Dear Calwell Families,

What a hot start to the year! How fortunate we are that in previous years our P&C raised funds to support the purchase of evaporative cooling in our teaching units. Teachers will be encouraging children to drink plenty of water to ensure everyone stays well hydrated.

We have had such a positive start to the year. Keep an eye on the school Facebook page. We will be posting more videos and photos to keep you informed of what’s happening in the school and help you engage with us. Do come along to the BBQs we have planned (see the diary dates above). This is a great opportunity to meet your child’s classroom teacher and chat informally with staff and the leadership team.

Due to circumstances beyond our control we are starting 2017 without a deputy principal. By mid-term we hope to know whether Belinda Taylor will be returning to Calwell in term 2. If Belinda does not return, we will be advertising for a new DP who will commence in term 2.

We are excited about sharing some new initiatives with you in the next few weeks, in particular our focus this year on SEL – social emotional learning and STEM (science, technology, engineering and maths) in the curriculum.

Included in today’s Communique is all the information we hope you need to bring you up to speed. We are here to help, just give our friendly office staff a call on 62056911, catch a member of the leadership team on the playground before or after school or make an appointment to see us.

Class Teachers

Kindergarten - Kerrie Perkins (KP) and Stephanie Williams (KW) Scrivener Unit
Year 1 /2 - Jamie-Lea Drew (1/2D) Kate Bicket(1 /2B) Amanda Rombouts (1/2R) Corin Unit
Year 5 – Luke Marsden (5M) and Matthew Woolnough (5W) Bendora Unit
Year 6 – Margaret Doykas Bimbadeen

Preschool Teams
Grace Condello / Sue Sullivan - Cockatoos
Grace Condello / Sue Sullivan - Magpies
Veronica Packwood / Christine Ramm – Rosellas
Specialist Teachers & Support Staff
Faye Bormann – Literacy Support
Catherine Gilbert - Library Coordinator / IT Support / Admin Support
Linda Dorsett - Student Support
Nuhad Asiots – Preschool and Admin Support
Lynn McKee - School Psychologist

Admin Team
Sonia Jamieson - Business Manager
Tracy Waterson – School Secretary / First Aid
Brigitte Brickwood – Admin Support
Anthony Donaldson - Building Service Officer

Leadership Team
Linda Neeson - Principal
Stuart Rendell - Executive Teacher Yrs 3/4
Luke Marsden – Executive Teacher Yrs 5/6
Ashley Coutts – Executive Teacher P- Yr2

Working together to help our kids!
When parents/carers engage in their child’s learning, the school research clearly shows that student outcomes are improved. We are keen to work with you to support your child/ren to reach their potential.

Here’s how to engage with us:

- complete the Getting to Know Your Child form and attend the Meet the Teachers Sausage Sizzle on Wednesday 13th February 5pm-6pm
- read to and with your child AND listen to them read as often as possible
- engage in your child’s learning through See Saw
- come to an assembly - 2.15pm on Friday afternoons
- contact your child’s teacher if you need information or have concerns
- chat with members of the leadership team when they are on the playground before/after school or make an appointment to meet with them to seek/clarify information, discuss concerns or ask for advice or assistance
- contribute by helping with class reading/book exchange, assisting in the library, lunch clubs, fund raising or responding to calls for help or contributions throughout the year
- get involved with P&C activities

Communication
Want to know what’s happening in the school? Here’s how:

- Communique – school newsletter sent home in even weeks of term.
- Calwell Primary Website – includes a term calendar and a wide range of school information including curriculum, programs, policies and parent help information.
- Calwell Primary Facebook page – posts provide information about activities and events
- School App – includes calendar dates and enables parent/carers to inform the school of a child’s absence
- See Saw - an on-line learning portfolio which enables the class teacher to share examples of your child’s work with you. (QR access codes and instructions will be sent home soon)

Know My Child
Children learn best when they build a positive relationship with their class teacher. To help your child’s teacher to get to know more about your child please complete the ‘Know my Child’ form and bring it along to the Meet and Greet Sausage Sizzle next Monday 13th February. We would also like to hear from you what you would like your child to achieve this year.
2017 School Board Nominations
Nominations for one School Board Parent Representative for a two year period will be required this year. Nominations opened 11:00 am Monday 30th January 2017 and close at 11:00 am Monday 13th February 2017.

Forms will be available at the front office from the 30th January 2017 or can be emailed to you by calling 62056911. The position commence on 1st April 2017. Nominations must be:

- In writing and signed
- Endorsed with the consent of the person nominated
- Delivered to the Front Office, marked to the attention of the Returning Officer for the School Board by Monday 13th February 2017 by 11:00am.

If more than two nominations are received for this position the Returning Officer will conduct a ballot. Should an election be required details will be advertised in the school newsletter. Candidates will be required to provide a brief statement detailing where their particular interests lie in the school, what skills or experience they bring to the Board and how they will represent the parent body. Statements will be required to be submitted by 10am 20th February 2017 for publication in the 21st February newsletter.

We are looking forward to a great year and a productive term one working in partnership with you.

Linda Neeson
Principal

Important Information

Book Packs
Class teachers will distribute Book Pack resources. If you have not already purchased your child/ren’s pack please contact the front office on 62056911. The packs consist of essential items, class work books and stationary which your child/ren will need to fully participate in the educational program.

Please help our small admin team
We ask that you support the school and staff by returning notes and/or payments by the due date OR contacting the school before the due date to make alternative arrangements. Please be aware that we will not be able to include a student in an activity if we have not received a response to a note.

Before School Playground Supervision
Children should arrive at school around 8.45am. Please be aware that children dropped at the school before 8.45am will be unsupervised and may therefore experience difficulty seeking teacher support if needed. Teachers will discuss with their class the assistance available to students before school. We would appreciate your support in reinforcing the following with your child:

- a member of the Executive Team commences roving the playground at 8:45am.
- assistance can be sought from the Front Office from 8:30am onwards
- if needed, children can seek assistance from Executive Teachers at any time before school by coming into the administration building. The playground is visible from the Admin Building from where staff are able to monitor the number of children and parent /carers in the school grounds before playground supervision begins.
- before school between 8:30am and 9:00am there is a teacher presence in the playground as teachers move between the administration building and class units.
- To comply with Directorate policies, all persons that are remaining on site after 9.10am are required to be signed in as either a volunteer or visitor at the front office.

Community Code of Cooperation
As a KidsMatter school we place a high importance on our student’s well-being. We continue to focus on our CARES Culture. Each class will also develop their ‘Code of Cooperation’ this week which describes how the class will work cooperatively and respectfully together to enable every class member to achieve to the best of their ability. Accompanying todays Communique is the ‘Calwell Community Code of Cooperation’ which we hope you will support
as it also helps to focus the whole community on how we can work collaboratively and respectfully to make Calwell Primary a great school where all students, teachers and parents/cares support each other and feel valued and welcomed.

**Student Injury - Insurance and Ambulance Transport**
The Education and Training Directorate does not provide any insurance cover for injury, disease or illness to students resulting from school activities or school-organised excursions. Claims for compensation are met where there is a legal liability to do so. Liability is not automatic and depends on the circumstances in which any injury, disease or illness was sustained.

As there is no automatic insurance cover for personal injury whether your child is injured at school or during a school organised activity/excursion, you should therefore consider whether taking out personal insurance cover for your child is warranted.

This insurance might cover contingencies including medical/hospital expenses, ambulance transport outside the ACT, and cancellation of transport/accommodation or loss of/damage to luggage.

The ACT Ambulance Service provides free ambulance transport for students who are injured or suddenly become ill at school or during an approved school organised activity within the ACT.

**Accessing the School App**
The school is able to communicate quickly with parent/carers by relaying information or urgent messages via the school’s smartphone App. Parent/Carers can also send an absence notice when their child has been absent from school via the App. To download the App please follow these simple instructions:

<table>
<thead>
<tr>
<th>How to install our School App</th>
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<tbody>
<tr>
<td><strong>On Apple</strong></td>
</tr>
<tr>
<td>• On your iPhone open the app store</td>
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<tr>
<td>• Search for our school name</td>
</tr>
<tr>
<td>• Press Install</td>
</tr>
<tr>
<td>• Enter your iTunes password</td>
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<tr>
<td>• It will commence downloading immediately</td>
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<tr>
<td><strong>Android/Google Play</strong></td>
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<tr>
<td>• On your SmartPhone open the Android/Google Play market</td>
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<tr>
<td>• Search for our school name</td>
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<tr>
<td>• Press Install</td>
</tr>
<tr>
<td>• Your app will start installing instantly</td>
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<tr>
<td><strong>To Open Our School App</strong></td>
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<tr>
<td>• Look for our schools app icon on your screen</td>
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<td>• Press the icon once</td>
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<tr>
<td>• It will open automatically</td>
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<tr>
<td>• When prompted select yes to receive notifications and use your location (this will make sure the google maps and pop-up alerts work for you)</td>
</tr>
<tr>
<td><strong>If you encounter troubles</strong></td>
</tr>
<tr>
<td>• Shut down the app and or your phone to refresh the phones memory</td>
</tr>
<tr>
<td>• Uninstall your app and reinstall it</td>
</tr>
<tr>
<td>• Contact <a href="http://www.activeschoolapps.com.au/support">www.activeschoolapps.com.au/support</a> for help within 48 hours.</td>
</tr>
</tbody>
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**Working with Vulnerable People**
Some volunteers and visitors to schools are required to hold a Working with Vulnerable People registration with the Office of Regulatory Service (ORS). This is not required for parents collecting or delivering children at school or attending school events such as assemblies, concerts and sport carnivals etc. as these activities are not considered to fall within the registration requirements of the Act. However, there are a range of activities that parent/carers
are required to be registered. The need to be registered depends on how often you are involved in the activity during a term or year and the circumstances around how the activity is organised.

**Activities which may require registration:**

- Classroom support - for example: art, craft, music, maths, literacy and numeracy, reading, preparation of resources
- Library and Computer support
- Clubs - for example: chess, science
- Dance and Music tutors
- Events - for example: rock eisteddfods, band extravaganzas, music festivals
- Excursions including transport
- Mentoring programs (mentors)
- Outdoor adventures activities and overseas excursions
- Reading tutors
- Sports events - for example: judges/officials (time keeping/recording) and sports coaching

If you **participate in the activity less than 3 times in a month, or 7 times in a year**, **(with the exception of overnight camps for which there is no exemption)**, as a parent/carer or volunteer you **do not** need to be registered. If you are **engaged in any of these activities on a regular basis** however, **you will require registration**. For convenience, in the event that you may need to be registered you may choose to apply for registration with the Office of Regulatory Services. For information about how to register please use the following link: [http://www.ors.act.gov.au/publication/view/1985](http://www.ors.act.gov.au/publication/view/1985)

**Online Payment Facility**

Payments for school activities can be made using either a Visa/MasterCard credit or debit cards, cash or via the Westpac service called Quickweb. Quickweb payments can be made by accessing the school’s website and selecting the Payment link. Items which can be paid include voluntary school contributions, library and building trust contributions, book packs, excursions, in school activities and sport. There is also a section for other items that you wish to pay that do not fit under these headings.

The information you complete when making a payment enables us to accurately identify the funds and the purpose. Three terms assist in this process:

- **Family key**: your family’s identifier, first five letters of your surname and the first letter of your first name.
- **Student key**: five letters of the students surname and first letter of his/her first name.
- **Fee Codes**: a unique identifier of the event you are depositing funds for. This will be found on the note sent home with your child.

The Quickweb payment facility will assist us to accurately identify the sender and the correct ledger for the funds to be receipted against. Receipts for payments can be issued via Westpac Quickweb, but if you require a gift deductible receipt, you will need to contact the school. When accessing the Quickweb payment screens you must enter the mandatory fields:

1. Student details: Student Key, Given name and Surname
2. Payee details: Family Key, Payee full name and contact details
3. Fee code and/or description of payment
4. Student ID Number (if known), class/Year level will assist the school in receipting funds to your account more efficiently

These details will need to be entered each time you make a payment. This is a secure payment system hosted by Westpac to ensure that your bank-branded credit/debit card details are captured in a secure manner. These details are not passed back to the school. You will have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed from the web site. All Information you input will be held by Westpac subject to the Privacy Policy available at [http://www.westpac.com.au/privacy/](http://www.westpac.com.au/privacy/).

Westpac's payment system will supply all information (apart from card details) back to the school on a daily basis to enable the payment to be reconciled against your family’s account. As a receipt will be issued from the payment website by Westpac, a further receipt will not be issued by the school. If however, you require a tax receipt, please contact the school office.

For any enquiries regarding the Online Payment process, please contact our Business Manager, Sonia Jamieson, on 62056914.