

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

Bacchus Marsh
Coaches

**ABSENCE
LINE**

03 5366 3444

**DATES TO
REMEMBER**

LABOUR DAY PUBLIC HOLIDAY	MONDAY 8TH MARCH
LAST DAY OF TERM 1	WEDNESDAY 31ST MARCH
SSG MEETINGS	THURSDAY 1ST APRIL

 **COMPASS**
School Manager



Melton Specialist
School
@meltonspecialistschool.5162

Edition 1 — Friday 12th February 2021

A Message from the Principal

Welcome everybody to the 2021 school year. If this is your first Newsletter at MSS – Welcome! A huge welcome goes out to our amazing Prep parents, you have entrusted us with the care and education of your precious little bundles and we are up for the tasks!



It is amazing to see how tall kids get over the summer period and it was lovely to see how excited many of the students (and parents) were to be back at school. I would like to take this opportunity to thank all of the staff teams who worked through the holidays to ensure the school was ready for opening in late January.

Newsletter Distribution

Our fortnightly newsletter is where all important information about what is happening at school, is documented. This year we will only be providing an electronic copy. We will post this newsletter to our COMPASS newsfeed, our Facebook page and through SEE-SAW. These newsletters will also be saved on our website. Over the next few weeks, we will be using the newsletter to provide information to you all about our School Plan and different initiatives and programs. We will also be reviewing the format of our newsletter so it has enough updated

Welcome to new staff

Again, this year we have had an increase in enrolments and a change in the way we are structuring classes, we have welcomed a number of new staff to MSS this year.

In the Primary School we welcome:

Paulina, Ellie, Marina, Hale, Tracey, Sharna and Akruti

In the Secondary School we welcome:

Kye, Christina, Taylor, Finn, Sharanjit, Toni, Stuart

To support our teams in Allied Health we welcome:

Brede (Music Therapist)

Parent Drop off and Pick up

Please remember not to line up and double park outside Gate 1. We understand that at times this is frustrating and you may have to do a loop – this is why we ask that parents and carers do not arrive before 8:55. Police have been present and parents have been fined for double parking. If you miss the school bus please drop your child off through the loop in Gate 1 after 9am.

Covid Safety

As I write this, we are implementing mask use across our school for adults in shared spaces and visitors to the school reception or meetings. The guidance and directions do change quickly so please make sure you have COMPASS activated so we can communicate with you quickly. Please ensure that if your child is unwell, they stay home. If your child becomes unwell during the day we will call you for collection.

School Council elections

In March we have our Annual General Meeting for School Council and we are actively seeking new members. School Council is a great opportunity to be involved in the governance, policy making and decision making of the school. Our School Council is comprised of 10 members – 3 staff, 6 parents and 2 Community members. We generally meet once a month for about an hour and a half. In the next week, forms will be available at the office for nominations. If you are interested, please feel free to give me a call for more information.

Mobile phones policy

Just a reminder of the Department of Education Victoria's Mobile Phones at school policy. This policy states all phones will always be locked away and not able to be accessed during lunch or break times. We have made exemptions for students involved in Community access or travel training programs. We are seeing that some students have found the transition back from holidays challenging and we are working with them to explain new rules and processes. Teaching staff have access to lockable storage for student's phones and options for storage in the office space is also available. If students refuse to hand in their phones, a member of the Leadership Team will call you to come to the school to collect it.

Bluetooth speakers are not permitted at school, if brought to school they will also need to be locked away. If students have personal devices like watches and tablets, these need to have the data switched off and the school does not take any responsibility for them.

Leadership structure

At all times we encourage parents and families to be engaged in our school and their child's learning. If you have any concerns, please first raise them with your child's teacher, if the concern is not resolved, then raise it with the Sub School Leader and the last step for resolution is make an appointment to see the Principal Class Team. This is the recommended process because your child's teacher is with your child the most during school hours.

Below are the class teams and their members

SSL#1 – Leader: Craig

Classes P1-P12

SSL#2- Leader: Phil

Classes P13-P19 and S1-S5

SSL#3- Leader: Megan

Classes S6-S13

SSL#4- Leader: Kristy

Independent Living, Re-Engagement Program (REP) and Therapy Room

Learning Specialists

Brooke, Kristen, Jamie

Assistant Principals: Alice (Primary School) Tegan (Secondary School)

Class placements

Just a reminder that our classes are still not confirmed. We always take the first 6 weeks of Term 1 to assess the placement of students in particular groups. Please contact your classroom teacher to provide feedback if you have any.

Assessments and ILP Goals

Teachers, Leaders and Allied Health Staff are currently undertaking Baseline Assessments to ensure programs are delivered at a challenging yet achievable goal for our students. We are very aware Remote Learning has had an impact both positive and perhaps negative. ILP goals were set by the 2020 classroom teacher and will be reported on at the end of Term 1. You will then have the opportunity to set goals for term 2 & 3 with the team around your child.

Best wishes everyone and welcome back
Brooke

Welcome Back - from the Primary Section

Hi everyone, just wanted to say a big **WELCOME BACK** to all our students and families, and a special **HELLO** to the many new students and families that have joined our MSS community. It has been such a great start to the year, I think we were all excited to come back to a normal routine and be able to start a new year and finish with 2020!!

This year we have around 20 classes of Primary age students which is a big increase from previous years. We have also increased our Prep and Early Years intake dramatically and have adapted and begun to develop new programs and ways of using our environment and teaching skills. Last year we introduced a PMP (Perceptual Motor Program) to help our students to explore and enjoy movement activities, whilst encouraging healthy habits. This has already begun again this year and we will continue to adapt it. We also introduced a "Structured Play Program" which we are all very excited about and this has been a huge focus for our Early Years teachers at the start of 2021. We can't wait to 'show off' our hard work to families using Seesaw and during SSG meetings on the last day of the term.



This is also a reminder to make sure you are connected via Compass and Seesaw to the school and classroom staff, or to use Communication Books if necessary to help us stay connected. One of our focuses this year will be decreasing student absences from school and communication is the key to making improvements in this area.

Over the past week I have been busy meeting and getting to know even more new students, and families, so we will be inviting them to trial in classes over the next week or so and therefore we may have to make some changes to classes for some students. We always allow the first few weeks for students to settle in, for staff to get to know their needs and strengths and then we review every class and make changes if necessary, our leaders will notify those families that may have changes.

Please call myself, Craig or Phil if you have any questions, or I am usually on Gate 1 in the mornings and afternoons for those families that drive their child to school.

Welcome Back - from the Secondary Section



A special welcome goes to all those students who have moved up into the secondary section and to the new students to Melton Specialist School and a big Congratulations to everyone on a great start to the year! Everyone has settled into their class groups with ease and thank you to all our families for ensuring their young person was ready and prepared for the new year.

2021 has seen us expand our Independent Living Program from just our seniors to incorporate all age groups in secondary. The focus being on ensuring our students are independent in different aspects of daily living, community programs and leisure activities. Students are learning to work with a number of different staff in many spaces across the school throughout their week.

We have also grown in our Senior Secondary area and are continuing to develop students' knowledge in careers, with a focus on the workability skills ready for life after school. This year also sees many of our VCAL students accessing VET courses through the Western Edge Cluster delivered by secondary schools in the local area. These students are independently getting themselves to and from these courses and are learning to work with a number of new teachers and students within the Melton area.

Here's to a great year!

Welcome Back - from Sub School 1

Hi! My name is Craig and I am the Leading Teacher of Sub School 1 and I also overlook the whole school Community Engagement. I have been teaching for 13 years (Leadership 5) and moved across to Melton Specialist School in 2020. I have been so excited to see the growth in our students, especially our new Preps and how they have started 2021.

If I'm not at work you can find me at the gym, playing football or basketball or at the parks/skate parks/pool with my 2 young children. I enjoy watching all sports and catching up with friends on the weekend.



Welcome Back - from Sub School 2

Hello to all the Parents/Carers and everyone who is part of the Melton Specialist School community. My name's Phillip Nolan and I've worked at Melton Specialist School for over 3 years now and I'm currently Sub School 2 leader. My teaching experience began as a Primary School teacher in the UK. Following that, I moved to Australia and worked for 5 years at Northern School for Autism, for much of that time alongside current MSS Principal Brooke Briody.

As well as being Sub School 2 leader, I lead and support teachers in implementing structured TEACCHing across the school; helping to provide a consistent framework and so a consistency in approach in classrooms across the school. It's been a very busy but very successful return to school in 2021 holidays and I'd like to congratulate all the students on this and thank all parents and carers for your support. It's been fantastic to see the students continue their learning and we're very excited to see all the progress the students are going to make this year. Along the way, if there is any way in which we can help to further improve student outcomes, please do get in touch, either through letting the classroom teacher know to contact you or by contacting the office. I look forward to working with you all throughout the year.



Welcome Back - from Sub School 3

Hi! My name is Megan and I am the Leading Teacher of Sub School 3. I have been teaching at Melton Specialist School for the last 8 years and have loved seeing the growth of our school to provide our students with great hands-on, real life experiences that will help them in their post school pathways.

If I'm not at work you can find me at the gym, watching Netflix or walking my two fur babies. I love to travel and have visited some parts of Europe, Africa and America, hopefully travel will be back on the cards soon!



Welcome Back - from Sub School 4

Hi, I'm Kristy and I'm the leader for Sub School 4. I have been at Melton Specialist School for 5 years now, starting off with working as a teacher in the secondary part of the school. I have also worked in the Re-Engagement Program for 3 years as both a teacher, and as a learning specialist in the areas of Structured Teacching and SWPBS. My Sub School this year consists of students who work in the Alternative Learning Program (ALP), covering the areas of the Therapy Room, Independent Living Centre and Re-Engagement Program.

When I'm not at work I like to spend time outdoors, going camping and going on adventures with my two dogs Lilo and Stitch.



UPDATE STUDENT & FAMILY DETAILS

It is important that the school always has your current contact details including address and telephone numbers and up to date emergency contact numbers. Please also indicate if any changes have occurred to medication /allergies and court orders / access restrictions.

To notify of any recent changes, please see the form included in this edition of the newsletter for you to complete or you can use the compass app.



UNIFORM SHOP



The uniform shop will be open on the following days and times:

Tuesdays 1030 - 12:00pm

Thursdays 12:30 - 2:00pm

Due to the recent restrictions, students will be unable to try on the uniform items however, feel free to bring in a personal clothing item to help compare sizes or we can arrange class staff to bring your child down to the office and hold up items close to the body.

We also are unable to exchange items for different sizes after purchase and apologies for any inconvenience.

Accepted payment is Correct Cash (please ensure cash is placed securely in your child's diary / handed into the office) or Bank Transfer (bank details are listed on uniform order form which you will find included in this edition)



At MSS we encourage parents/carers to use Compass. Compass allows you to enter attendance & update personal information about your child. To access the portal you can download the App by searching for 'Compass School Manager' or if using a desktop, head to our school website homepage and click on the Compass picture. For first time users you will need your unique family username and password. These details can be provided to you by calling the office on 9743 4966. If you require further assistance using the App please feel free to collect a help guide from the office.

CAMP, SPORTS & EXCURSIONS FUND (CSEF)

If your child is now over the age of 16 and has received a concession card or pension card from Centrelink held in their name, they may be eligible for CSEF in 2021. To apply please complete the form on the next page and provide evidence of either your child's concession card or pension card to the office to photocopy.

For those who received CSEF in 2020, and have a child under the age of 16 we will re-apply on your behalf. This means you **do not** need to complete the form on the next page unless your details have changed. If in doubt please fill in the form and return to school.

To all new families and students who wish to apply for CSEF, please complete the form which has been included in this edition of the newsletter.

SCHOOL UNIFORM ORDER FORM

Office Use ONLY

ITEM CLOTHING	UNIFORM CODE	COLOUR	UNIT PRICE (incl. G.S.T.)	SIZE	Quantity	Size	Total Amount	Ordered	Received	On Backorder
Bomber Jacket	UNBOMBLACK	Navy	\$ 29.00	4 TO 18						
Bomber Jacket	UNBOMBBLACKG	Navy	\$ 34.00	20 TO 26						
Long Sleeve Polo	UNPOLOLS	Navy	\$ 21.00	4 TO 16						
Long Sleeve Polo	UNPOLOLSIG	Navy	\$ 26.00	18 TO 24						
Short Sleeve Polo	UNPOLOSS	Navy	\$ 15.00	4 TO 24						
Shorts	UNSHORTRUG	Navy	\$ 12.00	4 TO 20						
Shorts	UNSHORTRUG	Navy	\$ 24.00	22 TO 26						
Track pant	UNTRACOUFT	Navy	\$ 18.00	4 TO 16						
Track pant	UNTRACOUFTL	Navy	\$ 27.00	18 TO 24						
Summer Dress	UNDRESS	Navy	\$ 33.00	6 TO 24						
Tunic	UNTUNIC	Navy	\$ 34.00	6 TO 20						
Parker	UNPARKA	Navy	\$ 30.00	6 TO 14						
Parker	UNPARKALGE	Navy	\$ 30.00	6 TO 28						
Windcheater	UNWINDCHEA	Navy	\$ 24.00	4 TO 18						
Windcheater	UNWINDCHEA	Navy	\$ 24.00	20 TO 26						
TOTAL \$										

Student Name: _____

Student Class: _____

Amount Enclosed: _____

(Please tick)

Correct Cash ☐

Bank Transfer ☐

BSB: 313140

Account: 12066234

Account Name: Melton Specialist School Official Account

Reference: Students full name

Please email screen shot of receipt to melton.ss@education.vic.gov.au

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/about/programs/Pages/csef.aspx

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 (28 January 2020) or term two (14 April 2020).

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/about/programs/Pages/csef.aspx

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 as soon as possible. The CSEF program for 2020 closes on 26 June, 2020.

CSEF payments cannot be claimed retrospectively for prior years.

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

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

School Name

School REF ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession OR Health care card number (CRN)

- - - OR

☐ Foster parent* OR ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Department of Health and Human Services (DHHS).

**Applicants must provide a copy of the Veteran Affairs Gold card

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Human Services (DHS) to provide the results of that enquiry to DET.

I understand that:

- DHS will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHS and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the Victorian Department of Health and Human Services and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____

Date ____ / ____ / ____

SCHOOL ATTENDANCE IS EVERYONE'S BUSINESS

EVERY CHILD DESERVES AN EDUCATION

YOUR CHILDREN NEED YOUR HELP TO DO WELL AT SCHOOL. YOU CAN HELP BY:



Ensuring children get a good night's sleep and get ready for school in the morning



Getting children to school every day



Asking questions to find what your child likes about school

Talking about going to school every day and how it helps children reach their dreams.



Talking about how school can be fun



EVERY DAY THEY MISS ADDS UP!



Employability Skill Development - Semester 1

Young Communities provides a variety of free and low-cost opportunities for young people aged 12 to 25 to upskill and strengthen their employability.

All registrations are to be made online via our website: melton.vic.gov.au/YoungCommunities

Semester 1 - Courses Available

21 January
Responsible
Service of
Alcohol (RSA)

11 February
RockTape
Kinesiology
Taping Course

18 March
Use hygienic
practices for
food safety

15 April
Provide
First Aid

20 May
Young Job
Seekers
Workshop



Responsible Service of Alcohol (RSA) (18 to 25 years)

iTFE's RSA Virtual Classroom online course is VCGLR Accredited. This course covers legal requirements of the sale and service of alcohol, harm minimisation and duty of care, anticipating problems and managing patrons, assess and monitor the levels of intoxication of patrons, advise patrons on standard drinks and the effects of alcohol.

Details: 7pm - 9pm, online via Zoom

RockTape Kinesiology Taping Course (12 to 25 years)

Learn a framework of kinesiology taping - concepts not recipes, so it's much easier for attendees to apply clinically to their customer group - i.e. lower limb, upper limb, paediatric, geriatric, equine, canine etc.

Details: 4pm - 8pm, Taylors Hill Youth & Community Centre (121 Calder Park Drive, Taylors Hill)



Use Hygienic Practices for Food Safety (SITXFSA001) (12 to 25 years)

This course provides the nationally recognised certificate for SITXFSA001 Use Hygienic Practices for Food Safety and allows you to work in the hospitality sector in QLD, WA, NT, VIC and SA.

Details: 4pm - 7:30pm, Melton Youth Centre (193 Barries Road, Melton)

Provide First Aid (HLTAID003) (12 to 25 years)

Nationally accredited course suitable for beginners and individuals. This course teaches the fundamental principles, knowledge and skills to enable you to provide emergency care for injuries and illnesses, in the home or workplace. This is the standard workplace first aid course, also referred to as Level 2.

Details: 9am - 3:30pm, Melton Youth Centre (193 Barries Road, Melton)



Young Job Seeker (14 to 25 years)

The Young Job Seeker Program is a non-accredited course but a great starter for young people entering the service industries and an opportunity to gain crucial job seeking tips and skills for employment.

Details: TBC

For more information, contact Young Communities:
Ph: 03 9747 5343 | Email: youngcommunities@melton.vic.gov.au

CHECK OUT OUR SCHOOL FACEBOOK PAGE!

Catch up on the latest news and activities, download the school newsletter and see what is coming up on the school calendar.

We will be posting photos and news items about these two exciting projects as they progress.

