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](http://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**

If you have any concerns regarding the Classroom Assistance program at Keilor Campus please contact the relevant co-ordinator or Jennie McCullagh, Resource Officer on 9334 0086

**Parent Co-ordinators**

Susie Gekas - Prep, Years 1 and 2, P.M.P. and Art, 9449 3419  [susie.gekas@live.com](mailto:susie.gekas@live.com)
Jenny Ratcliff - Years 3 - 8, Senior School and Hours, 0425 870 244  [jennyovernewton@bigpond.com](mailto:jennyovernewton@bigpond.com)
Tracy Wright - ACS/House Sport, 9336 7294  [tracy.wright@overnewton.vic.edu.au](mailto:tracy.wright@overnewton.vic.edu.au)

**Classroom Assistance, 2014**
Classroom Assistance vacancies will be advertised through the Whispers. If you would like to register your name for any of the Art or Prep to Year 2 sessions below for the Keilor Campus, please contact Susie Gekas.

**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 appreciated.

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

**Prep Classroom Assistance**
Parent help is required in **Prep BK** on Mondays Week 1 from 8.55am – 10.45am
Parent help is required in **Prep K** on Wednesdays and Fridays from 8.55am – 10.45am
Susie Gekas 9449 3419, susie.gekas@live.com

**Year 1 Classroom Assistance**
Parent help is required in **1CA** on Mondays, Wednesdays and Thursdays from 8.55am – 10.45am.
Parent help is required in **1CR** on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays from 8.55 – 10.45am.
Parent help is required in **1G** on Wednesdays and Fridays from 8.55am – 10.45am.
Parent help is required in **1S** on Mondays, Tuesdays, Wednesday and Thursdays from 8.55am – 10.45am.
Susie Gekas 9449 3419, susie.gekas@live.com

**Year 2 Classroom Assistance**
Parent help is required in **2P** on Mondays Week 2, Wednesdays Week 2 and Fridays weekly from 9.00am – 10.45am.
Parent help is required in **2ML** on Mondays and Wednesdays from 9.00am – 10.45am.
Susie Gekas 9449 3419, susie.gekas@live.com

**Junior School Art Assistance**
- **Prep P** Tuesdays 1.30pm – 3.20pm, Week 1 and Tuesdays 11.00am – 12.10pm, Week 2
- **Prep R** Tuesdays 11.00am – 12.10pm, Week 1 and Tuesdays 1.30pm – 3.20pm, Week 2
- **1CA** Thursdays 11.00am – 12.10pm, Week 1 and Thursdays 1.30pm – 3.20pm, Week 2
- **1S** Thursdays 1.30pm – 3.20pm, Week 1 and Thursdays 11.00am – 12.10pm, Week 2
- **2MR** Wednesdays 11.00am – 12.10pm, Week 1 and Wednesdays 1.30pm – 3.20pm, Week 2
- **2P** Thursdays 11.50am – 1.00pm, Week 1 and Thursdays 8.55am – 10.55am, Week 2
- **2T** Wednesdays 1.30pm – 3.20pm, Week 1 and Fridays 8.55am – 10.05am, Week 2
- **3C** Tuesday 9.00am – 10.30am, Week 1
- **3GK** Thursdays 11.00am – 12.30pm, Week 1 and Thursdays 1.30pm – 3.20pm, Week 2
- **3Z** Thursdays 1.30pm – 3.20pm, Week 1 and Thursdays 11.00am – 12.15pm, Week 2
Susie Gekas 9449 3419, susie.gekas@live.com

**Year 6 LOTE Excursion (Indonesian)**
Parent help is required for a Year 6 Indonesian excursion to Werribee Zoo on Thursday 24th April from 8.55am – 3.20pm.
Jenny Ratcliff 0425 870 244 (after 6.00pm), jennyovernewton@bigpond.com (preferred contact)

**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

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 record 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.

**Signing the security book does not mean your hours have been recorded.**

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

TAYLORS LAKES CAMPUS

If you have any concerns regarding the Classroom Assistance Program at Taylors Lakes Campus please contact the relevant co-ordinator or Denise O'Keefe, Resource Officer on 9334 0245.

**Parent Co-ordinators**

Melissa Lo-ludice - Prep to Year 2, 0425 757 838 accounts@completetrackingsystems.com.au
Michelle Schembri - Years 3 to 9, 0414 907 337 michelle04@iinet.net.au
Tracy Wright - ACS/House Sport, 9336 7294 tracy.wright@overnewton.vic.edu.au

**Prep and Year 1 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 and pattern development using dynamic equipment. Physical Education staff design and oversee the program. Sessions will be held in the Taylors Lakes Campus Gymnasium on Friday afternoons from 1.15pm – 3.15pm. Parents are able to commit to weekly, fortnightly or casual help. Helpers are required to assist with set-up at 1.15pm so prompt arrival is important.

**Melissa Lo-ludice 0425 757 838, accounts@completetrackingsystems.com.au**

**Prep General Helper**

Parent help is required daily from 9am – 10.45am to assist the Prep teachers with general tasks eg laminating, collecting materials for classroom activities, labelling, sorting resources. 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.

**Melissa Lo-ludice 0425 757 838, accounts@completetrackingsystems.com.au**

**Junior School Classroom Assistance**

Parent help is required for classroom assistance in the following classes. 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.
1MA Mondays, Tuesdays and Fridays 9.00am – 10.45am Week 1 and 2
1MA Thursdays 1.40pm - 3.20pm Week 1 and 2.30pm - 3.20pm, Week 2
1MI Mondays, Tuesdays, Wednesdays and Fridays 9.00am - 10.45am Week 1 and 2
1N Mondays, Tuesdays and Fridays 9.00am - 11.00am Week 1
1N Mondays, Tuesdays, Wednesdays and Fridays 9.00am - 11.00am Week 2
Melissa Lo-Iudice 0425 757 838, accounts@completetrackingsystems.com.au

Junior School Art
Prep T Tuesdays 11.00am – 12.00pm, Week 1 and 11.00am - 1.00pm in Week 2
Prep B Tuesdays 11.50am - 12.50pm in Week 1 and Wednesdays 1.30pm – 3.30pm in Week 2
1N Wednesdays 8.45am - 10.45am in Week 1 and 11.50am – 12.50pm in Week 2
1MA Wednesdays 11.00am - 12.00pm in Week 1 and 8.45am - 10.45am in Week 2
1MI Wednesdays 1.30pm - 2.30pm in Week 1 and 1.30pm - 3.30pm in Week 2
2A Wednesdays 11.50am - 12.50pm and Fridays 1.30pm - 2.30pm in Week 1 and Fridays 1.30pm - 2.30pm in Week 2
2O Wednesdays 9.45am - 10.45am in Week 1 and 8.45am - 10.45am in Week 2
2H Wednesdays 8.45am - 10.00am in Week 1 and 11.00am - 1.00pm in Week 2
Melissa Lo-Iudice 0425 757 838, accounts@completetrackingsystems.com.au

Art General Helper
General helpers are required to assist the art staff with tasks such as preparing resources, collating materials and other general assistance. Times and days are negotiable and can vary depending on the workload.
Melissa Lo-Iudice 0425 757 838, accounts@completetrackingsystems.com.au

Year 4-6 District Swimming Carnival
Parent help is required to assist with the Year 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 to assist with the 2014 Year 9 camping program as listed below. 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.
Non Duke of Ed, Waratah Bay, Wednesday 26th - Friday 28th March
Duke of Edinburgh Preliminary Camp, Lake Eildon, Monday 5th – Wednesday 7th May
Duke of Edinburgh Qualifying Camp, Yarrawonga, Tuesday 3rd – Friday 6th June
Duke of Edinburgh Preliminary Camp, Lake Eildon, Monday 1st – Wednesday 3rd September
Duke of Edinburgh Qualifying Camp, Yarrawonga, Tuesday 21st – Friday 24th October