



SCHOOL NEWSLETTER

Parish Priest

Fr Maurie Cooney

Principal

Mrs Carmen Blatti

principal@canahillside.catholic.edu.au

Deputy Principal /ICT

Administartion/

Curriculum

Coordinator

Mrs Lina Vermeulen

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Deputy Principal

/Religious Education /

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Administrators

Mrs Carla Doherty,

Mrs Christina Theodosiou

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Office.staff@canahillside.catholic.edu.au

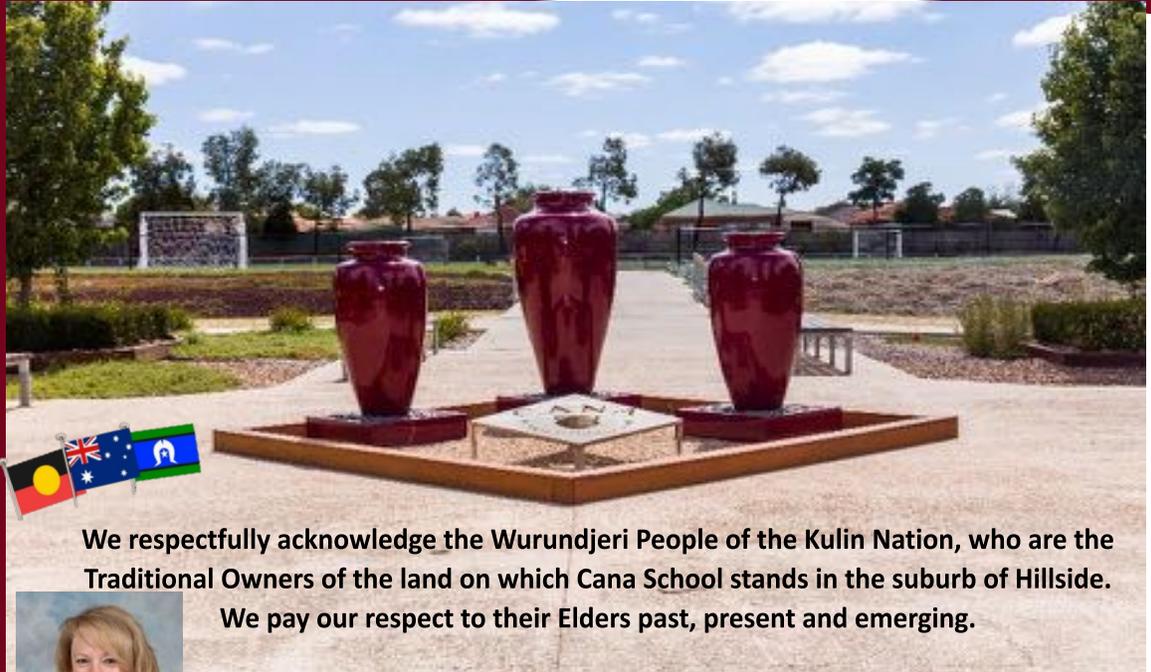
46 Banchory Avenue

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 9 Friday 2nd December, 2022

On Wednesday we held the Cana Family Picnic, it was a perfect day. We've had to place this event on hold for a couple of years due to restrictions, it was lovely to see all the families join us once again.

On Friday all the children joined in on the sports carnival. The children all did so well participating in the activities. Congratulations to all teams for their participation on the day. The lucky team who came out on top was **Red House**.

Please see the amazing photos attached.

This week we light the second candle for Advent. This candle symbolizes Faith, a reminder of Mary and Joseph's journey to Bethlehem.

Second Week of Advent - Faith

God,
We journey with you, to Bethlehem's stable and a new-born King, ears attuned to the song of angels, eyes alert for Bethlehem's star.

Forgive us if on our journey if we are distracted by the tempting offers of this world.

Keep our hearts aflame with the hope of Christmas, and the promise of a Saviour.

Amen



Dates for your Calendar

Term 4

Wednesday 7 th December	Cana Mini Fair - Fun Day
Thursday 8 th December	School Production Evening - Details below
Monday 12 th December	Grade 6 Graduation – 6pm at Emmaus Church
Tuesday 13 th December	Orientation for Prep to Grade 6
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
10	Thursday 8 th of December	2pm	Group B Virtual Whole School	Prep R
11	Thursday 15 th of December - ALL FAMILIES WELCOME	1:30 pm	Group C Whole School Mass	Mary Mackillop Group

Cana - School Advisory Meeting - Minutes

Dear Cana Families,

We value openness in our community. The School Advisory Committee meets four times each year to provide advice to the Principal in matters of Policies and school practices. [Please find this hyperlink to the minutes recorded at our final 2022 School Advisory Committee meeting.](#)

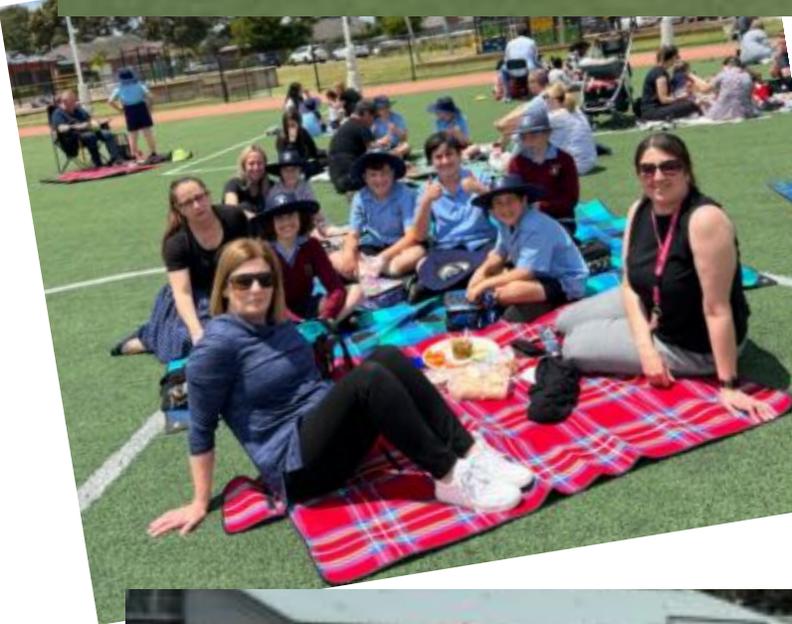


Lost Property Items

On Monday 5th and Tuesday 6th December during school pick-up, we will be placing all the lost property items on a table outside the hall. Families are encouraged to collect any missing items their children may have lost throughout the year.

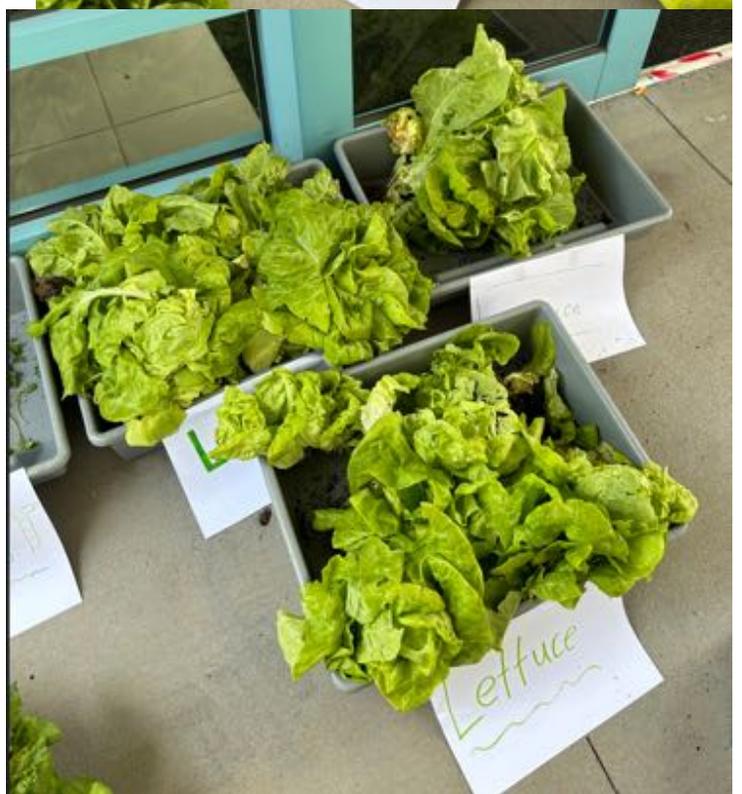
Any items not collected after these days will be donated and given to families of our school community in need.

Cana Picnic Day



Time to Harvest

On Tuesday, Ethan, Madison, Ella, Olivia, Claudia, Olivia, Mrs Johns, Mrs Debrincat and Mrs O'Shea began harvesting vegetables from Cana's vegetable garden. At pick up time, some families were provided the opportunity to take parsley, dill, coriander, rocket, lettuce and silverbeet to use at home in their cooking. We are still awaiting some other vegetables to grow and hopefully they will be ready before the end of term to share with Cana families.



Athletics Carnival

	House Colour	Tally Total
1st Place	Red	1386
2nd Place	Green	1243
3rd Place	Blue	1206
4th Place	Yellow	1100





CANA SCHOOL PRODUCTION

Dancing Through The Decades

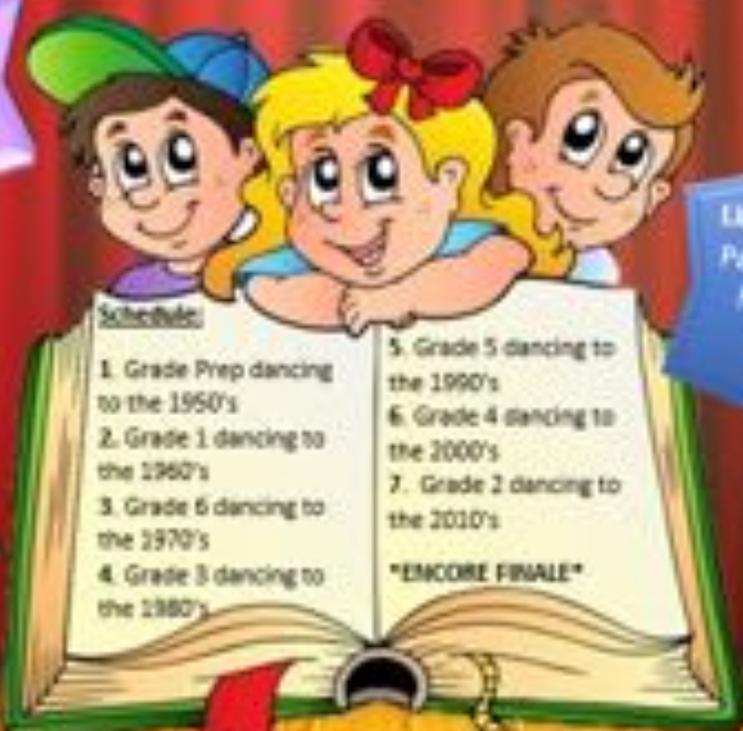
Thursday 8th December

Doors open 6:30pm, show starting at 7:00pm - 9:00pm

Location: Catholic Regional College North Keilor,
1C Santa Monica Dr, Keilor Lodge

Limited Parking
on site. Ample
parking on
surrounding
streets.

Please - No
Food or Drink
in Hall.



Limited Seats Available -
Parents / Guardians and
household members
only.

It's Cana's tradition, at this time of year our families support those in need within our Parish. We ask for cash donations (Notes) which Father Maurie will manage as part of his pastoral ministry. Please place your donations in an envelope and hand it at entry on the night.

Ice Creams

Will be on sale every Friday in Term 1 and 4

Varieties will vary from time to time



Paddle Pop Icy Twist

\$1.50

Chocolate and Vanilla Frozen Yoghurt



Chocolate and Vanilla 120ml- Milk (Water +Milk solids), Fresh Probiotics Yoghurt (25%), (Skim Milk Solids, Water, Cultures), Sugar, Dietary Fibre (Inulin), Pure Cocoa (4%) Vanilla (natural flavour), Maltodextrin, Xylitol, Vegetable Gums (Guar, Soy, Xanthan), Natural Flavours, Cultures (L. Acidophilus, Bifidobacteria & L. Casei).

\$1.50

Strawberry and Vanilla Frozen Yoghurt



Strawberry and Vanilla 120ml- Milk (Water +Milk solids), Fresh Probiotics Yoghurt (25%), (Skim Milk Solids, Water, Cultures), Sugar, Dietary Fibre (Inulin), Strawberries (4%) Vanilla (natural flavour), Pectin, Maltodextrin, Xylitol, Vegetable Gums (Guar, Soy, Xanthan), Citric Acid, Natural Flavours, Red Beet (Colour), Cultures (L. Acidophilus, Bifidobacteria & L. Casei).

\$1.50



Chocolate Paddle Pop

\$2.00



Rainbow Paddle Pop

\$2.00



Paddle Pop Cylone

\$2.50



Calippo- Lemon, Pineapple and Raspberry

\$2.50

Please note strictly 1 ice cream per child only, available in Term 1 and 4.

We are kindly asking for students to bring coins only for payment as large change will not be given.

Message From Fr. Maurie

Advent greetings to all!

There has been a flurry of activity around our Schools and Colleges this week as students and staff prepare for end-of-year Masses, graduations (how many times did you 'graduate' – these days our youngsters seem to be graduating every other year!). At the same time there is a serious 'heads down' quietness around as each level commences its work for 2023. (I would want to say 'give us a break – I've just finished this year's work!!')

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.

A huge THANK YOU and CONGRATULATIONS from all Parishioners to one another! This is our Parish, together; and this is one way of our taking to that responsibility for now and building for the future.

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

One element in that begins now as I call for 'expressions of interest' from Parishioners to form a new group for our Parish, the Parish Advisory Group. Given that we're now three weeks from Christmas, we can't do more than that at this stage.

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.

I'm thinking that 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.

With Christmas so close, there are now Christmas trees in our churches, undecorated at this stage. At the foot of these Christmas trees in our churches there are boxes for donations to the local conference of the VINNIES - you may wish to contribute to the local VINNIES team 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!

We continue in Advent, of course for three more weeks, with its purple colour reminding us of this preparation time that we are in. Times for our Advent Prayer and Reconciliation Services and our Christmas Masses are at the end of this email and also as an attachment. Those Prayer and Reconciliation Services are an important ritual and Sacrament of leaving behind aspects of our lives that may be blocking the presence of Christ in our lives and through us in the lives of those around us, and launching in a new spirit into the new Church Year that Advent opens for us.

This week's Advent Clip says:

The reign of God for which we strive with every breath will come in all its fullness. This is the coming for which we wait even as we think back to the Bethlehem birth of Jesus. This will be the fullness for which we long. This is what we really mean when Advent says "Maranatha". 'Come, Lord Jesus, come' is one rendering of the word. However, looking at the Greek origin as "mara" and "atha", as two words, it becomes 'The Lord has come'. Then the three comings – at Bethlehem, into our lives now, and in the future fulfilment – all live together in one long sigh of the soul. (*Joan Chittester, 65-6*)

An attachment with this email gives a brief overview of the Sunday gospels of this year's Advent as John the Baptist comes on to the scene.

One of the Prep grades at our Cana Parish Primary School hosted us as Mass during the week. They finished by distributing a prayer card to us which we then spoke out together:

God of Love,
Your Son, Jesus is Your
greatest gift to us.
He is the sign of Your love.
Help us walk in that love
during the weeks of Advent
as we wait and prepare
for his coming.
We pray in the name of Jesus, our Saviour.
Amen.

I commend that prayer to you, too, as we come to the end of the first week of this Advent.

Blessings to all!

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



Second Sunday of Advent - 4th December 2022

Parish Details:

Address: 4 Winifred Street, St Albans 3021
Phone: 9366 2146

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

Parish Office: Lauren Madaric: 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
Maltese every 4th Saturday 4:00pm

Baptism: Eight weeks notice is required

Marriage: Six months notice 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.ccc@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 11:1-10

Second Reading: Rom 15:4-9

Gospel: Mt 3:1-12

Next week: First Reading: Is 35:1-6, 10

Second Reading: James 5:7-10

Gospel: Mt 11:2-11

REFLECTION

What a guy!

Even though they share the same colour, Advent and Lent are different from each other. Lent is much more 'penitential', calling us to review our lives, seek forgiveness where needed, and to change. Advent is about hope and joy – already last Sunday's Responsorial Psalm had us calling "Let us go rejoicing to the House of the Lord". For God's promises to come amongst the people and save them have begun to come true!

Advent's John the Baptist figure comes to us this week. He does, however, talk about the need to 'repent' and to grow in the life of the Kingdom which Christ brings amongst us. If he appeared amongst us today what would we make of him? John caused discomfort in his time, so much so that he was thrown into prison and executed!

He preaches the coming of God amongst the people.

People can recognise truth, can't we? At times it may not be easy; at times we may try to avoid it; but we cannot fully hide from the truth. John the Baptist speaks the truth about God: God is near, God is amongst us – and asks 'does your life show up this awareness of God or not?'

This 'repent' means something like 'change your way of being, change your heart'. John doesn't go into details of how to do this: exactly what this 'repent' means is left to each individual. Whatever it means to you, John asks us to consider what in our lives assists the coming of the Kingdom of God and what blocks it: and then to take appropriate action for change.

John is critical of people who just go through the motions of change without doing the hard work of r-e-a-l-l-y growing in the ways of the Kingdom of God.

Overall he is a hopeful Advent figure – for the Kingdom of God is coming in Christ: we can become part of that and help to bring that to people around us. And there is great joy in that!

WE REMEMBER IN OUR PRAYERS

RECENT DEATHS: Rosaria Ignaccolo, Emmanuela Vella, Lorraine Stringer

ANNIVERSARIES: Philomena Lazaro, Carmen & Giacomo Matina, Michael & Teresa Farrugia, Cecilia & Frank Cordina, Antonia Demiccoli, Angela Xuereb, Mr Hilary Goveas, Peter & Cecilia Menzie., Fr Herman Castellino, Fr Joe D'Abreo, Fr Michael Paes, Anthony & Carmine Menzies, Benjamin & Pauline Loveas, Patrick & Maggie Pinto, Ms Berta, John, Lily & Victor Menzies, Fr. Joshua Muscat, Peter & Grace Muscat, John & Doris Falzon, Tong, Gorg, Nini & Jane Falzon, Charlie Camilleri, John Cassar, Maria Lopriore, Vesna Milovac, Luca, Ivo & Lubo Rajcevic, Michael & Teresa Farrugia, Leli & Eris Bonnici, Gwendolyn Fraser, Maureen, Derrick, Jack & Ivan Gonzalez, Anne Farrugia, Barbara Cuitak, Jose Manuel Rael, Andrea Rodrigues, Michael & Josephine Piacentini, Pero Kilsanin, Aaron D'Souza, John Bosco Periera, Peter & Clara Parris, Annie & Aloysius Perera, Paul Aquilina

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.

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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

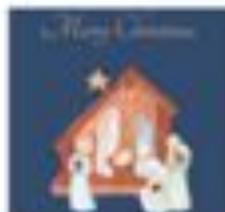
EMMAUS:

Christmas Eve: 6.00pm

8.00pm

10.00pm

Christmas Day: 9.00am



St Mary of the Cross MacKillop

"Reject no one, you never know what grace can do." Mary MacKillop 2nd. June 1867

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.

ADVENT : READINGS AND FIGURES LITURGY NEWS 12.12.1999

Advent can be a challenge! First the season directs our attention to the end of time when Christ will come again in triumph. Then John the Baptist, herald of Jesus' public ministry, takes centre stage. Finally, in preparation for the joyful celebration of Christmas, the liturgy of Advent focuses on the nativity. What joins these diverse elements together is the spirit of joyful expectation.

The gospel of the first Sunday of Advent looked to the Lord's coming in glory at the end of time. The message is urgent: *Stay awake!* Advent begins therefore by picking up themes that occur in the final Sundays of Ordinary Time at the end of the previous year's cycle, especially in the feast of Christ the King.

John the Baptist is the central actor in the gospels of the second and third Sundays of Advent. It can sometimes be a little confusing just before Christmas to be hearing stories telling of events some thirty years after Jesus' birth. It is a reminder that the Church's liturgy is not a chronological re-enactment of past events but a living encounter with the whole mystery of Jesus' incarnation, ministry, death and resurrection to glory.

The notion of the messiah/Christ may assist us to recognise the fullness of this mystery. The first readings for these weeks are taken from the prophets who looked forward to the messiah. These texts may help to situate John the Baptist as the last of the prophets who prepared for the coming of the Christ, the salvation of God's people.

The character of Advent changes sharply on the 17th December. The fourth Sunday of Advent, like the weekday liturgy of this period, concentrates on the circumstances of Jesus' birth. This year (Year A with Matthew's gospel guiding us) the Fourth Sunday has the story of the Annunciation of the coming birth of Jesus made to Joseph - that quiet but strong figure of faith and trust and doing-what-must-be-done, cooperating with the action of God.



CANA CATHOLIC PRIMARY SCHOOL

A.B.N. 72 007 642 368

46 Banchory Avenue HILLSIDE Victoria 3037

Phone (03) 8390 9200

www.canahillside.catholic.edu.au

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

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	\$2,805.00	\$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.

CANA CATHOLIC PRIMARY SCHOOL

A.B.N. 72 007 642 368

46 Banchory Avenue, Hillside Victoria 3037

Telephone (03) 8390 9200

www.canahillside.catholic.edu.au



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