

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**

FEB 14TH	VACCINATION HUB ON SITE
FEB 24TH	PEG EVENT
MARCH	SCHOOL COUNCIL ELECTIONS
MARCH 28TH	SCHOOL PHOTOS

 **COMPASS**  
School Manager



Melton Specialist  
School  
@meltonspecialistschool.5162

### Newsletter Edition 1 2022 - Thursday 10th January

Welcome Back Melton SS!

I would firstly like to extend a warm 2022 welcome to all of our new and returning students. It has been wonderful to see smiling faces and laughter fill our classrooms once again. I hope those that enjoyed their summer holiday had lots of fun and are glad to be returning to what I hope will be a much less interrupted school year. We look forward to hearing all about your adventures!

To our new students, I hope that I get to know you a little better over the coming weeks and look forward to watching you thrive in our all-inclusive and supportive school environment, we are so excited to have you join us and look forward to the amazing contributions that you will make, elevating our school and our school values further still.

I would also like to take this opportunity to acknowledge the parents of our incredible new preppies. You have chosen to entrust us with the care and education of your remarkable little ones, and we look forward to embarking on this wonderful new chapter with you.

To all parents, please know that we value your input and are always here should you have any questions.

#### Newsletter

Our Newsletter needs a name! We will be launching a competition to all students over the coming weeks to find a catchy and worthy title for our publication, details of how you can enter will be released shortly.

Our newsletter is published every fortnight and it's your 'go to' to find all the important information regarding MSS news.

In the interest of looking after our environment and reducing our carbon footprint Melton SS took the decision last year to only issue a digital copy which can be found on Compass, Facebook, Seesaw, and our school website.

I look forward to sharing with you many exciting and positive stories about our students and community over the course of this year.

#### Compass Communication

As mentioned above, one of our main platforms for communication is Compass - please ensure you have access to this app. If you require support with the Compass set up, please feel free to contact the school and we can provide you with some guidance.

#### New Staff Members

This year we welcome:

#### New Teaching Staff:

Meena (P5), Laura (P8), Hamida (P15), Sam (S3) and Naomi (S5)

#### New Teacher Aides:

Zoe (P1-P4), Vani (P12), Yousra (P15), Renu (P17), Jaspinderjit (TR), Queena (S6) and Jade (SS)

New Allied Health:  
Chloe (Music Therapist), Lily (AH Assistant) and Ashleigh (Nurse)

#### Sub Schools & Support

This year the Sub Schools have changed as have the leaders assigned to the Sub Schools:

P1-P10	Sub School 1	Leader - Craig Thompson
P11-P20	Sub School 2	Leader - Phil Nolan
S1- S9	Sub School 3	Leader - Elizabeth Smith
S10-S12	Sub School 4	Leader - Megan Oldfield
ILC/REP/TR	Sub School 5	Leader - Kristy Hallam
Assistant Principal	Primary	Alice Harris
Assistant Principal	Secondary	Tegan Aquilina

Note: Your child's class name can be found on Compass to the right of your child's name at the top of the page.

Please don't hesitate to contact your sub school leaders for extra support.

#### Parent Drop off & 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 a.m.

If you miss the school bus please drop your child off through the loop in Gate 1 after 9.00 a.m.

We also have additional parking complications caused by the current phase of building works, please note that Gate 4 is not available for student drop off or pick up other than for the REP kids.

#### Covid Safety

If a student or staff member is identified as a positive case, I will notify you through a Compass post (where applicable). When a student or staff member has (or multiple students or staff members) have returned a positive COVID-19 test result and had attended the school. I will let you know:

- Dates of attendance of the positive case
- Affected group/cohort/year levels
- Any relevant extracurricular activities including the bus

#### Rapid Antigen Tests

Rapid antigen testing helps students and staff to safely return to school and ensure positive cases are identified as quickly as possible.

Free RATs were sent home with all students and staff at the start of this term. Students will receive their packs each Monday.

In a specialist school, testing each school day for five days is strongly recommended. This is to provide a higher level of surveillance for students with disabilities because of the greater risk associated with COVID-19 for some students with disabilities.

School staff will not be checking whether young people or parents have used a rapid test and there is no requirement to report a negative result.

If your child does test positive, please call Alisha in the Admin Office or email me directly [brooke.briody@education.vic.gov.au](mailto:brooke.briody@education.vic.gov.au)

### COVID-19 Vaccination Clinic

We have been advised that Taylors Hill Medical Centre will be available to run a paediatric Pfizer vaccination clinic at Melton Specialist School between 3.00 p.m. and 5.00 p.m. on Monday 14 February 2022.

The clinic is open to MSS students, but also extends to siblings. If you would like your children to access the vaccination clinic or you yourself are eligible to receive a booster, please return the letter that was sent out this week to indicate the number of attendees from your family.

### School Council – Elections held in March

We are actively seeking new members for our School Council. The School Council is a great opportunity to be involved in the governance, policy making and decision making of the school.

Our School Council comprises of 10 members – 3 staff, 6 parents and 1 member from the community. In the next week, forms will be available at the office for nominations.

We generally meet once a month for about 1 ½ hours, if you are interested, please feel free to give me a call for more information.

School councils play a key role in Victorian government schools. The school council supports the principal to provide the best possible educational outcomes for students, and have three main responsibilities:

- **Finance**  
Overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation.
- **Strategic Planning**  
Participating in the development and monitoring of the school strategic plan.
- **Policy Development & Review**  
Developing, reviewing and updating policies that reflect school values and support the school's broad direction outlined in its strategic plan.

Other key functions of school councils include:

- raising funds for school-related purposes
- maintaining school grounds and facilities
- entering into contracts
- reporting annually to the school community and the Department
- representing and taking the views of the community into account

### Mobile phone policy

Just a reminder of the Department of Education Victoria's Mobile Phones at School Policy. This policy states all phones are to be locked away and not accessed during lunch or break times. We have made exemptions for students involved in community access or travel training programs.

Additionally, Bluetooth speakers are not permitted at school, if brought to school they will also need to be locked away.

Please note that students bringing personal devices such as watches and tablets do so at their own risk. The school does not take responsibility for these items and the data needs to be switched off during school hours.

### PBS News

To start the PBS year we will be handing out Gotcha Tokens and vouchers to each classroom next week. The classroom teams will be collecting them and allocate rewards for spending. Currently our Gotcha Shop is CLOSED but it will be moving to an exciting and BIGGER space for Term Two!

So as a reminder our school values are Be Safe, Be Responsible, Be Respectful. We will also be introducing some BULLYING PREVENTION strategies very soon and recognising "Bullying No Way" Day on March 18th.

### Annual Privacy Reminder for 2022

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the Schools' Privacy Policy.

Please take time to remind yourself of our school's collection notice, found on our website <https://meltonss.vic.edu.au/wp-content/uploads/2020/02/PRIMARY-Privacy-Collection-Statement.pdf>


For more information about privacy, refer to: Schools' Privacy Policy — information for parents. This information is also available in ten community languages:

- Amharic
- Arabic
- Dari
- Gujarati
- Mandarin
- Somali
- Sudanese
- Turkish
- Urdu
- Vietnamese

Once again, I welcome you all to the new school year and look forward to the exciting things that we will accomplish together.

Brooke Briody  
Principal





10am  
Thursday  
24th Feb  
2022

MSS  
presents  
**PARENT  
ENGAGEMENT  
GROUP  
(PEG)**

Join with MSS families for an informal  
catch up from your loungeroom via  
ZOOM (Link to be sent via Seesaw)

For more information contact  
Jackie Smith 9743 4966



# MELTON SPECIALIST SCHOOL ALLIED HEALTH HERE'S THE SCOOP!



## Key Word Signs of the Fortnight



**Key Word Sign** uses hand signs and gestures to represent the main words spoken in a sentence. It encourages and supports language development and communication.

Here are some hand signs to try at home!



Good

Extend dominant thumb, close rest of fingers into fist, thumb pointing up, move forward with stress. (Natural gesture).



Morning

Place dominant hand, bent at third knuckles into armpit on opposite side of body, and tap fingertips into armpit twice. \*May use armpit on dominant side of body. (V, S, W, NT, T)



Afternoon

Place dominant thumb into crooked index finger, other fingers closed. Hold formation close to chin. Flick thumb up and tap crooked index finger against chin once.



How are you

Place palm of open dominant hand on chest. Brush fingertips off chest and close hand with thumb extended. \*May use two hands.



Please

Move open dominant hand straight forward from chin, while closing into a fist. May use "thanks"



Thanks

Move fingertips of open dominant hand, palm towards body, forward from chin, once. \* May use two hands.

If you have any questions for any member of the Allied Health Team, contact MSS on 9743 4966.



# THE FIZZ

**Welcome back everyone!**

**Kids Helpline**  
1800 55 1800

**Headspace**  
Melton  
03 8065 5600

**Youth Services**  
03 9747 5373

**Melton**  
**Specialist School**  
03 9743 4966

**RUstillOK - 9th of every month**  
*A time to check in with yourself and others.*

**National Day Against Bullying - 18th of March**  
*Encourage Kindness by promoting inclusion, respect and community belonging.*

## Student Engagement Team

**A warm  
welcome to Jess  
our new  
Music Therapist**



**Brede Davis**  
*Music Therapist*



**Jayden**  
**Bauermeister**  
*School Youth Worker*



**Jackie Smith**  
*Social Worker*



[set@meltonss.vic.gov.au](mailto:set@meltonss.vic.gov.au)





**Strengthening  
Parents Support  
Program  
(SPSP)**

*Support for parents and carers who have a child with a disability or developmental delay from birth–18 years of age.*

**What the Strengthening Parents Support Program offers:**

- Opportunities for parents to connect with other families in their local community on a regular basis for mutual support
- Support and guidance to begin a parent support group
- Information sessions that support parents in their role to self-advocate
- Quarterly 'Parent to Parent West' newsletter, informing the community in the West what is happening in the disability and inclusion sector
- One to one support for specific issues as they arise


**Who is eligible?**


The program is targeted towards parents/carers of a child with a disability or global developmental delay from birth to 18 years who live in Melton.

**When:** Second Monday of each month, 10:00am—12noon, (except during School Holidays). The first meeting will be on **Monday 14 February, 2022**.

**Where:** Melton Library, 31 McKenzie Street, Melton.

**Want to know more?**

 0448015023

 [wendy.white@mackillop.org.au](mailto:wendy.white@mackillop.org.au)



## FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

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

School camps provide children with inspiring experiences in the great outdoors. Excursions encourage a deeper understanding of how the world works while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

### MORE INFORMATION

For more information about CSEF visit:

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

### HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from the website below.

If you applied for CSEF at your child's school last year, you do not need to complete an application form this year unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments;** your child has started or changed schools this year.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing this year.

Check with the school office if you are unsure.



## CSEF ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
  - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:

<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

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 the above.

### Criteria 2 - Be of school age and attend school in Victoria

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

### Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

### Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carer concession card being validated successfully with Centrelink on the first day of either term one (31 January 2022) or term two (26 April 2022).

## 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](http://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/carers 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/CARER 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 temporary 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.

If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.

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 2022 closes on the 24 June 2022.



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

School Name

School REF ID

### Parent/carer details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession **OR** Health care card number (CRN)

-  -  -  **OR**

☐ Foster parent under a temporary care order\* **OR** ☐ Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

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

Is this an application for special consideration (no CRN needed)? Yes ☐ No ☐

### Student details

Student's surname	Student'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 Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH 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 DFFH 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 DFFH 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 \_\_\_\_/\_\_\_\_/\_\_\_\_



### UPDATE FAMILY DETAILS

It is important that the school always has your current contact details including address and telephone number and up to date emergency contact numbers. To notify of any recent changes, please either contact the school office on 9743 4966, update via the compass app or write a note in your child's diary.



### CSEF FINANCIAL ASSISTANCE

MSS families who already claimed CSEF in the past year do not need to complete an application form this year. If you are a new family to our school, or have not claimed before please find further information on page 9. The form to complete is on pages 10 and 11. If you are unsure, please contact Tori in the Admin Office. We will be in contact with any families that apply who do not meet required criteria.

### UNIFORM SHOP

The uniform shop will run by appointment only until otherwise advised. If you are requiring uniform please call the office on 9743 4966 to make a time.

Due to restrictions, students will be unable to try on uniform items, however feel free to bring in a personal clothing item to help compare sizes.

We also are **unable to exchange items for different sizes** after purchase. We apologise for any inconvenience.

Preferred payment is Bank Transfer or we can accept correct Cash - **we do not have change**. A copy of the uniform order form is available on our website for you to calculate your total. Go to our website> Enrolment> Uniform Order Form

### CHECK OUT OUR SCHOOL FACEBOOK PAGE!

Remember to "like" Melton Specialist School on Facebook to stay up to date on the latest news and activities. You can also download the school newsletter to see what is coming up on the school calendar.

