

Wagga Wagga District NEWSLETTER



Tuesday, 13 March 2001

CP 01/09

Dear Colleagues,

I look forward to meeting with you at the District Principals' meeting next Tuesday. A copy of the agenda is attached. John Sutton will address the meeting and looks forward to meeting with old acquaintances and new at the end of the day. Thank you for your forbearance during a number of urgent requests for information last week at short notice. The District Office staff are well aware of the demand that such requests put on the daily delivery of a school's core business and seek to minimise the intrusion. Congratulations to all schools for their proactive approach to ensuring the community is involved in celebrating Public Education Day on 15 March. Give all staff in your schools the accolades they deserve during this event. Certainly I have read some outstandingly positive messages from principals in newsletters which should be making your staff members feel very proud to be part of the NSW public education system.

Regards

Colin Parker
Superintendent, Wagga Wagga District

From the CEO

Congratulations to all High and Central Schools on the successful completion of their annual school reports. While the time and effort put in by all Principals and their evaluation committees is much appreciated, it is timely to plan for the 2001 self evaluation cycle. I will be speaking to all Principals at the district meeting on 20 March regarding the development of management plans and targets, self evaluation tools and preparation for the annual school report writing task. It is hoped that by a little forward planning we can avoid the time consuming and often frustrations involved in meeting the deadlines for the annual school report.

I look forward to meeting all Principals at the district meeting.

Peter Brabin
Chief Education Officer

School Counsellor

The following newsletter excerpt (from Forest Hill PS) on the role of the School Counsellor may be useful for informing your school community about the counsellor's role in your school.

The role of the School Counsellor is to:

- *Counsel students. This includes working with children with a variety of concerns including grief and loss, family issues, anxiety, depression and school adjustment*
- *Assisting parents or carers to make informed decisions about their child's education*
- *Assessing students' learning, behaviour and emotional adjustment. Whenever any*

assessments are conducted the results are discussed with parents and they receive a written report

- *Assisting school identify and address disabilities that affect students' learning*
- *Liaising with other agencies concerned with the well-being of students. This may include working with paediatricians, Mental Health teams and other health professionals*
- *If you wish to discuss issues such as those mentioned, or would like your child to see(your school counsellor) please feel free to contact the office to make an appointment.*

Colin Parker
District Superintendent

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Training will be offered to all staff who have not accessed training and development in the **Revised Procedures for Protecting and Supporting Children and Young People** at the Bidgee Resource Centre (Wagga Wagga) on Thursday 22 March 4.15 – 6.00 and at Cootamundra PS on Thursday 5 April 4.15 – 6.00.

For further information please contact Rose Manousaridis, Student Welfare Consultant on telephone 69373868.

You, Me Australian. The Commonwealth Government has announced that 21 March, being the United Nations International Day for the Elimination of Racial Discrimination, will mark national **Harmony Day**. Try visiting www.immi.gov.au/harmony

For further information please contact Rose Manousaridis, Student Welfare Consultant on 69373868.

Rose Manousaridis
Student Welfare Consultant

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Storing email addresses in Webmail

You can store regularly used email addresses in your Webmail by making CONTACTS.

The following instructions (though strange) will work for a Contact consisting of a single email address as well as a Contact for several email addresses (an email group). The instructions will work for both Netscape and Internet Explorer.

Make a new contact:

1. In webmail, instead of a new message, use the little down arrow next to NEW to select contact.
2. in Last Name field, enter the email address you want to store. If you want to store several email addresses (make a group), then separate each email address with a semi-colon.
3. in Company field, enter a name for contact group.
4. (underneath Company field) select File As, Company.
5. Save and Close

To use contact to send email:

1. Click Contacts on left-hand side bar
2. Open the contact you want
3. Click button "send mail to contact" (at top, second from right)
4. Proceed as normal.

Note: in Contacts, there is a limit of 256 characters in any one field.

Matt Gown
Technology Adviser

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School One3 Telephone Numbers

The School One3 Telephone Numbers is another example of information available on the DET Intranet site to provide greater access to information about frequently requested resources.

<http://www.intranet.schools.nsw.edu.au/stand.cgi/dse/D3.0/one3num1.htm>

The One3 numbers site provides useful information about a range of services offered by State Office and District Offices. A summary of the level of support provided is described under each heading.

Homework Centres - WDO Circular 01/04

A reminder that responses (including nil returns) are due **this Friday 16 March 2001**.

Judy Grant
Office Manager

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Science Consultant's News

Dates for Stage 6 Meetings

Chemistry at Koorinal High 2 - 7pm on Wednesday 14 March

Biology at High Koorinal High 2 - 7pm on Wednesday 14 March

Environmental and Earth Science at Coolamon Central 2 - 7pm Thursday 15 March

Physics at Temora High 2 - 7pm on Wednesday 11 April

Senior Science at Cootamundra High 2 - 7pm on Wednesday 30 May

Some more dates for your diary:

Dates and venues for Stage 4/5 Days

Wednesday 16 May at The Bidgee, Wagga Wagga 9.30 - 3pm

Monday 14 May at Young High School 9.30 - 3pm
The Stage 4/5 days will cover the areas of:

- BOS assessment for School Certificate Workshops conducted by Lindy Walker
- Writing assessment tasks and Independent Research Projects
- The BOS descriptors and sample School Certificate paper
- Reporting to parents - what? How? Language?
- Programming - what we are doing - useful hints

Please note that there will be no relief provided to schools for this day. Meal and refreshments will be provided.

For more information and to apply please contact Anne Flood, Science consultant, on 69 373874 by 7 May for Stage 4/5 days.

Anne Flood
Science Consultant

Stop Press: Responding to Suggestions, Complaints and Allegations

Since the last newsletter, Col Kohlhagen, Brian Buckley, Kerrie Tweddle and I have been to Sydney for our training in this package. It was held at the Australian Technology Park at the former Everleigh Railway yards at Redfern and the consensus is that this venue is awesome.

However, as a group we believed that the training would be better run twice. To this end the following dates and locations have been booked:

- Thursday May 3 at the Young Service and Citizens Club, Cloete Street, Young
- Friday May 4 at the RSL Club, Wagga Wagga.

Details about starting and finishing times will be finalised by the end of the term.

Gaelle O'Neill
Staff Welfare Officer

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Events:

- **Full Calendar of Events**
- **School Term and Holiday Dates**
- **Key Education and Exam Dates**

From time to time we receive requests from schools and parents to provide information about key dates in the school year. You may find the site below useful when responding at the school level.

<http://www.intranet.schools.nsw.edu.au/stand.cgi/community/C4.0/index.htm>

Judy Grant
Office Manager

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Education and Training Information Service (ETIS)

ETIS is a library and information service which includes history information for schools and TAFE NSW. The service is provided by OTEN-DE and is available to staff of the Department of Education and Training.

The services provided include a core resource collection and virtual information service focussing on the use of electronic resources to deliver information.

Some specialist online services include:

- **Internet Resources** – an up to date listing of selected relevant Internet sites for the education and training sector
- **E-journals** – electronic version of journals available on the Internet

- **Databases** - including ERIC, the international educational resource database
- **What's New?** – new resources acquired by the Education and Training Information Service.

http://detwww.det.nsw.edu.au/library/info_services/

David O'Neill
T&D/Curriculum Coordinator

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Parent Information

Throughout the year the District Office receives supplies of a number of information booklets for distribution to schools and parents on request. Many of these booklets are now available on the Department's Internet site under Parent Information.

The Parent Information site contains a range of information for parents about various aspects of NSW government schooling: *Parents' Guide to Schools*; *Starting School*; *Reading with Your Child*; *School Attendance*; *Special Transport Services* are just a few examples of the information available. There is also a site for parents on how to use the Internet and to find links to information on parents and parenting.

<http://www.intranet.schools.nsw.edu.au/stand.cgi/community/C1.0/index.htm>

Judy Grant
Office Manager

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Wagga Wagga District Principals' Meeting

20 March 2001

RSL Club, Dobbs Street
Wagga Wagga

9:00 – 9:15 am	Registration and Welcome	Colin Parker District Superintendent
9:15 – 10:15 am	School Targets & Management Plans	Peter Brabin CEO School Improvement
10:15 – 11:00 am	School Webmail	Matt Gown Technology Adviser
11:00 – 11:15 am	DET Administrative Matters	Judy Grant Office Manager
11:15 – 11:45 am	Morning Tea	
11:45 – 12:00 noon	TILT Plus	Ken Lansdown TILT Plus Coordinator
12:00 – 12:30 pm	Critical Incidents and Parent Complaints (District Office Policy)	Kerrie Twedde Student Services & Equity Coordinator
12:30 – 1:15 pm	Bullying in Schools	Rose Manousaridis Student Welfare Consultant
1:15 – 2:00 pm	LUNCH	
2:00 – 3:00 PM	Assistant Director-General's address	John Sutton Assistant Director-General (Primary Education)
3:00 – 3:30 pm	Close and Collegial mixing	