1st February 2017

Dear Parents/Guardians,

Welcome to the 2017 school year! I hope that you all had a Blessed Christmas and that the holiday period allowed you to spend quality time with your children and loved ones. I would like to take this opportunity to welcome everyone to Our Lady of Mount Carmel in 2017, in particular our new families. With your support we will provide your children with an outstanding education.

All organisations require systems and procedures to ensure their smooth operation and Our Lady of Mount Carmel is no different. Whilst I understand that this letter is lengthy, I ask parents, grandparents, guardians and carers to take the time to read it, as it is critical in ensuring good communication and will assist us to focus our energy on our core business: Faith Formation and Learning. To often, phone calls are made to school in the past about news or arrangements that have been publicised via the newsletter, Skoolbag, website or school notes. All notes will be available on the school website and Skoolbag and the newsletter emailed to all families.

Punctuality
Being on time for appointments is not only a life skill for employment but also a courtesy to all of those waiting for you or with you. Regularly being late does not teach your child this important life skill, and it also disturbs the class, morning routines and prayer that take place at the commencement of each and every day. Being late can cause anxiety for your child as they aren’t prepared for their morning lesson. It is not possible to drive into Bennett Street or Smith Street at 8:58am and expect your child to be on time. ALL children must be at school by 8:50am as the school gates are closed at 9:00am. Morning routines, preparation the night before and no television of a morning are some ways that will assist punctuality. Please take note particularly of excursion departures times, as we can not hold transportation or departure for children who are late.

Morning Drop Off
Under no circumstances are children to be dropped off anywhere other than in the kiss and drop area (no parking 8:30-9:30am) on the street. There are NO exceptions to this request. I would stress that the consideration of all, including our neighbours, needs to be taken into account. (i.e. No parking in driveways or double parking on the street) These expectations are for the safety of our young children! When dropping off in our kiss and drop area (no parking 8:30-9:30am) please move promptly as it assists with the flow of traffic and consider others. Children are not to be dropped off at the crossing as this is a no stopping area and dangerous. All children are to walk on the footpaths around the school. Students who arrive
after 9am (when the school gates are closed) **must** be signed in by their parent (guardian) stating the reason for their absence. We ask that parents respect this and not pressure the student leaders who are closing the gate.

Please observe and note the Accessible parking directly outside the school office entrance on Bennett Street is only for drivers who have and display the appropriate parking permit. Failure to have this permit may result in a fine of $531 and the loss of points.

**Afternoon Pick Up**

All children are to be collected from the front playground by **3:30pm**. To assist staff in ensuring the safety of all children, we request that parents remain behind the yellow line so staff can ensure that all children are safely handed over to their parents and carers. A staff member will walk all children walking home to the crossings around the school. In cases of wet or extreme hot weather, the gates will be opened and students can be collected from their classrooms until 3:20pm. After this time all students are collected from the Year 4 classroom located on the verandah above the canteen. From time to time there may be a change in how your child(ren) are collected of an afternoon. Please notify the school by sending a note to your child’s teacher or calling the school office prior to 3pm. of these changes (and After School Care if applicable) to alleviate undue stress for you child(ren) and staff.

**Attendance**

School attendance is extremely important as it provides ongoing instruction and continuity of learning. The school and Catholic Education, Diocese of Parramatta will continue to be focusing on regular school attendance by all students in 2017.

If your child is absent from school due to illness or other unavoidable circumstances you must either phone the school, send a note, email or Skoolbag message to the class teacher/school. This should contain the following information—

1. child’s name
2. date(s) absent
3. reason explaining absence

The Attendance Roll is a legal document and written documentation to support a child’s absence from school is required. If your child is on extended sick leave, that is over two days, please inform the School Office via email, phone or Skoolbag on the third day. Please ensure that upon your child’s return to school that a note is sent containing the above information. Too often staff waste time following up these notes. After 7 days upon your child’s return to school should no written documentation be received by the school your child will be marked on the attendance register as unexplained absence. If your child has continued unexplained absences and/or a significant number of days absent or partially absent (late to school or leave early from school), there will need to be a meeting with the school principal to discuss this issue.

**Application for Leave**

The Catholic Education, Diocese of Parramatta, has issued all schools with procedures for the approval of leave applications consistent with amendments made in June 2009 to the Education Act 1990. First and foremost, under the Education Act of 1990, I must remind all parents that you have a legal responsibility to ensure your child(ren) attend school. In the Act, the delegated officers (Principal, Executive Director of Schools or the Minister for Education) are the only officers who may grant exemptions from school attendance.
As such, Catholic Education, Diocese of Parramatta, has developed the following procedures for the application of leave. Please note, this application has been updated this year.

Step 1: At least two weeks prior to the planned date of leave parents are to complete an “Application for Exemption from School Attendance – Holiday (Form A1)” (available on the school website (school notes/leave applications).

Step 2: Send to school the completed “Application for Exemption from School Attendance – Holiday (Form A1)” for approval.

Step 3: If leave granted, the principal will sign the “Certificate of Exemption from Attending School (Form C1)” and send home.

Please note that the Certificate cannot be granted retrospectively, and if the application is not received with at least two weeks notice the “Certificate of Exemption from Attending School (Form C1)” may not be granted.

The Minister for Education announced in 2015 the following changes in accordance with the ACARA National Standards for Student Attendance Data Reporting.

Holidays/Leave:
A ‘Certificate of Exemption from School’ can no longer be granted for this purpose. As such:
☐ If the Principal accepts the reason for the absence, the absence will be marked as ‘L’ (Leave)
☐ If the Principal does not believe the absence is in the student’s best interest and does not accept the reason, the absence is unjustified and will be recorded as ‘A’ (Absent).
☐ If the period of absence is in excess of 50 days, your child may be eligible to enroll in “Distance Education” and rescind their enrolment at OLMC Wentworthville during this period.

Contact Details
I cannot stress the importance of ensuring that the school is kept up to date of any changes to home address, phone numbers and email addresses. Every year staff attempt to contact various families with no success due to changes in phone numbers, especially mobile numbers. Not only is this a waste of time, it can in some circumstances be extremely stressful to your child. An email or completing the form “Change/update Personal Details” on the website can save time and stress. Skoolbag has a change of details form that can be completed.

All newsletters are sent via email and Skoolbag only, please ensure the school has an up to date email for both parents. Should you not receive this via email, please email the school as we do not have your current email address.

Supervision and Routines
Before school supervision commences at 8:30am. No child is to be at school before this time. When children arrive at school they are to walk immediately inside either gate entrance and proceed immediately to the front playground. Children must not be left unattended in the Narthex of the church for their own safety and the safety of others. Students who arrive just prior to 8:30am must sit on the silver seats outside the school office until the supervising teacher arrives.
If you need to drop your child at school prior to 8:30am, please ring Catholic Out of School Hours Care (COSHC) 0409 631 929 to arrange before school care. There are currently vacancies available.

After school supervision concludes at 3:30pm. Please ensure your child(ren) are collected by this time, as staff have meetings and other commitments to attend. TO ENSURE THE SAFETY OF ALL, NO CHILD IS TO WALK OR WAIT ON THE FOOTPATH WITHOUT AN ADULT OR RUN OUT TO CARS. Parents need to inform their child’s class teacher if they will be walking home from school so arrangements can be made to assist them crossing Bennett or Station street.

Consideration of our neighbours
When parking around the school please do not under any circumstances park across or in any driveways.

Assembly
Parents are always welcome to attend Monday morning assemblies. Monday morning assemblies will commence Week 3, Monday 6 February. Please note, from 2017 the assemblies will take place on the back playground under the shade structure. We would ask that parents stand away from the classes either behind or to the side, model respectful manners by not speaking, participate reverently in prayer and sing the national anthem.

Medication
If your child is ill and requires medication in school hours they must remain at home until the prescribed course is completed. If your child needs to take ongoing medication during school hours, the office staff must administer it. All prescribed medication must be delivered by a parent to the office in the original container, clearly marked with the student's name, the name of the drug, dosage, frequency of administration and prescribing doctor's name. All tablets must be pre-cut, as the administration staff must administer correct doses as provided by parents only together with completed form for temporary administration of prescribed medication which can be found on the school website or is available via the school office. For long term medications, there are forms that must be completed before administration of the medicine can take place. These are available from the office and will be sent home on request. A formal action plan will then be established. The Catholic Education Office advises that Our Lady of Mt. Carmel staff will not administer non-prescribed medicines such as cough mixture or pain relievers bought over the counter. All children with existing school Health Care Plans/Anaphylaxis Plans will be reviewed during Term 2.

Permission Notes for Excursions, Incursions and Camps
The school goes to great lengths to ensure that our communication of major events is well publicised. We have done this to ensure that staff and parents have adequate time to plan for these events. As such, I ask parents to assist us by returning all permission notes by the dates published. Organising large groups of students is a complex and difficult endeavour and late returns place our staff under unnecessary pressure and this in turn impacts the planning and safety of students. These letters are sent to all parents and students and as such, I have instructed our staff not to accept any permission notes beyond the due date of return. Furthermore, phone calls and emails granting permission can not be accepted. Copies of permission notes will be available on the school website should they be misplaced and or for some reason not received. If permission forms are not completed and returned your child will...
not be able to participate in the excursion, incursion or camp (and there will be no excursion money refunded) and will remain at school. It is a legal requirement for the school to have and retain permission slips.

**School Uniform**

I thank everyone for their efforts in ensuring that the children returned to school the past few days looking neat and tidy. We ask that children continue to wear the full school uniform at all times and we ask for parents' support in ensuring appropriate haircuts (see below) and wearing of limited jewellery (one pair of studs or sleeper earrings only per earlobe is permitted, no bangles, rings, bracelets, bangles or necklaces may be worn etc). If your child wears a scapula or necklace we ask that it is tucked under their shirt or dress for safety. Coloured nail polish is also not acceptable. Regulation hairstyles for school have been included in the uniform information below. (Please note the final decision is at the discretion of the principal)

**Girls** - Shoulder length or longer hair must be tied back. No hair colouring is permitted. Hair ties, ribbons and headbands must be white, navy blue or school uniform pattern.

**Boys** - No hair colouring is permitted. Extremes of length or fashion are to be avoided. Hair combed forward over the eyes, mop tops, steps, undercuts, scalp designs, lines, rats tails, pony tails, wedges and number one blade cuts will not be accepted. Neat and simple haircut.

Thank you for your support of these requests during the past two days and ongoing.

The Sports Uniform is worn on set sports day and sandshoes are to be worn only with the sports uniform. Slip-on shoes and skate shoes are not safe or acceptable for sport. Children are to wear full school or full sports uniform, not a combination of both.

Students are to wear their sports uniform on the following days only unless otherwise communicated:

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<th>Grade</th>
<th>Days</th>
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<tr>
<td>Kindergarten</td>
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<td>Year One</td>
<td>Tuesday (1 Blue) Wednesday (1 Gold), Friday</td>
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<td>Year Three</td>
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<td>Year Four</td>
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<td>Year Five</td>
<td>Tuesday, Thursday</td>
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<tr>
<td>Year Six</td>
<td>Thursday, Friday (tbc)</td>
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As mentioned during previous correspondence, the changeover phase will continue this year with full integration of the new school uniform at the commencement of 2018.

**Canteen**

Open Monday to Friday from 8:30am for breakfast and for recess and lunch. A 2017 menu was sent home on Monday. Please note there is an online ordering facility now available. Details can be found on the back of the menu or via Skoolbag.

**Opening School Mass**

You are invited to join our parish and school community on Friday 10 February 2017 at 10:30am to celebrate:

* the beginning of our school year and to welcome our new students and parents
* the commissioning of our student leaders and SRC
**Principal’s Holiday Challenge**

Don’t forget to send in your child’s entries to either the “Guest Travel Reporters Challenge” and or the “Graphic Designers Challenge for the Parish/School Fete”. Also, remember to enter the Executive Director’s Summer Reading Challenge via [http://www.parra.catholic.edu.au/summer-reading-challenge](http://www.parra.catholic.edu.au/summer-reading-challenge)

All entries for the Principal’s Holiday Challenge are to be returned by Wednesday 16 February.

**Catholic Out of School Hours Care (COSHC)**

The COSHC has commenced operation after the significant refurbishment of the space. There are very limited spaces available of an afternoon. Please contact COSHC staff should you have any enquiries. Please note the entrance for COSHC is the Smith Street gate at the back of the school. This gate will be closed but not locked.

Thank you for your support of the above requests to ensure that each and every child is safe at Our Lady of Mount Carmel. Should you require a meeting with your child’s teacher for medical or other concerns prior to the Meet the Teacher meetings in Week 7, please contact the office to make an appointment.

Once again, we are looking forward to working with you in the Catholic education of your children.

May God bless all our endeavours this year.

Yours sincerely

Steven Jones
Principal
Staff List 2017

Principal: Mr Steven Jones
Assistant Principal: Miss Olimpia Pirovic
R E Coordinator: Mrs Bernadette Nolan
Coordinator: tbc
Coordinator: Mrs Jodie Meares

Administration Staff: Mrs Maree Murphy
Mrs Lisa Sinclair

Early Stage 1: KB – Miss Abigail Magtanong
KG - Mrs Frances Orlando

Stage 1: 1B – Mrs Amanda Cox
1G – Mrs Rachael Hakim (Terms 1 & 2) / Mrs Rhonda Sculley (Terms 3 & 4)
2B – Mrs Jennie Cerniauskas (Mon- Wed, Fri) /Mrs Kay Massey-Hale (Thurs)
2G – Mrs Sandra Carew (Term 1)

Stage 2: 3B – Mrs Suzy Kirby (Mon-Thurs) / Mrs Sharon Taylor (Fri)
3G – Mrs Debbie Wooding
4B – Mrs Jodie Meares (Mon-Tues & Thurs-Fri)/Mrs Stefanie Chehade (Wed)
4G – Miss Vivian Mikhael (Mon-Thurs) / Mrs Stefanie Chehade (Fri)

Stage 3: 5B – Miss Jessica Dooley
5G – Mrs Hilary Smith
6B – Mr Nicholas Jones (Mon & Fri) / Mrs Kimberley Pearn (Tues - Thurs)
6G – Miss Elise Thomas

LTST & Librarian: Miss Olimpia Pirovic
IT Assistant Miss Jasmine Oberman (Wed-Fri)

Learning Support: Mrs Elisa Speranza– Kindergarten -Year 3
Mrs Kath Noble – Year 4-6 (Mon-Thurs)

Reading Recovery: Mrs Bernadette Nolan
Miss Sara Butler

School Counsellor: Miss Leanne Readman (Monday & Wednesday)

Extending Mathematical Understanding (EMU): Mrs Amanda Cox (Year 1)
Miss Olimpia Pirovic (Year 3)

Teacher Assistants: Mrs Barbara Aboud (Mon - Thurs)
Mrs Alyson Hanson
Mrs Judi Cundy

Music/Dance/Drama (RFF): Mrs Melissa Laus (Tues & Thurs) / Mrs Emma Moore (Wed)
Physical Education (RFF): Mr Nicholas Jones (Tues - Thurs)

Cleaning Staff: Mrs Rosalina Caruana
Golden Touch Cleaning

Maintenance/Grounds Mr Jean-Marie Pace (Mon - Fri)
Gardens Mr Milad Dib (Tues)
Canteen Manager: Mrs Ramona Younan - Munch Canteen (Mon - Fri)

COSHC Coordinator: Ms. Teresa Atieh 0409 631 929 7-10am & 2-6pm
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<td>Years 1-6 Commence Kindergarten 2017 Individual Interviews</td>
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<td>8:30-12pm Uniform Shop Open 7pm P&amp;F Executive mtg</td>
<td>9am Tea &amp; Tissues</td>
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<td>7pm Kindergarten Information Evening (Mercy Library)</td>
<td>OLMC Fete Raffle Tickets sent home</td>
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<td>School Census Day Band Commences</td>
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<td>10:30am Opening School Mass</td>
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<td>5:30pm Welcome School BBQ</td>
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<td>Cumberland Zone Swimming Carnival @ Parramatta Pool 7pm P &amp; F Meeting</td>
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<td>7pm OLMC Fete Meeting (Narthex)</td>
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<td>Diocesan Swimming Carnival</td>
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<td>7pm PRC AGM – Raising Responsible Citizens</td>
<td>Catholic Schools Week Mufti Day – Block of Chocolate Meet the Teacher Goal Setting meetings</td>
<td>Ash Wednesday 9-3pm AFL Clinics 10:30am Ash Wednesday Mass</td>
<td>Ride Wrist Band Preorders sent home</td>
<td>STAFF DEVELOPMENT DAY</td>
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<td>9-2pm OLMC Clean Up Working Bee</td>
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<td>Catholic Schools Week Mufti Day – Block of Chocolate Meet the Teacher Goal Setting meetings</td>
<td>Kindergarten 2018 Enrolments Open 3:30-8:30pm Meet the Teacher Goal Setting meetings</td>
<td>Meet the Teacher Goal Setting meetings 3:20pm AFL Clinic (registration required)</td>
<td>Meet the Teacher Goal Setting meetings</td>
<td>Year 3-6 Excursion – Music In Sport @ Riverside Theatre</td>
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<td>Accepting Trash Trash’n Treasure</td>
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<td>Basket Bazaar Mufti Day 3:20pm AFL Clinic (registration required)</td>
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<td>9:15am Stage 2 Mass</td>
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<td>7pm OLMC Fete Meeting</td>
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<td>3:20pm AFL Clinic (registration required)</td>
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<td>Mufti Day – Bottle 9:15am Stage 1 Mass 3-9pm OLMC Fete</td>
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<td>God Day – Holy Week &amp; Easter</td>
<td>Holy Week &amp; Easter Reflection</td>
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<td>9:15am Stage 3 Mass</td>
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