



# Timor Talk

Timor Primary School—1207

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Newsletter No. 1 / 9th February, 2024

## KEY DATES

### TERM 1-2024

**29th January—29th March**  
**9 Weeks**

#### Monday 12th February

Welcome Back afternoon tea  
3.15pm

#### Monday 19th & Wednesday

#### 21st February

Start-up Interviews (inc SSG's)

#### Tuesday 20th February

School Council

#### Monday 26th February

Pupil Free Curriculum Day

#### Monday 11th March

Labour Day P/Holiday

#### 13-22nd March

NAPLAN Testing (Yr 3 & 5)

#### 21-25th March

School Review



## Principal's Report...



Parents, carers and students are invited to attend a

### *'Welcome Back Afternoon Tea'*

*to be held at 3:15pm this coming Monday 12<sup>th</sup> February at Timor Primary School.*

The afternoon tea will provide you as parents and carers an opportunity to connect with other parents and staff in the Timor Primary School community. The 2024 School Leaders, House Leaders and Student Representative Council (SRC) Leaders will be officially presented their badges. Principal Andrew Tatchell will also provide a short but informative presentation regarding the school's direction for the year.

We look forward to seeing you at this important event.

## student leadership 2024

Student Leadership processes are now complete. As part of the selection process, students were required to provide a written application, be interviewed by a panel and/or present an oral presentation to the class on why they would make an excellent leader.

### 2024 Student Leadership Positions

*School Captains –*

Peyton Adam and Blakely Wieczorek



*House Captains –*

Lucy Scott and Hudson Telford



### Student Representative Council (SRC)

Year 2 – Gigi Scott      Year 3 – Nathaniel Hart-Rouse

Year 4 – Lara Gunn      Year 5 – Aiden King

Year 6 – Summer Leadingham

*Be Respectful – Be Responsible – Achieve your Potential*

## **Start-Up Interviews (including Student Support Groups)**

Start-up interviews (including Student Support Group meetings) will take place on ***Monday 19<sup>th</sup> and Wednesday 21<sup>st</sup> February from 3:20-5:00pm***. Parents will have the opportunity to book a 10-minute face to face meeting time with your child's classroom teacher via uEducateUs. This will give you as the parent an opportunity to discuss your child's start to the year, their learning goals, their strengths, areas for improvement and any other questions or concerns that you may have. The interviews will also double as Student Support Group meetings for students that require an Individual Education Plan (IEP).

**Please note all bookings must be made through uEducateUs.**      How to make a booking:

1. Log into uEducateUs
2. Select 'Events'
3. Select 'Interviews'
4. Select 'Parent Teacher Interviews'
5. Select Monday or Wednesday
6. Select 'time slot' (e.g. 3:30pm)
7. Check 'Available Classes'
8. Select 'Class'
9. Select 'Student' from drop down box
10. Select 'Assign' to save

*If you are unable to or have difficulty making a booking or would like to request another date and time, please contact your classroom teacher or the school on 54612595.*

## **Curriculum Changes**

### **LOTE**

This year students will learn Auslan not Chinese. The teacher lead lessons will take place weekly.

### **Music**

The school has purchased a new online Music program 'Amplify'. Students will participate in a weekly Music lesson in Semester 1.

## **Swimming Program**

Due to upcoming works to the Maryborough Indoor Pool and the Dunolly Outdoor Pool not being cost effective, the Swimming program will take place in December.

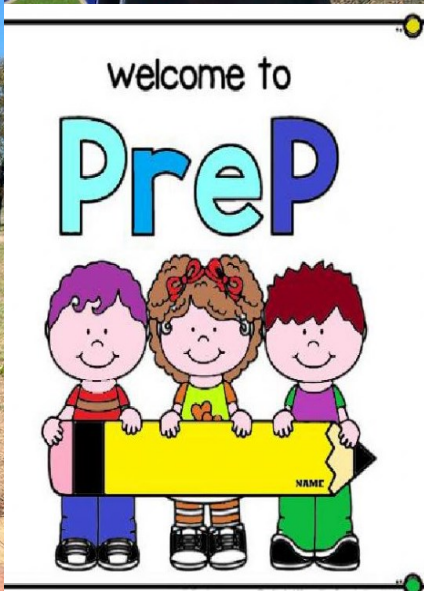
## **Annual Privacy reminder for our School Community**

Our school collects and uses student and parent personal information for standard school functions or where permitted by law, as stated in the [Schools' Privacy Policy](#) and the [Schools' Privacy Collection Notice](#).

Our Photographing, Filming and Recording Students Policy describes how we collect and use photographs, video and recordings of students. The policy also explains when parent consent is required and how it can be provided and withdrawn.

We ask parents to also review the guidance we provide on how we use [\[Microsoft 365/Google Workspace for Education\]](#) safely at the school and what parents can do to further protect their child's information. If after reviewing the guidance, you have any questions or concerns regarding your child using [Microsoft 365/Google Workspace for Education], please contact the school.





Congratulations to  
our newest  
preppies who have  
made a sensational  
start to school.

Demi, Destany,  
Edie, Shai, Willow,  
Quinn & John

Looking forward to  
a great year!





## **School Council Notice of Elections**

School council elections take place in Term 1 of each year. The principal is responsible for conducting the election. Elections must be completed by 31 March. The principal may appoint a person to act on their behalf for one or more of the purposes detailed in the Ministerial Order 1280 (Constitution of Government School Councils) 2020, (Ministerial Order 1280) which came into operation on 1 January 2021.

### **What is a school council and what does it do?**

All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the broad direction of a school, in accordance with Ministerial Order 1280 Constitution of Government School Councils, and the Education and Training Reform Act 2006. In doing this, a school council may directly influence the quality of education for students.

### **Who is on the school council?**

For most primary school councils, there are several possible categories of membership:

- A mandated elected parent member category – more than one-third of the total members must be from this category according to Ministerial Order 1280. Department employees can be parent members at their child's school providing that they are not engaged in work at the school.
- A mandated elected school employee member category – members of this category make up no more than one-third of membership. The principal of the school is automatically one of these members.
- An optional community member category – members are co-opted by a decision of the council because of their special skills, interests or experience. Department employees are not eligible to be community members.
- A small number of school councils have nominee members.

Generally, the term of office for all members is two years. The term of office of half the members expires each year, creating vacancies for the annual school council elections.

### **Why is parent membership so important?**

Parents on school councils provide important viewpoints and have valuable skills and a range of experiences and knowledge that can help inform and shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying and may also find that their children feel a greater sense of belonging.

### **Do I need special experience to be on school council?**

Each member brings their own valuable skills and knowledge to the role, however, in order to successfully perform their duties, councillors may need to gain some new skills and knowledge.

It is important to have an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

### **Code of conduct for school councillors**

School councils in Victoria are public entities as defined by the Public Administration Act 2004.

School councillors must comply with the Code of Conduct for Directors of Victorian Public Entities issued by the Victorian Public Sector Commission. The Code of Conduct is based on the Victorian public sector values and requires councillors to:

- act with honesty and integrity – be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty
- act in good faith in the best interests of the school – work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds
- act fairly and impartially – consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest

- use information appropriately – respect confidentiality and use information for the purpose for which it was made available
- exercise due care, diligence and skill – accept responsibility for decisions and do what is best for the school
- use the position appropriately – not use the position as a councillor to gain an advantage
- act in a financially responsible manner – observe all the above principles when making financial decisions
- comply with relevant legislation and policies – know what legislation and policies are relevant for which decisions and obey the law
- demonstrate leadership and stewardship – set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable.

### **Indemnity for school council members**

School councillors are indemnified against any liability in respect of any loss or damage suffered by the council or any other person in respect of anything necessarily or reasonably done, or omitted to be done by the councillor in good faith in:

- a. the exercise of a power or the performance of a function of a councillor, or
- b. the reasonable belief that the act or omission was in the exercise of a power or the performance of a function of a council.

In other words, school councillors are not legally liable for any loss or damage suffered by council or others as a result of reasonable actions taken in good faith.

### **How can you become involved?**

By participating in, and voting in the school council elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant.

In view of this, you might consider:

- standing for election as a member of the school council
- encouraging another person to stand for election.

### **What do you need to do to stand for election?**

The principal will issue a Notice of Election and Call for nominations in Term 1 of each year. Council elections must be completed by 31 March, unless varied by the Minister for Education.

If you stand for election, you can arrange for someone to nominate you as a candidate or, you can nominate yourself in the parent member category. You can only be nominated by another member of the same category that you are eligible for (e.g. a member of the parent electorate may only nominate another parent of that electorate).

Department employees with a child enrolled at a school where they are not engaged in work, are eligible to nominate for parent membership at that school.

Return your completed nomination form to the principal within the time stated on the Notice of Election. You will receive a Nomination Form Receipt via post, email or by hand delivery.

Generally, if there are more nominations than vacancies a ballot will be conducted in the two weeks after the call for nominations has closed.

### **Remember**

- Consider standing for election to school council.
- Ask the principal for instructions if you are not sure what to do.
- Be sure to vote if the election goes to ballot.
- Contact the principal if you are unsure about what is required at any stage of the election process.

## SCHEDULE 4: NOTICE OF ELECTION AND CALL FOR NOMINATIONS

An election is to be conducted for members of the school council of TIMOR PRIMARY SCHOOL

Nomination forms may be obtained from the school **and must be lodged by 9am on Friday 23rd February.**

*The ballot (if required) will close at 4.00 pm on Friday 1st March.*

Following the closing of nominations a list of the nominations received will be posted at the school.

The terms of office, membership categories and number of positions in each membership category open for election are as follows:

Membership category
Parent member

Term of office	Year
From the day after the date of the declaration of the poll in	2024
to and inclusive of the date of the declaration of the poll in	2026


Number of positions:	2
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Membership category
School employee member

Term of office	Year
From the day after the date of the declaration of the poll in	2024
to and inclusive of the date of the declaration of the poll in 20	2026

Number of positions:	1
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If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.

Principal signature


### School council election process and timetable – Timor Primary School

Event	Date
a) Notice of election and call for nominations	Friday 9 <sup>th</sup> February 2024
b) Closing date for nominations	Friday 23 <sup>rd</sup> February 2024
c) Date by which the list of candidates and nominators will be posted	Friday 23 <sup>rd</sup> February 2024 (if required)
d) Date by which ballot papers will be prepared and distributed	Friday 23 <sup>rd</sup> February 2024 (if required)
e) Close of ballot	Friday 1 <sup>st</sup> March 2024 (if required)
f) Vote count <i>(insert date)</i> :	Friday 1 <sup>st</sup> March 2024 (if required)
g) Declaration of poll <i>(insert date)</i> :	Friday 1 <sup>st</sup> March 2024 (if required)
h) Special council meeting to co-opt community members (the principal will preside) <i>(insert date)</i> :	Monday 4 <sup>th</sup> March 4:30pm
i) First council meeting to elect office bearers (the principal will preside) <i>(insert date)</i> :	Monday 4 <sup>th</sup> March 4:30pm

## Student Books and Stationary and Voluntary School Fees

The schools Parent Payment Policy was distributed to families in December last year. Families were requested to purchase Bookpacks for students to start the 2024 school year which have been delivered. All students have been provided with stationary and supplies to enable their classroom learning.

Voluntary School Fees have been set at \$50 per student to support the school and the programs we can offer. We welcome your contribution at any time.

Curriculum Contributions - Items and activities that students use, or participate in, to access the Curriculum	Amount
Whole School Online Assessment testing	\$10
• Essential Assessment	
Upkeep of School Devices & ICT	\$10
Other Contributions - for non-curriculum items and activities	Amount
Parent Communication Tool - uEducateUs	\$10
Student wellbeing programs - Clubs	\$20
<b>Total Amount</b>	<b>\$50</b>



The school uses several platforms to communicate with families. Depending on the school's requirement from you to respond or be advised about information we will update you in the following ways:

#### uEducateUs

uEducateUs is a comprehensive school management system. The platform simplifies administrative tasks, and strengthens parent communication. With user-friendly interfaces and features, you can complete absences, permission forms, receive newsletters and be informed about events occurring at school. If you require support to access uEducateUs, please contact Andrea Potter or Andrew Tatchell.

#### Timor PS Facebook (private)

If you haven't done so already please request access to the *Timor PS Community* Facebook page. Important information, key dates and photos are regularly uploaded and will keep you well informed with school activities.

#### Timor PS Website

The school has a relatively new website that is a fantastic resource for finding out information, key dates, policies, enrolment information and photos in the gallery. Please visit <https://www.timorprimaryschool.vic.edu.au/>

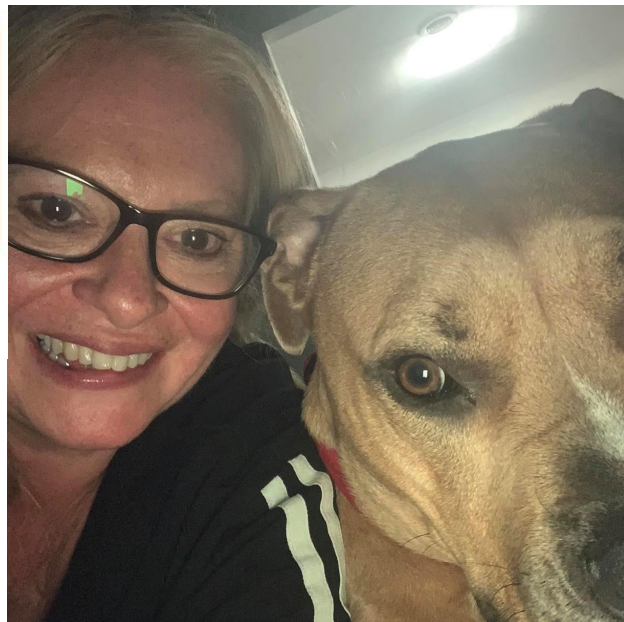


## Supporting Student Wellbeing



Hello, my name is Michelle Coburn and I am the new Wellbeing Officer.

I am excited to be a part of the wonderful team here at Timor Primary School.



I have previously worked within a variety of school and Kindergarten settings, with families and students as well as working within the wider community supporting, referring, and linking children into services where necessary.

I am available Mondays and Wednesdays (school terms) to meet with your children. I am here to support the wellbeing of your child, whether that is socially, emotionally, or general overall wellbeing to help support and set your child/children up for their schooling success. By providing a positive and nurturing space I can continue to further develop confidence, social skills, and healthier life habits for your children.

If you would like any further information or have any questions, please feel free to contact me via the school phone number or my direct email: [michelle.coburn@education.vic.gov.au](mailto:michelle.coburn@education.vic.gov.au).

I look forward to getting to know each of your children and how I can best support them during their primary learning years.

# Lunch Orders - Term 1

Lunch Orders will be every  
THURSDAY.

If your child wishes to order Lunch Orders, please place money in a clearly labelled snap lock bag or envelope with student's name, class, and order. NO LATER THAN WEDNESDAY Mornings 9am.

15/02- Fried rice and hedgehog. \$6

22/02- Subway-\$7

29/02- Red House Bakery (plain pie & jelly slice \$5.50, pastie & jelly slice \$5.50, sausage roll & jelly slice \$4.50)

7/3- Fish and chips- \*3 nuggets and chips or \*2 potato cakes and chips \$6

14/3-Spaghetti spiral pasta and Fruit salad. \$6

21/3- Subway-\$7

28/3- Red House Bakery (plain pie & vanilla slice \$5.50, pastie & Vanilla slice \$5.50, sausage roll & vanilla slice \$4.50)

