



# The Gum Tree Newsletter

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Issue 1.1. Tuesday 11th February 2020

## Key Contacts

**Principal:** Kylie Croke  
**School Board Chair:** Daniela Vrkic  
**P&C President:** Paula Edwards  
**School Psychologist:** Anne Zimmermann  
**Family Support Worker:** Natalie Rutledge

## Dates For Your Diary

**Mon 17 Feb:** School Board nominations close  
**Tue 18 Feb:** 12pm P&C AGM—All Welcome  
**Mon 2 Mar:** World Compliments Day  
**Tue 3 Mar:** 10am Parents & Carers Morning Tea  
**Mon 9 Mar:** Canberra Day Holiday

Dear Cranleigh Families and Community,

As we begin the 2020 school year, I would like to acknowledge the recent circumstances which have impacted many of us over the December and January break. Our very beautiful Bush Capital and surrounding region continues to experience extreme weather conditions such as bush fire activity, heavy rain, wind and hail, and ongoing poor air quality due to the smoke. As a school, we are continuing to review air quality daily with support and advice from the Education Support Office (ESO) and plan accordingly. You received a letter from the Education Directorate's, Director General regarding air quality guidelines and helpful links during these days (via email 04/02/2020) and I encourage you to read it if you have not already done so. Obviously, many of our students are vulnerable to the smoke and if you are concerned, please don't hesitate to keep your child/children at home, given these circumstances.

Now on to the positives...

The first week of school saw many happy faces from staff, students and families, eager to get back into learning and school routines. We welcome our 12 new preschool students, and from K-6 we welcome 6 new enrolments to this fabulous community.

Students and staff have quickly settled into a new school year. With very little change to our staffing profile, we were able to ensure that new classes, classrooms and learning programs were up and running by day 1!

During the holidays we continued with our school improvement agenda, especially to our environment. External painting to the back of the school and ramp was completed, courtyard upgrades were revisited and amended, a state-of-the-art hoisting system was installed which also involved remodelling and upgrading one of our student bathroom areas. The pool received a new hoist (thanks to the Snow Fountain) and repairs to some of our soft fall was also completed.

As the school year progresses, I will keep you informed as to what new and exciting projects we will undertake to improve our facilities.

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During Week 0 Professional Learning the entire Cranleigh teaching staff, together with our Malkara colleagues undertook an incredible day of gaining a deeper understanding of robust communication systems and how we can assess our students against The Roadmap of Communicative Competence (ROCC). This ROCC is a tool to identify, plan and implement communication change within the classroom and track a student's progress over time as they move along a continuum towards communicative competence. Our wonderful LSAs, together with the Network Student Engagement Team (NSET), spent the day looking at Manual Handling procedures, especially with our new hoists, and Eating and Drinking procedures to ensure that our students are supported in every area of their day at Cranleigh.

On the second day of Professional Learning, teachers from Cranleigh again joined the Malkara teaching team along with our colleagues from Black Mountain School to work together on Curriculum and Reporting. Cathy will outline this journey in her piece further along in this newsletter. On the same day, the LSAs spent the day refreshing their PODDS and learning the importance of maintaining this critical communication tool.

The last Friday of our planning week was an important day for staff to come together to set the direction for the school year. We had planned a 'wellbeing walk' around Lake Ginninderra although the extreme heat and dangerous conditions kept us indoors. 60 plus staff enjoyed a relaxation session, which will be made available to staff during certain break times throughout the school week. The next session involved a revisit and some small tweaks to our Cranleigh **CORE** values of Commitment, Opportunity, Respect and Excellence. We will continue to embed these into our daily practise, and I look forward to sharing these with you again at various times and forums throughout the year.



I look forward to seeing you all very soon as we catch up in the foyer, join you at the upcoming P&C AGM on Tuesday 18th February, meet through Parent teacher meetings... or at one of our infamous Morning Teas!

Kind regards

Kylie Croke

# Curriculum, Individual Learning Plan (ILP) and Reporting Changes for 2020

As we welcome in a new school year, the teaching staff have really enjoyed the opportunity to join professional learning presented by the ACT Education Directorate Curriculum and Reporting teams to Cranleigh, Malkara and Black Mountain School staff. This professional learning focused in on 2 aspects of teaching and learning for students with disabilities that have been an ongoing focus area across the Education Directorate – Australian Curriculum and Reporting.

Our teachers developed a deeper understanding of how to construct personalised learning units based on the Australian Curriculum that directly relate to each child's learning capacity. They were given insight in how to provide evidence based reporting for these personalised units. During Parent Teacher Meetings teachers will be discussing with you what your child's personalised learning program looks like.

Teachers had the opportunity to learn more and provide professional feedback on the centralised computer based reporting system that is in place across the Education Directorate. During 2020 this system is being expanded to include the specialist school settings. We are looking forward to the opportunity to utilise this system, as it will directly link our curriculum planning, registered personalised units for each child and reporting structures together.

To assist with this change a working party was established between Malkara and Cranleigh to refresh our ILP and reporting documentation. Over the break a new ILP template was established, which focuses on the individual adjustments that take place within the classroom to ensure that each student is a successful learner. The final document looks different to previous ILPs, so to avoid confusion it has had a slight name change – Individual Adjustment to Learning Plan. The working party have tried to make this important planning for each child clearer and easy to understand, so that everyone involved clearly knows what adjustments take place for each child to be successful in their learning. We are looking forward to trialling this in our Parent Teacher Meetings in Term 1.

A letter that contains more detail about the changes will be sent home shortly. It will be an exciting year. I would really love feedback from any parents about the new ILP format, so that it can be incorporated into future reviews and documents.

Cathy

## Family Support Worker

Hello to our Cranleigh community, this is Natalie Rutledge and I am your Family Support Worker across the week throughout 2020. I will be working closely with our School Psychologist Anne Zimmerman, and our Deputy Cathy Otten, to provide access to supports that families may need. I am able to provide advice on NDIS processes, as well as community contacts across a range of services.

To start the year off, we will be holding a Parents & Carers' Morning Tea at Cranleigh on Tuesday 3rd March, from 10:00am. I look forward to seeing you all at the morning tea. In the meantime, I can be contacted on 6142 0444, or by email [Natalie.Rutledge@ed.act.edu.au](mailto:Natalie.Rutledge@ed.act.edu.au)



Regards, Natalie

## General School Information and Reminders for Parents/Carers

Our core **teaching and learning times** are 8:45am-2:45pm. Staff members are preparing classes outside these hours and **are not available to receive students**. Please assist us by waiting in the front foyer both in the morning and afternoon if you arrive outside these times. If you need to pick up your child early please speak to the Front Office staff, who will make the necessary arrangements with classroom staff. If you have any queries regarding this information, call the Front Office on 6142 0444.

**Medication** can only be provided to students if it is accompanied by a doctor's letter stating the name of the medication, dosage, time and method of use. We also require parent-signed Medication Authorisation (available from the Front Office). We are unable to give any medication without this documentation. If times or dosage change we will require written notification of this change from your doctor.

**Known Student Medical Plans** will be reviewed later this term and parents/carers will be notified of upcoming review dates. These plans must be updated annually.

Each child has been provided with a **communication book**, which has a weekly classroom timetable included. If you need to relay information to child's teacher please write in your child's communication book to provide the information, or to make a meeting time outside of the core teaching and learning times. We have endeavoured to keep this process as simple as possible, again to ensure that we maximise every child's learning time at school. Parents/carers can also communicate with the school by phone, to pass on any news regarding your child. Please do not pass information on through the bus drivers and attendants.

In the case of **student absences**, a phone call to the school is appreciated, followed up with a note for school records. Cranleigh is in the process of transitioning into the new School Administration System (SAS). An important part of our transition will be sending SMS messages to inform of student absences. You will receive an SMS message to let you know your child has been recorded as absent on the morning of their absence. We will endeavour to send this by 10:00am every day. You simply reply via SMS, with child's name and the reason for your child's absence, and we will update our records. If you do not reply, your child's absence will be recorded as "unexplained". For unexpected absences, responding to the SMS will streamline our processes, while we still appreciate receiving advanced notice of planned absences.

**Cranleigh Sun Smart Policy.** Please send a (clearly labelled) hat with your child if you want one worn on the playground. Every effort will be made to support wearing of hats. We also provide shady areas of the playground, and on very hot days we operate an indoor play policy. For sunscreen application we ask that families apply sunscreen before school, and if you wish this to be reapplied for the second half of the day we require written permission. Families are asked to supply sunscreen suitable for your child, and have it clearly labelled.

**Allergy Friendly School Policy.** Just a reminder that Cranleigh is an Allergy Friendly School. This policy requires students not to bring to school certain products that may cause severe allergic reactions. **Please do not send any peanut or nut products to school.**

**Parent/Carer contact details.** If you have had a change of address, phone number or email address, don't forget to notify the Front Office as soon as possible so that our records can be kept up to date.

## Carpark Safety

Please remember that Cranleigh has a 'NO THROUGH ACCESS' policy for all cars during the period when buses are at the front of the school, both for morning drop-off and afternoon pick-up periods. The safety of our students, staff and community is a priority. If this impacts significantly on you transporting your student, please talk to us. Your support in this matter is appreciated.



Our friends at Access Canberra have also provided the following information on parking:

With school now back for the year we are encouraging all parents to make parking safety a priority! This means:

- Keep clear of 'no stopping' and 'no parking' zones;
- Don't park in bus zones, on school crossings, across footpaths or driveways; and
- Don't double (or triple) park!

**Remember**—it's okay to park a little further away from the school and walk the rest of the way.

**Think**—visibility around schools and if your car may be blocking the view of crossings for other motorists. Also be mindful when entering or leaving parking spots—look twice!

**Be kind**—to other road users and pedestrians and also if you see any parking officers in the area—they are doing their job and working to keep our kids safe!

**Note**—Licence Plate Recognition (or electronic chalking) vans are now actively monitoring schools. Penalties range from \$114 upwards to \$600. Details at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)

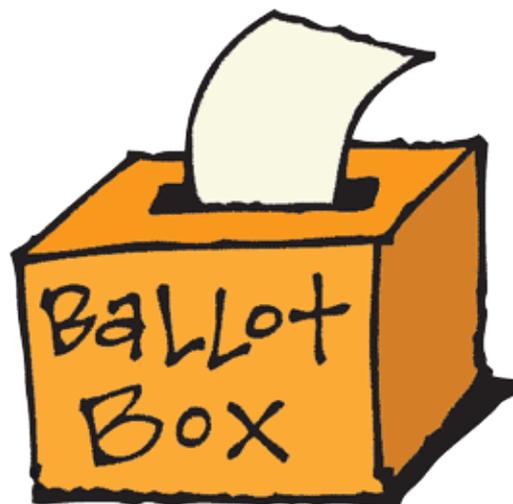
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## School Board Vacancies for 2020

At the end of 2019 Cranleigh advertised for 3 positions that will become vacant in March of this year. Those positions are:

Staff Member Representative  
Parent Representative, and  
Board Appointed Member.

All positions are for a 2 year tenure. Although all roles are important, none require too much of your time. Currently the School Board meets once a term. If you feel you have something to offer the school community, please contact Cranleigh on 6142 0444 and put forward your name, then a nomination form can be forwarded to you. Nominations close Monday 17th February 2020.



# P&C News



Welcome to the 2020 School Year at Cranleigh!!!

To kick start the year for the P&C, we are holding our Annual General Meeting at the school on Tuesday the 18<sup>th</sup> February from 12pm. All positions on the Executive Committee (President, Vice President, Secretary, Treasurer and Public Officer) will be open for nomination so we hope to see you there!!!



The following is the price list for pre-loved items available through the Cranleigh School Uniform Shop:

|   |               |
|---|---------------|
| <b>Logo Jumpers</b>                         | <b>\$5.00</b> |
| <b>Logo Shirts</b> (short or long sleeved)  | <b>\$3.00</b> |
| <b>All other items</b> (shorts, pants, etc) | <b>\$2.00</b> |

For new uniform items visit Workin' Gear Superstore, 51 Kembla Street, Fyshwick or go online and visit their website [www.workingearschools.com.au](http://www.workingearschools.com.au)

The Uniform Shop will be open every Monday from 9-10.30am for the month of February before reverting back to our standard hours of 9-10.30am on the first Monday of each month. Other times may be available by appointment by contacting the school directly.

Once again, welcome back and here's to yet another amazing year at Cranleigh School!!!

Paula, Kylie and Kirsty  
Cranleigh P&C Exec Committee