



CHALCOT WEEKLY

NEWSLETTER No 2- 12th February

Growing a Supportive Community of Active Learners



BUDDIES 2016



Swimming Trials

Earlier this week Year 3 to 6 students had the opportunity to try out for the District Swimming Team. I am pleased to announce that 14 Chalcot students will go ahead and compete at the District Carnival on Thursday 24th February at Noble Park Aquatic Centre. All the best!

Amanda Thomas



FROM THE PRINCIPAL

Badge Presentation Ceremony

School Captains, House Captains and Green Team Leaders & Friends will be presented with their badges on Tuesday 16th February.

2016 School Captains

School Captains: Priyanka Suji Rani & Marko Kovac
School Vice Captains: Catharina Truong & Tyron Huon

2016 House Captains

Bluegum Captains: Emily McPhail & Andy Di Pascale
Bluegum Vice Captains: Justyna Komar & Jake Pellowe

Eucalypt Captains: Chanell Sampson-Kite & Tyrone Huon
Eucalypt Vice Captains: Cherie Hann & Jordon Leveque

Banksia Captains: Ella Ryan & Noah Mraz
Banksia Vice Captains: Jelena Peric & Mert Baydemir

Acacia Captains: Ashleigh Barnes & Campbell Newton
Acacia Vice Captains: Maleisha Fernando & Mashood Ahmed

The Green Team Leaders

Diyana Nagahawatta
Catherina Truong
Caitlyn Elliot
Noah Mraz

The Green Team Friends

Olivia Ashby
Jelena Peric
Jemilla Simpson
Casey Fullard
Troy Kanapathy
Justyna Komar
Emily McPhail

Junior School Councillors, ICT Leaders, Art and Garden Monitors will be presented with their badges on Tuesday 23rd February.

Congratulations to the following students who have been elected by their classmates as the Junior School Councillors for 2016.

3/4K Dejan Peric & Anesa Bedzeti
3/4N Andrea Kovac & Talen Saunders
3/4E Lucy McFarland & Jeremy Hargreaves
4/5T Natarsha Anselmi & Tyler Foulston
5/6A Darcy Hamilton & Ella Ryan
5/6P Josh Millar & Emily McPhail

Class Information Sessions and Family Fun Night

The staff have been very busy preparing for our Information and Family Fun night which will be held on Thursday 25th February. The evening begins with a BBQ starting at 5.30pm to 6.00pm. Following the BBQ, parents/guardians are welcome to attend Class Information sessions where teachers will explain class routines, expectations and teaching methods. You will also have the opportunity to visit your children's individual classrooms.

Between 6.00pm and 7.30pm, while the Class Information sessions are in progress, there will be lots of fun activities happening on the senior side for all our students and their families to enjoy.

To assist with preparations, please complete the Family Fun Night BBQ & Information Session response through Tiqbiz.

School Activity Payments

School Council would also like to remind parents/guardians that payments for school organised activities (whether it be for an excursion, invisit or Parent Club activity) must be paid by the due date in order to facilitate smooth organisation of the event and to ensure that correct financial processes are followed.

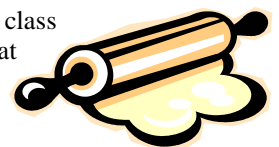
Payment through Qkr is the school's preferred method of payment; parents/guardians are able to contact the office to make alternative arrangements.

Please note that no late payments for school activities will be accepted through the office.

Cookery Program Begins

We are all looking forward to the Cookery Program commencing next Monday 15th February. Each class will be working in the Cookery Centre once a fortnight. Most recipes are vegetarian; with one meat recipe during each term.

The program requires ingredients to be purchased to be able to make the recipes and consequently, the cost per child is \$40 for the year. Please ensure that you have paid the \$40 to enable your child to participate.



Kinder Club Invitation

All 4 and 5 year olds are invited to participate in our Prep Transition Program, which begins with our free “Chalcot Kinder Club”. During Kinder Club, children do fun activities in the Prep rooms and experience activities such as Art, Music, Dance, Literature and Physical Education. This is a great opportunity for them to make friends with the other children, meet the teachers and become familiar and comfortable about coming to school. Meanwhile, parents are welcome to relax with a cuppa and bickie in the staffroom.

Kinder Club is held on Wednesdays from 2.30pm to 3.30pm during the year. The dates are Wednesdays 16th March, 4th May, 8th June, 10th August, 7th September and 26th October. The final Prep Transition day is a Department of Education, Victoria wide mandated date, which is proposed for Tuesday 6th December. Confirmation of the final date will be announced later this year.

In order to facilitate organisation, parents are asked to book their child in for Kinder Club by contacting the office staff.

Measles

During this week, there have been many reported case of measles in the City of Brunswick. If your child develops measles, please contact the school immediately. Children with measles must be excluded from school for at least four days after onset of rash.

Information

Since measles is caused by a virus, there is no specific medical treatment and the virus has to run its course. But a child who is sick should be sure to receive plenty of fluids and rest, and be kept from spreading the infection to others.

Signs and Symptoms

While measles is probably best known for the full-body rash it causes, the first symptoms of the infection are usually a hacking cough, runny nose, high fever, and red eyes. A characteristic marker of measles are Koplik's spots, small red spots with blue-white centres that appear inside the mouth. The measles rash typically has a red or reddish brown blotchy appearance, and first usually shows up on the forehead, then spreads downward over the face, neck, and body, then down to the arms and feet. If you have any concerns or questions please contact your doctor.

Call for School Council Membership Nominations

Our School Council is constituted to have 11 members, including: six parent members, three Department of Education members and two co-opted community members.

The parent and department memberships are for a two year period, unless a one year vacancy is being filled. The co-opted memberships are also for a two year period. Eight meetings are held during the year, usually on a Wednesday evening, commencing at 7.00pm. In rare circumstances, extraordinary meetings can be called.

Our retiring members include, Rhiannon Thomas & Stacey Wilkins (community members), Paul Newton, Noelene Ryan & Bec Pellowe (parent members), Dean Napier and Paul Poliviou (teacher members). On behalf of our school community, I extend our sincere gratitude for the dedication demonstrated and for the significant contributions that our retiring members made to our school and students. I also wish to thank them for the wonderful support provided to me personally in my role as Principal.

The final meeting of the current Council will be Wednesday 16th March for the Annual General Meeting at 7.00pm.

Members of the school community are invited to nominate themselves or other persons for:

- the three, 2 year vacancies for Parent Members; and
- the two, 2 year vacancy for DET Employee Members.

Prospective School Council members may either self-nominate or can arrange to be nominated by a person who is eligible in the same category for which you are standing. Nomination forms are available at the office.

Nominations close at 4pm, Friday 26th February, 2016. All nomination slips must be placed in the box labelled “School Council Nominations”, which is at the office. A list of candidates, nominators and seconders will be displayed at the office on Monday 29th February.

If we receive the same number of nominations as there are vacancies, the new School Council will be announced. If there are more nominations than vacancies, a ballot will be held, closing on Friday 4th March.

Once the new Council of Parent and DET category members are in place, consideration will be given to co-opting two community members. The new School Council will consider filling these two positions at their first meeting on 16th March.

School Policies

We are currently reviewing our policies on Investment and School Electronic Banking. Also attached in this week’s newsletter is a copy of the school’s Statement of Values. If you would like to comment on these policies, please feel free to email me through the school’s email address (chalcot.lodge.ps@edumail.vic.gov.au.).

Monica Ghirxi
Principal

FROM THE ASSISTANT PRINCIPAL

District Swimming

Well done to all the students who made the District Swimming team, we are very, very proud of you: Good luck and may you represent our school with pride. GO CHALCOT!!!! Also, a special thanks to Ms Thomas for organising and running the trials.

Administration of Medicines at School

If you wish for your child to take any medicine (prescribed or not prescribed) at school, a permission form is required. Forms are held at the office and must be co-signed by the Principal or Assistant Principal. Medication will be kept in a secure cupboard and administered following your written instructions. **No student will be permitted to keep medicine in their bag, tub or on their person, with the exception of asthma puffers.**

Emergency Information

Just a reminder, that if there are any changes that need to be made to your child's emergency information (eg. change of parents' 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.

The school must be advised of the granting of court orders relating to your children. A copy of any current court order must be given to the school.

The school cannot act on court orders unless a copy has been provided.

Excursions and In-visits

To enrich class programs this year, teachers will plan excursions outside the school to provide all students with opportunities for first hand learning experiences, which will broaden their understanding and knowledge of units of work being taught.

Teachers will also plan in visits to the school where visitors provide expertise and knowledge as part of the planned curriculum program.

Supporting Children's Learning "Learning @ Home"

We see Learning @ Home as a shared responsibility between parents, teachers and students. All students from Years Prep to Year 6 are expected to do homework. Homework is of an informal nature in Years Prep - 1, becoming more formal from Years 2 - 6. It may involve reading or sharing a book with a family member, practising some spelling, writing, maths, tables or, when more formal homework commences, research work or projects.

Bringing Students to School by Car

Parents who drive their children to school and use the front pedestrian gate are advised to enter Primrose Hill Close from the northern end (closer to Kennington Park Drive). Drivers may then use the parking bay to allow children out of the car. There is NO STANDING allowed opposite the school from 8.30am to 9.00am and from 3.15pm to 3.45pm.

For safety reasons, parents must not double park. It is a most dangerous practice for children to enter or alight a car double parked in the middle of the road. It is not a good road safety example to be seen by children. The City of Casey Council patrols this area and will readily book offenders. Fines for such offences are quite substantial. The school has no control over the issuing of these fines and cannot enter into discussions with The City of Casey regarding fines. Double parking or parking in 'No Standing' zones is illegal - even if "for only a few seconds". Our prime concern is for the safety of our students.

Assistant Principal
Paul Poliviou



DIARY DATES

Monday	15 th	February	Cooking Begins	
Tuesday	16 th	February	Assembly – Badge Ceremony	2.35pm – Hall
Wednesday	17 th	February	School Council	7.00pm – Staffroom
Tuesday	23 rd	February	Assembly – Badge Ceremony	2.35pm – Hall
Wednesday	24 th	February	District Swimming	
Thursday	25 th	February	Family Fun Night & Parent Information Evening	5.30pm – 6.00pm BBQ 6.00pm – 7.30pm Information Sessions & family activities
Sunday	6 th	March	Environmental Bunnings BBQ	8.00am – 4.00pm
Monday	7 th	March	Parent Club AGM	6.30pm – Staffroom
Tuesday	8 th	March	Assembly – Badge Ceremony	2.35pm - Hall
Wednesday	9 th	March	Divisional Swimming	
Friday	11 th	March	School Photos	
Monday	14 th	March	Labour Day Public Holiday	
Tuesday	15 th	March	Fun Run	9.00am – 11.00am
Wednesday	16 th	March	Kinder Club	2.30pm – 3.30pm
Wednesday	16 th	March	School Council	7.00pm – Staffroom
Tuesday	22 nd	March	Lion Dance Invisit	TBA
Wednesday	23 nd	March	Lion Dance Invisit	TBA
Thursday	24 th	March	Assembly – Froggy Awards	TBA
Thursday	24th	March	End of Term 1	2.30pm dismissal
Monday	11th	April	13th April Commence	9.00am start



DANCE CREW

The Dance Crew has begun, but we needed a new name and a new logo to suit our 2016 dancers.

The Year 6 students were set the challenge to design and create a logo. There were some fantastic entries, but the design and name that best suited our group was Tahlia Temple's entry. Congratulations on a great job! She then worked with Priyanka Suja Rani to put it into digital form, ready to be printed onto our tops. Congratulations to everyone who entered. Miss Proven and I are very excited to see everyone in their new tops and dancing their best moves!

Ashley Ablitt



PURPOSE

To ensure that funds are invested in safe securities that attract the best interest rate available with minimum risk.

GUIDELINES

School Council is responsible for ensuring that funds are invested in safe securities that attract the best interest rate available with minimum risk;

School Council can only invest funds in investments authorised by the Department of Education and Training (DET); and

The Investment Policy must be tabled annually for School Council ratification.

IMPLEMENTATION

- School Council will seek secure investments with minimum risk, eg. guaranteed by the State or Federal government, Victoria Teachers Mutual Bank;
- School Council will ensure that the period of the investment allows access to funds as needed;
- The Finance Sub-Committee is responsible for making financial recommendations to School Council for ratification;
- All investments will be lodged in the name of the School Council;
- Certificates of investment will be kept in a secure place within the school;
- Deposits, withdrawal and transfer of investments requires authorisation of two of the signatories to the school bank account, one of whom must be the Principal;
- On maturity, funds and interest may be reinvested or transferred to the School Official Account as approved by School Council;
- The level of funding in the investment account will be maintained at the maximum level possible, taking into account cash flow requirements;
- Whilst there is no fixed dollar limit to the amount in the Investment Account, all monies in this account will be accounted for as per DET requirements though the Financial Commitments Summary;
- For audit purposes, all investment transactions will be documented in the Investment Register, stating the date of lodgement, with whom funds have been invested, terms of the investment including percentage rate and maturity dates and the amount and source of monies being invested;
- Investments will be entered onto Computerised Administrative Systems Environment in Schools (CASES 21F) using a Level 1 investment code;
- All investments will be reconciled on CASES 21F;
- A Balance Sheet and Operating Statement Summary will be tabled at each School Council meeting; and
- The Investment Policy will be reviewed at the first Finance Sub-Committee meeting of each year, circulated to the school community, then tabled at the next School Council meeting for ratification.

EVALUATION

The Investment Policy will be reviewed by the Finance committee annually.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: SCHOOL ELECTRONIC FUNDS

INITIAL COPY
28/03/2012

DRAFT REVIEW
10/02/2016

PURPOSE

Electronic (internet) banking offers an online facility (via a website) which provides users with the ability to undertake various banking functions, such as checking account balances, transferring funds between accounts, direct debit, direct deposit, BPAY payment/ receipts and EFTPOS (Electronic Funds Transfer Point of Sale).

GUIDELINES

In order to minimise risks, it is a DEECD regulation that all cheques and negotiable instruments drawn on any account kept under the control of a School Council must be authorised by the Principal and a member of the School Council nominated by the School Council for that purpose.

The school Business Manager cannot be nominated as an authoriser under this regulation even if he or she is a member of the school council.

A single authoriser of payments via internet banking software is a clear breach of the regulations governing the payment of accounts by schools.

Schools should develop and gain endorsement of a Schools Electronic Funds Management policy that outlines decisions made by School Council regarding the schools use of electronic funds, the scope of the implementation.

Internet Banking will be in accordance with The Schools Electronic Funds Management Guidelines and the Internal Control for Government Schools and the Finance Manual for Government Schools, which are available on the DEECD website <http://www.education.vic.gov.au/management/financial/policy.htm>

Internal controls surrounding internet banking are critical.

A business banking package that has a two user authorisation of payments (such as Commonwealth Banks "CommBiz") is recommended as it contains a greater degree of security and access controls.

School Council must approve in writing the school's decision to use a direct deposit internet banking facility following consideration of the advantages and disadvantages, and internal controls required to be implemented.

Definitions:

Direct Deposit allows the school to pay funds directly into a person's or businesses nominated bank accounts eg: creditors or local payroll employee.

BPAY is a secure electronic banking product identified on a supplier/creditor account with a unique biller code.

A **direct debit** facility allows an external source eg: a regular supplier to remove funds of a pre-arranged amount from our school's official account on a pre-arranged date. Typical examples may include annual insurance premiums or monthly lease payments. Direct debit may also be used by suppliers to remove irregular amounts from the school as a result of pre-arranged agreements.

IMPLEMENTATION

The school will use internet banking for checking account balances, transferring funds between accounts, direct deposit of funds and direct debit payments;

Proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against the account(s) will be made;

CBA CommBiz will be used for Internet Banking, in accordance with DEECD guidelines;

School Council has determined that the Account Administrator will be the Principal;

School Council has determined that the payment authorisers will be the Principal, one Assistant Principal and the School Council President;

The Principal, Assistant Principal and School Council nominee only, are authorised to use the security token associated with the CommBiz internet banking software;

Payments will be authorised by the School Council President together with the Principal, or the Assistant Principal in the Principal's absence;

Authorisers and Account Administrator will be reviewed by School Council at the first meeting each year or earlier if required;

Information and data, including the PINs and security tokens, will be stored in a secure location at school, except the School Council President's token, which may be held by the School Council President for use away from the school;

The school will comply with all bank imposed security measures, limits and requirements;

The administration staff members completing direct deposit banking must ensure the safe and secure storage of all documentation, including relevant CASES21 Finance reports;

The Business Manager must ensure the provision of printed documentation to Finance Committee, School Council and school auditors; and

The Schools Electronic Funds Management policy should be reviewed at least once per year to confirm/enhance internal controls.

EVALUATION

The School Electronic Funds Policy will be reviewed by the Finance committee annually.

Chalcot Lodge Primary School

STATEMENT OF VALUES

Promoting healthy, safe and respectful school communities

Chalcot Lodge Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

This Statement of Values sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our Statement of Values acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

RESPONSIBILITIES

AS PRINCIPALS AND SCHOOL LEADERS, WE WILL:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parents the school's communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

AS TEACHERS AND ALL NON-TEACHING STAFF, WE WILL:

- Model positive behaviour to students consistent with the standards of our profession.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents.
- Treat all members of the school community with respect.

AS PARENTS, WE WILL:

- Model positive behaviour to our child.
- Ensure our child attends school on time, every day the school is open for instruction.
- Take an interest in our child's school and learning.
- Work with the school to achieve the best outcomes for our child.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's complaints processes if there are complaints.
- Treat all school leaders, staff, students, and other members of the school community with respect.

AS STUDENTS, WE WILL:

- Model positive behaviour to other students.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect ourselves, other members of the school community and the school environment.
- Actively participate in school.
- Not disrupt the learning of others and make the most of our educational opportunities.

AS COMMUNITY MEMBERS, WE WILL:

- Model positive behaviour to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and orderly learning environment for all students.

THE DEPARTMENT OF EDUCATION AND TRAINING WILL:

- Provide support and advice to principals to equip them to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools respond to and prevent bullying and promote cyber-safety and wellbeing.
- Provide access to evidence based resources and strategies to increase student safety, wellbeing and engagement.
- Provide schools with practical and legal support as required.
- Provide parents with practical guidance and resources to resolve conflicts with the school.

CONSEQUENCES FOR FAILING TO UPHOLD THE STATEMENT OF VALUES

UNREASONABLE BEHAVIOURS

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Statement of Values include when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails or text messages
- is manipulative or threatening
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately uses social media as a forum to raise concerns/make complaints against the school
- is physically intimidating, e.g. standing very close.

CONSEQUENCES

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the principles of this Statement of Values may lead to further investigation and the implementation of appropriate consequences. This may include:

- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities.
- an intervention order being sought
- informing the police which may result in a charge of trespass or assault

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

Caroline Etienne Ballet Centre

Hallam Senior College **HALLAM** & Resurrection School **KEYSBOROUGH**

Tel: 9587 5258 | Mob: 0419 575 401 | Email: ceballetcentre@gmail.com

Director: Caroline Etienne (A.I.S.T.D)



CLASSICAL | JAZZ | TAP | HIP HOP

Linden Place Pharmacy – Thank you!

Thank you once again to Linden Place Pharmacy for their generous Term 1 donation of supplies for our Kitchen Classroom. Your generosity is greatly appreciated.



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:

Activities include for this week:

- Bookmarks and Lego
- Making cute monsters out of wool
- Wooden towers and straw construction
- Chalk art on black paper
- Collage

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

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 EVERY FRIDAY is School Banking day and students should bring in their weekly deposit.

IMPORTANT DATES:

24/3/16: School Banking on Thursday (last day of Term 1) due to Friday being a Public Holiday (Good Friday)

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! A promotional leaflet with further details is included in the pack labeled 'For Parents'.

DISNEYLAND COMPETITION RESULTS: Unfortunately last year's competition was not won by any of the Chalcot Lodge bankers. The lucky winner is from Taree in New South Wales. Better luck with this year's competition!

Ingrid Williams
School Banking Coordinator



COMMUNITY NEWS

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