Welcome back for the 2016 School Year

May the hand of God guide and lead us in the ways of Love throughout 2016.
Lord, Jesus Christ, as You are the Way, lead us in the year ahead.
We entrust the past to Your mercy, the present to Your love, and the future to Your providence.

In this newsletter:
- Dates / School Activities
- School Procedures
- Students Playing arrangements and Staff Supervision
- Car park AND School Gates arrangements
- Online Parent Registration for chats and student information form
- Policies – Privacy / Uniform / Sunsmart – go to: www.canahillside.catholic.edu.au and or download the school app to your phone.

We ask that all parents read these policies to ensure you are aware of school procedures and expectations.
# Calendar of events

<table>
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<th>FEBRUARY</th>
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| Wednesday 3\(^{rd}\) | Welcome Back! First day for 2016.  
Preps finish at 12.30pm until Friday 12\(^{th}\) February                   |
| Monday 8\(^{th}\)   | Fair Committee meeting 7.30pm Sacred Heart Staffroom                               |
| Wednesday 10\(^{th}\) | Ash Wednesday                                                                         |
| Thursday 11\(^{th}\) | Fundraising committee meeting 7.30pm Cana Staffroom                                   |
| Monday 15\(^{th}\)  | Preps commence full days.                                                             |
| Tuesday 16\(^{th}\) | Parish Primary Federation Meetings – Emmaus Church 7.30pm                          |
| Wednesday 17\(^{th}\) | Parish Primary Federation Meetings – Sacred Heart Church - 1.30pm and 7.30pm     |
| Thursday 18\(^{th}\) | Parish Primary Federation Meetings – Cana Hall 7.30pm                              |
| Monday 22\(^{nd}\)  | Grade 6 Camp – First Group                                                          |
| Wednesday 24\(^{th}\) | Grade 6 Camp – Second Group                                                        |

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| Tuesday 1\(^{st}\)  | First Cana School Mass of 2016  
Social Committee meeting 7.30pm Cana Staffroom                                      |
| Friday 4\(^{th}\)   | Parish Family Fun Night – Details to follow – 5.30 -7.30pm                       |
| Sat 5\(^{th}\) & Sun 6\(^{th}\) | Eucharist Family Days at Cana  
Reconciliation Blessing Masses                                                         |
| Monday 7\(^{th}\)   | Cana School Photo Day                                                               |
| Wednesday 9\(^{th}\) | CESH DAY                                                                             |
| Sat 12\(^{th}\) & Sun 13\(^{th}\) | Eucharist Mass of Blessings                                                     |
| Monday 14\(^{th}\)  | No School – Labour Day Holiday                                                     |
| Tuesday 15\(^{th}\) | Cyber Safety Meeting for all Staff and Parents – Emmaus Church 7.00pm             |
| Wednesday 16\(^{th}\) | Cyber Safety Meeting for all Staff and Parents – Cana Hall 7.00pm                |
| Thursday 17\(^{th}\) | St. Patrick’s Day  
Cyber Safety Meeting for all Staff and Parents – Sacred Heart Church 7.00pm       |
| Saturday 19\(^{th}\) | St. Joseph’s Feast Day  
Confirmation Mass of Blessings                                                        |
| Sunday 20\(^{th}\)  | Palm Sunday  
Confirmation Mass of Blessings                                                      |
| Thursday 24\(^{th}\) | Holy Thursday  
Last Day of Term One – 1.00pm finish                                               |
| Friday 25\(^{th}\)  | Good Friday                                                                          |
| Sunday 27\(^{th}\)  | Easter Sunday                                                                      |

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<th>APRIL</th>
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<tr>
<td>Monday 11(^{th})</td>
<td>First Day of Term Two – 8.45am start</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Friday 15th</td>
<td>Cana Feast Day</td>
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<tr>
<td>Sat 16th &amp; Sun 17th</td>
<td>Confirmation Blessing Masses</td>
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<td>Sunday 17th</td>
<td>Eucharist Family Day - Cana</td>
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**STAFF CONTACT LIST**

**Principal:** Mrs Carmen Blatti  
**Deputy Principal/REC/Student Wellbeing/Students with Disabilities:** Sr Judith Carlson  
**Curriculum Co-Ordinator:** Mrs Lina Vermeulen  
**School Officers:** Mrs Blazenka Coric / Melissa Maffia  
**Finance:** Mrs Trudy Milligan  
**Teachers:**  
- Prep F: Miss Alexandra Fato  
- Prep U: Miss Alysa Usai  
- 1K: Mrs Monica Katsantonis  
- 1M: Miss Tricia Melanaphy  
- 2M: Mrs Doreen Micallef  
- 2R: Mr Jamien Russell  
- 3C: Miss Jessica Cauchi  
- 3S: Mrs Vanessa Sekhon  
- 4J: Mrs Kate Johns  
- 4K: Mr Tom Kulczynski  
- 5A: Mr Aiden Cassar  
- 5C: Mrs Michelle Cassar  
- 6D: Mr David Munslow  
- 6H: Ms Dianne Hanks  
- 6M: Mr Mark MacGregor  
**P.E (Sports Co-Ordinator):** Mr Jason Principato  
**Library:** Mrs Lina Vermeulen  
**I.C.T:** Mrs Ewa Tripptree  
**Literacy Support 3-6:** Mrs Nicole Pearce  
**Literacy Support P-2 / Special Need:** Mrs Elizabeth Cutajar  
**Teacher support:** Ms Agatha Caruana  
**Teacher support / Visual Art Prep & 6:** Mrs Cheryl D’Abreo  
**L.O.T.E Teacher (P-2):** Ms Lidiana D'Amico  
**L.O.T.E Teacher (3-6):** Mrs Sarah Livoti  
**Visual Arts:** Miss Melita Catania  
**Teacher Aide:** Ms Doreen Farrugia  
**I.T. Manager:** Mr Peter Kennedy  
**Maintenance (School / Parish):** Mr Travis Pearce  
**Maintenance (Cana):** Mr Bruce Tripptree
OSH Program Co ordinator: Mrs Alba Ramirez
OSH Program Assistant: Mrs Stephanie Young

SCHOOL HOURS AND PROCEDURES - 2016:

PLEASE OBSERVE THE FOLLOWING SCHOOL PROCEDURES SO EVERYONE CAN HAVE A SAFE AND HAPPY TIME AT SCHOOL.

Prep Only: Prep attendance will be half days Wednesday 3rd Feb to Friday 12th Feb. (8.45-12.30pm)
Full time attendance (5 days) for Preps will begin Monday 15th February.

Grade 1 – 6: School hours are 8:45am – 3:15pm Monday, Wednesday, Thursdays and Friday.
Tuesdays 8:30am Sharp! to 3:00pm.
Children arriving after the 8.45am bell will be marked as late arrivals.

Picking up children at end of school day: Please go to the line to pick up your child(ren) as teachers are responsible until authorised persons pick up children from the line. If children walk away it is very difficult to monitor their safety.

Morning Procedure- Our aim is for all students to develop independence and responsibility for their school belongings.
• Children only go into class to unpack and greet the teacher. Parents are asked to wait on playground
• Children may come out to yellow paved area until music begins
• Mon, Weds.,Thurs., and Fri when music begins (8.42am) children walk into class ready to begin class at 8:45 promptly when bell rings. Children arriving after the 8.45am bell will be marked as late arrivals.
• Monday morning’s children line up and we sing the Australian anthem and raise our flags.
• Tuesdays all children are expected to be at school seated in the school hall for Mass promptly before or by 8.30 am. School will finish at 3.00 pm Tuesdays ONLY. Tuesday we will have Mass followed by school assembly

What Parents can do....... Please say your good byes before or as soon as music begins and quickly direct student to their classroom independently! The children will respond positively if this procedure is supported by all parents.
Teachers are in class from 8:30am/8.15 am(Tue). This is their time to greet the children, collect notes and complete preparations for the day ahead. Should you need to speak with the classroom teacher, please ring or make an appointment.

CAR PARK & SCHOOL GATES

School Gates: School Gates near Basket Ball Court will be locked at 9.00 am each day and unlocked ½ hour before home bell. Please arrange so you arrive slightly after this time, to avoid hazardous congestion due to cars lining up and double parking on Banchory Avenue. Children will be safe in the school grounds. If someone other than yourself is picking up children – inform them about our procedures.

Parents who would like to assist with the opening of gates please kindly contact the school office.
Staff Only Car Park - Please observe signs indicating staff areas.

ONE WAY ONLY - ENTRY AND EXIT

10 KPH at all times when travelling in school grounds.

ENTRY ONLY via Banchory Avenue 8.00 – 9.00 am. and 3.45 pm after each school day.

EXIT ONLY via Sandalwood Avenue (Back gate of school) 8.00 – 9.00 am. (9.30am. Tuesday only) and – 3.00-3.45 pm each school day.

THESE PROCEDURES MUST BE STRICTLY FOLLOWED AT ALL TIMES!

Yard Supervision
There are staff supervising the children from 8.30 am. Children who arrive early and who are unattended will be placed in ‘Before School Care’ and an invoice will be presented. Staff will be rostered for supervision during each/all play times when children are outside including after school till 3.30 pm. All staff wear an orange vest for easy identification and carry a First Aid Bag.

Sun Smart Policy:

Hats: Children must wear a hat ‘to and from school’ as well as during the school day. ONLY the school hat is to be worn during the school day -play time and lunch time however, children may wear a ‘home hat’ to and from school if you wish the children to leave their school hat at school. All children are to wear hats whilst outside at all times. If they forget their school hat they will not be able to wear their home hat during the school day – NO SCHOOL HAT - NO PLAY

Sunglasses: Children may wear sunglasses. Please be mindful they are the appropriate size and wrap around type.

Sunscreen (SPF 30+)

All students are required to bring own sunscreen which will remain at school. We recommend you apply sunscreen in the morning before school. Staff will remind children to apply sunscreen throughout the day. As you are aware this is a vital practice to protect our children from sunburn. Spend some time helping them practise applying sun screen independently and discussing the importance of protection. NO SHARING OF SUNSCREEN due to possible skin sensitivities/allergies.

NO SHARED FOOD: Please observe this school rule. No child is to bring food to share with others in the class as we have some children with critical food allergies. No child is to bring any party food/cakes/lollies etc. to celebrate Birthdays. Please keep these for home Birthday celebrations. Teachers will celebrate/acknowledge Birthdays in classrooms in alternative ways. This is a very serious matter and must be observed by all.

School Uniform: The students look great with their fresh school uniforms. Please ensure all removable items are clearly labelled with child’s name. It is important that all students wear correct school uniform each school day. Uniform policy attached.

Sports Day: Notice of the designated sports day will be sent home by each classroom teacher. The designated days will be the only days when students may wear their sport uniform to school.
Contacting Staff: If you need to speak with staff members, please write a note to inform them you wish to meet with them and you will be contacted as soon as possible. Before school is teacher preparation time and there are often meetings after school so teachers may not be able to meet with you without an appointment.

OHSC Out of Hours School Care: Before and After School Care is available as of today. Please contact one of the staff in school hall for details. Head Office 1800 460 870 or 0478 022 320.

MEDICATION FORMS – HIGH PRIORITY!!!

Children with Asthma, Anaphylaxis / Allergic Reactions or any other medical conditions are required to supply Cana with an up-to-date Action Plan (signed by a doctor and dated 2016) along with any relevant and current medication. eg. Ventolin, Epipen, Zyrtec etc.

Children in prep and those on our current Asthma/ Anaphylaxis register were supplied with a blank school Asthma and/or Anaphylaxis/Allergic Reaction action plan. Please use this form when consulting your doctor (extra forms can be collected from the school office for any Gr 1 – 6 children who have developed new conditions)

Asthma and Anaphylaxis/Allergic Reaction Action Plans along with relevant medication, are required to be handed in to the school office today. Please ensure these forms are presented no later than Friday 5th February, 2016.

At Cana, the safety and wellbeing of your child is paramount!

OTHER MEDICATION: We will make every effort to support and administer medication should your child require it within the school day, however, if you are able to arrange for administering medication before and after school it would be most appreciated. Any medication to be administered at school, must be accompanied with a note, giving all details and clear instructions. Yellow forms are available from the school office. All medication will be administered from the school office only.

APPOINTMENTS / EARLY PICK-UP
We strongly encourage parents to make any appointments (doctors, dentists etc..) for the children after school (wherever possible). If however, you need to pick your child/ren up earlier then you must go to the school office to fill in an Early Dismissal Form, before picking up the child/ren. The children will be called to come to the office once forms have been signed.

ILLNESS/ABSENTEES
It is unfair to the sick child, the other children and to the teachers if a child who is not well is sent to school. The place for a sick child is at home. If your child contracts an infectious disease please notify the school and seek advice on exclusion requirements. If your child is absent from school because of illness or any other reason, a note must be sent to the teacher when the child returns to school. THIS IS A LEGAL REQUIREMENT – ALL CHILDREN ABSENT FROM SCHOOL MUST PRESENT A NOTE WITH AN EXPLANATION FOR ABSENCE. There is no need to phone unless it is 3 – 4 day illness.

If your child becomes ill at school he or she will be sent to the First Aid room and assessed by a staff member. If that staff member deems it necessary, parents will be contacted and requested to pick up the child.

DISTRIBUTION OF NEWSLETTERS
As of Friday 5\textsuperscript{th} February electronic distribution of newsletters will re commence. Families will receive these in the same format as 2015. Any new families will receive hard copies until further notice.