

3rd February 2017

## A Message from the Principal



Dear Parents, Carers and Community members,

Firstly, I would like to say THANK YOU to all the staff at Melton Specialist School. Everybody has been so welcoming, friendly and helpful in my first few weeks in the school.

My name is Brooke Briody and I have been appointed to the Acting Principal role for Term 1. I am really excited to be working with you all for the term. I have had a chance to visit a few rooms and get to know a couple of parents, which has been fantastic. I am hoping to visit every room within the next few weeks. If you see me in the courtyard – don't hesitate to come over and say hello.

As for the start to our term – it has been a really positive start. Most students seem eager to be back and staff have worked hard to get their classrooms and programs up and running so the students continue to be happy being back. Please keep in contact with your class teacher to update them of anything that has changed.

This year at MSS we welcome new teachers: Shanae, Kristen and Robert and we welcome back Pierre. In Education Support, we welcome Catherine, Jodi, Renae, Melissa and Vanessa. In Reception we welcome Christine, John will join the Principal class team as an Assistant Principal and Michele as the Section Leader in the Senior Section.

Once again, thank you for being so welcoming and I look forward to meeting as many of you as I can.

Best wishes

Brooke Briody  
Acting Principal

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**Bus  
Absence  
Line**

**1800 660 530**

## 2017 Staff Members

### Acting Principal

Brooke Briody

### Assistant Principal

Bronwen Welch

### Assistant Principal

John McKee

### Junior School

Joyce Keirsten-Wakefield - Section Leader

Room 20 - Sally & Alicia  
 Room 17 - Kellie & Natalie  
 Room 21 - Naomi & Donna  
 Room 16 - Andrea & Kerri  
 Room 1 - Shanae & Sally  
 Room 5 - Tabitha, Heather & Karyn  
 Room 6 - Janine, Susie & Kaz  
 Room 2 - Kate & Katherin  
 Room 9- Dexter, Sarah & Maxine  
 Room 4 - David & Tina

### Middle School

Victoria Zivave - Section Leader

Room 22 - Megan & Sarah  
 Room 19 - Charles & Jo  
 Room BER2 - Roger & Manpreet  
 Room 18 - Janice, Sharon & Sandy  
 Room 14 - Glen, Michelle & Jimmy  
 Room 23 - Brigitte & Ana  
 Room BER1 - Danni & Lesley  
 Room 15 - Penny & Deborah  
 Room BER3 - Kristen & Sue

### Senior School

Michele Marcu - Section Leader

Room 33 - Kristy & Helen  
 Room 28 - Sue, Carol & Andrea  
 Room 34 - Margaret & Viki  
 Room 35 - Robert & Helen  
 Room 27 - Sophie & Danielle  
 Room 29 - Tara & Michael  
 Room 30 - Pierre & Renae  
 Room 36 - Bernice & Brenda  
 Room 38 - Rohan & Audrey  
 Room 37 - Rebecca & Helene

### Administration Staff

Christine, Kathy, Kayleen, Dianne, Kim, Sandra, Breeanna

### Buildings and Systems Staff

Zoran, Stewart, Ron, Matt

### Specialist Staff

Science—Michelle  
 Visual Arts—Sylvie  
 Performing Arts—Anna  
 Phys Ed—Geoff  
 Phys Ed—Robert  
 ICT—Claire  
 Careers & Pathways - Mark  
 Horticulture/Woodwork - Heather & Sarah  
 Hospitality - Steve

### Allied Health Staff

Occupational Therapy - Mary & Shireen  
 Speech Therapy - Alex & Jane  
 Assistant - Shona  
 Music Therapy - Jacinta  
 Engagement Team - Penny, Cherrie, Anita  
 Wellbeing Leader - Alice  
 Psychologist - Daniel  
 First Aid - Viv

# Important School Information

## Drop Off/Pick Up & Parking Information

Thank you to all the families who continue to support the safe transfer of their children from their cars and into the school. It is always much appreciated by all the staff and children who are using the area.

### NO ENTRY TO SCHOOL CARPARK

In order to maintain a safe and orderly environment, we remind parents that between **8.30 a.m. and 9.20 a.m.**, as well as **2.30 p.m. to 3.20 p.m.** that parent/carer/guardian vehicles are to remain outside the school gates in designated car parks.

### DESIGNATED WALKWAYS

When you are walking into the school please use the designated walkways which are highlighted by the yellow painted lines.

### STREET PARKING

Please observe the Melton Council parking restrictions that operate in the parking areas surrounding the school. You may be fined as a result of parking incorrectly. We appreciate that parking is difficult to find during peak times around the school and there are alternatives at the Melton Waves or opposite us on Coburns Road if you wish to include a short walk into your drop off and pick up routine.

## School Absences

If your child is sick or not going to be at school for the day, please call the school and leave a message.

- Ring 9743 4966
- Select option to leave a message
- Include your child's name, classroom teacher, date of absence and reason for absence

Upon return to school it is necessary to have a note in the Communication Diary regarding the absence and a medical certificate if appropriate.

## Grievance Procedure

**Step 1:** Use the Communication Diary to communicate with your child's teacher, or alternatively make an appointment to meet with your students teacher and discuss the issue.

**Step 2:** If the issue is unresolved, make an appointment with Section Leader on 9743 4966.

**Juniors - Joyce Keirsten-Wakefield**

**Middles - Victoria Zivave**

**Later Years - Michele Marcu**

**Step 4:** If you still seek further resolution phone or write to the Assistant Principal.

**Juniors - Bronwen Welch**

**Middles & Seniors - John McKee**

**Step 5:** If you still seek further resolution phone or write to the Principal.

**Step 6:** After steps 1-5. if the matter is not resolved, then the issue can be raised with the Regional Office on 9291—6500.

## 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.

## Injuries and Insurance

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs are refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may be able to claim transport or other expenses from the fund. We recommend having Ambulance Victoria Membership for your children.

The department of Education and Training (DET) does not hold accident insurance for students. Parents and guardians can purchase insurance policies from commercial insurers.

## School Bus Absence

**1800 660 530**

**For all bus absences please call the above number**

This number must be called to leave details regarding your child's absence from the bus. If they are going to be away sick from school the bus company must also be notified.

## Volunteering

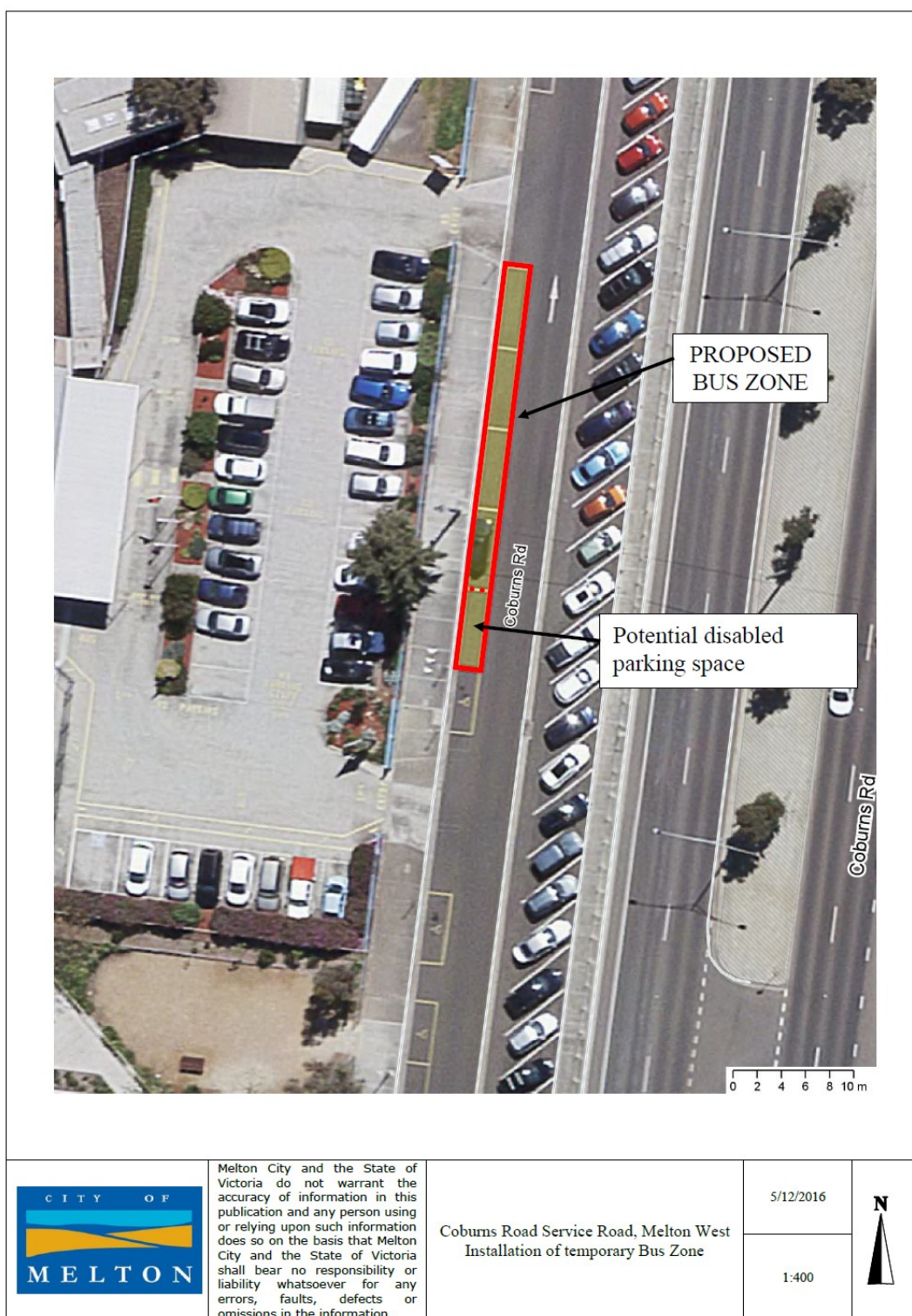
Our school greatly appreciates the support given to students' learning through volunteering. Family involvement in the classroom and special activities is encouraged and very welcome.

People who volunteer must have a current **Working with Children Check**. Applications can be made online and there is no fee involved. Once you receive your card, it must be presented to the office for verification.

**You will need to attend a Volunteer's Induction session to be able to volunteer here at our school. These sessions will be held regularly through out the year.**

**Please get in touch with your child's teacher if you wish to**

## 2017 Bus Parking Changes



There have been changes with the Students with Disabilities Transport Program and a there is a need for larger buses to be utilised by the program's transport providers. Melton Council in conjunction with our school and the transport provider, will be implementing some changes to the bus parking and travel procedures. Please see the changes to parking that will be in place when school resumes in 2017 above. There will be revised signage and Melton Council Parking Officers present during the morning drop off and afternoon pick up to help ensure the BUS ZONE parking spaces are not used during the designated time periods. You may need to adjust your drop off and pick up procedures as congestion may be present during peak times. If you have any questions please contact the office.



## School Payments Information



You will now be able to pay via a mobile phone application Qkr!  
Qkr! uses Credit and Debit/Credit Cards.

The instructions of how to do this are attached to this newsletter.

**Please note:**

**If you are already registered with Qkr! Please ensure you follow the prompts to update the details for your child's new teacher.**

It also includes the options to make part payments of fees to cover Essential Education Items (EEI)

The school also accepts payments via Bpay, Direct Deposit, CentrePay, or Cash.

If you have any queries please do not hesitate to contact the office on 9743-4966.



## School Uniform Assistance

If you require help in purchasing a school uniform for your child please read the attached information from State School Relief.

If your child is not eligible for the Year 7 and Prep uniform package you can still apply to the school office to receive assistance. Please bring your current Health Care or Pension card along with you.



**FINANCIAL ASSISTANCE**  
INFORMATION FOR PARENTS



*Confidence  
to connect*

## School Payments Assistance

CSEF can be used when making payments for school excursions and incursions. Please indicate if you are paying by CSEF when returning your excursion forms.

Melton Specialist School's Essential Education Items are listed as excursions/activities/swimming at \$125.00 per year. If Parents or Guardians hold a current Health Care or Pension Card then you will need to register for CSEF and will not have to pay for this fee for the year.

A CSEF Information Sheet and Application Form is attached to this newsletter.

## Dates to Remember

Thursday	9th February	<b>Safer Internet Day</b>
Monday	20th February	<b>SSG Meetings and Welcome to School 2017 BBQ</b>
Tuesday	21st February	<b>SSG Meetings</b> School Council Meeting 6pm
Wednesday	22nd February	<b>SSG Meetings</b>
Tuesday	28th February	<b>Pancake Day</b>
Friday	3rd March	<b>Mid-Term Assembly 2:15pm</b> <b>Clean Up Australia Day Schools</b>
Monday	13th March	<b>Public Holiday School Closed—Labour Day</b>
Tuesday	21st March	<b>Harmony Day Learning Celebration</b> School Council Annual General Meeting 6pm
Thursday	30th March	Individual Learning Plans (ILP) go home to families Career Action Plans go home to families <b>Easter Hat Parade</b>
Friday	31st March	<b>End of Term Assembly 1:15pm</b> <b>End of Term 1—Early Dismissal 2pm</b> <b>Term 2 begins 9am</b>
Tuesday	18th April	
Friday	21st April	<b>Anzac Day Remembrance Service 2:30pm</b>
Tuesday	25th April	<b>Public Holiday School Closed—Anzac Day</b>

## School Wide Positive Behaviour Support



Sue is Safe



Rocky is Respectful



Ringo is Responsible

## Our New Website

Over the holidays we have created a new website!

Please have a look at it when you have a spare moment, as it has a wealth of information about the school including our school calendar, forms, newsletters, policies and student achievements.

The information will be updated regularly and there will be pictures and videos of events and the Capital Works progress through out the school year.

We are in the process of developing our new Facebook page so look out for that in the near future too.



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POLICE AND VOLUNTEERS

[WWW.BLUELIGHT.ORG.AU](http://WWW.BLUELIGHT.ORG.AU)

# MELTON BLUE LIGHT DISCO



10TH FEB 2017  
FRIDAY

\$5 ENTRY // 6-8PM // 7 TO 12 YEAR OLDS  
THE GAP 5 GRAHAM STREET, MELTON

NO PASS OUTS | NO BACK PACKS  
CONTACT [STEPHEN.TURNER@POLICE.VIC.GOV.AU](mailto:STEPHEN.TURNER@POLICE.VIC.GOV.AU)  
OR [VALTURNER57@BIGPOND.COM](mailto:VALTURNER57@BIGPOND.COM)

CHILDREN TO BE DROPPED OFF & COLLECTED BY PARENT/GUARDIAN  
(ASK YOUR PARENTS TO LIKE THE PAGE IF YOU ARE UNDER 13)

FACEBOOK MELTON BLUE LIGHT

INSTAGRAM BLUELIGHT\_VIC

# We're using an app to communicate with you.

You'll be notified of our news, messages, events and other communications.

Simply download the tiqbiz app to your phone or tablet.

**Search in your app store: tiqbiz**



Android Device



iPad & iPhone



Windows Phone  
(version 8.0 and above)

**IMPORTANT NOTE TO APPLE USERS:**  
Click 'allow' notifications when asked.

Don't have a smartphone or tablet?  
Download tiqbiz on your PC or Mac at [www.tiqbiz.com](http://www.tiqbiz.com)

To make a selection, follow the steps on the next page >>



## Find and tick



**Log-in**  
Open tiqbiz and register/login.



**Find**  
Click the 'Find Boxes' and type our name into the search bar. Select us from the results.



**Tick**  
Click the grey tick on the boxes that apply to you. When the tick turns green, you're connected.



**Inbox**  
Click on the Inbox icon.  
This is where you will receive our instant messages, newsletters, notices and calendar events.

**Technical Support 9am-5pm Mon-Fri (AEST)**

VIC (03) 9800 1489 | SA (08) 5121 5651  
NSW (02) 8091 5826 | WA (08) 9487 5780  
QLD (07) 5641 4565 | Email [team@tiqbiz.com](mailto:team@tiqbiz.com)

**tiqbiz**  
[www.tiqbiz.com](http://www.tiqbiz.com)