It was lovely to meet a handful of new parents at our informal coffee and chat before the Prep reading information night this week. We had some good questions to do with when preps could start being ‘dropped off’, and what a typical prep day looks like. We talked about how you get more information from your child when you ask what they did or learnt at school. ‘Nothing’, ‘I can’t remember’, ‘We just played’, etc., are some of the typical responses. Try, ‘What was the best thing you did at school today?’ or, ‘What was the best thing you learnt at school today?’ After they have said something like, ‘playing with my friends’, or ‘lunchtime’, you can respond with a positive about having friends or playing at lunchtime and then ask about learning time. The other thing we talked about was that it is a long, busy day for some preps; they may just want or need a break.

Congratulations to the students who participated in Friday’s Woodlands/Whittlesea Divisional Swimming program. A number will now represent PPPS at the next level of the competition.

Next week is planning week. How did that come around so quickly?, I can hear you ask. We feel the same way. This means that next week’s program will be altered to allow teachers to plan for term 2 as a year level. The children still have specialist programs, just on a different day.

**IMPORTANT**

3 way conferences in second week of term 2
BOOKINGS OPEN TOMORROW FRIDAY 4 MARCH

The first of our two 3 way conferences held each year is planned for Thursday April 21st when the 3 way conferences are held after school, and Friday 22nd April when the 3 way conferences are held during school time.

Children do not attend school on the Friday, except when they come with you for the conference and they will be marked as ‘present’ on the roll. If your child is in year 1 to 6, they will present their personal learning goals. Prep students do not have learning goals at this stage of their schooling. Instead the prep teacher will talk with you about the You Can Do It capabilities, class goals and how your child has worked towards these. You will also have the opportunity to give them feedback about the prep transition program and the first few weeks of school.

To book, see the flyer in today’s newsletter. When on the site pick one time slot per child, either on after school on Thursday 21st or during the day on Friday 22nd. All parents are expected to participate in the 3 way conferences.

If you drive your children to or from school try parking a few streets away and walking the rest of the way. Help reduce the traffic around our school.
PRINCIPAL’S MESSAGE CONTINUED

Keep the children’s crossing clear. Parking is not allowed within 20 metres of the approach side and 10 metres of the departure side. Parking there makes it difficult and dangerous for children and the crossing supervisor to get a clear view of the road.

[Image of a crossing sign and child with a hand signal]

Just a reminder that when a teacher doesn’t let your child alight from, or get into the car close to the crossing, or on the wrong side of the parking sign, they are actually ‘doing the right thing’ by keeping your child safe and by helping you to avoid a possible fine.

Don’t yell at us or get abusive, we are just trying to do our job and keep the children safe.

Claire McInerney
Principal

PREP READING NIGHT

Thank you to all the parents that came to the Prep Home Reading Information night. It was fantastic to see so many faces and to help our home school partnership develop. On the night we talked about the Raising Children’s Network website which is a fabulous resource for parents developed by the Children’s hospitals of Australia.

TERM 2 DATES FOR YOUR DIARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 21</td>
<td>3 way conferences 3.45 to 7.30pm</td>
</tr>
<tr>
<td>April 22</td>
<td>3 way conferences 10am to 3.45pm</td>
</tr>
<tr>
<td>April 25</td>
<td>Anzac Day—public holiday</td>
</tr>
<tr>
<td>April 26</td>
<td>Curriculum Day</td>
</tr>
</tbody>
</table>

Family Fun Night

2016 FUNDRAISING

Family Fun Night raffle tickets will be sent home today. If you have contributed to the school’s booklist process in Section C: Voluntary Fundraising Contribution and don’t wish to participate in the raffle, please return tickets to the office tomorrow.
Friendship in 2-27

A good friend ..........
Listens when I talk
Gives me a hand when I need help
Follows the values
Is honest
Lets me play with them
Says sorry
Smiles and laughs with me
1-15 work hard all day
1-15 have fun and play
1-15 an awesome TEAM
We’re the best you have ever seen!

Oliver - you can TRUST me not to go into other people’s bags.
Dion - I am CARING because I get along with people.
Viola - I show RESPECT because I do not hurt kids.
Angelina - I show CARE because if people get hurt I help them.
Nayamat - When I forget to do something I don’t cry. I am RESILIENT.
Amber - I am CONFIDENT because I am happy to try new things and don’t worry if I make a mistake.
Ansh - I am CARING. I ask “Are you OK?”
Charli - I show RESPECT. I always say “please” and “thankyou”.

Lucca - When somebody falls down I help them up and don’t laugh because I am CARING.
Raul - I GET ALONG with people because I am happy to play with anyone.
Bessa - I am CARING because I like to help people.
Koby - I am super RESILIENT because I don’t get upset and cry when I get hurt.
Sara - If someone gets hurt I always help them because I am CARING.

Kai - I am CARING because I help my friends when they hurt themselves.
Kayla - I am brave and not afraid to try hard work. I show RESILIENCE.
Elias - I show HONESTY because when I find money I give it to the teacher or take it to the office
Cleo - I am ORGANISED because I am fast at getting my books ready and I pack up quickly.
Anthony - I am PERSISTENT at Maths and keep trying.
Indi - I am good at ORGANISATION because I always have everything ready to learn.
Ethan - I pack up the toys because I am ORGANISED.
Isabella - I show CONFIDENCE when I try new things that might be tricky.
Dear Parents,

Parent/Teacher/Student 3 way Conferences will be held on
Thursday 21 April from 3:45 p.m. to 7:30 p.m. and Friday 22 April from 10:30 a.m. to 3:45 p.m.
You can book a time online that BEST SUITS YOUR FAMILY. If you have more than one child, make sure you leave time between meetings to move from one classroom to the next.
Go to www.schoolinterviews.com.au and follow these simple instructions.

BOOKINGS OPEN ON FRIDAY 4 March at 9:00am
BOOKINGS CLOSE ON WEDNESDAY 20 April at 3:00pm

Go to www.schoolinterviews.com.au
Enter THIS school event code.
Then follow these 3 simple steps.

1. Enter your details
2. Choose teachers
3. Choose times

When you click finish, your meeting time will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately.
You can return to www.schoolinterviews.com.au at any time, and change your meeting time - until bookings close.

BOOKINGS OPEN TOMORROW FRIDAY 4 MARCH

Pick one time slot per child, either on Thursday 21st when the 3 way conferences are held after school, or Friday 22nd April when the 3 way conferences are held during school time. Children do not attend school on the Friday, except when they come with you for the conference and they will be marked as ‘present’ on the roll. If your child is in year 1 to 6, they will present their personal learning goals. Prep students do not have learning goals at this stage of their schooling. Instead the prep teacher will talk with you about the You Can Do It capabilities, class goals and how your child has worked towards these. You will also have the opportunity to give them feedback about the prep transition program and the first few weeks of school.

We look forward to meeting with you and your child and request that you are punctual and teachers will endeavour to be the same. If you will require more than the fifteen minutes allocated time, please contact your child’s teacher directly to make alternative arrangements.

Parents can change their booking, any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and using the event code. Parents wishing to change their conference time after the closing date should contact the school directly on: 94044311.
Once again it is time to call on the generosity of our community for donations for our 2016 Family Fun Night. We’ve had a fantastic response in the past and we are trusting that you will support the Family Fun Night with some great donations again this year.

We are hoping to once again organise a range of hampers to raffle containing items such as:

- new toys, games, art and craft materials, books, hobby activities etc.
- party items
- pampering services and goods
- chocoholic items (anything chocolate) and other treats **within the ‘use by date’**.
- vouchers for donated goods and services

Plus, we are seeking donations for our stalls such as:
- coloured hair spray

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**PRE LOVED TOYS AND BOOKS**

We will also have a pre loved toy and book stall again this year so we are seeking:

Good quality and in good condition pre loved toys and books. We would be happy to help off load any items of good quality.

*All donations will be acknowledged with a special principal’s award.*

Please bring all donations directly to the office.

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**Family Fun Night Sponsorship**

We are seeking sponsorship for the Family Fun Night 2016 RIDES. If you would like to sponsor our school or know of a company that may be interested in sponsoring us, please contact Antonella in the school office with details.

Any amount small or large will be greatly appreciated.

Thanking you in anticipation – The Coffee and Chat Group

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**ALL PROCEEDS FROM THIS YEAR’S FAMILY FUN NIGHT WILL GO TOWARDS PURCHASING NEW SHADE SAILS TO GO ABOVE THE PLAYGROUNDS**
Enter your Soft Toy or Lego Invention in the Family Fun Night Competition and Exhibition

Here’s a chance to put your Soft Toy or Lego Invention on show. Dress up a toy in a favourite costume or create a Lego Masterpiece.

There will be great prizes and certificates for all entrants.

Entry Form
Return this form with your entry and $1 entry fee to your teacher on:

- Tuesday 15th March
- or Wednesday 16th March

(Entries close on Wednesday 16th March at 3:30pm)

If you need extra forms just pop into the office or you can photocopy this form.

Judges’ decisions will be made at lunchtime on Thursday 17th March and will be final.

The more creative, the better your chance is of winning!

All entries will need to be collected from room 33 (the language room) at the beginning of the school day on Friday 18th March.

Name: ____________________________

Home group: _________________________

Cut out and attach this to your entry
### INTRODUCING THE YEAR 3 TEACHING TEAM

<table>
<thead>
<tr>
<th></th>
<th>Ms Emily Windisch</th>
<th>Mrs Angelique Loverso</th>
<th>Mrs Michelle Leahy</th>
<th>Mr Scott Jessup</th>
<th>Ms Susan Skrlj</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dessert</strong></td>
<td>Cookies and cream ice cream</td>
<td>Maccas chocolate sundae</td>
<td>Passionfruit Sponge</td>
<td>Sticky date pudding</td>
<td>Lemon Delicious</td>
</tr>
<tr>
<td><strong>Dream Holiday Destination</strong></td>
<td>Greek Islands</td>
<td>New York City</td>
<td>Rome</td>
<td>Antarctica</td>
<td>Antarctica</td>
</tr>
<tr>
<td><strong>Song</strong></td>
<td>What a wonderful world</td>
<td>Empire State of Mind Part II</td>
<td>Nessun Domma</td>
<td>My Way</td>
<td>Stayin’ Alive</td>
</tr>
<tr>
<td><strong>T.V.Show</strong></td>
<td>Criminal Minds</td>
<td>Friends</td>
<td>Spooks</td>
<td>Any sport</td>
<td>Dr Who</td>
</tr>
<tr>
<td><strong>Movie</strong></td>
<td>Armageddon</td>
<td>Rocky Balboa</td>
<td>The Beller Family</td>
<td>Beaches</td>
<td>The Lord of the Rings</td>
</tr>
<tr>
<td><strong>Football Team</strong></td>
<td>Collingwood/Kangaroos</td>
<td>Brisbane</td>
<td>Collingwood</td>
<td>Carlton</td>
<td>Carlton</td>
</tr>
<tr>
<td><strong>Fruit</strong></td>
<td>Berries</td>
<td>Green Apples</td>
<td>Nectarine</td>
<td>Banana</td>
<td>Berries (any kind)</td>
</tr>
<tr>
<td><strong>Cartoon Character</strong></td>
<td>Donald Duck</td>
<td>Homer Simpson</td>
<td>Snoopy</td>
<td>Yogi Bear</td>
<td>Spongebob Squarepants</td>
</tr>
<tr>
<td><strong>If I wasn’t a teacher I would be</strong></td>
<td>‘professional traveller’</td>
<td>A professional uni student</td>
<td>Pilot</td>
<td>Astronaut</td>
<td>Ruler of the UNIVERSE!</td>
</tr>
<tr>
<td><strong>I am great at</strong></td>
<td>Bumping/falling into/over things</td>
<td>Being silly</td>
<td>Playing cards</td>
<td>Sleeping</td>
<td>Dancing</td>
</tr>
<tr>
<td><strong>The best way to eat potatoes is</strong></td>
<td>Roasted</td>
<td>Roasted!!</td>
<td>Scalloped potatoes</td>
<td>Hot chip sandwich</td>
<td>As chips</td>
</tr>
</tbody>
</table>
**LOST PROPERTY ROSTER**

<table>
<thead>
<tr>
<th>Fri</th>
<th>4/3</th>
<th>Betty Fiume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>11/3</td>
<td>Bianca O'Connor</td>
</tr>
</tbody>
</table>

**FIRST AID LINEN ROSTER**

<table>
<thead>
<tr>
<th>Fri</th>
<th>4/3</th>
<th>Bianca O'Connor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>11/3</td>
<td>Anna Letitia</td>
</tr>
</tbody>
</table>

**STUDENT OF THE WEEK**

The following students were presented on Monday February 22

<table>
<thead>
<tr>
<th>6-8</th>
<th>Stephanie</th>
<th>6-7</th>
<th>Tallulah</th>
<th>6-2</th>
<th>Isabella</th>
<th>6-1</th>
<th>Monique</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6</td>
<td>Natalie</td>
<td>5-5</td>
<td>Sage</td>
<td>5-4</td>
<td>Cohen</td>
<td>5-3</td>
<td>Georgia</td>
</tr>
<tr>
<td>4-32</td>
<td>Jack</td>
<td>4-31</td>
<td>Ishani</td>
<td>4-30</td>
<td>Ceren</td>
<td>4-29</td>
<td>Nick</td>
</tr>
<tr>
<td>3-20</td>
<td>Rachel</td>
<td>3-19</td>
<td>Marcus</td>
<td>3-18</td>
<td>Suwedha</td>
<td>3-17</td>
<td>Jackson</td>
</tr>
<tr>
<td>2-28</td>
<td>Taiga</td>
<td>2-27</td>
<td>Amisha</td>
<td>2-26</td>
<td>Harry</td>
<td>2-25</td>
<td>Emily</td>
</tr>
<tr>
<td>2-24</td>
<td>Claire</td>
<td>1-23</td>
<td>Andrew</td>
<td>1-22</td>
<td>Ernest</td>
<td>1-21</td>
<td>Bryan</td>
</tr>
<tr>
<td>1-16</td>
<td>Caitlin</td>
<td>1-15</td>
<td>Indi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PREP STUDENT OF THE WEEK**

The following students will be presented at assembly on Monday March 7

<table>
<thead>
<tr>
<th>P-9</th>
<th>Graciela</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-10</td>
<td>Michael</td>
</tr>
<tr>
<td>P-11</td>
<td>Jackson</td>
</tr>
<tr>
<td>P-12</td>
<td>Lana</td>
</tr>
<tr>
<td>P-13</td>
<td>Samrid</td>
</tr>
</tbody>
</table>

**ROOM OF THE WEEK**

2-29 & P-9

**ANTI LITTER AWARDS:**

Congratulations to the following students for receiving an anti litter award.

<table>
<thead>
<tr>
<th>P-11</th>
<th>Jennifer</th>
<th>1-15</th>
<th>Besa</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-24</td>
<td>Cruz</td>
<td>2-26</td>
<td>Mia</td>
</tr>
<tr>
<td>3-17</td>
<td>Chloe</td>
<td>5-4</td>
<td>Elayna</td>
</tr>
</tbody>
</table>

**ART ROOM DONATIONS**

The art room is looking for old/unwanted CD, records and tin cans. If you are able to help. Please drop them in to the art room with Ms Keating. We will be using these to create some amazing garden art.

**STUDENT OF THE WEEK**

The following students were presented on Monday February 22

**ASSEMBLY PERFORMANCE ROSTER**

Term 1
- March 7 4-30
- March 14 No school—Labour Day
- March 21 5-6

Term 2
- April 11 No performance
- April 18 4-29
- April 25 No assembly—Anzac Day
- May 2 3-19
- May 9 2-24
- May 16 1-23
- May 23 No performance—Report Writing Day
- May 30 5-3
- June 6 P-9
- June 13 No assembly—Queen’s Birthday
- June 20 2-26

Term 3
- July 11 No performance
Last week’s results round 3:

**Bushrangers Vs Mernda**
Cricket – Bushrangers 195 runs to Mernda 90 runs
Tee-Ball – Bushrangers 15 runs to Mernda 3 runs
Bat Tennis – Bushrangers 54 games to Mernda 0 games
Girls Volleyball – Bushrangers 2 sets to Mernda 0 sets
Boys Volleyball – Bushrangers 2 sets to Mernda 0 sets

**Mill Park Vs Redbacks (friendly game)**
Cricket – Mill Park 173 runs to Redbacks 171 runs
Tee-Ball – Mill Park 18 runs to Redbacks 15 runs
Bat Tennis – 43 games to Redbacks 29 games
Girls Volleyball – Mill Park 2 sets to Redbacks 0 sets
Boys Volleyball – Mill Park 2 sets to Redbacks 1 set

**Interschool Sport Program - Round 4 Friday March 6th**
All games to commence by 9.30am. First named school is the home team and PPPS home grounds are - Bat Tennis, Volleyball, Tee-Ball all played at PPPS, Cricket at Kelynack Reserve (across the road)

Redbacks V St Luke’s  
St Damian’s V Bushrangers (away)

For away games this week: Volleyball and Bat Tennis are at St Damian’s
Cricket and Tee-Ball are at Yulong Reserve

Intraschool Sport Program: This week Friday March 4th we will be at Mill Park basketball stadium for Intraschool Sport. Students to board the bus by 9.10am, to travel to the stadium. Games to commence by 9.30am and conclude by 11am. A reminder there is Training every Friday 8.00am-8.45am for all interschool sports teams. District Grand Finals will be held on March 18th. Teams involved in finals will ONLY train the morning of the finals.

BDSSA SWIMMING CARNIVAL
On Wednesday February 24th, 27 excited students left PPPS to attend the annual swimming carnival at WaterMarc in Greensborough. Every student should be proud of their efforts. The school had a wonderful as well as successful day and managed to finish 1st overall. It was a tremendous effort. We had a number of swimmers win their events and move on to compete at the Divisional Swimming Carnival which was held on Monday February 29th. Congratulations to all the students. I would like to thank the following parents who supported and assisted me on the day; Mrs Kiriakopoulos and Mrs Khy. I also had Mrs Gouramanis organise all the students to make sure they made it to their events on time. We had a number of parents and friends come along and support the swimmers and cheer on PPPS. Back at school Mrs Caddy and Mrs Elvey in the office have been of great support to me as well as the support of the staff in years 4-6 has been greatly appreciated!

Physical Education & Sports Coordinator - Sebastian Scanu
old shade sail removed and another brand new ones takes its place and all due to parent fund raising. We did, of course, investigate having the sail repaired however the quotes we received made it uneconomical.

your house our school needs ongoing maintenance. As the government does not fund this type of work, it really is up to us. Thank you to all the parents who contributed to the grounds when they paid their booklist and thank you in anticipation to all the families who will support our fundraising on Family Fun Night.
Homework Help @ Mill Park Library
Thursdays
4.30pm – 5.30pm
Need help with your homework? Assistance available with general Primary homework and Secondary English & History from an experienced teacher & volunteers.

English Language Classes Levels 1-4 (Day and Evening Classes)
Come learn English at PRACE. Enrolments taken year round.

Please contact PRACE for more information on 9462 6077 or visit our website: www.prace.vic.edu.au

Opening Hours: 7.00-8.45am and 3.30-6.00pm
For bookings/cancellations call Kristine on 9404 4516

The past few weeks at OSHC have been busy with Buddy Bear activities. The preps have been working on getting to learn our activities; whilst others have been working on our ‘Welcome’ banner. The children have also enjoyed outdoor play where they participate in group games of soccer, cricket and chalk art.

Holiday Club is fast approaching. For Jungle Quest holiday fun and to find locations near you, visit www.campaustralia.com.au/holidayfun
FIRST AID PROCESSES

- First aid is for employees, students and visitors who suffer injury or illness while at work/school.
- First aid is the initial care of the ill or injured. The school provides basic first aid facilities and first aid kits for excursions, sport and camps.
- School staff are rostered to provide first aid assistance each recess and lunch time.
- School staff are not expected to diagnose or medically treat illness. This can only be done by a medical practitioner.
- Staff are expected to provide the duty of care required of school employees. Basic procedures will be explained to all staff during the school year.
- Staff must be aware of taking reasonable care with regard to their own personal safety in carrying out first aid. Surgical gloves are provided for staff to use.
- Student records are maintained to facilitate appropriate contact with parents/guardians.
- It is illegal for a workplace to supply painkillers to staff or students.
- The school complies with Workplace legislation on the number of staff with Level 2 First Aid. Each 3-6 unit is to have a Level 2 first aid trained person, in order to fulfill camp requirements.
- All staff will be trained in CPR and Anaphylaxis – a refresher/update to be organized every year.

Students who require first aid

- Teachers to treat minor first aid needs in the classroom using the first aid kit that is shared between double classrooms.
  - Each classroom also has a bum bag with basic first aid supplies which can be used when the class is outside.
  - If a student complains of feeling unwell and the teacher is unsure of the veracity of their complaint (no obvious signs/symptoms or they are a known malingerer), the student is to rest in a quiet part of the room. If the student’s condition deteriorates, they are to be sent to first aid with a First Aid Referrals note and their bag. The staff on First Aid will phone the parents/guardians/emergency contact to come and collect the student. The staff on First Aid will also inform student’s siblings in other grades.
  - If a student has been injured or is bleeding during class time (other than a scratch or light graze), they are to be sent to First Aid with a First Aid Referrals note and the First Aid staff will attend to them and take appropriate action. The staff on First Aid will notify the home group teacher if the student is to be sent home.
  - If a student has been knocked in the genitals or received a head injury – First Aid attendant to phone parents to inform them.
  - If a student complains of feeling unwell or in need of First Aid during recess and lunchtime, the yard duty teacher has a supply of wipes and bandaids in the bum bag that can be used or given to the student to use. Only serious cases are to be referred to First Aid.
  - During recess and lunchtime the First Aid attendant contacts parents/guardians/emergency contact if the student is to be sent home. Where practical and possible, First Aid attendant to confer with the home group teacher (regarding the student being sent home), prior to contacting parents/guardians/emergency contact. At recess and lunch, the First Aid attendant will put the treatment form in the relevant home group teacher’s pigeon hole. Home group teacher to store in student’s file and follow up if an absence note is needed.
  - If it is a serious injury, an Injury Report form is to be filled in by the staff member who brought/sent the student to First Aid. First aid staff may need to find out the details if yard duty staff are unaware of accident details.
  - If a student receives a minor injury, a MINOR injury form is to be filled in by the person who administered first aid. If a parent is contacted by phone, no form is required. If a child returns to the playground or their home group, a form is required – child to be given form to pass onto their parent/s.
  - When a student has been sent home through sickness or injury, the home group teacher is to follow up what medical treatment was given and whether it was by a medical practitioner or hospital.
  - The light switch is to remain ON when there is a student in First Aid during class time, as this activates the RED light in the office. When a student is waiting to be picked up, they sit in the foyer chairs, unless they are too ill and then they wait in the First Aid room.

Students who are ill

- Sick or injured students who are unable to return to class will normally be sent home with parents/guardians or emergency contacts. Persons collecting students are required to complete the details in the sign out book at the office.
- Students who are obviously not well should not be sent to school. There is an exclusion list for contagious disease.

Ambulance

- In the event that a student is seriously injured and requires treatment beyond basic first aid, parents/guardians or emergency contacts will be informed of the situation. If parents are unable to collect the student within a reasonable time, as determined by the Principal or Assistant Principal, then an ambulance will be called.

The student’s welfare and pain relief will take overall priority.
Further diagnosis and treatment will be the responsibility of ambulance officers. All parents/guardians are strongly encouraged to have ambulance cover.

Records

- Emergency contact records are required on enrolment at the school. Parents are requested to update information via regular messages in the School Newsletter.
- Major accident reports are sent to DE&T via the office computer and minor accident reports are kept at the school.
- Frequency and location reports with preventative action will be generated.
- A list of asthmatics and students with known medical problems/allergies, as per the enrolment form, will be kept in the First Aid room and information is also recorded on each student’s ‘Student Information Full Details’ form in their classroom file.

Continued next page.......
FIRST AID PROCESSES (continued)

Life threatening illness of an ongoing nature

- All issues to do with ongoing treatments, queries or processes to be referred to the appropriate student wellbeing staff: Preps Belinda Woodhouse (Support Leanne Weston), Year 1 Cindy Nightingale (Support Jo Creed), Year 2 Linda Philippides (Support Alison Devereux), Year 3 Scott Jessup (Support Sue O’Hehir), Year 4 Clinton Lowes (Support Sharon Kandell), Year 5 Diana Mitrevski (Support Julie Nixon), Year 6 Kristy Caruso (Support Claire McInerney).

- A treatment plan or ASCIA Action Plan for Anaphylaxis or Allergy is to be provided by the student’s medical practitioner – a photocopy to be placed in student’s classroom file and the original to be placed in the student’s central office file. When updates are received from parents and medical practitioners, staple to front of old information. Heike Hopf to do clerical role and display.

- Heike to negotiate and finalise the Student Health & Management Plan with the parents and home group teacher using the medical practitioner’s report. Parent/Guardian agreement to support the school’s process – Supporting Documents/Letter requesting medical information and Individual Management Plan.

- Before any changes are made to a Management plan, a medical report is to be obtained.

- Copies will be clearly displayed on First Aid room pin board. All staff to read information, familiarise themselves with each student and follow the plan EXACTLY.

- Relevant classroom teachers will be issued with information about these students, which is to be read thoroughly and displayed prominently in their office and in a plastic pocket in front of their roll. Home group teachers to meet parents early in the year to discuss relevant health issues.