

### CALENDAR OF EVENTS

FEBRUARY	Friday 1st	Years 1-6 Assembly 9am All Welcome
	Wednesday 6th	NO SCHOOL FOR PREPS
	Friday 8th	Assembly 9am All Welcome
	Wednesday 13th	NO SCHOOL FOR PREPS
	Friday 15th	Assembly 9am All Welcome
	Friday 15th	Year 3-6 Swimming Tryouts
	Wednesday 20th	NO SCHOOL FOR PREPS
	Friday 22nd	Assembly 9am All Welcome
	Friday 22nd	Round 1 Summer Sports –Selected students year 5/6
	Mon 25th-Fri 1st	Year 1& 2 swimming
	Tuesday 26th	District Swimming
	Wednesday 27th	NO SCHOOL FOR PREPS
MARCH	Friday 1st	Assembly 9am All Welcome
	Friday 1st	Round 2 Summer Sports –Selected students year 5/6
	Mon 4th-Fri 8th	Year 3&4 swimming
	Friday 8th	Assembly 9am All Welcome
	Friday 8th	Round 3 Summer Sports –Selected students year 5/6
	Monday 11th	LABOUR DAY– NO SCHOOL
	Thursday 14th	Divisional Swimming—selected students
	Friday 15th	Whole School Incursion—Circus of Life
	Friday 15th March	Lightning Premiership– Selected students year 5/6
	Friday 15th	Assembly 9am All Welcome
	Mon 18th– Fri 22nd	Year 5 & 6 swimming
	Thursday 21st	School Photos
	Friday 22nd	Assembly 9am All Welcome
	Mon 25th-Fri 29th	Prep Swimming
	Friday 29th	Assembly 9am All Welcome
APRIL	Friday 5th	END OF TERM 1 SCHOOL FINISHES @2:10pm
	Tuesday 23rd	TERM 2 BEGINS

#### Key Messages from the Principal in this Newsletter:

- New Staff
- School Values
- Communication
- Meet the Teacher Interviews
- Whole School Focus on Reading
- Attendance
- SunSmart Policy
- Camps, Sports and Excursion Funds (CSEF)
- Extend OSHC
- ICT Acceptable Use Agreement
- Supervision After School
- Car Parking



Dear Parents and Guardians,



I would like to start this first newsletter for the year with a welcome to all our students and their families, with a special mention to our 2019 Preps, whose first day was today, and all the new families who have moved to our school this year. The year has started smoothly thanks to the efforts of our amazing staff, who came in during the holidays to set up their classrooms and prepare for the students arrival.

**New Arrival:** Over the holidays, Mrs Liz Cassar gave birth to a baby girl named Amelia Faye. She weighed 3.57kg and was 53cm long. They are all doing well, including dad, settling in at home and enjoying this precious time.

**New Staff:** I would also like to welcome the following staff members who have joined the Melton West Primary School community this year: Ms Kylie Walters (Year 3), Ms Korrina Glen (Student Wellbeing), Ms Limin Huang (Chinese Teacher). We also welcome back Ms Cobbledick (Year 3), Ms Jessica Li (Speech Pathologist), Ms Shae Battye (Education Support).

**School Values:** I thought this first newsletter would be a perfect opportunity to remind our community of our **School Values** and how they are reflected in the behavioural expectations of all. The following table outlines our values of **Communication, Respect, Teamwork** and **Trust** and includes a definition of what each value means and how we all, staff,

MWPS Values	What does it mean?	We demonstrate this through:
<b>Communication</b>	At MWPS we communicate openly and honestly in different ways ensuring our message is understood.	Listening, being interested and having an open mind. Our positive body language and giving eye contact to others.
<b>Respect</b>	At MWPS we care for each other and our school by accepting and valuing each other's differences.	Listening to others when they are speaking Taking care of our property as well as others' Our positive body language Including people in all that we do.
<b>Trust</b>	At MWPS we believe in, and rely on, each other for support and honesty.	Doing what we say we will do Helping each other Doing our best Sharing our thoughts with each other.
<b>Teamwork</b>	At MWPS we work together and help each other achieve our goals.	Valuing each other's opinions Actively listening to each other's ideas Being adaptable and creative when solving problems.

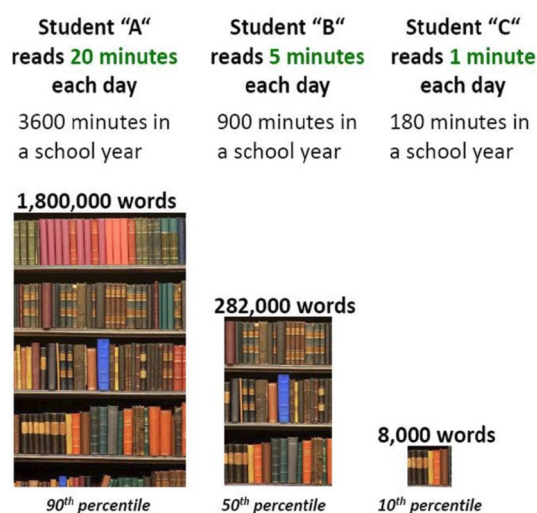
parents and students, should demonstrate it:

**Communication** is key to developing successful relationships and we are very keen to ensure we keep the lines of communication open at all times. If you have a question or concern that you'd like to talk to your child's teacher about, it is best to make an appointment with them. Staff meeting nights are Tuesday and Wednesday so all staff have a commitment on these nights. Please also be aware that from 8.50 am in the morning staff need to be attentive to the children as they enter the room, so that is not a good time. Making an appointment ensures everyone is tuned into the issue at hand and can give it their full attention.

**Meet the Teacher Interviews:** On Wednesday 20th February we invite all parents and carers to a "Meet the Teacher" Interview. This is an opportunity for you to talk to the teachers about your child so that they can best meet the needs of your child. Please take the opportunity to attend, even if it's just to introduce yourself.

It is the mission of Melton West PS to work collaboratively to ensure high levels of learning for all.

### Why Can't I Skip My 20 Minutes of Reading Tonight?



By the end of 6<sup>th</sup> grade Student "A" will have read the equivalent of 60 whole school days. Student "B" will have read only 12 school days. Which student would you expect to have a better vocabulary? Which student would you expect to be more successful in school...and in life?

(Nagy & Herman, 1987)

**Whole School Focus on Reading:** The first 2 days of the school year were Curriculum days. The staff worked on further developing their knowledge of the teaching of reading, which will be major focus for the year. The session included information about the latest research on teaching reading and the importance of a classroom library in hooking kids onto reading – the most important factor in whether they will be excellent readers. An interesting fact was presented about the amount of time children read outside of school and I have included a visual representation that outlines the more children read at home, the more exposure they get to new words, which helps them with their overall learning – having an extensive vocabulary. We spoke about having books that students are interested in as take home books and will purchase high quality literature for them to take home. They may still have some more 'basic' books that they can read, especially as they are in the early stages of reading, but the research says that children who are reading books of interest will get hooked quicker and will persevere even if the books are challenging.

**Attendance:** As we are aware, children need to be at school all day every day for them to reach their full potential. We are having a major focus on attendance this year with a specific focus on late arrivals and early leavers. There are often important messages decimated in the classroom at the start and end of the day and it can be very unsettling for students to miss these. It can also be very hard for children to enter a classroom when all children are settled and working, worried that they will become the centre of attention as children watch them enter. Please ensure children are here before 8.50 and make appointments for children to attend after 3.05 wherever possible. An automated message gets sent to all parents whose children have not attended school and we have not been notified by 10.30 am. Please ensure your contact details are kept up to date by contacting the office. If your child arrives AFTER 9.00 am, they will need to collect a late pass from the office. Staff will make contact with you if your child is absent and we have not been informed. Please be patient with us if you get multiple phone calls. We care about your children and want them at school.

**Sunsmart Policy:** As part of the School's Sunsmart Policy, children are required to wear a hat whilst outside during term 1 and 4, otherwise they will be directed to the shaded pergola area. Sunscreen is also available in every classroom and children are encouraged to apply throughout the day. It is a good idea to send your child with sunscreen at the start of the day as well.

**Camps, Sports and Excursion Funds (CSEF):** Students of families, who have an eligible Health Care Card, can apply for a grant from the Government of \$125. Please bring your current Health Care Card to the office and complete the form.

**Extend OSHC:** We have an After School Care Program that families are encouraged to use if they need care afterschool. Yard duty finishes at 3.15 each day, so children should be cleared from the playground by then, unless they are with an adult.

**ICT Acceptable Use Agreement:** This week each child will bring home the Acceptable Use Agreement for ICT. Students need to bring back a signed permission form before they will be able to access computers and iPads in the school. The document outlines the expectations of behaviour when using the internet. Please go through this with your child as you sign it. Please return as soon as possible so that we can start using ICT in classrooms, as they are intended.

**Supervision After School:** As you may be aware, there is a park on the corner of Coburns Road and West Melton Drive, where a number of students wait for their parents afterschool. Please be aware that the school is not able to provide teacher supervision in this area. I therefore suggest that you consider an alternative location at which your child waits to be picked up. Can I also remind you that we have an After School care facility run by Extend that is safe and well supervised and children can attend at a minimal cost. Please contact the school if you would like further information about Extend. Information brochures are available at the office.

**Car Parking:** We understand that parking can be an issue when dropping your children off in the morning or picking them up in the afternoon. However, please be aware that the kinder car park is not available for our school community, including our staff. Please park at the Melton Waves and walk across the supervised crossing to the school.

**M**oving forward **W**ith the **P**assion to **S**ucceed

Michelle Costa  
Principal

## Meet our 2019 School Leaders



Kalais Crees 6S  
School Captain



Mason Kapetonovic 6C  
School Captain



Akur Magot 6S  
Vice Captain



Daniel Sotudy 6C  
Vice Captain



### Parents & Friends

The Melton West Parents and Friends committee warmly invite parents to come and have a coffee and chat in the staffroom next Thursday, 7th February in the Staffroom 9:00am. Look forward to seeing you after student drop off.

All Welcome.

It is the mission of Melton West PS to work collaboratively to ensure high levels of learning for all.

Policy No.	MELTON WEST PRIMARY SCHOOL	Reviewed
000	SUNSMART AND HEAT POLICY	August 2017

## 1. PURPOSE

- Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection, and protected from over exposure to the sun whilst at school. Sun protection is used 'during the daily local sun protection times (whenever UV levels are three or above)' and NOT just during terms one and four. The 'SunSmart UV Alert' is now just referred to as the **daily sun protection times**. The sun protection times are issued whenever UV levels reach three and above. It is important to use a combination of sun protection measures during these times and never just rely on one. Sun protection times are also available on the [free SunSmart app](#) or at [sunsmart.com.au](#) or [myuv.com.au](#). If students are unable to follow the daily sun protection times, they are encouraged to use sun protection from **mid-August to the end of April** when average UV levels are three or higher in Victoria.
- To assist with the implementation of this policy, staff and students are encouraged to access the daily local sun protection times via the [SunSmart widget](#) on the school's website, the [free SunSmart app](#), or at [sunsmart.com.au](#) or [myvu.com.au](#).

## 2. POLICY STATEMENT

- Ensure all children, educators and staff have some UV exposure for vitamin D.
- Ensure all children, educators and staff are well protected from too much UV exposure by using a combination of sun protection measures during the daily local sun protection times (issued whenever UV levels are 3 and above).
- Ensure the outdoor environment is sun safe and provides shade for children, educators and staff.
- Ensure children are encouraged and supported to develop independent sun protection skills.
- Support duty of care and regulatory requirements.
- Support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

## 3. IMPLEMENTATION

- The sun protection measures outlined in the policy are used for all outdoor activities during the daily local sun protection times.
- This policy is to be read as part of our Student Dress Code.
- Children will be required to wear School Council approved school uniform, which will include shirts with collars, longer styled shorts and skirts.
- Students and staff are required to wear broad brimmed hats, that protect their face, neck and ears (at least 5-6 cm rigid brim). Peak caps and visors are not considered a suitable alternative.
- Appropriate School Council approved school uniform hats for students will be readily available for purchase through Lowes available at Woodgrove Shopping Centre Melton.
- The school supplies SPF30 or higher broad spectrum, water-resistant sunscreen for staff and student use. Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices). Sunscreen is applied before going outdoors in Terms 1 and 4.
- School Assemblies will be held in the mornings in Terms 1 and 4 to avoid the heat of the later part of the day.
- School Council also approves students wearing close fitting UV protection wrap around AS1067 sunglasses whenever they are outside.

It is the mission of Melton West PS to work collaboratively to ensure high levels of learning for all.

- i) Children without broad brimmed hats or appropriate clothing will be restricted to play in designated shaded areas.
- j) Whenever possible, outside activities will be planned in shaded areas.
- k) Hot Day timetable to be implemented (subject to extreme weather)
- l) The school council will provide adequate shade structures for students as practicable; particularly over high density play areas such as sand pits and play equipment.
- m) Students are encouraged to use available areas of shade when outside.
- n) The school newsletter and school assemblies will be used to highlight and reinforce the need for sun protection and using shaded areas.
- o) Our school is a member of the SunSmart Schools and Early Childhood Program at Cancer Council Victoria.

#### 4. EVALUATION AND REVIEW

4.1 This policy will be reviewed as part of our school's regular three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Date Reviewed (School Council Endorsement)	August 2017
Date of Last Review	Feb 2016
Next Review Due Date	Feb 2020
Responsible for Review	Assistant Principal
Frequency of Review Review Date (Yearly)	3 Year cycle
References	Victorian Government Schools Policy Advisory Guide

#### 5. RELEVANT DOCUMENTS & LINKS

- DEAT The Compact: Roles and Responsibilities in Victorian government school education: Principle 3 (2012)
- DEAT School Policy & Advisory Guide (SPAG) Sun & UV protection (2011)
- DEAT OHSMS Implementation Guide (2009)
- DEAT Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas (Oct 2011)
- DEAT Guidelines for School Playgrounds – Playground safety management: Section 3.2.5 (2012)
- DEAT Outdoor activities
- Catholic Education Commission of Victoria (CECV) Occupational Health & Safety Checklist
- Independent Schools Victoria (ISV) Compliance Framework: Sun Protection / Health & safety
- Victorian Early Years Learning and Development Framework (VEYLDF)
- Education and Training Parliamentary Committee Inquiry into Dress Codes and School Uniforms in Victorian Schools – Government Response
- Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)
- AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods

It is the mission of Melton West PS to work collaboratively to ensure high levels of learning for all.