



# 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](mailto:stanhope.ps@education.vic.gov.au)

## Newsletter

48 Midland Highway

PO Box 19

Stanhope, Victoria 3623

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

### Inspiring Lifelong Learning

ISSUE 2: February 8th 2024

#### REMINDERS & THINGS TO DO

#### DATES TO REMEMBER

##### EMERGENCY MANAGEMENT AND COMMUNICATION

This is a reminder to parents and carers that we will communicate directly with you via phone if there is an emergency involving the school (eg if the school or bus route is threatened by a bush or grass fire). To ensure our student's safety:

- There is an up-to-date Emergency and Critical Incident Management Plan in place.
- All staff have current Anaphylaxis, First Aid and Asthma Response training.
- Regular Fire/Emergency/Lockdown drills take place to familiarise students and staff with these procedures.

##### SCHOOL COUNCIL REMINDER

Our first School Council meeting for the year is on Wednesday 21st February at 7pm in the staff room.  
Finance meeting at 6.30pm

##### Friday 9th February

- ◆ Responsible Pets Program

##### Wednesday 14th February

- ◆ No prep students at school  
Sporting Schools

##### Thursday 15th February

- ◆ LIBRARY

##### Wednesday 21st February

- ◆ No prep students at school
- ◆ Sporting Schools
- ◆ Café Lunch Orders
- ◆ School Council 7pm and  
Finance Meeting 6.30pm

##### Thursday 22nd February

- ◆ ART

##### Wednesday 28th February

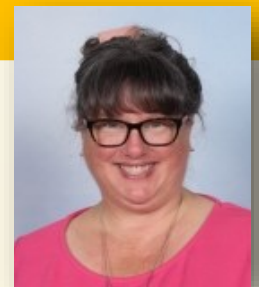
- ◆ Prep students at school on  
Wednesdays from today
- ◆ Sporting Schools

##### Thursday 29th February

- ◆ LIBRARY

# PRINCIPAL'S MESSAGE: Fiona Wallace

## Let me introduce myself...



Hello! My name is Fiona Wallace and I'm delighted to be filling in as Acting Principal for Term 1. I have lived in Stanhope for just over twenty years now, and am very excited to be serving the community in this new role.

I have met a few of you already, and will endeavour to meet everyone over the next few weeks. This week, I have thoroughly enjoyed meeting and working with our students and would like to take this opportunity to say how delightful, well-mannered, and welcoming they have been. They are a credit to this community.

I would also like to thank Mrs Megan De Pasquale for acting as Principal for the first week of school. I have big shoes to fill and am grateful to be surrounded by staff who are passionate and very committed to ensuring positive outcomes for our students.

As Mrs D mentioned in last week's newsletter, I recently completed a study tour of Indonesia and am looking forward to sharing some of my learnings with our students. This week, we have been talking about what 'culture' means and what it means to learn about and honour all the different cultures of the world. I have included a few pictures below from my trip.

## Communication

At the heart of student success at school is a great relationship between parents/guardians and school staff. To that end, I would like to encourage you to make contact with me if there is anything at all that you would like to discuss, contribute, or suggest. Whilst I am only here for a term, I believe it is essential that we work together as a school community and that can only happen with open and honest communication. Please give me a call, send me an email, or pop in for a chat.

## Prep

Our two newest students, Oliver and Alexis, have settled beautifully into our school community. Look out for their photos in the Riverine Herald in a few weeks' time! Please note that their first Wednesday will be on February 28<sup>th</sup>.



**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**

**21<sup>st</sup> February**

**20<sup>th</sup> March**

**17<sup>th</sup> April**

**15<sup>th</sup> May**

**19<sup>th</sup> June**

**17<sup>th</sup> July**

**21<sup>st</sup> August**

**18<sup>th</sup> September**

**16<sup>th</sup> October**

**20<sup>th</sup> November**

**18<sup>th</sup> December**

# INDONESIA



## Traditional Balinese breakfast

The pancakes were filled with banana and there was coconut sprinkled on the top. Just look at the vibrant colours of the fruit!

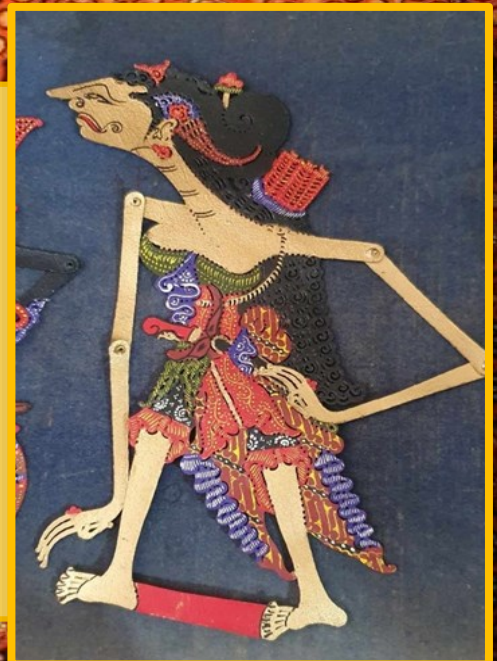
Students, can you name all of the fruits on my plate?

Lush green rice fields outside the town of Ubud.



These two photos are of traditional puppets called "Wayang Kulit".

We watched as they were made by hand in a small shop outside the Sultan's Palace in Java.



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

**DISCLAIMER:** The Department of Education & Training, and Stanhope Primary School do not endorse the products or services of any private advertiser. No responsibility is accepted by the Department or the School for the accuracy of information contained in advertisements.

**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

**WELCOME TO OUR SCHOOL:**

**Alexis, Xyla & Oliver**



<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](mailto: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)
- DHHS Child Protection
- Victoria Police.

### 3 CONTACTING PARENTS/CARERS

Your principal **must** consult with DHHS 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.

### 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.

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

You **must** act if you form a suspicion or reasonable belief, even if you are unsure and have not directly observed child abuse (e.g. if the victim or another person tells you about the abuse).

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

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.

### 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**

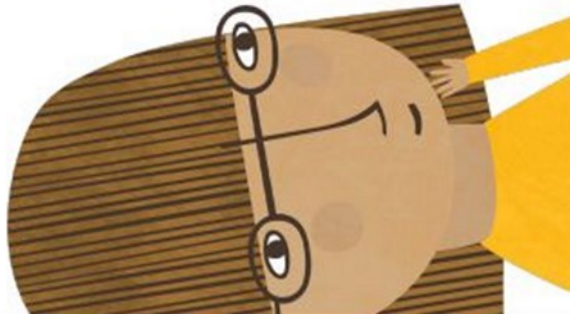
**DIOCESAN OFFICE**  
Melbourne **(03) 9267 0228**  
Ballarat **(03) 5337 7135**  
Sale **(03) 5622 8600**  
Sandhurst **(03) 5443 2377**

#### 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

CECV





		<b><u>LOADED FRIES</u></b>	
		SMALL	\$ 7.50
		LARGE	\$ 11.00
		<b><u>BURGERS</u></b>	
		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
		<b><i>Sauces- tomato, bbq, mayo, garlic, sweet chilli, hot chilli, tartare</i></b>	
<b><u>FISH 'N' CHIPS</u></b>			
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		
<b><u>FISH</u></b>			
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		
<b><u>CHIPS, CHEESE &amp; GRAVY</u></b>			
SMALL	\$ 6.00		
MEDIUM	\$ 9.00		
LARGE	\$ 12.00		
<b><i>Tomato sauce sachet</i></b>	<b>\$ 0.30</b>		
		<b><u>EXTRAS</u></b>	
		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
		<b><u>BAKERY</u></b>	
		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





# Stanhope Primary School



Learning, Success, Respect, Citizenship

Principal: Christine Owen  
PH: 03 5857 2514  
Mob: 0419 548 318  
[stanhope\\_ps@education.vic.gov.au](mailto:stanhope_ps@education.vic.gov.au)

48 Midland Highway  
P.O. Box 19  
Stanhope, 3623  
<http://stanhopeps.vic.edu.au/>

## 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
<b>Total for Contributions</b>	<b>\$205</b>

## 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
<b>Headphones - essential</b>	<b>1 pair/set</b>

*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
<b>Headphones- essential</b>	<b>1 pair/set</b>
<b>BYO DEVICE:</b> as per school specifications (this can be sent separately when requested)	<b>Grades 3-5 are invited to BYOD. <u>Not compulsory</u></b>

# 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.