

# Our School NEWSLETTER

Friday 8 February 2019

Issue 1

## Calendar 2019

### Fri 8 February

- DUE—RSVP Welcome Prep Families BBQ
- Interschool sport (home game) SPS v's Glengala PS

### Mon 11 February

- Welcome New Prep Families BBQ

### Wed 13 February

- No School for Prep Students
- DUE—Payment & Permission for Interschool Sport (Year 5/6 only)

### Fri 15 February

- Interschool sport (home game) SPS v's St. Peters PS

### Wed 20 February

- No School for Prep Students

### Thurs 21 February

- Meet the Teacher Interviews

### Fri 22 February

- Interschool sport (away game) SPS v's Mother of God PS

### Wed 27 February

- No School for Prep Students

### Fri 1 March

- Interschool sport (away game) SPS v's Ardeer PS

### Mon 4 March

- Prep students commence fulltime

### Mon 11 March

- Public Holiday—No school

### Fri 15 March

- Interschool sport (away game) SPS v's Albion PS

### Fri 22 March

- Interschool sport (away game) SPS v's Sunshine Christian College PS

The calendar in this newsletter is subject to change so please check carefully each fortnight for any alterations.

### Term 1—2019

31 January to 5 April

Last day of Term 1  
Early Dismissal 2:15pm

## In This Issue

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## MESSAGE FROM THE PRINCIPAL

A very warm welcome back to all our students, families and teachers to the 2019 school year. A very special welcome to our many new families who are starting with us this year and our wonderful Prep families who are starting out their educational journey with us. Lots of new teachers and new families starting this year with a current enrolment of around 215 (an increase of 30 students). We welcome Racheal Zappia and Sandra Oji to the 1/2 team, Jane Lockwood, Jessica Ephgrave and Rachel Grove to the 3/4 team and welcome Cherine Fielder back from family leave to the art room. Leah Stork accepted a Learning Specialist position at another school and we would like to thank her for her wonderful contribution to Sunshine PS in particular her outstanding leadership in Literacy. We wish Leah all the best in her new venture. 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. Over the holidays we had the 5/6 rooms painted and new carpet installed and the students are very happy with their classroom set up. We would like to thank our Magic Mop cleaners Jean and Debbie for doing an amazing job getting the school in tip top condition ready for us all to come back.

## SOUNDS-WRITE

Teachers and support staff have been attending a 4 day professional learning course on the explicit teaching of Reading in the Early Years. Sunshine PS hosted the first 2 days and were very fortunate to get a special visit from the students in Prep R who happily modelled for us. James our facilitator was super impressed with their first time efforts. Sounds-Write is a quality first phonics program. Its purpose is to provide classroom professionals with a comprehensive system with which to explicitly teach Reading, Spelling and Writing. The program will be introduced in Year Prep to 2 at Sunshine PS this term. Well done Prep R!

## WELCOME PREP FAMILIES BBQ

To welcome our new Prep families to Sunshine Primary School we will be holding a family BBQ this **MONDAY 11 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 with a vegetarian option however we encourage families to bring a picnic basket, rug and drinks for the evening. If you are interested in attending please complete the return section on your invitation, and return to the classroom teacher by **Friday 8 February**.

## SCHOOL COUNCIL MEMBERSHIP 2019

The following councillors have **1 more year of their term left**: Sonia Fellowes, Rebecca Webb, Jess Flew and Oliver Jarman. 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.

### The timeline for 2019 is as follows:

- Notice of election and call for nominations **Monday 11 February, 2019**
- Closing date for nominations **Monday 18 February, 2019**
- Date by which the list of candidates and nominators will be displayed **Wednesday 20 February, 2019**
- Date by which ballot papers will be prepared and distributed on or before **Monday 25 February, 2019**
- Close of ballot **Monday 4 March, 2019**
- Vote count **Tuesday 5 March, 2019**
- Declaration of poll **Wednesday 6 March, 2019**
- Council meeting to elect office bearers (the principal will preside) **19 March, 2019**

## Student Absence

To report your child's absence please call the school on 8311 5700 and choose option 1 **OR** use the link on our website and complete the absence form.

## Notices Online

Did you know you can read and print out excursion permission forms and notices from our website? The initial notice will be given to students, and any further copies can be obtained from the office or the website, under the "Recent Notices" section at [www.sunshineps.vic.edu.au](http://www.sunshineps.vic.edu.au)



## Payments

A reminder if you wish to pay for your child's/children's incursion/excursion etc... costs, you can pay cash, cheque, and now BPay.

If you have misplaced your reference number please call the office to obtain your family reference number.

## Our School Values

We shine when we are: Learning, Respectful, Safe.

Remember **EVERY DAY COUNTS**



## MEET THE TEACHER INTERVIEWS

All parents will be given the opportunity to attend a one on one "Meet the Teacher meeting" on **Thursday 21 February**. At this meeting you and your child, together with the teacher can discuss any information to assist in your child's learning for 2019. It also allows an opportunity to ask any questions you may have about your child's education. Information regarding "Meet the Teacher" will be sent home this week. We will be using the online booking system. Please click on the link below.

<https://www.schoolinterviews.com.au/code?code=7kfy9>

Lyn Read

## MESSAGE FROM THE ASSISTANT PRINCIPAL

Hello everyone and welcome back to another exciting year! 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 continue with our values token reward system in the yard for displaying our school values of Learning, Respectful and Safe. Teachers on yard duty will reward students 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

## REMINDERS

### 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 **8:55am** 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 8:40am and 8:55am.

### 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 3:00pm, 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 3:15pm 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](http://www.campaustralia.com.au) or by phoning 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. Due to allergies we encourage students to bring their own sunscreen to school.



## BIKES & SCOOTERS



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.

## EARLY DEPARTURES

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.

## GATES / VISITORS REGISTER

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 3:00pm except the front entrance on Hampshire Road. If you are visiting the school during this time **PLEASE** 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 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.

## HAVE YOU CHANGED HOUSE, JOB OR TELEPHONE NUMBERS RECENTLY?

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.



## HEADLICE

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.

## MEDICATION

Please Note: wherever 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. This excludes students who require Ventolin and students who have specific medical needs.



## MEDICAL CONDITIONS

We have many students in the school who have medical conditions such as Asthma, Anaphylaxis, etc. **It is vital that we have current management plans for every child who has a medical condition.** All Asthma plans and 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.

## MESSAGES

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 3:10pm.
- 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 2018. 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 note 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, ipods, ipads, MP3 players, sporting equipment, bikes, scooters and cars parked on school premises.

**Please refrain from allowing your child to bring valuable items to school.**

## PLEASE WAIT OUTSIDE

A reminder, when collecting children after school, to please wait outside the main building. We have classes being taught until 3:15pm and young learners can become easily distracted by the noise in the corridor.

## 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 communicate this by phoning the school on 8311 5700 and choose option 1 and leave a message, or filling out the online absence form which can be accessed on our school website. Your notification will then be passed onto your child's teacher.

## 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.

## 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).



**Please do not walk through or park in the staff car park at any time for our students safety.**

## YEAR 6 POLO T-SHIRT

Year 6 students have the opportunity to purchase a Polo T-Shirt and or Jacket with all the graduating Year 6 students' names printed on the back. Order forms were sent home with students last week. Payment is strictly due by **Thursday 14 February**.



## CLASS DOJO

Class Dojo is an online communication app which allows teachers to award points to students for work, effort, behaviour and social skills. You should have received an invitation to join your child's classroom Dojo community. This is a really simple process. All you need to do is download the app, enter the parent section and enter your unique code. Full instructions will be sent with your invite. Once you have signed up you will be able to see what achievements your child is making in real time. Class Dojo is highly engaging and motivating for our students and compliments our School Wide Positive Behaviour Framework.

## CSEF

For those parents who might be eligible for Camps, Sports & Excursion Funding (CSEF), you must have a current parent/guardian Centerlink 'Health Care Card' and each child must be named on the card that you are claiming for. Application forms are available at the office. Thank you to those parents who have already completed and submitted their application.



### Available over the Counter ONLY

When	Item	Cost
20 February	Mini quiches	\$2.00
27 February	Nachos	\$2.00
6 March	Roti Bread & Dip	\$2.00
13 March	Cupcakes	\$2.00
20 March	Savory Muffins	\$2.00
27 March	Jelly Cups	\$1.00
30 April	Nachos	\$2.00

## CANTEEN MENU

A new canteen menu for 2019 has been attached to this newsletter. Please ensure that you use the new menu when placing a lunch order for your child and discard any previous menus.

### HOW TO PLACE A LUNCH ORDER

- For lunch orders, please place money in a paper bag with your **child's name, grade and room number**. (Lunch order bags can be purchased from your local supermarket).
- If you do not provide a paper bag, please add **10 cents**
- If the lunch order contains insufficient or foreign money, the item will not be given.
- No sticky tape or staples please.
- Please make sure that you are ordering from the current Menu.

Debbie — Canteen Manager

## SWIMMING PROGRAM



This year's Swimming Program will take place early in Term 2. The program will be offered to students in Year Prep to Year 4. The program is not compulsory and is not covered by the excursion component of the Book Pack. A permission note will be soon. Please note places are limited and fill up fast.



## Happy Birthday

January

Jazz, Stella, Veer, Simae, Jaskirat, Paityn, Elwyn, Kasen, Krystal, Mahrus, Malu, Sehajpreet, Vihaanjot, Alara, Ioanna, Ashley, Jagjot.

## HOME READING BOOKS LIBRARY BOOKS

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



## SPORTS INFORMATION

If you have a child who is a member of a swimming squad you may wish to nominate them for the Maribyrnong Division Swimming Sports on Tuesday March 19 at St Albans Leisure Centre. Your child is able to nominate for two individual events. You will need to be able to transport your child to and from the event. Please see Mr. Mac for more information.

Registration to trial for most SSV 12 Years and Under Team Vic teams to compete in School Sport Australia Championships is done through an online process managed by the School Sport Unit.

Australian Football, Netball, Boys Football (Soccer), Boys Basketball and Girls Basketball differ due to the large number of students that register for this trial process. These sports start with nominations through their schools to enable attendance at Division trials as the first step. If selected at Division level a student will move through to Region trials, except for basketball, and finally a State trial for possible selection in a Team Vic team. To be eligible children registering to trial must be turning 10, 11 or 12 years of age in 2019.

These trials form part of School Sport Victoria's Gifted and Talented program and are not 'come and try' opportunities. Each child is trialling for a state team and SSV must attest to each child's athleticism, skill level and school behaviour.

On the SSV website it has been made clear that students need to consult with their Principal at school to ensure they have the skill level to trial and represent their school at a state level. This discussion with the school Principal is necessary, as all students MUST get the Principal signature and School Stamp on their registration form prior to attending a trial. Registration is a NON-REFUNDABLE \$25 fee. For more information please visit the School Sport Victoria Website <http://www.ssv.vic.edu.au/>

Registrations close on the 1st March, 2019





# SAME-DAY NOTIFICATION OF STUDENT ABSENCES – VICTORIAN SCHOOLS

If your child is sick or absent, you are required to notify the school office by 10:30am **on the day of absence** using one of the following methods:

- 1 **Online:** Use the “**Reporting an Absence**” link via the school website.
2. **Telephone:** Call the school office on 8311 5700 (select option 1) please leave a message stating your child’s name, class, and reason for their absences.

Notifying the school of your child’s absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of children and will fulfil your legal responsibility.

## WHY DO I NEED TO NOTIFY THE SCHOOL IF MY CHILD IS ABSENT?

From the end of Term 2 2018, all Victorian government schools are required to contact parents/carers as soon as practicable on the same day of an unexplained student absence. If your child is absent on a particular day and you have not contacted the school to explain why, the absence will be marked as unexplained.

Schools need to know when and why a child is absent and you need to know if your child is not at school.

This system also promotes daily school attendance. Going to school every day is the single most important part of your child’s education, they learn new things every day – missing school puts them behind.

## WHAT IS YOUR RESPONSIBILITY?

You are legally required to ensure your child attends school every day or you must provide an explanation for their absence. You should let the school know in advance of any upcoming absences or let them know in the morning if your child will not be at school. In order for schools to implement the same day notification requirement, it is essential that you provide the school with your most up-to-date contact details.

## CONTACT DETAILS

There are times when we will need to contact you, including on the day if your child is absent and you have not informed the school as to why. Do we have your most up to date contact details? If not, please contact the school on 8311 5700, by completing a change of details form (available from the office) or by email [sunshine.ps@edumail.vic.gov.au](mailto:sunshine.ps@edumail.vic.gov.au) so we can update our records.

## SAME-DAY NOTIFICATION OF UNEXPLAINED STUDENT ABSENCES

Our school will call you as soon as practicable on the day if a student is not at school and you have not notified the school as to why.

**Please remember that it is your responsibility to contact us to provide an explanation for your child’s absence from school, and where possible, please inform us in advance of upcoming absences.**

Yours sincerely

Lyn Read  
Principal



# School Council Elections 2018

### 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 Training (DET) employees can be Parent members at their child's school as long as they are not employed at the school.
- **A mandated elected DET 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. DET 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.

DET 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.**