



St Bernadette's Catholic Primary School
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Welcome Letter: Monday 3rd February 2020

Dear Parents and Families and all of St Bernadette's School Community,

It is with great pleasure that I welcome everyone to the 2020 School Year. Thursday was a very positive start for everyone: students, families and staff. The children all seemed happy to be returning from school holidays and the families seemed happy to gather and reconnect with each other. A very special welcome to our Prep students and their families, and those who are new to the school community from other class levels. The Prep children began school for the very first time on Friday, and all seemed very excited to be here and have settled in well.

A very special welcome to new staff: James Reitmaier, Michelle Camenzuli, Elise Casamento, Cecilia Tran and Karen Costabile.

As we enter February and March we endure some of our hottest weather. As we are a Sunsmart school we ask you to ensure your child has a school hat to wear. You are also asked to provide an approved roll of sunscreen for your child, to apply before going outside to play, SPF 50, can help filter up to 98% of the sun's UV.

Last year we noticed students were reluctant to eat all of their lunch from 11:00-11:15am having only just had their brain break at 10:00am. We trialled with great success a change to the eating time for lunch, by adjusting the lunch hour to 11:00-11:45 playtime and 11:45-12:00 eating lunch in doors. This change in time, saw students eating all of their lunch as well as providing them with time to calm down in preparation for learning. Given this success the lunch hour will now be 11:00-11:45am outdoor play, 11:45-12:00pm eating time indoors. This will mean a change to tuckshop hours. Lunch orders will still be available on Monday, Thursday and Friday. The school Canteen will open from 2:00-2:15pm on these days for lcy pole sales etc. No hot food will be available from 2:00-2:15pm. Brain break occurs at 10am for no more than 5 minutes, therefore, please send a small amount of fruit for this. E.g a handful of grapes, a couple of pieces of apple etc.

A reminder to all that the first bell rings at 8:45am and learning and teaching begins at 9:00am. The school gate opens in the morning at 8:30am and will now close at the new time of 8:55am, to enable students to begin learning at 9:00am. The school day ends at 3:30pm on Monday, Tuesday, Thursday and Friday and at 3:00pm on Wednesday. Camp Australia runs a before and after school program for students from 6:30-8:30am in the mornings and 3:45-6:00pm in the afternoons. Students at the school before 8:30am or after 3:45pm are required to attend this program.

The novel coronavirus, continues to be a concern for all, we will continue to keep you updated on the status of this through both Flexibuzz and written notes.

As the Principal, it is both a great honour and privilege to lead and serve the St Bernadette's School community. I look forward to working with you to integrate our faith and life, to promote opportunities and excellence in learning and teaching, to develop students who see themselves as lifelong learners, and to prepare students for active citizenship in the global world we live in. Most importantly, I look forward to continuing to build "community", a sense of belonging, connectedness, welcome and partnerships between students, families, staff and the wider parish, inspired by the Gospels and led by the Holy Spirit.

Prayer:

God of Wisdom and might,
We praise you for
The wonder of our being,
For mind, body and spirit.
Be with our students
As they begin a new school year.
Bless them, their families, their teachers
And staff.
Give them strength and grace as they grow:
Wisdom and knowledge to their minds
As they search for understanding:
And peace and enthusiasm to their hearts.
We ask this through
Jesus Christ the Lord
Amen



We are very excited to be here. I present the staff for 2020:

Class Teachers for 2020

Prep Purple	Miss Daniela Granata	Prep Yellow	Miss Melissa Szulik
Year 1H	Miss Monica Hughes	Year 1T	Miss Cecilia Tran
Year 2P	Mr Daniel Powell	Year 2C	Miss Michelle Camenzuli
Year 3E	Miss Stephanie Elam	Year 3S	Miss Lynette Sciberras
Year 4P	Miss Holly Phillips	Year 4S	Miss Emma Scerri
Year 5K	Mrs Eliza Katz	Year 5C	Miss Elise Casamento
Year 6H	Miss Rebecca Hunter	Year 6R	Mr James Reitmaier

Leaders for 2020

Principal	Mrs Joanne Webster
Deputy Principal	Miss Jacqueline McGrath
Religious Education Leader	Miss Amanda Browne
Student Diversity Leader & Co Teacher	Mrs Daniela Torcaso
Literacy P-6 Leader & Co Teacher	Mr Sean Walshe
Mathematics P-2, ICT Leader & Co Teacher	Mrs Heidi Chapman-Foehn
Mathematics 3-6 Leader & Co Teacher	Mrs Karen Costabile
Student Wellbeing Leader	Mrs Renee Cassar
Arts Leader	Mr Fredrick Zeinstra
Family Engagement in Learning Leader	Mrs Eliza Katz
Cluster Engagement Learning Leader	Mrs Gill Baxter

Support and Specialist Staff for 2020

Visual Arts Teacher	Mrs Joanne Butler
Physical Education Teacher	Mr Ian Miller
Music, Reading Recovery & Strategic Support Teacher	Mr Fredrick Zeinstra
Strategic Learning & Teaching Teacher	Mrs Leonie McCarthy
Strategic Literacy Support Teacher	Mrs Nicky Harley
Reading Recovery Teacher	Mrs Julie Whatman
Digital Technologies / Robotics	Mrs Christine Roberts
Language Teachers – Italian	Mrs Federica Falco & Mrs Jane Gilmartin
Community Kitchen	Mrs Jane Gilmartin

Evodia Resource Centre

Manager

Ms Bernadette Fenech

Assistant & Translator

Ms Thi Phan

Learning Assistants

Ms Mary Balzan

Ms Marita Debattista

Mrs Johanna Hennessey

Mrs Rachel Phelan

Ms Alex Rossi

Mrs Rosemary Romeo

Mrs Cherie Saad

Mrs Mary Semaan

School Administration

Student Administration & Communication & Manager

Mrs Kerrie-Ann Macuz

Student Administration & Communication

Mrs Sandra Attard Borg

Finance & Human Resources

Mrs Joanne McNabb Ms Errica Mastrilli

Canteen

Manager

Ms Marita Debattista

Assistant

Ms Rachel Gilmore

Maintenance

Mr Joe Tabone

School Counsellor

Ms Sarah Judde



Important School Information for Beginning of School Year

1. Assemblies occur each **Wednesday at 2:30pm in the Pioneers Hall (School Hall)**. Assemblies are hosted by the students. Each grade has a turn to facilitate the Assembly, leading prayer, giving an expose of the learning and teaching, announcing points and awards. All parents and families are welcome to attend. This will begin on Wednesday 5th February, 2020.
2. Communication:
 - a. Monthly School Newsletters and School Calendar – this is distributed on the last Wednesday of each month. Please read it carefully and take note of important announcements and dates. It is a key part of our communication with families.
 - b. School Website – provides a means for sourcing newsletters, current events and upcoming events
 - c. Flexibuzz - Is used as a form of communication between the school and families for whole school events, which include notes. It is also used by families to record student absences, book learning conversations with staff in June, and to complete change of details. Families require a passcode for this. These will be distributed in the level newsletters on Friday this week.
 - d. SeeSaw - is a digital portfolio, used by students and staff to communicate and share the learning and teaching that occurs. You will be given further details with regards to this at the Meet n Greet in Week 6, beginning 3rd March.
 - e. Level Newsletters – distributed at the end of week 1 of each term. (Week 2 for Term1) Details the learning and teaching focus for the term. Days for Specialist Classes and events happening in each year level.
 - f. Sandwich boards at the entrance to the school, communicate the weekly events
 - g. Please also call Admin or ask the teacher if you have any other questions or concerns.
 - h. Teaching Staff are available to meet with families before and after school or by appointment. Exceptions to this are on Tuesday and Wednesday afternoons when teachers meet for Professional Learning.
 - i. Emails - If you wish to communicate via email, please expect a response within 48 hours on weekdays, this may be longer on weekends or holidays. If the matter is urgent please call the school.

3. We ask parents to ensure the school has up to date and current contact numbers. In the case of absence please notify the school on the morning of the absence, either by calling the school or completing the absence on Flexibuzz. New guidelines from the State Government, introduced in 2018, require schools to notify families if students are absent on the day, if not informed by parent. In the event your child is absent and you have not notified the school a text will be sent to you informing you of the absence and asking you to confirm this with the school. The success of this process is determined by the accuracy of the contact details provided to us.
4. Canteen Information: the school canteen operates on Mondays, Thursdays and Fridays. We ask that you please consider being a VOLUNTEER to support our Canteen Manager Marita – contact us if you can help.
5. Whole School Masses: All families are welcome to attend whole school Masses. These will be detailed in the school calendar. These Masses provide opportunities for all-students, staff and families, to celebrate, pray, learn, reach out and get a sense of belonging and Catholic identity. At these times the school office will be closed.
6. **IMPORTANT FEBRUARY DATES:** please put on your family calendar or put our monthly calendar on your fridge!!!
 - a. **Prep Timetable** - there is no school for Preps on Wednesdays in February. From Monday 3rd February they will be at school from 8:45-3:30.
 - b. **Teatime Tuesday** - Teatime Tuesday begins this Tuesday 4th February at 3:00pm in the Community Kitchen. The purpose of this informal weekly gathering, is for parents and carers of students, to get to know one another and gain a sense of belonging and community. We welcome all new parents and carers and we welcome back all existing parents and carers. A flyer has been attached to this welcome letter.
 - c. **Year 4 & 5 1:1 iPad Information Night for Parents and children in Year 5** - is on Wednesday 12th February at 7:00pm. This is a compulsory meeting for all Year 4 and 5 students and families. Stay tuned for further information with regards to this.
 - d. **Parents In Partnership Meeting** - All are welcome to attend. The first gathering will be on Friday 21st February, 2020 from 2:15-3:30pm, finishing in time for pick up. This will be held in the Planning Room. The purpose of this team is to continue to build 'community', a place of belonging, inclusivity and respect for all and to be a voice for the parents. An invitation is extended to all to be a part of this team We meet on Fridays from 2:15-3:30pm. There will be two meetings a term. Fundraising is only a very small feature of this team. The full agenda can be found on the sandwich board at the entrance to the school and this will also be posted on Flexibuzz.
 - e. **Swimming** - begins for the Year 3 and 4 students on Friday 7th February. Notes were distributed last year. If you require another, please see your child's teacher.
 - f. **Principal's Book** Club - Parents and toddlers are welcome to come along and listen to a story being read by the Principal, Mrs Webster and then take the book home to read and share with the family. The first Principal's Book club for this year will be on Thursday 27th February at 3:15pm in the Evodia Discovery Centre. We look forward to seeing you there.
 - g. **Meet 'n Greet** - we look forward to meeting with every family in Week 6 – 3rd – 7th March. Stay tuned for an information letter about this important event. We wish to partner and engage with you AND your child in the learning.
 - h. **Whole School Ash Wednesday Mass** is **on Wednesday 26th March at 12:15pm**. All families are welcome.
 - i. **Commissioning Mass** of Teachers and staff of St Bernadette's School– Sunday 16th February at 11am Mass All families are welcome.

7. Fees for 2020

A credit/debit form has been attached, as an option for payment of fees.

Family Fee	\$1150.00
Levies	\$ 275.00
Camps	
Yr 5 & 6	\$ 270.00
Yr 4	\$ 180.00
Yr Prep, 1, 2 & 3	\$ 10.00
Sacraments	
Yr 4 & 6	\$ 20.00
Yr 3	\$ 15.00
Interschool Sports	
Yr 5 & 6	\$ 30.00
Graduation	
Yr 6	\$ 20.00
Swimming	
Yr Prep – 4	\$ 90.00 (7 weeks)

8. Camps, Sports & Excursion Fund (CSEF): The Victorian Government provides a Camps, Sports and Excursions Fund (CSEF), to ensure all Victorian students can take part in school trips and sporting activities. **Families who hold a valid means tested concession card (eg. Health Care Card) or who are temporary foster parents are eligible to apply.** An annual payment of \$125 is made to the school towards camps, sports and/or excursion expenses for the eligible student. A note and application form is attached.

*CSEF forms and a copy of your card will need to be returned to the school office by
Friday 14th February.*

9. The school encourages parents and carers to volunteer their support and assistance to the students and school. In recent years, regulations around this help have become more rigorous to ensure the safety and well-being of all students, and as a part of the Child Safety Policy (this may be found on the school website). Therefore, Volunteers at St Bernadette's School are required to
- Hold a current Working with Children Check, naming the school as an organisation they volunteer at. (If you require assistance to apply for this please ask at the office)
 - Read & Sign Volunteer Code of Conduct
 - Sign In/Out – Wear Volunteer / Visitor Badge
 - Never work in isolation with students;
 - Never speak aggressively to, or discipline students;
 - Maintain confidentiality;
 - Never take photos or videos without permission;
 - Never post photos, videos or comments on social media relating to their interaction as a volunteer

We look forward to having you partner with us this 2020 school year.

May God guide us and watch over us in the year ahead and may we live and know our school motto:
God Loves Us – Let Us Love God.

Mrs Joanne Webster
Principal