



## Albion Primary School

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*Our purpose is to educate all of our children and enable them to become effective members of society.*

**Newsletter No. 1**

**8<sup>th</sup> February 2019**

### DIARY DATES

#### February

8<sup>th</sup> – 15<sup>th</sup> Prep students finish at 2:30pm  
15<sup>th</sup> 5/6 interschool sport (home vs Glengala)  
18<sup>th</sup> Preps full time (9:00am - 3:20pm)  
**20<sup>th</sup> Parent/Teacher interviews (students at school)**

#### March

1<sup>st</sup> 5/6 interschool sport (away vs Mother of God)  
11<sup>th</sup> Public Holiday - school closed  
15<sup>th</sup> National Day of Action Against Bullying  
15<sup>th</sup> 5/6 interschool sport (home vs Sunshine)  
18<sup>th</sup>-22<sup>nd</sup> Cultural Diversity Week  
**18<sup>th</sup> Family Fun Evening 5:00pm - 7:00pm**  
20<sup>th</sup> Pasta making incursion for all students  
22<sup>nd</sup> 5/6 Interschool sport (BYE)  
29<sup>th</sup> 5/6 interschool sport (home vs Sirius)

#### April

**1<sup>st</sup> Pupil Free Day (no students at school)**  
3<sup>rd</sup>-5<sup>th</sup> 4/5/6 camp  
5<sup>th</sup> Last day of term early dismissal at 2:30pm  
23<sup>rd</sup> Term 2 Begins at 9:00am

areas of English and Mathematics. We integrate the other curriculum areas of Science, the Humanities,

Health and Technology through inquiry units of work. We provide specialist teaching in The Arts, Physical Education, Library and Languages (Italian). We strive to develop independent thinkers and creative problem solvers who have well defined values to assist in making good choices both within school and in the wider community. The same high expectations are held of the staff, in their professional learning and conduct.

Should you have any concerns about your child, the first point of call in your child's classroom teacher as they are the ones who know your child best at school. If you require more support, please see someone in the leadership team (principal, assistant principal, and student wellbeing).

The newsletter is usually distributed every fortnight and contains lots of information. Please take the time to read it and note the dates of whole school events and ones that are relevant to your child. Please keep these dates handy but be aware that there may be changes at short notice. Many of the activities listed in the diary dates are elaborated on within the newsletters. News is also published on the school's website. Parents with email addresses have already been put onto the system and will receive news 'pushes' when relevant. You can also add an app to your mobile device. Details of how to add the app are contained within this newsletter and on the website.

All government schools have similar formalities and/or activities. A short summary of some of them that happen within many schools or specifically to Albion are as follows:

### Staffing

Our staff for term 1:

|      |                     |
|------|---------------------|
| PA   | Ms Belinda Pollard  |
| PB   | Ms Leah Townsend    |
| 1/2A | Ms Elissa Darmanin  |
| 1/2B | Mrs Donna George    |
| 1/2C | Mrs Natalie Bertone |
| 3/4A | Mr Tom Kimpton      |

### Message from the Principal

Welcome to Albion Primary School for the 2019 school year. A special welcome is extended to students and their families who are new to the school this year. I think you have chosen a great school for the education of your child and I look forward to working with you to provide the best opportunities for your child and all of the students at our school. I encourage parents to become involved in the school community, particularly for whole school events.

The school motto is 'Aim High'. We have high expectations of our students in their learning and in the way they conduct themselves as people. We focus on the student as a whole person, emphasising social and emotional growth and learning and achievement in the core curriculum

***Our Values: Respect, Honesty, Care, Learning and Achievement***

|                           |                         |
|---------------------------|-------------------------|
| 3/4B                      | Mr Wayne Haren          |
| 5/6A                      | Mrs Lorraine Parnis     |
| 5/6B                      | Mrs Rebecca Zapparoni   |
| Physical Education        | Mrs Marita Ryan         |
| Visual Arts               | Ms Karyn Johnstone      |
| Library                   | Mrs Sally Tikulin       |
| Languages –Italian        | Ms Joanne Belvedere     |
| Education Support         | Mrs Betty Batty         |
| Education Support         | Mrs Angela Paschalidis  |
| Education Support         | Mrs Sandra Spurr        |
| Education Support         | Ms Kristy Hewat         |
| Education Support         | Mrs Tracey Taylor       |
| Education Support         | Mrs Lorraine Farrugia   |
| Education Support         | Mrs Sylvia Grewcock     |
| Education Support         | Mrs Nina Tate           |
| Maintenance and Gardening | Mr Mathew Holmes        |
| Multi-Cultural            |                         |
| Aide                      | Mrs Tram Nguyen         |
| Business Manager          | Mr Jan Van Berendonk    |
| <i>Leadership Team</i>    |                         |
| Student Wellbeing         | Mrs Jann Turner         |
| Assistant Principal       | Ms Andrea Murray        |
| Principal                 | Mrs Adrienne Williamson |

A special welcome is given to new staff members Natalie Bertone and Tom Kimpton and a welcome back to Belinda Pollard who has returned from parental leave.

### **Pupil Free Days**

Schools are entitled to have four pupil free days for staff to work on professional learning, planning and report writing.

The first two days of the school year were pupil free days. The next pupil free day is Monday 1<sup>st</sup> April. There is no school for students on this day. Teaching staff will at school working with an external consultant, focusing on the further development of our school wide guaranteed and viable curriculum. The fourth pupil free day is still to be determined.

### **Parent Teacher Meetings**

Two formal parent/teacher meetings are conducted during the year. The first will be held on Wednesday 20<sup>th</sup> February for parents of children in all classes. Details have been sent home today.

The second interview takes place early in term 3 and will take the form of a parent/teacher/student conference to discuss your child's learning and achievement. Details will be sent home towards the end of term 2.

### **Parents' Club**

A group of parents who meet regularly to support our school by planning and implementing a range

of activities including: school banking, fundraising, school events. More information is contained further in the newsletter.

### **School Website**

<http://www.albionps.vic.edu.au>

You are able to access current information, newsletters, school calendar, notes for excursions, complete online absence notes and find out about our school's policies and other information.

Take the time to have a look at it and we'd love your feedback. It is a continuing work in progress and it is updated on a regular basis, so put the link into your favourites and keep visiting.

Our school website is also mobile friendly! It's like an app but better. You can save dates from the website directly into your mobile phone's calendar – no copying and pasting.

Please visit our website and view the short video on the home page. We are sure you will love how easy it will be keeping up to date with all that is going on at school. There are also some instructions on how to put the app on your phone at the office.

### **Supervision of Students in the Yard Before and After School**

Staff supervise children in the *school yard* before school from 8:50 to 9:00am and after school from 3:20 to 3:35pm. Outside of these times, supervision is the responsibility of parents or guardians. If children want to use the playground equipment or be in the garden with the chickens (even during the times above) they must be supervised by their own parent or guardian. Once children have been picked up in the afternoon, and they remain in the school grounds, supervision is the responsibility of the person who picked them up. Children who attend breakfast club are supervised by staff inside. At times, we also have special activities (eg. athletics training before 8:50am) that a particular staff member will supervise but supervision is only for that activity and not the general school yard.

### **School Assembly**

Our whole school assemblies are held most Friday afternoons commencing at approximately 3:00pm. They are held in the Multi-Purpose Room (near the canteen).

Parents are most welcome to attend. Student learning and achievement awards are presented at assembly.

### **Arriving On Time**

It is most important that students participate fully in the school's programs and I would ask parents to

make sure that their children are at school ready to commence work by 9:00am. *If your child arrives after the school bell, they are late. They need to go to class via the office, or parents of younger students need to go to the office to inform the school of the late arrival.* Late arrival means that your child will miss out on lesson and activity introductions and interrupt the learning of other children. School pedestrian gates close at approximately 9:05am. Your assistance with this matter is greatly appreciated. Late arrivals are recorded in the attendance data. This data is regularly sent to the Department of Education and Training (DET).

### **Absences**

It is a departmental and school requirement that all student absences must be explained. If your child is away from school, parents must provide an explanation of that absence.

There are a number of ways you can inform the school if your child is away:

- Phone the school and leave a message on the automated system or speak to someone in the office
- Complete an absence form on the school's website and submit it

Illness or a medical appointment is a legitimate reason for keeping a child away from school. Celebrating their birthday or going shopping is not. Schools have to approve all absences. All absence data is sent to the Department of Education and Training (DET) on a regular basis.

There is some further information about lateness and absences in the newsletter.

### **School Council**

School Council is a team of parents and staff members who assist with setting the long-term future of the school and maintaining oversight of the school's operation. School Council is not responsible for running the school – that is the job of the principal. It is responsible for a variety of areas of the school's operation and is the official conduit between the school and the community.

The School Council must meet 8 times a year. This usually works out to be two meetings a term. Last year, meetings were held on the third Monday of the month commencing at 6:00pm. Various sub-committees meet prior to the meeting to develop recommendations for the full council meeting. Subcommittees should also meet twice a term.

The twelve member Albion Primary School Council is comprised of six elected parents, three elected staff members and the principal as the

executive officer. There are also two co-opted community member positions. There are five parent positions vacant this year. Two of them are for a one year term, three of them are for a two year term. Current members of the school council are able to stand for re-election.

*The timeline for the process is as follows:*

- Monday 18<sup>th</sup> February – Call for nominations
- Monday 25<sup>th</sup> February – Close of nominations
- Wednesday 27<sup>th</sup> February – List of candidates and nominators will be displayed
- Monday 4<sup>th</sup> March – Ballot papers distributed (only if number of nominations exceeds number of vacancies)
- Tuesday 12<sup>th</sup> March – Close of ballot
- Wednesday 13<sup>th</sup> March – Counting of votes and declaration of ballot
- Monday 18<sup>th</sup> March – Meeting to co-opt Community Members and the first meeting of the new School Council

Nomination forms will be available from the office on Monday 18<sup>th</sup> February.

There may be times when decisions taken do not suit everyone but please be assured that we use the guiding principle of '*what is best for the children?*' when making them.

### **School Injuries and Insurance**

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

*The Department of Education and Training does not hold accident insurance for school students.*

Parents wishing to take out personal injury insurance for their children need to organise this privately.

### **Personal Items Brought to School by Students, Parents, Staff and Visitors**

Private property brought to school by students, parents, staff and visitors is not insured. Albion Primary School and the Department of Education and Training do not accept any responsibility for any loss or damage. This includes cars parked in the car park. Therefore students, parents, staff and visitors are strongly advised to leave any unnecessary and valuable items at home.

## **Car Park**

The car park is for *staff parking only*.

Also, children are not permitted to walk through the carpark, even with adults. Your children are taught this rule and we often see and hear children tell the adult that they are not allowed to go through the car park, but the adult takes them anyway. We have cars going in and out of the car park all throughout the day. It is not a safe practice. Please help your child to do the right thing by following this school rule.

Parking is available for drop-offs and pick-ups in Adelaide, Albury, and Derrimut Streets. The only exception is for staff who have students at the school and for one of our students whose access on the grass is limited.

## **School Crossing**

If you or your child/children are crossing Adelaide Street or parking on the opposite side of the school in Adelaide Street, please use the school crossing. The practice of calling children across the road away from the crossing is dangerous and may lead to a serious accident. We will be working with children at school to remind them of appropriate *Road Safety* practices and I would urge parents to remind children to use the crossing and model this behaviour.

## **School Toilets**

The toilet block between the library and canteen is for student use only. Parents who need to use a toilet while at school are to use the toilet located near the main office.

## **Sporting Schools**

Albion Primary School is lucky to be provided with funds to run sports coaching clinics through a grant from *Sporting Schools*, sponsored by the Australian Government. In term one, children in years 1 and 2 are being offered basketball clinics after school on Mondays. Children in years 4 - 6 are offered basketball clinics on Wednesday afternoons. The school applies each term and it depends on demand and supply as to whether or not we are successful. Last year, we were only successful for term one.

## **Working Together To Provide a Quality Education**

We value your personal contribution to the school very highly. We acknowledge and appreciate the range of interests, skills and talents within our parent community and encourage you to contribute to our school's continued improvement. Your efforts are not only appreciated by the school but are also valued by your child.

Suggestions for your involvement in the school are outlined below:

- Joining School Council Sub-committees and/or working parties
- Joining the Albion Parents Club and/or assisting with fund raising activities
- Assisting in classrooms
- Assisting with organisation for school events (eg school production)
- Assisting with covering of library and other books
- Gardening
- Assisting with publicity for the school

Please note that a current Working with Children Check is required for all school volunteers.

If you are able to support our school in some of the ways mentioned above please contact me at school.

Happy 2019!

Sincerely,

*Adrienne Williamson*

### **Policies**

There are a number of documents/forms, policies and information on our school website that you should make yourself familiar with. They include:

- School Values
- Student Engagement policy
- Student Dress Code (Uniform) policy
- Bullying Prevention policy
- School Rules
- Homework Policy
- Excursion/Incursion policy
- Head Lice information
- Medication Authority form
- Absence notification form

If you are unable to access the website and would like to read any of the above documents, information or policies, please see Mrs Williamson at school.

Other policies are available on request.

### **Fun Family Evening**

**Monday 18<sup>th</sup> March**

**5:00pm – 7:00pm**

We invite all families to BYO picnic dinner and come along to have some fun together as a school community. There will be some activities that you can join in with and the opportunity to get together

in a social situation. Separate information will be sent home about this event closer to the date.

### Breakfast Club



Every day  
8:40am - 8:55am  
All students welcome



### Head lice and Nits

An information page is provided on our web site. Head checks will be conducted if head lice are observed or suspected. Parents have given the school permission for head lice inspections so that staff can examine a child's head for the presence of head lice. For those parents who have not given their permission to examine a child's head, visual checks (observations without physically touching a child's head) can be made without parental consent. If a child is examined or observed to have live head lice in their hair, they must be excluded from school until the day after appropriate treatment has commenced.

It is important to understand that treatment does NOT kill the eggs (nits). Unless ALL eggs are physically removed from the hair shaft, the eggs will hatch and the cycle of live head lice laying more eggs will start again. Regularly checking your child's hair is vital. If your child does have live head lice or nits (eggs), please complete the necessary treatment and removal of eggs and then inform the school.

### Start Up Program

Students have been working on the *Excellence in Education Start Up Program*. This program enables students and teachers to set up how their class will work for the rest of the year. It focuses on a series of core activities that include:

- Why we come to school
- Developing a class purpose, vision statement and how the school values look, sound and feel in their classrooms in terms of behaviour and their work and the effort they put into it
- Setting personal learning and behaviour goals
- Rights and responsibilities
- Talking about the school and classroom expectations, behaviour and consequences
- Beginning and end of day procedures
- Cooperation and team work
- Commitment to their class

### Art Smocks

All Students require a long sleeve art smock for art classes. Any adult old long sleeve shirt is fine. You can also purchase art smocks from shops such as Big W, Best and Less, OfficeWorks, K-Mart, etc.

A list of the days each class has Art most weeks is listed below.

Please help your child by ensuring they have a suitable art smock by that day. They will leave the art smock at school for the year.

*Monday – 5/6A, 5/6B, 1/2A*

*Tuesday – 34B, 34A*

*Wednesday – 12C, 1/2B. PA, PB*

### Library

As part of the Library program at Albion Primary children are able to borrow and return books each week. This program not only helps to develop literacy but also supports important organisational routines that we all need.

Children need to have a bag to take their books home in. This helps to protect the books. Foundation students who participated in the transition program received a library bag (the blue Albion PS bag) or the red tote bag from DET that would make good library bags.

A list of the days each class has Library most weeks is listed below.

Please help your child by ensuring they have a suitable Library bag on their Library day.

*Monday – PA, PB, 1/2C*

*Tuesday – 56B, 12B, 12A, 5/6A*

*Wednesday – 34A, 34B*

### Physical Education

Students should come prepared in suitable footwear for their physical education class. A list of days each class has PE most weeks is listed below.

*Monday – 5/6B, 5/6A, 1/2B*

*Wednesday – 1/2A, 1/2C, PB, PA*

*Friday – 3/4A, 3/4B (PMP for PA, PB)*

### ALBION PRIMARY SCHOOL PARENTS' CLUB

Albion Primary School Parents' Club will meet on Tuesday and Wednesday mornings at 9.00am for a cuppa and a chat in the staff room. The first meeting will be on Tuesday 12<sup>th</sup> February. We would like to extend a warm welcome to all parents to come along. There are a number of grandparents who are also part of the Parents' Club.

**What is a parent Club?** The parent club is a group of parents within the school who work together for the benefit of the children at the school.

**Aim** The parent club provides a forum for all parents to discuss issues, exchange and share information and concerns. It is for parents supporting one another, and building a sense of community within the school.

We also

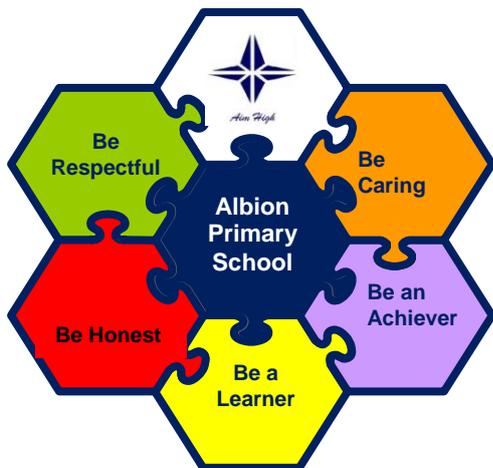
**Who can join** – Membership is \$2.00 for the year and is open to all parents (or legal guardians) of students at the school.

### School Banking

All students are able to participate in school banking. School banking at Albion Primary School is through the Commonwealth Bank. Banking day will be Tuesdays this year and it has started. Any child with an existing school banking account can send their bank book and money to school on Tuesday.

If you would like to set up an account for your child, please come to the office to get some forms.

### School Wide Positive Behaviours



Through the school's Start Up program, students have been working on the school values and expected behaviours in the classroom and common areas such as lining up areas, assembly, canteen, under breezeways, and so on.

### School Uniform

Part of coming to Albion Primary School is wearing the school's uniform. The uniform policy states that school tops and hats must have the school logo. They can only be purchased from the school.

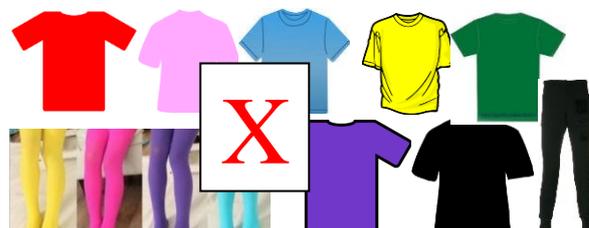
Bottoms (eg. shorts, pants, skirts, skorts, leggings, tights, etc.) must be plain navy blue. Some of these items can be purchased from the school but can also be purchased elsewhere.

School dresses are blue and white check. We have them for sale at the school but can also be purchased elsewhere.

Head scarves must be plain navy blue or white.

If your child is wearing other layers underneath their uniform that can be seen, they must be navy or white.

Support can be provided for students if you are experiencing difficulty in purchasing uniform. Please see any of the leadership team.



*Our Values: Respect, Honesty, Care, Learning and Achievement*

## Attendance

Below are some posters that show the importance of all students being at school by 9:00am EVERY DAY. The information on these posters shows how much learning is lost through regular late attendance and missing days. As we start the new school year we ask that all families assist their children's learning by establishing routines for school. Making sure your child is getting to bed at an age-appropriate time is the first step towards students being able to cope with their busy school day.

# EVERY MINUTE COUNTS ...

## Lost minutes mean lost learning!

| When your child misses just .... | that equals...                              | which is....                             | and therefore, from Prep to Year 12, that is ... |
|----------------------------------|---------------------------------------------|------------------------------------------|--------------------------------------------------|
| 10 minutes a day                 | 50 minutes of learning time each week       | Nearly 1½ weeks per year                 | Nearly ½ year of school                          |
| 20 minutes a day                 | 1 hour and 40 minutes of learning each week | Nearly 2½ weeks per year                 | Nearly a year of school                          |
| 1/2 an hour a day                | ½ a day of learning each week               | 4 weeks a year                           | Nearly 1½ years of learning of learning          |
| 1 hour a day                     | 1 whole day of learning each week           | 8 weeks per year or nearly a term a year | Over 2½ years of learning                        |

Your child's best learning time is at the beginning of the day...

School starts at  
9.00 AM  
**DON'T BE LATE!**



**Good time keeping means making sure that your child is at school and ready to learn BEFORE the school bell rings!**

## EVERY DAY COUNTS ...

**A day here or there doesn't seem like much but ...**

| When your child misses just .... | that equals...  | which is....       | and therefore, from Prep to Year 12, that is ... | This means the best your child can achieve is ... |
|----------------------------------|-----------------|--------------------|--------------------------------------------------|---------------------------------------------------|
| 1 day a fortnight                | 20 days a year  | 4 weeks of school  | Nearly 1½ years of school                        | Equal to finishing Year 11                        |
| 1 day a week                     | 40 days a year  | 8 weeks of school  | Over 2½ years of school                          | Equal to finishing Year 10                        |
| 2 days a week                    | 80 days a year  | 16 weeks of school | Over 5 years of learning of learning             | Equal to finishing Year 7                         |
| 3 days a week                    | 120 days a year | 24 weeks of school | Over 8 years of learning                         | Equal to finishing Year 4                         |

**Give your child every chance to succeed ...**

**Every day counts!**

