



SCHOOL NEWSLETTER

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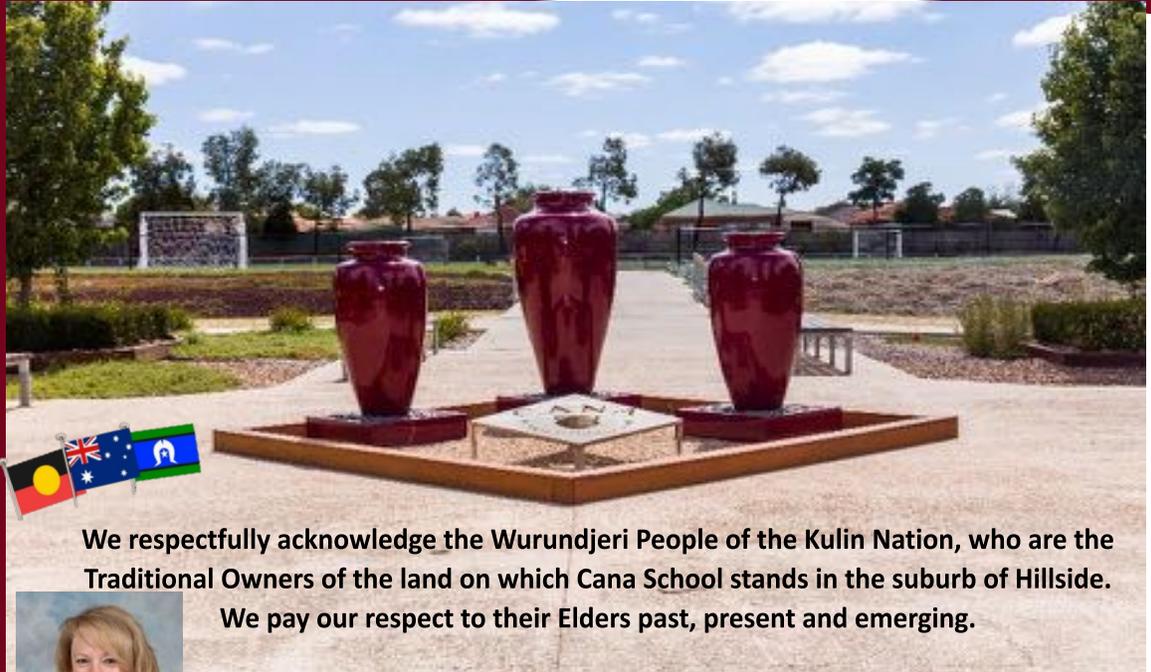
46 Banchory Avenue

Hillside, Victoria 3037

www.canahillside.catholic.edu.au

T: 8390 9200

F: 8390 9241



We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Cana School stands in the suburb of Hillside. We pay our respect to their Elders past, present and emerging.



TERM 4 ISSUE 10 Friday 9th December, 2022

What an amazing and busy week for us all. On Wednesday the children joined in on the fun during our Cana Mini Fair. Thank you to the families for their support and thank you to the students and staff for an amazing day. We raised \$8,800 which we will use to improve areas of the school.

On Thursday night we had the Cana School Concert, what a special night. The children and staff all performed so well.

This week we light the third candle for Advent. This candle symbolizes Joy, to remind us of the joy the world experienced at the birth of Jesus.

Second Week of Advent - Joy

Heavenly Father,

This third week of Advent, let us remember that the good news of Jesus' birth has the power to bring us great joy this Christmas season.

Our joy isn't dependent on what is going on in our life, in our world, or the people that we are with.

It doesn't depend on the gifts we give or the gifts we find under the tree.

No earthly thing can ever give us complete joy. Our joy comes from you.

That joy that flooded the hearts of the shepherds, the angels, the wise men, the hosts of heaven, and Mary and Joseph is the joy that still has the power to overwhelm our hearts with rejoicing.

Amen



Dates for your Calendar

Term 4

Monday 12 th December	Grade 6 Graduation – 6pm at Emmaus Church
Tuesday 13 th December	Orientation for Prep to Grade 6
Wednesday 14 th December	Christmas Fun Dress-up Day / Thank You Day - Flyer Below
Friday 16 th December	Last day of Term 4 – Prep to Grade 5 finish at 3:15 Grade 6 finish at 2pm

Term 1, 2023

Wednesday 1st February	Term 1 Begins for Grade 1 to Grade 6 students
Thursday 2nd February	First Day of school for Preps

Mass at Cana

Dear Families,

This term we excitingly welcome more Masses at Cana! For safety and space reasons, we have split the school into 3 groups. These groups are titled Group A, Group B and Group C. The two tables below are for your reference to see which group your child/ren are in and when they will be in the hall for the Mass and/or leading the Mass.

Families of students who are in the hall on the designated week or a leading the Mass, are invited to attend Mass. This information is in the grey shaded area.

Group A	PC, 1C, 1W, 3C, 4M, 6K
Group B	PR, 1A, 2J, 3S, 4S, 5S
Group C	PB, 1T, 2T, 4G, 5K, 6G

We look forward to praying with you as a school community.

Week, date and time	Date	Time	Group in hall	Class/Group Leading Mass
11	Thursday 15 th of December - ALL FAMILIES WELCOME	1:30 pm	Group C Whole School Mass	Mary Mackillop Group

Lost Property Items

During the Cana Fair a 'Seed' brand wallet was handed into the Office, please come and see us if this could be yours.

A parent has also informed us that a child lost their wallet on the day, it is blue with green hearts and has a Princess on the front. If anyone notices this wallet can they please hand it into the office.

Update of Medical and Procedures

As we're approaching the end of the year we would like to remind all families who have medication held in the first aid room, all 'Medical Treatment Plans' will need to be updated and signed by a medical practitioner. The following note provides more information.



CANA CATHOLIC PRIMARY SCHOOL

A.B.N. 72 907 642 262

46 Banchory Avenue, Hillside Victoria 3037
Phone (03) 8390 9200 Fax (03) 8390 9241

Cana Catholic Primary School has a commitment to the care, safety and wellbeing of children

Medical Condition Paperwork

The following information is regarding the requirement to hold and administer medication for your child and whether they require an Action Plan and/or a Medication Authority Form.

Should your child have a condition, it is imperative that your child is assessed by your General Practitioner to have the form/s completed correctly before beginning the school year. Your child is then required to bring the appropriate form/s and any medication, on the FIRST day of the new school year.

You may obtain these plans from the following options:

- **Allergy forms** from The Australasian Society of Clinical Immunology and Allergy (ASCIA) via <https://www.allergy.org.au/>
- **Asthma forms** from <https://asthma.org.au/>

These forms can be provided by your General Practitioner (G.P)

- For all other medication a "**Medication Authority Form**" will need to be completed before medication can be administered.

All forms can also be found on the Cana Website.

Please note: All medical forms MUST be signed by a Medical Practitioner before a Cana staff member can administer any medication.

The "Temporary Medication Form" (yellow document), which was used in previous years, can no longer be used and has been replaced by the "Medication Authority Form".

Supporting your child/ren's health and wellbeing needs whilst in our care at school, is our highest priority. We can only do this with your co-operation and in partnership with you. This forms part of our Anaphylaxis, Asthma, First Aid and Medication Policy and Duty of Care.

Cana Mini Fair





Cana School Production - Dancing through the Decades

Thank you to Tullio Zavattiero the Principal from CRC North Keilor for the use of your wonderful hall at no cost. To Manny Gambin thank you for your generosity and time it was greatly appreciated.

To the families your kind cash donations have been greatly accepted by Fr. Maurie and will be distributed to our families in need within our Parish.







Australian Mathematics Competition 2022

Congratulations to all the students from Grades 3-6 who participated in the Australian Mathematics Competition for 2022. During assembly on Monday, the students were presented with their certificates. **Well done!**



**Christmas Fun
Dress-Up
day/Thank you
day!!**

**Students come to School in your
favourite Christmas Clothes on
Wednesday 4th of December!**

**Wear Headbands, Christmas
T-Shirts, Scrunchies, Earrings and
more!**

**We will have a student only
assembly at 9:00am in the hall to
thank those who are leaving.**

Message From Fr. Maurie

Hello everyone!

Someone commented that I seem to comment on the weather a lot in these letters – but it would be hard to avoid that this week, wouldn't it!!!!

There were a few pleasant breaks, though: the evening was ideal for the open-air Christmas Carols at our St Albans Catholic Regional College, the mini-Fair at our Cana Primary School 'was the best day of my life' said one child! And 'Happy Christmas' greetings have started to flow more readily, recognising that there is a real meaning inside the activity that is stepping up pace.

Students have finished their year at all our Colleges now. Staff are 'heads down' still, reviewing the year and planning for next year.

Across Parish life our Ministry groups continue to re-gather. We will be back in the four Aged Care facilities for Communion Services, Mass, and Anointing before Christmas. Our Parishioners in that Ministry have had to complete a new round of accreditation to enable that to happen: well done – so committed to the Ministry!

Our Safeguarding Committee was visited by a person from the Archdiocese as a pre-audit in preparation for a visit from Government authorities next year. Our Committee received a 'that's fabulous' for the work they have done, ensuring that we are complying with all Government and Archdiocese requirements.

The Parish Fair Committee presented \$15,000 to the Parish Education Account during the week!! This is the proceeds of the sausage sizzles at Bunnings (Watergardens) during the year. What a great outcome for the commitment to keep those weekends going during the year! When you see these advertised next year, get along there! This money now goes to our three Primary Schools in equal amounts, to assist with a 'special project' (not to go into general revenue to assist with recurring costs).

Part of the Safeguarding requirements fits well with our plan to have a 'recruitment drive' for all our Ministries in February. We are all requested to participate in a 'safeguarding training process', that is Parishioners currently in Ministry and those who will join in February. We are booking that process in for March.

So signs are showing that 'the new normal' may be taking shape. COVID hasn't gone away: stay well – and stay away if you're not well!!

During the coming week we will gather in our churches for Advent Prayer and Reconciliation. The Season of Advent is about the presence of Jesus Christ within us and amongst us. Part of that is that we humbly and honestly recognise that there may be aspects of our lives that block the impact of Christ's presence. The services next week will present Readings and Prayers; and will be followed by the Sacrament of Reconciliation (with the assistance of Frs Peter Hudson and Tom Cleary). An attachment with this email has Pope Francis recommending 'examination of conscience'.

ADVENT PRAYER and RECONCILIATION:

Emmaus Church: 7.30pm on Wednesday 14th

December

Sacred Heart Church: 7.30pm on Thursday

15th December.

The 'Advent Clips' for this week:

We learn the joy of anticipation, the joy of delighting in a sense of the presence of God all around us, the joy of looking for the second coming of Christ, the joy of living in the surety of even more life in the future (66).

Beyond Advent and Christmas and the down-time of January we will begin to form the new Parish Advisory Group. Some Parishioners have indicated their interest in becoming part of that. The invitation is still open.

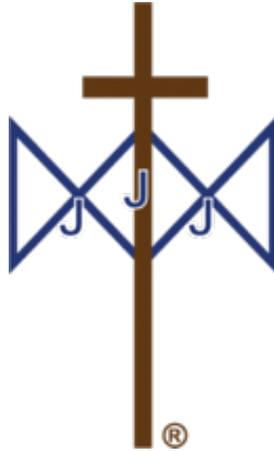
A Parish Advisory Group is based on the fact that 'no one of us has all the Wisdom, each of us has some of the Wisdom; no one of us has all the Spirit, each of us has some of the Spirit'. When we find ways of gathering more of the Wisdom, more of the Spirit then we will surely be in a better position to develop as the community of the People of God in our Parish. Pope Francis calls this 'acting in a synodal way', and urges that all levels of our Church should be working in this way – listening to one another, discerning together, planning together, and putting that into action.

We will gather early in 2023 and begin by reflecting on, reviewing, evaluating 'Parish Life'; and then discern the directions we should be developing in our Parish for the reality of these times.

One of the attachments with this email is a brief statement of what this Parish Advisory Group could be: it uses the term 'Parish Pastoral Council' for such a group.

If you want to 'express interest' in being part of the process of this group, do so in a response to this email or by contacting the Parish Office.

John the Baptist comes into the Advent Readings again this weekend. In the following weekend's Gospel, Joseph features. Many would be familiar with the image/logo/symbol of the Sisters of St Joseph, Mary MacKillop's community. It captures this Advent season so succinctly:



- note the three 'J's : for Jesus, Joseph and John the Baptist; note the 'M' for Mary, and the arms of the 'A' for "Ave" "Hail Mary"; and the Cross (whose saga begins with the coming of Jesus amongst us and leads to Resurrection. Another attachment with this email gives a reflection on Advent, using the purple of the jacaranda tree as a reminder.

There will be sign-up pages in the foyers of both churches this weekend for the Ministries at our Christmas Masses 0 Reader, Prayers of the Faithful, Communion Minister. It will be helpful if you will sign up early for those so that we can complete our planning.

Still two weeks to Christmas gatherings and celebrations: let's make room in there for some reflection and wonder – 'the love of God for the human race', as one of the Eucharistic Prayers puts it.

Good Advent-ing!

Maurie Cooney
(Parish Priest)

ADVENT PRAYER AND RECONCILIATION

EMMAUS: Wednesday 14th December at 7.30pm
SACRED HEART: Thursday 15th December at 7.30pm

CHRISTMAS MASS TIMES:

SACRED HEART	Christmas Eve: 5pm 7pm (11.30 Christmas carols) 12midnight Christmas Day: 7.30am (9 – Polish) 10.30am
EMMAUS	Christmas Eve: 6pm 8pm 10pm Christmas Day: 9am



**Sacred Heart / Emmaus Parish
St Albans/Sydenham Western Plains Deanery
Parish Priest: Fr. Maurie Cooney**



Third Sunday of Advent - 11th December 2022

Parish Details:

Address: 4 Winifred Street, St Albans 3021
Phone: 9366 2346

Finance: Lorraine Stafford: StAlbans.Finance@cam.org.au

Parish Office: Lauren Maslaric: StAlbans@cam.org.au

Office Hours:

Monday – Wednesday: 9:30am – 4:00pm
Thursday & Friday: 9:30am – 2:30pm

Sacrament of Reconciliation:

Sacred Heart English Saturday 10:30am
Malpas every 4th Saturday 4:00pm

Baptism: Eight weeks notice is required

Marriage: Six months noticed required

Sacred Heart Mass Times:

Weekdays

Tuesday - Friday 7:30am

Saturday 9:00am

Weekend

Saturday 5:00pm

Sunday 7:30am, 10:30am

Polish 9:00am

Slovene 2nd Sunday of month at 5:00pm

Emmaus Mass Times:

Saturday 6:30pm

Sunday 9:00am

If you would like to receive the weekly 'Parish Update' emailed to you, please send your email address to the Parish: stalbans@cam.org.au

SAFEGUARDING POLICY

Sacred Heart/Emmaus Parish is committed to the care, wellbeing and protection of children, young people and people at risk in our community. The Parish takes a zero-tolerance approach to child abuse and upholds that child protection and the dignity of every person is the responsibility of every adult. To report issues and concerns, contact: stalbans.csc@cam.org.au or 0413 841 936

ACKNOWLEDGEMENT OF COUNTRY

Sacred Heart-Emmaus Parish acknowledges the Wurundjeri people of the Kulin nation, the traditional owners of the land where we gather. We pay our respect to their elders past, present and emerging.

READINGS

This week: First Reading: Is 35:1-6, 10 Second Reading: James 5:7-10 Gospel: Mt 11:2-11
Next week: First Reading: Is 7:10-14 Second Reading: Rom 1:1-7 Gospel: Mt 1:18-24

REFLECTION

HAVE COURAGE AND DO NOT BE AFRAID

As we keep remembering, the goal of the Church – that is you and me, as well as those in leadership positions and the systems and structures of the Church – is “to carry forward the work of Christ under the lead of the befriending Spirit”. Getting closer to the practical meaning of that, Advent repeats through its Readings that we are sent to proclaim to all those we meet – through our actions and words – that God is not distant from our lives, but rather is part of our lives and everything that composes them. We are therefore people of hope, reassurance, action, determination, and underlying joy.

In a homily Pope Benedict XVI reminded us that ‘God does not allow himself to be shut out’. God finds space in our world, and that may mean by entering via our own lives to the lives of others.

To make such an entry, the Pope went on, we must ask ourselves some very important Advent questions like *Do we have time and space for God? ... Can God enter into our lives? ... Does God find room in us, or have we occupied all the available space in our thoughts, our actions, our lives for ourselves?*

Amidst all of the busyness and hectic pace of this time of year, let’s do what we can in these last two weeks of this Advent not only to rejoice as we prepare to celebrate the coming of Jesus, Son of God, into our human story. Let’s also open our hearts to the presence of God amongst us in Christ and the Spirit, mindful of the words of the prophet Isaiah in today’s First Reading “have courage and do not be afraid”. What a helpful message that can be to the world given the troubling circumstances in so many places ... ;perhaps in our own lives too.

WE REMEMBER IN OUR PRAYERS

RECENT DEATHS: Serafina Pisani, Rosaria Ignaccolo, Emmanuela Vella, Lorraine Stringer.

ANNIVERSARIES:

Leli, Carmelo, Mary, Joseph & Grace Pulis, Tony & Jane Dalli, Birdy Fernandez, Angela Xuereb Anna Pribaz, Maria Grego, Charles Camilleri, Emmanuel Xuereb, Maria Tam, Peter My, Fr Joshua, Peter Muscat, Connie Catiana, Joe Giaccotto, John & Alfredo Colerio, Ursula Anuliah, Sebastian Baracho, Leo Anuliah, John Bosco Periera, Peter & Clara Parris, Annie & Aloysius Perera, Paul Aquilina, Aaron D'Souza, Michael & Josephine Piacentini, Pero Kisanin

OUR PASTORAL, SOCIAL & SCHOOL EVENTS

A NOTE OF THANKS

Our Parish Finance Committee met during the week to receive and analyse a report on our recent THANKSGIVING REVIEW AND RENEWAL, prepared by Stephen Littleton of Parish First who guided us through the process.



THANK YOU and CONGRATULATIONS to all who participated in this significant aspect of Parish life!

Highlights of the Report are that we have pledged that will increase our weekly Thanksgiving income by \$2,700 - an increase of 45% from the weeks prior to this renewal. This is the result of 64 new contributors, and existing contributors reviewing their contribution.

Another great outcome is that we have been able to update our Parish data base to 'best practice' condition.

This is a wonderful indication of Parishioners' commitment to our Parish and to participation in real ways.

This will enable to work towards some of those goals that were outlined in the Renewal process.

Our next project will be a new recruitment drive in February to draw Parishioners into our various Ministry Groups.

For now: a huge THANK YOU and CONGRATULATIONS from all Parishioners to one another!

FAIR COMMITTEE ACHIEVEMENT

Following those years of lockdowns, our Parish Fair Committee became very active during this year with the regular 'sausage sizzles' at Bunnings (Watergardens). Through their marvelous efforts, they have presented a cheque for \$15,000 to the Parish Education Account!! Our three Parish Primary Schools (Sacred Heart, Emmaus, Cana) are now invited to name a 'special project' in their School to which their (equal) share of these proceeds will be applied. What a wonderful outcome for our Schools! What great Ministry from our Fair Committee! Early next year the Fair Committee will consider possibilities and plans for 2023.



At the foot of the Christmas trees in our churches are boxes for donations which you may wish to contribute to the local VINNIES Conference for their support for needy families in the lead-up to Christmas. With all the regulations of these times, the VINNIES' preferred way of receiving support is in financial donations: this also enables them to support families in specific ways according to their circumstances. It is best to donate over the next two

weeks so that the VINNIES can do their great work before Christmas!



ADVENT PRAYER AND RECONCILIATION

EMMAUS: Wednesday 14th December at 7.30pm

SACRED HEART: Thursday 15th December at 7.30pm

CHRISTMAS MASS TIMES

SACRED HEART:

Christmas Eve: 5.00pm

7.00pm

12am midnight (11.30pm Christmas carols)

Christmas Day: 7.30am

9.00am (Polish)

10.30am

EMMAUS:

Christmas Eve: 6.00pm

8.00pm

10.00pm

Christmas Day: 9.00am



St Mary of the Cross MacKillop

"Does God ever allow anyone that trusts in him to be confounded?" Mary MacKillop 26th. Dec. 1872

Pope Francis has recommended a daily examination of conscience as an "indispensable" practice in spiritual life.

An examination of conscience is a prayerful reflection on one's thoughts, words, and deeds that helps to identify moments of sin and ask for God's mercy.

This daily examination can be "an invitation to learn from our experiences" and "not to continue to repeat the same mistakes," the pope said.

Speaking at his general audience on Nov. 30, Pope Francis said that the devil's temptation "starts from what is most dear to us and then, little by little, reels us in." He said: "This is why a daily examination of conscience is so important. Before finishing the day, stop for a while. What happened? Not in the newspapers, not in life — what happened in my heart?"

"Noticing what happens is important, it is a sign that God's grace is working in us, helping us to grow in freedom and awareness. ... Learn to read in the book of your heart what happened during the day."

Pope Francis' advice was part of his 10th catechesis in a weekly series on spiritual discernment, which he began at the end of August.

The Pope noted that prayer during the day should not be viewed as a way to avoid a job or task that needs to be done, as in "every time I have to wash the dishes or clean the house, I have a strong urge to pray!"

"Prayer is not an escape from one's responsibilities," he said. "On the contrary, it is an aid in realising the good we are required to do, here and now."

For the formation of Parish Pastoral Council members, Appendices 1, 2, 3, 4, 5, and 6 contain material which may help to develop this definition.

2.2 WHAT IS A PARISH PASTORAL COUNCIL?

A Parish Pastoral Council is a team comprising a number of parishioners and parish leaders with their Parish Priest.

The Council's role is to offer considered advice and assistance to their Parish Priest on ways to foster pastoral action - action which is centred on and inspired by Jesus Christ; action which proclaims the gospel in terms that are relevant for members of the community; action which builds the parish community as a communion for mission.

The Council carries out this role by:

- adopting a listening and receptive attitude towards the community,
- having the whole parish community in view - its past, present and future,
- exploring the needs, hopes and gifts of the community,
- praying and reflecting on these needs, hopes and gifts so as to discern the distinct areas of mission for the community and the gifts of its members,
- proposing, in dialogue with the whole community, a pastoral plan with practical steps and priorities to match members' gifts with these areas of mission.

In doing this, a Parish Pastoral Council is accepting a particular part in the leadership of the parish.

Celebrating Advent and Christmas

Advent and Christmas are the seasons that herald a new beginning in the Christian cycle of time.



In some parts of Australia it is as though nature is in harmony as jacaranda trees and the simple agapanthus start to show out masses of purple beauty - the traditional colour of the Advent Season. The sun will reach its zenith with the summer solstice around 25th December, the feast of the coming of the Light of the world at Christmas.

The calm hopefulness that the Advent Season calls us to can be lost in a society that overlays the sacredness of the Christian festival with massive displays of tinsel, fake snow and plastic trees, extravagant gift ideas and Santa caves in every shopping centre. And all of this comes before the Advent season has even begun!

Amongst all this our Church invites us to be still and wait. The four Sundays of Advent are solemn in character and are powerfully evocative in their simplicity. The rich Scripture readings speak of waiting with hopeful anticipation for the birth of the Christ child. In our worship we gently and confidently anticipate the Word made flesh who already dwells amongst us.

Are even we Christians in danger of losing sight of the meaning of Christmas? I want the mystery and wonder of Christmas that, because of the courageous faith that led to the 'yes' of a simple Jewish woman, and the deep trust of her husband, the Word of God took flesh and became one with us. That same Word, Jesus, showed such sublime love for humankind that he suffered a violent and terrible death. Christmas is as much about Easter and its Death and Resurrection as it is about the Christmas new birth.

The words of Irenaeus sum up this overwhelming memorial: we celebrate the mystery of a God who took on our human frailty so that we could become God.

God became human so that all our human experiences can take on a divine meaning because God in Christ is one of us: God became human so that we could become God.

Let's review the way we celebrate Christmas, both in our homes and our churches.



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NOTICE OF 2023 SCHOOL FEES

2nd December 2022

Dear Parents & Guardians

The Cana Catholic Primary School Fee and Levies for the 2023 School Year will be as follows:

Description	1 Child Family	2 Child Family	3 Child Family	4 Child Family
Family Fee	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Grounds Maintenance Levy	\$200.00	\$200.00	\$200.00	\$200.00
Building Levy	150.00	150.00	150.00	150.00
Levies per Student				
Educational/Curriculum Levy	\$420.00	\$840.00	\$1,260.00	\$1,680.00
Excursion Levy	\$125.00	\$250.00	\$375.00	\$500.00
Technology Levy	\$400.00	\$800.00	\$1,200.00	\$1,600.00
TOTAL 2023 School Fees	\$2,795.00	\$3,740.00	\$4,685.00	\$5,630.00

In 2023, the School Fee **per Family** will be \$1,850.00 **plus** Levies **per Student** of \$945.00.

Levies per Student:

- Education/Curriculum Levy of \$420.00
- Excursion Levy of \$125.00
- Technology Levy of \$400.00

(Y 3 & 4 students only) Sport Levy of \$100.00

(Y 1, 4 & 6 students only) Sacramental Levy of \$20.00

Please Note: Grade 6 Students Only - Camp costs will be invoiced during Term 1, 2023

New Levy - School Building Levy - \$150.00 per family

EARLY PAYMENT DISCOUNT - for School Fees paid in full before 8th April 2023 (End of Term 1, 2023)

\$50 Early Payment Discount is available to families who choose to pay their school fee account in full **before the end of Term 1**.

If paying 2023 school fees in full by the end of Term 1, please reduce your full account payment by \$50.

Alternatively, Families paying by regular payment instalments throughout the year must comply with the following payment due dates:

PAYMENT DUE DATES

Due Date: 8th April 2023

Due Date: 23rd June 2023

Due Date: 15th September 2023

AMOUNT REQUIRED TO BE PAID

25% of annual Fee & Levies paid by end of Term 1

75% of annual Fee & Levies paid by end of Term 2

Balance paid in full no later than end Term 3 2023

Families can choose to pay school fees by regular instalments either Weekly, Fortnightly, or Monthly

School Fees must be paid in full no later than end of Term 3, 2023

If required, School Fee Payment Plans need to be arranged with the School Bursar at the commencement of Term 1, 2023.

An appointment is required to arrange a Payment Plan Meeting. Please telephone the School Office on 8390 9200 if you require a Payment Plan appointment.

Mrs Carmen Blatti
Principal



CANA CATHOLIC PRIMARY SCHOOL
A.B.N. 72 027 942 368

46 Sanctuary Avenue HILLSIDE Victoria 3037
Phone (03) 8390 9200
www.canahillside.catholic.edu.au

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NOTICE OF 2023 SCHOOL FEES

Payment Requirement Schedule

To ensure that you maintain your payment schedule, please refer to the table below as a guide, to assist with identifying the required level of payment required for your family structure.

Students per Family	Annual Fee/Ledger	Early Full Payment Discount Criteria		Payments by Instalments by Term Due Dates		
		Early Payment Discount *	Payment required by 6/04/2023 *	25% paid by End Term 1 6 th April 2023	75% paid by End Term 2 23 rd June 2023	Balance Due by 15 th September 2023
1 child family	\$2,705.00	-\$50.00	\$2,745.00	\$698.75	\$2,095.25	\$698.75
2 child family	\$3,740.00	-\$50.00	\$3,690.00	\$935.00	\$2,905.00	\$935.00
3 child family	\$4,685.00	-\$50.00	\$4,635.00	\$1,171.25	\$3,513.75	\$1,171.25
4 child family	\$5,630.00	-\$50.00	\$5,580.00	\$1,407.50	\$4,222.50	\$1,407.50

If paying by instalments, please consider the level of payment required by each due date. If a Payment Plan is required, please contact the Cana Catholic Primary School Front Office to arrange for a private meeting with our School Bursar to discuss Payment Plan Options. Payment Plans provide maximum benefit when arranged early during Term 1.

Parents/Families,

Our school community shares the same vision at Cana. We all want what is best for all children, spiritually, academically, socially and emotionally. Please become familiar with the 'Parent Code of Conduct' below. Let us remember that we work in partnership for the good of all our children.

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46 Banchory Avenue, Hillside Victoria 3037

Telephone (03) 8390 9200

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Cana Catholic Primary School has a commitment to the care, safety and wellbeing of children.

Rationale

This Cana Catholic Primary School Parent Code of Conduct outlines the way in which our community requires all parents/carers and family members to conduct themselves when visiting our school, and communicating with students, staff and other parents in our school.

The Cana Catholic PS Parent Code of Conduct applies to all adults including parents, guardians, carers, step-parents, grandparents, extended family while involved in activities or communication related to Cana Catholic Primary School.

The School Policy & Advisory Guide, '**Visitors in Schools**' requires all visitors to the school during school hours to sign a visitors' register located at the school office, so that their presence in the school is recorded for Child Safety reasons and in the event of an emergency. (excluding Mass and Interschool Sports)

When at school and within the proximity of the school

Parents/Carers will:

- use courteous and acceptable language when communicating with their own children, other students, staff and other parents/carers and members of the school community. There will be zero tolerance to any verbal or physical violence towards others.
- value our diverse community and respect the rights and practices of individuals and their families.
- respect points of view that are different from their own.
- firstly, speak directly to the teacher with any concerns regarding incidents in the school. The teacher will then refer the parent to appropriate staff if necessary.
- be mindful of the teacher's time, when wanting to communicate with them. Make a time to meet that does not disrupt the class unless there is a genuine emergency.
- listen respectfully, in the same manner required of students and staff when attending school assembly or informal/formal meetings.
- provide appropriate parental supervision before the bell in the morning and in the afternoon (3.15pm onwards Monday, Wednesday, Thursday and Friday, 3.00pm on Tuesdays).
- remove their child from a situation that involves any form of violence and seek support from staff members.
- model positive behaviours in front of all students at all times, whether on school grounds or within the proximity of the school.
- comply with the school onsite parking expectations, with road safety rules and parking signs when dropping off or picking up their children to and from school.
- comply with the Cana Catholic PS Attendance Policy (refer to Cana's website).
- ensure that your child complies with the Cana's School Uniform Policy (refer to Cana website).
- respect all Cana's policies and procedures (refer to Cana's website).
- Respect the privacy of teachers.

Unacceptable Behaviour

Parents/Carers will not:

- discipline a child who is not theirs or speak to a child who is not theirs about that child's behaviour. This is the role of teaching staff. Being approached by an adult they do not know, can be distressing for children. Common sense would prevail if safety was an issue.
- use offensive language towards their own children, students, staff and other parents/carers and members of the school community when on school grounds or within the proximity of the school.
- interrupt or distract a teacher while classroom instruction or learning activities are underway.
- engage with staff, students or parents/carers in an aggressive manner regarding issues of a personal or school nature.
- engage in inappropriate physical contact with students, staff or other parents/carers.
- discriminate between or disrespect any member of our school community.
- disrupt the good order of the school by any means including: in person, via persons representing them or social media.
- Engage a teacher about school matters outside the school environment.

When making a complaint

Parents have the right to raise issues and concerns related to the education/welfare of their child or other school matters.

There are a number of ways you can raise any concerns you have about your child. You can:

- write a note or email your child's teacher outlining your concerns
- make an appointment to speak on the phone or in person with the class teacher or Wellbeing Coordinator; ensuring that you inform the school about the issue you wish to discuss
- consider speaking with the school's student wellbeing Coordinator/Leader if you feel that is appropriate
- arrange any meeting times or phone calls through the school office (this is more convenient for both you and your child's teacher and does not interrupt teachers during the time they need to be with their students)

Remember that the class teacher together with others who may be involved, should be given a reasonable amount of time to take the steps required to resolve or address your concerns.

Consequences of a Breach of Cana's Parent Code of Conduct

Any parent, member of school staff or student may notify the Principal of a possible breach of the Cana Parent Code of Conduct. The Principal will investigate the complaint and if satisfied that a breach has occurred will:

- A meeting may be terminated at any time if there is a breach of conduct
- provide a first and final warning that a breach of the Cana Code of Conduct has occurred and that a further breach will not be tolerated ¹¹_{SEP}
- issue a trespass warning to the parent if the behaviour was one of an aggressive manner. If the behaviour continues, may accelerate to a trespass notice prohibiting the parent from coming on school grounds for a designated period of time, determined by the Principal or their representative in line with DET guidelines

Regular review

This document will be reviewed every year in consultations with parent representatives, and following significant incidents if they occur. We will ensure that families have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Camps Sports and Excursion Fund Applications

The Camps, Sports and Excursions Fund (CSEF) provides financial support to eligible families so students can attend school camps, outdoor education and sporting programs, as well as incursions and excursions. If you have not applied for CSEF and hold a currently valid Healthcare Card, or if you have an existing card and a new child is joining Cana, please let the office know.

MASS TIMES

Sacred Heart

Tuesday–Friday 7.30am
Saturday 9.00am, 5.00pm
Sunday 7.30am, 10.30am
Sunday Polish 9.00am
Slovene 2nd Sunday of month at 5.00pm

Emmaus Church

Saturday 6.30pm
Sunday 9.00am

Sacrament of Reconciliation:

Sacred Heart English Saturday
10.30am
Maltese every 4th Saturday 4.00pm

Cana is committed to the Safety and Wellbeing of our students

School Hours

Music starts at 8:42am

Monday 8:45am – 3:15pm
Tuesday 8:45am – 3:15pm
Wednesday 8:45am – 3:15pm
Thursday 8:45am – 3:15pm
Friday 8:45am – 3:15pm

Recess 10.45am – 11.15am

Lunch 1.00pm – 1.50pm

Mass Times

Saturday

Sacred Heart 5:00pm
Emmaus 6:30pm

Sunday

Sacred Heart
8:00am,
10:15am,
11:30am

Emmaus
9:00am

Parish Office / Presbytery

Secretary Margaret

T: 9366 2146

F: 9366 9876

NO Second Hand Uniform

Sales

Due to the need for social distancing and other COVID safety measures, we cannot currently offer second-hand uniforms. We will advise when this returns and in the meantime recommend contacting your PSW outlet for uniform enquiries.



School Website

To watch videos from the website, the password you will need is:

PASSWORD: CanaVids



Mobile Phone App

We advise all families to download this App as this is our form of communication.



OshClub is our Before & After School Care Program. Children need to be registered before they attend.

We advise all families to register their child/ren (registration is free).

OSH Program Numbers:

Mobile: 0478 022 320

Head Office: 1300 395 735

Cana Bank Account

For EFT payments, please ensure you reference your SURNAME and your

6 – digit family ID

BSB: 083 347

Account: 563 101 059