LOOKING AHEAD

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday September 11th</td>
<td>Grade 6 Production Melba College</td>
</tr>
<tr>
<td></td>
<td>Victorian State Schools' Spectacular rehearsal</td>
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<tr>
<td>Saturday September 12th</td>
<td>Victorian State Schools’ Spectacular performance</td>
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<tr>
<td>Monday September 14th</td>
<td>Junior Hoop time</td>
</tr>
<tr>
<td>Tuesday September 15th</td>
<td>Level 1 (Group 2) Excursion Como Primary Program</td>
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<tr>
<td>Wednesday September 16th</td>
<td>Senior Hoop time</td>
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<td>Special Footy Lunch</td>
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<tr>
<td>Thursday September 17th</td>
<td>Foundation Grandparents afternoon tea 2.30pm in the gym.</td>
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<td>WALKATHON</td>
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<tr>
<td>Friday September 18th</td>
<td>END OF TERM 3 Dismissal 2.30PM</td>
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<tr>
<td>Monday October 5th</td>
<td>TERM 4 BEGINS</td>
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OCTOBER

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<tr>
<td>Monday October 5th</td>
<td>TERM 4 BEGINS</td>
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SWIMMING

NOVEMBER 1ST - 13TH

AIM HIGH @ HEPS

PRINCIPAL’S REPORT

Dear Parents,

ONE WEEK TO GO!
As we reflect on the term that is quickly coming to a close, it’s obvious that it has been another highly engaging, busy and successful one. The students have accomplished so much this term as they have experienced numerous extracurricular activities including camps, sleep overs, excursions, music productions, multi age days and of course the Footy Walkathon! Thank you to all of you for supporting, participating and contributing to the success of all these activities and of course thank you to the ever committed and hardworking staff who support each other in providing these valuable experiences for our students. I think we all deserve a good break!

SCHOOL OF THE PERFORMING ARTS
If you have attended the last few Friday morning assemblies you would have been mesmerized by so many of our talented students; Grade 6 students performing the opening number of their musical production, Robin and the Sherwood Hoodies, superb!; 20 of our level 5 students giving us a glimpse of their talents as they performed one of the numbers for the Victorian State Schools Spectacular. We had Foundation students act out a gorgeous rendition of The Three Little Pigs and this morning I witnessed yet again the talents of our String Group as they performed to the school audience. Congratulations to all the staff involved in supporting our students so that they can confidently participate and enjoy their performances.

I watched the Level 6 Robin and the Sherwood Hoodies last night and was delighted with the quality of dance, singing and acting; the support and enjoyment they displayed amongst themselves as they revelled in their performance was heart-warming. I wouldn’t be surprised if some of them become movies stars of the future! Great directing Mrs Bulfin and Miss Bottger, your time and energy are reflected in the quality of the production.

I look forward to the Victorian State Schools Spectacular on Saturday at Hisense Arena congratulating the students so far for their commitment to the production; it has taken hours of practice and personal time to reach the stage worthy standard. Thank you so very, very much to Ms Natalie Blenheim, a dance teacher in her own right, for dedicating so much of her time and expertise to develop their students to the spectacular that will be revealed on Saturday.

FATHERS’ DAY
I trust all our dads were able to enjoy their Sunday with the family. I’m sure each and every one of you was able to enjoy the present purchased at the school’s Fathers’ Day stall; thanks to our Parents’ Association and the many mums and dad that worked on the stall week. I’m confident that your children would have also given you love and attention you deserve.

LITERACY/NUMERACY DAY
Again a day to remember at HEPS. It was astounding to hear that Sally Rippin, the guest author, had agreed to present at a school, only HEPS, because she has heard so many wonderful things about our school! Thank you to Mrs Austin and her wonderful team for organizing an exceptional day for our students. Sally was entertaining and informative, teaching the students that for story writing you only require two tools: experience and imagination.

TRANSITION
Our students experienced another ‘transition’ activity last Friday, with the intention that it will provide our students the opportunity to familiarize themselves with activities typical of the 2016 grade level as well as give staff the insight into the best ‘learning’ dynamic which will assist with the formation of grades and compositions next year.

THANK YOU AND FAREWELL
I wish to thank Mrs Louise Edwards most sincerely for teaching our Level 5A students throughout this term. Louise kindly offered to continue to teach the students in term 3 to minimize the disruption to the children’s education. She cannot however continue next term so we have advertised the position and the successful applicant will commence in term 4.

PLANNING WEEK
Teachers will be planning in their teams throughout next week to ensure that consistency prevails throughout the grades and that careful consideration has been given to all learning areas. Term Four is always our most challenging and busy term!

POLICIES FOR YOUR FEEDBACK
Please find attached the Raising Concerns & Complaints Policy and the Sun Smart Policy which have been addressed by the Education subcommittee. Before being ratified by school council we would like your feedback should you have any to offer.

SUNSMART HAS STARTED
September 1st was the official day for students wearing hats as part of being a Sunsmart school. Please ensure that your child/children protect themselves from the sun’s harmful rays.

END OF TERM
Just a reminder that the end of term is Friday 18th September and the children will be dismissed at 2.30pm to commence their fortnight break. Please check out the Lost Property. This is a good time to retrieve items of clothing and have them washed and ready for wear in term four.

LOOKING AFTER HEPS
If you happen to be using the school grounds over the break would you please keep an eye out for appropriate behaviour. If you witness anyone acting in a dangerous or inappropriate manner please notify the police. This way we can ensure that our students come back to a clean and safe school environment.

Here’s wishing everyone a well-deserved break with families and friends! We look forward to seeing you all back, happy, refreshed and ready for the final term of the learning year on Monday 5th October.
Thank you!

Stepping into the role as Assistant Principal has been a daunting and yet exciting experience. I want to express my sincere thanks to the many people who have congratulated me in this role. I have loved meeting with a wide variety of parents and students over the past few weeks and am continuing to appreciate the positive and encouraging Heathmont East Primary School community. I look forward to continuing to get to know you and having a positive impact at HEPS. Thank you 😊

WORKING BEE

The Working Bee on the 5th of September from 1-4pm was a huge success! The school was ‘buzzing’ with helpers, both parents and students. David Deith and Tony Twining were so impressed with the work that was completed; painting, clearing gutters, removing pavers and gardening. I would like to thank all of those people from the HEPS community who came to the working bee and offered their services. We have such a great community here and we are so grateful for people who give up their time to help out. I would also like to thank the Parent’s Association for organising the BBQ that followed. What a fantastic event… I’m looking forward to even more great Working Bees in the future!

FOOTY WALKATHON

The last week of school is proving to be a week full of Footy Fever! Wednesday is the footy lunch order day, and I know Vicki in the canteen is working hard to prepare for this epic lunch. I just want to take the chance to remind you that the Footy Walkathon is coming up on Thursday the 17th of September. As the students will be dressing up in the best sports gear, there will also be a parade to celebrate their outfits from 12 noon and then the Walkathon will begin at 12:30pm. Parents are encouraged to come along and cheer for students as they complete laps around the school. As you collect donations, please send the money in to the office. There will be prizes for the student in each class who raises the most money – these will be presented next term once all the money has been collected.

Looking forward to a fantastic event.
Dear Parents,

On Thursday, 17th September at 12:30-1:30pm we will be holding a major fundraiser for the school in the form of a walkathon. The proceeds from the walkathon will be used to continue the development of the school grounds.

All children are encouraged to join in the walk, which will be held at the school. The track is approximately 500 metres per lap and participants are able to wear the colours of their favourite football team (A.F.L., rugby, soccer) or any other sporting team they support to school that day.

**PRIZES FOR FUNDRAISERS**

There will be a prize for the highest fundraiser in each grade!

Parents are asked to help their children obtain as many sponsors as possible from family, friends, workmates and neighbours. Donations are gratefully accepted. Completed sponsorship forms are to be returned to school by Tuesday, 15th September BEFORE the walkathon begins.
The distance walked will be noted on the form and sent home after the walkathon so that students can collect the money they raised.

All monies should then be returned to school by **Friday, 9th October** in order to be included in the prize awards.

Thank you for your support.

Melissa Frigo
Assistant Principal
HEPS Footy Walkathon Thursday 17th September, 2015

Sponsorship Form

Student Name: ___________________________________ Grade: ________________

Which AFL team do you support? ____________________________________________

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<thead>
<tr>
<th>Name of Sponsor</th>
<th>Amount Per Lap</th>
<th>Donation</th>
<th>Amount Due</th>
<th>Paid</th>
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TOTAL

Name: ______________________________ has completed ___________ laps in the

HEPS Footy Walkathon

Signed: ______________________________ (Teacher)
HEATHMONT EAST PRIMARY SCHOOL

Raising Concerns & Complaints Policy

Rationale
Heathmont East Primary School is committed to treating everyone with dignity and respect and encourages good communication between parents, carers and the school. Teaching and learning works best when parents and teachers talk to each other and work together to solve any problems.

Values
The school’s approach to handling concerns and complaints is based on our values of:

- Providing a safe and supportive learning environment
- Building positive relationships between students, parents and staff
- Providing a safe working environment for staff

Concerns and complaints covered by the procedures
These procedures cover concerns and complaints about:

- General issues of student behaviour that are contrary to the school’s code of conduct
- Incidents of bullying or harassment in the classroom or school yard
- Learning programs, assessment and reporting of student learning
- Communication with parents
- School fees and payments
- General administrative issues
- Any other school related matters except for matters for which there are existing rights of review or appeal, as detailed in the Victorian School Policy and Advisory Guide.

For the purpose of the policy:

- A ‘Parent’, in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the Family Law Act 1975 of the Commonwealth and any person with whom a child normally or regularly resides.
- A ‘concern’ is an issue of interest (because of its importance and effect) which is raised informally in order to improve or change a situation.
- A ‘complaint’ is an expression of grievance or resentment where the complainant is seeking redress or justice.

2. Guidelines
2.1 To build positive relationships with parents and the school community
2.2 To understand and appreciate each other’s perspective
2.3 To use two way communication
2.4 To ensure all concerns and complaints are followed up and dealt with
in a timely manner

3. **Implementation**

3.1 All complaints will be noted and acted upon promptly.

3.2 Should the complaint involve complex issues, the school might need to take advice from the Department’s regional office which may take more time. The school will tell the complainant the new timeline for addressing the complaint and the reasons for any delays. In all cases the school will try to resolve a concern or complaint within 20 school days.

3.3 The school will acknowledge all complaints made in writing. It will provide the complainant with a timeline for investigating the complaint.

3.4 Complainants can seek the services of an advocate when they feel they are unable to express their concerns clearly. An advocate can be a friend or someone who is available through an appropriate support organisation who does not receive a fee for service.

3.5 All parties involved in addressing a complaint may seek the services of a mediator when there is difficulty coming to an agreement.

3.6 The school will ensure that the complainant is aware of support as outlined above.

3.7 The school will make every effort to resolve concerns and complaints before involving other levels of the Department.

3.8 The school will determine whether a concern or complaint should be managed through the school’s concerns and complaints process or through other complaints processes of the Department.

3.9 If a concern or complaint is substantiated in whole or part, the school will offer an appropriate remedy, i.e.: an explanation, mediation, counselling, an apology or other appropriate course of action. The school will implement the remedy as soon as possible.

3.10 If a person is not satisfied with the outcome determined by the school, they should contact the Department’s appropriate regional office.

3.11 The school will make information about procedures for addressing concerns and complaints readily available and translated where necessary.

3.12 The school will brief all members of staff (including volunteers) about its procedures to address concerns and complaints annually.

3.13 The school will monitor parent concerns and complaints and consider issues raised through the parent’s complaints process, and any other relevant information from the parent opinion survey, when undertaking a review of the school’s policies, procedures and operations.

3.14 The school will review its information about complaints made over time to assess the effectiveness of these and other procedures and whether they are being followed.
Evaluation
This policy will be reviewed as part of the school’s three year cycle.

HEATHMONT EAST PRIMARY SCHOOL

Sun Smart Policy

RATIONALE
Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection, and protection from over exposure to the sun during school hours.

1. GUIDELINES
   1.1 To educate students as to suitable Sunsmart protection strategies.
   1.2 To encourage children and teachers to protect themselves from the harmful effects of the sun.

2. IMPLEMENTATION
   2.1 This policy is to be read as part of our Student Dress Code
   2.2 Children will be required to wear Anti-Cancer Council approved school uniform broad brimmed hat (at least 8 cm rigid brim) from September to April and when UV rays are at dangerous levels
   2.3 UV levels will be monitored, when they reach a UV level of 3 and above, sun protection will be put in place
   2.4 Students without board brimmed hats will be restricted play in designated shaded areas
   2.5 Where practical students are encouraged to wear school uniform approved sunglasses as eye protection
   2.6 Children will be actively encouraged to wear a broad-spectrum water resistant sunscreen (SPF30+)
   2.7 Whenever possible, outside activities on hot days would be scheduled before 11.00am
   2.8 The school will provide adequate shade structures for students as practicable; particularly over high density play areas such as sand pits and play equipment
   2.9 The school newsletter and school assemblies will be used to highlight and reinforce the Sunsmart policy
   2.10 The school will seek accreditation as a Sunsmart school at the Anti-Cancer Council of Victoria

3. EVALUATION
   3.1 This policy will be reviewed as part of the school’s review cycle or as the need arises.

Reviewed: May 2015