

10th February 2017

A Message from the Principal

Dear Parents, Carers and Community members,

Well we are already in our second week for term 1 2017. Students are hard at work and are having fun when I have been visiting classrooms – it has been great to see the Specialist Programs starting this week. Students have been involved in Art, PE, ICT and Science. I've also seen young people out at the shops involved in shopping programs.

School Review

This week we started the first meetings of our Priority Review. This review process will allow us to assess our strengths and areas for development so we can be the best school possible for our students, families and staff. Reviewers will be in the school **22nd Feb, 23rd Feb, 2nd Mar and 15th Mar**. They are eager to talk with parents and will be around at pick up and drop off times. They will also be visiting on the SSG days so if you have time before or after your booked SSG time this would be a great time to talk with them. They may approach you during these times, so if you have the time – please have a chat. Their names are Julie and Wendy.

SSG Week

SAVE THE DATES! SSG's are being held on **20th 21st, 22nd & 23rd February**. Please take this opportunity to meet with your teaching team and work together to set goals for your child/young person. Your opinions and ideas are integral to our programs being successful. I'm sure there will be some yummy refreshments on offer too.

Hot weather

Does it seem to be getting hotter? Please remember to send in hats, sunscreen and water bottles with your child/young person each day.

Got some extra time or something to offer the school?

We are always wanting more parents/families included in our school. You could think about joining School Council – nominations closing soon. Other ideas are the Parents Carers and Community Club or even volunteering your time at the school. Please make contact with us for more information.

Special Events

Please remember to check the calendar for school events and the flyers attached for community events.

Financial Assistance

Please remember this is available for school fees and uniforms – just contact the office. I am getting to know everybody little by little every day and each day I come to Melton Specialist School, I meet another valued community member. It has been great fun and a rewarding experience.

Best wishes everyone –have a great weekend.....

Brooke Briody
ACTING PRINCIPAL

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**Bus
Absence
Line**

1800 660 530

School Council Elections 2017

Our first school council meeting of the year will be held on February 21st at 6pm. All visitors are welcome.

We currently have a Casual Vacancy in our Parent Representative category, If you would like to become a member of our school council this year please come along to the meeting to see how it all works.

We would like to give notice that there is an election for school council members and we call for nominations from the school community to fill the vacant positions.

School Council plays a pivotal role in continued school improvement. We highly value the experience and knowledge of our parents and carers. If you know someone who would be a valuable asset to our school or if you would like to contribute yourself please see the details below regarding nominations.

If you are interested in a Parent position you will need to fill out a NOMINATION FORM that is available at the back of this newsletter and hand it into the administration office (either personally or via your child's communication diary) by 3pm Monday 20th February.

If you want any more information regarding school council or have any questions regarding the processes please contact Breeanna on 9743 4966 or via the office.

SCHEDULE 4: NOTICE OF ELECTION AND CALL FOR NOMINATIONS

An election is to be conducted for members of the school council of

MELTON SPECIALIST SCHOOL

Nomination forms may be obtained from the school and must be lodged by 4.00 pm on

20 / 02 / 17 (insert date and year).

The ballot will close at 4.00 pm on

6 / 03 / 17 (insert date and year)

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	From the day after the date of the declaration of the poll in 20 17 ... to and inclusive of the date of the declaration of the poll in 20 19 ...	2
DET employee member	From the day after the date of the declaration of the poll in 20 17 ... to and inclusive of the date of the declaration of the poll in 20 19 ...	1

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
ACTING PRINCIPAL



Breakfast Club

Breakfast Club is available to all students here at Melton Specialist School.

It runs daily 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.



Up coming Events

Student Support Group meetings Monday February 20th to Thursday February 23rd.



Welcome to 2017 Family BBQ

All our families are invited to pop into school from 4pm to 6:30pm on Monday February 20th to enjoy our free BBQ and refreshments.

This event is running on the same night as our SSG meetings begin, so book a time slot and enjoy some dinner before or afterwards!

Parents, Carers and Community Club News

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.

The next committee meeting will be held on Wednesday 22nd February at 9:15am in the Meeting Room.



The next PCCC Morning Tea will be held on Thursday 2nd March at 9:15am.

Everyone is invited to come along and have chat and enjoy some refreshments. It is a great opportunity to share stories and advice on being a carer.

Volunteer Induction Session

There will be a Volunteer Induction at 10am on March 2nd. A volunteer induction is compulsory if you intend to do any volunteering here at our school. If anyone is interested in doing volunteer work here at our school please come along to find out more and bring your Working With Children's Check (WWCC). If you don't have your WWCC still come along and fill in the application forms on the day.

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 help out in the classroom.

Dates to Remember

Monday	13th February	Anniversary of the Apology to Members of the Stolen Generations
Wednesday	15th February	VCAL Horticulture—Yarraville Specialist School
Monday	20th February	SSG Meetings and Welcome to School 2017 BBQ
Tuesday	21st February	SSG Meetings School Council Meeting 6pm
Wednesday	22nd February	SSG Meetings Parents, Carers and Community Club (PCCC) Meeting 9:15am
Tuesday	28th February	Pancake Day
Thursday	2nd March	PCCC Morning Tea 9:15am Volunteers Induction 10:00am
Friday	3rd March	Mid-Term Assembly 2:15pm Clean Up Australia Day Schools
Wednesday	8th March	International Women's Day
Monday	13th March	Public Holiday School Closed—Labour Day
Tuesday	21st March	Harmony Day Learning Celebration School Council Annual General Meeting 6pm
Thursday	30th March	Individual Learning Plans (ILP) go home to families Career Action Plans go home to families Easter Hat Parade
Friday	31st March	End of Term Assembly 1:15pm End of Term 1—Early Dismissal 2pm
Tuesday	18th April	Term 2 begins 9am
Friday	21st April	Anzac Day Remembrance Service 2:30pm
Tuesday	25th April	Public Holiday School Closed—Anzac Day

School Wide Positive Behaviour Support



Sue is Safe



Rocky is Respectful



Ringo is Responsible

Mindfulness for Kids



Register your Interest

Mindfulness for Kids

A program for children 8-12 years to learn mindfulness techniques that can be used daily to improve attention, self esteem and concentration.

WHEN:
February 4 - March 18
(excluding 18 Feb)

TIME:
Saturday 1.00pm-2.00pm

WHERE:
Hillside Recreation Reserve
Royal Crescent, Hillside

COST:
\$ 45.00 (6 weeks)

Register your Interest
Email:
hillsidecommunitycentre@melton.vic.gov.au
Phone: 9747 7200 / 9449 8027



BOOK EARLY! Don't miss out!



EXPANDING HORIZONS WITH DANCE FOR CHILDREN WITH DISABILITIES

BusyFeet Melton is a dance and movement class for children with Disabilities.



- * Gold coin donation
- * qualified teachers
- * one on one support.



Classes are conducted weekly
Thursdays 4.30pm in Melton
10.30am Saturdays in Hillside.

Applicants or Volunteers
are invited to register now by:

Calling Annette on 0401 031 917 or

Email at: BusyFeetMelton@hotmail.com

Get Active Together

Timetable



Date & Time	Activity	Activity Location	What to bring	Additional Information
7/2/2017 Time: 10:00-12:00pm	Visit from Victoria Police In this session a presenter from Brimbank Police will attend St Albans day and lifestyle centre to discuss keeping safe in the community, reporting complaints and following the law. The aim of this presentation is to enable people with a disability to be able to access the community safely and to build confidence and familiarisation with local police.	Scope - St Albans Lifestyle Centre 432 main road west, St Albans, 3021	<ul style="list-style-type: none"> • Morning tea 	If there are any special considerations (e.g. religion, cultural, or gender specific needs) Please contact Amy 0481 006 205 by 31/1/2017.
14/2/2017 & 21/2/2017 Time: 10:00 - 12:00pm	Walking group Come along to a casual walking group. Walk at your own pace around the lake followed by a picnic lunch on the grass area.	Caroline Springs lake (near the big playground) Garretty road, Caroline Springs, 3023	<ul style="list-style-type: none"> • A healthy packed lunch • A hat • A drink bottle • Comfortable shoes and clothing 	It is the expectation of Scope that if you require any specific supervision or personal care that you bring a carer, parent or staff along with you. Toilets are situated at Caroline springs square across from the lake.
28/2/2017 & 7/3/2017 Time: 10:00-12:00 pm	Cricket - Skill development and match Experience the game of cricket with some volunteers from St Albans sports club. The sessions include skill development learning	St Albans Sports Club 96A Gillespie rd., King's road, Kings Park 3021	<ul style="list-style-type: none"> • Morning tea • A drink bottle • A hat • sun cream • Comfortable shoes and 	It is the expectation of Scope that if you require any specific supervision or personal care that you bring a carer, parent or staff along with you.