



# 2023

Dear Westy families,

We are extremely excited to welcome you back to Westmeadows Primary School for an incredible year of learning and growing. I would like to take this opportunity to thank you for trusting your children with my team. I am one extremely proud and lucky Principal to have such an extraordinary staff to work with and who will make a difference to your children each day.

I am pleased and relieved to let you know that we have a full staffing structure to commence the year - with all classroom, specialist, and Education Support positions being filled. I am also very grateful to have attracted several talented new staff also to our school and early observations indicate that they will all add something special to our school. This is an extremely unique position to be in given the huge shortage of teachers the system continues to experience.

I am so looking forward to another amazing year. There is no doubt we are certainly one of the best schools in the state. Be proud of being part of such a wonderful school.

I look forward to catching up with you.

Jane Donaldson (Principal)

## Parent Information Nights

This year we have decided to hold **Parent Information sessions** instead of our Meet the Teacher sessions. This will be a great opportunity for you to hear about the curriculum and expectations for each child regarding their learning and emotional wellbeing. Of course, if you think that you need to speak to the classroom teacher about your child's needs then an appointment can be made and is welcomed.

## Book Packs

The Maxim Portal will remain open if you would like to order a Book Pack for your child. The order will take approximately one week to process and will be delivered from the school. You are more than welcome to come into the office and Maree will use her computer to place your order.

Please note that if your child does not have a book pack – he or she will use shared materials for their work.

Children who have bought a Book Pack – we ask that all items are **clearly named**. Your child will be the only one using the items and if there happens to be anything left over at the end of the year they will be sent home with your child.

## Canteen Roster for next two weeks

Mon 30th Jan

Ami S

Wed Feb 1st

Sylvia B

Fri Feb 3rd

Anita B

Mon Feb 6th

Cara D

Wed Feb 8th

Barbara A

Fri Feb 10th

Ami S

# Our new Daily Schedule

8.45am	The yard is supervised by staff
8.50am	Soft Start (Teachers in classroom)
9.00am	Session 1
9.50am	Session 2
10.40am	Session 3
11.30am	Children eat lunch in classroom
11.45am	Lunch break
12.15pm	Session 4
1.05pm	Session 5
1.55pm	30 minutes Recess break
2.25pm	Session 6
3.15pm	Student Dismissal
3.30pm	Teachers' workdays finish at this time on Thursdays and Fridays.
4.30pm	Teachers' workdays finish at this time on Monday, Tuesdays and Wednesdays.

Children should arrive at school between 8.45am and 9.00am. The school is supervised by staff from 8.45am.

If your child arrives after the 9.00am he/she must be signed in at the office by an adult.

Please pack a healthy lunch box for your child with choices for:

- Lunch
- Recess
- Snacks for brain breaks

Children are dismissed from classrooms at 3.15pm.

Staff will be on duty until 3.30pm. If using the two-minute zones, please note you have a window of collection between 3.15pm and 3.30pm.

After 3.30pm, uncollected children will be taken to the office. If an adult hasn't collected the prior to 3.45pm, he/she will be signed into TheirCare.

## Office Hours

**Mondays** 8.30am – 4.30pm

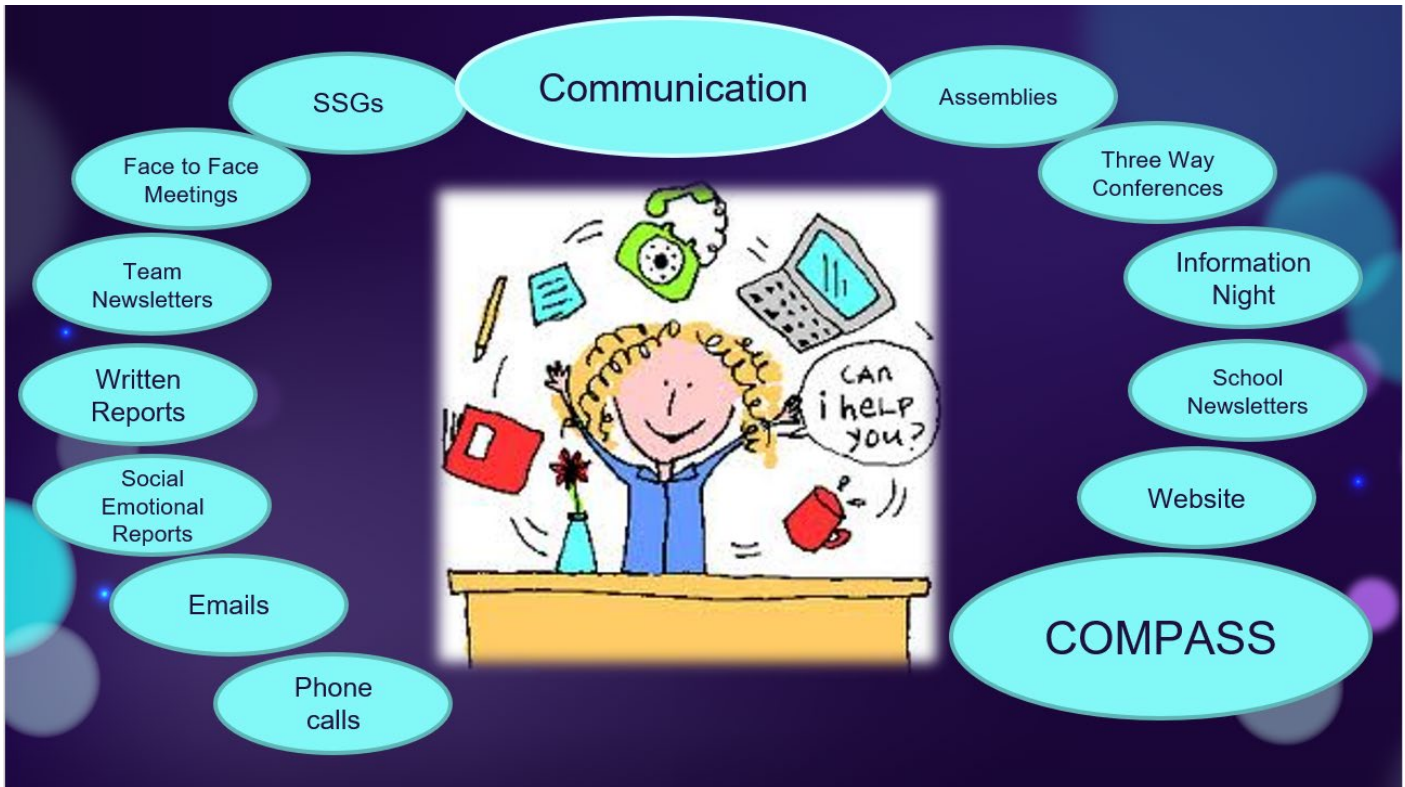
**Tuesdays** 8.30am – 4.30pm

**Wednesdays** 8.30am – 4.30pm

**Thursdays** 8.30am – 4.30pm

**Fridays** 8.30am – 4.00pm

# Communication is Key



At Westmeadows Primary School, we pride ourselves on the quality and range of communication avenues we offer our families. It is extremely important that you keep us in the loop as well.

This includes:

- Letting us know of any significant family events that may cause an impact to your child.
- Sharing student successes that they may have in activities outside of school eg: sporting, clubs, music.
- Providing us with Court orders as soon as they become available.
- Telling us straight away if your child is being picked on by other students. We can only act if we know about it.
- Informing us that your child is going to be absent. (call the school or use COMPASS)

**Your first point of call is your child's teacher.** Please email him/her or leave a phone message. The teacher will get back to you as soon as they can. Within this newsletter, I have included all classroom teachers' email addresses. Please be mindful however that we follow a very strict emailing policy and staff will not respond to emails outside of their working hours.

## COMPASS



Most of our communication is done through COMPASS – this includes newsletters, updates, excursions & camps, Student reports, Sick Bay entries.

**Please make sure you can access COMPASS.** If you are having trouble, simply contact our office and we can assist you.

# Staff list and emails 2023

WESTMEADOWS PRIMARY SCHOOL –

[westmeadows.ps@education.vic.gov.au](mailto:westmeadows.ps@education.vic.gov.au)

Phone: 9309 4350

GRADE	TEACHER	EMAIL ADDRESS
0A	MICHELLE FREE	michelle.free@education.vic.gov.au
0B	EMILIE KAPARIS	emilie.kaparis@education.vic.gov.au
0C	MADDISON TRIMBLE	maddison.trimble@education.vic.gov.au
0D	TORI HOUSTON	tori.houston@education.vic.gov.au
1E	MADELINE HALE	madeline.hale@education.vic.gov.au
1F	SAMUEL DOWNS	samuel.downs@education.vic.gov.au
1G	EMMA HAJNAL	emma.hajnal@education.vic.gov.au
1H	AIMEE VANDERPOL	aimee.vanderpol@education.vic.gov.au
2I	KRISTEN PURCELL	kristen.purcell@education.vic.gov.au
2J	SHARNEE GAMBLING	sharnee.gambling@education.vic.gov.au
2O	JESSICA JOHNSON	jessica.johnson@education.vic.gov.au
3/4K	SHERIDAN COSTA	sheridan.costa@education.vic.gov.au
3/4L	SARAH ROWE	sarah.rowe@education.vic.gov.au
3/4M	LUKE O'SULLIVAN	luke.osullivan@education.vic.gov.au
3/4N	EMILY GRILLS	emily.grills@education.vic.gov.au
3/4S	KRISTINA LOVEKIN	kristina.lovekin@education.vic.gov.au
3/4T	KRISTY MONTALTO	kristy.montalto@education.vic.gov.au
5/6P	STEVE PASLAWSKYJ	steven.paslawskyj@education.vic.gov.au
5/6Q	MICHELLE ALLAN	michelle.allan@education.vic.gov.au
5/6R	ADRIANNA KASSAVETIS	adrianna.kassavetis@education.vic.gov.au
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5/6V	DANIEL GERVASONI	daniel.gervasoni@education.vic.gov.au
PE	TRAVIS JORGENSEN	travis.jorgensen2@education.vic.gov.au
PERFORMING ARTS	CHRISTINE COCKLIN	christine.cocklin@education.vic.gov.au
PERFORMING ARTS	DI CUMMINGS	diane.cummings@education.vic.gov.au
VISUAL ARTS	D'ARNE SMITH	darne.jamieson@education.vic.gov.au
VISUAL ARTS	KAREN SMITH	karen.smith@education.vic.gov.au

<b>VISUAL ARTS</b>	ASHLEIGH CUMMINGS	ashleigh.cummings@education.vic.gov.au
<b>SCIENCE</b>	DAVID ECKERSALL	david.eckersall@education.vic.gov.au
<b>SCIENCE</b>	KATE RUST	kate.rust@education.vic.gov.au
<b>LOTE</b>	MARIA CUDA	maris.cuda@education.vic.gov.au
<b>L.I.F.T</b>	ROSEMARIE LUCEY	rosemarie.lucey@education.vic.gov.au
<b>L.I.F.T</b>	RHYS GRIFFIN	rhys.griffin@education.vic.gov.au
<b>PRINCIPAL</b>	JANE DONALDSON	jane.donaldson@education.vic.gov.au
<b>ASSIST PRINCIPAL</b>	SARAH GREIG	sarah.greig@education.vic.gov.au
<b>LEADING TEACHER</b>	NOHA SOULIBE	noha.soulibe@education.vic.gov.au
<b>LEARN. SPECIALIST</b>	PAULA GILPIN	paula.gilpin@education.vic.gov.au
<b>WELLBEING</b>	KATE RUST	kate.rust@education.vic.gov.au
<b>MENTAL HEALTH AND WELL BEING</b>	ROSEMARIE LUCEY	rosemarie.lucey@education.vic.gov.au

## Attendance – it's not ok to be away!

We will be monitoring student attendance much closer this year. In 2022, we turned a blind eye given the number of COVID Cases and the number of family holidays that needed to be caught up on.

We will relaunch our certificates for children who have excellent attendance – 100% attendance awards will be presented each term at assembly.

Our whole school goal is for children to have less than 10 days absent per year. This means on average 2 days per term. We always have around 25% of our students achieving 100% attendance each term which is awesome.

To achieve this level of attendance please make sure:

- Family holidays are taken during school holidays
- Appointments for allied health are made outside of school hours where possible.
- Children do not take off their Birthday.
- Special events are scheduled for the weekends or after school.

If your child cannot come to school for a medical reason, please make sure you notify the school by 8.45am each morning. This can be done by calling the school on 9309 4350. If after hours, you can leave a voice message. You can also enter the absence on COMPASS.

The school is mandated to follow up every absence so it will be helpful if we don't need to do any chasing up. If a child is experiencing more absent days than expected meetings with parents will be organised.