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 Classroom Assistance folder is kept at the front office at each campus and in the Resource Room at Keilor 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.

**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 or email.

**Parent Co-ordinators**

Melissa Lo-ludice - Prep to Year 2, call 0425 757 838 or email.
Michelle Schembri - Years 3 to 9, call 0414 907 337 or email, Tracy Wright - ACS/House Sport, call 9336 7294 or email.
Year 9 Focus Week Excursions

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

Field Work, **Tuesday 17th February**, 9am-12pm
Field Work, **Wednesday 18th February**, 8.45am-3.20pm
Field Work, **Tuesday 5th May**, 9am-12pm
Field Work, **Wednesday 6th May**, 8.45am-3.20pm
Field Work, **Tuesday 4th August?**, 9am-12pm
Field Work, **Wednesday 5th August**, 8.45am-3.20pm

Mighty Melbourne, **Tuesday 17th February**, 8.30am-4pm
Mighty Melbourne, **Wednesday 18th February**, 8.30am-4pm
Mighty Melbourne, **Thursday 19th February**, 8.30am-1pm
Mighty Melbourne, **Tuesday 24th March**, 8.30am-4pm
Mighty Melbourne, **Wednesday 25th March**, 8.30am-4pm
Mighty Melbourne, **Thursday 26th March**, 8.30am-1pm

Michelle Schembri 0414 907 337 or email

Year 9 Focus Week Administration Help

Parent help is needed to assist with preparation for Focus Weeks. This will include general administration tasks such as photocopying and collating. Help will be required on the Friday before each Focus Week from 8.30am until at least 11am possibly longer, depending on the workload. Dates will be:

- **Friday 13th February**
- **Friday 20th March**
- **Friday 1st May**
- **Friday 12th June**
- **Friday 31st July**
- **Friday 28th August**
- **Friday 16th October**
- **Friday 20th November**

Michelle Schembri 0414 907 337 or email

Junior School Art

Parent help is needed to assist with the following Junior School Art classes. Duties will include set up and pack up and assistance during the art class.

- **Prep T** Week 1, Tuesdays 11.45am-1pm; Week 2, Fridays 11am-1pm
- **Prep B** Week 1, Fridays 11am-1pm; Week 2, Tuesdays 11.45am-1pm
- **1N** Week 1, Wednesdays 8.45am-11am; Week 2, Mondays 11.45am-1pm
- **1M** Week 1, Thursdays 11.45am-1pm; Week 2, Wednesdays 8.45am-11am
- **2A** Week 1, Fridays 8.45am-11am; Week 2, Fridays 2.15pm-3.20pm
- **2O** Week 1, Fridays 2.15pm-3.20pm; Week 2, Fridays 8.45am-11am
- **2R** Week 1, Wednesdays 1.30pm-2.30pm; Week 2, Wednesdays 1.20pm-3.20pm

Melissa Lo-Iudice 0425 757 838, or email
**3BF Week 1**, Wednesdays 1.30pm-2.30pm; **Week 2**, Wednesdays 1.20pm-3.20pm

**3M Week 1**, Fridays 1.30pm-2.30pm; **Week 2**, Fridays 11am-1pm

**3G Week 1**, Thursdays 11.45am-1pm; **Week 2**, Fridays 1.20pm-3.20pm

**4L Week 1**, Fridays 11am-1pm; **Week 2**, Tuesdays 2.15pm-3.20pm

**4I Week 1**, Tuesdays 11.45am-1pm; **Week 2**, Tuesdays 11.45am-2.45pm

**4C Week 1**, Tuesdays 1.30pm-3.30pm; **Week 2**, Wednesdays 9.45am-10.45am

Michelle Schembri 0414 907 337 or email

**Junior School Choir**
Parent help is required to assist with the Junior School Choir rehearsal sessions, which are held on Thursdays from 3.20pm - 4.20pm.

Melissa Lo-Iudice 0425 757 838, or email

**Middle School and Year 9 House Swimming Carnival**
Parent help is required to assist with the House Swimming Carnival being held on Monday 9th February at St Albans Leisure Centre from 8.30am-3.00pm. Parents will need to make their own way to the venue.

Tracy Wright 9336 7294, or email

**Year 4 - 6 District Swimming Carnival**
Parent help is required to assist with the District Swimming Carnival being held on Wednesday 4th March at St Albans Leisure Centre from 9am-12.30pm. Parents will need to make their own way to the venue.

Tracy Wright 9336 7294, or email

**Middle School and Year 9 House Athletics Carnival**
Parent help is required to assist with the House Athletics Carnival being held on Friday 13th March at Keilor Park Athletics Track from 8.30am-3.00pm. Parents will need to make their own way to the venue.

Tracy Wright 9336 7294, or email

**ACS Swimming Championships**
Parent help is required to assist with the ACS Swimming Carnival being held on Friday 20th March at Melbourne Sports and Aquatic Centre. Times will be confirmed closer to the date. Transport will be provided to the venue.

Tracy Wright 9336 7294, or email

**Year 9 Camping Program**
Parent help is required to assist with the Year 9 Waratah Bay Camp, which will take place from Wednesday 25th March - Friday 27th March. Activities on this camp will include a beach walk and a two hour surf session. Parents and students will be camping in tents in a caravan park/camping ground and all food and equipment will be provided.

Expressions of interest should be sent by email to tlccamps asap. In your email please provide:

- relevant experience,
- child’s name and class,
- postal address,
- contact number.

All email applications will receive a receipt of delivery. If you do not receive a delivery receipt please contact Denise O’Keefe, Resource Officer on 9334 0245. As this is a 3 day camp, 3 terms of hours will be allocated.
toward the Family Contribution Scheme at the conclusion of the camp.

**Taylors Lakes Campus Middle School Camping Program**

Parent help is required to assist with the Taylors Lakes Campus 2015 Year 8 camp to Falls Creek which will take place on Monday 4th May to Friday 8th May 2015 (Term 2, 2015). Interested volunteers should note that the Year 8 camping program will involve several nights under canvas as well as participation in outdoor activities such as hiking, cycling and canoeing.

Expressions of interest should be sent by email to tlccamps no later than Monday 23rd February 2015. In your email please provide:

- relevant experience,
- child’s name and class,
- postal address,
- contact number.

First Aid qualified parents will be required to hold a current minimum Level 2 First Aid Certificate and current CPR certification and must be prepared to undertake Anaphylaxis training. 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. If you do not receive a delivery receipt please contact Denise O’Keefe, Resource Officer on 9334 0245. As this is a 3 day camp, 3 terms of hours will be allocated toward the Family Contribution Scheme at the conclusion of the camp.

**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, PMP and Art, 0424 034 744 or email

**Jenny Ratcliff** - Years 3 - 8, Senior School and Hours, 0425 870 244 or email

**Tracy Wright** - ACS/House Sport, 9336 7294 or email

**Prep Classroom Assistance**

Parent help is required to assist in the Prep classrooms.

**Prep B** - **Weeks 1 and 2** Mondays 9.00am-10.45am, Tuesdays 9.00am-10.45am, Wednesdays 9.00am-10.45am, Thursdays 9.00am-10.45am and **Week 2 only** Fridays 9.00am-10.45am.

**Prep K** - Mondays 9.00am-10.45am and Thursdays 9.00am-10.45am.

**Prep P** - **Weeks 1 and 2** Mondays, Tuesdays and Wednesdays 9.00am-10.45am, **Week 1 only** Thursdays 9.00am-10.45am and **Week 2 only** Thursdays 9.00am-9.55am.

**Prep R** - Mondays, Tuesdays, Wednesdays and Fridays 9.00am-10.40am.

Susie Gekas 0424 034 744 before 9.00pm, or email

**Year 1 Classroom Assistance**

Parent help is required to assist in the Year 1 classrooms.

1CA
- **Weeks 1 and 2** Mondays 9.00am-10.45am, Tuesdays 9.00am-10.45am, Wednesdays 9.00am-9.55am, Thursdays 9.00am-10.45am and **Week 1 only** Fridays 9.00am-10.45am.

**1CR** - Mondays, Thursdays and Fridays 9.00am-10.45am.

**1S** - Mondays, Tuesdays, Thursdays and Fridays 9.00am-10.45am.

Susie Gekas 0424 034 744 before 9.00pm, or email

**Perceptual Motor Program (PMP)**

Parent help is needed to assist in conducting 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 are held in the Keilor Campus Gymnasium on **Tuesday** mornings from **8.55am-10.55am**.

Susie Gekas 0424 034 744 before 9.00pm, or email

**Year 2 Classroom Assistance**

Parent help is required to assist in the Year 2 classrooms.

**2M** - Mondays 9.00am-10.45am, Thursdays 9.00am-10.45am and 1.40pm-3.20pm (any day).

**2P** - Mondays 9.00am-10.45am, Wednesdays 11.10am-12.50pm and 1.40pm-3.20pm, Fridays 9.00am-10.45am and 11.10am-12.50pm.

**2T** - Mondays 9.00am-10.45am, Tuesdays 9.00am-10.45am and Wednesdays 9.00am-10.45am.

**2W** - Wednesdays 9.00am-10.45am and Thursdays 9.00am-10.45am.

Susie Gekas 0424 034 744 before 9.00pm, or email

**Year 4 Classroom Assistance**

Parent help is required to assist in the Year 4M classrooms on Mondays, Tuesdays and Fridays 9.00am-10.45am.

Susie Gekas 0424 034 744 before 9.00pm, or email

**Literacy Resource Room**

Parent help is required to maintain the Junior School Literacy Resource Room for a minimum of two days at the end of each term (day and hours flexible).

Susie Gekas 0424 034 744 before 9.00pm, or email

**Art Assistance**

Parent help is required to assist in the Art classrooms.

**Prep B** - **Week 1** Fridays 8.55am-10.55am and **Week 2** Fridays 9.55am - 10.55am.

**Prep K** - **Week 1** Wednesdays 11.10am-12.50pm and **Week 2** Wednesdays 8.55am-9.55am.

**Prep P** - **Week 1** Thursdays 11.00am-1.00pm and **Week 2** Thursdays 9.55am-10.45am.

**Prep R** - **Week 1** Thursdays 9.55am-10.45am and **Week 2** Thursdays 11.00am-1.00pm.

**1CA** - **Week 1** Mondays 11.00am-1.00pm and **Week 2** Mondays 1.30pm-2.30pm.

**1CR** - **Week 1** Wednesdays 9.00am-11.00am and **Week 2** Wednesdays 10.00am-11.00am.

**1G** - **Week 1** Wednesdays 11.00am-1.00pm and **Week 2** Wednesdays 9.00am - 10.00am.

**1S** - **Week 1** Mondays 1.30pm-2.30pm and **Week 2** Mondays 11.00am-1.00pm.

**2M** - **Week 1** Thursdays 1.30pm-3.20pm and **Week 2** Thursdays 9.05am-9.55am.

**2P** - **Week 1** Thursdays 9.05am-9.55am and **Week 2** Thursdays 1.30pm-3.20pm.

**2W** - **Week 1** Mondays 8.55am-10.55am and **Week 2** Mondays 11.00am-12.00pm.

**2T** - **Week 1** Tuesdays 11.00am-12.00pm and **Week 2** Tuesdays 11.10am-12.50pm.

**3C** - **Week 1** Mondays 11.10am-12.50pm and **Week 2** Mondays 1.40pm-2.40pm.

**3E** - **Week 1** Mondays 1.40pm-2.40pm and **Week 2** Mondays 8.55am-10.55am.

**3GK**
- **Week 1** Tuesdays 1.30pm-3.20pm and **Week 2** Tuesdays 11.00am-12.00pm.

**3S** - **Week 1** Tuesdays 11.00am-12.00pm and **Week 2** Tuesdays 1.30pm-3.20pm.

**4MP** - **Week 1** Fridays 9.00am-11.00am and **Week 2** Fridays 11.00am-12.30pm.

**4NK** - **Week 1** Fridays 1.30pm-3.20pm and **Week 2** Fridays 9.00am-11.00am.

Susie Gekas 0424 034 744 before 9.00pm, or [email]

**District Swimming Carnival Years 4-6**
Parents, including a First Aid trained parent are required to assist with the District Swimming Carnival on Wednesday 4th March at the St Albans Leisure Centre from 9.00am-12.30pm. Please note transport will not be supplied.

**Tracy Wright** - ACS/House Sport, 9336 7294 or [email]

**Middle School House Athletics Carnival**
Parents, including a First Aid trained parent are required to assist with the Middle School House Athletics Carnival on Monday 16th March at the Keilor Park Athletics Track from 8.30am-3.00pm. Please note transport will not be supplied.

**Tracy Wright** - ACS/House Sport, 9336 7294 or [email]

**ACS Swimming Championships**
Parent help is required to assist with the ACS Swimming Carnival Championships on Friday 20th March at the Melbourne Sports and Aquatic Centre. Times to be advised.

**Tracy Wright** - ACS/House Sport, 9336 7294 or [email]