



PRINCIPAL'S MESSAGE

WELCOME BACK

We have enjoyed welcoming back our families and extending a warm welcome to our new families as we begin the 2026 school year. Students have settled back in with ease, and routines are quickly being established across classrooms.

Over the past weeks, students have been engaging in our Welcome to West program, which focuses on unpacking our school values, establishing classroom expectations, reflecting on ourselves as learners, and setting goals for 2026. It is full steam ahead as we move into the academic year next week.

BUS FORMS

A reminder that if your child is planning to catch the bus at any point this year, please complete a bus form and return it to the office. Students who do not have a completed bus form, will not be able to travel on the bus. Please speak to Lisa in the office for a form or if you have any questions.

PHOTO PERMISSIONS

Students who attended KWPS in 2025 have already completed a photo permissions form. This does not need to be re done every year, however if at any point you would like to check or change your child's photo permission, please contact the office via phone or email: kinglake.west.ps@education.vic.gov.au

BELL TIMES

A reminder that the school opens at 8:30am for students, however students are not supervised out in the yard until 8:45am. Classrooms are open to enter from 8:50am with instruction beginning at 9am. The yard is supervised after school until 3:45pm. Any students still in the school grounds after 3:45pm will be brought to the office and families contacted.

8:50am - Bag Bell and classrooms open

9am - Instruction begins

11am-11:30am - Recess break

1:30pm-1:45pm - Lunch eating time inside

1:45pm-2:30pm - Lunch outside time

3:30pm - Dismissal

NEWSLETTER AND ASSEMBLY

Our newsletter will be sent via Xuno on a fortnightly basis and school assemblies will occur weekly on a Friday from 3:10pm in the Multipurpose Room. Any information needing to come home in between newsletters, will come home via the Xuno app.

Kinglake West Primary



HONESTY EVERYONE MATTERS ALWAYS DO YOUR BEST RESPECT TEAMWORK

PRINCIPAL'S MESSAGE

COMMUNICATION

Our main form of communication with families is via the Xuno app, either through news items or messages. If you are having trouble setting up your Xuno app, please speak with Lisa in the office and she will help you out.

If you have any questions or concerns at any time of the year, please speak with your child's classroom teacher first, alternatively, if you have spoken to the classroom teacher, Jane Manzoney is available to support in the Wellbeing space, or you can speak with myself.

MEDICATION AT SCHOOL

Department of Education guidelines state that a student who is required to take any medication at school MUST have a completed Medication Authority Form. If your child is required to take medication at school, short term or long term, please bring the medication to the office and complete a form.

LATE ARRIVAL/EARLY DEPARTURE

If your child arrives after 9:05am, they must come to the office with an adult and be signed in. They will then be walked to class by a teacher. Please do not walk them to the class or go directly to the classroom as this can be quite disruptive to the start of the day for the other students.

If you need to collect your child early from school, please come to the office and sign them out. The office will then call down to the classroom to have them sent up.

SCHOOL UNIFORM

A reminder that school uniform can be purchased through Spartan School World <https://www.spartanschoolworld.com.au/>. Deliveries are made to the school weekly. A reminder that shorts and skirts must be navy in colour and mid thigh length.

2026 School Leaders

Congratulations to our 2026 School Leaders!

School Captains - Bruce Williams and Lilly Heal

Vice Captains - Lachie Gellatly and Zyana Abboushi

Eagles House Captains - Lexi Stoneman and Logan Carr

Kangaroos House Captains - Jasmine Bumpstead and Evelyn Lowe

Possums House Captains - Ada O'Loughlin and Logan Watson

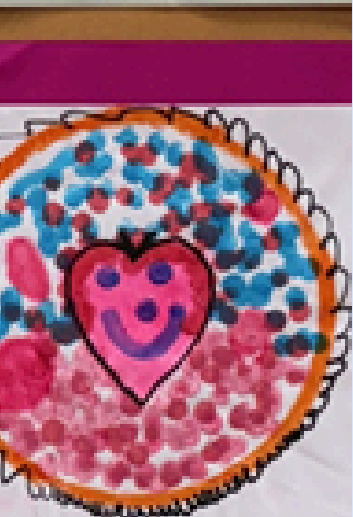
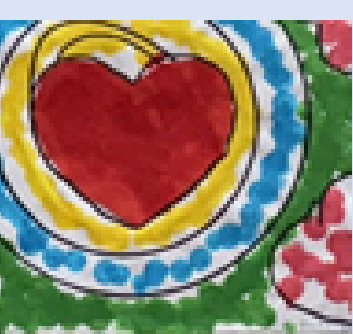
Wombats House Captains - Miley Gray and Oliver Young

Sustainability Leaders - Heath Edwards, Nala Holder and Zak Craven

Student Representative Councillors will be elected in the coming weeks.

Thank you,

Courtney Smith
Principal



Kinglake West Primary



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MEET OUR NEW STAFF

Mrs Valerie Chard - 2CS (Mon-Wed)

Hello! My name is Valerie Chard, and I'm excited to join Kinglake West Primary School in 2026. Next year will be my 23rd year of teaching. I know it's going to be an amazing year filled with lots of learning and adventures. I was born and raised in the United States. I moved to Australia when I married my husband 19 years ago. When I'm not busy being a teacher, I'm a mum to 13-year-old twin boys. We love building Lego and watching movies together. I also love to bake, especially cakes.



Hello everyone,

My name is Mrs Zalewski (Mrs Z), and I am so excited to be joining the Kinglake West Primary School community. I have been teaching for several years and feel grateful for the experiences I've had as both a classroom teacher and in leadership roles, which have helped shape the way I support students and work alongside colleagues. I love teaching, particularly writing and creative subjects, and I am passionate about helping children feel confident, safe, and proud of their learning. I've recently moved to the local area and am really looking forward to getting to know students, families and the wider community. When I'm not at school, I enjoy art, spending time with my family, and giving far too much attention to my very beloved cat.



Awards

STUDENTS OF THE WEEK



ATTENDANCE AWARDS

2CS





What's on at West?

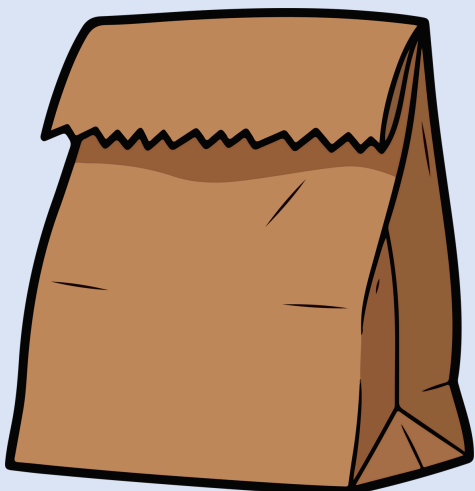
Term 1	Events
Week 3	<ul style="list-style-type: none"> • Tuesday 10th February - Meet the Teacher 3pm-5pm (Bookings via Xuno) • Wednesday 11th February - Meet the Teacher 2:30pm-5pm (Bookings via Xuno)
Week 4	<ul style="list-style-type: none"> • Tuesday 17th February - Pancake Day
Week 5	<ul style="list-style-type: none"> • Wednesday 25th February - 5/6 Girls Big Sister Workshop 1 • Wednesday 25th February - 5/6 Boys Mancave Workshop • Thursday 26th February - 5/6 Digital Incursion
Week 6	<ul style="list-style-type: none"> • Friday 6th March - 3/4 Democracy Incursion
Week 7 NAPLAN	<ul style="list-style-type: none"> • Monday 9th March - LABOUR DAY PUBLIC HOLIDAY
Week 8 NAPLAN	<ul style="list-style-type: none"> • Tuesday 17th March - P-6 RACV Incursion • Friday 20th March - Ride 2 School Day
Week 9	<ul style="list-style-type: none"> • Tuesday 24th March - School Photos • Wednesday 25th March - 5/6 Girls Big Sister Workshop 2 • Friday 27th March - School Captain City Conference
Week 10	<ul style="list-style-type: none"> • Thursday 2nd April - Last Day of Term 1 2:30pm Dismissal • Friday 3rd April - Good Friday Public Holiday

Reminders



2026 School Term Dates

TERM 1	Wednesday 28 th January - Thursday 2 nd April
TERM 2	Monday 20 th April - Friday 26 th June
TERM 3	Monday 13 th July - Friday 18 th September
TERM 4	Monday 5 th October - Friday 18 th December



**LUNCH ORDERS WILL
RETURN ON FRIDAY
13TH FEB**

More information to come

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 in one of the highest fire risk categories – Category 2 school.

On elevated fire danger days, schools in the highest levels of risk take pre-emptive actions to minimise the risk of being caught in a fire in these conditions.

Our school will action its pre-emptive plan for **learning from home on** a day forecasted as **Extreme fire danger rating** in our **local government area (LGA), Murrindindi.**

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

We will let you know when we are enacting our pre-emptive action plan by Xuno and Facebook. Please be aware that no one will be on site on days where the school has enacted this plan.

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?

- Ensure we have your current contact details, including your mobile phone numbers.
- Keep in touch with us by reading our newsletters and ensuring you have access to the Xuno app.
- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements if our school is undertaking learning from home due to elevated fire danger or closed due to a Catastrophic fire danger rating. 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 enacting 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.

You can find more information on emergencies, 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 schools at high risk of bushfire to enact pre-emptive action plans based on LGA-level fire danger forecasts. Conditions can vary significantly across the wider weather district, so using local forecasts helps us to respond appropriately to risks in our local area and maintain stability and educational continuity for our students and school community. This policy is consistent for all schools at high levels of [risk](#) and this approach is supported by emergency services.

The policy also requires that all schools and early childhood services on the BARR and the Category 4 list 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.

Why do we use the LGA forecast?

When the Bureau of Meteorology (BoM) provides public fire danger rating forecasts, they use fire weather district areas. In Victoria, there are 9 fire weather districts, which include numerous Local Government Areas.

As conditions can vary significantly across a wider weather district, the department uses BoM LGA forecasts for some pre-emptive actions to respond appropriately to risks in the local area and maintain safe educational continuity for students and the school community. LGA forecasts are a subset of the weather district ratings and while not issued publicly, are provided to emergency services and government departments to support planning and operational activities.

This policy is consistent for all schools at high levels of [risk](#) and this approach is supported by emergency services, including the Country Fire Authority (CFA).

What do we do when our LGA has a different fire danger rating to the wider fire weather district?

As we respond to local conditions, there may be days during the fire season when our fire weather district, North Central is forecast as an Extreme fire danger rating, but our LGA is at a lower level of fire danger. On these days our school operations will continue as normal; however, we will be [taking action](#) in line with fire services' advice by:

- checking our Emergency Management Plan and taking any necessary preparedness actions
- actively monitoring our local conditions and warnings
- having plans and procedures in place for if a fire starts to support us to take immediate action.

While our school will continue to operate, we encourage our school community to consider their own [bushfire survival plan](#) and reassess any travel through bushfire risk areas. We encourage you to follow your family bushfire survival plan and the advice of emergency services.

There may also be days where our LGA is forecast as Extreme fire danger, but North Central is not. On these days we **will** enact our pre-emptive action plan.

When will our school be closed due to Catastrophic fire danger?

Our school will also **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 BOM forecast and related public safety messaging is 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 Xuno and Facebook.

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.

Families are encouraged to enact their Bushfire Survival Plan on Catastrophic fire danger rating days. **On such days, children should never be left at home alone or in the care of older children.**

For those of us living in a bushfire prone area, the Country Fire Authority (CFA) advises that when Catastrophic days are forecast, the safest option is to leave the night before or early on the morning of the Catastrophic day.