



Santa Clara School

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2 February 2017

IMPORTANT DATES:

Friday 3 February:

- 9:00am Opening School Mass lead by Year 3
- 2:30pm Assembly

Friday 10 February:

- 2:30pm Assembly

Friday 17 February:

- 9:00am Year 6 Participation Mass
- 2:30pm Assembly

Tuesday 21 February:

- 8:45am Year 2 visit by Fr Chris
- 6:00pm P&F Meeting
- 6:45pm Board Meeting

Thursday 23 February:

- 5:00pm Parent Information Night

Friday 24 February:

- 2:30pm Assembly

Tuesday 28 February:

- Shrove Tuesday

WEDNESDAY 1 MARCH
9:00am ASH WEDNESDAY
MASS lead by Year 4

FRIDAY 3 MARCH
PUPIL FREE DAY –
STAFF PROFESSIONAL
DEVELOPMENT -
SCHOOL CLOSED

SUNDAY 5 MARCH:
1ST SUNDAY OF LENT

MONDAY 6 MARCH
LABOR DAY
PUBLIC HOLIDAY

PRAYER

Dear God,

God, I do believe in you

even though I cannot see you.

I do believe you made all life and all creation.

*You guide us all through the rough times
and the sad times.*

*Thank you God, so much, for giving me
my loving family and caring friends.*

Thank You God.

Dear Parents, Children and Staff

It is with great pleasure that I continue my role as the Principal of Santa Clara School. I am confident that with your continued encouragement and support, we shall endeavour to provide the best education, where opportunities will abound for all students to experience diverse curriculum opportunities – spiritual, academic, sporting, and cultural – in ways that allow them to experience success. I extend a particular warm welcome to all our new students, and know that you will quickly feel right at home.

I extend a warm welcome to our teachers, teacher aides, OSC staff and new families to Santa Clara School community. I hope you will be active participants in continuing the wonderful family support at Santa Clara. A warm welcome back to all staff, students and parents. I hope you enjoyed your Christmas holiday and had the opportunity to relax, refresh and renew your body, mind and spirit. I extend a special warm welcome to our new staff members Miss Melissa Hibben, Year 4 Relief Teacher and Miss Ellen Fitzpatrick, our Phys Ed Teacher.



I am looking forward to continuing my journey as Principal and working closely with all. I believe that together in spirit of collaboration, we can achieve great things as we build on the many wonderful things that already take place at Santa Clara School.

PROFESSIONAL DEVELOPMENT DAYS

This year school commenced for the teaching staff, Teachers' Aides, and all other staff on Monday 30 and Tuesday 31 January and all teachers were engaged in the two professional development days of the week, familiarising ourselves with school curriculum matters. We continue our focus on a set of beliefs and values about teaching and learning:

- that **all** students can achieve high standards given sufficient time and support
- **all** teachers can teach to high standards given the right conditions and assistance
- teachers need to articulate what they do and why they teach the way they do

- data must drive instruction
- collaborative environments are essential for learning
- assessment and reporting must be linked to classroom teaching programs

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 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.

APPOINTMENTS WITH TEACHERS

Staff will be happy to discuss with you any problems you may have with your child/children. However, unless it is a real emergency, please make an appointment with the teacher (or the Assistant Principal / Mr Win Pe, if it cannot be resolved through the class teacher) by sending a note with your child requesting a time.

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.**

HEALTH CARE CARD 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

God Bless

Richard Win Pe
Principal

STAFFING 2017

Principal
AP Admin/APRE

Richard Win Pe
Larry King

Teachers:

Kindergarten
Pre-Primary
Year 1
Year 2
Year 3
Year 4

Alyssa Adams
Lia Partington
Simone Carcione
Sue Hawkins
Larry King
Mim Ellis (LSL for Term 1)
Relief Melissa Hibben
Claire Cooper
Adrian Tulett

Year 5
Year 6

Music Teacher
Liturgical Music
Curriculum Leader
Reading Recovery
PE/Sport Specialist
EMU
ICT Coordinator
Science/History
Admin Relief

Tiffany Tan
Carla Klomp
Kristy Madafferi
Helen Jackson
Ellen Fitzpatrick
Kristy Madafferi
Kristy Madafferi
Denise Grech
Renae Armstrong

Teaching Assistants:

Kindergarten
Pre-Primary
Year 1
Years 2, 3, 4, 5, 6

Christine Wilson/Jenni Cotton
Christina Nunn
Cheryl Rebello
Carmel Lewis

Ancillary Staff:

Administration Officer
Finance Officer
Social Worker
Canteen Manager
Uniform Shop
Cleaner
Maintenance Officer
OSC Supervisor Approval
OSC Staff

Suzanne Walker
Jaimee Wyss
Hilary Campos
Sonia Thiel
Sonia Thiel
Zach Abraham
Tony Nunn
Keren Barry
Rebecca Ierace
Daniela Cisternas
Angela McSwain

ASSISTANT PRINCIPAL NEWS

I welcome back everyone from the school holidays and look forward to another year of learning for all our children at Santa Clara School. A special welcome to all the new students, families and staff members. Term One brings many exciting opportunities for all community members.

SACRAMENTAL PROGRAMME 2017 – SANTA CLARA PARISH

A letter concerning the Santa Clara Parish Sacramental programme 2017 was sent home to the Year Three, Year Four and Year Six Catholic children yesterday. All parents whose children are receiving their Sacrament for Reconciliation, Eucharist or Confirmation need to read this letter carefully and return the required information as stated to the *Parish Sacramental Co-ordinator*. All candidates need to be enrolled by 17 February 2017. Any queries please contact the Santa Clara Parish on 9458 2944.

WHOLE SCHOOL MASS – FRIDAY 3 FEBRUARY 2017

The first whole school Mass will be held tomorrow morning, Friday 3 February 2017, at the Santa Clara Parish commencing at 9:00am. We look forward to seeing parents and friends coming to participate in the mass with the students. The Mass has been prepared by the Year Three students.

PARTICIPATION MASS

The Year Six class will be attending Mass at the Santa Clara Church on Friday 17 February 2017 commencing at 9:00am. Parents and friends are welcome to attend.

ABSENTEES

As per last year classroom roles are maintained electronically through SEQTA. Part of our pastoral responsibilities is to have notification when students are absent.

If your child is not attending school, please notify the school office via email on:
admin@santaclara.wa.edu.au
or a phone call before 9:00am with an email or a signed note.

A written notification, email is acceptable, is also a legal requirement in maintaining class roles so it would be greatly appreciated if parents could send in notes or emails for absentees as soon as practical.

PARENT INFORMATION EVENING – KINDERGARTEN, PRE-PRIMARY, YEARS 1, 2, 3, 4, 5 & 6 – THURSDAY 23 FEBRUARY 2017

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 Thursday 23 February 2017. 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 Library. 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 teachers' 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 – THURSDAY 16 MARCH 2017

Parents are reminded that the Parent / Teacher interviews will be held on Thursday 16 March 2017. **Students will depart school at 12:00pm** and the Teacher / Parent interviews will commence at 12:30pm. Timetables for Parent / Teacher interviews will be displayed on Classroom doors from Thursday 9 March 2017. Parents are asked to select and write the time/s they would like to attend the interview. Further information will be provided closer to the week.

Larry King
Assistant Principal RE/Admin

SCHOOL FEES

The first statement for 2017 is due to be sent out to all families in a couple of weeks.

If you ever have any queries about your account, please contact me at the school office Wednesday – Friday.

Jaimee Wyss
Finance Officer

Uniform Shop News

The Uniform Shop is open on Wednesday mornings from 8.20am - 9.20am.

CANTEEN ROSTERS

Friday 3 February
Elsa Callanan

Monday 6 February
Michelle Kinsman

P&F News

The first P&F Meeting will be held on Tuesday 21 February at 6:00pm in the hall.

ALL WELCOME

STUDENT MEDICATIONS

For any student requiring short term medications to be administered during school hours including antibiotics, pain reliever tablets etc, parents are asked to fill in a Student Medication Request Record attached to this newsletter.

Parents of students with ongoing medical conditions such as Anaphylaxis, Asthma and Allergic Reactions are asked to:

- *Complete the attached Student Medication Request Record*
- *Check that their child's Emergency Action Plans is current ie. Action Plans are valid for 12 months & need to be reviewed each year by your doctor, signed and dated.*
- *Check that medication kept at school has not expired as we are not permitted to administer medication 1 month past its expiry date.*

Please send in medication forms to the school office by Monday 6 February.

Canteen News

Coming home with this newsletter is the Menu for Term 1.

Look out for specials!
This week is
Watermelon Slushies for \$1.00

Don't forget we have Sushi on
Mondays – 8pcs for \$5.00!

IMPORTANT SCHOOL INFORMATION

It is important that clear communication be kept with the school if there is a change of circumstances in your details.

This can relate to, not only contact details (phone, mobile phone, address, email address, etc), but also details surrounding family custody arrangements for your children. The school can only operate on the information that we currently have on our records. Our first and foremost concern is always the children and therefore we ask, that pertinent information be always communicated so as to allow correct processes to be followed with regards to the myriad of contacts and details the school uses throughout any school day!

The school cannot (and will not) be held accountable for acting on information which is no longer current. Clear and transparent communication is vital between home and school. Thank you!

Please complete the Family Information Form below and return to the school office by Monday 13 February 2017.

UPDATE OF FAMILY INFORMATION – FEBRUARY 2017

ALL FAMILIES ARE ASKED TO COMPLETE AND RETURN THIS REPLY SLIP TO THE SCHOOL OFFICE BY MONDAY 13 FEBRUARY. THANK YOU.

Names of Students: _____ Class: _____
 _____ Class: _____
 _____ Class: _____

Address: _____

Mother's/Female Guardian's Name: _____

Mobile Number: _____ Email Address: _____

Occupation: _____ Employer: _____

Work tel no.: _____

Father's/Male Guardian's Name: _____

Mobile Number: _____ Email Address: _____

Occupation: _____ Employer: _____

Work tel no.: _____

Name of Emergency Contact (other than parents)		Relationship to your child eg. Grandmother	Contact Numbers
1.			(h)
			(w)
			(mob)
2.			(h)
			(w)
			(mob)

Parent's/Guardian's Signature: _____ Date: _____

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 one volunteer 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 **13 February 2017**.

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)*

MONDAY

FRIDAY

BOTH DAYS

As Required

Monthly

Emergency

Once a Term

Twice a Term



2017 STUDENT MEDICATION REQUEST/RECORD

Where possible, student medication should be administered by the student or be administered by the parent/guardian at home in times other than school hours. As this is not possible in all instances, before the Principal approves school staff to administer prescribed medication to students, the following requirements must be met:

1. The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students.
2. The doctor is to provide in writing any additional information to staff regarding special requirements that may exist for the administration of the medication.
3. The doctor should provide in writing all information of any side effects of medication and consequences of providing medication when it is not necessary.

Prescribed student medication is to be presented to the Principal and should be stored in the original dispensing case in a container clearly showing the name of the student, the name of the medication, the dosage and frequency.

I _____ being the Parent/Guardian of student _____ Class: _____ request that STAFF OF SANTA CLARA SCHOOL administer the following medication:

Name of Medication	Dose	Time to be taken	Start Date	End Date	Purpose of Treatment / Prescribed by Doctor Notes / Comments
Expiry Date:					
Expiry Date:					
Expiry Date:					

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Telephone No.: _____ Mobile No.: _____

Parent/Guardian Name: _____ Telephone No.: _____ Mobile No.: _____



Santa Clara CALENDAR TERM ONE

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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	W/END
	23 Jan	24 Jan	25 Jan	26 Jan AUST DAY HOLIDAY	27 Jan 8:30-3:00pm Admin Open	28 Jan 29 Jan
Week 1	30 Jan STAFF PD	31 Jan STAFF PD	1 Feb Students commence 10:50am Assembly in undercover area	2 Feb 2:15 Snr Lit Singing (3-6)	3 Feb 9:00am Opening School Mass (Yr 3 to organise Mass)	4 Feb 5 Feb
Week 2	6 Feb	7 Feb	8 Feb	9 Feb 2:15 Jnr Lit Singing (PP-2)	10 Feb 2:30-3:30pm Sacramental Enrolment Collection (in Hall)	11 Feb 12 Feb
Week 3	13 Feb	14 Feb	15 Feb	16 Feb Snr Lit Singing (3-6)	17 Feb Year 6 Participation Mass 2:30-3:30pm Sacramental Enrolment Collection (in Hall)	18 Feb 19 Feb
Week 4	20 Feb	21 Feb 8:45am Year 2 Classroom visit by Fr Chris 6:00pm P&F Meeting 6:45pm School Board	22 Feb	23 Feb 2:15 Jnr Lit Singing (PP-2) 5:00pm Parent Information Night 5:00pm Richard Intro 5:15pm PP, Yr 2, 3 & 6 5:45pm Kindy, Yr 1,4,5	24 Feb	25 Feb 6:30pm Sacramental Enrolment Mass 26 Feb 9:30am Sacramental Enrolment Mass
Week 5	27 Feb	28 Feb Shrove Tuesday	1 Mar 9:00am Ash Wednesday Mass Day of Fast and Abstinence – (Year 4 to organise Mass)	2 Mar 2:15 Snr Lit Singing (3-6)	3 Mar STUDENT FREE DAY STAFF PD	4 Mar 5 Mar 1 st Sunday of Lent
Week 6	6 Mar LABOR DAY HOLIDAY	7 Mar	8 Mar	9 Mar 2:15 Jnr Lit Singing (PP-2)	10 Mar 9:00am - 10:30am T20 Cricket Yrs 3-6 Carnival (Wyong Res)	11 Mar 12 Mar 2 nd Sunday of Lent
Week 7	13 Mar	14 Mar 8:45am Year 1 Classroom visit by Fr Chris	15 Mar	16 Mar 12:00pm Students dismissed 12:30pm start Parent/Teacher Interviews	17 Mar St Patrick's Day Years 5/6 Boys/Girls T20 Cricket Carnival (Raphael Park)	18 Mar 19 Mar 3 rd Sunday of Lent
Week 8	20 Mar	21 Mar 6:00pm P&F Meeting 6:45pm School Board	22 Mar Footy Colours' Day (Caritas)	23 Mar 2:15 Snr Lit Singing (3-6)	24 Mar 9:00am Year 3 Participation Mass	25 Mar The Annunciation of the Lord 26 Mar 4 th Sunday of Lent
Week 9	27 Mar	28 Mar	29 Mar	30 Mar	31 Mar	1 Apr 2 Apr 5 th Sunday of Lent
Week 10	3 Apr	4 Apr 9:00am Palm Sunday Assembly – Yr 3 RE Assembly	5 Apr 9:00am Last Supper & Garden of Gethsemane Assembly – Yr 4 (RE Assembly)	6 Apr 9:00am Stations of the Cross – Year 5 (RE Assembly item)	7 Apr 9:00am Resurrection – Year 6 (RE Assembly) Last Day for Students	8 Apr 9 Apr PALM SUNDAY OF THE PASSION OF THE LORD

2017 TERM DATES (Students)
2018 TERM DATES (Students)

Term 1 1 Feb-7 April
Term 1 31 Jan-13 April

Term 2 24 Apr-30 June
Term 2 30 April- 29 June

Term 3 17 July - 22 Sept
Term 3 16 July-21 Sept

Term 4 9 Oct – 14 Dec
Term 4 8 Oct – 13 Dec

ASSEMBLIES:

- General School Assemblies are held every Friday afternoon at 2:30pm in the school hall.
- Specific class assemblies are held on Friday afternoons at 2:15pm in the school hall and parents will be notified via the newsletter.