

159-211 Coburns Road  
MELTON 3337  
03 9743 4966  
melton.ss@edumail.vic.gov.au

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**AFTER  
SCHOOL CARE  
COMMUNICATION  
LINE**  
**0447 085 696**

**Bacchus Marsh  
Coaches**

**STUDENT  
BUS TRANSPORT  
ABSENCE LINE**



Melton Specialist  
School  
@meltonspecialistschool.5162

Edition 2 2018: 7th March 2018

## A Message from the Principal

Dear Parents, Carers and Community Members

I cannot believe that we are more than halfway through the term and the Easter break is very close already! Last week I went into Bastow in North Melbourne to complete some Principal workshops around a improving staff climate and building positive relationships. I look forward to sharing this with the Leadership Team and the whole staff so we can continue to improve our staff climate.

### Building Update

We have finally met our Builders. At this stage we are meeting with the builders and architects on a fortnightly basis to plan for the demolition of the front part of the school. Our first priority as we go into these meetings is safety. We are focussing on the fencing that will be surrounding the demolition site and the traffic management. I will update you all when we have more information.

### Buses

The DET has reviewed their Special Transport policies and processes. This has meant significant changes for some families. We understand that these changes may have caused some stresses and anxieties for you and apologise for this. The purpose of these changes are to refine the service for all families and to make sure the provision is safe and reliable.

### Traffic management

As we prepare for the demolition we have made changes to our parent pick up and drop off. Soon we will be asking parents and carers to enter via the path on the Left Hand Side of the Reception Building. Staff will collect and deliver your child here. We are aware there has been difficulties with parking in the slip road and some parents have been fined. Please come and talk to the Admin team if you receive a fine and we will support you to write a letter of appeal. Please also be aware if you are driving into the school after bus times – students are out and about delivering messages and keeping the garden area tidy – please take care and drive slowly.

### Class makeup

This week Leaders will make contact with you if Class Teams feel your child would be better suited in another classroom. Please make contact with your classroom teacher if you have any feedback (including positive) about classes so we can use this information for planning in the future.

### Communication

If you have any questions about class organisation or curriculum, your classroom teacher is the first point of contact. If they cannot provide the appropriate answer they will refer you to their Professional Learning Team Leader. We also have an Assistant Principal leading the Primary School and the Secondary School. They are also available to support you further. Feel free to ask questions via email or telephone – we are here to support you and your child!

### Social Media

Some of our students are having some difficulties when communicating with peers on social media's like Facebook Messenger, Snapchat, Instagram and Xbox and Playstation games. We are advising families to keep internet enabled device in a shared space so you can monitor the interactions. Please discuss any concerns with your Class teacher and try to keep evidence of the interactions online.

### Staff Changes

We have a number of staff who have been successful gaining positions closer to home or taking Long Service Leave. We are going through several recruitment processes and look forward to sharing appointments soon.

Best wishes for the rest of the week.

Brooke Briody  
Principal

## MESSAGES FROM THE ADMINISTRATION OFFICE

### STUDENT DROP OFF IN THE MORNING

No students are to be dropped off before 8.45am, if you arrive before 8.45am you are expected to wait with your child until their teacher collects them after 8.45am.

### PICKING UP STUDENT WHO TRAVEL ON THE BUS

If your child travels on the bus but you require to pick them up on occasions please ensure you contact the office **BEFORE** 2pm, you must write a note in your child diary notifying staff of the change in routine. It can become difficult to get children off the bus or locate your child once bus transitions begin in the afternoon at 2.40pm.

### CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

If you are eligible for CSEF in 2018 and have **not** yet completed the forms please do so and return the forms by **12th March**, if you are unsure if you qualify please contact the office.

### ABSENCES

Parents / carers / guardians are required to contact the school when your child is away from school, please call 9743 4966 and follow the prompts to the absence line.

**Please ensure you clearly state the students name and reason for the absence.**

If no reason is given you maybe contacted to give a reason for the absence.

### FAMILY PAYMENTS

We sent home the Essential Education Items information in late 2017 to families about school fees for 2018.

There are a number of methods available for families to make school payments. Cash payments can now be made at the Administration Office, If making cash payments please ensure you have the exact amount as we do not carry change.

There are a number of online options available for families if you prefer this method.

Download the Qkr App, pay via BPay or Direct Deposit.



### UNIFORM SHOP

The uniform shop is open every Wednesday from 3pm to 4.30pm.

Please feel free to bring your child/ren along and get them fitted for the new uniform. Orders do take 2-3weeks to process and be delivered.

Payments can be made on the day but please bring the correct amount as we do not hold change on site, using the Qkr app or paying by BPay are the preferred method.

### PHONE CALLS TO TEACHING STAFF DURING TEACHING HOURS

Whilst we are aware there are times where parents need to get into contact with teaching staff urgently due to various reasons, we will not put calls through to teaching staff during teaching hours as this can cause disruptions to classes.

If you would like your child's teacher to contact you, please use the following methods to communicate:

- Put a note in the communication diary asking for staff to contact you
- Contact the office and the office staff can request teaching staff to contact you after school
- Email us at [melton.ss@edumail.vic.gov.au](mailto:melton.ss@edumail.vic.gov.au) and we will forward the message on

If there are any concerns you wish to raise about your child or the school in general please follow the guide at the rear of the newsletter.

## Parking around the School



As most of you have seen parking is getting limited around the school, can we please remind staff, parents/ carers not to park in disability carparks, we do have students in wheelchairs and it can be difficult for them to get in and out of their cars.

We have also seen Melton City Council around booking cars who are not parked correctly, we understand it is difficult to find a parking spot but we all need to follow the road rules and follow parking signage.

If you do receive a fine and would like support with the dispute process, please get in touch with the office staff.

## Notice of Election and Call for Nominations

An election is to be conducted for members of the School Council of Melton Specialist School.

Nominations forms may be obtained from the school and must be lodged by  
4.00pm on **Friday 9th of March 2018**.

The ballot will close at 4.00pm on **Thursday 16<sup>th</sup> of March 2017**.

Following the closing of nominations a list of the nominations received will be posted at the school.

The terms of office, membership categories and number of positions in each membership category open for election are as follows:

MEMBERSHIP CATEGORY	TERM of OFFICE	NUMBER OF POSITIONS
Parent member	<i>From the day after the date of the declaration of the poll in <b>2018</b> to and inclusive of the date of the declaration of the poll <b>2019</b></i>	1
Parent member	<i>From the day after the date of the declaration of the poll in <b>2018</b> to and inclusive of the date of the declaration of the poll <b>2020</b></i>	3—2 positions remaining
DET employee member	<i>From the day after the date of the declaration of the poll in <b>2018</b> to and inclusive of the date of the declaration of the poll <b>2020</b></i>	1—Election underway

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.

Brooke Briody

## FRESH FRUIT DELIVERED WEEKLY TO OUR STUDENTS



We have been very lucky to obtain a grant through the Barnardos Children's Support and Aldi ENRICH Program to the value of \$3,600. This generous support is being used to help provide our students with fresh fruit at Breakfast Club, Lunch Club and is generously supplied from Fruits of Life in Bacchus Marsh.

The funding will also be used to purchase learning materials to supplement our curriculum and help support informing our school community to make healthy food choices for healthy living outcomes. Look out for the 'Healthy Living for Life' features and class room activities in our future newsletters.



## BREAKFAST CLUB

Breakfast Club has returned to Melton Specialist School for 2018.

It runs from 8:45am to 9:15am Tuesday to Friday.

There are a variety of healthy and delicious breakfast options available for students to have and they can join in the preparation of the breakfast with help from our staff.

If you would like your child to participate in Breakfast Club, please pop a note in your child's Communication Diary or encourage them to go along.



## PARENTS, CARERS AND COMMUNITY CLUB

The Parents, Carers and Community Club of Melton Specialist School meet regularly throughout the year to plan carer support events, morning teas, fundraising events and fun days here at our school. If you would like to become involved in these activities, please contact the office staff for more information.

## DONATION REQUEST

Our first fundraiser for the year will be an EASTER RAFFLE.

Our school is asking every family to donate ONE Easter Egg (more if you wish to) to our Easter Raffle. More eggs means more lucky winners! Eggs can be left at our School Office. The raffle will be drawn the last week of school so please donate by 23rd March. Raffle booklets will be out very soon! All money raised will be going towards creating a Sensory Room in the new building in 2019.



## RECIPE OF THE WEEK

### Cheesy Bacon & Corn Muffins

#### Ingredients

- 125g shortcut bacon, diced
- 1 3/4 cups self-raising flour
- 2 cups grated tasty cheese
- 1 1/2 cups milk
- 1 egg
- 60g butter, melted
- 125g can corn kernels, drained

#### Directions:

1. Preheat oven to 200°C. Grease a medium 12-hole muffin tray.
2. Fry bacon in a non-stick frying pan for 3 mins until crisp. Cool.
3. Sift flour into a bowl, add cheese and stir to combine. Whisk milk, egg and butter together. Add to flour with corn and bacon and mix quickly and lightly together.
4. Divide mixture between muffin holes. Bake for 20 mins until golden. Cool on wire rack.



Preparation time: 10 minutes  
Cooking time: 20 minutes

**Servings: 12**

**If you have a recipe that you would like to share please email it to [melton.ss@edumail.vic.gov.au](mailto:melton.ss@edumail.vic.gov.au) and we will share it in the newsletter**



## A WORD FROM AROUND THE SCHOOL

Cody and Lucas are very happy with their new garden bed after planting winter seedlings/ they will care for them each week, we may have future Hort students with these two enthusiastic boys

Congratulations to Alana on being selected to represent Victoria and Melbourne West at the 2018 National Games in Adelaide in April for swimming



## HEALTH UPDATE

### Chicken Pox Alert

We have been notified that chickenpox has affected other schools around Melton recently. If your child shows signs please keep them home and see a doctor

If you want further information regarding chickenpox please visit:

**[www2.health.vic.gov](http://www2.health.vic.gov)**

### Medication

Under the guidelines of the Department of Education (DET) Prescription and Non Prescription medications including eye drops, creams etc will only be administered with a **signed and completed Medication Administration Form**. These forms are available from the office or your child's teacher.

Medication **MUST** be supplied in it's **original packaging with a chemist's label** Children are not permitted to administer any medications themselves or keep medicine in their possession.

## Head lice

We have had a few reported cases of head lice recently and would like to remind parents to be vigilant in checking their child's hair and applying the appropriate treatments before returning to school.

**To prevent head lice becoming an issue for your child there are a number of tips that can help:**

- If your child has long hair, tie it up into a secure hair style
- Use gel, hairspray and other styling products to coat your child's hair so they will not be able to attach to the hair shaft.
- Check your child's hair regularly for lice

**To remove head lice there are a number of tips that can help:**

- Coat your child's hair in conditioner and use a lice comb to remove the live lice and eggs. Repeat this process every second day for a week to break the cycle.
- Afterwards apply a commercial treatment to kill any remaining live lice and eggs according the manufacturers directions.

## DATES TO REMEMBER

<b>Wednesday</b>	<b>7th March</b>	<b>Preps do not attend</b> <b>Uniform Shop Open 3.00pm to 4.30pm</b>
<b>Thursday</b>	<b>8th March</b>	<b>AMAZE NDIS Information workshop 2pm to 3pm</b> <b>Support, Transition &amp; NDIS Expo 5.00—6.30pm Melton Council Hall</b>
<b>Friday</b>	<b>9th March</b>	<b>Last chance to submit Applications for Transport and Conveyance Allowance for Term 1 .</b>
<b>Monday</b>	<b>12th March</b>	<b>Labour Day Public Holiday—SCHOOL CLOSED</b>
<b>Wednesday</b>	<b>14th March</b>	<b>Uniform Shop Open 3.00 to 4.30pm</b>
<b>Tuesday</b>	<b>20th March</b>	<b>School Council AGM 6pm</b>
<b>Wednesday</b>	<b>21st March</b>	<b>Uniform Shop Open 3.00 to 4.30pm</b>
<b>Wednesday</b>	<b>28th March</b>	<b>Last day of Term—Early Dismissal 2pm</b> <b>Last day of Term Assembly 1:15pm—Easter Hat Parade</b>
<b>Thursday</b>	<b>29th March</b>	<b>SSG Meetings—Student Free Day</b> <b>Uniform Shop open 9.00am—3.00pm</b>
<b>Friday</b>	<b>30th March</b>	<b>EASTER—Good Friday School Holidays begin</b>
<b>Monday</b>	<b>16th April</b>	<b>Term 2 begins 9am</b>

## STUDENT TRANSPORT INFORMATION

During Term 1 we have been reviewing our Student Transport policy and procedures after consultation with the Department. There have been some necessary changes that have affected many of our families. We are linking Student Transport to the implementation of the DET Travel Education Framework, that will be rolled out across the school in 2018. Part of this process will include including independent travel goals into your child's Individual Learning Plan (ILP) and discussions may take place during Student Support Group (SSG) meetings.

We have been working closely with our transport provider to increase safety on bus routes and align practices with various road and bus guidelines. We have nearly completed the refinement of route stops and times. Information will be coming home to families if you are affected by any changes.

Part of the Application for Travel Assistance process is the agreement to the Conditions of Travel and the Roles and Responsibilities of all parties who use this Departmental Public Transport Service. An excerpt is shown overleaf. If you wish to view the document in whole please visit our school website for more information.

The Students with Disabilities Transport Policy criteria needs to be met before travel can commence. This may include discussing your child's need for a Travel Plan and Risk Assessment process. The criteria for acceptance is taken from the policy. This is available to be read on the Department of Education's website at [www.education.vic.gov.au](http://www.education.vic.gov.au).

There are several forms of transport available for families to access. Independent travellers can apply for a Conveyance Allowance that covers the cost of their Public Transport to and from school. If you live in the school's Designated Transport Area and are travelling more than 4.8km from the school and your child cannot access the bus service you may be eligible for the allowance too.

Some friendly reminders to help support a smooth and safe transition onto and off buses:

- Have your child ready just before the designated pick up time
- Be present to receive your child when they are coming off the bus. You must meet them on the correct side of the road. If they have your permission to get on and off the bus without your supervision please put this in writing and send into the Student Transport Administrator.
- Please do not smoke near any of the buses
- If there are any issues regarding student transport please contact the Administration Office
- You must report your child absence from the bus to the Bacchus Marsh Coaches Absence Line on the front of the newsletter.

## Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

### Students must agree to the following:

- Obey instructions from the driver, supervisor, school staff or principal
- Be punctual at the pick-up or drop-off point (morning and afternoon)
- Wait at the stop in an orderly fashion and do not approach the vehicle until it has stopped
- Enter and leave the vehicle in an orderly manner
- Not move around the vehicle in transit but remain seated at all times
- Ensure they and any object in their possession remains in the vehicle and does not protrude out of windows or doors
- Not behave aggressively or endanger other students, driver, supervisor, school staff or principal
- Not engage in boisterous conduct, including the use of offensive language or any action that may cause distress to other students or distract the driver/supervisor
- Converse quietly and not call out to passing traffic or fellow students
- Store bags in accordance with advice from the supervisor
- Only use their allocated vehicle; this will not be changed to meet sporting or social arrangements
- Treat others with courtesy and consideration
- Not throw any object within or from a vehicle
- Not consume food or drink on/in a SDTP transport service
- Follow and abide by the school's code of conduct while travelling on a bus

### Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus
- The student's name and full details of the breach will be recorded
- The student will be transported to school or to their normal drop off
- The breach will be reported to the principal
- The principal will take disciplinary measures in accordance with the SDTP policy
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus

### Following the report of a relevant incident, the principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious offence that endangers other students, transport service staff or property will result in immediate suspension.

### Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised stops and their safety at the stop while waiting for a service
- Parents/guardians waiting for students at stops should wait on the same side of the road as the transport service to prevent students from crossing the road unassisted
- Transport assistance is a privilege and not a right and consequences will follow a breach of these conditions
- It is understood that transport assistance is provided and accepted on these conditions
- Parent behaviour should mirror students conditions of travel

All those involved in providing school transport should understand the specialised educational needs of the student being transported. The following points will help parents/guardians/carers to understand their roles and responsibilities to ensure that the daily journey to and from school is as smooth and efficient as possible.



*National Disability Coordination Officer Program*  
*An Australian Government Initiative*

# TRANSITIONS & SUPPORT EXPO

Melton Region  
School Community  
Information Exhibition

**Come and meet disability service providers to find out about student career pathways, transition options, support services and NDIS.**

**Thursday 8th March**

**5 pm - 6.30 pm**

**Melton Community Hall**

238 High Street, Melton

[WWW.NDCOVICTORIA.NET.AU](http://WWW.NDCOVICTORIA.NET.AU)





**Shaping the future  
for Autism.**



This session is for people on the Autism Spectrum and/or family members and carers of people on the Autism Spectrum

The National Disability Insurance Scheme (NDIS) will commence in the Brimbank-Melton & Western Melbourne region from October 2018 and will be a significant change in the way disability services are provided. Come along to find about the NDIS and how the changes will impact on individuals on the Autism Spectrum

**Presenter:** Carmel Topp  
Project Coordinator - NDIS Community Engagement  
AMAZE (formerly Autism Victoria)

**Date:** Thursday March 8th 2018

**Time:** 2.00pm to 3.00pm

**Venue:** Melton Specialist School





**Shaping the future  
for Autism.**



Amaze in partnership with the Melton Specialist School is hosting a series of workshops which aim to increase the capacity of people with autism and their families to exercise choice and control in working under the new National Disability Insurance Scheme (NDIS) which will be introduced in Melton Region in October 2018.

The **FOUR** free workshops will cover the following important topics:

- The NDIS
- Pre-planning
- Writing a carer and participant statement
- Setting and writing goals
- Effective communication
- Advocacy
- Community connections and peer support



Workshop 1: Thursday 26<sup>th</sup> April 2018, 10am-12pm.

Workshop 2: Thursday 24<sup>th</sup> May 2018, 10am-12pm.

Workshop 3: Thursday 21<sup>st</sup> June 2018, 10am-12pm

Workshop 4: Thursday 26<sup>th</sup> July 2018, 10am-12pm

***(PLEASE NOTE: PARTICIPANTS MUST ATTEND ALL WORKSHOPS)***

***Please register your attendance by calling the Administration Office on 97434966***

**Address: Melton Specialist School,  
159 – 211 Coburns Rd  
Melton**



## GUIDE FOR RAISING A PARENT CONCERN OR COMPLAINT

A parent / guardian can raise concerns or complaints about any aspect of the school's operations.

ABOUT WHAT (ISSUE)	WHO TO CONTACT	HOW
Classroom activities Class curriculum Friendship issues Student welfare issues	Classroom Teacher	Communication Diary Telephone Email, Arrange an appointment
Unresolved issues within classroom Student welfare School curriculum Staff Members	Section Leader	Telephone Email Arrange an appointment
Complex student issues Complex student welfare School Curriculum Staff Members School Policy	Assistant Principal	In writing by hand/post Email Arrange an appointment
School Policy School Management	Principal	In writing by hand/post Email Arrange an appointment
School fees & payments General enquiries	Office Staff	Telephone In person
School Policy	School Council	In writing by hand/post

### Telephone

9743 4966

### Email

[melton.ss@edumail.vic.gov.au](mailto:melton.ss@edumail.vic.gov.au)

### Write

Melton  
Specialist  
School  
PO Box 663  
Melton 3337

### Appointment

9743 4966



### PLEASE ...

- Raise your concern as soon as you can after the issue occurs
- Put it in writing, providing detailed factual information
- Maintain and respect everyone's privacy and confidentiality
- Be calm, courteous, honest and sincere

### PLEASE ALSO ...

- Recognise everyone has rights and responsibilities that must be balanced
- Respect and understand each other's point of view; value difference rather than judge and blame
- Realise we need to achieve an outcome acceptable to everyone involved

### ADDRESSING COMPLAINTS ...

Our response will be prompt, courteous, efficient and fair.

We will follow the process outlined below:

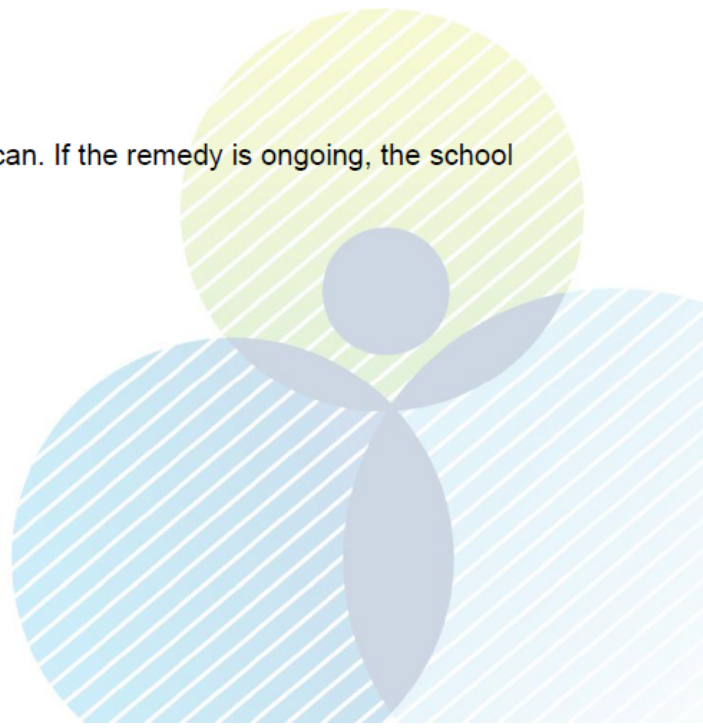
- Acknowledge your complaint by telephone, email or mail and let you know how long it will take to investigate
- (if appropriate) record details in the school's register of complaints
- Give you a copy of the Melton Specialist School Parent Concerns & Complaints Policy
- Investigate and provide a response as soon as possible
- Make every effort to resolve your complaint within 20 school days

### REMEDIES ...

When a complaint is justified, the school will work with you to find an appropriate remedy such as:

- An explanation or further information
- Mediation, counselling or other support
- An apology, expression of regret or admission of fault
- Change a decision
- Change policies, procedures or practices
- Cancel a debt (such as for school payments)
- Refund a fee

The school will implement the remedy as soon as it can. If the remedy is ongoing, the school will try and keep you up to date with progress.





Melton City Council  
Parenting Program



- How to handle challenging and testing behaviours
- Choosing your strategy, the three choice model
- Using emotion coaching to encourage good behaviour

**WHEN:** Tuesday 6th, 13th & 20th of March

**TIME:** 10.15am to 12.15pm

**WHERE:** Arnolds Creek Children's & Community Centre  
19 Claret Ash Boulevard, Harkness 3337

**COST:** Free

**RSVP:** Melton City Council Family Services  
E: joanneh@melton.vic.gov.au  
P: 9747 7200

**BOOK  
EARLY!**  
Don't miss out!

W: melton.vic.gov.au  
P: 9747 7200



JOIN US TO CELEBRATE OUR DIVERSE COMMUNITY

# HARMONY DAY

THE WILLOWS HISTORICAL PARK  
RESERVE ROAD, MELTON  
SATURDAY 17 MARCH 2018  
11AM - 3PM

**FREE  
EVENT**

**KIDS  
ACTIVITIES**

**MULTICULTURAL  
FOOD**

**CULTURAL  
PERFORMANCES**

**HENNA  
FACE PAINTING  
& MORE...**

**COME ALONG  
AND CELEBRATE  
OUR VIBRANT  
COMMUNITY**

Harmony Day is an opportunity for all Australians to embrace cultural diversity and to share what we have in common. It is a day of cultural respect for everyone who calls Australia home - from the traditional owners of this land to those who have come from many countries around the world. The theme of Harmony Day is Everyone Belongs.

For more information visit [melton.vic.gov.au/harmonyday](http://melton.vic.gov.au/harmonyday) or call 9747 7200



## COMMUNITY ROAD SAFETY FORUM



**Are you a young adult driver or the parent of a young adult driver?**  
Don't miss this forum and your chance to improve your understanding of road safety

- **GUEST SPEAKERS**
- **FREE SHOWBAGS**
- **BROCHURES**
- **INFORMATION**

Learn more about road rules and the effects of road trauma including serious injury and fatal collisions.

The information provided in this forum will be about the impact of road trauma on our community and may be confronting.

**WHEN** Thursday 22 March 2018  
**TIME** Welcome & registrations 6.20pm  
Start 6.30 - 9.00pm  
**WHERE** Melton Library  
(Balam Balam Seminar Room)  
31 McKenzie Street, Melton

**WIN FREE DRIVING LESSONS!**



182 HALLETTS WAY DARLEY

**YOUTH SPACE for young people aged 12 - 25 years (or in Grade 6 Term 4).**

VIDEO GAMES - HOMEWORK & JOB SEARCH SUPPORT - POOL TABLE - AIR HOCKEY  
BOARD GAMES - SPORTS - COOKING ACTIVITIES - ART - AND MORE!

**Open Term 1 2018 (from 30th January): Tuesdays & Wednesdays 3:30pm - 6:00pm**

Contact Moorabool Shire Council Youth Services for more information and a permission form on 5366 7100  
or email: [youthservices@moorabool.vic.gov.au](mailto:youthservices@moorabool.vic.gov.au)



Like us on Facebook to keep up to date with Youth Services Programs & Events  
[Facebook.com/MooraboolYouthServices](https://www.facebook.com/MooraboolYouthServices)

