Welcome back for the 2015 School Year

*May the hand of God guide and lead us in the ways of Love throughout 2015.*

*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.*

We hope you will enjoy a light cuppa, (on us!) as there is some light reading to follow...

*In this newsletter:*

- Dates / School Activities
- School Procedures
- Students Playing arrangements and Staff Supervision
- Car park AND School Gates arrangements
- **NEW** Walking Home Authorisation Form
- Online Parent Registration for chats and student information form
- Policies – Uniform / Sunsmart
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Wednesday 4th</td>
<td>Welcome Back! First day for 2015. Preps finish at 12.30pm until Friday 13th February</td>
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<tr>
<td>Monday 9th</td>
<td>Grade 5 &amp; 6 Personal Development and Camp meeting – Cana hall 7.00pm</td>
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<tr>
<td>Tuesday 10th</td>
<td>Commitment Mass meeting for those families that did not sign at the commitment Masses in 2014 – Sacred Heart Church 2.00pm</td>
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<tr>
<td>Wednesday 11th</td>
<td>Commitment Mass meeting for those families that did not sign at the commitment Masses in 2014 – Emmaus Church 7.30pm</td>
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<tr>
<td>Monday 16th</td>
<td>Preps begin Full time</td>
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<tr>
<td>Wednesday 18th</td>
<td>Ash Wednesday - Mass time 11.30am</td>
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<tr>
<td>Thursday 19th</td>
<td>Fr. O'Reilly’s Parent meeting – Cana hall 7.00pm</td>
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<tr>
<td>Saturday 21st</td>
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<tr>
<td>Sunday 22nd</td>
<td>Eucharist Family Days</td>
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<tr>
<td>Monday 23rd</td>
<td>Our Grade 6’s attend camp this week</td>
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<tr>
<td>Thursday 25th</td>
<td>Fr. O'Reilly’s Parent meeting – Sacred Heart Church 2.00pm or Emmaus Church 7.00pm</td>
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<td>Saturday 28th</td>
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<td>Sunday 29th</td>
<td>Eucharist Family Days</td>
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<td><strong>MARCH</strong></td>
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<td><strong>Saturday 7th</strong></td>
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<td><strong>Sunday 8th</strong></td>
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<tr>
<td>Reconciliation Blessing Masses</td>
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<td><strong>Monday 9th</strong></td>
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<tr>
<td>Labour Day – No School this day</td>
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<tr>
<td><strong>Wednesday 11th</strong></td>
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<tr>
<td>Cyber Safety parent meeting – Sacred Heart Church 7.30pm</td>
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<tr>
<td><strong>Thursday 12th</strong></td>
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<tr>
<td>Cyber Safety parent meeting – Emmaus Church 7.30pm</td>
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<tr>
<td><strong>Friday 13th</strong></td>
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<tr>
<td>School Closure – No school this day</td>
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<tr>
<td><strong>Monday 16th</strong></td>
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<tr>
<td>2016 Enrolment Parent Meeting – Emmaus church 7.30pm</td>
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<tr>
<td><strong>Tuesday 17th</strong></td>
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<tr>
<td>St Patrick’s Feast Day</td>
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<td><strong>Wednesday 18th</strong></td>
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<tr>
<td>2016 Enrolment Parent Meeting – Sacred Heart Church 2.00pm or</td>
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<tr>
<td>7.30pm Cana School Hall</td>
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<td><strong>Thursday 19th</strong></td>
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<td>St. Joseph’s Feast Day</td>
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<td><strong>Saturday 21st</strong></td>
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<td><strong>Sunday 22nd</strong></td>
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<tr>
<td>Confirmation Blessing Masses</td>
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<td><strong>Wednesday 25th</strong></td>
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<tr>
<td>The Annunciation Feast Day – Cana Feast Day</td>
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<tr>
<td><strong>Friday 27th</strong></td>
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<tr>
<td>End of Term One – School will finish at 1.00pm</td>
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<tr>
<th><strong>APRIL</strong></th>
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<tr>
<td><strong>Monday 13th</strong></td>
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<tr>
<td>Term Two commences</td>
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</table>
STAFF CONTACT LIST

Principal: Mrs Carmen Blatti
Deputy Principal/Student Wellbeing & Special Needs: Sr Judith Carlson
Curriculum Co-Ordinator: Mrs Lina Vermeulen
R.E.C/ Literacy (P-2): Mrs Nicole Pearce
School Officer: Mrs Blazenka Coric
Finance: Mrs Zdenka Blazevic

Teachers:
Prep M: Mrs Doreen Micallef
Prep L: Miss Natalie La Rosa
1K: Mrs Monica Katsantonis
1M: Mrs Pam MacGregor
2C: Mrs Elizabeth Cutajar
2R: Mr Jamien Russell
3F: Miss Alexandra Foti
3H: Ms Dianne Murphy-Hanks
4J: Mrs Kate Johns
4K: Mr Tom Kulczynski
5A: Mr Aiden Cassar
5C: Mrs Michelle Cassar
5M: Mr David Munslow
6C: Miss Jessica Cauchi
6M: Mr Mark MacGregor

P.E (Sports Co-Ordinator): Mr Jason Principato
Library: Mrs. Lina Vermeulen / Mrs. Nicole Pearce
I.C.T: Mrs Ewa Tripptree
Teacher support: Ms. Agatha Caruana
Teacher support: Mrs. Melanie Pizzonia
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 / Mrs Cheryl D'Abreo
Teacher Aide: Ms Doreen Farrugia
I.T. Manager: Mr Peter Kennedy
Maintenance (School / Parish): Mr Travis Pearce
Maintenance (Cana): Mr Bruce Tripptree

SCHOOL HOURS AND PROCEDURES - 2015:
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 4th Feb to Friday 13th Feb. (8.45 -12.30pm) Full time attendance (5 days) for Preps will begin Monday 16th 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 (Policy attached):
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.

Walking Pass - NEW POLICY attached
EACH CHILD WHO HAS PERMISSION TO WALK HOME MUST HAVE A WALKING PASS ON THEIR SCHOOL BAG CLEARLY VISIBLE. IF THE PASS HAS BEEN LOST, OR DAMAGED, A PASS MUST BE APPLIED FOR BEFORE CHILDREN CAN RESUME WALKING HOME.
A pass will be issued ONLY for child (ren) who will be walking home. See attached Authorisation form.

**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.

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**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 2015)* 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, were required to be handed in to the school office today. Please ensure these forms are presented no later than **Monday 9th February, 2015.**

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.
Rationale:

- A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

Aims:

- To promote equality amongst all students.
- To further develop a sense of pride in, belonging to Cana Catholic Primary School.
- To provide durable clothing that is cost effective and practical for our school environment.
- To maintain and enhance the positive image of the school in the community.
- To be easily identifiable as members of Cana Catholic Primary School when out of school grounds.

Implementation:

- After consultation with the school community the Cana Leadership Team has developed a Uniform Policy that we believe provides choice for the students, allows for students to safely engage in the many varied school activities, and caters for the financial constraints of families.
- The Uniform Policy applies during school hours, while travelling to and from school, and when students are on school excursions.
- Summer and winter uniforms, as well as sports uniforms will be prescribed, and are required to be worn, at the appropriate time.
- Small **gold** or **silver** stud earrings and sleepers worn in the ears, plus watches are the **only acceptable jewellery**.
- Decorative skin markings eg. Tattoos are not permitted.
- Extreme hair colors (eg: green, pink or purple rinses) and/or extreme hairstyles (eg: spikes or mohawks) are not permitted.
- Nail polish, cosmetics may not be worn at school.
- The only headwear acceptable is the school hat consistent with our Sunsmart policy. They must be worn outside in terms 1 & 4. Hats are not to be worn inside. **A home hat is recommended to be worn to and from school.**
- Long hair must be tied back (Maroon or navy ribbon only.)
- The student Uniform Policy, including details of uniform items and places of purchase, will be published in the newsletter.
- The Principal and all staff will be responsible for the implementation of the Uniform Policy.
- A **written note must be provided** when students will be out of uniform.
- A written list of summer/winter and sport uniform is attached.

Evaluation:

- This policy will be reviewed as part of the school’s three-year review cycle.
<table>
<thead>
<tr>
<th>BOYS’ SUMMER</th>
<th>BOYS’ WINTER</th>
<th>GIRLS’ SUMMER</th>
<th>GIRLS’ WINTER</th>
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</thead>
<tbody>
<tr>
<td>Light blue shirt</td>
<td>Light blue shirt or</td>
<td>School Dress - maroon and white check with</td>
<td>Grey and blue tartan school tunic/skirt OR Navy blue slacks. Navy blue</td>
</tr>
<tr>
<td>Navy blue shorts</td>
<td>skivvy</td>
<td>maroon thread</td>
<td>socks with tunic/navy socks. Light blue long sleeve blouse/skivvy.</td>
</tr>
<tr>
<td>Navy blue socks</td>
<td>Navy blue trousers</td>
<td>White socks (knee or ankle – no sport socks)</td>
<td>Maroon jumper with school logo.</td>
</tr>
<tr>
<td>Navy blue wide brimmed hat with school logo</td>
<td>Navy socks</td>
<td>Black leather shoes</td>
<td>Black leather shoes</td>
</tr>
<tr>
<td>Black leather shoes</td>
<td>Maroon jumper with</td>
<td>Navy blue wide brimmed hat with school logo</td>
<td>Navy blue wide brimmed hat with school logo</td>
</tr>
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<td></td>
<td>school logo</td>
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<tr>
<td></td>
<td>Black leather shoes</td>
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<thead>
<tr>
<th>SPORTS UNIFORM – BOYS AND GIRLS</th>
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<tbody>
<tr>
<td>Navy track suit pants and navy windcheater with school logo</td>
</tr>
<tr>
<td>Pale Blue polo shirt with school logo</td>
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<tr>
<td>Navy blue sports shorts for boys / optional for girls</td>
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<tr>
<td>Navy blue pleated skirt/skorts or shorts with school logo for girls</td>
</tr>
<tr>
<td>White socks</td>
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<tr>
<td>Navy blue girls’ sports briefs</td>
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<tr>
<td>White soled sports shoes</td>
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A blue school bag with white logo is available from our uniform supplier. In Winter children may wear a navy blue beanie and jacket or parka. These items are also available from our uniform supplier – PSW 58 Westwood Drive Ravenhall VIC 3023 Ph: 9363 8458
VERY IMPORTANT CHANGES TO WALKING HOME POLICY

In recent times it has been a growing concern to the staff of Cana that some children were standing / waiting often for a significant length of time in unsupervised locations.

As part of our **Duty of Care** and **concern** for the safety of all our students, it is now the policy of Cana Catholic School to give out a **WALKING HOME ONLY** pass to children whose parents believe they are able to walk home after school on their own. This means NO pass will be issued to children to be picked up from local parks, front or back gates, car parks or street corners.

Therefore parents who authorise their child(ren) to “walk home” may complete the “Walking Home” authorisation form which will be available from the school office.

Every student who is walking home will be issued with a new tag for their school bag. All other tags will be removed. As is our practice, children will be waiting in their class assembly line at the end of the school day. Parents or carers **must go** to the line at end of the day to pick up their child(ren) from the line. The teacher is responsible until each child is picked up by the parent or an authorised person.

**Student safety is not a choice, it is our collective Duty of Care and Responsibility!**

All **WALKING HOME ONLY** Authority forms need to be submitted by or before Monday 9th February. New passes will commence as of Monday 9th February.
PERMISSION FOR CHILDREN TO WALK HOME

PARENT AUTHORISATION FORM

ONE PER FAMILY

I ________________________ authorise Cana Catholic School to allow

(print parent name)

my child/ren to walk home

(Print name and grade of all siblings on permission form)

___________________________ Gr. ________________

___________________________ Gr. ________________

___________________________ Gr. ________________

___________________________ Gr. ________________

___________________________ Gr. ________________

Parent signature ___________________________ Date _____________

This Authorisation must be signed and returned to the school ASAP so staff are aware of parent/child arrangements. Should there be any changes to these arrangements parents must inform the school.

The safety of each child at Cana is our primary concern.

Please return this form to the classroom / office and a walking pass will be issued ASAP.
Rationale:
- Too much ultraviolet (UV) radiation from the sun can cause sunburn, skin damage, eye damage and skin cancer. Australia has the highest incidence of skin cancer in the world, with two-in-three Australians developing some form of skin cancer during their lifetime.
- Overexposure to the sun during childhood and adolescence is known to be a major cause of skin cancer. Our Sun Protection policy is followed from the beginning of September until the end of April and whenever the UV Index level reaches 3 and above.

Aims:
- To increase student and community awareness of skin cancer and sun protection.
- To assist students to develop strategies which encourage responsible decision-making about sun protection.
- To encourage the entire school community to use a combination of sun protection measures whenever UV Index levels reach 3 and above.
- To work towards providing a safe school environment that provides shade for students, staff and the school community.
- To ensure that families and new staff are informed of the school’s SunSmart policy.

Implementation:
- All children and staff use a combination of sun protection measures whenever the UV Index reaches 3 and above to ensure they are well protected from the sun. Particular care is taken between 10 am and 2 pm (11 am and 3 pm daylight saving time) when UV Index levels reach their peak during the day.
- Our SunSmart policy is considered when planning all outdoor events e.g. assemblies, camps, excursions and sporting events. Wherever possible, we conduct outdoor activities or events earlier in the morning or later in the afternoon, or try using indoor venues.

1. Shade
- Our school works towards providing sufficient shade/shelter and trees in the school grounds, particularly in areas where students congregate, e.g. outdoor lesson areas and popular play areas.
- In consultation with the school community, shade provision is considered in plans for any future buildings and grounds.
- The availability of shade is considered when planning excursions and all outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

2. Clothing
- Sun protective clothing is included in our school uniform/dress code and sports uniform. School clothing is made of close weave fabric, and includes shirts with collars and longer sleeves, as well as longer style dresses and shorts.
3. Hats
- Children are required to wear close-weave broad brimmed hats during Terms 1 and 4 whenever they are outside (Uniform Policy – Hats).

4. Sunglasses
- Children and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

5. Sunscreen
- SPF 30+ and above broad spectrum, water resistant sunscreen is recommended for children’s use. Sunscreen is supplied for staff use.
- Students are encouraged to bring sunscreen to school and apply before going outdoors.

Role modelling
- Staff act as role models by:
  ✓ wearing sun protective hats, clothing and sunglasses when outside
  ✓ applying SPF 30+ and above broad spectrum, water resistant sunscreen
  ✓ seeking shade whenever possible
- Families and visitors are encouraged to use a combination of sun protection measures by wearing sun protective clothing and hats, sunglasses and sunscreen when participating in and attending outdoor school activities.

Curriculum
- Programs on skin cancer prevention are included in the curriculum for all grade levels.
- ‘SunSmart’ behaviour is regularly reinforced and promoted to the whole school community through newsletters, staff meetings, school assemblies, student/teacher activities and upon student enrolment.

Our school will remain accredited as a ‘SunSmart’ school with the Anti-Cancer Council of Victoria. The school community will be informed about the school’s Sunsmart policy at the beginning of each school year. This policy will appear in the Student Handbook and Cana website.

Evaluation:
- This policy will be reviewed annually.

This policy was last reviewed in March 2013.