Staffroom Assistance at Keilor Campus

We require the services of a parent who can assist with various staffroom duties.

The position will require approximately 2-3 hours per week and will include the following duties:

- Receiving and unpacking staffroom groceries
- General cleaning and tidying of staffroom

Day and time is negotiable and can be discussed further by calling Lynelle Hawke on 9334 0000 or 0407 344 601 or please email.

Book in now for the 2015 Sausage Sizzle roster

Parent assistance rosters for the Sausage Sizzle Fundraising group at Taylors Lakes Campus are now being finalised and we still need parent helpers.

We need parents to assist with operating our Sausage Sizzle, which will now operate from the kitchen situated inside the Taylors Lakes Campus Gymnasium each Saturday during school terms.

Operating hours available are: 8am to 4pm – full day shift or half day shifts – 8am to 12pm or 12pm to 4pm

All hours count towards the Family Contribution Scheme.

All help from both Keilor Campus and Taylors Lakes Campus parents is welcomed.

If you are available to help in 2015, please contact co-ordinators Chris Fernandes on 0409 070 563 or Khue Pham on 0404 830 260 to discuss available shifts.

Mother's Day Stall, Keilor Campus

The Mother’s Day Stall at the Keilor Campus will be held on Friday 8th May.

Are you thinking of ways to obtain your Family Contribution Scheme hours? We require donations for our 2015 Mother’s Day Stall. Assistance is also required with set-up on Thursday 7th May from 6pm to 9pm at the Keilor Campus.
If you have any questions, please contact Tammie Tanti on 0417 388 028 or email Tammie, or Ann Damanti on 0401 773 564 or email Ann.

All assistance contributes to the Family Contribution Scheme.

**Mother’s Day Stall, Taylors Lakes Campus**
The Mother’s Day Stall at the Taylors Lakes Campus will be held on **Friday 8th May**.
We require donations and assistance. All assistance contributes to the Family Contribution Scheme.

Please contact Val on 0422 038 638 or email or Melissa on 0431 132 130 or email.

**Taylors Lakes Campus Prep Families Picnic BBQ**
Thursday 26th February, 2015, 5.30pm–7pm in the Taylors Lakes Campus Junior School courtyard (weather permitting).

To celebrate your child’s first month at school, join us in this celebration where you will meet new parents and get to know staff.

FREE sausage sizzle for Prep families. Bring along a picnic rug, salad and drinks for a night of socialising. (no alcohol)

This event is brought to you by the Junior School Parent Support Team, Taylors Lakes Campus.

**Parent Help Required - Catering Group**
Parent help is **urgently required** to assist with the set-up, serving and clean-up of functions. Hours are flexible as help is needed during the day, after school and evenings.

For further information please call Anne Quinn on 0419 368 813.

**Car Pooling**
**Do you want to share the driving to and from the College?**
Then car pooling may be right for you!

If you are interested in finding other parents who live in your area who may also wish to car pool then all you need to do is register. We will then provide you with the telephone numbers of parents who have also registered from the same area. The arrangements are then up to you!

Please email your name, your telephone number, your address, your children’s year levels and the Campus you drive to.

To register contact Wendy.

**Parents & Friends Services Directory**
Support the Overnewton Community and always consult the Parents & Friends Services Directory for ideas!
Applications for the 2015/2016 edition are sent to all parents. We would love to advertise your business.

Each year almost 5000 copies of the directory are distributed to our community. Simply fill in the application form and return it to the College.

If you are an existing advertiser please return your form with any changes you require or just tick the repeat box if there are no changes. A line listing is FREE for Overnewton families and Old Collegians.

If you have any questions or need a form please call Janine Hilton on 9334 0104 Tuesdays or Wednesdays.

The Parents & Friends Services Directory is available online.

Janine Hilton

Expressions of Interest - Class Reps 2015

There is still an opportunity for parents to express their interest for the all-new class representatives role. Four hours per term will be allocated to each class representative. The program is still in the planning stage and updates will be given to those who have expressed interest. You can be a class representative for more than one class.

As a class representative you will be responsible for establishing and maintaining connections between the parents in your child’s class. You will be provided with a class list by the College and required to set up communications between the parents in your allocated class (e.g. through email, SMS, diary notes, face to face presence). You will be the main source of communication of major and minor Parents & Friends fundraising and social events.

Tasks may include:

- Distributing information regarding upcoming events
- Initiating connections with parents in the class
- Initiating attendance at College events such as the Annual Ball or Trivia Night (e.g. by suggesting a table be put together with members from the same class)
- Assisting the Parent Support Team where required
- Assisting the class teacher or Heads of School when urgent help is required (e.g. last minute need for a parent to attend an excursion)

You will be required to liaise with Parent Support Team co-ordinators but will be responsible to the Class Reps co-ordinator who is a Parents & Friends Committee member (Diane Falzon). If you are interested in becoming a class representative, please email Diane Falzon your contact details and advise which campus your children attend and the class year level and home room he/she is in.

Recording 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 your name clearly and include your child’s name if it is different to your own.

Include your telephone number also, to help us allocate your hours correctly.

IMPORTANT NOTE:
Families who have given ten years of continuous service to the College through the Family Contribution Scheme, only need to complete a minimum of 14 hours per term from their eleventh year.

**Susan Bates, Community Development Assistant, 9334 0143**

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**Drop-Off/Pick-Up Zone Duty at Taylors Lakes Campus**

Parent help is required Monday to Friday from 8.30am to 9am and 3.15pm to 3.45pm to assist students safely crossing at the zebra crossing within the car park at the Taylors Lakes Campus.

Please email **Andrea Barrow** to discuss your availability.

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**Photocopying Assistance Needed at Taylors Lakes Campus**

A position has become available to join the photocopying team at Taylors Lakes Campus. Tuesday and Wednesday mornings, approximately 2 hours per week.

For more information contact Office Co-ordinator - Taylors Lakes **Lisa Gouder** on 0418 511 687 or email.

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**Free Zooper Dooper Days, Junior School, Keilor Campus**

**Friday 20th February 2015 and Friday 6th March 2015**

The Junior School, Keilor Campus are holding FREE “Zooper Dooper” days at lunchtime in the Plaza area for Prep and Year 1 students and the Amphitheatre for Years 2, 3 and 4 students.

If you wish for your child to have one Zooper Dooper on each of these days, please fill out the order form sent home with your child and return to your classroom teacher. A limited amount of lemonade icy poles will be available only for those with allergies or sensitivities to colouring agents only.

For any queries, please contact **Carina** on 0410 559 151 or email or **Pela** on 0415 867 218 or email.

Keilor Campus Junior School Parent Support Team

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**Parent Support Team, Junior School, Keilor Campus**

**Thursday 19th February 2015, 7pm**

Keilor Hotel lounge area, Old Calder Highway

The Keilor Campus Junior School Parent Support Team invites parents to attend our meeting to discuss fun events for Term 1 for our Junior School students. **New Parents are Welcome.**

Time spent in this meeting will be allocated toward the Family Contribution Scheme.

Any queries please contact **Carina Camilleri** on 0410 559 151 or **Pela Paolucci** on 0415 867 218.

Keilor Campus Junior School Parent Support Team

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**The Social Fundraising Committee Needs You**

If you enjoy party planning and meeting new friends then a fun way to earn your Family Contribution Scheme hours is with the Social Fundraising Committee, helping to plan and organise fundraising events including:

**Event One: Night Racing at Tabcorp Park**
Saturday 23rd May, 6pm to 10.30pm
There's no place like the track to experience the excitement and thrill of the trots. Guests will enjoy a three course buffet dinner and a great night of racing. Be a part of the excitement with an 'in-harness experience'. Get closer than ever in the 'mobile barrier ride'. Try your luck with sweeps, raffles and lucky dips.

**Event Two: Disco Bingo at Overnewton**
Saturday 5th September
It's bingo...with a disco twist! Guests will enjoy a vibrant night of musical-themed bingo, take home a treasure at the silent auction, try your luck at exciting games, and then end the night with a boogie!

Join the committee and take part in organising these fun events.

Come along to our first meeting for 2015 at the Keilor Hotel, 670 Old Calder Highway, **7.30pm on Monday 23rd February**. (Time spent in this meeting will be allocated towards the Family Contribution Scheme.)

Please contact Sarah on 0421 000 059 or email, or Katrina on 0438 834 028 or email for more information.

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**Level 2 First Aid Training**
**Staff and parents from Overnewton are invited to attend a Level 2 First Aid session run by National First Aid.**

**Saturday 21st February 2015, 9.00am-4.30pm, Richardson Centre, Keilor Campus**

The new revised Level 2 program is now called Provide First Aid (HLTAID003) and offers the skills and knowledge required to provide a basic first aid response, emergency life support and management of casualty(s), the incident and other first aiders until the arrival of medical or other assistance. The competencies are recognised as a benchmark standard satisfying training requirements across many occupational qualifications and industries.

As the program will be completed in one day, participants are required to complete a pre course question paper, which needs to be presented to the trainer at the commencement of the program on the training day. The assessment can be completed online at [http://bit.ly/oaccfirstaid](http://bit.ly/oaccfirstaid).

Parents can either choose to pay for the course or have the course paid for by the College. In the latter instance, parents must commit 12 hours per term for three years in the First Aid room (excluding camps).

Participants will also need to apply for a Unique Student Identifier (USI) number in order to undertake the course. USI’s can be accessed at [http://www.usi.gov.au/Pages/default.aspx](http://www.usi.gov.au/Pages/default.aspx).

To register your interest in the course, please send an email to Margaret Cummings by **Thursday 19th February**.

If you have any queries about the course, please contact Tim Jezard on 9334 0000.

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**Combined Working Bee**

**Saturday 21st February 2015**

Keilor Campus and Taylors Lakes Campus

The next combined Campus working bee will be held on **Saturday 21st February, 2015**.

Please note that the working bee commences at 8.30am before. Hours will only be credited after 8.30am.

The day will finish at **4.30pm**.
Please stay as long as possible so that the tasks organised for the day can be completed. The day will cover projects and general clean up at both campuses. Please bring along your own gloves and any gardening tools you may require, including lawn mowers. Lunch: $5.

No open shoes such as sandals or thongs, are to be worn at any working bees at the College.

Please note that children are not permitted to attend working bees.

Co-ordinators: Keilor Campus, Andrew Daalmeyer - 0411 269 331 and Taylors Lakes Campus, Sando Temelkovski - 0412 046 811
(Working Bee dates for 2015 are also listed on the College website, www.overnewton.vic.edu.au)

Term 1 working bee dates, 21st February and 21st March at both Campuses.

All assistance contributes to the Family Contribution Scheme.