Dear Parents, Friends and Father Simon,

A VERY WARM WELCOME to all our St Thomas More families, especially our new Preps.

Please welcome the following families to our school:

- Atkinson (Prep), Elkin (Prep), Field (Prep), Formosa (Prep), Griffiths (Prep),
- Johnson (Prep), Kelly (Grade 3&5), Sebire (Prep), Whitehead (Prep)

Our new preps and students starting in 2017:

Prep: Noah, Keira, Grace, Xavier,
  Harry F, Lilly, Mason, Lucy, Lorelei, Jasper, Harry S,
  William, Daniel, Tahj. Grade 3: John. Grade 5: Patrick

I hope you all managed to have a break from routine and enjoyed an opportunity to rest and relax over the holidays.

I am so pleased to have had the opportunity of meeting many families already this week and I wish to thank you for welcoming me so warmly. I have been blessed by joining this beautiful school community and I look forward to meeting many more families soon.

Please remember that our staffroom is open each morning until 9.30am for all families to enjoy a cuppa and a chat. We also welcome communication with teachers but please note that from about 8.30am teachers may be unable to check emails in the mornings before school. Therefore, if there is anything urgent please contact the school office if you are unable to see your child’s teacher in person.

Another school year has begun and we are already in full swing for a sensational year of learning together. As it is my first year in the role of Principal, I will be on a steep learning curve but I will endeavour to do my very best for the whole school community.

I would like you to know that I have an open door policy and would truly appreciate meeting with you to discuss everything good and any challenges that you may experience. I wish to assure you that I value all direct and honest communication, and will find a mutually convenient time to meet. “Most people do not listen with the intent to understand; they listen with the intent to reply.” My goal is to listen to understand, support and share ideas for best possible outcomes.

Whole School Mass

Yesterday we celebrated our first whole school mass for the 2017 school year. It was an occasion for many blessings and the commissioning of our amazing staff here at St Thomas More. Following mass Fr Simon came over to our school and blessed each classroom before sharing in morning tea with staff. (continued . . .)
**School Volunteers**
A reminder that our procedures for volunteers has changed in response to the Ministerial Order No. 870 which is related to Child Safety.

This school community promotes the safety, wellbeing and inclusion of all children. So during Term 4, 2016, the school ran two Child Safe Information sessions. At these meetings volunteer application forms were handed out for completion. Thank you to those who have returned their completed document. For those who are yet to do so, it’s not too late and we encourage you to send in your documents as soon as convenient.

For those families who did not attend the Child Safe sessions and would still be interested in volunteering at STM, we would love to hear from you. Please contact the office to pick up a volunteer application form or contact Michelle Burgess mburgess@smbelgrave.catholic.edu.au for more information.

**Expression of Interest**
Attached to this newsletter you will find a document outlining an opportunity to support Fr Simon in the role as Parish Sacramental Coordinator. Please read the advertisement carefully and if interested in applying for the position, please email Fr Simon via the email address: garethsgrainger@gmail.com.

**School Review**
As you may also be aware 2017 is a Review Year for St Thomas More School. This means that we will be required to have two school closure days in June (8 & 9) for Review preparation. These days allow staff, supported by Catholic Education School Advisors, to reflect on past achievements, compare these with past goals and targets and make observations about them. This entails writing a detailed “Self Reflection Report”. There will also be new goal setting as part of the development of the new School Improvement Plan (SIP) which will drive St Thomas More for the following four years. This is excellent timing for me, a new Principal, as together with staff, I will be able to reflect, review and develop new goals in each of the five spheres: Leadership and Management, Teaching and Learning, Education in Faith, School Community and Student Wellbeing. The Review is a supportive ‘tool’ to assist the School Leadership Team in delivering the best possible curriculum for our students.

The following youtube link about student mindset (less than 5 minutes) is worth watching and may surprise you...

Click on the link below and I look forward to hearing your thoughts as parents. Feel free to email me principal@smbelgrave.catholic.edu.au or catch me in person to share them.

https://m.youtube.com/watch?v=NWv1VdDeoRY

Have a wonderful week,

**Caroline Quinton**
Principal

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**Important Diary Dates**

**TERM DATES FOR 2017**

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<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>Term 1</td>
<td>31st January - 31st March</td>
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<td>Term 2</td>
<td>18th April - 30th June</td>
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<td>Term 3</td>
<td>17th July - 22nd September</td>
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<td>Term 4</td>
<td>9th October - finishing date tbc</td>
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**SCHOOL CLOSURE DATES FOR 2017**

- Wednesday 22nd March 2017
- Monday 8th May 2017
- Friday 19th May 2017
- Thursday 8th June 2017
- Friday 9th June 2017

**SCHOOL PRODUCTION**

Friday 15th September 2017

**SCHOOL FINISHING DAY**

Students last day end of Term 4 TBC

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**What's on when . . .**

**ASSEMBLY** Monday at 2.40pm in the Church.

**SPECIALIST CLASSES**

- **Music** Tuesday: Music sessions
- **Japanese** Wednesday: Instrument lessons
- **Art** Friday: Prep to Grade 6
- **P.E.** Tuesday: Prep to Grade 6

**Diary Dates . . .**

**Week 2**

**Wednesday 8th February**
- No Preps today
- **School Swimming Trials commencing 1pm** at the Belgrave Pool for all Year 3-6 students. Parents can sign their child out from the Belgrave Pool. Students can wear their house colour T-shirt over their bathers. Please remember to bring, HATS—TOWEL—SUNSCREEN applied.

**Week 3**

- **Monday 13th February**
  - P & F AGM from 7.30pm in the staffroom—All welcome to come.
- **Wednesday 15th February**
  - No Preps today

**NOTE:** Preps first Wednesday attendance is 15th March 2017 (After Labour Day long weekend)
### STAFFING - SCHOOL ORGANISATION

#### 2017 STAFF

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
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### Have a question?

Please do not hesitate to call or email the relevant staff member at our school. Please allow until the next School day for a staff member to respond to your email.

<table>
<thead>
<tr>
<th>Name</th>
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### Communication from school to home . . .

1. Families are highly encouraged to download our Schoolstream App as events are updated daily or as needed. Additional functions of the app includes various school forms eg: Absentee form, Before School Care form. (download from the app store).

2. Newsletter is emailed every second Thursday or is available on our Schoolstream app.

3. Classroom newsletter termly.

4. Instagram Parents can download from the App Store & request to join “stmps17”. 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: currently being updated.

6. Parent Teacher Interviews Term 1—scheduled for Thursday 23rd February
NEWSLETTER . . . sent home fortnightly on a Thursday
All newsletters are emailed to families or can be accessed through the Schoolstream App. If you require a hardcopy, please contact the office. If your email address has changed, please contact the office. OR if you have not supplied the office with an email address, please provide one if you wish to receive the newsletter via email: office@smbelgrave.catholic.edu.au

Working With Children Check & Child Safe Application Form
essential for all parent HELP IN THE CLASSROOM
(additional information on the front page of this newsletter)

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 & have completed a Child Safe application form and induction session at school.

WWCC Application forms are available from the Post Office and are FREE for volunteers (Just need to provide passport photo). Contact the office for a copy of our Child Safe volunteer application form.

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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.

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Medical Report Authorisation Form

Hard copy forms are COMING HOME THIS WEEK & are to be UPDATED & RETURNED ASAP
All students will be sent home with a ‘pink 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 ~ thank you in advance.

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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
**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

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

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**SCHOOL UNIFORMS**

The St Thomas More school uniform is listed below. All items are available through the uniform shop which is open between 8:30am and 9:30am on Friday—once a month (new arrangement). Opening dates will be advertised on Schoolstream and in the School Newsletter. Orders can be made at any time on the Uniform Shop order form available on Schoolstream under the Uniform Link or available from the school office. All orders will be processed and distributed on a Friday.

Full school uniform is to be worn on Monday, Wednesday, Thursday and Friday. **Sports Uniform is to be worn on Tuesday.**

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 (no leggings)
- Maroon windcheater with logo or navy polar fleece jacket (or Year 6 Jacket)
- Navy blue socks or navy tights
- Black shoes
- Netball type shorts worn under dresses are to be shorter than the skirt length

**Sports Uniform—to be worn on Tuesday**

- 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.

NB 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.

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**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.

**PAYMENT OF ALL LEVIES NOW OVERTDUE**

Or an ongoing payment plan started.

If you did not receive a Fee Schedule for 2017, please contact the office.

**SCHOOL FEES**

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

If you have any concerns regarding payment, please do not hesitate to contact the Principal, Caroline Quinton, to discuss this further.
Seasons for Growth® Program
Learning to live with change and loss

Change and loss are issues that affect all of us at some stage in our lives. We recognise that when changes occur in families through death, separation, divorce and related circumstances, young people may benefit from learning how to manage these changes effectively. We are therefore offering a very successful education program called Seasons for Growth again in 2017. This program is facilitated in small groups and is based on research which highlights the importance of social support and the need to practise new skills to cope effectively with change and loss. The program focuses on issues such as self-esteem, managing feelings, problem-solving, decision-making, effective communication and support networks.

Please see the attached notice with more details about the program. If you think your son or daughter would benefit from Seasons for Growth we would encourage you to talk to him/her about participating in the program.

St Thomas More’s is pleased to be able to offer this important program and we are confident that it will be a valuable learning experience for those who are to be involved. If you require further information please contact Judy Smith or Amanda Pawley.

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.

School Board Members for 2017
Father Simon
Chair: Caroline Quinton
Deputy Chair: Ben Brockliss
Secretary: Kate Bradley
Staff: Tracy Harrison
Representative: Judy Smith
General Members: Jeanette Wicks, Kristen Gilbert, Anthony Rayner, Brad Smith, Matt Anderton, Terri Walsh, Ben Martin

Attention:
Do you have a current Health Care Card / Pension Concession Card?

CSEF Allowance Applications are now open for Parents of currently enrolled students who are in receipt of a Centrelink Health Care Card or Pension Concession Card. CSEF (Camps, Sport and Excursion Fund) is a yearly allowance of **$125 per student** to be applied to your family account. This allowance will act as a credit which can be used to help pay for any camp, sport or excursion in which your child participates.

The credit can ONLY be used for the purpose intended (camps, sports activities or incursions/excursions) so cannot be credited to other outstanding charges and is not redeemable for cash. Any unused portion of the payment will carry over to the next year.

Applications are being procession NOW, so if you think you are eligible, please come to the office to collect an application form as soon as possible.

PLEASE ENSURE THERE IS A COPY OF YOUR HEALTH CARE/PENSION CARD ATTACHED TO THE APPLICATION OR BRING IT TO THE OFFICE SO A COPY CAN BE MADE.

Parents and Friends Team for 2017
President: Jo Gaynor
Vice President: Belinda Coledough
Secretary: Mel Bateson
Treasurer: Rebecca Pinder
Communication: **position to be filled**
Grants: Clare Kitch, Nicole Lane
Uniform Shop: Clare Kitch, Sharna Parker
Hot Lunch: Kristen Gilbert
Casserole Bank: Jacinta Benne
Scholastic Book Club: Anna McDonnell
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. office@smbelgrave.catholic.edu.au

P&F AGM
Monday 13th February from 7pm
To be held in staffroom & all welcome to attend!
CLASSROOM HELPERS COURSE 2017
-EXPRESSIONS OF INTEREST

Each year we run a Classroom Helpers course, which is open to parents and other family members. This course focuses 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. (This year we will also be covering the new Child Safe requirements for volunteers.)

We plan to start the course in a couple of weeks and will run sessions either during the day or in the evening, depending on demand and to best suit as many as possible.

If you are interested, please indicate which days and times you would be able to attend via the link by:
- clicking here (or http://stmps.b.myschoolstream.net/?p=1108
- filling in the attached slip, or
- remailing either of us.

The junior grades appreciate parent helpers to help run effective Literacy and Maths lessons, and we would love as many parents as possible to complete 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 2x2 hour sessions or 4x1 hour (once again, we'll decide when we know what suits most people best).

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

Thank you,
Judy Smith
Literacy Leader
judys@smbelgrave.catholic.edu.au.

Monica Rayner
Maths Leader
monica@smbelgrave.catholic.edu.au

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Classroom Helpers Course Reply Slip

I would like to attend the Classroom Helpers course.

I am able to attend at the following times:

9-11am: [ ] Wednesday [ ] Thursday
2-3pm: [ ] Wednesday [ ] Thursday
7-9pm: [ ] Monday [ ] Thursday

Your name:___________________________________________
Email address:_______________________________________

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GRIEVANCE

PROCEDURE

LET’S TALK ABOUT IT

From time to time in any school, parents may have a concern or an issue about school life, which they need to resolve. The following steps outline the appropriate process to follow if you find yourself in this position.

STEP ONE

Speak to the class teacher or specialist teacher concerned about your issue or problems. (It is important to make an appointment so that teachers are not interrupted during valuable class time).

Simple matters can usually be sorted out at this level.

STEP TWO

If you are unable to find a satisfactory solution to your problem make an appointment to see the Deputy Principal or the Principal to discuss the matter further.

STEP THREE

If it is a serious matter, and you believe it still needs further attention, you can make an appointment to see the Parish Priest, who is the overall manager of the Parish Primary school.

Sympathy

Please keep Brodie (5/6TC) & Ethan (5/6NC) in your thoughts and prayers. Their beloved Great Grandmother recently passed away.

~ May she rest in peace ~
FIRST AID BED LINEN WASHING ROSTER 2017
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 10th FEBRUARY, 2017

The ______________________ 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

I am willing to provide a meal for the St Thomas More School Casserole Bank from time to time.

Name: __________________________________________________________

Mobile: __________________________________________________________

Email: __________________________________________________________________

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 2017 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 2017.

Name: __________________________________________________________

Phone: __________________________________________________________________

Email: __________________________________________________________________

FIRST AID WASHING ROSTER FOR 2017
We would love for some-one 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 in this newsletter if you would like to help. thank you.

Parents and Friends

Email Addresses

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 here by NEXT FRIDAY 10th FEBRUARY.

Or email the Principal

principal @smbelgrave.catholic.edu.au

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 time 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 his 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

Save your ink!!

You can respond to any of these positions via an email or written note

office@smbelgrave.catholic.edu.au
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](http://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](http://facebook.com/cfavic))
- Twitter ([twitter.com/CFA_Updates](http://twitter.com/CFA_Updates))
- ABC local radio, Sky News and other emergency broadcasters
- Victorian Bushfire Information Line (1800 240 667)
Seasons for Growth invitation to parents/carers

Dear Parents/Carers

Change and loss are issues that affect all of us at some stage in our lives. At St Thomas More’s we recognise that when changes occur in families through death, separation, divorce or related circumstances, young people may benefit from learning how to manage these changes effectively.

We are therefore offering a very successful education program called Seasons for Growth again in 2017. This program is facilitated in small groups and is based on research that highlights the importance of social support and the need to practise new skills to cope effectively with change and loss. The program focuses on issues such as self-esteem, managing feelings, problem-solving, decision-making, effective communication and support networks.

Seasons for Growth runs for eight weeks and each weekly session is 40-45 minutes. The program concludes with a ‘Celebration’ session. Later in the year each group will have the opportunity to meet to build on their earlier learning.

Seasons for Growth will commence shortly and will be facilitated by Judy Smith and/or Amanda Pawley who have received special training in the use of this program. If you think your son or daughter would benefit from Seasons for Growth we would encourage you to talk to him/her first about this. Should he/she decide to participate please fill in the tear-off Expression of Interest slip below and return to the school by next Friday 17th February 2017. Or complete on Schoolstream under Forms.

St Thomas More is pleased to be able to offer this important program and we are confident that it will be a valuable learning experience for those who request to be involved.

Judy Smith & Amanda Pawley
STM Season for Growth Companions

Seasons for Growth-Expression of interest

I __________________________________________________________________________ give consent for my

son/daughter __________________________________________________________________ would like my child to be

considered for the Seasons for Growth program. I have discussed this with him/her.

Type of loss experienced by the child: __________________________________________________________________________

__________________________________________________________________________

Parent/Guardian Signature Child’s Signature
Sacramental Coordinator (Administration) for the Belgrave Parish

Expressions of Interest sought for the above position

The Parish of St Thomas More Belgrave is seeking applications for a Sacramental Coordinator. The successful applicant will be responsible for administration duties regarding the Sacraments of Confirmation, Reconciliation and First Eucharist. The Sacramental Coordinator will liaise with the Religious Education Leaders at both St Thomas More and St Paul’s schools, as well as the families with students in the RCIA program, to ensure communication between the Parish, schools and families is effective.

A major part of the role is to support Fr Simon Grainger in delivering the Sacramental program in the schools. Attendance at St Thomas More and St Paul’s schools for weekly classes will be expected, as well as attending the RCIA classes during the duration of student Sacramental preparation.

This role is a 10 hours per week (including attendance at 3 classes per week) paid position.

Duties include:

- Working with Fr Simon (Parish Priest) to coordinate the Parish Sacramental Program
- Attendance at Sacramental Masses
- Working with families of Sacramental students
- Preparation of readings for Sacramental services
- Preparation of Mass booklets for Sacramental services
- Attendance at all Sacramental classes, including non-parish school classes
- Coordination of enrolment forms, baptism certificates - ensuring all paperwork is up to date for candidates
- Timely communication (email) with each school’s REL (Religious Education Leader) – re names, lists, etc. for Sacraments, Masses etc.
- Efficient use of ICT tools

Expression of Interest to be emailed to Fr Simon at garethsgrainger@gmail.com by 3:00pm Friday 10 February 2017.