Welcome to our new parent members and thank you to Natalie Axford, Nicki Kimm, Kelly Chesterfield, Phil Mammolito and Leanne Perry. Our parent members include; Rosa Burdett, Natalie Axford, Nicki Kimm, Kelly Chesterfield, Phil Mammolito and Leanne Perry. Kerry Williams, Annette Sutherland and Belinda Smythe are our Department Representatives.

Welcome to our new parent members and thank you to our re-elected members for taking up another term as school councillors. Please do not hesitate to speak to any members of School Council if you would like to make a suggestion or raise a concern—all members would be glad to support the great learning environment for all at Nilma.

I look forward to another exciting year for Nilma.

SCHOOL COUNCIL

At last night’s School Council meeting we elected new office bearers.

Our 2014 School Council Office Bearers are;

President — Nicki Kimm
Secretary — Natalie Axford
Vice President — Kelly Chesterfield

Our parent members include; Rosa Burdett, Natalie Axford, Nicki Kimm, Kelly Chesterfield, Phil Mammolito and Leanne Perry.

Welcome to our new parent members and thank you to our re-elected members for taking up another term as school councillors. Please do not hesitate to speak to any members of School Council if you would like to make a suggestion or raise a concern—all members would be glad to support the great learning environment for all at Nilma.

I look forward to another exciting year for Nilma.

SCHOOL PHOTOS

The school photos will be held next Tuesday 25th of February at 9.00am. Forms must be brought back on photo day. The correct money must be enclosed in the envelopes. Family photo forms are available from the office if needed.

Please ensure your child/children come in their complete school uniform for their photos.

RIDING TO SCHOOL

Some students have recently been riding their bikes to and from school, taking care when crossing roads and sharing pathways with other users. Please remember to follow the road rules and wear bright clothing to make sure you are seen. Students that have participated in Bike Education can put their learnt skills to the test!

SCHOOL LEADERS’ PRESENTATION, WELCOME BBQ/WORKING BEE

On Tuesday 25th February we will be presenting the Year 6 students with their ‘Student Leader Badges’ as well as having our Welcome BBQ and Working Bee.

We look forward to seeing you here. A list of jobs that need doing around the school grounds will be available on the day, the working bee will start at 2pm and BBQ will commence at 6.30pm. Please send back your return slips for catering purposes by this Friday 21st of February.

Some of the jobs include-cleaning put the back shed, getting all of the old furniture out and lots more– Lots of hands make light work….

EXCURSION

On Wednesday March 5th all students will be travelling to Walhalla as part of our study of local and Australian history. The children will be travelling by bus—leaving school at 9.00am and returning at 3.15pm. Parents are requested to drop their children off at school by 8:30am to allow the car park to be clear of vehicles and avoid congestion. This will allow the buses clear access to pick up students. Similarly on our return at 3:00 we request parents to arrive after this time at 3:15 to allow students safe disembarkation from the buses.

At Walhalla we will be travelling on the Goldfields Railway to Thompson Station for morning tea then returning to Walhalla Station. Students will have the opportunity to visit the historic Walhalla Cemetery, Post Office Museum, Fire Station, Mountaineer Brass Band Rotunda and view mining relics, historic buildings and artefacts.

The $25 cost of the excursion will be covered as part of your child’s 2014 Excursion Levy. Children are to-

◊ Come in uniform
◊ Have their hats
◊ Bring own lunches, snacks and drinks for the day packed separately in a named disposable bags.
◊ Be prepared for a great day for all!

STUDENT LEADER PRESENTATION AND WELCOME FAMILY BBQ

TUESDAY 25TH FEBRUARY

2pm ONWARDS

EVERYONE WELCOME!

Presentation at 7:00pm

Please ensure your child/children come in their complete school uniform for their photos.

The school photos will be held next Tuesday 25th of February at 9.00am. Forms must be brought back on photo day. The correct money must be enclosed in the envelopes. Family photo forms are available from the office if needed.

Please ensure your child/children come in their complete school uniform for their photos.

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◊ Bring own lunches, snacks and drinks for the day packed separately in a named disposable bags.
◊ Be prepared for a great day for all!
R.E.A.L STUDENTS@NILMA

Student of the Week

Recognitions
Homegroup Red
Jade Mammolito
For continually working hard in all areas of your learning, willing to challenge yourself and helping others in the room. What a great role model you are Jade, well done!

Homegroup Green
Ty Ward
Always putting 100% into his work and having a positive attitude.

Homegroup Blue
Meg Devlin
For making such a great effort in all areas of your learning in 2014. Fantastic work in writing your autobiography. Well done mate!

Homegroup Yellow
Blake Witney
For a hard working approach during writing sessions and with reading group activities this week. Well done!

L.A.U.G.H Program
Learning Activities Under Guidance of Home
NIGHTLY READING
Recognition Certificates
Students will be bringing home books for nightly reading as part of their LAUGH (Learning Activities Under the Guidance of Home) program. Please support your child with their reading by sharing these books at home. Your child has already been introduced to the texts being sent home and are encouraged to discuss the pictures and think about what is happening in the book. Praise your child’s attempts at reading the words and sharing their thinking. Sounding out the words and looking at the pictures for support, are both good strategies for effective readers.

Once read, the title of the book needs to be recorded in the student diary provided and signed, (on the day read). Books are to be returned to school the following day in the school satchel.

Further information was provided in the last newsletter, under the ‘Curriculum Corner’, with suggestions and ideas listed to support the program.

Happy Birthday
Matilda Dent
HOMEGROUP HAPPENINGS!

All About Me

In writing groups we have been putting together an autobiography that is ‘all about me’. This week the students completed a page about their favourite celebration and colour. Here’s what some of them said:

My favourite celebration is Christmas.
My favourite colour is orange. Deklan
My favourite celebration is Halloween. My favourite colour is pink. Lilly
My favourite celebration is Easter. My favourite colour is blue. Cody M
My favourite celebration is Easter. My favourite colour is black. Clint
My favourite celebration is Easter. My favourite colour is red. Jessie
My favourite celebration is Christmas. My favourite colour is pink. Beth

Guess what I saw in the chook incubator at home?
I saw chickens!!! They are so cute and fluffy, so small and I’ll say again, they are so cute and fluffy!! There are light brown and dark brown ones. By Carolyn

On the 5th of March our school is going to visit Walhalla. We are going on the old train at Walhalla. We are going to the grave yard that is on the hill. Walhalla is in a valley. Some people lived there. It is very hilly. Lots of kids died because they ate really badly.

By Kirsty

On the 5th of March our school is going to Walhalla. We are going on an old train ride and I think it will be fun. We will also be going to the grave yard on the side of a hill. Mr Williams told us that many young kids died in Walhalla and are buried there. Some of the train track is on trestle bridges.

Mitch Chesterfield

Science

We are making straw towers in science. They can only be 25 centimetres tall.

I am going to make it stand up by itself. Mrs Formby is a great science teacher.

By Ashley

Last week I made a straw tower in science. I made it a square. It looked pretty good. I was nearly finished it. By Sheree

In science last week we made a straw tower. It looked like a tower. I enjoyed making it. By Jack

Students composed a piece of poetry about the recent bushfires and the effects during their MARC Van session today.

The fire is burning, The bush is hurting,
Everyone is just deserting.
When they came back, It was all black.

By Harrison Perry.

Fire is roaring. And blasts a height.
People are running, From the fire fright.

By Shelley Brown.

The fire is spreading, Everyone is heading
For disaster. The fire has stopped,
Everyone’s blocked,
In their lives.

By Lachy Crook.
WHOLE SCHOOL NUMERACY GROUPS

Our Whole School Numeracy Groups will be starting this week with students focusing on place value and number. Students have just completed assessments and will be placed into numeracy groups with a common teaching focus to most effectively meet and support each student’s learning needs in mathematics. This will guide teachers in their teaching. These groups will allow students to develop their knowledge of number and place value and grow in their mathematical skills and knowledge.

YEAR 6 LEADERS

On Tuesday 25th February, our year 6 students will be presented with their leadership badges.

Our Year Six Leaders this year are:

PARENT CLUB

Parent Club is an integral part of the school community, supporting the school with various programs and undertaking fundraising activities throughout the year to help subsidise curricular activities and the purchasing of school materials. Parent Club is also a great opportunity to meet other members of the Nilma Primary School Community.

Without the support from families within the club we are unable to undertake these activities to support the school.

Parent Club welcomes any new members and suggestions. Fresh faces and ideas are important to keep the club functioning!

This year we have already undertaken a major fundraising event and there are more planned for throughout the year.

There will be Parent Club meeting on Tuesday 4th March at 9am in the staffroom, everyone is welcome, bring the kids too! Tea, Coffee and Morning Tea will be provided. During this meeting we will be discussing future fundraisers and events and also to take the club in a new direction for 2014. We look forward to seeing you there and hearing your ideas and suggestions!
DEFINITION:
Whenever a student – teacher relationship exists, the teacher has a special duty of care. This is defined as: “A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.” As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise and against which preventative measures could be taken.

RATIONALE:
In addition to their professional obligations, Principals and teachers have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable.

AIM:
To ensure that staff have an understanding of their duty of care to students, and behave in a manner that does not compromise these legal obligations.

IMPLEMENTATION:
Although the general duty is to take reasonable steps to protect students from reasonably foreseeable risks of injury, specific (but not exhaustive) requirements of the duty involve providing adequate supervision in the school or on school activities as well as providing safe and suitable buildings, grounds and equipment.
A teacher’s duty of care is not confined to the geographic area of the school, or to school activities, or to activities occurring outside the school where a student is acting on a teacher’s instructions. The duty also applies to situations both before and after school where a teacher can be deemed to have “assumed” the teacher – student relationship.
Quite apart from mandatory reporting requirements, a teacher has concurrent duty of care to protect a student from harm that is reasonably foreseeable. A breach of this duty of care may lead to legal action being taken against the individual teacher or teachers concerned. A breach of this duty of care will be established if a teacher or principal failed to take immediate and positive steps after having required actual knowledge of a formed belief that there is a risk that a child is being abused or neglected, including sexual abuse.
The teacher’s duty of care is greater than that of the ordinary citizen in that a teacher is obliged to protect a student from reasonably foreseeable harm or to assist an injured student, while the ordinary citizen does not have a legal obligation to respond.
Whilst each case regarding a teacher’s legal duty of care will be judged on the circumstances that occurred at a time, the following common examples may be times when a teacher has failed to meet their legal duty of care responsibilities to their students:
- Arriving late to scheduled timetabled yard duty responsibilities
- Failing to act appropriately to protect a student who claims to be bullied
- Believing that a child is being abused but failing to report the matter appropriately
- Being late to supervise line up of students after the bell has sounded
- Leaving students unattended in the classroom
- Failing to instruct a student who is not wearing a hat to play in the shade
- Ignoring dangerous play
- Leaving the school during time release without approval
- Inadequate supervision on a school excursion
Staff members are also cautioned against giving advice on matters that they are not professionally competent to give. Advice is to be limited to areas within a teacher’s own professional competence and given in situations arising from a role specified for them by the Principal.
Teachers must ensure that the advice they give is correct and, where appropriate, in line with the most recent available statements from institutions or employers. Teachers should not give advice in areas outside those related to their role where they may lack expertise.

Risks to students outside the school environment
A teacher’s duty of care applies irrespective whether the risk occurs in or outside the school environment. The important issue in all cases will be whether the school took reasonable steps to protect the student from risk.
Risks outside the school environment may sometimes call for immediate and positive steps by a school depending on the age of the students, urgency and threat of injury.

Classroom Supervision
Students are not to be left in the care of ancillary staff, parents or trainee teachers.
Students must not be left in the care of external education providers for example incursions.
If a teacher must leave a class they are to use the phone and notify the Principal or contact the teacher in an adjoining room.

No student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague’s classroom or to the Principal. This should be accompanied by documentation and appropriate follow up. The teacher / Principal is to be notified first to alert them a student is on their way.

Movement of Students

Care needs to be taken in allowing students to leave the room to work in other areas of the school. Use of students as monitors outside the room during class time must only occur with the approval of the Principal. Discretion is to be used when allowing students to visit the toilet etc during class time. Children are to move around the school at these times in pairs.

Yard Supervision

Yard supervision is an essential element in a teacher’s duty of care. It is now clearly established that in supervising students, teacher’s duty of care is one of positive action. Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

Be aware that yard duty supervision within the school requires the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher’s responsibility to be aware of these guidelines and duty of care responsibilities. Teachers rostered for duty are to attend designated areas at the time indicated on the roster. Teachers on duty are to remain in the designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable.

The handing over of duty from one teacher to another must be quite definite and must occur in the area of the designated duty. Where a relieving teacher does not arrive for duty, the teacher currently on duty should send a message to the office but NOT leave the area until replaced.

No changes to the yard duty roster are to be made without the approval of the Principal.

Be alert and vigilant – intervene immediately if potentially dangerous behaviour is observed in the yard – enforce behaviour standards and logical consequences for breaches of safety rules. Teachers on duty should always be on the move and highly visible – wearing the orange fluoro jackets provided by the school.

Excursions, Incursions and Camps

Students are more prone to accidents and injuries whilst in less structured environments. While at an incursion with an external provider the teacher must be present and has duty of care- including first aid duties.

Camps and excursions outside the school require the teacher to fully comply with DEECD guidelines with an increased duty of care.

The teacher in charge of excursions / camps must ensure that the venue and transport adhere to DEECD guidelines. Students must be counted on and off transport and at other times on a regular basis while on excursions / camps. The teacher in charge must have copies of all confidential medical forms and permission notes with contact details. A copy of these are to be left at the school.

Arrangements must be made for students not attending to continue their normal program at school under the supervision of another teacher. The teacher in charge of an excursion/camp must carry a mobile phone, first aid kit, copy of medical forms and contact details.

If the return time from an excursion/camp is delayed, the teacher in charge must contact the school to inform the Principal/Office staff of the new arrival time so that parents can be contacted. A senior staff member must remain at school until the students arrive.

If crossing roads students are to use the designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff are to control the flow of students across the road.

All staff must follow the DEECD guidelines when organising an excursion, incursion or camp. All procedural steps contained in the school Camping, Excursion and Incursions Policies and Procedures must also be followed.

Informing Staff of the Legislative Liability of Duty Of Care

All staff will be informed of their legal requirements via:-

- A copy of this document will be provided to each member of staff meeting at the beginning of the school year and be placed in the School Policy Folder.
- New staff will be informed of their Duty of Care as part of the school’s Induction Program.
- Duty of Care will be an agenda item at staff meetings and staff will be directed to familiarise themselves with section Student Safety of the Victorian Government Schools Policy Advisory Guide.
- Staff will complete a risk assessment including Duty of Care when completing planning for camps, excursions and incursions
- Staff will be directed to the student wellbeing policy annually

Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in........
Student Supervision Policy and Procedures

POLICY STATEMENT:
Adequate supervision of students in the school is a requirement of the school’s duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances of the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

GUIDELINES:
As part of its duty of care the school is required to adequately supervise students for a defined period before school, at recess and lunch time and after school. This on site supervision requires not only protection from known hazards but also protection from those that could arise and against preventive measures could be taken. It is essential parents/caregivers are kept informed as to when supervision of students is available before and after school and that outside these times supervision and/or the collection of students is the responsibility of parents/caregivers.

Parents/carers may require their child to leave the school grounds to be dismissed early from school to attend an appointment. Parents/carers are to notify, in writing, to the class teacher that a child will be picked up early. The parent/carer is to sign the “sign out book” in the office and receive a pass which is to be handed to the class teacher on picking up their child. No parent/carer is permitted to take students directly from the classroom.

*NOTE: when a student departs from the school (following initial attendance) without authorisation, the parent/carer will be informed immediately. Where there is reasonable concern for the student’s safety or the safety of others, immediate contact will be made with the Police (Warragul -5622 7111) and the Department’s Emergency and Security Management Branch – (Ph- 9609 6266)

IMPLEMENTATION:
A roster system will be used to timetable staff members for yard supervision – before school, recess and lunch breaks and after school.

Before and after school supervision:
- The school will provide supervision for students arriving before school between 8.45 and 9.00am
- The school will provide staff supervision for students after school between 3.15 and 3.45
- Sufficient teachers will be allocated by the school Principal to supervise students during these periods.
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Principal.

In determining whether supervision of students entering or exiting the school is adequate, the Principal will consider a number of factors:
- Which entry/exit points should be used by students
- Road traffic conditions
- Designated pick up / drop off areas.

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the Principal who will consider the following:
- The number of students alighting from and boarding the bus at school
- The age of students alighting from or boarding the bus
- The times of the arrival and departure of the bus(es)
- The location of the pick up / drop off points in relation to the other areas of the school

Parents/ carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child(ren) by the end of the designated end of day supervision period.

Supervision at receseses and lunch time:
Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised a “Yard Duty Roster” will be created each term allocating teachers to supervise students in the school grounds during these times. The roster will be given to each teacher and staff member, copies placed in the staff offices, classrooms and staff room, copies will be placed on external windows so students are aware as to who is on duty.

Should a teacher be away or called to another duty, alternative supervision arrangements will be put in place in consultation with the Principal.

Arrangements for students not collected after school –
Parents/carers will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of the parents/carers. Students remaining in the school yard awaiting collection after 3.45 will be directed to the Office.

If a student who is normally collected from the school, remains at the school beyond the normal time of collection, attempts will be made to contact the parents/carers, or the emergency contact person identified in the school records.

Where all reasonable attempts have been made to locate the parents/carers and the emergency contact, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or department of Human Services and for them to arrange for the care and protection of the student.

This policy was last ratified by School Council in....
SCHOOL ORGANISATION

SCHOOL PHOTOS
Your Child’s School Photographs for 2014 will be on Tuesday 25th February by our School Photographers, Spargo Photography.
To ensure that your photos are returned back as quickly as possible, please follow these quick and easy guidelines.
Please write clearly on your child’s envelope (Block letters preferred)
If possible please don’t use small change as this can break or fall out of your envelope. If this is not possible, please tape up the sides or put the money in a freezer bag then inside your envelope.
All children must have their own envelope with them when being photographed. Please **don’t** use one envelope for multiple children.
Children without an envelope when having their individual photos taken will not have an order placed against their name. Any envelopes handed to the school after we have left will incur a $15 late order processing fee.
For Family/Siblings Portraits please see your school office for an information flyer and red family envelope. Please **do not** place a family envelope in another envelope or an individual envelope. We will only photograph family/siblings with a completed family envelope.

ONLINE PRE-ORDER
We now provide you with the flexibility of pre-paying your child’s photos online. Simply follow the links below to place your order. Once completed, print out your confirmation invoice and include in your child’s envelope.
**Order online and Save $2.00.** Note; online orders do not incur the $2.00 bank fee charge.

To order;
- **Individual Photograph Packs:**
- **Family Photograph Orders:**
  www.spargophoto.com/schoolfamily
If you have any inquiries please contact us on (03) 5942 5234

STUDENT PERMISSION FORMS AND MEDICATION FORMS
The 2014 Student Permission Booklets were sent home with last week’s newsletter. These booklets must be correctly filled out and returned to school by Monday 24th February.
If you did not receive a book, please collect one from the office.
This booklet contains the annual permission notices for many aspects of the school. It also contains some medical management plans if required.
Secondly if your child has ongoing medication that staff is required to administer—please update the 2014 Medication Request form.

If your family details have changed over the holiday period could you please provide the school—in writing any information that may need changing in our records eg. telephone numbers, contact details addresses etc.

ICAS - UNSW ASSESSMENTS
Students in years 2-6 have the opportunity to participate in the ICAS/UNSW Assessments for 2014. There are 6 assessments available to sit, prices vary depending on the subject. If parents are interested in these assessments please speak to the office for further information.

EMA FORMS
For those parents who receive the EMA payment, the forms are due back at the office by Friday 28th February 2014.
**Late forms cannot be accepted.**

YEAR 6 LEADERSHIP PRESENTATION -SCHOOL WELCOME and BBQ
The __________________________________________________________________________
family will be attending. For catering purposes __________________ people will be attending.
We will/will not (please circle) be able to help out with the BBQ on the night.
Signed__________________________________________
The 2014 Subject Contributions have been set at the School Council Meeting on Wednesday 19th February. They have been set at $130.00 per student and a $50.00 excursion levy per student, the total amount being $180.00. A letter is attached to the newsletter outlining the contributions. Invoices are also attached.

ACTIVE AFTER SCHOOL COMMUNITIES

AASC has begun for term 1, students have had fun during their first sessions. Please remember to bring your drink bottles and wear appropriate footwear. During the warmer weather students are given more drink breaks and rest periods.

Please also ensure that your child does want to participate in the sessions, a student that doesn’t want to participate can become quite disruptive to the sessions, interrupting other students who do want to learn and have fun!

Badminton will be on Wednesdays, 3.45pm – 4.45pm. Parents will need to transport students to and from the Warragul Badminton Hall, starting on Wednesday 19th February until 2nd April. Participants are: Matilda Dent, Rieley Gunton, Aiden Smythe, Bailey Dent, Sine Salt, Olivia Addison, Tahlia Witney, Ashely Griggs.

Hockey will be held at Nilma Primary on Tuesdays from 3.30pm - 4.30pm commencing on Tuesday 18th February until 1st April. Participants are: Shila Bundle, Zavier Alisopp, Piper Bundle, Matilda Dent, Rieley Gunton, Bailey Dent, Kael Mason, Deklan Majcherzak, Mitchell Gilmore, Deakin Santo, Bailey Stephens, Jade Mammolito.

There are still places available for both activities, please fill out the expression of interest form and return to the office. Please see Belinda if you require a new form.

Consent forms will also have to be filled out before the commencement of the programs, these must be signed and returned to enable students to participate in the sessions, these consent forms will cover students for the year. If you require a form please collect one from the Office.

COMMUNITY ANNOUNCEMENTS

Warragul Guide Group Guide-fest Fete

When: Saturday 1st March 2014
Where: Warragul Guide Hall
Time: 4-8pm

Guides do heaps of exciting activities like outdoor challenges, camping, learning new skills, craft, sport, art and having fun with other girls.

Come along and see what we do...
Stalls and activities for the whole family to enjoy!

The Warragul Girl Guide Group look forward to meeting you.
## FEBRUARY 2014

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<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Staff PD - No students at school</td>
<td>Students begin Term 2 Proposed Excursion</td>
<td>ANZAC Day</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>