



**Burwood Heights Primary School's goal is to educate the whole child.
Our students are at the heart of everything we do.**

FRIDAY	31 ST JANUARY	LEADERS' FORUM
MONDAY	3 RD FEBRUARY	PREP AND JUNIOR SCHOOL BARBEQUE AND INFORMATION SESSIONS
FRIDAY	7 TH FEBRUARY	FIRST ASSEMBLY – PRESENTATION OF LEADERS' BADGES
MONDAY	10 TH FEBRUARY	MIDDLE AND SENIOR SCHOOL BARBEQUE AND INFORMATION SESSIONS
MON-FRIDAY	17 TH TO 21 ST FEBRUARY	PARENT/TEACHER INTERVIEWS – JUNIOR, MIDDLE AND SENIOR SCHOOL
WEDNESDAY	26 TH FEBRUARY	HOUSE ATHLETICS – PARENTS WELCOME
MONDAY	3 RD MARCH	KINDERGARTEN BARBEQUE
MONDAY	10 TH MARCH	LABOUR DAY HOLIDAY
WEDNESDAY	12 TH TO 24 TH MARCH	NAPLAN – YEARS THREE AND FIVE
WEDNESDAY	26 TH MARCH	SCHOOL PHOTOS
FRIDAY	28 TH MARCH	HOUSE CROSS COUNTRY
THURSDAY	3 RD APRIL	INTERIM REPORTS LAST DAY OF TERM ONE FOR STUDENTS
FRIDAY	4 TH APRIL	CURRICULUM DAY
TUESDAY	22 ND APRIL	TERM TWO COMMENCES
THURSDAY	24 TH APRIL	INCURSION BRAINSTORM THEATRE
FRIDAY	25 TH APRIL	ANZAC DAY – STUDENT FREE

FROM THE PRINCIPAL

WELCOME BACK TO OUR RETURNING FAMILIES AND WELCOME TO OUR NEW FAMILIES.



I warmly welcome you to the 2025 school year and what a wonderful feeling to be back at school, refreshed and excited about the year ahead. New hopes and new beginnings for students, staff, and the community. We will do everything we can to ensure that this year is filled with growth, learning and positive achievements for both students and staff. We will continue to foster a supportive and inclusive environment that promotes curiosity, creativity, and a love of learning. Our school aims to have a space where every student feels valued and inspired to reach for the stars.

This is a wonderful time of the year when our Prep students enter school for the first time. They have settled in “like ducks to water. I know Ms Morgan, Ms Macalister, Mrs Wuttke, Ms Peters, Mrs Taylor, and Mrs Juers are very enthusiastic and excited at the prospect of teaching this new group of vibrant and keen students.

Our three - and four-year old kindergarten children commenced their interview sessions this week and these will continue next week, before they commence their designated times. Ms Nicole Blanchard, Mrs Yan Xia, Mrs Stackpoole, Ms Mahawela, Ms Gita Thalakada, Mrs Anna Sofo-Currenti, Mrs Samantha McKnight, Ms Dorothea Wu, Mrs Lyna Choi and Ms Lily Mason have the responsibility for the care and guidance of our youngest community members.

BUILDING WORKS



During the school break there has been much activity and only one of three projects has been completed. This will mean the unavailability of certain outdoor spaces for our students, but it will be well worth it in the end to have the successful completion of all three projects.

- The conversion of the old hall into two new classrooms has been completed and ready for occupation for two Junior School classes.
- The upgrade of the Prep playground is a work in progress. Our new Preps may be disappointed that they are unable to use this area for a few weeks.
- The upgrade of the fire service system is an extremely large building project and will continue for some weeks to come.

STAFFING FOR 2025

I welcome **Ms Buszano, Ms Asami, Mrs Choi and Ms Mahawela** to Burwood Heights Primary School and Kindergarten staff.

Classes for 2025: -

Preps	-	Four	Junior School	-	Six
Middle School	-	Five	Senior School	-	Five

Principal’s Personal Assistant:	Mrs Fran Mason
Assistant Principal	Mrs Jen Whiteoak
Business Manager	Mr Hany Seffeen
Office Administration	Mrs Karen Sinis and Mrs Kim Yu

Prep	Ms Lauren Morgan, Ms Kate Macalister; Mrs Angela Wuttke, Ms Sharni Peters, Mrs Jemimah Juers and Mrs Nicole Taylor
Junior	Mrs Vicky Papastergiadis, Mrs Monique Flowers; Ms Isabella Henderson, Ms Madison Buszano, Mrs Eleni Skatharoudis; Mrs Cung Tang and Ms Nicole Chang.
Middle	Miss Emily Whitelaw; Ms Kalina Taylor, Ms Chloe Wong; Ms Mei Asami, Ms Bethany Pullen, Mrs Karen Turner and Mrs Sharlene Bykovec.
Senior	Mrs Lee-Anne Mason, Ms Cheyne Lethbridge, Ms Gionia Afflitto, Mr James Sayle, Mrs Jo Miet and Mrs Marika Jagow.

IT/Library Mrs Mindi Bakopanos
PYP IB Mrs Amanda Kritsonis
Support Mrs Fiona Ramsay; Ms Cheryl Scurrah; Mrs Daughn Reilly, Mrs Deidre Nevin
Mrs Mary MacMorrow; Mrs Linda Chia; Ms Seta Baleisuva; Mrs Justine Robinson; Mrs
Anna Vallance, Mrs Renee Clacy, Ms Naimh Donnelly, Ms Lara Stackpoole and Mr Jules
Baeppler.

Choir (Senior and Junior) - Mrs Rosie Pryor
Ms Lauren May- Information Technology; Mr Sebastian Britton - Physical Education
Mrs Jacqueline Carslake - Art; Mr Chris Rhyder and Ms Daisy-May Creighton – Science;
Mr Julien Miet - French Mrs Kathryn Baeppler - Mindful Movement
Mrs Tuesde Colbourne-Fry – Welfare Support Outdoor Learning Classroom
Homecrafts Mrs Loukia Damatopoulos/Mrs Seta Baleisuva
Kindergarten Ms Nicole Blanchard; Mrs Michelle Stackpoole, Mrs Yan Xia and Ms Thanuja Mahawela
Mrs Anna Sofo-Currenti; Mrs Samantha Mc Knight; Ms Gita Thalakada, Ms Dorothea Wu,
Ms Lily Mason and Mrs Choi.

Integration/Student Welfare/Disability Inclusion- Mrs Ann Masters and Ms Clare Matthews
Student Health and Well Being- Mrs Tuesde Colbourne-Fry, Mr Chris Rhyder

I believe, with the staff we have this year, we should all have a very exciting and extremely successful school year.

SCHOOL HOURS FOR 2025

8.48 a.m.	Music plays. Students line up near their classroom or as advised by their teacher. 9.40 to 8.45am is the suggested time of arrival.
8.50- 9.00 a.m	Students enter classroom and set-up for the day. Roll marked.
9.00–11.30 a.m	Teaching and learning time. (Brain breaks and “brain food” during this session.)
11.30-11.40 a.m	Students eat their lunch in their classroom under teacher supervision.
11.40 a.m -12.20 p.m	Students play outside
12.20 – 2.00 p.m.	Teaching and learning time.
2.00 – 2.05 p.m.	Students eat their snack in their classroom under teacher supervision.
2.05 – 2.40 p.m.	Students play outside
2.40 – 3.30 p.m.	Teaching and learning time.
3.30 p.m.	Students dismissed. Please meet your child in the playground if they are not walking home by themselves. Students will be dismissed through the door nearest their classroom. Yard supervised until 3.45pm.

REMINDER that the school yard is not supervised before 8.35 a.m. and after 3.45 p.m. If students are in the playground out of school hours, they will need to access the Before and After School Care Programme. The cost will be met by parents/guardians.

2025 SCHOOL COUNCIL ELECTIONS AND CALL FOR NOMINATIONS

An election is to be conducted for members of the Burwood Heights Primary School Council for 2025.

There are seven vacancies on School Council; four (4) parent members; one (1) Community Member and two (2) Department of Education (DE) members.

Nomination forms may be obtained from the school and must be signed by 4.00pm, 13th February 2025.

There are three possible categories of membership.

A mandated elected parent category. More than one third of the elected members must be from this category. DE employees can be parent members of their school.

A mandated elected DE employee category. Members of this category may make up no more than one third of the total membership of school council. The principal is automatically one of these members.

An optional community category. Its members are co-opted by decision of the council for their special skills, interests, and experiences. DE employees are not eligible to be community members.

Where the number of nominations equals the number of vacancies in any one membership category, there will be no need to go to ballot. If the number of nominations exceeds the number of vacancies, a ballot is required.

<i>Membership Category</i>	<i>Term of Office</i>	<i>Number of Positions</i>
Parent Member	From the after the date of the declaration of the poll in 2025 to and inclusive of the date of the declaration of the poll in 2027.	Four
Community Member	From the after the date of the declaration of the poll in 2025 to and inclusive of the date of the declaration of the poll in 2027.	One
DE Member	From the after the date of the declaration of the poll in 2025 to and inclusive of the date of the declaration of the poll in 2027.	Two

<i>Event</i>	<i>Date</i>
Notice of election and call for nominations	Thursday, 30 th January 2025
Closing date for nominations	Thursday, 13 th February 2025 at 4.00pm.

Date by which the list of candidates and nominators will be posted	Tuesday, 18 th February 2025
Date by which ballot papers will be prepared and distributed	On or before Monday 24 th February 2025
Close of ballot	Friday 28 th February 2025
Vote count	Monday, 3 rd March 2025
Declaration of poll	Wednesday 5 th March 2025
Announced in newsletter	Thursday 13 th March 2025
Council Meeting	Tuesday 25 th March 2025.

Council members who have completed two years on Council may stand for re-election for the next two years. Nomination forms are available from administration.

REMINDER - MOBILE PHONES



A reminder that the Department of Education has in place a mobile phone ban that requires students who bring mobile phones to school to have them switched off and securely put away during school hours. Students on entering school must hand-in their phones to administration staff. At day's end, students will then collect their phones from administration before leaving the school.

The Department is requiring all schools to ensure this ban is in place and enforced from the start of the 2025 school year. The ban applies equally to all government schools right across the state. This helps ensure that school is a learning environment free from unnecessary distractions and disruptions.

By ensuring mobile phones are kept away at recess and lunch times, students can interact with each other face-to-face, without the distractions and social pressures that mobile phones can cause.

Further information

Exceptions: For a few students with health needs, an exception to the policy may be granted.

Emergencies: In the event of an emergency or if you need to immediately contact your child, please contact the school office who will pass on a message as required.

School mobile phone policy: A copy of our school's local mobile phone policy, which implements the government's mobile policy in line with our local context, is available on our school website.

https://www.burwoodhps.vic.edu.au/uploaded_files/media/mobile_phones_policy.pdf

Parent support: The [Mobile phones in school's webpage](#) provides links to resources for families to help them balance their children's time using mobile phones.

If you have further questions, please do not hesitate to contact the administration office.

WHAT'S ON IN THE NEXT FEW WEEKS?



The Welcome Barbeques are such a wonderful way to meet new families and catch up with those you already know.

Welcome Barbeques will be held from 5.30 to 6.30pm on:

Prep and Junior School	-	Monday 3 rd February
Middle and Senior School	-	Monday 10 th February
Kindergarten	-	Monday 3 rd March

INFORMATIONS NIGHTS

Information sessions will take place prior to the Welcome Barbeque evenings, 5.00 to 5.30pm, where staff will explain the 2025 curriculum; what is expected from your child and other relevant information.

PRESENTATION OF BADGES TO SCHOOL LEADERS

On Friday 7th February the school leaders for 2025 will be presented with their school badges at assembly.

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PARENT/TEACHER INTERVIEWS

These will occur during the week commencing 17th February. Information will be forwarded to you advising on how to book a time with your child's teacher.

HOUSE ATHLETICS

The House Athletics (Field and track events) will be held on Wednesday 26th February at the Bill Sewart Athletics Track, Burwood. Middle and Senior School students will represent their House in the athletics competition. Parents and friends are welcome to attend this sporting event and cheer on the competitors.

More information to follow.

MEDICATIONS AT SCHOOL

It is crucial that all medications are handed to the office staff. Medical Authority forms must be completed. Any medication that needs to be given at school, must be in its original container with your child's name on it.

Please do NOT give it to your child to carry to school or place in your child's bag. It is extremely dangerous if the medication falls out of their pocket or bag and is picked up by another child in the playground. The only exception is Ventolin and some types of cream. Students are permitted to carry Ventolin so they can administer it without delay.

PARKING RESTRICTIONS



FOR NEW PARENTS IN PARTICULAR

The provision of school crossings is an important service in providing a safe environment for our students.

To support the school crossing supervisors and to improve pedestrian safety outside our school, a few parking restrictions are in place, including “Drop-off” zones. The “Drop-off” zones are in place to improve line-of-sight for motorists and school crossing supervisors to maximise the crossing’s exposure and safety of pedestrians.

To keep the flow of student drop-off moving swiftly and efficiently, it is much more effective if your child can alight quickly and independently.

Please be aware that you must always park legally. We have been advised that authorised officers will be patrolling the school crossings throughout the year.

SCHOOL PHOTOS – WEDNESDAY 26TH MARCH 2025



The impulse for all of us to save our recorded memories is a powerful force which is why school photos have been treasured since schools began. School photos are a record of time and place, of friendships, a record of a child’s growth and a wonderful way for parents to share their loved one with the wider family circle.

Please make sure your child is in the correct school uniform and, if hair is long, please tie it back with a dark blue or black ribbon or band. Remember to wear black shoes and the correct colour and length socks.

PERSONAL ITEMS BROUGHT TO SCHOOL

Private property brought to school by students, staff or visitors is NOT insured and the Department does not accept any responsibility for any loss or damage. This can include mobile phones, calculators, sporting equipment and applies to cars parked on school property.

As the Department does not hold insurance for personal property brought to schools and has no capacity for any loss or damage to such property, students, staff, and visitors are discouraged from bringing any unnecessary or particularly valuable items to school.

COVID-19 IS STILL WITH US – REMINDER



There is at present reports of continued community transmission of COVID-19 in Victoria. I am seeking your help to keep our school as safe as we can by taking two important steps. If your child shows symptoms of COVID-19, please ensure they stay home and are tested. The easiest way to test is to use a Rapid Antigen Test (RAT)

Firstly, ensure your COVID-19 vaccinations are up-to-date. Information on how and where to get vaccinated is available on the Get vaccination webpage.

Secondly, free RATs are available from your local council, where you can collect two packs of five RATs and an extra two packs for each person in your household.

You can also buy RATs at pharmacies and other retailers.

If your children have symptoms, but test negative, please **do not** send them to school until they no longer have symptoms.

If the RAT test result is positive, please ensure they stay home for at least five days and until there are no more symptoms.

Thank you for your support as these steps will help us all stay well.

WEARING OF CORRECT UNIFORM

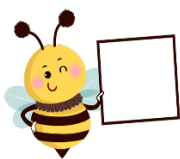
It is very pleasing to see most of the students wearing the required complete school uniform; however, there are some students who are **combining school uniform with items of casual clothing**. If you are having difficulties in providing your child with the correct school uniform, please speak to staff in administration, who will assist you.

Please do not send your child to school with coloured items of clothing under their school uniform that is visible. The correct colour of leggings (navy blue or black) for girls is required. If your child's hair is long, this needs to be tied back with either a black or blue ribbon or tie.

REMINDER

Please ensure all your child's items of school uniform are clearly named. This will enable to return of lost uniform items to your child in a timely manner.

ANNUAL PRIVACY REMINDER



Our school collects, uses, discloses, and stores student and parent personal information for standard school functions or when 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 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 Google Workspace for Education, please contact the school. For more information about privacy, refer to: Schools' Privacy Policy — information for parents.

SCHOOL CHOIRS



We all love music. No matter who you are and what you do and where you live in the world, music is considered one of our greatest joys. Music makes us feel good. Humans seem to have innate musicality.

It is wonderful that we can offer sessions where our students can experience this. I would dearly love to see more of our students be part of the Junior School and Middle and Senior School Choir groups, as I know the benefits of it.

Mrs. Iris Zavou has taken up a singing teacher position at a school this year, and I wish her all the very best as she continues to share her passion for music full-time. I sincerely thank her for the most professional manner and for training so many students over the years she has been with us.

We are so very fortunate that **Mrs Rosie Pryor**, known to all the community for her leadership of the Junior School Choir in 2024 and musical producer of our wonderful school performances, will take on the responsibilities of the Middle and Senior School Choir, as well as the Junior School Choir.

 *CAMPS, SPORTS, AND EXCURSION FUND (CSEF)* 

The Camps, Sports, and Excursions Fund (CSEF) provides payments for eligible students to attend activities like school camps or trips, swimming and school-organized sport programs, outdoor education programs and excursions and incursions.

Payments for 2025 are \$125.00 for eligible primary school students and \$225.00 for eligible secondary school students. The payment is made directly to the school.

Families holding a valid means-tested concession card such as:

- Veterans Affairs Gold Card
- Centrelink Health Card
- Pensioners Concession Card

Families can list more than one student in the one application form if they are attending the same school. A special consideration category exists for:

- families on a bridging visa, temporary protection visa, are in community detention or are asylum seeker families – a letter from Australian Red Cross or similar welfare institution, visa grant notice or ImmiCards is required as evidence.
- students in temporary out of home care arrangements, including statutory kinship care – a letter of support from the institution facilitating the arrangement (for example Mackillop Family Services) or the Department of Families, Fairness and Housing is required as evidence. Copies of court orders are not required.

Applications for special consideration can be made through the standard application form

- from March onwards each year where the parent/carer's concession card is assessed as valid on the first day of Term One; and
- until 27th June when the parent/carer's concession card is assessed as valid at the end of Term Two.
- Year Seven and Prep students in government schools who receive funds are also able to get support for school uniforms. For more information regarding this initiative, see [State Schools' Relief](#).

Applications can be entered from 30th January 2025. Parents/carers wishing to apply for CSEF payments for 2025 must submit their application form to the relevant school by 27th June 2025. Please refer to the link attached for application form. [Camps, Sports and Excursions Fund application form](#)

HOW DO WE KEEP OUR STUDENTS SAFE WHEN USING THE INTERNET?



The impact of the internet on education is not straightforward. There is little argument that the internet is a valuable tool for students, providing easy access to a wide range of materials for homework and research. It serves as a teacher to students from where you can ask anything and it will answer you, as well as it can be used to quickly gain information and knowledge on almost everything. The internet is important because it gives access to both students and educators to vast educational resources. It provides students of any age with the ability to collaborate with others and answer questions they cannot answer on their own.

As with any tool there are some inherent risks to students using the internet. I offer the following information with the intent of raising awareness of some strategies that can be used by us all to counter these risks.

The Department has clear guidelines on Acceptable Use for staff, students, and parents, with a written agreement between students, parents, and the school to abide by the conditions in the agreement, which we ask all parents to sign. We are doing everything possible to ensure our students are not exposed to inappropriate material online.

Given the recent publicity about detection and cyber-predators, we all have a part to play in keeping our students safe. **At home, parents** can take the following steps to ensure their children's online experiences are safe and pleasant:

- 1 Remind your child that people online may not be who they say they are.
- 2 Remind children that identifying information also includes school, year group, hair colour, suburb, sporting team and picture. Children need to be aware that any information they post on the Internet is public and difficult to remove.
- 3 It is helpful to keep the computer in a public area at home, so you can keep an eye on what's going on.
- 4 Reinforce safety messages and continue to remind children of the need to protect their privacy.
- 5 Encourage them to log out of a chat session if it becomes unpleasant or uncomfortable, and to speak with a parent or trusted adult when these issues arise.
- 6 Specifically, they should not give out personal information such as name, address, telephone number (including mobile phones) and should check profiles to ensure the information there doesn't identify them.

Report inappropriate behaviour or material, e.g., call the police, contact your Internet, or chat room provider, or contact the Virtual Global Task Force

To report inappropriate behaviour or material you can call Crime Stoppers: 1800 333 000

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- persuasion**
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