



# Somerville Primary School

*Inspiring Excellence in Education...  
Every Student – Every Time*

## **Haley's Headlines**

We are four weeks into the school year and our students are now in to the swing of being back at school. After the first two weeks of setting up routines and getting to know each other, the students are now being asked to challenge themselves in each and every lesson. We will be providing lots of support along the way to ensure that this year is a productive one for each and every student. Everything we do at school is to maximise the learning your child is able to do.

## **'You Tell Us' Parent Teacher Interviews**

Our 'You Tell Us' interviews are a great example of one of the supports we have at school to ensure our students are set up for success this year. These interviews are an opportunity for every family to provide information about their child to their classroom teacher. The information we receive from our parents as part of this process is extremely valuable.

Thank you to everyone who was able to attend our 'You Tell Us' Interviews. If you were unable to attend for whatever reason, please make contact with your child's teacher, if they haven't already contacted you, and arrange another time. It is vital that we have a solid, positive partnership between home and school to ensure the best outcomes for your child.

## **Annual Implementation Plan**

This year is the final year of our current strategic plan, 2017-2020. In the final year of the strategic plan each school is required to undergo a thorough review process. This review will take place in Term Three

where an independent reviewer will analyse all aspects of our school. Using this information we will create our new strategic plan that will drive our work for the following four year period, 2021-2025.

This year our AIP is focused on two goals:

1. *To enhance student learning outcomes across the school in all strands of Literacy and Numeracy.*
2. *To empower, encourage and enable students to manage and monitor their own learning.*

Underpinning these very broad goals, we have a number of clear goals and actions for us to focus on as a school. These goals and strategies ensure we are all pulling in the same direction as we work to improving the educational outcomes for our students, your children. If you wanted to get the jump our AIP can be found on our website along with our strategic plan and Annual Report.

## **What You Can Do At Home**

At our school we firmly believe that ALL STUDENTS can achieve high standards, given the right time and the right assistance. What this time and assistance looks like is different for each student. We also understand that we need to operate in a partnership, a partnership between home and school that focusses on the learning your child is doing.

As a parent you are your child's first teacher, whether you see your role as a teacher or not...every moment you have with your child is a teaching moment, your children are listening and watching you whether you notice it or not.

So what can you do to harness the power you have to influence your child and their learning? Being positive about school... taking an active interest... making sure your child is reading and logging on to Mathletics...

There are five great questions you can ask your child everyday...

- 1) *What did you learn today?*
- 2) *How did you do?*
- 3) *What do you do if you don't understand?*
- 4) *How can you improve on your learning?*
- 5) *What are you most proud of?*

Using these questions will create opportunities for you to have informative conversations with your children.

### **Flexibuzz**

Speaking of supporting your children at home, please make sure you have downloaded Flexibuzz. Among the many messages that go out, each area of the school sends out information about what the students will be learning the following week in 'Whats happening this Week @ SPS in the 'Senior School' for example.

This information is great as you can do some pre-work with your children if you wish. For instance, the Senior School next week are learning addition, with fractions and decimals, how confident would you child be if they already did some work with you before they walked in Monday morning... food for thought...

### **School Council – 2020**

Nominations for School Council have now closed. Thank you to everyone who expressed interest in joining our School Council this Year.

Our School Council for 2020 is as follows:

*Andrew Haley, Raelene Harvey, Heather Pulling, Jenny Monteath, Kristie Cooper, Nicole Thornhill, Erica*

*Brady, Nicole Baker, Katherine Plummer, Emma Fergusson and this year we welcome a new member on to council, welcome to Melissa Norris.*

We still have a Community Member position to finalise, this will be done at our first School Council meeting that will be held next week.

We would like to thank Leah Sherrin for her contributions to School Council. Thank you for your commitment to making our school a better place for all our students and our families. We know you will continue to contribute to making our school even better over the next three years. Thank you.

I look forward to working with our School Council again this year to make our school a place where each and every one of our students feel safe and supported to learn at high levels.

### **Road Safety**

Last newsletter I wrote about the need for our drivers to remain safe around our school... this week I wanted to ask that you talk to your children about crossing the road safely... We have had a few near misses in the last few days where students were not watching while crossing the road...the old look left, look right and look left again.

### **Assembly**

I look forward to seeing you at our fortnightly whole school assembly next week at 2:30pm in the hall.

Regards,

*Andrew Haley*

*Assistant Principal*

## HARVEY'S HIGHLIGHTS! WHAT'S BEEN HAPPENING AT SPS?

### **FITNESS CLUB**



Fitness Club has started again on Tuesday and Thursday mornings from 8.30 – 8.45am. It would be great if parents could come along and help mark cards or do laps themselves. We look forward to seeing you there! Congratulations to these students for getting their fitness club awards as their laps continued on from last year.



### **REMARKABLE READING**

Don't forget to come and show Mrs Harvey when you have read for 25 nights to get



yourself up on our reading

wall of fame! Some students have started coming for reading 50 nights! Remember for those of you who read and record 200 nights of reading this year you will receive a Somerville PS Golden Ticket.

This ticket will give you access to a special lunch and activities with Mr Haley and Mrs Harvey in term 4. So don't forget to keep up that reading and annoy your parents and carers so they sign your books to say you have read! So far this year we have had 50 nights to read – that means we have 316 nights left this year to read!



### **135 YEARS OF SOMERVILLE PS MEETING**

On Friday 28<sup>th</sup> February from 1:30pm – 2:30pm we will be holding a fete/family fun night meeting to discuss holding an event in Term 4 to celebrate 135 years of Somerville PS. We are looking at having rides, stalls, local community involvement, etc. If you are interested in coming along to discuss ideas or be a part of the organising team it would be great to see you. Meetings will be held once or twice a term and not necessarily during the day depending on who is on the organising committee. If you are interested, but can't make the meeting next Friday please email me on [harvey.raelene.p@edumail.vic.gov.au](mailto:harvey.raelene.p@edumail.vic.gov.au) otherwise it will be great to see you there.



## Week 3 YCDI Award Recipients

Congratulations to Isaiah, Chloe, Charlotte, Tamieka, Bonnie, Declan, Maddy, Leah, Tim, Mia, Sonny, Max, Annabelle, Gracie and Jaxon

### **FOSP (Friends of Somerville Primary)**

Our next FoSP meeting will be held on Monday 2<sup>nd</sup> March from 9-10am in the Staff Room. Come and have a cuppa – we would love some new members and welcome anyone on to our team.

### **What's Coming Up**

- Meal Deal No 1 – Friday 28<sup>th</sup> February
- Meal Deal No 2 – Thursday 26<sup>th</sup> March (Cross Country Day)
- Cookie Dough Drive
- Easter Raffle – drawn on the last day of term. More information to come home about donating Easter Eggs for the raffle

### **Somerville PS Basketball Club**

We are currently putting teams together to start next term. More information will come home this week but if you want your child to play in a team and haven't let me know please email me on [harvey.raelene.p@edumail.vic.gov.au](mailto:harvey.raelene.p@edumail.vic.gov.au) We will be looking for some coaches and team manager to get the teams started. Please let me know if you are able to help with these jobs.







What a wonderful celebration picnic day. It was great to see so many families and children having lunch together.

Raelene Harvey

Assistant Principal

[harvey.raelene.p@edumail.vic.gov.au](mailto:harvey.raelene.p@edumail.vic.gov.au)





# TERM ONE EVENTS @ SPS

<b>WEEK 2</b>	<b>WEEK 2</b>
Friday February 7 <sup>th</sup>	Celebration Picnic 12:20pm-12:50pm BYO lunch and picnic blanket, all families are welcome
<b>WEEK 3</b>	<b>WEEK 3</b>
Wednesday February 12 <sup>th</sup>	You Tell Us Parent/Teacher Interviews 3:30pm-6:00pm Toast n Talk - 8:30am-8:45am – Community Room Foundation Students – no school
Thursday February 13 <sup>th</sup>	You Tell Us Parent/Teacher Interviews 3:30pm-6:00pm
Friday February 14 <sup>th</sup>	Senior Sport – SPS VS Pearcedale PS Assembly 2:30pm in the Hall
<b>WEEK 4</b>	<b>WEEK 4</b>
Monday February 17 <sup>th</sup>	Breakfast Club- 8:30am-8:45am – Art Room
Wednesday February 12 <sup>th</sup>	Toast n Talk - 8:30am-8:45am – Community Room Foundation Students – no school
Friday February 21 <sup>st</sup>	Senior Sport – SPS VS Somerville Rise PS
<b>WEEK 5</b>	<b>WEEK 5</b>
Monday February 24 <sup>th</sup>	Breakfast Club - 8:30am-8:45am – Art Room
Wednesday February 26 <sup>th</sup>	Toast n Talk - 8:30am-8:45am – Community Room Foundation Students – no school
Thursday February 27 <sup>th</sup>	District Swimming Trials 7:00am- 8:45am
Friday February 28 <sup>th</sup>	Assembly 2:30pm in the Hall
<b>WEEK 6</b>	<b>WEEK 6</b>
Monday March 2 <sup>nd</sup>	Breakfast Club - 8:30am-8:45am – Art Room
Wednesday March 4 <sup>th</sup>	Toast n Talk - 8:30am-8:45am – Community Room Foundation Students – no school
Friday March 6 <sup>th</sup>	Senior Sport – SPS VS Woodlands
<b>WEEK 7</b>	<b>WEEK 7</b>
<b>Monday March 9<sup>th</sup></b>	<b>LABOUR DAY PUBLIC HOLIDAY</b>
Tuesday March 10 <sup>th</sup>	Foundation Students attend full time from today
Wednesday March 11 <sup>th</sup>	Senior Swimming Toast n Talk - 8:30am-8:45am – Community Room
Thursday March 12 <sup>th</sup>	Senior Swimming
Friday March 13 <sup>th</sup>	Senior Sport – SPS VS Langwarrin PS Assembly 2:30pm in the Hall

<b>WEEK 8</b>	<b>WEEK 8</b>
Monday March 16 <sup>th</sup>	Breakfast Club - 8:30am-8:45am – Art Room Senior Swimming & Junior Swimming
Tuesday March 17 <sup>th</sup>	Junior Swimming
Wednesday March 18 <sup>th</sup>	Senior swimming & Junior Swimming Toast n Talk - 8:30am-8:45am – Community Room
Thursday March 19 <sup>th</sup>	Senior swimming & Junior Swimming Bully NO WAY day!
Friday March 20 <sup>th</sup>	Senior Sport – SPS VS Baxter PS
<b>WEEK 9</b>	<b>WEEK 9</b>
Monday March 23 <sup>rd</sup>	Breakfast Club - 8:30am-8:45am – Art Room Foundation – responsible pet ownership Senior Swimming & Junior Swimming Earth Hour – Session 5
Tuesday March 24 <sup>th</sup>	Junior Swimming
<b>Wednesday March 25<sup>th</sup></b>	<b>SCHOOL PHOTO DAY</b>
Thursday March 26 <sup>th</sup>	School Cross Country
Friday March 27 <sup>th</sup>	Senior Sport – SPS VS Langwarrin Park PS No assembly LAST DAY OF TERM ONE! Early Dismissal 2:30pm
Monday March 30 <sup>th</sup> - Monday April 13 <sup>th</sup>	School Holidays – enjoy your break.
<b>Tuesday April 13<sup>th</sup></b>	<b>First day of Term 2- 8:50am</b>

Did you know that you can contact the office for your unique family B'PAY Reference number and SPS Biller code to make all of your payments including excursions. Save our B'PAY details on your internet banking to make school payments simple.



**SENTRAL**  
EDUCATION

## School Banking Begins on Friday February 7<sup>th</sup> 2020.

New accounts can be set up directly at the Commonwealth Bank

In 2020 all permission forms will be on the Sentral Parent Portal, please see Alisa in the office to get started or for ongoing support

# CHAPLAIN CHAT

Hi everyone :)

Let me begin this week's column by saying we are all valuable just because we exist. We all have a plan and a purpose for our life - each one is different, and each one is important.

The world can **measure** how we're doing with our purpose in life - that is, how "successful" we are.

To me the "**success**" of a person isn't measured in terms of academic excellence, sporting prowess, artistic brilliance, fabulous leadership, wonderful people skills, or a top dollar job, and so on.

Mind you, if you are blessed with any of these gifts, used well they are definitely praiseworthy and worthy of our admiration.

The measure of success for me is summed up beautifully by American essayist and poet Ralph Waldo Emerson in one of my most favourite quotes ....

To laugh often and much; To win the respect of intelligent people and the affection of children; To earn the appreciation of honest critics and endure the betrayal of false friends; To appreciate beauty, to find the best in others; To leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition; To know even one life has breathed easier because you have lived. This is to have succeeded.

I introduced the CHAPLAIN AWARDS last year so that our children could learn - that success is also about good character and choosing to do the right thing (integrity)... that success is about strong moral values (such as honesty, kindness and respect)... that success is about persisting when times are tough and bouncing back (resilience), choosing a positive attitude when it would be easy to be negative, and having a red hot go and never giving up even when things don't come easily (courage and confidence). I wanted to create an award (or several!) for those students who truly live these, and the ethos of our school.

Compassion. Integrity. Kindness. Modelling inclusivity.

## CHAPLAIN AWARDS

The Chaplain Awards will continue this year to re-inforce to our students the importance of these values, as well as to re-iterate the importance of living out our five "You Can Do It" keys - Resilience, Organisation, Confidence, Getting Along and Persistence.

Teaching our children these keys is vital to being successful in the world we live in today.



The CHAPLAIN AWARDS not only RECOGNISE the children who are successful in these areas,

But also TEACH the children that there are many ways we can be successful in life.

Everyone is blessed with different gifts and abilities, so these awards will recognise different gifts and abilities.

.....**THIS YEAR** .....

CHAPLAIN AWARDS will be given out **ONCE A TERM**. I will be asking teachers for feedback and nominations, as well as observing children on the days I am at school. It is my hope that one child from every grade will be nominated by their class teacher each term.

Term 1 Chaplain Awards will be presented at Assembly WEEK 1 Term 2

Term 2 Chaplain Awards will be presented at Assembly WEEK 1 Term 3

Term 3 Chaplain Awards will be presented at Assembly WEEK 1 Term 4

Term 4 Chaplain Awards will be presented at Final Assembly Term 4

I am very excited for our students to learn the different ways they can be successful, and to be able to celebrate these kids. Because those kids make school a better place for everybody.

Blessings

Chaplain Kylie :)



## FoSP - COOKIE DOUGH FUNDRAISER

### RE: Billy G's Gourmet Cookie Dough

We are holding a Billy G's Gourmet Cookie Dough drive as a major fundraiser this term and we ask for your support. All the funds raised will go to **resurfacing our school's basketball court**.

Billy G's is an Australian family owned and operated business. There are ten (10) delicious flavours including their **NEW Mint Choc and NESTLE® SMARTIES® cookie dough**. There is even a cheese flavoured Doggie Dough for your special furry family members! The delicious cookie dough is only available through fundraising and is not sold in stores, so stock up!

**Final Online and Cash Orders Due 06/03/20**

**Online Prize Ordering Closes on 10/03/20**

**Delivery Date 26/03/20**

### How do we create an Online Fundraising Page?

Creating a fundraising page is easy as 1,2,3.

1. Head to [www.cookie dough.com.au](http://www.cookie dough.com.au) to create your Online Fundraising Page by clicking the "Register Now" button and fill in your information as a parent/guardian.
2. Choose your child's prize goals and create their avatar!
3. Share your child's online fundraising page with your family and friends via the "Share" section so they can start buying some Cookie Dough as well, How Easy!

There are great features in the online portal like creating your own avatar, selecting your prize goal and entering your cash sales!

**Win a Dream Holiday worth \$10,000!** Create an Online Fundraising Page at [www.cookie dough.com.au](http://www.cookie dough.com.au), sell or purchase one tub or more of Billy G's Gourmet Cookie Dough and you will automatically go into the draw to win a \$10,000 Dream Holiday.

**The Leaderboard Challenge** – If you become the highest fundraiser in our **(group/school's)** leaderboard you will automatically go in the draw for the chance to win a Cruise worth \$5,000. How exciting! Let's get fundraising!

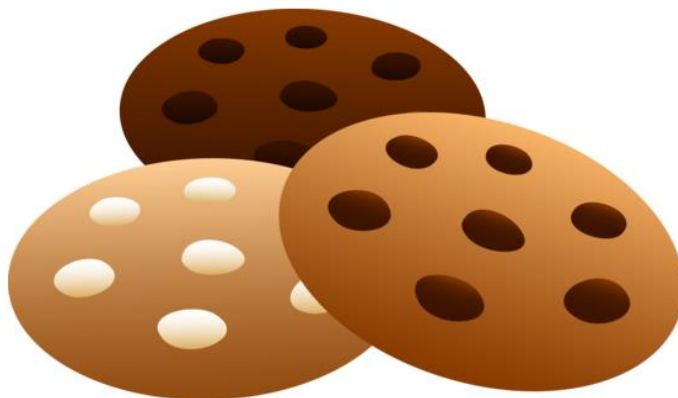
### How to Order Prizes?

To reward your child for their efforts, they can choose incentive prizes based on the total amount of tubs sold.

- Login to your Online Fundraising Page at [www.cookie dough.com.au](http://www.cookie dough.com.au). Once the fundraiser has finished, click the 'ORDER MY PRIZE' button via the dashboard. Select up to five (5) prizes to the amount of tubs you have sold.
- Complete the back-page of your order form and return to the **Somerville Primary School**.

Thank you in advance for your participation. Happy fundraising!

**FOSP (Friends of Somerville Primary)**



**advancedlife**  
photography . design . printing

## 2020 Photo Day Envelope and Order Instructions

Dear Parents and Students,

**Somerville Primary School PHOTO DAY IS 25-03-2020**

School photo order envelopes have been or will be distributed to every student and it is important that the order instructions (below) are followed.

**\*\* IMPORTANT PLEASE NOTE – ONLINE ORDERING FOR SIBLING PHOTOS WILL CUT OFF ON 24-03-2020 \*\***

**ONLINE ORDERING** Your child's school photos are now available for secure online purchase, please note if you are ordering online, you do not need to return an envelope to the school

### **4 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING**

Step 1 **Click Here** - For online ordering process for your school.

- OR - Go to [www.advancedlife.com.au](http://www.advancedlife.com.au) before photo day and enter your school code [RQK 59A T6K]

Step 2: Enter your student's details

Step 3: Choose the package that best suits your needs (all orders will be returned to the school for collection)

Step 4: Pay for the photos via the shopping cart (upper right corner of the page)

**\*\* Online Orders will attract a \$1 service fee**

Please Note: Late fees will apply once orders are closed (5 days after photo day)

**FAMILY / SIBLING PHOTOS** No envelope required if ordering online

### **3 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING**

- Go to [www.advancedlife.com.au](http://www.advancedlife.com.au) before photo day and enter your school code [RQK 59A T6K]
- Family/Sibling photo orders online close on [24-03-2020]
- Orders can be placed by returning an envelope up until photo day with cash or cheque enclosed

### **ORDERING USING AN ENVELOPE**

**ENVELOPES WILL BE HANDED TO EACH CHILD, PLEASE SEE THE SCHOOL OFFICE IF YOU HAVE NOT RECEIVED ONE**

Step 1: Student Details: Complete the student details section on the front of the order envelope.

Please use black or blue pen.

Step 2: Purchase Details: Complete the purchase details on the front of the envelope.

Step 3: Payment Method: Select your payment method.

Credit Card – Online Only at [www.advancedlife.com.au](http://www.advancedlife.com.au)

Cash – Please enclose correct money – no change is given under any circumstances

Cheque – Make payable to Advancedlife Photography with your name & address on the back of cheque

Please allow 60 days for your cheque to be finalised - a \$25 fee will apply to any dishonored cheque payments

Please Note: A portrait and a class group photograph will be taken of every student at the school, regardless of purchase. Photographs of your children taken as part of a class group are only permitted to be distributed within their own class. Your child's name will appear on the class group photo. If you **Do Not** wish your child to be photographed, please contact your school office with your instructions prior to Photo Day.

Please feel free to contact us via email or phone should you have any queries regarding your child's school photo order.

[info@advancedlifevic.com.au](mailto:info@advancedlifevic.com.au) or 03 9852 1133

Advancedlife Team





## FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

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 background and their outcomes.

### CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

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

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

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid 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:

- \$125 for primary school students
- \$225 for secondary school students

### MORE INFORMATION

For more information about the CSEF visit  
[www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

### HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

If you applied for the CSEF at your child's school in 2019, you do not need to complete an application form in 2020 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 in 2020 or you did not apply in 2019.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing at the school in 2020.

Check with the school office if you are unsure.



## **Reminders:**

PARENTS: Let us know your student is absent by the following methods:

- **SMS to the school absence line:**  
**0438 594 361** (SMS only – Do Not Call)
- **School Phone absence line**  
**03 5977 5421**
- **Via the Sentral Parent Portal**
- If you have recently changed Telephone number, Employment or Address, please advise the school. It is important that we are able to contact you ☺

## **Icy-Poles for sale**

**Mon, Wed & Fri - 50 cents each**



In 2020 all permission forms will be on the Parent Portal, please see Alisa in the office to get started or for ongoing support.

## ***Happy Birthday***

*From Somerville Primary School*



### ***February***

18<sup>th</sup> ~ Drew JC  
18<sup>th</sup> ~ Amber M  
19<sup>th</sup> ~ Hailey G  
20<sup>th</sup> ~ Halamehi  
22<sup>nd</sup> ~ Kobbie N  
22<sup>nd</sup> ~ Mitchell G  
23<sup>rd</sup> ~ Daemon A  
23<sup>rd</sup> ~ Matilda G  
24<sup>th</sup> ~ Joshua B  
27<sup>th</sup> ~ Rylan  
28<sup>th</sup> ~ Mia M

### **IMPORTANT NEWS FROM THE ART ROOM**

Our eager and creative students are settling in very well to their sessions in Visual Arts.

A smock is an essential item for your child when visiting the Art Room. An old shirt, with sleeves cut to an appropriate length, is a suitable alternative. Kindly send a clearly named smock along to school as soon as possible, as *messy* sessions are on the agenda!

*Just a thought...Does your child's current smock still fit.*

As our supplies of **newspapers** and **ice cream containers** are dwindling, we would be grateful for donations to help us restock.

*Thank you, Julie Reinders & Jess Emery*  
**Visual Arts Teacher**

## JOIN US IN THE SPOTLIGHT

Performing arts classes for young people aged 4-18.  
Nurture your child's creativity and performing abilities while developing successful life skills like confidence, communication and teamwork.

### CLASSES IN MORNINGTON

**BOOK YOUR AUDITION TODAY**  
(03) 8199 8344

STAGESCHOOL.COM.AU @ f

Stage School Australia



## !!!JUNIOR FOOTBALL IS BACK!!!!

### INFO SESSION FROM PREP TO GRADE 5

## WEDNESDAY MARCH 11

### FRUIT GROWERS RESERVE SOMERVILLE



**4.30-5.30PM**  
**BRING A FRIEND AND MEET THE COACHES**  
**BE A PART OF THE MIGHTY EAGLES FOR THE 2020 SEASON**

**nab AFL Auskick**  
**SOMERVILLE**

**REGISTRATIONS WILL BE AVAILABLE ON THE NIGHT**  
*We Need You!*  
S.J.F.C For more information visit [www.somervillejfc.com.au](http://www.somervillejfc.com.au)



## GIRLS TRAINING NIGHT

### BRING A FRIEND & MEET THE COACHES

## WEDNESDAY 11 MARCH

### FRUIT GROWERS RESERVE 5.30-6.30 PM



**Get involved with the growing teams of Somerville Junior Football Club**

*All Welcome!*  
S.J.F.C For more information visit [www.somervillejfc.com.au](http://www.somervillejfc.com.au)




Stay in touch with FlexiBuzz

- STEP 01** Sign up for FlexiBuzz and then login  
 Search "FlexiBuzz" in your app store.  Go to [web.flexibuzz.com](http://web.flexibuzz.com) and click "Sign Up".
- STEP 02** Connect to us  
 Select the 'Search' icon and type in our name. Select us from the results.
- STEP 03** Select your communication groups  
 Click the 'Add' icon beside the communication groups that apply to you.
- STEP 04** Get started  
 Click the 'Home' icon to view our recent posts.

For further information or assistance please visit our website [www.flexibuzz.com](http://www.flexibuzz.com) or email us via [support@flexibuzz.com](mailto:support@flexibuzz.com).





