

# Sandringham East Primary School 4429

## 2022 School Council Committees Annual Report to the School Community



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

## School Principal's Annual Report 2022 school year

**Our vision** is: "To build an inclusive community where our children are active learners, critical thinkers and creative explorers." Think... Imagine... Become

**Values:** Care Aspiration Respect - Always our best.

Our school has continued to thrive after our full year back on site after the challenges of lockdowns due to the pandemic. The outstanding staff at SEPS had a continual focus on our student's well-being and academic growth. We are proud of the efforts of teachers to focus on the whole child to adjust back into the life and culture of Sandy East. It was lovely to see our school community back on the school grounds supporting their children's return. Celebrating the 90<sup>th</sup> birthday of SEPS eventually happened after the hiccups due to the pandemic, which the alumni enjoyed.

I value and acknowledge the wonderful support from Assistant Principal Russell Watson and am excited that he can use his skills to lead Beaumaris Primary in 2023. Likewise, along with the Learning Leaders all staff have been instrumental in leading teaching and learning to ensure our students succeed and flourish.

School Council and its committees continued to work to ensure that the school places its emphasis on all areas for the benefit of our students and school community. I am thankful for such a dedicated school Council and thank each member for the commitment they show to Sandy East.

A very special thank you to Patrick Purcell and Sean Chapman for their advice and commitment to ensure the best outcome for the school facility regarding the development in May Road, thank you.

Thanks also to all the parents at Sandy East who have supported staff and leadership of the school. The community 'vibe' was evident at the welcome picnics in 2022 ( and 2023).

A very special acknowledgement goes to School Council President Scott Bundy who given above and beyond for our school, using his talents and expertise in so many ways:

- Designing and erecting the many signs for our 90<sup>th</sup> birthday and enrolment.
- Leading the Community Partnerships committee
- Arranging the photo shoot preparing to update the school website.
- Leading the VCAT opposition, fighting for the best outcome for our students
- Currently Scott has upgraded our newsletter which parents are appreciating.

I personally thank Scott for his support, loyalty and pride in the school and its achievements.

The Annual Report presented by the Department is available on the school website:

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

**Laureen Walton – Principal.**

The following is an appendix to the mandated Department of Education Annual report for 2022 and encompasses all that Sandy East School Council Committees achieved, which was challenging in the Pandemic year of 2022 as you will see in the attached reports below.

We are indebted to the commitment from each leader and congratulate their team achievements despite Covid restrictions coping with remote learning and virtual meetings- thank you all.

## School Council President Report 2022

SEPS community spirit coming back strong overcoming three significant challenges.

It's so good to be writing on this on the other side of 2022. Since this was a year that tested our beloved Sandringham East Primary School with three significant challenges. Yet despite this, the school rose above and is now growing stronger.

Challenge 1 – The uncertainty and scars of COVID

If you cast your mind back to the beginning of school year 2022, our kids still had to wear masks. While as parents, we were asked to keep our distance while wondering:

Will there be more lockdowns and home learning?

When if ever, can I pick up my child from outside the classroom again?

When would school be back to normal and what would normal be?

Late February 2022 the masks were off and slowly we were invited back into SEPS, which was a significant step in regenerating our incredible school spirit.

Since then, we've come together each day for school pick ups and drop offs, and for big events like Mother's Day, Father's Day, Carols and the Welcome Picnic. It's fantastic to see, however I feel we still need to be a little patient until everything settles back into place again after COVID.

I know our community spirit will get back to what it was, and I know that with all of you stepping up to add to the magic, we'll get there sooner.

#### Challenge 2 – Victorian teacher shortage

Listen to the news or talk to family in nearby communities and you'll know that we're all having to deal with a shortage of approximately 1,000 Victorian teachers. This has hit many schools, including SEPS. Yet despite this, our never give in Principal, Laureen Walton has defied the odds and has created a perfect register of great teachers for our kids.

The forces behind the teacher shortage could cause more change and angst at times for us all, but again I ask you to be patient and know that no school is immune to this.

#### Challenge 3 – 208-210 Bay St Development

This is one of the biggest challenges to face SEPS in decades. Everyone at School Council, was incredibly proud and grateful for the unanimous protest voiced by the school community. It was this protest more than any that sparked Bayside Council and other objectors into action and resulted in a recent weeklong hearing at VCAT.

Prior to this hearing, members of School Council sat in on two VCAT preliminary sessions, where VCAT made it clear that they had little or no issue with a residence being built close to a school and overlooking playgrounds. With that in mind, and with no support from the Education Department, we pushed on in an attempt to reduce the impact on our playground, Their Care, our outdoor classrooms hosted by Mr Marco and our kids. We felt we owed it to you all to give it our best shot and I feel we have as we await the decision of the Tribunal.

Lots to look forward to.....

- 2023 has kicked off with everything as normal as can be.
- We have great new teachers who have already gifted our kids their knowledge and looked after them on school outings.
- The Coffee Cart is back and we're learning that it's OK to hang around and have a chat and a latté again after school drop off.
- Beyond that, we have the refurbishment of the school's historical area, the development of two new learning spaces and a newly designed front entrance. All of which will start to unfold later in the year and will benefit our kids and their kids for time to come.
- Lots to be thankful for.

I've thanked two women at SEPS many times, but I need to do it again.

Firstly, former School Council President Alida Williams. Thank you for your many years of service to the school and for being a continual beacon of inspiration.

And Laureen Walton, thank you for everything you do for our kids and our families. You literally work every day for all of us on often difficult topics that we all should be grateful for.

Thank you to outgoing school councillors, our current school councillors and members of the PFA. You have driven SEPS through the hard times and to greater things. Finally, thank to you all. It is you that embodies our School Spirit. How high that spirit soars is up to you. In the words of Lennon/McCartney:

And in the end  
The love you take  
Is equal to the love you make

Scott Bundy, School Council President

## School & Community Partnerships 2022

There's so much happening behind the fence!

We finished last year's School and Community Partnerships report with a promise that our focus 2022 on bringing the SEPS community spirit back to what it was, pre-pandemic. And we've worked hard this year to build our community spirit through all of the work we've done. Led by the indefatigable Scott Bundy, and supported by Dan Newtown, Jess Rath, Laureen Walton and Russel Watson, the committee was determined to bring the community together.

Key to this was to celebrate the 90th Anniversary, which we were finally able to do through a beautiful alumni morning tea with invited VIPs in May, and a movie night to enjoy the spectacular production featuring all students.

Community spirit is heading in the right directions with the relaunch of the coffee cart, fantastic turnouts at both Mother's and Father's Day Breakfasts and recent Welcome picnic. After reviewing the house names in 2022 and the potential to empower the students to lead a process to change them to names that resonate with them, it was incredible to have the grade 6 leaders present the new names to School Council. We've since designed new logos for each house and hope to see these on news SEPS' house uniforms and banners over the coming months.

While re-building the community spirit behind the gates with our current parents and students, we've continued to ensure we're building a strong future community at our wonderful school. We grew our social media channels, designed new school billboards and moved them around the community, strengthened connections with local kindergartens, and had a photoshoot day featuring the diverse and real SEPS students and teachers in their inspiring learning environments. We look forward to showing off these photos in future communications including the new-look newsletter, expanded social media, promotional materials and new website.

We're proud of the community spirit that's surrounded the challenge the school has faced with the Bay Road development. We've been heartened by the support (both financial, moral and time given) to oppose this development. Regardless of the outcome, we have so much to be proud of and we'll ensure our unique, almost 'hidden' location and school feeling is retained.

Thankyou to our unique and strong school community for supporting the special events and activities at SEPS throughout the year, and a big thankyou also to the dedicated members of this committee.

Scott Bundy  
Leader, School and Community Partnerships

## eLearning 2022

The eLearning Committee had a quieter 2022 with no remote learning but still full of events and achievements.

### Computer Program

- In consultation with our technician the committee recommended to continue offering the Acer B118 touch screen and the Lenovo Yoga 3rd Gen and Lenovo 500w 5<sup>th</sup> Gen – convertible laptop. We continued with LWT as they provided us with the best options and cost.
- All parent information was uploaded to the school website as digital downloads and documents were emailed to the Level 2 parents via Compass. Hardcopies were available from the school office due to Covid restrictions.
- Parent Information sheet including security at home, cyber safety and passwords was also sent to all Level 2 parents.
- Parent information session was run via Webex with approx. 10 people in attendance.
- In 2022 for Level 3 students:
  - Level 3 students – 5 of the 76 students are using school devices
  - Level 3 students - 71 students have own device – 1-1 or BYOD
  - Level 3-6 students – 94% of students have their own device (1-1 or BYOD)

Students using school devices:

- Level 3 – 5 students
- Level 4 – 0 students
- Level 5 – 3 students
- Level 6 – 5 students

### General eLearning at SEPS

- Mathletics continued to be used across the school.
- Literacy Planet continued for students in F-2.
- Story Box Library was continued for all students / families
- Wushka – digital levelled take home books – continued for all students
- Coding lessons and robotic activities
- Cyber Safety activities were conducted across all levels from the Cyber Safety Project.
- 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 Microsoft TEAMS by Levels 3-6 students.
- Use of interactive whiteboards across all levels and curriculum areas.
- Staff use of technology to plan, assess, report and communicate.
- Use of Microsoft TEAMS by all Staff
- Acceptable Use Agreements were signed by all parents and students.



- The SEPS website was continually updated with photos and information.
- SEPS Facebook 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 permissions
- Digital content created in Remote Learning continued to be used.

#### Hardware:

- 20 Lenovo 500w 5<sup>th</sup> Gen laptops were purchased to support student learning and NAPLAN online.
- 5 new IWBs were installed in the JLC. New technology had not been purchased for the building since 2013 (when it was built).

Thank you to Paul Wratten and Luis Mata who supported us on the School Council Sub Committee. Thank you to Laureen and Russell for their support, guidance and commitment to improving ICT at SEPS. Thank you also to our school technician Jay who works tirelessly to ensure that our ICT infrastructure and devices are maintained and in good working order. A special thank you to our Office Staff for supporting the committee and school processes, including costings, notices, documentation, payments, parent communication and laptop repairs.

Claire Parsons  
eLearning Sub-Committee Co-ordinator

## Facilities 2022

Thanks to :Sean Chapman, Russell Watson (Whom has subsequently moved on from SEPS), Sean Daley, Ryan McCulloch, Scott Bundy, Laureen Walton, Eric McCann



As can be seen by the above photos our grounds at Sandy East are amazing. We are so proud of everything that we provide for our students.

#### **Working bees have moved to one per term**

This is because of the great work that our Maintenance men achieve during the week. However, we still value families coming together to enhance the school facilities. This is a great way to communicate and establish relationships. We value the expertise of our school families and encourage all to participate.

**Senior Building Balcony Ballustrade:** It was identified that the internal handrailing was in fact non compliant to the BCA and Australian Standards and subsequently had to be removed as this posed a climbing risk and fall from heights issue to students. This was removed with 2 infill rows of modwood being fixed back to the existing steel stanchions.

**Leadlight light box:** In March 2022, the leadlight light box was installed in the main entry foyer being an important part of preserving the history at SEPS. The light is set on a timing switch and is operational between the hours of 8am and 6pm

**Air Purifiers:** DET Granted SEPS 25 new Air purifiers. It was noted that these filters require regular cleaning every 5-6 weeks. Joe the maintenance man has been taking care of these scheduled maintenance works.

#### **Shade Sails to Main Front Entrance:**

Following SEPS receiving a grant of \$25,000.00, the fabrication of the structural steel for the shade sails commenced in May 2022 with the footings being cast at the end of May. These shade sails are a welcomed addition to SEPS providing additional sun protection and a more usable outdoor learning / play area for the students.

#### **Ice Shards falling from Staffing Building Roof:**

An issue that has been ongoing for multiple winters has now been addressed. During bitterly cold winter mornings where the Colourbond roof sheeting reaches temperatures of below 0 Degrees Centigrade, condensate water that settles in the troughs of the roof sheeting freezes.

In the morning when the Colourbond sheeting heats up these shards that form in the troughs of the roof release and slide off the roof causing a safety risk to students. Sean Chapman devised and detailed a solution to this by way of introducing an upturn to the gutter creating a guard.

#### **Rooves of Rain Water Harvest Tanks:**

Sean Chapman advised that the rooves to the rainwater required cleaning and will need to be replaced in the near future as they have caved in and are beginning to show signs of corrosion. Reassessment to take place in 2023.

**Signs:** Thankyou Scott Bundy for his continued efforts and focus with regards to signage around the school community advertising our great school.

**Major Upgrade to Sandringham East Primary School:** Tuesday, 3 May 2022

#### **MAJOR UPGRADE FOR SANDRINGHAM EAST PRIMARY**

The Andrews Labor Government is making sure students at Sandringham East Primary School have better learning environments, with a huge investment to deliver a major upgrade for the growing school. Member for Southern

Metropolitan Region Enver Erdogan today announced the *Victorian Budget 2022/23* invests \$3.8 million to deliver upgrade works at Sandringham East Primary School.

The funding will deliver the final stage of the school's masterplan, including upgrades to the Administration building and Prep learning area. This builds on the \$7.8 million allocated to the school in the *Victorian Budget 2018/19*. Students with special needs should receive the same opportunities as every other student in our state. Alongside upgrading mainstream schools like Sandringham East Primary School, this Budget will upgrade 36 special schools.

### **Quotes attributable to Member for Southern Metropolitan Region Enver Erdogan**

*“You can't get a first-rate education in a second-rate classroom – this investment will go a long way towards improving the facilities for students at Sandringham East Primary School and making their educational journey a modern and engaging one.”*

*“Sandringham East Primary school is popular amongst local families and is integral to the community. These upgrades will ensure students get the best education possible.”*

*“Only a Labor Government will deliver an education system that supports every Victorian child to reach their full potential, whether they attend a specialist school or a mainstream school.”*

### **Quote attributable to Minister for Education James Merlino**

*“Building the Education State isn't just about constructing new schools – we're making sure every Victorian student has access to the best facilities at school, no matter where they live.”*

Stage 2 focus – the main 90 year old brick building.

### **Objection to Neighbouring Development and VCAT Proceedings:**

#### **208-210 Bay Road, Sandringham**

After seven full days of evidence and submissions, the hearing completed today at 5:00 pm. The Permit Applicant still needs to respond to a matter (identifying the canopy coverage across the site and confirming that it meets the minimum requirements in the scheme) and there will also be an opportunity for any written comments on permit conditions. Our barrister thinks it is difficult to predict what the outcome is going to be. It is possible the Tribunal will refuse the permit, direct a permit be issued with conditions or issue an interim decision that provides an opportunity for the Permit Applicant to refine the design further.

Landscaping has been a particularly important issue for us and with the benefit of some very useful advice from Rob Thomson (the landscape expert we consulted) we were able to identify several issues that appear to have resonated with the Tribunal in relation to the Landscape Plan. There is no doubt that our position has been significantly enhanced by the expert evidence we called from Daniel Soussan.

The Sandringham East Primary School objection to this development has been led by a groundswell support from the local community. Recognition and thanks to Scott Bundy, Sean Chapman and Patrick Purcell who have supported Lauren in this cause. Thank you all.



## School Oval:

School Council's current project is investigating the solution to our oval which is most unsatisfactory for our students.

**Arborist Report and Findings:** Received on 21<sup>st</sup> December 2022. Whilst numerous trees require attention and some pruning in the coming 6 months, No trees have been raised as URGENT priority.

21 Ranked High Priority Trees

25 Ranked Medium Trees

22 Ranked Low Priority Trees

## Maintenance

- ✓ Joe and Geoff work so well as our maintenance men who ensure that our grounds are kept safe and well maintained. This is again an amazing help to our community.
- ✓ Finally thank you to Sean Chapman who has led the facilities at SEPS on behalf of School Council, and to Russell Watson, Sean Chapman, Sean Daley and Scott Bundy for their contributions for all things that make SEPS such a wonderful learning and play environment.

Sean Chapman, Facilities Leader.

# Finance Report for 2022

Committee members: Laureen Walton, Russell Watson, Wendy Franks, Olivia Darcy and Kylie Griffin

Sandringham East Primary School completed the first full year of learning onsite since COVID-19. The overall financial position of the school continued to improve, with an operating surplus of \$84k (2021 result \$191k). This is a good result considering the increase in operating costs during the year. The school remains in a strong cash position with cash balances slightly decreasing from \$1,050k in 2021 to \$1,016k in 2022. The major reason for the decrease in the cash balance was the due date of curriculum contributions for 2023 being pushed out until January 2023. In 2021 we had revenue in advance of \$222k compared to only \$34k as at December 2022.

The finance committee ensured that strong financial governance continued with school budgets, income and expenses closely monitored each month. Finance reports were reviewed at each school council meeting and curriculum and building programs still progressed over the year.

## INCOME

Total income for the year was \$1,280k, up from \$1,182 in 2021 and against budget of \$1,083k for 2022. The increase was due to Government Grants being up by \$173k compared to budget of \$378k. Income from hire of school facilities and equipment was also up by \$30k compared to budget. The Walkathon was a success raising \$12,742.69 for the school. Other contributions were below budget at \$67k (budget \$84k) but compared to \$53k in 2021 was a good increase. These contributions supported additional services in first aid, grounds, the library and buildings and provide a more comfortable, safe and secure environment for our students. We are grateful for these contributions and continue to encourage families to support these beneficial programs.

## EXPENSES

Operating expenditure for 2022 was favorable to budget with a total of \$1,196k compared to budget of \$1,404k (2021: \$991k). The year-on-year increase in expenses was driven by the school operating onsite for the full year.

Overall, the above-budget operating was a very pleasing result and a reflection of the strong financial management maintained in a challenging year by the SEPS staff and the continued support of parents.

On a final note, on behalf of my fellow finance committee members, I would like to thank Wendy Franks for her excellent work throughout the year.

Olivia Darcy and Kylie Griffin - Treasurer

# Parent & Friends Association 2022

## **What is Parent Friends Association (PFA)**

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

## **A 2022 Review**

Kathy Williams has done another incredible job managing the PFA committee with the support of our wonderful volunteer parent representatives. 2022 saw the return of many of the school communities much loved events after the ongoing COVID lockdowns of 2020/21. PFA meetings continued to be held via a combination of onsite and online meetings, both in the evening and after school assembly.

In 2022 it was decided that the PFA and Fundraising committees should combine to form a new SEPS Events Team. This decision came about for several reasons, including:

- The resignation of Angie Derrick as president of the Fundraising committee.
- Events from both committees causing an overload of events/ communication/ requests for volunteers.
- The decline in parent volunteers necessary to run each event.

## **Main Events**

### **The Welcome Picnic**

Our first Welcome Picnic post Covid lockdowns was a great success with a large turnout of parents and students. Past student DJ Jack Castwood Pyper provided entertainment, with the canteen open for snacks and drinks. Feedback for next year included more food and entertainment options for the children.

### **Easter Lucky Ticket**

The Easter Lucky Ticket Raffle in term one was organized by our Grade Three class reps and greatly anticipated by the students. We had a large group of volunteers assisting with the ticket allocation, money collection and the wrapping of the hampers. This year we successfully used the QKR app for payment, greatly reducing both the workload and number of volunteers needed.

## **Mother's Day and Father's Day Breakfast**

The Mother's Day and Father's Breakfast were both successful events with a large turnout of parents and students. This year saw the inclusion of activities for the parents and students to enjoy, such as nail painting, dress ups and craft tables. One major change this year was the use of pastries, provided by Paul at Bakers Delight Hampton, instead of the hot food provided in past years. This was done to limit the volunteers needed to assist with cooking and serving.

Thank you to Dale Sadler, Victoria Brockett, Kathy Williams, and Tania Warrington for the co-ordination of the events and the many volunteers who made the events a great success.

## **Special Friends Day and Book Expo**

Thank you to Karen Eppel, Nina Du Preez, Stephanie Murphy, Bianca Hawkins for the wonderful organization of the Book Expo and Special Friend's morning tea.

## **Grade 6 Graduation**

The Grade 6 2022 Graduation was held with a lunch celebration and the graduation ceremony in the evening. The students enjoyed a pasta truck for lunch with dessert, drinks and afternoon tea organized by the parents.

The 2022 Grade 6 Graduation was organised by Tania Warrington with the help of Peta Dyke, Sophia Ali, Alida Williams, Nish Kapoor, Eva Winterburn, Zoe Whittaker and Mel Harrison. Thank you to Tania and her team of volunteers for another successful celebration of our grade 6 students.

## **Other Regular Programs and Events supported by the PFA**

### **The Cook and Care Program**

This confidential service offers a helping hand with meals, rides to school etc. for school families in need.

### **Mother's Day/Father's Day Stalls**

Thank you to Mel Harrison for running the Mother's Day and Father's Day stall for yet another year.

### **Second Hand Uniform Shop**

Thanks to Sophie Ali for her commitment over so many years to providing good second hand uniform for our school community at such a reasonable cost.

### **World Teacher Day Morning Tea**

Staff certainly appreciated the celebration led by parents this year to recognize the amazing work that our teachers and staff do for our students and school community.

### **Hunger Buster and Working Bees**

These events are integral to our school which are supported by parents – thank you all.

## Christmas Giving Tree

Another great event that supports this less fortunate by providing toys and hampers for our local community. Thanks to the SEPS community for this support.

To our PFA Secretary, Stephanie Murphy, thank you for providing minutes for every meeting.

A sincere thank you for the support of Laureen Walton, Russell Watson, Wendy Franks, Leanne Matthews and all the administration and teaching staff. Your support, generosity and continued commitment to the students and community of Sandringham East Primary School is truly appreciated.

**Rachel Fallon**

**Outgoing PFA President**

# Policy and Planning 2022

**The primary goals of the Policy Subcommittee for 2022 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 Website and retired policies are removed from the SEPS website in a timely manner.
- f) To continue the written change over from existing local SEPS Policies to the DET Policies via the DET Portal Policy. All SEPS Policies need to be written in accordance with the DET Policies templates and wording.
- g) To implement the changes required by the updated set of Child Safe Standards adopted by the Victorian Government on 1 July 2022.

<b>Summary of work undertaken in 2022: Policies reviewed and ratified in 2021</b>	<ul style="list-style-type: none"><li>● 2022 Child Safe Standards Policies Suite<ul style="list-style-type: none"><li>○ Bullying Prevention</li><li>○ Child Safety Responding and Reporting Obligations</li><li>○ Child Safety and Wellbeing</li><li>○ Complaints</li><li>○ Child Safe Standards Code of Conduct</li><li>○ Digital Learning</li><li>○ School Action Plan: Aboriginal Learning Wellbeing and Safety</li><li>○ Student Wellbeing and Engagement</li><li>○ Visitors</li><li>○ Volunteers</li><li>○ Yard duty and Supervision</li></ul></li><li>● 2022 Curriculum policies<ul style="list-style-type: none"><li>○ English</li><li>○ Health and Physical Education</li><li>○ LOTE</li><li>○ Mathematics</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>○ STEAM and Science</li> <li>● Anaphylaxis</li> <li>● Asthma</li> <li>● Cash Handling</li> <li>● Class Placements</li> <li>● Communication</li> <li>● Duty of Care</li> <li>● Electronic Funds Management</li> <li>● First Aid</li> <li>● Health Care Needs – Diabetes</li> <li>● Health Care Needs – Epilepsy</li> <li>● Mobile Phones</li> <li>● Respect for School Staff</li> <li>● School Purchasing Card</li> <li>● Social Media</li> <li>● Statement of Vision and Values</li> <li>● Student Dress Code</li> <li>● Student References</li> </ul>
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The subcommittee continued the work cataloguing and documenting our existing policies. Policies were examined in relation to DET’s policy guidelines and recommendations, using the Policy Portal and Policy Advisor Library. The policies were categorised into those which are mandated in line with DET’s own policies, those for which we are mandated to have our own local policies, and optional policies or those not required by DET yet determined as necessary by Sandringham East Primary School.

As policies are due for review, the committee continues to roll new and updated policies over to our school’s new format/template to ensure consistency.

The committee reviewed the policies on the school website to ensure the latest versions of each were available to the community. The office team worked with the committee to ensure the school’s website policy section was up to date.

By October 2022, the SEPS policy bank web site had been reorganized as per the table below. This large-scale project has now set up us for easy maintenance after each School Council cycle.

School policies	School policies (cont.)	Curriculum policies	Child safe policies
<ul style="list-style-type: none"> <li>• Anaphylaxis Policy</li> <li>• Asthma Policy</li> <li>• Attendance Policy</li> <li>• Camps and Excursions Policy</li> <li>• Class Placement Policy</li> <li>• Communication with School Staff Policy</li> <li>• Dress Code – Students Policy</li> <li>• Duty of Care Policy</li> <li>• First Aid Policy</li> <li>• Fundraising Policy</li> <li>• Health Care Needs</li> <li>• Health Care Needs – Diabetes Policy</li> <li>• Health Care Needs – Epilepsy Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Homework Policy</li> <li>• Inclusion and Diversity</li> <li>• Medication Policy</li> <li>• Mobile Phone Policy</li> <li>• Personal Property Policy</li> <li>• Photographing, Filming and Recording Students Policy</li> <li>• Respect for School Staff Policy</li> <li>• Social Media Policy</li> <li>• Statement of Vision and Values</li> <li>• Student References Policy</li> <li>• SunSmart Policy</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Arts</a></li> <li>• <a href="#">Assessment &amp; Reporting</a></li> <li>• <a href="#">Curriculum Framework</a></li> <li>• <a href="#">English</a></li> <li>• <a href="#">Health &amp; Physical Education</a></li> <li>• <a href="#">Home Learning</a></li> <li>• <a href="#">LOTE</a></li> <li>• <a href="#">Mathematics</a></li> <li>• <a href="#">Science</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Child Safety and Wellbeing Policy</a></li> <li>• <a href="#">Child Safety Responding and Reporting Obligations Policy and Procedures</a></li> <li>• <a href="#">Bullying Prevention Policy</a></li> <li>• <a href="#">Complaints Policy</a></li> <li>• <a href="#">CSS Code of Conduct</a></li> <li>• <a href="#">CSS Risk Management Register</a></li> <li>• <a href="#">Digital Learning Policy SEPS</a></li> <li>• <a href="#">School Action Plan Aboriginal Learning Wellbeing and Safety</a></li> <li>• <a href="#">Student Wellbeing and Engagement Policy</a></li> <li>• <a href="#">Visitors Policy</a></li> <li>• <a href="#">Volunteers Policy</a></li> <li>• <a href="#">Yard Duty and Supervision Policy</a></li> </ul>
		<p><b>Department of Education and Training (DET) policies</b></p> <ul style="list-style-type: none"> <li>• <a href="#">CCTV</a></li> <li>• <a href="#">Enrolment</a></li> <li>• <a href="#">Equal opportunity (includes discrimination and harassment)</a></li> <li>• <a href="#">Head Lice</a></li> <li>• <a href="#">Hire of Facilities</a></li> <li>• <a href="#">Parent Payments</a></li> <li>• <a href="#">Privacy</a></li> <li>• <a href="#">Restraint and Seclusion</a></li> <li>• <a href="#">Working with Children</a></li> <li>• <a href="#">Workplace Bullying</a></li> </ul>	

The time periods for each policy were identified to determine priorities for 2022, noting that periods range from 1 year (reviewed and updated annually) to 4 years. The abovementioned 17 policies and two sets of Policy Suites were identified as requiring review, updating, and ratifying in 2022. All completed Policies for review and possible amendment were sent to all School Council members via email, with subcommittee reports noting those requiring School Council approval.

The committee continues to welcome feedback and questions from the whole school community to ensure that current, robust, and relevant policies are in place for the benefit of all in the SEPS community.

The committee acknowledges with gratitude the work undertaken in 2022 by former staff members, Andy Coutts, Russell Watson and Jenny Dare who led the work of the Policy Subcommittee in 2022.

*Eric McCann and Jacqueline Perdriau*  
*March, 2023*