



**KEY DATES 2025**

**January**



**February**

Tue 11th—Getting to Know you Meetings 2.00 pm—6.30pm

**March**

Wed 5th—School Photos  
Fri 7th—Curriculum Day  
Mon 10th—Labour Day  
Wed 12th to Mon 24th—NAPLAN

**DATES AND TIMES TO REMEMBER:**

**TERM DATES 2025**

Term 1 - Tues 29th Jan - Fri 4th April  
Term 2 - Tues 22nd April - Fri 4th July  
Term 3 - Mon 21st July - Fri 19th Sept  
Term 4 - Mon 6th Oct - Fri 19th Dec

**CURRICULUM DAYS 2025**

Mon 28th January  
Fri 7th March  
Mon 28th April  
Mon 3rd November

**PROFESSIONAL PRACTICE. DAYS 2025**

Tuesday 16th December

**PUBLIC HOLIDAYS 2025**

Monday 10th March - Labour Day  
Friday 18th April - Good Friday  
Monday 21 April - Easter Monday  
Friday 25th April - ANZAC Day  
Monday 9th June - King's Birthday  
Friday 26th September - AFL Grand Final  
Tuesday 4th November Melbourne Cup

**TIMETABLE**

Commence 8.58 Line-up Bell-Music  
9am 2<sup>nd</sup> Bell - Roll Marked  
Recess 11.00 - 11.30am  
Lunch 1.40 - 2.30pm  
School Finishes 3.30pm

**Message From The Principal**

**Welcome Back**

As a new school year is upon us I would like to start by welcoming everyone back to school for 2025 and in particular, I'd like to welcome our Preps and new students to the school. The sense of excitement is always palpable and it was lovely to see prep classrooms packed with families making the most of what will no doubt be a treasured memory. Hopefully our families made the most of the holiday break and our students are refreshed and ready to learn.

As you will no doubt notice, there has been a lot happening around the school over the holidays. Most notably is the fact that the old hall and art room no longer exists and construction of our new library, art room and STEM centre is about to commence. In addition to these works, we have had many trades working around the school on roof plumbing, painting and general maintenance. We take considerable pride in the condition of our school and this has been recognised by the department, with MPS among the most well maintained schools in the state.

2025 will be another exciting year, with some important tasks and events ahead. This year we will be creating and performing our whole school production in term 3 and during term 2, the school will be participating in our 4 year review to create a new strategic plan to carry us forward until 2029. We will, of course, be holding the Colour Fun Run in term 4 and we bring it all together with the Year 6 Graduation at the end of the year. In between there will be excursions, incursions, sporting carnivals, Market Day and so much more!

I wish all of our students and families a happy and successful year ahead and look forward to catching up with everyone around the school.

**Day 1**

The first day of the school year was a great success, with students from F-6 settling in exceptionally well. I would like to thank the staff for making the students feel so at ease, but also acknowledge the work that was put in last year during the transition program. Our students have hit the ground running, which is exactly what we were planning for!

**Communications**

Communications will predominantly flow through Xuno as the first port of call, so I encourage families to make sure they have this app. In terms of student learning, teaching teams will be continuing to use the SeeSaw app in 2025. Each year level will provide fortnightly updates, with additional updates on a needs basis. Parents will likely notice that the preps and Year 5 & 6 students will most likely receive more notifications throughout the year than the standard, as there is often a lot going on at both ends, for example the 100 Days of Prep and the Year 6 Graduation. Please do not be alarmed if your child is in Years 1 to 4 and it feels like they are receiving fewer notifications, that's to be expected! For parents that need to contact me, the best option is to email me at [Charles.spicer@education.vic.gov.au](mailto:Charles.spicer@education.vic.gov.au) or to call the school on 9795 2477.

## **Getting to Know You Meetings – Tuesday 11<sup>th</sup> February**

Notices will soon be sent home regarding our Getting to Know You meetings which will be held on Tuesday 11<sup>th</sup> February from 2-6:30pm. Parents of all students are invited to book a time convenient to them. Bookings can be made via our Xuno online system shortly. Please keep an eye out for information that will be sent regarding how to make a booking.

The purpose of these interviews is twofold. Parents and guardians are encouraged to attend to:

- *Meet their child's teacher to begin an effective home/school partnership.*
- *Provide information to teachers regarding their child's strengths, talents, issues or concerns*

Information shared by parents to teachers will assist us to plan for and work as effectively as possible with you and your child throughout the year. Interviews will be 8 minutes in length.

## **2025 Parent Payments Reminder**

Parent payments help the school to operate effectively. At MPS, we continue to keep our contributions very low, however those additional funds are the difference between providing the additional programs, such as a significant investment in technology, that cannot be delivered without the support of families. We would like to thank the parents that have already made these payments and strongly encourage all families to do what they can. Payments can be made over time if families would feel more comfortable paying in instalments. Simply contact Suzy or myself to discuss these arrangements.

## **School Council Elections**

Information regarding the 2025 School Council election process is also being sent to families via Xuno today. Please keep an eye out for it! I would encourage any interested parent to contact me for more information. School council is an extremely vital part of the school and it is from council that we take our direction for the general management of the school. Council approves external contracts, provides advice and consent on a range of areas and oversees school finance. Please look out for this if you think you may be interested in nominating or being nominated. Information includes a timeline and summary of the role of School Council.

## **Parents and Families Association (PFA)**

Once again we call for interested parents who would like to be a part of the PFA in 2025. Thank you to those who have made contact, but if any other families would like to be involved we would love to hear from you. Please email [Mulgrave.ps@education.vic.gov.au](mailto:Mulgrave.ps@education.vic.gov.au) if you would like contribute. The PFA AGM will be held in the school staff room at 9.00am on Monday 10<sup>th</sup> February, everyone is welcome to attend.

We look forward to working with you this year!

## **Parent Helpers**

Aside from Council and the PFA, we also welcome the involvement of parents in the classroom, particularly in the junior years where parents can help by listening to students read and providing general classroom support. In the upper years, support becomes more focused around interschool sports, whole school events and the like. If you are interested in volunteering, please contact your child's classroom teacher, as I'm confident they will be happy to have you!

## **Working with Children Checks (WWCC)**

We encourage and value parental and community support at MPS. There are many ways that parents, grandparents and friends can assist at our school. We encourage all parents to obtain a Working with Children's Check that will allow you to be very involved in your child's education. These checks are free for volunteers. Once you have your WWCC please come to the office so we can photocopy this and we will add your name to our list of volunteers at the school. Please ensure you nominate Mulgrave Primary School as the place you will be volunteering at, when you apply for the WWCC.

## **2026 Enrolments**

Over the last few years our enrolment restrictions have started to take effect and we now have some additional capacity across the school. Whilst we are still capped at 450, we do have space for a handful of enrolments at most year levels. The pressure on prep enrolments remains high, with the school capped at 66 students per year.

For 2026 Foundation (prep) enrolments, we will continue with the new process rolled out across the state last year. Attached to this newsletter is a guide to the new process, which commences at the beginning of Term 2. The new application forms will be available for download from this time and we anticipate that applications will need to be made by **Friday 25th July**. Existing MPS families will have priority, but it would be extremely helpful if current families could enrol as early as possible next term, so that we can identify how many places will be available for new families. Given the nature of the new process, we would be very happy if families could simply call the office in the meantime and advise us if you have a child that will be commencing in 2026.

As per previous years, we will prioritise sibling claims and new enrolments from inside our Designated Neighbourhood Area. Once we have done this, we will look to provide clarity for those enrolling from outside of our area, as per the Department's guidelines (see below).

The new statewide enrolment process is still being rolled out to school staff, so as we have more information, we will update families accordingly. If you have any questions, please feel free to contact the office.

### Priority Order of Placement

In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students for whom the school is the designated neighbourhood school
2. students with a sibling at the same permanent address who are attending the school at the same time
3. where the Regional Director has restricted the enrolment, students who reside nearest the school
4. students seeking enrolment on specific curriculum grounds
5. all other students in order of closeness of their home to the school.

### Gate Opening and Closing Times 8:30am – 3:45pm

Due to the building works and an increase in heavy vehicle activity along Gladeswood Drive and entering the school, the school gates will be opened from *approximately* 8:30am instead of the current 8:45am. **Parents should note that no staff will be on yard duty to supervise students until 8:45am. Families should not drop their children at school prior to 8:45am, unless attending before school care.** This is for their own safety, particularly given that building works will be occurring throughout the year. In previous years we saw a growing number of students entering the grounds as early as 8am without adult supervision. For families where both parents work and therefore need to drop off their children prior to 8:45am, the school provides an Out of School Hours Care program that runs from 7am to 6pm. As in previous years, students should be arriving by 8:57am (when the music starts) so that they can enter their classroom and be ready for learning at 9am.

The front gate will always remain open during the day for access to the office and as a late entry and early exit point, whilst side gates will be shut. All students arriving after 9am must sign in at the office.

Parents are welcome on site at any time. We only ask that parents remain out of the classrooms prior to school starting as staff prepare for the day ahead. It is also important for students to build their resilience and part of this is entering the rooms on their own (with the exception of preps in the first week or so).

The side gates will be locked at 3:40pm. Any students remaining at school at 3:40pm will be escorted to the gazebo at the front of the school for collection. It is expected that students who are not collected by 3:45pm are registered for out of school hours care, so that they can be placed in care in the event that families cannot collect their children by 3:45pm.

### Kiss and Go Parking

A reminder to families that cars cannot be left unattended if you are using the Kiss and Go drop off and pick up zone. I understand the tendency to think that a quick trip to the office won't hurt, but parents leave themselves open to fines if a parking officer is in the area. Often, the first time you will know about it is when you receive the fine in the mail, as most fines are processed from photographic evidence. This will also assist the flow of traffic and ease of pick up and drop off for all families. I would also remind parents that the parking time limit in this area is 5 minutes.



## Car Parking

Parents are asked to be mindful of the parking restrictions around the school. Parking officers regularly patrol the school zone. **The staff car park is strictly for staff cars only and parents must not enter this car park between 8am and 4:30pm.** We have visiting staff entering and leaving on a regular basis and in 2025, we also have additional trades and heavy machinery entering and exiting due to the building works, with the staff car park reduced in capacity as a result. As such I would like to remind families that **pedestrians should not use the car park when entering and leaving the school.** Please use the pathways at the front of the school, via Gladeswood Reserve and on Maygrove Way. Excellent parking is available at both the kindergarten and tennis club entries to Gladeswood Reserve. I would also ask families to be mindful of our neighbours and avoid parking across driveways, *in no standing areas* or on nature strips. We thank you for your support in this matter as student safety is very important to us.

## Lunch Orders

We will continue to offer lunch orders on Wednesdays and Fridays in 2025. Students are able to order their lunches via Qkr! **commencing this Friday 31st January.** Orders must be placed by 9am sharp, but can be pre-ordered in advance. The new menu is available via the app. Our canteen service providers are a third party operation, so the school is unable to take late orders over the phone.

## Assembly

Assemblies will take place at 2:40pm every second Friday, commencing with a short assembly next week on **Friday February 7th.**

## Curriculum Days & Student-Parent-Teacher Conferences

A reminder that the 2025 Curriculum Days are as follows:

Day 1 - Jan 28th (Curriculum Overview and Admin)

Day 2 - Fri 7<sup>th</sup> Mar (School Review)

Day 3 - Mon 28th April (Literacy)

Day 4 - Cup Eve Mon Nov 4<sup>th</sup> (Reporting)

In addition, the state government has approved a professional practice day:

PPD 1 - Term 4 Tuesday 16<sup>th</sup> Dec (2026 planning)

## Labour Day Public Holiday

Parents are reminded that there is a Labour Day holiday on Monday 10<sup>th</sup> March. There will be no school on this day.

## School Uniform

Uniforms are available via PSW in Glen Waverley. All students should be attending school in full uniform. This is either the pale blue polo shirt for years P-5 or the navy year 6 polo (only available via the special order placed at the end of 2024). A summer dress and winter skirt are also available, along with navy shorts and tracksuit pants and the navy bomber jacket. Hats are required in terms 1 and 4, with school beanies on offer for the cooler months. Should your child be unable to attend in uniform, please send a note to your child's classroom teacher. The uniform (Student Dress Code) policy is available via the school website. ([Student Dress Code Policy](#))

Please also see an attached notice from PSW (Uniform Group) regarding current stock levels for uniform.

## Art Smocks

To protect clothing, all students are requested to have an Art Smock or old shirt that can be worn during art classes throughout the year.

## Staffing

A very warm welcome is extended to our new teachers – Ms Maria Rivas (Spanish) and Mrs Kristy Rummans (PE) and for Term 1, Mr Greg Paine, who will be assisting us with staff coaching and support. We also welcome back Mrs Krista Di Iorio (1CD) and Mrs Stacey Jones (6JH) from Family Leave. Please say hello to our new staff members if you see them around the school.

Our team for 2025...

Prep: Erica Newnham (PN), Lauri Brogden (PB) and Jay Khoo (PK)

Year 1: Hayley Cutting & Krista Di Iorio (1CD), Bernice Li (1B) and Lisa Laski (1L)

Year 2: Marika Evans (2E), Caleb Lazar (2L) and Beth Pope (2P)

Year 3: Amanda Hickleton (3A), Kate Hattwell & Evana Durack (3HD) and Emma Harrison (3H)

Year 4: Sarah Murray (4M) and John Stokes Semester 1 & Rebecca Wright Semester 2 (4SW)

Year 5: Nathan Giles (5G), Lenore Matthews (5M) and Jake Kuzma (5K)

Year 6: Stacey Jones & Lauren Hay (6JH) and Jordan Geer (6G)

STEM: Stuart McIlwraith

Spanish: Maria Rivas

Visual Arts: Dani Pejic

Performing Arts: Sally Bush

Physical Education: Kristy Rummans Semester 1 & John Stokes Semester 2

Tutoring Program (Response to Individual Needs): Tracy Turner

Staff Coaching & Support: Greg Paine (Term 1)

Education Support: Marina Vujmilovic, You Meng Hooi, Jacque Nathan, Vicki Goldsworthy, Grace Gardiner and Tien Sumarni

Admin Officers: Viki Ali and Anna Long

Business Manager: Suzy Shaw

Assistant Principals: Stuart Hattwell & Nicola Weerakoon

Principal: Charles Spicer

### **Annual Privacy Reminder**

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the [Schools' Privacy Policy](#).

Please take time to remind yourself of the school's collection statement, found on our website – [Privacy Collection Notice](#)

For more information about privacy, refer to: [Schools' Privacy Policy – information for parents](#). This information is also available in nine community languages:

- Amharic
- Arabic
- Dari
- Mandarin
- Somali
- Sudanese
- Turkish
- Urdu
- Vietnamese

### **Accident Insurance**

The Department of Education and Training (DET) does not provide personal accident insurance for students. Parents are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. The Department of Education states that reasonable low cost accident insurance policies are available from the commercial insurance sector. Similarly, DET (which includes the school) does not offer replacement of personal items which are brought to school and are lost, broken or stolen. Sentimental or expensive belongings and toys, including sports equipment and electronic devices, are normally best left at home.

## Mobile phones

Readers of the newsletter would be aware of the introduction of the state-wide policy on Mobile Phones in Victorian Government Schools and the pending Federal government legislation around social media use for under 16's. All students are required to turn off and hand in mobile phones to prevent usage during school hours. **This also extends to smart watches where the call and messaging function can connect to the student's phone.**

Devices will be placed in a locked cabinet/cupboard at the start of the day and handed back at the end of the day. School Council has approved our [Mobile Phone policy](#) to ensure it is aligned to DET directives. A copy of this policy is available on our website.

Please discuss this with your child/ren to assist us in following this policy. We thank you for your support in this area.

## Hats

A reminder that hats must be worn in terms 1 and 4. Sunscreen and sunglasses are also highly recommended.

## Heat Policy

The school operates a heat policy and we keep the children indoors in air conditioned classrooms on very hot days where the temperature exceeds 35°. We have also been asked to remind our parent community about the dangers of leaving children in cars on very hot days.

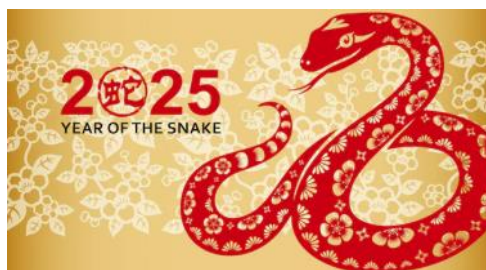


As always, plenty to get through to start the new school year.

Enjoy the weekend ahead everyone!

*Charles Spicer*

Principal



LOCATED AT MULGRAVE PRIMARY SCHOOL  
GROUNDS EVERY SUNDAY 8.00AM to 1.00PM



## Back To School Uniform Shopping Product and size availability

Tuesday 14th January, 2025

Dear Valued Customers,

The start of 2025 has brought with it an unprecedented demand for school uniforms thanks to the incredible response to the \$400 State School Savings Bonus. We are thrilled to see so many families taking advantage of this program to prepare for the school year ahead.

However, this demand has led to a higher-than-expected depletion of certain sizes in our current stock levels. Please rest assured that we are working diligently to replenish our inventory. A full range of winter uniforms will arrive in April, May, and June, ensuring your needs are met in time for the cooler months.

We would like to remind you that your \$400 State School Vouchers can still be used at that time, so there is no need to worry about missing out on this valuable support.

If you'd like to secure your items early, we encourage you to place a parent order at your dedicated store. This will guarantee your uniform sizes, and we will ensure delivery as soon as the new stock arrives.

Thank you for your understanding and patience as we navigate this busy time. We are committed to providing the best service and ensuring every student is ready for their school year with confidence and style.

Warm regards,

Adam Wilkinson  
CEO



Uniform Group Pty Ltd.  
Factory 1, 46-54 Lotcon drive  
Bangholme VIC 3175  
Australia  
[uniform-group.com.au](http://uniform-group.com.au)



## Parents and Families Association (PFA) New President for 2025

The Mulgrave PFA are looking for volunteers who would like to join in 2025!

The PFA is a vital group dedicated to supporting the school as well as connecting parents to create a strong sense of community. The PFA helps the school to undertake extra-curricular activities such as the disco, book fair, special food days, breakfast club and carols evening. This helps to create a positive and enriching environment for students whilst they are at Mulgrave Primary School. Another essential role of the PFA is to raise funds for the school. These funds are often used to help finance educational programs and to purchase additional supplies and equipment.

If you are interested in joining the PFA and/or would like to be considered for the President role, please contact the office or email the school at [Mulgrave.ps@education.vic.gov.au](mailto:Mulgrave.ps@education.vic.gov.au).

Nominations for PFA President will take place during the Annual General Meeting which will be held on **Monday 10<sup>th</sup> February** in the Staff Room at 9:00am.

We welcome all new members and are hoping to have one representative from each year level.

Thank you!





## Sustainable School Shop - Second hand uniforms



Mulgrave PFA have partnered with the *Sustainable School Shop*, a fantastic online platform where parents can easily buy and sell second-hand school items. It's a great way to save money, reduce waste, and support our school community!

Right now, you can find a wide range of school essentials available for purchase, including:

- summer dresses
- shorts
- short sleeve and long sleeve polos
- bomber jacket
- Schoolbags

It's simple to use—Families can login or register by going to: <https://www.sustainableschoolshop.com.au>

To see all the MPS second-hand uniform items currently for sale, please click on the link below: <https://www.sustainableschoolshop.com.au/stocktake/mulgrave-primary-school>

Whether you're looking for a good deal on school uniforms or want to pass along your child's outgrown items, the Sustainable School Shop makes it easy for everyone to get involved.

Happy shopping and selling! Let's work together to create a more sustainable future.

# ADVERTISING



## DIGIMAKER

Programming for young Makers

## COMPUTER PROGRAMMING CLUB!

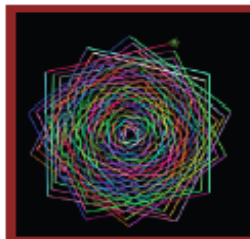
@ Mulgrave Primary School

In a world where technology touches every aspect of our lives, it is crucial that our children understand how it works. To accomplish this objective, there is an exciting coding club running at the school.



### DEVELOP SKILLS

- Creativity
- Logical thinking
- Problem solving



### LEARN

- Computer Science Concepts
- Fundamentals of programming
- Loops, Randomness and more

### PROGRAMMING LANGUAGES

- Scratch
- Python
- Javascript
- .. and many more



### MAKE

- Games
- Web pages
- Apps

Digimaker structured program runs each term and is charged on a per-term basis. Students will use school computer during the lesson.

### 9 WEEK TERM PROGRAM

Program for **Term 1 2025** is as follows:

**Year levels:** 3 to 6

**Term Fee:** \$252 incl GST

#### LUNCH TIME

1:40pm – 2:25pm

#### BATCH 1

Wednesdays 5<sup>th</sup> Feb to 2<sup>nd</sup> Apr 2025

#### LUNCH TIME

1:40pm – 2:25pm

#### BATCH 2

Thursdays 6<sup>th</sup> Feb to 3<sup>rd</sup> Apr 2025

Fill out the form online by  
**Thursday 19th Dec 2024**



[www.digimaker.com.au/enrol](http://www.digimaker.com.au/enrol)



### HOLIDAY E-LEARNING PROGRAM

2 HOURS OF FUN FILLED CODING  
FULLY SUPERVISED OVER ZOOM  
(5 DAYS A WEEK!)

<https://www.digimaker.com.au/events/school-holiday-coding-program/>