

# **Sandringham East Primary School – 4429**

## **2017 School Council Committees Annual Report to the School Community**



**Think... Imagine... Become...  
Sandringham East  
Primary School**

# School Principal's Annual Report 2017

Our vision is "To build a community that empowers, challenges and inspires learners to foster their creativity and talents developing the skills to fulfil their dreams in an ever-changing world to:

THINK...IMAGINE...BECOME."

Please see attached Annual Report to School Community about our school and its achievements.

School website: [www.sandringhameast.vic.edu.au](http://www.sandringhameast.vic.edu.au)

Lauren Walton – Principal.

The following is an appendix to the mandated DET Annual report for 2017 and encompasses all that Sandy East School Council Committees achieved which is enormous as you will see in the reports below.

We are indebted to the commitment from each leader and congratulate their team achievements- thank you.

## School Council President Report 2017

2017, what a year we have had. Whilst there is never a quiet time at Sandringham East Primary, this year will certainly go down as one of the biggest in the school's history, and what an honour it has been to be part of it.

The school doesn't function on its own. I would like to take this opportunity, on behalf of school council to thank our amazing staff, both teaching, support staff and administration. They all do an absolute incredible job, and it is really appreciated by our school community.

It would be remiss of me not to mention our Principal Lauren Walton and Assistant Principal Genevieve Casonato. Both Lauren and Gen work tirelessly to make sure SEPS is the best it can be. They both put in hours and hours of work, often at the school on weekends and during school holidays and always have the best interest of the students at the forefront.

Our school community is one of the highlights of SEPS. We are so blessed to have such dedicated parents and family members who volunteer their time to help out in some many areas of the school including gardening, class room help, school excursions, class reps, mothers and father's day stall, school fundraising events just to name a few. Without your help, SEPS would not be the amazing place it is.

School council are a group who represents all the parents and guardians of our school community. We are not responsible for the operational details of the school. Each year we have a group of sub committees which include the following:

- Facilities
- Elearning
- Fundraising
- Finance
- Policy and Planning
- School Community Partnerships
- PFA Parent & Friend's Association

Each subcommittee has done an incredible job this year and we thank them all for their hard work and dedication.

With my youngest child heading off to high school this year, it's time for me to hang up the boots and say good bye to SEPS. I'd like to say a HUGE thank you to everyone who has supported me over the past 8 years on School Council and 11 years at SEPS. I've been fortunate enough to meet and work with some incredible people and it's been an absolute privilege.

2018 is moving towards another exciting year at SEPS with our rebuilding projects, and I wish everyone involved the very best.

**Belinda Wilson - School Council President**

## School & Community Partnerships 2017

Last year was a productive year for the SCP sub-committee. The first task of the subcommittee was to write an action plan that was informed by the parent feedback survey of 2016. The action plan identified 4 main themes and it was decided that the priority for 2017 was to address the theme of streamlining the channels of communication between school and the parent community.

The Compass platform was introduced and is now the main source of communication between school and home. As a result of the feedback from administration staff and parents, the SEPS communication document was drafted and disseminated to the parent community. This outlines how parents can expect to receive communications from SEPS. It appears that parents are embracing the Compass technology and the staff at school should be acknowledged in their role and their ongoing commitment to streamlining the way in which parents receive information from SEPS.

In 2018 we plan to revisit the action plan and now concentrate on strategies to enhance the parent engagement with the SEPS community and also consider SEPS engagement with our wider local community.

I would like to thank the committee members John, Dan, Genevieve and Lauren for their ongoing commitment and support. I look forward to a productive and collaborative 2018.

**Kellie Haddrick – Coordinator**

## eLearning 2017

The eLearning Committee had a productive 2017. Below is a summary of our achievements.

Our Goals for the year were based on Coding, incorporating STEAM and building relationships with the community. We achieved our first two goals and will continue to build community relationships in 2018.

- Coding
  - increase the use of for students and build skills for teachers
- Link into STEAM
  - Work with the STEAM teacher Professional Learning Community.
- Build community involvement – working with Monash Uni students

Computer Program

- In consultation with our technician the committee recommended to continue offering the Acer B117 non touch, Acer B117 touch screen and the Lenovo Yoga 3rd Gen – convertible laptop. After researching other suppliers, we continued with LWT as they provided us with the best options and cost.
- During the year the Acer B117 was replaced with the Acer B118.

- Costings and processes for the 2018 program were researched and presented to School Council for ratification. These were then communicated to the Level 2 parents and other students in Level 3-6 who were not participating in the program.
- In 2017:
  - 62 laptops were purchased through the LWT portal.
  - 8 students took the BYOD option.
  - 211 Students from Level 3 – 6 had their own laptop
  - 47 students from Level 3 – 6 didn't participate in the program and used school devices.

### **eLearning at SEPS**

- Staff Committee promoted eLearning and Robotics across the school.
- Staff Committee organised and ran a Curriculum Day focussed on digital resources and the uses for the recently purchased robots across all levels.
- Mathletics has continued to be used across the school.
- Coding Lunch Club for students in Levels 4 and 5
- Coding lessons and activities with our cross level buddy grades.
- Cyber Safety activities were conducted across all levels and classes collaborated with their buddy grades to share ideas.
- Use of iPads in the Level 1 and 2 area for Literacy and Numeracy lessons.
- Use of technology including their own devices in Levels 3-6 in all areas of the curriculum.
- Use of technology to administer and complete student assessment.
- Use of the school emails and intranet to communicate between students and staff.
- Use of interactive whiteboards across all levels and curriculum areas.
- Staff use of technology to plan, assess, report and communicate.
- Acceptable Use Agreements were signed by all parents and students.
- eLearning Policies were updated and ratified at School Council.
- The SEPS website was continually updated with photos and information.
- Compass was used daily for communication, reporting of Student Learning Tasks and Formal Student Reports, attendance and parent permission for excursions.
- An eLearning levy was proposed as part of the parents' voluntary payments. This was accepted by School Council and put in place for 2018.

### **Purchases during 2017:**

- Robots:
  - 12 x Sephero
  - 10 x Dash
  - 12 x BlueBots + docking station
  - 12 x Wedo Lego kits with storage
- iPads for Staff for Professional Development and use in the classroom

- 20 x iPads for the Library which are used for Literacy and Numeracy and Coding
- 2 Servers were leased

#### Network / Internet

- WAPs were installed throughout the school to support the growing number of connected devices

#### Purchases for 2018

- The Committee would like to continue to invest in robotics and other STEAM related equipment
- Interactive projectors for the new Mod 10

Thank you to Phil George and Andrea Johannessen, who have volunteered their time to support us on the School Council Sub Committee. Thank you to Laureen, Genevieve and Karen for their support, guidance and commitment to improving ICT at SEPS. Thank you also to our school technician who work tirelessly to ensure that our ICT infrastructure and devices are maintained and in good working order. A special thank you to our Office Girls – Jo, Cath, Von and Leanne for supporting the committee and school processes, including costings, notices, documentation and payments.

All your hard work and commitment to our eLearning team is greatly appreciated by all the staff and students at SEPS.

**Claire Parsons – eLearning Sub-Committee Co-ordinator**

## Facilities 2017

What a year – It would be an understatement to say that we have achieved a lot, it has been a very busy year, full of so many accomplishments.

**Masterplan** – Finally the marathon is complete and all the hard work over the past 11 years has paid off. \$7.8 million dollars and our master plan is going ahead. This is a HUGE achievement and we thank the work of our subcommittee members, not only for this year, but for the past 11 years. This really has been a team effort. We'd also like to acknowledge the support of Minister Philip Dalidakis, who supported us through the process. The project is currently at the tender stage, and hopefully building will commence in April 2017.

**Mod 10** – We were fortunate enough, and thanks to Laureen's hard work, to qualify for a Mod 10 (10 pieces), 4 class rooms, double story brand new building. This has perfectly fitted in next to the hall and looks like it has been there forever. Thank you to the building company Fleetwood who put everything together and the hard work of the staff that were able to have everything set up for the first day of school. This was a very big job, which included the moving of 2 portable class rooms as well as our water tanks.

**Extend/Performing Arts area** – We are currently in the process of relocating the Extend and the Performing Arts area to the double classroom which has been moved next to the sandpit and chicken shed. This class room is having the kitchen from the multipurpose room relocated to it, as well as new sinks, flooring, bench tops and a fresh coat of paint. All renovations meet Bayside council standards. It is a large job, however will be well used once finished.

**Tree planting** – over 30 trees have been planted along the fence line at the back of the playground. This will work as a screen for both school and neighbours.

#### **Maintenance**

Geoff W has been employed to address facilities concerns re maintenance and up keep. This has been approved by School Council and the Education Department.

George V continues maintenance one day per week.

Jack S – works on a casual bases to maintain the school's front garden & gutters.

**Community correction services** have again done a few days at the school during the holidays. This has been a bit spasmodic this year, however we have completed some jobs and helped along others.

**Working bees** – Each year level was given a Sunday working bee to attend. This allows our families to contribute to general maintenance around the school & gardens. This is also supported by City Wide who regularly provide mulch and tools etc. We appreciate their support.

**Playground** – Our new Playscape as well as our existing playgrounds have all gone through a safety audit and are currently all compliant to regulations.

**Tree looping** – this has been done throughout the school, with a safety check and audit assessment of all throughout the school. School Council will approve the next actions to ensure trees are safe for our community.

**Looking to 2018**, we will continue to maintain our beautiful school, and work hard to ensure we provide the best facilities possible.

As this is my final report as leader of facilities, I'd like to thank everyone who contributes to facilities. Especially Karen Roberts, Andrew Charlton, Genevieve Casonato and Laureen Walton. We are a great team who get the job done!

**Belinda Wilson - Facilities Committee**

## Finance Report for 2017

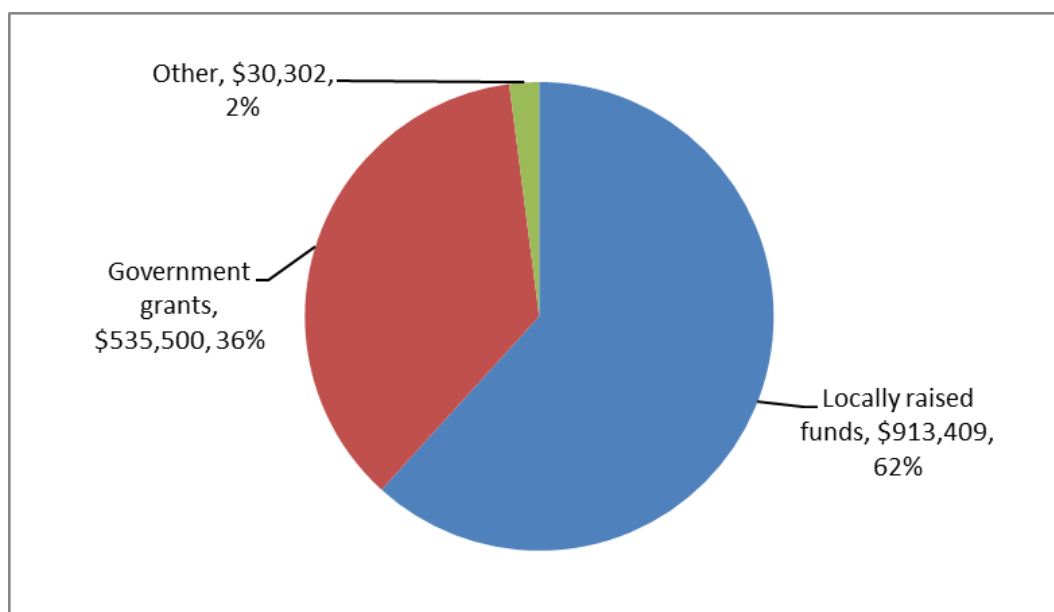
**Committee members:** Laureen Walton, Genevieve Casonato, Joanne Kitson and Gary Forrest

The school's financial performance for 2017 successfully reflected the budget set at the beginning of the year. Budgets were monitored on a monthly basis throughout the year and finance reports were reviewed at each school council meeting. Importantly, funds were allocated to all curriculum and building programs in order to meet the school's objectives.

### Income

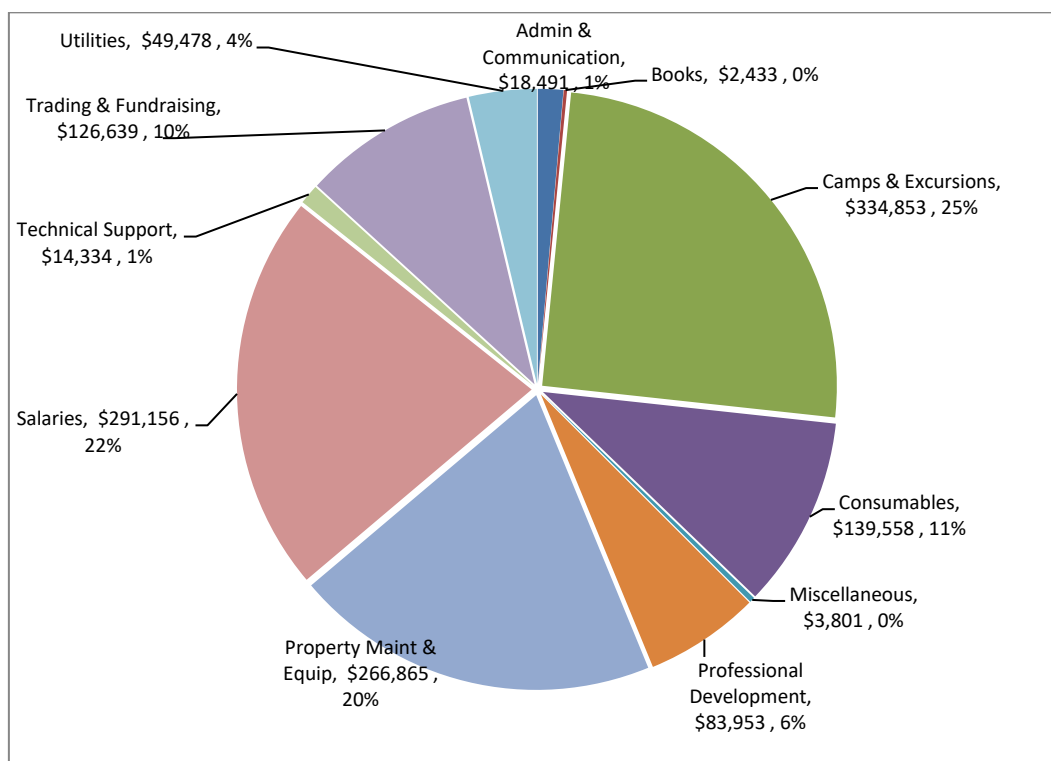
The total income for the year amounted to \$1,479,211 (increase of 27.3% YOY). This comprised of government grants and locally raised funds (which includes money received for camps, school fees, excursions, fundraising, voluntary contributions and trading operations such as the JSC).

The following graphic provides a breakdown of the income amounts:



## Expenses

SEPS expenses for 2017 were \$1,331,561 (increase of 7.03% YOY). The following graphic provides a breakdown of the expenses.



We have available funds of \$477,404 at 31 December 2017 which is mainly comprised of cash received in 2017 for 2018 expenses, including:

- Materials, Resources and Services;
- Excursions;
- Library and building funds; and
- The JSC.

Voluntary contributions were strong at ~60% in 2017 compared to ~50% in 2017. These contributions supported additional services in first aid, grounds, the library and buildings and contributed to a more comfortable, safe and secure environment for our students. We are grateful for these contributions and continue to encourage families to support these great programs.

In 2017, SEPS was successful in securing a commitment of \$7.8M from the Victorian Government for much needed capital funding for the school. This is a great result for our students now and into the future with state of the art teaching facilities on their way. SEPS is well positioned to ensure successful delivery of this program during 2018 and beyond.

## Fundraising

Fundraising monies are a vital input to the school's funding, with \$70,076 raised (increase of 22% YOY) by the school community. The Vintage Fair a major contributor generating nearly \$43,000. These funds have already been used for furniture both within classrooms and outdoor, and will be well utilised with the Master Plan Stage 1 beginning in Term 2 2018.

There was also strong support through the 'Busy Parent Contribution' during the year, with contributions of \$13,280. The Busy Parent Contribution allows families to make a voluntary contribution towards fundraising and receive an automatic exemption from fundraising sales, rewards towards the Walkathon & Easter Lucky Tickets and the right not to attend working bees.

Other valuable income sources that we have drawn upon this year include the Japanese Saturday College (JSC) and the Extend School Care Program. These represent important partnerships that SEPS has fostered over many years. Deepening and sharing cultural experiences and insights with JSC and ensuring the highest standard of before and after school care for our students.

Finally, this is my fourth and final year on School Council, and my second as Treasurer. It has been a great opportunity to get involved in the day to day running of SEPS. Laureen, Genevieve and Jo have been great to work with on Finance Committee. I commend their passion and energy to make things better for our kids and to support our teachers.

I am pleased to hand over the role of Treasurer to Jen Hill. As we embark on a period of significant change for SEPS with lots of development and transformation of our school, Jen's experience and financial knowledge will be an asset to the school community. I look forward to watching on from the school yard!

**Gary Forrest – Treasurer**

## Fundraising Committee 2017

2017 was a great year for fundraising with the key initiative of raising money to fund furniture and fittings for the learning spaces, as well as outdoor furniture.

Fundraising activities also focus on providing the school community with a sense of belonging and an opportunity to network with other school families. It is also a way to build relationships with our local businesses and charity organisations as we seek donations and partnership opportunities.

This year the team raised \$70,000 which was significantly up on prior years. The event that contributed the most to this was the Vintage Fair which alone raised \$42,700.

There were other smaller scale initiatives throughout the year that provided further opportunities to supplement funds such as sales of ice-creams at the Dad's footy match and Carols as well as school umbrellas and Christmas cards designed by our school children.

Our largest event for the year was the Vintage Fair, which alone raised over \$40,000. The planning started September 2017 with many committee members working over the summer holidays right up to the date of the fair. It was a great success especially considering SEPS had not had a fete for over 10 years and all plans had to start from scratch. Sponsorships from the local community reached over \$15,000 which funded the fantastic rides. The Lions Club donated their time and equipment to help with the sausage sizzle which raised over \$3,000. Justin Derrick a Dad from SEPS and his catering team had a sliders and wings food stall donating all profits to the school which also exceeded \$3,000. A special thanks to Ally Wavish for leading the fete planning as well as Michelle Smith, Jackie De Santis, Malourie Crawford, Sarah Elliot, Linda Best, Mel Withington, Anne Daley, all the stall convenors and SEPS staff who helped with the planning and on the day. The key learning from this event was to start planning a lot earlier in the prior year and to appoint a separate fete coordinator. This will ensure that the fundraising committee are not overworked in the summer months and stay motivated to help out with the rest of the year.

The 2<sup>nd</sup> largest event was the 90s Parents Night. This was a great success especially given there was no silent auction. On the back of the fete, SEPS had asked for many donations from the community and it was too soon to ask for anything more. The night raised over \$12,000 selling over 240 tickets. The live auction raised \$3,600; ticket sales \$10,400 and bar sales \$5,600. It was a fun night with everyone getting into the spirit of it by dressing in the 90s theme and dancing to all the 90s classics. The Fundraising Facebook page was used to



communicate the theme and drum up some fun and excitement. It was a good way to keep this event top of mind and create a fun communication forum for SEPS parents.

The student disco took a slightly different format this year, with it being split in between the JLC and Hall. The glo merchandise was not sold separately, instead one item per child was included in the price package. The key reason for this change was to eliminate plastic waste and stay in line with SEPS environmental policies. An external DJ called Bop Till You Drop was used and they played games with the kids throughout the night. Feedback on this change was overall positive but all feedback will be considered for changes in 2018. Overall the disco raised \$3,100 in line with past years.

The fundraising total would not be what it is without the ongoing support of the PFA who not only run their own activities but also coordinate Hunger Busters which raised over \$4000 for the year, going to our Philippines sister schools. The Busy Parent's Contribution also added \$4,550.

A big thanks to many people this year in the SEPS community with a special mention to Lisa Holmes, Kerry Thomson and the PFA for their ongoing assistance and support. Also to the parent volunteers throughout the year and to the many teachers who go over and above to lend a hand. A special thanks to the Fundraising Sub Committee who really did contribute months of hard work to the biggest events SEPS Fundraising have ever run.

I look forward to a successful 2018!

**Simone Smith – Fundraising Leader**

## Parent & Friends Association 2017

We have had another busy year at Sandringham East Primary School for 2017.

The Sandringham East Primary School Parents and Friends Association (PFA) is an extended group of parents involved with the school and its programs. The PFA is the connection between the parents and the school community including teachers, parents and School Council.

We encourage anyone to become involved in the PFA. Our meetings are once a month, and involve catching up with what is going on within the school and working out where extra assistance is needed. Laureen Walton, Principal, and Genevieve Casonato, Assistant Principal, attend each meeting and take the time to inform the PFA about what is going on within the school.

### Regular Programs

#### Class Parent Reps

Our class reps have yet again done a wonderful job throughout 2017. They have been the communicators to our school community as well as organising and coordinating such events as dinners, morning teas, teachers' birthdays, classroom help, assistance on excursions, Mother's/Father's Day Stall helpers, fundraising assistance, just to name a few!!! Thank you to all our class reps, you have all done a fantastic job and are a vital part of our school community.

During the latter half of the year, especially in Term 4, we have seen the introduction of Compass. This new whole school communication app has resulted in a reduction of communications going out via the class reps. I believe this has been a welcome relief for our busy volunteers and has made the job of class rep a lot less arduous.

#### The Cook and Care Program

This confidential service offers a helping hand with meals, rides to school etc. for school families in need. This year we have done only 6 meals for 1 family in need. More families have been offered the program but have declined as they have had their own outside network providing a helping hand. This is a wonderful program

and reassuring to know we can help our community in times of need. Thank you to Michelle Ferguson for taking this job on for another year in 2018.

### **The Head Lice Program**

Thank you to Susan Savage who took on the leadership of our Head Lice Program for 2017. Together with a team of parents, Mel Harrison, Sarah Murray, Deb Sinclair, Emily Ramsden and Mikiko Vagas, they did a great job ensuring kids were regularly checked throughout the school.

### **Book Club**

This year Book Club was coordinated by Jennie Burrows. She has done a great job, earning commission from sales of books and other education resources to students. This program also provided our school library & classrooms with many books.

### **Second Hand Uniform Shop**

Thank you to Sophia Ali and Megan Dew for running the second hand uniform shop which opens the 1<sup>st</sup> Monday of every month.

### **School Banking**

Thank you to Helen Pettigrew for taking on this role for most of 2017, earning the school commission from the number of accounts activated and funds deposited by the students.

### **Mothers; Day Breakfast**

This was the first year this event has been held. Mel Withington had a wonderful concept to give SEPS Mums a special breakfast and it was a fabulous success due to all her hard work and coordination. Thank you Mel.

### **Mothers' Day/Fathers' Day Stalls**

Thank you to Mel Harrison, Louisa Begg and Maz Lopes for coordinating these stalls, doing all the purchasing and sourcing the volunteers.

### **Specific Events**

In 2017 each year level was given approximately 2 tasks to coordinate for the year. This was a great success and allowed the load to be shared across each class. The following events were run throughout the year with the assistance of our dedicated team of PFA volunteers.



**TERM 1**

ACTIVITY	DATE	SUPPORTED BY	OWNER
New Parents Welcome Morning Tea	Thursday February 2	Level 1 Parents	PFA
House Swimming Carnival	Monday February 13	Level 4, 5 & 6 Parents	School
Welcome Family Picnic	Friday February 17	All Parents	School (PFA Assistance)
Vintage Fair	Saturday March 4	All Parents	Fundraising
Funky Hair Day (Leukaemia Foundation) (TBA – Special hot dog lunch)	Thursday March 16	Level 3 Parents	JSC (PFA Assistance)
Easter Treasure Hunt	Thursday March 30	All Parents	Fundraising

**TERM 2**

ACTIVITY	DATE	SUPPORTED BY	OWNER
Entertainment Books	Ongoing	Fundraising Team	Fundraising
House Cross Country	TBA	Level 4, 5 & 6 Parents	School
Mother's Day Breakfast	Thursday May 11	All Parents	PFA
Mother's Day Stall	Friday May 12	All Parents	PFA
PJ Day (Philippines School)	Thursday May 25	n/a	JSC
Parent Function	Saturday June 17	Fundraising Team	Fundraising
Japanese Dress Up Day (TBA – Sushi lunch & Philippines fundraiser)	Thursday June 8	Foundation Parents	School (PFA Assistance)

**TERM 3**

ACTIVITY	DATE	SUPPORTED BY	OWNER
100 Days Party	Thursday August 3	Foundation Parents	School
Disco	Friday August 18	All Parents	Fundraising
Read-a-thon	Monday August 21	All Parents	Fundraising
Special Friends Day	Monday August 28	Level 6	School (PFA Assistance)
Father's Day Stall	Friday September 1	All Parents	PFA
Father's Day Breakfast	Thursday August 31	Level 4 Parents	PFA
Dads Footy Match	Saturday September 2	Dads	Community
School Production	Thursday September 7	All Parents	School
Footy Colours Day (State Schools Relief) (TBA - Pies & Sausage Rolls Lunch)	Thursday September 21	Level 2 Parents	JSC (PFA Assistance)
Athletics Day	TBA	Level 4, 5 & 6 Parents	School

**TERM 4**

ACTIVITY	DATE	SUPPORTED BY	OWNER
World Teachers Day Morning Tea	Wednesday October 11	PFA	PFA
Pink Ribbon Breakfast/Cocktail Evening?	Friday October 20	Pink Ribbon Team	Community
Father & Child Camp	October 20 – 22 TBA	Dads	Community
Foundation 2017 Afternoon Tea	TBA	Foundation Parents	School
Expo Sports	TBA	Foundation, L1 & 2 Parents	School
Market Day – Level 6	Thursday November 30 OR Tuesday December 5	Level 6 Parents	School
Story Dogs Movie – Foundation – Level 2	Wednesday 15 & Thursday 16 November	n/a	JSC
Story Dogs Movie – Level 3 – 6	Wednesday 22 & Thursday 23 November	n/a	JSC
Christmas Carols	Wednesday December 6	All Parents	School (Fundraising)
Graduation Dinner	Monday December 18	Level 5 Parents	School

**THINK...IMAGINE...BECOME...**

Community events (and other parent rep organized social events outside of the school grounds) were required to carry the following disclaimer at the bottom of any communication related to them:

**Please note that this event has been organised by the parent community and is not associated with SEPS, its Principal, Assistant Principal or its School Council.**

Additional to these events, each year level was also awarded one Working Bee and each class rep coordinated a Hunger Buster for their home group.

For the first time this year the Hunger Buster proceeds have been donated to our two Sister Schools in the Philippines. This year we have raised \$4054.40. Thank you to all those that baked, bought and sold.

The PFA doesn't run without the help of so many people.

I would first of all like to say a HUGE thank you to Kerry Thomson our Class Representative Coordinator and Vice President. Kerry is amazing at everything she puts her hand to. She is honest, trustworthy, has a brilliant eye for detail and nothing is ever too much trouble. This has been my first year as President and she has truly been my guiding light. It has been a pleasure working alongside her (but most times one step behind her!) Thank you vice president and friend. Kerry has decided to hand in the reins of Vice President this year. I'm not sure how I will cope without her but I know she will still be a source of knowledge and help whenever we need her.

Secondly to our Secretary, Edwina Jenkins, for taking on this job. Edwina provided comprehensive minutes for every meeting and had them ready quickly and without a fuss.

I'd also like to thank Simone Smith, who has headed up our fundraising team. Simone has worked closely with both Kerry and I in lots of aspects of the PFA and her continued support, feedback and work was really appreciated. Well done on an amazing year of fundraising. Together with all the fundraising events and PFA events we have raised over \$69,000 for our school. Truly amazing!

I sincerely appreciate the support of Laureen Walton, Gen Casonato, Jo, Von, Leanne, Cath and Katherine and all the teaching staff. Your support, generosity and continued commitment to the students and community of Sandringham East Primary School is truly appreciated.

I have thoroughly enjoyed my first year of President of the Sandringham East Primary School Parents and Friends Association. The PFA cannot work without our wonderful volunteer Parent Reps. It continually relies on the support of our caring parent community who give themselves and their time to help ensure our children's primary school journey is a rewarding one.

I would like to thank each and every member of the PFA for their support and commitment to our school and to me. Without you, nothing would happen. Thank you everyone.

**Lisa Holmes – PFA President 2017**

## Policy and Planning 2017

### 2017 Goals and Achievements

The primary goals of the Policy and Planning Sub-Committee for 2017 were:

- a) To review and update policies due according to their review cycle
- b) To create new policies identified as required
- c) To identify and retire any policies no longer needed
- d) To maintain standards for current policies in accordance with DET requirements
- e) To ensure new and updated policies are loaded to the SEPS and retired policies are removed from the SEPS website in a timely manner.
- f) To continue the use of Dropbox as the method of allowing the Sub-Committee to review policies

Policies reviewed and updated (in 2017)

Policy Status	Policy Name
Policies reviewed and signed off	<p>Policies reviewed and ratified in 2017:</p> <ul style="list-style-type: none"> <li>• Privacy Policy (and Privacy Notice for Enrolment)</li> <li>• Playground Equipment</li> <li>• Fundraising</li> <li>• Transport</li> <li>• Pre-service Teachers</li> <li>• Anaphylaxis (currently being reviewed and amended again in Feb 2018)</li> <li>• Camping &amp; International Travel</li> <li>• Cash Handling</li> <li>• Internet Banking</li> <li>• Investment</li> <li>• Purchasing Card</li> <li>• Home Learning</li> <li>• Attendance Guidelines</li> <li>• English</li> <li>• Mathematics</li> <li>• Policy Development</li> <li>• Alcohol Responsible Use</li> <li>• Curriculum Provision</li> <li>• Information &amp; Communication Technology</li> <li>• Occupational Health &amp; Safety</li> <li>• Social Networking</li> <li>• Concerns &amp; Complaints Resolution</li> <li>• Critical Incident</li> <li>• Parent Payment</li> <li>• Student Voice</li> </ul>
Policies to be reviewed or introduced in 2018	<p>Any policies that are due for review in 2018:</p> <ul style="list-style-type: none"> <li>• Student Engagement and Inclusion Policy</li> <li>• Behaviour Management</li> <li>• Blood Spill</li> <li>• Diabetes Management</li> <li>• Duty of Care</li> </ul>

- Enrolment
- First Aid Policy
- Infectious Diseases
- Injuries to Staff
- Medication
- Safe & Orderly Learning Environment
- Student References
- Students with Significant Health Needs
- Syringe Disposal & Injury Management
- Yard Duty Supervision
- Communication
- Asthma Management
- Bullying & Harassment Students
- Bullying & Harassment Workplace
- Mandatory Reporting
- Working with Children Check (WWCC)
- Antidiscrimination Policy
- Equal Opportunity
- Sustainability
- Assessment & Reporting
- Drug Education
- LOTE
- Graduation
- Health & Physical Education
- Volunteers
- Community Partnership & Events
- Incursion and Excursion
- Mobile Phone
- Use of Private Car
- Allergies, Epilepsy and Seizures
- Storm Asthma (to be included in Asthma Policy)
- Travel Policy – School Based Staff

Most policies (exception of one – currently being reviewed and amended again – Feb 2018) were brought up to date within their review period during 2017. This places us in a reliable position for maintaining currency of policies throughout 2018.

The Policy and Planning Sub-Committee utilised and managed the file sharing process, *Dropbox*, which is successful and reasonably simple to manoeuvre around. Completed Policies for review and possible amendment were sent to all School Council members via email as this appears to be a more succinct and timely method for review of policies prior to ratification.

John Arbuckle left Policy & Planning Sub-Committee as the Coordinator. We recognise his efforts and thank him for his valuable contribution towards the Policy and Planning sub-committee.

The Policy & Planning sub-committee continues to welcome suggestions, recommendations and concerns from the whole school community to ensure that current, robust and relevant policies are in place for the benefit of all at SEPS.

**Jenny Dare – Co-ordinator for Policy & Planning Sub-committee**