



**IMPORTANT SCHOOL DATES/FINANCIAL CALENDAR
ABSENCE REPORTING NUMBER 9971 1699**

Fri 13th Feb	Grade 6 Commemorative Tops order forms and money due (no late orders taken)
Mon 16th Feb	Family and Friends Meeting 9.15am
Mon 16th Feb	Bookclub Issue 1 closes
Wed 18th Feb	Parent Helper Session 1 - 5pm - 6pm School Council 6.30pm
Mon 23rd Feb	Parent Helper Session 2 - 9.05am - 10am Parent Teacher Interviews Week
Wed 4th Mar	Assembly
Mon 9th Mar	Labour Day (no school)
Tues 10th Mar	Curriculum Day (no school)
Tues 24th Mar	School Photos
Fri 27th Mar	LAST DAY TERM 1 2.05pm FINISH
Mon 13th Apr	TERM 2 STARTS 8.50AM

WELCOME BACK FOR 2015!

Here is some important information regarding our Newsletter during the school year.

Did you know that you can subscribe to receive our newsletter via email? Follow the link to our school website at www.wedgepark.vic.edu.au and write your email address in the field provided and press 'Subscribe'. There is also a Wedge Park Application for iPhone and Android devices. The App is free to install and gives you immediate information including the newsletter and phone numbers. Please ensure you read the newsletter as it is full of information regarding your child and/or the school. This is our way of communicating to you. The newsletter is published fortnightly on a Wednesday. It is also available on our school website.

CHANGE OF INFORMATION

If over the holiday period you changed your address, telephone/ mobile number or place of work details, **the school needs to know as soon as possible** as we need to have current information for emergency reasons. If your child attends before or after school care, ensure you let them know of any changes as well.

LOST CLOTHING AND PROPERTY

Is your child/children's clothing labelled? Please check all clothing, hats, lunchboxes, etc. to make sure your child's name is clearly visible. We don't want to have too many items in the lost property box.

LATE ARRIVALS/EARLY DEPARTURES/APPOINTMENTS

If your child arrives late in the morning, leaves school early, or has an appointment, a sign in/out book is located at the office. This book needs to be filled in by the school's office staff and signed by the parent. In the case of an emergency, these books let us know whether your child has arrived late or left early and is therefore not at school.

However, parents will need to provide a note to their child's teacher explaining why their child arrived late, left early or has an appointment to attend. If notes are not supplied by parents an absence letter will be sent home via your child. It will detail the date and time your child was away from school and ask for a reason for their absence. Alternatively you can ring the **Absence Line on 9971 1699** and leave a message.

EDUCATION DEPARTMENT REGULATIONS

No Dogs are allowed on school premises at any time, except for Assistance and Guide Dogs.

SUNSMART

Please remember to ensure your child has a hat during Term 1 and Term 4. Sunscreen is optional and your child will need to apply this on their skin themselves. Teachers are not permitted to apply sunscreen on children. If your child does not have a hat, they will be required to stay in the shade. Hats are available from the school office. The cost of a hat is \$10 and you will need to bring your child with you for correct sizing.

USE OF SCHOOL GROUNDS AFTER 3:20PM

We ask that all students and parents leave the school by 3:20pm. The school is responsible for all students up until 3:20pm but staff have other responsibilities to perform from 3:20pm onwards. The OSH Club also begin to use our playground areas as of 3:20pm. They are also not responsible for children other than those who are in their care. I ask all parents to reinforce with their children that once dismissed from school they are to go home with whatever arrangement that each family has.

SCHOOL INJURIES AND INSURANCE

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund. The Department of Education and Training (DET) does not hold accident insurance for students. Other insurance cover is available. DET is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost.

WPPS INSTRUMENTAL MUSIC PROGRAM

Lessons commenced through Primary Music Institute on Monday 9th February. This is a user pay service and payments are organised through Primary Music Institute. Their contact details are 1300 764 877 or www.primarymusicinstitute.com.au Enrolment forms are available at the office.

AFTERSCHOOL PICK UP

Please ensure your child is picked up on time after school. If your child is not collected on time at the end of the day they will be sent to the area outside the gymnasium foyer doors to wait for you. The school yard is supervised up until 3:20pm. If you are aware that you may be late in collecting your child prior to school drop off in the morning please make arrangements with them at that time so they are aware of what they need to do after school. This will help to avoid calling the office to pass a message on to them late in the day. If a child (other than your own) has not been picked up by their parents or guardians at the end of the day, please do not take the child home with you but send them to the office Kay or Lyndal in the office will then contact the child's parents to come and collect them. Sometimes younger children forget they have to go to OSH Club and think they are being picked up by their parents.

MEDICAL

If your child has any medical issues that have not been filled out on the enrolment form, please see Jenny Zammit on her working days of Monday, Tuesday or Wednesday or Kay Looby on Thursday or Friday. This includes all allergies.

MEDICATION

Under the guidelines of the Department of Education and Training (DET) **no ANALGESIA** e.g. Panadol, Panadol liquid, Nurofen will be administered to students at school. Prescription and Non Prescription medications including eye drops, creams etc will only be administered with a Medical Authority Form (see attached). Medication **MUST** be supplied in a clearly labelled bag, in its original packaging and within expiry date. Children are not permitted to administer any medications themselves or keep medicine in their possession excluding Ventolin inhalers.

ASTHMA REGISTER

If your child has Asthma, a School Asthma Management Plan needs to be collected from the office, filled in and returned to the office. This is a **crucial** piece of information needed for the Teachers and First Aid Officers to help manage your child's asthma.

MESSAGES

If you need to contact a teacher, the office staff will take a message for you as teachers are not always available when parents ring. Teachers also have meetings afterschool on Monday, Tuesday and Wednesday. There are windows of opportunity during the week at 8:50-9:00am or 3:05-3:30pm. If you need a longer time or privacy, please make a proper meeting time.

OSH CLUB

If your child is booked in the OSH Club Program but you have decided not to send them or if they are away ill, please call 0419 178 976 to let the staff know.

WEDGE PARK FOOD SHARING/ANAPHYLAXIS POLICY

Sharing of Food - There are numerous students in our school that have severe food allergies, eg: **eggs, nuts, lactose, dairy etc.** We have adopted a policy that there will be NO FOOD sharing in classrooms. This also includes parents bringing in birthday cakes, lollies, chocolates, donuts, biscuits etc. for children's birthdays at school. Parents are welcome to provide students with a non-edible item or an unusual treat, i.e. party hats, birthday balloon, drink bottle to keep etc. to help celebrate your child's birthday. We trust all families will abide by this policy.

SCHOOL CROSSING AND PARKING

Parents are asked to use the school crossings provided for the safety of themselves and their children. I urge parents to adhere to the parking signs and the road rules as parking officers and police will issue infringement notices to those breaking the law.

PARENT HELPERS

We always value and welcome parental involvement in our classrooms. Student achievement improves when there is a strong link and partnership between home and the school.

Assistance can take many forms including: hearing children read, assisting small group activities in literacy and numeracy sessions or monitoring set tasks as the children complete their work. Session will be held Wednesday 18th February 5pm-6pm, Monday 23th February 9am-10am and Tuesday April 28th 2.05pm-3.05pm at 9.05am. All parents wishing to attend only need to come to one of the three sessions.

All parents helping must have a Working with Children Check. This is mandated by law. The form is available online at www.workingwithchildren.vic.gov.au and does not cost any money for parents, although you will have to provide your own passport size photo. All parents who assist in classrooms between 9.00am - 3.00pm need to sign a confidential agreement and attend training as offered above.

ST JOHN AMBULANCE FIRST AID IN SCHOOLS PROGRAM

On Wednesday March 11th all Wedge Park students will be participating in a 45 minute first aid workshop in their class. This FREE Program is delivered by St John Ambulance Professional Trainers, teaching primary school students about the importance of First Aid and what to do in an event of an emergency.

The knowledge and skills gained in our First Aid in Schools Program will develop First Aid awareness in school children and contribute to building a more resilient community. This learning is age-appropriate and integrates with the Victorian Essential Learning Standards (VELS) curriculum.

MELTON FOOTBALL/NETBALL CLUB

Register now for 2015 Football Ages U9 to U16, Netball U13 & U15 also Auskick ages 4 to 12. Find us at www.meltonjuniorssportingpulse.com/club or email at mfcjsecretary@hotmail.com

PREP ATTENDANCE FOR TERM 1

As Preps are involved in an extensive assessment program, they will not be required to attend school on **Fridays** until the beginning of Term 2. From then on the Preps will come to school Monday to Friday.

OUR 2015 PREPS



WPPS SWIM TRIALS





WEDGE PARK
PRIMARY SCHOOL
learning with pride

WEDGE
PARK

Medication Authority Form

For a student who requires medication whilst at school

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an *ASCI Action Plan for Anaphylaxis* should be completed instead. These forms are available from: [DEECD Health Support Planning Policy](#)

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School: _____

Student's Name: _____ Date of Birth: _____

Medic-Alert Number (if relevant): _____ Review date for this form: _____

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

MEDICATION REQUIRED

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (e.g. orally/topical/injection)	Dates
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>

MEDICATION STORAGE

Please indicate if there are specific storage instructions for the medication:

MEDICATION DELIVERED TO THE SCHOOL

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

PARENT/CARER OR ADULT/INDEPENDENT STUDENT AUTHORISATION**

Name of Parent/Carer or adult/independent student**:

Signature:

Date:

SELF-MANAGEMENT OF MEDICATION

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

MONITORING EFFECTS OF MEDICATION

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on (03) 9637 2670.

AUTHORISATION

Name of Medical/Health Practitioner:

Professional Role:

Signature:

Date:

Contact Details:

If additional advice is required, please attach it to this form

****Please note:** Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (see Victorian Government Schools Reference Guide 4.6.14.5).