Dear Parents,

Welcome back to the new school year everyone. I am very pleased to be back after my leave during Term 4 and am anticipating that once again we will all work together for the benefit of the students. Please don’t hesitate to come and see me if you have questions or concerns.

Welcome also to our new students and parents. I am sure you will enjoy your time with us as we have a very friendly and inclusive school community and I know that you will be made welcome by everyone.

Also, a warm welcome to our new staff member, Mrs Sue Hinton who will be working as support in the Junior classes and as Teaching & Learning coach across the school. We are very fortunate to have Sue on staff. She is highly skilled and comes to us from regional office, where she was a Network Literacy Improvement Officer. We also welcome Ms Kate Fitzgerald on board full time. As many of you already know, Kate is an enthusiastic and dedicated teacher who is teaching a 3/6 class alongside Mrs Brinswick.

On Tuesday the staff worked together to set the scene for 2013. This process involved revisiting the school policy for managing behaviour and the development of school values in line with this policy. The values that were arrived at are:

Respect, Pride, Co-operation, Fairness, Caring

Over the next few weeks the teachers will be talking to the students about these values and what they mean to us as a school community. You will also see them up around the school. It is vital that we all work and learn in an environment that reflects these values. Please discuss these values with your children. More information about this will be on subsequent newsletters.

As a staff we are all looking forward to a successful and productive year at Epsom. We have had a very smooth start and I am proud of the way all children have settled to work. At Epsom we pride ourselves on our open door policy so if you have any questions or concerns please don’t hesitate to see your child’s class teacher or myself.

Thank you
Kerry McGuffie

Parent Car Park

We rely on the cooperation of everyone to keep the members of our school community safe at drop off and pick up times.

Therefore, it is essential that all parents cooperate in keeping our students safe by:

- Not leaving cars unattended in the two minute drop off lane and moving off as soon as you are able. Children are collected from the far end of the oval and supervised by staff who will direct children to the appropriate car.
- If you are parked on the opposite side of the drop off lane or in the street please get out of your car and walk to collect your child/children. Children are not allowed to walk unattended through the car park.
- Not allowing children to run ahead away from your supervision
- Adhering to the suggested staggered pick up times:
  - 3.30pm Junior students
  - 3.40pm Senior students.
  - If you have children in both departments please pick up at the later time.
  - Children are supervised by staff during this period.

- Not turning right out of the car park during heavy traffic times and taking an alternate route home.

As everyone knows it is very busy during drop off and pick up times and some inconvenience to drivers is unavoidable. This inconvenience is preferable to compromising the safety of everyone. Thank you in anticipation of your cooperation.

Look out for the awards on next week’s newsletter.
DATES TO REMEMBER:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday 8th Feb</td>
<td>First day for Subway lunch orders</td>
</tr>
<tr>
<td>Mon 11th Feb</td>
<td>Active After-School Communities Gr 3-6 start 3.30-4.45pm</td>
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<tr>
<td>Wed 13th Feb</td>
<td>Active After-School Communities Gr P-2 start 3.30-4.45pm</td>
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<tr>
<td>Tues 19th Feb</td>
<td>SCHOOL PHOTOS BEING TAKEN</td>
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<tr>
<td>Wed 20th Feb</td>
<td>School Community Get Together</td>
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<tr>
<td>Thur 28th Feb</td>
<td>EMA applications close. No late claims can be processed</td>
</tr>
<tr>
<td>Mon 11th March</td>
<td>Labour Day Holiday</td>
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<tr>
<td>Thur 28th March</td>
<td>Last day of Term 1</td>
</tr>
<tr>
<td>Mon 15th April</td>
<td>First day of Term 2</td>
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SCHOOL PHOTOS
On Tuesday 19th February we will be having school photos taken. Order envelopes will be sent home as soon as we receive them. Orders will need to be returned with money by Feb. 19th.

School Composition
We welcome Sue Hinton to the staff.

Staffing for 2013 is as follows:
- Mrs Kerry McGuffie - Principal
- Mrs Jan Brunswick - Grade 5/6
- Miss Kate Fitzgerald - Grade 5/6
- Mrs Gill Davey - Grade 3/4
- Mr Jake Saddler - Grade 3/4
- Mrs Tilby Hayward - Grade P/1
- Mrs Leanne O’Connor - Grade 1/2
- Mrs Michelle Stone - Grade Prep/1
- Mrs Steph Fitzpatrick - Grade 1/2
- Mrs Sue Hinton - Teaching & Learning coach
- Mrs Jenny Ashby - Technology, Reading Recovery
- Mrs Hilary Miller - Performing Arts
- Mrs Deanne Hendy - Office Manager & library co-ordinator.
- Mrs Glenda Nevinson - Integration aide & library assistance.
- Mrs Naomi Smart - Integration aide
- Mrs Bridget Chambers - Welfare Officer
- Mr Chris Skinner - Computer Technician

Education Maintenance Allowance—
$200 for Prep School Children
$150 for Grades 1-6

If you are the holder of a Centrelink Card (which must be valid as of 1st February) please visit the Office to complete an EMA (Education Maintenance Allowance) form. It is essential that you submit your form by 28th February. No late claims can be processed.

Please come and see me in the Office if you have any queries at all.

OFFICE NEWS
Please ensure you have the correct money when paying for things at the Office.
If you would like your newsletter emailed to you please advise the Office.

Student Materials Fee
In 2013 the student materials and requisites fee is $80 per child. This can be paid anytime at the Office.

Excursion Fee
The 2013 excursion and camp costs for various grades will be sent home later this term.
This fee can be paid in full or by instalments.

PARENT HELPERS
We invite parents of children in all grades to come into our classrooms to hear reading any morning you are available. Our preference this year is for reading to begin at 9.00am through to approximately 9:30am. We also require parents to assist cleaning the tables. This could happen any morning before 9.00am or any afternoon after 3.30pm. A reminder that all volunteers now need to obtain a Working with Children’s Check.

WORKING WITH CHILDREN’S CHECK
School Council have ratified that all school volunteers are required to have a current Working With Children’s Check. Application forms can be obtained from the post office or the school office. (The school is prepared to pay for the photos if needed)

A parent register will be maintained at the office so please let us know when you have submitted your application and bring your card in to Deanne to be photocopied when it arrives. Please ensure this is finalised prior to the end of Term 1.

We look forward to your cooperation with this as it is a measure to ensure the health and safety of all students. Thank you.
**HOLIDAY GARDENERS**

A huge thank you to our families who looked after our school grounds over the holidays. It was obvious that a lot of time and effort had been put in. Mulch had been distributed, the staff car park was tidied, the paths were swept and the chooks seemed happy! Thank you to the following families—FOX, GRANT (Rob and Chris) and KEENE.

**SCHOOL GARDENING ROSTER**

Each week gardening shed keys will be sent home to 2 families. It only takes one hour of your time to complete the yard duties. They can include jobs such as sweeping, weeding, decob-webbing, mowing, whatever you think needs doing! The gardening shed should have any equipment required to perform these duties but you can bring things from home if it’s easier for you.

If any of our families have expertise in other areas of maintenance and are willing to help out around the place please come and see me in the Office. (Eg. Last year one of our Dad’s painted the gardening shed!) We are always on the look out for handymen or women!

**NEW BUBBLE TAPS**

Today a new trough was put in the other side of the toilet block. There are two bubble taps there at the moment and two more will be installed later on today.

**FUNDRAISING COMMITTEE**

Our school has an enthusiastic team of fundraisers who are always on the look out for new recruits and new ideas. Please keep you eye on the calendar for an upcoming date of the next meeting. They love welcoming new members. If you can’t make it to a meeting, please leave your name and details at the Office in order for someone to contact you.

**SCHOOL CALENDAR**

Please keep you eye on the school calendar (page 2). This will be updated weekly and by next week I hope to have a rough schedule of happenings throughout the year, as we know at this stage. There is always something going on.

**Student Absences**

When your child is absent we would like you to complete an absence note and return it to school. More forms are available from your child’s teacher or the office. It is an expectation of the Department of Education that all absences are explained. Regular attendance is extremely important and it’s not okay to be away, unless your child is ill or has a valid reason. Studies have shown that there is significant negative impact on a child’s learning if they are absent for 20 days or more in a year.

**School Banking**

This will commence for all grades next Tuesday. Interested children can collect banking details from the office and forms can be returned to the office at any time. (Bank accounts can also be opened online.) Books will be collected from your child’s classroom and returned to your child’s room on Tuesday mornings. Please ensure that the coupon has been filled in correctly and that it contains your child’s account number.

**Active After-Schools Communities (AASC) – Free Program**

The Active After-school Communities (AASC) program begins Monday 11th February. Epsom PS is again offering our children the opportunity to be involved in the Active After School Communities program. In Term 1 we will be conducting Hockey sessions. Monday nights will be strictly for children in grades 3-6 and Wednesday nights for children in grades Prep-2. We understand our Prep's do not attend school on Wednesdays until March, however prep children are most welcome to commence mid-term once they begin full weeks of school. Parent Permission forms are available from the school office and Mr. Saddlier.

**Subway Lunches – Begin Friday 8th February**

If your child is having a lunch order, please write your child’s name, grade and order items on the form and forward the correct money in a named & sealed envelope. Your child then needs to place his/her lunch order in the slot at the general office before 9am on a FRIDAY MORNING.

Once again, Subway lunches will be available on Fridays only.
2013 School Times
Session 1 9.00 – 11.00 am
Recess 11.00 am - 11.30 am
Session 2 11.30 – 1.30 pm
Eat Lunch 1.30 – 1.40 pm (in rooms)
Lunch Play 1.40 – 2.20 pm
Session 3 2.20 – 3.30 pm

Children need to be at school early enough to allow time to unpack bags and change reader/library books before the bell.

Children should not be at school prior to 8:30 am.
A warning bell will be sounded before school, after recess and lunch time, two minutes before the above times.

Hats – Be Sunsmart
Children are expected to wear broad-brimmed or legionnaire-style hats for sun protection. Baseball caps are not acceptable, as they provide inadequate protection. The school has a ‘no hat, no play’ policy. A copy of the policy is available at the office upon request. Children who do not have a hat will be directed to remain under the shelter area. We appreciate your support with the promotion of sunsmart behaviours.

Prep Attendance & Other Information
Prep children attend school four days a week during February.
They will NOT be required at school on Wednesdays.
Parents are most welcome to join in with class activities between 9-9:30 am each morning. Mothers, fathers and grandparents are all welcome.
A morning tea will be organised this term for our new parents. Date to be advised.

Supplies To Be Provided By Parents
The school supplies most materials that your child will need.
The only things parents are asked to supply are:
- Smock or old shirt for Art and Craft.
- Large box of tissues. Please send to your child’s class teacher.
- School bag large enough to hold a lunch box, reader cover and general belongings.
The payment of a student requisites fee of $80.00 per student per year and the additional excursions/camp fee.
Please ensure you name clothing, bags, drinking containers, lunch boxes and other personal items. Small children often fail to recognise their belongings.

Weekly Grounds Roster
We have a very successful weekend grounds roster for parents to help keep our school grounds in such good shape. We will commence this roster again this week with two families on duty each weekend.
On the Wednesday prior to your weekend duty, you will be sent information and a key that opens the padlocks on the double gate closest to the oval and the shelter shed. Equipment is stored in the shelter shed.
For parents who are new to the school, your duty involves only an hour of your time over the weekend, or after school any night, and entails sweeping paths, weeding and other light jobs. You use the school’s equipment for any job allotted. If the week you are rostered on doesn’t suit, you can swap or let us know in the office.
Deanne Hendy – Environmental Coordinator

Headlice Inspection Program
Our school conducts an effective headlice inspection program that minimises headlice infestation.
The school will begin our regular program of headlice inspections next week. All children will be screened unless parents have requested that they be excluded.
If you return the form asking to be excluded from the program, you are agreeing to carry out your own inspections to coincide with school inspections and you will be expected to return a form the following day stating that you have carried out an examination of your children.

2013 HEAD LICE EXCLUSION RETURN
I wish to have my child/children


excluded from the Epsom Primary School Parent Head Lice Inspection Program. I agree to carry out an inspection of my own child/children at the time of the school’s inspection and return the inspection sheet to the school on the following day.
Signed

Family Name


PLEASE CHECK NOTICE BOARD FOR SPORTING ANNOUNCEMENTS
Management of Inappropriate Behaviour (Taken from the Student Engagement Policy)

The full policy can be viewed on the school website under forms.

Where children are demonstrating by their behaviour that they are not considering class/school values and expectations the following may occur:

A consistent and logical problem solving process of managing behaviour will be implemented for classroom misdemeanours. This will be negotiated within the learning communities at the beginning of each year.

For example:

1. Referral to the value.
2. Removal from the group to think about the behaviour.
3. Complete a problem solving sheet on their return to the group.

- A restorative practice conference involving all parties may be implemented. The student will be required to reflect on their behaviour and restore the relationship in an agreed manner.

Persistent disruptive behaviours in the classroom may involve the establishment of an individual plan incorporating the setting of daily behaviour goals.

The following behaviours may result in individual consequences:
- Dangerous, aggressive or continual disruptive behaviour which threatens the safety of self and/or others
- Using untruthful or offensive language towards others
- Bullying – verbal / physical/cyber (please see attached anti-bullying policy)
- Vandalism
- Deliberate refusal to obey a lawful instruction
- Theft
- Leaving the classroom/school grounds without permission

Consequences will be implemented in the following staged manner:

1. Automatic detention (1/2 of recess or lunch)
2. After school detention (3.30pm - 4.15pm)
3. In-school suspension and behaviour management meeting with Principal and Parent/Carer.

At each stage parents will be informed by phone or letter about consequences. All children will have a fresh start at the beginning of a new term.

Teachers are required to write incidents reports for class and yard behaviour. Information from these reports will be entered on “RISC” (student tracking and recording software). This will enable the school to track individual behaviour and the types of incidents occurring and be proactive in developing strategies to modify behaviour.

Ongoing behaviour of a more serious nature may involve the use of a range of strategies including:
- Monitoring and providing feedback to students on their behaviour
- Involving parents and care givers to assist with modifying behaviour
- Individual behaviour contracts
- Seeking support and guidance from relevant departments and Agencies
- Providing counselling and training sessions for individuals to assist in modifying inappropriate behaviour
- Implementing procedures set out in DEECD guidelines.