Well Done Everyone

Our first full week of school flew by with the Preps starting, Beach Water Safety Program and Beach Carnivals. The children have settled in really well.

Parent Payments for the start of the year student stationery and requisites was a very busy time for the office. Despite having four phone lines open all day we were unable to meet all the requests to pre-pay for a quick pick up on the following Monday. In light of this, the office is considering offering two pre-payment days at the start of 2013.

All families are reminded of the change in policy regarding payments and permission notes for students’ optional Extra-Curricular activities and programs. The school is no longer able to accept late payments and/or forms. Please understand this means that for your child to participate in the Extra-Curricular activities and programs both the payment and permission form must be received by the school no later than the advertised due date.

A copy of the relevant policies is attached for your reference.

Please note: The mailing of monthly Parent Payment Statements will commence in March.

School Council

Each year a number of members of School Council retire and as a result of this an election process is undertaken for new members. School Council plays a vital role in the effectiveness of the school by engaging the local community in the life of the school, assisting in maintaining the focus on our vision, strategic direction and identity of Mount Martha Primary School.

They also ensure that sound policies and procedures are set in place as well as overseeing the annual reporting process. Documentation explaining the role of School Council and the nomination process is included in this newsletter. If you are interested in standing for a position in 2012 and would like further information, please do not hesitate to contact me.

The following timeline for the school council elections has been established for 2012

Notice of election and call for nominations Thursday 16th February in the Banksia Bulletin Closing date for nominations Thursday 23rd February. Display of list of candidates, nominator and seconder Monday 27th February If required:

- Ballot papers will be distributed Friday 2nd March
- Close of ballot Friday 9th March
- Vote count and declaration of ballot Tuesday 13th March

Special council meeting to appoint Community members (Principal presides) Thursday 15th March.

Meeting of the 2012 Council to elect office bearers (Principal presides) Thursday 15th March.

2012 School Council Dates – 7.00pm meeting

Thursday 9th February
Thursday 15th March
Thursday 10th May
Thursday 14th June
Thursday 9th August
Thursday 13th September
Thursday 25th October
Thursday 15th November
Thursday 13th December

COMING EVENTS

FEBRUARY

Friday 17th
- Yr 3 & 4 Beach Water safety Program at Mt Martha Lifesaving Club

Monday 27th
- Yr 5/6 Swimming Sports at Mornington Secondary College

Tuesday 28th
- Yr 3/4 Swimming Sports at Mornington Secondary College
- Yr 2B & 2C Excursion to Immigration Museum

Wednesday 29th
- Yr 2A & 2D Excursion to Immigration Museum

MARCH

Monday 5th
- Yr 3 Walk to Mt Martha House & surrounds

Tuesday 20th
- Yr 3 Excursion to Briars Park - Environment Week

Twilight Market Meeting
Thursday 16th February (TONIGHT)
5.30pm in Staff Centre
ALL WELCOME

Student Absence Line: 5973 7700
If your child/ren are going to be absent please leave a message on the Absence Line to ensure the school is notified.

Assembly
In the school’s endeavour to involve the students in their school and maximise the opportunities for student participation regular assemblies will be conducted by year levels. There will be a whole school assembly in the gym twice each term. The first whole school assembly will be on Monday 5th March at 2.45pm in the Gym.
Notice of School Council Election and Council and Call for Nominations

An election is to be conducted for members of the School Council of Mount Martha Primary School. Nomination forms may be obtained from the school and must be lodged by 4.00 pm on Thursday 23rd February 2012. The ballot will close at 4.00pm on Friday 9th March 2012. Following the closing of nominations a list of the nominations received will be posted at the school.

The membership categories, terms of office, and number of positions in each membership category open for election are as follows:

<table>
<thead>
<tr>
<th>MEMBERSHIP CATEGORY</th>
<th>TERM OF OFFICE</th>
<th>NUMBER OF POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent member</td>
<td>From the day after the date of the declaration of the poll in 2012 to and inclusive of the date of the declaration of the poll in 2014.</td>
<td>4</td>
</tr>
<tr>
<td>DEECD employee member</td>
<td>From the day after the date of the declaration of the poll in 2012 to and inclusive of the date of the declaration of the poll in 2014.</td>
<td>2</td>
</tr>
</tbody>
</table>

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 key directions of a school within state wide guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

Who is on the school council?

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

- A mandated elected Parent category – more than one third of the total members must be from this category. Department of Education and Early Childhood Development (DEECD) employees can be Parent members at their child’s school as long as they are not engaged in work at the school.
- A mandated elected DEECD employee category – members of this category may make up no more than one-third of the total membership of school council. The principal of the school is automatically one of these members.
- An optional Community member category – members are coopted by a decision of the council because of their special skills, interests or experiences. DEECD employees are not eligible to be Community members.

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 that can help shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying in itself and may also find that their children feel a greater sense of belonging.

How can you become involved?

The most obvious way is to vote in the 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 seriously consider

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

Do I need special experience to be on school council?

No. What you do need is an interest in your child’s school and the desire to work in partnership with others to help shape the school’s future.

What do you need to do to stand for election?

If you decide to stand for election, you can arrange for someone to nominate you as a candidate or you can nominate yourself in the Parent category.

DEECD employees whose child is enrolled in a school in which they are not engaged in work are eligible to nominate for parent membership of the school council at that school.

Once the nomination form is completed, return it to the principal within the time stated on the Notice of Election. You will receive a Nomination Form Receipt in the mail following the receipt of your completed nomination.

Generally, if there are more nominations received than there are vacancies on council, a ballot will be conducted.

Remember

- Ask at the school for help if you would like to stand for election and are not sure what to do
- Consider standing for election to council this year
- Be sure to vote in the elections.

Contact me for further information.

Judy
Emergency Management Plan

Last Tuesday 7 February all classes (except Prep) practised walking quickly, quietly and calmly from their classroom to their designated assembly area for a Bushfire Lockdown situation. Every year, in the first couple of weeks of school, we practise this procedure so that children are familiar with the path they will take if such a situation did occur. The assembly area for bushfire lockdown for Prep – Year 2 children is the Staff Centre and Years 3 – 6 assemble in the Library. The Prep teachers conduct their own practise with the new Prep children once they are a little more settled into school.

Regular practices are conducted for emergency situations throughout the year. Please inform your child’s class teacher immediately if these practices might be upsetting for your child.

School Website

Our school has a website – http://www.mtmarthaps.vic.edu.au/ The website enables the school to communicate in a meaningful, timely and economical way with our school community.

We need you to make the school’s website your homepage on as many computers as possible, at home, school and work! It’s very easy to do, visit our website, go to the top right hand corner and click the orange ‘Make this my Homepage’ button. You can also subscribe to the Banksia Bulletin and receive this newsletter electronically every week. Once you are happy with that arrangement you can contact the office staff and request that you no longer require the paper copy of the school newsletter. We already have about 160 families that have chosen this method which reduces costs and is good for the environment. Just click on the newsletter button on the left side of our home page and then the “subscribe to the newsletter” button.

In the near future each Year level at MMPS will have a blog site. The links for these blogs will be posted on our website. The blogs will provide insight into what learning is occurring at each Year level and parents will be able to leave positive comments on the blog. This will be an exciting addition to our communication strategy this year.

Our website also has many other wonderful and useful features including:

- 3 day weather forecast
- Dynamic Event Calendar so you can see what’s coming up
- Google – search the school website or search the web
- Constantly changing news and articles about your school

We hope you support our school’s website and if you have any ideas or feedback on the content that you would like to see on the site please let us know.

Please remember to make our school's website your homepage and subscribe to the Banksia Bulletin.

Meet the Teacher February 21 & 23.

Meet the Teacher sessions will be conducted for all Year levels and families next week. Below is a table outlining the dates and times. All of the Meet the Teacher sessions run for 10 minutes per family. Please try to be on time as it is a very busy afternoon and evening for our teachers. If you were unable to find a mutually convenient time to meet with the teacher please ring the school and make an alternative time.

If you wish to see a Specialist teacher to discuss any specific educational needs your child might have please note that they will be located in their classrooms with the exception of Mr Sweatman (PE) who will be located in the Staff Centre. Mrs Forward (ICT) will be in the ICT Lab located in the Melrose building, Mrs Christie (Art) will be available in the Art room located in the main Administration building and Mr Wilzcek will be in the Music room above the gymnasium.
These sessions are a great opportunity for parents to meet class and Specialists teachers to inform them about the student’s attitude to school, homework habits and anything else to assist the teacher/s in providing for their child’s learning. Meet the Teacher also assists with building relationships between home and school.

Class Contact Lists – At this meeting, families will have the opportunity to list their contact details for publication to class members. Many families have found this past practise helpful and have asked for it to be offered again this year. Participation is totally voluntary and class teachers will only distribute copies of the handwritten sheet to the student of the families listed. This will occur a couple of days after the Meet the Teacher evening.

Hugh O’Brien
Assistant Principal.

Mathletics

Congratulations to Jordyn C in 3D who earned 3,060 points and made the world top 100 in Mathletics last week.

This year World Maths Day is March 7th. All students at Mt Martha Primary are encouraged to participate. More information will be in the Banksia Bulletin before the event.

Donna Gadsby
Maths Coordinator.

<table>
<thead>
<tr>
<th>Date</th>
<th>Level</th>
<th>Time(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday February 21</td>
<td>Prep</td>
<td>2.30 – 8.00pm</td>
<td>Child’s classroom</td>
</tr>
<tr>
<td></td>
<td>Years 1 and 2</td>
<td>3.40 – 8.00pm</td>
<td>Child’s classroom</td>
</tr>
<tr>
<td></td>
<td>Specialists</td>
<td>3.50 – 6.00pm</td>
<td>Staff Centre/Interview room</td>
</tr>
<tr>
<td>Thursday February 23</td>
<td>Years 3, 4, 5 and 6</td>
<td>3.40 – 8.00pm</td>
<td>Child’s classroom</td>
</tr>
<tr>
<td></td>
<td>Specialists</td>
<td>3.50 – 6.00pm</td>
<td>Staff Centre/Interview room</td>
</tr>
</tbody>
</table>
In the Garden

Thanks to the families who watered our garden over the holidays.

The growth in our Sensory Garden has been fantastic over the summer. It is hard to believe that this time last year all we had was a pile of rocks and bare ground. The garden has grown and changed greatly since April 2011. All this has been possible due to the hard working people who have assisted with the donation of materials and hours of physical work during working bees.

So many people have assisted and I thank you all, space does not permit me to mention you all! Two people I would really like to make a special mention of are Indra Kurzeme, mum of Tashi and Misch and Darrel Hartwig.

Indra designed the “In the Garden” plan. Her constant input is outstanding and all of her efforts have been completely voluntary. Darrel, in his former role as Maintenance Officer at MMPS has worked tirelessly in the grounds. He helps every Wednesday with the children’s gardening group and he designed and built our cheery Banksia Man.

The Year Six Market in 2011 raised funds that enabled us to begin our Out Door Classroom.

Plans for 2012 include the installation of two clay murals made by Year 4 and 5 students under the careful instruction of artist and mum of Camille, Judi Singleton. Judi has spent an enormous amount of her own time completing these murals and the school thanks her for her efforts to date.

Amanda Lloyd, mum of David is busy designing a mosaic welcome sign for the Garden. We hope to help complete this in our Wednesday garden group.

Mrs Christie will include the painting of maze posts and other projects in art classes throughout the year.

We hope to finish the Outdoor Classroom in 2012. Working bees will occur regularly throughout the year so please look out for dates in the Banksia Bulletin.

Gardening Groups.

The grounds look fantastic but it would be great if a group of parents keen on gardening could help us with ongoing jobs such as weeding and pruning. If you could spare an hour or so every so often please contact Jenny Spiridis or Hugh O’Brien. You might like to get some friends together and make it a social event. Our gardens were first established with this form of assistance back in the early 1980’s.

Wednesday 1-1.30pm each week, weather permitting is the time for our student gardening group. It is voluntary and children from Prep to Year 6 are welcome. Just find Mrs Spiridis and join in. Parents are also welcome to join this group.

Anyone with grant application experience is also welcome to help. We have a number of grants that we are eligible for and assistance would be appreciated. Please contact Hugh O’Brien.

We have wonderful grounds and we hope to continue improving them for our students. I hope that you can assist us in some small way this year.

Jenny Spiridis
Sustainability Leader.
2012 Conveyance Allowance

- The Conveyance Allowance assists families with the cost of transporting their children to and from school where there is insufficient access to transport.

- To be eligible, students must live in regional and rural Victoria and live more than 4.8km from their nearest appropriate government or non-government school.


2012 Conveyance Forms are available at the School Office and need to be completed in full, signed and lodged no later than Wednesday 29th February 2012.

2012 Education Maintenance Allowance

The Education Maintenance Allowance helps families on a low income with financial assistance to cover the cost of essential educational items, uniforms and excursions for your child. In 2012 the annual Education Maintenance Allowance payment is $235 for primary school students from eligible families. The amount is split evenly between the parents/guardians and the school to support your child’s education.

To be eligible to receive the EMA you must:

- Be either a parent or guardian of a primary student up to the age of sixteen; and

- Be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the State Concessions Act 2004 or be a Veterans Affairs (TPI) pensioner or be a foster parent; and

- Submit your application to the school no later than Wednesday 29th February 2012.

Application forms are available at the School Office.

Book Club 2012

Welcome to issue one of Scholastic Bookclub. Your child will have bought home their catalogues this week. Orders are due back at school by Friday 17th February.

Please take some time to peruse the catalogue, there are some great discounted books suited to your child’s year level.

For those of you that are new or have not ordered from Book Club previously, here is a brief overview of how it operates;

- children bring home the catalogues

- order forms are filled in by the parent with child’s name and class on both the order form and envelope.

- orders can be either paid online (follow the phone prompts) or by cash or cheque (payable to Scholastic Books).

- Orders and payment are returned to the classroom or School Office.

- once the due date passes, orders are collated and processed.

- orders are returned to your child in their classroom. This is usually approximately a two week turnaround. (please note if you order a book for a surprise or special occasion please advise on your order and I can phone you for collection)

The school receives a percentage of the book sales and allows us to boost our take home readers, lexiled books and books in the school library.

Looking forward to another fabulous year of book club,

Carolyn Butterworth (volunteer Book Club coordinator).
Mount Martha Primary School Blog Guidelines

Blogging is a great way to share the learning that happens in the classrooms at our school with others. Understanding how to use the Internet in a secure way is a priority at Mount Martha Primary School (MMPS). Each Year level at MMPS will have a blog which is accessible through our school website at www.mtmarthaps.vic.edu.au

The following guidelines have been established to ensure the safety of our students.

- Students will only be identified by their first names.
- Posts will not include personal details about students such as addresses or contact details.
- Parents who wish to post a comment are also asked to please use their first names only.
- Students are not encouraged to post comments on their own, as this requires them to sign up for their own email account. Students are able to post comments with their parent’s assistance and permission.
- Always write in correct grammar (no text talk).
- A teacher/s will moderate the blog and must approve all comments before they will be included on the blog. Inappropriate comments will not be posted.
- All students included in the blog have parent permission to have their work and/or photograph displayed on the Internet.
- A teacher will check posts written by students before being published.

We have researched the blogging guidelines that other schools are using and would like to thank Kathleen Morris from Leopold Primary School who has a fantastic blog that we have used to base many of our guidelines on.

What is a Blog?

A blog is an online chronological journal where we can publish and share learning that happens in our classrooms using a variety of content including written work, discussions, photos and videos.

Why Blog?

Mount Martha Primary School is embarking on having Year Level blogs this year, which will allow us to extend and share our learning with a wide audience. Instead of just teachers viewing students work, parents will also be able to see some samples of the tasks that students are undertaking and this will help to further strengthen our home and school partnerships.

A blog is another communication tool allowing our school to share information between the classroom and the home. A blog allows us to regularly post content about what has been learnt in class and links to Internet resources that students use at school.

Students at Mount Martha Primary School are taught about online responsibility, appropriate behavior and the importance of maintaining privacy online during ICT Specialist lessons and in their classroom. Our Year Level blogs will provide a great opportunity to discuss the learning that happens at school with your child and also to discuss Internet safety.

Is it secure?

Our blogs at Mount Martha Primary School are hosted by Global2 which is supported by the Victorian Education Department. Posts and comments are moderated before they appear online so that no inappropriate content is available on the site or to the students. Online, students will only ever be identified by their first name, maintaining their privacy and only students whose parents have signed permission for their child’s work and/or photograph to be displayed via our internet site at www.mtmarthaps.vic.edu.au will be included in the blog. This permission form is signed upon enrolment.

How can parents become involved?

Content that is posted on a blog can be commented on and this provides parents with the opportunity to become involved, by posting comments to the site about the work that has been shared. You will be able to access our Year Level Blogs once they are up and running through our school website at www.mtmarthaps.vic.edu.au. Parents can click on the link and can then choose to be an email subscriber to the Year Level blogs for their child/children. Parents will then be notified by email when something new is posted for them to view.

Parents who wish to post a comment are also asked to use only first names to help maintain the privacy of our students. Students are able to post comments with their parents. Tips for how to post comments will be available on each Year Level blog.

Sarah Forward, ICT.
Don’t forget to put on your calendar our upcoming exciting family event at the school ..........

**The TWILIGHT MARKET – on Friday 23rd March 2012**

3.30 – 6.30pm.

Have a look at the information sheet in this week’s Banksia Bulletin for more details.

To book a stall, complete the booking form in the Banksia Bulletin, or for further details about the event, contact the 2012 Market Co-ordinator, Jaala Mayer, via the school office.

**PTA MEETING**

Our first PTA meeting will be held on **Wednesday 22nd February at 7pm in the Staff Centre** – we would love you to come along – it is a great way to meet new people and you can be involved at whatever level suits you (we really are quite friendly and you can just look and listen with no obligation to be involved!). Planning for 2012 events will be discussed.

**Our Annual General Meeting will be held on Wednesday 7th March** - this will incorporate the election of new office bearers – please consider if you would like to be involved on the committee. More details regarding this meeting will be included in upcoming bulletins.

Hope you are all settling into the new school routine and all the best for a great week.

Jan Gough

PTA President and the PTA Team.

---

**Accident Insurance**

Parents/guardians are reminded that the Department of Education and Early Childhood Development does not provide personal accident insurance for students. Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. These costs may be recoverable where an injury is caused by the negligence (carelessness) of the Department, a school council or their employees or volunteers.

Student accident insurance policies are available for individual students from some commercial insurers. These cover a range of medical expenses not covered by Medicare or private health insurance.

---

**Lost property** is being managed by year levels this year. Please ensure all clothing items and school bags and hats are named clearly as only named items can be tracked. Please contact the class teacher for further details.
Mt Martha Twilight Market
Friday 23\textsuperscript{rd} March 2012
3.30pm-6.30pm

Market stalls featuring local handcrafted and designer wares

Rides  
Show bags  
Raffle  
Food and drinks  
Lolly and cake stalls.........................................and more!

Mt Martha Primary School is holding a twilight market in 2012, similar to the fantastic event held this year with some additional stalls and activities.

We are giving previous stall holders the opportunity to secure a spot for the 2012 market to be held on Friday 23\textsuperscript{rd} March 2012.

A number of spaces are available for hire. Each space measures approximately 2.5 x 2.5 metres (a 6ft trestle table size) and costs only $30. Each stall holder must supply their own equipment. Facilities and equipment such as power and chairs incur additional costs. Stall holders requiring access to power will be required to pay an additional $5. Chairs are available for hire at a cost of $2 each.

Outside stalls, located on the basketball courts, will be for a cost of $20. Please note that stall holders need to provide protection/shelter for all weather conditions if the stall is located outside.

PTA will be selling refreshments at the market. We ask that no food or drink items be sold from your stalls.

To add to the festivities on the night there will also be rides for the children to enjoy and show bags to purchase.

If you are interested in securing a space for the 2012 MMPS Twilight Market please complete the booking form overleaf and return to Mount Martha Primary School by Wednesday February 22 either by mail or alternatively submitting at the school office.

Jaala Mayer  
2012 Market Coordinator
Mount Martha Primary School 2012 Twilight Market
Stall Booking Form

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact details</th>
<th>Home no. -</th>
<th>Mobile no. -</th>
<th>Email address -</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hire Items</th>
<th>Number</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor stall @ $30 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor stall @ $20 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to power $5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs 2 $2 each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Description of stall/s</th>
</tr>
</thead>
</table>

Please remember not to include any food items, dangerous or unsuitable goods for sale at your stall.

Those people who have already indicated an interest in conducting a stall at our Twilight Market need to make their payment by Wednesday February 22 in order to secure their booking. If payment is not received by that date your position as a stall holder could be offered to another interested party. Please contact the office on 5974 2800 to confirm your booking and organise payment.
Mt Martha Primary School
Glenisla Dve
Mt Martha 3934
Phone: 5974 2800  Absence Line 5973 7700
Fax: 5974 3634
E-mail: mount.martha.ps@edumail.vic.gov.au
Website: www.mtmarthaps.vic.edu.au
Office Hours 8.30am-4.15pm Monday—Friday

A friendly reminder to families and friends that Melrose Dve. is reserved for STAFF PARKING.

Mt Martha Primary School strives to provide a safe environment for students, staff and visitors. Please alert the office to any hazards.

Good Shepherd Youth & Family Service conducting a parenting program for building good relationships with children. Thursday 1st March - Thursday 29th March, 10am-12pm 3/342 Main St Mornington (enter from Foam St). Free & Morning Tea provided. For all information contact Andrea Gerolemou on 5971 9444 or email a.gerolemou@goodshepvic.org.au

Free Junior Hockey Program at Peninsula Hockey Centre. Mel Ref 102 G4 (enter via Bloom St). Friday 17th, 24th Feb & Friday 2nd March, 6.30-7.30pm. Contact Joe Hill 0409 166 105 or Paul 0438 788 274. www.frankstonhockeyclub.com

STIRLING LINGARD TENNIS COACHING
MT MARTHA TENNIS CLUB
Kinda Classes 4-5 years (Free Racket) $13 per lesson
Prep Classes 5-7 years (Free Racket)
Group Classes 8-18 years
Beginners Ladies’ groups am/pm
Extensive Holiday Clinic program running over Easter Holidays

Call 5974 3271 or 0411 082 723

Growing Child
Educational and Developmental Toys, Games, Art & Craft.
Open Monday to Friday 10am - 5pm.
28/1140 Nepean Hwy Mornington. (Between Bata Shoes & Officeworks)
Ph: 5975 7399 Fax: 5975 7388
www.growingchild.com.au

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The head, neck & shoulder experts for 15 years. We remove your pain and restore your movement in 6 sessions or less, guaranteed or your $ back.
Get 50% off your first treatment, (save $40)
Hurry, offer only available to the first 18 callers.
Don’t suffer, call Nicole today on 0404 030 431

OSHC: 0407 438 858
Uniform Shop: 1800 337 396
Tuesdays: 8.45am-9.45am
Thursdays: 3.00pm-4.00pm
Cash, credit card & EFTPOS facilities.
Sorry, no cheques accepted
Online ordering available at: www.psw.com.au
PSW Frankston
21 Playne St, Frankston
(03) 9769 6510
Shop Hours Mon to Fri 8.30am-5pm & Sat 9am-5pm

SCHOOL TERMS 2012
TERM 1 3rd February to 30th March
TERM 2 16th April to 29th June
TERM 3 16th July to 21st September
TERM 4 8th October to 21st December

Beauty Hill Mt Martha
Summer Special.
2 Tuscan Tan Spray Tans for $50.
Traditional Beauty Therapy .
Ph 0419 375 525 or 5974 1824

CAPEZIO Dancewear & Activewear
12-14 Milgate Drive, Mornington 3931
Ph (03) 5975 0266 Fax (03) 5975 0233
shop@capezio.com  w:www.capezio.com
over 120 years of dance
10% off with this Advert

STIRLING LINGARD TENNIS COACHING
MT MARTHA TENNIS CLUB
Kinda Classes 4-5 years (Free Racket)
Prep Classes 5-7 years (Free Racket), $13 per lesson
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Active Healing Remedial Massage Therapies
The head, neck & shoulder experts for 15 years. We remove your pain and restore your movement in 6 sessions or less, guaranteed or your $ back.
Get 50% off your first treatment, (save $40)
Hurry, offer only available to the first 18 callers.
Don’t suffer, call Nicole today on 0404 030 431

Bumble-b Photography
Family portraits in picturesque places.
$40 session fee with an 8 x 12 inch print.
Additional prints available at great prices.
Contact Amy on 0432 324 540 or amy@bumble-b.com.au
www.bumble-b.com.au

Miss Karla’s School of Ballet
Kinder Ballet for 3 & 4 year olds: $7
Classical Ballet for all ages: $8
Tap & Funk for 5 & over: $8
Weekly classes at Mornington or Seaford.
Ph: (03) 9593 3561
Qualified Imperial & Cecchetti teacher: Karla Jones, I.S.T.D

Dr Peter Scott Orthodontist
Children & Adult Specialist Orthodontist
Creating Beautiful Smiles
13 Beach St, Frankston 3199
PH: 9783 4511

Cleaning Divas’
Let us put the sparkle back into your property!
Experienced with Police checks.

Call Penny on 0414 289 353
Rationale:
The school’s excursion/incursion program enables students to further their learning and social skills development in both a school and non-school setting. Excursions/incursions are an important aspect of education and complement all programs offered at our school. Excursions/incursions are optional extra curricula activities and offered to all students.

Aims:
To reinforce, complement and extend learning opportunities within and beyond the classroom.
To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in different communities.
To provide shared experiences and a sense of group cohesiveness.

Definitions:
This policy addresses both excursions and incursions. For the purpose of this document excursions and incursions will be classified as excursions. Please note the following definitions:
- an excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).
- an incursion is defined as any organised and supervised school activity that complements the learning program within the school environment.

Implementation:
The Principal is responsible for the approval of all excursions other than those that must be approved by the School Council. School Council is responsible for approval of all overnight; interstate visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.

A teacher will be nominated at each year level to coordinate each excursion.

Prior to the commencement of any detailed planning relating to a proposed excursion, the excursion coordinator will:
- check the whole school planner for available dates
- list the proposed activity and enter the details on the calendar once confirmed
- seek Curriculum Assistant Principal (CAP) approval

The school’s excursion procedures proforma is to be used as a guide when planning excursions. Excursion coordinators are to complete all excursion details during planning week each term and provide the Business Manager with all relevant details.

An activity costing sheet must be completed the term before an excursion is to take place. The Business Manager is to be presented with all associated costs including copies of all quotes for admission, accommodation, food, transport and extra activities. A spreadsheet will be prepared and presented to the Principal for approval.

Information presented to the CAP, by the excursion coordinator in accordance with Departmental policy and requirements, will take into account the following:
- venue selection
- safety, emergency and risk management
- informed consent from parents
- medical information
- appropriate staffing and supervision (adult supervisors who are not registered teachers are required to obtain a Working with Children Check WWCC).
- student preparation and behaviour
- requirements for any adventure activities.
• If excursions include adventure activities the excursion coordinator must consult the DEECD adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the DEECD requirements.

• The excursion coordinator is to complete the online Department of Education and Early Childhood Development (DEECD) Notification of School Activity form at least three weeks prior to the activity.

• A request for buses with seatbelts must be made at the time of booking transport. Only buses with seatbelts will be used.

• Parents will be informed of the major term activities in the preceding term. Cost based classroom excursions will not exceed two per term. Specialist excursions will be additional to this. Other extra curricular activities related to the school’s educational programs may apply on occasion.

• The school will provide sufficient notice regarding planned excursions by notifying parents of the exact costs and other relevant details of excursions as soon as practicable. All information will be included in the excursion pack distributed to students.

• Students participate in excursions on a user pay basis. Parents experiencing financial difficulty, who wish their child/ren to attend an excursion, are invited to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made on a case-by-case basis and remain confidential.

• Families will be given sufficient time to make payments for individual excursions. Students whose parents have not made full payment by the due date, who have not made alternative arrangements with the Principal or who have not completed the parent consent form will not be eligible to attend. A message will be sent to parents to remind them of the due date for payment and consent forms. Parents have an opportunity to use their Educational Maintenance Allowance (EMA) cheque to cover excursion costs if applicable.

• Any family who has not met the alternative payment arrangement for a previous excursion/camp will be ineligible to participate in the excursion/camp program until the outstanding payment is finalised.

• All excursions incur fixed costs. The school will endeavour to reimburse a percentage of the payment should a student not attend, however associated fixed costs will be non-refundable.

• The class teacher will make alternative placement arrangements for students not attending the excursion on the day.

• Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers and the CAP with updated records on a regular basis prior to due date.

• Information will be provided to all parents of non-English speaking families in a manner that allows them to provide informed consent for their child/ren attending excursions.

• The school will provide a mobile phone and a first-aid kit for all excursions.

• Copies of completed permission forms, and signed confidential medical information forms must be carried by excursion staff at all times.

• A member of staff will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The excursion coordinator or supervising teacher will communicate the anticipated return time with this person.

• While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the excursion coordinator or supervising teacher who oversees the operations of the excursion, takes charge of events and makes key decisions in consultation with the CAP.

• In the event where excursion details change the CAP is to be informed immediately who will then inform the Principal.

• The Principal requires an incident report to be completed by the excursion coordinator or supervising staff member for any mishaps or concerns that occur during an excursion. The completed incident report is to be submitted to the First Aid Officer on return to school.

• Parents may be invited to participate in excursions. When deciding which parents will attend, the excursion coordinator and teaching staff will take into account:
  - any valuable skills and previous experience the parents have to offer e.g., First Aid, Austswim.
  - the ratio appropriate to the student group.
  - the special needs of particular students.
• Parents selected to assist with excursions may be required to pay their excursion costs.

• Only children who have displayed sensible, safe, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with DEECD staff.

• This policy is supported by an Excursion Operating Procedures document. The Principal has the authority to vary the implementation of this policy under exceptional circumstances.

**Evaluation:**

This policy will be reviewed annually as part of the school’s three-year review cycle.

**References**

The primary references that must be consulted when considering all excursions is the:

- Safety Guidelines for Education Outdoors - How to Use these Guidelines

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This policy was last ratified by School Council on 08/12/2011
RATIONALE
Camps are an important and integral part of the curriculum at MMPS. They provide the opportunity for:

- valuable learning experiences that extend beyond the classroom and school environment
- the physical and social development of students where skills such as cooperation, responsibility, tolerance, perseverance, resilience, organisation, confidence and independence can be further developed.
- the further development of good relationships and rapport between staff and students.
- the broadening of student horizons and exposure to new challenges, skills and experiences.
- an understanding of our Australian cultural heritage and composition, and our development as a nation.
- an appreciation and understanding of the varied Australian environment.

AIMS

- To provide children with the opportunity to participate in a camping program.
- To provide shared experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge encouraging lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

IMPLEMENTATION

- A camp is defined as any activity involving at least one night’s accommodation.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the Camp Coordinator must be familiar with the Department of Education and Early Childhood Development (DEECD) Safety Guidelines for Education Outdoors website. He/She is to organise a meeting with the Principal/Assistant Principal to discuss the proposed camp, present a planning summary and seek support for the event. The school uses residential campsites accredited by the ‘Australian Camps Association’ or the ‘National Accommodation, Recreation & Tourism Accreditation Program (NARTA)’ for overnight camps.
- Once the Principal’s/Assistant Principal’s approval is granted, detailed planning should commence using the school’s planning proforma located in the Camp folder in the T drive on the school server. The Camp coordinator will ensure the Camp Checklist is followed prior to and during the camp.
- All camps will be budgeted with detailed and accurate costing presented to the Principal and Business Manager.
- The cost of replacing teachers (CRT) who are involved in camps must be included in the Camp Budget.
- Parents selected to assist with camp may be required to pay accommodation and food expenses.
- All Camps require School Council approval. Information presented to the School Council will comply with current DEECD requirements.
- Prior to seeking final School Council approval for the camp, the Camp coordinator is required to meet again with a Principal Class Officer and present him/her with all documentation, including the completed School Council approval proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- School Council requires that students travel in road vehicles (car, bus) fitted with seatbelts.
- The Camp Coordinator of each camp will ensure that all camp travel arrangements and camp activities comply with the DEECD guidelines and applicable school policies.
The “Notification of School Activity” form will be completed and lodged on the DEECD website at least three weeks prior to the camp departure. Updates can be made prior to the departure.

When school camps include adventure activities that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities the Camp Coordinator and attending staff should consult and comply with the adventure activities website. School Council requires all school camps to have Emergency Management Plans.

School correspondence will be provided to parents with approximate dates and costs associated with the school camp at least a term in advance. Information regarding camps will be disseminated to parents at School Information Evenings where relevant. The school will aim to provide sufficient notice regarding the camp by notifying parents of the exact costs and other relevant details of individual camps as soon as practicable. All information will be included in the camp pack distributed to students.

Camps are a user pays program. Parents experiencing financial difficulty, who wish for their children to attend camp, will be invited to discuss their individual situation with the Principal, Assistant Principal or Wellbeing Coordinator. Decisions relating to alternative payment arrangements will be made on a case-by-case basis.

All families will be given sufficient time to make payments for individual camps. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal, Assistant Principal or Wellbeing Coordinator will not be eligible to attend. A message will be sent to parents to remind them of the due date for payment and consent forms. Parents have an opportunity to use their Educational Maintenance Allowance (EMA) cheque to assist with camp costs if applicable.

Any family who has not met the required alternative payment for a previous camp/excursion will be unable to participate in the camping/excursion program until the outstanding payment is finalised.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis. The Assistant Principal and Wellbeing coordinator will also be provided with payment records.

All camps incur fixed costs. The school will endeavour to reimburse a percentage of the payment should a student not attend, however associated fixed costs will be non-refundable.

The class teacher will make alternative placement arrangements for students not attending school camp.

Copies of completed permission forms, and signed confidential medical information forms must be carried by camp staff. The Administration office is to be provided with copies of all the above forms for students attending camp at least one day prior to departure.

In the event where camp details change the Principal is to be informed immediately.

The Principal requires an incident report to be completed by the camp coordinator or supervising staff member for any mishaps or concerns that occur during a camp. The completed incident report is to be submitted to the First Aid Officer on return to school.

Only children who have displayed sensible, safe, reliable behaviour at school will be invited to participate in school camps. Parents will be notified if a child is in danger of losing their invitation to participate in a camp. The decision to exclude a student will be made by the Principal, in consultation with DEECD staff.

The Principal has the authority to vary the implementation of this policy under exceptional circumstances.

First Aid on Camps

A comprehensive first aid kit will be taken on camps. The first aid kit will include any individual medication for students including asthma and anaphylaxis.

All children attending camps will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where a child requires treatment. Copies of the signed medical forms will be taken on camps and excursions and will also be kept at the school.

Medication will only be dispensed in accordance with the information provided in the Confidential Medical Information forms.

The school will provide a mobile phone for all camps.


**Expectations of Students and Parents on camps**

- Parents interested in assisting in the supervision of school camps will be required to complete the Volunteer Request form. When deciding which parents will attend, the camp coordinator will liaise with the Principal/Assistant Principal and relevant staff to select suitable parents, taking into account:
  - any valuable skills the parents have to offer e.g., first aid etc.
  - the need to include both male and female support.
  - attendance at previous MMPS camps.
  - the individual needs of particular students.

- Parents selected to assist with the camp program will be required to undertake a Working with Children check.

- School camps are a team activity requiring the cooperation and common-sense of all participants. Adherence to appropriate Codes of Conduct (Teacher, Student and Parent) is required.

- Students and parents will sign the Behaviour Agreement before attending camp. A copy of this agreement is included in Appendix 1 of this policy.

- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Camp Coordinator, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

**EVALUATION**

- This policy will be reviewed annually and as part of the school’s three-year review cycle.

**REFERENCES**

The primary references that must be consulted when considering all camps is the Safety Guidelines for Outdoor Education Activities website currently available at:


This policy was last ratified by Mount Martha Primary School Council on 08/12/2011