Dear parents/Caregivers

I would like to take this opportunity to introduce myself. My name is Lyn Poharama and welcome all parents, friends and family to the Year Three class.

**Teachers**

- Classroom Teacher: Mrs Lyn Poharama
- Teacher Assistants: Mrs Sue Mendoza and Mrs Elizabeth Walker
- Library: Mrs Mandy Sheen
- Health and Physical Education: Mrs Sarah Amiradaki
- Science and IT: Mrs Claire Wellbeloved

**Administration**

- Principal: Mr Peter Allen
- Deputy Principal: Mrs Mandy Sheen
- School Accountant: Mrs Genni McCormack
- School Secretary: Mrs Hilary Rozario
- Grounds person: Mr Sean Sta Maria
- Canteen: Mrs Kelly Gould

**School Times**

School begins at 8:25am. The classroom doors will be open to students from 8:15am to allow them time to organise themselves for the day. **Due to safety precautions, students and parents are not to enter the classroom if a teacher is not present.**

Should you arrive at school early, students are instructed to leave their bags on the hooks provided and wait until 8:15am in the undercover area. Please also be aware that supervision is not provided at the school before 8:00am.

- **Recess:** 10:20am - 10:40am
- **Lunch:** 12:20am - 12:35pm (eating)
- **Lunch:** 12:35am - 12:55pm
The school day ends at 2:35pm. The bus lining up area is in the undercover area. The drop off and pick up zone is clearly marked outside, opposite the car park. Alternatively, parents and caregivers are most welcome to collect their children from their classes. Please make sure to park cars in the designated parking areas and not leave cars unattended at the drop off/muster point.

Punctuality is important to ensure that your child has the best start to their school day. If for any reason you are running late or have appointments, you are required to accompany your child to the office and fill out the late log book and collect a red card which needs to be handed to the teachers.

Should you need to collect your child from school before the end of the school day, you need to collect a green ‘early departure’ card from the front office.

**Absences**
Any absence from school is to be followed up with a written (or emailed) note of explanation. Phoning the office on the day is appreciated, but this still needs to be followed up in written form. There are yellow slips at the front office for your use. If the school has not received a message either by phone or email then an SMS will be sent to parent’s mobile phones.

**Uniforms**
All students at St Cecilia’s are required to wear the correct uniform with pride at all times. All items need to be clearly labelled with your child’s name. Students are required to wear their hats outside and sunscreen is provided in the classroom for application throughout the day.

A note explaining any deviation from the school uniform is appreciated and relieves your child from any undue pressure. Any child who attends school with the incorrect uniform will be issued with a red uniform slip that needs to be signed by the parents and returned to school the next day. This includes inappropriate jewellery, socks, temporary tattoos and nail polish.

**Games, toys and precious items.**
We ask that your child does not bring toys, games, iPods or any precious items to school. The school is not responsible for loss, damage or theft of the above mentioned items.

**Birthdays**
Birthdays are recognised in class at Thursdays’ assemblies. We kindly request that you do not send any cakes, lolly bags or treats to school.
Assemblies and Masses

As we kick off each week with Monday assembly, we also come together for our school prayer and singing of the National Anthem. We also reflect on the importance of school expectations and student behaviour.

Assembly is also held on Thursday morning at 8:30am in the school hall. At this assembly class items are performed, birthday certificates are handed out and merit certificates are presented. I will inform parents the day before if your child is receiving a certificate, however this is a surprise for the students. Please see term planner for the dates and times of all school Masses.

<table>
<thead>
<tr>
<th>Class/Topic</th>
<th>Time/days</th>
<th>Items to remember</th>
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</thead>
<tbody>
<tr>
<td>Library</td>
<td>Tuesday 2pm – 2:35pm</td>
<td>Library bag</td>
</tr>
<tr>
<td>Sport</td>
<td>Thursday</td>
<td>Sports Gear</td>
</tr>
<tr>
<td>Homework</td>
<td>Handed out each Friday</td>
<td>Due Thursdays</td>
</tr>
<tr>
<td>Test days</td>
<td>Fridays</td>
<td></td>
</tr>
<tr>
<td>Diaries and Homework folders</td>
<td>Return every morning</td>
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Important days in Year Three:

All students have a copy of the Year Three class timetable in the back of their diaries.

Communication Page

Please refer to the school website for weekly updates. I will endeavour to update the page each week with homework and special events.

Please feel free to pop in and have a look at what your child/children are doing in class. I am happy to meet with parents/caregivers most days after school, but I would prefer to make appointments regarding more formal issues.

Parent interviews will also be held closer to the end of Term. More information will be given out soon.

Thanks very much for attending our Parent Information night.

Kind Regards
Lyn Poharama and the Year Three Super Team