



# Santa Clara School

91 Coolgardie Street, St James WA 6102

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1 February 2018

## IMPORTANT DATES:

### Friday 2 February:

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

### Friday 9 February:

- 2:30pm Assembly
- 2:30pm – 3:30pm Sacrament Enrolment Collection in the hall with Parish Sacrament Coordinator

### Tuesday 13 February:

- SHROVE TUESDAY

### WEDNESDAY

14 FEBRUARY

11:00am ASH

WEDNESDAY MASS  
lead by Year 4

### Friday 16 February:

- 2:30pm Assembly
- 2:30pm – 3:30pm Sacrament Enrolment Collection in the hall with Parish Sacrament Coordinator
- 6:00pm Welcome Picnic

### SUNDAY

18 FEBRUARY

1<sup>st</sup> SUNDAY OF LENT

### Thursday 22 February:

- 5:00pm Parent Information Night

### Friday 23 February:

- 2:30pm Assembly

### SATURDAY

24 FEBRUARY

6:30pm Sacramental  
Enrolment Mass

### SUNDAY

25 FEBRUARY

- 2<sup>nd</sup> SUNDAY OF LENT
- 9:30am Sacramental Enrolment Mass

### Tuesday 27 February:

- 6:00pm P&F Meeting
- 6:45pm Board Meeting

## PRAYER:

*“Kind words can be short and easy to speak,  
but their echoes are truly endless.” Mother Teresa*

Dear Parents/Carers, Teachers and Students,

Welcome back to school! I hope you had a restful break during the summer holidays, and prepared yourselves well for the learning journey of the new academic year.

I extend a very special welcome to all new families who have joined our school community this year. I am sure that it will not take you long to enjoy the wonderful Santa Clara spirit.

Please welcome Mrs Jac Wilson as she joins us for the first time as the Bursar of our school. She will be available on Tuesdays and Thursdays of each week. Mrs Wilson is also the Bursar at Holy Spirit School, City Beach.

## SCHOOL MASS

On Friday 2 February, we will gather as a school community to celebrate our first whole school mass. It is a lovely way in which to celebrate being together for the new school year and we ask God to bless each and every one of our children, staff and parents throughout the year ahead. You are welcome to join us at this mass.

## PARENT INFORMATION EVENING

At Santa Clara School, we are specially blessed to have such a dedicated and professional staff who are totally committed to providing the very best education for your children as well as caring for and nurturing them. The



classroom teachers are the first point of contact regarding any of your concerns or queries with your children and are available to meet with you.

The teachers are all looking forward to meeting with you at the **Parent Information** meetings (Kindy - Year 6) on Thursday 22 February. These meetings form the basis of our school/family communication process. I strongly encourage at least one parent per family to attend the sessions to receive important information about your child's learning, classroom routine and teacher expectations. Following a brief address by me in the hall at 5.00pm, the classroom meetings will commence at:

- |          |  |
|----------|--|
| 5.15 pm: | For Kindy, Year 1, Year 2 & Year 5       |
| 5.45 pm: | For Pre-Primary, Year 3, Year 4 & Year 6 |

If you have children in more than one year level, please see the classroom teacher to arrange a suitable time for both of you to meet.

**Please note that due to extreme busyness of staff, there will be no supervision of your children during that time. Should you wish to book your child/ren at the OSC on 22 February, you will need to contact Mrs Barry in advance.**

## CITY OF CANNING – SAFETY AROUND SCHOOLS

The City of Canning Ranger and Safety Services place a high priority on the safety around schools. At the commencement of the new term, Officers will resume rotational parking patrols at our school. The following are some tips for parents:

- *Please observe Parking restrictions (read the signs)*
- *Stick to the speed limit at all times*
- *Be aware – young children can be unpredictable and hard to see*
- *Be courteous and responsible*
- *Use 'Pick Up and Set Down' areas correctly*
- *Always be aware of children*
- *Utilise parent's parking bays*

A copy of the 'Safety Around Schools' is available at our Admin Office and at the City of Canning – Ranger and Community Safety Services.

## GENERAL MAINTAINANCE

Please find below some of the works that were carried out during the summer holidays at Santa Clara School.

Makerspace Room:

- Walls and ceiling gyprocked.
- Windows replaced as required.
- Painting to walls, ceiling, doors and frames.
- Vinyl floor installed.
- Electrical and lighting and Data points installed.

Canteen:

- Electrical upgrade to power outlets.

Cleaning: External Contractor

- Carpets steam cleaned and sanitized.
- Admin / staffroom chairs cleaned.
- Vinyl floors - PP / Kindy / YR

1 / YR 2 / Canteen and Staffroom mopped, scrubbed and sanitized.

- Toilet tile floors PP / Kindy / Admin sanitized and cleaned.
- Windows cleaned Admin / Hall / Makerspace.

Cleaning:

- Windows PP / Kindy / School block cleaned.
- School toilet block cleaned.

Fence:

- Internal dividing fence oval repaired.

Lawn:

- All fertilized / wetta soil / mowed and reticulation repairs.

Gardens:

- General tidy up / weeding / remove ground cover shrubbery to sort couch grass.

We have had a smooth start to the new school year and I look forward to catching up with you all on 22 February.

## CANCELLED – 'NO BINS TUESDAYS AND THURSDAYS'

At our staff meeting earlier this week, we decided to do away with the 2017, "No Bins – Tuesdays and Thursdays". All bins will now be available to the students during all days of the week, until further notice.

In 2018, Term One, we will be introducing "Waste Free Wednesdays".

Waste free is all about packing a healthy, wrapper-free lunch that is good for both your body and the environment. Going 'waste free' is easy to do and has lots of benefits, including:

- Less waste generated and sent to landfill and less energy used on disposal.
- Saving money: it is cheaper to buy foods in bulk and pack

them in re-usable containers.

- A healthier lunch with less pre-packaged snack foods and more fresh food.
- A cleaner school without packing from lunches, there is less litter dropped.
- Demonstrating how a simple change in our behaviour can help the environment.

The staff are presently in the process of planning "Waste Free Wednesdays" and when ready, the students and their families will be informed of the commencement date.

## 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! God Bless

**Richard Win Pe**  
*Principal*

## 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.

### 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, or will be in late due to doctor/dental appointments etc, 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 or email is required for all absences. It is 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.

### BEREAVEMENT

It is with sadness I inform the school community that the Barton's grandfather (Emily Year 6) & the Kinsman's nanna (Breanna Year 6, Mitchell Year 3 & Daniel Year 1) passed away peacefully during the school holidays. During their time of grief, we offer our deepest condolences to these families.

May their souls  
Rest in Peace.  
Amen.



### PARENT INFORMATION EVENING – KINDERGARTEN, PRE-PRIMARY, YEARS 1, 2, 3, 4, 5 & 6 – THURSDAY 22 FEBRUARY 2018

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 22 February 2018. The format will be similar to previous years with all classes held on the one night. There will be NO child-minding facilities provided on the night.

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 **Kindergarten, Year 1, Year 2 & Year 5** move to respective **classrooms** for information particular to that year level by the class teacher.

**5:45 – 6:15pm** Parents of students in **Pre-Primary, Year 3, Year 4 & Year 6** 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.

**Larry King**  
*Assistant Principal*

## 2018 LIBRARY BORROWING



LIBRARY BOOK BORROWING IN 2018  
WILL TAKE PLACE ON TUESDAYS.  
PLEASE REMEMBER TO BRING YOUR  
LIBRARY BAGS AND BOOKS TO RETURN.

## 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 2018 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 5 February.

## P&F News

The first P&F Meeting  
will be held on Tuesday 27 February  
at 6:00pm in the hall.  
ALL WELCOME

## Uniform Shop News

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



Keyed Up Music will be teaching Keyboard lessons on Mondays after school. Lessons start from \$17.50 for a group lesson. If you are interested please ring Therese on 1300 366 243 or enrol at:

[www.keyedupmusic.com.au/enrolment-form](http://www.keyedupmusic.com.au/enrolment-form)

## CANTEEN ROSTERS

Friday 2 February <b>HELP NEEDED</b>	Monday 5 February <b>Sharon Morris</b>
Friday 9 February <b>Tanya Spiegl</b>	Monday 12 February <b>HELP NEEDED</b>
Friday 16 February <b>Edith von Hofmann</b>	Monday 19 February <b>Michelle Kinsman</b>



## UPDATED FAMILY INFORMATION FOR 2018

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 12 February 2018.*



### UPDATE OF FAMILY INFORMATION – FEBRUARY 2018

ALL FAMILIES ARE ASKED TO COMPLETE AND RETURN THIS REPLY SLIP TO THE SCHOOL OFFICE BY **MONDAY 12 FEBRUARY**. THANK YOU.

**Names of Students:** \_\_\_\_\_ **Class:** \_\_\_\_\_  
 \_\_\_\_\_ **Class:** \_\_\_\_\_  
 \_\_\_\_\_ **Class:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Home tel no.:** \_\_\_\_\_

**Mother's/Female Guardian's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 (If same address, write 'as above')  
**Home tel no.:** \_\_\_\_\_ **Work tel no.:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Father's/Male Guardian's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 (If same address, write 'as above')  
**Home tel no.:** \_\_\_\_\_ **Work tel no.:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

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 **12 February 2018**.

*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**

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### 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

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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.

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

Name of Medication	Expiry Date	Dose	Time to be taken	Start Date	End Date	Purpose of Treatment / Prescribed by Doctor Notes / Comments
Has any medication been given to your child today?		YES / NO	Date:	Dose:	Time:	Signature:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_



# Santa Clara CALENDAR TERM ONE

# 18

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	W/END
	22 Jan	23 Jan	24 Jan	25 Jan	26 Jan <b>AUST DAY HOLIDAY</b>	27 Jan 28 Jan
<b>Week 1</b>	29 Jan Teachers commence	30 Jan	31 Jan Students commence 10:50am Assembly in undercover area	1 Feb	2 Feb 9:00am Opening School Mass (Yr 3 to organise Mass)	3 Feb 4 Feb
<b>Week 2</b>	5 Feb	6 Feb	7 Feb	8 Feb	9 Feb 2:30-3:30 Sacrament Enrolment Collection (Parish Sacrament Coordinator in Hall)	10 Feb 11 Feb
<b>Week 3</b>	12 Feb	13 Feb Shrove Tuesday	14 Feb 9:00am Ash Wednesday Day of Fast and Abstinence – (Year 4 to organise Mass)	15 Feb	16 Feb 2:30-3:30 Sacrament Enrolment Collection (Parish Sacrament Coordinator in Hall) 6:00pm Welcoming Picnic	17 Feb 18 Feb 1 <sup>st</sup> Sunday of Lent
<b>Week 4</b>	19 Feb	20 Feb 8:45am Year 2 Classroom visit by Fr Chris	21 Feb	22 Feb 2:15 Jnr Lit Singing (PP- 2) 5:00pm Parent Information Night 5:00pm Richard Intro 5:15pm Kindy, Yr 1, 2 & 5 5:45pm PP, Yr 3, 4 & 6	23 Feb	24 Feb 6:30pm Sacramental Enrolment Mass 25 Feb 2 <sup>nd</sup> Sunday of Lent 9:30am Sacramental Enrolment Mass
<b>Week 5</b>	26 Feb	27 Feb 6:00pm P&F Meeting 6:45pm School Board	28 Feb	1 Mar	2 Mar 9:00am Year 6 Participation Mass	3 Mar 4 Mar 3 <sup>rd</sup> Sunday of Lent
<b>Week 6</b>	5 Mar <b>LABOR DAY HOLIDAY</b>	6 Mar	7 Mar	8 Mar	9 Mar	10 Mar 11 Mar 4 <sup>th</sup> Sunday of Lent
<b>Week 7</b>	12 Mar	13 Mar 8:45am Year 1 Classroom visit by Fr Chris	14 Mar	15 Mar	16 Mar	17 Mar St Patrick's Day 18 Mar 5 <sup>th</sup> Sunday of Lent
<b>Week 8</b>	19 Mar	20 Mar	21 Mar	22 Mar Footy Colours' Day (Caritas)	23 Mar 9:00am Year 3 Participation Mass Years 5/6 Boys/Girls T20 Cricket Carnival (Raphael Park) - TBC	24 Mar 25 Mar Palm Sunday of the Passion of the Lord
<b>Week 9 Holy Week</b>	26 Mar	27 Mar 9:00am Palm Sunday Assembly – Yr 3 RE Assembly 6:00pm P&F Meeting 6:45pm School Board	28 Mar 9:00am Last Supper & Garden of Gethsemane Assembly – Yr 4 (RE Assembly)	29 Mar 9:00am Stations of the Cross – Year 5 (RE Assembly item) Easter Raffle Draw	30 Mar <b>GOOD FRIDAY</b>	31 Mar 1 Apr Easter Sunday
<b>Week 10</b>	2 Apr <b>EASTER MONDAY</b>	3 Apr <b>EASTER TUESDAY</b>	4 Apr 9:00am Resurrection – Year 6 (RE Assembly)	5 Apr 4:30-6:00pm Reconciliation Parent / Child Workshop	6 Apr	7 Apr 8 Apr
<b>Week 11</b>	9 Apr 9:00am Annunciation of the Lord Mass (Parish Mass – Students to attend)	10 Apr	11 Apr	12 Apr	13 Apr Last Day for Students	14 Apr 15 Apr

2018 TERM DATES (Students)

Term 1 31 Jan-13 April

Term 2 30 April- 29 June

Term 3 16 July-21 Sept

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.