FROM THE EXECUTIVE TEAM

2013 STAFF
We welcome a number of new people to our Killara staff for 2012:

- Adele Halligan is new to our 1/2 team this year, in Room 18
- Shannon Hodson is also in the 1/2 team in room 22
- Jessica Sharp is also in the Year 1/2 Team, in Room 24
- Alex (Tiffany) Tenni is in the 3/4 team in room 15
- Sarah Vosti is filling in short term in the 3/4 team in room 16 (while Robyn Smith is on leave)

Each of these people has settled well into our school and has already made a valuable contribution to our school culture. We look forward to having them on board over the coming year and wish them well!

Here is a full staff list:

Executive Team
Phil Clinkaberry (Principal)
Andrew Guthrie (Assistant Principal, Student Well-Being and Manager)
Marie de Prada (Assistant Principal, Learning and Teaching)

Administration
Di Farrugia (Business Manager)
Deb Wilson
Andrea Heales

Prep Team
Emma Heywood (Team Leader) Room 1
Michelle Douglas Room 2
Emily Farrell Room 3
Sarah Round Room 4
Kellie Eastaughffhe Room 5

1/2 Team
Cynthia Follett Room 6
Bec Armistead (Co Team Leader) Room 17
Adele Halligan Room 18
Susan Moloney Room 19

Alex Chettle Room 20
Hayley Mitchem/Kathryn Pollock Room 21
Shannon Hodson (Co Team Leader) Room 22
Sam Moore Room 23
Jessica Sharp Room 24

3/4 Team
Bec Gerber Room 11
Julie Stanley Room 12
Heather Huke (Team Leader) Room 13
Simon Hancock Room 14
Alex Tenni Room 15
Robyn Smith/Sarah Vosti Room 16

5/6 Team
Jo Fogarty Room 7
Karen Francis Room 8
Chris Weedon Room 9
Mandy Marks-White Room 10
Katelyn Fraser Room 25
Caroline Hole Room 26

Specialist Team
Andrew Pizaro PE
Marie Ryan Art
Julie Macdonald Art
Kelli Brogan (Team Leader) Performing Arts
Deb Shepherd Library
Nancy Smith Maths
Kathryn Pollock Maths
Hayley Crack Maths
Carol Ellis Literacy Supp Yr 1/2
Michelle Wilkinson Literacy Supp Yr 1/2

Student Support Team
Andrea Smajila
Loretta Ryan
Tracey Dixon
Antoinette Caruso

Integration Support Team
Carolyn James
Lineen Milam
Hannah Haarhoff

Technician
Andy Huang

Canteen
Andrea Farrugia

Garden/Maintenance
John Edwards

SESSION TIMES AND SPECIALISTS PROGRAMS
Killara School is now a very large primary school and, to allow us to feasibly organise the day, we have adjusted our session times with specialist teachers to 50 minutes. All students access all four specialist programs every week (except when public holidays or similar interruptions do not allow).
As a result of this change, our bell times throughout the week have also been adjusted, as follows:

9:00 – 10:40  Classrooms
10:40 – 11:10  Recess
11:10 – 12:50  Classrooms
12:50 – 1:00  Lunch eating in classrooms
1:00 – 1:50  Lunch recess
1:50 – 3:30  Classrooms

This new arrangement has had some positive spin-offs, particularly relating to students being better able to maintain attention and shorter sessions between eating ensuring recharging!

COMMUNITY RIGHTS AND RESPONSIBILITIES

We remind parents and carers that our Parent/Carer Code of Conduct states the following:

Parents/carers are encouraged to understand the school’s behavioural expectations, which aim to provide a consistent approach that support your child’s learning and engagement in and out of school. This is assisted by home to school and school to home communication, so that we work in an effective partnership.

Listed below are expectations pertaining to a positive partnership:

Parents /Carers have the right to:

- participate in a happy, safe, secure and satisfying environment.
- be heard and treated with respect by all members of the school community
- be informed about your child’s educational progress and behaviour.
- have access to staff at convenient, mutually agreed times
- be kept informed and included in decision making and policy development
- report instances of concerns/Issues/incidents involving your child

Parents /Carers have the responsibility to:

- support the school in its effort to maintain a positive teaching and learning environment
- act in a safe and responsible manner
- listen to, and treat members of the school community with respect
- communicate act on information regarding the educational and social development of your child
- make an appointment and attend at the mutually agreed time
- support school policies and decision making processes
- allow procedures be followed as stipulated in school policies maintain a solution focussed approach to solving issues in a calm and co-operative manner

PROTOCOL FOR ISSUE RESOLUTION

All of our students have the right to feel safe and comfortable at school. There may be times when you feel that the action of another child has infringed the rights of your own child.

- All school issues are to be handled by the staff of the school. We attempt to resolve these issues through:
  - calm discussions between the parties directly involved whilst respecting the dignity of each and every person
  - Being prepared to actively listen to another’s point of view.
  - Allowing correct procedures to be followed to allow all parties to be heard.
  - Parents should not directly approach other students or make contact with their families. This only serves to compound the issues and make them more difficult to resolve. We believe that most situations can be resolved to the satisfaction of all parties.
  - Under no circumstances is a parent or guardian to approach another child to discuss or chastise them because of their actions towards their own child. Please try to have a positive and open mind. We all have bad days and at times events occur which don’t always appear fair. We are dealing with children and they are learning how to behave. It is often the case that the injustice was not intentional, and many times not even apparent to others.
  - Approach situations in a spirit of co-operation, understanding and genuine partnership.

WHO TO CONTACT

If you have a concern or issue relating to your child, please make use of the following steps:

1. Contact the class teacher first – they are in the best position to help you, as they know your child well and are directly responsible for them
2. If you have further concerns or need further support, please speak to the Team leaders
3. If you still have concerns or are requiring further support, please make an appointment to see Assistant Principal Student Welfare and Wellbeing for student well being and welfare issues. If the issue is a learning-related one, make an appointment to see the Assistant Principal Learning and Teaching
4. For urgent matters, or if you believe that you have not had the follow up you would like, please make an appointment to see the Principal.

(Parent Code of Conduct)

LEARNING TO LEARN INQUIRY 2013

In 2013 all classes, Prep to Year 6, at Killara have started the year on a positive note by focusing on a whole school Inquiry Unit, Learning to Learn. The foundations for effective learning start on the first day of the year and continue throughout the early weeks of school so everyone feels safe, respected, accepted and valued as we move towards an orderly co-operative and stimulating learning environment in the classrooms and across the school.

The first six weeks of school are learning opportunities for students and for teachers to:

- Build relationships with students
- Assist students to get to know each other and their teacher
- Assist students to build a sense of community with the teacher and each other
- Spell out expectations
- Establish predictable routines, structures and procedures
- Develop protocols for learning behaviours

Research shows that building a sense of community in schools is an integral part of creating a positive learning environment (Evertson et al., Good & Brophy, 1997). Community building begins on the first day students and teachers come together. The
way we begin each day in our classroom sets the tone for learning. A critical aspect of community and relationship building in this Inquiry, has been the introduction of a class Community Circle. In a Community Circle, students and the teacher sit in a circle where everyone can see everyone else and protocols for communication such as using eye contact, one person speaking at a time and looking at the person speaking are established. Starting and ending the day with a class Closing Community Circle provides opportunities to support social and emotional learning, oral language and prepare students for the day’s learning.

A morning Community Circle is a daily gathering that usually takes place at the beginning of the day for anywhere from 10-20 minutes. Components of this Community Circle may consist of a:

- **Greeting** where students and teachers greet one another by name and students may learn a range of respectful greetings and initially get to know each other
- **Sharing** where students share information about important events in their lives, or preview the learning for the day, and listeners may offer empathetic comments or ask clarifying questions depending on the speaking and listening learning goal
- **Group Task** where everyone participates in a brief, lively learning task that fosters group cohesion, for example, reciting a poem, singing, or playing a cooperative game that reinforces social or academic skills
- **Morning Message** where students may read a short message written by their teacher which is crafted to help students focus on the work they'll do in school that day.

**Closing Community Circles**

Classroom across the school are packing up the room to end their day with a closing class Community Circle. This not only provides numerous opportunities to create a peaceful ending and closure to the learning day but also provides important learning opportunities to:

- Reflect on the day’s learning
- Discuss issues that have arisen through the day
- Embed learning into the brain’s short term memory
- Build relationships
- Increase connectedness
- Send children home with positive attitudes towards school and with a smile

An important part of the Closing Circle is to reflect on the day’s learning using a variety of questions like:

- What was your favourite part of the day?
- How did you work with someone else today?
- What was something friendly that you did today?

- What was something that made you stop and think today?

Or use thinking tools like Hot dots, Thinking Ladder or Thinking Hats for students to reflect on statements such as:

- I try my best
- I enjoy working with my teacher
- I want to learn
- I feel safe in my classroom
- I have fun with my learning
- I ask for help when I need it
- I know what I am learning

Ask your child about their community circles in their classrooms.

**STUDENT ACCIDENT INSURANCE**

Parents/guardians are reminded that they are responsible for paying the cost of any medical treatment for students injured at school or whilst on school activities, including any transport costs. Reasonably low cost accident insurance policies are available from commercial insurers.

**EARLY ARRIVAL**

Parents are reminded that students should not be dropped off at school early. Teachers are not required to supervise students until after 8:45 and there is no yard supervision until that time. Should this be problematic for your family, I encourage you to utilise the Before School Care program provided by Complete Kids. Casual and permanent bookings are welcome. Contact Deb on 9740 2011 / 0408 548 678. Government rebates are accessible for child care.

**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, and ANIMAL FUR / HAIR. 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. Thank you for your understanding and support.

**Best Wishes,**

Phil, Andrew and Marie

**CURRENT NEWS**

**NEWSLETTER DISTRIBUTION**

Our newsletter is distributed every Thursday. For those families with internet access you can access the newsletter electronically via our school website www.kilaraps.vic.edu.au

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.

CONVEYANCE ALLOWANCE
Children residing more than 4.8kms from their nearest government school may be eligible for a conveyance allowance. Those families who received conveyance allowance in 2012 and are still eligible will automatically qualify in 2013 and do not need to reapply.

Any other families seeking conveyance allowance support in 2013 will need to complete an application form, which is available from the office. The completed application form needs to be returned to school by Friday 22nd February 2013. If you have any enquiries, please contact the office.

EDUCATION MAINTENANCE ALLOWANCE
The Education Maintenance Allowance is paid to parents of eligible students under 16 years of age, and the student is enrolled at a Government or non-Government School in Victoria on census day, 28 February 2013 for instalment 1 and 2 August 2013 for the second instalment.

The Education Maintenance Allowance will be paid in two instalments and to be eligible you must:
- on the first day of 1st Term (29 January 2013) for the first instalment
- on the first day of 3rd Term (15 July 2013) for the second instalment:
  - (a) be an eligible beneficiary of a Centrelink pension, allowance or benefit, that is, a holder of Veterans Affairs Gold Card or be an eligible Health Care Card (HCC) or Pensioner Concession Card (PCC) holder within the meaning of the State Concessions Act 2004, OR
  - (b) be a Veteran Affairs Pensioner (TP1), OR
  - (c) be a (temporary) foster parent AND
  - (d) submit your application to the school by the date/s listed below.

Parents who receive a Carer Allowance (formerly known as Child Disability Allowance), or any other benefit or allowance not income tested by Centrelink are not eligible for the EMA unless they also comply with one of (a) (b) or (c) above.

Submission dates
The application form must be lodged at the school by:
- 28 February 2013 for the first instalment or
- 2 August 2013 for the second instalment.

STUDENT BANKING
Student banking day is Tuesday at Killara.
If your child has an existing Commonwealth Bank Youthsaver account they can start banking straight away. They just need to bring their deposit in every week using their Dollarmites deposit wallet. If your child has misplaced their Dollarmites deposit book or deposit wallet, they can request a new one from either the local branch or school office.
If your child does not have a Youthsaver account, you can open one at any Commonwealth Bank branch, no forms to fill in! Alternatively, if you are an existing Commonwealth Bank customer with access to NetBank you can apply online. Another option is to download a paper-based application form from commbank.com.au/schoolbanking. Please note this option may take up to 2 weeks before a Dollarmites wallet and deposit book is sent to your home address to start banking at school.

COMMUNITY NEWS

RUPERTSWOOD NETBALL CLUB
We are welcoming netball players in all age groups, U11, U13, U15, U18 to play on Saturday mornings in the Gisborne Netball Association Competition at Gisborne Secondary College.
Please contact Allison on 0425 842 546 for more information.

RUPERTSWOOD FOOTBALL/NETBALL CLUB
Rupertswood Football and Netball Club are now taking football registrations for 2013 season. We invite anyone interested in playing to register from our website : www.rupo.com.au New players welcome!
Rupertswood Football and Netball Club are also seeking expressions of interest for the introduction of Junior netball in Under 12, Under 14 and Under 16.5 age groups. Further brief details can be obtained from the Junior page of the club’s website : www.rupo.com.au

GET INTO THE SWIM OF THINGS WITH THE SUNBURY AMATEUR SWIMMING CLUB
The oldest and original, swimming club in Sunbury if you’d like to work on your swimming technique, learn new skills, improve your fitness, or get ready for competition, come and try our offer of two free training sessions, before becoming a member. It’s a fun interactive club where the entering of competitions is optional.
For more information, contact Karen Garrard on 0402 267 510. (Free sessions apply to Friday night training 7-8.30pm, Sunbury Aquatic Centre, Ligar St. Sunbury)

SUNBURY NEIGHBOURHOOD HOUSE
MYTIME
A facilitated group for parents with a child with a disability or a chronic medical condition. This group gives parents the chance to share ideas & stories with other parents who understand. A supported playground for children under six is offered as part of this group.
Free please call 9740 6978 for information

MESSY-PLAY Drop-In PLAYGROUP
This is a facilitated Play session that uses Messy play activities as a learning tool. 9740 6978.
Tuesday 11.30- 12.30
HCC holders FREE