From The Principal…

Dear Parents/Carers

Rowville Primary School recently achieved eSmart status! An eSmart school is a school where the smart, safe and responsible use of information and communications technology is a cultural norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, while being savvy about the pitfalls.

The ICT Parliamentarians, pictured below with our new eSmart sign, have worked hard this year to contribute to this achievement. This team of students run a lunchtime coding club, produced posters and helped create an online feedback form that Rowville Primary School students can use to submit cyber-safety concerns. I would like to acknowledge Mr Matt Nuthall and Ms Jessica Ferroni for leading this work.

As a school, we focus on the purpose of the technology rather than the technology itself. We ensure that our students are able to easily access technology and that it is readily available at the point of need at the place in which the student is working. Students now need to be able to access, evaluate, apply and manage information appropriately and effectively as well as analyse and create media products to communicate their ideas and experiences.

Our students have a scope of experiences with technology that are very different from that of their teachers or even the students that we taught just five years ago. Our students routinely use a range of digital technologies both in an out of school for a purpose. They use it to communicate and share with one another. They use it to express their ideas and to collaborate.

In the late 1990’s a computer lab was developed in our school. In 2004 there was a fulltime teacher employed in the lab and each class of students visited the lab once a week. At that time we thought of technology in terms of nouns such as PowerPoint, Kahootz or Photostory. We no longer have a lab in our school. Instead all students in years three to six have a personal device and students in the junior classes have access to a range of digital devices in their classrooms.

Teachers and students critically pick and choose the tools that they need for a specific purpose - communicating, listening, presenting, searching or sharing are just a few of the purposes for which technology is used during the teaching and learning process. Teachers often use YouTube as part of their lesson. The focus is on functionality because tools and particular programs change so rapidly that it is impossible to keep up with each of these individually.

The focus of our teaching has moved away from the device itself toward a focus on the purpose. We want our students to understand both the power and the responsibility that comes from technology. We want them to understand what it means to be a polite technology user. It is rude to talk on the mobile phone in various social situations. It is rude to send a text message when you are part of a group conversation or in class. It is also rude to tease or spread rumors about someone else online.

We also want students to know how publishing has changed over time. Traditionally, publishing was usually between one or a few people, but now with students publishing on blogs, wikis and Facebook, we want our students to understand the implications of online publishing and that their ideas and thoughts can be communicated to thousands of people with just the click of a button - something that only a few years ago, was not the case.

Communicating, sharing, storing and creating have always been part of the teaching and learning process. As educators we work with our students to help them to achieve these basic needs with digital technology.

(Reference: 21st century skills: rethinking how students learn, 2010)

Anne Babich
Principal

FOUNDATION ENROLMENTS 2017

Rowville Primary School is now accepting enrolments for 2017. Children who turn five by April 30th of the enrolment year are eligible to attend school. When transferring from interstate, overseas or from a local school it is helpful if a written report is available at the time of enrolment. Group tour information will be available soon.

Enrolment forms are available online or from the office.

From The Acting Assistant Principal...

Dear Parents/Carers

Last week I enjoyed visiting 3C to observe the Writer’s Notebook in action. Ms Olson shared one of my favourite stories called ‘The Wonder’ by Faye Hanson. This is a book about imagination and curiosity and it got me wondering. Why do adults seem to become less curious as we get older? Why are children so curious? It was so exciting to hear all of the wonderings from the students in year three. It was so wonderful to see the children in 3C stand up at assembly and share their writing so confidently.

At assembly on Monday we also got to hear Shaylin and Ashna share their speeches with the whole school. As I looked around the room while both girls were speaking, I noticed how every single person was listening so intently to every word the girls said. This is what good public speakers do, they draw a crowd in and tell their story. Well done girls!

I mentioned at assembly that I will be looking for writers of the week to publish in the newsletter. Lacey and Kelsie from year 4 were very excited when they came to see me last week with some wonderful poetry they had written in class. I was very impressed with the language they used and how imaginative their poetry was.

WHITE

White is the feeling of a warm, furry bunny rabbit that you hold in your hands.
White is the taste of a crispy sweet chocolate melting in your mouth.
White is the smell of a rose that is growing in your back garden.
White is the sound of a dog barking at a cat when it walks past.
White is the colour of a swan swimming in the lake waiting for bread.
White is the sound of paper getting scrunched up after bring ruined.
White is the feeling of the wind from an aeroplane about to take off
White is the feeling of a soft, fluffy cloud drifting in the big blue sky.
White is the colour of a car zooming on the road passing everyone.
White is the feeling of cold, soft snow drifting in the cold winter blaze.

By Kelsie 4C

WHITE

White is the touch of a glowing angels wings.
White is the taste of a sweet smelling treat coming out of the oven.
White is the colour of a crisp piece of paper fresh out of the packet.
White is the smell of a delicate white rose glistening in the morning dew.
White is the sight of a sweet swan soaring over our heads.
White is the colour of a fuzzy little bunny locked inside a cage.
White is the sight of a plane over head carrying passengers all over the world
White is the touch of a fluffy white cloud up in the sky on a nice spring day
White is the colour of a glistening pearl inside an ugly, barnacle covered clam.
White is the sight of a snow flake falling from the gentle sky

By Lacey 4C

I look forward to writers across the school visiting me to share writing with me.

Have a fantastic week ahead.

Liam Jury
Acting Assistant Principal

Parent Teacher Conferences

Parent Teacher Conferences will be held in week five of term three.

Wednesday 10th August 3:30 -7:30pm
and
Thursday 11th August 3:30 - 6:00pm

Bookings via Compass are now open
Bookings close at 12noon, Tuesday 9th August
Dear Parents/Carers,

School Council met last Wednesday for the first time this term. School Council has wanted to bring the school community together and are very happy to announce the first of our classroom representatives:

Classroom Representative Foundation - 2016 - Veronica Stevenson and Anita Arpas
Classroom Representative Year 3 - 2016 - Lydia Naylor
Classroom Representative Foundation - 2017 - Camilla Worsnop and Tammie Western

We are still in need of more classroom representatives at each year level to help co-ordinate social get togethers. Please contact the school office or Anne Babich directly, if you are able to be involved. The function of the classroom representative is not formally structured and is not meant to be an arduous task.

We are also very happy to announce our subcommittees -

OSHC - Camilla Worsnop, Amy Satur, Nicole Neill and Liz Altmeppen
Canteen - Lorraine Gardiner and Karel Huismann

Thank you to all our parents who have volunteered their time to help build our school community.

School Council reviewed and ratified the following policies -

- Prevent Bullying Policy
- Enrolment Policy
- Excursion Policy
- Visitor's Policy
- Pediculosis (head lice) Policy
- Hardship Policy

All our school policies can be found on the Rowville Primary School website.

One of our agenda items focused on whether it was viable to lock the school gate in the Foundation area during school hours. This item of discussion was around when both of my girls were in Foundation. I remember personally wanting to make sure that every gate was locked. As a parent, I share the same anxieties and I think that as parents, we constantly worry about our children. The six years at Rowville Primary School has shown me that our school is very safe with vigilant staff members monitoring our children and anyone walking through our grounds during outside play time. We have high fences all the way around our perimeter, which makes it less inviting for unauthorised people. As our school is also a place of work, there is an obligation to provide and maintain a safe work environment with strong occupational health and safety policies and processes. This is to protect staff as well as the duty of care obligations to our children. Based on this, the school has sought advice from emergency services groups regarding this issue and has been advised to keep the gates unlocked, as it places the children and staff at risk if they are not able to evacuate the school grounds quickly, in the unlikely event of an emergency. The school has been monitoring the number of children who play in this area and far fewer Foundation children are playing there, as they tend to enjoy the pirate ship area more. Based on this, School Council agreed that a strategy to manage this area would be the best solution for everyone. As such we will implement the following:-

- The staff member on yard duty who patrols the Foundation area during recess and lunch times, will monitor any comings and goings through that gate and make sure children do not play in that vicinity.
- A door closer will be fitted to the gate.

The Foundation teachers will roll out an education program to the Foundation students explaining that they are not permitted to go up to the gate at all during play times

A reminder that we are commencing the 'Rowville Olympics' with an opening ceremony that promises to be an event to remember on Monday 8th August. This spectacular event will be held next door in the gymnasium of Rowville Secondary College at 8:45am. I hope some of our parents can make it.

Please feel free to speak to any of our School Council members, as we are here to help.

Vikki Fitzgerald
School Council President
On Thursday 28th July, the Foundation students, together with their Year 6 buddies, planted 112 native plants in our indigenous garden in conjunction with Planet Ark National Tree Planting Day. This is the third year Rowville Primary School have been involved with Planet Ark and have planted over 300 plants in this time.

It was a fantastic opportunity for the students to contribute to the revegetation of the natural environment within our school grounds. It is a brilliant program for our students to be involved in, to encourage sustainability and environmental care through teamwork. The Environmental Parliamentarians also worked alongside the adults guiding and assisting in the running of this project, ensuring the plants were well watered and staked.

Thank you to Alyson from Bunnings for her assistance on the day and to Bunnings Scoresby for donating all the plants for this project. Many thanks to the parents and staff who assisted the students also.

On Thursday 11th August the following grades will be planting flowers, herbs and Flanders Poppy seeds for Remembrance Day.

We are asking parents, carers, grandparents and friends to volunteer to help assist the students during this time.

2A: 11:15am -11:55am
2B: 11:55am -12:35pm
2C: 12:35pm -1:15pm

Thank you

Jodie Wood
Kitchen Garden Specialist
The following events are on Compass for your approval, please log in to Compass http://rowvilleps.vic.jdlf.com.au to pay for (if required) and consent to your child attending.

Foundation:
Expressing Ourselves Circus Workshop - Consent due by 24th August

Year 5, 6 and Choir:
- T Shirt orders due by 5th August
Production T Shirt - please order and pay via Compass using Course Confirmation Payment as shown below.

**Upcoming Events**
The following events are on Compass for your approval, please log in to Compass http://rowvilleps.vic.jdlf.com.au to pay for (if required) and consent to your child attending.

Foundation:
Expressing Ourselves Circus Workshop - Consent due by 24th August

Year 5, 6 and Choir:
- T Shirt orders due by 5th August
Production T Shirt - please order and pay via Compass using Course Confirmation Payment as shown below.

ROWVILLE PRIMARY SCHOOL OLIMPIC GAMES

*Opening Ceremony: Monday 8th August, Rowville Secondary College Gym 8.45am – 9.45am*
All family and friends are most welcome to this extravaganza featuring a Parade of Nations, an ‘Aussie’ song performed by our Foundation to Year 2 students, dances from across the Nations performed by our Years 3 to 6 students and the arrival of the Olympic torch.

Students are to wear the dress/colours of their grade’s country.

Foundation: Greece
1A: Australia 1B: France 1C: Italy
2A: England 2B: Brazil 2C: Japan
Year 3: China
Year 4: Mexico
Year 5: India
Year 6: Spain

Lunchtime Activities of Olympic events will be held over the two weeks of the Olympic Games and each class will be involved in Special Olympic Activities with a buddy class.

*Closing Ceremony: Monday 22nd August, during the Rowville Primary School Monday Morning Assembly*
All families are most welcome for the closing formalities and a dance performed by 5A.

Rowville Primary School’s Olympic Athlete
Rowville Primary School is excited to announce that a former student, Rhydian Cowley, is competing in the Australian Olympic team at Rio. He represented our school at State and National Championships in track and cross country running as well as race-walking.

Rhydian will be competing in the 20km Racewalk. His race starts on Saturday 13 August at 3.30am, Melbourne time.

On Thursday 11th August, we are holding a Healthy Nude Food Day to focus on the importance of healthy eating and taking care of our environment.
This has been incorporated into our Olympic Games Celebrations, highlighting the need for our Olympic Athletes to not only train hard but to have a healthy diet in order to perform at their best.

We encourage all students to bring a wrapper free, healthy lunch and snack.

Thank you for your support.

The Health and Physical Education Team.
Congratulations to the following students who were presented with an award at our Monday morning assembly. These awards were given to students who have made significant achievements in Classroom participation – Reading: Comprehension strategies.

Congratulations to the following students who earned Mathletics Certificates last week.

### Gold Certificates
- Elizabeth H
- Evelyn H
- Lilyana O
- Michael M
- Tayla K
- Titus W

### Silver Certificates
- Ashley H
- Evangelina D
- Joshua F
- Nate M
- Elisha M
- Hayley B
- Michaela G
- Prachee A

### Bronze Certificates
- Adrian S
- Chinmayi S
- Ebony G
- Jenna C
- Kale M
- Linran C
- Riley M
- Zarah M
- Akil B
- Claire S
- Emir N
- Jessica B
- Kate H
- Lucas N
- Shaun L
- Zitian W
- Alex S
- Danica C
- Emma S
- Jessica T
- Kaylee A
- Mahit R
- Shaun R
- Allegra H
- Daniel Y
- Georgia C
- Jessie L
- Kellee H
- Makenna G
- Tanvi P
- Arwa S
- Disha A
- Hailey S
- Joanna G
- Kiara K
- Neha C
- Thomas R
- Ayden B
- Domenico M
- Hayley M
- Joanna Y
- Lachlan A
- Oliver L
- Thomas T
- Caleb O
- Dylan L
- Jackson G
- Jordan F
- Linda C
- Olivia N
- Zac M

Congratulations to the following students who were presented with an award at our Monday morning assembly. These awards were given to students who have made significant achievements in Classroom participation – Reading: Comprehension strategies.

### Student of the Week

<table>
<thead>
<tr>
<th>Foundation A</th>
<th>Evangelina D</th>
<th>Using her experiences to make connections about the texts she is reading.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation C</td>
<td>Bardia H</td>
<td>Demonstrating his reading comprehension by answering questions about the book that he has read.</td>
</tr>
<tr>
<td>1A</td>
<td>Lachlan A</td>
<td>Consistently demonstrating excellent strategies and comprehension when reading.</td>
</tr>
<tr>
<td>1C</td>
<td>Maddie T</td>
<td>Concentrating and working very hard on her strategies to improve her reading and comprehension.</td>
</tr>
<tr>
<td>2A</td>
<td>Sienna H</td>
<td>Using comprehension strategies effectively to demonstrate her understanding of more challenging texts.</td>
</tr>
<tr>
<td>2B</td>
<td>Bethany H</td>
<td>Developing her reading strategies to understand texts at a deeper level.</td>
</tr>
<tr>
<td>2C</td>
<td>Oliver L</td>
<td>Demonstrating his reading comprehension by answering questions and engaging in discussions about his books.</td>
</tr>
<tr>
<td>3A</td>
<td>Ashley M</td>
<td>Being able to identify the message in the text and justify her thinking.</td>
</tr>
<tr>
<td>3B</td>
<td>Jackson G</td>
<td>Articulating the messages authors write in different texts and providing evidence for his thinking.</td>
</tr>
<tr>
<td>3C</td>
<td>Summer C</td>
<td>Looking into a range of different genres to identify the message and moral.</td>
</tr>
<tr>
<td>4A</td>
<td>Matthew L</td>
<td>Using his reading journal each lesson to record his thinking during our author study.</td>
</tr>
<tr>
<td>4B</td>
<td>Jessica B</td>
<td>Using a variety of reading strategies during tuning in and during book discussions, showing a deep understanding of the themes and ideas within our class text and her personal library.</td>
</tr>
<tr>
<td>5A</td>
<td>Charlize R</td>
<td>Consistently showing evidence of her thinking about using her reading strategies and working towards her goals.</td>
</tr>
<tr>
<td>6A</td>
<td>Evie C</td>
<td>Inferring character traits and motivations. Evie thinks deeply about the texts she reads and always shares her thinking during group and class discussions.</td>
</tr>
<tr>
<td>6B</td>
<td>Cat S</td>
<td>Using evidence from the text to support her inferences about character traits and motivations.</td>
</tr>
</tbody>
</table>
2016 Chocolate Drive:
The Cadbury Chocolate Drive is back! This is a major fund raising event for 2016 with the potential to raise $4000. Each box contains 50 individual Cadbury Fun-pack bars, including Freddo Frogs and Caramello Koala @ $1.00 each ($50 per box). The chocolate boxes have been sent home with students and extra boxes are available at the office.

Fathers Day Stall: The Fathers Day stall will be held on Tuesday 30th August between 11.00am and 1.15pm. All gifts are $5.00 each. Please bring a plastic bag on the day to carry your gift home.

2016 Chocolate Drive:
The Cadbury Chocolate Drive is back! This is a major fund raising event for 2016 with the potential to raise $4000. Each box contains 50 individual Cadbury Fun-pack bars, including Freddo Frogs and Caramello Koala @ $1.00 each ($50 per box). The chocolate boxes have been sent home with students and extra boxes are available at the office.

Fathers Day Stall: The Fathers Day stall will be held on Tuesday 30th August between 11.00am and 1.15pm. All gifts are $5.00 each. Please bring a plastic bag on the day to carry your gift home.

FORPS News

What is ahead....

Roald Dahl Read a thon
How many Roald Dahl books can you read? I recently received some information about the Roald Dahl readathon that students may be interested in entering. The prize is a chance to experience Matilda the Musical on stage in Brisbane. Enthusiastic readers are encouraged to see how many of the 14 nominated Roald Dahl books they can read between Monday 1st August and Tuesday 13th September, 2016. There are 14 different quizzes, one for each book. In order to unlock the entry form to win entrants must read at least seven books and complete seven quizzes before the 13th September deadline. Then you need to answer the question: Who is your favourite character from Roald Dahl’s Matilda and why?
Details can be found at www.pen.gy/RoaldDahlReadathon

Jackie Hicks – Library Technician

FORPS News

What is ahead....

2016 Chocolate Drive:
The Cadbury Chocolate Drive is back! This is a major fund raising event for 2016 with the potential to raise $4000. Each box contains 50 individual Cadbury Fun-pack bars, including Freddo Frogs and Caramello Koala @ $1.00 each ($50 per box). The chocolate boxes have been sent home with students and extra boxes are available at the office.

Fathers Day Stall: The Fathers Day stall will be held on Tuesday 30th August between 11.00am and 1.15pm. All gifts are $5.00 each. Please bring a plastic bag on the day to carry your gift home.

Fathers Day Stall - Help Needed
Please return to the school office prior to 24th August 2016 or call Shelby on 0409171141 to offer assistance

I can spare two hours or more to assist on the Father’s Day stall from 11.00am - 1.15pm on Tuesday 30th August.

Name: ____________________________
Mobile number: ____________________________
Email: ____________________________
Eldest Child’s name: ____________________________
Grade: ______

Book Week 22nd - 26th August, 2016 Theme: Australian Story Country
Advanced notice: On Monday 22nd August, 2016 we would like to celebrate Book Week with a Dress-Up Day. Students are asked to dress up as their favourite Australian book character. This will link in with the Book Week theme of Australian Story Country. Suggestions from our students are The Rangers Apprentice (series), Australian Animals (make some ears and tails!), Ned Kelly, Bushrangers, Mr. Chicken, The Kaboom Kids (cricket series), Colonial children, animals from Animalia by Graeme Base, The Worst Band in the Universe, The Little Refugee, The Word Spy, Blinky Bill, Storm Boy, Specky Magee, Deltora Quest series and lots more. A comprehensive list has been given to all teachers to further discuss character ideas with their students. Keep the costume simple. Whatever you can put together from home is fine. If anyone needs help please come and see me.

Book Week Working Group – Emily Biggins, Lauren Dovaston, Rachel Olsen, Lucinda Divitcos and myself.

Victorian Premiers’ Reading Challenge
Reminder to all students – We have two weeks to go! The closing date for completion of the Victorian Premiers’ Reading Challenge at Rowville Primary School is 12th August, 2016. Students in Years 3 to 6 must enter your 15 book titles onto the website by this date. Any enquiries please see Grace Searl or myself.

Roald Dahl Read a thon
How many Roald Dahl books can you read? I recently received some information about the Roald Dahl readathon that students may be interested in entering. The prize is a chance to experience Matilda the Musical on stage in Brisbane. Enthusiastic readers are encouraged to see how many of the 14 nominated Roald Dahl books they can read between Monday 1st August and Tuesday 13th September, 2016. There are 14 different quizzes, one for each book. In order to unlock the entry form to win entrants must read at least seven books and complete seven quizzes before the 13th September deadline. Then you need to answer the question: Who is your favourite character from Roald Dahl’s Matilda and why?
Details can be found at www.pen.gy/RoaldDahlReadathon

Jackie Hicks – Library Technician

FORPS News

What is ahead....

2016 Chocolate Drive:
The Cadbury Chocolate Drive is back! This is a major fund raising event for 2016 with the potential to raise $4000. Each box contains 50 individual Cadbury Fun-pack bars, including Freddo Frogs and Caramello Koala @ $1.00 each ($50 per box). The chocolate boxes have been sent home with students and extra boxes are available at the office.

Fathers Day Stall: The Fathers Day stall will be held on Tuesday 30th August between 11.00am and 1.15pm. All gifts are $5.00 each. Please bring a plastic bag on the day to carry your gift home.

Fathers Day Stall - Help Needed
Please return to the school office prior to 24th August 2016 or call Shelby on 0409171141 to offer assistance

I can spare two hours or more to assist on the Father’s Day stall from 11.00am - 1.15pm on Tuesday 30th August.

Name: ____________________________
Mobile number: ____________________________
Email: ____________________________
Eldest Child’s name: ____________________________
Grade: ______
Compass News

Events:-
Compass Events has been released. Parents and Carers have the ability to consent to their child attending and paying for excursions, incursions, Beyond Boundaries Adventure Programs and sporting events online via the Compass website.
Instructions for parents will be sent home when the first event for your child is put on Compass.
If you would like to pay using a credit on your account or CSEF, please print the Event form from compass, write how you would like to pay on the form and forward to the school office.

Attendance Matters:-
Please make regular checks to ensure your child has all absences and late arrivals to school approved on Compass.
Absences can be entered in advance on Compass by Parents. Once an absence is entered, there is no need to telephone the school to notify us that your child is absent for the day. Parents are notified on the top right section of the Compass home page if there are late arrivals or absences to be approved. When a student arrives at school late and is issued with a late pass before 9.30am, parents will need to approve these. We thank you for your assistance in this matter and ask you to telephone the school should you have any queries regarding this process.

Community News

Boys and girls aged 4 - 12 years old will learn to improve their soccer skills and technique in a fun and enjoyable environment.
1. Skills development in dribbling, passing, ball control and team work.
2. Improving confidence and overall fitness
3. Teaching kids from beginners through to experienced
4. Friendly games with local clubs
5. Having fun and making new friends
6. Providing a pathway into local clubs

Register your child online today.
For more information about locations and session times please contact us:
W: www.supersoccerkids.com.au  E: info@supersoccerkids.com.au
P: Greg - 0401 069 959 | Bill - 0421 768 438

Compass News

Rowville Kids Café News

New Item
Delish Fish Burger $4.50

Specials Menu
POPCORN MONDAY
Freshly Popped Popcorn $1.00

SUSHI HANDROLL TUESDAY
Lunch order only
Crispy Chicken $3.20
Tuna and Avocado (GF) $3.20
Avocado & Cucumber (V, GF) $3.20
Teriyaki Chicken $3.20

Soy Sauce will only be provided on request – please note on order

Wacky WEDNESDAY
Lunch order only
Chicken Chippies (bag of 6) $3.00 a bag

A copy of the full café menu is available on the website: rowville.ps.vic.edu.au

Thank you to our helpers for the first week of Term 3
Monday 8th August K. Forster
Tuesday 9th August L. McConnochie
Wednesday 10th August M. Wallace
Thursday 11th August T. Challis
Friday 12th August E. Lagaaia

Canteen Week will be celebrated at Rowville Primary School from 8th - 12th August 2016. Canteen Week is a special time to thank the volunteers who work in our canteen which enables it to operate 5 days per week.

Bronwyn Richards
Canteen Manager
ROWVILLE PRIMARY SCHOOL
EXCURSIONS POLICY

PURPOSE
- To enrich the curriculum by providing opportunities that are linked to units of curriculum.
- To provide opportunities for learning that utilise the surroundings and communities outside the classroom.
- To provide opportunities to develop problem solving and personal development skills.
- To provide safe and secure learning experiences for all students.

RATIONALE
Excursions in their various forms are seen as an integral part of the school curriculum. They enable students to explore, extend and enrich their learning and their social skills in school and non-school settings.

IMPLEMENTATION
- All excursions will be planned using the approval forms based on DET guidelines.
- All excursions will be planned following the timeline and processes that have been communicated to all staff and been developed by the school.
- The timeline will include giving parents six weeks’ notice for day excursions and incursions and at least eight weeks’ notice for overnight excursions and six months’ notice for international excursions.
- A risk assessment will be undertaken for all excursions as part of the planning process.
- All single day excursions must be approved by the Principal or nominee.
- The School Council is responsible for the approval of all overnight excursions.
- The School Council is responsible for the approval of excursions involving adventure activities as identified on the DET website.
- All excursions outside the school will be lodged on the Student Activity Locator on the DET website.
- Prior to all excursions, all participating staff will attend a briefing around duty of care and school first aid procedures.
- Prior to all excursions, the teacher in charge will ensure adequate planning and preparation of students takes place.
- Parents and Carers selected to assist with excursions will be required to have a current Working with Children Check.
- All excursions will proceed according to DET regulations around safety that have been communicated to all staff.
- Students and their parents/carers will be made aware that acceptable standards of behaviour will be expected on all excursions.
- Parents will be requested to collect their child from excursions if their child exhibits behaviour that is considered unacceptable or a danger to others.

EVALUATION
This policy will be reviewed bi-annually or more often if necessary due to changes in regulations or circumstances.

This policy was ratified at School Council on 27th July 2016 and is due to be reviewed on July 2018
PURPOSE

As a school within the Victorian public school sector, Rowville Primary School will comply with all government and DET enrolment requirements.

GUIDELINES

- Students and family members or caregivers may be interviewed prior to enrolment to ascertain an appropriate age, year level and learning program.
- The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- Rowville Primary School will be an inclusive school and will provide programs for all enrolled students.
- A Disability and Impairment Program will cater for students who have special learning needs.
- All enrolments for international students will be undertaken in conjunction with the DET International Education Division.
- International students will only be enrolled if there are available places within a year level.

IMPLEMENTATION

- All enrolments will be recorded on CASES21.
- CASES21 will be kept up to date by the administration staff.
- Changes to the register will be done regularly to reflect current student numbers and movement of students into and out of the school.
- Student destinations will be tracked.
- Updates will be sent home to families twice a year to ensure that the details on CASES21 are accurate.

EVALUATION

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

Reference: DET Guidelines

This policy was ratified at School Council on 27th July 2016 and is due to be reviewed in July 2017
Rationale
The Education & Training Reform Act empowers School Councils to charge parents for goods and services used in the course of instruction of their children, as well as to raise funds. School Council recognises that some families experience financial hardship (wants to pay but cannot) from time to time and in a quest to ensure the best possible education for each child, the following opportunities are available for all families at our school.

Aims
To provide opportunities for children of families experiencing financial hardship to participate in the full breadth of educational experiences as are enjoyed by all students.

Implementation
- School Council supplements Department of Education and Training funds by requesting payments from parents for the following items:
  - **Essential Education Items** which parents and guardians are required to provide or pay the school to provide eg: stationary booklists, text books and uniforms etc.
  - **Optional Extras** which are offered on a user pays basis and parents can choose whether or not their child participates eg: instrumental music tuition or instrument hire, camps and excursions etc.
- In addition, School Council invites parents to make donations by means of:
  - **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg: library resources, grounds projects, technologies or equipment.
- Parents will be made aware of the costs associated with all payments and voluntary contributions six weeks prior to the due date along with a recommended payments schedule where possible.
- The Parent Payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (ie: Essential, Optional or Voluntary)
- No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.
- Parents will be made aware of any government financial support schemes (eg: the Camps, Sports and Excursions Fund - CSEF), and payments may be aligned with these benefits plus advice to parents to contact the principal if they require support or additional information.
- Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the business manager or principal.
- A second-hand school uniform program is available, as well as the State School’s Relief program for families in financial need.
- For families opting to not participate in the One-to-One Digital Device program, Rowville Primary School will have alternative devices available which will provide students access to technology. These devices will be shared with other students. Students in Years Five and Six will not be able to take an alternative device off the school grounds.
- School Council will also make available a modest annual discretionary budget that the principal may use to assist families experiencing financial hardship.
- All payments and non-payments by families, and participants in any school financial support programs will be strictly confidential.

Evaluation
School Council will review the level and purpose of parent payments and voluntary contributions annually. In doing so, Council will also consider its financial support programs and any Departmental advice or instruction.

This policy was ratified at School Council on 27th July 2016 and will be reviewed in July 2017.
ROWVILLE PRIMARY SCHOOL
PREVENT BULLYING POLICY

DEFINITIONS

The definition of bullying below comes from the Safe Schools Hub and is the agreed term used at Rowville Primary School:

Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert). Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. However, these conflicts still need to be addressed and resolved. (http://safeschoolshub.edu.au/resources-and-help/Glossary)

Bullying can take many forms, including:
- Verbal (name calling, put downs, threats)
- Physical (hitting, punching, kicking, scratching, tripping, spitting)
- Social (ignoring, excluding, ostracising, alienating)
- Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions or acts that instil a sense of fear or anxiety)
- Cyberbullying, where the above behaviours are enacted in an online forum.

Cyberbullying

Many students being bullied also experience some form of cyberbullying. Cyberbullying is defined as bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as mobile phones, computers and tablets, as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumours sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. (Stopbullying.gov.au, 2016)

Cyberbullying is often subtle and occurs outside the school environment. At Rowville Primary School, instances of cyberbullying are seen as just as severe as any other form of bullying and, as such, will be dealt with in the same way.

PURPOSE

The Preventing Bullying Policy clearly defines preventative and intervention strategies to ensure Rowville Primary School is a safe and caring environment.

Teachers actively promote the positive resolution of conflicts and appropriate responses to bullying behaviour through the provision of classroom programs, such as restorative conversations and circle time, which lead to the development of:
- positive relationships
- social skills
- communication and problem-solving skills
- conflict resolution skills and processes
- education regarding appropriate behaviours when using online forums and social media.
- Accepting and celebrating individual differences.
GUIDELINES

- All students are acknowledged and valued as individuals regardless of gender, racial, cultural, religious, physical or intellectual differences.
- All students are informed that if they are bullied, teachers are available to support them and prevent it from happening. Students will be encouraged to report incidents to a teacher, be it the class teacher or yard duty teacher or another teacher within the school.
- The Principal and staff have a responsibility to fairly, reasonably and consistently implement the Student Engagement and Well-Being Policy.
- All parents are informed that if they believe that their child is being bullied, they should contact the school. This could include a teacher, the Principal or Assistant Principal.
- All members of staff are informed that if they feel bullied by any member of the school community they are to report this to the Principal.
- All teachers are informed of the procedures that are to be followed if an incident of bullying is reported to them.
- All teachers have a responsibility to respond to, investigate, follow up and monitor incidents of bullying.
- All forms of bullying, whether it be physical, verbal or cyber are not tolerated at any level.
- All students will sign an Internet Contract as a way of promoting safe use of technology.

IMPLEMENTATION

- As a school we will develop a values driven culture as per the values in our Student Engagement and Well-Being Policy. This will be supported by Classroom Circle Activities.
- The staff member investigating a bullying incident will use a restorative conference to establish the facts; discuss the impact of the incident; and develop a solution. A period of monitoring will be part of the solution. A record will be kept of the conference.
- In a case where it is confirmed that the incident is bullying, the school will provide support and opportunity for counselling for the recipient and the student who bullied.
- If the bullying persists the school will undertake action as per the Student Engagement and Well-Being policy.

Responding to Bullying Incidents
The school has clear guidelines to responding to bullying incidents. Should repeated incidences (bullying or cyberbullying) occur, the following actions will be taken:

- the Principal and Assistant Principal will be informed.
- incident to be logged using the school tracking processing and recognising the privacy of all parties.
- parents of all students involved will be notified.
- restorative practise carried out with victims and students carrying out the bullying.
- a consequence will be given in accordance with the whole school behaviour management plan (e.g. suspended, student time out).
- in grave instances, an Individual Behaviour Management plan will be created and further action, e.g. suspension, may be enacted. The intervention of School Support Services will be used as necessary.

Individual Behaviour Management Plan
An Individual Behaviour Management Plan will be drawn up by the Assistant Principal, class teacher, the student and parents. The Plan will be simple, measurable, reliable and set within a time frame and will state:

- What is the behaviour goal for that student
- How to achieve the plan
- When to start the plan.
- When the plan will be reviewed.

A further meeting will be held at the end of the period to review progress.

The intervention of School Support Services will be used as necessary.
EVALUATION

The policy will be evaluated annually. The review process will include ongoing collection of data about bullying through the Parent Opinion Survey, Student Attitudes to School Survey, and playground incident data records.

The school has a proactive approach to anti-bullying and data will be analysed to inform the future directions of programs at the school.

References

Rowville Primary School Student Engagement and Well-Being Policy
Rowville Primary School Anti-Bullying and eSmart Policy & Agreement


This Policy was ratified by School Council on 27th July 2016 and is due to be reviewed in July 2017.
DEFINITIONS

While parents/carers have primary responsibility for the detection and treatment of head lice, schools also have a role in the management of pediculosis (head lice) infections and in providing support for parents/carers and students.

PURPOSE

To minimise the anxiety for members of the school community by acknowledging that most schools will have some students with pediculosis at any given time.

To develop and adopt a management plan for the detection, treatment and control of head lice.

To make parents aware that pediculosis exists within the school community.

IMPLEMENTATION

A comprehensive management plan incorporating the following:

- Up-to-date information on the detection, treatment and control of head lice in the form of a Department of Health brochure entitled “Scratching for Answers” will be provided to parents/carers as required. Further information is available from website http://www.health.vic.gov.au/headlice/.

- A pediculosis first aid/admin officer who parents/carers can contact at the school.

- Parents will be requested to carry out regular inspection (preferably once per week) of their child/children’s hair for lice or lice eggs (using conditioner and a head lice comb is the most effective method) - refer brochure “Scratching for Answers”.

- Written parental permission for pediculosis inspections is incorporated into the enrolment form and entered onto CASES21.

- Parents/carers are requested to notify the school upon detection of pediculosis and advise when treatment has commenced.

- When a case of pediculosis is detected or reported, a notification letter will be sent to all students in the class.

- Only students who have permission from a parent/carer will have a pediculosis inspection. Permission from parent/carer will be checked on CASES21 prior to conducting a pediculosis inspection on any student.
• When any student is inspected for pediculosis, a pro-forma letter of notification will be sent to notify parents/carers of all students involved, whether or not pediculosis is detected. For students where pediculosis has been detected, a phone call will be made to a parent/carer to discuss appropriate action to be taken.

• Parents/carers are requested to refrain from sending their children to school with untreated head lice. It should be noted that students may be treated one evening and return to school the next day and that the presence of eggs or live lice in the hair is not cause for exclusion.

• Parents/carers need to be aware that one treatment is not sufficient to manage the problem. If a student re-attends school with live head lice the school may request further appropriate home treatment for the student until the live head lice have been removed.

• The school will have a commitment to help reduce stigma and maintain confidentiality following head lice inspections.

This policy was ratified at School Council on 27th July 2016 and will be reviewed in July 2019
ROWVILLE PRIMARY SCHOOL
VISITORS POLICY

DEFINITIONS

Rowville Primary School provides an open and friendly learning environment, which values and encourages visitors. At the same time, the school recognises its duty of care to ensure a safe environment for all students and staff. The school recognises its responsibility to protect our resources against theft, vandalism and misuse.

PURPOSE

The School aims to:

- Provide a safe and secure environment for our students, staff and resources;
- Establish protocols and procedures that effectively monitor and manage visitors, while not compromising the open and inviting nature of our school;
- Comply with Department of Education and Training (DET) guidelines.

Typical visitors to the School include, but are not limited to:

- Parent and community volunteers;
- Invited speakers;
- Sessional instructors;
- Representative of community, business and service groups;
- Local member of the State and Commonwealth Parliaments;
- Those who are conducting business such as:
  - CRT’s;
  - Official school photographers;
  - Commercial sales people;
  - Trades people;
  - Children’s services agents;
  - Book sellers;
  - Uniform suppliers.

IMPLEMENTATION

- Signs directing all visitors to report to the Administration Office appear at School building entrances.
- All visitors are required to report to the Administration Office prior to undertaking any activity within the School.
- Visitors must sign into the School visitors’ book kept at the Administration Office, wear a visitor’s pass at all times whilst in the School grounds and prior to leaving, return the pass to the Administration Office and sign out.
- Visitors must undertake an OHS induction and complete a Volunteer Worker OHS Induction Checklist.
- School staff will provide visitors with directions where appropriate.
- Contractors and volunteers to the school must have a current Working with Children Check (WWCC) card which must be provided to the office for copying and must remain in the line of sight of a member of staff while working in the presence of students.
- Visitors within the School who have failed to follow this process will be directed by staff to the Administration Office.
- Under the Summary Offences Act 1966, the Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school and has the authority to invite or exclude people from using or being within the school boundaries.
- Visitors must adhere to the School’s Occupational Health and Safety procedures which are set out in the Emergency Management Plan.
EVALUATION

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

RESOURCES

DET School Policy and Advisory Guide

---

This policy was ratified at School Council on 27th July 2016 and will be reviewed in July 2017