

## VISION STATEMENT

Create a vibrant learning community where lives are transformed and individuals inspired to achieve beyond what they ever believed possible

**ATHOL ROAD  
PRIMARY SCHOOL**

# NEWSletter

**6<sup>th</sup> February 2019**

## Calendar Events:

Term 1 Assembly dates:  
**NOTE THE DAY CHANGE!**  
FRIDAY @ 3.00pm

- 22<sup>nd</sup> February
- 8<sup>th</sup> March
- 22<sup>nd</sup> March

## FEBRUARY

- 11<sup>th</sup> Review Day 1
- 15<sup>th</sup> Summer Festival
- 16<sup>th</sup> Summer Festival
- 17<sup>th</sup> Summer Festival
- 18<sup>th</sup> Review Day 2
- 22<sup>nd</sup> Review Day 3
- 28<sup>th</sup> FREE DRESS DAY  
Gold coin donation

## MARCH

- 12<sup>th</sup> Camp Coonawarra
- 13<sup>th</sup> Camp Coonawarra
- 14<sup>th</sup> Camp Coonawarra
- 15<sup>th</sup> Camp Coonawarra
- 18<sup>th</sup> Cultural Diversity  
Week: Proud to Belong
- 25<sup>th</sup> Swimming starts:  
Years 1 – 6
- 29<sup>th</sup> FREE DRESS DAY  
Gold coin donation

## Flexibuzz & Flexischools:

ALL families are REQUIRED to have Flexibuzz and Flexischools on their iPads or smart phones.

This is how the school communicates with you and how lunches are ordered.

Contact the office for more information.



## From the Principal's Desktop

WELCOME BACK to Athol Road Primary School in 2019. What an exciting year is ahead for everyone, especially our 2019 School Captains, Vice Captains and House Leaders! It gives me great pleasure to introduce them to the school community.

### Captains:

- Melina Lim
- Anakin Bautista

### Vice Captains:

- Holly Siddall-Smith
- Bryan Yan

### House Leaders:

#### RED DRAGON:

- **Lyheng Uk & Kimsar Tuy**

#### BLUE OX:

- **Cindy Sok & Alex Phan**

#### GREEN SNAKE:

- **Alexia Khoun & Jamie Heng**

#### YELLOW TIGER:

- **Courtney Maling & Nathan Tiv**

It will be exciting to watch their ongoing development as leaders in 2019.

During Term 1, the school will be undertaking a school review leading to the new Strategic Plan which will identify the work for the next 4 years

Our current school enrolment is 391 students who are supported by 33 teachers and 19 support staff.

Athol Road Primary School welcomes:

- All new students and their families who are joining the ARPS community in 2019
- Ms Figg who is joining the office team as Office Manager
- Mrs Moshinsky who returns to the Social Worker position in a full-time capacity
- Ms Gong, our new Mandarin teacher
- Ms Addison and Mrs Karpati who are returning from leave and new teacher, Ms Smit-Geason, who are joining the Foundation team
- Ms Kidner and Ms Crow who are joining the Year 1/2 team
- Ms Walton, Ms Johnson and Mrs Marsh who are joining the Year 3/4 team
- Ms Kruger and Mrs McInerney who are joining the Year 5/6 team
- Mrs Delia Gray who is joining our Integration Aide team and will be working in Year 5/6

In our Early Learning Centre there are 88 four year old kindergarten children and 22 three year olds. They are supported by 2 educators and 5 co-educators.

Welcome to:

- Mrs Green, Ms Hong and Mrs DeSantis who are joining the Kindergarten team
- Mrs Ferguson who is the Foundation Kindergarten Liaison Officer
- Ms Mechelen who will be commencing work on 18<sup>th</sup> February in the Foundation Kindergarten speech therapy role



*A school where 'Every minute matters'*

## LATEST PARENT INFORMATION:

The LAST SCHOOL DAY of every month in 2019 will be FREE DRESS DAY! Students who choose to wear free dress must bring a gold coin donation which goes to the Royal Children's Hospital Appeal!

2019 School Fees are due and payable by 28<sup>th</sup> February to access the discount. A regular payment plan option is available – please talk to Sharryn, the Business Manager. We are here to assist whenever possible!

School finishes at 3.30pm – parents are REQUIRED to pick their child/ren up on time OR complete the form to send them to Out of School Hours Care which operates until 6.00pm daily for a small cost of \$17.00 (less with Centrelink benefits).

Forms are available at the office.

NOTE: completion of an OSHC Form is COMPULSORY for ALL Foundation students and NEW enrolments.

LATE FEES:  
\$20.00 between 3.35pm – 3.45pm AND \$10.00 for every 10 minutes or part thereof after 3.45pm.  
Office staff are NOT permitted to supervise students and teachers have work requirements upon dismissal of students at 3.30pm

## At Athol Road Primary School EVERY MINUTE MATTERS!

### ATTENDANCE

1. Students are expected to be at school each morning by 8.50am
2. Lateness should NOT be a regular occurrence and is **NOT ACCEPTABLE**.
3. Students are expected to attend school every day unless they are ill. Absences of more than 1 day require a medical certificate. When a student is absent from school parents are required to advise the office that their child will not be at school and the reason why. This can be done by telephone on 9547 1224 or by Flexibuzz
4. It is a Department of Education requirement that the attendance of each child is recorded daily on the Department's computer program and that every absence MUST be explained.
5. Absences of 10 days a term or 40 days or more in any year significantly impact student learning and may result in the student having to repeat that year.
6. Parents should avoid planning long ..... ring the school year



### FIRST AID TRAINING ST JOHN AMBULANCE

Last week, all students from Year 1 – Year 6 enjoyed a visit from St John Ambulance presenters who delivered FREE First Aid in Schools training to our students.

*If you have not yet paid your fees, it would be appreciated if you could do this before the end of February – discount only applies if paid before the end of February – don't miss out! Remember that the school now has EFTPOS facilities.*

### YEAR 1 – 6 SWIMMING PROGRAM

Swimming program commences soon: \$70.00

Notices going home today

Payments are now due and need to be paid by the end of February.

A swimming cap is COMPULSORY at the pool. They can be purchased at the office for \$10.00



## CONGRATULATIONS

Mrs Meade delivered a baby boy, Ruben Thomas Peter Edenmeade, at 6:28pm on Friday, 21st December, weighing a whopping 3 050grams, 48 cms long with a head circumference of 35.5cms.

Mother and baby are doing well!



## 2019 Term Holidays

Term 1: Ends Friday, 5<sup>th</sup> April at 2.30pm  
Term 2: Tuesday, 23<sup>rd</sup> April – Friday, 28<sup>th</sup> June  
Term 3: Monday, 15<sup>th</sup> July – Friday, 20<sup>th</sup> Sept.  
Term 4: Monday, 7<sup>th</sup> Oct. – Friday, 20<sup>th</sup> Dec.

PLEASE plan holidays during the school breaks as missing school for long periods of time is not in the best interests of student learning.

Thursday, 28<sup>th</sup> February is **CENSUS DAY!**  
*Please make sure that your child/ren are at school on this important day!!!*

## BULLYING IS NOT ACCEPTABLE AT ARPS

### Please read the school's Bullying Prevention Policy

From time to time children fight with each other – this is normal and such behaviour is dealt with in line with the school policy. This is NOT bullying. Bullying is when a student or a group of students create a risk to another person's health and safety - psychologically or physically - or their property, reputation or social acceptance on more than one occasion.

Please read the attached policy with your child. Staff can only deal with a situation if they are made aware that it is happening. Reinforce to your child the importance of immediately telling an adult at school so that the matter can be dealt with promptly. This way ARPS can truly be a 'BULLY-FREE ZONE'.

*A school where 'Every minute matters'*

Students require a school hat in Term 1

Available from the office  
\$15.00

The school implements a **NO HAT, NO PLAY** policy!  
*If your child has to remain inside because they do not have a school hat, you will receive a notice which you are required to sign!*

### SCHOOL WEBSITE

The school website contains a lot of information for parents. Please take time to visit at: [atholroadps.vic.edu.au](http://atholroadps.vic.edu.au)

If there is something that is not there but you think should be please let us know.

### CAMPS, SWIMMING AND EXCURSION FUND (CSEF)

**FREE MONEY IF YOU HAVE A HEALTH CARE CARD!**

**DO NOT MISSOUT!**

Families who hold a Health Care Card are eligible for support with the payment of camps, swimming and excursions. Parents **MUST** come to the office to fill in a CSEF form to claim this money. Any money left each year transfers to the next year. The money is paid to the school and can only be allocated to camps, swimming or excursions.

**PAYMENT OF SCHOOL FEES**  
EVERY family should now have contacted the office to pay or discuss their child's school fees

**THANK YOU** to all the families who have already done this. There has been a fantastic response to our request for early payment.

If you have not yet done this please come and see Sharryn at the office as soon as possible.

## ARPS IS A NUDE FOOD SCHOOL

### NO PACKAGED FOOD AT SCHOOL IN 2019!

ALL food and drink items that staff and students bring to school need to be in containers or packaging that can be either recycled at school or reused by taking the containers home to be washed and reused: Lunch boxes & drink bottles.

ONLY wrapping from items that originate from the school site such as canteen lunch order packaging, icy poles and ice creams will be permitted to be placed in school rubbish bins.

ALL waste material such as packets, glad wrap, zip lock bags, muesli bar wrappers and other single use wrappers that students bring to school **WILL BE SENT HOME WITH YOUR CHILD EACH DAY FOR YOU TO DISPOSE OF.**

The student learning program will focus on rubbish and recycling in Term 1 and a special parent information night will be held during the Family BBQ to help deliver ideas to provide Nude Food for your child at school.

### SCHOOL UNIFORM

ALL students **MUST** wear school uniform at all times. School colours are citrus green and navy blue. Polo tops, bomber jackets, fleece hooded jackets, hats and beanies need to be purchased from the school as these are not available in the shops. Yes, ARPS beanies are available for sale for the colder weather.

The school sells school dresses, double knee pants for boys, shorts for boys, skorts for girls and ARPS swimming caps but parents may choose to purchase these items elsewhere as long as they are in the school colours.

Leggings **MUST** be navy blue or white and if your child chooses to wear a skivvy under their top or dress it must be navy blue or white.

**SHOES:** Parents may choose to purchase whatever shoes are comfortable for their child **BUT** they need to be enclosed – open toed sandals are dangerous and not suitable for sport and energetic students.

**SCHOOL EXCURSIONS:** Students are required to wear clothing which displays the school logo

**JEWELLERY:** The only approved items of jewellery are watches and religious pendants. Only stud earrings or sleepers are to be worn in the ears for safety reasons

**HAIR:** Extreme hair colouring/styles are not acceptable. Long hair must be tied back. Hair ribbons, bows and socks must also be white or navy blue.

### SCHOOL CANTEEN

During the holidays a power outage resulted in the loss of ALL the frozen products in the 2 canteen freezers and destroyed both freezers which have needed to be replaced! This will seriously impact the viability of the canteen to operate in 2019.

Parent support is being sought for the canteen. IF every child orders 1 canteen lunch a week this will make a huge difference to the the canteen!!!!

ALL parents should have the Flexibuzz app on their smart phone or tablet device. The Flexischools app is required to order lunches online. For more information please see the office staff.



### PLEASE HELP!

#### ATHOL ROAD PARENT GROUP

ARPS PARENT GROUP meets on Wednesday afternoon at 2.30pm in the Early Learning Centre. Mei, the coordinator organizes interesting activities for parents. Come along and join this group and meet other parents for a chat and cuppa.

*NEW PARENTS WELCOME!*

#### SUMMER FESTIVAL

Friday, 15<sup>th</sup> – Sunday, 17<sup>th</sup> FEBRUARY

**Your help is needed especially on Saturday and Sunday around 9.00am for the morning clean-up.**

Bags, gloves & tongs are provided.

The last couple of years the school earned \$10 000 eac year in fund-raising from this event. It means **LESS** fund-raising throughout the year.

**PLEASE** give a couple of hours for your child's school.

**YOUR SUPPORT IS VITAL!!!!**

*A school where 'Every minute matters'*

**BULLYING PREVENTION**  
Approved by School Council: 2018

**PURPOSE**

Athol Road Primary School is committed to providing a safe and respectful learning environment where bullying will not be tolerated. The purpose of this policy is to:

- explain the definition of bullying
- make clear that all forms of bullying at Athol Road Primary School will not be tolerated
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including victims, bystanders and perpetrators)
- seek parental and peer group support in addressing and preventing bullying behaviour at Athol Road Primary School

When responding to bullying behaviour, Athol Road Primary School aims to:

- be proportionate, consistent and responsive
- find a constructive and positive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

Athol Road Primary School acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

**SCOPE**

This policy applies to all school activities, including camps and excursions.

This policy should be read in conjunction with our school's Student Wellbeing and Engagement Policy, Inclusion and Diversity Policy, Duty of Care Policy and Statement of Values and School Philosophy.

**POLICY**

**Definitions**

*Bullying* occurs when someone, or a group of people, deliberately and repeatedly upset, harass, intimidate, threaten or hurt another person or damage their property, reputation or social acceptance. There is an imbalance of power in incidents of bullying, where the bully or bullies have more power than the victim due to their age, size, status or other reasons.

Bullying may be direct or indirect, physical or verbal, and includes cyberbullying. Bullying is not a one-off disagreement between two or more people or a situation of mutual dislike.

Bullying can be:

1. direct physical bullying – e.g. hitting, tripping, and pushing or damaging property.
2. direct verbal bullying – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
3. indirect bullying – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person's social reputation or social acceptance.

*Cyberbullying* is direct or indirect bullying behaviours using digital technology. For example via a mobile phone, tablets, computers, chat rooms, email, social media, etc. It can be verbal, written or include use of images, video and/or audio.

*Mutual conflict* involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

*Social rejection or dislike* is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.



*Single-episode acts* of harassment, nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion, they are not being bullied. Harassment, nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, single episodes of harassment, nastiness or physical aggression are not acceptable behaviours at our school.

Many distressing behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing behaviours of concern are encouraged to report their concerns to school staff.

## **BULLYING PREVENTION**

Athol Road Primary School has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Athol Road Primary School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effect way to prevent and address bullying. At our school:

- There is a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- Teachers are encouraged to incorporate learning space management strategies that discourage bullying and promote positive behaviour.
- A range of year level incursions and programs are planned for each year to raise awareness about bullying and its impacts.
- In the learning spaces, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- The Peer Mediation program encourages positive relationships between students in different year levels. We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
- For further information about our engagement and wellbeing initiatives, please see our *Student Wellbeing and Engagement* policy.

## **INCIDENT RESPONSE**

Reporting concerns to Athol Road Primary School

Bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

In most circumstances, we encourage students to speak to one of their learning space teachers. However, students are welcome to discuss their concerns with any trusted member of staff including principal class, wellbeing worker or school social worker.

Parents or carers who may develop concerns that their child is involved in, or has witnessed bullying behaviour at Athol Road Primary School should contact the Principal or Assistant Principal by phone on 9547 1224 or by email directed to [athol.road.ps@edumail.vic.gov.au](mailto:athol.road.ps@edumail.vic.gov.au)

## **Investigations**

When notified of alleged bullying behaviour, school staff are required to:

- record the details of the allegations on Sentral and

- inform the relevant Team Leader and Assistant Principal, Principal

The Team Leader and/or Assistant Principal are responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, they may:

- speak to the students involved in the allegations, including the victim/s, the alleged perpetrator/s and any witnesses to the incidents
- speak to the parents of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications with the Team Leader, Principal and/or Assistant Principal in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

## **Responses to bullying behaviours**

When the person investigating has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with the Student Wellbeing Team, teachers, SSSO, Assistant Principal, Principal.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, Athol Road Primary School will consider:

- the age and maturity of the students involved
- the severity and frequency of the bullying and the impact it has had on the victim student
- whether the perpetrator student or students have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the perpetrator demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour, including any element of provocation.

All, or some of the following responses to bullying behaviours may be implemented:

- Offer counselling support to the victim student or students, including referral to the Student Wellbeing Team, SSSO, external provider.
- Offer counselling support to the perpetrator student or students, including referral to the Student Wellbeing Team, SSSO, external provider.
- Offer counselling support to affected students, including witnesses and/or friends of the victim student, including referral to the Student Wellbeing Team, SSSO, external provider.
- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance.
- Implement disciplinary consequences for the perpetrator students, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan or Individual Management Plan restricting contact between victim and perpetrator students.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, including resilience programs, etc].

- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement year group targeted strategies to reinforce positive behaviours

The Assistant Principal is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

Athol Road Primary School understands the importance of monitoring the progress of students who have been involved in or affected by bullying behaviour. Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students reporting concerning behaviour as soon as possible, so that the responses implemented by Athol Road Primary School are timely and appropriate in the circumstances.

### **EVALUATION**

This will be reviewed following analysis of school data on reported incidents of, and responses to bullying to ensure that this policy remains up to date, practical and effective.

Data will be collected through:

- discussion with students
- regular student bullying surveys
- regular staff surveys
- assessment of school based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented.

Proposed amendments to this policy will be discussed with staff, Student Council, parents groups, School Council.

### **REVIEW CYCLE**

This policy will be reviewed in line with the school's policy schedule or sooner if changes are required under the law.