

Sunshine Primary School

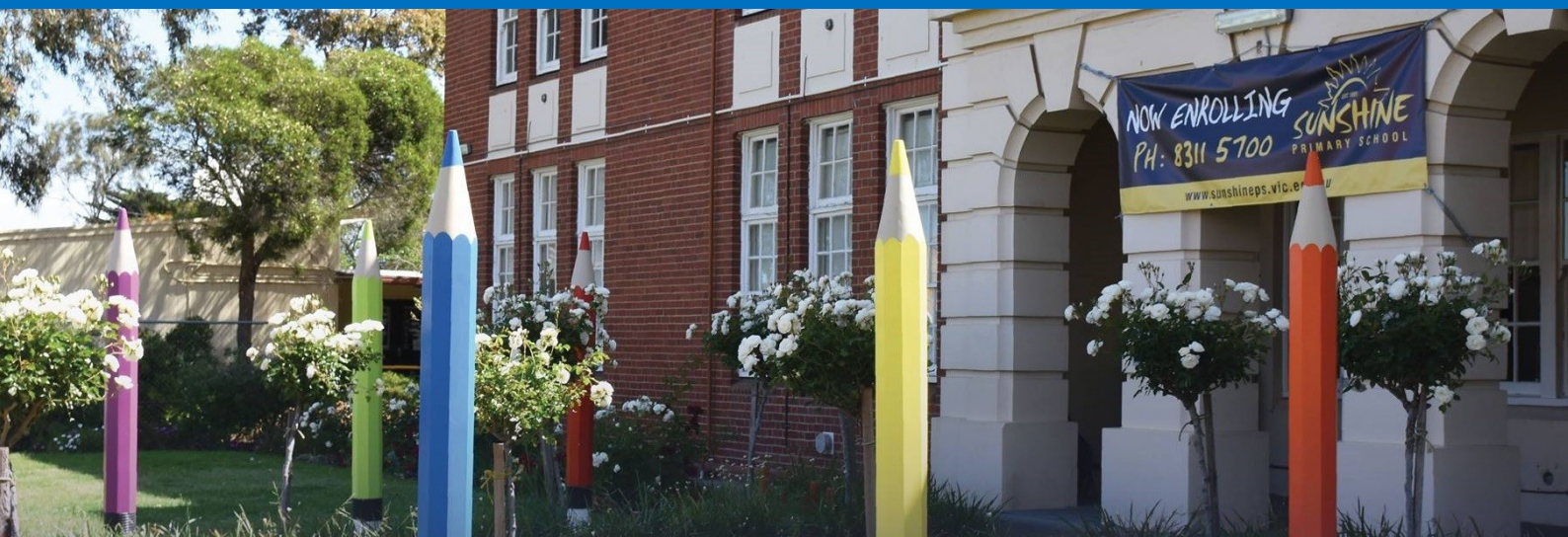
NEWSLETTER

Issue 1 — 8 Feb

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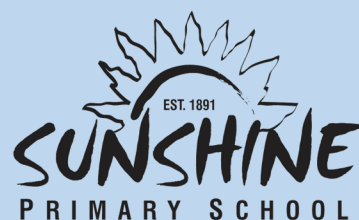


IMPORTANT DATES & EVENTS

- **Friday 16 February**
Bookings for Parent Teacher Interviews Close
- **Tuesday 20 February**
Parent Teacher Interviews 3:30 pm to 6:30 pm (Bookings are essential)
- **Wednesday 21 February**
Parent Teacher Interviews 3:30 pm to 6:30 pm (Bookings are essential)
- **Friday 16 February**
Year 5/6 Interschool Sport: Sunshine PS Mother of God (away game)
- **Wednesday 21 February**
Help your child with Reading at home Workshop
Invitation Extended to: Parents of students in Foundation to Year 2
- **Wednesday 28 February**
Welcome Whole School Picnic from 4:30 – 6:30 pm (held onsite)

INSIDE ISSUE 1....

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



Learning

Respectful

Safe

MESSAGE FROM THE PRINCIPAL

WELCOME BACK

A very warm welcome back to all our students, families and staff to the 2024 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 Chloe Hall-Luke, Shruti Rao-Doughty and Bill Wheatley to the SPS team, and we are very excited to welcome back Emm Muizieks (aka Ms M) who will be running our newly developed STEM program. We welcome our Foundation students who have had a successful and settled start yesterday and commenced full time as of today. I would like to especially thank the Buddies for doing an amazing job looking out for our Foundation students at break times.

WELCOME WHOLE SCHOOL PICNIC

To welcome our families to Sunshine Primary School we will be holding a family picnic on Wednesday 28 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

We are on the home stretch with our building project and on track to have the project completed by the end of Term 1. The current construction includes new student toilets and a new multisport court where the portables once stood. Watch this space!

MEET THE TEACHER INTERVIEWS

Meet the Teacher meetings will be held over two days this year (Tuesday 20 and Wednesday 21 February). This is an opportunity to share information about your child/ren and to get to know your child's teacher for 2024. This is the first part of our reporting to parents program. In June we will have Parent/Teacher Interviews as well as a formal report and in December you will receive your child's final report for the year. If at any time you wish to discuss your child's progress you can make an appointment with the teacher.

To make a booking [click here](#) and enter the event code **y93c4**

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: Malu 5/6 A, Autumn 5/6 C, Steven 5/6 C, Kaitlyn 5/6 A

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

Elections are held every year in February. Further information will be coming soon. However, in the meantime should you wish to find out more about becoming a school council member please feel free to come and have a chat with me or Nat.

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.campaustralia.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 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 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. In the afternoon the gates will be re-opened approx. at 3:00 pm for pick up. Yard duty supervision commences at 8:45 am. Any students arriving prior to 8:45am need to be accompanied by an adult.

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 2023. 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 has been relocated and can now be found outside breakfast club daily.

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!!

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 select 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 pass onto your child's teacher. If your child is absent due to attending a medical appointment please remember to supply the school office with a medical certificate.

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: \$150 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 2024, please see the office. Your CSEF application form and return it to the front office with a copy of your health care card. If you received CSEF in 2023 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

