



Many Hearts, One Voice
25th January

Our Lady of the Cape Primary School is a community where each child is valued as an individual and nurtured spiritually, by many hearts working together as one voice to fulfil their overall potential.

Important Dates

Mon 29 January 2018

- Uniform Shop Open
9am – 10.30am
- Second hand uniforms available

Tue 30 January 2018

- Office closed until 12.45pm

Wed 31 Jan 2018

- **Students Commence**

Thurs 1 Feb – Wed 7 Feb

- Swimming lessons
Y1/Y5/Y6

Thurs 8 Feb – Wed 14 Feb

- Swimming lessons
Y3/Y4/Y2

Thurs 8 Feb 7pm

- P&F Meeting

Weds 14 Feb 7pm

- Board Meeting

Weds 21 Feb 6pm

- AGM

Thurs 22 Feb

- OLC Swimming Carnival

Fri 23 Feb 9.30am

- OLC Opening Mass
OLOTSC

For more dates, go to
http://www.ladyofcape.wa.edu.au/pdf/calendar_yearly.pdf

Note: dates are subject to change and the calendar should be checked regularly.

Back To School Prayer

**Dear Lord, use my eyes to see new friends
Use my ears to hear my teacher
Open my mind to learn new things
Help me to remember You are always near me
And to love others like you do**

Dear Parents and Members of Community,

Welcome to the 2018 school year, another year of opportunity for growth and the development of excellence in all aspects of our school.

Welcome to New Families

We look forward to the community of our school welcoming our new students, staff and families. In addition to our new kindy students, we welcome thirteen new families.

Vacancies still exist in most classes. Please encourage any families you encounter who may be interested in the Catholic ethos and the values based community approach to education that we offer to enquire.

Welcome to New Teachers

Welcome to Mrs Alice Tippett (Y2T) and Mrs Sandy Ricciardone (Y4) as they prepare for the school year. We also congratulate and welcome back Miss Amy Rundle who returns to us this year as Mrs Sherborne (Y1S) after getting married during the holiday break.

We will also welcome Mrs Jo Nottle to OLC. Jo will be completing an internship as part of her fourth year teaching studies at Murdoch University. She will complete blocks of teacher prac across terms one and two and be with us full time on Mondays and Tuesdays in PPB.

Preparations for the Year

I would like to thank all our staff for the work completed in readiness for the year. The classrooms are really well prepared and much planning has already happened. Particular thanks to Mrs O'Leary and Mrs Marrell for their administration and finance work, to Mr Hogan for his work completed over the holidays and his support of the builders; and to Mrs Johnson for her considerable work with IT infrastructure and connectivity. Mrs Johnson also spent many hours coordinating the provision of IT in the new build. Finally thanks to Mrs Kemp, Mrs Meyer and Mr Hogan for all their work in moving the books and resources back into our amazing new library space.

Our Lady of the Cape Catholic Primary School
PO Box 562, 245 Cape Naturaliste Rd, Dunsborough WA 6281 Tel: 08 9755 3866
Web: www.ladyofcape.wa.edu.au Email: admin@ladyofcape.wa.edu.au
Newsletter: newsletter@ladyofcape.wa.edu.au Staff firstname.secondname@cewa.edu.au

Dates and Times for Commencement of School

The staff return to work for Professional Development and planning time on Monday 29th January and Tuesday 30th January. Due to this, please note that admin staff will be unavailable on Tuesday morning to attend to any enquiries, however, the office should reopen at approximately 12.45pm.

Students from Pre Primary to Year 6 return on Wednesday 30th January. Kindy Red will commence on Wednesday 31st January and Kindy Blue will commence on Thursday 1st February.

Parking on First Day of School

Our carparks are all now clearly marked. Parents are welcome to park in any available bays in the Cape Naturaliste Road and Sloan Drive car parks.

Please **do not** mount the curbs to park on the surrounds of the Cape Naturaliste Road carpark as this will damage the curbing.

To reduce congestion, parents are invited to park on the oval, but only for the first three days of term.

Sloan Drive Skip Lane

We are thrilled to have this complete and parents are welcome to use the lane to drop their children to school but there are only three parking bays available.

In the mornings this will operate as a drop off lane only. **Entry to this lane must be from the northern end only.** Entry to the school from this area must be via the steps beside year six. Children **must** keep off the slope beside the carpark whilst we establish the grass.

After School Pick Up

The Cape Naturaliste Road pick up lane will commence on the first day of school. We will be establishing a second in-car pick up procedure for Sloan Drive in the near future. Once it is organised, I will send out a specific communication regarding the procedure for this area.

Supervised collection of students will commence on the first day of school. If you wish your child/ren to go on pick up and do not have a family label for your visor, please advise Fran at the office. If your child is in Yrs PP – Y2, please write in your class communication book if you wish to put them on pick up, bus or have an alternate person collect them. Please also note on the board outside the entrance of the Early Childhood Centre.

Swimming Lessons (Years 1 – 6)

As outlined last year, swimming lessons will be conducted over two weeks, this year at the Geographe Leisure Centre (Busselton).

- Thursday 1st February – Weds 7th February (from 10.15am – 1.05pm) for Years 5, 6 and 1, and
- 8th February to 14 February (from 10.15am – 1.05pm) for Years 3, 4 and 2.

Of particular importance on the swimming enrolment form is notification of swimming levels passed so the students can be organised into appropriate groups. **This form must be returned on the first day of school.**

The swimming note and swimming enrolment form are attached to this email.

Uniforms

Uniform Days for students are as follows:

- PP: - Sport uniform – Monday – Thursday
 - Sport uniform (faction shirt): Friday
- Years 3 – 6: - Formal uniform: Monday, Tuesday and Thursday
 - Sport uniform: Wednesday
 - Sport uniform (faction shirt): Friday
- Years 1 – 2 - Formal uniform: Monday, Tuesday and Wednesday
 - Sport uniform: Thursday
 - Sport uniform (faction shirt): Friday

Uniform Shop

The uniform shop will be open **Monday 29th January from 9.00 am – 10.30am**. My thanks to Loren Kirby and Eliza Blackburn for volunteering to join Carla this year to continue to provide this most important and appreciated service. Second hand items will also be available for sale at this time. Thanks go to Chelsea Torrese for her organisation of this area.

The uniform shop is also open every Wednesday of term from 8.45am – 9.15am and the first Monday of each term. If you can't make it during these hours, orders can be placed via the school office at any time and the volunteers will fill them on a Wednesday. Second hand uniforms can be viewed during school hours by collecting the key from the school reception.

Student Hair Policy

In the interests of equity, hygiene, and to maintain high standards of grooming; we wish to outline for hair and grooming in the Uniform Policy.

The requirements for **boys and girls** are:

- If hair is longer than the top of the collar, it must be tied up with hair-coloured or school-coloured pins, ties or ribbons.
- Hair over the face must be clipped back at all times.
- Coloured or unnatural blending and novelty, or extreme haircuts are not permitted.
- Short hair cuts must be no shorter than a number three.

All in our community take pride in our school and I look forward to your understanding and support with these changes so that uniform and grooming standards can be upheld. Please visit our website for more details on our uniform policy at

http://www.ladyofcape.wa.edu.au/pdf/policies_uniform.pdf.

New Classrooms

Our new classrooms and Library are ready for the commencement of school. My thanks to everyone who has helped with the provision of these quality learning spaces.

Commencement Time of Classes

A reminder that students should not arrive at school before 8.30am as we do not have supervision available; all staff are busy preparing for the day's learning. Students can be dropped off from 8.30am with parents welcome in classrooms during the gathering time between 8.30am and 8.45am. When the bell sounds at 8.45am, parents of students in Years 1 – 6 need to leave the classroom promptly so the learning programme can commence. Teachers of the younger grades will guide parents on the start of the day.

Late Arrivals and Early Departures

As part of our duty of care, parents **must** sign in late arrivals (i.e. after 8.45am) and sign out early leavers at the office.

Absences and Late Arrivals

We also have a duty of care to contact parents via sms if their children have not arrived at school by 9.30am without explanation. Parents must call the office before 9.30am to advise if their child/children will be absent. Alternatively you can complete the Absentee Online Form under

Information on our website. If a child is absent we must have a signed note immediately after the absence in addition to the phone call or online form.

Booklist Items

Booklist items for students in Kindy to Year 2 should be handed to the class teacher for storage and management (please do not cover and name text books, scrap books or exercise books). For all other classes, please cover books and label all items with student names.

Family Detail Forms

These forms will be sent out in week one. Please check all details, update where necessary, sign and return to the box outside the school office by the end of the week. If you contact details change at any time during the school year, please advise us.

School Calendar

Please check website for important dates for the year. Note these dates are subject to change so please check the calendar regularly.

Canteen

Canteen will commence on Tuesday 6th February. Attached to this email, is a letter from Sara will seeking volunteers to continue the excellent canteen service that has been the tradition of OLC. Please complete and return to the school as soon as possible.

Medication

If you child has a medical condition that we are not aware of, please advise your teacher and the office ASAP. If we need to hold medication at the school for your child, please ensure we have this on the first day of a school.

Joggers for 2018

Just a reminder if people are buying new joggers for this year that they need to be predominantly white or light grey (75%). Please also avoid, or replace, brightly coloured laces.

School Fees

School fees will be distributed in week two. As a growing and developing school, we need school fees paid promptly so we can continue to provide the resources and facilities to promote learning for all students.

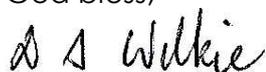
The prompt payment of fees by families is much appreciated. If you have a health care card you may be eligible for a fee discount. Please contact the school office for more information.

If parents need help, please contact Sandra or Des for a confidential meeting to arrange a payment plan.

Staff Email Addresses

Should you wish to communicate with staff members, you can email them using firstname.surname@cewa.edu.au. If you need to leave a message about your child's pick up, please do not email but ring the school to ensure the message is received in time to alert the child/staff.

God bless,



Des Wilkie
Principal