

# What's Happening at RPS

Rutherglen Primary School  
Newsletter



## DATES TO REMEMBER:

**Fri 23rd Feb**  
Assembly 2:45pm in BER

**Mon 11th March -**  
Labour Day Public  
Holiday



## ZOOPER DOOPERS

Every Thursday - \$1

Student arrival time at  
school **8:40am**  
onwards -staff  
supervision starts at  
this time  
Morning bell is at 9am.



School success starts  
with attendance

## What a start to 2024!

Our first few weeks back have been fabulous, with students settling into the new school year with enthusiasm and a readiness to learn and engage positively both in and out of the classroom. We especially welcome to RPS our Foundation students and other students across various year levels, as well as their families. Thank you to families who ensured that their child/ren were well organised and ready for the start of the year. We do have a number of students who are still yet to sort out the uniform policy requirement of all black footwear, and we ask that families attend to this as soon as possible. We have had a large number of second-hand uniforms available from the Office this week and it has been great to see lots of families popping in to grab some of these. There is still quite a bit left, so please call in and see if there is something your child needs. Please see Debby if you need support with uniforms at any stage.

Throughout each of our newsletters we will be sharing snippets of our learning, wellbeing and other extra curricula happenings across the school, along with the goals for improvement we are working toward this year. We encourage you to take the time to look at what's in each newsletter to help you share in what we are doing, and to develop an understanding of what is happening for your child. In 2024 we will be focusing on

- Further improving teacher knowledge of the effective teaching and assessing of writing to improve students' growth as writers
- The mental health and well-being of students and the capacity building of all staff to better support students with their needs
- Implementation of our new Maths teaching/learning model
- Improving school attendance to improve academic, social and wellbeing outcomes

School Council Elections open Friday 16th Feb. There are 4 parent and 1 DET employee positions vacant. Please consider becoming a part of our School Council - further information within this newsletter. Nomination forms are available from the Office from Monday

A reminder to all families that the staff car parks at the rear and front of the school are not for parent/carer parking or for quick drop off or pick ups. In the interest of student safety we please ask you to adhere to this request. Please adhere to the no stopping zones on either side of the school crossing at both the front and rear of the school.

# WELCOME

Felicity  
Joy  
Miriam

12.1.24

**CONGRATULATIONS &  
BEST WISHES TO OUR  
YEAR 1-2 TEACHER OF  
2023, JO MOORE AND  
HER FAMILY ON THE SAFE  
ARRIVAL OVER THE  
HOLIDAYS OF  
THEIR BABY GIRL,  
FELICITY .**



**ROTARY DINNER FUNDRAISING** - Our first Rotary dinner fundraiser for 2024 is the 21st Feb. Through the generosity of families' donations to purchase ingredients we were able to fundraise almost \$3000 in 2023 which is going toward new post padding for the poles of the undercover walkway.

For our upcoming dinner we are seeking 10 x \$10 donations for the purchase of ingredients. Please send to the Office or direct deposit into the school bank account (provide a reference). Thank you in advance for your support, it is greatly appreciated.

**CANTEEN** is operating on Mon-Wed-Fri and is provided by Caffeine 'n Machine, Rutherglen. The current menu options are still available *except for 1/2 sausage rolls which are no longer available*. New menu items include cheese and vegemite scroll and cheese stick. Please note these are special RPS canteen prices only. Orders are unable to be placed directly to Caffeine'nMachine.

**CAN YOU HELP?** - we have been given the opportunity to run a BBQ at a local winery over the Easter weekend as a fundraiser. Saturday the 30th and Sunday the 31st . The event runs from 10am – 4pm with live music and entertainment for the kids.

We are gauging interest from our families in assisting with volunteering for a shift on either the Saturday or Sunday

9am-10am set up only, BBQ cooking/serving 10am-12pm, 12pm-2pm, 2pm-4pm

*Please let Karryn or Debby if you are able to assist and what day/time, as we need to confirm our commitment to this as soon as possible.*

**COFFEE & CHAT - All Parent/Carers/Grandparents are invited to a very informal chat with our School Reviewers to share any feedback/thoughts, or make suggestions about our school to contribute to our 4 Year School Review.**

**Thursday 7th March @ 8:45am in French Room OR 3:00pm in French Room**

**Everyone is welcome.**

**Regards, Karryn Williams - Principal**

# Introducing... Our Student Leaders Of 2024



## SCHOOL CAPTAINS

Luke Chandler, Jessica Peuten, Abbie Williamson, Xavier Rasmussen

## STUDENT LEADERSHIP CAPTAINS

Audrey Maloney, Imogen Joyce, Michael Smith, Savannah Barnes



## STUDENT LEADERSHIP TEAM

**YEAR 6** - Savannah Barnes, Imogen Joyce, Audrey Maloney, Michael Smith

**YEAR 5** - Poppy Allison, Emily Chandler, Will Lindsay, Poppy Williams

**YEAR 4** - Ivy Briggs, Stella Brown, Paige Peuten, Blair Prescott

**YEAR 3** - Ruby Rasmussen, Ella Donaldson, Matilda Brown, Darcy Miller

# Meet Our House Captains

## of 2024



### BLUE HOUSE CAPTAINS

Leah Ellis, Taylor Francis



### GREEN HOUSE CAPTAINS

Will Torney, Flick Watson



### RED HOUSE CAPTAINS

Charli Collis, Blair Livingston-Laing



### YELLOW HOUSE CAPTAINS

Aydan Hawking, Max Palmer



# MEET THE TEAM 2024



**Karryn Williams**  
Principal



**Deb Renshaw**  
Business Manager



**Jan Cashen**  
Office Admin - Fridays



**Mrs Kate Ross**  
Foundation



**Mrs Kelsyanne Humphreys**  
Foundation



**Mrs Katie Hurley**  
Year 1-2



**Mr Nathan Philpotts**  
Year 1-2



**Miss Lauren Crombie**  
Year 3-4



**Mr Sean Gales**  
Year 3-4



**Miss Nicola Robertson**  
Year 3-4



**Mr Michael Giannone**  
Year 5-6



**Mrs Hannah Bayley**  
Year 5-6



**Madame Cate Geard**  
French & 3-6 Art



**Mrs Natasha Middlin**  
STEM & 5-6 Well-being



**Mrs Lucy Brown**  
PE



**Mrs Hannah Brown**  
F-2 Art Teacher



**Mrs Jenny Miller**  
3-4 Cooking Teacher



**Louise Buscall**  
Learning Intervention



**Lisa Donaldson**  
Learning Intervention



**Mr Nick Taylor**  
Well-being Mentor



**Robyn Marsh**  
Education Support



**Grace Wright**  
Education Support



**Maria Gurciullo**  
Education Support



**Bec Barber**  
Education Support

## Annual privacy reminder for our school community

Our school collects and uses student and parent personal information for standard school functions or where permitted by law, as stated in the Schools' Privacy Policy and the Schools' Privacy Collection Notice.

Our Photographing, Filming and Recording Students Policy located on our school's webpage, <https://www.rutherglenps.vic.edu.au/policies> describes how we collect and use photographs, video and recordings of students. The policy also explains when parent consent is required and how it can be provided and withdrawn.

We ask parents to also review the guidance we provide on how we use digital technology and access the internet for learning purposes. This information is located in our Digital Technology Policy also located on our webpage. If after reviewing the policies and guidance you have further questions please contact the school.

For more information about privacy, refer to: Schools' Privacy Policy – information for parents, which is located on our webpage. This information is also available in ten community languages.

Empathy

Integrity

Respect

Responsibility

**RPS Values Awards acknowledges students who display our school values and expectations by the choices they make in their daily actions - Weeks 1 & 2**

FOUNDATION R	<p>Ky. M - being a responsible learner! We love how eager you are to participate in discussions and complete your set tasks. Keep it up Ky!</p> <p>Harriet .T - showing respect to your teachers and classroom peers. We love how you are using your manners during learning time. Well done Harriet!</p>
FOUNDATION H	<p>Riley. S - consistently bringing a positive 'can-do' spirit in class, eagerly engaging as an active participant, and demonstrating respect towards both teachers and peers.</p> <p>Mason. H - embracing responsibility in his learning journey, deciding when to pause for a breather, and consistently rejoining the class with an optimistic spirit, keep on shining, Mason!</p>
1-2 H	<p>Nikaela. M - being a fantastic role model for your peers. You have stepped up and been an outstanding leader within our class and we thank you for all the extra things you do to help us.</p> <p>Rory. C - making a positive and enthusiastic start to the year. You are having a go at all learning tasks and giving everything your best effort. Keep it up Rory!</p>
1-2 P	<p>Flynn. B - for being a responsible learner. I have also loved that way that you are willing to cooperate and support other students with their learning. Keep it up!</p> <p>Charlotte. W - well done on making a great start to the school year! You have shown a great attitude towards all learning tasks. Keep up the great work!</p>
3-4 C	<p>Bryson. K - consistently showing responsibility and empathy in and out of the classroom by getting your work done and looking out for others. You've started off the year on a sensational note, Bryson, keep up the awesome work!</p> <p>Ella. S - consistently demonstrating responsibility and integrity in the classroom. You have really stepped up to take on additional responsibilities and help out around the classroom, and I love the way you've been working hard to complete all your work. Keep it up, Ella!</p>
3-4 G	<p>Ella. W - for being an empathetic and respectful member of our class. You have been a kind, hardworking member of our class who always follows instructions in all areas of your learning. You have made an amazing start to the year, well done Ella!</p> <p>Steph. K - for making our new student feel welcome from the very first day of the term. You have shown awesome empathy by sitting with them in class, playing with them at break times and making them feel welcome. What a great start to the year! Well done Steph!</p>
3-4 R	<p>Lockii. B - for demonstrating a good understanding of our school values. You've done a great job settling into our new school. Keep up the good work!</p> <p>Gabe. E - for showing responsibility in making our new students feel welcome. You have shown respect in completing in your set class work and are always looking for ways to help. Keep it up, Gabe!</p>
5-6 G	<p>Alex D - making an effort to come to school every day. It has been great to see you Alex, and your buddy has certainly appreciated seeing you every day. Well done!</p> <p>Blair L-L - having a positive attitude to all of his learning, and setting a great example for our Year 5 students. Awesome effort Blair, keep it up!</p>
5-6 B	<p>Will .T - for being a responsible member of our learning community. From ensuring that your buddy feels safe and supported, to encouraging your table to do their best and stay on track with their learning, you have certainly made a fabulous start to the year! An awesome effort, Will.</p> <p>Leah. E - for your warm and welcoming approach towards our new student. You made them feel like they were already a part of our school and we know that they are very much looking forward to starting here. Thanks Leah!</p>

# SWPBS

## Positive Behaviour in the Playground

**WE SHOW RESPONSIBILITY**



*sois responsable*

- Keeping body parts to ourselves
- Returning/Packing up equipment
- Being sun smart

**Max. P, Nikaela. M, Angus. L, Rio. G** - returning/packing up equipment  
**Ashlyn. W, Connor. P, Georgia. W, Ella. S** - helping Robyn water the gardens

**WE SHOW RESPECT**



*sois respectueux*

- Valuing our equipment and the environment
- Keeping our school clean
- Speaking politely
- Listening to others

**Freddie. D, Camilla. B, Mabel. C, Jayk. K** - keeping our school clean  
**Archer. C, Oliver. S, Rory. C** - valuing our equipment  
**Ashlyn. W** - speaking politely to Robyn

**WE SHOW INTEGRITY**



*sois vraie*

- Playing in the correct spaces
- Playing fairly
- Being an upstander

**Jenson. M** - playing fairly  
**Nikita B, Aurora. P** - playing in the correct spaces  
**Jedd. P, Abbie. M** - handing in found property

**WE SHOW EMPATHY**



*montre de l'empathie*

- Being inclusive
- Taking care of others

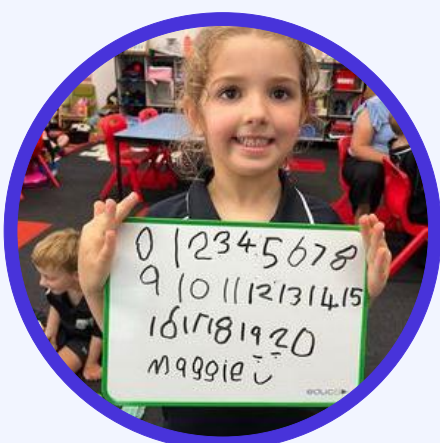
**Phoenix. S** - helping a Foundation student at the sandpit  
**Lockii. B** - getting a hat for Kayden so he could play  
**Ella. S** - being helpful with a new Year 1 student  
**Kayden. G** - letting others play with your paper plane  
**Flynn. B, Hunter. M, Evie. M** - taking care of others

Pride of RPS... Leah



## BEING AT SCHOOL IS COOL

**Why Attendance Matters** - when your child misses school they miss opportunities to ...



Learn



Make Friends



Develop Life Skills



# 2024 CALENDAR

## TERM 1 - 2024

<b>Fri 23rd Feb</b>	Assembly - 2:45pm in BER
<b>Thurs 29th Feb</b>	School Review - Validation Day
<b>Fri 1st March</b>	O&M Division Swimming
<b>Mon 4th &amp; Tues 5th March</b>	Parent/Carer/Teacher Conferences 3:30-5:00pm Year 1-6 only, Foundation at a later date
<b>Thurs 7th March</b>	School Review - Fieldwork Day
<b>Fri 8th March</b>	Hume Primary Bowls Primary Mixed Region Finals - Rutherglen Bowls Club
<b>Mon 11th March</b>	Labour Day Public Holiday - students do not attend school
<b>Mon 12th March</b>	Year 3-6 Swimming
<b>Tues 13th - Fri 15th March</b>	NAPLAN
<b>Tues 19th March</b>	Year 3-6 Swimming
<b>Thurs 21st March</b>	School Review - Panel Day
<b>Tues 26th March</b>	Year 3-6 Swimming
<b>Thurs 28th March</b>	Last day of Term 1 - 2:30pm finish

## TERM 2 - Mon 15th April - Fri 28th June

<b>Tues 16th, 23rd &amp; 30th April</b>	Foundation - Year 2 Swimming
<b>Mon 22nd - Wed 24th April</b>	Year 5-6 Camp
<b>Tues 7th - Fri 10th April</b>	Year 3-4 Camp
<b>Tues 30th April</b>	Melbourne Space Science - Year 3-6
<b>Tues 7th May</b>	State Bowls Junior Mixed State Finals
<b>Thurs 16th May</b>	House Cross Country - Lake King
<b>Thurs 23rd May</b>	School Photos
<b>Fri 7th June</b>	Curriculum Day
<b>Mon 10th June</b>	King's Birthday Public Holiday

## TERM 3 - Mon 15th July - Fri 20th Oct

--	--

## TERM 4 - Mon 7th Oct - Fri 20th Dec

--	--

# What Are We Learning in Foundation?

## TERM 1

### Reading & Writing

In Reading, students will learn to share their thinking about modelled texts and learn a number of comprehension strategies such as making predictions before and during reading and making text-to-self and text-to-text connections. Students will also participate in weekly small-group guided reading sessions to support them to decode texts independently.

In Writing, students will be introduced to the Writing Process with a focus on developing ideas, planning our writing and adding detail through pictures and words. We will begin to re-create familiar texts and publish these for our classroom libraries.

### Maths

In Maths this term, students will develop their knowledge and skills in the topics of whole number, addition/subtraction, shape, time and money through targeted sessions/activities using concrete materials and open-ended problem-solving questioning.



### ICT & Wellbeing

In Digital Technologies this term, students will spend time learning how to correctly care for our laptops and iPads when they are in use, as well as, learning the correct way to store them.

In addition to embedding our understanding of the school values, our weekly Wellbeing sessions will see our Foundies focus on developing their social skills: sharing and compromising with their classroom peers, as well as recognising and responding to the feelings of others.



# WHAT THE 1-2S ARE LEARNING IN TERM 1

## READING & WRITING

At the beginning of term, the 1-2's will spend time building the Reading Community which involves understanding our daily one hour Reading Workshop and creating classroom libraries. Students decide which books they wish to have in the library, sort all their chosen books into categories and get creative by making display tags for each section. Students will consolidate their understanding of their inner conversation (little voice in their head that talks to them as they read) and track this as they read texts both with the class and independently. We will then go on to explore the strategy of predicting and how we can use clues to predict what a text may be about and what events might happen next. We will look to deepen our thinking as we make predictions by using text clues to support our thinking.



## INTEGRATED

We are excited to be travelling back into the past as part of our History topic this term. Learning about the past and present and exploring the changes over time to school, home life, transport and technology will be our areas of focus. We hope to incorporate visits to Glenview to share our learning with the residents, have grandparents and community members share their memories and artefacts from times gone by and hopefully celebrate a great term of learning with a visit to the Jindera Pioneer Museum.

## MATHS

Developing our counting and place value skills are the area of focus at the start of term. Skip counting patterns of 2, 3, 5 and 10 will be consolidated starting from zero and other starting points. In the area of place value, key skills including reading and writing numbers, ordering and comparing (more/less) up to and beyond 1000 will be consolidated through hands on activities and problems. Later in the term, addition and subtraction will also be introduced to give students opportunity to apply their number knowledge and see how many areas of maths are inter-connected.

## WRITING

Understanding the Writing Process and the parts within this is the starting point for Writing this term. Students will work through each stage of the process, but rather than writing they will create a clay-based model. This activity helps students consolidate their understandings of pre-writing (coming up with an idea), drafting, revising, editing and publishing. Narrowing down ideas for our writing will be our first writing piece of the term. Students will use the 'funneling' technique to select one idea and develop specific details about it and then write these details into complete sentences. Procedural writing will be the focus in the second half of term providing students with an opportunity to write informative texts that teach people how to do something.

# WHAT ARE WE LEARNING IN THE 3/4 UNIT ?

## Reading

In reading this term we have been setting up our Reading Workshop and routines.

Our next steps are to work on identifying the plot and theme of narrative texts. Finally, we will be analysing author's craft and the way authors construct texts.

## Writing

In writing this term we have been setting up our Writing Workshop and expectations.

Our first genre for writing will be short narratives, focussing on narrowing down a big idea. We will also be doing a unit on procedural texts.

## Maths

In maths, we have started off by collecting and representing data about our class and unit, and interpreting and discussing this data. This term we will also be covering Place Value and some other topics in number, and will be really looking to make connections between different areas of mathematics!

## Cooking

Mrs Miller will be teaching cooking this term, covering lots of curriculum content in the kitchen!

## Gardening

Mr Gales will be teaching gardening this term, discussing how to be safe in the garden, weeding and harvesting.

## Integrated

Mrs Robertson will be teaching Integrated this term, students will be learning about rules and laws and the government.

## Wellbeing

For wellbeing, we will be focussing on understanding our school values, our brains, and working on our Growth Mindsets!

## ICT

In ICT, after establishing rules and expectations, we will be creating and following simple algorithms and visual programs.

# 5-6 TERM 1 LEARNING & NEWS

Our 5-6 students have made a fantastic return to school in 2024. They have been excited to learn, and are already showing great leadership skills, particularly our Year 6 students with their Foundation Buddies.



## Reading & Writing

We have been recapping our Reader's and Writer's Workshop models, revisiting the roles of the students and teachers during these times. Our students have also been very active in setting up our class libraries - creating wishlists, sourcing texts and organising these appropriately. Students also enjoyed creating pencil holders out of clay, as a way of reviewing the writing process, noting when they were pre-writing, drafting, revising, editing and publishing. We will soon be exploring narrative structures in reading, and applying these to our own writing to engage readers, focusing on the inclusion of important details and using appropriate pacing to keep our audience engaged.

A touch base on our home learning expectations, as we know this can be an unclear area for some students. Students are required to be doing some home learning nightly. This can take the form of reading (independently or with an adult/older sibling), writing, engaging with texts online via Epic, completing unfinished school tasks, or completing some Essential Assessment Tasks (such as My Numeracy, Jetpack Algebra, or My Spelling). We understand that families are busy during the week, and students have many outside commitments, however we strongly encourage all students to spend 15-20 minutes a night completing some home learning. This is also great preparation for high school.

## Discovery & ICT

Our students have been active contributors, and have particularly enjoyed brainstorming and developing classroom expectations and learning environments. This has been quite valuable, as it has allowed students to take a sense of pride and ownership of their new classrooms, whilst staying accountable for their own actions. Links were also made to this in ICT, where students have been looking at ways in which they can be safe online, and promote healthy use of technology. Later in the term, we will be investigating how groups of people work together to achieve a common goal, and looking at how this can link to our own classroom/personal strengths. Following this, we will be exploring issues related to citizenship in Australia, including who can be a citizen, and the different experiences and contributions citizens bring.



## Maths

So far in maths, we have been applying our measurement knowledge and skills when finding the foot size and height of students in our unit. Through this learning, students explored measuring and representing heights using appropriate units of measurement, and converting between millimeters, centimeters and meters. We also represented our data using a range of displays, and investigated appropriate ways of analysing data, including calculating the mean, median, mode and range. We will soon be moving on and investigating place value, exploring decimals, and making links back to our learning about measurement.



# REVISING THE WRITING PROCESS

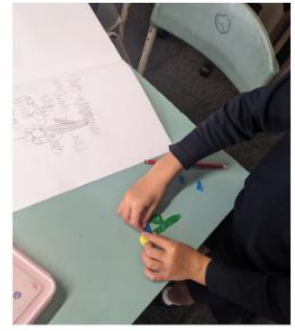
**WE REVISED  
WHAT WE KNOW  
ABOUT THE  
WRITING  
PROCESS USING  
PLASTICINE!**

## PREWRITING



## DRAFTING

## REVISING/ EDITING



## PUBLISHING



Will Spence



Ella Williamson



# ART!



Experiment and Explore is this term's theme in Art. Grade 3-6s are learning how an artist keeps a journal, a place full of ideas, spontaneous art making, and responses to other artworks. We looked at some examples, then started on our own work. Students will practise keeping an art journal all year.

# Celebrating our French Learning



Stella chose her letter from Kororoit Creek PS penpal, Aadit.



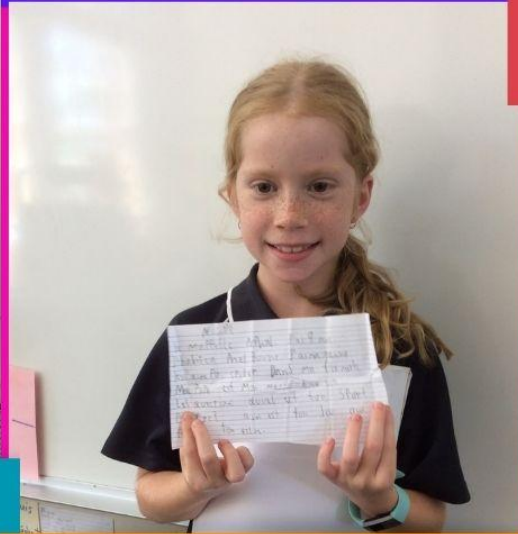
Annabelle chose her poem and drawing of the "Petit Poisson"



Sienna chose her letter from Kororoit Creek PS Penpal, Alex.



Lily chose her first ever page where she wrote "Je m'appelle Lily" and drew a self-portrait.



Amelia chose her letter from Kororoit Creek PS penpal, Nihal.

Ivy chose her entry into the French/Art Summer Poster competition.



RPS students went on a reflective journey this week, taking the time to celebrate all their French work from Foundation to now. 3/4R students chose a favourite page and talked about what they have loved learning so far.



# LUNCH ORDER MENU



## HOT FOOD

Meat Pie (full size)	\$4.50
Sausage Roll (full size)	\$4.50

## ROLLS

Chicken & Salad	\$5.00
Ham & Salad	\$5.00

## SCROLLS

Vegemite and cheese Scroll	\$3.00
Cheese Scroll	\$3.00
Mini Cinnamon Scroll	\$3.00
Cheese & Sesame Sticks	\$2.00

## DRINKS

Juice Box	\$2.00
Chocolate/ Strawberry Milk	\$2.50

## SANDWICHES

Ham	\$2.50
Cheese	\$2.50
Ham & Cheese	\$3.00
Ham, Cheese & Tomato	\$3.50
Chicken & Lettuce	\$3.50
Vegemite	\$2.00
Jam	\$2.00

Toasted sandwiches add \$0.50c

LUNCH ORDER MENU AVAILABLE: MONDAY - WEDNESDAY - FRIDAY

NOTE: These are special school canteen prices only

### HOW TO ORDER?

- 1: On the front of a large brown paper bag write – NAME, CLASS, FOOD ITEMS, TOTAL COST & MONEY ENCLOSED (change will be provided)
- 2: Place orders into the lunch order tub in the front Office by 9am. Orders CAN NOT be placed direct at Caffeine 'n Machine.

Proudly supplied by ...



## Appendix A

### Fact sheet 1: school council elections – information for parents

#### What is a school council and what does it do?

All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the broad direction of a school, in accordance with Ministerial Order 1280 Constitution of Government School Councils, and the *Education and Training Reform Act 2006*. In doing this, a school council may directly influence the quality of education for students.

#### Who is on the school council?

For most primary school councils, there are several possible categories of membership:

- **A mandated elected parent member category** – more than one-third of the total members must be from this category according to Ministerial Order 1280. Department employees can be parent members at their child's school providing that they are not engaged in work at the school.
- **A mandated elected school employee member category** – members of this category make up no more than one-third of membership. The principal of the school is automatically one of these members.
- **An optional community member category** – members are co-opted by a decision of the council because of their special skills, interests or experience. Department employees are not eligible to be community members.

Generally, the term of office for all members is two years. The term of office of half the members expires each year, creating vacancies for the annual school council elections.

#### Why is parent membership so important?

Parents on school councils provide important viewpoints and have valuable skills and a range of experiences and knowledge that can help inform and shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying and may also find that their children feel a greater sense of belonging.

#### Do I need special experience to be on school council?

Each member brings their own valuable skills and knowledge to the role, however, in order to successfully perform their duties, councillors may need to gain some new skills and knowledge.

It is important to have an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

#### Code of conduct for school councillors

School councils in Victoria are public entities as defined by the *Public Administration Act 2004*.

School councillors must comply with the Code of Conduct for Directors of Victorian Public Entities issued by the Victorian Public Sector Commission. The Code of Conduct is based on the Victorian public sector values and requires councillors to:

- **act with honesty and integrity** – be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty

**act in good faith in the best interests of the school** – work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds

**act fairly and impartially** – consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest

**use information appropriately** – respect confidentiality and use information for the purpose for which it was made available

**exercise due care, diligence and skill** – accept responsibility for decisions and do what is best for the school

**use the position appropriately** – not use the position as a councillor to gain an advantage

**act in a financially responsible manner** – observe all the above principles when making financial decisions

**comply with relevant legislation and policies** – know what legislation and policies are relevant for which decisions and obey the law

**demonstrate leadership and stewardship** – set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable.

## Indemnity for school council members

School councillors are indemnified against any liability in respect of any loss or damage suffered by the council or any other person in respect of anything necessarily or reasonably done, or omitted to be done by the councillor in good faith in:

a. the exercise of a power or the performance of a function of a councillor, or

the reasonable belief that the act or omission was in the exercise of a power or the performance of a function of a council.

## How can you become involved?

By participating in, and voting in the school council elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant.

In view of this, you might consider:

standing for election as a member of the school council

encouraging another person to stand for election.

## What do you need to do to stand for election?

The principal will issue a Notice of Election and Call for nominations in Term 1 of each year. Council elections must be completed by 31 March, unless varied by the Minister for Education.

If you stand for election, you can arrange for someone to nominate you as a candidate or, you can nominate yourself in the parent member category. You can only be nominated by another member of the same electorate that you are eligible for (e.g. a member of the parent electorate may only nominate another parent of that electorate)

Department employees with a child enrolled at a school where they are not engaged in work, are eligible to nominate for parent membership at that school.

Return your completed nomination form to the principal within the time stated on the Notice of Election. You will receive a Nomination Form Receipt via post, email or by hand delivery.

Generally, if there are more nominations than vacancies a ballot will be conducted in the two weeks after the call for nominations has closed.

## Remember

Consider standing for election to school council.

Ask the principal for instructions if you are not sure what to do.

Be sure to vote if the election goes to ballot.

Contact the principal if you are unsure about what is required at any stage of the election process.



# Rutherglen Primary School

## School Council Election Process and Timetable for 2024

Event	Date
A) Notice of election and call for nominations.	Friday 16th February
B) Closing date for nominations.	Friday 1st March
C) The date by which the list of candidates, nominator and seconder will be displayed.	Monday 4th March
D) The date by which ballot papers will be prepared and distributed. (If required)	On or before Wednesday 6th March
E) Close of ballot.	Friday 8th March
F) Vote count.	Friday 8th March
G) Declaration of ballot.	Friday 8th March
H) Special council meeting to co-opt Community members (the Principal will preside) Thursday 16th March	Tuesday 12th March
I) First Council meeting to elect office bearers (the Principal will preside)	Tuesday 12th March

### SCHEDULE 4: NOTICE OF ELECTION AND CALL FOR NOMINATIONS

- ◆ An election is to be conducted for members of the School Council of Rutherglen Primary School.
- ◆ Nomination forms may be obtained from the School and must be lodged by 4pm on Friday 1<sup>st</sup> March.
- ◆ Following the closing of nominations, a list of the nominations received will be posted at the School if a ballot is required.
- ◆ In the case where a ballot is required due to more nominations than vacant positions, the ballot will close at 4pm on Friday 8th March.
- ◆ The terms of Office, membership categories and number of positions in each membership category open for election are as follows:

MEMBERSHIP CATEGORY	TERM OF OFFICE	NUMBER OF POSITIONS
Parent member	From the day after the date of declaration of the poll on 8th March 2024 to and inclusive of the date of the declaration of the poll on 6th March 2026.	4
DET employee member	From the day after the date of declaration of the poll on 8th March 2024 to and inclusive of the date of the declaration of the poll on 6th March 2026.	2

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the School and via the school's usual communication channels.

**Karryn Williams**  
Principal

*Proud of our history – Passionate about the future*

#### Contact:

Rutherglen Primary School  
44 Murray St, Rutherglen, VIC, 3685  
☎ (02) 6032 9428 📠 (02) 6032 9076  
✉ [rutherglen.ps@education.vic.gov.au](mailto:rutherglen.ps@education.vic.gov.au)  
🌐 [www.rutherglenps.vic.edu.au](http://www.rutherglenps.vic.edu.au)

Karryn Williams:  
Principal

✉ [karryn.williams@education.vic.gov.au](mailto:karryn.williams@education.vic.gov.au)