From the Principal’s Desk:

Welcome to St Mary’s for 2017
I hope you all had a great holiday and are rested, ready to begin an exciting 2017. We have certainly had a great start to the year. The Foundation students and the new children have settled in very well. As of Friday we now have 301 children attending St Mary’s.

New Staff
A big welcome back to Brigitte O’Shea (Year 2O) who has returned to St Mary’s and a warm welcome to Clare Curtis (Year 6C) and Kelly Fay (Teaching Assistant in FF) who join the staff this year. We hope that their time with us is an enjoyable and rewarding one.
New Families
With the start of 2017 we warmly welcome twenty-nine new families to St Mary's. We hope that your time at St Mary's is very enjoyable. The following children commenced at St Mary's last week:

Opening School Mass
The official Opening Mass for the school year will be held on Sunday 26th February at the 9:00am Parish Mass. At the end of Mass we will be having an Open Day from 10:30am – 12:00pm. This Open Day connects closely with the Christian Brothers College (CBC) and Presentation College Windsor (PCW) Melbourne Open Days on the same afternoon.

The New School Year
Last Monday, teachers and Leaders of the three schools within the boundaries of St Mary's Parish, CBC, PCW Melbourne and ourselves came together to celebrate Liturgy for the commencement of the school year. After Mass the staff from the three schools celebrated morning tea in the Hall. Thank you to Fr Joe Caddy for celebrating Mass with us.

Student Leadership at St Mary's
Congratulations to the following students who were appointed School Leaders at the end of last year:

School Captains
Kristos Barba and Jasmine Link

Vice Captains
Madeleine Wilson and Jon Litsas

The other Year 6 Leaders will be announced in the next newsletter.

Individual Parent Exchange Meetings – Wednesday 15th February
This year we will continue with the Individual Parent Information Meetings with each teacher. Please note that this is not a Parent Teacher Interview as it is too early in the year for the teachers to tell you about your child’s individual performance. Instead it is an opportunity for you to tell the class teacher important information about your child/ren. There will be school on this day from 9:00am – 1:00pm. Please note that school will conclude at 1.00pm and the meetings will start at 1:30pm. After-Care will commence at 1:00pm for those students who normally attend this program. Parents will be able to book their interviews online. Bookings for the meetings will close on Monday at lunchtime. Please make sure that you have booked in your meeting time. Please book your meeting time at www.schoolinterviews.com.au using the CODE: 4vcbd.

Recess
Due to our high numbers and the restricted play area at recess, different classes each day have a separate recess time. An additional recess time will be from 10:30am – 10:55am. The normal recess time from 11:05am – 11:30am will continue. The earlier recess time and classes for this term are as follows:

Monday – Year 3
Tuesday – Foundation
Wednesday – Years 1 & 2
Thursday – Years 5 & 6
Friday – Year 4

School Behaviour Policy
The St Mary's School Norms are an important component of our School Behaviour Policy. These norms will be continually highlighted throughout the year with the children. During the year you might like to discuss with your children examples of when they are respectful, responsible and safe in and outside the classroom.

At St Mary's we work in a safe and respectful learning environment where everyone takes responsibility for their own behaviour.

Be Respectful
Be Responsible
Be Safe
School Assembly
The School Assemblies will continue this year at 2:45pm each Monday afternoon. All parents are welcome to join us at the start of each week in the Parish Hall.

Years 5 & 6 Camp
All children in Years 5 & 6 will be attending Camp Rumbug for their school Camp from Monday 6 – Wednesday 8 March.

Parents and Friends Association (P & F)
Anoushka Bondar and Ben Merlin continue as Leaders of the P & F Management Committee as does Sonia Tripolitano who is the P & F Treasurer. We hope that they enjoy their important roles for our school. As in previous years we are looking for Parents Representatives from each class to assist with greater communication channels between parents, teachers and Leadership. The key roles of Parent Rep is to support the classroom teachers with communication to the rest of the parents and to lead in the organisation of class events as highlighted by the P & F. Please contact Anoushka, Ben or Ben Fahey if you would like to be a parent representative this year. This role is a vital one in linking the parents within the school community.

Child Safety Policy
Towards the end of last year, a new government requirement of a Child Safety Policy was introduced to all schools within Australia. Every school has had to develop their own policy on Child Safety. One of the major requirements in this policy is the introduction of a Code Of Conduct. This means that any adult (volunteer eg parent helper) who works within St Mary’s in 2017 and beyond has to sign the new Code Of Conduct. In the next week, parents/caregivers who have a Working With Children’s Check will be sent the Code of Conduct to sign. In future any new volunteers, who help teacher’s within the school, classroom or excursions will be asked to provide a copy of their working with children’s certificate as well as sign the Code of Conduct.

I hope you have an enjoyable week.

Gerard Lewis
Principal

PARENT & TEACHER EXCHANGE MEETING
Wednesday 15th February
1:30pm – 8pm
*School will conclude at 1pm for students*

NEW PROJECTORS!
Over the holiday period, 12 classrooms had new projectors installed. The projectors were upgraded to support both the students and their teachers in using the Interactive Whiteboards which are found in each of our classrooms throughout the school. New speaker systems were also installed in Year 10, 3M and 4B. We hope that all the students in the school enjoy the IWB’s.

CLASS REPRESENTATIVES FOR 2017
Are you interested in being involved in your child’s class and supporting both the school and your child’s teacher? Please consider nominating yourself for being a Class Rep for your child’s class. What’s involved with being a Class Representative?
• being the main point of contact for your child’s class
• co-ordinating the fundraising events as outlined in the P & F calendar with the other class rep in that year
• liaise with the P & F committee and other class representatives
• be involved with P & F committee meetings
• distribute communication to parents for the class on behalf of the classroom teacher
• maintain and distribute a contact list for your class
• have fun and enjoy contributing towards your child’s success at St Mary’s

We hope to have all Class Reps organised within the next two weeks. Please inform Ben Fahey, St Mary’s School Community Leader for 2017 at bfahey@smstkildaeast.catholic.edu.au if you are interested in volunteering as a Class Rep. Class Reps from last year are more than welcome to put their name forward so please make contact with Ben Fahey asap. Class Reps are able to share the role.

ST MARY’S SCHOOL APP
The St Mary's Primary School - St Kilda East App has been created to keep our students, families and the broader school community connected and up to date with the latest information and news from St Mary's. If you are a new family to St Mary's or haven’t yet downloaded the app, download it and stay up to date. App features include:
• News panel with a latest news feed direct from the school website
• Notifications system allowing you to subscribe to alerts and reminders from the school
• Events calendar providing a listing of upcoming events
• Documents library which contains newsletters, forms and policies
• Gallery which showcases school life through images and video
• Contact information and website link The App is available for download in the Apple App Store and via Google Play for Android devices.

You can access the App via the direct links below, or by searching for St Mary's Primary School St Kilda East.

If you have any questions about the app please speak to either Mr Fahey or your child's classroom teacher.

CAREMONKEY
As you know we take the health and safety of our students very seriously. As a result we have again adopted the Care Monkey system. We will be using Care Monkey 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. CareMonkey is a user controlled solution that automates the process of gathering medical information, emergency numbers and permission forms. All new families will receive an email prompting them to set up your child's account. If you do not receive this email please speak to Ben Fahey or email at bfahey@smstkildaeast.catholic.edu.au. We ask all parents to attend to this as soon as is possible in order to assist us to have the system operating to its full capacity. In 2017, we will be using the system to generate and send out permission slips. Further information indicating when this will begin will be sent out later in the year. For further information and testimonials I encourage you to access the website: www.caremonkey.com.au

SUNSMART SCHOOL
We are a sunsmart school and the policy is ’No Hat, No Play’. Only school hats are to be worn.

SCHOOL UNIFORM
All children must wear the correct school and sports uniform. Sneakers to be worn only with sports uniforms, as they are unhealthy for children to wear every day.

SCHOOL UNIFORM SHOP is open only on Fridays (only items available are school jumper)

Fridays 8:45am to 9:00am & 3:15pm to 3:30pm

Hair is to be neat and tidy and with long hair to be tied back with a navy ribbon or hair elastic. Girls wear navy socks with their uniform. For Health and Safety reasons, jewellery is to be kept to a minimum with no bangles or necklaces except for those of a religious nature. However remember that these can be lost or pulled through playing.

LUNCH ORDERS
HEALTHY SCHOOL, HEALTHY MIND POLICY
It's impossible to promise to be an allergy free school but our healthy food policy endeavours to make this as healthy an environment as we possibly can. The teachers supervise play and lunch eating and ensure that children don't share or swap food. No sweets or sugary drinks are allowed. We ask that children bring water only in drink bottles to sip on if needed. Birthdays will be celebrated in special ways in classes. Obesity is a childhood issue and our policy aims to teach children good food eating habits. We thank you for your cooperation.

EXCURSIONS
Throughout the year children will be going on excursions to various places. The cost for these is covered by your Excursion Levy. Details will be sent to you about each excursion and you will be asked to sign a permission form and return it to school immediately. No child can go on an excursion without your written consent. At various times, teachers will take children on short walking excursions around the neighbourhood, please return the blue form as soon as possible.

NEWSLETTERS
Communication is very important between the school and parents. The newsletter gives you a general idea of what’s happening in our school. The school newsletter will be emailed each fortnight on a Monday, also a copy is placed on our website. Class teachers will also have a regular class newsletter.

PARENT HELPERS WORKSHOP
If you wish to help in your child’s classroom during the Literacy Block you will need to attend an introductory workshop. You will also need to have a Working With children Check and sign our new Code of Conduct. If you have attended this workshop in the past and have had experience as a Classroom Helper you need not attend again. The workshop will be held in March for new helpers. Further information will follow. Paula Incretolli – Literacy Leader

SAFETY AND TRAFFIC
For the children’s safety, do not double park or reverse out of the flats driveway to let your child out. No U-turn is allowed in front of the school crossing. Please do not toot car horns as you drive past to attract your child's attention. The police and council officers will patrol the area.

BEFORE & AFTERCARE
Our After Hours School Care Program is operating again. Online Enrolment must be filled out with student’s details before they are able to use this service.

CSEF (Camps, Sports & Excursion Fund) - FINANCIAL ASSISTANCE
CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school camps, excursions and sporting activities. If you hold a valid Centrelink Pensioner Concession Card or Health Care Card (CRN) you may be eligible for CSEF. An application form is attached, please fill it out and return to the school office by Friday 31st March 2017.

SCHOOL ROUTINES

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<th>Times</th>
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<tr>
<td>8:40 am</td>
<td>Gates opened.</td>
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<td>8:45 am</td>
<td>Internal Doors open</td>
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<td>8:53 am</td>
<td>Music plays to assemble for start of school.</td>
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<tr>
<td>8:55 am</td>
<td>School bell rings.</td>
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<tr>
<td>3:30 pm</td>
<td>Dismissal</td>
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Work will start punctually at 8:55am because we start that time with our daily prayer. It is in their best interests that they will need to make up this work if they are late. LATE PASSES will be handed out to those who are late.

Please collect your children as close as possible to dismissal times. After 3:45pm there is no teacher on duty and all children will then be placed into aftercare.
Parent & Friends Committee Update

P & F Mission Statement
Encouraging and strengthening the school community and coordinating social and fund raising events for additional educational resources for our children.

On behalf of the Parents & Friends Committee, we extend a warm welcome to all of our new families at St Mary’s and welcome back the school community. We are looking forward to a busy calendar of events run by the P&F in 2017!

Get involved as a Class Representative for 2017
We are looking for volunteers to be Class Representatives. This involves:

- being the main point of contact for parents in your child’s class
- coordinating events for your year level with assistance from other parents
- being a member of the P&F Committee
- providing communication to parents from the class teacher

If you are interested in getting involved, please advise Ben Fahey at bfahey@smstkildaest.catholic.edu.au or the P&F Management Committee, Ben Merlin and Anoushka Bondar at smp.parentsandfriends@gmail.com

Friday 3 March - Welcome drinks for new parents
Grosvenor Hotel, 10 Brighton Road, Balaclava

We are looking forward to welcoming everyone back to a new year and to welcoming our new parents at drinks booked for Friday 3rd March at the Grosvenor Hotel, 7pm. Details for ticket purchases will be sent out shortly.

St Mary’s Open Day, Sunday 26 February 2017
The P&F Committee supports the school in hosting this event by assisting with school tours on the day. If you are able to volunteer your time, please let us know at smp.parentsandfriends@gmail.com

Bakers Delight in Balaclava
If you shop at Bakers Delight in Balaclava don’t forget to let the staff know that you are from St Mary’s Primary School. Our fundraising partnership provides for 5% of what you spend to be donated back to the school.

Questions?
Please contact the P&F Management Committee, Ben Merlin and Anoushka Bondar at: smp.parentsandfriends@gmail.com

Extend OSHC at St Mary’s - Primary School

Our Recap
We had a busy Holiday Program over the summer break with excursions to the cinema, Rocket Park and Clip ‘n’ Climb, as well as two popular incursions. The children worked on many small art and cooking activities such as Kangaroo Cups, Pastry Sticks and Boomerangs.

Our first week back in After School Care has been quiet however. The children have spent time both indoors and outdoors, playing on the St Mary’s grounds. They played Bull Rush as well as some racing competitions on the basketball courts. Indoors, the students have been cooking ANZAC biscuits which were eagerly consumed by everyone. Sincerely Juels, Team Leader

Our Extend Superstars are..... Lennox Brazenall - Helping staff to pack away the hall.

Coming Up In The Program:
Monday 6th Feb: Gardening
Wednesday 8th Feb: Cooking: Lamingtons (Part 1 - cake)
Thursday 9th Feb: Cooking: Lamingtons (Part 2 – decorating)

Tuesday 7th Feb: Outside play: Basketball
Friday 10th Feb: Recycled construction

PARENT PORTAL: extend.com.au
ONLINE BOOKINGS: extend.com.au CALL OUR OFFICE: 1300 366 437
DROP OFF AND PARKING DIRECTIONS FOR ST MARY’S SCHOOL

- Please keep the ROUND-ABOUT near the presbytery CLEAR AT ALL TIMES there is to be no parking or dropping off or picking up from this area.
- We ask that you observe the 5KM limit at all times while in the driveway.
- The drive way is ONE WAY ONLY.
- The painted ARROWS indicate the direction of the traffic flow.
- ENTER ONLY from Westbury Street.
- EXIT ONLY onto Dandenong Road.
- The PAINTED CROSSING is the point at which you stop. Your child is then able to cross safely in front of your stopped car on the crossing or alight from the right hand side of the car straight in the drop off section. (Marked on the map)
- Cars are asked not to stop after the CROSSING. There is to be NO dropping children off after the painted crossing.
- If you need to spend any time at your car unloading bags, hugging etc please PARK on the basketball courts in front of the Community Centre and walk over to the school using the crossing and the garden path.
- The GARDEN area is the only passage for pedestrians. The drive way is no longer accessible for walkers.
- Please keep to the paths at all times.

PLEASE DO NOT WALK ON THE GRASS AT ANY TIME.
FOR THE SAFETY OF YOUR CHILD AND GENERAL EFFICIENCY OF TRAFFIC FLOW WE ASK THAT YOU FOLLOW THESE DIRECTIONS
Dear Families

Parent Exchange Meetings for Term 1 will be held on Wednesday 15th of February from 1.30pm to 8.00pm. These meetings provide an opportunity for you to meet your child’s classroom teacher and to share important information regarding your child.

There will be school on this day from 9:00am – 1:00pm. Please note that school will conclude at 1.00pm and meetings will start at 1:30pm. For parents that do not have internet access, a computer in the office will be available to make a booking. Please speak to Erica or Janelle in the office. Students are not expected to be there during the meeting, however you may bring along your child if you wish. BOOKINGS CLOSE Monday 13th of February.

To book a time for your child, please follow the instructions below. Be quick to reserve your preferred time.

Thank you

Go to www.schoolinterviews.com.au and follow these simple instructions.

4vcbd Go
Simply enter the code and press "Go"

1 Enter your details

2 Select the teachers you wish to see

3 Select the appointment times that suit your family best

When you click FINISH, your interview timetable will be emailed to you automatically. If you do not receive your email immediately – Check your junk mail folder AND make sure you have spelled your email address correctly

You can return to www.schoolinterviews.com.au at any time, and change your interviews - until the bookings close on Monday 13th February.

You may change your bookings, any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and using the event code. Remember to use the same name and email address, you used when you made your original booking.

We would love to hear what you think about online booking. If you get time, click on the "contact us" button on the www.schoolinterviews.com.au website, and leave some feedback - anonymously if you wish, but please include the school’s name and suburb.
CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

School Name

School REF ID

Parent/legal guardian details

Surname

First name

Address

Town/suburb

State

Postcode

Contact number

Centrelink pensioner concession OR Health care card number (CRN)

☐ ☐ ☐ - ☐ ☐ ☐ ☐ ☐ - ☐ ☐ ☐ ☐ - ☐ OR

☐ Foster parent* OR ☐ Veterans affairs pensioner

*Foster Parents must provide a copy of the temporary care order letter from the Department of Health and Human Services (DHHS).

Student details

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<th>Child's surname</th>
<th>Child's first name</th>
<th>Student ID</th>
<th>Date of birth (dd/mm/yyyy)</th>
<th>Year level</th>
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I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Human Services (DHS) to provide the results of that enquiry to DET.

I understand that:

- DHS will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHS and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.

- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the Victorian Department of Health and Human Services and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child’s school.

Signature of applicant ___________________________ Date ___________
CSEF ELIGIBILITY

Below is the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility
To be eligible* for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
- on the first day of Term two;
  
  a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  b) Be a temporary foster parent, and;
  c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: www.education.vic.gov.au/csef

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria
School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

Eligibility Date
For concession card holders CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on the first day of either term one (30 January 2017) or term two (19 April 2017).

PAYMENT AMOUNTS

CSEF payment amount
The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: $125 per year.
- Secondary school student rate: $225 per year.

The CSEF is paid directly to your child’s school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student’s date of birth. For more information, see: www.education.vic.gov.au/csef

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents so please register your interest at the school.

HOW TO COMPLETE THE APPLICATION FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
   Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
   If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.

2. Complete the STUDENT/S DETAILS section for students at this school.

3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2017 closes on 30 June, 2017.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.

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Windsor Community Children’s Centre

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KIDS’ SALON  RAFFLE  PHOTO BOOTH
FACE PAINTING  BAR  JUMPING CASTLE
CRAFT ACTIVITIES  CAKE STALL  SAUSAGE SIZZLE

Sunday 5 March  11 am – 3 pm
131 – 133 Union St Windsor

www.windsorccc.org.au