LESER Memo No 4
18 April 2013

Attention:
Principals, Business Managers, Christian Studies Leaders, Valuing Safe Communities Trainers

All Principals

Final Communication Guidelines
Attached is the final document which sets out a range of communication guidelines relating to the relationship between the LESER office and schools. This document has been developed as a result of feedback gained from principals. Clear lines of communication are essential in any organisation and as we strengthen our networks across the region it is important we are clear on expectations. The attached guidelines are by no means to be seen as ‘top down’ directives but rather a means of clarifying roles to assist in improved coordination. While all school communication processes are ultimately the responsibility of the principal, the guidelines are particularly relevant for business managers and council chairs hence the document is to be directed to the people in those positions. We are looking to make these guidelines standard practice across the region so your assistance in implementing the required actions in the protocol will be critical to fostering effective communication practises.

Date Claimer
Invitation to Principals’ Spiritual Retreat
All Principals are strongly encouraged to attend
Wednesday 7 August 5pm – Friday 9 August 2pm
Campion Retreat Centre
99 Studley Park Road, Kew
Further information will be distributed in the coming weeks
Neville Grieger
Assistant Director
neville.grieger@leser.lutheran.edu.au

PRINCIPALS: Request for information – Service Learning
In order for us to gain an overview of what schools in our region are doing in the area of service learning, we ask that you provide us with the following information:
- A brief outline of any service learning projects that your school is undertaking. This might be on a local, national or international level
- The name of a person in your school who we can contact with respect to service learning.

For your quick, convenient response please see attached Service Learning document.
Save this document and email to: liz.pietsch@leser.lutheran.edu.au
Thank you for your assistance.
Business Managers

1. Draft 2012 Financial Statements
   If not already done, could schools please provide the LESER Business Manager with an electronic copy of your draft 2012 financial statements by 24th April 2013. If a draft has not yet been prepared then at least a copy of your 2012 management accounts are to be provided. businessmanager@leser.lutheran.edu.au

2. Business Managers meeting
   Our next meeting for Business Managers, Accountants and senior finance staff is scheduled for Thursday 23rd May 2013 at the Quality Hotel Tullamarine. An agenda and outline of the day will be issued shortly. Could schools confirm their attendance to the LESER Business Manager by Friday 26th April. businessmanager@leser.lutheran.edu.au

Christian Studies Leaders’ Hub Meetings

This year I would like to visit each of the three regions (Western, Central and Riverina) and facilitate a Christian Studies Leaders Day in each of these regions. The purpose of these Hub Meetings would be:

- To develop a close working relationship with the Christian Studies key teacher in each school
- To assist Christian Studies Key Teachers in their understanding of their role
- Facilitate professional learning for Christian Studies Key Teachers that is relevant to their needs
- Facilitate interactive workshops where sharing between cluster schools is a high priority

While I have a number of themes and topics that I could explore, I would be very interested to find out from you how such Hub Meetings could be best structured to support you in the areas that would benefit you most.

**ACTION:** Could you please:
- send me your suggestions for topics/issues/activities etc you would like to see included in a Christian Studies Leaders Day
- volunteer anything that you would like to share or work through with the group

Please email your replies to:
Liz Pietsch
LESER Education Officer
e: liz.pietsch@leser.lutheran.edu.au
t: 9236 1271
m: 0402 041 214
Valuing Safe Communities Trainers

- Did you conduct VSC training during Term 1 or on the first day of Term 2? If so, could you please send me the names of the staff members who have been trained so that I can enter the data into the LExiCON data base.
- Thank you to the trainers who have already forwarded me this information – no action needed from you. (Tarneit, Horsham, Tarrington, Hamilton, Nhill, Portland, Jindera)

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