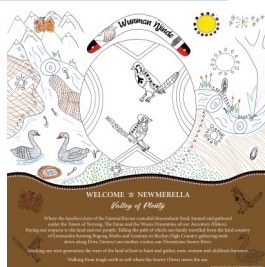


Our School Values  
Caring, Excellence, Honesty & Learning



Tuesday 18th March 2025

SCHOOL COUNCIL 2025  
President—Joanne Austin  
Treasurer—Kalina Mekken  
Secretary— Kelly Morrison  
Sarah Walker  
Elaine Hofen  
Jason Griebenow  
Lisa MacFarlane  
Nicole Mathers  
Pam Beveridge  
Janet Munn



# NEWSLETTER

PRINCIPAL: Sarah Walker  
McLaughlin's Road, NEWMERELLA. 3886  
Phone: 51541620  
Mobile: 0433925005  
Email: newmerella.ps@education.vic.gov.au

## Principal's Report

Wuman Njinde Parents, Students and the School Community,

Welcome to this fortnight's newsletter where we share Newmerella's school journey and achievements.

### COMMUNICATION

Whilst the school always aims to provide you with timely feedback and communication, there are times when this is not always possible due to teacher workload, staff absences/ delayed responses from parents and/or delayed responses from external providers who are organising an activity on behalf of the school. A lot of organisation and follow up from the school occurs after hours to plan camps and excursions for our students and follow up with the necessary administration work to ensure we are following all DET requirements. We, like you, can sometimes become frustrated due to the last-minute timing of receiving important communication. Please be considerate and mindful of this, and as soon as we receive information relevant to your child and/or class, we will do our best to communicate this to you. Thank you for your understanding and patience.

### NAPLAN

I would like to acknowledge and thank our Grade 3 and 5 students who participated in NAPLAN last week and completed the writing, reading, language conventions and numeracy assessments. Whilst the primary purpose of these assessments are for national, state and school data collection in relation to how students and schools are performing, our students showed stamina to concentrate and stay focused and they all tried their best.

### ORBOST AGRICULTURAL SHOW

Events such as this really defines a community, and I am so grateful to see this spirit alive and well in our local and extended community. Throughout the last couple of weeks, we have had people drop off, pick up and return colouring competition posters, student artworks and our award-winning school chickens who placed 3<sup>rd</sup>. It was pleasing to see many of our students being awarded with highly commended placings, as well as 2<sup>nd</sup> and 1<sup>st</sup> placings in different categories on display. We would like to thank Jenny Di Cecco and Heather who took the time out of their day to visit the school and provide flowers, vases and share their floristry knowledge with our students so they could enter the flower arrangement competition. Thank you for your generosity.



## Coming Events

Please check Calendar for any of the following dates

School Council  
Finance meeting  
Student Early Finish  
Student free days  
Public Holidays  
Camps & excursions

### BUS TRAVEL REMINDERS

Parents are reminded that changes to bus travel arrangements require 24 hours notice and approval by the Community College.

Please notify our school if your child is a regular bus traveller and is being picked up so we can mark them off the bus.

### School Values for the fortnight are Excellence and Caring

We encourage parents to discuss and reinforce with their children what the actions for the weekly values might look like.



### EVERY DAY COUNTS

Please contact the school if your child is going to be away.



### **COTTAGE BY THE SEA - GRADE 3/4/5/6 CAMP**

I would like to thank Janet for taking time away from her family to come with me on camp to Cottage by the Sea at Queenscliff this week and thank our staff for providing consistency and routine back at school whilst we are away. We look forward to sharing our experiences with you on Compass.

### **FINANCE AUDIT**

Our business manager will be at school all next week, as the school is completing a financial audit for 2024. Most of this will be completed online, so if the phone isn't picked up straight away, please leave a message.

### **TOILET BLOCK REPLACEMENT**

I have provided a response from the Senior Project Officer who is overseeing this replacement so you are aware of what stage this project is at and who the contractor is.

The Principal Design Consultant (PDC) procurement is completed, and Design Core Architects have been appointed as the PDC.

The PDC have issued their project report and estimate and we have tendered for the contracted works, however the local Council has directed that we upgrade the existing Septic system to current compliance standards and due to the estimated value of these additional works, we are now required to rerun the tender with the additional scope of works for the replacement of the Septic system at your school.

The VSBA is developing the revised scope of works program and a new Tender will be issued to engage a Contractor to undertake the re-developed works program.

### **GOVERNMENT SCHOOLS GLOSSARY**

NPS - Newmerella Primary School

DET - Department of Education

VSBA - Victorian School Building Authority

NAPLAN - National Assessments

SSB - School Savings Bonus

CSEF - Camps, Schools and Excursions Funding

IEP - Individual Education Plan

SSG - Student Support Group

DIP - Disability Inclusion Profile

### **STAFF PROFESSIONAL DEVELOPMENT**

The school is committed to implementing the VTLM Model 2.0 (Victorian Teaching and Learning Model) which focuses on the way students learn, and the most effective teaching practices and approaches they need to have in their teaching tool box to achieve strong learning outcomes for students. Throughout the year, teaching staff will be completing 8 online workshops through the Victorian Academy of Teaching and Leadership based on the following topics: planning and enabling learning, explicit teaching, explicit teaching focus the learning, scaffold practice, scaffold practice adjustments and modifications, monitor progress, supported application revisit and review and supported application extend and challenge.

### **LUNCH TIME CLUBS**

The senior class (Grade 3/4/5/6 students) will be organizing lunch time activities for all students commencing next week following their return from camp. This will be a 5-week trial and students were given the opportunity to work in groups, with a partner and/or individually on a topic that interested them, and they were confident to run as a lunch time activity.

These activities will be supervised and supported by staff and will only be run during part of their lunch break.

### **INDIGITAL STORIES AND IDEAS**

Newmerella PS will be working with Cassandra (Koa's mum) from Indigital Education and Malacoota P to 12 School, Swifts Creek P-12 School, Marlo PS and Orbost Community College to create amazing technology inspired work. This is a sponsored 12-month program, and we will be working closely with Lynnette Solomon-Dent to create stories that we plan to showcase during Reconciliation Week in May-June 2025. Staff will be working with Cassandra at the end of March to begin our school's journey. We are very lucky to be part of this opportunity.

## SCHOOL COUNCIL

Our School Council elections have now concluded. Thank you to Jo Austin, Kelly Morrison and Nicole Mathers for again nominating and being apart of our School Council. The AGM will be held next Monday 24th March at the new time of 5.30pm.

## SLEEP NINJA

Sleep Ninja® is a free, evidence-based smartphone app shown to be effective in helping young people with sleep problems.

Half of all mental illnesses start during early high school by 14 years. At this critical stage of development, 40% of young people will face significant sleep problems heightening their risk of anxiety or depression.

By addressing good quality sleep, we are setting up the foundations to promote emotional, social and physical wellbeing and academic performance, now and in the future.

Sleep Ninja® was designed and developed at the Black Dog Institute in consultation with young people, their parents/carers, psychologists, counsellors, and sleep experts. It is the first adolescent-focused app which helps young people improve their sleep. It's free to use and [backed by research](#).

Based on Cognitive Behavioural Therapy for Insomnia (CBT-I), Sleep Ninja teaches strategies across six 'training sessions' to develop healthy sleep habits and improve sleep quality.

Until next time,

Sarah  
Principal



Celebrating our School Leaders for 2025  
CONGRATULATIONS



### Student of the week Awards

The winners for the fortnight were  
Troy, William W, London, Ember &  
Benji

Great work everyone!



### Positive Behaviour Raffle

Students who are displaying positive behaviours that are aligned to our school values which are:

***LEARNING, HONESTY,  
EXCELLENCE & CARING***

both in the classroom and in the yard can receive a raffle ticket.

The winners for the fortnight were:

Rory—For showing curiosity and attempting activities in STEAM

Ember—For working quietly and conscientiously in STEAM

Well Done! Keep up the good work!

### READING RAFFLE AWARDS

To be eligible for the weekly reading raffle, students must read  
5 out of 7 possible nights.

The winners for the fortnight were:

Benji  
Nevaeh  
Todd  
Olivia  
Charlotte B  
Daniel



Keep up the awesome reading kids!!

# MARCH 2025

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5 Snowy River Costal school visit Grade 3/4/5/6	6	7 Assembly 3pm	8	9
10 Public holiday	11 Marc Van	12 Naplan Grades 3/5	13 Naplan Grades 3/5	14 Naplan Grades 3/5	15	16
17 Cottage by the Sea Camp Gr 3/4/5/6	18 Cottage by the Sea Camp Gr 3/4/5/6	19 Cottage by the Sea Camp Gr 3/4/5/6	20 Cottage by the Sea Camp Gr 3/4/5/6	21 Cottage by the Sea Camp Gr 3/4/5/6 Assembly 3pm	22	23
24 Parent/ Teacher School Council	25 Marc Van Parent/Teacher	26	27	28 Assembly 3pm	29	30
31 School Photos						

# APRIL 2025

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2 Cross Country	3	4 Last Day of Term 2.15pm	5	6
7	8	9	10 SCHOOL HOLIDAYS	11	12	13
14	15	16	17 SCHOOL HOLIDAYS	18	19	20
21	22 Term 2 Starts	23	24 Swimming Lakes	25 ANZAC Day Holiday	26	27
28	29	30				

# Newmerella Primary School

## Child Safety Code of Conduct



### Help for non-English speakers

If you need help to understand this policy, please contact the principal.

## Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Newmerella Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

## Acceptable behaviours

As Newmerella Primary School staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Newmerella Primary School's commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy.
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the principal and/or all staff members.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## Unacceptable behaviours

As Newmerella Primary School staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm

- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

## Breaches to the Child Safety Code of Conduct

All Newmerella Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Newmerella Primary School Child Safety Code of Conduct must be reported to the principal and /or business manager.

If the breach or suspected breach relates to the principal, contact the business manager.

## Approval and review

<b>Created date</b>	29 <sup>th</sup> January 2025
<b>Consultation</b>	School Council
<b>Endorsed by</b>	School Council and principal
<b>Endorsed on</b>	February 2025
<b>Next review date</b>	February 2027





# NEWMERELLA PRIMARY SCHOOL

## VOLUNTEERS POLICY

### PURPOSE

To outline the processes that Newmerella Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

### SCOPE

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

### DEFINITIONS

*Child-connected work:* work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

*Child-related work:* As defined by the *Worker Screening Act 2020* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

*Closely related family member:* parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

*Volunteer worker:* A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

*School work:* School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (ie indemnified) from action by



others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

## POLICY

Newmerella Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Newmerella Primary School recognises the valuable contribution that volunteers provide to our school community and the work that they do. The procedures set out below are designed to ensure that Newmerella Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

### Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to [insert details]

[Note: You can include general information here about how the school will ask for volunteers when you need assistance for specific events, etc and the process for becoming a volunteer approach a class room teacher and/or principal.

### Suitability checks including Working with Children Clearances

#### *Working with students*

Newmerella Primary School values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/other events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Newmerella Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance and may also involve undertaking reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Newmerella Primary School is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to office staff and /or principal for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

### ***Non child-related work***

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, volunteering on the weekend for gardening, maintenance, working bees, parents and friends club coordination, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Newmerella Primary School reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at its discretion if considered necessary for any particular activities or circumstances.

**School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the School Council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Clearance.**

### **Training and induction**

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonably likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, Newmerella Primary School may also require volunteers to complete additional child safety training.

### **Management and supervision**

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety and Wellbeing Policy, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.

Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#).

The principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Newmerella Primary School.

## **Privacy and information-sharing**

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations Policy and Procedures*.

## **Records management**

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to office staff and/or principal to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

## **Compensation**

### *Personal injury*

Volunteer workers are covered by the Department of Education and Training's Workers' Compensation Policy if they suffer personal injury in the course of engaging in school work.

### *Property damage*

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the principal who will direct them to the Department's Legal Division.

### *Public liability insurance*

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

## **COMMUNICATION**

This policy will be communicated to our school community in the following:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request



## RELATED POLICIES AND RESOURCES

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Consultation	20 <sup>th</sup> August 2024
Approved by	Principal
Next scheduled review date	17 <sup>th</sup> September 2026