Mission Statement
A view to the future
Gembrook Primary School is a welcoming and respectful community that provides modern, flexible learning spaces that support a personalised, engaging and challenging learning program so that students will achieve the social, emotional, academic and physical growth to succeed in a global society.

4 May 2016

Diary Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-6 May</td>
<td>PFA Mother’s Day Stall</td>
</tr>
<tr>
<td>10-12 May</td>
<td>NAPLAN</td>
</tr>
<tr>
<td>12 May</td>
<td>PFA Disco</td>
</tr>
<tr>
<td>19-20 May</td>
<td>Gilwell Camp (Grade 2) (cost: $125)</td>
</tr>
<tr>
<td>23-27 May</td>
<td>Education Week</td>
</tr>
<tr>
<td>25 May</td>
<td>School Council 7pm</td>
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<tr>
<td>26 May</td>
<td>PFA Pasta Day ($5)</td>
</tr>
<tr>
<td>1 June</td>
<td>EDEC Lightning Premiership (grades 5-6) (cost: TBC)</td>
</tr>
<tr>
<td>1-3 June</td>
<td>Camp Coolamatong (grades 3-4) (cost: $300)</td>
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<tr>
<td>6 June</td>
<td>Produce Market 1/2H</td>
</tr>
<tr>
<td>9-10 June</td>
<td>The Big Samba (Performing Arts-whole school)</td>
</tr>
<tr>
<td>13 June</td>
<td>Queen’s Birthday—Public Holiday</td>
</tr>
<tr>
<td>14 June</td>
<td>EDEC Soccer (cost TBC)</td>
</tr>
<tr>
<td>14-17 June</td>
<td>eSMART Week</td>
</tr>
<tr>
<td>24 June</td>
<td>Last Day Term 2</td>
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<tr>
<td>2 September</td>
<td>Premier’s Reaching Challenge ends</td>
</tr>
</tbody>
</table>

Last day for PFA Mother’s Day stall
Tomorrow Thursday 5 May / lunch & after school
Don’t miss out!

Notes that have gone home
- Chinese student host families (SLC)
- MLC Camp (DUE NOW)
- Grade 2 Camp (FINAL PAYMENT DUE)

All notices can be accessed from the school website:
www.gembrookps.vic.edu.au
Dear families and friends

Story Dogs
We are very fortunate to have the Story Dog Program at Gem-brook Primary School this year. The Mission of Story Dog’s Australia is to **Make reading fun for children, so they become confident lifelong readers. No child should be left behind in literacy.** Bucky is our story dog and Rod and Suzanne have worked hard to train Bucky for this important role. Bucky loves to hear students read and he has been very busy on Tuesday mornings listening to some readers from the Junior Learning Centre! Parents of students participating in this program have received letters. Many thanks to Rod and Suzanne for volunteering to support this program and thank you Mullins family for loaning us Bucky! Information on the Story Dog Program is available online: [http://storydogs.org.au](http://storydogs.org.au)

Open Morning & Enrolment for 2017
Enrolments for 2017 are underway. A number of families visited our school last Saturday at the Open Morning. Thank you to all our teachers who were able to attend and to our student leaders, Abbey, Matt, Harvey, Mitch, Nerina and Charlee, who were able to assist with school tours. These students were outstanding in their leadership role. Well done! If you or friends of yours have a child starting school next year please come in for an enrolment pack.

Gallipoli Oak Tree
The school has been given a small oak tree that originated from a Gallipoli acorn. There is a plaque on a rock which explains that the **oak tree is a descendant of acorns sent home by a soldier in Gallipoli in 1915**. Norm Smith from Gembrook RSL joined us for a planting ceremony in remembrance of those who served in WW1.

Murrundindi visit
Murrundindi visited us last week at assembly where he performed his Welcome to Country ceremony. We appreciated this experience of local indigenous culture. Murrundindi also spent time in each learning centre sharing his knowledge on Wurundjeri culture and language.

PFA Lunch Day
Once again our wonderful PFA team have excelled themselves in their fundraising efforts by providing us with a healthy roll and drink lunch last week. Thank you to Tracy, the PFA team, and the fantastic army of helpers for assisting with last week’s lunch day. The children enjoyed a healthy lunch and the PFA raised funds for the school. Funds raised this year will contribute to improving the facilities and educational programs at Gembrook Primary School.

Welcome
This week we welcome Cassie, a speech pathology assistant. She will be working with students in the Junior Learning Centre on Thursday mornings. Welcome to Liam, a new classroom assistant in the Junior Learning Centre.

Enjoy your week.

Kym (Principal)
Victorian Premiers’ Reading Challenge

The Victorian Premiers’ Reading Challenge is now open and we are excited to be participating.

What is it?
Our Premier Mr. Daniel Andrews has set all schools in Victoria a challenge to read more and to read more widely. The challenge aims to promote and develop our love for reading.

Students in Foundation to grade 2 will complete the Challenge in class and read 30 books together.

Grades 3 to 6 are required to read 15 books independently. They can read these books in class and at home and record their reading on Victorian Premiers’ Challenge (passwords will be given out in class this week).

The Challenge closes Friday September 2nd (students in grades 3-6 need to log their reading by this date).

To view the booklists and for more information about the Victorian Premiers’ Reading Challenge, visit: www.education.vic.gov.au/prc

Good luck everyone and please encourage and support your child/ren in this Challenge.

Did you know...
* Children who read and are read to every day do better at school
* Reading helps to make you smarter
* Reading books build imagination
* Books provide a safe place; an escape from boredom, loneliness and a door to another world
* Choosing your own books helps you to discover the pleasure of reading
* Books transport us to different worlds, take us on spine-tingling adventures and teach us exciting new things
* Try to spend at least 10 minutes every day having fun reading aloud.
PFA Mother’s Day Stall
Wednesday 4 May &
Thursday 5 May
at lunchtime and after school

Helpers needed to set up, sell goodies on the
night, and clear up afterwards. Please contact
the office if you can help

PFA Disco
Thursday 12 May
5.30-6.30 JLC & MLC
6.30-7.30 SLC

Helpers needed to set up, sell goodies on the
night, and clear up afterwards. Please contact
the office if you can help
May

5 Bryan
7 Ashley M
9 Molly L

School Chaplain
If you would like me to support your child/children through any issues they may be experiencing, please fill out a permission form at the school office.
Kind Regards,
John Chambers
Chaplain

25 Nights Reading

2C
19/4 Charlie, 21/4 Noah, 28/4 Keeta, 3/5 Brad

* Stars of the week *

<table>
<thead>
<tr>
<th>Name</th>
<th>Reason</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dakota</td>
<td>You are doing a great job using sounds to sound out words. Well done!</td>
<td>F/1L</td>
<td>Mrs. Liston</td>
</tr>
<tr>
<td>Charlotte</td>
<td>You are making a great effort at sounding out words and ensuring your reading makes sense. Well done!</td>
<td>F/1B</td>
<td>Mrs. Bigwood</td>
</tr>
<tr>
<td>Payton</td>
<td>You have been resilient and tried your best all week. Keep up the wonderful effort!</td>
<td>1/2H</td>
<td>Mr. Hevern</td>
</tr>
<tr>
<td>Onyx</td>
<td>You were a fantastic detective on our science habitat hunt. Keep up the great effort!</td>
<td>2C</td>
<td>Miss Cornell</td>
</tr>
<tr>
<td>Katyn</td>
<td>For her fantastic &quot;Time teaching skills. Your group showed great respect towards you and learnt a lot.</td>
<td>3/4A</td>
<td>Mrs. A</td>
</tr>
<tr>
<td>Liam</td>
<td>For your fantastic work as an ICT leader. Keep it up!</td>
<td>5F</td>
<td>Mr Fraser</td>
</tr>
<tr>
<td>Mia H</td>
<td>For fantastic persuasive writing. Well done!</td>
<td>5/6H</td>
<td>Miss Hutcheson</td>
</tr>
<tr>
<td>Rhys (2C)</td>
<td>Your water poster sent a strong message and the drawings were great. Fantastic work!</td>
<td>ART</td>
<td>Mrs Everett</td>
</tr>
<tr>
<td>Lucy (F/1L)</td>
<td>Your description about why a sunflower has it's name was perfect! What a clever girl</td>
<td>ART</td>
<td>Mrs Everett</td>
</tr>
<tr>
<td>Katyn</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Nerina</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Taylor</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Charlee</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Grace</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Jackson</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Georgia</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Liam</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Emma A</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
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<tr>
<td>Samuel</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
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<tr>
<td>Madelyn</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
<tr>
<td>Mackenzie</td>
<td>Fantastic work in x-country top 10 finish</td>
<td>P.E</td>
<td>Mr Hawes</td>
</tr>
</tbody>
</table>
Walk, ride, scoot & skate to school

Many students live some distance from school, so ‘Part Way is OK!’

Being active on the way to school has many benefits:

- Students feel fresh and more alert at the beginning of the school day.
- There are fewer cars on the road, reducing congestion and greenhouse gases.
- Students can participate in the recommended ‘60 minutes of moderate activity each day’.
- Students feel happier, are healthier and perform better at school.

Currently we have approximately 40% of our kids actively coming to school, so let’s see if we can double that figure and have 80% or more – what are you waiting for? Healthy kids are happy kids!

For more information contact Council’s Active Children’s Officer, Kate Beveridge on 1300787624.
Bananas, cheese, flowers and hardhats are all yellow. So is the sun, shining on a bright summer day. F/1 B and 1 are exploring the colour YELLOW in the Art Room.
OSH C Activities for Term 2

Come and have fun with us and learn new skills in our Outside School Hours Care Program (OSHC). All students are welcome—come along and enjoy the activities and spend time making new friends. Before school care begins at 7.30 (earlier time is available when requested). After school care ends at 6pm. Collect an OSHC enrolment pack from the school office or download an enrolment form from the school website: www.gembrookps.vic.gov.au

Join Tanya at Before School Care for breakfast and fun activities
- Create exciting masterpieces with Jess in After School Art & Craft on Monday afternoon
- Join Kaitlyn at Tuesday & Thursday After School Care for fun and games
- Have fun with Tanya on Wednesday afternoons at After School Care
- Enjoy cooking delicious food with Tanya at After School Cooking on Friday afternoon

Register with Centrelink for a 50% child-care rebate. You can do this by logging into your Centrelink online account through the myGov site. Select the Approved child care service to reduce your fees option and it will be set up for you. For more details on Child Care Benefit and Child Care Rebate call the Department of Human Services on 13 61 50.
On Wednesday afternoons children have been enjoying dismantling a working toy motor. The children investigated the inside workings of the motor and got to experiment with screwdrivers!

Come and join us for fun games and activities

Tanya Armstrong
Policy Making Policy

Rationale:
- Policies are the guidelines the school and users use to ensure consistency in the approach to a variety of issues.
- Many issues are governed by Department of Education (DET) policies, with which Gembrook Primary School complies.
- Gembrook Primary School Council is able to address issues specific to our school through a combination of adopting DET policy and specifying locally relevant policy.

Aims:
To document the inclusive process used at Gembrook Primary School to create, accept and review policy.

Implementation:
The Process of creating all policies:
1. Gembrook Primary School Staff or Council may recognise the need for a policy. From time to time DET will ask request schools to create or adopt a policy.
2. A draft policy is created by a working party of staff and councillors adhering to an agreed structure which will include a rationale, aims, implementation, evaluation (including timeline for review) and references. Where relevant, associated policies should be noted. Definitions may also be included where they are needed to ensure the clarity of the policy.
3. Review by the Principal.
4. Circulation to the staff for comment.
5. First review by the Education Sub Committee of School Council
6. Circulation to the school community via the school newsletter or electronically for comment
7. Second review by the Education Subcommittee
8. Listed as an agenda item for School Council with draft circulated prior to the meeting
9. Approved at school council
10. Published on the school ‘all staff’ drive for ease of access for all staff
11. Published on the school website for ease of access for the school community
12. Scheduled for review in one to three years

Any step in the process can be repeated as feedback is considered with any changes being re-circulated for further consideration.

A record of policy making will be kept on the school ‘all staff’ drive. This will include a record of policies under development and their progress through the creation process, review timelines, redundant policies and previous versions of policies.

Evaluation:
The school community will benefit from the open and inclusive nature of the school and the school policies.
This policy will be reviewed every three years.

References:
Nil

Ratified in 2016
The following policy is being reviewed by school council. Please make any comments in writing to the school office.

GEMBROOK PRIMARY SCHOOL

Occupational Violence Policy

Rationale:
All employees, students, parents, contractors and visitors in schools or other Department workplaces are expected to act in ways which are not aggressive and threatening to others. Occupational violence can occur in at school, at off-site activities or through electronic communications or social media.

Definition:
Occupational violence refers to all forms of physical attacks and threatening conduct. Discrimination, sexual and other forms of harassment, bullying, violence and threatening behaviour are deemed to be unacceptable in any of the Department of Education and Training (DET) workplaces.

Aims:
- To ensure all employees, students, parents and community members are safe at Gembrook primary school
- To ensure Gembrook Primary School satisfies its duty of care to all staff, students and parents.
- To ensure all staff are informed about how to manage the risk of, or actual, Occupational Violence.

Implementation:
- Occupational Health and Safety (OHS) meetings with Health and Safety Representatives (HSR) and employees assess whether staff perceive a risk of Occupational Violence or whether incidents of Occupational Violence have occurred.
- Annually, or in response to a perceived risk, complete the DEECD Occupational Violence Checklist and Audit to identify risk factors.
- If at any time Gembrook Primary School identifies that the workplace is at Medium (1 incident of Occupational Violence) to High (3 or more incidents of Occupational Violence) Risk of Occupational Violence then the school will conduct the DEECD Occupational Violence training for staff.
- If there is a perceived risk of Occupational Violence:
  - Identify any particular individuals at risk;
  - Correctly identify what is creating the hazard for those individuals;
  - Take action to control the hazard(s);
  - Make sure workplace procedures are in place to manage the risk;
  - Provide appropriate information, instruction and training for employees so they have the awareness, knowledge and skills to identify risk factors associated with occupational violence, the signs of impending violence and the appropriate prevention measures to control these kinds of risks;

Ratified 2014
• If an incident of Occupational Violence is reported:

  ◦ Act in accordance with the Department’s policies and procedures as set out in the Emergency and Security Management Guidelines; including accessing the Employee Safety and Support Services to assist with risk management or in response to actual Occupational Violence if it occurs.
  ◦ Serious workplace incidents will require that the school notify Worksafe Victoria. Notifiable incidents are incidents that result in death or a serious injury.
  ◦ Enter all incident data into eduSafe for employees or CASES21 for students as soon as possible after the incident.

This document should be read in conjunction with the Student Health and Wellbeing Policy in relation to managing challenging student behavior.

This document should be read in conjunction with the DEECD Policy and Guidelines on handling Parent Complaints effectively.

Evaluation:

Gembrook Primary School Staff, Students, Parents and visitors are safe at school.

Gembrook Primary School satisfies its duty of care to all students, staff.

Staff are prepared to manage the risk of Occupational Violence. And visitors

Review of the policy as part of the 3 year policy review cycle.

References:

• Occupational Health and Safety Act 2004
• Occupational Health and Safety Regulations 2007
Occupational Health and Safety

Rationale:
- A healthy and safe working environment is vital for employees, students, contractors and visitors to the successful functioning of our school.
- Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:
- To ensure that employees, students, contractors and visitors are provided with a safe workplace and that appropriate standards of workplace safety are maintained at all times.
- To ensure a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Implementation:
- Occupational Health and Safety is a shared responsibility of all staff.
- The school will, as far as reasonably practicable, take action to improve and promote health, safety and wellbeing, and prevent injuries and illness. All new staff will receive an induction to the Occupational Health and Safety processes and procedure of the school and have access to online training on a number of OHS topics.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representatives receive the appropriate training and accreditation.
- The school will have an Occupational Health and Safety team which will be responsible for the continuous improvement of health and safety management systems through the implementation and monitoring of those systems.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety representatives and Principal will conduct regular ‘walk through’ safety audits and workplace inspections as well as audits and inspections facilitated by all staff.
- The school will comply with all relevant health and safety legislation and directions form the Employee Safety and Wellbeing Branch.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via email and weekly staff briefings.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff.
- Compliant first aid facilities and the required number of first aid trained personnel will be maintained at all times.
- All accidents and incidents will be investigated and reported.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal.
- Victorian WorkCover Authority field officers will be welcomed to the school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Department of Education and Training (DET) Employee Safety and Wellbeing Branch.
- Occupational Health and Safety will be an agenda item at the Staff Meeting at the beginning of each term and on additional occasions as necessary.

Ratified in 2016
• An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee.
• An Occupational Health and Safety Register will be maintained.
• An Occupational Health and Safety Activities Calendar will be formulated and signed off each year.
• The school will follow DET Consultation and Communication procedures Reference: ‘OHS Consultation and Communication Procedures’ Procedure No DeE EHU-03-2-4 issued 4/11/11 and ‘Issue Resolution Flowchart’ Procedure No DeE EHU-03-3-2 Issued 4/11/11
• Occupational Health and Safety will be considered in the purchasing process for equipment and resources.
• The school will manage contractors engaged by:
  ➢ ENSURING
    o Workers have appropriate Worker’s Compensation and Public Liability Insurance
    o Receive an Induction to the site including safety and behavioural expectations
    o Have Safe Work Method Statements (SWMS) relevant to the work being undertaken
  ➢ ACTING on Hazards identified by Contractors or potentially created by new or ongoing works by contractors.
  ➢ Acting on non-compliance of OHS procedures by contractors
  ➢ FOLLOWING ‘Contractor Management’ Procedure No DeE EHU 24-1-2 issued July 2011 by:
    o Maintaining an approved contractor list with documented Workers Compensation Insurance
    o Carrying out Contractor Induction according to a checklist

Evaluation:
Workplace safety standards are maintained at all times with a team approach to the prevention of accidents, injuries and disease in the workplace.
All will be for 3 year review unless otherwise stated.

Reference:


‘DET Occupational Health and Safety’ Procedure No DeE EHU-01-1-02 issued Feb 2011

Ratified in 2016
Please remember to label your children’s school clothing. Unnamed and unclaimed lost property will be sold as 2nd hand uniforms!