Dear Parents and Friends,

Emergency management.

There have been some hoax threatening phone calls made to some schools in Victoria in the last few days. We haven’t received any calls here but do be reassured that any threatening phone call will be taken seriously and our emergency plan enacted.

We conduct emergency drills regularly and in light of the recent calls to other schools we have revisited our emergency procedures as a staff.

Today’s newsletter contains a summary of our evacuation and lockdown procedures for your information. Of course, our decisions made at the time will be based on the particular emergency, circumstances surrounding it and advice from emergency service personnel.

We use the Konnective app as the main way to contact parents in the case of an emergency as it is a quick way to contact you all at the same time. Please make sure you have registered to receive our messages and have downloaded the app to your phone. Next week we will be sending out an emergency test message to make sure you are receiving them.

Twilight Sports and BBQ.

There is information in this week’s newsletter about our Twilight Sports and BBQ being held next Thursday. Our students will stay back after school for fun and games and when parents/carers arrive we have some child/adult games planned. It will be great fun and a nice way to get to know each other. Please complete the form so we know you are coming along to the BBQ. I look forward to seeing lots of you here next Thursday evening.

Getting the most out of school life.

On Tuesday 23rd Feb we are holding a ‘Getting the most out of school’ information night. This night will be a sharing of information between parents about how they manage home routines so home reading is done, children are in bed at a reasonable time and to school on time. The teachers will also be explaining lots of things about school- our routines and expectations. We will offer child minding on the night so do let us know if you will be attending. A note will go home closer to the date.

Parents Night Out.

You might notice on our calendar that on Wednesday 23rd March we are offering to look after your children so you, our parents, can enjoy a meal together somewhere. How is that for an offer!!!! You do HAVE TO come and collect your children by 8:30pm though, we’re not keeping them here for the night! More information will come out closer to the date.

Warm regards,
Carolyn Tavener.
Principal
tavener.carolyn.c@edumail.vic.gov.au
Outside of School Hours Care (OSHC)
Welcome back everyone and welcome to OSHC for 2016!
My name is Claire Aldridge and I am the new OSHC co-ordinator. I know a few of our children already from when I worked at Goodstart Early Learning Centre, it is lovely to see them again.
The OSHC children and I are brainstorming lots of ideas for our OSHC sessions for the rest of the term—we are going to be having lots of fun that’s for sure.
If you haven’t been to visit us do come past the Library (where the OSHC service is each day after school) and introduce yourself and see what it is like to attend OSHC.
All children must have a current enrolment form completed and handed in to Deb before they can attend. Children can be booked in on a casual basis or for a permanent booking e.g. every Wednesday.
Bookings can be made on the day by 11:00am. Cancellations also must be made by 11am.
Here is our program for next week-
**Monday**– Cheese and biscuits. Making grass heads.
**Tuesday**– Boiled eggs, toast & fruit. Making grass heads, painting and playing outside.
**Wednesday**– Dip, biscuits & cheese. Grass heads and card games.
**Thursday**– Raisin toast. Twilight sports.
**Friday**– Yoghurt and fruit. Grass heads and art activities. Ball games outside.
I hope to see some new faces in OSHC soon!
From Claire.

Parents Club.
Welcome back everybody and a special welcome to our new families!
We are holding our AGM on Tuesday 16th Feb at 2:30pm in the Playgroup room. All are welcome to come along and join in. Parents Club has an important role to play in our school as we organise a range of supporting activities for our school such as special lunches, fund-raising, mothers day and fathers day crafts.
Hope to see lots of new faces along on the 16th.
Thanks,
Parents Club.

From the Office.
**Conveyance Allowance.**
Some families may be eligible to apply for conveyance allowance. Forms are available at the office. If you have previously applied and receive this allowance you will still need to fill in a new form.
**Eligibility criteria.**
- Attend their nearest government or non-government school/campus appropriate to their year level at which is permissible.
- Be enrolled at a school/campus outside Melbourne’s metropolitan conveyance boundary.
- Reside 4.8km or more by the shortest practicable route from that school/campus attended.
- 4.8 or more from the next nearest school attended.
- Be of school age (5 to 18 years old at the time of application) and reside in Victoria.

**Camps, Sports and Excursions Fund.**
Please read the information included in this week’s newsletter. Application forms are available from the notices near the staffroom. Forms need to be returned to the office by 29 February

**Update student details.**
Please complete the form in the newsletter for your child/ren. It is very important we have the correct information / contact information in case of an emergency. Please return the form by Wednesday 10 February.

School banking details-
**Bank Australia**
**BSB** – 313 140
**Acc. No.** 12074523
**Reference** – your surname

**Student Absences.**
Please remember if your child is absent from school, you must inform the school the reason for their absence. You can send a note, tell their teacher, contact the school or send us a message via [http://goo.gl/i0dK1J](http://goo.gl/i0dK1J)
Camps, Sports and Excursions Fund information.

**CSEF ELIGIBILITY**

Below is the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

**Criteria 1 - Eligibility**

To be eligible for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
- on the first day of Term two;
  
  a) Be an eligible beneficiary within the meaning of the *State Concessions Act 2004*, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  
  b) Be a temporary foster parent, and;
  
  c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

**Criteria 2 - Be of school age and attend school in Victoria**

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

**Eligibility Date**

For concession card holders CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on the first day of either term one (27 January 2016) or term two (11 April 2016).

**PAYMENT AMOUNTS**

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: $125 per year.
- Secondary school student rate: $225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

*For ungraded students*, the rate payable is determined by the student's date of birth. For more information, see: [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

*Year 7 government school students* who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents so please register your interest at the school.

**HOW TO COMPLETE THE APPLICATION FORM**

**NOTE:** ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
   Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
   
   If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold Card to the school.

2. Complete the STUDENT/S DETAILS section for students at this school.

3. Sign and date the form and return it to the school office.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.

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Clubs on a Wednesday.

For the month of February our students have signed up to participate in one of the following Clubs—Games, Crafts and Drawing/puppets. These club ideas came from our students as areas they were interested to spend more time on. Clubs happen on a Wednesday between 11:30am and 1:30pm.

In March, that same time slot on a Wednesday will become our ‘Working in and with our Community’ time. We hope to have lots of parents and community members who are keen to come and work with our students on a range of areas such as gardening, cooking, landcare, music, sport, crafts or some other area of interest.

Anyone interested in being part of this time should contact the school and all adults will be expected to have a current Working with Children’s check.

Below are some photos from this week’s Clubs session.
School procedures for the bushfire season

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children’s services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district. Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.

Where possible, we will provide parents with up to four days notice of a potential Code Red day closure by letter a message via the Konnective app. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Code Red day.
- Out-of-school-hours care will also be cancelled on these days.
- School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.
- Depending on which Bureau of Meteorology district is impacted bus route cancellations may affect our school.

On these Code Red days families are encouraged to enact their Bushfire Survival Plan – on such days children should never be left at home or in the care of older children.

For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan. Our yard roster is an important part of making sure our school is kept clean and tidy. Please make sure you do your part when it is your families turn.

What can parents do?

- Make sure your family’s bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
• Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, sign up to receive our updates via Konnective, talk with your child’s teacher or our Principal about our emergency management plans.

• Most importantly at this time of year, if you’re planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.

• If your child is old enough, talk to them about bushfires and your family’s bushfire survival plan.


For up-to-date information on this year’s fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

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Ways a Parent Can Help with READING

1. Let your child see you reading!
   Have magazines and books in your home.

2. Help your child find appropriate word & reading games on the computer.
   Keep a dictionary on hand. Help your child look up new words they read or hear.

3. Read mysteries with your child and try to figure out the clues together.

4. Movie version coming out?
   Read the book together first, then talk about which you each liked better.

5. Set aside a time and place for your child to read -
   like a comfy chair and a reading light in a quiet place

   Look for and read together the books that were your favorites when you were a kid.

7. Encourage your child to write -
   letters, thank you notes, emails, journals, lists, stories about their own trips, events, and daily life

8. Ask your child questions about what he or she is reading, such as:
   - What is the story about?
   - Who are the important characters in the story?
   - Where does the story take place?
   - Why do you think the character made that choice?
   - Why did that happen?
   - How did you know about...?
   - Would you recommend this book to your friends?

9. Ask your child to draw a comic strip about what happens in the story.
   Provide word searches, crossword and other word games and puzzles, or help your child make his/her own

Share with your child about what you’re reading... and encourage your child to do the same
Evacuation procedures at Malmsbury PS

The following evacuation procedures will be used when it is unsafe for students, staff and visitors to remain inside a building.

A danger is identified inside a building. e.g. fire in a building, gas leak from a heater.

Electronic ‘alarm bell’ signal. Announcement to evacuate.

Principal: Contact 000. Contact DEECD Security Services Unit. Take First Aid kit and student contact details.

Evacuate to oval/basketball court. Staff-Take your student attendance list.

All students, staff and visitors accounted for.

Evacuate to Malmsbury Cricket Ground or St.John’s Church. Staff- Take your student attendance list.

All students, staff and visitors accounted for.

Alert parents that we have had to evacuate, our location and why we evacuated.

Wait at evacuation area for emergency services to arrive.

When all clear is given by emergency services Principal de-activates evacuation.

Principal: Contact DEECD Security Services Unit. Communicate to parents that evacuation is over.
Lockdown procedures at Malmsbury PS

The following lockdown procedures will be used when an external and immediate danger is identified and it is determined that the students should be secure inside a building on their own safety:

- Caution: the school yard is narrow, dangerous person, chemical spill on highway.
- Almuni and announcement.
- Students to stay inside room they are in return to classrooms from recess break.
- Lock doors and windows.
- Teachers to call office to account for all students, staff and visitors.
- Staff remain in classrooms with students.
- Principals communicate to principal that lockdown is over.

In case of crossfire or bushfire threatening school:
- Almuni and announcement for all staff, students and visitors to move to shelter in place building.
- Fill buckets with water and staff delegated to watch for ember attack.
- All students, staff and visitors to be accounted for.
- Alert parents that we are sheltering in place and to stay away from school.
- Principals to activate lockdown.
- When all clear is given by emergency services, principals to de-activate lockdown.
- Communicate to parents that lockdown is over.

In case of fire in the school:
- Caution: the school yard is narrow, dangerous person, chemical spill on highway.
- Almuni and announcement.
- Students to stay inside room they are in return to classrooms from recess break.
- Lock doors and windows.
- Teachers to call office to account for all students, staff and visitors.
- Staff remain in classrooms with students.
- Principals communicate to principal that lockdown is over.
Thursday 11th Feb
Twilight Sports
And Welcome BBQ

Dear Parents, Carers and Friends,

Next Thursday we have Twilight sports after school and then our ‘Welcome to the school year’ BBQ. Our students will stay back after school, have a fruit snack and then participate in a range of different games and sports.

Parents/friends are asked to come along by 5:30pm to be part of some parent/adult/child games such as egg & spoon race, 3 legged race and Octopus. Any OSHC children booked in for next Thursday will be participating in the games too.

At 6pm we will have our BBQ and you are all invited to stay to meet new friends and catch up with old ones. Each family are asked to bring along a salad to share and we will proved the sausages & vegie burgers.

Please complete the slip below to let us know if you will be here for the BBQ and if you can bring a salad along.

Twilight sports and BBQ.

Family name: __________________________________________

☐ Yes, we will be attending the sports and BBQ on Thursday 11th.
☐ Yes, we will bring a salad to share.

No. of adults _____________ and children ________________.

Please return to the office by Tuesday 9th. Thank you.
Kyneton Netball Association
Do you want to play Netball?

2016 Session Starting Term 2
Online Registration Opens 15th February

Junior Netball & Net Set Go
Ages: 5-15
Session Term 2 & 3

http://kynetonna.vic.netball.com.au or Visit our Facebook Page

Contact – Samantha at juniornetballkyneton@gmail.com
STUDENT CONTACT INFORMATION 2016

Dear Parent/Guardian,

It is very important we have your child’s/children contact details up to date especially in the case of an emergency.

Please take the time to fill in the form below ensuring you put the best number you can be contacted on and return to the office by **Wednesday 10 February**.

Family Name - ..................................................................................................................

Student/s Name - ............................................................................................................

.................................................................................................................................

Residential Address - ......................................................................................................

.................................................................................................................................

Postal Address - ..............................................................................................................

.................................................................................................................................

Email Address ..............................................................................................................

Home phone no. - ........................................ Work phone no. - .........................................

Mobile phone no. - ..........................................................................................................

Emergency contacts - Name & Contact No. (Other than parent/s or guardian. Attempt to contact Parent/s or guardian will be made first)

1. .................................................................................................................................

2. .................................................................................................................................

3. .................................................................................................................................