



# Newsletter

## Coburg Special Developmental School

6<sup>th</sup> March to 17<sup>th</sup> March 2023

Principal's Report

Dear Families and Carers

I hope everyone enjoyed the long weekend thanks to the Labour Day public holiday. It was such beautiful weather that has continued into this week. And with such wonderful weather, we are able to make the best use of our outdoor facilities, including Harmony Park.

As stated in the last newsletter, please remember the new processes around permission for excursions; we will be asking for forms to be signed at the start of each year for local excursions, which include those walks around the block or ventures out into Harmony Park. Also be aware that, walking to and from the Base rooms at Coburg North Primary School does not constitute an excursion.

There is some fabulous work being done in the classrooms with your children and it's great to see the level of engagement. Staff continue to develop their understanding and use of our Instructional Model that we designed over the last year and a half. This ensures all learning is purposeful and leads to stronger student outcomes.



In other exciting news, Café Coburg has a new coffee machine that was purchased through donations and fundraising efforts last year and this year. Jen is very excited to see how her staff utilise it to make a range of different selections. Don't forget that Café Coburg is open on Thursdays and all are welcome.

Our school hosted the Hume/Meri-bek Region Respectful Relationships cluster meeting on Thursday. It's always a great opportunity to learn from other schools as well as showcase the strong programs that we have developed and are employing.

Individual Education Plans have been written and most parents have attended Student Support Group Meetings in one form or another. If you are yet to meet with your child's teacher, please ensure that you contact them and make a time to discuss your child's goals.

Only three weeks left of the term. How quickly it flies!

### Coburg SDS

6<sup>th</sup> March to 17<sup>th</sup> March 2023

Volume 12 Issue 4



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**Wednesday 5 April**

**Term 1 - School ends at 2.00 pm**

**Thursday 6 April**

**Pupil Free Day**

**Friday 7 April**

**Good Friday - Public Holiday**

**Monday 24 April**

**Curriculum Day**

**Tuesday 25 April**

**ANZAC Day - Public Holiday**

**Wednesday 26 April**

**Term 2 - School Starts**

**Regards**

**Warren Tofts**

## Principal's Report Cont... *The New Child Safe Standards*

New Ministerial Order No. 1359 sets out the specific actions that schools need to take to meet the child safe standards. The new Standards set out minimum requirements and outline the actions organisations must take to keep children and young people safe. They provide more clarity for organisations and are more consistent with Standards in the rest of Australia.

The standards will promote cultures where protecting children from abuse is part of everyday thinking and practice in organisations.

The Child Safe Standards set out to create safe places for children to fully and actively participate in the life of the community benefiting everyone. Coburg Special Developmental School will ensure that the children in its care are protected to the best of its ability and in line with their duty of care and the compulsory child safe standards.

The school will continually review child safety policies, procedures and practices to comply with the new Standard and ensure that families, carers and the community are informed about the school's operations and governance.

**Coburg Special Developmental School is committed to Child Safety** - this a reminder to our existing community members and for the benefit of our new families to our school this year.

As a community we want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children. There is zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We meet our legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Coburg Special Developmental School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices for all staff and volunteers. Our school is committed to regularly training and educating our staff and volunteers on child abuse risks. As a community we support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children, the safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for vulnerable children and children with a disability. Coburg Special Developmental School has specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

### At Coburg Special Developmental School:

- Everyone connected to our school can help children be safe.
- We have zero tolerance for any abuse of children.
- We already have policies and processes in place to protect the care, safety and welfare of children. These are being strengthened to ensure a zero-tolerance approach to child abuse. As policies are ratified at school council, they will be made available to your through the newsletter and on our web page.
- Our Child Safe Policy is on our website with a suite of information for families, carers and the community

- There will be clear boundaries about how adults in our school community may interact with the children here set out in our school's Child Safe Code of Conduct. This too is on the website.

Keeping children safe is everyone's responsibility. Different people at our school have different roles and responsibilities for ensuring children's safety. **Warren Tofts is the school's Child Safety Champion.** However, all staff are responsible for the safety of all children but there needs to be one key person who will undertake the roles listed below.

### Key activities of a school child safety champion/s

#### Provide authoritative advice

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with the principal and school leaders to maintain the visibility of child safety.
- Lead the development of the school's child safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety.

#### Raise awareness

- Ensure the school's policies are known and used appropriately.
- Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

#### Train

- Being authoritative in providing advice by:
  - ◊ keeping their skills up to date with appropriate training carried out every two years
  - ◊ having a working knowledge of how the Department of Families, Fairness and Housing (DFFH) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff.
- Make sure staff are aware of training opportunities and the latest DFFH and DET policies and guidance.

If you require any information or would like to know more, please contact the school.

Principal

Warren Tofts



**This** is the second in a series of the “short guide” to the new Child Safe Standards.



## Standard 3

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

In complying with Child Safe Standard 3 an organisation must, at a minimum, ensure:

- 3.1 Children and young people are informed about all of their rights, including to safety, information and participation.
- 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.
- 3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.
- 3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.
- 3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.
- 3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.



## Standard 4

Families and communities are informed and involved in promoting child safety and wellbeing

In complying with Child Safe Standard 4 an organisation must, at a minimum, ensure:

- 4.1 Families participate in decisions affecting their child.
- 4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.
- 4.3 Families and communities have a say in the development and review of the organisation's policies and practices.
- 4.4 Families, carers and the community are informed about the organisation's operations and governance.



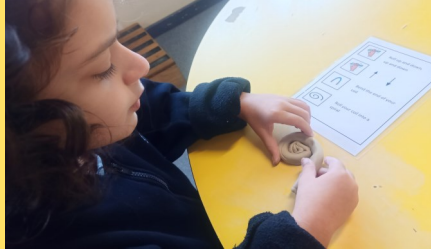
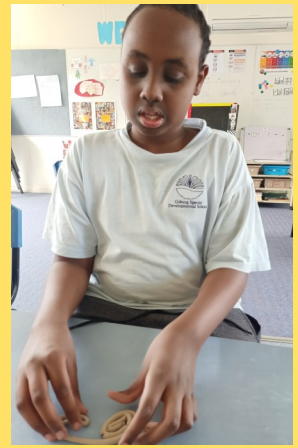




Stamped shapes by Room 11



Coiled rainbow by Ann, Room 7

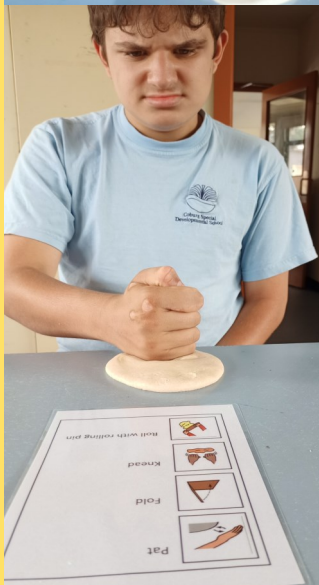


Coiled snakes by Room 8

## - Term 1 Art News -

Students are learning moulding techniques. They have been using playdough, salt dough, paper clay and firing clay to create shapes, coils and pinch pots.

The creations are drying, and will be fired in a kiln.



Pinch Pot by Ezy, Room 3

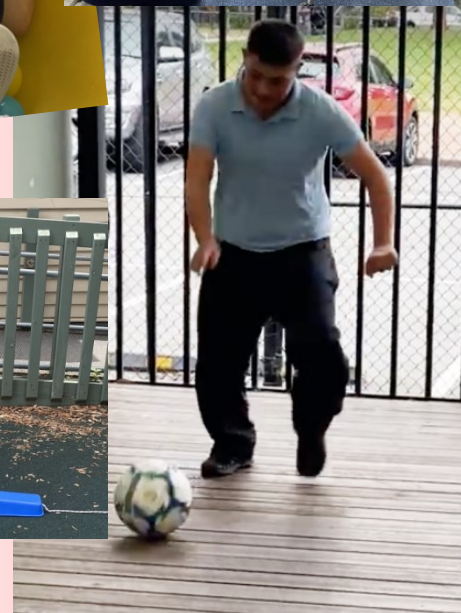




# Health and PE



Students have been having much fun in Health and PE. They have been learning new skills and games, such as dancing with ribbons, soccer and completing obstacle courses where we do some running, jumping and balancing. Students have also been focusing on teamwork and turn-taking. But, most importantly, students have been discovering the enjoyment of physical activity so that they can live active and happy lives.







# Coburg Special Developmental School

## Lunch Order Form - Return on Monday



Student Name: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_ Room No: \_\_\_\_\_

Select the lunch box and return form with money to school on Monday morning.  
Lunch order will be delivered on Tuesday.

(Please cross out anything not required from the lunchbox chosen!)

Sweet Treats will be one of the following (rotating):

Mini Muffins (Apple or Blueberry), chocolate balls, lemon slice, peppermint slice.

LUNCH BOX A:

**\$5.00**

4 x cucumber Sticks, 4 x carrot sticks

Cheese squares, Homemade hummus

Crackers or Flat bread Triangles, (SELECT ONE)

$\frac{1}{2}$  Boiled Egg

Apple, Pear, Orange (SELECT ONE)

Sweet treat



LUNCH BOX B:

**\$5.00**

Sausage Roll with tomato sauce OR Spinach and Cheese Pinwheel

(PLEASE SELECT ONE ONLY)

NOW AVAILABLE

Halal Sausage Rolls and  
Egg Free Sausage Rolls

Carrot OR Cucumber sticks (SELECT ONE)

Apple, Pear, Orange (SELECT ONE)

Sweet treat



LUNCH BOX C:

**\$5.00**

Vegetable Frittata (GF) (contains egg, gf flour, cheese, onion, zucchini, capsicum, broccoli, tomato, carrot, roasted pumpkin, feta)

Apple, Pear, Orange (SELECT ONE)

Sweet Treat



LUNCH BOX D:

**\$5.00**

Sandwich - Fresh or toasted (Circle option)

Cheese and Vegemite OR

ham, cheese, tomato, spinach (select one sandwich)

Cheese, tomato, spinach

Carrot or cucumber sticks (SELECT ONE)

Apple, Pear, Orange (SELECT ONE)

Sweet Treat





# Coburg Special Developmental School Café Coburg





# SW-PBIS

## COMMUNITY ENGAGEMENT

Use of Matrix for 'real life' activities at home.



### Coburg Special Developmental School SW-PBIS Teaching Matrix



	Classroom	Playground	Bathroom	Community
<p><b>I am Building Independence</b></p> <p>I will try to:</p>	<ul style="list-style-type: none"> <li>• feed myself</li> <li>• pack up</li> <li>• recognize and name my emotions</li> <li>• play an activity by myself</li> <li>• follow class rules</li> </ul>	<ul style="list-style-type: none"> <li>• help pack away</li> <li>• take responsibility for my belongings</li> <li>• play safely with others</li> <li>• play nicely</li> </ul>	<ul style="list-style-type: none"> <li>• wash my hands after meals and toileting</li> <li>• go to the toilet by myself</li> <li>• clean my face</li> </ul>	<ul style="list-style-type: none"> <li>• put my seat belt on and sit on the bus</li> <li>• walk on the footpath</li> <li>• stop at the curb and wait</li> </ul>
<p><b>I am Building Relationships</b></p> <p>I will try to:</p>	<ul style="list-style-type: none"> <li>• keep my hands and feet to myself</li> <li>• wait for my turn</li> <li>• participate in group activities</li> </ul>	<ul style="list-style-type: none"> <li>• play with someone</li> <li>• share with others</li> <li>• say stop when I need personal space</li> <li>• give personal space</li> <li>• take turns and wait for my turn</li> </ul>	<ul style="list-style-type: none"> <li>• wait until the bathroom is free</li> <li>• respect my own and other's privacy</li> </ul>	<ul style="list-style-type: none"> <li>• respect others</li> <li>• personal space in the community</li> <li>• walk safely</li> <li>• follow road safety skills</li> <li>• recognize people I know</li> </ul>
<p><b>I am Building Communication</b></p> <p>I will try to:</p>	<ul style="list-style-type: none"> <li>• listen to others</li> <li>• ask for things I want</li> <li>• communicate when I don't want/like something</li> <li>• ask for help</li> <li>• say hello/goodbye to people I know</li> </ul>	<ul style="list-style-type: none"> <li>• make choices</li> <li>• share games and equipment</li> <li>• use supportive words with my friends "great catch!"</li> </ul>	<ul style="list-style-type: none"> <li>• ask to go to the toilet</li> <li>• follow my toileting schedule</li> <li>• seek support when I need it</li> </ul>	<ul style="list-style-type: none"> <li>• stay with the group and follow visuals</li> <li>• follow adult instructions.</li> <li>• speak nicely to members of the public</li> </ul>

Happy Birthday

**Ben - 6 March**

**Sier - 8 March**

**Sarah R - 14 March**





# Term Dates for 2023

## Term One:

**27<sup>th</sup> January – 6<sup>th</sup> April**

Wednesday 5/4

Term 1 ends – 2.00pm dismissal

Thursday 6/4

Pupil Free Day

## Term Two:

**24<sup>th</sup> April – 23<sup>rd</sup> June**

Monday 24/4

Curriculum Day

Tuesday 25/4

Anzac Day - Public Holiday

Wednesday 26/4

Students Resume

Monday 12/6

Public Holiday - Queen's Birthday

Friday 23/6

Term 2 ends – 2.00pm dismissal

## Term Three:

**10<sup>th</sup> July – 15<sup>th</sup> September**

Monday 10/7

Staff and students resume

Monday 14/8

Curriculum Day

Tuesday 15/8

Curriculum Day

Friday 15/9

Term 3 ends – 2.00pm dismissal

## Term Four:

**2<sup>nd</sup> October – 20<sup>th</sup> December**

Monday 2/10

Staff and students resume

Monday 6/11

Pupil Free Day

Tuesday 7/11

Melbourne Cup Day – Public Holiday

Wednesday 20/12

Students Finish - 1.00pm dismissal

# Pupil Free Dates for 2023

<b>Term 1</b>	Thursday 6th April Friday 7 <sup>th</sup> April	Pupil Free Day Good Friday
<b>Term 2</b>	Monday 24 <sup>th</sup> April Tuesday 25 <sup>th</sup> April Monday 12 <sup>th</sup> June	Curriculum Day Anzac Day Queen's Birthday Holiday
<b>Term 3</b>	Monday 14 <sup>th</sup> August Tuesday 15 <sup>th</sup> August	Curriculum Day Curriculum Day
<b>Term 4</b>	Monday 6 <sup>th</sup> November Tuesday 7 <sup>th</sup> November	Pupil Free Day Melbourne Cup Day Holiday

### Camp/Sport & Excursion Fund 2023

Dear Parents & Caregivers

CSEF Forms were handed out to students at the beginning of 2023, if you did not receive a form we will have some at reception for you to pick up or give us a call and we can put in your child's school bag.

To be eligible for the fund a parent or legal guardian of a student attending a registered government or non government Victorian primary or secondary School. Must hold a Centrelink health care card, or Pensioner concession card or be a veterans affairs gold card holder.

For Special consideration applications (Asylum seekers/refugee families or students over 16 with their own health care card or supporting documentation can receive CSEF funding.

#### **Payment Amounts:**

Primary school student rate:      \$125 per year

Secondary school student rate:    \$225 per year

Regards  
Margaret



# Curriculum Contributions



Curriculum Contributions – suggested tax-deductible contributions for items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials &amp; equipment</i> Art – paint, crayons, canvas, glitter, coloured paper etc. \$30 Technology – gardening tool, plants etc. \$10 Food tech – food ingredients such as flour, butter etc. \$75 Mathematics – numeracy blocks \$10 Sports – equipment \$10 Sensory items \$10 Stationery \$10	\$155.00
<i>ICT Devices – provision of devices from the shared classroom sets</i>	\$10
<i>Communication tools – PODD books, assistive technology devices, displays</i>	\$50
<i>Printing and photocopying of worksheets and learning materials</i>	\$10
<b>Total tax-deductible Curriculum Contributions</b>	<b>\$225</b>

Other Contributions – suggested tax-deductible contributions for non-curriculum items and activities	Amount
<i>School Sports Victoria affiliation</i>	\$5
<i>First aid and hygiene equipment</i>	\$5
<i>School grounds maintenance and improvements</i>	\$5
<b>Total tax-deductible Other Contributions</b>	<b>\$15</b>

# Curriculum Contributions



## Extra-Curricular Items and Activities – provided on a user-pays basis

Coburg Special Developmental School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

*The cost of extra-curricular items and activities will be advised throughout the year.*

Extra-Curricular Items and Activities	Amount
<i>Camps and excursions to be scheduled (estimated: \$10) [See <a href="#">requesting parent payments for camps and excursions one-page overview for more information</a>]</i>	<i>TBA</i>
<b>Total Extra-curricular Items and Activities</b>	<b>TBA</b>

## Financial Support for Families

Coburg Special Developmental School understands that some families may experience financial difficulty and offers a range of support options, including:

*the Camps, Sports and Excursions Fund*

*State Schools Relief (SSR)*

*Payment plans for Extra-Curricular Items and Activities*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

*Margaret 03 9354 4366 Email; [Margaret.jackson@education.vic.gov.au](mailto:Margaret.jackson@education.vic.gov.au)*

## Total

Category	Total recommended amount	Total payment
Total tax-deductible contributions	\$240.00	\$
Discount if paid by first Term	\$200	\$
Extra-Curricular Items and Activities	\$ TBA	\$ TBA
<b>Total</b>	<b>\$</b>	<b>\$</b>

## Payment methods

*Direct Deposit*

**CBA 063 093**

**A/C 10000191**

*Eftpos or Cash*

**At front Reception**

## Refunds

*Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy and any other relevant information.]*



## ■ PARENT PAYMENTS POLICY ■

### ■ ONE-PAGE OVERVIEW ■



#### FREE INSTRUCTION ■

- → Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) and the Victorian Pathways Certificate. ■
- → Schools may invite parents to make a financial contribution to support the school. ■



#### PARENT PAYMENT REQUESTS ■

Schools can request contributions from parents under three categories: ■

##### Curriculum Contributions ■

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. ■

##### Other ■ Contributions ■

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. ■

##### Extra-Curricular Items and Activities ■

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis. ■

- → Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices). ■



#### FINANCIAL HELP FOR FAMILIES ■

- → Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out. ■
- → Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements. ■



#### SCHOOL PROCESSES ■

- → Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency. ■

# Smile Squad

## General Information

The friendly Smile Squad dental team will provide Victorian public primary and secondary school students with a free, high quality annual dental health examination and free follow up treatment as needed.

### What is included?

At the first appointment (the check-up), Smile Squad will check your child's teeth.

Then, depending on your child's needs, services may include:

- x-rays
- fluoride varnish
- scale and clean
- fissure sealants
- a free dental pack: a toothbrush, toothpaste and information
- advice about dental health and diet



If a child needs more treatment, like a filling, Smile Squad will contact parents/guardians and make a second appointment. These extra treatments are also **completely free**.

The program does not include cosmetic procedures.

### What will Smile Squad do?

First, Smile Squad will visit your child's school to check your child's teeth and provide preventive care. This takes about 15 minutes.

If your child doesn't need any extra treatment, Smile Squad will see your child again in 12 months.

If your child needs extra treatment, Smile Squad will send home an individual care plan for you to read. Then, Smile Squad will call you to talk about what your child needs and ask for your consent to the extra treatment. Smile Squad will make a new appointment for your child for the treatment. Usually, this appointment will also be at the school. This treatment is also free.

Students will also receive a free dental pack and education on teeth brushing and healthy eating.

More information on the services provided can be found on the [general information page](#) of this site.

### If you have a dental emergency

If you have a dental emergency or require oral health advice, please contact the Royal Dental Hospital Melbourne on [9341 1000](tel:93411000) (outside Melbourne metro call: [1800 833 039](tel:1800833039)) or use the [online community dental clinics search](#) for a list of dental clinics in your area. You may also visit [www.dhsv.org.au](http://www.dhsv.org.au) if you require any further information.

To keep your teeth strong and healthy, eat well, drink tap water, and brush twice a day with fluoride toothpaste.

CSDS will be in touch with Parents when the Smile Squad are going to be at the school.

## Information

### Forms Available:

Is your child turning 16? Call Centrelink at least 3 months before to get the paperwork for the Pension. Make sure your child has a TAX file number (from the age of 5 years old).

- Is your child in nappies or pull-ups? Make sure you include it in your NDIS plan.  
⇒ Taxi - Doctor submits it online.
- Forms are available from the office:  
⇒ Companion Card ⇒ We Care ⇒ Disability Parking Permit etc

**NDIS** - When your child turns 18 years old, you will need a Plan Nominee Form (available from the NDIS office) to speak on your child's behalf.

**Emergency Care Plan:** Each student should have an Emergency Care Plan in case something happens that carers and other family members can refer to. Extra copies available at the office. **Contact: Angelina on 9354 4366.**

## CSDS to join Ritchie's Loyalty Card Program - Help US

### Exciting News!

Our Fundraising Partner Ritchies IGA, are launching their new Ritchies Card, incorporating the Community Benefit Program and this will not only benefit our organisation, but also all our members.

The program now has an App for both IOS and Android smart devices. For those members who don't have a smart phone, or would like a physical card, this option is also available and can be linked to the App.

Every month, our organisation will receive 0.5%\* of our members' spend in Ritchies Stores PLUS our members will receive special offers and member only specials via the App.

\*T&C's apply see <https://www.ritchies.com.au/ritchiescardterms>

Featuring monthly promotions, cheaper prices for you, Collect and Win, as well as games and lots more fun things to do, this is a great opportunity to support our club.

You can download the Apps by scanning the QR codes below - or search for Ritchies in the Apple App Store or Google Play.

Your Club President  
John Smith

**Thank You!**

**Received \$714.97 so far**

Not only are you helping your school or charity, you'll also get extra benefits.

**BENEFITS:**

- Supporting clubs, schools and charities made easy
- Special offers and savings exclusive to members
- Digital Ritchies Card with an easy-to-use app
- Free to join - start saving instantly

Download on the App Store

ANDROID APP ON Google play

