Market News - 13 June

Please note ALL Grade 5 classes are rostered on for the next EPS Community Market in June 2015. Normally the market would be held on the first Saturday in June. However as this falls on the Queen’s Birthday long weekend, the market will now be held on Saturday 13 June 2015.

Class reps will soon be making contact with parents in their respective classes to take part in the community spirit and help the school with its fundraising by signing on to volunteer at the market, and/or by producing cakes and other goods for the cake stall. The class reps will provide you with instructions on how to volunteer and the relevant links. If you have any questions please contact your class reps or myself. Your help is vital in bringing the community together and is greatly appreciated. We look forward to seeing you at the next market.

Elwood Community Market Committee
Heather Michaluk 0404 090 366

Strategic Planning and Policy
As part of a Sub-Committee for School Council, Strategic Planning and Policy, we perform an important role in reviewing, amending and developing policies for our school.

Part of the review process is for our school community to be informed of these policies and to give feedback to the Sub-Committee on various policies that are being worked on.

This week, we would like to consult you on two policies that are new in their development for Elwood Primary School.

One is “Addressing Concerns and Complaints Effectively” which comes directly from the Department of Education and Training.

The other policy for feedback is the “Elwood Community Market Facebook Page Policy” which has been developed through consultation with the Market Committee and the Strategic Planning and Policy Committee.

If you have any comments or feedback on either or both policies, please let me know via email at , as we value your input.

Nicole Richards - Assistant Principal
richards.nicole.l@edumail.vic.gov.au
Elwood Pursuit - Trivia Night
Tickets are now on sale for the Trivia Night “Elwood Pursuit” to be held on Friday 17 July at 7.00pm at the St. Kilda Town Hall.

Go to www.trybooking.com/HVZB to book. Tickets are $25.00. This is a tabled event, so when booking, please nominate a table ‘Captain’ or year level to be seated with - tables are of 10 people. Tickets are not available on the night.

Chess at EPS
House Chess has started at EPS and will run every lunchtime.

Unfortunately as there has been a lack of participation from other schools, the Interschool Chess Tournament will not go ahead at EPS this Friday 5 June. However, students who signed up will now attend a tournament at another location.

GAS - Give a Smile
Give a Smile aim to bring a confident smile to the faces of children in lower income families for whom professional orthodontic treatment would normally be out of reach.

Elwood PS has been invited to take part in the 10th Anniversary Celebration of GAS - Give a Smile. There will be a media presentation at Luna Park this Friday 5 June. It will be a fantastic opportunity for our Elwood Student Council to see a charity at work.

For more information about GAS and the work they do, visit their website www.giveasmile.org.au

Uniform Shop Hours
The school uniform shop is located in the Senior School and is run by parent volunteers. The shop is open Monday and Thursday morning from 9.00am until approximately 9.30am (or until all customers have been attended to). Payment can be made by credit card, cash or cheque. For your convenience, order forms are available from the school office or can be phoned or faxed through. You can request collection of your goods at the office or they can be sent home via your child’s classroom.

Lost Property
There is a very large collection of lost property. There are lost property bins in both the Senior and Junior schools. It is worth checking both bins as items that belong to Junior school students can end up in the Senior school bin and vice versa.

Head Lice
There has been several grades at EPS who have recently reported head lice in their class. It is helpful and recommended that families check their child’s hair at the same time in an attempt to successfully get rid of head lice. We would therefore appreciate it if all families could carry out an inspection with your child at this time. Head lice will be a problem from time to time at Elwood Primary School and it is important to work together as a school community to minimise the frustration caused by the problem.

FRESH Youth Theatre opening
Fresh Youth Theatre is a non-profit theatre company, inviting young people to participate in their program. The program welcomes youth in difficult life circumstances, low self-esteem or experiencing personal crisis and young people interested in making innovative theatre. They work with outstanding directors, designers, choreographers and stunt artists from the Melbourne theatre community and endeavour to produce theatre experiences of the highest standard. Community funding has been received to open a new youth theatre in Elsternwick and they are looking for performers aged between 10 - 18 for their new season beginning in Term 3. Sessions will run on Wednesdays from 4.00 - 6.30pm.

If you would like more information, please go to www.freshtheatre.org.

Attachments:
Concerns and Complaints Policy
Facebook Policy

Elwood Learning Hub Links
Poet’s Grove Children’s Centre :
http://www.poetsgrove.com/home

Elwood College :
Elwood Primary School No 3942
Scott Street Elwood 3184
Telephone 9531 2762 Fax 9531 5497
Addressing Concerns and Complaints effectively

PURPOSE:
1. Our school has both a desire and a responsibility to ensure that high standards of conduct are maintained by staff, parents and students at all times, and that complaints are managed and resolved fairly, efficiently, promptly and in accordance with relative legislation.
2. We endeavour to work together as a school community in a fair, positive and productive way.

IMPLEMENTATION:
1. It is the principal's responsibility to provide a healthy and positive school environment that is free from discrimination and harassment. In doing so, principals must ensure that all staff, parents and students are aware of their rights and responsibilities.
2. The principal is required to use local complaints resolution procedures, where appropriate, for resolving complaints in relation to issues that fall within the school's area of responsibility. All cases of serious misconduct – sexual offences, criminal charges, or other serious incidents – must instead be referred to the Department of Education for advice.
3. It is incumbent upon the principal to act where unacceptable conduct is observed or brought to his or her attention.
4. A complainant may at any stage choose to take their complaint directly to an external agency such as the Merit Protection Boards, Victorian Equal Opportunity Commission, the Human Rights and Equal Opportunity Commission, a union of which they are a member, or the Ombudsman.
5. It is important that all complaints, ensuing procedures and outcomes are fully documented and confidential.
6. The principal may choose to respond to a complaint through an informal process in cases where the complaint is minor, the complainant wishes the matter to be dealt with informally or the complaint has arisen from lack of or unclear communication.
7. Formal processes will be used when informal processes haven't been successful, a complainant seeks a formal process, or the principal believes the complaint warrants formal investigation.
8. Full details regarding formal complaint resolution procedures are contained within the Department of Education's guidelines for Managing Complaints, Misconduct and Unsatisfactory Performance and contain the following steps.
9. The formal process involves:
   - Investigating the complaint including formal interviews, written statements, conveying the details of the complaint to the respondent in writing providing the opportunity for a written response.
   - Dismissing or accepting the complaint. Acceptance may involve the Conduct & Ethics Branch, verbal or written warnings, conciliation, counselling or consequences etc.
• Preparation of a detailed confidential report.
• Monitoring of the situation.

10. Parties dissatisfied with the process can appeal to the previously mentioned external agencies.
11. All matters must be treated with utmost confidentiality and professional respect at all times.

RESOURCES
"Addressing parents' concerns and complaints effectively: policy and guides." Office for Government School Education
Education and Training Reform Act 2006
Education and Training Reform Regulations 2007
Charter of Human Rights and Responsibilities Act 2006
Information Privacy Act 2000
Wrongs Act 1958.
Victorian Teaching Profession Code of Conduct: www.vit.vic.edu.au
Code of Conduct for Victorian Public Sector Employees: www.ssa.vic.gov.au
Parent complaints website: www.education.vic.gov.au/about/contact/parentcomplaint.htm
Department website: www.education.vic.gov.au/about/contact/parentcomplaint.htm

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<td>May 2015</td>
<td>Policy development</td>
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PURPOSE:
1. To provide up to date information about the markets at Elwood Primary School to the broader community.
2. To promote the market to new visitors in and around the Elwood community.
3. To maintain and support a community feeling by sharing positive stories and images about the market and engage people about past and future activities at the market.

BACKGROUND
1. This policy focuses on Facebook because it is a popular social medium that many are familiar with.
2. This is likely to make the burden of administering the website less when compared to other social media.
3. If there is a need to use other social media platforms this policy should be revised where required.

GUIDELINES
A. Content
- Be relevant to the specific social media channels and respect the views and feelings of the target community.
- Be respectful of all individuals, stallholders, parents and students and EPS and not engage in conduct that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, in breach of a Court Order, or otherwise unlawful.
- Be accurate and not misleading.
- Ensure all information posted or comments made on government policy is appropriate, remains politically neutral and does not breach any confidentiality guidelines.
- Respect copyright laws and attribute work to the original source wherever possible.
- Protect personal details.
Any content not meeting the guidelines will be promptly removed when administrators are alerted.

B. Responsibility:
The market committee will appoint members responsible for updating content and ensuring that the guidelines are followed.

C. Images / Video:
Images and/or video uploaded to social media should be consistent with the content guidelines, and:
- Before posting images / video of people with recognizable faces, the administrators should have consent from the relevant depicted people except where impractical (e.g. large group or crowd scenes).
- Images / video from public spaces with non-recognizable faces can be posted without consent.

D. User interaction / privacy settings:
To avoid possible negative social media consequences (such as negative posts on images or content) and to reduce the administrative burden, the privacy settings will be set so that;
- Post / upload will be reviewed and posted on discretion of the administrators.
- Commenting and tagging will be disabled.

E. Contest / quiz / poll etc.:
Tools like contests, quizzes, polls etc. may be used to create and support community engagement.

F. Sponsoring and stakeholder marketing
The platform can be used to promote “sponsors” and stakeholders as in accordance with our Advertising and Sponsoring Policy.

H. Revision of policy:
This social media policy should be reviewed initially after a three and six months period and thereafter yearly or whenever issues arise / new social media channels are relevant / in use.

RESOURCES
EPS Advertising Policy
EPS Sponsoring Policy

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