MESSAGE FROM THE PRINCIPAL

A very warm welcome back to all our students, families and teachers to the 2016 school year. A very special welcome to our new families who are starting with us this year and our wonderful Prep families who are starting out their educational journey with us. We welcome back Andrea Hennessey who will work in 3/4 K on Wednesday’s and Lauren Peeler in grade 1/2 P. Classes have settled well and we are looking forward to a productive year. Our new Prep students have had a very smooth start, thanks to a comprehensive Transition Program last year. A big thank you to Sarah’s Mum Michelle for keeping the veggie patch thriving over the holiday break and for the colourful flower additions to the seating area. Also thank you to our Magic Mop cleaners Jean and Debbie for the sensational additions to the seating area. Also thank you to our Magic Mop cleaners Jean and Debbie for the sensational job they did ensuring our school was in top condition for our first day back!

This year we will continue our school improvement journey ensuring all our students are given the opportunity to be the best they can be. Our 3 Values will continue to underpin all that we do in our school community. This year Sunshine Primary School turns 125 years old and to celebrate we will be having a special day where we will launch our Vision, Mission and Values as well as celebrate all that is special about our wonderful school.

PREP & NEW FAMILIES BBQ

For our new families we will be holding our Prep and New Families BBQ this MONDAY 8 FEBRUARY. We invite you to come along and meet and get to know other families. The Sausage Sizzle will start at 5:00pm and finish by 6:30pm. Come along and relax with other parents while the kids have a great time playing. The school will put on a sausage sizzle however we encourage families to bring a picnic basket, rug and drinks for the evening. If you are interested in attending please complete the RSVP section on your invitation, and return to the classroom teacher by Friday 5 February.

SCHOOL COUNCIL MEMBERSHIP 2016

The following councillors have 1 more year of their term left:

- Rebecca Pattinson
- Kylee Jessen
- Carmen Borg
- Karlee Griffiths
- Kylie Champion

We will have 4 parent vacancies and 2 DET vacancies.

SCHOOL COUNCIL ELECTIONS

School Council elections will be held in February. Please see the attached notice for more information on School Councils. If you would like more information please feel free to come and see myself or fellow council members.

CONTINUED...
The timeline for 2015 is as follows:

- Notice of election and call for nominations
  Monday 15 February, 2016
- Closing date for nominations
  Monday 22 February 2016
- Date by which the list of candidates and nominators will be displayed
  Wednesday 24 February 2016
- Date by which ballot papers will be prepared and distributed on or before
  Friday 26 February 2016
- Close of ballot
  Thursday 3 March 2016
- Vote count
  Friday 4 March 2016
- Declaration of poll
  Monday 7 March 2016
- Council meeting to elect office bearers
  Monday 7 March 2016

All parents will be given the opportunity to attend a one on one “Meet the Teacher meeting” on Monday 15 February. At this meeting you and your child, together with the teacher can discuss any information to assist in your child’s learning for 2016. It also allows an opportunity to ask any questions in relation to the Curriculum Newsletter.

Information regarding “Meet the Teacher” was sent home on this week. Once again we will be using the online booking system.

Lyn Read

MEET THE TEACHER

MESSAGE FROM THE ASSISTANT PRINCIPAL

Hello everyone and welcome back to another exciting year! It only seems like a short time ago that I was introducing myself to the Sunshine community, how fast the past 12 months has flown!

I trust that you have all had a safe and relaxing break and are ready for a busy and fun learning year ahead.

Please remember that if you have any issues that you need to discuss regarding your child, come and see me, or speak to Elizabeth in the office about making an appointment.

VALUES TOKENS

This year we will be starting a new reward system in the yard for displaying our school values of Learning, Respectful and Safe. This new system will begin next week (Monday 8 February). Teachers on yard duty will reward students ‘caught’ showing our values with a token and they will be told why they are receiving the token, which will reinforce our expected behaviours. This will again be celebrated in the classrooms with the whole class when the classroom teacher collects the tokens.

We will continue to have our raffle system every Friday at assembly to reward two students with a prize for displaying our school values.

Kylie Champion

ARRIVE ON TIME

Being punctual at school and having regular attendance is one of the foundations for success at school. Please be mindful that our teachers commence classroom instruction at 9:00am and are legally required to have attendance rolls marked.

Students arriving after 9:00am must report to the office to collect a late pass and have their name recorded in the late register. The schools’ focus is on Literacy and Numeracy, and a simple means of improving outcomes is to have students on task throughout the morning rather than starting late. If you need to give a classroom teacher a brief message, you will be able to between 8:45am and 9:00am.

ASSEMBLIES

We have two whole school assemblies a week. One is held on Monday’s at 8:55am, consisting of the National Anthem, and the other on a Friday afternoon at 3:15pm, consisting of Student Awards, Student Birthday Certificates, parent reminders and upcoming events.

BEFORE & AFTER SCHOOL CARE PROGRAM

The Before Care Program opens at 6:30am each morning and finishes at 8:45am. The After Care Program operates from 3:30pm till 6:00pm.

Please note bookings can’t be taken via the school. Casual Bookings can be made via The Camp Australia website at www.campaustralia.com.au or by phoning Maryanne the coordinator on 0423 795 361. If there is no answer please leave a message.

BEING SUNSMART

In Term 1 and Term 4 all students are required to wear hats in line with our SunSmart Policy. It is also a good idea to apply sun-screen before students come to school. Sun-screen is available in each classroom.
Many of our students ride bikes and scooters to school each day. This is great to see. All bikes and scooters must be locked up at the bike rack located near the Prep Wing to prevent theft. Please ensure your child has a chain and a lock. All students who ride a bike or scooter must wear a helmet. The regulation requiring a helmet for scooter riders was introduced by the Government in 2010. The school will be reminding all students about helmets for their own safety. All bikes, scooters and helmets should be labelled using a permanent marker, with your child’s name.

When picking up your child early from school for an appointment or other personal reasons please understand that we are unable to have them waiting for you in the foyer as they miss out on valuable learning time. The office staff will call for your child/ren to the office when you arrive. Please remember to fill out the Early Departure Register and wait for your child at the office.

All visitors to the school including Parent Helpers must sign in and out of the visitors register and wear a visitor’s badge. All school gates will be closed between 9:10am and 3:10pm except the front entrance on Hampshire Road. If you are visiting the school during this time you must report to the office to sign in and get a visitor’s badge. It is important that we have a record of who is in the school at all times in case of an emergency. We remind parents to use the side gates during drop off and pick up times.

If you have moved house, changed your job or mobile number over the holiday period, please remember to let the school office know. In an emergency situation it is essential that the school has up-to-date contact numbers for parents and other emergency contacts.

Please be vigilant and check your children’s hair regularly and treat for headlice as required. If you find headlice in your child’s hair please remember to report it to the office so we can notify other parents in your child’s class.

Our School Canteen is open on the following days: Monday’s, Wednesday’s and Friday’s. We hope that you support it as a lot of effort has gone into providing this wonderful service to our families. Debbie would love some extra help so if you could help out regularly or occasionally we would love to hear from you. Please fill in the form in this newsletter or alternatively see Debbie or the office.

If your child needs to be given medication during school hours you must fill out a permission form available at the office. Please note that all medication/s must be taken to the office to be locked up for safety reasons. Remember to clearly label all medication/s with your child’s name.

Medical Conditions
We have many students in the school who have medical conditions including Asthma, Anaphylaxis, Diabetes, etc. It is vital that we have current management plans for every child who has a medical condition. All Anaphylaxis plans need to be signed by a doctor and parents to verify the information is correct and that we have permission to administer their Epipen if we need to.

From time to time children’s plans change and medicines have an expiry date, so it is important that the School is kept updated with new medicine and any changes. Staff are trained in Level 2 First Aid, Asthma, CPR, Anaphylaxis and Diabetes.

Please note that the procedure for leaving messages at school for teachers and students is as follows:

- Messages for students are recorded and relayed to the students before the end of the school day 3:20pm.
- During lessons, messages for teachers will be passed onto the teacher concerned and the teacher will return your call at their earliest convenience.

Only in cases of extreme emergencies will teaching time be interrupted.
**Money**

- As we do not keep money on the premises we are unable to give change over the counter.
- Where possible please enclose the correct money.
- Keep all receipts as we are unable to give duplicates.
- When paying for camps, excursions/incursions, interschool sport etc... We encourage parents to use BPay.

**Name It**

Label CLEARLY all items of clothing that your child/ren bring to school – many lost items were unable to be reunited with their owners and were disposed of in 2014. If items are CLEARLY named, they are returned to the owner promptly. Check items throughout the year as names wash off. (Example: J Citizen not JC) as another student may have the same initials.

Please not due to hygiene reasons unclaimed lunch boxes or drink bottles will be disposed of after a week.

**NO Smoking Policy**

Our school is a NO smoking zone which includes entrances and exits to our school. We ask all adults to be mindful of second hand smoke effects on our students and not to smoke on or near gates where students enter or exit.

**Personal Property Brought to School**

Students, parents/carers and visitors are reminded that the Department of Education and Training and our school does not accept responsibility for any personal property brought into the school premises. Neither the Education Department or the school carries Insurance to cover personal belongings and we cannot pay for the replacement of lost or damaged items.

This includes – mobile phones, calculators, toys, MP3 players, sporting equipment, bikes, scooters and cars parked on school premises. Please refrain from allowing your child to bring valuable items to school.

**Student Absence Every Day Counts!!**

When your child is away from school ill, or has an appointment, it would be greatly appreciated if parents could telephone the school on 8311 5700 and choose option 1 and leave a message, which will then be passed onto your child’s teacher. Our attendance officer Caroline Parker or your child’s teacher may give you a courtesy call if we don’t hear from you.

**Students with Allergies**

Several of our students have been diagnosed with serious allergies. For their safety we are encouraging that nut products such as nutella and peanut butter are not included in student lunches. Whilst this may seem unfair to students who enjoy these products, we are hoping to avoid life threatening allergic reactions by doing so. With your support we will try to ensure that our school is a safe place for all students.

**Student Lunches**

If you are bringing your child’s lunch to school for whatever reason we ask you to please leave their lunch at the office and we will pass it on to them at lunchtime.

**Traffic/Parking**

We ask that parents observe the 40km School Zones outside the school during drop off and pick up times. Please also ensure that road rules are observed when parking (double parking outside the school obscures people’s view and endangers our students).

We ask parents to please use the gates on Derby Road, Hampshire Road (near the bike rack) and Leith Avenue as entry and exit points to the school when dropping and picking up your child/ren from school.

We request parents to please wait outside the school building when collecting children to ease congestion in the building.

**Year 6 Polo T-Shirt**

Year 6 students have the opportunity to purchase a Polo T-Shirt with all the graduating Year 6 students’ names printed on the back. We have made arrangements with our supplier to send out some samples for the students to try on for sizing. Order forms will be sent home shortly.
Happy Birthday
January

Home Reading Books
Library Books
We still have a large number of books missing from our Home Reading and Library borrowing system. We are asking parents to search their homes for any stray books. Books can be returned to the library.

Volunteers Needed
Debbie our Canteen Operator is seeking assistance. If you are able to help out please fill out this section and return to the office ASAP or see Debbie at Breakfast Club. A roster will be organised and printed in the newsletter. Volunteers will be notified in writing via their child.

Only return if you are able to help

Your Name: ___________________________
Your child’s Name: _____________________

Please tick the day/s you are available to help:
☐ Monday ☐ Wednesday ☐ Friday
☐ Weekly ☐ Fortnightly

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Second Hand School Uniform

Hours
8:45am to 9:00am
Tuesday & Thursday mornings

Cash Only Sales
Please bring small change and your own bag.

Second hand clothing range from $5 - $15 each.

Donations of preloved uniform can be left at the office. Clothing should be in reasonably good condition and clean.

Primary School Wear
Shop address
58 Westwood Drive, Deer Park
Phone: 9363 8458
Order online at
www.pow.com.au

Before & After School Care Program
For Bookings and cancellations please ring
Maryanne on 0423 795 361

School Dental Service:
Ph: 8398 4100 — No. 2 Geelong Road, Footscray

To advertise in our newsletter please refer to our website for pricing and different sizes available. SPS only advertise on behalf of the third party but do not guarantee the results or merchantable quality of the goods or services provided.
School Council Elections – Information for Parents

School Council Elections 2016

WHAT IS A SCHOOL COUNCIL AND WHAT DOES IT DO?
All government schools in Victoria have a school council. They are legally formed bodies that are given powers to set the key directions of a school within centrally provided guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

WHO IS ON THE SCHOOL COUNCIL?
There are three possible categories of membership:

- **A mandated elected Parent category.** More than one third of the total members must be from this category. Department of Education and Early Childhood Development (DEECD) employees can be Parent members at their child’s school as long as they are not employed at the school.
- **A mandated elected DEECD employee category.** Members of this category may make up no more than one third of the total membership of school council. The principal of the school is automatically one of these members.
- **An optional Community member category.** Its members are appointed by a decision of the council because of their special skills, interests or experiences. DEECD employees are not eligible to be Community members.

The term of office for all members is two years. Half the members must retire each year, creating vacancies for the annual school council elections.

WHY IS PARENT MEMBERSHIP SO IMPORTANT?
Parents on school councils provide important viewpoints and have valuable skills that can help shape the direction of the school. Those parents who become active on a school council find their involvement satisfying in itself and may also find that their children feel a greater sense of belonging.

HOW CAN YOU BECOME INVOLVED?
The most obvious way is to vote in the elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant.

In view of this, you might seriously consider
- standing for election as a member of the school council
- encouraging another person to stand for election.

DO I NEED SPECIAL EXPERIENCE TO BE ON SCHOOL COUNCIL?
No. What you do need is an interest in your child’s school and the desire to work in partnership with others to help shape the school's future.

WHAT DO YOU NEED TO DO TO STAND FOR ELECTION?
The principal will issue a notice and call for nominations following the commencement of Term 1 each year. All school council elections must be completed by the end of March.

If you decide to stand for election, you can arrange for someone to nominate you as a candidate or you can nominate yourself in the Parent category.

DEECD employees whose child is enrolled in a school in which they are not employed are eligible to nominate as parents for the school council where their child is enrolled.

Once the nomination form is completed, return it to the principal within the time stated on the notice of election. You will receive a Nomination Form Receipt in the mail following the receipt of your completed nomination.

If there are more nominations received than there are vacancies on council, a ballot will be conducted during the two weeks after the call for nominations has closed.

*Remember*
- Ask at the school for help if you would like to stand for election and are not sure what to do
- Consider standing for election to council this year
- Be sure to vote in the elections.

Contact the principal for further information.