



Every Child Matters Every Day

At Officer Primary School we hold the following values – the four “R’s” for all members of the school community.

- RESPONSIBILITY
- RESPECT
- RESILIENCE
- RELATIONSHIPS

As a staff, we make a commitment in 2018 to make these core values part of our explicit teaching on a routine basis.

We invite parents as well to engage in teaching and living by these values.

Date: Friday September 7th, 2018

FROM THE PRINCIPAL'S DESK

Dear Parents and Friends of OPS;

SRC DAFFODIL DAY FUNDRAISER

Congratulations to our SRC on their fundraising efforts for Daffodil Day. The sales of their artworks and the Daffodil Day products raised a total of \$575.80 for the Cancer Council Australia. Their Art Show idea was a great way of involving all students and getting the community on board for such a worthwhile cause. Well done everyone!

VOLUNTEERS POLICY

At the September meeting of School Council the school policy relating to Volunteers was reviewed and ratified. A key purpose of the policy is to outline the practices that will be put in place to ensure that individuals who volunteer to assist with school activities or events are suitable to work with children and well-placed to make a positive contribution to our school community.

In line with our commitment to ensuring that Officer Primary School is a child safe environment our policy clearly states that we require all volunteers to obtain a Working With Children Check (WWCC). At School Council we made the decision to extend the requirement for a valid WWCC to School Council members and members of sub-committees who are involved in making important decisions about our school which have an impact on students.

For your information, a copy of this policy is attached to this newsletter.

NAPLAN INDIVIDUAL STUDENT REPORTS FOR YEARS 3 AND 5

On Monday the individual reports for students in Years 3 and 5 who participated in the NAPLAN testing program were posted to the home address of the student. These reports provide a snapshot of your child's performance on the days of testing and the results should be interpreted with care. There are many reasons why the NAPLAN results may vary from other assessments undertaken at school. Some students may perform at a higher level than expected when compared against the teacher assessments, while other students may not perform as well as expected. All concerns or questions about your child's NAPLAN results should be referred to the class teacher who will have the most detailed insight into your child's ability.

Have a great weekend!

Lynne Brenner



SUBWAY LUNCH

The next subway lunch will be Wednesday 19th September.
Remember to have your order into the office by 9.00am, with the correct money in the envelope.

Narre Warren Softball Club

Narre Warren Softball Club are seeking players for this coming Summer season.

See attached flyer for more details.



Location:

Sweeney Reserve, Berwick

When:

Every Saturday from
October 2018 to April 2019

Contact:

Bernie 0419 125 796

NARRE WARREN SOFTBALL CLUB

Have you been looking for a recreational social team sport to be involved in?

Registrations are now open to join us at
Narre Warren Softball Club.

Come and join us for a friendly game of softball.
We field both Mens' and Womens' teams in Juniors,
B Grade, A Grade & Social.

***Our games are conveniently located
at Sweeney Reserve, Berwick, each Saturday
from October 2018 through to April 2019.***

Give it a try, regardless of your skill base. We have a healthy, fun attitude towards softball, which is both competitive and enjoyable.
Players of all skill levels are encouraged to contact the club if interested.

JUNIOR

Term Three, Week Eight 3rd – 7th September



Prep Update!

We had a wonderful time at Myuna Farm on Tuesday! We saw, patted and fed lots of animals and learnt about the process of farming to get food. Our preps were wonderfully behaved and everyone left with a smile on their face!

In reading this week, we continued working on being able to ask questions before, during and after we read a text. We revisited stretchy snake as an important sounding out strategy and strengthened our ability to identify adjectives in texts.

Reports were the perfect fit for our writing this week as we focussed on creating reports on an animal we saw at the farm. We revisited the features of a report, used pictures to support our ideas and read aloud to check if what we've written makes sense.

This week we wrapped up our work on place value. We have worked very hard on developing our understanding of tens and ones and how to break down a number accordingly.

1/2 News!



This week we have been reading poems about the weather. It has been lovely to see the sun and feel the warmth returning. Please make sure your children have names on their school uniform as many of them are taking jumpers or bomber jackets off as the day warms up and then leaving them somewhere. We visualized our poems as they were being read and learnt to recognise the parts in words with rhymes. Our fluency was improved by learning to scoop words into two and three-word phrases. Our writing has been focused on using punctuation correctly and tidying up our letter formation. We learnt how to change coins to their equivalent value and to record the total for a collection of random coins.

Timetables

Prep 1B

ICT – Monday
ART – Tuesday
MATHS – Thursday
PE – Wednesday



Prep 1D2

ART – Monday
PE – Tuesday
ICT – Tuesday
Signing – Tuesday

1/2 LH

ICT – Monday
ART – Monday
PE – Wednesday
Signing – Thursday

1/2 JD

PE – Monday
ICT – Monday
ART – Tuesday
Signing – Thursday

1/2 RM

PE – Monday
ICT – Monday
ART – Tuesday
Signing – Tuesday

Junior Sport – FRIDAYS



Daily Routines

Readers

Look for your child's reader in their book bags. These books are for home reading practice. Don't forget to record each night's reading in the students' reading diaries!

Vocab Books

Vocab books contain lists of words to be read by sight (Prep) or spell (Year One/Two). Please practice these with your child.

Diaries

Your child's diary is the main form of communication between school and home. Please initial on each day. Absences can be written in on the day as well.

Fruit time

Please send along a fresh piece of fruit at fruit time which is about 10.00 everyday. Cutting up the fruit may help for difficult fruit like apples and oranges.

IT'S A BOY!



Welcome to the world,

Kyuss Joseph Sinclair!
Born 22.08.2018

A huge congratulations to Mrs P and her family on the safe arrival of their beautiful little boy!

Reminders

HOT DOG ORDER FORMS – Remember to get your hot dog order forms returned for Hot Dog day on 18th September.

Forms must be returned by WEDNESDAY 13th SEPTEMBER No orders will be accepted after this date!

EXCURSION FORMS – Forms and money for the 1/2 excursion to Scienceworks are now overdue! If you have not yet returned your forms and payment, please do so ASAP! There are still a couple of spots available for parent helpers. If you have a current Working with Children's Check and would like to help out, please let your classroom teacher know!

SENIOR

news

GRADE 3/4

Hi everyone,
It was wonderful to see some lovely spring weather this week – it was very welcome! This week in maths we continued to learn about money and the children worked on a budget and timetable for a day at Leisure Land. We wrote rhymes and looked at prefixes and suffixes in CAFE. We started our projects last week and the children continued to research their chosen natural disaster this week. The homework that went home this week will be our last of the term.

Have a fantastic weekend
Emily, Nicole, Laura, Carol, Shannon & Wendy

You can access our blog at;
<http://mrsbeck.global2.vic.edu.au/>

GRADE 5/6

Hi Everyone,
This week we had a visit from the Richmond Football Club's PAW Program. They came to teach the students about nutrition where they were able to make a healthy snack and then work with the footy trainers to improve both their running and ball skills. All the students had a great time and learnt a lot, they took away with them many new skills along with a brand new football.

This week we began working on persuasive writing, closely looking at the structure and format. In Maths the students have been working on mapping where they are drawing a scale map of the Officer Township. Students have enjoyed working on their Fundraising Projects where they have been researching different charities.

<http://missawoskoboenko.global2.vic.edu.au>

Have a great weekend!

Alex and Yolande

WHAT'S ON

13th & 14th September – State School Spectacular Rehearsal

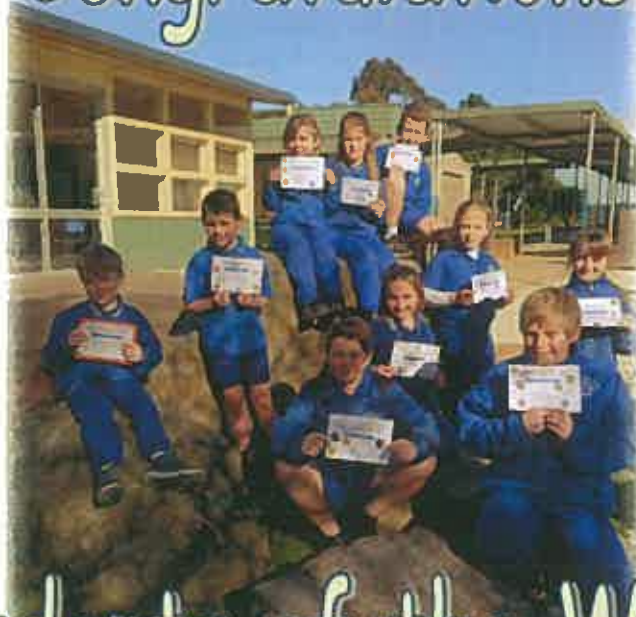
15th September – State School Spectacular Performance

18th September – Hot Dog and Footy Colours Day

20th September – 3/4 Open Afternoon 2.45 – 3.15pm

21st September – End of Term 3 (2.30pm dismissal)

Congratulations



Students of the Week

Prep JDZ - **Dominic** for working hard to maintain your focus in the classroom and developing a positive approach to your learning.

Prep JT - **Scarlett** for writing a wonderful information report about eels all by herself!

1/2LH - **Aimee-Leigh** for always trying her very best in class and being an awesome helper.

1/2JD - **Tyler** for his amazing attitude towards his learning and showing persistence.

1/2DM - **Olivia** for showing empathy to fellow students.

3/4NP - **Ella** for always displaying fantastic manners and being eager to help out her peers.

Beth for having a fantastic attitude to her learning and giving 100% effort.

3/4BC - **Cody** for showing fantastic focus during learning time and making good choices.

5/6AW - **Nicholas** for showing great support of his peers at District Athletics and ace shot put skills.

5/6YK - **Chelsea** for making it 3 years in a row to Division Athletics in discus.

Hayden for powering through his addition and subtraction work in record time with extreme accuracy.



Congratulations

Yellow Band

Koby Jake Isobel Emily



SRC NEWS!

The response to the Daffodil Day art show was overwhelming! We raised \$575.80 for the Cancer Council of Victoria by selling art and merchandise. We would like to thank everyone who really made an effort with their art and to the visitors who paid top dollar for these masterpieces.

Thank you!

We have been working with Kate Beveridge from the Cardinia Shire and next Wednesday our School Captains will be attending the Student Leaders Conference in Pakenham. There, they will be given the opportunity to give their opinions about Cardinia youth services, recreation facilities and infrastructure. This is an amazing opportunity and we'll let you know all about it.

P.E & SPORT NEWS



Important dates in Term 3:

- Division Athletics (for students who progress from District)

Wednesday 19th September : Casey Fields Athletics Track

Important dates in Term 4:

- Summer Lightning Premiership

Friday 19th October : Softball, Basketball, Volleyball & Tennis

- School Swimming Program

Week 1: Monday (29th October), Tuesday (30th October), Wednesday (31st October), Thursday (1st November) and Friday (2nd November)

Week 2: Wednesday (7th November), Thursday (8th November) and Friday (9th November).

Swimming Program in Term 4

We have distributed permission notices and payment details for our upcoming swimming program in Term 4. It is wonderful to see we have lots of students taking part in the program. Thank you to those families who have already handed in their permission forms and started payments.

Final payment is due on Friday 19th October.

District Athletics

Well done to the students who represented our school beautifully at the Officer District Athletics. We are so proud of your efforts! Congratulations to the following students who progressed to Division level—Jason (Shot put), Chelsea (Discus), Lina (Long Jump), Kyan (100m Sprint) and Nicholas (Shot Put)

If you are interested in seeing what we are up to in P.E, have a look at our blog <http://misschristo.global2.vic.edu.au/>



VOLUNTEERS

POLICY

PURPOSE

To outline the processes that Officer Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

SCOPE

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

DEFINITIONS

Child-related work: work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

Closely related family member: parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work: School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

POLICY

Officer Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Officer Primary School also recognises the valuable contribution that volunteers provide to our school community and the work that we do.

The procedures set out below are designed to ensure that Officer Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to approach the classroom teacher or respond to requests for volunteers for specific events or activities.

Suitability checks including Working with Children Checks

Working with students

Officer Primary School values the many volunteers that assist in our classrooms/with sports events/camps/excursions/fundraising activities/other events and programs. To ensure that we are meeting our legal obligations under the Working With Children Act 2005 (Vic) and the Child Safe Standards, Officer Primary School is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that Officer Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the school administration for verification and registration in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school are required to have a WWC Check if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is not participating, or does not ordinarily participate in, the activity
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not.
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example: volunteering on the weekend for gardening, maintenance, working bees, Parents and Friends Association coordination, School Council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

At Officer Primary School, volunteers for this type of work will still be required to provide a valid WWC Check.

School council members and volunteers on any sub-committee of school council will be asked to provide a valid WWC Check. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the school council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Check.

Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safe Policy, our Child Safe Code of Conduct and our Statement of Values and School Philosophy]. Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.

The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Officer Primary School.

Officer Primary School will provide any appropriate induction and/or training for all volunteer workers. The principal (or their nominee) will determine what induction and/or training is necessary depending on what type of work the volunteer will be engaged in.

All volunteers will be provided induction in relation to Officer Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy which all staff and volunteers should be aware of.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

Compensation

Personal injury

Volunteer workers are covered by the Department of Education and Training's Workers Compensation Policy if they suffer personal injury in the course of engaging in school work.

Property damage

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the principal who will direct them to the Department's Legal Division.

Public liability insurance

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

RELATED POLICIES AND RESOURCES

Child Safe Policy, Child Safety Code of Conduct

REVIEW CYCLE

This policy was last approved by School Council in **September 2018** and is due to be reviewed in **September 2021**.