

# Gembrook Primary School

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Fax: 03 5968 1548 School Office Hours 8.30am-4.30pm

**Vision:** To provide every student with every opportunity to be the best they can be.

## Mission Statement A view to the future

*Gembrook Primary School is a vibrant and aspirational education community, providing a safe and supportive learning environment that enables a personalised, engaging and challenging learning program. Our objective is for students to achieve the academic, social, emotional and physical growth to thrive in a global society*



**2nd February, 2024**

# DIARY DATES

<b><u>FEBRUARY</u></b>	
Monday 12th	Getting to know you interviews 3:30pm-4:30pm
Tuesday 13th	Swimming Carnival Grades 3-6
Wednesday 14th	Getting to know you interviews 3:30pm-4:30pm
Thursday 15th	Prep and New families Morning Tea at 9:30am in the staff room
Monday 19th	EDEC Swimming (select students)
Tuesday 20th	Getting to know you interviews 3:30pm-4:30pm
Wednesday 21st	School Council Meeting
Friday 23rd	<b>CURRICULUM DAY—student free day</b>
Tuesday 27th	Whole school information learning walk and Q&A 3:30pm
<b><u>MARCH</u></b>	
Monday 4th	Athletics Carnival Grades 3-6
Friday 8th	Division Swimming (select students)
Monday 11th	<b>LABOUR DAY HOLIDAY</b>
Wednesday 14th	Junior Athletics afternoon



**SUN SMART 'HATS ON'  
FOR ALL OUTDOOR ACTIVITIES**

**Hats are available for purchase at the School office (\$10)**



*Gembrook Primary School respectfully acknowledge the Wurundjeri people who are the traditional owners of the land on which we meet, share ideas and work together. We also pay our respects to their elders past, present and emerging.*



# *A note from Mrs Drew....*

## Dear Families and Friends,

Welcome back to the 2024 school year! I hope that your Christmas and holiday season was a fantastic break with family and friends!

It was brilliant welcoming our beautiful (and enthusiastic!) new prep students and their families who have joined our wonderful school community. We look forward to forging strong and lasting relationships with you, as together we support your children on their education and life-journey at Gembrook Primary School. Welcome also to new students and families who have joined us across other year levels.

The students have started with such dedication to learning. We don't apologise for being an aspirational learning environment, and these high expectations for learning has definitely carried through from 2023. Already there is a palpable buzz of excitement as we get into the new school year.

## Update on the Substantive Principal position

Next week, our new Senior Education Improvement Leader (SEIL) Kerrie Anderson will attend a School Council extraordinary meeting and special staff meeting to introduce the Principal recruitment process. Once this has occurred, I will let the whole school community know how the process will proceed.

## A BIG thank you to GPS staff!

Thank you to our wonderful staff. ALL teachers spent lots of time at school over the holidays setting up their classrooms and getting them looking superb for the start of the school year. Teachers also spent time planning for engaging and effective term one student learning. A huge thank you to Shelley who spent lots of time over the hols completing administration tasks for the start of the school year. That staff dedication is certainly very much acknowledged and appreciated.

## School Grounds

I also want to say a special thank you to Stu Watson who spent such a large amount of time at school over the holidays completing a number of jobs including gardening, removing rubbish, weeding, whipper snipping, edging and blow vacuuming. Stu takes great pride in the presentation of our beautiful school and this is clearly evident in the way he maintains our nature strip at the very front of the school!!! Stu regularly, and very generously, donates lots of time, as well as his skills and knowledge, to help our school community and keep our school looking even better. Thanks Stu, your generosity is very much acknowledged and appreciated.

## AUSLAN

Already we are thrilled at the way Mrs. Varga has engaged our students in the new specialist hour every student receives. I am watching students signing in the playground and I have had many parents commend the school for taking this on. We look forward to the progression of the students learning AUSLAN.

## Term 1 2024

There is always lots happening and Term 1 2024 is no exception. Some special events for this term include:

- 'Getting To Know You' teacher/parent/student interviews on Monday 12<sup>th</sup> Feb, Wednesday 14<sup>th</sup> Feb, and Tuesday 20<sup>th</sup> Feb.
- Prep and new parent's morning tea Thursday 15<sup>th</sup> February 9:30am
- GPS Swimming Carnival Tuesday 13<sup>th</sup> February Grades 3-6 at Lilydale Outdoor Pool
- Whole school Information Learning Walk and Q & A Tuesday 27<sup>th</sup> February @ 3:30pm
- Curriculum Day – **Student free day Friday 23<sup>rd</sup> February**

### Attendance

#### **Every Minute Counts!**

Arriving at school on time ensures everyone has a calm and orderly start to the day. Putting bags away, the outline of the day ahead, the roll and then the first mini-lesson for the day happens from 9:00am to 9:15am. Learning is much easier if your child is on time because they have not missed these important aspects of the day. Kids are happy and secure because there is a known routine which is adhered to. Teachers are happy that their lessons will be received by all students in their class at the same time. Let's work together to make every minute count!

### Curriculum Day Friday 23<sup>rd</sup> February

Friday 23<sup>rd</sup> February will be a student free day as staff embark on a great day of professional learning around literacy with highly respected education consultant Danny Hyndman. Danny has been working with us now for over five years, and as a school community, we are very fortunate to be the beneficiaries of his incredible knowledge, skills and passion around improving student learning.

### Gembrook Primary School Values:

Current research states that one of the things that high performing schools have in common is that they set and maintain high expectations for the entire school. As stated above, our Start Up program included unpacking and discussing 'Respect' and 'High Expectations' with all students. It would be great if you could please regularly discuss 'Respect' and 'High Expectations' with your child (particularly over the next few weeks) as they begin their new school year.

### Priorities for 2024 at GPS

Once our 2024 Annual Implementation Plan (AIP) has been formally approved, we will upload it to the school website. I can however, share with you our focus areas for this year.

In line with the Department of Education and Training (DET) Framework for Improving Student Outcomes (FISO 2.0), our 2024 AIP will focus on 2 core elements:

Learning  
Wellbeing

Broadly speaking, the first core element will involve targeted and high-level professional learning for staff, with a particular emphasis on literacy and numeracy. The second core element will involve increasing student voice and agency (with a particular emphasis on student engagement in learning), individual student goal setting and monitoring, celebrating achievement and building school pride and sense of belonging.

Underpinning these priorities and initiatives will be Gembrook Primary School's values of Respect and High Expectations.

Our GPS 2024 AIP actions include:

- Extension of GPS Student Learning Digital Portfolios to enhance family engagement in student learning (more information to follow!).
- Continuation of Tutor Learning Initiative (TLI) in literacy (reading) and numeracy (number).
- Embedding the Gembrook Primary School Developmental Curriculum Continuum where students can track their own progress in literacy and numeracy and set new individual learning goals.
- Engagement with highly regarded education consultant Danny Hyndman.
- Embedding the GPS Positive Behaviours for Learning (PBL) initiative.
- Increase opportunities for student voice and agency throughout the school.
- Investigate tools for recording and monitoring student wellbeing.
- Increase opportunities for student engagement in learning.
- Continuation of GPS Student Electives
- Investigate opportunities to enhance community links.

### High Expectations – School uniform!

Thank you to mums and dads and most of our students who came to school on Tuesday in absolutely FULL school uniform.....including.....black shoes and a navy broad brimmed hat!

I need to remind families that black bike shorts are not part of our school uniform. A number of girls are wearing these now and they do not comply with our uniform policy. Please speak to your child about this.

Term 1 = Hats on and Sunsmart!

Just a reminder that all students and staff need to have their hats (broad brimmed navy hats) on whilst outside at recess and lunch and when participating in outside activities. It is also vitally important to make sure that all hats are clearly labelled with your child's name. Thank you for helping with this.

We ask that all students have sunscreen applied before they come to school and have a small tube of sunscreen in their bag to reapply during the day. If parents could teach their child how to apply the sunscreen and to remind them to wash their hands after doing so. Teachers will remind students to do this throughout the day.

Information Learning Walk & Q & A session Tuesday 27<sup>th</sup> February 3:30-4:30pm

We're really looking forward to our Whole School Learning Walk and Q & A session. that is coming up on Thursday 27<sup>th</sup> February. Families will be guided through the school to learn about what each child is learning and the how and why they learn it.

2024 New Parents Welcome Morning Tea

All Prep parents, and parents who are new to our beautiful school are invited to a morning tea on **Thursday 15<sup>th</sup> Feb. at 9:30am.** This will be a great opportunity to get to know each other in a friendly and relaxed environment, so please come along and celebrate the beginnings of a wonderful experience at Gembrook Primary School.

Running Club 2024 with Mr. A

Beginning next Tuesday 6<sup>th</sup> February will be the school running club/ walking club.

This program is designed to enhance our student's ability to run and improve their overall fitness, in a fun and social environment.

Time: 8.15-8.45am Tuesday mornings

Location: Meet Mr Adnam on the oval

Bring: runners, and drink bottle and any essential asthma medication.

All students and parents/ carers are welcome to come along and participate. but please only bring your child if they have the intention of improving their fitness and consistently building up running skills.

With such a great start to the year, we are extremely excited for 2024. Have a great week everyone.

Kind Regards

Kerri Drew

# ENTERING AN ATTENDANCE NOTE ON COMPASS

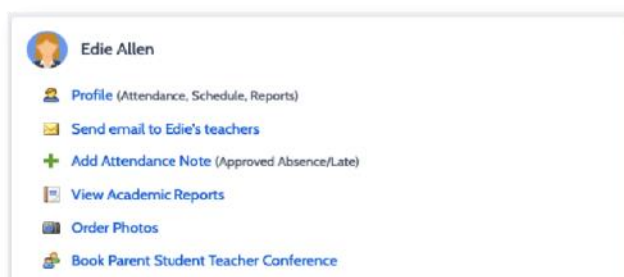
From the Compass home screen (or from your student's profile), click the **Add Attendance Note** item.

From the pop-up window

Select the reason

Enter a brief description of the absence

Select the start and finish time



## What is an Attendance Note?

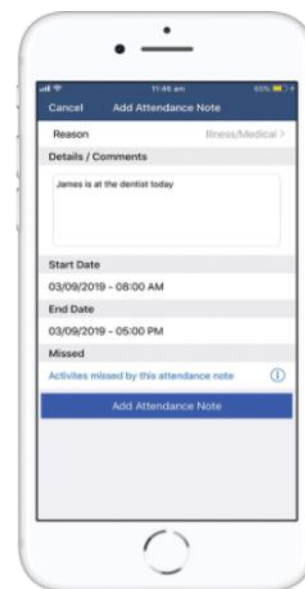
An Attendance Note is used to explain when your child is absent or late for school.

A screenshot of the 'Attendance Note Editor' form. The form is divided into several sections. The 'Note Details' section includes fields for 'Person' (Edie ALLEN), 'Reason' (Medical/Illness), and 'Details/Comment' (Feeling unwell - have a medical appointment this afternoon). The 'Important Notice' section contains a disclaimer about the use of the system. The 'Potentially Affected Sessions' section shows a table of sessions that might be affected by the absence. The 'Start' and 'Finish' fields are set to 08/02/2021, 09:00 AM and 08/02/2021, 03:30 PM respectively. At the bottom, there are 'Save' and 'Cancel' buttons.

Activity	Start	Finish
05GEN_05A (Yr 5 Gene...	08/02/2021 09:00 AM	08/02/2021 12:00 PM
05GEN_05A (Yr 5 Gene...	08/02/2021 12:30 PM	08/02/2021 03:30 PM

## SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.





# Breakfast Club

## SCHOOL BREAKFAST CLUBS PROGRAM



Education  
and Training



WHEN: EVERY MONDAY, TUESDAY, THURSDAY & FRIDAY  
8:40AM-9AM

### WHAT'S ON THE MENU?

FRUITS: Apples, Oranges and Pears

CEREAL: Vita Brits, Maple Crunch,  
Quinoa O's, Muesli and Weeties

TOAST: Vegemite, Jam, Honey and  
Nuttelelex

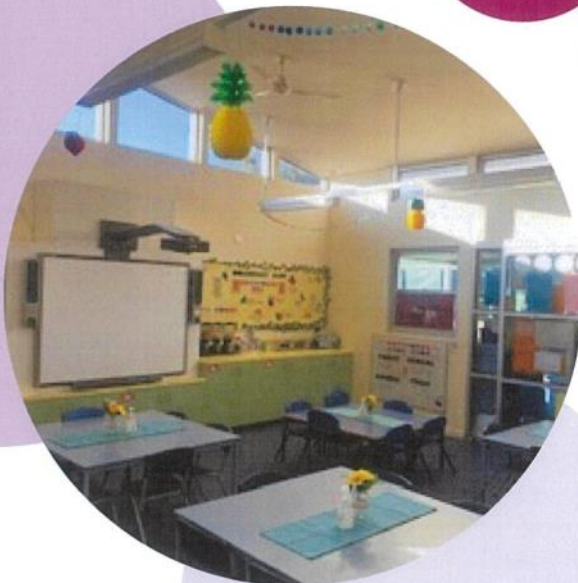
MILK: Full cream and Lactose Free

ADDITIONAL: Baked Beans and  
Spaghetti



### WHAT HAPPENS IN BREAKFAST CLUB?

Students get to enjoy a yummy breakfast  
whilst socialising with their friends, listening  
to music, playing board games and colouring  
in.



BREAKFAST CLUB'S NEW LOOK

### HOME FOOD PACKS

Home Food Packs will now be available for  
families who may require extra support in  
accessing nutritious food. These packs will be  
available during the school term. If you are  
interested, please contact the office so that  
arrangements can be made.

### FOODBANK VICTORIA

Foodbank Victoria's role is to source and deliver  
a range of ambient and fresh food to schools,  
enabling all students to access nutritious food  
during the school year. By accessing additional  
food at schools, students can learn with a full  
stomach and get the most out of their education.

# SCHOOL NEWS

## Update Contact Information

Please inform the school if your contact information changes. Changes can be made on the COMPASS app or by contacting the school office. We must be able to contact you in case your child is sick or has been injured. If the primary carers / parents don't respond, the emergency contacts provided on your child's enrolment form will be contacted.

## *Anaphylaxis / Food Allergy*

There are a growing number of children who suffer from a variety of allergies. Most serious are those allergic to foods such as nuts, nut products, and dairy products, and their severe reaction is known as anaphylaxis. At Gembrook Primary School, we have a child who is in this category.

The teaching staff have a number of procedures in place to ensure that appropriate precautions are taken. Parents are requested to be very conscious of the danger that food allergies pose for some children.

We ask you to support the health of children with food allergies by ensuring that your child understands that they should not touch food that belongs to someone else and should not share food. It would also be appreciated if families could avoid sending products containing nuts (including peanut butter, cookies, muesli bars with nuts etc) to school in your child's lunch. Peanut butter for breakfast and dinner but not for lunch! It is vitally important to please wash hands thoroughly if handling these foods before coming into the school.

If you are sending food for sharing, perhaps for a birthday, we ask that the classroom teacher is informed prior to the time, so that the parents of these children are given the opportunity to provide a special treat for them on the day. Thank you for your understanding.

## *Annual privacy reminder*

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

We invite you to book in for our [Getting to know you interviews](#).

Teachers will be available 3:30-4:30 pm on Monday February 12th, Wednesday February 14th and Tuesday February 20th, 2024.

The main purpose of these interviews is for parents to share any information you believe is important for teachers to know to foster your child's learning and success at school.

The interviews are strictly 10 minutes in duration. If you believe you will need longer, please contact the classroom teacher to arrange a separate meeting time.

If you have any difficulty making your bookings on Compass, please contact the school office on 59681313 or [gembrook.ps@education.vic.gov.au](mailto:gembrook.ps@education.vic.gov.au)

# SCHOOL NEWS

## **A Department of Education *Mobile Phone and Digital Devices Policy* came into effect from Term 1, 2020**

Students will be required to switch off and store phones or devices securely from the first bell until the last bell each day.

At Gembrook Primary School students will need to hand in their phone or device to the office when they arrive at school and collect it after the dismissal bell. Phones will be in a locked filing cabinet throughout the day.

Families should contact the school office should you need to pass an urgent message to your children prior to 3pm.

The updated school policy has been ratified by school council and is uploaded to the school website .

### **Students Late to School**

ALL students who are late to school (as of 9am)

**MUST** collect a late pass from the office and  
**be signed in by a parent**

**BEFORE** they go to class

Rolls are marked as soon as students arrive in class

This is to ensure that the school has an accurate roll of students who are present

### **Conveyance Allowance 2024**

Applications are now available for conveyance allowance for Term 1.

This allowance is available to Gembrook Primary School students who use a private car to travel to school and who live 4.8k or more by the shortest practicable route from the school or the last stop on the school bus route and attend the nearest appropriate school at which admission is possible.

Your application is valid for the entire school year if your circumstances do not change.

Application Forms are available at the school office and should be submitted to the school by **Friday March 8, 2024**. More information about the

Conveyance Allowance Program is available at <http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx>



# SCHOOL NEWS

## *Prep and New Families Morning Tea*

**Thursday 15th February at 9:30am in the Staff Room.**

This will be a great opportunity to get to know each other in a friendly and relaxed environment, so please come along and celebrate the beginnings of a wonderful experience at Gembrook Primary School.



## *Volunteer Induction*

The Department of Education requires all volunteer workers to have an induction each year. If you would like to be a volunteer within our school community, please join Mrs Drew on

**Thursday 9th February at 3:00pm in the Circle of Harmony.**

All volunteers will need to complete this induction, as well as have a current Working With Children Check.

# ART ROOM REMINDER



Can all students please remember to bring their art smocks to school before week 3. Please ensure they are clearly named. Every student must have one to protect their clothing in Mrs Liston's class.

GEMBROOK PS  
PRESENTS

# MARCH MASTER MONTH

MONDAY  
MARCH 25TH  
2:00PM

# MARCH MASTER MONTH

We are encouraging all  
students and families to  
participate in  
**March Master Month**



Pick a new skill, practise it for 10  
minutes each day in March. Take photos,  
or record a video of your progress to  
share with your class over the month.

Join us and display or perform your  
talent at the March Master Month  
Expo on Monday the 25th of March

**JOIN IN THE FUN**

More  
information  
to come



## RUNNING CLUB

Tuesdays before school: 8.15 - 8.45am

At Running Club, students will have the chance to participate in additional exercise and training in preparation for upcoming carnivals, and overall fitness.

Each week students will progressively run further and build up their endurance, and further develop their athletics skills.

Please explain to your child that this session is only for those who are committed and

interested in high intensity running and improving their fitness.

Students will need to bring a water bottle, maybe asthma medication, hat, and appropriate running shoes.

Parents/carers are also welcome to join in the fun.

I look forward to meeting you all at the oval.

Mr Adnam



Positive Behaviours for Learning (PBL) is a whole school approach for establishing the **social, cultural** and **individualised** expectations and supports needed for all students to achieve both social and academic success.



## Positive Behaviours for Learning

### AT ALL TIMES

#### RESPECT

- I use positive language in a calm voice, when I speak.
- I follow instructions the first time.
- I treat all belongings with care.
- I keep my hands and feet to myself.
- I listen to what others have to say, and wait for my turn.

#### HIGH EXPECTATIONS

- I have a growth mindset.
- I care for resources.
- I engage in all tasks to the best of my ability.
- I look after my peers.
- I walk quietly and calmly in roll order, when moving between classes.



## Positive Behaviours for Learning

### TOILETS

#### RESPECT

- I use locks, doors and seats for their intended purpose.
- I use one pump of soap and then wash my hands with water.
- I turn off the taps, after I wash my hands.
- I flush the toilet, when I have finished.
- I leave the toilets clean and tidy.

#### HIGH EXPECTATIONS

- I go to the toilet at playtime, or with staff permission.
- I go directly to and from the toilets, wearing my shoes.
- I only use the toilets when I need to.
- I let staff know if the toilet space is not neat and tidy.
- I wait quietly for my partner.



## Positive Behaviours for Learning

### SPORTS AREAS

#### RESPECT

- I include all players in all sports.
- I look after the equipment and use it appropriately.
- I share and take turns with my peers.
- I use an appropriate voice level during sport and P.E.
- I accept the umpires decision.

#### HIGH EXPECTATIONS

- I follow instructions and the rules of the game.
- I am a "good sport" at all times, and take defeat graciously.
- I return equipment that I borrow.
- I encourage my peers to be the best person they can be.



## Positive Behaviours for Learning

### ASSEMBLIES

#### RESPECT

- I follow all instructions quickly and quietly.
- I applaud my peers, when they receive awards.
- I actively listen during assembly.
- I sit down and stand up, when asked.

#### HIGH EXPECTATIONS

- I walk quietly and calmly, in roll order, to and from assembly.
- I sit where I have been asked by a teacher.
- I stand still, when we sing the national anthem.
- I sing proudly, during the national anthem and school song.



## Positive Behaviours for Learning

### PLAYGROUND

#### RESPECT

- I try my best to include others.
- I play safely and use school equipment as intended.
- I eat my rubbish-free food outside the library.
- I care for the environment.

#### HIGH EXPECTATIONS

- I ask a yard duty teacher when I need help.
- I stay in the designated play areas.
- I use music time to go to the toilet, wash my hands and get a drink.
- I return to class before the bell.
- I am a SunSmart student.



## Positive Behaviours for Learning

### LEARNING SPACES

#### RESPECT

- I focus on the teacher during mini lessons.
- I make others feel welcome and part of our school team.
- I am organised with my equipment.
- I ask permission before leaving the classroom.
- I pack up after myself and keep learning spaces tidy.

#### HIGH EXPECTATIONS

- I stay focussed on my learning and try my best.
- I take care and pride in my work.
- I am honest and take responsibility for my actions.
- I move between lessons quickly and quietly.
- I am on time and on task.



# SCHOOL LUNCH ORDERS

## GEMBROOK PRIMARY SCHOOL THURSDAY LUNCH ORDERS TERM 1 2024

	<b>Weekly Lunch Special \$5.50</b>	<b>Weekly Treat Special \$3.00</b>	<b>Juice \$3.00</b>
1ST FEB	Savoury Scroll Tomato, cheese and herbs	Shortbread Cookie	Apple
8TH FEB	Chicken Schnitzel Wrap With lettuce, mayo and cheese.	Choc Chip Cookie	Pineapple
15TH FEB	Sausage Roll With Tomato sauce	Fairybread Cookie	Orange
22ND FEB	Cheesy Savoury Muffin With spinach, capsicum and carrot.	Gingerbread Cookie	<b>PLEASE NOTE</b> Due to items being prepared in Bulk in a short amount of time.  We can unfortunately not make alterations or substitutions to the menu items.  If a week has 2 options and none is selected, the vegetarian option will be provided to your child automatically.
29TH FEB	Pizza 1 - Hawaiian. 2 - Margherita.	Apple Muffin (DF) (V)	
7TH MARCH	Penne Pasta Bake With Napoli, spinach and cheese.	Shortbread Cookie	
14TH MARCH	Beef Slider With lettuce, cheese and tomato sauce.	Cookies & Cream Slice	
21ST MARCH	Cheesy Zucchini and Bacon Slice	Mint Slice	

### HOW IT WORKS

#### ORDER ONLINE VIA OUR WEBSITE

Select your order from the School Lunch Section Only.  
Add Student's name and class in comments.

PLACE AND CHECK-OUT ORDER BETWEEN 4PM TUESDAY AND 9.00AM THURSDAY



# SCHOOL COUNCIL ELECTIONS

## 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. 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.

### 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:

the exercise of a power or the performance of a function of a councillor, or

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 electorate 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.

**NOMINATIONS TAKE PLACE FROM THE 5th TO THE 12th  
of February 2024**

**Nomination forms will be available at the school office and on Compass.  
There are 5 parent vacancies available in 2024.**

# EMERGENCY MANAGEMENT AT GPS



## Schools on the Bushfire At-Risk Register and Category 4



### School preparedness and pre-emptive actions for the bushfire season

Fire danger ratings indicate how dangerous a fire would be if one started in those conditions and provide clear direction on the safest options for preserving life. They can be a trigger for action in the community and for school and household level fire plans.

Schools and children's services listed on the Department of Education and Training's Bushfire At-Risk Register (BARR), and those at some lower risk of bushfire or grassfire on the Category 4 list, will be closed when a Catastrophic fire danger rating day is forecast in their Bureau of Meteorology district.

Gembrook Primary School has been identified as a BARR school and our school will close when there is a Catastrophic Fire Danger Rating in the CENTRAL fire district.

Schools and early childhood services listed on the Department of Education and Training's Bushfire At-Risk Register (BARR) and those at lower risk of bushfire or grassfire on the Category 4 list take pre-emptive actions on elevated fire danger days to minimise the risk of being caught in a fire in these conditions. The category of risk (per the BARR or Category 4 list) determines the actions that the school or early childhood service will need to take on days of elevated fire danger.

**Our school will enact its pre-emptive action plan and also plan to close, in liaison with the Regional Director, on a day forecasted as Extreme Fire Danger Rating in our local government area (LGA), Cardinia Shire.**

The department will advise our school of the potential for a **Catastrophic fire danger rating** as information becomes available, however the pre-emptive closure will be **confirmed by 1pm the day prior to Catastrophic fire danger day**. Fire danger ratings are forecast by the Bureau of Meteorology up to four days in advance.

Should a Catastrophic day be forecast, we will notify you of the closure by an SMS, COMPASS and email. If we are unable to ascertain whether our message has been delivered, we will attempt to contact you by telephone. A hard copy letter will be provided if time allows. Please ensure we have your current contact details, including your mobile phone numbers.

**Closure of the school due to a forecast Catastrophic day will be CONFIRMED ON THE DAY PRIOR and we will provide you with this advice before the end of the school day.**

**Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast.**

This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Catastrophic day.
- Out-of-school-hours care will also be cancelled on these days.
- School camps will be cancelled if a Catastrophic fire danger rating day is forecast for the Bureau of Meteorology district in which the camp is located, or if the travel involves passing through areas that have Catastrophic fire danger.
- All bus routes that travel through the Catastrophic area will be cancelled.
- Depending on which fire weather district is impacted, bus route cancellations may affect our school.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan cleared our facility's grounds and gutters of debris.



# Schools on the Bushfire At-Risk Register and Category 4



## **School preparedness and pre-emptive actions for the bushfire season Page 2:**

Families are encouraged to enact their Bushfire Survival Plan on Catastrophic fire danger rating days. **On such days, children should never be left at home alone or in the care of older children.**

The Country Fire Authority (CFA) advises that when Catastrophic days are forecast, the safest option is to leave the night before or early on the morning of the Catastrophic day. Please ensure your plan includes alternative care arrangements for your children in the event that our school is closed.

You can access current information about school and early childhood services closures, including those due to elevated fire danger, on the Department of Education and Training's website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

Multiple sources that offer information on emergencies are listed below:

- VicEmergency app – that can be downloaded on your android and iOS mobile devices
- VicEmergency Hotline (1800 226 226)
- Website <https://emergency.vic.gov.au>
- Facebook (<https://www.facebook.com/vicemergency>)
- Twitter (<https://twitter.com/vicemergency>)
- ABC local radio, Sky News and other emergency broadcasters

## **EMERGENCY MANAGEMENT SMS**

An SMS TEST MESSAGE will be sent Monday next week (Monday 5th February) to all registered parent mobile phone numbers from our Emergency Management SMS software.

The SMS system may be used in *Emergency or Urgent* situations to help keep the community informed. Messages would also be sent by Compass and email. This system assists with brief messages during power and internet outages. Test messages are sent prior to the bushfire season each year.

If you do not receive the SMS please contact the school office as soon as possible.



# CSEF NEWS



## FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

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

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

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

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

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

The annual CSEF amount per student is:

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

### MORE INFORMATION

For more information about CSEF visit:

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

### HOW TO APPLY

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

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

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

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

Check with the school office if you are unsure.



Latest application date 23/6/2024, the sooner the application is made the sooner the funds may become available.

# Happy Birthday

## February



2nd Mia PrepA  
2nd Bentley 12B  
2nd Jaxon 12C  
7th Arlo 12B  
8th Ari 12C  
8th Fletch 56A  
11th Callen 34C  
13th Piper PrepB  
14th Henry 34C  
15th Hudson 12A





# COMMUNITY NOTICES



***Introducing ACA – People Outdoors: Camps for  
People Living with Disability***

*'Adventure For All'*  
[People Outdoors](#), a program of the [Australian Camps Association](#),  
was established in 1989 to provide outdoor recreation for people of  
all ages living with disability. Our programs include two-night  
weekend through to four-day residential camps held during the  
school holidays. Our participants are looked after by our team of  
disability support workers for the duration of camp. So, if you'd  
like the opportunity to experience the social and developmental  
benefits of adventure outdoors, please contact our team

*on 03 9863 6824 or visit our website for more information –  
<https://www.peopleoutdoors.org.au/our-programs/upcoming-program>*

# COMMUNITY NOTICES



## Remedy Lab.

**Cosmetic Nurse Matilda**

**Shop 1/74 Main Street,  
Gembrook**

**m. 0433 556 800**

**f Remedy Lab Aesthetics**

**@remedylab\_aesthetics**





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