



# Killara Primary School

*Our Best – Every Child, Every Day*

Caring Acceptance Responsibility Excellence Support

Newsletter 1

February 1 2018

## CALENDAR

<b>13 February</b>	PFA Meeting 2.30pm Staffroom
<b>20 February</b>	Meet the teacher interviews
<b>7- 9 March</b>	Year 5/6 Camp Rumbug
<b>12 March</b>	Labour Day Public Holiday
<b>13 March</b>	<b>CURRICULUM DAY</b>
<b>29 March</b>	Last Day Term 2.30pm Finish

## FROM THE EXECUTIVE TEAM

We would like to welcome you to 2018. Welcome back to all of our “continuing” families! Welcome to our new families, with a special welcome to our new prep students! Thank you to all the families that could make it to assembly on Tuesday morning. It was great to see our new prep students at assembly!

Assembly will be on a Monday afternoon at 2:45pm, with some of our longer ones like our Anzac Day Ceremony, Class Captains, HEROS and Student Leadership Council starting at 2:30pm. Please continue to return your surveys and we will review the Monday afternoon session based on your feedback.

### PRINCIPAL SELECTION PROCESS

Following Phil’s retirement from Killara Primary School we wish to advise the selection process for a new Principal will now begin.

School Council will meet on Monday evening to be briefed on the selection process by a representative from our regional office.

We will keep the school community informed as things progress.

### 2018 STAFF

We welcome back Chris Weedon (3/4), Nancy Smith (3/4), Shannon Ingleton (5/6), Bec Armistead (5/6), Kate Large (1/2) and Hayley Mitchem (Prep). Please make them feel welcome and give them your positive support and encouragement.

Likewise, we wish all of our other staff a successful and enjoyable year – we’re sure you do too!

Here is a full staff list:

#### Executive Team

Pete Hansen (Acting Principal)  
Andrew O’Callaghan (Assistant Principal)

#### Administration

Deb Wilson (Business Manager)  
Andrea Heales  
Angela Weaver

#### Team Leader/Coaches

Emma Heywood Years Prep to 2 (office opposite Art Rm)  
Kathryn Pollock Years 3 to 6 (office in 3/4 building)

#### Prep Team

Sarah Round (Team Manager) Room 1  
Hayley Mitchem/Michelle Romic Room 2  
Dianne David Room 3

#### 1/2 Team

Kellie Sanderson Room 4  
Melissa Cowling Room 19  
Madelaine Nelson (Team Manager) Room 20  
Cynthia Marchment Room 21  
Carol Ellis/Kate Large Room 22  
Jade Batey Room 23  
Melissa Bowker Room 24

#### 3/4 Team

Karen Francis Room 11  
Sam Burnett Room 12  
Lauren McShanag Room 13  
Nancy Smith Room 14  
Chris Weedon Room 15  
Deb Shepherd Room 16

#### 5/6 Team

Bec Armistead/Shannon Ingleton Room 5  
Stuart Mills Room 6  
Alex Pernice Room 7  
John Boland Room 8  
Chelsea O’Meara Room 9  
Susan Moloney Room 10  
Robyn Smith Room 17

#### Specialist Team

Rebecca Gerber PE  
Marie Ryan Art  
Julie Macdonald Art  
Kelli Brogan Performing Arts  
Heather Huke Library management

#### Integration Support Team

Lineen Milam  
Hannah Haarhoff  
Courtney Lomax  
Nadine Murphy  
Claire Andrews-Dawson

#### Canteen

Andrea Farrugia  
Dinah Scicluna

#### Garden / Maintenance

Ian Klucken

### SCHOOL TIMES

9:00 – 9:20am No specialist classes at this time  
9:20 – 10:10am Session 1  
10:10 – 11:00am Session 2  
11:00 – 11:20am Recess  
11:20 – 12:10am Session 3  
12:10 – 1:00pm Session 4  
1:00 – 1:10pm Eating inside  
1:10 – 2:10pm Lunch  
2:10 – 3:00pm Session 5  
3 – 3:30pm No specialists classes at this time

### KILLARA – A POSITIVE SCHOOL

It is our aim to build and maintain a very positive community within our school. We value your input and respect your needs as parents and families and we always aim to fully support our students.

We recognise that a positive school community has an impact on student mental health, well-being and resilience.

We encourage your support for our work as a school by:

- Always communicating positively with your children about school, their teacher and their learning experiences
- Approaching issues and concerns in a respectful manner and following school processes
- Actively contributing to your child's education in any way you can – an active interest in what they do and what they learn is central to this
- Helping your child to build resilience and an understanding of the part they play in the school community and their responsibilities
- Avoiding open/public criticism of the school – please seek to use the right forums and processes for this (and please do so without laying blame)

We will support you by:

- Providing a friendly, welcoming and caring environment
- Adopting regular and strong communication processes (including newsletters, parent handbooks, notices, Flexibuzz and Compass) as well as direct communication relating to your child, as needed
- Making time to meet with you to discuss concerns and find positive solutions
- Providing opportunities for you to be involved directly in your child's education
- Providing information readily when you need it

## RIGHTS AND RESPONSIBILITIES

Our expectations relating to student behaviour are based around our school rights and responsibilities. We believe that our students should learn to uphold rights and to act responsibly. We also believe that there is a collective and communal responsibility – that we should help one another to uphold the rights we have.

Teachers are assisting students to develop their understanding of their responsibilities in classrooms and students will also be asked to contribute to a list of yard responsibilities.

Please read our rights and responsibilities below and have a discussion with your child regarding them:

### RIGHTS

- Students and teachers have the right to learn and do as much work as possible
- Students and teachers have the right to be safe and comfortable in the classroom and outside

### RESPONSIBILITIES

- Personal Responsibility (*I do the right thing*)
- Communal Responsibility (*I encourage others to do the right thing*)

## ARRIVAL TIME

All students should be at school **BY** 9:00am. Late arrivals disrupt learning programs and mean that students miss parts of their learning.

Students should not be on the school site **before** 8:45am, unless attending Before School Care. If you are unable to care for your child prior to that time, it is the parents responsibility to organise some form of childcare. Teachers are not officially on duty at school until 8:45am and the grounds are not supervised until then.

During 2018 all classrooms will be open from 8:50am (except if the teacher has another duty to fulfil). Students can go to their room, put their bags in and meet and greet their teacher. Parents can also touch base with the teacher, but please be aware that the teacher will not have time for any detailed or lengthy discussions. If you need that, please make an appointment.

Please remember that it is important for your child's resilience that they organise their belongings, carry their own bags and learn to be fully prepared for each day.

Please also note that students should be picked up on time after school. Teachers continue to have work commitments and there will be no supervision of the grounds after 3:45pm. Office staff should not be left with the task of minding students.

## READING AT HOME



As a school we continue to highlight and emphasise the importance of reading at home. Encouraging daily out loud reading, and reading to and with your child, serves to help them with their literacy skills.

Consider having a special reading space and remember, reading at home is from a text that is at a level that your child can manage, so that the reading is positive and enjoyable.

All classes will start home reading programs within the next week. Please be sure to read any information and assist by using the reading record diaries.

## TRAFFIC SAFETY

Killara Primary School is in the "large school" category and, with over 550 students, caring for the safety of everyone is a challenge that we are all responsible for.



We teach the children that everyone has the right to feel safe and comfortable while at school and that there is an individual and communal responsibility to uphold safety and comfort levels.

It is important that this responsibility is modelled and reinforced by all members of the school community.

Please encourage children to follow road rules – in particular to use crossings to safely cross roads. Even if you are with your children, they should be shown

that crossing at the school crossings is the way to go.

When driving and parking around the school road rules must be followed for the sake of all concerned and, most importantly, the safety of our students.

Parking will be at a premium if everyone tries to park right outside the school. Families can assist by walking, not driving, if that is feasible. If you need to drive, please be patient and consider parking and walking.

There is **NO PARKING** in the staff carpark. Please do not enter. This includes for drop off and pick up for out of school hours care.

Please be fair to our neighbours, by not parking over driveways and being aware of their rights.

Please be aware that the area around the school is patrolled regularly by the authorities and fines will be issued for misdemeanours.

Thank you for your understanding and support.

### HATS

A reminder that it is part of our uniform policy and Sunsmart policy that students wear sun protective (wide brimmed) hats during term 1 and 4. Please make sure your child is equipped with a hat for times outside.

### STUDENT ACCIDENT INSURANCE

The school does not provide student accident insurance cover.

Parents or guardians of students, who do not have student accident insurance, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance or transport as well as any other transport costs.

Parents or guardians can purchase insurance policies from commercial insurers and there are a number of products available in the insurance market.

### PERSONAL PROPERTY

A reminder to parents and guardians that the school and the Department of Education does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.

Parents are advised to restrict the items that students bring to school and ensure that items of value are not brought to school.

### SCHOOL GATES - OPENING

Soon after 9:00am the school gates are closed to create a secure environment. All of our pedestrian gates have child safety latches on them. To open the gates, please reach through and lift the knob on top of the latch. Please do not lift drop pins, as, if they are dropped, the gates become very difficult to open from the outside.

**Best Wishes,**

**Pete and Andrew**

## CURRENT NEWS

### CAMPS, EXCURSIONS AND SPORTS FUND

**If you have a Health Care Card or Pension Card, you may be eligible to receive government assistance.**

By applying for this funding, if eligible, the school will receive \$125 to be used for your child's excursions, camps and sporting activities. This amount will be held against each eligible child's name and utilised accordingly.

Applications **MUST** be finalised by 28 February 2018. Forms can be picked up from the office if needed.

If you applied last year then you don't need to fill another form out this year, your application will go in automatically.

### QKR APP FOR SCHOOL PAYMENTS

Our preferred method of payment for excursions, canteen lunch orders and fundraising activities is QKR.



This easy to use free app by Mastercard gives you flexibility to make your school payments at a time and place that suits you.

No need to find cash to send to school with your child, you will have a QKR receipt on your phone and receipt number for your records.

A brochure on how to set up your account is available from the school office or just follow the simple instructions when you download the app.

### QKR REGISTRATION 2018

Please ensure your children are registered with the correct year level, home group and room number – so that lunch orders and payments are processed correctly.

00A Rm 1	1/2F Rm 22	5/6A Rm 5
00B Rm 2	1/2G Rm 21	5/6B Rm 6
00C Rm 3	3/4A Rm 11	5/6C Rm 7
1/2A Rm 4	3/4B Rm 12	5/6D Rm 8
1/2B Rm 19	3/4C Rm 13	5/6E Rm 9
1/2C Rm 20	3/4D Rm 14	5/6F Rm 10
1/2D Rm 23	3/4E Rm 15	5/6G Rm 17
1/2E Rm 24	3/4F Rm 16	

### NEWSLETTER DISTRIBUTION

Our newsletter is distributed every Thursday. For those families with internet access you can access the newsletter electronically via Compass or our school website [www.killaraps.vic.edu.au](http://www.killaraps.vic.edu.au). Those on Flexibuzz will automatically receive the newsletter each week.

You can register on the website to receive an email advising when the latest newsletter is available for viewing. We encourage families to use this option where possible to reduce our paper usage at school. All other families will receive a paper copy which will be sent home with the eldest child.

If you do not require a paper copy please let your child's teacher know to take you off the list.

## COMMONWEALTH BANK SCHOOL BANKING DAY REMINDER:

- ☑ Remember School Banking is every Tuesday
- ☑ You can bank as much as you like every week.



## PFA NEWS

Welcome back to the 2018 school year. The Killara Parents and Friends Association is looking for new members to join for 2018. If you would like to join or would like more information you can contact us on [killarapfa@gmail.com](mailto:killarapfa@gmail.com). We would like to invite all returning and new members to our AGM and first meeting of the year which will be held at 2.30pm in the staffroom on Tuesday February 13. We look forward to seeing you there.

## ASTHMA MANAGEMENT PLANS

If your child has asthma please ensure you provide us with an up to date plan.

An asthma action plan allows you and your doctor to create an individual plan for you to manage your child's asthma. An action plan advises you about what your child must do to stay healthy and what to do when their asthma is unstable and they need help.

There is no 'standard' asthma action plan, as everyone's asthma is different. The child's plan needs to be written to deal with their individual triggers, signs and symptoms, and medications.

Your child's action plan might be based on symptoms, peak flow readings or both.

### The Asthma Action Plan

An asthma action plan outlines:

- How to care for your child's day-to-day asthma (it lists their regular medications and how many times each day they should take them)
- Key things that tell you when your child's asthma is getting worse or an 'attack' is developing, and the steps they should take to manage it.

## FLEXIBUZZ

Killara Primary School has available an "app" to use for communicating with our families. The app is called "FLEXIBUZZ" and can be downloaded onto your smartphone, tablet or computer.

Remember to select your children's year level when prompted.



## STUDENT ALLERGIES

Please be aware that within our school we have students with severe, and in some cases life threatening allergies to- NUTS, EGGS, SESAME SEEDS, WHEAT.

Some children suffer life threatening reactions if near a child eating the trigger item or if they are touched by someone who has only handled that item!

Birthday celebrations are always exciting, but for health reasons, if you intend to send along a class

celebration item please do not send food. Perhaps you might consider sending 'party favours' such as balloons, whistle blowers etc.

## WORKING WITH CHILDREN CHECK

Parents who wish to volunteer at our school regularly and are likely to be working with a child on a 1:1 or small group basis and/or wish to attend an excursion or overnight camp are required to hold a current Working with Children Card. Working with Children application forms can be obtained online. There is no cost to obtain a Working With Children Card and the check is valid for 5 years. Once you have received your card please submit it at the office and a photocopy will be made for our records.

We also ask that you display your Working With Children card when volunteering at school.

## MEDICATION ADMINISTERED AT SCHOOL

If students require medication to be given at school, parents must complete a medication authority form which is available from the office. Medication must be sent in its original packaging, be clearly labelled and any prescription medication must be in the child's name.

Please note, medication will be administered during recess or lunchtime if possible to ensure classroom learning time is not disrupted.

Where ever possible, medication should be scheduled outside school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

## COMMUNITY NEWS

### WELLBEING MARTIAL ARTS

Wellbeing Martial Arts specialises in providing convenient after school karate classes for children of all ages and abilities. Our Karate program combines fun and fitness with the core martial arts values of respect, and discipline. Watch your child's confidence grow as they learn.

We offer a variety of Karate and Tai Chi programs for adults. Why not come and try for yourself?

Please see our website [wellbeingmartialarts.com.au](http://wellbeingmartialarts.com.au) for details of our program at your child's school.

Contact Geoff on 0419599206 or email [wellbeingma@bigpond.com](mailto:wellbeingma@bigpond.com)

### SUNBURY UNITED FOOTBALL CLUB

Information day Sunday 11 February 11.00 – 2.00pm Langama Park, Mitchells lane, Sunbury. Come down and find out everything you need to know about playing for Sunbury United FC in 2018! Information on how to register. Come and meet the committee and enjoy a BBQ sausage sizzle.

**KILLARA PRIMARY SCHOOL**  
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