President's Report

Welcome to all our new Port Melbourne PS community members and welcome back to everyone else. There are forty-five teachers and thirteen other staff supporting approximately 725 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 williams.michele.e@edumail.vic.gov.au

Our current School Council members are:
Parents: Rohan Cresp, Thea Kogler, Simon Magasanik, Annette Maloney, Dave Roberts, Michele Williams
Staff: Caitlin Green, Kym Hall, Peter Martin, Ann Turner-Calleri
Co-opted PFA Member: Anna Heerey
Co-opted Community Rep: Paul Perrett

Our annual Council elections are about to take place. There are three parent vacancies and one staff vacancy for the 2015 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, running or assisting with a Lunchtime Club, or offering your skills in other ways.

If you are interested, please feel free to contact me at williams.michele.e@edumail.vic.gov.au

Simone Cresp or Thea Kogler our PFA Executive members, or your child's teacher.

A Green Day!!

For several years, our local community has contributed to our annual Green Day fundraiser which has raised funds towards redeveloping our oval.

At a cost of almost $100 000, Port Melbourne Primary School can now boast that it has the lushest lawn on the block. Thanks to the efforts of the school's Parents and Friends Association and Buildings and Grounds Committee, over 2000 metres of lawn has been rolled out along with 1200 metres of astro turf complete with running track and ball game markings.

Thank-you to everyone who has contributed in any way to this most exciting redevelopment!

Voluntary Contributions
Thank-you to the families that have already made voluntary contributions for the 2015
school year. I will write to all other families requesting that they contribute either $375 (one child), $550 (two children) or $600 (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 all families in receipt of Family Tax Benefit A with a $422 per child “Schoolkids Bonus”. You should have received your first instalment of $211 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.

The Education Maintenance Allowance (EMA) has been discontinued.

**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 pressure the new government to ensure that the planned South Melbourne Lake Primary School is opened by the end of 2016 to limit the number of students enrolled here.

**Pupil Free Days 2015**

Council has approved Friday 20th March as a Pupil Free Day. There will be a second Pupil Free Day in term 2. The date will be announced after our Feb 10th School Council meeting. Staff will be engaged in professional development activities on these days. Camp Australia will operate a long day program on these days if there is sufficient interest.

**Local Traffic Management**

The City of Port Phillip is trialling a “No Left Turn” sign on Graham St, for Walter St at pick-up and drop-off times, to ease congestion in Walter St.

Please use the “Kiss and Go” zones in Clark St when delivering and collecting your children, or park a block or so away and walk to school to minimise congestion in Clark St, and to ensure student safety.

**Electronic Newsletters From Now On**

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. You may also request that a copy be emailed to you.

Please contact Helen in the office in order to arrange 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.

**Michele Williams**

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**Principal’s Report**

**A Happy New Year!**

Welcome to all members of the Port Melbourne Primary School Community, both old and new. I particularly welcome our 2015 Preps and their families.

**Classes 2015**

We welcome our new teachers:

- Teagan Barrack, Tim Boylan, Elaine Burn, Tara Chambers, Sam Crigan, Emily Fenn, Sasha Goss, Emma Hockey, Alex McLeod, Maddy Reid, Susannah Smith and Karen Tozer.

The following class structure will operate during 2015 (the names by which the children will address their teachers are in brackets):

- Prep A  Michelle Sneddon (Miss Michelle)
- Prep B  Sophie Gero (Miss Sophie)
- Prep C  Kate Lewis (Miss Kate)
- Prep D  Emily Fenn (Miss Emily)
- Prep E  Susannah Smith (Miss Susannah)
- Prep F  Kristen Cutting (Miss Kristen)
- 1A  Lisa Keem (Miss Lise)
- 1B  Melinda Keenan (Ms Keenan)
- 1C  Karen Tozer (Miss Karen)
- 1D  Peter Fleming (Mr Peter)
- 1E  Candy Patamis (Miss Candy)
- 1F  Jessica McPherson (Miss Jessica)
- 2A  Lisa Kendall (Miss Lisa)
2B  Emma Hockey (Miss Emma)
2C  Madeleine Reid (Miss Maddy)
2D  Shauna Donnelly (Miss Shauna)
2E  Neil Scott (Neil) & Milli Lloyd (Miss Milli)
3A  Bethan Jones (Miss Beth)
3B  Haylee Hora (Miss Haylee)
3C  Alexandra McLeod (Miss Alex)
3D  Poppy Sandillon (Miss Poppy)
4A  Elaine Burn (Miss Elaine)
4B  Louise Florentzou (Miss Louise)
4C  Allira Somerville (Miss Allira)
4D  Darren Cawcour (Mr C) & Craig Harrison (Mr Craig)
5A  Tim Boylan (Mr Tim)
5B  Sam Crigan (Mr Sam)
5C  Sasha Goss (Miss Sasha)
6A  Meera Gill (Miss Meera)
6B  Sarah Tyo (Miss Sarah)
6C  Teagan Barrack (Miss Teagan)

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 Tara Chambers (Mademoiselle Tara) or Caitlin Green (Mademoiselle Caitlin).

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 Dervla Murtagh (Miss Dervla) or Michael Snowden (Michael)

Library Staff: Margaret Whitford (Margaret) and Nicole Walping (Nic)

Literacy Support: Chris Toner (Chris)

Our Student Wellbeing Co-ordinators are Milli Lloyd (Prep-Year 2) and Darren Cawcour (3-6), while Caitlin Green manages the Program for Students with Disabilities.

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 booklists, uniform purchases 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 Linsdell. Valerie Adams will manage our Sick Bay, and will assist Helen and Pam with handling parent queries.

Greg Ades (Greg), Mirella Basile (Mirella), Tim Hummell (Tim), Lorraine King (Lorraine) and Karen Smythe (Karen) will be assisting class teachers under our Integration program, while Effie Asimakopoulos (Effie) will be assisting our ESL students. Kirsty Vincent is our Speech Therapist and Leigh Erasmus our School Psychologist. Leah Fogarty heads the Nirodah team and Joanne Terkel heads the OzChild team which both provide additional well-being support in the school.

Assembly Areas
During Term 1, assemblies will be held at 9am each Monday in the courtyard behind A Block (weather permitting) or in the Hall. Students will take their bags with them to assembly and will not enter their classroom until after assembly. All parents and guardians are encouraged to attend assembly.

At other times, students in Year Prep will line up near B Block, Year 1s will assemble in front of the Mod 5s, Year 2s near the Hiss-story Snake, Years 3 & 4 will assemble between the D Block buildings and Year 5/6 will assemble in front of the new Mod 10. 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.

There will be Year Level assemblies timetabled at 3.10pm on Friday afternoons. Parents are invited to attend these assemblies via emails from class reps and notices on Konnective.

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 or from their Port Melbourne store at Unit 1/128 Bertie St, Port Melbourne. 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 2nd Feb 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.

**Grounds Upgrade**  
Our new synthetic turf was laid during January and students will be able to access it from Monday next. The oval has been watered extensively with bore water over the holidays to ensure that it is well-grassed.

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.

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 9th, Years 1&2 on Tuesday Feb 10th and Preps on Wed Feb 11). Each session will start at 6pm in the Hall 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. There will be a BBQ on Wednesday evening after the Information Session for our 2015 Prep families.

**Senior Swimming Carnival**  
Our interschool swimming carnival will take place at the Prahran Pool on February 19th. Swimming squad members will train at MSAC at 7.30am next Thursday 5th Feb, with event swimmers and emergencies selected after training. Students new to the school, or who were unable to trial last year, have the opportunity to try out for a place in the squad on Thursday morning.

**Council Elections 2015**  
Councillors eligible for re-election are Simon Magasanik, Annette Maloney and Dave Roberts (parent members), and Caitlin Green (DEECD member). Councillors continuing are Rohan Cresp, Thea Kogler and Michele Williams (parent members) and Kym Hall and Ann Turner-Calleri (DEECD members).

Paul Perrett completes his 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 one DEECD Councillor with a two year term.
The timeline for the process is:
- call for nominations: Friday Feb 13th
- nominations close: Friday Feb 20th
- ballot papers circulated: Friday Feb 27th
- ballot closes: March 6th at 4pm
- poll declared: Friday 6th March at 5pm

The Annual Reporting Meeting of Council will be on Tuesday 10th March and the new Council will take office from that date.

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 Care (OSHC)
Camp Australia will manage our OSHC 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 online 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 2015 OSHC costs are $13.30 (Before School) and $19.20 (After School) less your ChildCare Rebate. 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.

Booklists 2015
Most families returned 2015 Booklists last term and booklist materials are now in the school. The materials 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 booklist, 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 booklist yet, a copy can be obtained from your child’s teacher.

2015 Parent Contribution
Our School Council President, Michele Williams, last year 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 Michele’s letter which was sent out last year 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 attached to the Newsletter. 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 a ‘Late Pass’ at the School Office and must then show their ‘Late Pass’ to the class teacher. Students in Prep and Year 1 will be escorted to the classroom by the parent or a staff member.

PE Term 1
As we will be doing lots of agility work in term 1 we remind girls to wear 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 Monday morning assemblies in the courtyard behind A Block (or in the Hall) between 9am and 9.30am. In line with our school values, we ask that everyone attending assembly models *respect* by not chatting 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. Please clearly label all items of school uniform. Unnamed uniform items are sold at our fortnightly second hand uniform sale.

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, at the office or can be emailed upon request. 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 short or long-term use of medications at school.

2014 Christmas Cards
Have you recycled your 2014 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 each one to your child's teacher as soon as possible.

1. Confidential Medical Form
   (this is to be completed annually for each student)

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. Lunch Order Price List

4. Permission and Authority Form (new students only - this this allows your child to participate in local walking excursions, allows the school to use your child’s photo in promotional material and gives consent to allow head lice inspections. This combined form will remain in effect for the duration of your child’s time at PMPS.)

5. Computer Agreement (new students only – This allows students to access our computer network and is to be completed by families with children in Years 2-6)

Term 1 Dates
Feb 2 ...............Preps commence (starting times as advised)
Feb 9 ...............Year 3-6 Information Night
Feb 10 ..........Year 1/2 Information Night
Feb 11 ..........Prep Information Night
Feb 20 Inter-school swimming
Feb 27 School Photos
March 4 School Athletics Carnival
March 9        Labour Day Holiday
March 20       Pupil Free Day
Mar 27............Term 1 ends 1.30pm

**Other Important Dates for 2015**
Year 3 Camp    Oct 14-16
Year 4 Camp    Oct 12 - 14
Year 5 Camp    October 20-23
Year 6 Camp    Sept 7-11
Year 5/6 Swimming April 27-May 1
Year 1-4 Swimming April 13-23
Prep Swimming  Nov 16 to Nov 27

Peter Martin

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**Parents & Friends**

Welcome to the 2015 school year.

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.

The first meeting of the Parents & Friends Association (PFA) will be held in the next two weeks. Please see next week’s newsletter for a date, time and location.

The first PFA event for the year will be the Prep Welcome BBQ to be held on February 11th at 6.45pm. We welcome the assistance of the PMPS community at this event.

Parents are also invited to meet our 2015 Prep parents in the Hall after drop-off on Monday for a light morning tea.

**Thea & Sim**

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

**Stringlets Program 2015**

Briar Goessi will be our 2015 violin and viola teacher. You can find out a little more about her at http://www.musicteacher.com.au/briar-goessi/violin-lessons/

Briar has worked closely with last year’s Stringlets teachers, Dani and Eric, and will base the program around the same teaching materials as last year, supplementing it as appropriate. She is offering individual or shared lessons (maximum 2 students per group), a string ensemble to start later this term, and performing opportunities at selected community events. Lessons will take place between 1pm and 4.30pm on school days.

**Stringlet Fees at PMPS:** $30 per individual 30 minute lesson, or $20 per student per shared 30 minute lesson. Ensemble fees will be advised later. Lessons missed due to illness will be made up later.

Violins can be purchased or hired from the school for $70 per year. A $50 bond is refundable when the violin is returned in good condition.

To enrol your child for violin or viola lessons, please contact Briar directly via email at violinmoves@icloud.com with the following information: Name of student and parent/s, class (e.g.: 2C), new student OR continuing student/level reached, telephone contact, instrument status - need to hire or buy, or already own a violin.

To discuss the Stringlets Program, please call Briar directly on 0430 132 678.

**Keyboard and Guitar Program 2015**

*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, of 20 or 30 minutes duration, 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

**2nd Hand Uniform Sale**

Next Monday 2nd Feb at 3pm in the Hub, next to the red and blue Prep play equipment.
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 (e.g. 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: ________________
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.

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

2015 Confidential Medical Information

The following information is used to assist the school in case of any medical emergency with your child. 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 used only for the purpose of providing appropriate care for your child. Withholding health information 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 and Telephone (NOT THE PARENT/CARER): ..................................................

Name and Telephone 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 AD*])

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

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

Fainting: [ ]

Allergies:

- [ ] Penicillin
- [ ] Any foods

Other drugs: ...............................................................................................................................

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.

*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.
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: ...............................................................................................................................
### SANDWICHES / ROLLS - White bread or Wholemeal

**Fillings:** (Rolls & Pita wraps extra .60c)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese</td>
<td>$3.00</td>
</tr>
<tr>
<td>Egg</td>
<td>$2.80</td>
</tr>
<tr>
<td>Meat (Ham, turkey, chicken, Tuna or salami)</td>
<td>$3.90</td>
</tr>
<tr>
<td>Schnitzel</td>
<td>$5.00</td>
</tr>
<tr>
<td>Avocado</td>
<td>$3.00</td>
</tr>
<tr>
<td>Chicken Parma</td>
<td>$5.90</td>
</tr>
<tr>
<td>Vegemite, honey or jam</td>
<td>$2.90</td>
</tr>
<tr>
<td>Salad</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

**Extra Fillings:**

- Add .60c for each of the following items
- Lettuce, tomato, mayonnaise, mustard,
  -(eg. Tuna & Mayonnaise + $3.90 + .60c = $4.50)
- Add .60c for cheese
- Add $1.00 for Avocado Spread
- Add $1.80 extra for salad, (lettuce, tomato, carrot, cucumber)

**Garden Salad w/ a lemon vinaigrette**

- $4.00
- Add Chicken or Ham...
  
  - $1.00

**Super salad Box - Hummus, falafel ball, chickpeas, corn, cherry tomatoes & carrots**

- $6.00

### HOT FOOD

- Baked Fish Fillet & Green Salad - Lightly Crumbed Fish...
  
  - $4.50

- Baked Chicken Breast Nuggets - *(Wed & Fri)* Each
  
  - $1.00

- Beef burger- let, tom, pineapple, mayo or tomato sauce *(Wednesday only)*
  
  - $6.00

- Baked Crumb Chicken Burger - *(Available Mon & Fri)* (Wholemeal Roll only with Tomato, Lettuce & Cheese)
  
  - $5.00

- Honey Soy Chicken & Rice...
  
  - $5.00

- Homemadec Chicken & corn Soup...
  
  - $2.50

- Gluten free Meat Pie (190g) - *(Available Mon)*
  
  - $6.50

- Gluten free Sausage Roll (130g) - *(Available Mon)*
  
  - $4.50

- Hot Dog - Skinless & W/meat Roll - *(Tues & Thurs)*
  
  - $3.20

- Lite Meat Pie - *(Available Mon & Fri)*
  
  - $3.80

- Sausage Roll - *(Available Tues & Thurs)*
  
  - $3.50

- Lasagne, Spaghetti, Swifts Bolognaise, mac & cheese, Sweet & sour chicken w/rice
  
  - $4.50

- Baked Potato *Gluten Free*
  
  - $4.50

- Mexican Nachos - *(Tues & Thurs)* *Gluten Free*
  
  - $5.00

- Vegetarian Noodles...
  
  - $3.50

- Party Pie or Party Sausage Roll - *(Mon & Fri)*
  
  - $1.80

- Pizza Slice - *(Mon & Fri)*
  
  - $3.70

- (Hawaiian, Margarita, Supreme, & cheese & garlic)

- Quiche - *(Ham & Cheese)*
  
  - $4.50

- Small Chicken Parma - *(Ham, Cheese & Tomato)*
  
  - $5.30

- Steamed Rice...
  
  - $2.50

- Spinach & Ricotta Roll...
  
  - $4.00

- Toasted Sandwich - *(Ham/Chesse or Tomato/Cheese)*
  
  - $4.50

- Vegetarian Fried Rice...
  
  - $3.90

- Vegetarian baked Spring roll...
  
  - $2.00

- Vegemite Paste - *(Available Tues & Thurs)*
  
  - $3.80

- Sweet chilli chicken wrap w/ mayo, lettuce, & tomato...
  
  - $5.00

- Steam dim sims...
  
  - $1.00

- Soft chicken taco w/ salad...
  
  - $5.50

### SNACKS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sultanas</td>
<td>40g</td>
</tr>
<tr>
<td>Carrot Stick or Celery Stick</td>
<td></td>
</tr>
<tr>
<td>Cheese Stick</td>
<td></td>
</tr>
<tr>
<td>Classic Popcorn - (Cheese or Salt/Vinegar)</td>
<td>20g</td>
</tr>
<tr>
<td>Banana Bread</td>
<td></td>
</tr>
<tr>
<td>Corn Chips - low Salt/ Cheese</td>
<td>50g</td>
</tr>
<tr>
<td>Le snack - cheese dip</td>
<td>22g</td>
</tr>
<tr>
<td>Hot Apple &amp; cinnamon finger</td>
<td>100g</td>
</tr>
<tr>
<td>Muffin - Blueberry</td>
<td>$3.50</td>
</tr>
<tr>
<td>Choc Chip Cookie</td>
<td>40g</td>
</tr>
<tr>
<td>Shapes - (BBQ or Pizza)</td>
<td>25g</td>
</tr>
</tbody>
</table>

- Vege Chips - *(Natural, BBQ, Sweet & Sour & S/Vinegar)*
  
  - $2.80

- Munch and Crunch Pack - *(cheese/carrot/sultanas)*
  
  - $2.50

### COLD SNACKS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lemon, Orange &amp; mango or Pomegranate Sorbet</td>
<td></td>
</tr>
<tr>
<td>Coconut Sorbet</td>
<td></td>
</tr>
<tr>
<td>Frozen Fruit Sticks</td>
<td></td>
</tr>
<tr>
<td>Yoghurt cup - Plain</td>
<td></td>
</tr>
<tr>
<td>(Strawberry or Passionfruit)</td>
<td></td>
</tr>
<tr>
<td>Weiss Frozen Fruit Bar - (Mango)</td>
<td></td>
</tr>
<tr>
<td>Sushi Rolls - (Californian/ Vegie/ Tuna/ Chicken/ Salmon/avocado)</td>
<td></td>
</tr>
<tr>
<td>Sushi Pack - 7 piece combo</td>
<td></td>
</tr>
<tr>
<td>Jelly Cups - (orange or strawberry)</td>
<td>120g</td>
</tr>
</tbody>
</table>

### DRINKS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk (Plain)</td>
<td>300ml</td>
</tr>
<tr>
<td>Big M - (Chocolate,Strawberry)</td>
<td>250ml</td>
</tr>
<tr>
<td>Big M - Banana</td>
<td>300ml</td>
</tr>
<tr>
<td>Up &amp; Go - (Choc,Strawberry or Banana)</td>
<td>250ml</td>
</tr>
<tr>
<td>Bottled Water</td>
<td>600ml</td>
</tr>
<tr>
<td>Fopper Juice - <em>(Apple, Orange, Tropical or Apple/Blackcurrant)</em></td>
<td></td>
</tr>
<tr>
<td>Ribena</td>
<td>250ml</td>
</tr>
<tr>
<td>Sparkling Fruit Juice Mineral Water---</td>
<td>245ml</td>
</tr>
<tr>
<td>Strawberry, Lemon, Grape, Mango, Watermelon</td>
<td></td>
</tr>
<tr>
<td>100% Juices- crushed lemonade, mango or Orange, apple &amp; passionfruit</td>
<td>200ml</td>
</tr>
<tr>
<td>Devondale smoothies- mix berry or</td>
<td>200ml</td>
</tr>
<tr>
<td>Strawberry &amp; banana</td>
<td></td>
</tr>
<tr>
<td>Coconut water- apple berry or tropical</td>
<td>200ml</td>
</tr>
<tr>
<td>Chilli iced tea (lemon, peach or raspberry)</td>
<td>250ml</td>
</tr>
</tbody>
</table>

### FRUIT

- Apple, Banana, Orange, Pear or kiwi...
  
  - $1.20

- Fruit Cups - (Mixed)
  
  - 250g $4.50

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Please write order clearly on an envelope & enclose correct money as no change will be given or order online.

Website: www.flexischools.com.au

Late Orders Ph: 8695 9015 Fax: 9645 7043. No later than 10:30am (Office Hours - 7am - 2pm)

All nut items have been removed from lunch orders but some items may contain traces of nuts.
PORT MELBOURNE PRIMARY SCHOOL
PERMISSION & AUTHORITY FORM

(Please note that a separate form must be completed for each child attending PMPS)

STUDENT NAME: ____________________________ CLASS: __________________

LOCAL EXCURSIONS

I hereby give my permission for the above-named child to attend any excursion under the supervision of school staff not involving the use of any forms of transport within walking distance of Port Melbourne Primary School and I authorise the teacher(s) in charge of each excursion to consent, where it is impracticable to communicate with me, to my child receiving such medical, ambulance or surgical treatment as may be deemed necessary. Most local excursions will be noted in the School Newsletter.

I understand that I will receive one detailed notice about any other excursion and that for my child to participate in a particular excursion my written consent will be required.

I understand that my child must wear full school uniform on all excursions.

(TO ALL ABOVE) YES ☐ NO ☐

PHOTOGRAPHS / VIDEOS / MULTIMEDIA

As part of the learning programs at PMPS, teachers often take photographs or digital images of students at school, on excursions, or around the local community. Sometimes, for special events, photos are taken and used for school promotion or publicity purposes.

We seek your permission for the use of these photographs or images of your child for educational and school promotional purposes.

I give permission for photographs/images of my child to be used as follows:

☐ School newsletter
☐ School Website
☐ Displays on school premises
☐ School or Student Publications for educational purposes
☐ School or Student Publications for promotional purposes

CONSENT TO CONDUCT HEAD LICE INSPECTIONS

From time to time it may be necessary to conduct head lice inspections if an outbreak occurs. The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation. Please note that health regulations require that when a child has head lice, that child should not return to school until appropriate treatment has commenced.

I give permission for my child to be inspected for head lice:

YES ☐ NO ☐

Name of Parent/Carer: ____________________________ Signature: __________________

Date: __/__/____

This permission and authority form will remain in effect for the duration of your child’s time at Port Melbourne Primary School. Please contact the school office if you would like to revoke or alter permission at any stage.
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 upon request.

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 others and myself** 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: ______________