Dear Parents,

Welcome back to another year at St. Finbar’s School! The year has started with a wonderful sense of calm across the classrooms with the staff and students commencing their celebration week activities. I would like to acknowledge the amazing work of Mr. Rodrigues who has coordinated the celebration week schedule. Yesterday the students were treated to a dance session with ‘Footsteps Dance’ culminating in a presentation for parents in the afternoon. Please check out our school Facebook site for more photos of this and other events. There are many more activities scheduled for this week with a mini sports carnival for the Year 1-6 students on Friday. Thanks to Mrs Thompson for organising this.

Just a reminder that school hats are compulsory for all students during Term 1. Any student who does not have a hat must remain in the undercover areas during lunch and snack time. Our new school hats have arrived and can be purchased from the uniform shop or the front office. I would also like to remind all parents to observe local parking restrictions and to show patience to our new members of the community as they learn how our traffic rules and procedures operate. Please remember that there is no right hand turn as you exit the school grounds during the times of 8:30am – 9:00am and 3:30pm – 4:00pm.

Please note that due to our school hall being resurfaced due to rain damage over the holidays, we are unable to open the electric gates until 3:20pm because of P.E. lessons on the asphalt area. I am concerned that there are a number of cars blocking off the intersection of Nepean Highway and Centre Rd. Please do not park/wait illegally out front of the school in the ‘no standing’ zone. I have made contact with the Bayside Council and the Local Police to assist us with this congestion. Safety of all of our community members is paramount. Please do not ‘clog up’ our staff car park area by arriving too soon for afternoon pickup.

The annual ‘Welcome Picnic’ will be this Friday 3rd February from 5pm - 8pm on the school grounds. There will be organised entertainment for the children as well. Please remember that at all school functions where we have adults and children, it is strictly an alcohol free event.

Next week on Tuesday 7th February we have our first Board Meeting which will be held in the Staff Work room at 7pm. I would like to thank and acknowledge the following people who are currently serving on our school board:

Fr. Ian Ranson - Parish Priest (Ex-Officio)
Pat Berlinger - Principal (Ex-Officio)
Nigel Rodrigues - Deputy Principal (Staff Representative)
Daniela Marinelli (P & F President)
Cameron Nott - Chairperson
James Davies
Rachel Ryan
Vivienne Buttigieg
Matt Malone
Frank Russo
Karen Revill
Natalie Bell
Charlotte Forster
Nathanael Preston
On Wednesday 8\textsuperscript{th} February we are holding a parent information evening beginning in the school hall beginning at 7pm and concluding in your child/children’s class at 8pm. The format of the evening will involve 20-30 minutes gathering in the school hall where all staff are introduced and presented to the school community followed by a 30 minute presentation in the classrooms where class teachers will speak to the parents about the coming year, expectations, homework and answer any questions about general classroom obligations.

Our start of the year Mass is next Friday 10\textsuperscript{th} February at 9.15am I would like to invite all families to attend. Special thanks to Mrs Kellar and the Year 5 & 6 students who have prepared this special welcoming event.

‘Meet the Teacher’ meetings will be held in Week 3 on Tuesday 14\textsuperscript{th} February and Thursday 16\textsuperscript{th} February from 2.30pm each day. Please note the early pick up time for all students on these days. All meetings will happen in your child/ren’s classrooms. Please ensure you have booked in a time. Booking information is listed further in this newsletter.

Our first P & F Meeting will be held on Wednesday 15\textsuperscript{th} February at 7pm in the staff work room. I would like to personally thank all of the amazing parents who do so much for our school community.

With so many events scheduled for the first few weeks of school please ensure you check our up to date google calendar. [http://www.sfbrightoneast.catholic.edu.au/page/200](http://www.sfbrightoneast.catholic.edu.au/page/200) you might like to add this calendar to your own online calendars so you will always be up to date!

Can I please remind all families to ensure all clothing and lunch boxes are clearly named or labelled. We already have a growing list of items in our lost property box situated next to the Year 1 classrooms. Any unclaimed items will be donated to charity if not collected promptly.

Swimming Trials for interschool sports will begin next week on Thursday 9\textsuperscript{th} February before school at GESAC. This is open to all Years 3 - 6 students. Please refer to the letter that was sent home on Wednesday this week. Thanks to Mrs. Thompson who has organise these trials and the staff who are also supporting.

Congratulations to James L in Year 2 who has had his photo published in the Lego Club magazine last month. Perhaps a career in construction or architecture awaits?

Just a reminder that we have a special parent meeting in the hall this evening at 7pm with Fr. Ian as per my email to the parent community. Please note this meeting is for current St. Finbar’s parents only.

God Bless,

Mr Pat Berlinger
Principal
TERM 1 UPCOMING EVENTS:

**February**
- Fri 3: First day for Foundation Students 8.50am - 12noon
- P&F Welcome Picnic 5pm – 8pm
- Tue 7: Board Meeting – 7pm
- Wed 8: Parent Information Evening 7pm
- Fri 10: Start of Year Mass 9.15am
- Tue 14: Students dismissed 1.50pm
  - Meet the Teacher Chats
- Wed 15: P&F Meeting – 7pm
- Thur 16: Students dismissed 1.50pm
  - Meet the Teacher Chats
- Fri 17: Term 1 Accounts due
- Mon 20: Dendy Swimming Carnival – relevant students
- Tue 21: Shrove Tuesday
  - Whole School Breakfast 7.30am

**March**
- Wed 1: Ash Wednesday Mass 9.15am
- Fri 3: Foundation 2018 Open Morning 9.30am – 11.30am
- Tue 7: Year 6 Forest Lodge Farm Camp
  - Year 3 Reconciliation Reflection 7pm
- Fri 10: Year 6 return from camp
  - Division Swimming Carnival – relevant students
- Mon 13: Labour Day Public Holiday
- Tue 14: School Closure Day
- Wed 15: Foundation 2018 Open Day 9.30am - 11.30am
  - Year 1 Prayer Night 6.30pm
  - P&F Meeting 7pm
- Fri 17: St Patrick’s Day Mass – relevant Year 6 Students
- Sun 19: Year 1 Family Class Mass – 5pm
- Fri 24: Whole School Athletics Carnival
- Sat 25: Year 5 Family Class Mass – 5pm
- Tue 28: Year 3 – Sacrament of Reconciliation – 6pm
- Thu 30: Soccer Lightning Premiership – relevant students
- Fri 31: School Liturgy 9.15am
  - Last day of term – students dismissed at 1.50pm

**April**
- Fri 14: Good Friday
- Sun 16: Easter Sunday
- Mon 17: Easter Monday Public Holiday
- Tue 18: Term 2 begins
  - Start of Term Mass – 9.15am
  - Swimming Program starts - Year 3 & 4 and 2D
- Wed 19: Year 2 Prayer Night 6.30pm
- Sat 22: Eucharist Commitment Mass – 6pm
- Sun 23: Eucharist Commitment Mass – 9am & 11am
  - Year 2 Family Class Mass – 5pm
- Mon 24: ANZAC Day Liturgy – 9.15am
  - Swimming Program continues
- Tue 25: ANZAC Day Public Holiday
- Wed 26: Foundation Prayer Night 6pm
- Thu 27: Brighton Student Cluster – Year 5 & 6
- Fri 28: Year 5 & 6 Interschool Sports
  - Swimming Program ends
  - Term 2 Accounts due

**COMING HOME TODAY:**
- Eldest child, all years 2017 Healthy Hut Menu

**EMAIL ATTACHMENT/ LINK**
- NIL

*****STAR OF THE WEEK***
- Year 1A ~ Levi G, Year 1L ~ Oliver T
- Year 2D ~ Charlie A
- Year 3D ~ Jasmine A, Year 3M ~ Hannah W
- Year 4J ~ Jasmine F, Year 4K ~ Zach C
- Year 5A ~ Mia M, Year 5H ~ Nathan S
- Year 6D ~ Nathan T, Year 6H ~ Mia K

**TERM 1 UPCOMING ASSEMBLIES:**
- Monday 6th February ~ Year 6A
- Monday 13th February ~ Year 5H
- Monday 20th February ~ Year 4J
- Monday 27th February ~ Year 3D
- Monday 6th March ~ Year 2D
- Monday 13th March ~ LABOUR DAY
- Monday 20th March ~ Year 1J
- Monday 27th March ~ Year 6G

All parents are warmly welcomed to attend our weekly assemblies.

Assembly every Monday at 2:50pm. Please arrive on time to avoid disappointment.

**SCHOOL ACCOUNTS:**
Term One Accounts are due and payable by Friday 19th February 2017

Accounts will be emailed home early next week to all families. Thank you to the many families who have returned their payment plan forms to the office. All parents are under a contractual agreement to make sure their fees are ALWAYS up to date.

Prompt payment is expected if paying by the term with all accounts due within 14 days. Any queries please call the office. Thank you in advance for your cooperation.

If you are experiencing financial difficulties at any time, please make an appointment with Mr Pat Berlinger as soon as possible. Thank you.
Welcome to 2017 – the start of a new and energising year! There has been much excitement and enthusiasm during this week as the students returned to school and participated in all the wonderful activities of Celebration Week.

This week is the 5th Sunday in Ordinary Time and Matthew’s Gospel calls us to be ‘the salt of the earth’ and strongly encourages us to ‘let your light shine’. Although it may sound easy, this gospel is very challenging! Jesus calls us to live as true disciples – people who are the light that shines forth in the darkness of ignorance or faithlessness. People who enlighten others not by words but by their manner of living, their actions…... how wonderful to see there are people who are willing to help, comfort and provide support amidst the carnage of recent events in the heart of our beloved city of Melbourne … we will continue to pray for the many hundreds of people who have been affected by the actions of one individual.

In the words of Henry Dow (one of the many who helped out): “There was no evil on Bourke Street; one sick young man did a terrible thing, and hundreds responded with the love and sense of community that makes Melbourne such a beautiful city …”

Let your light shine this week …. Identify one talent you have and use it well and often …

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**SPORT UNIFORM DAYS:** Students are required to be in their FULL sports uniform on the following days for their P.E Lesson & Sport/PMP Lesson:

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<th>CLASS</th>
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We warmly welcome our new students to St Finbar’s Primary.


We welcome the following new students in Year 2D ~ Dexter J and Lucia P, Year 2M ~ Melanie V, Year 4K ~ Charlotte P, Year 5A ~ Xavier C and Sienna M. We wish you all the best as you settle into your new school.

**SNEAKERS:** When purchasing new sneakers for your child we recommend that you choose ones that are white with minimal colour, in keeping with our school uniform. Please note that ‘Vans’ (or this type of shoe) are not suitable for sporting events as they do not give the support required for sporting activities.

**BALLS AT SCHOOL:** Students are permitted to bring a tennis ball for play before school. They may also bring other balls to school for play during lunch and recess; however, the responsibility for looking after the ball lies with the student. Students are not permitted to play with the larger balls before or after school. Should the ball land on the school roof, it will not be retrieved until this task is attended to; twice per term.
Dear Families of St Finbar’s,

Welcome back to what we all hope will be another fantastic year at St Finbar’s. Talking with parents and children in these past few days and catching up with news from the holidays has really highlighted to me the importance of belonging to a community and having that great connection with others. As so much research says student wellbeing is of the utmost importance and should be the greatest priority of any school and so we hope that throughout the year we can foster that sense of belonging for each member of this school community.

During Celebration Week all teachers have dedicated time to building a sense of belonging highlighting the responsibility we all have for each other’s wellbeing. The children have enjoyed a number of activities which will continue tomorrow working with members of their own class as well as children from other year levels.

Our children will be reminded of our school’s nine values as well as our school rules which help provide an environment which is positive and safe for all. It would be great if you could talk to your children about these Values and Rules to reinforce the message they receive at school.

St Finbar’s School Values

Everyone deserves a fair go at our school.
We care for our school and the environment.
We care for our friends by including others.
We work hard and try to achieve our best.
We value honesty.
We try to understand how others feel.
We greet each other in a friendly way.
We all have the right to feel safe and happy at our school.
We celebrate differences.

SCHOOL RULES

1. Follow directions
2. Keep hands, feet and objects to yourself
3. Always be respectful and use your manners at all times.
4. Walk inside the building
5. Always asks permission before leaving an area
6. Play Safely

CONSEQUENCES

Step 1: Warning ~ stating the Rule which has be broken
Step 2: ‘Time away’ within the classroom
Step 3: ‘Time away’ in another area
Step 4: Student meets with the Principal or Deputy Principal and may be required to complete a behavior sheet. Parents may also be contacted.
Step 5: Serious Offences. Parents contacted immediately.

St Finbar’s School Rules and Fair Consequences

(Our school rules and consequences will be reviewed and updated throughout the year to ensure they remain effective and relevant to our student’s needs.)

OUR NEW SCHOOL PSYCHOLOGIST IS NOW AVAILABLE:

I take great pleasure in introducing our new school psychologist Ms Stacey Dellas. Stacey is a highly qualified Psychologist with many years’ experience working with children and their families. Having worked with Stacey previously I am confident that she will be a great addition to our Wellbeing Team and provide the expert care that our students may need from time to time. Stacey is available for children who are presenting with social, emotional or behavioural difficulties. This service is completely covered by Medicare. To access this service please speak to your child’s teacher or you can email or speak to Mr Nigel Rodrigues ~ Deputy Principal who will provide you with details on how to refer your child.
SAFETY REMINDER FOR ALL:
- The staff car park is not for parent use during school hours or for pick up and drop off.
- Drivers are NOT allowed to make a Right Hand Turn into Centre Rd during School hours. This is now a traffic offence and police have indicated they will patrol the area.
- Parents are reminded that they are NOT to drop off or collect their child at the front entrance of the school.
- U turns in Wallen St are NEVER permitted.
- Those parents, who walk to school via Centre Rd, or park in Centre Rd, are asked to walk along the disabled path or the footpath adjacent to the Memorial Garden to the front entrance of the school.
- If late for school, parents are asked to park in front of the church and walk with their child along the disabled walkway to the entrance of the school. A parent needs to come in and sign a late pass.
- If collecting children prior to 3:30pm, the parent, or carer, will need to come to the office and sign an early departure pass.
- I ask parents to inform other family members or carers who may be dropping off or picking up your child of the arrangements above.

DRIVING SAFETY FOR ALL:
Today I wish to highlight an important aspect of safety for all; this being ‘Dropping off and Picking up your child’. Please read and note the following:

1. **WALLEN STREET:** There is “**NO PARKING**” on the school side of Wallen Street as this is a ‘drop off’ zone only. Parking is permitted opposite the school. Parents are asked to drive as far as possible down Wallen St, adjacent to the hall building, to ensure that a bank up of cars does not occur at Ward Street. This area is strictly a “Kiss & Drop’ zone. This is a ‘kiss and Drop off’ area and parents are asked **NOT TO GET OUT OF THE CAR.** Students should have their bags accessible to collect (not in the boot). There is a turning point at the end of Wallen Street and parents are reminded **NEVER to do a U turn in Wallen Street.**

2. **DRIVE THRU:** Cars are to enter via the staff car park and through the double gates and veer towards the hall and around to the new grassed steps where children can be dropped off or picked up. There are 3 parking bays and this is also strictly a “**Kiss & Drop**” zone. Parents are asked **NOT TO GET OUT OF THE CAR and students should have their bags accessible to collect** (not in the boot). The exit is via the double gates through the staff car park and front of the church. Please note that there is **NO RIGHT HAND TURN** out of the driveway during school hours.

OUR SCHOOL IN 2017
Throughout each year, feedback is sought from the School Board, parents, students and staff as to how the school is operating. At the end of each year the staff evaluates all aspects of the life of the school in order to continuously improve. Please carefully read the following information which will provide a brief overview as to how programs and other aspects of the school will operate in 2017.

1. **SUPPORTING STUDENTS WITH NEEDS:**
   In 2017, Mr. Nigel Rodrigues has the role of Student Wellbeing Leader and Mrs. Jacqui Prosser has the role of Student Services Coordinator. If you have any concerns about your child’s social and/or emotional development or academic concerns, please do not hesitate to speak to your child’s classroom teacher who may refer the matter to either Nigel or Jacqui. If you wish to make an appointment with Jacqui or Nigel you MUST speak with your child's classroom teacher first.

2. **SPECIALIST PROGRAMS FOR 2017:**
   - **Physical Education** Years F – 6 one hour per week skills-based lesson all year.
   - **Performing Arts** Years F – 6 one hour per week lesson all year.
   - **Visual Arts** Years F – 6 one hour per week lesson all year.
   - **Language Other Than English-LOTE (Italian)** Years F – 6 one hour per week lesson all year.

3. **OTHER PROGRAMS:**
   - **Library** – Teachers will take their class to the library for library borrowing every fortnight/week. The library is open for students to change books at other times.
   - **Kids Matter** – This is an F - 6 Wellbeing framework used by the classroom teacher in conjunction with other Social & Emotional Wellbeing Programs, i.e. Bounceback. The aim of the program is to:
     - maximize student engagement in learning – connectedness to school;
     - contribute to a positive pro-social culture where all students feel safe;
     - promote positive relationships – social skills that contribute to them;
     - develop resilience skills;
     - develop pro-social values such as respect, compassion, acceptance of differences and friendliness.
4. **MEET THE TEACHER CHATS:**
   As noted on the 2017 calendar, ‘Meet the Teacher chats’ will be in February and Parent / Teacher interviews in June. The ‘chats’ on Tuesday 14th or Thursday 16th February will be an opportunity for YOU, as parents, to tell us about your child’s strengths, passions, social competencies and areas to be worked on. Parents should have already received an email over the holidays with how to book online. The interviews in June will take the same format as in the past, that is, the teacher reporting on the child’s progress. Written reports will be provided prior to the June interviews and at the end of the year.

   **SCHOOL INTERVIEWS ONLINE BOOKINGS:**
   How to book your Parent/Teacher interviews: ALL appointments are now to be booked online. Please go to the website: [http://www.schoolinterviews.com.au/home](http://www.schoolinterviews.com.au/home) Simply enter the school code dxny5 and press “Go”. You will then be guided through three simple steps, and a few moments later you will get an email confirming your interviews. Parents without internet access can come to the office and an interview will be made for you. **BOOKINGS CLOSE FRIDAY 10th FEBRUARY.** Thank you.

5. **SCHOOL NEWSLETTER:** The newsletter is the prime means of communication between home and school. Again in 2017, all parents will receive the newsletter via email OR parents may collect a hard copy of the newsletter from the front office (or send their child to collect it) each THURSDAY. It is imperative that those families who have not given their email address to the office do so during the next two weeks. We prefer that you send a short note via email indicating your email address to office@sfbrightoneast.catholic.edu.au (Handwritten notes are sometimes not clear).

6. **WEEKLY ASSEMBLY:** We would also like to extend a warm welcome to all parents to attend our assemblies each Monday afternoon at 2:55pm in the hall. The first Assembly will be held on Monday 6th February. We ask that parents be seated by 2:50pm for a 2:55pm sharp start to Assembly. **A reminder that school is now dismissed from assembly every Monday at 3:30pm.**

7. **BELL TIMES:**
   - 8:50am: Line up (Meditation music over P.A. system from 8:50am-8:55am)
   - 9:00am: Class commences
   - 11:00am: Lunch bell - eating in classrooms
   - 11.10am: Lunch break - outside play
   - 11.50am: Classroom commences
   - 1.50pm: Recess break
   - 2.30pm: Classroom commences
   - 3.30pm: Home time

8. **SCHOOL SUPERVISION:** Supervision begins each morning at 8:35am and ends at 3:45pm each afternoon. Please do not allow your child to be at school before/after these times. We ask that you contact Outside School Hours Care (OSHC) on 9592 0994 about making arrangements to have your child/ren attend if necessary. While from time to time special circumstances do occur, as a justice issue to those parents who do use Before School Hours Care – any student who consistently arrives prior to 8:30am will be asked to go to Before School Care at the parents’ expense. Children who are not collected by 3:50pm will be sent to After School Care, at the expense of the parents.

9. **STUDENT ABSENCE FROM SCHOOL:** If a student is absent, the following is school policy:
   - When a student is absent, a parent is requested to phone and inform the office by 9:30am, who will then advise the teacher.
   - On returning to school after a period of absence, the student is to bring a written note from the parents, to school.
   - When a student is absent for more than two consecutive days with no communication from home, the class teacher will contact the parents to clarify the reason for absences.
   - Students who are regularly absent from school may need to have a meeting with the Principal / Deputy Principal to explain absences.

10. **ASTHMA / ALLERGY FORMS:** If your child suffers from Asthma or Allergies you are required to complete an “Asthma Management Plan” or “Action Plan for Anaphylaxis” form each year (if any change). These forms are available from the front office and must be filled in and returned immediately. This is VERY IMPORTANT information that the school must have for efficient management and care of your children. Any additional medications your child might need during the year are to be sent to the office in a clearly labeled bag with the child’s name, class, dosage and time of dosage clearly written on a letter to the office. Failure to do this will mean your child will NOT receive their medication.
11. **FIRST AID:** Periodically, students may require their medication at school. There are some details to note if this is necessary. Medication is to be sent to the office and will be kept in the First Aid room. The exception to this is Asthma medication, which is to be kept in the child’s bag at all times. Parents are to ensure that a note accompanies the medication listing details of: Name / Date / Medication / dosage / Time to be administered / Comments and a parent’s signature. This is to be handed to the front office.

12. **SCHOOL BOARD:** St Finbar’s School Education Board acts as a forum for discussion on matters relating to education in the School. The Parish Priest, Principal and Deputy Principal are ex-officio members. If there are any matters you wish to raise at the School Board you can do so in writing to board@sfbrightoneast.catholic.edu.au

13. **PARENTS AND FRIENDS:** The P & F meets once per month. Their main purpose is to build community and organize 2 social functions per year, thus raising funds to be used for enhancing the educational opportunities of the students. In addition, class reps plan social activities for each grade level.

14. **DOGS AT SCHOOL:** St Finbar’s School has a **NO DOGS** on the playground policy. We do encourage parents to walk to school with their dogs if they choose. However, dogs are to remain outside the gates with their owner.

15. **HOT WEATHER:** February always promises to be the hottest month of the year. It is essential that students have plenty of water to drink and I remind parents that students are encouraged to have a named water bottle on their table at all times, which can be replenished as needed. All classrooms and other learning areas (Library, ICT and Arts Centre) have air-conditioning. During extreme hot weather, students have a ‘hot day’ program which means they have shorter periods on the playgrounds.

16. **CLASSROOM FRIENDSHIP LISTS:** The friendship lists will now be accessed from the NEW parent portal. Parents can choose what information they want to share. See instructions on the next page. NO printed copies will be provided to families from now on. Thank you.

17. **SCHOOL SECURITY POLICY:** It is expected that each school have processes in place so as to ensure that all members of the school community are kept safe and secure. This is part of a school’s DUTY OF CARE.

18. **SECURITY SYSTEM:** A Security system is in operation at all times to ensure that our facilities are secure at all times.

19. **GROUNDS SECURITY:** All school gates will be locked at 9:05am each day and unlocked at 3:20pm, except on a Monday for assembly when the Wallen Street gate will be unlocked at 2:40pm. Anyone entering/leaving the school grounds during the school day must do so via the office.

20. **LATE TO SCHOOL:** Any student arriving at school after the 8:50am bell will need to complete a ‘Late to School’ form and it must be signed by a parent at the school office first. The purpose of this is:
   - To record all late arrivals for accountability purposes
   - To attempt to prevent interruptions to the teaching/learning time.

21. **EARLY DEPARTURES:** Similarly any child needing to leave school before 3:30pm will need the parent to complete an ‘Early Departure’ form at the office to take to the classroom teacher before collecting the child. It is important to note that if you are collecting your child during the day for an appointment it would be appreciated if you could do so at the commencement or completion of break times. This allows for the easier collection of your child, rather than trying to locate them on the playground.

22. **WORKING WITH CHILDREN CHECK (WWCC):** Parents are reminded that under Government law, which has been raised by the Catholic Archdiocese of Melbourne, all parents who help at the school are required to have a Working With Children Check. This involves completing a form, available from the post office, and lodging the receipt with the school office. A database is kept of all parents with the WWCC. It is essential that parent helpers for Literacy, Numeracy, excursions, sporting events, working bees, etc. sign in at the office and collect a badge, BEFORE helping with school activities.

23. **VISITORS’ PASS:** All contractors and visiting staff will be required to wear a ‘Visitor’s Badge’ and sign in while on the premises. All visitors only have access to the school via the school office.
To Access Class Directory/Family Groups

Log onto Parent Portal and click on: MyChildren

Click on:
Class
Directory

1/ Join Class Directory

2 Check your name to be displayed

3/ Select the details you wish to share (See below)

4/ Choose the class you want to share your details with. (Multiple classes will be visible if there is more than one child in the family)

5/ Please select the Publish button when details are completed.

Phone numbers and email addresses will be displayed on your account.

You can select which details you would like to share:

➢ Suburb or Full Address
➢ Share your Family contact name
➢ Home/Mobile/Email/Business

Only the Information YOU select will be shared with your child’s classmates
Casual Bookings/Cancellations/Adjustments please call 95920994 directly.

email: melissa.asmar1@gmail.com

EMAIL NOT TO BE USED TO CHANGE DAILY ATTENDANCES
EMAIL TO BE USED for changing permanent bookings, making advanced bookings/cancellations (ie holiday program, school closure days), account queries, addressing special needs, incidents that need clarification, and the like. Emails are not checked prior to a session as administrative duties are addressed off site and away from the service as our priority lies with the active supervision of children, their development and wellbeing.

Welcome
This year, we welcome a number of new families to OSHC across all year levels as well as our new preps. I am sure the whole community joins me in welcoming you all to our service and I trust that your time with us is positive and enjoyable. I am certain that you will all quickly become part of our wonderful community.

Enrolment
The OSHC is a separate entity to that of the school therefore subscribes to different legislation and regulations. For those that wish to attend then an OSHC enrolment record must be completed for each child. A copy can be found on the school website under the "Community" tab, at the office or at the service.

Update information
Any change of contact details, parent circumstance or medical conditions of children is to be emailed directly to melissa.asmar1@gmail.com

Regular Bookings
The service is now asking families to confirm their regular bookings for 2017. This can be made by calling the service or email melissa.asmar1@gmail.com Please note that there is NO charge for absent days. Users wishing to change or cancel a booking on a particular day are advised to call the service directly prior to 3.20 pm on 9592 0994.

Operating Hours and Costs
A 50% rebate is available to all families intending on using the service when they register with the DHS.

Please note that all families must have a current assessment from the Department. Parent responsibilities are outlined on the school website under the Community tab- OSHC-Childcare information

To Register for Child Care Benefit and Rebate call the Department of Human Services on 136150 or visit the DHS website www.humanservices.gov.au

Initial Registration Fee $30; $15 for subsequent children (CCB not applicable to enrolment fee)

Please note that this is a once off fee

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
<th>Full Fee</th>
<th>50% rebate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before care</td>
<td>7.15-8.45 am</td>
<td>$13</td>
<td>$6.50</td>
</tr>
<tr>
<td>Before Care (short Fee)</td>
<td>8.15-8.45</td>
<td>$7</td>
<td>$3.50</td>
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<tr>
<td>(no breakfast)</td>
<td></td>
<td></td>
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<tr>
<td>After care Short Fee</td>
<td>Monday -Friday 3.30-6</td>
<td>$17.50</td>
<td>$8.75</td>
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</tbody>
</table>

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<tr>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Holiday Program</td>
<td>8-6pm</td>
<td>$38</td>
<td>$19</td>
</tr>
<tr>
<td>Holiday Program half day</td>
<td>Any 5 hours of the day</td>
<td>$19</td>
<td>$9.50</td>
</tr>
<tr>
<td>School Closure Day</td>
<td>8-6pm</td>
<td>$38</td>
<td>$19</td>
</tr>
<tr>
<td>School Closure half Day</td>
<td>Any 5 hours of the day</td>
<td>$19</td>
<td>$9.50</td>
</tr>
</tbody>
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Early Finish- Meet the Teacher chats

The OSHC will be open from 1.45 pm-6pm for "Meet the Teacher chats" on Tuesday 14th and Thursday 16th February 2017. Bookings are essential. Please email Melissa or call the service directly on 9592 0994. No extra charge will apply and snack will be served at the regular time of 3.45pm.
Emergency drill
During the holiday Program the children and Educators took part in a practice emergency drill where we exited the OSHC room and assembled on the steps. With the encouragement of the Education Department, we are being particularly diligent to ensure all our staff and students know their roles and our protocols in the event of a real emergency. We also explained to the children that if an evacuation was necessary, we would leave the school via Wallen St and walk to Dendy Park or exit through the gates onto Centre Rd and walk to Hurlingham Park. We plan to practise the Dendy Park evacuation during an excursion in the next holiday program.

Friendships
We all need friends. Positive friendships are important for children’s mental health, as they provide a means of support and help to develop their social and emotional skills. (Kids Matter) To have good friends, children need good friendship skills - like being able to communicate, cooperate, and manage feelings. Children need adults to help manage their friendships and improve these important skills.
In OSHC a friendly adult standing by can watch where the process is going wrong and give the child/ren some gentle coaching to help them. In addition intentional teaching activities using children's interests such as Pokemon drives discussion and motivates children to be involved. Look out for our new display. Feedback is always welcome.

Accounts due
Accounts are now out and due in full within seven days. Should you have any queries then please email melissa.asmar1@gmail.com The accounts cover weeks 1&2 of Holiday program. The holiday program on Monday 30/1/2017 will be “joined” to the next account.
Accounts are now emailed directly to a dedicated family email. If an email is not available then accounts are distributed via the office which are then handed to children by their class room teacher. If you do not receive your account please contact Melissa. Cash is NOT to be left at the office but handed directly to staff where a receipt will be issued. Cheques are also accepted however the most preferred way is via a direct transfer to the St Finbar’s OSHC bank account (St Finbars Outside School Hours Care BSB: 083 347A/c: 55055 9263. Please include your surname and child’s name in the Ref area).
To avoid large accounts it’s important that payments are made every 2 weeks (when invoices are received) and also frequent payments keep our OSHC program running efficiently. Thank you in advance.
Should accounts fall into arrears then access to the program will be denied. If you are experiencing financial difficulties then please speak to Melissa and a meeting will be organised with Fr Ian to discuss payment options.

CareMonkey Information for our parents....
As you know we take the health and safety of our students very seriously. CareMonkey is an innovative parent controlled electronic medical form for schools, clubs and other groups with a duty of care. It’s an electronic version of the paper based forms you always have to fill in for excursions, camps, etc. It provides parent’s the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided. We will be using the CareMonkey app in the best interest of the children whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year.
Parents can use a PC, laptop, tablet or smart phone to enter the details including:

- emergency contacts
- medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from parents
- and more…

As a parent you would have already received an email from the CareMonkey system inviting you to enter the details for your child in the electronic medical form. This information is for school use only and will only be accessible by the relevant teacher(s) for your child.

Excursion and camp information will be emailed to parents and online authorisation will be required. We will also utilise an SMS network to alert parents via text messages important information such as early / late bus arrival times after excursions and camps, and other circumstances that arise at short notice.

Please feel free to contact the office if you have any questions. You can also visit the CareMonkey website for more information: www.caremonkey.com
UNIFORM SHOP NEWS:
The Uniform Shop will be open on the following mornings:

Tuesdays 7th & 21st February, 7th & 21st March – 9am – 9.30am.

Reminder – order forms are available from the office or they can be downloaded via the school website. 2017 ORDER FORM
Orders can be left at the office or emailed directly to uniforms@sfbrightoneast.catholic.edu.au
Orders will be filled and returned to the eldest child’s classroom.

TUCK SHOP NEWS:
In 2017 The Healthy Hut will open every

Monday, Tuesday, Thursday and Friday.

Exciting New Menu is coming home today. Please note there are NO over the counter sales on a Tuesday this year.

Tuck shop commences on

Monday 6th February

Thank you, Anna.

Menu link: 2017 Healthy Hut Menu
Catering link: 2017 Catering Menu

-committed to excellence in Catholic Education-

STAR OF THE SEA COLLEGE
Martin Street, PO Box 7001, Gardenvale LPO, BRIGHTON 3186
T: 9595 9595 / F: 9596 6821 www.starmelb.catholic.edu.au

2017 College Tour
Saturday 18 February
9.30am

- An address from the Principal, Mary O’Connor will commence at 9.30am sharp.
- Please allow time for parking as we have a large number of families attending.
- For further information please contact the Registrar, Josephine Aquilina on 9595 9595.
OLSH COLLEGE
BENTLEIGH

Open Morning
Tuesday 21 February
Start 9:15am

2018 enrolments
limited places
apply now

2019 enrolments
closing date
25 August 2017

Register online at www.olsh.vic.edu.au