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 queries 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
- **Wednesday 18th February** - 8.45am-3.20pm
- **Tuesday 5th May** - 9am-12pm
- **Wednesday 6th May** - 8.45am-3.20pm
- **Tuesday 4th August** - 9am-12pm
- **Wednesday 5th August** - 8.45am-3.20pm

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

**Contact Michelle Schembri 0414 907 337 or email**

**Year 9 Model Solar Vehicle Challenge**
A parent is required to assist the Model Solar Vehicle Challenge group dismantle last year's cars and organise the spare parts for use on this year's cars. Some soldering may be required. Hours are flexible and this task could be completed at home. We require this task to be commenced as soon as possible. Please contact **Ms Jay Critchley** via email.

**Prep and Year 1 Perceptual Motor Program (PMP)**
Parent help is needed to assist with the Prep and Year 1 Perceptual Motor Program (PMP). This program is aimed at gross motor skill and language development and supports the Physical Education program. PMP will be held on Friday from 1.15pm - 3.15pm.

**Contact Melissa Lo-Iudice 0425 757 838 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

**Contact Melissa Lo-ludice 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

Contact Michelle Schembri 0414 907 337 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.
Contact 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.
Contact 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 (MSAC). Times will be confirmed closer to the date. Transport will be provided to the venue.
Contact 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 from Monday 4th May to Friday 8th May (Term 2). 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 queries 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, 0439 080 368 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 - Week 1 Mondays, Tuesdays and Wednesdays 9.00am-10.45am, 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.
Contact 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.
1G - Mondays 9.05am-10.45am Week 2, Wednesdays 2.55pm-3.20pm weekly, Thursdays 9.05am-10.45am Week 1, Thursdays 2.00pm-3.20pm Week 2 and Fridays 9.05am-10.45am weekly.
1S - Mondays, Thursdays, Fridays 9.00am-10.45am.
Contact Susie Gekas 0424 034 744 before 9.00pm, or email

Prep and Year 1 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.

Contact 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, Wednesdays 9.00am-10.45am and Fridays 9.00am-10.45am.
2W - Wednesdays 9.00am-10.45am and Thursdays 9.00am-10.45am.

Contact 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.

Contact 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).

Contact 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.

Contact Susie Gekas 0424 034 744 before 9.00pm, or email

Senior School House Swimming Carnival

Parents, including a First Aid trained parent, are required to assist with the Senior School House Swimming Carnival on Monday 16th February at the St Albans Leisure Centre from 9am-3pm. Please note transport will not
be supplied.

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

**Keilor Campus Middle School Swimming Carnival**
Parents, including a First Aid trained parent, are required to assist with the Keilor Campus Middle School House Swimming Carnival on Friday 20th February at the St Albans Leisure Centre from 8.30am-3pm. Please note transport will not be supplied.

**Contact Tracy Wright - ACS/House Sport, 9336 7294 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 9am-12.30pm. Please note transport will not be supplied.

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

**Keilor Campus 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-3pm. Please note transport will not be supplied.

**Contact 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 (MSAC). Times to be advised.

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

**University of Melbourne Excursion**
A First Aid trained parent is required to assist with an excursion to the University of Melbourne with Unit 4 Biology students on Friday 31st July from 8.45am-1.30pm.

**Contact Jenny Ratcliff 0425 870 244 or email**

**Keilor Campus Year 8 Middle School Camp**
Parent help is required to assist with the Keilor Campus Year 8 Middle School Camp to Falls Creek from Monday 27th April to Friday 1st May, 2015. Applications are to be emailed no later than Wednesday 4th March.

Please provide:
- your name, child’s name and class
- your postal address and a contact phone number
- any relevant experience and a photocopy of any First Aid qualifications
- current 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. All email applications will receive a receipt of delivery. Four terms of hours will be credited at the conclusion of the camp and must be taken consecutively.