



Stanhope Primary School

Learning • Success • Respect • Citizenship



Principal: Christine Owen

Phone: 03 5857 2514

Mobile: 0419 548 318

Email: stanhope.ps@education.vic.gov.au

Newsletter

48 Midland Highway

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Stanhope, Victoria 3623

<http://stanhopeps.vic.edu.au>

Inspiring Lifelong Learning

ISSUE 1: February 1st 2024

REMINDERS & THINGS TO DO

DATES TO REMEMBER



Annual privacy reminder for our school community

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the [Schools' Privacy Policy](#).

Please take time to read our school's collection notice, found with the pack of forms to be completed by families at the beginning of the year.

We ask parents to also review the [guidance we provide](#) on how we use [Microsoft 365](#) 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 Education] please contact the school.

For more information about privacy, refer to: [Schools' Privacy Policy — information for parents](#). This information is also available in ten community languages.

Wednesday 7th February

- ◆ No prep students at school on the 1st 4 Wednesdays
- ◆ Sporting Schools

Thursday 8th February

- ◆ ART
- ◆ Blue Earth Sports

Friday 9th February

- ◆ Responsible Pets Program

MOSQUITO RISK

The Department of Education advises that due to the increase in mosquito-borne diseases, it is recommended that families send insect repellent with their child to school & show them how to apply avoiding eyes.

Choose a repellent with lower levels of DEET or picardin like:

- *Aerogard Odourless Protection*
- *RID Kids Medicated Repellent*
- *RID Low Irritant Medicated Repellent*

PRINCIPAL'S MESSAGE: Megan De Pasquale

Welcome to 2024!

I trust you all had a lovely Christmas break and are refreshed and ready to begin another school year. It wasn't long before the classroom was full of excited students and teachers who were happy to see their friends again. As you are aware, Ms Owen is on long service leave for Term 1. We have Mrs Fiona Wallace stepping into the role of Acting Principal. She is currently on a study tour in Indonesia and will begin her role on Monday. In the meantime, I have enjoyed supporting students and fellow staff members as they settle into the start of another year of fun and learning.



Staffing

This year we have both Mrs Foley and Mrs De Pasquale teaching P-6. Mrs Foley will be working Mondays and Tuesdays and Mrs D finishing off the week working a 5 day fortnight, every Thursday and Friday with Mrs Wallace filling in the gap every second Wednesday. We also have our Wellbeing Officer, Simon, working with us on Tuesdays and Miss Whitney and Jody will be helping our students with their learning as well.

New Students

Firstly, we would like to welcome our new prep students – Alexis and Oliver, who are starting their lifelong learning journey with us at Stanhope P.S. We also have a new Grade 5 student, Xyla, who has joined us this year. We are excited to have you and your families here as part of the Stanhope P.S community.

Student Leadership Team

Let me introduce our new student leaders for 2024 Lily, Tyler, Bonni and Cooper. We trust that these students will take their new roles very seriously and endeavour to uphold our school values of success, citizenship, learning and respect.

Assembly

We will be having our whole school assembly on Friday afternoons at 3pm. All parents are welcome to attend.

Classroom Jobs

All of our students, except for the new preps, have been allocated a job to help with the day to day running of their school. Students volunteered for a job they were interested in and Mrs Foley and Mrs D then allocated each of the roles. They are as follows:

Flag Monitors – Bonni and Xyla

Pie Warmer – Lily

Bell Monitors – Cooper and Daisy

Sports Equipment – Bonni and Lily

Gardens (sprinklers) – Cass and Cooper

Environmental (Bins) – Tyler, Caleb, Mercedes and Diamond-Rose



FROM THE
Business
Manager

Mica will still be in the office on Tuesdays and Thursdays.

I am happy to discuss confidential payment options for fees or camps & excursions with you.

Café Lunch Orders

3rd Wednesday of every month

21st February

20th March

17th April

15th May

19th June

17th July

21st August

18th September

16th October

20th November

18th December

2024 Student Leaders, Monitors and New students



**Student Leaders:
Bonni, Lily, Cooper and Tyler**



**Enviro monitors:
Diamond-Rose, Tyler,
Mercedes & Spencer**



**New students:
Alexis, Xyla & Oliver**



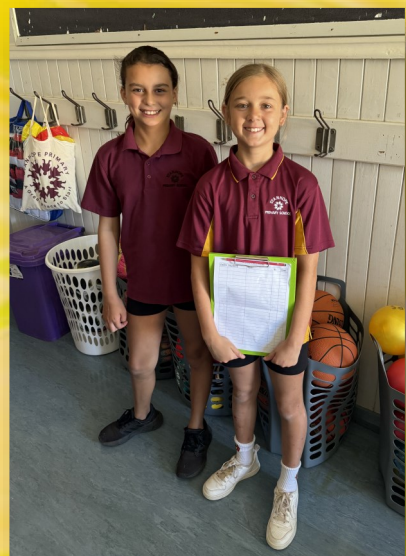
**Garden monitors:
Castiel & Cooper**



**Flag monitors:
Bonni & Xyla**



**Bell monitors:
Daisy & Cooper**



**Sports monitors:
Lily & Bonni**

Thank you to our generous sponsors

proPAVE
landscapes

Phil De'Ath
0418 527 365

Lina Ding
0412 266 635

KYABRAMS
MAIN STREET
BUTCHERY

"The Best Meat by Miles"

170 Allan St, Kyabram PH: 5853 2123



Kyabram CLUB
Where good friends meet



- Stanhope Supermarket
- Stanhope RSL Sub Branch

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PROTECT

Protecting children & young people
from abuse is our responsibility



HELP IS BUT A PHONE CALL AWAY

LIFELINE

13 11 14

KID'S HELPLINE

1800 55 1800

BEYOND BLUE

1300 22 4636

AWARDS

NO ASSEMBLY HELD LAST WEEK

<https://www.facebook.com/stanhopeps/>



Child safety and wellbeing at Stanhope Primary School

information for families and the school community

The Victorian Government has announced new [Child Safe Standards](#) to further strengthen child safety across organisations, including schools. The new standards recognise the critical importance of families and the broader school community in maintaining and promoting child safety and wellbeing.

Stanhope Primary School has reviewed and updated our child safety policies and procedures to ensure they meet the requirements of the new standards. These are available to view our school's website, via UeducateUs, and at the school's front office].

We are committed to continuous improvement in our approach to child safety and wellbeing and welcome feedback from families and members of our school community on ways we can further strengthen our child safety policies, procedures and practices.

If you have any suggestions, comments or questions, please contact Stanhope Primary School at stanhope.ps@education.vic.gov.au or by phone on 03 5857 2514.

Victoria's Child Safe Standards

- **Child Safe Standard 1** – Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- **Child Safe Standard 2** – Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.
- **Child Safe Standard 3** – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- **Child Safe Standard 4** – Families and communities are informed and involved in promoting child safety and wellbeing.
- **Child Safe Standard 5** – Equity is upheld and diverse needs are respected in policy and practice.
- **Child Safe Standard 6** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Child Safe Standard 7** – Ensure that processes for complaints and concerns are child focused.
- **Child Safe Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Child Safe Standard 9** – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- **Child Safe Standard 10** – Implementation of the Child Safe Standards is regularly reviewed and improved.
- **Child Safe Standard 11** – Policies and procedures that document how schools are safe for children, young people and students.
- Ministerial Order 1359 provides the framework for child safety in schools.

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

1 RESPONDING TO AN EMERGENCY

If there is no risk of immediate harm go to **Action 2**

If a child is at immediate risk of harm you **must** ensure their safety by:

- separating alleged victims and others involved
- administering first aid
- calling **000** for urgent medical and/or police assistance to respond to immediate health or safety concerns
- identifying a contact person at the school for future liaison with Police.

Where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence.

2 REPORTING TO AUTHORITIES / REFERRING TO SERVICES

As soon as immediate health and safety concerns are addressed you **must** report all incidents, suspicions and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence.

Q: Where does the source of suspected abuse come from?

WITHIN THE SCHOOL

VICTORIA POLICE
You **must** report all instances of suspected child abuse involving a school staff member, contractor, volunteer or visitor to Victoria Police.

You **must also** report internally to:

- **GOVERNMENT SCHOOLS**
School principal and/or leadership team
- Employee Conduct Branch
- DET Incident Support and Operations Centre
- **CATHOLIC SCHOOLS**
School principal and/or leadership team
- Diocesan education office.

INDEPENDENT SCHOOLS

- School principal and/or school chairperson
- Commission for Children and Young People on **1300 782 978**

All allegations of 'reportable conduct' **must** be reported as soon as possible to:

- **GOVERNMENT SCHOOLS**
Employee Conduct Branch
- **CATHOLIC SCHOOLS**
Diocesan education office
- **INDEPENDENT SCHOOLS**
Commission for Children and Young People on **1300 782 978**.

OTHER CONCERNS

If you believe that a child is not subject to abuse, but you still hold **significant concerns** for their wellbeing you **must** still act. This may include making a referral or seeking advice from:

- Child FIRST/The Orange Door (in circumstances where the family are open to receiving support)
- DHS Child Protection
- Victoria Police.

For suspected student sexual assault, please follow the **Four Critical Actions: Student Sexual Offending**.

YOU MUST TAKE ACTION

- You **must** act, by following the Four Critical Actions, as soon as you witness an incident, receive a disclosure or form a reasonable belief* that a child has, or is at risk of being abused.

*A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action.

As a school staff member, you play a **critical role** in protecting children in your care.

- It is strongly recommended that you use the **Responding to Suspected Child Abuse template** to keep clear and comprehensive notes, even if you make a decision not to report.

3 CONTACTING PARENTS/CARERS

Your principal **must** consult with DHS Child Protection or Victoria Police to determine what information can be shared with parents/carers. They may advise:

- **not to contact** the parents/carer (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parent/carer to be contacted)
- **to contact** the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion)
- **how to communicate** with all relevant parties with consideration for their safety.

4 PROVIDING ONGOING SUPPORT

Your school **must** provide support for children impacted by abuse. This should include the development of a **Student Support Plan** in consultation with wellbeing professionals. This is an essential part of your duty of care requirements.

Strategies may include development of a safety plan, direct support and referral to wellbeing professionals and support.

You **must** follow the **Four Critical Actions** every time you become aware of a further instance or risk of abuse. This includes reporting new information to authorities.

CONTACT

DHHS CHILD PROTECTION

- AREA
North Division **1300 664 977**
South Division **1300 655 795**
East Division **1300 300 391**
West Division (Rural) **1800 075 599**
West Division (Metro) **1300 664 977**

AFTER HOURS

After hours, weekends, public holidays **13 12 78**

CHILD FIRST

<https://services.dhhs.vic.gov.au/federal-and-support-teams>

ORANGE DOOR

<https://www.vic.gov.au/familyviolence/the-orange-door.html>

VICTORIA POLICE

000 or your local police station

DET INCIDENT SUPPORT AND OPERATIONS CENTRE

1800 126 126

INCIDENT MANAGEMENT AND SUPPORT UNIT

1800 126 126

EMPLOYEE CONDUCT BRANCH

(03) 9637 2595

DIOCESAN OFFICE

- Melbourne (03) 9267 0228
- Ballarat (03) 5337 7135
- Sale (03) 5622 8600
- Sandhurst (03) 5443 2377

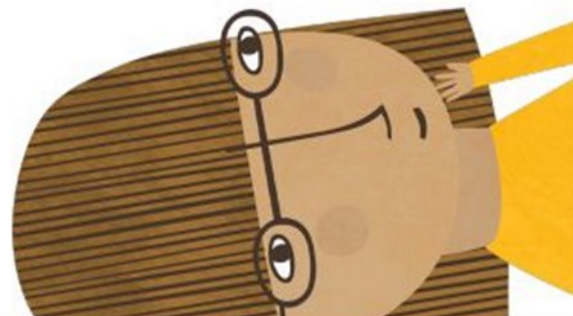
INDEPENDENT SCHOOLS

VICTORIA
(03) 9825 7200

THE LOOKOUT

The LOOKOUT has a service directory, information, and evidence based guidance to help you respond to family violence: <http://www.lookout.org.au>

Family violence victims/survivors can be referred to **1800 Respect** for counselling, information and a referral service: **1800 737 732**



PROTECT

THE EDUCATION STATE

VICTORIA
Education and Training

CECV
CHILD EDUCATION COMMUNITY CONNECTIONS OF VICTORIA





		<u>LOADED FRIES</u>	
		SMALL	\$ 7.50
		LARGE	\$ 11.00
		<u>BURGERS</u>	
		Bacon & Egg Roll	\$ 7.00
		Bacon & Egg Sandwich	\$ 6.50
		Chicken parma roll	\$ 12.00
		Chicken schnitzel & gravy roll	\$ 7.50
		Chicken schnitzel & salad roll	\$ 8.00
		Chicken schnitzel with the lot	\$ 12.00
		Chicken wrap with the LOT	\$ 12.00
		PLAIN	\$ 10.00
		Fish burger with the LOT	\$ 14.00
		PLAIN	\$ 12.00
		Hamburger with the LOT	\$ 12.00
		PLAIN	\$ 10.00
		Souvlaki- beef/lamb/chicken	
		LOT	\$ 12.00
		PLAIN	\$ 10.00
		Steak sandwich with the LOT	\$ 12.00
		PLAIN	\$ 10.00
		<i>Sauces- tomato, bbq, mayo, garlic, sweet chilli, hot chilli, tartare</i>	
<u>FISH 'N' CHIPS</u>			
Minimum chips	\$ 4.00		
Battered sav	\$ 3.50		
Boneless wing ding	\$ 1.50		
Calamari rings	\$ 1.50		
Chicken dim sim	\$ 2.00		
Chicken nugget	\$ 0.80		
Chiko roll	\$ 3.50		
Chilli chicken strip	\$ 2.00		
Corn jack	\$ 3.50		
Crab sticks	\$ 1.50		
Crumbed prawns	\$ 1.80		
Dim sim	\$ 1.50		
Fish bites	\$ 1.50		
Fish cakes	\$ 3.00		
<u>FISH</u>			
FLAKE	\$ 8.00		
BLUE GRENADIER	\$ 8.00		
Flat head fillets	\$ 2.00		
Garlic chicken ball	\$ 1.80		
Hash brown	\$ 1.20		
Magdala	\$ 3.50		
Mini dim sim	\$ 0.75		
Mini spring roll	\$ 2.00		
Pineapple fritter	\$ 3.00		
Pluto pup	\$ 3.50		
Potato cake	\$ 1.50		
Scallops	\$ 1.80		
South Melbourne dim sim	\$ 2.00		
Spring roll	\$ 3.50		
Wing ding	\$ 2.50		
<u>CHIPS, CHEESE & GRAVY</u>			
SMALL	\$ 6.00		
MEDIUM	\$ 9.00		
LARGE	\$ 12.00		
<i>Tomato sauce sachet</i>	\$ 0.30		
		<u>EXTRAS</u>	
		Gravy on chips	\$ 1.00
		Meat	\$ 4.00
		Bacon or Egg	\$ 2.00
		Cheese or Pineapple	\$ 1.00
		Squeezy sauce - per sachet	\$ 0.30
		Small salad	\$ 5.00
		Large salad	\$ 6.00
		<u>BAKERY</u>	
		Plain pie	\$ 5.00
		Flavoured pie	\$ 5.50
		Sausage Roll	\$ 4.50
		Pastie	\$ 4.80
		Salad only rolls	\$ 6.00
		Meat and salad rolls	\$ 7.00
		Salad only sandwich	\$ 5.50
		Meat and salad sandwich	\$ 6.50
		Salad wraps	\$ 7.00
		Salad Tubs Small	\$ 5.00
		Salad Tubs Large	\$ 6.00
		Fruit Tub Small Term 1 & 4 only	\$ 4.00
		Fruit Tub Large Term 1 & 4 only	\$ 5.00

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Parent Payment Arrangements 2024

Dear Parent

Stanhope Primary School is looking forward to another great year of teaching and learning and would like to advise you of Stanhope Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Stanhope Primary School makes every effort to keep contributions to a minimum and affordable for all parents.

Please find the contribution schedule for Prep through to Grade 6 attached. The contribution schedule applies for each individual student in a family.

A list of stationery items and student requisites for families to provide or purchase from their preferred supplier, is also attached.

All items will need to be labelled at home with your student's name. Item quantities are suggested adequate for one years' normal classroom use, but please note that some items may need to be replenished throughout the year and damaged or lost items will need to be replaced and costed accordingly. Please also note that excursion & incursion charges will be costed separately at the time of the event.

'Inspiring Lifelong Learning'

Financial Support for Families

Stanhope Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (Health Care Card holders only. Forms available at school office)
- Flexible payment arrangements

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Christine Owen or Mica Rosenberg

Ph: 03 5857 2514 Email: stanhope.ps@education.vic.gov.au

Payment Methods

- Cash
- Cheque
- Bpay (NOT DIRECT DEPOSIT)

Refunds

Refunds generally only apply to events or activities such as camps and excursions. If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

For further information on the Department's Parent Payment Policy. Please see a one page overview attached.

Yours sincerely,

Christine Owen
Principal

Gerard Lucardie
School Council President

Contribution schedule – Year Prep –Year 6

Please find the itemised list of Curriculum Contributions and Other Contributions for your child. Stanhope Primary School also continues to welcome your Extra-Curricular Items & Activities contributions for 2024.

All payments are requested by end of Term 1, 2024.

Curriculum Contributions

Below is a list of items and activities which enable your child to learn the standard curriculum, which will be sourced by the school. This year we are able to offer reduced fees from those of 2024. Each year is calculated according to requirements for that specific year.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom materials & equipment	\$20
Stationery consumables; including large scrap books, dotted thirds, maths grid books, chunky pencils, plastic pockets	\$10
Art & Craft consumables; including craft paper, PVA glue, sparkles, goggle eyes, split pins, paint, pastels, charcoal, clay, paper plates, doilies	\$5
Science materials: including cover paper, coloured card, PVA glue, flour, salt, food colourings, sugar, bi-carb soda, baking powder, milk or milk substitute, vinegar	\$15
Photocopying & printing for students	\$40
Provision & Upkeep of school devices, peripherals & ICT	\$20
Digital Online Assessments	\$25
MACC Art	\$35
MARC Library	\$35
Total for Contributions	\$205

Other Contributions

Other Contributions - for non-curriculum items and activities	Amount
First aid equipment	
School grounds maintenance & improvements	
School Sports Victoria membership	
	TOTAL \$

Extra-Curricular Items & Activities

Stanhope Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. These are provided on a user-pays basis.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by 10th February 2024.

Extra-Curricular Items & Activities	Amount
Optional camps and excursions and events as scheduled throughout 2024. The cost of these excursions will be advised throughout the year.	To be advised
Graduation Bears	TBA
Grade 6 T Shirt -	TBA
TOTAL	\$

Educational Items for Students to Own

Attached is a list of items that the school recommends you purchase for your child to individually own and use.

Stanhope Primary School 2024 School Requisites List

Please supply the following items which will be needed by your child, according to your child/ren's class level.

Some items are intended to last all year, while others will need to be replenished throughout the year, e.g. pens, pencils, glue sticks etc. **A request note will be sent home with your child when this is required.**

The quantities listed beside each item should suffice for at least one term in most cases. **Items from previous year are welcome to be used rather than purchase the same item/s again.** E.g. scissors, pencil case, ruler etc

All items should be **clearly named** and brought to school on the first day of Term 1.

Prep, One Two	
Pencil Eraser	1
Sharpener– 2 hole	1
Pencil case; fabric/vinyl. Max 32cm x 22cm. NO hard cases	1
Ruler	1
Scissors	1
Glue sticks – large	2
Pk 12 coloured textas	1
Pk 12 coloured pencils- triangular if possible	1
Whiteboard markers	1 pk
Highlighters	1 pk
A4 Display folder	1
Headphones - essential	1 pair/set

*If you have any questions please don't hesitate to contact the school on **5857 2514***

Grade 3-6 items should last all year	
Grey lead pencil - HB	12
Red, ruling up pencil	4
Pencil Eraser	2
Sharpener	1
Pencil case; fabric/vinyl. Max 32cm x 22cm. NO hard cases	1
Ruler – 40cm	1
Scissors	1
Coloured textas (fine tip)	1 pk
Coloured pencils	1 pk
Black fineliner felt tip pen	1
Red pens (grades 5 -6 only)	5
Blue pens (grades 5 -6 only)	10
Black pens (grades 5 -6 only)	10
Whiteboard markers -	1 pk
Highlighters	1 pk
Glue sticks - large	4
Display folder	2
Headphones- essential	1 pair/set
BYO DEVICE: as per school specifications (this can be sent separately when requested)	Grades 3-5 are invited to BYOD. <u>Not compulsory</u>

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.