Welcome back to school!
We currently have 204 students enrolled in our school. About 25% of those students are new to our school.

While we welcome back all of our students, we especially welcome our new students and families to the Puckapunyal Primary School and community.

Before school started, we hope families received a letter detailing rooms and teachers for students in 2014. During the Open Day we always attain several more students than expected and therefore cannot structure our classrooms until after that day.

Our Year 1-6 students started last Thursday and everything went smoothly. It was great to see many smiling students who seemed glad to be back.

Our 30 Prep students started last Friday and it all went smoothly as well. They looked brilliant in their brand new uniforms. Congratulations to our parents for ensuring that their children found the amphitheatre on day 1.

Our School Newsletter normally comes home on a Wednesday and is called the ‘Wednesday Notes’. We encourage all families to read the newsletter each and every week as it usually contains very important information for our families. We can email the newsletter to you if you would like it emailed or subscribe on our website. We also have a school facebook page where we can remind families of important school information throughout the year.

It was also great to see so many parents at our first assembly and attending the Parent Information Session afterwards. We hope that the session was valuable for you.

Each Monday morning we will begin the week with our official assembly, so please come along and join in the fun! They will take place in the school amphitheatre or PC Centre depending on the weather.

Kevin Warne, Principal

Good luck to all students, teachers and families for 2014!

**All enrolments forms for new students need to be sent to the school office as soon as possible.**

‘Striving for Excellence’
Open since 1887
We have listed below all of the Puckapunyal Primary School staff for 2014. Please note their roles in the school and the Year levels that they teach.

**Classroom Staff**

Room 6 – Sally O’Connor - Foundation OC  
Room 3 – Mercy O’Meara - Foundation/Year 1 O  
Room 8 – Robyn Itter - Years 1/2 R  
Room 9 – Matthew Itter - Years 1/2 I  
Room 10 – Racheal Broughton/Allyson Dixon - Year 2/3 B  
Room 11 – Katie Atkinson - Years 3/4 A  
Room 13 – Aimee Brincat - Years 3/4 B  
Room 1A – Damien Humphreys - Years 5/6 H  
Room 1B – Jenny Philp - Years 5/6 P  

**Specialist Staff**

Art - Sharon Anderson-Warne  
Library - Jane Challis/Sharon Anderson-Warne  
Literacy Support – Jane Challis/Sharon Anderson-Warne  
Goodger Program – Kevin Warne  

**Administration**

Principal - Mr. Kevin Warne  
Assistant Principal - Allyson Dixon  
Business Manager - Simone Hall  

**School Support Staff**

Sue Ranger - Defence School Transition Aide  
Helen Atkinson - Integration Aide  
Karen Lewis - Integration Aide  
Steve Herenyi - Technician  

**Conveyance Allowance**

is available families who reside more than 4.8 kms from their nearest school (whether they travel by car or public transport).

Application forms and further information is available from the school office. Forms are due in by 28th February.

**Defence Community Organisation**

**Welcome Family Day**

**Where:** Area Theatre  
**When:** 4-7pm Thursday 6th February 2014  

-jumping castles, face painting, military displays, local businesses, community and sporting organisations  

Come along, join in and make some friends.

***Our school choir will be singing at 5:15pm too!!***

**Daily School Program**

Our Daily Swimming Program began this week for students in Years 3-6. It is a 9 day program that runs every day. We rely on teachers and volunteer parents to conduct the sessions. We have grouped children according to similar abilities and give them a daily opportunity to practise and improve their skills and improve water confidence. We follow the ‘Royal Life Saving’ program. While many of the adults are ‘Austswim’ trained, some are not. Please remember, it is not squad training and there are not any professional swimming coaches involved. Life Guards will be at the pool at all times during the sessions. Swimming sessions will take place over the following dates:

**Week 1** – Mon 3rd Feb, Tues 4th Feb, Wed 5th Feb, Thurs 6th Feb, Fri 7th Feb,  
**Week 2** – Mon 10th Feb, Tues 11th Feb, Thurs 13th Feb and Fri 14th Feb.

Students will walk down to the pool being supervised by their teachers.

**Timetable**

3/4 A (Room 11) students leave school at 11:30 a.m. and return at 12:50 p.m.  
3/4 B (Room 13) students and Years 3 students in 2/3 B (Room 10) leave school at 12:00 p.m. and return at 1:15 p.m.  
5/6 H (Room 1A) students leave school at 12:30 p.m. and return at 1:45 p.m.  
5/6 P (Room 1B) students leave school at 2:00 p.m. and will be dismissed from the pool at 3:30 p.m.

**Before School Swimming**

On Wednesday 12th February, Years 3-6 students will participate in our House Swimming Carnival. Many of them will then be selected to represent our school at the District Swimming Carnival on Wednesday 19th February. To help the students train for those carnivals, our **before school swimming program** also began this morning for children from Years 3-6. This will continue until Friday 14th February (8.00 am - 8.30 am at the Area Indoor Pool). It is not a swimming training session but a lap swimming opportunity session. It should only involve students from Years 3-6 who are capable of swimming at least 1 complete lap at a time. We encourage those students to come along and swim some laps. There will be a teacher from Puckapunyal Primary School at the Pool each morning to supervise. Please do not hesitate to contact Mr. Warne at school if you have any queries about any of our Swimming Programs.

**School Swimming Caps**

for sale in the school office for $3.

‘Striving for Excellence’

Open since 1887
We have many lovely books in the library and we are encouraging all of our students to borrow them.

All students require a protective library bag clearly named to enable them to borrow from the library. The library has opened for borrowing and library classes have also begun. There will be an hour of Library each week for all classes.

Please ensure a smooth start to our library by supplying your children with a Library Bag, clearly named to protect books.

Thank you, Mrs. Anderson-Warne and Mrs. Challis.

Parent Information Session

Last week we had a Parent Information Session immediately after the children went into their classes. It went well. It gave all parents and especially new parents an opportunity to be aware of school expectations and planned events before the school year starts. We hope it helped our families. We thank our parents for their support by attending the session. It was great to see so many people attend.

Parent/Teacher Information Sharing Day

On Thursday 27th February, we have a Parent/Teacher Information Sharing Day planned. It will give teachers an opportunity to let parents know how their children have settled into their classrooms. It will also give parents an opportunity to inform teachers about any important issues relating to their children. There will be an opportunity for times slots to be selected from lunchtime onwards. Please stay tuned. However, we do have an open door policy at Puckapunyal and always welcome parents to school to talk to teachers and staff. Do not hesitate if you need to make an appointment before the scheduled session.

Education Maintenance Allowance

The Education Maintenance Allowance (EMA) is provided by the Victorian Government to assist eligible families with the costs associated with the education of their children.

1. Eligibility: The Education Maintenance Allowance will be paid in two instalments and to be eligible:
   A parent must hold a current Centrelink Pensioner Concession Card or Health Benefit Card, Veteran Affairs Pensioners Card OR be a foster parent on the first day of Term 1 for the first instalment and on the first day of Term 3 for the second instalment. The Education Maintenance Allowance is paid to eligible parents of students under 16 years of age who attend a State or Registered School in Victoria.
   Parents who receive a Child Disability Allowance, Mobility Allowance, Remote Area Allowance or any other benefit not income tested by CENTRELINK are not eligible for the Education Maintenance Allowance.

2. Amount: $200 for prep students, $150 for Years 1-6 students (in two instalments).

3. Supply of Forms: Application forms are available from the school. Enquiries should be made to Mrs. Hall and the application form can be collected from the office.


A separate application is required for each school if you have children attending different schools.

NOTE: UNFORTUNATELY LATE APPLICATIONS CAN NOT BE ACCEPTED.

Family Invoices

The school office has sent home invoices to families. The invoices include ‘stationery fees’ that need to be paid to the school as soon as possible. The invoices also include ‘voluntary contributions’ but they are not mandatory. If any family had any outstanding money from last year, that will also be included in the invoices. Thank you to families who have made those payments already.

Visual Art Classes

Each week students from all grades will enjoy an hour of Art. I am looking forward to meeting our new students and parents as well as welcoming back those I know.

We normally spend 2-3 weeks learning a new skill and applying it in a finished art piece. Our school proudly displays student art work and we invite parents to view student work when they visit.

If you have an interest in art and craft, please pop in and introduce yourself to me.

All students require an art smock (clearly named on the BACK shoulder) to protect their clothing in each session. These will be kept in a tub in the classroom. Some parents buy pre-made smocks, others supply an old shirt. Please check sleeve lengths and that the child is able to do it up his/herself. If you have any special items that you have been collecting for the art room, please send them along. Art classes also began this week for all classes.

Thank you, Mrs. Anderson-Warne
A very warm welcome to students and families from everyone at Puckapunyal Primary School. My role in this position is to ensure that your child’s transition to our school is a smooth and happy one. In the distant future, when your child leaves our school, I assist in making this a positive time also. For all the time in between, I’m here to help with any school issues or concerns from students or parents. I also run and assist with a number of activities throughout the year. Please come and introduce yourself, and make me aware of any ‘settling in’ issues that your child may be experiencing. So again, welcome and I trust that your family’s time here at Puckapunyal will be a fruitful and enjoyable one.

*Sue Ranger, Defence School Transition Aide*

Thank you to all families who have ensured that all of our students have been in correct uniform so far. It is great to see so many students in their Pucka blues! Below is the copy of the school uniform list taken from our *School Uniform Policy*.

**Girls Uniform:** Navy blue school jacket (optional).  
Puckapunyal navy blue windcheater or plain navy blue windcheater.  
Navy blue shorts or skorts (up to knee, not bike pants) or navy blue track pants.  
Puckapunyal school blue polo shirt or plain school blue polo shirt or school blue or navy blue skivvy.  
Navy blue wide brimmed school hat with school logo (compulsory for certain times of the year).  
White, blue or grey socks to be worn with school shorts.

**Boys Uniform:** Navy blue school jacket (optional).  
Puckapunyal navy blue windcheater or plain navy blue windcheater.  
Navy blue shorts (up to knee, not bike pants) or navy blue track pants.  
Puckapunyal school blue polo shirt or plain school blue polo shirt or school blue or navy blue skivvy.  
Navy blue wide brimmed school hat with school logo (compulsory for certain times of the year).  
White, blue or grey socks to be worn with school shorts.

*****Please Note – As of March last year, we informed families that School Council decided that school dresses and hats without school logos would be phased out at the end of 2013.*****

**Values Education Program**

On Monday we started our *Values Education Program*. All government schools are encouraged to do so. It will be a big fortnight. It will be a great way to unite our school as new students begin at Pucka.

Values Education will revolve around teachers and staff conducting programs that encourage students to participate in programs that will promote the following:

1. important school community *values*  
2. school and classroom rules  
3. school policies  
4. how to make friends  
5. settling in activities

Each day will begin with a small 5 minute introduction summarizing what the *value* of the day will be. Our Top 10 Community Values are:

<table>
<thead>
<tr>
<th>Community Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honesty/Trust</td>
</tr>
<tr>
<td>Respect</td>
</tr>
<tr>
<td>Responsibility</td>
</tr>
<tr>
<td>Kindness</td>
</tr>
<tr>
<td>Integrity</td>
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<tr>
<td>Confidence</td>
</tr>
<tr>
<td>Enthusiasm</td>
</tr>
<tr>
<td>Tolerance</td>
</tr>
<tr>
<td>Reliability</td>
</tr>
<tr>
<td>Striving for Excellence (school motto)</td>
</tr>
</tbody>
</table>

*N.B.* - All Values Education programs will be taught in a manner that encourages positive behaviour that our school and families expect from their children/students.

‘Striving for Excellence’  
*Open since 1887*
The school office has sent home copies of our **student enrolment information**. It is a routine necessity that we do each year. We require families to check the enrolment information and make adjustments if there have been any changes, e.g. phone numbers, family doctors, emergency contact details, etc. Please do so and re-send them back to school as soon as possible.

**Student Information**

Every now and then, we ask families to donate a **tissue box** for their children’s grades. As you can imagine each grade uses thousands of tissues throughout the year and school can only supply so many. Please help to contribute. We also encourage students to carry handkerchiefs.

**School Asthma Plan**

This week, all students who have been identified through the enrolment forms as being **asthmatic** will be given a ‘School Asthma Action Plan’ form. All students who have asthma will require their parents to fill out the form and return to school a.s.a.p. Families will have the option to agree to the Victorian School’s Asthma Policy for Asthma First Aid or provide an individual action plan signed by the family doctor.

**Music Program 2014**

After a great success last year, the **after school music program** is once again being offered at the Puckapunyal Primary School (in the PC Centre) on Tuesday and Friday afternoons to interested students. On offer this term is Piano, Guitar, Vocal and Should you wish to enrol or have an enquiry, please fill out the form below and return to the school office. Alternatively, come and visit us in the PC centre after school for a chat!

Looking forward to seeing lots of fresh new faces!

**Miss Emily  0425804219**

<table>
<thead>
<tr>
<th>Student Details</th>
<th>Instrument</th>
<th>Address</th>
<th>City / State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Details</td>
<td>Contact Phone Number</td>
<td>Email Address</td>
<td>Additional Comments</td>
<td></td>
</tr>
</tbody>
</table>
As mentioned on page 2, DCO are holding a Family Day/Expo this Thursday the 6th Feb at the Area Theatre in Puckapunyal and have requested that the choir sing at this event. If your child has expressed an interest in singing with the choir at this event please read the following - **The event runs from 4-7pm, with the choir expected to meet Ms O’Connor at 5pm (to sing at 5:15pm) in FULL SCHOOL UNIFORM.**

Could you please return the slip below to school tomorrow so that I can get an idea of numbers for this event. Thank you for your support,

Sally O’Connor
Choir Teacher

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**Choir Performance**

My child/children _______________________________ will be singing with the choir at the DCO Family Day Expo on the 6th Feb, 2014.

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**School Arrival Times**

Students who do not catch a bus to school are only allowed to arrive at school **from 8:50 a.m. onwards.** From that time onwards, there will be 2 staff members on yard duty. Only students who catch a bus are allowed to arrive earlier. We ask families to be aware of these times.

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**Tennis Coaching**

Coach Norman Cahill begins this Thursday (6th Feb) for students at the Puckapunyal Tennis courts:

Times: 5-7 yrs 3:45-4:30pm
7-9 yrs 4:30-5:15pm
9-12 yrs 5:15-6:00pm

Enrolments are welcome after school at the tennis courts on Thursday.

Information notices are available in front of the school office.
Good luck tennis enthusiasts.

Contact Norm – 57941620 or 0428941620
**Homework/Homereading Requirements for our Students**

**Foundation**

**Daily independent reading.** We ask all parents to record book titles and sign in reader covers and return daily.

**Weekly Spelling and/or Sight words.** When Foundation students are ready, some spelling or sight words will come home to practise.

**1 page Homework sheet.** Every Monday, a Homework sheet will come home to be completed and returned to school by Friday. The Homework sheet will contain simple Literacy/Numeracy practice.

**Continuation of unfinished class work.** We do have different expectations for different students. However, students who have not finished an expected level of work throughout the day may, at times be asked to complete it at home.

**Gathering** information or materials for classroom activities, such as ‘Show and Tell’, etc.

**Years 1/2**

**Daily independent reading.** We ask all parents to record book titles and sign in reader covers and return daily.

**Weekly Spelling and/or Sight words.** Students will bring home some spelling or sight words to practise.

**1 page Homework sheet.** Every Monday, a Homework sheet will come home to be completed and returned to school by Friday. The Homework sheet will contain simple Literacy/Numeracy practice.

**Continuation of unfinished class work.** We do have different expectations for different students. However, students who have not finished an expected level of work throughout the day may, at times be asked to complete it at home.

**Gathering** information or materials for classroom activities, such as ‘Show and Tell’, etc.

**Years 3/4**

**Daily independent reading.** We ask parents or students to record book titles in their diaries and the number of pages read and initialled by parents daily.

**Weekly times tables.** Students will be expected to learn times tables. These will be written by students in their diaries.

**1 double sided Homework sheet.** Each Monday a Homework sheet will come home to be completed and returned to school by Friday. The work sheets will cover topics studied in Literacy and Numeracy throughout the current term.

**Project work.** Students may be asked to do project work to be completed at school and at home.

**Continuation of unfinished class work.** We do have different expectations for different students. However, students who have not finished an expected level of work throughout the day may, at times be asked to complete it at home, and return it to school the following day.

**Years 5-6**

**Daily independent reading.** We ask parents or students to record book titles in their diaries and the number of pages read and initialled by parents daily.

**Weekly times tables.** Students will be expected to learn times tables. These will be written by students in their diaries.

**1 double sided Homework sheet.** Each Monday a Homework sheet will come home to be completed and returned to school by Friday. The work sheets will cover topics studied in Literacy and Numeracy throughout the current term.

**Project work.** Students may be asked to do project work to be completed at school and at home.

**Continuation of unfinished class work.** We do have different expectations for different students. However, students who have not finished an expected level of work throughout the day may, at times be asked to complete it at home, and return it to school the following day.

***The homework sheets will not be as full as previous years. They will contain just a few examples of Literacy and Numeracy each week. We do ask (Foundation-Year 2) families to spend time listening to their children read and practise counting and number patterns each night. We also ask (Years 3-6) families to spend time listening to their children read and practise their tables each night.***

‘Striving for Excellence’

*Open since 1887*
Positive Parenting Telephone Service

This Program is offered to parents, grandparents & carers of children aged 2 – 10 years

Our ten week program aims to assist you to:
*Develop a stronger and more positive relationship with your child/children
*Manage everyday behaviour problems
*Set rules & limits
*Teach new skills
*Developing behaviour strategies

Through our service you will receive a workbook and weekly phone calls with a parent educator and all this can be done from the comfort of your own home, at a time that suits you.

Interested?

For more information or to enroll phone

**FREECALL 1800 880 660**

ENROLMENTS TAKEN ALL YEAR ROUND

*Start now and make a positive start last a lifetime*

This service is funded by Department of Human Services Victoria
School Fees

At the beginning of each year, the Puckapunyal Primary School details 2 different sets of Fees.

1. Stationery Fees are mandatory fees where families receive an invoice and can pay off the fees throughout the year.

**Stationery Fees 2014**

<table>
<thead>
<tr>
<th>All classroom Stationery/Books</th>
<th>Computer Software/Hardware</th>
<th>Internet Usage</th>
<th>Visiting Artists</th>
<th>Total = $170.00</th>
</tr>
</thead>
</table>

Under Stationery Fees, each child will be fully supplied with stationery, i.e. all books, paper, pencils, textas, glue, etc. at the beginning of the year and throughout the year when necessary. This ensures materials supplied are of a uniform nature and that books are the correct line and page requirement. Additionally, all students are then ready to launch into the academic year from day 1 when all students are issued with the same type of classroom materials, at the same time. Families have indicated that they appreciate stationery being supplied by the school.

The students will be given access to latest computer software/hardware and the internet throughout the year. Students will have access to the internet in their classrooms and via the Computer Lab.

The school will also organise 2 visiting artists that will correlate with classroom programs. They will be spaced apart and involve a range of genres.

2. Voluntary Contributions are not mandatory and we cannot force anyone to contribute. However, the reality is that government schools cannot function as effectively without them. All government schools depend on the contributions to pay for a variety of school programs and budget for them accordingly.

**Voluntary Contributions 2014**

<table>
<thead>
<tr>
<th>Library Reading Materials</th>
<th>Classroom Reading Materials</th>
<th>Physical Education Equipment</th>
<th>Art Materials</th>
<th>Computer Software/Hardware</th>
<th>Photocopy Paper</th>
<th>Total = $30.00</th>
</tr>
</thead>
</table>

Voluntary Contribution targets:

- 1 child $30.00
- 2 children $55.00
- 3 children $80.00
- 4 children $100.00

‘Striving for Excellence’

*Open since 1887*
Our new Classes for 2014!

‘Striving for Excellence’
Open since 1887