Melton South Primary School

PO Box 2043 Melton South, 3338
Tel: 9743 2922
Fax: 9743 0986
Email: melton.south.ps@education.vic.gov.au
Website: www.meltonsthps.vic.edu.au

OUR MISSION:
Melton South Primary School is a progressive community who lead the way.
Together we create motivated, respectful learners who achieve excellence.

EVERY SCHOOL DAY COUNTS

Tuesday 18th March 2025

Melton South Primary School acknowledges the Wurundjeri People as the Traditional Owners of the land on which we learn and play. We value Aboriginal and Torres Strait Islander history and culture. We recognise the First People's connection to lands, waters and communities. We pay our respects to Elders, both past, present and emerging.

DATES TO REMEMBER

Wednesday 19th March	**Last day to pay for Grade 5 Incursion**
	Breakfast Club
Thursday 20th March	**Cross Country**
Friday 21st March	**Harmony Day Picnic**
	Last day to pay for Book Club
Tuesday 25th March	**MPSSA Summer Lightning Cup**
	Parent's Review Feedback meeting 9.00am - 9.45am
Wednesday 26th March	**Grade 5 Incursion - Mind and Body**
	Breakfast Club
	School Council meeting and elections 5.30pm
Thursday 27th March	**Grade 1 Healthy and Engaged Learners Incursion**
Friday 28th March	**Grade 4 Excursion - MCG**
Wednesday 2nd April	**Grade 5 Incursion - Mind and Body**
Wednesday 2nd April	**Fathering Project**
	Breakfast Club
Friday 4th April	**Silly Hat Parade**
	Last Day of Term 1 - Early Dismissal 2.15pm

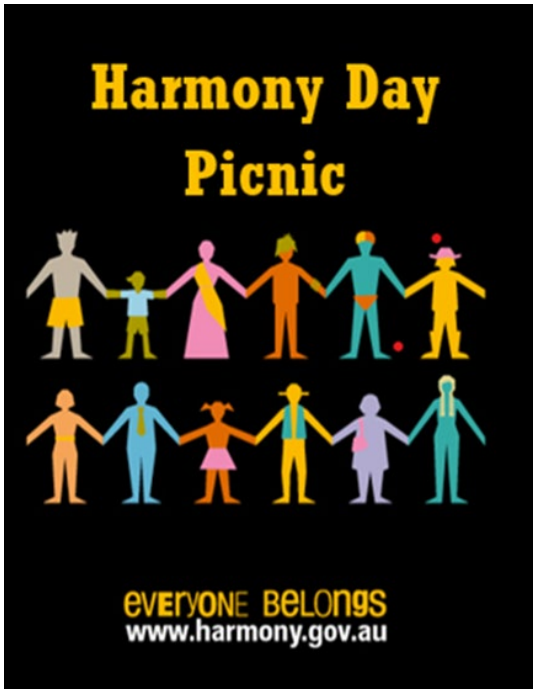
MESSAGE FROM THE PRINCIPAL

Everyone has the right to be SAFE
Everyone has the right to be RESPECTED
Everyone has the right to LEARN

SCHOOL REVIEW: **As advised previously in the newsletter we will be starting our 4 year review today. It will take place over 4 days. The review panel will be Luvy Glover - reviewer, Tony Simpson - SEIL, Bethany Risely - Principal of Kororoit Creek Primary, Brian Slatter - Principal of Wedge Park and Odette Hoyne - Assistant Principal of Sunshine North. They will look at our achievements over the last four years, do classroom observations and talk to members of the school community. On Tuesday the 25th of March parents are invited to meet with the panel and provide feedback from parents' perspective. The meeting will be held in the BER staffroom between 9:00am and 9:45am. The panel will also talk to teaching staff, Education Support staff,**
wellbeing team members and student groups.

HARMONY DAY: **We are looking forward to celebrating Harmony Day with a family picnic. Last year we had so many families come in cultural dress and/or in orange. It was such a great day and we hope to see as many families as possible attend.**

SCHOOL COUNCIL: **We have filled all the parent and staff positions on the School Council. Thank you to those who have volunteered their time.**



Date: Friday 21st March 2025

Time: 12.30pm – 1.15pm

Venue: Melton South Primary School

What to Bring: BYO picnic blanket and your lunch

What to Wear: Cultural dress or orange

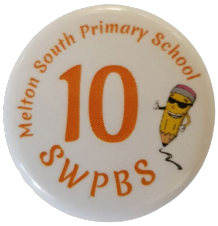
STUDENT OF THE WEEK AWARDS

	NAME	REASON FOR AWARD		NAME	REASON FOR AWARD
PA	Saifullah	For being a helpful member of the class.	**3C**		
PB	Taidem Maddie	For always showing the Melton South Primary School Values of being safe, being a learner and being respectful. For always actively participating in classroom discussions in all learning areas.	**3D**		
PC	Oneeta	For always being kind and helpful to her classmates.	**3E**	Soimavi	For working hard to achieve her reading goal.
PD			**3F**		
PE			**4A**		
PF	Bella	For always being a kind friend, filling up buckets with giant hugs!	**4B**		
1A	David	For his participation in a class discussion on healthy and sometimes food.	**4C**	Peyton Nathaniel	For showing ongoing persistence when writing and taking on teacher feedback! For always having a go and trying his best
1B	Abel	For making good choices in the classroom and participating in class activities.	**4D**		
1C	Ernisa	For completing reading nights regularly well done!	**4E**	Alex	For using classroom resources when writing.
1D			**5A**		
1E			**5B**	Ezee	For his effort in the classroom and always trying his best.
1F	Brock Aybel	For reaching 25 nights of reading. For reaching 25 nights of reading.	**5C**	Ahmed Osman	For active participation in class and working hard on his persuasive writing which followed the correct structure and creativeness.
2A			**5D**	Ngun	For showing empathy towards their peers
2B			**5E**	Ahmed	For his fabulous persuasive writing that followed the structure, used strong devices and was very creative!
2C	Soleil	For showing kindness towards her classmates.	**5F**		
2D			**6A**	Rosalie Kiram	Participating confidently in group time. (Mrs Sue). Contributing confidently in his literacy circle discussions.
2E	Declan Mary	For arriving at school each day being “ready to learn!” For being a role model to others by respectfully and actively contributing to our class discussions.	**6B**		
2F	Miley	For using adjectives to add more detail to her sentences.	**6C**	Ariz	For the detailed information text he completed during open cycle writing.

	Harata	For being a good role model to others and showing good listening.			
3A			**6D**		
3B			**6E**		
STEAM			**P.E.**		
P.A.			**LOTE**		

SWPBS BADGE EARNERS

Each day, MSPS students work their way up the **SWPBS learning ladder** through following our school values, showing Respect, Kindness, and striving to do their best every day. When they reach the top, they are recorded with an Outstanding day on their token acknowledgement chart. When a student reaches a significant milestone of Outstanding days, they earn a badge.

	Name, Grade Prep	**Name, Grade 1&2**	**Name, Grade (3&4)**	**Name, Grade (5&6)**
	Alaya PA	Penelope 1A Sreenika 1A Brock 1F Zayn 1F Raiden 2E Amelia 2E Jack 2E Micah 2E Kayson 2E Kaydan A 2C B	Alpha 3B	Lucus 5D Tyler 5D Kai 5D Abdullah 5D Zarah 5D Winny 5D Ngun 5D Asha 5E Jade 5E Hailey 5E Muhammed 5E Alexis 5E Emmanuel 5E Quedessa 5E Amber 5E Khadija 5E Zun 6A Taribo 5B Stella 5B Riley 5B Cruze 5B Sean 5B Kiara 5B Maria 5B Jesse 5B Wania 5B Elsa 5B Amy 5B Leah 5B Zane 5B Aina 5B Aubrey 5C

			Tenzin (3F) Tryphosa(3F) Nadia (3F)	Taribo 5B
				Rico 6A

In order to achieve a **peer leader badge**, the grade 6 students must complete a minimum of 35 days of home reading each term, and fulfil at least 3 of the following requirements, set out in the table below.

5 weeks' worth of homework tasks (total of 10 tasks)	**Full school uniform according to the MSPS school policy**	**Student of the Week award**	**Consistently following the school values in the classroom**	**Consistently following the school values in the school yard**	**95% or above attendance**	**Negotiated with the teacher**

To the fabulous 6A students - Hawo, Aswad, Hurraim, Tamara, Gelila, Layla and Yuvi. Congratulations!!

SCHOLASTIC BOOK CLUB

ISSUE 2 DUE: 21/3/25

How to order on LOOP.

Log in, or create a new account at 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 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 payment via credit card.**

Grade 4 MCG Excursion

On Friday the 28th of March the Grade 4 students will have their excursion to the MCG. Students are required to dress for the weather, this includes a wide brimmed hat and appropriate footwear, as walking will be required. They must bring water, their snack and lunch packed into a backpack.

BREAKFAST CLUB HAPPENING EVERY WEDNESDAY

Breakfast Club enables students at school to enjoy a nutritious breakfast, allowing them to engage and participate fully in all the educational and social opportunities that school offers.

It is held from 8.35am - 8.50am in the school gym area entering through gate 5 & 6.

Please note that we encourage all students to eat breakfast before school. This program is to supplement families that may not be in the position to provide breakfast on that day.

Food provided will include, SPC diced fruit cups, toast with margarine and vegemite, full cream milk and fruits (apple/pears/oranges).

Please notify staff of any food allergies on the day. Parents can accompany younger students if required, but please note food is provided for school students only.

FINANCIAL ASSISTANCE - CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seekers and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The annual CSEF amount per student is $154.

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form.

If you applied for CSEF for your child at Melton South Primary School last year, you do not need to complete an application form this year unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments: your child has started or changed schools this year.**
- **changed family circumstances, such as a change of custody, change of name, concession card number, or new siblings commencing this year.**

Check with the school office if you are unsure.

Application forms must be signed by a parent/guardian before your new application can be entered.

Applications close on 27 June 2025 and NO APPLICATIONS WILL BE PROCESSED after this date.

Read the newsletter in these languages by scanning the QR code.

- Arabic - Bengali - Hindi - Burmese - Thai - Tagalog - Punjabi	 QR Translator® 	- Telugu - Swahili - Vietnamese - Tamil - Tigrinya - Urdu - Chinese

School Policies

Dear Parents/Carers,

School policies are legal documents that the Education Department provides to every school to personalise for their setting. For example, a secondary school's policies will be very different to that of a primary school. These policies are reviewed every three or four years and provided to families to read and become familiar with. Our school policies have just been reviewed and now it is time to publish them to our families/carers.

Each week I will add one policy to the newsletter for you to read and keep. This week you will find the Visitor's Policy.

VISITORS POLICY

Melton South Primary School

Help for non-English speakers

If you need help to understand the information in this policy, please contact the MSPS EAL team 9743 2922

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Melton South Primary School.

SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:50 am to 3.15 pm, and when the office is staffed to monitor/receive visitors at reception, including parents and contractors. Outside of these times, our front office is not staffed, and this policy does not apply.

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020* (Vic), child-related work is 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 direct contact with children that is incidental to the work.

POLICY

Melton South Primary School strives to create an open and inclusive school community and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Melton South Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our school's *Statement of Values and School Philosophy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Volunteers Policy*.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- Allied health or health practitioners

Sign in procedure

All visitors to Melton South Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Record their name, signature, date and time of the visit and the purpose of the visit on COMPASS
- To facilitate larger groups Ie. Parent information sessions, alternative arrangements will be provided such as, visitors sign in via a QR code on an iPad at the location of the session.
- Wear a visitor's lanyard / name tag at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy
- Return to the office upon departure, sign out and return to the visitor's lanyard.

Melton South Primary School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Melton South Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Melton South Primary School will require a valid WWC Clearance for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, Melton South Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Melton South Primary School will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
    - elected government
    - the rule of law

- equal rights for all before the law
- freedom of religion, speech and association
- the values of openness and tolerance
- respect for the range of views held by students and their families.

Parent visitors

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick ups and drop offs or for specific school events (e.g. parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the principal are not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

Melton South Primary School policies:

Department policies:

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management

Khalsa Shaouni are able to provide freshly cooked vegetarian Punjabi meals for those in need.

Please ring at least 30 minutes in advance between 12pm and 8pm Monday to Friday to confirm pick up of vegetarian meals.

Address: 1288-1364 Melton Highway, Plumpton
Phone: 0433 021 110

Melton South Community Centre/ ADRA Community Care

Food parcels are available every Friday.
In order to access the service you must be a resident of the City of Melton, and hold a valid Victorian health care card or concession card. This card must be sighted each time a person attends the service.
A $3 donation will be asked for ambient and cold food. If the customer does not have this, fruit, vegetables and bread will be offered (subject to availability).
Please bring fabric reusable bags every visit.

Address: 41 Exford Road, Melton South
Phone: 9747 8576
Open: New customers must attend on Friday @ 10.30am. You will then be given your appointment time for food collection.