



Dear Families,

A warm welcome back to you and the students of Aitken Creek Primary School for 2018. A special welcome to our new students and their families that are joining us this year, we hope that your experiences whilst at Aitken Creek PS are rewarding and positive.

For those that are new to our learning community my name is Peter Katsikapis and I am the Principal of Aitken Creek Primary School. I along with Dianne Murray (P-2 Sub School Principal) and Bec Spink (3-6 Sub School Principal) are proud to be leading and developing the culture and future direction of Aitken Creek Primary School for the years to come.

It has been a pleasure walking around the school and seeing our students and their teachers having a great start to the year. Our teachers have worked hard over the school holiday break and during the first two Student Free days of the year making sure that they were well prepared for the arrival of their students. They are to be congratulated for their dedication and work ethic they demonstrate. Students have quickly settled into their new classrooms and have developed routines and set expectations for themselves as learners and as responsible citizens. The learning environment is calm and settled with a focus on high expectations and personal achievement.

Once again many new families have chosen to send their children to our school. Upon last figures we now have 1020 students with more applications still to be processed. We are continuing to address our growth by enforcing our enrolment policy which states that only students who live closest to our school will be accepted. Only exception at this point being for student who already have siblings currently enrolled at our school.

The start of the year saw 190 prep children beginning their schooling with us. Their first day was a huge success, all the children settled into the school routine right from day one.

To accommodate the growth we have received 2 additional general purpose classrooms.

Towards the end of last year in preparation for 2018 we appointed additional teaching staff. A full staff list is included in this correspondence.

To ensure that the maximum support and service is provided to the school community we have the following leadership structure at ACPS.

### **Sub School Principals**

Sub School Principals will oversee all aspects of the relevant area of the school.

**Dianne Murray** - Year P-2 Sub School Principal

**Bec Spink** - Year 3-6 Sub School Principal

### **Heads of Department**

All Department Heads will oversee all aspects of their relevant year level. Please feel free to contact them if you have any question, concerns or to provide feedback in relation to the welfare and education of your child.

**Amber Lewis** - Head of Prep Department

**Erin McNamara** - Head of Year 1 Department

**Clorinda Stewart** - Head of Year 2 Department

**Gulsen Vavala** - Head of Year 3 Department

**Tamryn Kingsley** - Head of Year 4 Department

**Christopher Drowley** - Head of Year 5 and 6 Department

### **Student Welfare Support Team**

The Student Welfare Support Team will be working alongside teachers, Department Heads and with parents to ensure our students receive the appropriate support they need to reach their full potential.

**Angela White** - Head of Student Wellbeing and Engagement

**Filiz Omer and Cathrine Phelan-Smith** - Student and family wellbeing support

**Jeanette Vadala** - Head of English as an Additional Language

**Gulay Cengiz (Turkish), Rafid Merogi and Basima Yaqo (Arabic and Assyrian)** - Multicultural teacher assistants

If you or your child has any concerns, your initial contact will be the classroom teacher followed by the Head of Department or Sub School Principal to ensure that the appropriate assistance and support is made available.

Teachers are generally available for appointments after school on most Wednesdays, Thursdays and Fridays. On Mondays, Tuesdays and some Wednesdays teachers are involved in staff meetings from 3.45 onwards

**Respect   Teamwork   Achievement   Responsibility**



## Communication with Parents

### COMPASS:

All our communication is sent through COMPASS. Compass is a secured parent portal where you will be able to access school notifications, your child's progress reports, notify the school about your child's absence, look up school events via the calendar and make payments amongst other services. For your convenience you can download the app to your smart phone (search for compass school manager) as well as access the website for full services visit (<https://aitkencreekps.vic.jdlf.com.au>). If you need assistance please call the office during school hours.

### School Website:

Our school website is used as a public showcase of our school. It will contain general school information, the school twitter feed and links to year level blogs.

### Assemblies:

Assemblies will alternate between the P-2 and 3-6 year level teams. At certain times throughout the year we will also be conducting whole school assemblies. Assemblies begin at 2:45 in the school gymnasium, dates for these assemblies are on the school calendar located on COMPASS. Please come and support us to celebrate our students' achievements.

### Parents and Friends Coffee and Chat:

These informal meetings are held the last Friday of every month at 9:00 am. I encourage all who are interested to attend and be connected with the school events.

### Year level blogs and twitter:

Links to these can be found on our school website.

Regards,

*Peter Katsikapis, Dianne Murray, Bec Spink*  
Principal Team

## **PARENT PARKING and STUDENT SAFETY**

Please do not park in the YMCA car park located off Waterview Boulevard  
or  
At the Aitken Creek P.S staff car park located off Grevillea Street.

Please adhere to road laws at all times.

Streets are often patrolled by Council Traffic Officers

## 2018 Teaching Staff

Staff Member	Year Level
<b>Amber Wheatley</b>	Head of Prep Department
Alison Borchert-Krohn/Felicity Hall-Bowden (Thu)	PA
Heather Woodward	PB
Jane Mccurry	PC
Elizabeth (Liz) Brown	PD
Sarah Graue	PE
Katie Bourne	PF
Stacey Collins	PG
Jenna Beattie	PH
<b>Erin McNamara</b>	Head of Year 1 Department
Rebecca Paynting	1A
Lisa Moloney	1B
Amy Galea	1C
Sinead Tynan	1D
Sheridan Smart	1E
Tania Hente	1F
Katja Rosic	1G
Sarika Shah	1H
<b>Clorinda Stewart</b>	Head of Year 2 Department
Samantha Rushworth	2A
Anna Davis	2B
Michelle Mladenis	2C
Taryn Ashby	2D
Emma Sahin	2E
Carla Barba	2F
Marissa Papargiris	2G
Jeffrey Hampton	2H
Unela Fernandes-Ieu	2I
<b>Gulsen Vavala</b>	Head of Year 3 Department
Larissa Kichakov	3A
Claire (M-W) & Kate (Thu-Fri)	3B
Lina Shabo	3C
Rebekah Surgeoner	3D
Denise Mayor	3E
Ellie Alebakis	3F
<b>Tamryn Kingsley</b>	Head of Year 4 Department
Christie Caccianiga	4A
Krystal Anderson	4B
Lisa Bernando	4C
Candice Huntly	4D
Shivon Bell	4E

<b>Christopher Drowley</b>	Head of Year 5/6 Department
Georgina Officer	5A
Alexei Borrell	5B
Emily Canals	5C
Bree Bretag	5D
Bronwyn McNamara-Moyle	5E
Elizabeth Murray	6A
Cassandra Keath	6B
Chris Hansford	6C
Jess Craighill	Numeracy Intervention
<b>Jeanette Vadala</b>	Head of English as an Additional Language (EAL)
Bronwyn Regan & Kimberly Malloch	EAL Teachers
<b>Angela White</b>	Head of Wellbeing and Engagement
Alexandra Phillips & Boris Contreras	Spanish Teachers
Samara Abbas & Joe Muscari	Health and Physical Education Teachers
Karen Findlay & Emily Hopkins	Performing Arts Teachers
Tina Thomas, Felicity Hall-Bowden & Suzie Kirk	ART Teachers
Gulay Cengiz	Multicultural Education Assistant - Turkish
Rafid Merogi & Basima Yaqo	Multicultural Education Assistant – Assyrian and Arabic
Cathrine Phelan-Smith	School Welfare Officer
Eva Butcher	Student support Services
Filiz Omer	Social Welfare Officer
Carlie McGough	Clinical Support Officer
Trisha Bennett	Library Support
Hai Yan	School Technician
Dianne Coomber	Attendance and First Aid Officer
Kayla Bugeja	Receptionist
Larissa Volpe	Office Manager
Sally Lees	Executive Assistant
<b>Shirlene Nicholson</b>	Business Manager
James Cooper	Onsite Service Assistant
<b>Bec Spink</b>	Sub school Principal- 3-6
<b>Dianne Murray</b>	Sub school Principal- P-2
<b>Peter Katsikapis</b>	School Principal
Kylie Ryan	Canteen Manager
Education Support Officers: Symone Wade, Brooke Goldsworthy, Mohitha Gutti, Suzanne Hurley, Milinda Thompson, Dilek Tok, Charlotte Maclean, Trish Bennett, Sam Suriyage, Michelle Richmond, Saski Lawence, Fiona Nield, Dorina Pallisco, Laura Straghan, Lissa Banfield, Vicki Fletcher, Elif Aksakal, Lee-Ann Baker, Rachel Buttigieg, Ashleigh Hamill, Belinda Farrington, Natasha Cotter, Dhammi Attygala.	

## Reminders

### Personal Property Brought To School

Personal property is often brought to school by students, staff and visitors. It can include mobile phones, toys, sporting equipment and items of family or personal importance. Please note that private property brought to school is not insured, and the Department of Education does not accept any responsibility for any loss or damage. We encourage parents to enquire with their household insurance and investigate cover for these items. Special items are best left at home.

### School Photos

School photos will be taken on Monday 12th and 13th of February. Information and payment details to be sent home closer to the date.



### Parents and Friends Group

Some parents have enquired about when the parents and friends group will be meeting. Meetings are scheduled for the last Friday of every month, 9.00 am. It is a great time to meet new families and find out about the school.

### Student Personal Insurance

Schools are reminded that the Department of Education does not provide personal accident insurance for students. Parents and guardians should be reminded that they are responsible for paying the cost of medical treatment for injured students and inform them that student accident insurance policies are available from some commercial insurers.

### Lost Property

The amount of lost property at school can be lessened by students having their name on their uniform. Items that are found labelled are promptly returned to the students. If your child brings home someone else's uniform item by mistake please return it to the office as soon as possible.

### Attendance Hours

Learning programs begin at 9:00 a.m. and students will be dismissed at 3:30 pm. In the morning students should be on site several minutes beforehand, they will have access to classrooms at 8:50. The grounds are supervised before and after school from 8:50 - 9.00 and 3.30- 3.40 each day. If you require your child to be supervised beyond these times please investigate before and after school care with the YMCA.



### Smoking Free Zone

Our school is a **NO** smoking zone which includes entrances and exits to our school. We ask all adults to be mindful of second hand smoke effects on our students and not to smoke anywhere on school grounds and on or near gates where students enter or exit.



### Uniform

Our school has a compulsory school uniform policy. The rationale states that a uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

A reminder that school hats must be worn during Term One and Four .

The only acceptable jewellery are watches, studs and sleepers worn in the ears.

Traditional or plain, black school shoes/runners must be worn. Students may wear runners when a Physical Education/Sport class is scheduled.

### Being Sun Smart

In Term 1 and Term 4 all students are required to wear school hats. It is also a good idea to apply sun-screen before students come to school.



Please do not walk through or park in the staff car park at any time for our students safety.

### Student Absence

By law it is expected that students attend every school day, if your child is ill and cannot attend you are required to notify the school on their day of absence. The preferred way to notify the school is via the Compass portal. Alternatively you can call reception or send a note to their teacher the next day.

### Late Arrivals

A reminder to parents that teaching starts at **9:00am** and teachers will be opening their doors at 8.50 am. Students arriving after **9:00am** must report to the Office to collect a late pass. The school's focus is on Literacy and Numeracy, and a simple means of improving outcomes is to have students on task at 9.00 am rather than starting late.

### Early Leavers

When picking up your child early from school for an appointment or other personal reasons please understand that we are unable to have them waiting for you in the foyer as they miss out on valuable learning time. Your child/ren will be paged to the office when you arrive. Please remember to fill out the Early Departure Register at the office.

### Traffic and Parking

We ask that parents observe the **40km School Zones** outside the school during drop off and pick up times. Please also ensure that road rules are observed when parking (double parking outside the school obscures people's view and endangers our students). Ensure you teach your children to use the supervised crossings at all times.

**The area is often patrolled by traffic officers - If you receive an infringement there is nothing the school can do.**

### Bikes and Scooters

Children are encouraged to ride their bikes to and from school. All children are required to wear a helmet and comply with State Laws for bicycle riding. Bikes must be left at the school bike enclosure. For safety reasons riding of bikes and scooters within and around school grounds is not permitted.



### Gates / Visitors register

All visitors to the school including Parent Helpers **must** sign in and out of the visitor's register, wear a visitor's badge and have a current Working With Children Check. School gates will be closed shortly before school starts and opened before school ends. The front entrance on Grevillea Street is the only entrance that remains open. If you are visiting the school during this time please report to the office to sign in and get a visitor's badge. It is important that we have a record of who is in the school at all times in case of an emergency.

### Medication

If your child needs to be given medication during school hours you must fill out the Medication Request Form attached to this communication. Additional permission forms are available at the office. Please note that all medication/s must be taken to the office to be locked up for safety reasons. **REMEMBER** to clearly label all medication/s with your child's name.



### Messages

Please note that the procedure for leaving messages at school for teachers and students is as follows:

- Messages for students are recorded and relayed to the students before the end of the school day 3:30 pm.
- During lessons, messages for teachers will be passed on to the teacher concerned and the teacher will return your call later if required. Only in cases of extreme emergencies will teaching time be interrupted.

### Money

As we do not keep money on the premises we are unable to give change over the counter. Keep all receipts as we are unable to give duplicates. When paying for camps/excursions/incursions, our preference is to do so through COMPASS where possible. BPAY, EFTPOS and credit card payment options are also available.

**Out Of School Hours Care and Preschool Care**  
**Please ring YMCA on 8338 3900**

## Safe, friendly, empowering - we guarantee our child care.

That's right, YMCA Craigieburn on the campus of Aitken Creek Primary School, offers your family the reassurance of our **child care guarantee**.

We offer high quality child care, designed to enrich your child's day and make you and your child feel welcome.



Enrol now for 2011 at [www.craigieburn.ymca.org.au](http://www.craigieburn.ymca.org.au) or 1300 883 994.

Terms and conditions apply



## MEDICATION REQUEST FORM

START DATE:  END DATE  ONGOING

STUDENTS NAME:  CLASS:

PARENT'S NAME:

TELEPHONE:  
(Business Hours)

Dear Principal,

I request that my child be administered the following medication whilst at school, as prescribed by the child's medical practitioner.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely|

\_\_\_\_\_  
(Parent Signature)