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 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-Iudice - 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.

Mighty Melbourne - Thursday 26th March - 8.30am-1pm
Mighty Melbourne - Wednesday 6th May - 8.30am - 3.30pm
Mighty Melbourne - Thursday 7th May - 8.30am - 1pm
Mighty Melbourne - Wednesday 17th June - 8.30am - 3.30pm
Mighty Melbourne - Thursday 18th June - 8.30am - 1pm

Ecosystems - Tuesday 5th May - 9am-12pm
Ecosystems - Wednesday 6th May - 8.45am-3.20pm
Ecosystems - Tuesday 4th August - 9am-12pm
Ecosystems - Wednesday 5th August - 8.45am-3.20pm

Contact Michelle Schembri 0414 907 337 or email

Year 1 Classroom Assistance
Parent help is required to assist in the following Year 1 classrooms.
1M - Week 1 and 2 Thursdays and Fridays 9am-10.45am.
Contact Melissa Lo-ludice 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 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 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

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

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 to 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 Tuesdays 9.00am-10.45am, Wednesdays 9.00am-10.45am and Week 2 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.

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.

**Prep P** - Week 1 Tuesdays 11.00am-1.00pm.

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

**1S** - Week 1 Tuesdays 11.00am-1.00pm.

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

**2P** - Week 1 Thursdays 9.00am-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 2 Mondays 8.55am-10.55am.

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

**3S** - Week 1 Tuesdays 11.00am-12.00pm.

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

Susie Gekas 0424 034 744 before 9.00pm, or email

**Keilor 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, 0439 080 368 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.

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 – Friday 1st May, 2015. Applications are to be emailed to campskeilor@overnewton.vic.edu.au 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.