



St Cecilia's Catholic Primary School



Information Booklet 2017



INTRODUCTION

My name is Mrs Lyn Poharama and I would like to take this opportunity to welcome families and friends to a new year at St Cecilia's School. I am looking forward to getting to know you and your children throughout the year, which surely promises to bring with it, many new experiences and challenges. As your son or daughter's teacher, it is my goal to help him/her become a confident learner and I will do my best to help make this year a positive experience for your child.

This booklet will guide families to become familiar with daily routines, school and class expectations and important administration information. Please read through and share the booklet with your child and keep it for future reference.

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Teachers

Classroom Teacher	Mrs Lyn Poharama
Teacher Assistants	Mrs Chloe Ramsay
Library	Mrs Mandy Sheen
Health and Physical Education	Mrs Christine Lee
Science and IT	Mrs Claire Wellbelove

Administration Staff

Principal	Mr Peter Allen
Deputy Principal	Mrs Mandy Sheen
School Accountant	Mrs Genni McCormack
School Secretary	Mrs Simone Fernandes
Grounds person	Mr Sean Sta Maria
Canteen Manageress	Mrs Kelly Gould

Parish Priests

Father John Martin	Father Justus Opara	Father January Mkude
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ADMINISTRATION

School Hours

Children are not permitted to be at school before 8:10 am, as supervision is not provided until after this time.

School begins at **8:25 am**. The classroom doors will usually open at 8:15 am to allow your child 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

Recess: 10:20 am – 10:40 am

Lunch: 12:20-12:35 pm (eating); 12:35-12:55 pm (playing)

The school day ends at **2:35 pm**, when the children will be dismissed from the classroom. You are welcome to collect your child from the foyer. Alternatively, your child may use the pick-up zone, as well as buses that run to both Port and South Hedland (ensure they have a new **TransHedland Smartrider** card).

Punctuality is important to ensure your child has the best start to the school day. If for any reason your child is late to school, they must present themselves at the office to fill-out the register. Your child will then need to take the late notice red card to the classroom.

Absences

If your child is absent from school for any period of time, please write a note for the classroom teacher who will then forward this to administration upon their arrival. It is a legal requirement that all absences are in writing, even if you have contacted the school by phone or other means. If you are aware of any absences prior to them occurring please inform the classroom teacher of the dates prior to leaving.

Uniforms

All students at St Cecilia's are required to wear the correct uniform 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.

Lost Property

If your child loses an item of theirs, please check the lost property box located in the office. Items that are labelled will generally turn up however; it is ultimately your child is responsible for their own items.

Canteen Lunch Orders

All orders are to be placed online. For more details or assistance in setting up online, contact our Canteen Manageress, Mrs Kelly Gould, either in person at the canteen or via email:

Gould.Kelly@cathednet.wa.edu.au. Any other requirements please do not hesitate to contact Mr Allen.

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

Monday morning assemblies are held on odd weeks at 8:35am. We come together for our school prayer and singing of the National Anthem. We also reflect on the importance of school expectations and student behaviour.

Thursday morning assemblies are held on even weeks at 8:35am 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.

Important days in Year Three:

All students will be given another copy of the Year Three class timetable to place in the back of their diaries.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	ALL WELCOME! CLASSROOM DOOR OPEN				
8:25 – 8:40	ASSEMBLY (odd weeks)	MORNING FITNESS	MORNING FITNESS	ASSEMBLY (even weeks)	MORNING FITNESS
8.40 – 9.05	SPELLING MASTERY	SPELLING MASTERY	SPELLING MASTERY	SPELLING MASTERY	SPELLING MASTERY
9:05 – 10:20	Literacy	Literacy	Literacy	Literacy	Testing * Mental Maths * Spelling * Homework Prep
10.20 – 10.40	RECESS	RECESS	RECESS	RECESS	RECESS
10:40 – 12:20	Numeracy	Numeracy	Numeracy 10:40 – 11:40	Numeracy Mrs Ramsay taking small groups	SCIENCE
			Religion 11:40 -12:20		
12.20 – 12.55	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:55 - 1:45	Religion	Religion	ARTS PROGRAM YEARS 1 – 6 12:55 – 2:25	Religion	SPORT
1:45 – 2:30	TOPIC	TOPIC		LIBRARY 1.45 – 2.35	
2:30– 2:35	PACK UP				

Term One 2017 General Outline

This term, the following concepts and/or skills will be explicitly taught to your child.

Literacy

Writing: Narrative and persuasive writing and building on vocabulary.

Reading: Guided Reading groups learning concepts in reading strategies for example, predicting, inferencing, prior knowledge, using text to find information, building vocabulary.

Grammar: Catching Onto Comprehension (Levelled Text Books)

Spelling: Levelled spelling activities (Spelling Mastery).

Diana Rigg spelling for homework and sight words.

Numeracy

Basic facts: Solving problems using the four operations and times tables.

Number: Mental strategies involving Addition, Subtraction, Multiplication and moving into some basic Division.

Mental Maths: Mental Math activities each day from their text books. Students are levelled. The Friday Mental Maths quiz is recorded and Students can move between groups throughout the year.

Humanities – History: Importance Of Country and Place

Focussing on Aboriginal and/or Torres Strait Islander peoples who belong to a local area. Students will have the opportunities to use prior knowledge, pose questions (ACHHS067), locate relevant information(ACHHS068), learn the importance of Country and Place.

Health and Physical Education with Mrs Lee

Skills for physical activity:

INTERM SWIMMING: Lessons in Sport. Levels will be provided. Lessons are being held in weeks 4 and 5 of Term One.

Art – Wednesdays Arts Program

This term we have decided to run with the Arts Program. The program has been in the school in previous years, however, it was only offered to years 4 to 6. This term we will be running a Junior (1 to 3) and Senior (4 to 6). Students from the Junior level are mixed and each Junior teacher along with Mrs Wellbe, will spend each Wednesday afternoons learning new Arts concepts.

Science with Mrs Wellbe

I have included a very detailed outline, put together by Mrs Wellbe, of what will be taught in Science this Year.

Homework

In Year Three it is expected that your child engages in approximately **15-20** minutes of homework (this does not include reading) each night.

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

Mrs Poharama & Mrs Ramsay