



CHALCOT WEEKLY

NEWSLETTER No 3 - 13th February 2015

Getting Along Resilience Organisation Persistence Confidence Achievement

DISTRICT SWIMMING

Well done to all the students who made the District Swimming team, we are very, very proud of you:

Students will be notified about the results this week.

Good luck and may you represent our school with pride.
GO CHALCOT!!!!

The District Swimming Carnival will be held at the Noble Park Aquatic Centre on Thursday 26th February.

Special thanks to Ms Thomas for organising and running the trials.



FROM THE PRINCIPAL

Student Leaders Badge Ceremony

A reminder that the School Captains, Vice Captains, House Captains, House Vice Captains and ICT Leaders will be presented with their badges next Tuesday, 17th February at 2.35pm in the hall.

Junior School Councillors, Green Team Leaders & Friends, Art and Garden Monitors will be presented with their badges the following week on Tuesday 24th February.

Junior School Councillors

Congratulations to the following students who have been elected Junior School Councillors for 2015 by their peers.

2/3AC Leeora Thomas, Djay Elliot
3/4AK Ashleigh Boustead, Jacob Pellowe
3/4RS Amy Williams, Joshua Kurz
4/5AT Jelena Peric, Ajron Bedzeti
5/6DN Emily McPhail, Dyanmond Cummings
5/6AA Ella Ryan, Bailey O'Callaghan

Call for School Council Membership Nominations

Our School Council is constituted to have 12 members, including: six parent members, four Department of Education & Training (DET) members and co-opted community members.

The parent and DET memberships are for a two year period, unless a one year vacancy is being filled. The co-opted memberships are also for a two year period. Eight meetings are held during the year, usually on a Wednesday evening, commencing at 7.00pm. In rare circumstances, extraordinary meetings can be called.

Our retiring parent members include Paul Coad, Amy Mraz and Gabrielle McIntyre. On behalf of our school community, I extend our sincere gratitude for the dedication demonstrated and for the significant contributions that our retiring members made to our school and students. I also wish to thank them for the wonderful support provided to me personally in my new role as Principal.

Our next School Council meeting will be held on Wednesday, 18th February and our final meeting of the current Council will be held on Wednesday, 19th March for the Annual General Meeting at 7.00pm.

Members of the school community are invited to nominate themselves or other persons for the three, 2 year vacancies for Parent Members. Prospective School Council members may either self-nominate or can arrange to be nominated by a person who is eligible in the same category for which they are standing. Nomination forms are available at the office.

Nominations close at 4pm, Friday 27th February, 2015. All nomination slips must be placed in the box labelled "School Council Nominations", which is at the office. A list of candidates, nominators and seconders will be displayed at the office on Tuesday 4th March.

If we receive the same number of nominations as there are vacancies, the new School Council will be announced. If there are more nominations than vacancies, a ballot will be held, closing on Wednesday 11th March 2015.

Once the new Council of Parent and DET category members is in place, consideration will be given to co-opting two community members. Community member positions are for a two year tenure. The new School Council will consider filling these two positions at their first meeting on 18th March.

Class Information Sessions and Family Fun Night

Our Class Information and Family Fun night will be held on Thursday 26th February. The evening begins with a BBQ starting at 5.15pm to 6.00pm. Following the BBQ, parents/guardians are welcome to attend class information sessions where teachers will explain class routines, expectations and teaching methods. You will also have the opportunity to visit your children's individual classrooms.

Between 6.00pm and 7.30pm, while the Class Information sessions are in progress, there will be lots of fun activities happening on the senior side for all our students and their families to enjoy.

To assist with preparations, please return both the Class Information Session and Family Fun Night BBQ slips no later than Friday, 20th February.

Parent Helpers' Obligation Agreement

Thank you to all our wonderful parents who have begun assisting with classroom and school programs. At Chalcot Lodge we are so fortunate that the partnership between parents, guardians and the school is strong. The learning environment and opportunities for students at Chalcot Lodge are very much enhanced because of this partnership. The staff and I are very grateful for all of the support provided, be it in the form of working on committees, helping with class programs, excursions, productions, fundraising activities, working bees, assisting on sport days and the list could go on and on!

As part of the Department of Education requirements, all volunteers at the school, including parent helpers, are required to have a current 'Working with Children Check' and details about this can be gained at the school office. All parent helpers must call at the office to sign the Parent Helpers' Register and to collect a school security badge before commencing their activity each visit. Parent helpers are also required to sign and agree to the school's Parent Helpers' Obligation Agreement prior to assisting with classroom or school programs.

If you are interested in becoming a parent helper, please ensure you read, sign and return the Parent Helpers' Obligation Agreement to the office by the end of next week.

School Policy Reviews

We are currently reviewing our policies on 'Investment' and 'School Electronic Banking'. School community input is welcome. If you would like to make any comments in relation to the policies, please feel free to email your comments to me via the schools email address at chalcot.lodge.ps@edumail.vic.gov.au

Monica Ghirxi
Principal

FROM THE ASSISTANT PRINCIPAL

Administration of Medicines at School

If you wish for your child to take any medicine (prescribed or not prescribed) at school, a permission note including the name of the student, medicine, dosage, date, time to be taken and parent's signature **must** accompany the medication. The medicine and note are to be handed to the office, where it will be secured in a locked cupboard. Notes will be co-signed by administration staff.

No student will be permitted to keep medicine in their bag or tub or on their person, with the exception of asthma puffers.

Emergency Information

If there are any changes that need to be made to your child's emergency information (eg. change of parents' occupation, change of name of neighbour or friend to be contacted, change in address or home, work or mobile telephone number, etc.) please notify the office promptly.

The school must be advised of the granting of court orders relating to your children. A copy of any current court order must be given to the school.

The school cannot act on court orders unless a copy has been provided.

Camps, Excursions and In-visits

To enrich class programs this year, teachers will plan camps & excursions outside the school to provide all students with opportunities for first hand learning experiences, which will broaden their understanding and knowledge of units of work being taught.

Teachers will also plan in-visits to the school, where visitors provide expertise and knowledge as part of the planned curriculum program.

Supporting Children's Learning "Learning @ Home"

We see Learning @ Home as a shared responsibility between parents, teachers and students. All students from Year Prep to Year 6 are expected to do homework. Homework is of an informal nature in Years Prep - 1, becoming more formal from Years 2 - 6. It may involve reading or sharing a book with a family member, practising some spelling, writing, maths, tables or, when more formal homework commences, research work or projects. We have included in the Chalcot Weekly some information on how to help your child with their homework without doing it for them.

Bringing Students To School By Car

Parents who drive their children to school and use the front pedestrian gate are advised to enter Primrose Hill Close from the northern end (closer to Kennington Park Drive). Drivers may then use the parking bay to allow children out of the car. There is NO STANDING allowed opposite the school from 8.30am to 9.00am and from 3.15pm to 3.45pm.

For safety reasons, parents must not double park. It is a most dangerous practice for children to enter or alight a car double parked in the middle of the road. It is not a good road safety example to be seen by children. The City of Casey Council patrols this area and will readily book offenders. Fines for such offences are quite substantial. The school has no control over the issuing of these fines and cannot enter into discussions with The City of Casey regarding fines. Double parking or parking in 'No Standing' zones is illegal - even if "for only a few seconds". Our prime concern is for the safety of our students.

Bike Shed Update

As you may be aware, we have recently built a bike shed overlooking the vegetable garden. As of approximately the middle of this year, we will be allowing students in Years 4 - 6 who have completed a comprehensive Bike Education training program, to ride their bikes to school.

Ms Thomas is currently organising the Bike Education Program. As more information is made available we will inform you.

Paul Poliviou
Assistant Principal

Garden helpers doing a great job



**CANTEEN IS OPEN FOR LUNCH ORDERS AND COUNTER SALES ON WEDNESDAYS & FRIDAYS
CLOSED MONDAY, TUESDAYS AND THURSDAYS**



DIARY DATES

Friday	13 th	February	Year 6 Graduation Windcheater Orders/Payment due	
Monday	16 th	February	Kitchen Helper Information Session	9.00am – 10.00am
Tuesday	17 th	February	Assembly – Badge Presentation School Captains, House Captains & ICT Leaders	2.35pm
Wednesday	18 th	February	Chess Club sessions commence	
Wednesday	18 th	February	School Council Meeting	Staffroom – 7.00pm
Thursday	19 th	February	Robotics Commences	
Friday	20 th	February	Actors and Directors Clubs commence today	
Monday	23 rd	February	Cookery Program commences	
Tuesday	24 th	February	Assembly – Badge Presentation Junior School Council, Green Team Leaders/Friends Art Monitors & Garden Monitors	2.35pm
Thursday	26 th	February	BBQ – Family Fun Night Activities	5.15pm - 6.00pm
Thursday	26 th	February	Classroom Information Session District Swimming	6.00pm – 7.30pm 9.00am – 3.30pm
Friday	27 th	February	School Council Nomination Close	4.00pm
Monday	2 nd	March	Parent Club	Staffroom 6.30pm
Tuesday	3 rd	March	Assembly	2.45pm
Monday	9th	March	Labour Day Public Holiday	
Tuesday	10th	March	Curriculum Day - Student Free Day	
Wednesday	11 th	March	Kinder Club	2.30pm
Wednesday	11 th	March	Finance Committee Meeting	3.45pm – Conference Room
Friday	13 th	March	School Photos	
Tuesday	17 th	March	Assembly – Badge Presentation – Peer Mediators	2.35pm
Wednesday	18 th	March	Co-Op AGM	6.45pm
Wednesday	18 th	March	School Council AGM	7.15pm
Wednesday	18 th	March	School Council Meeting	7.15pm
Friday	20 th	March	Disco	
Tuesday	24 th	March	Harmony Day	
Thursday	26 th	March	Parent/Teacher Interviews	2.30pm – 8.00pm
Friday	27th	March	End of Term 1	2.30pm dismissal
Monday	13th	April	Commencement Term 2	9.00am start all students

UNIFORM SALES

School uniform items can be purchased directly from the Beleza School Uniform Store at shop 7, 151 – 159 Princess Hwy, Hallam, phone 9702 3181. Mastercard and Visa are accepted.

Beleza order forms are also available at the school office. When placing your order you will need to make payment to the school either by cash or by completing your credit card details on the order form. Beleza staff will then deliver your order to the school.

BEFORE AND AFTER SCHOOL CARE

Child Care Benefit and Child Care Rebate available for all families.

Morning: 7.00am – 8.45am Monday to Friday during school term, excluding all Victorian Public Holidays.
Permanent/casual: \$ 15.00.

Breakfast is provided until 8.30am.

Afternoon: 3.30pm – 6.00pm Monday to Friday during school term, excluding all Victorian Public Holidays.
Afternoon snack and drink provided.
Permanent/casual: \$ 19.00.

Welcome back to before & after school care for an exciting and interesting year and also a big welcome to all the new families and especially the Preps.

Please feel free to speak to Iris if you have any concerns.
Call 0400 194 859 during session times or come in and have a chat!

Y.L.V Team

SCHOOL BANKING

Don't forget that FRIDAY is School Banking day and students should bring in their weekly deposit.

Competition: Throughout 2015, **any** student who makes 25 or more deposits goes automatically into a draw for a family trip to Disneyland. More details to come.

Ingrid Williams
School Banking Coordinator

COMMUNITY NEWS

The Department of Education and Training (DET) does not endorse the products or services of any private advertiser. No responsibility is accepted by DET for accuracy of information contained in advertisements or claims made by them

James Cook Junior Football Club – Player Registrations 2015

If you are a soccer player and would like to join a growing successful club, we are seeking new players to join immediately.

U9 to U16 Boy & Girl players.

For further details and more information, please contact Agim on 0413 979 480 email: endeavoursportingclub@gmail.com

CHALCOT LODGE PRIMARY SCHOOL

POLICY: INVESTMENT

INITIAL COPY

06/08/98

DRAFT REVIEW

12/02/15

PURPOSE

To ensure that funds are invested in safe securities that attract the best interest rate available with minimum risk.

GUIDELINES

- School Council is responsible for ensuring that funds are invested in safe securities that attract the best interest rate available with minimum risk;
- School Council can only invest funds in investments authorised by the Department of Education and Training (DET); and
- The Investment Policy must be tabled annually for School Council ratification.

IMPLEMENTATION

- School Council will seek secure investments with minimum risk, eg. guaranteed by the State or Federal government, Victoria Teachers Mutual Bank;
- School Council will ensure that the period of the investment allows access to funds as needed;
- The Finance Sub-Committee is responsible for making financial recommendations to School Council for ratification;
- All investments will be lodged in the name of the School Council;
- Certificates of investment will be kept in a secure place within the school;
- Deposits, withdrawal and transfer of investments requires authorisation of two of the signatories to the school bank account, one of whom must be the Principal;
- On maturity, funds and interest may be reinvested or transferred to the School Official Account as approved by School Council;
- The level of funding in the investment account will be maintained at the maximum level possible, taking into account cash flow requirements;
- Whilst there is no fixed dollar limit to the amount in the Investment Account, all monies in this account will be accounted for as per DET requirements through the Financial Commitments Summary;
- For audit purposes, all investment transactions will be documented in the Investment Register, stating the date of lodgement, with whom funds have been invested, terms of the investment including percentage rate and maturity dates and the amount and source of monies being invested;
- Investments will be entered onto Computerised Administrative Systems Environment in Schools (CASES 21F) using a Level 1 investment code;
- All investments will be reconciled on CASES 21F;
- A Balance Sheet and Operating Statement Summary will be tabled at each School Council meeting; and
- The Investment Policy will be reviewed at the first Finance Sub-Committee meeting of each year, circulated to the school community, then tabled at the next School Council meeting for ratification.

EVALUATION

The Investment Policy will be reviewed by the Finance committee annually.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: SCHOOL ELECTRONIC FUNDS

INITIAL COPY

28/03/2012

DRAFT REVIEW

12/02/2015

PURPOSE

Electronic (internet) banking offers an online facility (via a website) which provides users with the ability to undertake various banking functions, such as checking account balances, transferring funds between accounts, direct debit, direct deposit, BPAY payment/ receipts and EFTPOS (Electronic Funds Transfer Point of Sale).

GUIDELINES

- In order to minimise risks, it is a Department of Education and Training (DET) regulation that all cheques and negotiable instruments drawn on any account kept under the control of a School Council must be authorised by the Principal and a member of the School Council nominated by the School Council for that purpose.
- The school Business Manager cannot be nominated as an authoriser under this regulation even if he or she is a member of the school council.
- A single authoriser of payments via internet banking software is a clear breach of the regulations governing the payment of accounts by schools.
- Schools should develop and gain endorsement of a Schools Electronic Funds Management policy that outlines decisions made by School Council regarding the schools use of electronic funds, the scope of the implementation.
- Internet Banking will be in accordance with The Schools Electronic Funds Management Guidelines and the Internal Control for Government Schools and the Finance Manual for Government Schools, which are available on the DET website <http://www.education.vic.gov.au/management/financial/policy.htm>
- Internal controls surrounding internet banking are critical.
- A business banking package that has a two user authorisation of payments (such as Commonwealth Banks "CommBiz") is recommended as it contains a greater degree of security and access controls.
- School Council must approve in writing the school's decision to use a direct deposit internet banking facility following consideration of the advantages and disadvantages, and internal controls required to be implemented.

Definitions:

- **Direct Deposit** allows the school to pay funds directly into a person's or businesses nominated bank accounts eg: creditors or local payroll employee.
- **BPAY** is a secure electronic banking product identified on a supplier/creditor account with a unique biller code.
- A **direct debit** facility allows an external source eg: a regular supplier to remove funds of a pre-arranged amount from our school's official account on a pre-arranged date. Typical examples may include annual insurance premiums or monthly lease payments. Direct debit may also be used by suppliers to remove irregular amounts from the school as a result of pre-arranged agreements.

IMPLEMENTATION

- Currently, the school will only use internet banking for checking account balances, transferring funds between accounts and direct deposit of funds;
- Proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against the account(s) will be made;
- CBA Commbiz will be used for Internet Banking, in accordance with DET guidelines;
- School Council has determined that the Account Administrator will be the Principal;
- School Council has determined that the payment authorisers will be the Principal, one Assistant Principal and the School Council President;
- The Principal, Assistant Principal and School Council nominee only, are authorised to use the security token associated with the CommBiz internet banking software;
- Payments will be authorised by the School Council President together with the Principal, or the Assistant Principal in the Principal's absence;
- Authorisers and Account Administrator will be reviewed by School Council at the first meeting each year or earlier if required;
- Information and data, including the PINs and security tokens, will be stored in a secure location at school, except the School Council President's token, which may be held by the School Council President for use away from the school;
- The school will comply with all bank imposed security measures, limits and requirements;
- The administration staff members completing direct deposit banking must ensure the safe and secure storage of all documentation, including relevant CASES21 Finance reports;
- The Business Manager must ensure the provision of printed documentation to Finance Committee, School Council and school auditors; and
- The Schools Electronic Funds Management policy should be reviewed at least once per year to confirm/enhance internal controls.

EVALUATION

- The School Electronic Funds Policy will be reviewed by the Finance committee annually.