

GORDON



PRIMARY SCHOOL

"OUR FUTURE STARTS HERE"

# Newsletter

9th February 2024

Principal: Russel Cowan

1 Dicker Street

Gordon, Victoria, 3345

Email: [Gordon.ps@education.vic.gov.au](mailto:Gordon.ps@education.vic.gov.au)

## **FROM THE PRINCIPAL:**

The start to 2024 has been amazing, thanks to parents for their efforts over the holidays. Welcome to all of our new families who have come from as far as New Zealand! Our students are very settled and are well set in the new classroom environment. We have a beautiful group of 23 prep students this year who have started the year in amazing fashion. There are most likely grade six parents asking themselves, "where did that time go"? Time does fly, this is why its so important to create those memories with your children now.

Raising children today is quite possibly the most difficult it has ever been. Thanks to the many families who have provided feedback throughout 2023. From this it is very clear that parents are seeking strategies to deal with the many challenges of today. Once again, we will be participating in The Resilience Project who are committed to teaching positive mental health strategies to prevent mental ill-health and build young people's capacity to deal with adversity.

Teachers and students will engage in weekly lessons and activities around the key principles of Gratitude, Empathy, Mindfulness (GEM), and Emotional Literacy to build resilience. I ask that parents take the time to view Hugh's video (sent out by Ms Castles) as this is an excellent introduction. Our senior students (3-6) have daily TRP exercises that are best completed as a family. Please take the time to complete this with them.

Check out their website for more information: [The Resilience Project](#)

And check out TRP@HOME; a place filled with inspiration and activities for the whole family, to help improve your wellbeing and build resilience. [TRP@HOME](#)

## **OPEN PARACHUTE –**

This week I wrote to families regarding the Open parachute program we have at Gordon PS this year. While only a select amount of students will be able to participate, there is a strong parenting course open to the entire school community. The "Bringing Up great Kids" program is a great opportunity for parents to come together in support of the tough job we all have, raising children. One hour session on Wednesday afternoons in term 2.

## **2024 SCHOOL STRUCTURE –**

Please take note of the following school leadership positions for 2024.

*Learning Specialist – Hollie Hawke (formerly Searl)*

*Leading Teacher (wellbeing) – Stacey Castles*

*Learning Specialist – Darcy Walters (Student Voice and Agency)*

*Junior School unit coordinator – Tamika Hughes*

*Senior School unit coordinator – Maddy Rosewarne*

## **EXCURSIONS / CAMPS –**

School council are well aware of cost of living pressures on families. We balance this while also making sure that our students are provided with engaging and successful opportunities. If there is ever a financial stress form one of our activities, please see myself or Carol, we will assist in any way we can. We are currently getting camp costings for 2024, we will send out an expression of interest to families shortly. The excursions for Term 1 have now been posted on Compass, there is certainly a lot happening!

## **HAIR AND UNIFORM –**

A reminder that we have policies at the school. Those students who have hair that is over collar length should have it tied up. Head lice will jump at least 30cm and students who don't have it tied up are at risk of infection. Any parent who has gone through the headlice saga, understands the importance of tying up hair! The uniform policy can be viewed on our website, please take the time to read this and come to me with any questions.

## **FACILITIES –**

Thanks to Mark for his efforts over the holidays, the school looks great! This year we have some big plans that I will be announcing in the near future. Parents may have noted the commencement of our outdoor painting, giving the old school a little freshen up. Our grade two students are loving their new carpet!

## **SCHOOL COUNCIL –**

I now call for nominations to school council. We have 3 parent representative positions to be filled. Nomination forms can be obtained from the office and must be returned by 14<sup>th</sup> Feb 2024. These are a two year position and representatives commit to 8 meetings per year. For more information, please feel free to contact me.

## **ANNUAL PRIVACY REMINDER FOR OUR SCHOOL COMMUNITY**

Our school collects and uses student and parent personal information for standard school functions or where permitted by law, as stated in the Schools' Privacy Policy and the Schools' Privacy Collection Notice.

Parent consent is required for students images to be published in the media. These forms were sent out to families and I ask that these are returned ASAP. I ask parents to also review the guidance in this newsletter on how we use [Microsoft 365 for Education] safely at the school and what parents can do to further protect their child's information. If after reviewing the guidance, you have any questions or concerns regarding your child using [Microsoft 365], please contact the school. For more information about privacy, refer to: Schools' Privacy Policy — information for parents. This information is available on our school website. (attached to Compass newsletter message)

## **VACATION CARE -**

I am pleased to announce that vacation care will commence at Gordon PS these holidays. School Council have set the initial fees at \$70 per day to commence the service and we hope that this can be reduced with significant take-up (note that excursions and incursions will incur an additional charge, and these will be clearly outlined to families). Our service qualifies for the Childcare Subsidy (CCS). The service will run from 7am – 6:30pm (this may change). We have employed Lisa Dodd to coordinate the service the service. Shortly, families will be able to book through XAP, early bookings are very much appreciated as this will allow us to staff the program accordingly.

Families who are enrolled into our before and after school care are already enrolled into vacation care. If your family are not enrolled into these programs, please see Kathy Thompson or Carol for assistance.

**VALUES IN 2024** - Our school community will again embrace our values of Respect, Responsibility and Resilience. The teachers will be nominating students for our values badge when they see a student demonstrating the school values. Students who receive five nominations for one value will receive a badge. Students who have all three badges will be working towards additional badges each year .



## MOBILE PHONES AT SCHOOL

### DEFINITIONS

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. Please note that this includes **smart watches** with cellular.

### POLICY

Gordon Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Gordon Primary School:

Students who choose to bring mobile phones to school **must** have them switched off and securely stored with their teacher during school hours

Exceptions to this policy may be applied if certain conditions are met (see policy on website)

When emergencies occur, parents or carers should reach their child by calling the school's office.

Students are not allowed to store devices in their bag, they must be handed to the teacher for safe storage during the day. Smart watches that are switched off can be worn, however, they will be stored securely by the teacher if cellular connectivity is noticed.

**CODE OF CONDUCT** – As it is the start of the year it is a great opportunity to remind the community of our “**Code of Conduct**”. An engaged school community who share and support our school beliefs, values and endeavours, is critical in enabling us to build and maintain an effective school. Appropriate conduct by all school community members is central to ensuring we achieve this goal.

The purpose of the code of conduct is to outline the responsibilities and expectations of all members of the Gordon Primary School community with respect to the way we communicate and interact. Please take the time to read through the code of conduct, found in this newsletter. (page 10-13)

*Russel Cowan*

(Principal)

- 14th February Tennis
- 22nd February Tabloid Sports
- 4th—8th March Whole School Swimming
- 13th March History Box
- 15th March MCG Sports Museum
- 16th April School Photos
- 17th April Footsteps Dance Program begins
- 23rd April Athletics Day



### 2024 Pupil Free Days

- Day 2 - Tuesday 12<sup>th</sup> March (Tuesday after Labor Day)
- Day 3 – Friday 7<sup>th</sup> June (Friday before Kings Birthday)
- Day 4 – Friday 23<sup>rd</sup> August (Staff Professional Practice Day)
- Day 5 - Monday 4<sup>th</sup> November (Melb Cup weekend )

## **FINANCIAL SUPPORT FOR FAMILIES**

GORDON PRIMARY SCHOOL understands that some families may experience financial difficulty and offers a range of support options, including:

### **CAMPS, SPORTS AND EXCURSION FUND (CSEF)**

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school excursions, camps and/or sporting activities.

**CENTREPAY** - If you receive a regular payment from the government e.g. health care card, pension card, sole parent, foster parent or Veterans Affairs Gold Card. you are eligible to set up a fortnightly deduction to go towards your child/rens school costs – booklist, excursions and camps. **There is no charge to you for using Centrepay.**

**How Deductions are set up** - A Customer can set up a Deduction in a number of ways:

Via their Centrelink online account, via MyGov, using the Express Plus Centrelink mobile app or by contacting the Agency. **The minimum Deduction amount for Centrepay is \$10.**

**Please quote:** 555134861B

**Business Name:** GORDON PRIMARY SCHOOL

Please 'Go to [servicessaustralia.gov.au/centrepay](https://servicessaustralia.gov.au/centrepay) for more information' or Freecall **1800 044 063**

### **CHILD CARE SUBSIDY**

The Child Care Subsidy helps eligible families with the cost of outside school hours care, vacation care and registered care.

<https://www.servicessaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

### **SAVER PLUS ([saverplus.org.au](https://saverplus.org.au))**

Saver Plus is a matched saving and financial education program that can assist low- income families.

To join Saver Plus you must have: Health Care Card, Pension Card **and** an eligible Centrelink payment,

Be studying yourself or have a child in school (can be commencing Prep in 2023),

Have a regular income from work (either you or your partner),

Be 18+ years old. (Many types of income and Centrelink payments are eligible)

Contact the Saver Plus local co-ordinator on 0401 144 089.

### **THE SMITH FAMILY**

The Smith Family helps disadvantaged Australian children to get the most out of their education, so they can create better futures for themselves. For further information please go to: <http://www.thesmithfamily.com.au/what-we-do/our-work/at-school>



## **BIRTHDAYS**

We would like to acknowledge students who have or will be celebrating their birthdays in January. We will place your birthday bookmark in your teachers' pigeon hole.

**Happy Birthday to: Jye Huggins and Dustin Huggins**

**February 4—22**

**Happy Birthday to: Vivian Barnes, Zane Camilleri, Lucy Meddick, Anaiya Bell, Dayne Swan, Angus Dowling, Abigail Parkin, Russell Wand, Liam Fenech and Tilman Minkevicius**



## **How to Order on Book Club**

1. Your child will bring home a Book Club catalogue from school
2. Discuss with, and help your child pick the books they would like to read
3. Order online via the Scholastic Australia **LOOP** website or app and the school will take care of the rest! (**LOOP** orders are electronically linked to our school in an easy, secure online process)
4. The books are delivered to your child's classroom.

**LOOP** is the easy way for families to order and pay for Book Club.

**(Please do not send money to the office)**

Log in, or create a new account at [scholastic.com.au/loop](https://www.scholastic.com.au/loop)

1. If you are new to Book Club, follow the Wizard to set up your profile
2. Click the **ORDER** tab, and select your school and your child's class
3. Add your child's first name and last initial (so the school knows who the book is for)
4. Enter the product item number shown on the Book Club catalogue
5. Make the payment via credit card.

## **GORDON OUT OF HOURS SCHOOL CARE (OHSC)**

Gordon OHSC is open to all students at Gordon Primary School. We offer both permanent and casual bookings. We open at 6:30am and close at 6:30pm. Should you wish to enrol please use the link below or enquiries can be sent to [OHSC.gordon.ps@education.vic.gov.au](mailto:OHSC.gordon.ps@education.vic.gov.au) or call 0413 296 669 weekdays between 6:30am-10am or 3pm-6:30pm.

<https://www.xap.rocks/waiting-list?organisationId=b52dd8c6-ed3f-42ea-9164-6920d3b8c5bf>

## **COMPASSPAY**

Family invoices for 2024 contributions and levies, have been posted on your Compass portal for payment with CompassPay. Information on how to do this has been posted on Compass recently. If you are having any issues please contact school office.

## **PLEASE CLOSE THE GATE**

Thank you to Casey and Justin from Brown Dog Design and Print for the beautiful signs, featuring Arlo, on our gates. We thank you for doing the right thing and closing the gate when entering or exiting the grounds of the school.

## **SCHOOL CROSSING FLAGS**

You may have noticed we have been putting the school crossing flags out each day. Please ensure that you observe the rules and keep our children and our whole community safe.

Please remember the disabled parking spaces are only for cars who display the disabled parking label.



Foundation students using cool colours to create Claude Monet inspired artworks.



**SOPHIE, CADEN, FREYA, ZOE, HARMONY, HAYDEN & HUGO**

Respect Resilience Responsibility  
Respect Resilience Responsibility  
Respect Resilience Responsibility  
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Respect Resilience Responsibility



Respect Resilience Responsibility  
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Respect Resilience Responsibility  
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**SCARLETT, POPPY, ADAM, JAY, NANCY AND ROMEE**





**ALFIE**



**ELENA**

Prep/ One H participating in hands on maths, exploring colour, pattern and number by designing a zoo.



**ROMEÉ**



**LYLAH**





**NANCY**



**SCARLETT**



**ALFIE**



**ELLIOT & MAVERICK**



# GORDON PRIMARY SCHOOL CODE OF CONDUCT

## **RATIONALE**

An engaged school community who share and support our school beliefs, values and endeavours, is critical in enabling us to build and maintain an effective school. Appropriate conduct by all school community members is central to ensuring we achieve this goal.

The purpose of this policy is to outline the responsibilities and expectations of all members of the Gordon Primary School community with respect to the way we communicate and interact.

## **RESPONSIBILITIES**

### **All members of the School Community are expected to:**

Conduct themselves in a respectful and responsible manner that recognises and respects the rights of others, promotes a climate of mutual respect and complies with the law. Communicate and interact with others in the school community in accordance with our school values.

Comply with this Code of Conduct with respect to any school related communication or interaction.

### **School Leadership (principal) is expected to:**

Lead the implementation of this policy.

Model exemplary conduct by demonstrating the values held by our school.

Communicate high expectations for the way in which staff, students, school community members and visitors conduct themselves.

Provide a safe, secure and supportive learning environment.

Advise parents, carers and other members of the community of the appropriate process for lodging a concern or complaint.

Request any person acting in an offensive or disorderly way to leave the premises and if necessary, as an authorised person, direct them to do so.

Call the police if a person fails to follow a direction to leave the premises.

### **Issue Resolution**

Any member of the school community with a concern or complaint regarding the conduct of the principal have the options of expressing the concern or complaint directly to the principal or contacting the Regional Office for DET.

continued

**Teachers and other Staff are expected to:**

Model appropriate behaviour in all contexts as a staff member of Gordon PS.

Work in partnership with parents and carers to enhance the learning outcomes and support the wellbeing and conduct of their students.

Work with other staff and parents to help create and maintain a safe, secure and respectful learning environment for all students.

Communicate to both parents and students high expectations for the learning achievement and conduct of all students.

Ensure consistency and fairness in interactions with all members of the school community.

Report all incidents of bullying, harassment or violent conduct in line with DEECD policy.

**Issue Resolution**

Staff members with a concern or complaint regarding the conduct of any member of the school community should contact the principal

**All Parents and Caregivers are expected to:**

Support school staff in maintaining a safe, secure and respectful learning environment for all students.

Work in partnership with the school to enhance the learning outcomes and support the wellbeing and conduct of their child/ren.

Contribute positively to behaviour, academic or other personalised support plans that relate to their child.

Act appropriately on the school premises and at any associated school events (eg, camps, excursions, sporting events).

Be aware that threatening behaviour and harassment of staff or students is unacceptable.

Respect and comply with reasonable requests or directions of the principal or other members of the staff.

Obey all pedestrian and road rules to help ensure that all members of the school community have the opportunity to travel to and from school safely.

**Issue Resolution –**

Parents with a concern or complaint relating to their child are encouraged to arrange a time to meet with their child's classroom teacher. Should they feel the matter remains unresolved, they should arrange a time to meet with the principal.

Parents with a concern or complaint regarding the conduct of any member of the school community should contact the principal. continued



In regards to a formal complaint, the following process will apply:

**Complaint received:** Please either email, telephone or arrange a meeting through the front office with the Principal, to outline your complaint so that we can fully understand what the issues are. We can discuss your complaint in a way that is convenient for you, whether in writing, in person or over the phone.

**Information gathering:** Depending on the issues raised in the complaint, the Principal, or nominee may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised.

**Response:** Where possible, a resolution meeting / phone call will be arranged with the Principal to discuss the complaint with the objective of reaching a resolution satisfactory to all parties. In some circumstances, the Principal may determine that a resolution meeting would not appropriate. In this situation, a response to the complaint will be provided in writing.

**Timelines:** Gordon PS will acknowledge receipt of your complaint as soon as possible (usually within 48 hours) and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, Gordon PS may need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavour to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, Gordon PS will consult with you and discuss any interim solutions to the dispute that can be put in place.

## Resolution

Where appropriate, Gordon PS may seek to resolve a complaint by:

an apology or expression of regret

a change of decision

a change of policy, procedure or practice

offering the opportunity for student counselling or other support

other actions consistent with school values that are intended to support the student, parent and school relationship, engagement, and participation in the school community.

In some circumstances, Gordon PS may also ask you to attend a meeting with an independent third party, or participate in a mediation with an accredited mediator to assist in the resolution of the dispute.

continued

## Escalation

If a parent or community member is not satisfied that their complaint has been resolved by the school, or if their complaint is about the Principal, then the complaint should be referred to the South Western Region of the department of Education.

Gordon PS may also refer a complaint to The South Western Region if we believe that we have done all we can to address the complaint.

**All Students are expected to behave in accordance with Student Code of Conduct, which is based on our school values, those being:**

**Respect**

**Responsibility**

**Resilience**

**Issue Resolution** – Students with a concern or complaint regarding the conduct of another member of the school community have the following options.

Speak to their classroom teacher or principal.

Speak to their parents who then are invited to arrange to speak with their child's classroom teacher or principal.

## EVALUATION

This policy is to be reviewed by School Council and Staff Team annually .



**HOOK in 2 HOCKEY**  
MOORABOOL

Join us for afterschool Hockey fun!  
Programs available for 5-12 year olds

Every Wednesday from  
7 February - 27 March

Ages 5-8 4:45pm - 5:30pm  
Ages 9-12 5:30pm - 6:15pm

**First session free!**

**REGISTER TODAY**  
<https://bit.ly/Hin2HMoorabool>




Hockey Victoria will be running the Moorabool Hookin2Hockey program afterschool in Term 1, 2024.

We would love to see your students join us to help develop their hockey skills! First 30 kids to register for one of our Term 1 programs will receive a free stick and shin pads!

Contact Dominique Bebbington  
[dbebbington@hockeyvictoria.org.au](mailto:dbebbington@hockeyvictoria.org.au)

Email: [jhough@auscamps.asn.au](mailto:jhough@auscamps.asn.au)



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Offering a wide array of dance styles for students of ANY ability, aged 2yrs + right in the heart of Ballan!



**ENROLMENT FORM 2024**  
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**Adventure for All!**

