Requests for Classroom Assistance
Family Contribution Scheme

This page includes request for help with excursions, camps, sports activities and other class related activities for both campuses.

CLASSROOM ASSISTANCE

Classroom Assistance positions for both Keilor and Taylors Lakes Campuses will be advertised through Whispers on a weekly basis. Most positions require a regular weekly commitment for the whole year, although in specific cases you may be able to alternate with another parent or join a roster. You are invited to apply for any position, even if your child is at another campus or different year level. Please note that the person you will be telephoning is a parent fulfilling their 18 hour commitment, so please do not phone before 7.15am or after 9.00pm. Younger siblings or sick children cannot accompany parents whilst on duty. A blue Classroom Assistance folder is kept at the front office at each campus to record your hours.

Recording Hours
A reminder to parents that it is your responsibility to record your own hours for classroom assistance and excursions in the folder at the front office labelled Classroom Assistance. Please ensure you write legibly and include details of your child, including the surname if you have a different name to your child, and your home telephone number. These hours are collated at the end of each term.

Working with Children Check
It is a Victorian Government requirement that all adults working with children have a current Working with Children Check with Overnewton College listed as a volunteer organisation. If you need to amend your details to include Overnewton College please go to the website www.workingwithchildren.vic.gov.au click on Update My Details, click again on Update My Details, and then register for My Check which allows you to update organisation immediately on-line. You will then receive an email detailing the change which you can then forward to the school or relevant Parent Co-ordinator. Please ensure you have your card number or Post Office Receipt number and expiry date when you phone to register your name.

KEILOR CAMPUS

Classroom Assistance, 2014
If you would like to register your name for Classroom Assistance please contact Susie Gekas of your availability (see below). Positions will be advertised through Whispers when timetables have been finalised.

Prep Classroom Assistance
Parent help is required on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays in each Prep class from 9.00am - 10.45am. Please note that you will be making a commitment to a particular day for the whole school year and will not be required to reapply each term

**Susie Gekas 9449 3419, susie.gekas@live.com**

**Perceptual Motor Program (PMP)**
Parent help is required for Perceptual Motor Program (PMP). All students in Prep and Year 1 participate in activities that encourage skill enhancement movement pattern development using dynamic equipment. Physical Education staff design and oversee the program. Sessions will be held in the Keilor Campus Gymnasium on Tuesday mornings from 8.45am - 10.45am and we require a weekly commitment. Parent helpers are required to support set-up at 8.45am so prompt arrival is important.

**Susie Gekas 9449 3419, susie.gekas@live.com**

**Year 2 Classroom Assistance**
Parent help is required in 2T on Mondays, Tuesdays, Wednesdays and Fridays from 9.00am - 10.45am.
Parent help is required in 2P on Mondays weekly, Wednesdays Week 2 and Fridays weekly from 9.00am - 10.45am.

**Susie Gekas 9449 3419, susie.gekas@live.com**

**Junior School Art Assistance**

**Prep BK**  Mondays  1.30pm - 3.20pm, **Week 1** and 1.30pm - 2.40pm, **Week 2**

**Prep K**  Mondays  9.20am - 10.55am in Weeks 1 and 2

**Prep P**  Tuesdays  1.30pm - 3.20pm, Week 1 and 11.00am - 12.10pm, Week 2

**Prep R**  Tuesdays  11.00am - 12.10pm, Week 1 and 1.30pm - 3.20pm, Week 2

**1CA**  Thursdays  11.00am - 12.10pm, Week 1 and 1.30pm - 3.20pm, Week 2

**1CR**  Tuesdays  11.00am - 1.00pm, Week 1 and 11.50pm - 1.00pm, Week 2

**1G**  Tuesdays  8.55am - 10.05am, Week 1 and 11.00am - 1.00pm, Week 2

**1S**  Thursdays  1.30pm - 3.20pm, Week 1 and 11.00am - 12.10pm, Week 2

**2ML**  Thursdays  8.55am - 10.55am, Week 1 and 11.50am - 1.00am Week 2

**2MR**  Wednesdays  11.00am - 12.10pm, Week 1 and 11.00am - 12.10pm, Week 2

**2P**  Thursdays  11.50am - 1.00pm, Week 1 and 8.55am - 10.55am, Week 2

**2T**  Wednesdays  1.30pm - 3.20pm, Week 1 and 8.55am - 10.05am, Week 2

**Susie Gekas 9449 3419, susie.gekas@live.com**

**Middle School Swimming Carnival - Keilor Campus**
Parent help is required for the Keilor Campus Middle School Swimming Carnival at St Albans Leisure Centre on Friday 14th February from 8.30am - 3.15pm

**Tracy Wright 9336 7294, tracy.wright@overnewton.vic.edu.au**

**Senior School Swimming Carnival**
Parent help is required for the Senior School Swimming Carnival at St Albans Leisure Centre on Monday 17th February from 8.30am - 3.15pm.

**Tracy Wright 9336 7294, tracy.wright@overnewton.vic.edu.au**

**Years 4 -6 District Swimming Carnival - Keilor and Taylors Lakes Campuses**
Parent help is required for the Years 4 - 6 District Swimming Carnival at St Albans Leisure Centre on Wednesday 26th February from 8.45am - 12.30pm

**Tracy Wright 9336 7294, tracy.wright@overnewton.vic.edu.au**
TAYLORS LAKES CAMPUS

2014 Year 9 Focus Week Excursions
Parent help is needed to assist with the following Year 9 Focus Week excursions.

Tuesday 18th February, Field Work 9am - 1pm
Wednesday 19th February, Field Work 9am - 1pm
Thursday 20th February, Ecolink Excursion 9am - 1pm
Tuesday 18th February, City Experience 8.30am - 3.30pm
Wednesday 19th February, City Experience 8.30am - 3.30pm
Thursday 20th February, City Experience 8.30am - 1pm

Michelle Schembri 0414 907 337,michelle04@iinet.net.au

Year 4 Swimming Trials
Parent help is required for the Year 4 Swimming Trials being held at St Albans Leisure Centre on Friday 7th February from 10.15am - 1.30pm. Parents will need to make their own way to the venue as transport is not provided

Tracy Wright 9336 7294,tracy.wright@overnewton.vic.edu.au

Middle School and Year 9 House Swimming Carnival
Parent help is required for the Year 5-9 House Swimming Carnival being held at St Albans Leisure Centre on Monday 10th February from 8.30am - 3.15pm. Parents will need to make their own way to the venue as transport is not provided.

Tracy Wright 9336 7294,tracy.wright@overnewton.vic.edu.au

Year 9 Excursion
Parent help is required for a Year 9 excursion to Ecolinc, Bacchus Marsh, on Thursday 20th February from 8.45am - 1.00pm.

Michelle Schembri 0414 907 337,michelle04@iinet.net.au

Year 4-6 District Swimming Carnival
Parent help is required for the Years 4-6 Swimming Carnival being held at St Albans Leisure Centre on Wednesday 26th February from 8.45am - 12.30pm. Parents will need to make their own way to the venue as transport is not provided.

Tracy Wright 9336 7294,tracy.wright@overnewton.vic.edu.au

Year 9 2014 Outdoor Education Camping Program
Parent help is required for the Year 9 Waratah Bay camp from Wednesday 26th - Friday 28th March, 2014. Expressions of interest should be sent to tlccamps@overnewton.vic.edu.au. Please provide any relevant experience, your child's name and class, your postal address and a contact number. It is a Victorian Government requirement that all adults working with children have a current Working with Children Check with Overnewton College listed as a volunteer organisation. All email applications will receive a receipt of delivery. Hours will be credited at the conclusion of the camp.

TIPS FOR RECORDING YOUR FAMILY CONTRIBUTION SCHEME HOURS

When you organise or contribute hours towards the Family Contribution Scheme **ALWAYS** ask the person who is allocating the task, 'Where should I sign in my hours?'. Make sure you **write you name clearly** and **include your child's name if it is different to your own**. Include your **home telephone number** also, to help us allocate your
hours correctly.

For further assistance regarding the Family Contribution Scheme contact Susan Bates, Community Development, 9334 0143.