FROM THE PRINCIPAL

Dear Parents, Carers and friends of the school community,

School Council News

School Councillors met last night for the final meeting of the year. At this meeting councillors endorsed the budget planning arrangements for 2014, including some large projects to be undertaken in the Christmas school holiday period.

Projects include:
- Room 21 refurbishment – Budget: $150,000 (this includes asbestos removal)
- Therapy Office upgrade: Budget: $8,000
- Cyclical Painting – Budget $7,000 (including external façade of rooms 13 – 19, Bloomfield Hall and the undercover walkway near Art room & rooms 22-24)
- Shade sails for later years – Budget $30,000
- Resurfacing of Playgrounds 1 & 2 – Budget $50,000 (planned for later in the year)

School Council endorsed the Visitors Policy and Volunteers Policy and they are included in the newsletter for your information. Arrangements for SSG’s, curriculum days and fundraising events for 2014 were also agreed for 2014. The Parent Handbook will be sent home soon with the key dates and information for you.

Members of the school council have worked diligently in our first year of operation and I thank each and everyone one of them for their continued support throughout the year.

Visit from Santa

Santa has confirmed a visit to JSA on Monday 16th December from 10am in the PLC. We are hoping that Santa can stay for the Later Years Disco also. Thank you to Adrian Backx from the South Morang Fire Brigade for organizing this for us.

Stock pile of soil

The remaining soil from the oval area was removed off site on Saturday 30th November and the area was cleared for staff and students to access. Worksafe visited JSA on Tuesday 3rd December to ensure all the documentation was in place. The Worksafe officer was satisfied that the area is now clear of all contaminants and that staff can access this area.

School Bus Runs 2014

We are anticipating that there will be a number of changes to the bus runs in 2014. Glynis Lawson has commenced the process of consulting with MEES Bus Lines about the anticipated changes to the runs. When they are finalised, Glynis will be in contact with families.

Parent/Carer Payment Policy

Earlier this week you would have received information on the School Fee structure for 2014 and Education Maintenance Allowance. If you have any questions relating to this information please contact the admin team. Please note that payments for Essential Education Items and the Voluntary Contributions (playground audit/maintenance) can be paid prior to the end of the school year for 2014.

SSG’s

It was great so see so many families attending the SSG’s this week. With a significant focus on celebrating achievements, it was lovely to hear the positive feedback from staff and families. Thank you for taking the time to meet with staff to discuss your child’s progress.
Staffing – Appointments 2014
Across the school there will be many new staff commencing in 2014. This has meant that we have conducted many recruitment panels and members of staff have been hard at work over the past term recruiting staff for the commencement of the new school year. Thank you to members of the leadership team who chaired panels and to staff members who acted as panel members. Congratulations to those who applied and won positions here at JSA for 2014. All new staff will be formally introduced in the first newsletter of 2014.

School Self Evaluation:
Jacana School for Autism is currently undertaking a self-evaluation of the current Strategic Plan – the detailed plan can be viewed from the school website www.jacanaschoolforautism.vic.edu.au in the Parents/Carers School Council section JSA Strategic plan 2010 – 2013 final 2. The data collected will be used to develop the next Strategic Plan. Parents are a vital part of the self-evaluation of the goals set and in providing direction for future goals.

Parents are invited to respond to the strategic questions (attached to the newsletter) which provide the framework for the school's self-evaluation. You may respond to as many, or as few of the areas as you choose. We are particularly interested in responses to the future direction.

Responses to the Self-Evaluation survey are required by Friday 13th December to be included in the data collection. If you have any questions please call Denise Clarke (Acting Assistant Principal – Operations)

Sensitive Santa
Sensitive Santa offers children with Autism the opportunity to meet and have their photo taken with Santa this Christmas. The sensory friendly environment provides a low stress, quiet surrounding creating an ideal setting for your child and is at Highpoint from 19th November until 21st December. Bookings are available between 8am—9am on 9318 1699. See below for the link

Graduation ceremony for students in their final year of schooling at JSA and students moving from the primary years of schooling to the secondary years of schooling will be held on Thursday 12th December at 2pm in the PLC.

Later Years Disco will be held on Monday 16th December in the PLC.

JSA Facebook Page: CURRENTLY WE HAVE 103 LIKES
JSA now has a Facebook page that is administered by the admin and leadership team. Please like us on Facebook to keep updated on all the news and events.

https://www.facebook.com/JacanaSchoolforAutism

Fundraising Committee News
Silver Coin Frenzy
Congratulations to Room 19 for winning the Silver Coin Frenzy. A total of $472.85 raised by the class.

A grand total of $2,213.55 was raised and will be used to purchase the sound system for the performing arts.

Room 19 are looking forward to their special fish and chip day.

BBQ Lunch order: Thursday 28th November
Total profit for the special lunch day was $570.00. Thank you to Lisa Sette, Rosa Figliola, Teresa Beasy, Anne Graham and Marissa Griffiths for assisting on the day, it was enjoyed by everyone.
Corinne Pupillo
Principal

19 - 39 Landy Road, Jacana VIC 3047
Phone 9309 6258
Fax 9309 6426
jacana.school@edumail.vic.gov.au
www.jacanaschoolforautism.vic.edu.au
Early Years A

SWIMMING
The children enjoying their swimming lessons.
EYB
Room 2 enjoying the Port Melbourne Beach on a nice sunny day!
On December the 3rd, Room 23 invited guests to view their Jungle Mural. Lygin Ang was one of the students to develop this project as part of his VCAL studies.

Invited guests included Corinne, Sue J, parents and friends of the students and pupils from Room 19.

Room 23 students and staff thanked Art Teacher Jade Thomson for his advice and assistance with the project.
Strategic Plan Self Evaluation 2013

6th December 2013

Dear Parents,

This school has operated under a Strategic Plan during the period 2010 – 2013. The original plan under the name of Northern School for Autism was developed in consultation with parents and staff from both campuses at the time. In 2013 Jacana School for Autism has continued the plan with a few minor changes in data collection.

Strategic plans aim to improve students’ school experience and their outcomes in three areas

<table>
<thead>
<tr>
<th>Goal Areas</th>
<th>Jacana School for Autism Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student learning</td>
<td>• To improve students’ communication skills</td>
</tr>
<tr>
<td></td>
<td>• To improve students’ literacy skills</td>
</tr>
<tr>
<td>Student engagement and well-being</td>
<td>• To improve students’ interpersonal skills</td>
</tr>
<tr>
<td>Student pathways and transitions</td>
<td>• To improve pathways for students in their final years of schooling</td>
</tr>
</tbody>
</table>

Jacana School for Autism is currently undertaking a self-evaluation of the current Strategic Plan – the detailed plan can be viewed from the school website [www.jacanaschoolforautism.vic.edu.au](http://www.jacanaschoolforautism.vic.edu.au) in the Parents/Carers School Council section [JSA Strategic plan 2010 – 2013 final 2](http://www.jacanaschoolforautism.vic.edu.au). The data collected will be used to develop the next Strategic Plan. Parents are a vital part of the self-evaluation of the goals set and in providing direction for future goals.

Parents are invited to respond to the strategic questions (on the back of this sheet) which provide the framework for the school’s self-evaluation. You may respond to as many, or as few of the areas as you choose. We are particularly interested in responses to the future direction.

Responses to the Self-Evaluation survey are required by Friday 13th December to be included in the data collection. If you have any questions please call Denise Clarke (Acting Assistant Principal – Operations)

Thank you for your interest in the development and the improvement of the school.

Corinne Pupillo  
Principal

19 - 39 Landy Road, Jacana VIC 3047  
Phone 9309 6258  Fax 9309 6426  
jacana.school@edumail.vic.gov.au  
<table>
<thead>
<tr>
<th>Questions</th>
<th>Student learning</th>
<th>Student engagement and well-being</th>
<th>Student pathways and transitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>What student outcomes did we achieve?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Why did we achieve / not achieve improved student outcomes?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How effectively did we manage resources to support the achievement of improved student outcomes?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FUTURE DIRECTIONS - What can we do in the future to continue to improve?**

**FUTURE DIRECTIONS - Any other comments about school improvement e.g. facilities, programs, parent involvement etc**
Visitors' Policy

Rational

Jacana School for Autism (JSA) welcomes visitors who have a reasonable and constructive reason to be on the school's grounds or premises. Unwanted visitors are those who have no apparent legitimate or educational purpose for visiting the school, or those that visit with anti-social, illegal or destructive intent.

Purpose

To provide a school environment that is welcoming and where visitors have a legitimate cause to be on site.

Implementation

All visitors are required to report directly to the school office upon arrival at the school, to sign the visitor's register, to collect and wear a visitor's badge and to be assisted with directions or appointments.

- Signs directing visitors to the school office will be prominently displayed at school entry points.
- Staff members are required to direct any unidentified person (without a visitor's badge) to the school office, or to report unidentified people or vehicles to the Principal.
- Staff members on yard duty are to question and/or report visitors who do not display visitors' badges and/or whose behaviour is of concern.
- Visitors will not enter classrooms except when accompanied by the Principal or nominee and/or by prior arrangement with the teacher. Teachers have a schedule of activities and interactions with their students and it is important that this not be disrupted.
- Parents/carers are asked to follow sub-school protocols when dropping off and picking up their child - a centrally designated location will be negotiated.
- Students arriving late (after 9.10) or leaving early (before 2.50) must be signed in and out at the general office.
- The school's emergency lock down procedures will be regularly practiced.
- The school gates will be locked out of school hours.
- Security lighting will be well maintained.
Request for Non-school Personnel to Observe Students

Permission for non-school personnel to visit JSA to observe students will be granted at the discretion of the Principal:

- Parents/carers are able to request non-school professionals to observe their child in the school situation.
- Parents/carers are requested to put in writing the purpose of the visit by non-school personnel.
- The intention of the visit is to support families in the home situation.
- Non-school personnel are to focus on the nominated student only and the stipulated intent of the visit as described by the parent.
- Non-school personnel are expected to maintain confidentiality.
- School personnel will determine appropriate times and frequency of visits.
- School personnel and parents/carers may request an SSG meeting at any time.

Evaluation

This policy will be reviewed as part of the two year policy review cycle.

Ratified By JSA School Council:
5th December 2013
VOLUNTARY WORKERS

Rationale

In accordance with Division 6 of Part II of the Education Act 1958, a volunteer school worker means a person who without remuneration or reward voluntarily engages in school work.

Volunteers add significant value to the human resources available to the school and consequently deserve encouragement, effective management, support and recognition.

Broad Guidelines

- Volunteers are actively encouraged to engage in school activities and will be invited to do so.
- Volunteers will be registered on a school data base for volunteer workers.
- Volunteers will be inducted into the school - the induction includes discussions on confidentiality and Occupational Health and Safety.
- Volunteers will be provided with any support or instruction necessary to help them perform their tasks at school in a confident and effective manner.
- In compliance with the Victorian Information Privacy Act 2000 and Health Records Act 2001, volunteers are to maintain complete confidentiality regarding issues that relate to students, staff and/or other members of the school community.
- Volunteers should maintain appropriate standards of conduct at all times. Volunteers are required to carry out tasks in a manner consistent with school values.
- Volunteers are expected to respect the professional standing and roles of school staff members.
- The Principal of the school or the school council may terminate any invitation to a person to volunteer.

Implementation

- The Working with Children Act (2005) requires certain volunteers who engage in ‘child-related work’ in schools to undergo a Working with Children Check (WWCC). It is an offence to permit a volunteer who requires a WWCC to perform voluntary ‘child-related work’ in connection with a school if they have not applied for a WWCC. The Act exempts volunteers who are always directly supervised by a teacher, or parents who are volunteering in activities in which his/her child ordinarily participates, from requiring a WWCC. ‘Parent’ includes the spouse or domestic partner of the father or mother of the child, or a person who has custody of the child. The WWCC is free for volunteers.
- Volunteers may be sought formally through the newsletter, written invitations and personal approaches and informally, by any member of staff, through conversation and opportunity. The ability of a volunteer to fulfill the requirements of the role is assessed by the Assistant Principal in consultation with members of the leadership team as necessary.
- In Term 1 of each year, School Council will be presented with a list of volunteers working within the school for approval.
• Volunteers are registered through the Assistant Principal, who records the details of the WWCC.

• Maintenance of the volunteer database is the responsibility of an Education Support staff member (administration).

• Volunteers will be required to register at the administration office daily and wear a visitors badge whilst working at Jacana School for Autism.

• Volunteers will be invited to use the staff room and facilities.

• Volunteers are to approach the classroom teacher, Team Leader, Assistant Principal or Principal with any concerns.

• Concerns regarding the work of a volunteer should be brought to the attention of the Team Leader, Assistant Principal or Principal.

• Volunteer workers undertaking schoolwork on behalf of, and with the approval of, the School Council or Principal are indemnified as to their personal liability in similar terms to teachers.

• A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

• If the property or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the School Council may authorize reasonable compensation.

• Individuals or groups of volunteers will be acknowledged in the newsletter, publicising their contributions to the school.

• Certificates will be provided in term 4 to thank volunteers for their contributions throughout the year.

References

• Working With Children Check - Department of Justice’s Working with Children Information Line: 1300 652 879

• Victorian Government Schools’ Reference Guide.

Review: This policy will be reviewed as part of the school’s two-year policy review cycle.

Ratified By JSA School Council:
5th December 2013