



Port Melbourne Primary School
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Newsletter No. 1

January 30th 2020

Term 1 Dates

Jan 31	Preps commence
Feb 3	Senior School Swimming Carnival
Feb 4	School Council
Feb 10	Years 3-6 Information Sessions - 6pm Prep Info Session & Family - Picnic Presentation 5.30pm and Picnic 6pm
Feb 11	Years 1&2 Information Sessions - 6pm
Feb 17-21	Year 6 Camp (Roses Gap)
Feb 25	District Swimming (Prahran Pool)
March 4	School Council Annual Reporting Meeting of Council
March 6	School photos
March 9	Labour Day holiday
March 27	School ends (1.30pm)

Other Sports Dates

January 30, 31	7:30 – 8:30am Swim Trials at MSAC
February 7	7:30 – 8:30 Swimming training at MSAC (students who qualified for District swimming only)
February 12	District Tennis Girls
February 14	District Tennis Boys
March 6	Division Swimming
March 11	Division Tennis Boys
March 12	Division Tennis Girls
March 13	Ride to School Day
March 19	Division Lawn Bowls
March 19	Yr 4 Soccer Gala Day Fawkner Park
March 20	Yr 3 Soccer Gala Day Fawkner Park
March 24	Yr 5 Cricket Gala Day Fawkner Park
March 25	Yr 6 Cricket Gala Day Fawkner Park
March 26	SMR Swimming

Important dates in Physical Education & Sport at PMPS for 2020

16th April PMPS 3-6 House Cross Country
21st April P – 2 Adventure Run
27th April – 1st May Years 3/4 Swimming Program
21st May PMPS 3-6 House Athletics Carnival
15th – 19th June Year 1/2 Swimming Program
24th – 28th Aug Prep Swimming Program
30th Oct P – 2 Athletics Carnival

President's Report

Welcome to all our new Port Melbourne PS community members and welcome back to everyone else. There are fifty-two teachers and eighteen other staff supporting approximately 750 students here this year.

School Council

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

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

Our School Council meetings are held monthly and the dates are listed in the Newsletter each week. The major agenda items will be listed in the Newsletter immediately prior to each meeting. School community members are welcome to attend as non-participating observers but must give 24 hours' notice to the principal of their intention to attend a meeting.

Our current School Council members are:

Parents: Rohan Bentley Simone Cresp, Gareth Lewis, Victoria Mackey, Annette Maloney and Selby-Lynne Nicholas

Staff: Katie Klajnblat, Peter Martin and Candice Skinner

Co-opted PFA Member: Bre McGrath

Co-opted Community Rep: Heather Cunsolo

Our annual Council elections are about to take place. There are three parent vacancies and one staff vacancy for the 2020 Council and I encourage you to consider putting your name forward. Nomination forms will be available from the office.

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

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

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

If you are interested, please feel free to contact me at Annette@socialmediaready.com.au our PFA President Bre McGrath, or your child's teacher.

Voluntary Contributions

I wrote to all families in December requesting that they contribute either \$445 (one child), \$695 (two children) or \$895 (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.

New Local Primary Schools

The opening of South Melbourne Park Primary School and the opening of South Melbourne Primary School have impacted on our enrolments with only 750 students expected here this year (down from 825 students in November 2017)

A new primary school in Docklands will be opening next year and all local school zones will be reviewed prior to the opening to ensure an equitable spread of students across the local primary schools.

Building our Future

Additional artificial turf was installed between the Mod 5s and the basketball court over the holidays and the area between the gymnasium and D Block will be resurfaced over the Easter break.

Detailed documentation for our D Block extension and for the A block admin upgrade is expected to be completed by the end of term 1, and tender documentation will be completed prior to the state budget in May. We will learn then if construction will commence later this year.

A landscaping Masterplan has been commissioned and should be tabled at the March Council meeting for discussion and ratification.

Social Media Participation

The school has its own Facebook page which is used to facilitate communication between school community members. It is NOT appropriate for the page to carry comments critical of staff, students or other school community members and inappropriate comments will be removed.

The school has no other social media platform. Parents have been known to create groups that have been found to contain misinformation. Please only refer to official school communications or relevant information.

An Electronic Newsletter

After this week, Newsletters will be distributed in an electronic format for the remainder of the year. They will be available on the school website with a reminder sent via *Konnective* when they are posted. Please make sure we have your up to date email address.

Please see the *Konnective* link on the school website to download the *Konnective* app, which will keep you up to date with things that are happening at school – excursions, sporting activities, PFA events and so on as well as reminding you to access the Newsletter on-line. If your family has no internet connection, you can request a hard copy of the Newsletter from the office.

Annette Maloney

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 2020 Preps and their families.

Classes 2020

We welcome five new teachers: Aaron Gray (Year 1), Tanvi Malik (Year 3), Jac Manuell (Year 6), Bridgitte Memmolo (Year 1) and Kym Smith (Year 5). We welcome back four part-time staff from family leave: Bianca Egan (0.2) (Art), Louise Flourentzou (0.4), Georgina McKinnon (0.6) and Mary Veness (0.2)

Erin Downing and Teagan Barrack will return from Family Leave at the beginning of term 2.

Lucas Dredge has been appointed to a consultant role in the South West Regional Office of DET, where he will be supporting schools in that region to improve their learning outcomes. He will take up the position in February. I thank him for his contributions to PMPS both as a classroom teacher and as a member of our Leadership Team.

Congratulations to Susannah Nyariri on the safe arrival of Maisie earlier this month and to our ICT technician Tristan Chipchase on Charlie a week earlier.

The following class structure will operate during 2020 (the names by which the children will address their teachers are in brackets):

Prep A	Nicole Welsh (Miss Nicole)
Prep B	Victoria Hampton (Miss Victoria)
Prep C	Katie Meyer (Miss Katie)
Prep D	Emily Fenn (Miss Emily)
Prep E	Emma Kovacev (Miss Emma)
1A	Alex McLeod (Miss Alex)
1B	Alysha Bedford (Miss Alysha)
1C	Sasha Goss (Miss Sasha)
1D	Brigitte Memmolo (Miss Bridgitte)
1E	Aaron Gray (Mr Aaron)
2A	Poppy Sandillon (Miss Poppy)
2B	Lindsay Roberson (Miss Lindsay) and Trisha Wheeler (Miss Trisha)
2C	Kate Lewis (Miss Kate) and Sarah Tyo (Miss Sarah)
2D	Kristen Cutting (Miss Kristen)
2E	Brittany Baxter (Miss Brittany)
3A	Kate Thompson (Miss Kate)
3B	Candy Patamisi (Miss Candy)
3C	Amy Midson (Miss Amy)
3D	Tanvi Malik (Miss Tanvi)
4A	Maddy Reid (Miss Maddy)
4B	Louise Flourentzou (Miss Louise)

and Georgina McKinnon (Miss Georgina)

4C	Laura Steel (Miss Laura)
4D	Candice Skinner (Miss Candice) and Caitlin Green (Miss Caitlin)
5A	Melissa Hermanns (Miss Melissa)
5B	Sophie Gero (Miss Sophie)
5C	Kim Nickels (Miss Kim) and Kath White (Miss Kath)
5D	Kym Smith (Miss Kym)
6A	Caroline Farrant (Miss Caroline)
6B	Jac Manuell (Mr Jac)
6C	Darren Crawcour (Mr C)
6D	Jodie Bacon (Miss Jodie)

There may be some 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: one 60 minute session each week with Emily Burkimsher (Madame Emily) or Paul Carels (Monsieur Paul)

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 Bianca Egan (Miss Bianca) or Emily Rafton (Miss Emily)

Physical Education: 1 x 60 minute session each week with Stephen Brewer (Mr Stephen) and Anastasia Cullen (Miss Annah)

Literacy Support: Peter Fleming (Mr Peter)

Library Manager: Nicole Wapling

STEM (Science / Technology / Engineering / Maths) Haylie Saarinen (Miss Haylie) & Michelle Snedden (Miss Michelle)

Our Student Engagement & Well-being Co-ordinator Welfare Co-ordinator is Kym Nickels (Miss Kym) and our Chaplain/Youth Worker is Amelia Ingram.

Our Receptionist, Jane Hayes, will be the first point of contact for current parents contacting the school and she will assist with queries regarding stationery lists, uniform purchases the

Camps & Excursions fund, etc. All matters to do with enrolments are handled by our Enrolments Officer, Juanita McKeefry. All financial queries should be made to the Business Manager, Kaye Linsdell. Ruth Taylor will manage our Health Centre, while our Office Manager, Helen Larkin assists with finance and the overall running of the front office. Mary Veness will fill the receptionist role on Thursdays.

Greg Ades (Greg), Mirella Basile (Mirella), Evelyn Coulson (Evelyn), Tim Hummell, (Tim), Hilary Mulcahy (Hilary), Wendy Ward (Wendy) and Jacqui Whittaker (Jacqui) will be assisting class teachers under our Integration program. John Maguire is our School Psychologist. Sarah Wright heads the OzChild team which provides additional welfare support in the school, Emma Harvey is our Speech Pathologist.

Leadership Team:

Our term 1 Leadership Team consists of Peter Martin (Principal), Katie Klajnblat Assistant Principal) and (for February) Lucas Dredge (Assistant Principal), supported by Leading Teachers Kim Nickels (Student Well-being) and Kath White (Curriculum – Maths). Kath and Kim have teaching responsibilities as well as their leadership roles.

School Council will be involved in selecting our next principal, during March with the new appointee expected to replace Peter at the beginning of term 2.

Compass

Compass allows you to pay for an excursion and provide an electronic consent at the same time, and you can look on-line at any time to see if there are any outstanding excursion payments or consents requiring your attention.

You can provide electronic authorisation for you child's absence via *Compass* or call the school & report absences by choosing option 1. You will also be able to view your child's attendance records on-line in real time.

Compass will be used for families to book parent/teacher interviews and to access student reports.

Please make sure that all your personal details are updated on *Compass*. If you do not know

your *Compass* password, please contact the school office.

CoronaVirus Update

The Department of Education has advised that parents/guardians/carers of students should ensure that any student is isolated at home and should not attend school for 14 days:

- following exposure to any confirmed novel coronavirus case; or
- after leaving Hubei Province.

This same advice applies to any staff who have returned or are returning from Hubei province.

For more detailed information, visit the Port Melbourne Primary School website.

The Department has consulted with Victoria's Chief Health Officer and Department of Health and Human Services to provide the following advice to schools and local communities:

Everyone can protect against infections by practising good hand hygiene and respiratory hygiene. Cover your mouth and nose when coughing and sneezing with a tissue, or cough into your elbow, dispose of the tissue into a bin and then wash your hands afterwards. Wash your hands regularly, after using the toilet, and before eating.

Mobile Phones at School Policy

From this week, government policy is that:

- students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.

Students who bring mobile phones and/or "smart" watches to school MUST bring them to the General Office where they will be locked in the school's secure mobile phone store when they arrive at school. They can collect them from the Office before they return home.

Our *Mobile Phones Policy* is attached to this Newsletter.

A Sister School in East Gippsland?

The Port Melbourne Business Association and local residents are working with Lakes Entrance and surrounding areas to help with regions affected by Bush Fires. Port Melbourne Primary

School will be supporting this initiative and we will be seeking student input as we discuss how we can best support schools in the Lakes Entrance area.

Senior School Swimming Carnival

Miss Annah and Mr Stephen are running our Senior Swimming Carnival on Monday at MSAC. Years 5/6 will attend from 9 – 12pm and Years 3/4 will attend from 12 – 3. The pool depth will be raised to 90cm to give all students a chance to participate in an event and alleviate anxieties due to deep water. We will offer novelty events for students who are not confident in completing 50m in any of the freestyle, backstroke or breaststroke events. We would benefit from parent assistance on the day and if you are able to help, even for a few hours we would greatly appreciate it. Please email Mr Steve brewer.stephen.j@edumail.vic.gov.au if you are able to help.

Please keep up to date with all sport news regarding trials, training sessions, team selections via Compass. Annah and Stephen post regularly to keep the community informed on what is coming at PMPS.

School Assemblies

During Term 1, assemblies will be held on Friday afternoons in front of the flagpole or in the gymnasium at 2.45pm on a cyclical basis:

Feb 7	Senior School
Feb 14	Junior School (not Preps)
Feb 21	Junior School (not Preps)
Feb 28	Whole School
March 6	Junior School
March 13	Senior School
March 20	Whole School

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

School Uniform Requirements

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

Uniform items can be purchased on-line from PSW (www.psw.com.au) or from their Port Melbourne store at Unit 1/128 Bertie St. Students who are not in full school uniform will

NOT be permitted to take part in school excursions. Visible jewellery (other than studs, sleepers and a watch) is not to be worn. Inappropriate jewellery will be removed for safekeeping and returned at the end of day. Footwear must cover the toes for safety reasons; “cros” are not appropriate footwear.

Please label all uniform items to assist in returning lost items to their owners. Unlabelled items are sold through our second hand uniform shop.

School Times

All students should be at school by 8.55am but no earlier than 8.45am ready to go to line when the music is played at 8.57am. Recess is from 11am to 11.30am with the lunch break from 1.40pm to 2.30pm. Students eat lunch in their classrooms from 1.25pm. 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.

Students in Years 2-6 will have the opportunity to play in Garden City during some lunch breaks.

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.

Play Areas

For the first few weeks of term, the Junior Playground and the asphalt area adjacent to it will be reserved specifically for our Prep students. Some of the play equipment at the rear of the oval is specifically for students in Years 1 & 2, with the remainder reserved for students in Years 3-6.

Information Evenings

Information evening will be held in week 3 of term 1 (Years 3-6 on Monday Feb 10th and for Years 1&2 on Tuesday Feb 11th). Each session will start at 6pm either in the Hall or in one of the classrooms with a fifteen minute presentation. Parents will then move to their child’s classroom where the class teachers will provide more details of their class program. The sessions should conclude by about 7pm. Our

Prep families are invited to a Family Picnic from 6pm on Monday Feb 10th.

District Swimming Carnival

Our interschool swimming carnival will take place at the Prahran Pool on Tuesday February 25.

Students will have the opportunity to trial for places in the team tomorrow. Details of the trials were published on *Compass*. Students **MUST** be able swim fifty metres in their preferred stroke(s). Consent forms are available from the PE staff and from the office. Admission to MSAC is free for participating students and their parents. The swimming team will be selected next week with training on Friday 7th and Thursday 13th February.

House Athletics Sports

Our PMPS 3-6 House Athletics Day will be held at Lakeside Stadium on Tuesday May 21.

School Council Elections 2019

Councillors eligible for re-election are Rohan Bentley, Annette Maloney and Victoria Mackey. Councillors continuing are: Simone Cresp, Gareth Lewis and Selby-Lynne Nicholas (parent members) and Katie Klajnblat and Candice Skinner (DET members).

Heather Cunsolo completes her term as a co-opted member at the AGM. There is a co-opted position on Council reserved for a PFA nominee. The current nominee is Bre McGrath. The new Council will fill the remaining co-option vacancy at its discretion.

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

The timeline for the election process is:

Call for nominations: Friday 7th February
Nominations close: Friday 14th February
Ballot papers circulated: Friday 21st February
Ballot closes: Friday 28th February at 4pm
Poll declared: Friday 28th February at 5pm

The Annual Reporting Meeting of Council will be on Tuesday 3rd March. The new Council will take office from that date.

Camps, Sports & Excursions Fund (CSEF)

At the beginning of March, our school will receive a \$125 grant from the state government for every student whose parent/guardian holds a valid means-tested concession card and who has completed the application form. These grants are from the Camps, Sports and Excursions Fund which assist students to join their classmates for important, educational and fun activities and will assist eligible families to cover the costs of school trips, camps and sporting activities.

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

If you are new to the school or your circumstances have changed, please contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef. You should lodge a CSEF application form at the school by February 28th.

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

Sports Trials for State Teams

Online registrations have opened for state selection trials for students wishing to represent Team Vic teams, to attend the School Sport Australia Championships in the sports of Netball, Boys and Girls Football (Soccer), Boys and Girls Australian Rules and Boys and Girls Basketball for 2020 teams. Registrations close on March 1 2020. Eligibility is for students born in 2008, 2009 and 2010.

Each school is allowed a maximum of three (3) students for each sport mentioned above to attend these trials so it is important that as a school, we acknowledge the capacity and ability of these nominated students to be able to participate well in these trials. It needs to be emphasised that these trials form part of School Sport Victoria's Gifted and Talented program and are not 'come and try' opportunities. Each child is trialling for a state team and we must attest to each child's athleticism, skill level and school behaviour.

Students must be nominated and endorsed by their school initially before registering online. Students who wish to nominate for a trial please email Mr. Stephen at

Brewer.stephen.j@edumail.vic.gov.au

by *Monday, February 10, 2020*. If required, there will be trials to determine the best applicants. The nominations close March 1, 2020.

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 (OHSC)

Team Kids will manage our OHSC program this year. The structured program operates from 7am to 8.45am and from 3.30pm to 6.15pm each school day. All families are requested to register on-line with *TeamKids*. This will also cover you if you need an emergency placement. Registrations can also be made by phone on: 1300 035 000

The 2020 OSHC costs are \$18 (Before School) and \$25 (After School) less your Child Care Rebate which can reduce costs to as low as \$2.70 (Before Care) and \$3.75 (Aftercare). Please make sure that you are registered for the Commonwealth Child Care Benefit if there is a chance that your child will need to use the program during the year.

Team Kids also operates a School Holiday program at the school during vacations.

Stationery Lists 2020

Most families returned 2020 Stationery Lists last term and the materials are now in the school. They will be held at school and issued to the children as required. When materials go home, they tend to 'disappear'. In the unlikely event of some booklist materials not being used during the year, they will be sent home at the end of term 4.

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

2020 Parent Contribution

Our School Council President, Annette Maloney, has sent all families a letter outlining

the need for an annual Parent Contribution. The school cannot function properly unless families support this important program. I urge you to read Annette's letter and make your payment via Compass or 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 Renatta Catering provide school lunches for the children. A price list is available on the school website.

Step 1 – Download the App or use a web browser

Click 'Register,' enter your email address and follow the instructions in the email.

Note: for iPhone and iPad please select 'Allow' notifications.

Step 2 – Add your School and Group

Click on the search icon and search for your school name.

Select your school and add your year group or groups relevant to you.

Step 3 – Place your Order

Click on the 'Order now' button.

Select the items you wish to order.

Select payment option and complete payment.

For further information, call 1300 361 769.

Late Arrivals

Students who arrive at school after 9.05am will not be admitted to class without a late pass obtained from the School Office to then give to the class teacher. You **MUST** come to the office with your child to sign him/her in. Students in Prep and Year 1 should be escorted to the classroom by their parent/guardian. Parents/Guardians are expected to note the reason for the lateness.

PE Term 1

Please ensure students wear appropriate clothing and have their hat on days that they are timetabled for PE. Students who are not wearing appropriate trainers will have to remove their shoes when doing PE in our new gymnasium.

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 until April 30 and again after September 1.

Please ensure the hat has your child's name written on it.

Personal Property at School

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

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

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

Medications at School

If your child is required to take medications while at school, you **MUST** complete a **Medication Authority Form (attached to newsletter)**. The form is available on the school website. The medication will be kept in secure storage and administered in accordance with the instructions provided by the doctor or pharmacist. Staff are not permitted to administer medications without this written authority from a parent/guardian. Please speak with Ruth in the First Aid Room if you have any issues regarding medications at school. Please note a new form is required each year.

Parking - Kiss and Go.

Parents are reminded that the school has a marked drop off zone (**Kiss and Go**) outside the school in Clark Street. Under current law you are not permitted to leave your car to drop off or pick up your child or to remain in your car for an extended time. Council bylaws officers regular book cars parked illegally in Clark St and surrounding streets.

Please be mindful of our neighbours and not park across driveways.

I suggest that, if you need to drive your child to or from school, that you park a block or two from school (for example in the off-street parking area near the Trugo Club) and enjoy a short walk to/from school with your child.

ICT Acceptable Use Agreement

Only Year 2 students and new students at Years 3 – 6 need to fill out the attached form. This allows students to access our computer network. Existing Year 3-6 students have already completed an agreement.

Peter Martin

Parents & Friends

Welcome to the 2020 school year. We hope you have all had a great break, a happy new year and are feeling ready for term 1.

This term is going to be a huge one. Icpole Days, EASTER Raffle, Prep welcome picnic and a Sushi Day are the start of what we have planned. We will also be running our second hand uniform shop and selling house t-shirts.

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 2 weeks, date to be confirmed. All parents are welcome, especially those who are new to the school.

If anyone has any questions, feedback or wants to find out how they can get involved please do not hesitate to contact me on my number below.

Bre McGrath: 0411 228 921

pmpsparentsandfriends@gmail.com



PORT MELBOURNE PRIMARY SCHOOL

Confidential Medical Information

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

Child's Name:

Date of Birth: School Year/Class:

Parent's/Guardian's Name: Mobile/Telephone

Address:

Emergency Name / Telephone (NOT THE PARENT/CARER)

Name and Address of Family Doctor/medical clinic:

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

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

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

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

Allergies:

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

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

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

CONSENT TO MEDICAL ATTENTION

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
administer such first-aid as the teacher in charge may judge to be reasonably necessary.

Signature of Parent/Guardian: Date:.....

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.

Area of Activity	The Principal....	The School Council...
Curriculum	<ul style="list-style-type: none"> • leads curriculum development and implementation • determines teacher, subject and time allocations; timetable; class sizes; and structures 	<ul style="list-style-type: none"> • develops the broad direction and vision for the school using guidelines provided by the Department
Student Management	<ul style="list-style-type: none"> • implements these policies • considers and, where appropriate, grants exemptions to dress code • manages all matters of student wellbeing, discipline and academic progress 	<ul style="list-style-type: none"> • develops student engagement policy and student dress code • consults with the school community before adopting changes to these policies
Staff Employment and Management	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • oversees maintenance of all facilities • monitors implementation of contracts 	<ul style="list-style-type: none"> • allocates contract for school cleaning • enters contracts for building and grounds improvements