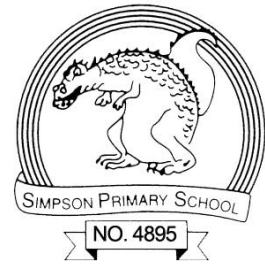


# DRAGON TALES

Principal: Melissa Berry  
T: 5594 3298 M: 0458 943 298  
Email: [simpson.ps@education.vic.gov.au](mailto:simpson.ps@education.vic.gov.au)  
Website: [www.simpsonps.vic.gov.au](http://www.simpsonps.vic.gov.au)



**SCHOOL COUNCILLORS**  
M Berry, A Neave, D Costin, J McVilly, L Mahoney,  
M McInnes, R Vogels

*Simpson Primary School  
Enriching learning through  
opportunity*

## SCHOOL MISSION

Provide high quality education in a positive, supportive environment, enabling all students to achieve their potential.

**Thursday 7<sup>th</sup> December 2023  
Term 4 Week 10**

**MERRY CHRISTMAS  
AND HAPPY NEW YEAR  
FROM ALL OF US  
AT SIMPSON PRIMARY  
SCHOOL**



## C.A.R.E. Awards



# Simpson Primary School Calendar December 2023 / Jan/Feb 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
3	4	5	6	7 Mrs McKenzie Music	8	9
10	11 Reports sent home	12 Statewide Transition Day	13 Timboon P-12 - Day 2 Year 7 Transition	14	15 Final Assembly @ 11:30am Year 6 Graduation – after the Assembly finishes.	16
17	18 Curriculum Day – Pupil Free	19 Environmental Day – no formal classes	20 Teachers Final Day			
SCHOOL HOLIDAYS						
	29 <sup>th</sup> Jan Teachers Return / Office Opens	30 <sup>th</sup> Students Return  Parent Compass session @ 10.15am	31 <sup>st</sup> PREP TESTING	1 <sup>st</sup> Feb	2 <sup>nd</sup>	
	5 <sup>th</sup>	6 <sup>th</sup> Breakfast Club	7 <sup>th</sup> PREP TESTING	8 <sup>th</sup>	9 <sup>th</sup> LIBRARY	
	12 <sup>th</sup>	13 <sup>th</sup> Shrove Tuesday – pancakes at Breakfast Club	14 <sup>th</sup> PREP TESTING	15 <sup>th</sup> ASSEMBLY – 2.45pm	16 <sup>th</sup> ART	
	19 <sup>th</sup>	20 <sup>th</sup>	21 <sup>st</sup> PREP TESTING	22 <sup>nd</sup>	23 <sup>rd</sup> LIBRARY	

It is hard to believe another year has flown by. Planning for 2024 has been finalised. We will again run three classrooms, and learning specialist areas in PE, Science, MACC/MARC programs. In 2024 we will be introducing AUSLAN as our specialist language. Simpson PS and staff are very excited to be offering AUSLAN to our students. It is extremely pleasing that the Education Department have announced that funding for the Tutor Learning Program will be extended to the end of 2025. Primary means of identification will be teacher judgement using existing classroom-based observation and assessments. We are extremely pleased with the learning gains our students have made who have been part of the program this year.

**Staffing 2024**

Our 2024 P-6 staffing list and class structures have been finalised and passed at School Council. Student numbers have heavily influenced the decision to again run with three classrooms for 2024.

In 2024 we will see some staffing changes. We thank Mrs Judi Parkhouse for all her work and dedication to the students and families at Simpson Primary School over the past year and wish her all the very best for the future. Mrs Parkhouse will be teaching at Lismore Primary School in 2024.

We also would like to wish Mrs Vanessa Howard all the very best as she returns to Timboon P-12 School and thank her for all her work and dedication to the students and families at Simpson Primary School over the past year.

Next year, we will welcome a new staff member, Mr Wes Hollick. Mr Hollick come to us after teaching at Timboon P-12 and Elliminyt Primary Schools. Wes comes to Simpson Primary School with an extensive teaching career and years of experience in leadership roles. Some families may know Wes already, living with his family (wife Hayley and children Aysha, Rory and Gretel) in Timboon for the past 12 years.

**2024 Staffing**

Prep/1 – Miss Maddison McInnes

2/3 – Miss Jannique Hanegraaf

4/5/6 – Mr Wes Hollick

Science & P.E – Mrs Naomi Marr-Vogels

Tutor Learning – Mrs Tiffany Jones

Education Support – Mrs Paula Newcombe

Business Manager – Mrs Tabatha Robb

Principal – Mrs Melissa Berry

**Parent Payment Arrangements:**

We are extremely grateful for the response we have received for 2023 payments, with many of our families making financial contributions to the school and to supplement additional programs we deliver. The ongoing support of our families ensures that our school can offer the best possible education for our students.

**2024 Stationary Packs are now available to order online:**

Booklists and online ordering details have been sent home to parents. If you have not yet received yours or have misplaced it, please contact the school. We recommend that you finalise your order by **Wednesday 20<sup>th</sup> December**. Orders for 2024 close on **9<sup>th</sup> February 2024**.

### End of Year Dates/ Reminders

- December 12<sup>th</sup> – State-wide Transition Day.
- December 13<sup>th</sup> – Additional Transition Day Timboon P-12
- December 14<sup>th</sup> – Final day of formal classes.
- December 15<sup>th</sup> – Final Assembly & Year 6 Graduation starting at 11.30am
- December 18<sup>th</sup> – Pupil Free Day: 2024 planning
- December 19<sup>th</sup> – Environmental Day
- December 20<sup>th</sup> – Final day for staff.

### 2024

- Monday 29<sup>th</sup> January – Teachers Return / Office opens.
- Tuesday 30<sup>th</sup> January - Classes begin for all students commencing school.
- Prep students will have Wednesdays off until the long weekend in March.

Next Friday (15<sup>th</sup> December) marks a significant milestone in the lives of our Year 6 students. They began their primary school journey as 5-year-olds back in 2017, which doesn't seem that long ago to us as adults, but to the students it is a lifetime ago! The way in which these students have coped with the disappointments and disruptions to their final year of primary school has been an absolute credit to them. They have taken it all in their stride, and as a group, have been determined to make the most of 2023 and Year 6.



### School reports:

School reports will be printed and sent home with students and ready for view on Compass on Monday 11<sup>th</sup> December.

I would like to thank each and every member of our school community who has made the year such a successful one. As this is the final newsletter for 2023, I wish all our families a very Merry Christmas and a safe New Year. I look forward to continuing our partnership in 2024.

Melissa Berry





## Prep/1 News

Hi Everyone,

As you are now officially aware this is my last newsletter at Simpson Primary School. I was unfortunately unsuccessful in my application for the 2024 teaching position. Thankyou for all your support this year. I have been so lucky to teach a wonderful group of students and will miss their smiley faces next year.

With all testing completed we are now starting to enter the exciting part of the year. Christmas activities, art and craft and of course lots of fun will be on the agenda in the next couple of weeks!

In Literacy we have completed writing unit "Poetry" and letters to Santa. Students were encouraged to write a greeting to Santa and tell him how they have been helping at home before stating their wish lists. All students did a fantastic job with their letters, and I know Santa is going to be a very busy man!

In Numeracy we have been concentrating on Measurement. Students have been comparing length, area, volume and capacity. All students have enjoyed the hands-on activities and tasks that are part of this unit of work.

Finally, our class party will be held on the 14<sup>th</sup> of December at recess to celebrate all our achievements this year. Please bring a plate of food to share.

I wish you all a very Merry Christmas and a Happy New Year. It has been an absolute blessing teaching your students. Stay safe and I am sure we will bump into each other at some stage!

Cheers

Judi Parkhouse

## 2/3 News

2023, what a year it has been. Due to teaching a lot of familiar faces again in my grade we kicked the learning off straight away. Their determination to complete challenging tasks and that mistakes are ok, as it is the only way we can learn, the growth has been amazing! We have had some students come out at grade 5/6 level in some areas of maths. In reading most students went up 10 reading levels over the year which is an amazing effort, and I couldn't have done it without the parents engaging in the home reading program. They have also grown in maturity and height! I had to put in the class photo from the start of the year and end of the year to see the difference.

A big thank you to our parent helpers who came in when they had a spare few minutes and helped in the class or listened to the children read. I hope everyone has a safe and happy Christmas and students get at least one thing from their wish list this year. Look forward to hearing all about present and holiday fun next year!

Thank you, Maddison McInnes







## 4/5/6 News

The end of the school year has come around so quickly! It really does only feel like a few months ago that the year started. We certainly have had a busy term, semester, and year! And it has been a great deal of fun.

It has been an absolute delight teaching the Grade 4/5/6 class for the duration of 2023, and I will miss teaching this cohort next year, but I am very excited to be teaching the Grade 2/3 class in 2024. As you would all be very aware, there are only 2 more weeks left of school; 2 more weeks that we still need to finish some learning off within the classroom. Currently in writing the students are at the finishing stages of an information report on the Australian Government, they have all worked so hard during this unit and have gained so much knowledge on our government systems. I am proud of all their efforts on this often-daunting topic.

In numeracy, our focus has been on Mass & Capacity. Students have thoroughly enjoyed the hands-on element of this unit, experimenting, and comparing mass and volume, and converting between units of measurement. We will be finishing 2023 off with a unit on measuring angles and finally some revision work of the different areas we have focused on throughout the semester.

As we do still have a bit of work to get through, can I please ask that your child still attends school as much as possible right up until the last day of term... and they will not want to miss our class party day! (Students will bring an invitation home within the next week).

Please ask your child to gather up any school library books they may still have at home, as you would have all seen on Compass, this was the final week for taking books home. This allows us the time to notify families of any overdue books that will need to be found.

I thank you all for all of your support throughout 2023, not only to myself, but the support you offer your child and our beautiful school.

For those students who are about to embark on their Secondary School journey, I wish you all the very best! I know you are all wonderful, capable students who will all shine brightly no matter where you go! For those families who are sadly leaving our school or district at the end of this year, I wish you all the very best with your new adventures.

I wish you all a very Merry Christmas and a Happy New Year. Please enjoy the summer break with family and friends, stay safe and I look forward to seeing all those families who are returning to our school in 2024!

Jannique Hanegraaf

## Science & PE News

Wow! What a year our scientists and athletes have had. Throughout the year our students were involved in athletics, football, netball, soccer, basketball, hockey and tennis. And throughout it all they were absolute superstars. They learnt about dinosaurs, how plants and animals adapt to different environments and how to classify animals according to their features. We explored our amazing planet Earth and ventured into outer space but not before we experimented with magnets, light, energy and the way forces such as gravity and air resistance effect the way things move. For my final newsletter article this year, I just want to say a huge thank you to every single one of my students. Thank you for being curious. Thank you for challenging ideas and being willing to discover new things. Thank you for all of your efforts in learning



and practicing each of our sports. We faced rain, heat, various building works and garden/tree works and throughout it all you showed the resilience and determination I was sure you would. I am very lucky because I get to work with every single student in this school. Thankyou Ms Marr- Vogels



*Merry Christmas & Happy New Year*

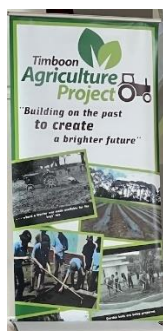
## TAPs On & Timboon Fine Ice Cream

Students travelled to Timboon P-12 for TAP's On! They learnt about Duck Farming, Fun Fruit & Versatile Vegetables, Farm Safety around machines, Fire Safety, Natural Disasters, Discover Dairy and Careers in the Dairy industry to the fast-paced action of the Dog vs Drone challenge.

Thank you to Andrea Vallance, and the students and staff at Timboon P-12 School for sharing your learning with us.

To finish off the day, we walked down to Timboon Fine Ice Cream where we enjoyed some yummy ice-cream. 🍦 We heard from owner Caroline Marwood about how they make their ice-cream, how they make their flavours and most importantly how much ice-cream they make and sell in a year.

It was a great day, one full of smiles, laughter and ice-cream covered faces.

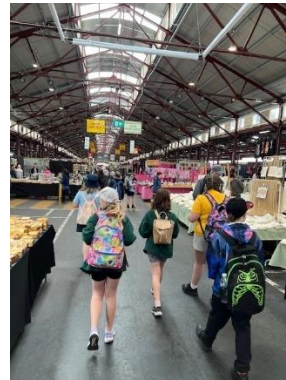






## Year 5/6 Melbourne Camp

Our Year 5/6 students arrived at school eagerly for what would be the start of 3 days of walking, speed walking, the occasional jog and “quick get on the tram, squish in / everyone off the tram”. Students visited the Shrine of Remembrance, ARTVO, Eureka Skydeck, the Edge, the Victoria Market, Old Melbourne Gaol, MCG, Australian Music Vault and Melbourne Zoo. There were lots of laughs, a few tears and plenty of “stay to the left in 2 lines”. I would like to thank Ms Carly Burnett for all her organisation of the camp, Mrs Claire Watson, Mr Wes Hollick, Mr Jarrad Cook, Mrs Sarah Mackieson, Ms Jannique Hanegraaf and April Crole for their assistance on the camp. We are grateful that our students had this opportunity and look forward to sharing more camps with Timboon P-12 School.



## Parents Club

Thank you to Parents Club for the purchase of a Dyson Stick Vacuum to have available for quick classroom clean ups, sand from the sand pit and the glitter explosions that happen at this time of the year.



## Notes & Annual Reminders



**November – Harry 27<sup>th</sup>, Miss McInnes 28<sup>th</sup>, Kalem 29<sup>th</sup>, Henry 30<sup>th</sup>**

**December – Cooper 2<sup>nd</sup>, Evelyn 2<sup>nd</sup>, Kimble 8<sup>th</sup>, Mrs Parkhouse 12<sup>th</sup>**

**January – Mrs Berry 1<sup>st</sup>, Indi 5<sup>th</sup>, Sadie 10<sup>th</sup>, Jax 10<sup>th</sup>, Violet 20<sup>th</sup>**

We have a few items in our lost property, parents/children are asked to check to see if you may be missing any items. Parents are asked to check that clothing is **clearly named**. If you have 2nd hand clothes, please check that the name has been changed. If clothes are correctly named, we have some hope of returning items to the correct owners. Thank you.

### **2024 Stationary Packs are now available to order online:**

Booklists and online ordering details have been sent home to parents. If you have not yet received yours or have misplaced it, please contact the school. We recommend that you finalise your order by **Wednesday 20<sup>th</sup> December**. Orders for 2024 **close on 9<sup>th</sup> February 2024**.

### **2024 Parent Payment Arrangements**

The 2024 Parent Payment Arrangements were discussed and approved by School Council. Detailed information has been sent home to all families. We welcome any families to contact us if you have any questions or concerns about the 2024 arrangements. An overview is below.



Category	
<b>Curriculum Contributions</b> – suggested amounts Classroom consumables, materials & equipment - \$40 MACC/MARC Programs - \$60 Online Subscriptions - \$20 <i>Digital Technology – provision of devices and apps from the shared classroom sets - \$10</i> Printing and photocopying of worksheets and learning materials - \$20 <i>Whole school events (Swimming) - \$TBA</i>	\$150
<b>Other Contributions</b> - suggested amounts <i>First aid equipment - \$10</i> <i>School grounds maintenance and improvements - \$10</i>	\$20
<b>Extra-Curricular Items and Activities</b> Camp Optional Excursions to be scheduled Other optional excursions to be scheduled – Cultural Levy <i>this amount will remain in credit on you family account and be allocated to excursions as they arise. If an unused amount remains at the end of 2022 this will transfer to 2023 or be refunded if requested.</i>	\$TBA \$TBA \$30
<b>Final Total</b>	<b>\$200</b>





# CREATE A COWICATURE

any medium, any style as long as it's a cow.



Let your  
imagination  
run riot with  
all things cow

Cash prize for top 3  
entries

Enquiries to  
Sue on 0427352588

Entries to the Homecraft  
Pavilion by 10.30am Show Day



Heytesbury  
Agricultural  
Society  
2024 Show  
Saturday  
March 2nd March 2024

## Food Vendors Wanted

For the Heytesbury  
Agricultural Show  
Saturday  
March 2nd 2024



Simpson  
Recreation  
Reserve



Enquiries to Sue on  
0427352588



## COBDEN SWIMMING CLUB

Cobden Swimming Club will be up and running Monday to Thursday nights between 5:00pm-6:00pm from Monday 27th November. Feel free to come every night or just once a week. David Robertson (Robbo) and Matthew Coverdale are our experienced coaches who volunteer their time to teach our children and adults. People can have three Trial swims before full membership is due. Please come along and see if you enjoy it. We aim to provide a fun learning environment with games also featuring highly in training (water polo, volleyball etc.). Diving from the blocks is a huge highlight for the kids leading into school sports. Please note that we are a stroke development club and it is preferred that swimmers be able to swim one length of the 33m pool. We will have a break over the Christmas and New Year period. This season will also see the return of our Swimming Carnival in Cobden. A fantastic event people from around the district compete in what is a great opportunity to put their swimming skills to the test.

Swimming Club fees (including Swimming Victoria & National membership)

- Swimmer 8 years and under - \$140.45
- Swimmer 9 years and over - \$151.45
- Dry member (parents) - \$15.46 (One parent must be signed up per family)



Please note normal pool entry fees also apply .

Any questions contact Matthew Coverdale 0417 650 026 or Wendy Bailey 0439 694185.

See you in the water!

TO ENROL: please email Bluewater Swim School Team Leader [kirilee.wilson@colacotway.vic.gov.au](mailto:kirilee.wilson@colacotway.vic.gov.au)



The poster features a blue background with a large, stylized white wave graphic. On the right side, there are three inset photographs: the top one shows three young girls smiling in a pool; the middle one shows a young girl swimming with a pink and yellow swim cap; the bottom one shows a woman smiling while holding a child in the water. The text is arranged as follows:

**Swimming**  
A skill for life!

Bluewater

**SUMMER HOLIDAY  
SWIM INTENSIVE**

*Strengthen Key Skills in the Water*

**January 2024 15-18th or 22-25th**

*Now*  
**TAKING  
ENROLMENTS**



The poster has a blue background with a white wave graphic at the top. On the left side, there is a logo for the Terang Swimming Club, which consists of a red star with a white circle in the center containing a swimmer. The text is arranged as follows:

**Expression of  
interest**

**Swim Club is here again and will  
commence Tuesday 28th November  
with a couple of Come & Try sessions  
then will kick start the following week  
with Learn to Swim, Stroke Correction  
and Squad Swimming.**

Please contact us via [terangswimmingclub@gmail.com](mailto:terangswimmingclub@gmail.com) if you  
would like further information



**SIMPSON PRIMARY SCHOOL**

*Enriching learning through opportunity*

## SIMPSON PRIMARY SCHOOL

### VOLUNTEERS POLICY



#### **Help for non-English speakers**

If you need help to understand this policy, please contact Simpson Primary School.

#### **PURPOSE**

To outline the processes that Simpson Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

#### **SCOPE**

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

#### **DEFINITIONS**

*Child-connected work:* work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

*Child-related work:* As defined by the *Worker Screening Act 2020* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

*Closely related family member:* parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

*Volunteer worker:* A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

*School work:* School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.



## POLICY

Simpson Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Simpson Primary School recognises the valuable contribution that volunteers provide to our school community and the work that we do.

The procedures set out below are designed to ensure that Simpson Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

### Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to speak with either the canteen manager, classroom teacher or an Assistant Principal.

### Suitability checks including Working with Children Checks

#### ***Working with students***

Simpson Primary School values the many volunteers that assist in our classrooms, with sports events, camps, excursions, school concerts, other events and programs. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Simpson Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Simpson Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the Office staff for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school are required to have a WWC Check if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not.
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

#### ***Non child-related work***

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, volunteering on the weekend for gardening, maintenance, working bees, parents and friend's club coordination, school council, participating in sub-committees of school council,

other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Simpson Primary School reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

School council members and volunteers on any sub-committee of school council will be asked to provide a valid WWC Check. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the school council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Check.

### Training and induction

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, Simpson Primary School may also require volunteers to complete additional child safety training.

### Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety and Wellbeing Policy, Statement of Commitment to Child Safety, our Child Safety Code of Conduct and our Statement of Values and School Philosophy. Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#).

The principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Simpson Primary School.

### Privacy and information-sharing

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;

- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations Policy and Procedures*.

#### Records management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to Business Manager, Tabatha Robb, to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

#### Compensation

##### *Personal injury*

Volunteer workers are covered by the Department of Education and Training's Workers Compensation Policy if they suffer personal injury in the course of engaging in school work.

##### *Property damage*

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the principal who will direct them to the Department's Legal Division.

##### *Public liability insurance*

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

## COMMUNICATION

This policy will be communicated to our school community in the following ways Available publicly on our school's website

- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting

Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

- Statement of Values
- Visitors Policy
- Statement of Commitment to Child Safety/Child Safe Policy
- Child Safety Code of Conduct

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)



- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

## REVIEW CYCLE

This policy was last approved by school council on March 2020 and is scheduled for review in March 2024.

Policy last reviewed	2021
Consultation	22 <sup>nd</sup> November 2022
Approved by	Principal – Melissa Berry
Next scheduled review date	July 2024