Dear parents, friends and Father Simon,

It is with great pleasure I welcome some of you to, and others back, to our school. There is plenty of work and good times ahead. The staff have been diligent in their preparations for which I am grateful. I am always heartened to know the extent to which they have your child’s best interests at heart. They are in for a great year. To begin the year, we had at least two staff members in each room, a long hand over meeting from last year’s teacher to this year’s teacher, grade 6 students playing with and looking after their prep buddy and a first assembly that reinforced several expectations. We also welcome back from maternity leave, Jenna Newbigin, who will be teaching Japanese in years 3-6. Please feel free to contact your child’s teacher if you would like any more information.

It gives me great pleasure to welcome the following families to our school:

Arendse (Prep), Carlin (Grade 1 and 4), Dauncey (Prep), Dowling (Grade 1 and 2), Gillett (Prep), Grubert–Pospischil (grade 4), Paul (Prep), Scott (Grade 1 and 3), Smith (Prep)

Welcome also to our new preps:

Ella Arendse, Molly Bateson, Eden Campbell, Hunter Carey, Bella Coleclough, Natalie Dauncey, Rebecca Gillett, Angus Martin, Zepha Norrish, Sebastian Paul, Grace Pierce, Josh Smith, Sophie Wicks.

It certainly has been an eventful period over the break. Amongst things, Carol Blewett fell and broke both ankles over the holidays. She is resting and recuperating at the moment and she is aiming to be back at work by the start of March. Anne Williams has stepped into the prep class, for which I am most grateful. I am always heartened to know the extent to which they have your child’s best interests at heart. They are in for a great year.

Also over the break Corinne Davis has secured the services of an artist in residence. We will soon have a ‘felter’ working with staff and students creating a mural. This is a result of the profits raised at last year’s art show. Look out for more news from Corinne.

Have a great week,

Duncan Arendse
Principal
Get to know your School Board Members for 2015...

Father Simon
Duncan Arendse
Chair: Ben Brockliss
Deputy Chair: Kate Bradley
Secretary: Liesel Cummings
Staff Representative: Judy Smith
General Members:
Trina Paevere, Helen Comerford, Jeanette Wicks, Kristen Gilbert, Anthony Rayner.
TWO MORE POSITIONS TO BE FILLED.
If you are interested please email Duncan Arendse.

TWO POSITIONS AVAILABLE ON THE SCHOOL BOARD.
- GENERAL MEMBERS -

Please email Duncan Arendse if you would like to join the School Board or if you would like to discuss in more detail what is involved in being a part of our School Board — principal@smbelgrave.catholic.edu.au
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
Cockatoo Bus leaves
3.30pm Yard Supervision ceases.

Uniform Policy
After consultation with the school community, the Parents and Friends, through the uniform shop, will organise, on behalf of the parent body, the ordering and purchase of selected uniform items on a regular basis. Other items of uniform will be readily available through local stores.

The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions. Summer and winter uniforms, as well as sports uniforms will be prescribed, and are required to be worn on set days. Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.

Other than clear nail polish, cosmetics may not be worn at school.

Acceptable headwear consistent with our SunSmart policy is either broad rimmed or legionnaires school hats. They must be worn outside in terms 1 & 4. Hats are not worn inside. 'Out of Uniform' notices will be sent to parents when it is deemed that students are not following School Uniform Policy.

Hair accessories should be plain and in school colours

The St Thomas More’s school uniform is listed below. All items are available through this uniform shop that is open between 2:30 and 3:00 p.m. Tuesday. Alternatively, orders may be placed through the office.

Correct school uniform is to be worn at all times. Sports uniform may be worn by all children on Tuesday and Wednesday.

Parents are to inform the class teacher by note of a reason if their child is not wearing their full uniform on any day and state the period this will apply for.

BOYS & GIRLS (Summer)

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Hat</td>
</tr>
<tr>
<td>Light blue T-shirt with logo</td>
</tr>
<tr>
<td>Navy Shorts</td>
</tr>
<tr>
<td>St Thomas More Summer Dress</td>
</tr>
<tr>
<td>Maroon Windcheater with logo</td>
</tr>
<tr>
<td>Navy socks</td>
</tr>
<tr>
<td>Black shoes</td>
</tr>
</tbody>
</table>

BOYS (Winter)
As above but with long navy trousers.

GIRLS (Winter)
As above with navy winter tunic or long navy trousers.

SPORTS UNIFORM
Navy tracksuit and/or shorts with a school windcheater, if desired, with white or navy socks and runners.

SCHOOL FEES
School Invoices have been issued for School Fees - thank you to those families who have already paid their school fees. If you have any concerns regarding payment, please do not hesitate to contact the Principal, Duncan Arendse, to discuss this further.

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.

NOT THE DISABLED CAR PARK IF YOU ARE NOT ELIGBLE—THIS PARK IS REQUIRED FOR FAMILIES WHO ARE ELIGIBLE

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)

CHILDREN’S SAFETY
School Absence . . .
If your child/ren are going to be absent from school—IT IS IMPORTANT THAT YOU please telephone 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.

- CAMP LEVIES
- PHYSICAL EDUCATION
- SUBJECT LEVIES
- EQUIPMENT LEVIES

If you did not receive a Fee Schedule for 2015, please contact the office.
Parents and Friends
EMAIL ADDRESS’S
The P&F Team would like to contact families via email for up and coming events.
If you would like to OPT OUT, and NOT SUPPLY YOUR EMAIL ADDRESS, please complete the reply slip at the back of this newsletter by NEXT FRIDAY 13th FEBRUARY. Or email the Principal principal@smbelgrave.catholic.edu.au

Homework Update
The homework subcommittee met again towards the end of last year. As a result all teaching staff have spent two additional sessions improving the policy based on feedback from the subcommittee. Grades 3-6 have a session next Monday to explain this further. Please don’t hesitate to ask for further information if you cannot make it.

Parent Teacher Interviews
This year we are continuing with a policy of a parent / teacher interview each term with parents. Class teachers will shortly be in contact (if they have not already done so) to arrange a suitable time to meet with you to discuss homework and your child’s progress. These interviews take the place of the 2 meetings last year held between the hours of 1pm-7pm. Again please don’t hesitate to ask for more information if required.

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.

NEWSLETTER . . .
The first newsletter is being sent home to families as a hard copy. All future newsletters will be emailed to families—this proved very successful in 2014 and reduced our paper consumption considerably.
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

ASSEMBLY CHANGE
MONDAY at 2.40pm
Please note that assembly has been shifted to Monday at 2:40pm for the month of February.
This is for two reasons.
Firstly we have the use of the church every week and secondly the principal meetings have changed from a Thursday to Friday and I would like to be present for as many as possible.
This is a trial period for February. I am seeking feedback (all types welcome) sent to me at: principal@smbelgrave.catholic.edu.au in relation to the matter.
If you have a different idea, please also feel free to comment. With thanks. Duncan Arendse

We welcome your feedback on this day change. Please email Duncan Arendse with your thoughts.
principal@smbelgrave.catholic.edu.au

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**CLASSROOM HELPERS COURSE - P - 2**

This year we are running a combined Literacy and Numeracy Classroom Helpers Course in term 1. This course will focus on early reading, writing, speaking & listening and numeracy skills and is a pre-requisite if you wish to help in the Prep-2 classrooms during Literacy or Maths.

In the past we have offered a ‘Literacy Classroom Helpers’ course however this year we have decided to include Numeracy. For those who have attended previously, the Literacy session will cover similar content although there will be some new material and you might pick up things you missed the first time around. If you want to discuss this further, just contact Judy.

We will run the course either during the day or in the evening, depending on demand. To help us gauge when would suit most people, please indicate which days and times you would be able to attend on the attached slip or email either of us.

The junior grades appreciate parent helpers to help run more effective Literacy and Maths lessons, and we would love as many parents as possible to attend the course. Even if you are not able to help in the classroom, you would be most welcome to attend to find out how to help your child with their learning. Some people may also be interested to find out more about how things work at STM. In other words, everyone is most welcome!

There will be 2x2hour sessions or 4 x 1 hour sessions (once again, we’ll decide when we know what suits most people best)

- 9-11am on a Tuesday or Wednesday or Thursday
- 2-3pm on a Tuesday or Wednesday
- 7-9pm on a Monday or Tuesday or Thursday

Thank you

**Judy Smith**
Literacy Leader
judys@smbelgrave.catholic.edu.au

**Monica Rayner**
Maths Leader
monica@smbelgrave.catholic.eu.au

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**FIRST AID WASHING ROSTER FOR 2015**

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.

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**Coffee & Cuppa until 9.30am**

Reminder 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.

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**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 affect 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 - Natasha Vourdanos and Judy Smith
Casserole Bank Coordinators
judys@smbelgrave.catholic.edu.au

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**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).
Hi Everyone! From all of us here at OSHC we would like to welcome you back for 2015, we are certainly excited for a big year! Over the year we have lots of exciting things planned, stay tuned to this section to find out more! If you are new to St Thomas More's in 2015 and don't know about us, come on in after school one day, we would love to show you around! We are located in Room 1, right underneath the office entrance. Hope you can join us soon! Josh.

**PARENT PORTAL:** extend.com.au

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**New Families – Enrol in After School Care**

**Enrol online – allow 24 hours**
Enrolling is quick and easy! Simply set up your own account online via the Parent Portal. Please note it is government regulation that all children must be enrolled BEFORE attending an Extend service. For information on operating hours and fees for your school, visit your After School Care venue or school website.

**Enrol now, pay later**
The annual enrolment fee per family of $20 is NOT payable until you first use the service. So why not enrol now so you can access the service later? It doesn't matter if you don't end up using the service, because you won't be charged.

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**Literacy at STM**

Welcome back to 2015. This year at STM we are planning to build on the excellent work in Reading and Writing we have undertaken over the past few years with our Literacy Coach, Karen Crennan. Pleasingly, we have already seen an improvement in our results in NAPLAN and other assessments. In 2015, we are continuing to consult with Karen and other experts, as we always strive for ‘continuous improvement’.

One change you may notice is that each classroom has a display with the heading ‘CAFÉ’ somewhere in the room (except for Prep, where it will be introduced later). CAFE is an acronym for the four major components of reading. They are:

- C for Comprehension
- A for Accuracy
- F for Fluency
- E for Expanding Vocabulary

These are the skills we have always taught but they’ve just arranged in an easy to remember format. The children learn reading strategies within each category. These strategies will become tools for the children to use to help themselves become better readers and writers.

Students will also participate in a number of tasks they are expected to do independently. Again, these are activities we have always done but they are being presented in a more structured way. At the moment, the children are working on building their stamina until they are successful at being independent while doing each task.

The tasks include:

- Read to self
- Work on writing
- Word Work
- Listen to reading
- Read to Someone

Why not ask your child what they have been doing in reading so far this year?

**Judy Smith**
(Literacy Leader)
Welcome Back!

Welcome to a brand new year at P&F Land.

We have all had a rest and a raring to go! Ready to fundraise for our school and the kids and put our funds into things that will benefit everybody!

We still have a few class representative spots to fill, so if you are up for being the link from your child’s class to the P&F and would like to help organize a fundraiser, then we would love to have you come along to our first meeting!

We would love to see all as many faces as possible at our first meeting for 2015.

We are after Easter Egg Donations for the upcoming Easter Egg Raffle.

We would love all sorts of Easter Eggs, gift baskets, Easter Gift Bags, Easter themed stuff toys.

If you could drop the donations into the “Easter Donations” box located in the Staffroom that would be wonderful!

The first school Head Lice check is scheduled for Thursday 19th February and we would love some new Head Lice Ninjas to train.

There is nothing to it. You just come along to the Head Lice Check, sign a confidentiality form, and then Julie (our lovely Yarra Ranges Nurse) will train you how to look for those pesky bugs.

Lamingtons provided afterwards – to team with the theme.

More information for all the above topics is on our FACEBOOK group – STM Parents and Friends. We have 66 family members. Please tell your fellow school friends about this group and invite them to join.

Everyone involved are really fantastic and friendly and it’s a wonderful place to swap ideas and keep up to date with school happenings.
FIRST AID BED LINEN WASHING ROSTER 2015

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

OPT OUT P&F EMAIL LIST—return by next FRIDAY 13th FEBRUARY, 2015

The ______________________________________________________family, would prefer NOT TO receive
e-mails from the P&F Team.

Eldest Child:__________________________________________ Grade ______________

P & F (Parents and Friends) - ASSISTANCE SLIP

Name:_________________________________________  Eldest Child:______________

I am interested in assisting or joining our Parents and Friends association

Contact:_________________________________________  email:______________________

Classroom Helper Course 2015

Adult’s Name:_________________________________________

Child’s Name:_________________________________________ Grade:______________

I am interested in attending the Classroom Helper Course

I am able to attend sessions at the following times: (please circle)

Evenings 7-9pm  Monday  Tuesday  Thursday
Daytime 9-11am  Tuesday  Wednesday  Thursday
Daytime 2—3pm  Tuesday  Wednesday

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 2015 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 it to the office.

Thanks P&F

I am interested in being a Buddy Family in 2015

Name........................................................................................................................

Phone......................................................................................................................

Email........................................................................................................................

My child is in........................................................................................................
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 a s 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 or text message 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.
Monday (February)  Whole School Assembly @ 2.40pm ~ All welcome
Tuesdays    Uniform Shop Open - 2.30pm to 3.00pm (or leave your order with payment at the office)
            Sports Uniform
Wednesdays  Sports Uniform

Week 3
Monday 9th  Year 3-6 Parent Homework Meeting—from 3.15pm
Tuesday 10th P&F AGM from 9.30am in the Staffroom—all families invited to attend
             School Board Meeting from 7.30pm
Thursday 12th Opening School Mass with St Paul’s, to be held at Belgrave from 9.30am
            —all families invited to attend
Sunday 15th  Commissioning Mass at St Paul’s from 11.00am - All invited to attend

Week 4
Monday 16th  SCHOOL CLOSURE DAY—Staff PD
            NO STUDENTS TO BE AT SCHOOL ON THIS DAY
Thursday 19th Whole School Headlice check
Friday 20th  Junior School Mass from 9am—All families invited to attend
            District Swimming Sports to commence at Belgrave Pool at 10am sharp
            (selected students will be leaving STM at 9.30am)

Week 5
Tuesday 24th  School Board Meeting from 7.30pm
Thursday 26th Middle School Mass from 9am—All families invited to attend

Week 6
Friday 6th  SCHOOL CLOSURE DAY—Staff PD
            NO STUDENTS TO BE AT SCHOOL ON THIS DAY

Week 7
Monday 9th  LABOUR DAY Public Holiday
Tuesday 10th Confirmation, Parent & Child Night from 7.00pm
Thursday 12th Senior School Mass from 9am—All families invited to attend

Week 8
Sunday 15th—
Saturday 22nd “Seek God with all your heart.”
Monday 16th  Grade 3/4 Day/Night Camp 9am to 9pm

Week 9
Monday 23rd  Holy Week Liturgy 2pm to 2.30pm  ~ All families invited to attend
Tuesday 24th  Holy Week Liturgy 9.00am to 9.30am - All families invited to attend
Wednesday 25th  Holy Week Liturgy 12.20pm to 1.00pm - All families invited to attend
Friday 27th  Last Day of Term 1—School finishes at 3.10pm

Wishing all STM Families a restful Easter Break

TERM 2  APRIL
Monday 13th  First Day of Term 2

STM SCHOOL CLOSURE DAYS

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 16th February</td>
<td>Wednesday 6th May</td>
</tr>
<tr>
<td>Friday 6th March</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 11th August</td>
<td>Monday 2nd November</td>
</tr>
<tr>
<td>Last Day School 15th December (TBC)</td>
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</tbody>
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