



# Clifton Springs Primary School

## ***A PLACE TO SHINE***

Newsletter No. 1

Tuesday February 4<sup>th</sup> 2025



Congratulations to our 2025  
School Captains

Henry B., Campbell B., Spencer M. & Sienna H.

**RESPECT**

**RESPONSIBILITY**

**KINDNESS**

### Our School Vision

To develop outstanding citizens and life long learners who believe that effort and persistence leads to success. Through our core values of Respect, Responsibility, Empathy, Innovation and Excellence we strive to make a difference in our community and environment.

**Principal**—Ms. Meg Parker  
**School Council President**—Mrs Ashleigh Gebhardt  
**Email:** [clifton.springs.ps@education.vic.gov.au](mailto:clifton.springs.ps@education.vic.gov.au)  
**Website:** [www.cliftonspringsps.vic.edu.au](http://www.cliftonspringsps.vic.edu.au)

**Assistant Principal** — Mr. Alex Werner

84—146 Jetty Road  
PO Box 276, Clifton Springs, 3222

# PRINCIPAL'S REPORT

## Management Update

### Staffing

A very warm welcome our new staff:-

- Aaron Randall in 5/6 R having come from Moriac PS
- Sarah Flaherty in 1 F having done some teaching at Surfside PS
- Lily Drake an ES working in 1F
- Katrina Paton an ES in 5/6 M
- Audrey Andrews an ES in 3/4 W
- Caitlin Reynolds an ES in Prep

Welcome back to:-

Bryce Hanson in 2H      Molly Murray in 2K      Heidi Critchell - teaching Science alongside Luke Smith  
Esther Costa- teaching Art this year alongside Jill Peterson

The new staff are replacing staff who are on maternity/family leave and LSL as well as needing additional teachers for the increased growth of the school. They have all had a great start and demonstrated they are a wonderful addition to our staff.

### Student Leaders 2025

Congratulations to the following students who were elected to leadership positions at the College for 2025:

#### SCHOOL CAPTAINS:

Spencer McDougall    Henry Bennett    Campbell Bryant    Sienna Harkin

#### HOUSE CAPTAINS

##### Bayshore Bats

Makayla Dimopoulos  
Asher Armstrong  
Hudson Harris  
Savannah Joubert  
Matilda Billings

##### Coriule Cockatoos

Savannah Woodbury  
Layla Finnigan  
Blake Rowe  
Amelyia Fisher

##### Dell Dolphins

Maple Addison  
Gloria Dellamarta  
Tiana Thorson  
Kynan Klimczak

##### Spring Sharks

Ava Spencer  
Ryder Hildebrand  
Myah McKinnis  
Andreas Tzaninis

This year we are again offering opportunities for extension in Sport, Music, STEM and Visual Arts through Academies for those children in Year 5/6 interested, either in the morning or afternoon.

**SHINE Captains** and **Student Representative Council** roles are still to be finalised.

The STEM Expo is this year and will be on Tuesday September 9<sup>th</sup>.

### Communication

**Compass** is the main form of communication, please contact the office if you need log on details and to return your Compass form in order to be given a log on.

The **newsletter** continues to be every fortnight. Teachers will communicate via Compass notification every other week for parents if their child is receiving an award at the Friday Assembly.

### Parents and Friends Group 2025

We are asking for expressions of interest to be part of the 2025 CSPA Parents and Friends Association (PFA). Email the school if you are interested.

You can find some more information taken from the DET website about Parent Clubs

<https://www2.education.vic.gov.au/pal/parent-clubs/policy> :-

### Gates

Gates will be opened in the morning and locked for children's safety from 9 am – 3.15 pm.

Principal's report continued ...

## **Grounds Update**

Over the holidays there were lots of upgrades to the school

There has been a lot of works over the holidays. We have done a lot of concreting, fencing, landscaping and asphaltting. To name a few changes:-

- Replacing fence at front of Junior Playground with a taller fence
- Camp Australia OSHC room has been painted
- Extending the fence at the back of the Senior Playground
- A fence between the parent carpark and the school with a new path leading down to the Prep area
- Repaired the asphalt path running from Jetty Rd to Griggs Creek. Students use this for cross country
- Constructing a third bike shed
- Landscaping the old DIP garden and removing the deteriorated sleepers
- Tree works based on tree audit. Gum next to the senior playground has been removed
- General maintenance and gardening.

## **Curriculum Update**

### **Assessment and Reporting**

Prep teachers are in the process of individually assessing each of our new Prep students. Start of the year data collection has included the Phonics assessment and the Numeracy Interview on an assessment platform called Insight. Prep students do not commence full weeks until February 26<sup>th</sup>. We have also been releasing Year 1 and Year 2 teachers to individually assess their students too.

### **Parent Information Evening/BBQ Tuesday Feb 11<sup>th</sup> 4.00 – 6.00 pm.**

This year we are running a Parent Information session onsite.

Here is the proposed structure for the evening, taking in as many points of view possible.

- 3.30 pm Parents collect their children
- 4.00 – 6.00 pm BBQ available
- 4.00 – 4.45 pm Yr P-2 Info session. P-2 staff can join parents for BBQ until 5.30 pm after the session.
- 5.00 – 5.45 pm Yr 3-6 Info session.
- *Parents attending both info sessions* can depart the P-2 session at 4.45 to attend the Yr 3-6 sessions.

At 6 pm we will run a Parent Information session for families run by Drummond St on School Anxiety and Transitioning back to school to assist with those students with high non attendance.

[Overview : School anxiety and Transitioning back to School - Clifton Springs Primary : Blackthorn Events](#)

### **Vegetarian Sausages or Gluten Free Bread for the BBQ?**

If you would like to have a vegetarian sausage or require gluten free bread, please notify the office by calling 5251 3581 or emailing [Clifton.springs.ps@education.vic.gov.au](mailto:Clifton.springs.ps@education.vic.gov.au) to indicate how many or either you'd like.

### **3 Way Conferences Tuesday 11<sup>th</sup> March 12 noon – 7.00 pm**

Three way conferences will be on Tuesday 11<sup>th</sup> March. This is a student free day to enable the meetings to occur with the class teacher. You will be able to make a time to see your classroom teacher from 12 noon to 7 pm online or in person. After school care will be available for children on this day. We have made the student free day closer to the long weekend to accommodate families.



Principal's report continued.....

## **Wellbeing and Engagement Update**

### **Transitions**

Our Preps have had an excellent start to the year; thanks to Suzie, Lauren, and Tim and our transition program. The Prep buddy program has again proved very rewarding for both our Year 6 students and the Preps.

It has been a great start to the 2025 School Year. Thankyou to all who have contributed to this success.

### **SHINE**

The social emotional learning program has been called SHINE and we have a School Wide Positive Behaviour matrix that resulted from a long consultation in recent years.

Students have been becoming familiar with the school's expectations as listed in the Behaviour Matrix as an introduction to the 2025 school year, to encourage a safe and supportive learning environment.

We are in the process of reviewing the matrix and will ensure students, staff and parents have input into the 2025 version of the matrix.

## **CSPS SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT MATRIX**

	In all classrooms	Outdoor spaces	In the digital world	Assembly & In the community
Respect	<ul style="list-style-type: none"><li>▪ We allow others to learn at all times</li><li>▪ We use good manners to all</li><li>▪ We look at and listen to the person talking</li><li>▪ We are on time and ready to learn</li></ul>	<ul style="list-style-type: none"><li>▪ We keep our hands and feet to ourselves</li><li>▪ We look after the gardens, animals and school property</li><li>▪ We are safe and sensible with all equipment</li><li>▪ We use positive and appropriate language</li></ul>	<ul style="list-style-type: none"><li>▪ We only share things with others that we would share in person</li><li>▪ We allow each other to have a voice on shared platforms</li><li>▪ We follow the school's ICT agreement</li></ul>	<ul style="list-style-type: none"><li>▪ We use positive language and respectful behaviour towards others</li><li>▪ We face and actively listen to the presenter</li><li>▪ We listen to the Aboriginal greeting and join in the National Anthem</li></ul>
Responsibility	<ul style="list-style-type: none"><li>▪ We challenge ourselves in our learning and have a Growth Mindset</li><li>▪ We look after our belongings and school resources; eg iPads</li><li>▪ We put in our best effort and take pride in our learning</li><li>▪ We keep trying if things don't work the first time</li></ul>	<ul style="list-style-type: none"><li>▪ We take care of our school environment</li><li>▪ We will remind others of our school values if they are not showing them</li><li>▪ We bounce back from minor problems</li><li>▪ We use the 5-Finger Rule when needed</li></ul>	<ul style="list-style-type: none"><li>▪ We keep our personal information private</li><li>▪ We have our digital devices charged and ready for learning</li><li>▪ We report if there is a misuse of technology</li></ul>	<ul style="list-style-type: none"><li>▪ We look after public property</li><li>▪ We represent CSPS with pride</li><li>▪ We wear our school uniform correctly</li><li>▪ We make the most out of the learning experience</li></ul>
Kindness	<ul style="list-style-type: none"><li>▪ We treat others how we like to be treated</li><li>▪ We use kind words to each other every day</li><li>▪ We look after new students and teach them our school values</li></ul>	<ul style="list-style-type: none"><li>▪ We include as many people as we can in our games</li><li>▪ We take care of people who are hurt</li><li>▪ We are friendly to all others and accept everyone's differences</li><li>▪ We treat others how we like to be treated</li></ul>	<ul style="list-style-type: none"><li>▪ We think before posting things online in case it may hurt feelings</li><li>▪ We speak nicely to others online</li><li>▪ We ask others before taking their photo or filming them</li></ul>	<ul style="list-style-type: none"><li>▪ We help others when they are in need</li><li>▪ We show good sportsmanship</li><li>▪ We are mindful of community members</li></ul>

Meg Parker,  
Principal

## CAMPS, SPORTS & EXCURSION FUND (CSEF)

If you hold a **Health Care Card, Pension Card or are a Foster Parent**, you may be eligible for the CSEF.

You can receive **\$150 per child** which can go towards the cost of your child participating in any **sports, camps or excursions**.

Any unspent money will be carried over to the following year.

If you were successful in receiving CSEF at CSPS in 2024, you DO NOT have to re-apply in 2025.

If you have

- recently qualified for a Health Care Card,
- are a new Foster parent or
- didn't apply last year at CSPS, please contact the office for an application form.

If you're unsure contact the Office 5251 3581  
*Applications are due by the end of Term 1.*

## BELL TIMES FOR 2025

8:50am(music) Come inside-unpack bag

9:00am -11:00am Morning session

11:00am - 11:20am **Play time**

11:20am—11:30am **Eating time**

11:30am—1:30pm Middle session

1:30pm—1:40pm **Lunch Eating time**  
(lunch orders delivered now)

1:40pm—2:20pm **Lunch play**

2:20pm—2:30pm **Lunch Eating time**

2:30pm—3:30pm Afternoon session

## STAFF CAR PARK

A reminder to parents that the **staff car park is not to be used, to park or drive through, to drop off or collect children from school UNLESS you are collecting them from sick bay or accessing the disabled car park**

We appreciate your co-operation with this!



## OFFICIAL SCHOOL PHOTOS by LEADING IMAGE

Thursday Feb 13<sup>th</sup> from 9am.

Please note: - All orders are online only.

Family Photos are required to be ordered online BEFORE 4:30pm Wed Feb. 12<sup>th</sup>

Orders for individual and class photos can be made online until the following week

- Go to [www.leadingimage.com.au](http://www.leadingimage.com.au)
- Click on Order Your School Photos
- Select your state
- Enter the special Access Key **A9PTYZ4Q**  
(same key for individual and family orders )

**For More information**  
**FREECALL Leading Image: 1300 084 586**

## BRINGING THINGS INTO SCHOOL FOR YOUR CHILD

If you need to bring lunch or a forgotten item to school for your child, please enter through the front door near Admin and drop it off at the Office.

We will happily deliver it to your child with the least disruption to their learning time.

## UNIFORM REMINDERS!

- Leggings and tights can be navy blue (Not black or white or any other colour) and worn under shorts, skort or skirt.
- Shorts, Skorts, Tracksuit Pants are all required to be ROYAL BLUE not black or navy.
- Any hair longer than collar length (boys and girls) needs to be completely tied up.
- Make- up is not to be worn.

We are proud of our uniform and would like everyone to be in correct school uniform!

*Thank you for your assistance with this*

## COMPASS EVENTS & FORMS

**Please set up alerts on your Compass App so you don't miss anything important..**

We are asking parents to give permission via Compass for Students to have photos for the newsletter, local fliers etc

### UPDATING OF ENROLMENT DETAILS

We will be emailing out what we have on record as your enrolment details.

***Please check all details carefully, especially student medical conditions, contact details, any restrictions and Emergency contacts.***

*If any details are incorrect, please return the paperwork with changes made, to the office.*

*If your details are correct we would appreciate an email to confirm this being sent to;*

### SCHOLASTIC BOOK CLUB

Each month your child has the opportunity to bring home the Scholastic Book Club magazine to order books from.

**Issue 1 has been sent home and orders are due THURSDAY Feb 13<sup>th</sup>**

Please send your order with correct payment, or order ONLINE with credit card via  
[www.scholastic.com.au](http://www.scholastic.com.au)



### DATES TO REMEMBER– PLEASE CHECK FOR UPDATES

Friday 7 <sup>th</sup> February	Curriculum Day for Students	March 12 <sup>th</sup> – 24 <sup>th</sup>	NAPLAN for Year 3 & Year 5 students
Tuesday 11 <sup>th</sup> February	Meet & Greet Info Session with Teachers followed by Drummond Street Services at CSPS School Avoidance Workshop	Tuesday 18 <sup>th</sup> March	School Council AGM & Meeting for March
Thursday 13 <sup>th</sup> February	Leading Image to take School Photos Book Club Orders Due	Saturday 22 <sup>nd</sup> March	Bunnings BBQ – Volunteers needed!
Friday 14 <sup>th</sup> February	Prep – Year 2 Assembly from 3pm Alternating fortnightly	Friday 28 <sup>th</sup> March	Colour Fun Run
Tuesday 18 <sup>th</sup> February	School Council Meeting for 2024 School Councillors	Friday 4 <sup>th</sup> April	Last Day Term 1 2:30pm dismissal
Monday 24 <sup>th</sup> February	Preps start full time at school	Monday 21 <sup>st</sup> April	Easter Monday
Friday 28 <sup>th</sup> February	Whole School Cross Country	Tuesday 22 <sup>nd</sup> April	First Day Term 2
Monday 10 <sup>th</sup> March	Labour Day Public Holiday	Friday 9 <sup>th</sup> May	Curriculum Day
Tuesday 11 <sup>th</sup> March	3 Way Conferences 1pm – 7pm Students only attend for conference	Friday 23 <sup>rd</sup> May	Houses Athletics Yr. 3-6

### NO ASSEMBLY THIS FRIDAY DUE TO THE CURRICULUM DAY

NEXT FRIDAY FEBRUARY 14<sup>th</sup> will be Prep–Year 2 Assembly

**LUNCHORDERS** Available every Monday and Friday from  
Monday Feb 10<sup>th</sup>

# Parent Meet & Greet with Class Teacher

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**Tuesday 11th of February**

**Prep - Yr 2 @ 4:00 - 4:45pm**

**Yr3 - 6 @ 5:00 - 5:45**

While Parents are in the sessions we will provide a free BBQ and supervise students in the playground

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## School Avoidance Parent Info Session

This will explore school anxiety, how to recognise the signs early, preparing for key transition points, and ways to support your child to change this cycle of anxiety.

**Date:** Tuesday 11th of February

**Time:** 6pm-7:00pm

**Location:** Clifton Springs P.S. Library

**Cost:** FREE - but registrations are essential



[CLICK HERE TO REGISTER](#)







# **PRODUCTION FUNDRAISER**

**WE NEED YOUR HELP!**

**CSPS ARE RUNNING A**



**SAUSAGE SIZZLE @**

**BUNNINGS LEOPOLD**

**SAT MARCH 22ND: 9AM-4PM**

**WE NEED FAMILIES TO ASSIST ON**

**THE BBQ STALL PLEASE**



**PLEASE CONTACT THE SCHOOL OFFICE IF YOU  
CAN HELP FOR A COUPLE OF HOURS.**

**ALL FUNDS RAISED WILL CONTRIBUTE  
TOWARDS THE COSTA HALL VENUE HIRE  
DEPOSIT (PAID 2025) & COSTUMING FOR THE  
2026 SCHOOL PRODUCTION**

**MANY THANKS!**





## LATE ARRIVAL/EARLY FINISH & REPORTING ABSENCES

Parents please note that students arriving after 9am need to come past the office to be signed in by staff. **Failure to do this may result in you receiving a 'Not Present' text via Compass at 10:30am.**

If you need to collect your child before 3.30pm, please contact the office prior to picking up, so we can ensure your child/ren are at the office ready for you.

**Parents are not able to collect children from the class themselves.**

### ABSENCES

It is a Department requirement that the school is notified if your child is away for any reason.

**Please notify the school by**

- 1. entering your child's absence through COMPASS**
- 2. phoning the Office on 5251 3581**

We appreciate your cooperation with this.

**\*\*PLEASE NOTE:** the yard is not supervised before 8:50am so any student at school before 8:30am should be in Before School Care.

### LIBRARY

- \* Classes are now using the Library.
- \* Please make sure your child has a bag for their books.
- \* Books borrowed last year can still be returned now.



**FRIDAY 28TH FEBRUARY  
2025**



**CROSS COUNTRY**



**CLIFTON SPRINGS PRIMARY SCHOOL**

Prep - 2: 1km  
9/10 years: 2km  
11, 12/13 years: 3km



### BREAKFAST CLUB ROSTER



**Wednesday  
5th February**



**Wednesday  
19th March**



**Wednesday  
12th February**



**Wednesday  
26th March**



**Wednesday  
19th February**



**Wednesday  
2nd April**



**Wednesday  
26th February**



**Wednesday  
5th March**



**Wednesday  
12th March**







**In 2024 the Fresh Lunch Fairy  
will be using Flexischools for online  
lunch orders at your school.**

**SPECIAL OFFER**

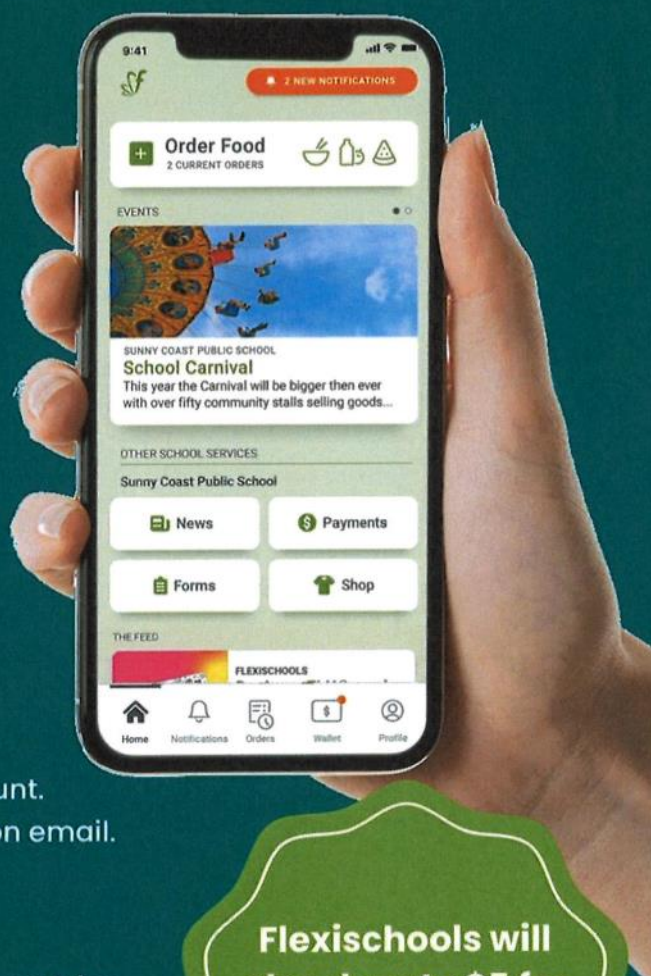
**Register for  
Flexischools by Friday  
9th February  
and get \$5 towards  
your first order!**

**Quickly place lunch orders  
online with Flexischools!**

- Download the Flexischools App
- Submit your email address to create an account.
- Confirm your email address via the registration email.
- Follow the registration process
- Add your students to your account.

Every family that registers a new account by  
9th February will receive \$5 from Flexischools.

This will be deposited into your Flexischools  
account the following week.



**Flexischools will  
also donate \$5 for  
every registration  
directly to your  
school!**



**Scan to download the app  
& register for Flexischools  
or visit [flexischools.com.au](https://flexischools.com.au)**







JOIN THE FUN  
TENNIS HOT SHOTS  
STILL PLACES  
AVAILABLE  
CLIFTON SPRINGS  
TENNIS CLUB  
JETTY. RD. RESERVE

CONTACT: MARK  
0416 288 956

## Occupational Therapy Capacity

Little Fox Children's Therapy is currently accepting OT referrals for children aged 1 to 8 in the Geelong region.

Occupational Therapy can help children and families with the skills below:

Gross motor skills

Fine motor skills

Social  
connection  
Making friends

Child development  
& family well-  
being

Play

Self-care skills:

Daily routines  
Toileting  
Sleep  
Mealtime challenges  
Dressing

Sensory difficulties  
& emotional upsets

School  
readiness

Regulation

Handwriting

Little Fox Children's Therapy

Referrals/Contact us: [www.littlefoxchildrenstherapy.com](http://www.littlefoxchildrenstherapy.com)  
or via email: [admin@littlefoxchildrenstherapy.com](mailto:admin@littlefoxchildrenstherapy.com)





# SCHOOLS' PRIVACY POLICY

## INFORMATION FOR PARENTS

The Schools' Privacy Policy informs the school community that information about students can be shared to fulfil the schools' core functions of educating and supporting our students.

The Schools' Privacy Policy establishes a clarified 'need to know' framework, where school staff share information about students with other staff who need to know as part of their role. This is consistent with Victorian privacy law.

### Who does the policy apply to?

The policy applies to all central, regional and school staff including principals, teachers, visiting teachers, administration staff, social workers, wellbeing staff, youth workers, nurses, Student Support Service officers (SSSOs) and all other allied health practitioners. This means the 'need to know' framework below also applies to all school staff, whether employees, service providers (contractors) and agents (whether paid or unpaid) of the Department.

### Need to know

All school staff can, and must, share information about a student with other staff who 'need to know' that information to enable the school to:

- **educate** the student (including to plan for individual needs or address barriers to learning)
- **support** the student's social and emotional wellbeing and health
- fulfil legal obligations, including to:
  - take reasonable steps to reduce the risk of **reasonably foreseeable harm** to the

student, other students, staff or visitors (duty of care)

- make **reasonable adjustments** for a student's disability (anti-discrimination law)
- provide a **safe and secure workplace** (occupational health and safety law).

Please note: the Child and Family Violence Information Sharing Schemes allow prescribed organisations to share confidential information with each other to promote the wellbeing or safety of children, or to assess or manage family violence risk. Victorian schools and a range of other Victorian services fall under these schemes. For more information, refer to: <https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework>.

### Who decides who 'needs to know'?

Subject to the principal's direction, each staff member decides who needs to know specific, relevant information about a student, based on the 'need to know' framework.

Sharing relevant information with other staff who 'need to know' is very different from idle conversation or gossip.

School staff are entrusted with a large amount of important information about students. Staff must treat all such personal and health information sensitively and respectfully, and not share it other than on this 'need to know' basis.

### What information and records can be transferred to a student's next school?

When a student has been accepted at, and is transferring to or from, another school (Victorian government, non-government and/or interstate), the current school transfers information about the student to the new school. This information may include copies of the student's school records, including any health, wellbeing or safety related information.

Parental consent is not required to transfer this information between Victorian government schools but must be obtained when the student is transferring to or from Victorian non-government schools, including Catholic schools or interstate schools.

Principals (or authorised representatives) determine what information to provide to the next school based on the 'need to know' framework:

*What information does the next school 'need to know' to properly educate or support the student, and fulfil the school's legal obligations?*

## 'NEED TO KNOW' framework

### Duty of care

A school's duty of care to students means that a principal or other member of the leadership team needs to know about any **reasonably foreseeable risk of harm to anyone** because of the student's behaviour, disability, family circumstances or any other relevant circumstances related to the student.

So, for example, if there is a reasonably foreseeable risk to anyone because the student:

- displays violent behaviours
- is a victim or perpetrator of bullying, assault or age-inappropriate sexualised behaviours
- has emotional, wellbeing or self-harm issues

then staff must **tell the principal** (or other member of the school leadership team).

The principal will then share relevant information with any other staff member that needs to know because they work with, or supervise, the student. Staff must provide the principal with enough relevant information required to adequately fulfil their own duty of care – so that the principal can fulfil their duty of care too.

Importantly, when there is a reasonably foreseeable risk of harm, staff should act on that information and share the information with other staff who 'need to know', even if the student or parent asks that information not be shared.

### Anti-discrimination law

A school's obligation to provide **reasonable adjustments** for students with disabilities (regardless of whether they are eligible under the Program for Students with Disabilities) means that relevant information about a student's disability

and their needs must be shared with all staff who work with or supervise that student.

This is required to enable the school to make properly informed decisions about what adjustments are reasonable, and then to implement those adjustments.

This may also be required to meet the duty of care to that student (for example, a student with a medical condition who may require treatment).

This means that relevant information must be shared with all staff who work with or supervise that student, to enable them to:

- understand the student's disability and how it affects their learning and social or emotional wellbeing
- implement reasonable adjustments at school, including understanding all recommendations made by the student's treating practitioners.

The relevant school policies are followed by school staff when engaging with parents, such as wellbeing and behaviour policies. Go to your school's website for relevant policies.

School staff are available to provide further information about school policies and handling of personal information or contact the DET Privacy Officer at [privacy@education.vic.gov.au](mailto:privacy@education.vic.gov.au).