FROM IDEA TO REALITY

I trust that everyone was able to have a relaxing break with family and friends. The school building is ready for learning and teaching and we look forward to the arrival of our inaugural students. The realisation of our new school is a testament to the vision of St Andrew’s Parish Werribee and is the result of hundreds of hours of work on the part of our steering committee which oversaw the initial conception, design and building of our new school. Our first school day will be a very proud moment for our parish, committee members and the St. John’s community.

With staff and student now onsite, our aim as a school in the initial weeks of term one is to:

♦ Begin to build a positive culture where each child is known by all staff members.
♦ Build relationships with the wider St John the Apostle community.
♦ Engage students in a positive way so they are excited about their new school.
♦ Establish structures which ensure student safety and promote effective learning.

January is a particularly busy time for schools and families as they prepare for the oncoming school year. Much of the information contained in this first newsletter is simply to assist you in your final preparations for your child’s commencement at our new school.

CLASS STRUCTURE & STAFFING

Due to an influx in enrolments over late December, we have been able to obtain student numbers which allow us to appoint another teacher. This provides a little more scope in how we structure the school with a focus on keeping initial class sizes low. The new school structure is as follows:

Prep – Two Classes
Teachers: Miss Alisha Keogh & Mrs Jennifer Fenech

Year 1 – One Class
Teacher – Ms Kathleen Warr

Year 2/3 – One Class
Teacher: To Be Announced

Year 4/5/6 – One Class
Teacher: Mrs Angela Anderson
Specialist Physical Education
Teacher: Mrs Louise White

Part Time – Relief and Teacher Support
Teacher: Mrs Leah Jozeljic

Administration Staff:
Mrs Rosalie Baldwin (Deputy Principal & Director of Student Wellbeing)
Mrs Janet Belir (School Officer)
Mr Toto Penflor (Facilities Manager)
Mr. Simon Dundon (Principal)

SCHOOL UNIFORM

If you have not yet had a fitting with Rushford’s Schoolwear, please call to make an appointment as soon as possible. They have extended business hours over January to cater for the high demand at this time of year.

A guide to the school uniform expectations and answers to frequently asked questions can be found and downloaded from the school website.

BEFORE AND AFTER SCHOOL CARE

If you are intending to use this service it is vital that you complete the necessary paper work and submit it to:

Quantin Binnah Community Centre
61 Thames Blvd, Werribee.
Ph: 9742 5040.

Please Note: These services do not commence until Monday, 3rd February. There is no before and after school care on the first day, Friday 30th January. Enrolment forms are available from the school office and at Quantin Binnah.

FIRST DAY—STAGGERED START!

A reminder that students from Year 1 – 6 start the first day, Friday 30th January, as normal. Students in these classes should arrive between
8:30 - 8:40am. Classes commence each day promptly at 8:50am.

Students in Year Prep will arrive at 10am and enter through the front doors at the administration area.

From then on students all should arrive at school as normal between 8:30 – 8:40am.

**PREP ORIENTATION REST DAYS.**

To assist Prep students in coping with the fatigue which is associated with commencing school, the first five Wednesdays of Term One are designated rest days for Prep students. To assist parents with arranging care for their children on these days, the dates are listed here:

- Wednesday, 4th February
- Wednesday, 11th February
- Wednesday, 18th February
- Wednesday, 25th February
- Wednesday, 4th March

During these days Prep teachers will conduct assessments of students from P-6 and engage in curriculum planning. They may also arrange extended formal meetings with parents regarding their child’s progress.

**FEE PAYMENTS**

**Student Levy**

The first payment required from families is the student levy. This is a $280 payment per child which subsidises some of our resourcing for the students. It includes the supply of stationery, art materials, technology, sport equipment and technology. This payment is due by Friday, 13th February.

If you are using eftpos, we ask that you delay your payment until the week starting Monday, 6th February. This will allow us time to establish the infrastructure and procedures for processing these electronic payments.

**Family School Fees**

These payment can be made using a series of options outlined below:

**Option 1:** Payment in full due by May 28th ($1250)

**Option 2:** Payment in three instalments:

- Instalment 1 ~ $420 due by February 12th
- Instalment 2 ~ $420 due by April 29th
- Instalment 3 ~ $410 due by June 29th

**Option 3:** Payment by direct debit only ~ $156.25 per month (8 payments) from 15th February to 15th September

**Option 4:** Payment by direct debit only ~ $75.00 per fortnight for 16 payments from 29th January to 27th August plus one payment of $50 on 10th September

(Please Note: The $100 enrolment fee will be deducted from the above figures)

If you are wishing to use a direct debit option please collect the necessary forms from the front office or email Janet in the school office at:

office@stjatarneit.catholic.edu.au

We will send the form to home with your child.

**Parish Stewardship Contribution**

Each family as part of their enrolment agreement has pledged a contribution to St. Andrew’s parish to assist in the payment of our land loan and the supply of our Pastoral Associate, Marthense Temming.

These payments will commence in February. If you have elected to pay using the envelop system, your envelops will arrive shortly. Payments made via envelop can be brought to the school or the parish office.

**STUDENT STATIONERY**

A reminder to parents that all stationery items required by your child have been purchased by the school from our suppliers. There is no need to buy stationery for your child for the commencement of school, however we do suggest the students have a desk area at home which has ready access to stationery when homework commences.

**NEWSLETTERS**

The school will issue a fortnightly newsletter, keeping families informed about current school initiatives, news and information. As our school has been built with sustainability in mind we are urging parents were possible to receive a pdf copy of the newsletter via email. Copies can also be downloadable from the school website at www.stjatarneit.catholic.edu.au

If you wish to be emailed the newsletter, please indicate this on the form we will send home in the first week. It notifies us of the addresses that will be on our mailing list. Families not electing to join the emailing list will have a paper copy sent home with the eldest child.

**ASSEMBLIES**

The school community will also have the opportunity to gather fortnightly to celebrate the amazing learning happening at our school. Assemblies will commence at 9am and will have a duration of around 30 – 40 minutes.

Families are invited to join us on these days. Tea and coffee will be available from 8:40 – 9am in the community space at the front office. Once students have organised themselves for the day, families will be invited to take a seat within the Year 1 - 6 Learning Space.

The first assembly is scheduled for Friday, 13th February.

**VOLUNTEERS**

A strong school community is essential in providing our students with an effective learning environment. Many tasks which can be done through the kindness of volunteers allows us to redirect funds to benefit our students. We thank those parents who have already volunteered their time to help our community.

In the coming weeks we will be seeking parent support on the following committees:

**School Grounds Maintenance**

Particularly over Summer and Spring the control of weeds, etc is crucial to allow our garden beds and lawns to establish. This committee will gather to keep the school grounds well presented.

**Literacy Resource Management**

Our literacy resources total over $18,000 of books. These resources include Take Home Books, Guided Reading Book Sets, Big Books, and Audiobooks. Thanks to the generosity of some parents over the holidays, we have been able to catalogue most of these resources ready for circulation.

We will however require ongoing assistance with the circulation and covering of take home books over the school year. If you are available to assist from 8:40 – 9:10am please let us know what days of the week will suit and we will endeavour to make up a roster and organise a training session.

**ICT Helpers**

Whilst we have contracted ICT technicians who assist in the maintenance of our network infrastructure and hardware, occasions do occur when simple, yet time consuming tasks need to be completed. We are asking for members of our parent community to assist in tasks such as:

- Installing & updating software
- Setting Up Charging Trolleys
- Updating iPads
- Moving computers

www.stjatarneit.catholic.edu.au