



# Santa Clara School

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6 February 2014

## Important Dates:

- **Monday 17 February:**  
Winter Uniform order forms to be returned to school
- **Tuesday 18 February:**  
5:00pm Parent Information Night (see Assistant Principal's news for details)
- **6:45pm School Board Meeting**
- Wednesday 19 February:**  
➤ 8:50am P & F Meeting
- Friday 21 February:**  
➤ P & F Welcome Back to School Picnic from 5:00pm til 7:00pm on the school oval
- Saturday 22 February:**  
➤ 6:30pm Sacrament Commitment Ceremony at Santa Clara Parish
- OR**
- **Sunday 23 February:**  
9:30am Sacrament Commitment Ceremony at Santa Clara Parish
- MONDAY 3 MARCH:**  
**LABOR DAY**  
**PUBLIC HOLIDAY –**  
**SCHOOL CLOSED**

Dear Parents, Carers, Staff and Students

A warm welcome to everyone to what promises to be an exciting year. I trust your holidays were filled with lots of special things and you enjoyed quality family time together. I certainly did. Holidays too are a time to rest and step away from the events of life which may be tiring, stressful or demanding. Even God rested after creating all living things on the land, the sea and the sky. Yet, like all good things, our holidays have now ended and we must begin term one in earnest.

A special welcome to all families that are new to our school for 2014. I hope that your time at the school is rewarding and fulfilling,

I'd like to convey my sincere thanks to the 2013 Principals - Mr Frank Hall, Mr Larry King and Mr David Barns who worked tirelessly to ensure the school remained in good hands. I wish them well in their future endeavours.

## STAFF 2014

Principal Richard Win Pe  
Assistant Principal Larry King  
Assistant Principal Evelyn Temmen

### Teachers:

Kindergarten	Alyssa Adams
Pre-Primary	Kristy Madafferi
Year 1	Amy Perinski
Year 2	Sue Hawkins
Year 3	Larry King
Year 4	Adrian Tulett
Year 5	Evelyn Temmen
Year 6	Mim Ellis

Music/Dance	Bree-Anne Hodges
Liturgical Music	Carla Klomp
Reading Recovery	Helen Jackson
PE/Sport Specialist	Andrew Boxsell
Teacher Librarian	Lisa Tilzey
ICT Coordinator	Kristy Madafferi
Admin Relief	Bree-Anne Hodges
LOTE (Italian)	Margaret Trant
(Funded through Italo-Australian Cultural Welfare Association)	

### Teaching Assistants:

Kindergarten	Christine Wilson
	Carmel Lewis
Pre-Primary	Jenni Cotton
Year 1	Cheryl Rebello
Special Ed	Carmel Reed
Mid/Upper Primary	Carmel Lewis
	Christina Nunn
	Ann Ball

### Ancillary Staff:

Administration Officer	Suzanne Walker
Finance/Admin Officer	Richard Truscott
Social Worker	Hilary Campos
Canteen Manager	Sonia Theil
Uniform Shop	Ann Ball
Cleaners	Roger Males
	Zak Abraham

## REMINDERS

1. Please note that dogs are not permitted on school grounds at any time.
2. Students who cycle to school must wear helmets and are not permitted to ride their bikes in the school grounds at anytime.
3. Students who are late for school must report to the School Office before going to class. Please note that parents of regular latecomers will be

be asked to attend a meeting with me to discuss this unacceptable practice.

4. Should a situation require a student to bring a mobile phone to school, then students will be required to deliver their phone to the School Office at the commencement of the school day.

**PERMISSION TO TAKE CHILDREN TEMPORARILY OUT OF SCHOOL DURING SCHOOL HOURS (GREEN SLIP)**

Please note that if you wish to take your child/children out of school during any school day, you must collect a green form from the office on the day. This will apply for all dental or doctor's appointments,

early pick-ups, etc. **No child will be permitted to leave the school grounds without a form signed by a staff member from the School Office.**

**SCHOOL BOARD**

The School Board is overall responsible for planning, the financial management of the school and acting in an advisory capacity in regards to policy formation. The Board is advisory, rather than operational or administrative or managerial, as these latter responsibilities lay with the Principal. Therefore Catholic Schools are run by the Principal and the School Board provides support to the Principal in upholding directives from the Commission. The school is

therefore not run by parents or parent directed, as ultimate responsibility rests with the Principal.

**Our first Board Meeting for 2014 will be held on Tuesday 18 February at 6.45 pm.**

**HEALTH CARE HOLDERS PLEASE NOTE**

**ALL** Health Care Card Holders must complete a new form and produce a copy of their card in order to claim the deduction on their school fees. Those not received will **not** receive the reduction. This is a standard request in the first newsletter! Thank you.

**Mr Richard Win Pe  
Principal**

**ASSISTANT PRINCIPAL RELIGIOUS EDUCATION NEWS**

**SACRAMENTAL INFORMATION**

This week, the students preparing for either the Sacrament for Reconciliation, Eucharist and Confirmation received a letter from the Santa Clara Parish Priest, Father Dennis, and myself, with regards to the Parish based Sacramental programme for 2014. Parents are asked to complete the remittance section and return to Father Dennis, no later than the 20 February 2014. The first commitment, the Commitment Ceremony, will be held at the Santa Clara Parish on Saturday 22 February or Sunday 23 February. If parents did not receive this letter please see either Father Dennis or myself.

If you have any queries concerning the Sacramental programme, please do not hesitate to contact Father Dennis on 9458-2944.

<b>Sacrament of Reconciliation</b>	<b>Sacrament of Eucharist</b>	<b>Sacrament of Confirmation</b>
<i>Commitment Ceremony Santa Clara Parish: 6.30pm Saturday 22 February 2014 Or 9:30am Sunday 23 February 2014</i>	<i>Commitment Ceremony Santa Clara Parish: 6.30pm Saturday 22 February 2014 Or 9:30am Sunday 23 February 2014</i>	<i>Commitment Ceremony Santa Clara Parish: 6.30pm Saturday 22 February 2014 Or 9:30am Sunday 23 February 2014</i>
<i>Adult Formation Workshop: 9:00am Saturday 22 March 2014 (Facilitated by Fr Vincent Glynn &amp; Father Dennis)</i>	<i>Adult Formation Workshop: 9:00am Saturday 22 March 2014 (Facilitated by Fr Vincent Glynn &amp; Father Dennis)</i>	<i>Adult Formation Workshop: 9:00am Saturday 22 March 2014 (Facilitated by Fr Vincent Glynn &amp; Father Dennis)</i>
<i>Parent/Student Workshop: 4:45-6:00pm Tuesday 8 April 2014 (Facilitated by Dr Carmel Suart)</i>	<i>Student Retreat Day / Excursion: 9:00am Tuesday 6 May 2014 Schoenstatt Shrine Excursion, Armadales</i>	<i>Student Retreat Day / Excursion: 9:00am Wednesday 1 July 2014 Mary MacKillop Centre, South Perth</i>
<i>Student Retreat Day / Excursion: 9:00am Tuesday 6 May 2014 Schoenstatt Shrine Excursion, Armadales</i>	<i>Parent/Student Workshop: 4:45-6:00pm Tuesday 6 May 2014 (Facilitated by Dr Carmel Suart)</i>	<i>Parent/Student Workshop: 4:45-6:00pm Tuesday 22 July 2014 (Facilitated by Dr Carmel Suart)</i>
<i>Celebrated on: 6:30pm Wednesday 21 May 2014</i>	<i>Celebrated on: 9.30am Sunday 22 June 2014</i>	<i>Celebrated on: 9.30am Sunday 14 September 2014</i>

## PARENT INFORMATION EVENING – KINDERGARTEN, PRE-PRIMARY, YEARS 1, 2, 3, 4, 5 & 6 – TUESDAY 18 FEBRUARY 2014

This is a very important evening for **ALL** Parents (at least one parent from each family) with children in Kindergarten to Year Six and will be held on Tuesday 18 February 2014. The format will be similar to previous years with **all classes held on the one night** and child-minding facilities will be provided in the hall. Children may bring a rug, pillow and book to read for your child's comfort. Please do not let children bring electronic games or mobile phones.

We understand that a small number of families will have some clashes with having two class meetings at the same time and for this we apologise. Following is the planned outline of the evening:

- 5:00 - 5:15pm** Parents of students in **Kindergarten to Year 6** meet in the **School Hall** for a short prayer and information session with Mr Richard Win Pe (Principal) and some specialist teacher's information.
- 5:15 – 5:45pm** Parents of students in **Pre-Primary, Year 2, Year 3, and Year 6** move to respective classrooms for information particular to that year level by the class teacher.
- 5:45 – 6:15pm** Parents of students in **Kindergarten, Year 1, Year 4 and Year 5** move to respective classrooms for information particular to that year level by the class teacher.
- 6:15pm** **End of final sessions.**

***Please make every effort to attend! It is vital that you hear procedures, expectations, student management plans and information regarding your child's year at school.***

## PARENT / TEACHER INTERVIEWS – TUESDAY 1 APRIL 2014 – COMMENCING AT 12:30pm

Parents are reminded that the Parent / Teacher interviews will be held on **Tuesday 1 April 2014**. Students will depart school at 12:00noon and the Teacher / Parent interviews will commence at 12:30pm. Timetables for Parent / Teacher interviews will be displayed on Classroom doors from Monday 24 March 2014. Parents will be asked to select and write the time/s they would like to attend the interview. Further information will be provided closer to the week.

## DAILY FITNESS – MONDAYS, WEDNESDAYS AND FRIDAYS



Daily fitness will begin Week Three on Monday 17 February 2014. Daily fitness will occur every Monday, Wednesday and Friday morning commencing at 8:40am. Students will have the opportunity to improve their fitness and physical education skills by participating in a variety of tabloid activities. Each week classes will practice a different type of skill. It is important that all students are at school when the siren rings at 8:40am as all students will then commence their fitness program.

**Larry King**  
**Assistant Principal – Religious Education**

## ASSISTANT PRINCIPAL NEWS

Hello Everyone,

Welcome back to everyone. We have had a great start to the academic year. Students have returned refreshed and ready to learn. It is fabulous to see everyone in correct school uniform including wearing the school hat at play and sport. Well done to you all. Students and their families have adapted very quickly to our new start time; more detail and information is included in the general news below.

**SCHOOL START AND FINISH TIMES:** There has been a ten minute adjustment to the school day to comply with Catholic Education legislation. **Classes now commence at 8:40 am**, the **gates will be opened at the usual time of 8:30 am**. Students are asked not to enter the school grounds through the side gate near the church or other entrances but to wait for the front gate to ensure duty teachers are aware of their presence at school. Finish times remain the same at 3:00 pm. It is appreciated by all staff that students who are not enrolled in Out of School Care are collected by 3:20 pm at the latest.

**NEWSLETTER:** This year we will trial a **fortnightly newsletter** as opposed to our previous weekly publication. There are several very sound justifications for this action. The environmental saving will be a considerable reduction in the use of valuable resources involved in a paper publication. It will also be more cost effective and labour efficient. Upcoming events will be published in the term calendar, as always, and noted in our fortnightly newsletter along with important information and classroom and school news to ensure that families are well informed. Having your newsletter delivered electronically is also an environmental consideration that many parents already participate in. Your feedback on this initiative will be very valuable.

**IMPORTANT DATES:** This term's school calendar includes many important dates and events for you to add to your diary. This term ends a little early for students as the final two days of term, **10th and 11th April**, are pupil free days as teachers will be attending professional development on both days.

**ELECTRONIC ATTENDANCE REGISTER:** This year all Catholic schools are maintaining attendance rolls electronically. Teachers will enter student absentees by 9:00 am each day and again at 12:00 pm. Parents are asked to notify the school if children are going to be absent, either by telephone call, note if you know in advance or an email to the class teacher. Parents of students who are unaccounted for will be contacted once the school has settled into the system and ironed out any possible glitches. Teachers will provide more information for you on parent information evening on 18<sup>th</sup> February.

**CYBER-SAFETY:** It is very important that teachers, parents and students continue to build awareness and understanding of cyber-safety. This week I would like to revisit a topic covered several times in our newsletter last year; social media. Although children should be **13 or older before they have "facebook"** accounts I personally know of many students in primary years who are Facebook users. Even more alarming is the number of students who have their status set as "public" meaning anyone can access their information and follow feeds to the information of their friends. Do you know if your child has social media accounts, what they are accessing and using and are they using them safely? The link below has been included previously but for those who have missed it or have realised that their children are engaged in unsafe internet practices I have repeated it. This parent website is designed specifically for parents; it is a user friendly, interactive, online guide offering age-appropriate strategies to help keep your children and teens safe online and includes links to parent quizzes, print-outs and other information in six different languages.

See more at:

<http://www.cybersmart.gov.au/Parents/Resources/Educate%20yourself.aspx#sthash.SvdXYMYB.dpuf>

I am really looking forward to working with students and their families this year. Welcome back and God bless.



**Ms Temmen**  
**Assistant Principal**

## ELECTRONIC NEWSLETTERS

For those families on the electronic newsletter list from last year, you will continue to receive newsletters as attachments until the school website is up and running.

Families who have not as yet provided their email addresses are now asked to do so. **Please complete the attached reply slip and return to the school office by Monday 17 February 2014.**

Thank you.

### Reply Slip to Receive School Newsletter via Electronic Mail

Name: \_\_\_\_\_ Youngest Child: \_\_\_\_\_ Year: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

### STANDARD COLLECTION NOTICE: PUBLICITY AND THE USE OF STUDENT IMAGES

Attached to this week's newsletter is our policy on the use of students' photos being used in school publicity activities, such as newsletters, classroom activities, sporting events and CEO documents.

Please read this carefully and return only if you do not give permission for the school to use your child's photos for all school publicity activities.

### INFORMATION & COMMUNICATION TECHNOLOGY USE BY STUDENTS - KINDERGARTEN TO YEAR 6

Thank you to the number of families who completed and returned their forms at the end of last year.

Families who have not completed their forms will have another sent home this week. Please read through these policies with your children, sign and **return by Monday 17 February.**

**NOTE: Students who do not have a signed ICT policy will not be able to use school IT equipment.**

## UNIFORM SHOP

This week order forms for your winter uniform requirements have been sent home.

Please complete them and return them to school by the required date, **Monday 17 February 2014.** It is essential that you pre-order your uniforms as we cannot guarantee to have stock on hand to meet your requirements.

Thankyou

**Ann Ball**  
Uniform Shop Coordinator

## ATTACHMENTS

1. Standard Collection Notice: Publicity and the Use of Student Images
2. Information and Communication Technology Use by Students from Kindy to Year 6 – selected students only
3. Winter Uniform Order Forms for Pre-Primary - Year 6
4. Sacramental Note regarding Enrolment Forms from Fr Dennis for Years 3, 4 & 6
5. Canteen Menu for Term 1
6. Guitar Tuition Note for Years 4 - 6

## CANTEEN ROSTER

<b>CANTEEN ROSTER</b>	
<b>Friday 7 February</b> Julia Pearson	<b>Monday 10 February</b> Leanne Hamilton
<b>Friday 14 February</b> Cathy Park & Natalie Chehab	<b>Monday 17 February</b> Tricia Forte



# Santa Clara School Canteen Volunteer Roster Form

We are looking for volunteers to help in the Canteen.

Our Canteen is open on Mondays and Fridays from 8:30am to 1:30pm and time can be arranged to suit. We need at least two volunteers each day plus a few emergency helpers on call.

If you are able to assist in any way, we ask that you complete the attached reply slip and return to the school office by **Monday 17 February 2014**.

*The Canteen cannot operate without your help.*

A reminder is usually published in the newsletter prior to your roster.

Morning tea, lunch and a drink are provided.

For safety reasons, children are not permitted in the canteen.

This is a great way to get to know other members of the school community.

I look forward to meeting you.

Thank you for your help and support.

***Sonia Thiel***  
***Canteen Manager***

## Canteen Volunteers Reply Slip

Yes, I would love to help in the canteen.

Name: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

I am available: *(please tick)*

- |                                      |                                       |                                    |
|--------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> MONDAY      | <input type="checkbox"/> FRIDAY       | <input type="checkbox"/> BOTH DAYS |
| <input type="checkbox"/> As Required | <input type="checkbox"/> Monthly      | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Once a Term | <input type="checkbox"/> Twice a Term |                                    |