19 March 2010

Birchip P-12 School
A Mindful School

Address: (PO Box 9)
Campbell Street
BIRCHIP 3483

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(03) 5492 2553
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Web: http://www.birchip.vic.edu.au

School Council members: Wendy Watts, James Boyle, David Smith, Louise Lee, Cameron Flowers, Kevin Reid, Shayne Riggall, Leigh Hogan, Cathy Bales, Andrew Sayle, John Richmond, Russell Christie, Eileen Smith, Merrilyn Kelly

Forthcoming Events

March
Monday 22nd
‘Habits of Mind’ - Staff Meeting 3.30 p.m. to 5.30 p.m.
Monday 22nd
‘Habits of Mind’ - Parent Meeting 7.30pm
Birchip Community Leisure Centre
Tuesday 23rd
Primary Easter Parade
Wednesday 24th
School Council
Friday 26th
Last day of school for Term 1 - 2.30pm finish

April
Friday 2nd
Good Friday
Sunday 4th
Easter Sunday
Monday 5th
Easter Monday
Saturday 10th
Winter Sport: NCFL, GRFL & MFL commence Round One
Monday 12th
First day of term 2
Tuesday 13th
Parent/Student/Teaching evening
Thursday 15th
School Council Meeting 8pm
‘Get into Genes Day’ Years 9-12
Monday 19th
VCE Studio Art Excursion, Melbourne
Monday 19th →
Year 10 Work Experience
Friday 23rd
Monday 19th →
Year 9 Advance Camp - Swan Hill
Friday 23rd
Thursday 22nd
OH&S Audit
School Council Debutante Ball
Friday 23rd
Friday 23rd
International Story Tell - P6 activity in Library
Monday 26th
Anzac Day Holiday
Wednesday 28th
VCE Business Management excursion, Melbourne

May
Wednesday 19th →
Grade 6 Maldon Camp
Friday 21st

July
Monday 12th →
Year 9 Rubicon Camp
Friday 16th
Monday 12th
Year 10 & 11 Canberra Camp
Friday 16th

2.30pm Finish next Friday
26th March 2010

Students and parents should note that school will finish at 2.30pm next Friday with buses running approximately 1 hour earlier.

2010 School Fete – Huge success – thank you to all!

The day was warm to hot, the evening was spectacular. How lucky we have been in past years for fete night.

A large crowd of students, parents, staff and interested community members enjoyed the offerings of the many stalls, monster raffle and roast meal served.

Takings of approximately $10,000.00 were realized.

This is a huge effort by many including student, parents and staff. The excellent works by many ensured a most successful evening both socially, enjoyably and profitably. The Red Faces acts were terrific with many students thoroughly enjoying themselves and entertaining the crowd.

This year we invited emergency services to our fete to demonstrate their facilities. Thank you to Birchip SES, Birchip CFA for coming along, distributing show bags and demonstrating various features of their organization. A visit from Captain Koala was a very welcome feature. Many thanks to Danny Stone and Rosie King and the East Wimmera Health Service

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for their display and health checks undertaken during the evening.

The fete organizing committee of Mrs Eileen Smith, Mrs Jenny Hogan and Mrs Trish Lehmann must be congratulated and commended for their excellent preparations and organization for the fete. The theme of ‘Mad Hatters’ Tea Party’ allowed many to show off their prize winning hats.

Many thanks to the Parents’ Club for their enthusiasm and terrific catering in providing a roast meal for all to enjoy followed by coffee and cakes to complete the meal.

Thank you to everyone for your efforts.

Prize and Raffle Winners include:

Lollies in Jar - Nadine Ray - 222 lollies

Colouring competition:
- Prep, 1 & 2 Hayley McInerney
- 3 & 4 Nariel Garcia
- 5 & 6 Tahlia Noonan

Soccer goal competition - Mark Trollope

Footy Kick - Jonty Randall

Raffle Winners:
- Nita Wilson, Judy Merrick, Tim Phelan, Sophie Hogan, Laura Lee, Betty Connelly, Anne Blencowe, Howie Smith, Michael Walsh, Chris Phelan, Dennise Sparks, Roma Hogan.
Green Day – Wednesday 17th March 2010

Thanks to the many students, parents and staff who got involved, ‘Green Day’ also known as St Patrick’s Day proved most successful. Most the students and staff not only dressed in green in recognition of St Patrick’s Day but they also walked or rode to school in order to save energy. The idea was for students, parents and staff to walk or ride to and from school and to use the least energy throughout the day. Taking part in the activity proved good for our health, education, the environment and the budget. The results are excellent as shown in the graphs below. Many thanks to Mr Whelan for his leadership and organization of the day. By the way, Mr Whelan rode his bike from Warracknabeal to Birchip and then made the return journey by bike for the ride home. Well done Mr Whelan.

Graph showing mode of transport PRIOR to ‘Green Day’

Graph showing mode of transport ON ‘Green Day’

Congratulations to all involved.

Parent Teacher Student Interviews – Tuesday 13th April 2010 from 4:00 p.m. – 7:00 p.m.

All families should have received a ‘Parent Teacher Student Interviews Schedule’ during the week inviting them to come along on Tuesday 13th April 2010 from 4:00 p.m. – 7:00 p.m. in the Stadium.

Families have been allocated one or two of three hour blocks.

Session 1: 4:00 – 5:00 p.m.
Session 2: 5:00 – 6:00 p.m.
Session 3: 6:00 – 7:00 p.m.

Should your allotted time be inconvenient, please contact Mr Cameron Whelan at the school for an alternative time.

All teachers will be in attendance. Please take the opportunity to come and discuss your son’s and daughter’s progress with their teachers. Interim Reports will be distributed on the night.
Primary Summer carnival at St Arnaud

Last Friday our Grade 5 and 6 children travelled to St Arnaud for the annual North Central Primary Summer Sports Carnival.

Under clear skies and on well grassed surfaces our students competed against opposition from Donald and St Arnaud Schools. Throughout the day excellent skills were displayed as well as impressive sportsmanship and we were rewarded with strong results.

The Kanga cricket team won their first two games and played off against the other undefeated team, St Arnaud, in the final round for top position. While restricting St Arnaud’s score when they batted and taking a lot of wickets unfortunately the task proved beyond us and we went down 128 runs to 78 runs. This placed our team second.

Mrs Lee coached the A Tee ball team with aplomb. They recorded three impressive victories and drew their final game to finish top of the pool and thus win the shield.

The B Tee ball team, coached by wily veteran Mrs Emonson, also performed strongly registering three victories and one loss for the day. This meant a second placing overall.

Thanks to all the children who took part so keenly. Also many thanks to the spectators who turned up to support the teams and to the teachers who helped with preparation on the day. Thanks to Mr Welton for his overall organization of the day.

MATHS IS MARVELLOUS – YOU CAN COUNT ON IT!
Mass and Height
Keep a record of your child’s mass and height. See how much they have grown each year. Do this for everyone in the family.

Sunsmart Policy
Parents and students are reminded of the School’s Sunsmart Policy. The recommended hat should be a broad brim, bucket style or legionnaires style hat. Broad brim and bucket style hats in the school colour (green) are available from the school at low cost.

Baseball caps and sun visors are not recommended as they leave the ears and back of the neck exposed.
Year 11 Work Experience

Year 11 students are home from work experience and all really enjoyed their experiences. Chantel Emonson worked at Monash Medical Centre in Clayton and was involved in numerous tasks that ranged from changing patients’ beds to witnessing operations. Chantel worked predominantly in neurosurgery and with patients who had experienced a stroke, brain tumour or brain surgery. She also worked in the field of speech pathology, physiotherapy and occupational therapy. Some of the activities Chantel undertook were confronting but by the end of the week she had become accustomed to the realities of her work.

Hugh O’Keefe did his work experience with Channel Nine and was drawn to the idea because it looked glamorous. However, after a week, he realised that working in the media is not as exciting as he had imagined and that behind the sets is far from glamorous. Hugh learned about editing, sound mixing and held monitors for the filming crew. Even getting to work was an education as Hugh had to negotiate trains and trams and go in the right direction. This didn’t always go according to plan.

World’s greatest shave report

During the Fete evening yesterday, our shave off took place. Mr Delaney’s face is now smooth except for the usual moustache, Miss Howard and Jake Hogan have shaved heads and many braved the blade and hair removal strips to rid themselves of leg hair.

The Senior SRC and Miss Hicks organized this activity and did a marvellous job to raise a total of $1,300.00 for the ‘Shave for a Cure’. Money raised is used by the Leukaemia Foundation to fund free services to support patients and families living with leukaemias, lymphomas, myeloma and related blood disorders. It also funds blood cancer research to find better treatments and cures.
Habits of Mind - Parent Forum – Monday 22nd March 2010
Commencing at 7:30 p.m. at the Birchip Community Leisure Centre

The Birchip P-12 School has for the past four years been working towards becoming ‘A Mindful School’ – a school where thinking is encouraged and a school where the 16 Habits of Mind are continually being developed and strengthened within our teaching and learning.

This forum is designed to extend the Habits of Mind into the wider school community. Habits of Mind leader, James Anderson, will again visit our school and speak to students and staff on this day and then present the Habits of Mind to parents and lead discussion at the Parent Forum.

Parents are strongly encouraged to attend and participate in the evening forum. We hope that at least one parent from each family can attend.

There will be various door prizes including an iPod touch.

Supper will be served by Senior SRC students. The evening will be free of charge.

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Head Lice

There have been several cases of head lice reported.

Please check carefully for lice or nits and if found, treat immediately.

**Once treated students may return to school.** It is not unusual for a parent to treat a child in the morning and have them back at school by 10.00 a.m.

In order to break the cycle, heads should be treated again in exactly 7 days to completely break the lice breeding cycle.

Secondary students are not immune and should be checked frequently.

Thank you to those parents who notify us at school and alert us to the severity of the problem.

Merrilyn Kelly

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Computers to go!

We have recently upgraded many computers at the school and therefore have several older computers to give away to students and their families.

If any students and families would like to take a desktop computer (computer, monitor, keyboard and mouse) please contact the school to put one on hold. We will inform you all when they are ready to be collected.

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Habits of Mind

This week’s winner

Congratulations to Chelsi Kemp, this week’s winner of the Habits of Mind Award. Chelsi ‘Thought Flexibly and Applied Past Knowledge’ during Food Technology. Chelsi used her skills to adapt a recipe to the ingredients available.

Thank you to all students who have been nominated this week. ALL nominated students will go in the running for the end of year prize of the iPod touch.

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VCE SACs next week

English
Economics
Chemistry - Monday 29th March 2010 at 10am
Grade Five and Six Homework Questions – due Friday 26th March 2010
1. Who wrote the classic book *The Coral Island*?
2. By what other name is Mount Godwin Austen known?
3. What animal does the adjective cervine refer to?
4. In golf, what is the maximum number of clubs allowed in your bag?
5. What is a group of hummingbirds called – a charm, a frolic or a ripple?
6. What type of metal is used in the filament of an electric light bulb?
7. The city of Lisbon lies on which river?
8. What does an oologist study?
9. Who was the first woman to swim the English Channel?
10. What color is an aircraft’s blackbox recorder?

Answers to last week’s Homework Questions
1. How did George II’s eldest son die? Hit with a cricket ball.
2. An ampersand is a sign for which word? And
3. What is topiary? Ornamental shaping of trees
4. In which country was boxer Joe Bugner born? Hungary
5. What instrument did Nat “King” Cole play? Piano
6. How many zones does an archery target have? 10
7. A curved stick called a caman is used in which activity? Shinty
8. In Swiss cooking what is a leckerli? Biscuit
9. What was a Sopwith Camel? Aeroplane
10. Who or what live in a holt? Otters

Easter Presentation of Musical and Creative Items

Parents and friends are invited to a presentation of musical and creative items next Tuesday 23rd March 2010 at 10:00 a.m.
Primary students will present these items in the school gallery.
This will be a celebration of Senior Citizens week and Easter.
At the conclusion of the items, the Junior SRC will serve morning tea in the Staff Recreation Room.
All are very welcome and encouraged to attend.

OPEN DAY DATES
Attending Open Days is a great way to find out more about universities and TAFEs, see facilities, find out about courses and collect information. Put these dates in your diary.

Saturday 31st July
- Monash University (Berwick Gippsland and Peninsula campuses)

Sunday 1st August
- Monash University (Caulfield, Clayton and Parkville campuses)

Sunday 8th August
- Deakin University (Geelong)
- RMIT University /TAFE
- Gordon TAFE (Geelong)
- Victoria University /TAFE (Footscray)

Saturday 14th August
- Holmesglen TAFE

Sunday 15th August
- Australian Catholic University (ACU) (Melbourne)
- Deakin University (Warrambool)
- La Trobe University (Bendigo)
- Swinburne University /TAFE
- Melbourne University
- Sunraysia TAFE (Swan Hill)

Sunday 22nd August
- Box Hill TAFE
- Deakin University (Melbourne)
- La Trobe University (Albury/Wodonga)

Sunday 29th August
- ACU (Ballarat)
- Ballarat University
- La Trobe University (Bundoora)

Invitation
3 day Holiday Kids Club
Tuesday 30th March, Wednesday 31st March, Thursday 1st April.
Uniting Church Hall
9.30am - 12 noon
with Ros & John Patterson from Adelaide.
Games puppets, stories, songs, craft and snacks. Everybody Welcome.
Year Nine Activity Program

The Year Nine Activities Program continued again this week with sessions on time management and strength training. Rhonda Allan from the Mallee Sports Assembly spoke to the students about how to maximise their time in each day. Mrs Michelle Lee ran a strength training and conditioning session in the stadium.

All students picked up numerous facts which will help them in the future. Thanks to both Rhonda Allan and Michelle Lee for providing their time and experience to help our students with these topics.

Next week, Mr Knights and Rhonda Allan will accompany the students to Bendigo for a celebration day to mark the end of the activities program. All students are reminded that the bus will be leaving from the school at 8:00 a.m. sharp and will return at approximately 6:30 p.m.
GRADE ONE VIEWPOINTS

During term 1, while the Prep students have not been at school on Wednesdays, grade one students from both the Prep/1 and 1/2 classes have combined for computer lessons. The grade ones have made great progress in using cameras. Working in small groups, they have taken many photos while getting the ‘feel’ of the cameras, and later viewed the images to gain a clearer understanding of how to improve their picture-taking skills.

There are still a few areas to work on; such as which way to hold the camera for portrait or landscape images, how to take landscapes without including people, and how to frame out the background for portraits. In the meantime, although not all of the pictures meet the criteria, it is encouraging to see the interesting and varied images produced by these young photographers. Well done, grade ones!
White Card (Industrial OH&S safety card) Training

On Monday 12th April 2010 (first day of Term 2), Work Co will deliver the White Card (Industrial OH&S Safety card) training to our students and other interested people. If you would like to be involved on this day, please contact Mr Cameron Whelan at the school.

21883VIC Course in Construction (OH&S Induction)

This course (formerly known as Red Card) provides a basic introduction to Occupational Health & Safety in order to work safely in the construction industry. This course has been accredited by Worksafe Victoria who issues the card after the successful completion of the training.

TOPICS COVERED

- OH&S legislation requirements relevant to work, role and responsibility
- Duty of care
- Comply with safe work practices
- Basic principals of hazard management
- Common construction hazards
- Measures for controlling hazards and risks
- OH&S Communication processes
- The role of health and safety personnel
- Safety signs and symbols
- Reporting hazards, incidents and injuries
- Responding to incidents and emergencies
- Procedures for first aid are identified
- Fire safety equipment is identified
- Personnel protective equipment

Please Note: Identification must be supplied for each student on the day of training for Worksafe to issue wallet cards.

Further Enquirers Contact:
Robin Kuhne Manager Training WORKCO Limited
144 Firebrace Street Horsham Vic 3400
Ph: (03) 5381 6200 / Mobile: 0437 716 200
Email: robin.kuhne@workco.com.au
WANT TO LEARN HOW
to assist young people
experiencing mental health problems?

A Youth Mental Health First Aid Course
is now available

Youth Mental Health First Aid is a 14-hour course which teaches first aid skills for
mental health crisis situations and the early stages of mental health problems

Where: Birchip P-12 School
When: 4:00 p.m. – 8:30 p.m. on Wednesday 5th, 12th, 19th & 26th May 2010
Cost: Free; however participants must register
Contact Name: Rebecca Bennett or John Richmond
Number: Rebecca: 03 5477 2177  JR: 0417 106 033
Email: rebecca.bennett@ewhs.org.au  jr@birchip.vic.edu.au
RSVP: 5:00 p.m. Wednesday 28th April

For further information visit our website at www.mhfa.com.au
Parents’ Club News

Mad Hatters’ Tea Party  School Fete
Many thanks to all mums and dads who assisted in any way with the Mad Hatters’ Tea Party School Fete.

It was a huge success with many joining in with the ‘Mad hatters’ theme.

Donations of food, cakes and potted plants was very much appreciated.

Quarter Horse Races
Many thanks to parents who were rostered on at the Birchip Racing Club’s Quarter Horse Races last Saturday. The day was most successful with the Parents’ Club and subsequently the school benefiting from parents’ work.

Special thanks to Trish Lehmann for her overall organization and efforts.

Dates to remember:
- Habits of Mind Seminar: 22/03/2010
- Presentation Ball: 23/04/2010
- Parents’ Club Meeting: 03/05/2010
- Mothers’ Day Stall: 07/05/2010

Year 7 Spelling

Heat
- temperature
- oppressive
- fatigue
- exhausting
- tired
- exhaustion
- dehydration
- relief
- thermometer
- collapse
- drained

BIRCHIP WATCHEM NETBALL CLUB
- CAR, RALLY & FAMILY DAY
Sunday 11th April 2010 (after first game)
Birchip Leisure Centre
Registration for cars at 10.30am. $30. per car.
Free children’s activities
Roast Beef rolls & Sausages and Drinks at Bar prices at Birchip Community Leisure Centre
Early Birds - enter your car now for extra points in car rally. Pay before and receive Big Extra Points.
More information closer to date. Contact Brooke Morris 0407 844 645 or Louisa Ferrier 0438 854 241 for more information
Birchip Watchem Football Club – Junior Committee
The Birchip Watchem Football Club – Junior Committee desperately requires a trainer for the under 13 side. Please contact Russell Christie if you can assist.

Junior Cricket Grand Final.
What a way to finish the season. After all teams were equal on 3 wins it was Clarke and Johnson to play off in the Grand Final as a result of the most runs scored throughout the year.
This was also a nail biting finish with Clarke 119 runs defeating Johnson 115 runs.

Clarke
Jake Hogan 33 retired
Harrison Christie 19
Sean Hogan 12 retired
Jacob Christie 2/14
Sean Hogan 2/4
James Paley 2/6

Johnson
Brenten Delaney 33 retired
Hugh O’Keefe 22 retired
Rowley Walsh 2/10

Thanks to all parents that helped throughout the season and on the night of the grand final.

Birchip Watchem Hockey Club Training
Wednesday nights at 6:00 p.m. at the hockey field (U 15s and seniors)
Minkey & under 13s will commence during the first week of term two at 4:30 p.m.
Intending and interested players welcome
Enquiries to Simone Christie 0429 922 488

Working with Children Checks
The Wycheproof Post office staff will be in Birchip on Weds 24th March at 6pm at The Shamrock to allow people to get their working with children check. Potential applicants will need to book in with BB & LC and collect an application form prior to the 19th March. Passport photos will be taken on the night, but original copies of identification as specified on the applicant form will need to be provided. There is no charge for people requiring working with children’s check for volunteer roles. Any parent who assists in any way at the school (sports, camps, reading etc.,) is also encouraged to obtain a working with children check.

BIRCHIP TENNIS NEWS
Presentation Evening will be held Thursday 25th March 2010 at the Birchip Leisure Centre following the finals of the championships.
Families please bring a salad and there will be a $5.00 charge for steak or schnitzels and sweets will be provided.

Championship draw is being distributed. Players please play your matches through the rounds ready for grand final on Thursday 25th March.
Please make early arrangements to contact your opponent and play matches.
A reminder that the two Birchip teams will play each other next Sunday 14th March 2010.

Outstanding club subs need to be paid a.s.a.p. to Heather Hogan or Louise Lee.

For Sale
1 portable Dishwasher (Simpson). 12 place - $30.
1 Carpet piece (Green/blue) with underlay - 14’ x 12’ - $12.
Contact Margaret Glen 5492 2638.

Brand new single swag. Never used. $160.00.
Phone Helen Blencowe 5492 2383

Garage Sale
Saturday 20th & Sunday 21st March.
8.30am - 4pm
Kemps Farm. 376 Mills Road via Birchip
Nullawil road. Phone 5493 5286

Lost
Pale pink girls watch. Contact Chloe Rymer 5492 2307 if found.

Term 2 Squash Competition
Squash will start the second week of term 2 - on Wednesday 21st April 2010.
A social hit and team selection will be on Wednesday 14th April 2010, 6pm.
Names to Eileen Smith and Mark Bowen
It is that time of the year again where all budding AFL footballers (boys and girls) can join in the fun of Australian Rules Football by becoming a participant at your local Auskick centre.

To find out information about your local centre just visit: www.aflauskick.com.au

Participants can register and pay (or re-register if you have participated in Auskick previously) online at the above address.

The AFL in conjunction with the NAB bank offers a large range of incentives to kids just by being a part of Auskick 2010.

The AFL Club Connect package provides free tickets to watch your favourite AFL team play to all those participants who register and pay online prior to March 26th.

To find out your nearest centre and to take advantage of the Club Connect Package, please visit the website.

### Homework!

<table>
<thead>
<tr>
<th>Year level</th>
<th>Subject</th>
<th>Teacher</th>
<th>Homework</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Class</td>
<td>Mrs Kelly</td>
<td>Rhymes, reading, counting to 20+</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Class</td>
<td>Mrs Kelly</td>
<td>Reading, words, count to 100 by 1, 5, 10</td>
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<tr>
<td>1/2</td>
<td>Class</td>
<td>Mrs Welton</td>
<td>Practise identifying coins &amp; notes Counting by 1, 5, 10s to 120</td>
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<tr>
<td>4</td>
<td>Class</td>
<td>Miss Arnott</td>
<td>Finish assignment. Hand in on Monday</td>
<td>22nd Mar.</td>
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<tr>
<td>6</td>
<td>Class</td>
<td>Mr Welton</td>
<td>List words and tables Asian country project General Knowledge questions</td>
<td>Ongoing</td>
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<td>26th Mar.</td>
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<td>26th Mar.</td>
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<tr>
<td>7</td>
<td>English</td>
<td>Mrs Smith</td>
<td>Spelling</td>
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<tr>
<td>9/10</td>
<td>Global</td>
<td>Mr Delaney</td>
<td>Complete energy research questions</td>
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<tr>
<td>9/10</td>
<td>PE</td>
<td>Mr Sayle</td>
<td>Personal Fitness Activity</td>
<td>ongoing</td>
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<tr>
<td>9/10</td>
<td>Biology</td>
<td>Mr Sayle</td>
<td>Study for text</td>
<td>22nd Mar.</td>
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<td></td>
<td>Further Maths</td>
<td>Miss Barclay</td>
<td>Finish Chapter 5 questions</td>
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<td>11</td>
<td>Psychology</td>
<td>Miss Wright</td>
<td>Stroop effect ERA</td>
<td>23rd Mar.</td>
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<tr>
<td>11</td>
<td>History</td>
<td>Miss Wright</td>
<td>Complete essay draft</td>
<td>22nd Mar.</td>
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<tr>
<td>12</td>
<td>English</td>
<td>Mrs Smith</td>
<td>Prepare for oral SAC on Thursday &amp; Friday</td>
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<tr>
<td>12</td>
<td>Economics</td>
<td>Mr Delaney</td>
<td>SAC preparation</td>
<td></td>
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<tr>
<td>12</td>
<td>PE</td>
<td>Mr Sayle</td>
<td>Promoting physical activity questions</td>
<td>22nd Mar.</td>
</tr>
</tbody>
</table>

**All Years - 15 minutes reading a day!**
I have worked in an administrative position at the Birchip P-12 School since 1990, this being my 21st year. That realisation fills me with wonderment and awe as to how those years could have passed so quickly, likewise I feel the same when I see students in Year 12 and I remember them as babies and little Prep students on their first day.

My job is predominantly managing the financial records of the school. The processes are the same each month, so applying past knowledge allows me to complete the various processes from ordering, receiving, and paying for goods and for managing the payroll processes and budget of the school.

**Striving for Accuracy** in recording financial transactions allows reports to be a true representation of the school’s expenditure and income. Accuracy allows a quick reconciliation of the month’s transactions and stops time wasted correcting mistakes.

My 20 years has required continuous learning as requirements of the Education Department and information technology has changed. New financial and payroll software programs used by the department have a number of times required me to be completely retrained. When I started work I spent most of Friday typing the newsletter on an electric typewriter. New young staff, look at that typewriter which I occasionally use and they express wonderment and awe!!

The day is never boring in a school and dealing with such a large number of staff, students and families presents lots of different situations and applying flexible thinking allows better outcomes to lots of problems.

The office is the first port of call for students and parents requiring assistance either by telephone or in person, so I need to be able to listen with empathy and understanding in order to help or ensure that the correct information is given.

Sometimes I need to be persistent in ensuring that staff follow correct procedures in order for me to complete the required financial processes for ordering, receiving and paying for items purchased for the school.

I think that before Habits of Mind was ever initiated as a concept, I was learning, applying and realising the importance of the elements of Habits of Mind without even knowing it.