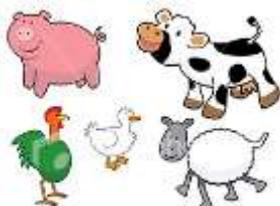
### Education Week - Lion Dance Evening

Parents, children and staff had a lovely evening during our Education Week Celebrations last Thursday night. The community enjoyed a meal together in our Kitchen Centre consisting of spring rolls and vegetable noodles. The vegetable noodles that were prepared by Mrs Felton and cooked by the staff, were delicious!!! Using our mini ipads, families then took a virtual tour of our newly refurbished library in Mandarin, show casing some wonderful ICT work by senior students. The night was capped off with the Lion Dance experience. Students, parents and staff had an awesome time learning about the Chinese culture, making a lot of noise with their instruments and parading around in the Lion costume.

### Walk to School Day

Today, many of our children and parents participated in our Walk to School Day. Although walking all the way to school isn't realistic for some of us, it was great see so many of our children enjoying their walk to school. Keep it up!!!

### Prep Excursion – Myuna Farm



How exciting for our little Preps to be going on their very first school excursion. In support of the Inquiry focus on 'LIVING THINGS', the Preps will be visiting Myuna Farm on Thursday 2nd June. The children will participate in a number of activities relating to Living Things, including a baby animal nursery visit, feeding animals and planting seeds. This excursion will be a wonderful experience for our children and will enhance the learning and teaching carried out in the classroom.

### Google Translate

#### **NEW to the Chalcot Lodge Webpage - Google Translate**

We are excited to announce that we have added a translation function to our school's website to ensure that all members of our school community can easily access information. The translation of pages on the Chalcot Lodge website is performed by 'Google Translate', a third party service. The service provides automated computer translations that are only an approximation of the websites' original content. The translations should not be considered exact and only be used as a guide. If users are unsure of the meaning of translated content they should consult the original English content. The Google Translate button can be found in the bottom right hand corner of our website at [www.chalcotps.vic.edu.au](http://www.chalcotps.vic.edu.au) This function also appears on Tiqbiz on the top right hand corner.

### Patent Club - Cadbury Chocolate Drive

As part of our plan to improve facilities and resources at Chalcot Lodge Primary School, we are running a 'Fantastic Cadbury Fundraiser Drive'. We are hoping to have the following varieties for each box/bag: Cherry Ripe; Summer Roll; Crunchie; Caramello Koala; White Chocolate Freddo; Strawberry Freddo; Peppermint Freddo and Milk Chocolate Freddo. Each box will contain 30 pieces of chocolate valued at \$1.00 each.

The entire box is worth \$30. Those interested need reply via Tiqbiz before Monday 6th June; we will then order the chocolates and send the chocolates home during the last week of Term 2. Money raised from the Cadbury Fundraising Drive will go towards the upgrade of the Junior Playground.



### Ms Keav's Amazing Resin Art Special Effort

Ms Keav has kindly painted and donated one of her magnificent Artworks to the school.

This beautiful, resin painting (90cm round) took weeks to create and is valued at \$550.

If you would like to be in the draw to win this beautiful piece of Artwork, tickets will be sold over the next two week. Tickets can now be purchased via QKR. The winning ticket will be drawn at Assembly on Tuesday 7th June. All money raised from this special effort will go towards upgrading our ICT Lab laptops. **Got to be in it to win it!!!!**

### Emergency Information

So that a parent/guardian may be contacted quickly, in the case of serious illness or injury at school, emergency information must be kept up to date and accurate.

Should any alterations be necessary during the year (eg. change of occupation, change of name of neighbour or friend to be contacted, change in address or home, work or mobile telephone number, etc.) please notify the office promptly.

### School Policy Review

We are currently reviewing our Emergency Management policy. School community input is welcome. If you would like to make any comments in relation to the policy, please feel free to email your comments to me via the schools email address at [chalcot.lodge.ps@edumail.vic.gov.au](mailto:chalcot.lodge.ps@edumail.vic.gov.au).

**Monica Ghirxi**  
**Principal**

## *FROM THE ASSISTANT PRINCIPAL*

### **Mid-Year Reports**

Teachers are now burning the midnight oil preparing the mid-year reports for parents. These reports indicate students' achievement levels at the end of the first half year and also report on areas for future learning and how parents can help at home. Student mid-year reports will be distributed to parents on Thursday 26th June.

### **Winter and Asthma**

With the onset of the cooler weather many people find that their asthma seems to flare up. If your child has asthma at this time of year, it may be advisable to visit your doctor and review your child's asthma plan. Please notify the school if there are any changes to the plan.

If you would like any information relating to asthma please feel free to call the Asthma Foundation on 1800 645 130.



Our school is filled with amazing teachers, and we'd like your help to say thanks. Nominate them today at [adaymadebetter.com.au](http://adaymadebetter.com.au) and we could win a prize pack valued at \$5,000!

### **Mr P's Footy Predictions**

Swans	by 20 points	HAWKS	by 100 points	DEES	by 25 points
SAINTS	by 40 points	TIGERS	by 20 points	CROWS	by 12 points
CATS	by 23 points	DOGS	by 26 points	EAGLES	by 100 points

**Paul Poliviou**  
**Assistant Principal**

## DIVISION CROSS COUNTRY

A big congratulations to all our students who participated in the Division Cross Country competition on Monday. We are so proud of you all!!

A huge thank you to Ms Thomas who spent a lot of time organising and planning to ensure our students have the opportunity to be involved in these sporting events.



## FORENSIC SCIENCE INVISIT

On the 18th of May the 4/5/6 unit took part in a Forensic Science invisit.

We learnt how to identify the person responsible for a crime by finding the three key clues.

April, who took the lesson, taught us about the three main clues: Deoxyribonucleic acid (DNA), finger prints and foot prints. They could all be used to find the suspect of the crime. The scene was a bank robbery and we had to work as a small team to find the clues, present and figure out who the suspect was. It was fun bringing science into the real world. The 4/5/6 unit can now be in charge of Chalcot CSI.

Ella Ryan &  
Joshua Miller



## CHALCOT LODGE PRIMARY SCHOOL

### **POLICY: EMERGENCY MANAGEMENT**

#### **INITIAL COPY**

21/08/1996

#### **RATIFIED/ REVIEW**

23/05/2016

#### **PURPOSE**

- To provide a safe learning and working environment for students, staff and all those on the premises at Chalcot Lodge Primary School, on camps, excursions and outdoor adventure activities.
- To develop a coordinated response to prevent, prepare for, respond to and recover from emergencies.

#### **GUIDELINES**

The Department of Education and Training (DET) is obliged, as a government agency, to respond to emergencies affecting schools in accordance with the provisions of the Emergency Management Act (1986:Version incorporating amendments as at 1 July 2010), the State Emergency Response Act 2013

- (DISPLAN) and the State Disaster Recovery Plan;
- Under Victoria's Emergency Management Act 1986, an "emergency" is defined as "any actual or imminent event which in any way endangers or threatens to endanger the safety or health of any person or which destroys or damages, or threatens to destroy or damage property";
- The Chalcot Lodge Primary School Emergency Management Policy and Program must be in line with the DET documents: Education Emergency Management System (EEMS); Managing School Emergencies Manual; the Emergency Management Act (1986); and meet Occupational Health and Safety requirements;
- The Emergency Management Plan (EMP) must mitigate exposure to potential risks and ensure, when necessary, coordination of a response at state, regional and local levels when an emergency occurs;
- Combating authorities, ie. police, ambulance, fire brigade, have legal responsibilities for coordinating and controlling the response to emergencies;
- DET is a support agency and has the obligation to comply with the requests and directions of the responsible emergency service, to ensure that the safety and well being of those involved in the emergency are maintained;
- Emergency Management involves planning, prevention, response and recovery;
- Effective planning can mitigate potential hazards, can reduce the effects of emergencies which cannot be prevented, and can play a significant role in returning the school environment to usual operations following exposure to an emergency; and
- Under the State Disaster Plan, DET provides advice, information and coordination of resources to assist combating agencies, ensures that the legal responsibilities for the care of children are fulfilled and provides specialist support services, including counselling and debriefing to members of school communities affected by emergencies.

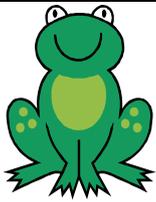
#### **IMPLEMENTATION**

- To ensure effective implementation of the EMP when confronted by an emergency, all staff must: be responsible for its implementation; be aware of its contents; be involved in regular training; and adhere to its procedures during an emergency;
- The EMP, emergency telephone numbers and the names of students and staff with special needs will be reviewed in Term 1 of each year and specific implementation details will be reviewed directly following an emergency incident or drill;
- All incidents likely to adversely affect the safety and well-being of students, staff, or visitors are to be reported at the earliest opportunity to the Principal/Assistant Principal and responded to immediately and recorded in the Hazard Alert Register;
- Emergencies must be reported to the Office of Emergency Management (OEM) and to appropriate emergency services on 000;
- The OEM will notify the South Eastern Metropolitan Region (SEMR) Emergency Management Coordinator who will take appropriate action;
- The Emergency Coordinator is the Assistant Principal or in their absence the next senior person;
- The Regional Coordinator may assume responsibility for control and coordination in some circumstances;
- In circumstances requiring state wide coordination, the State Coordinator will be responsible for coordination;
- The Emergency Coordinator may establish a coordination centre, which may be on or off the school site, with access to telephone communications;
- Specific roles and responsibilities of all staff are outlined in the school's EMP document;
- Responses to specific types of emergencies are outlined in the EMP;
- All staff members are given a full version of the EMP on the first day of the school year which must be kept in the plastic holder near the door in each room;
- The first aid bag must be kept in a highly visible and easily accessible location in each class and specialist room;
- In the case of an emergency, the school will be alerted by the sounding of three alternate bursts of the alarm siren and details of the emergency and instructions will be announced on the school public address (PA) system by the Emergency Coordinator;
- The Emergency Coordinator will specify the type of evacuation required, which may include the evacuation within the building, to another building, within the school ground or beyond the school;
- The Emergency Coordinator will designate one or more 'On-site' coordinators who will be responsible for collection of the school's mobile telephone/s and for liaison with the Emergency Coordinator;
- A map of the emergency exit routes will be displayed in each room, near the door;
- Smoke detectors will be located in close vicinity to any rooms which contain cooking facilities and will be checked at the beginning of term 1 and the end of term 4;

- When calling an emergency service from a mobile phone, call 112 or 000;
- Teachers are responsible for the safety and orderly supervision of their students during an evacuation and for the duration of the evacuation;
- Teachers will be directed by the Emergency Coordinator during the emergency and should only initiate any action without the Coordinator's authorisation, where the students' safety is at immediate risk;
- Teachers are to take attendance folders, student medication (asthma pumps & diabetic kits), first aid bags and their personal mobile phones with them, if the classroom is evacuated;
- The Emergency Coordinator will direct an office staff member to collect students' specific critical medication including EpiPens & diabetic kits, Student Medical folder stored in the First Aid room, First Aid bag, Visitors Book, folder highlighting student non-attenders;
- In the case of all evacuations or lockdowns, students must be assembled in quiet, orderly class lines with other classes of the same year level;
- At the evacuation site, teachers must mark their roll and count their students;
- The Emergency Coordinator will notify the "On-Site" Coordinator of students who are in the First Aid Room;
- Students will be brought to the evacuation site by a DET employee where possible;
- Teachers must display the green side of the roll to indicate to the "On-Site" Coordinator that all class members are safe and accounted for and the red side to signal a missing student;
- The "On Site" Coordinator/s must alert the Emergency Coordinator via the mobile phone/s immediately if anyone is missing or injured;
- No teacher is to leave students unsupervised and must make arrangements for supervision by another adult, preferably a DET employee, before engaging in tasks as directed by the Emergency Coordinator;
- No student is to leave the school or the evacuation area with a parent or another adult unless specific authorisation to do so has been issued by the Emergency Coordinator;
- After receiving approval from the Emergency Coordinator, the supervising teacher must record on the class list the student being picked up and the name of the authorised adult;
- In the case of alarm and PA failure, a hand-operated device (loud hailer / brass bell) may be used;
- Line 3 is to be used during an emergency by the Emergency Coordinator to liaise with Emergency Services and the Office of Emergency Management. Lines 1 and 2 will be used for all other communications;
- In the case of total power failure, mobile phones will be used;
- The family details folder is to be taken out by an Admin ES Officer if an evacuation of the school is required. Prior to camps, excursions and swimming, organising teachers are to complete appropriate form/s for approval at Chalcot Lodge Management Committee meetings prior to being tabled at School Council for approval;
- All details of camps, including risk assessments, will be tabled at School Council; for approval;
- All camps and excursions will be documented online by the Principal using the Notification of a School Activity website;
- The teacher in charge attending an interschool sporting event or excursion must have a list of all students at the event, their permission slips and the school Displan Information wallet;
- Permission slips must include emergency contact numbers for parents;
- The teacher in charge must have a first aid kit and mobile phone, their own or the school's;
- School mobiles shall not have a PIN;
- The EM coordinator is responsible to ensure that all members of staff are aware of school mobile phone locations;
- During interschool sport, any injury or accident to any participant must be reported to the host school's teacher in charge, who works in consultation with the visiting school's teacher in charge and with the full support of the Principals of schools represented;
- Where there is a district Displan for Interschool sport, this must be heeded;
- When critical incidents occur, the Principal shall follow the procedure as outlined in the 'Managing School Emergencies Manual';
- The Assistant Principal is responsible for organising practice of various types of evacuations during each term;
- Following drills, staff will complete a feedback sheet re' the effectiveness of the drill and issues of concern. This information will be collated and distributed to staff;
- Administration staff will be responsible for the maintenance of the loud hailer, torches, batteries and school mobile phones;
- Regular maintenance checks of appliances such as heaters, boilers, air conditioners, speakers, fire services, exit signs and routes etc will be made according to the DET Inspections Schedule with logs being maintained and stored in the Essential / Non essential Services manual, produced each year;
- One staff member will be elected to the position of Occupational Health & Safety staff representative and will receive training, monitor risk factors and liaise with the Principal and Facilities Coordinator;
- All registers will be maintained according to OH&S guidelines and the Chalcot Lodge PS OH&S calendar;
- All visitors must sign in and follow the instructions of the Emergency Management Co-ordinator;
- The Emergency Management Co-ordinator will delegate someone to take the Visitors book to the EM evacuation site;
- The Principal / Assistant Principal will act as the Occupational Health & Safety management representative; and
- Staff must not make any comment to the media but should refer them to DET Media Unit.

### **EVALUATION**

The Emergency Management Policy will be reviewed annually by the Principal and Assistant Principal in consultation with the staff.



# DIARY DATES

Monday	30 <sup>th</sup>	May	Parent Club Meeting	6.30pm – Staffroom
Wednesday	1 <sup>st</sup>	June	Science Competition	ICAS
Thursday	2 <sup>nd</sup>	June	Prep Myuna Farm Excursion	Payment & permission due by 26 <sup>th</sup> May
Friday	3 <sup>rd</sup>	June	Interschool Sport	Away – St Paul Apostle South
Tuesday	7 <sup>th</sup>	June	Assembly	2.40 – Hall
Wednesday	8 <sup>th</sup>	June	Kinder Club	2.30pm – 3.30pm
Friday	10 <sup>th</sup>	June	Interschool Sports	Home – St Paul Apostle North
<b>Monday</b>	<b>13<sup>th</sup></b>	<b>June</b>	<b>Public Holiday</b>	<b>No School</b>
Wednesday	15 <sup>th</sup>	June	Year 4 Production	9.30am & 11.30am
Wednesday	15 <sup>th</sup>	June	School Council	7.00pm – Staffroom
Thursday	16 <sup>th</sup>	June	Writing Competition	ICAS
Friday	17 <sup>th</sup>	June	Interschool Sport	Away – Doveton
Friday	17 <sup>th</sup>	June	Spelling Competition	ICAS
Monday	21 <sup>st</sup>	June	Assembly	2.40 – Hall
Friday	24 <sup>th</sup>	June	Interschool Sport	Away – Hallam PS
<b>Friday</b>	<b>24<sup>th</sup></b>	<b>June</b>	<b>End of Term 2</b>	<b>2.30 dismissal</b>
<b>Monday</b>	<b>11<sup>th</sup></b>	<b>July</b>	<b>Commencement of Term 3</b>	<b>9.00am Start</b>

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in 2016!*



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At Sterling we have:

- Dedicated and extremely talented coaching staff
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- An infectious passion for our unique sport
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We value:

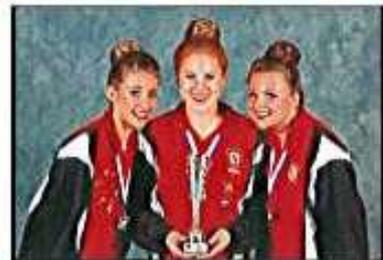
- Personal growth and skill development for all members
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- Teamwork and club spirit



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our very own studio!**

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"Come & Try"  
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## **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 the school.

## **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.

This week activities include:

- Designing cards & gift boxes
- Origami paper craft
- Using oil pastels
- Wool art & craft
- Music & drama

If you have any concerns please feel free to speak to Shani on 0400 194 859 during session times or come in and have a chat!

Y.L.V Team

## **SCHOOL BANKING**

Don't forget that EVERY FRIDAY is School Banking day and students should hand in their deposit book first thing on Friday.

### **IMPORTANT DATES:**

24/6/16: Last day of School Banking for Term 2

15/7/16: School Banking resumes after school holidays

**REWARDS NEWS:** The Term 2 items can now be ordered (the Mud Splat Handball, and the Outback Pat Bag Tag). The following items are also still available while stocks last: Dollarmites MoneyBox, ET DVD, Flying Snake Tail, Galaxy Glider, Intergalactic Rocket, Outer Space Savers Money Box, and Wildlife Writer Set. If you don't have an order slip for any of these, just supply a note along with your 10 tokens.

### **AUSTRALIA ZOO COMPETITION:**

Students who make a minimum of 15 deposits by the end of Term 3 will automatically go in the running to win a family trip for up to 2 adults and 3 children to explore Australia Zoo and meet Bindi and Robert Irwin! Even if your child hasn't made any deposits yet this year, there is still time to qualify!

Ingrid Williams

School Banking Coordinator