

Upper Plenty Primary School

UPdate

Trudy Whewell, Principal

29th January 2026

5783 1358 / www.upper-plenty-ps.vic.edu.au



Dates to Remember

January 2026

29th- First day for Foundation Students

February 2026

4th- Foundation assessments
10th- Family Picnic -2.30pm-4.30pm
11th- Foundation assessments
18th- Foundation assessments
25th- Foundation Interviews

March 2026

16th – School Council / AGM
27th- School Photo's

April 2026

2nd- Last day of term I

Assembly

Tomorrow's assembly will be at 3.00pm, in the Central Learning Space.

If you need to pick your child up early it must be before assembly starts.

Welcome back students



Sunsafe Awareness

As we are a Sunsafe School all children **must** wear a hat with a brim, while outside during Term 1 and 4. Hats are available from the office or uniform shop for \$10. Any student not wearing a broad brimmed hat will be confined to the shade, in the Gazebo.

Peaked caps are not part of the school uniform and should not be worn to school.

And remember to Slip! Slop! Slap!



Cool down with a treat!

\$1 ICY POLES



Tuesday at 11am

Change of day and time (no longer on a Thursday)

Principal's Report

Welcome Back!

Upper Plenty is back and running smoothly, full of energetic students and patient staff after a long summer holiday break. It is great to have our students back, and a special welcome to the ten new students joining us from other schools.

We excitedly welcomed our new Foundation students who have had a great first day of school today thanks to our supportive staff and our families who allowed your children to be as independent as possible and saying goodbye quickly this morning.

Our enrolment numbers for 2026 are now confirmed. We have almost 200 students across our 9 classes, at an average of 22 per class.

New Staff for 2026

We have three new staff member this year. Mrs Monique McGillian joins us from Diamond Valley SDS as a teacher in 1/2M where she started her position as an Education Support person. Monique will work Monday-Thursday and Ms Jaimi Darwell will teach 1/2M every Friday. Mr Gavin Lock has joined us as a graduate teacher, where he will be the teacher for 3/4L. Gavin previously has had teaching experience overseas and returned back to Victoria and completed his teaching degree. Mr Alex Campbell as our Assistant Principal where his role will be wellbeing and disability inclusion and has come to us from Plenty Parklands PS. All of our new staff have settled in well as a positive addition to our experienced team.

Holiday work around the school

These summer holidays have been a busy period around our school, with the installation of our new septic system. This continues to be worked on now that we have returned back to school. All of these areas have been fenced off and are out of bounds for all students. We are hoping this will be completed and up and running before the end of this term.

Supporting your child

Remember that if you have any questions or concerns at any time during the year, speak with your child's teacher first. Alternatively, our Assistant Principal Alex Campbell or myself are here to assist after you have spoken to the teacher first. All these people are here for you to contact personally, by phone or through Sentral. If you need help with anything, just contact us and we will support you. If you need to contact me my email is Trudy.whewell@education.vic.gov.au or call me at school on 57831 358.

School Day

A reminder that the school gates open at 8:30am every morning however students are not supervised out in the yard until 8:45am. Classrooms will be open for students to enter from 8:50am, not before this time. Staff will be setting up their classrooms ready for learning.

Newsletter and Assembly 2026

Our newsletter and assemblies for this year will occur fortnightly. We will hold our assembly this Friday and our next one will be in week 3. Any information needing to come home in between newsletters will come home via the Sentral Parent App.

Looking forward to a fantastic year of learning and development.

Trudy



*The staff, parents and community of Upper Plenty Primary School
are committed to providing a nurturing, friendly environment
that inspires successful and confident lifelong learners.*

10 Clarke's Road
Upper Plenty, 3756
Victoria, Australia

Telephone: (03) 57831 358
Facsimile: (03) 57832 257

Dear parent/guardian,

Upper Plenty Primary School is looking forward to another great year of teaching and learning and would like to advise you of Upper Plenty's voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Susan Egan
Principal

Chris Tanner
President

Ph: 03 57831358



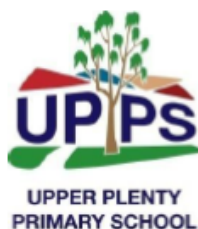
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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
CURRICULUM CONTRIBUTIONS <ul style="list-style-type: none">Classroom consumables, materials & equipmentPrinting and photocopying of worksheets and learning materialsICT Devices – provision of devices from the shared classroom setsOnline subscriptions<ul style="list-style-type: none">Digital Online Learning Programs	\$70.00
Total Curriculum Contributions	\$70.00

Other Contributions - for non-curriculum items and activities	Amount
Student wellbeing programs	\$50.00
First aid equipment	
School grounds maintenance and improvements	
Sporting equipment	
Total Other Contributions	\$50.00



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Extra-Curricular Items and Activities – provided on a user-pays basis

Upper Plenty PS offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
School camp [See requesting parent payments for camps and excursions one-page overview for more information]	TBA
Interschool sports program	TBA
Excursion to be scheduled (estimated: TBA)	TBA
Total Extra-Curricular Items and Activities	\$TBA

Financial Support for Families

Upper Plenty PS understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Gail O'Donnell, Business Manager on 03 57 831 358, or email upper.plenty.ps@education.vic.gov.au



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Total

Category	Totals
Curriculum Contributions	\$70.00
Other Contributions (Non-tax deductible)	\$50.00
Extra-Curricular Items and Activities	\$TBA
Total	\$TBA

Payment methods

*Direct Deposit

BSB 083 001

Account 92 466 6216

Reference: Child's name

*Pay in person at the School Office by EFTPOS

*Centrepay

*COS

You also have the option to pay the voluntary contribution directly to COS who will then transfer the funds directly to the school on your behalf

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

FINANCIAL ASSISTANCE

INFORMATION FOR FAMILIES

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's financial circumstances and their outcomes.

CAMPS, SPORTS and EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors. Excursions encourage a deeper understanding of how the world works while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school excursions, camps and sporting activities.

If you hold a valid means-tested concession card or support an out of home care student you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid directly to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is \$400 for all school students.

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from the website below.

If you applied for CSEF at your child's school last year, you do not need to complete an application form this year unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments:** your child has started or changed schools this year.
- **changed family circumstances:** such as a change of custody, change of name, concession card number, or new siblings commencing this year.

Check with the school office if you are unsure.

MORE INFORMATION

For more information about CSEF visit:

<https://www.vic.gov.au/camps-sports-and-excursions-fund>

Conveyancing

To be eligible a student must:

Attend their **closest** government or non-government school/campus, appropriate to their year level, at which admission is permissible, and is located outside the Melbourne metropolitan conveyance boundary

Reside 4.8km or more by the shortest practicable route from that school/campus attended.

Please contact the office if you think this applies to your family



School preparations for the bushfire season

Each year, we undertake a range of activities to ensure the safety of our school and to prepare for bushfires and grassfires. An important part of this process is communicating to parents what will happen when certain fire danger ratings are issued to help ensure the safety of students and staff.

Our school has been identified as being at risk of bushfire or grassfire and is a Category 3 school.

Our school will **close** on a day forecasted as **Catastrophic fire danger rating in North Central fire district.**

Closure of the school due to a Catastrophic fire danger rating will be enacted when the Bureau of Meteorology forecast and related public safety messaging are confirmed. Due to uncertainties in the forecast, the timing of this confirmation may vary. Information regarding potential or confirmed Catastrophic fire danger days will be communicated to you by the Sentral Parent App.

It is also important to be aware that:

- No one will be on site on days where the school is closed due to a forecast Catastrophic day.
- Out-of-school-hours care will also be cancelled on these days.
- All bus routes that travel through the Catastrophic area will be cancelled.
- School camps will be cancelled if a Catastrophic fire danger rating day is forecast for fire weather district in which the camp is located, or if the travel involves passing through areas that have Catastrophic fire danger.

As part of preparing our school for the fire season, we have updated and completed our Emergency Management Plan and prioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters.

What can families and the school community do to help us prepare?

What can families and the school community do to help us prepare? Families are encouraged to action their Bushfire Survival Plan on Catastrophic fire danger rating days in their district. The safest option is to leave the night before or early on the morning of the Catastrophic day. On such days, children should never be left at home alone or in the care of older children.

You can find more information on emergencies, warnings and preparedness actions here:

- Ensure we have your current contact details, including your mobile phone numbers.
- Keep in touch with us by reading our newsletters, checking our website Upper Plenty Primary School, or by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements if our school is closed due to Catastrophic fire danger. Further information can be found on the CFA's website.
- Action your family's bushfire survival plan if your own triggers are met. Our school community may be spread out across many areas and some families may be at higher risk than others. Your family's safety is critical, so please let us know if you are actioning your bushfire survival plan and if your children will be absent on these days.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.

Families are encouraged to action their [Bushfire Survival Plan](#) on Catastrophic fire danger rating days in their district. The safest option is to leave the night before or early on the morning of the Catastrophic day. **On such days, children should never be left at home alone or in the care of older children.**

You can find more information on emergencies, warnings and preparedness actions here:

- VicEmergency app – that can be downloaded on your android and iOS mobile devices
- VicEmergency Hotline (1800 226 226)
- Website <https://emergency.vic.gov.au>
- Facebook (<https://www.facebook.com/vicemergency>)
- Twitter (<https://twitter.com/vicemergency>)
- ABC local radio, Sky News and other emergency broadcasters



Frequently Asked Questions

What is the department's policy?

The Department of Education annually assesses the fire risk of all schools and early childhood services with the support of the Commonwealth Scientific and Industrial Research Organisation (CSIRO). They are allocated a category of risk (categories 0 to 6). Schools and services that are Categories 0-3 are published on the [Bushfire At-Risk Register \(BARR\)](#). Schools at some risk of bushfire and grassfire are published on the [Category 4 List](#).

The department's [Bushfire and Grassfire Preparedness Policy](#) requires all schools and early childhood services on the BARR and the Category 4 List to close when a Catastrophic fire danger rating day is forecast in their fire weather district. All school bus routes which travel in or through a district with Catastrophic fire danger must also be cancelled.

The policy also requires that schools at the highest risk of bushfire (those in Categories 0, 1 and 2 of the Bushfire At-Risk Register) enact pre-emptive action plans based on the fire danger forecast for their Local Government Area (LGA).

Who issues fire danger forecasts?

The Bureau of Meteorology (BoM) provides public fire danger rating forecasts each day of the fire danger period using fire weather district areas. In Victoria, there are 9 fire weather districts, which are based on Local Government Area boundaries.

The department uses these forecasts when supporting schools to enact their pre-emptive bushfire actions plans.

Absence Notification

The DET Attendance policy requires us to contact parents any day their child is absent without explanation, ON THE DAY.

All roles will be marked at 9.15am and 2.15pm, any student arriving after the 9am bell **MUST** be signed in by an adult at the office.

Parents/Guardians should explain their child's absence via the Sentral Parent App in advance where possible.

If we have not received a notification of an absence you will be sent an SMS message, which you can reply to, or via the Sentral App Absence option

Photographing, Filming and Recording Students Policy

Policy

At the beginning of each year we remind parents/carers to re-read our policy.

We will follow up families who have yet to complete and return the required permissions in regard to the policy.

Sentral Parent App



All families should be accessing the Sentral Parent App for all their information. If you are having trouble with the App please contact the office.

Thanks

<https://play.google.com/store/apps/details?id=com.sentral.mobile>

<https://apps.apple.com/au/app/sentral-for-parents/id1238744022>

Late Arrivals, Early Departures and Visitors

All students **must** be signed in by an **adult** if they are arriving after 9am and leaving before 3.15pm.

Any student who is not signed in by an adult at the office could receive an "unexplained absence" SMS message.

All Early Departures and Late Arrivals can be signed at the office.

All Visitors to the school must sign the **WHITE** visitors book

The book can be found on the reception desk

Early and Late Pick up Car Park Procedure

Parents collecting their children at the 3.15pm pick up (Early pickup) are asked to leave as soon as collecting your child/ren, by 3.20pm, freeing up car parking spaces for families collecting at 3.30pm. Parents collecting at 3.30pm (Late pickup) are asked to not arrive until 3.25pm.

If you are wanting to stay and play after school at the shack playground, you need to be not arriving before 3.25pm and making sure your children know they are on the later pick up time.

A staff member is on duty at the car park until 3.45pm. Any student not collected by this time will be brought back to the school office while we make contact with you.

As always, all cars need to be driven as slow as possible through the car park and parking is in the designated bays only.

Students need to be collected from the teacher on yard duty and are not to walk through the car park without an adult accompanying them.



UPPS Facebook Group

The UPPS Facebook group page is available to all our current school community of primary family carers, who use Facebook.

It is not intended for extended family or friends.

No students will be given access to the page.

Search for Upper Plenty Primary School and the group page should show up. Please answer the entry question and state your child's name and read and agree to the group rules.

All members have to be approved by one of the Admin of the page, we are very careful with who we allow access.

Due to locked profiles and fake names on accounts all new members need to contact the school office either by phone or email so we can verify that the person applying is legitimate.

Your application will sit unapproved until you make contact with the office.

We do not give access to extended families members.

Thank you.

Youth Myki



Young people under 18 can travel for free on Victorian public transport with a Youth myki.

Buy at staffed stations, or register online by creating or logging into a [myki account](#).

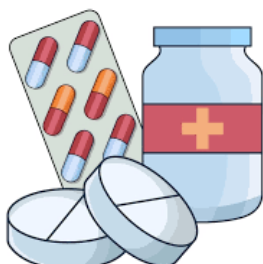


We require all school volunteers to have a current WWCC.

Applications are available from the Department of Justice website.

If you are new to the school and already have a WWCC you will need to add the school to your card. This can be done online or over the phone, with the Dept of Justice, and they will advise us via mail.

Medication at School



Guidelines from DE state that any student who is to take **any** medication at school **must** have a completed Medical Authority Form, available from the office, outlining the type of medication, dose and times and must be signed by a parent/guardian.

All medication is to be brought to Admin for safe storage. No student is to have any type of medication in their school bag.

It is encouraged that where possible, students requiring antibiotics time the dosages so that they do not fall in school times.

All Things Uniform

64 HIGH STREET
Broadford. Vic. 3658

E : tracey@allthingsuniform.com.au

P : 03 5784 2276

M : 0407 781 455

You can pop in to the store during normal business hours or make an order via phone or email to the store.

Online Ordering now Available

<http://upps.allthingsuniform.getworkgear.com/>



Annual Privacy Notice

Our school collects and uses student and parent personal information for standard school functions or where permitted by law, as stated in the [Schools' privacy policy](#) and the [Schools' privacy collection notice](#).

Our [Photographing, Filming and Recording Students](#) policy, describes how we collect and use photographs, video and recordings of students. The policy also explains when parent consent is required and how it can be provided and withdrawn.

We ask parents to also review the guidance we provide on how we use [Microsoft 365/Google Workspace for Education](#) safely at the school and what parents can do to further protect their child's information.

If after reviewing the guidance, you have any questions or concerns regarding your child using Microsoft 365/Google Workspace for Education, please contact the school.

For more information about privacy, refer to: [Schools' privacy policy: information for parents](#). This information is also available in eleven community languages:

- Amharic
- Arabic
- Chinese
- Dari
- Gujarati
- Mandarin
- Somali
- Sudanese
- Turkish
- Urdu
- Vietnamese

School Bank Account details

Name: Upper Plenty Primary School Council

BSB 083001

Account Number 92 466 6216



Crumbs and Co Lunch Orders – Wednesday's



1 of 1
Flexischools

Our school is online with Flexischools

Step 1

Register with Flexischools

- 1 Download the Flexischools app and click "Sign Up."
- 2 Enter your email to create an account.
- 3 Go to your inbox and click the link to verify your email.
- 4 Follow the prompts to complete your registration.



Step 2

Enter your child's details

- 1 In the navigation bar, add your student(s) under "Profile" > "Students" > "Add new."
- 2 Add your child's details to the new student profile.



Step 3

Place an order

- 1 On the home page, click the "Order food" button.
- 2 Select the student you would like to order for. Choose a service and order date.
- 3 Select the items you would like to order
- 4 Click "View order" and select "Checkout and pay" to place your order.



Crumbs & Co provide lunch orders to the students and staff here EVERY WEDNESDAY.

Information on Flexischools the ordering platform used to help with getting setup is included.

Don't forget to update your students class name ready for ordering.

ORDERS TO BE PLACED BY 7AM ON DAY OF DELIVERY.

Getting started on Flexischools

- 1 Download the Flexischools app and click "Sign Up."
- 2 Enter your email to create an account.
- 3 Go to your inbox and click the link to verify your email.
- 4 Follow the prompts to complete your registration.
- 5 In the navigation bar, add your student(s) under "Profile" > "Students" > "Add new."

Download the app today

Available on the App Store | GET IT ON Google Play

Issued by Flexischools Pty Ltd ABN 77 471 471 471. Flexischools Pty Ltd is a registered company in Australia. Flexischools Pty Ltd is a general & doesn't consider your needs.



How to order food on Flexischools

- 1 Tap "Order food."
- 2 Select the child, date and service.
- 3 Select the food items you'd like to purchase, then select "View Order."
- 4 Select payment method.
- 5 Hit "Checkout & Pay" to confirm your order.

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Available on the App Store | GET IT ON Google Play

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