

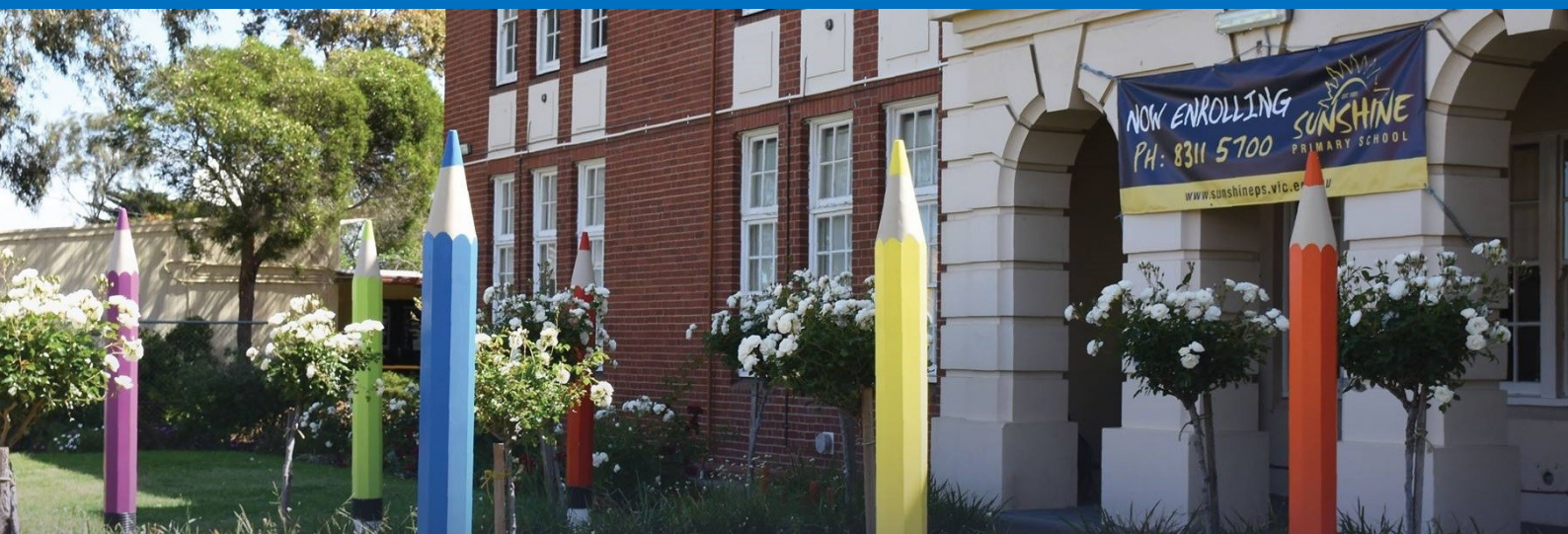
NEWSLETTER

Issue 1 — 13 Feb

A: Cnr Hampshire & Derby Roads, Sunshine

P: 8311 5700

E: sunshine.ps@education.vic.gov.au



IMPORTANT DATES & EVENTS

- **Monday 10 February**
Notice of Election and call for nominations
- **Friday 14 February**
Event: Year 5/6 Interschool Sport commences 9:15 am to 11:00 am
- **Monday 17 February**
School Council Meeting 6:00 pm
- **Tuesday 18 February**
Welcome Whole School Picnic from 4:30 – 6:30 pm (held onsite)
- **Wednesday 19 February**
Help your child with Reading at home Workshop
Invitation Extended to: Parents of students in Foundation to Year 2
- **Friday 21 February**
Event: Year 5/6 Interschool Sport 9:15 am to 11:00 am
- **Monday 24 February at 4:00 pm**
Closing date for School Council nominations
- **Friday 28 February**
Event: Year 5/6 Interschool Sport 9:15 am to 11:00 am
- **Sunday 2 March**
Bunnings Sausage Sizzle Fundraising Event
- **Friday 7 March**
Event: Year 5/6 Interschool Sport 9:15 am to 11:00 am

INSIDE ISSUE 1....

Welcome Back
Welcome Whole School Picnic
Facilities Update
Meet the Teacher Interviews
Student Leadership
Assembly
School Council Elections
Compass
Class Dojo
Friendly Reminders
CSEF funding
Community Notices



MESSAGE FROM THE PRINCIPAL

WELCOME BACK

A very warm welcome back to all our students, families and staff to the 2025 school year. A very special welcome to our new families who are starting with Sunshine Primary School this year and our wonderful Foundation families who are starting out their educational journey with us. We welcome Rebecca Kyriakidis (Foundation) and Hayley Shaw (3/4) to the SPS team. We welcome our Foundation students who have had a successful and settled start last week and are already settling into the routine of school. I would like to especially thank the Buddies for doing an amazing job looking out for our Foundation students and for their lovely welcome cards. Something our Foundation students will probably remember forever.



Foundation Buddies

WELCOME WHOLE SCHOOL PICNIC

To welcome our families to Sunshine Primary School we will be holding a family picnic on Tuesday 18 February from 4:30 – 6:30 pm. We invite you to come along and meet and get to know other families. Come along and relax with other parents while the kids have a great time playing. We encourage families to bring a picnic basket, rug, chairs and drinks for the evening. Teachers have organised some fun games and activities for the students.

FACILITIES UPDATE

The office has undergone some renovations over the holidays with the installation of new partitions and a more child friendly counter. We have had a giant chessboard installed along with six new bat tennis courts for interschool sport and recess breaks.

This year we are planning to complete the renovations for the last three classrooms upstairs as well as the administration area of the school.

MEET THE TEACHER INTERVIEWS

We hope you found the Meet the Teacher interviews worthwhile and were able to share valuable information about your child/ren. We will distribute Semester One student reports as well as have 15 minute Parent Teacher Interviews late in Term 2. If at any time you wish to discuss matters with your child's teacher please send them a Dojo message to arrange a suitable time.

STUDENT LEADERSHIP

One of the most exciting things for our students is the opportunity to apply for student leadership positions. It is with great pleasure and pride that I announce this year's student leadership team.

School Captains: Aderlee 5/6 A, Paramesh 5/6 A, Pavithra 5/6 B, Ioanna 5/6 C, Roxsith 5/6 C,

Congratulations and I look forward to working with you this year. Specialist Captains are currently being selected and classes will soon be choosing their Student Voice Representatives.

ASSEMBLY

We will continue to hold our assembly on Friday afternoon's at 3:00 pm under the new covered area (weather permitting). The school captains will generally conduct the assembly by presenting student awards, birthday awards, community message, upcoming events and celebrations. Our school community is encouraged to attend assembly.

During occasions of inclement weather, the student captains will present assembly from the principal's office over the public address system. Parents are welcome to attend their child's classroom on these occasions.

SCHOOL COUNCIL ELECTIONS

School Council Elections are held every year in February. Nominations are currently open and close at 4:00 pm on Monday 24 February. Please feel free to see me if you would like more information. This year we have 5 parent vacancies.

COMPASS

The online Parent Portal allows parents to access up-to-date meaningful information about our school and your child's progress. Using COMPASS, parents will have the ability to monitor their child's attendance, and enter an explanation for absence. Parents/Carers will receive an SMS message at 10:30 am if their child has been marked absent from school without an explanation. Parents are required to sign into their compass account and explanation with a reason for the absence.

It is our goal to strengthen and streamline communication between home and school, so we can work together to best support students and their learning. If are unsure of your unique login code please make contact with Elizabeth at the office. We expect all parents to be on Compass ASAP.

CLASS DOJO

Class Dojo is our main platform to communicate with our families. It allows teachers to award points to students for work, effort, behaviour and social skills. Class Dojo is highly engaging and motivating for our students and compliments our School Wide Positive Behaviour Framework. Please note that Class Dojo is a positive system and not a forum to discuss concerns or issues. If you have a concern please either call the school to make an appointment or see your child's teacher.



Lyn Read
Principal

FRIENDLY 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 9:00 am and are legally required to have attendance rolls marked.

Students arriving after **9:00 am** must report to the office to 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 the classroom teacher a brief message, you will be able to do this between 8:40 am and 8:55 am or you could sent them a class dojo message.

BEFORE & AFTER SCHOOL CARE PROGRAM

The Before Care Program opens at 6:30 am each morning and finishes at 8:45 am. The After Care Program operates from 3:15pm till 6:00pm. **In order for your child to be booked into the program you must be registered with Camp Australia** at www.campastralia.com.au **Bookings can't be taken via the school office.**

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 Basketball court 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 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. Where possible we ask that you make appointment at the end of the school day.

GATES / VISITORS REGISTER

All school gates will be closed between 9:10 am and 3:00 pm except the front entrance on Hampshire Road. If you are visiting the school during these hours **PLEASE** report to the office.

Gates on **Derby Road** and **Leith Avenue** will be opened at approx. 8:30 am. Students can place their school bag in line and play until the bell goes at 8:55 am. The school yard is not supervised by a teacher until 8:45 am, and we discourage students being in the school when no teachers are on duty. Any students arriving prior to 8:45 am need to be accompanied by an adult.

In the afternoon the gates will re-open at approx. 3:00 pm for pick up.

We request **parents** to please **wait outside** the **school building** when **collecting children**.

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, Allergies, Anaphylaxis, etc. **It is vital that we have current management plans for every child who has a medical condition.** All Asthma, Allergy and Anaphylaxis Plans need to be signed by a doctor to verify the information is correct and that we have permission to administer medication or their EpiPen if required.

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.

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 3:10 pm.
- 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.

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 2024. If items are **CLEARLY** named, they are returned to their owner promptly. Check items throughout the year as names wash off.

Sample only on how to label your child's belongings (**J Citizen** not **JC**) as another student may have the same initials. Please note due to hygiene reasons unclaimed lunch boxes/food containers and drink bottles will be disposed of after a certain time.

Please note that the lost property basket can be found outside near the auditorium .

NO SMOKING/VAPING

Our school is a **NO** smoking/vaping 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/INSURANCE

Personal Property Brought to School and Personal Injury Insurance The school and DET do not accept any responsibility for damage or loss of private property brought to school by students, visitors or staff.

Parents are asked to carefully consider whether any valuable items are brought to school by their children. This can include mobile phones, iPads, calculators, toys, sporting equipment, bikes, scooter and cars parked on school premises. As the Department does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property, students and staff should be discouraged from bringing any unnecessary or particularly valuable items to school.

Sunshine PS and DET do not provide personal accident insurance or ambulance cover for students. Parents and guardians of students, who do not have student accident insurance/ambulance cover, 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.

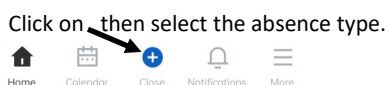
QKR (Online payment App.)

Payments for the following items will be available to parents to pay via the QKR! app: Canteen Lunch Orders, Excursions, Incursions, Interschool Sport..... etc. The app is very user friendly and we are here to assist you should you have trouble downloading the app, and setting up your child's profile. All lunch order need to be placed via the app. Students can bring some small coins to purchase over the counter food items.

STUDENT ABSENCE - EVERY DAY COUNTS!!

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

1. **Online:** Via the Compass portal (school preferred option).



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.

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).

- Park safely even if it means walking further to the school gate.
- Observe all parking signs. They are planned with children's safety in mind.
- Never double park as it puts children at risk.
- Model safe and considerate behaviour for your child – they will learn from you.
- Slow down near the school crossing.
- At a supervised crossing, observe the directions of the school crossing supervisor.
- Always park and turn legally around the school.
- Avoid dangerous manoeuvres such as U-turns and three-point turns.

If you have concerns please get in contact the Brimbank City Council and they will send out a parking officer.

YEAR 6 UNIFORM

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. This year parents can place there online order directly with our third party supplier. Further instructions on how to place your order will be sent home with students.

CSEF—CAMPS, SPORTS & EXCURSIONS FUNDING



What is CSEF?

CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student (Primary school student rate: \$154 per year). The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

Are you eligible?

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must: on the first day of Term one, or on the first day of Term two

- a) be a holder of one or more of the eligible financially-means tested cards OR be a temporary foster parent, and;
- b) submit an application to the school by the due date

For the list of eligible financially-means tested cards refer to the CSEF Policy:
<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.

Ready to apply?

If you are eligible for this funding and wish to apply in 2025, please see the office. The CSEF application form can be obtained from the front office, a copy of your health care card needs to be provided with your application. If you received CSEF in 2024 you will not need to fill out a new application form unless you are new to Sunshine Primary School.



EVERY DAY COUNTS



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:

Online: Via the Compass portal (school preferred option).

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.

Reporting your child's absence prior to, or on the day, 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?

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 entered your child's absence on compass to explain the reason for their absence you will receive an alert at 10:30 am notifying you that your child has been marked absent from school. You will need to address this issue as soon as possible on the compass app by adding a reason for the absence.

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 can enter absence in advance of any upcoming appointments on compass. For schools to implement the same day notification alert, it is essential that you provide 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, or by email 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 they are absent.

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 Election Process & Timetable 2025

Sunshine Primary School — School Council Election Process & Timetable for 2025		
Letter	Event	DATE
a)	Notice of election and call for nominations	Monday 10 February 2025
b)	Closing date for nominations	Monday 24 February 2025 4:00 pm
c)	Date by which the list of candidates and nominators will be posted	Wednesday 26 February 2025
d)	Date by which ballot papers will be prepared and distributed	On or before Monday 3 March 2025
e)	Close of ballot	Monday 10 March 2025 4:00 pm
f)	Vote count	Wednesday 12 March 2025
g)	Declaration of poll	Thursday 13 March 2025
h)	Special council meeting to co-opt community members (the principal will preside)	Monday 17 March 2025
i)	First council meeting to elect office bearers (the principal will preside)	Monday 17 March 2025




PARENT INFORMATION SESSION
Helping Your Child With Reading!

Wednesday 19 February at 9:15 – 10:15am

Do you want to make the most out of reading with your child/children?

Would you like to learn about some quick and easy strategies to assist your child/children during reading?



Join us for an informal session where we will talk about how students learn to read and we will give you some practical ideas that you can use to help your child/children either at home or in the classroom. Parents and carers play an important role in a child's education and it is vitally important for us to work together. We look forward to you joining us.

To secure a place please sign up via ClassDojo in the Event Calendar.



Sunshine PS x Bunnings
SAUSAGE SIZZLE FUNDRAISER
2 MARCH @ BUNNINGS SUNSHINE

Come support a great cause!
All funds go towards STEM programs at Sunshine Primary School.
Every bit helps!



Sunday 2nd March
12PM-5PM
Parking in large carpark on Harvester Rd
with short walk over rail footbridge

Community Festival
in the
H.V. McKay Gardens

120 Anderson Road, Sunshine
Food, market stalls, free face painting,
live performances, sporting activities,
games and prizes

Free gift for children that attend
'Singalong for the Kids' at 12:30!

 Friends of the McKay Gardens

Proudly Supported by 