



Swifts Creek  
P-12 SCHOOL  
*Courage, Joy, Kindness*

## NEWSLETTER

15th February 2023- Week 3 Term 1

### Whole School dates to remember:

Wednesday 22nd February— Swimming Sports

### Tambo Campus Dates to Remember

Wednesday 22nd February—Swimming Sports

## Principal's Message.

### Uniform

Last week I spoke with some students about introducing hoodies as part of the school uniform as they would be warmer. They would cost about \$45. A number of students were interested in this option. If you think it would be a good addition to the uniform, please let the office staff know.

### Phones

As we are all aware, students are not to have phones during the school day. Phones, if they do come to school, are to be placed in the phone lockers provided. It is a very simple expectation that all students should be able to follow. Parents, your assistance with this is much appreciated.

### Bus travel

As all students who travel on the bus are aware, it is a privilege and not a right, so please ensure the behaviour exhibited is appropriate at all times.

### Swimming Sports

We will host the annual swimming carnival next Wednesday, the 22nd of February. Please come and support your children as they participate in a great day.

### School council elections

We have commenced the election process with nominations being called for. Please see the attached documents. If you are interested in joining school council, please get in contact so I can answer any questions that you may have.

**Robert Boucher**

## Flagstaff News

It was fabulous to see all the happy faces of our Primary students at Flagstaff upon returning to school. It was a cheery scene of red and blue uniforms and it set a great tone for the year ahead.

A big welcome goes to our new Prep students, Evelyn, Bronte, Eden and Slade, as well as to Bryn in Year 4 and Riley in Year 6. We hope you have a great start at our school. We also welcome our wonderful new 3/4 Teacher from New Zealand, Rebecca MacDonald, and know you will welcome her with Courage, Joy and Kindness.

Kind regards,  
Clare Edwards  
Assistant Principal Flagstaff





Welcome to our new staff  
at  
Swifts Creek P-12 School



THE SWIFTS  
CREEK P-12  
SCHOOL  
COUNCIL IS  
SEEKING NEW  
MEMBERS.

Have you thought about being a member of the Swifts Creek P-12 School Council?

We are looking for new members.

Please contact us to discover how the School Council operates, the importance of the Council to the School and how you can help make a difference. This opportunity will allow you to ask questions and give you a chance to see if being a Council member is something that you would like to be a part of.

Come join us.

ADDRESS

Tambo & Flagstaff Campus  
Swifts Creek P-12 School

CONTACT US

Flagstaff Office:  
Phone: 5159 4267

SWIFTS  
CREEK P-12  
SCHOOL  
COUNCIL  
NEEDS  
YOU!

Seeking new School Council Members

## Appendix A

### Fact sheet 1: school council elections – information for parents

#### 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.

For all schools with a Year 7 and above cohort, there is an additional category of membership:

- **A mandated elected student member category, two positions.**

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.

## Fact sheet 3: information for students seeking election to council

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

All government schools in Victoria have a school council. School councils are legal entities that are given powers to set the broad directions 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 is able to directly influence the quality of education that the school provides for its students.

### What are some of the duties of a school councillor?

The school council has particular functions in setting and monitoring the school's direction.

School councils have key responsibilities.

- **Finance:** overseeing the development and expenditure of the school's annual budget and ensuring proper records are kept of the school's financial operations.
- **Strategic planning:** participating in the development and monitoring of the school strategic plan.
- **Policy development and review:** developing, reviewing, and updating selected policies that reflect the school's values and support the school's broad direction outlined in its strategic plan.
- **Community engagement:** informing itself of community views and stimulating community interest in the school.

Other key functions of school councils may include:

- raising funds for school related purposes
- maintaining school grounds and facilities
- entering into contracts
- reporting annually to the school community and the Department
- creating interest in the school in the wider community
- representing and taking the views of the school community into account
- regulating and facilitating after-hours use of school premises and grounds
- operating a children's service at the school.

### Why is student membership so important?

Students have a unique perspective on education, teaching and schools. Having student members on school council allows students to have a say in the future direction of their school and ensures student input into decision-making. Student representation on secondary school councils will assist in the development of students' skills, including leadership and communication.

### 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.

Student members are encouraged to attend the Department's free school council training to support them in their role.

For online training options, see: [the Department's School Council – Training and Good Governance, Policy webpage](https://www2.education.vic.gov.au/pal/school-council-training/policy) <<https://www2.education.vic.gov.au/pal/school-council-training/policy>>.

# Fact sheet 4: information for parents of children seeking election to school council

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

All government schools in Victoria have a school council. School councils are legal entities that are given powers to set the broad directions 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 is able to directly influence the quality of education that the school provides for its students.

## Who is on the school council?

For all schools with a student cohort of Year 7 and above, there are several possible categories of school council 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. Parents and guardians of children attending the school are eligible for membership in this category.
- a **mandated elected school employee member category** – members of this category may make up no more than one-third of the total membership of school council. The principal of the school is automatically a member of this category.
- a **mandated elected student member category (two positions)** – members of this category are enrolled at the school and in Year 7 or above.
- an **optional community member category** – members are co-opted by a decision of the council because of their special skills, interests or expertise. Department employees are not eligible to be a community member.
- a small number of school councils have nominee members.

## How long is the term of office?

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 student membership so important?

Students have a unique perspective on education, teaching and schooling. Electing student members onto school council allows all students to have a say in the future direction of their school and ensures student input into decision-making.

Student representation on secondary school councils assists in the development of students' skills, including leadership and communication.

## Does my child 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.

Student members are encouraged to attend the Department's free virtual school council training, using the Improving School Governance modules and mini modules to support them to undertake their role. Training is also available online.

For more information about training and access to online modules, see: [the Department's School Council – Training and Good Governance, Policy webpage](https://www2.education.vic.gov.au/pall/school-council-training/policy)

<<https://www2.education.vic.gov.au/pall/school-council-training/policy>>.

## Form 3: self-nomination form for parent member category

I wish to declare my candidacy for an elected position as a parent member on the school council.

<b>Name</b>

<b>Residential Address:</b>

<b>Contact phone (mobile or landline):</b>

<b>Email:</b>

<b>I am the parent/guardian of</b>
<b>who is/are currently enrolled at this school.</b>

<b>Statement</b>	<b>Yes</b> <i>(Mark with an x)</i>	<b>No</b> <i>(Mark with an x)</i>
I am an employee of the Department of Education and Training		
I am an employee of the school council		
I am engaged in work at and for the school.		

I am prepared to serve as a parent member of the above-named school council. I hereby declare that:

- I am not and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

<b>Signature of Candidate</b>

<b>Date:</b>	
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**You will be notified when your nomination has been received.**

The personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable). Further, the name, membership category, gender (optional), term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Training by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

<b>You can access your personal information by contacting the principal on:</b>

*If you choose not to give some or all of the information requested your nomination may not be accepted.*

*If you have any queries about the school council nomination process, please contact the principal.*

## Form 4: nomination form for parent member category

I wish to nominate <i>(name below)</i>
for an elected position as a parent member on the school council.

### Candidate's details

Name
Residential Address:
Contact phone <i>(mobile or landline)</i> :
Email:

### Nominators details

I am the parent/guardian of <i>(name below)</i>
who is/are currently enrolled at this school.

Statement	Yes <i>(Mark with an x)</i>	No <i>(Mark with an x)</i>
The person I have nominated is:		
an employee of the Department of Education and Training.		
an employee of the school council.		
is engaged in work at and for the school.		

Name of nominator

Signature of nominator

Date:	
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### Candidate to complete

I accept the nomination and I am prepared to serve as a parent member of the above-named school council. I hereby declare that:

- I am not and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

<b>Signature of candidate</b>

<b>Date:</b>	<input type="text"/>
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**You will be notified when your nomination has been received.**

The personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable). Further, the name, membership category, gender (optional), term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Training by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

<b>You can access your personal information by contacting the principal on:</b>

*If you choose not to give some or all of the information requested your nomination may not be accepted.*

*If you have any queries about the school council nomination process, please contact the principal.*

## Form 8: nomination form for student member category

I wish to nominate <i>(name below)</i>
for an elected position as a student member on the school council

### Candidate's details

Name <i>(name below)</i>
Residential Address:
Contact phone <i>(mobile or landline)</i> :
Email:

Nominee Statement	Yes <i>(Mark with an x)</i>	No <i>(Mark with an x)</i>
I am currently enrolled in Year 7 or above at this school		
The person I have nominated is currently enrolled in Year 7 or above at this school		

Nominator's name

Nominator's signature

### Candidate to complete

	Yes <i>(Mark with an x)</i>	No <i>(Mark with an x)</i>
I am currently enrolled in Year 7 or above at this school		
I have discussed standing for election to school council with my parents or guardians		
I have a sound understanding of the obligations and level of commitment required to participate on school council		

I accept the nomination and I am prepared to serve as a school employee of the above-named school council. I hereby declare that:

- I am not, and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.



<b>Signature of Candidate</b>

<b>Date:</b>	<table border="1"><tr><td> </td></tr></table>	 

**You will be notified when your nomination has been received.**

The personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate and to nominate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Further, the name, membership category, gender (optional), term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

<b>You can access your personal information by contacting the principal on:</b>

*If you choose not to give some or all of the information requested your nomination may not be accepted.*

*If you have any queries about the school council nomination process, please contact the principal.*



## Annual privacy reminder for our school community

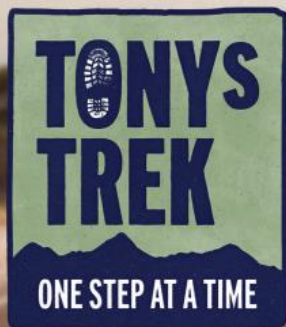
Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the [Schools' Privacy Policy](#).

Please take time to read our school's collection notice, found on our website.

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.

For more information about privacy, refer to: [Schools' Privacy Policy — information for parents](#). This information is also available in ten community languages:

- Amharic
- Arabic
- Dari
- Gujarati
- Mandarin
- Somali
- Sudanese
- Turkish
- Urdu
- Vietnamese



## ESF CHAIR TONY PEARCE IS EMBARKING ON AN INCREDIBLE JOURNEY!

He will walk for 50 days across Victoria covering more than 1440kms to raise awareness about the terrible personal toll emergency service work can take and raise funds to support those who support us through programs such as:

### A Lived Experience Program

Which will see ESF train mental health ambassadors from across the sector to safely share their stories of mental health injury and recovery. This will help to reduce the mental health stigma which pervades the sector and inhibits early help seeking when the chance of recovery is greatest.

### A Pilot Residential Wellbeing Program

to bring together emergency workers who are mentally struggling to help them process trauma and develop resilience skills supported by experts who completely understand their experiences. This will help them effectively self-manage to reduce the cumulative effect of trauma and the risk of developing serious mental health injury.

### An ambitious Research Program

that seeks to gather evidence that could be translated by ESF into initiatives and strategies to assist in reducing the likelihood that those in the early stages of their mental health journey will progress to suffer a significant mental injury.



How can you help Tony achieve his goal to improve the mental health of Victorian emergency service workers through this Trek? Find out more at [www.esf.com.au/tonys-trek](http://www.esf.com.au/tonys-trek)



## TONY'S TREK IS COMING YOUR WAY!

Tony Pearce, Chair of the Emergency Services Foundation and Victoria's Inspector General for Emergency Management, is embarking on a solo trek over 50 days, covering 1440kms in the areas worst affected by the 2019/20 black summer fires. Tony and ESF want to **raise awareness about the terrible toll emergency service work can take and raise funds to support programs such as:**

### A lived experience program

Which could see ESF train mental health ambassadors from across the sector to safely share their stories of mental health injury and recovery. This would help to reduce the mental health stigma which pervades the sector and inhibits early help seeking when the chance of recovery is greatest.

### An ambitious research program

That seeks through evidence to identify appropriate initiatives and strategies that could be developed by ESF to assist in reducing the likelihood that those in the early stages of their mental health journey will progress to suffer a significant mental injury.

### A pilot residential wellbeing program

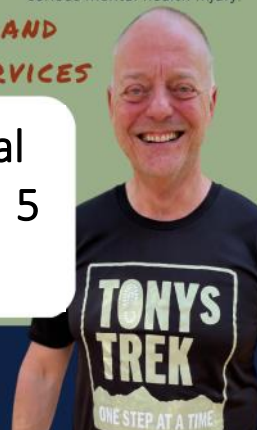
Which could bring together emergency workers who are mentally struggling, to help them address work related concerns and develop resilience skills supported by experts who completely understand their experiences.

This would help them effectively self-manage and reduce the risk of developing serious mental health injury.

**COME AND SUPPORT TONY AND YOUR LOCAL EMERGENCY SERVICES**

Tony's estimated arrival time at Swifts Creek is 5 PM Tuesday 11<sup>th</sup> April

To donate funds raised go to [www.esf.com.au/tonys-trek](http://www.esf.com.au/tonys-trek) or use this QR code  
For more information call Naomi @ ESF on 0421 118 656



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## FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

### CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors. Excursions encourage a deeper understanding of how the world works while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

### MORE INFORMATION

For more information about CSEF visit: <https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

### HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from the website below.

If you applied for CSEF at your child's school last year, you do not need to complete an application form this year unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments;** your child has started or changed schools this year.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing this year.

Check with the school office if you are unsure.



# Swifts Creek P-12 School

## Lunch Order List

Please have lunch orders in by 11.30am

Please be aware if there isn't enough money sent the items you have asked for may be exchanged for others, or not sent at all.

### Pies:

Plain pies \$5.50  
Variety Pies \$5.70

Sausage Roll \$4.00  
Pasties \$5.50

One Sauce Free!  
Any others \$0.20)

**Toasted Sandwiches:** Cheese \$4.40, Ham/Cheese \$4.90 (tomato \$5.40)

**Toasted Croissants:** Cheese \$4.50, Ham/Cheese \$5.00, Add tomato \$5.50  
Nutella \$4.50

### Salad Rolls/Sandwiches

Ham/Chicken Salad Roll: \$8.00

Salad Roll with Cheese: \$6.50

Salad wraps: \$7.00 with Meat \$8.00

Ham/Chicken Salad Sandwich: \$8.00

Salad Sandwich with Cheese: \$6.50

**Steamed Dim Sims:** \$1.20

**Egg and Bacon Rolls:** \$7.50 with Cheese \$8.00

**Sweet Chilli Chicken Wraps:** \$8.50 (Lettuce, Tomato, Mayo, Shredded Cheese, 2 x Sweet Chili Chicken Tenders) \* **Half Wrap** \$7.00

**Focaccias:** Sweet Chilli Focaccia \$8.50  
Satay Chicken: \$7.50

Chicken avocado \$7.50  
Chicken relish, S/D tomato feta \$8.50

**Cakes:** Cup Cakes \$2.50 Jam Doughnuts \$3.50 Bee Stings \$4.50  
Most Slices \$4.50 See in store for more variety

**Drinks:** Iced Teas \$4.90 Primas: \$2.50 Water 600ml \$3.50  
Nippys Chocolate/Strawberry/Honeycomb/Coffee \$3.50