Welcome Back for the 2017 School Year!

May the hand of God guide and lead us in the ways of Love throughout 2017.

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.

2017 TERM 1 DATES / EVENTS

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEBRUARY 2017</td>
<td></td>
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<tr>
<td>Friday 17th</td>
<td>Whole school photo’s</td>
<td></td>
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<tr>
<td>Monday 27th to Friday 3rd March</td>
<td>Grade 6 Camp</td>
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<tr>
<td>MARCH 2017</td>
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<tr>
<td>Wednesday 1st</td>
<td>Ash Wednesday</td>
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<tr>
<td>Thursday 9th</td>
<td>eSmart Cybersafety</td>
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<tr>
<td>Monday 13th</td>
<td>Labour Day – No School</td>
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<tr>
<td>Friday 17th</td>
<td>St Patricks Day</td>
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<td>Friday 24th</td>
<td>Cana Feast Day</td>
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<tr>
<td>Friday 31st</td>
<td>Term 1 Ends</td>
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</table>

PRAYERS

We keep in our thoughts and prayers loved ones who are unwell or facing personal difficulties.

SCHOOL HOURS AND PROCEDURES

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 from Wednesday 1st February, 2017 to Friday 10th February, 2017. (8.45am - 12.30pm). Full time attendance (5 days) for Preps will begin Monday 13th February, 2017.

GRADE 1 AND GRADE 6

School hours are 8.45am – 3.15pm Monday, Wednesday, Thursdays and Friday. Tuesdays 8.30am to 3.00pm. Children arriving after the 8.45am bell will be marked as late arrivals.

PICKING UP CHILDREN AT THE END OF THE 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
- Monday, Wednesday, Thursday and Friday when music begins at 8.42am children walk into class ready to begin class at 8.45am promptly when bell rings. Children arriving after the 8.45am bell will be marked as late arrivals. A late slip must be signed by parents before the child /ren are permitted to go to their classroom
- Monday morning’s children line up and we sing the Australian anthem and raise our flags
- Tuesday’s all children are expected to be at school seated in the school hall for Mass promptly before 8.30am.

WHAT PARENTS CAN DO

Please say your good byes before or as soon as the 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 and 8.15am on Tuesdays. 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.
2017 STAFF LISTING

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Blatti</td>
<td>Carmen</td>
</tr>
<tr>
<td>Deputy Principal / R.E.C.</td>
<td>Carlson</td>
<td>Sr. Judith</td>
</tr>
<tr>
<td>Admin Office</td>
<td>Coric</td>
<td>Blazenka</td>
</tr>
<tr>
<td>Admin Front Desk</td>
<td>Maffia</td>
<td>Melissa</td>
</tr>
<tr>
<td>Accounts / Finance</td>
<td>Milligan</td>
<td>Trudy</td>
</tr>
<tr>
<td>Curriculum Co-ordinator</td>
<td>Vermeulen</td>
<td>Lina</td>
</tr>
<tr>
<td>PREP F</td>
<td>Fato</td>
<td>Alexandra</td>
</tr>
<tr>
<td>PREP U</td>
<td>Usai</td>
<td>Alysa</td>
</tr>
<tr>
<td>1 K</td>
<td>Katsantonis</td>
<td>Monica</td>
</tr>
<tr>
<td>1 M</td>
<td>Micallef</td>
<td>Doreen</td>
</tr>
<tr>
<td>2M</td>
<td>Melanaphy</td>
<td>Tricia</td>
</tr>
<tr>
<td>2R</td>
<td>Russell</td>
<td>Jamien</td>
</tr>
<tr>
<td>3B</td>
<td>Bustos</td>
<td>Jessica</td>
</tr>
<tr>
<td>3J</td>
<td>Johns</td>
<td>Kate</td>
</tr>
<tr>
<td>4K</td>
<td>Kulczynski</td>
<td>Tom</td>
</tr>
<tr>
<td>4M</td>
<td>MacGregor</td>
<td>Mark</td>
</tr>
<tr>
<td>5H</td>
<td>Hanks</td>
<td>Diane</td>
</tr>
<tr>
<td>5C</td>
<td>Cassar</td>
<td>Aiden</td>
</tr>
<tr>
<td>6M</td>
<td>Munslow</td>
<td>David</td>
</tr>
<tr>
<td>6C</td>
<td>Cassar</td>
<td>Michelle</td>
</tr>
<tr>
<td>Visual Art</td>
<td>D'Abreo</td>
<td>Cheryl</td>
</tr>
<tr>
<td>P.E.</td>
<td>Principato</td>
<td>Jason</td>
</tr>
<tr>
<td>Literacy Support 3 - 6</td>
<td>Pearce</td>
<td>Nicole</td>
</tr>
<tr>
<td>Literacy Support P - 2 / Special Needs</td>
<td>Cutajar</td>
<td>Elizabeth</td>
</tr>
<tr>
<td>Teacher Support</td>
<td>Caruana</td>
<td>Agatha</td>
</tr>
<tr>
<td>Teacher LOTE (P - 6)</td>
<td>D'Amico</td>
<td>Lidiana</td>
</tr>
<tr>
<td>Digital Technology</td>
<td>Tripptree</td>
<td>Ewa</td>
</tr>
<tr>
<td>I.T. Manager</td>
<td>Kennedy</td>
<td>Peter</td>
</tr>
<tr>
<td>Cana Garden Maintenance</td>
<td>Tripptree</td>
<td>Bruce</td>
</tr>
<tr>
<td>School Maintenance</td>
<td>Pearce</td>
<td>Travis</td>
</tr>
<tr>
<td>OshClub</td>
<td>Ramirez</td>
<td>Alba</td>
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NEW LATE ARRIVAL / EARLY DEPARTURE PROCEDURE

Last year, the government initiated a number of child Protection Practices. We are bound by the Government to implement those which directly impact on schools. Therefore, under the new Child Protection Laws, if your child/ren arrive late to school, parent/s are required to present themselves to the office with their child/ren to complete a ‘Late Arrival’ slip as shown below. Children will still be given a ‘Late Pass’ to present to their teacher upon arrival into their classroom. The ‘Early Departure’ slip is the same procedure as normal, they just share the same slip.

Parents will be phoned to return to school to sign in to indicate the reason for late arrival or early departure if children present to the office on their own.

Cana Catholic Primary School
LATE ARRIVAL / EARLY DEPARTURE RECORD

Date ___________________________ Student name ___________________________ Class ________________

Time arrived ___________am/pm Time departed ___________am/pm Time returned ___________am/pm

Reason for late arrival or early departure __________________________________________________

Signed ___________________________ Parent □ Guardian □ Other □ ________________ Office ________________
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 2017) along with any relevant and current medication. E.g. 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 Grade 1 – Grade 6 children who have developed new conditions). Action Plans are also available on our website.

Each family would be aware of the importance of this matter, especially after recent reports of the asthma medication. Asthma and Anaphylaxis/Allergic Reaction Action Plans along with relevant medication, are required to be handed in to the school office TODAY! We will phone you to bring in the relevant forms and medication should they not be presented to the office.

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

SUN SMART POLICY

SCHOOL HAT
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 practice applying sun screen independently and discussing the importance of protection. NO SHARING OF SUNSCREEN due to possible skin sensitivities/allergies.

CAR PARK - SCHOOL GATES PROCEDURES - SUPERVISION

SCHOOL GATES
School Gates near Basket Ball Court will be locked at 9.00 am each day and unlocked 30 minutes before home bell. Please arrange to 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 8.00am – 9.00am and 3.45pm after each school day.
EXIT ONLY via Sandalwood Avenue (back gate of school) 8.00am – 9.00 am. (9.30am - Tuesday only) and – 3.00pm -3.45pm each school day.

THESE PROCEDURES MUST BE STRICTLY FOLLOWED AT ALL TIMES!

YARD SUPERVISION
There are staff supervising the children from 8.30am. 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 3.30pm. All staff wear a highly visible vest for easy identification as well as a carry a First Aid bag.

CDF Banking will continue in the usual every fortnight deposit. Dates for when books are to be handed in will be listed soon. Thank you to those families who continue to use Catholic Development Fund.
CANA APP
It is important all families download our school App. The Cana Catholic Primary School – hillside App keeps students and families and the broader school community connected and up to date with the latest information from our school.

The App features include; news panel with a latest news feed direct from the school website, notifications systems allowing you to subscribe to alerts and reminder from the school, events calendar providing a listing of upcoming events, documents library which contains newsletters, forms and policies, gallery which showcases school life through images and video and contact information and website link.

Cana Catholic Primary School App is brought to you through the Victorian Catholic Schools Website Service (VCSWS) and powered by Fraynework.

NEWSLETTER
Our weekly newsletter will continue paperless, downloaded onto the school App. Please ensure you download our school App to ensure you do not miss vital information.

2017 SCHOOL FEES
School fees and levies will not be increasing for 2017 and are outlined below.

1 child = $893.00 + $562.00 = $1455.00
2 children = $893.00 + $1124.00 = $2017.00
3 children = $893.00 + $1686.00 = $2579.00

School fees per family $893.00 plus
Levy per student $562.00 (Educational $253.00 / ICT $184.00 / Excursion $125.00)

Families who choose to finalise their school fee account in full before the end of Term 1 will receive a reduction of $50.00. Therefore, you would only pay $1405.00 for 1 child, $1967.00 for 2 children and $2529.00 for 3 children.

If making periodic payments, families are requested to pay 75% of their fees by end of Term 2. The balance is required to be paid no later than end of Term 3. Family payment plans are exempt.

Families can pay their school fees either fortnightly, monthly, quarterly or yearly. School Fee Payment Plans may be arranged with the School Bursar early in 2017. An appointment is required to arrange a Payment Plan meeting.

Please note Grade 6 camp costs are not included. Separate notes are issued for Grade 6 students regarding camp.

**We trust you will continue to honour your commitment to the following:**

- Go to Mass weekly
- Help with Working Bee’s each year
- Join a ministry during Ministry Month
- Join Thanksgiving
- Pay the approved school fees

NO SHARED FOOD POLICY
No child is to bring food to share with others in the class as we have some children with critical food allergies, this includes party food/cakes/lollies etc. to celebrate birthdays. Teachers will celebrate/acknowledge birthdays in classrooms in alternative ways.

PARENTS 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.
Dear Parents

Parent chats will be held on:
**Wednesday 8th and Thursday 9th February 2017**

**FOR CHILDREN IN GRADES 1 TO 6 ONLY**

You can now book chats at times that suit **YOUR FAMILY BEST**.
Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and follow these simple instructions.

**Go to**
Enter THIS school event code.
Then follow the 3 simple steps.

When you click **finish**, your chat timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.
You can return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) at any time, and change your interviews - until bookings close.

**BOOKINGS OPEN WEDNESDAY FEBRUARY 1st**
**SO THAT ALL FAMILIES MAY BOOK AT THE SAME TIME**

For parents that don't have access to the internet at home, at work, at a friend's house or on their phones parents may send a note to school with the approximate times they require, or phone the school on 8390 9200. **Chats are strictly 10 minutes** and spaces are limited. If you require more time, please contact your teacher directly to make alternative arrangements.

Parents can change their chat bookings, any time prior to the closing date, by re-visiting the [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) website, and using the event code.
Parents wishing to change their chat times after the closing date, should contact the school directly on: 8390 9200
ILLNESS AND ABSENTEEES
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. It is a legal requirement for all children absent from school must return with a note or medical certificate with an explanation for their absence. Please ensure the school is notified if your child will be absent from 3 – 4 day onwards.

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. Please ensure we have current and updated emergency contacts.

SEASONAL ALLERGIES AND ASTHMA
Spring and Summer brings on several allergies, in particular hay fever and since the asthma thunderstorm, asthma. We ask if your child suffers from hay fever, please ensure their antihistamine medication is kept in First Aid to administer should they present with symptoms. Administering medication before school is often a good intervention before discomfort sets in at school and also avoids disruptions to class time. Please ensure if your child/ren have asthma, they must have their Ventolin held in the school First Aid room. Most children use a spacer to administer their Ventolin, please also ensure their spacer is held here. It is imperative as soon as your child/ren have been diagnosed, we receive a current asthma plan form signed by a doctor accompanied with their Ventolin and spacer if required. It is also very important your child/ren know how to administer their Ventolin correctly.

SCHOOL UNIFORM
Students look lovely 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. Notice of your child’s 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.

<table>
<thead>
<tr>
<th>BOYS’ SUMMER</th>
<th>BOYS’ WINTER</th>
<th>GIRLS’ SUMMER</th>
<th>GIRLS’ WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light blue shirt</td>
<td>Light blue shirt or skivvy</td>
<td>School Dress - maroon and white check with maroon thread</td>
<td>Grey and blue tartan school tunic/skirt OR</td>
</tr>
<tr>
<td>Navy blue socks</td>
<td>Navy socks</td>
<td>Black leather shoes</td>
<td>Maroon jumper with school logo</td>
</tr>
<tr>
<td>Navy blue wide brimmed hat with school logo Black leather shoes</td>
<td>Maroon jumper with school logo</td>
<td>Navy blue wide brimmed hat with school logo</td>
<td>Black leather shoes</td>
</tr>
</tbody>
</table>

SPORTS UNIFORM – BOYS AND GIRLS
Navy track suit pants and navy windcheater with school logo
Pale Blue polo shirt with school logo
Navy blue sports shorts for boys / optional for girls
Navy blue pleated skirt/skorts or shorts with school logo for girls
White socks
Navy blue girls’ sports briefs
White soled sports shoes

Second Hand Uniform Shop Cana Hall - Wednesdays - 2.30pm to 3.15pm
OshClub Coordinator Alba Ramirez Assistant Annu Sindhu Mobile 0478 022 320 Head Office 8564 9000

God Bless,
Mrs Carmen Blatti
Principal