President's Report

Welcome to all our new Port Melbourne PS community members and welcome back to everyone else. There are forty-eight teachers and thirteen other staff supporting approximately 770 students here this year.

The School Council has various roles which are set out in the attached document; hopefully this will assist people in distinguishing the roles of the Principal and the School Council and help those thinking about nominating for school council in making a decision. If you have any queries please contact me

Community members with issues that concern the School Council are welcome to contact me through the office or simply email Annette@socialmediaready.com.au

Our current School Council members are:
Parents: Rohan Cresp, Simon Magasanik, Paul Perrett, Dave Roberts and Thea Kogler
Staff: Kym Hall, Peter Martin, Neil Scott and Sarah Tyo
Co-opted PFA Member: Anna Heerey
Co-opted Community Rep: Annette Maloney

Our annual Council elections are about to take place. There are three parent vacancies and two staff vacancies for the 2016 Council and I encourage you to consider putting your name forward. Nominations forms are available from the office.

If you are not willing to commit to school council but are still keen to be involved there are other avenues:

Parents and Friends is a great way of meeting other parents/guardians (mostly mums, we’d love to have more dads involved) in arranging social functions and fundraisers.

Classroom helpers are always welcome, no matter what the year level. Teachers are always grateful for assistance whether it be in the classroom, on excursions, gala days or offering your skills in other ways.

If you are interested, please feel free to contact me at Annette@socialmediaready.com.au Simone Cresp or Thea Kogler our PFA Executive members, or your child's teacher.

Voluntary Contributions
I have written to all families this week requesting that they contribute either $400 (one child), $600 (two children) or $700 (family) to the school in order to support our curriculum programs. It is very difficult for the school to provide your children with all necessary educational resources without your financial assistance.

The Federal government is again providing many families in receipt of Family Tax Benefit A with a $430 per child “Schoolkids Bonus”. If you qualify, you should have received your first instalment of $215 last week. You may wish to use this payment to assist you in meeting uniform and booklist requirements or in making a Voluntary Contribution to the school.

Challenges for School Council
School Council continues to make strong representations to all relevant bodies to attempt to limit the growth of the school, while, at the same time, ensuring that appropriate facilities are provided for all our current students.

Council will continue to urge the government to ensure that the new Ferrars St primary school is opened in 2018 to limit the number of students enrolled here.
**Busy Bees**
Thank-you to the parents who spent Sunday morning and yesterday evening cleaning up our school grounds. I particularly acknowledge the efforts of Simon Magasanik, Darren Thomas and Tim Norman in looking after our grounds over the holidays.

**An Electronic Newsletter**
After this week, Newsletters will be distributed electronically for the remainder of the year. They will be available on the school website with a reminder sent via Konnective when they are posted.

Please see the Konnective link on the school website to download the Konnective app, which will keep you up to date with things that are happening at school – excursions, sporting activities, PFA events and so on as well as reminding you to access the Newsletter on-line.

If your family has no internet connection, you can request a hard copy of the Newsletter from the office.

**Annette Maloney**

**A Happy New Year!**
Welcome to all members of the Port Melbourne Primary School Community, both old and new. I particularly welcome our 2016 Preps and their families.

**Classes 2016**
We welcome our new class teachers Lucas Dredge, Georgina McKinnon, Amy Midson, Kim Nickels, Sinead O’Mahony, Jackie Rawnsley, Claire Raymond, Jo Ritson, and Jessica Steele, and our new French teacher Emily Burkimsher, and we welcome back Zoe Doland, Haylee Saarinen and Trisha Wheeler.

The following class structure will operate during 2016 (the names by which the children will address their teachers are in brackets):

Prep A  Kate Lewis (Miss Kate)
Prep B  Kristen Cutting (Miss Kristen)
Prep C  Karen Tozer (Miss Karen)
Prep D  Rosie Binding (Miss Rosie)
Prep E  Sophie Gero (Miss Sophie)
Prep F  Shauna Donnelly (Miss Shauna)

1A  Susannah Smith (Miss Susannah)
1B  Melinda Keenan (Miss Keenan)
1C  Caroline Farrant (Miss Caroline)
1D  Zoe Doland (Miss Zoe)
1E  Bethan Jones (Miss Beth)
1F  Sinead O’Mahony (Miss Sinead)
2A  Lisa Kendall (Miss Lisa)
2B  Jessica Steel (Miss Jess)
2C  Claire Raymond (Miss Claire)
2D  Maddy Reid (Miss Maddy)
2E  Emma Hockey (Miss Emma)
2F  Georgina McKinnon (Miss Georgina)
3A  Alex McLeod (Miss Alex)
3B  Peter Fleming (Mr Peter)
3C  Amy Midson (Miss Amy)
3D  Poppy Sandilam (Miss Poppy)
4A  Sarah Tyo (Miss Sarah)
4B  Jackie Rawnsley (Miss Jackie)
4C  Jo Ritson (Miss Jo)
4D  Louise Flourentzou (Miss Louise)
5A  Jessica McPherson (Miss Jessica)
5B  Candy Patamisi (Miss Candy)
5C  Sasha Goss (Miss Sasha)
5D  Lucas Dredge (Mr Lucas)
6A  Haylee Horn (Miss Haylee)
6B  Teagan Barracl (Miss Teagan)
6C  Caitlin Green (M’elle Caitlin)
6D  Kim Nickels (Miss Kim)

There may be minor alterations to classes next week after we have processed any new enrolments, in order to ensure that class sizes are kept to a minimum, and that each student is able to maximise his/her learning opportunities within our class structure.

**Specialists Program:**
French: 2 x 30 minute sessions, or one 60 minute session each week with Emily Burkimsher (Madame Emily) and Trisha Wheeler (Madame Trisha)

Performing Arts: 1 x 60 minute session each week for ONE semester with Maria Chadwick (Maria)

Visual Arts: 1 x 60 minute session each week for ONE semester with Debbie O’Donnell (Mrs O’Donnell) or Kate Thompson (Miss Kate)

Physical Education: 1 x 60 minute session each week with Darren Crawcour (Mr C), Milli Lloyd (Miss Milli) or Michael Snowden (Michael)
Literacy Support: Chris Toner (Chris)

Library: Margaret Whitford and Nicole Wapling
Our Student Welfare Co-ordinators are Neil Scott (Junior School) and Kym Hall (senior school) and our School Chaplain is Natasha Moshinsky.

The School Office Manager, Pam Snowden, will be the first point of contact for current parents contacting the school and she will assist with queries regarding stationery lists, uniform purchases the Camps & Excursions fund, etc. All matters to do with enrolments are handled by our Enrolments Manager, Helen Larkin. All financial queries should be made to the Business Manager, Kaye Lindsell. Valerie Adams will manage our Sick Bay, process parent payments, and will assist Helen and Pam with handling parent queries.

Greg Ades (Greg), Effie Asimakopoulos (Effie), Mirella Basile (Mirella), Tim Hummell, (Tim), Lorraine King (Lorraine) and Wendy Ward (Wendy) will be assisting class teachers under our Integration program, while Effie will also be assisting children from non-English speaking backgrounds. Kirsty Vincent is our Speech Therapist and Leigh Erasmus our School Psychologist. Leah Fogarty heads the Nirodah team which provides additional welfare support in the school.

Student Personal Information
Last week, most families received a request for information about any changes to student contact details (addresses, emergency contacts and so on). Please advise the office asap of any changes to your child’s personal details.

Assembly Areas
During Term 1, assemblies will be held on Friday afternoons in the Hall at 3pm on a cyclical basis:

- Feb 5: Whole School
- Feb 12: Senior School
- Feb 19: Junior School
- Feb 26: Whole School
- March 4: Senior School
- March 11: Junior School
- March 18: Whole School

All parents and guardians are encouraged to attend assembly.

Before school, students in Years Prep and Year 6 will assemble before school near the flagpole or near the southwest door of A Block and walk to class from there with their teachers unless they have already been called inside as a result of inclement weather. Students in Year 1 will assemble in front of the E Block Mod 5s, Year 2s will assemble in front of their classrooms, Years 3 & 4 will assemble between the D Block buildings, and the Year 5s in front of their double storey building. The Graham St and Clark St frontages next to “A” Block, as well as any areas between the other buildings and the side fences will be ‘out of bounds’ at recess and lunchtime.

School Uniform Requirements
School uniform is a formal requirement and all students are expected to be in uniform each day.

Uniform items can be purchased on-line from PSW (www.psw.com.au) or from their Port Melbourne store at Unit 1/128 Bertie St. Students who are not in full school uniform will NOT be permitted to take part in school excursions. Visible jewellery (other than studs, sleepers and a watch) is not to be worn. Inappropriate jewellery will be removed for safekeeping and returned at the end of day. Footwear must cover the toes for safety reasons; “crocs” are not appropriate footwear.

Prep Parents Morning Tea
The Parents & Friends Association will host a morning tea for our Prep parents at 9.30am on Monday in the Hall.

School Times
All students should be at school by 8.55am ready to go to line when the music is played at 8.57am. Recess is from 11am to 11.30am and the lunchbreak from 1.40pm to 2.30pm. Children will eat their morning snack in the classroom at 10.55 and will eat their lunch in the classroom at 1.30pm. The school day ends at 3.30pm. For the first five weeks of term, Preps will attend school on four days per week only, with no Prep classes on Wednesdays.
Hot Weather Provision
On days of extreme weather conditions, teachers will run a modified program in order to minimise the impact of the heat on the children. You may wish to collect your children at lunchtime on days where the temperature is forecast to exceed 35C.

Facilities Upgrade
(a) New Building
The installation of our latest Mod 10 is almost complete. However, it will not be available for the first fortnight of term 1. For those days, our temporary classroom locations are:
1A  B Block (former French Room)
1B  A Block adjacent to the office
2E  B Block (Art Room)
2F  C Block (Music Room)

French, Visual Arts and Performing Arts will be taught in home rooms until the new building becomes available.

Once the Mod 10 is completed, we will concrete the area between that building and its smaller neighbour, widen the path leading to the Mod 5s, and re-erect the veranda in front of the far Mod 5. Some of the artificial turf near the construction site was damaged during the construction program, and will be replaced.

(b) Play Areas
For the first few weeks of term, the Junior Playground and the asphalt area adjacent to it will be reserved specifically for our Prep students. The play equipment at the rear of the oval is specifically for students in Years 1 & 2, while the play equipment behind D Block is reserved for students in Years 3-6.

(c) Parking Protocols
Please use the Graham St Kiss and Go zones only for stays of two minutes or less during the designated hours. If you leave your vehicle while it is parked there, you may be booked.

When crossing Clark St, please use the zebra crossing at the Poolman St intersection.

Information Evenings
Information evening will be held in week 3 of term 1 (Years 3-6 on Monday Feb 8th and for Years 1&2 on Tuesday Feb 9th. Each session will start at 6pm either in the Hall or in one of the classrooms with a fifteen minute presentation. Parents will then move to their child’s classroom where the class teachers will provide more details of their class program. The sessions should conclude by about 7pm. Our Prep families are invited to a Family Picnic from 6pm on Wednesday Feb 10th.

Senior Swimming Carnival
Our interschool swimming carnival will take place at the Prahran Pool on February 26th. Swimming squad members will train at MSAC at 7.30am next Wednesday 3rd Feb, with event swimmers and emergencies selected after training. Students new to the school have the opportunity to try out for a place in the squad on Wednesday morning.

Council Elections 2016
Councillors eligible for re-election are Rohan Creisp and Thea Kogler (parent members), and Kym Hall and Neil Scott (DET members). Councillors continuing are Simon Magasanik, Paul Perrett and Dave Roberts (parent members) and Sarah Tyo (DET member)

Annette Maloney completes her term as a co-opted member at the AGM. There is a co-opted position on Council reserved for a PFA nominee. The current nominee is Anna Heerey. The new Council will fill the remaining co-option vacancy at its discretion, although the outgoing Council may wish to make a recommendation to the new Council.

There are vacancies for three parent Councillors with a two year term, and two DET Councillors with a two year term.

The proposed timeline for the election process is:
- call for nominations: Friday Feb 12th
- nominations close: Friday Feb 19th
- ballot papers circulated: Friday Feb 26th
- ballot closes: Friday March 4th at 4pm
- poll declared: Friday 4th March at 5pm

The Annual Reporting Meeting of Council will be on Tuesday 8th March and the new Council would take office from that date.
Camps, Sports & Excursions Fund (CSEF)
At the beginning of March, our school will receive a $125 grant from the state government for every student whose parent/guardian holds a valid means-tested concession card. These grants are from the newly created Camps, Sports and Excursions Fund which has been set up to assist students to join their classmates for important, educational and fun activities and will assist eligible families to cover the costs of school trips, camps and sporting activities.

For students at Years 3-6, the $125 grants will be used to subsidise the cost of attending school camp for eligible students, while at Years Prep to 2, it will be used to support the swimming program and other class excursions.

If you are new to the school or your circumstances have changed, please contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef. You should lodge a CSEF application form at the school by February 29th.

For more information about the CSEF visit www.education.vic.gov.au/csef

Life Education
The Life Education mobile classroom will be at PMPS from Feb 19th to March 4th. This program complements our classroom learning; further details are contained in the permission form coming home with your child today!

Please ensure you child returns the permission slip and $9 payment as soon as possible. As classes are already timetabled, your child cannot attend until payment and permission is returned.

On Monday Feb 19, there is a FREE parent information session at 9am, whereby you have the opportunity to come and see what it is your child will be learning about in this mobile classroom.

Look Out for Nuts!
There are several children with nut allergies in our classes this year. We request that parents take particular care when sending snacks and lunches to school. Please take particular care to avoid peanut butter and Nutella.

Out of School Hours School (OHSC)
Camp Australia will manage our OHSC program this year. The structured program operates from 7am to 8.45am and from 3.30pm to 6.15pm each school day. All families are requested to register on-line with Camp Australia (campaustralia.com.au). This will also cover you if you need an emergency placement. Registrations can also be made by phone on: (1300 105 343).

The 2016 OHSC costs are $13.89 (Before School) and $20.05 (After School) less your ChildCare Rebate which can reduce costs to as low as $3.55 (Before Care) and $5.36 (Aftercare). Please make sure that you are registered for the Commonwealth ChildCare Benefit if there is a chance that your child will need to use the program during the year.

Camp Australia also operates a School Holiday program at the school during vacations.

Stationery Lists 2016
Most families returned 2016 Stationery Lists last term and the materials are now in the school. They will be held at school and issued to the children as required. When materials go home, they tend to ‘disappear’. In the unlikely event of some booklist materials not being used during the year, they will be sent home at the end of term 4.

A number of families have yet to purchase their Stationery List, and their children do not have all their classroom materials. It is essential that these are ordered by Monday! If you have not ordered your stationery list yet, a copy can be downloaded from the school website under “School Forms”.

2016 Parent Contribution
Our School Council President, Annette Maloney, has sent sent all families a letter outlining the need for an annual Parent Contribution. The school cannot function properly unless families support this important program. I urge you to read Annette’s letter and return the form attached to it to the School Office along with your contribution. Additional copies are available from the Office.
School Lunch Orders
The Beacon Cove Foodstore will provide lunches for the children. A price list is available on the school website. If you wish to order a lunch please supply an envelope with your child’s name, class, preferred items and enclose the correct money. Orders will be collected each day at 9.30 am and returned to classes at 1.30pm.

Alternatively, you can save time by ordering online. To register, go to: www.beaconcovefoodstore.com.au Click Lunch Orders then click Register Here and enter your email address. You will be emailed a link to complete the registration form with username, password, contact details and credit card information. For each of your children click Add a Student and follow the prompts. You can then start placing lunch orders immediately, up to a week in advance or before 11.30am on the day the lunch is required.

The cost of orders will be charged automatically to your credit card either:
  a) On or around the 1st of the month, or
  b) During the month, if your account exceeds $100

For further information, call 1300 361 769.

Please note: No change is given with lunch orders. Glass containers, and red, orange and cola drinks MUST NOT be brought to school.

Late Arrivals
Students who arrive at school after 9.05am will not be admitted to class until a parent/guardian has signed the ‘Late Book’ at the School Office and must then show their ‘Late Pass’ to the class teacher. You MUST come to the office with your child to sign him/her in. Students in Prep and Year 1 should be escorted to the classroom by their parent/guardian. Parents/Guardians are expected to note the reason for the lateness on the Late Pass and return it to their child’s teacher.

PE Term 1
As we will be doing lots of agility work in term 1 we remind girls to wears shorts or skorts for PE classes.

No Hat, No Play
We are a SunSmart school and children not wearing an approved hat will be required to remain in a designated shaded area at recess, lunchtime and during outdoor class activities.

School Assemblies
Parents are invited to attend our Friday afternoon assemblies in the Hall. In line with our school values, we ask that everyone attending assembly models respect by not chatting, particularly through announcements or during the singing of the National Anthem.

Personal Property at School
Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises.

The Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.

Students are not permitted to have mobile phones with them during the school day. These must be left at the office on arrival, and collected before leaving school.

Medications At School
If your child is required to take medications while at school, you MUST complete a Medication Request Form. The form is available on the school website. The medication will be kept in secure storage and administered in accordance with the instructions provided by the doctor or pharmacist. Staff are not permitted to administer medications without this written authority from a parent/guardian. Please speak with Val in the Office if you have any issues regarding medications at school.

Kiss and Go.
Parents are reminded that the school has a marked drop off zone (Kiss and Go) outside the school in Clark Street. Under current law you
are not permitted to leave your car to drop off or pick up your child or to remain in your car for an extended time.

2015 Christmas Cards
Have you recycled your 2015 Christmas cards yet? If not, we can use them in the Art Room. Please drop off any cards (used or unused) to the art room or the office.

Important Notices Attached
There are several important notices attached to this newsletter. It is vital that you complete and return the relevant forms to your child's teacher as soon as possible.

1. Confidential Medical Form

2. Class Contacts Update / Class Rep Request (gives permission for your details to be compiled into a contact list to be used by the class rep and to express your interest in becoming a class rep)

3. Computer Agreement (Year 2 students and new students at Years 3 & 4 - allows students to access our computer network). Year 5 & 6 students have already completed an agreement covering use of their iPad at school.

Term 1 Dates
Jan 29............. Years 1-6 commence
Feb 1.............. Preps commence
..................... (at advised starting times)
Feb 2.............. Education Committee (5.30pm)
Feb 8.............. Information Evening Years 3-6
Feb 9.............. Information Evening Year 1 & 2
..................... School Council
Feb 10........... Prep Family Picnic
Feb 26............ District Swimming
..................... School Photos
March 2........... Senior School Athletics Sports
March 4........... Cricket Gala Day (Year 5/6)
March 8........... School Council
March 11......... Beachside Swimming
Mar 15-16........ Year 5 Swimming Program
Mar 22............ Parent Teacher Interviews P -2
Mar 22-23........ Year 6 Swimming Program
Mar 23............ Parent Teacher Interviews 3-6
Mar 24............ Term 1 ends 1.30pm

Peter Martin

Parents & Friends
Welcome to the 2016 school year. The first meeting of the Parents & Friends Association (PFA) will be held on Tuesday 16th Feb, at 7.30 pm with the venue to be advised later. All parents are welcome, especially those who are new to the school.

The Parents & Friends Association encourages social interaction and improved communication, and facilitates fund raising. To continue the success of PFA, we need many parents and friends to contribute. We are planning some great events and activities this year so there are many opportunities for you to participate and give support. If you would like to find out more or be involved, you are welcome to attend the PFA meeting or contact us.

Parents are also invited to meet our 2016 Prep parents in the Hall after drop-off tomorrow.

Thea & Sim
Thea: theakogler@bigpond.com;
Ph: 0438 084 186
Sim: simone@iascend.com.au;
Ph: 0419 559 410

SCHOOL MUSIC PROGRAM
Learn keyboard or guitar here at Port Melbourne Primary School

Come and join in the fun of learning to play keyboard or guitar, here at school. Creative Music for Schools conducts a School Music Program of private or small group classes each week here at the school aiming to give children an excellent grounding in music. Children will learn to read music and play their chosen instrument. Lessons can be started at any time during the school year. Tuition costs from $15.40 per lesson (payable per term) and enrolments are now being accepted for term 1. Interested parents should call Sharon during business hours on 9818 2333 for more information or visit our web site www.creativemusic.com.au
Roles of a School Council

The functions of a School Council are outlined in the Education and Training Reform Act 2006 and include:
- establishing the broad direction and vision of the school within the school's community
- participating in the development and monitoring of the school strategic plan
- approving the annual budget and monitoring expenditure
- developing, reviewing and updating school policies
- raising funds for school-related purposes
- maintaining the school’s grounds and facilities
- entering into contracts (such as for cleaning or construction work)
- reporting annually to the school community and to the Department
- creating interest in the school in the wider community
- informing itself of and taking into account the views of the community
- regulating and facilitating the after hours use of school premises and grounds
- operating a children’s service at the school or other premises controlled by the Minister.

School Council may also be involved in the principal selection process. When this occurs, a panel of councillors and Departmental staff is formed to review applications, interview shortlisted applicants and recommend one or more applicants to the Secretary of the Department. The Department's regional office staff would also be involved. With principal selection, panel members would be provided with training.

<table>
<thead>
<tr>
<th>Area of Activity</th>
<th>The Principal….</th>
<th>The School Council…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum</td>
<td>• leads curriculum development and implementation</td>
<td>• develops the broad direction and vision for the school using guidelines provided by the Department</td>
</tr>
<tr>
<td></td>
<td>• determines teacher, subject and time allocations; timetable; class sizes; and structures</td>
<td></td>
</tr>
<tr>
<td>Student Management</td>
<td>• implements these policies</td>
<td>• develops student engagement policy and student dress code</td>
</tr>
<tr>
<td></td>
<td>• considers and, where appropriate, grants exemptions to dress code</td>
<td>• consults with the school community before adopting changes to these policies</td>
</tr>
<tr>
<td></td>
<td>• manages all matters of student wellbeing, discipline and academic progress</td>
<td></td>
</tr>
<tr>
<td>Staff Employment and Management</td>
<td>• is responsible (as delegate of the Secretary of the Department) for the employment and management of persons in the Teaching Service (including non-teaching staff)</td>
<td>• approves employment of some staff e.g. casual replacement teachers, canteen staff</td>
</tr>
<tr>
<td></td>
<td>• recommends to the Secretary of the Department the appointment of a principal</td>
<td></td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td>• oversees maintenance of all facilities</td>
<td>• allocates contract for school cleaning</td>
</tr>
<tr>
<td></td>
<td>• monitors implementation of contracts</td>
<td>• enters contracts for building and grounds improvements</td>
</tr>
</tbody>
</table>
PORT MELBOURNE PRIMARY SCHOOL

2016 Confidential Medical Information

This information is intended to assist the school in case of any medical emergency with your child. All information is held in confidence. Under the Privacy Information Act 2000 and the Health Records Act 2001, schools have a duty to protect the privacy of the individual with regard to their personal and health information. All the personal and health information collected by this form will be kept confidential and only used for the purpose of providing appropriate care for your child. Health information is required so that staff can properly care for the student, and withholding health information that may be required may put the student’s health at risk.

Child’s Name: ...........................................................................................................................................................................

Date of Birth: ......................................................................................................................... School Year/Class: ..................................................................................................................

Parent’s/Guardian’s Name: ...................................................................................................... Mobile/Telephone: ..................................................................................................................

Address: ..............................................................................................................................................................................

Emergency Name / Telephone (NOT THE PARENT/CARER) ........................................................................................................

Name and Address of Family Doctor/medical clinic: ................................................................................................................

Tetanus Immunisation: Year of last tetanus immunisation: ....................................................
(Tetanus immunisation is normally given at age five [known as Triple Antigen or CDT] and at age fifteen [known as ADT].

Please tick the box if your child suffers any of the following:

- [ ] Asthma
- [ ] Fits of any type
- [ ] Heart condition
- [ ] Anaphylaxis
- [ ] Dizzy spells
- [ ] Sleepwalking
- [ ] Diabetes
- [ ] Travel sickness
- [ ] Migraine
- [ ] Blackouts
- [ ] Bedwetting
- [ ] Other

*IF your child has severe Asthma or Anaphylaxis you must attach their management plan, which has been completed by your GP.
Examples of the required management plans are available from the School Office.

Allergies:

Medications: Is your child presently taking tablets and/or medicine? YES [ ] NO [ ]

If yes, please state name of medication, dosage etc. ..................................................................................................................

All medication must be handed to the class teacher along with a completed Medication Request Form (available from the school office). All containers must be labelled with your child’s name, the dose to be taken and when it should be taken. (These will be kept and distributed as required).
If it is necessary or appropriate for your child to carry their own medication (for example, asthma puffers and insulin for diabetes) it must be with the knowledge and approval of both the class teacher and yourself.

CONSENT TO MEDICAL ATTENTION

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me,
I authorise the teacher in charge to:
- [ ] consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- [ ] administer such first-aid as the teacher in charge may judge to be reasonably necessary.

Signature of Parent/Guardian: .................................................................................................................. Date:..................................................................................................................
CLASS CONTACTS DISTRIBUTION LIST

The Class Representative is a liaison between the teacher and parent/guardian.

We ask that you please provide the details below for your Class Representative contact list.

If you do not wish your information to be distributed amongst the other families in the class, please tick this box, sign and return the form.

Child’s Name: .................................................... Class ........................................

Parent’s Name: ...........................................................................................................

Contact Telephone or Mobile: ..................................................................................

Email: ...........................................................................................................................

Authorising Signature: .................................................................................................

CLASS REP – Expression of interest

We welcome expressions of interest from parents who are able to act as class representatives. You will be asked to liaise between the teacher and the other parents in your child’s class.

As the Class Representative, you will be asked to compile a contact list from the returned information (above). The Class Rep Duty information is available from the office.

Name: .........................................................................................................................

Class: ............................................................................................................................

Signed: ..........................................................................................................................
Digital Technologies 
Acceptable Use Agreement

SCHOOL PROFILE:

Port Melbourne Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us to reinforce and encourage appropriate behaviour at home.

At our school we:
- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Wellbeing and Engagement Policy that clearly states our school’s values and the expected standards of student behaviour, including actions and consequences.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students’ awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Acknowledge that some online activities are illegal and if discovered we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

SAFE AND RESPONSIBLE BEHAVIOURS

When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful.

This means I:
- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Don’t use the online environment to be mean to others (this can include leaving someone out to make them feel bad).
- Don’t copy someone else’s work or ideas from the internet and present them as my own (I will include the website link).
When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:
- Protect my friends' information in the same way.
- Create a complex password using the complex 7 guidelines.
- Protect my password and don't share it with others.
- Log off at the conclusion of a session (or shutdown if directed).
- Don't join an online space without my parents or teacher's guidance and permission.
- Never answer questions online that ask for my personal information.

When I use digital technologies I **look after myself and others** by thinking about what I share online.

This means I:
- Do not impersonate others online or use their account.
- Speak to a trusted adult if I see something that makes me feel upset or if I need help.
- Speak to a trusted adult if someone is unkind to me, after I have told him or her to stop.
- Speak to a trusted adult if I know someone else is upset or scared.
- Stop to think about what I post or share online.
- Use spaces or sites that are appropriate for my age.
- Never arrange to meet someone I have met online.
- Do not deliberately search for something rude, violent or racist.
- Do not bring material (eg. flashdrive) to school that is not relevant to my learning.
- Turn off the screen, use the back button or exit the website if I see something I don't like and tell a trusted adult.
- Am careful with the equipment I use (I do not eat or drink near digital technologies).

**PLEASE COMPLETE, SIGN AND RETURN TO THE SCHOOL**

I ______________________ (PRINT student's name) understand and accept the **safe and responsible behaviours** provided above. I understand that if I break any of these behaviours I will be denied access to digital technologies and may face other disciplinary consequences.

Student Signature: ___________________________ Date: ___________

I ______________________ (PRINT Parent/Guardian name) have read the **Acceptable Use Agreement** and will accept any actions that will be taken if my child breaks any of the **safe and responsible behaviours** as described above.

Parent/Guardian Signature: ___________________________ Date: ___________