Dear parents, friends and Father Simon,

It gives me great pleasure to welcome the following families to our school: Beekhof (Prep), Geoghegan (Prep), Mercuri (Prep), Wright (Prep), and Malwatta (Grade 1).

Welcome also to our new preps and students starting in 2016:
Prep: Reece, Skye, Lawrence, Elii, Bodhi, Jill, Caitlin, Mollie and Malachi.

Grade 1: Akil

My thanks are also extended to the staff who have been very busy over the holiday break to ensure that all was ready for the student’s return. There is plenty in store for what promises to be a great learning year for all.

Have a great week,

Duncan Arendse
Principal

Dear Parents,

Over the Christmas break Isabelle and Ryan Comerford’s father sadly passed away.

We ask that you please respect the family’s privacy at this difficult time.

Mrs Helen Comerford and her children wish to convey their gratitude for the support and care they have received from the staff and school community of St Thomas More’s.

Please keep in your Thoughts and Prayers

Comerford Family.
Matilde Chia, her sister Anna-Marie recently passed away.

Cotter Family, past students Lizzy, Daniel and Nick’s father, Chris, passed away recently.

Congratulations to the McDonnell family.
Annie (2JS) & Jill (P/1B) welcomed baby sister ‘Beth’ in the holidays.

Appointments with the principal

I am always happy to meet with parents. If I am not available, please let the office staff know so they can make an appointment for you.

Thank you, Duncan Arendse

Coffee & Cuppa until 9.30am for Parents

Please pop into the Staffroom to share a cuppa with other parents.

It is a great chance to catch up or meet other parents.

St Thomas More’s Vision Statement
‘Our faith in Jesus Christ nurtures and empowers us to become a just and learning community’.
SCHOOL ORGANISATION

2016 STAFF

Principal: Duncan Arendse
Deputy Principal/Literacy Leader: Judy Smith
Religious Education Leaders: Amanda Pawley / Irene Haritos
Mathematics/T&L Leader: Monica Rayner (Tuesday/Wednesday)
Student Services/Wellbeing: Jeanette Wicks (Tuesday/Wednesday)
ICT Leader: Michelle Turpin (Thursday)

Classroom Teachers

P/1B: Carol Blewitt (Monday to Friday)
2JB: Marcia Janky (Tue/Thur/Fri)
3/4D: Belinda Saville (Monday/Wednesday)
3/4PC: Corinne Davis (Monday to Friday)
5/6N: Tara Nimiczeck (Monday to Friday)
5/6TC: Michelle Turpin (Mon/Tue/Wed)

Reading Recovery: Maree Brabender (Mon to Thur)
Library Assistant: Julie Ikon (Mon/Tues/Thursday)
Performing Arts: Irene Haritos (Tuesday & Wednesday)
Physical Education: Claire Williams (Wednesday)
Student Wellbeing: Jeanette Wicks (Tuesday & Wednesday)
LOTE (Japanese): Jenna Newbigin (Friday)
Visual Arts: Monica Rayner (Thursday)

Learning Support Officers
Michele Burgess—Wellbeing (Mon to Thur)
Kelly Schmidt—3/4PC (Mon to Fri)
Julie Ikon—Quicksmart (Mon/Tue/Thur)
Jenny Hall—3/4D (Mon to Fri)
Carolyn Eekelschot—2JS (Mon to Fri)
Sharon Stow—P/1B (Mon to Fri)
Jackie Glen—5/6TC (Mon to Fri)
Kasey Leder—5/6N (Mon to Fri)
Kiara Wynn—2JS (Mon, Tue, Thur)
IT Support Frank (Invotec)
Elaine Ashe (Monday/Tuesday)
Michelle Ring (Tuesday-Friday)

School Administration

Have a question?
Please do not hesitate to call or email the relevant staff member at our school.

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail address</th>
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<tbody>
<tr>
<td>Duncan Arendse</td>
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<tr>
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School Board Members for 2016...

Chair: Duncan Arendse
Deputy Chair: Ben Brockliss
Secretary: Tracy Harrison
Staff Representative: Judy Smith
General Members: Trina Paevere, Helen Comerford, Jeanette Wicks, Kristen Gilbert, Anthony Rayner, and Brad Smith

Parents and Friends Team for 2016...

President: Jo Gaynor
Vice President: Belinda Coleclough
Secretary: Mel Bateson
Treasurer: position to be filled
Communication: Toni Brockliss
Grants: Claire Kitch, Nicole Lane
Uniform Shop: Donna Anderton, Toni Brockliss
Hot Lunch: Kristen Gilbert
Casserole Bank: Jacinta Benne
First Aid Linen: position to be filled

Classroom Reps: This role could be yours!!!
If you are interested in filling any of the positions available above or you would like more information on the role, please complete the slip in this newsletter or email the office.
SCHOOL HOURS
8.20am Yard Supervision Begins
8:30am Classroom Open/Teacher in Room
8.40am **Children to be in classroom**
8.45am Lessons begin
11.00am Recess
11.30am Lessons resume
12.55pm Children eat lunch in rooms
1.05pm Lunch time
2.00pm Lessons resume
3.00pm Belgrave South bus leaves
3.10pm Dismissal
3.30pm Cockatoo Bus leaves
3.30pm Yard Supervision ceases.

So your child starts the day well—please ensure that they arrive at school on time.

Communication Methods
1. Newsletter emailed every Thursday
2. Classroom newsletter
3. Schoolstream App (download from the app store)
4. Instagram (download from the App Store & request to join “stmps16”). Contact the office if we do not accept your request. Usually it is because your username does not identify you by a name we recognise.
5. P&F Facebook Page (befriend Communications P&F Member Toni Brockliss. To be added to STMPANDF

SCHOOL UNIFORMS
The St Thomas More school uniform is listed below. All items are available through the uniform shop which is open between 2:30 and 3:00 pm on Tuesdays.

Full school uniform is to be worn on Monday, Tuesday, Thursday and Friday. All children can wear the school sport uniform on Wednesday. **Sports Uniform is to be worn on Wednesday only this year.**

Parents are to inform the class teacher, in writing, if their child is not wearing their correct uniform on any day.

BOYS & GIRLS
- School hat
- Light blue polo shirt with logo
- Navy shorts or summer dress
- Navy trousers or winter tunic
- Maroon windcheater with logo or navy polar fleece jacket (or Year 6 Jacket)
- Navy blue socks or navy tights
- Black shoes

Sports Uniform—to be worn on Wednesday
- Navy tracksuit or shorts (navy sports shorts available)
- Navy sports/PE top (or light blue polo shirt with logo)
- White socks - ankle size not extremely low
- Runners/sports shoes

A price list and order form is available from the school office.

SB Jewellery is restricted to plain studs or sleepers, no bracelets or necklaces and no nail polish to be worn. Long hair is to be tied back. Hair accessories are to be in school colours.

PARKING REMINDER
In the morning:
**DROP OFF ZONE**
(Parish Carpark)
Please encourage your children to get out of the car QUICKLY (to ease congestion). Children may exit cars from any position in drop off zone (i.e: you don’t have to be the front car!)

If you need to take longer time—please find a carpark and walk your child to school.

**DISABLED CAR PARK.**
THIS PARK IS REQUIRED FOR FAMILIES WHO HAVE A DISABLED STICKER
For safety do not overtake cars stopped in the Drop Off Zone (this area is not wide enough)

In the afternoon:
Children are **not permitted** to leave the school grounds unaccompanied by an adult—including walking to a parked car. (Exception are children who attend the Public Library after school)

SCHOOL ABSENCE
If your child/ren are going to be absent from school—**IT IS IMPORTANT THAT YOU** please telephone or use the SchoolStream App to advise the office on the day OR leave a note with the teacher prior—explaining your child’s absence from school.

**ALL LEVIES NEED TO BE PAID**
Or an ongoing payment plan started.

If you did not receive a Fee Schedule for 2016, please contact the office.

SCHOOL FEES
School Invoices will be issued for School Fees in Week 3 - **thank you** to those families who have already paid their school fees or started a payment plan.

If you have any concerns regarding payment, please do not hesitate to contact the Principal, Duncan Arendse, to discuss this further.
NEWSLETTER...
All newsletters are emailed to families or can be accessed through the Schoolstream App each Thursday.
If your email address has changed, please let the office know. OR if you have not supplied the office with an email address, please provide one asap. Simply email office@smbelgrave.catholic.edu.au

SPECIALIST CLASS UPDATES
Music  Instrument Lessons changed to Tuesday and Music sessions to held every Wednesday in 2016.
Japanese  Prep to Grade 2 will have a half hour lesson each week on a Friday. Grade 3 to 6 will continue with a 45 minute lesson each week on a Friday.
Art  Sessions are to held on a Thursday in 2016
P.E.  Sessions are to be held on a Wednesday in 2016

Medical Report / Authorisation Form
—COMING HOME TODAY & to be RETURNED ASAP
All students will be sent home with a ‘green copy’ of their Medical Report and over the page a Parental Authorisation Form.
Families, please make any necessary changes to this document, sign on both sides (circle I DO / DO NOT) and return ASAP.

Does your child have an up to date Asthma Action Plan (Asthma Care Plan)?
The Asthma Care/Action Plan tells the school how to manage your child’s asthma and what to do if their asthma gets worse. This should be updated & signed by the doctor on an annual basis.

Does your child carry their reliever puffer and spacer with them at all times? Or is it readily available to their Carers?
Medication needs to be available wherever your child may be (school, child care, sporting field, home)

Are you and your child aware of their asthma triggers?
Do you take steps to avoid these triggers? Are the Teachers aware of these triggers?

Do you listen to what your child says?
They will be aware of their asthma symptoms and should be able to tell you when they need their medication.

Does your child take their asthma medication correctly?
Good technique allows more medication to get into the lungs where it is needed. Talk to your doctor or pharmacist if you would like to check your device technique.

ASSEMBLY
Is held every MONDAY at 2.40pm

Working With Children Check
ESSENTIAL FOR ALL PARENT HELP IN THE CLASSROOM
All parents/grandparents who at some stage intend to help out in the classroom OR attend excursions etc will need to have a current Working with Children Check.
Application forms are available from the Post Office and are FREE for volunteers (Just need to provide passport photo).

MEDICAL NEEDS
Have you provided St Thomas More with an up to date Action Plan for your child’s medical condition?

Have you supplied St Thomas More with Ventolin or any other medication your child requires whilst at school?

Is your child’s Epi-Pen or medication out of date and replacement needs to be provided?

Does your child have a Medical Condition that has been recently diagnosed and St Thomas More is unaware of this condition?

Short term medication, for example, antibiotics, panadol etc, must be kept in the office with a note from home detailing:
  • Dosage
  • Time/s to be taken
  • If to be sent home at the end of the day or
  • To be kept in the office
FIRST AID BED LINEN WASHING ROSTER 2016
Yes I am happy to be placed on a roster to wash linen in the First Aid Room.

Name: ________________________________________________________
Telephone: ______________________________________________________
email ___________________________________________________________

Please tick if you are also interested to Co-ordinate the Roster

FIRST AID WASHING ROSTER FOR 2016
We would love for someone to volunteer to take the “organisational role” for the First Aid Washing Roster and for parents to add their name to the list of helpers - please volunteer yourself for this position.

Complete the form at the back of this newsletter if you would like to help ~ thank you.

OPT OUT P&F EMAIL LIST
return by next FRIDAY 12th FEBRUARY, 2016

The ________________________________________________________ family, would prefer NOT TO receive emails from the P&F Team.

Eldest Child: _____________________________________________________

P & F (Parents and Friends) - ASSISTANCE SLIP

Name: ___________________________________________________________
Eldest Child: _____________________________________________________
I am interested in assisting or joining our Parents and Friends association and would like to discuss what is involved in the ____________________ position.
Contact: _________________________________________________________
email: ___________________________________________________________

Casserole Bank

The St Thomas More’s Primary School Casserole Bank offers great support to those in our school community who need that little bit of extra help during challenging times that effect all of us at one time or another – birth, death, illness, general exhaustion, etc.

In order that it be run successfully, we need to know who is available to call upon for a contribution once or twice a year.

As such, please email or telephone Judy if you would like to assist on a rostered basis!

Thank You -
Jacinta Benne and Judy Smith
Casserole Bank Coordinators
judys@smbelgrave.catholic.edu.au

Buddy Families

The ‘Buddy Family’ scheme is a process the school has in place to help new families feel welcome to our school and to assist in understanding the school routines (hot lunches, sports day, P&F, school banking etc. etc.) and to help them meet other families in their child’s class. It has been running successfully for the last few years and we are again looking for families to participate in 2016 for new families in prep and other levels to the school.

Being a Buddy Family is not an onerous task and usually involves exchanging phone numbers and emails, contacting your family early in the year to welcome them and answer any questions along the way and inviting them to share a cuppa in the staff room to meet other parents.

If you are interested in being a Buddy Family please fill in the form below and return to the office.

Thanks P&F
I am interested in being a Buddy Family in 2016

Name:..................................................................................................
Phone:..................................................................................................
Email:..............................................................................................
My child is in.......................................................................................
St Thomas More School High Fire Danger Days & Bushfire Procedures

Code Red Fire Danger Days
St Thomas More’s PS has been listed on the “Bushfire At Risk Register”. Consequently, in accordance with Government and CEOM policy, the school will be closed on days that are declared as ‘Code Red- Catastrophic Fire Danger days’. Where possible the school should receive 3 days notice of closure from the Catholic Education Commission of Victoria however families should expect that, in some instances, fewer than three days notice may be provided. Once the final decision has been made, this decision will not change.

Confirmation of school closure will usually be in the form of a notice home on the day the information is received by the school however parents may be confident that on declared Code Red days the school will be closed and staff will not be in attendance.

The list of Catholic school closures will also be published on the CECV’s website <www.cecv.catholic.edu.au>

Notification of cancelling, rescheduling or recalling off-site activities, such as camps and excursions, will be provided to families as soon as possible, as well as information about the cancellation or changes to bus transport routes.

Total Fire Ban
On other days of Total Fire Ban, the school will be open (however families would be expected to follow their own fire plans on Severe and Extreme fire danger days which may include non-attendance at school)

The following procedures will be in place on Total Fire Ban days:

- Students and staff will remain on the school grounds (excursions will be cancelled)
- Parents are requested to ring the school by 9am if their child/ren is absent
- Attendance rolls to be taken by 9am
- Office staff to print out hard copy of electronic rolls by 9:30am and follow up the whereabouts of any unaccounted for children
- Students are encouraged to have a full water bottle in their classrooms

The Deputy Principal (or other staff member designated by the Principal) will monitor the radio and CFA website for information about any incidents likely to impact upon the school

Bushfire in the local area
If we are advised by the CFA, or when we are aware, that a localized bushfire event is threatening, the school will enact the relevant part of our Emergency Management Plan.

-All students and staff will remain inside the building and all children will be accounted for.

- The SCHOOL WILL BE LOCKED AND NO ACCESS will be made available until we are cleared to do so by the CFA/Emergency Services. This is to ensure the safety of all inside the building and as a measure to prevent traffic congestion and panic in an area that will require access for emergency management vehicles.

Please be aware that you WILL NOT be able to collect your child/ren in these circumstances. It is always advisable that families enact their own emergency management plan on days of Extreme and Severe fire danger (fires do not only occur on Code Red days), which may include non-attendance at school.

Evacuation from the school site is unlikely and would only be considered by the Principal in extraordinary circumstances (such as direction from emergency services). Potential difficulty in obtaining buses to transport students & staff, congested roads and the safety of being on the road in a bushfire are all factors that would make evacuation unlikely.

If, however, it did become necessary to leave the school site, the school would attempt to communicate the evacuation destination with parents by phone, text message or School Stream App (we encourage families to sign up to the School Stream App). However it is recognized that communication services are notoriously difficult in bushfire situations. Other potential forms of communication could be 774 radio station or the school website however the first priority will always be the safety and supervision of students, rather than informing parents.

Non-lockdown bushfire situations
In the case of more distant bushfire events where the school is not in lock-down, parents should not endanger themselves or, potentially, their own children by being in a car travelling through a bushfire. It may be safer to leave the children at school rather than to collect them. Parents who arrive to collect children must go via the office. Parents are expected to remain calm to maintain an orderly, safe environment and minimise distress in their children and others. The need for calm also extends to the carpark where everyone is to show extra care and caution when arriving and departing from the school.

The school needs to account for the whereabouts and safety of all students at all times therefore no child will be released until they are signed out by a parent or emergency contact (as listed on their file). Families should regularly review those who they have currently listed as emergency contacts, bearing in mind their ability and availability to reach the school. Parents also need to have a clear understanding with their emergency contacts regarding the arrangements and responsibilities for that contact in an emergency situation.

Other sources of information:
- Facebook (facebook.com/cfavic)
- Twitter (twitter.com/CFA_Updates)
- ABC local radio, Sky News and other emergency broadcasters
- Victorian Bushfire Information Line (1800 240 667)

Warnings, Incidents and Planned Burns are now displayed at http://warnings.cfa.vic.gov.au/