



Findon Primary School's Newsletter

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Important Dates



Principal's Message



2024 School Council



Physical Education Report



Kitchen Garden Volunteers



School Crossings



Local Advertisements



Important Dates

Date	Event
February 12	Year 6 GRIP Leadership Conference
February 21	Meet and Greet
March 4 - 8	Dental Van Visits
March 11	Labour Day (Public Holiday)
March 14	School Photo Day
March 21	Harmony Day
March 27	Year 3 - 6 Cross Country
March 28	Last Day of Term 1
April 15	Start of Term 2

Year 5/6 Interschool Sports Dates

Date	Location
February 16	Parade College
February 23	Home Game
March 1	Home Game
March 8	Home Game
March 15	Bye
March 22	Venue TBD - Grand Final (If Applicable)



Principal's Message

Hello from Anita 😊

Welcome back to a new school year and Term 1!



Congratulations to our Foundation students for their start to school this week. They are developing the ability to sustain a full day of school life and we know that this will take some time. I acknowledge all the parents, caregivers and extended family who supported them on their first day. It was so heartening to see the engagement from our new Findon parent community. I can't wait to work with them more.

All our teachers and support staff have continued to work hard and put in place the necessary arrangements to support all our students from all perspectives. This includes learning and wellbeing.

We will continue to work on the following goals through our strategic plan:

School Strategic Goals

Goal: To optimise learning growth for all students in writing.

Goal: To optimise learning growth for all students in numeracy.

Goal: To improve student voice, agency and leadership to empower students to learn and achieve.

I look forward to working hard with our 2024 Findon staff and Findon community in supporting and extending our students to grow within their academic achievement but also from a health and wellbeing focus. Please read below important information to be aware of this year.

2024 Findon Staff

Principal - Anita Osavkovska

Assistant Principal - Linda Dimos

Leading Teacher - Laura Sansonetti – Curriculum and Excellence

Learning Specialist - Tienielle Curtiss – Curriculum, Coaching and Excellence

Learning Specialist - Jenny Trajkovski – Improved Practice, Wellbeing and Engagement

Teaching Staff

Foundation

1. Nicole Aiello/Jessica Boicovitis
2. Sarina Sergiou/Mel O'Reilly

Year 1 and 2

1. Florence Haining (Instructional Leader F-2) / Tienielle Curtiss
2. Buse Kochan
3. Olivia Stellas

Year 3 and 4

1. Daniel Fromm (Instructional Leader)
2. Siham Tabbat
3. Melissa Houston
4. Celeste Macri

Year 5 and 6

1. Silvana Jancevski (Instructional Leader)
2. Monica McHugh/Natasha Harris
3. Jordan Hineman
4. Joel Handley

Specialists

Performing Arts – Victoria Mohammad

Visual Arts - Nicole O'Connell/Jenny Trajkovski

Physical Education – Christella Paschalis

Auslan (LOTE) – Sarah Lord

Tutor Learning Initiative

- Evelyne Murray

- Kate Pryce

Education Support Staff

Shelley Christiansen - Integration/Library/Nurse

Alina Dickens - Integration/Language Support Program

Tegan Murray - Integration

Kendra Penn – Integration

Ana Hernandez – Integration

Sondra Rizzo – Integration

Kathryn Murray - Integration

Education Support Staff – Administration

Acting Business Manager - Stacey Kakalis

Admin/Organisational Manager/Daily Org Support - Leanne Grant

Education Support Staff – Maintenance

- Bill Winchcombe

Education Support IT

- Michael Pasin – school based

- Rakesh Beri - DET IT

Education Support/ Student Welfare Officer

– Farzana Yousef

ES Kitchen Garden Program

- Kath Jones

SCHOOL TIMES

9.00am:	Classrooms open from 8.45am Classes begin
9.00 -	Learning Block 1 – Session 1 and 2

11.00am:	
11.00 - 11.15am:	Supervised LUNCH eating time - (students eat in their classrooms)
11.15 - 12.00pm:	LUNCH
12.00 - 2.00pm:	Learning Block 2 – Session 3 and 4
2.00 - 2.30pm:	Recess
2.30 - 3.30pm:	Learning Hour 3 – Session 5
3.30pm:	School finishes

The two-hour learning block provides very valuable and sustained learning time for the students.

Brain Break: All students snack on fruit or ‘brain food’ at 1.00pm or within a negotiated time within their classroom to assist with focus and to rehydrate.

Lunch will be eaten between 11.00 and 11.15am in the classroom and supervised by the teacher or specialist teacher.

Lunch/Recess Wrappers: ALL students are encouraged to not take out food wrappers or packets into the outside yard.

If students need to finish their lunch, they are encouraged to eat in the courtyard outside of the canteen.

PAYMENTS

All money for incursions, excursions, school photos, etc. must be delivered to the school office.

No money is to be kept in classrooms.

MARKING OF ROLL

It is a legal requirement to complete attendance rolls each day. Rolls are to be marked twice daily using Compass. They are marked by 9.30am in the morning and at 2.30pm. Students who arrive after the music are to collect a late pass from the office. Parents/Caregivers should notify the office of a student absence using the Compass parent portal, email or phone call to school. If parents inform staff of an absence the class teacher is expected to record the reason on Compass or inform the office staff so the absence can be approved. Specialist staff are responsible for marking the rolls if they have a class in session 1 & 5. If students are having extended leave (e.g., extended holiday), parents/caregivers are to provide written notice of leave to the office.

STUDENTS LEAVING SCHOOL EARLY

If a student needs to leave school early for a dental or medical appointment, parents are to go to the Admin Office and request an early pick up. The office staff will contact class teachers to arrange for the student to go to the office.

Students are not permitted to wait in the office and will be called down once parents/caregivers arrive. No student will be permitted to go home alone during school hours. The student must be signed out by the office. Time of leaving is recorded on Compass.

Parents/caregivers are NOT to arrange early pick-ups through classroom teacher. This organisation and information must be done via the office and confirmed through the parent communication.

Parents/caregivers are not to pick up students directly from classrooms.

OUT OF SCHOOL HOURS CARE PROGRAM (Their Care)

Findon Primary School offers an Out of School Hours Care Program (OSHC) through Their Care who provide a quality, safe, fun and

professional OSHC. It strives to present quality programs, while maintaining important and trusting bonds between home, school and OSHC.

When attending the OSHC Program, the children receive healthy snacks and participate in a range of exciting and fully supervised activities. The OSHC program operates out of our portable building and parents are required to deliver and collect students from this point.

Hours	
Before School Care	6.45am to 8.45am
After School Care	3.30pm to 6.00pm
Pupil Free days	6.45am to 6.00pm

CLASSROOM/SCHOOL REQUIREMENTS

Findon Primary School is a State Government funded school. Each student requires the following items to begin their new school year.

- **Book Packs/Essential Resource Items**

The school organises the provision of a book pack through a supplier and voluntary contribution system.

- **School Uniform**

The wearing of the uniform is compulsory as agreed to in School Council Uniform policy. Black shoes are to be worn.

Findon Primary is a SunSmart School, so it is compulsory that students have a school hat to wear during Terms 1 and 4. The school rule is no hat, no play.

Students will not be allowed to participate in sport or play outside without a hat. They will be restricted to the shade in hot weather.

CONFIDENTIAL INFORMATION re STUDENTS (Family welfare, Legal notifications)

Families with students that present with information such as Intervention Orders, Parent Plans, Custody, Medical reports, Health and Wellbeing, DFFH (formerly known as DHS), need to provide a hard copy of the relevant information to the front office. This will be stored in the student

confidential files and be referred to as needed.

Where families and parents provide copies of assessments such as Cognitive, Speech or additional needs for a student, these need to be filed through the front office as well and the Principal/Assistant Principal notified.

HOW PARENTS/CAREGIVERS CAN HELP AT SCHOOL

There are a variety of ways parents/caregivers can become part of the school community. We really value the partnership between home and school and encourage them to become actively involved in school life. A Classroom Helpers program is usually facilitated early in the year. All classroom helpers need to have a current Working with Children's Check. This is to be worn while assisting with classroom programs.

Parents/Caregivers can:

- Join School Council as a general Council member
- Become a Community Links Representative (Fundraising)
- Become a classroom helper/ reading helper and assist in the classroom – training is required and is conducted early in the year by Curriculum Leaders.
- Volunteer for cooking or gardening activities in the Stephanie Alexander Kitchen Garden Program
- Volunteer for supporting within the Canteen program
- Attend school functions such as working bees and barbecues where possible
- Join School Council sub committees – Education, Buildings & Grounds, Community Links, Finance

LOST PROPERTY

Lost property baskets are currently located near the First Aid Room.

COMPASS

At Findon Primary School we use Compass School Manager as our School Management System Portal. The portal is used for school documentation and proformas, attendance, reporting and assessment, community notices and disseminating information to the Findon

community.

NEWSLETTERS AND NOTICES

The school newsletter is published fortnightly and is available on the Compass portal and on the school website. Most school notices and announcements are distributed through the Compass Parent Portal.

ASSEMBLY

Our Whole School Student Led Assembly celebrates student achievements/activities and showcases 'The Week That Was'!

This year it will be held every Monday morning in the BER at 9.15am. Parents/Caregivers are invited to attend the assembly.



As with everything related to improving teaching and learning and student engagement, we are trialling this different time. Thank you for being flexible and supporting our commitment. The students have been informed and are excited at the new change.

We continue to encourage positive attendance through being on time at school and ready for all things school.

Meet and Greet – Wednesday 21st February

The 2024 Meet and Greet sessions have been scheduled for Wednesday 21st February, between 11.00am and 7.00pm.

Please note, this is a School Council approved variation to school day, and students only attend school during their selected time slot.



Meet and Greet is an important part of Findon PS and supports strong home/school partnerships further. These **15-minute** sessions provide opportunities for families to meet the teacher/s, share relevant and pertinent information to support student learning and wellbeing, and see the learning environment where students work. Families may also book in a time to meet with specialist teachers.

To access the booking system, please go to your Compass Homepage and find the "Parent Student Teacher Conference" area (highlighted in green). More information will come in regard to this.

Respectful Relationships Curriculum



The Royal Commission into Family Violence identified the critical role that schools, and early childhood education have in creating a culture of respect to change the story of family violence for future generations.

In 2016, Respectful Relationships Education became a core component of the Victorian Curriculum from Foundation to Year 12 and is being taught in all government and Catholic schools and many independent schools.

Everyone in our community deserves to be respected, valued, and treated equally. We know that changes in attitudes and behaviours can be achieved when positive attitudes, behaviours and equality are embedded in our education settings.

Respectful Relationships is about embedding a culture of respect and equality across our entire community, from our classrooms to staffrooms, sporting fields, fetes and social events. This approach leads to positive impacts on student's academic outcomes, their mental health, classroom behaviour, and relationships between teachers and students.

It teaches our children how to build healthy relationships, resilience and confidence.

As per the Department of Education guidelines, the curriculum is taught across the year and according to age appropriate content.

Please find below for your information, the curriculum overview.

In closing, I wish everyone a fantastic week and leave you with a quote 😊

Thank you,
Anita Osavkovska

Principal





2024 School Council

School Council is a vital component of Findon Primary. Please read the following information regarding our School Council election process for 2024.

Please have nomination and/or self – nominations forms back to the front office by 4.00pm on 16th February, 2024.

School Council Elections – information for parents

What is a school council and what does it do?

All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the broad direction of a school, in accordance with Ministerial Order 1280 Constitution of Government School Councils, and the Education and Training Reform Act 2006. In doing this, a school council may directly influence the quality of education for students.

Who is on the school council?

For most primary school councils, there are several possible categories of membership:

- A mandated elected parent member category – more than one-third of the total members must be from this category according to Ministerial Order 1280. Department employees can be parent members at their child's school providing that they are not engaged in work at the school.
- A mandated elected school employee member category – members of this category make up no more than one-third of membership. The principal of the school is automatically one of these members.
- An optional community member category – members are co-opted by a

decision of the council because of their special skills, interests or experience. Department employees are not eligible to be community members.

- A small number of school councils have nominee members. For all schools with a Year 7 and above cohort, there is an additional category of membership:
- A mandated elected student member category, two positions. Generally, the term of office for all members is two years. The term of office of half the members expires each year, creating vacancies for the annual school council elections.

Why is parent membership so important?

Parents on school councils provide important viewpoints and have valuable skills and a range of experiences and knowledge that can help inform and shape the direction of the school. Those parents who become active on a school council find their involvement satisfying and may also find that their children feel a greater sense of belonging.

What are some of the duties of a school councillor?

The school council has particular functions in setting and monitoring the school's direction. School councils have key responsibilities.

- Finance: overseeing the development and expenditure of the school's annual budget and ensuring proper records are kept of the school's financial operations.
- Strategic planning: participating in the development and monitoring of the school strategic plan.
- Policy development and review: developing, reviewing, and updating selected policies that reflect the school's values and support the school's broad direction outlined in its strategic plan.
- Community engagement: informing itself of community views and stimulating community interest in the school. Other key functions of school councils may include:
 - raising funds for school related purposes
 - maintaining school grounds and facilities
 - entering into contracts
 - reporting annually to the school community and the Department
 - creating interest in the school in the wider community

- representing and taking the views of the school community into account
- regulating and facilitating after-hours use of school premises and grounds
- operating a children's service at the school.

Do I need special experience to be on school council?

Each member brings their own valuable skills and knowledge to the role, however, in order to successfully perform their duties, councillors may need to gain some new skills and knowledge. It is important to have an interest in your child's school and the desire to work in partnership with others to help shape the school's future. Code of conduct for school councillors School councils in Victoria are public entities as defined by the Public Administration Act 2004. School councillors must comply with the Code of Conduct for Directors of Victorian Public Entities issued by the Victorian Public Sector Commission. The Code of Conduct is based on the Victorian public sector values and requires councillors to:

- act with honesty and integrity – be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty
- act in good faith in the best interests of the school – work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds
- act fairly and impartially – consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest
- use information appropriately – respect confidentiality and use information for the purpose for which it was made available
- exercise due care, diligence and skill – accept responsibility for decisions and do what is best for the school
- use the position appropriately – not use the position as a councillor to gain an advantage
- act in a financially responsible manner – observe all the above principles when making financial decisions
- comply with relevant legislation and policies – know what legislation and policies are relevant for which decisions and obey the law
- demonstrate leadership and stewardship – set a good example,

encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable.

Indemnity for school council members.

School councillors are indemnified against any liability in respect of any loss or damage suffered by the council or any other person in respect of anything necessarily or reasonably done, or omitted to be done by the councillor in good faith in:

- a. the exercise of a power or the performance of a function of a councillor, or
- b. the reasonable belief that the act or omission was in the exercise of a power or the performance of a function of a council.

In other words, school councillors are not legally liable for any loss or damage suffered by council or others as a result of reasonable actions taken in good faith.

How can you become involved?

By participating in, and voting in the school council elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant. In view of this, you might consider:

- standing for election as a member of the school council
- encouraging another person to stand for election.

What do you need to do to stand for election?

The principal will issue a Notice of Election and Call for nominations in Term 1 of each year. Council elections must be completed by 31 March, unless varied by the Minister for Education.

If you stand for election, you can arrange for someone to nominate you as a candidate or, you can nominate yourself in the parent member category. You can only be nominated by another member of the same category that you are eligible for (e.g. a member of the parent electorate may only nominate another parent of that electorate).

Department employees with a child enrolled at a school where they are not engaged in work, are eligible to nominate for parent membership at that school.

Return your completed nomination form to the principal within the time

stated on the Notice of Election. You will receive a Nomination Form Receipt via post, email or by hand delivery.

Generally, if there are more nominations than vacancies a ballot will be conducted in the two weeks after the call for nominations has closed.

Remember

- Consider standing for election to school council.
- Ask the principal for instructions if you are not sure what to do.
- Be sure to vote if the election goes to ballot.
- Contact the principal if you are unsure about what is required at any stage of the election process.

Notice of Election and Call for Nominations

An election is to be conducted for members of the school council of Findon Primary School.

Nomination forms may be obtained from the school and must be lodged by 4.00pm on 16/02/ 2024.

The ballot will close at 4.00pm on **16/02/ 2024**.

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 2024 to and inclusive of the date of the declaration of the poll in 2024	3

Following the closing of nominations, a list of the nominations received

will be posted at the school.

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.



Anita Osavkovska

 [Self-nomination Form for Parent Member.pdf](#)

 [Nomination Form for Parent Member.pdf](#)

Self-nomination Form for Parent Member Category

I wish to declare my candidacy for an elected position as a parent member on the school council.

Name

Residential address

Contact phone (mobile or landline)

.....

Email

I am the parent/guardian of
who is/are currently enrolled at this school.

Statement

I am an employee of the Department of Education and Training.

Yes / No (please circle)

I am an employee of the school council. Yes / No (please circle)

I am engaged in work at and for the school. Yes / No (please circle)

I am prepared to serve as a parent member of the above-named school council.

I hereby declare that:

- I am not and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the Sex Offenders Registration Act 2004.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

Signature of
candidate.....

Date..... / /

You will be notified when your nomination has been received.

The personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable). Further, the name, membership category, gender (optional), term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Training by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

You can access your personal information by contacting the principal on
anita.osavkovska@education.vic.gov.au

If you choose not to give some or all of the information requested your nomination may not be accepted.

Nomination Form for Parent Member Category

I wish to nominate.
for an elected position as a parent member on the school council..

Candidate's details

Name

Residential address

Contact phone (mobile or landline)

.....

Email

Nominators details

I am the parent/guardian of
who is/are currently enrolled at this school

Statement

The person I have nominated is an employee of the Department of Education and Training.

Yes / No (please circle)

Is an employee of the school council. Yes / No (please circle)

Is engaged in work at and for the school. Yes / No (please circle)

Name of nominator

Signature of nominator

.....

Date..... / /

Candidate to complete

I accept the nomination and I am prepared to serve as a parent member of the above-named school council. I hereby declare that:

- I am not and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the Sex Offenders Registration Act 2004.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

Signature of candidate.....

Date..... / /

You will be notified when your nomination has been received.

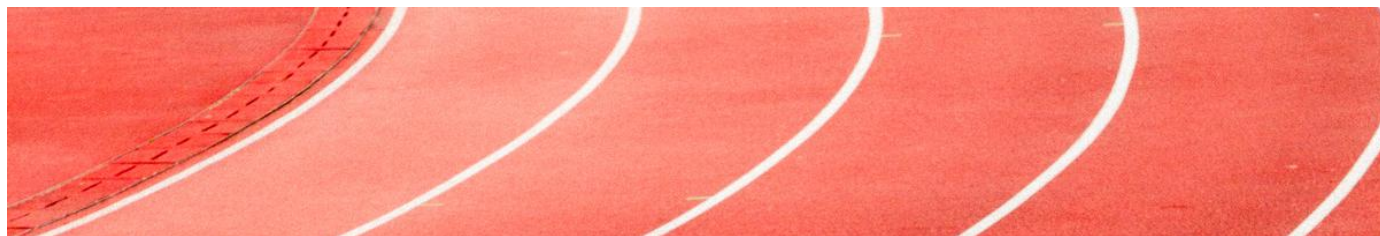
The personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate.

Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable). Further, the name, membership category, gender (optional), term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Training by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

You can access your personal information by contacting the principal on anita.osavkovska@education.vic.gov.au

If you choose not to give some or all of the information requested your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.



Physical Education Report

Week 1, Term 1, 2024

By Christella Paschalis

**Sports Coordinator and Physical
Education Teacher**



Summer Interschool Sports

Congratulations to all the students who were selected to represent Findon Primary School in the summer district interschool sports.

Our summer interschool program begins Week 3 held every Friday morning for 5-6 weeks.

Training will be held every **Thursday morning before school starting 8:15am** and every Thursday thereafter until Thursday 21st March. Everyone in the team including emergencies are expected to attend.

Parents are welcome to watch and support all the children. All home games will be held on school grounds.

DIVISION 2: GREEN AND GOLD	
Round 1 – February 16	Round 4 – March 8

Jets v Findon (away game @ Parade College)	Findon v St Luke's (home game)
Round 2 – February 23 Findon v St Damains (home game)	Round 5 – March 15 (Bye)
Round 3 – March 1 Findon v Wolves (home game)	Round 6 – March 22 Grand Final if applicable Venue TBC

Mill Park Heights – Jets: Game to be held at Parade College
St Francis of Assisi – Wolves

Parent/Caregivers Sports Committee

To support and improve our school sport program, I would like to invite parents and carers to join the new Parent/Caregivers Sports Committee.

The Sports Committee will meet periodically, possibly once or twice a term, to discuss and plan sporting opportunities for our students. More importantly, it is a great opportunity to offer your support and help on special gala/carnival days, such as House Athletics, House Cross Country, Hoop Time, etc.

In addition, I am keen to hear from parents/caregivers who have expertise in a particular sport and may be interested to run training sessions or run a short-term skills program.

Parents/Caregiver will be expected to have a Working with Children Check.



Kitchen Garden Volunteers

Volunteering in the Stephanie Alexander Kitchen Garden Program at Findon Primary School

The success of this wonderful program relies on the support of volunteers, you don't have to have green thumbs or be a Master Chef to help out. Your enthusiasm to support the students and a current Working With Children Check is all that is required.

Elizabeth (Kath) Jones



School Crossings

PARKING AND SAFETY AROUND SCHOOLS

This poster provides a comprehensive guide for parking and safety around schools. It is organized into several key sections:

- Signs:** Includes school zone speed limit signs (30, 40) and stop signs. It notes that speed limits are in effect from 7:30 a.m. to 3:30 p.m. during school days.
- Minimum stops:** Lists the required number of stops for different vehicle types: 2 for all vehicles, 3 for school buses, and 4 for school vans. These stops are required at the beginning and end of the school zone.
- Parking/Loading/unloading:** Details rules for street, on-street, and off-street parking, including time restrictions (e.g., 15-30 minutes) and the requirement for at least one driver to remain in the vehicle.
- Construction:** Explains the 'stop on red' rule for school buses during construction zones, which is in effect from 7:30 a.m. to 3:30 p.m. on school days.
- Winter weather:** Provides instructions for school buses during winter weather, such as stopping on red and clearing snow from the front of the bus.
- Vehicle safety:** Lists safety checks for all vehicles, including seat belt use, proper tie-down technique for loads, and ensuring proper weight distribution.

The poster also includes a table of school zone speed limits and contact information for the City of Waukesha's Transportation Department.



Local Advertisements

Confidence Communication Skills Creativity

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IN-PERSON or ONLINE ★ **Leading Curriculum Experienced Teachers Loads of FUN!**

communication
★ quick thinking
★ expression
★ teamwork
confidence
★ leadership
★ persuasion
★ vocal variety

ENROL NOW
Glen Waverley, Shepparton, Burwood, Epping, Doreville, Castlemore, Roseville, Ashburton, Kumbungu, Thornbury, Albion Meadows, Malvern North, Truganina, Carrara Springs & Oranau

Award Winning Program

9572 5249 info@SuperSpeak.com.au
www.SuperSpeak.com.au