Dear Parents

This is a Special Edition Newsletter

There are a few items we wish to inform you about that were not included in Newsletter 1. As the school year progresses there is always new information that both new and old parents need to know to ensure the smooth operation of the school for our students.

CareMonkey for New Parents

You will have received an email today from CareMonkey asking you to complete your child’s profile. We ask that you read the information below which explains the process and then complete the CareMonkey profile.

As you know we take the health and safety of our students very seriously at Sacred Heart so CareMonkey was introduced last year as an innovative parent controlled electronic medical form for schools, clubs and other groups with a duty of care. It’s an electronic version of the paper based forms you always have to fill in for excursions, camps, enrolments, etc. It provides parents with the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you. We use the CareMonkey app in the best interest of the children whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year. It will also make communication between home and school more effective.

Parents can use a PC, laptop, iPad, tablet or smart phone to enter the details including:

- emergency contacts
- medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from parents

As a parent you will receive an email from the CareMonkey system inviting you to enter the details for your child in an electronic medical form. To ensure your privacy the information provided will only be accessible by the relevant staff for your child. However, if you choose, you will also be able to share this information with anyone else you trust with your child’s care – your child’s grandparents, child-minder, sports club, cubs scouts etc.

There is one primary carer’s email address associated with each child. For new families, the first email requesting you to enter your child’s details has been sent out from the office@shoakleigh.catholic.edu.au email address. You will automatically be sent additional reminders on a regular basis until the care profiles are complete. **Once the care profile is complete, the emails will stop.**

Please feel free to contact the school office, Jan Morice or myself if you have any questions. You can also visit the CareMonkey website for more information: [www.caremonkey.com](http://www.caremonkey.com)

Regards

Brian Martin

School Fees

Accounts for 2015 school fees and levies will be sent home with the eldest student in the family by the end of February. An explanation of the fees and levies and options for payment will be included with the accounts.
Parent Teacher Information Sharing Meetings
A letter was sent home on Tuesday regarding booking these meetings on www.schoolinterviews.com.au. It is also attached to this newsletter. The Parent Teacher Information Sharing Meeting form is also attached for you to complete and return to your child’s class teacher by 9 February.

Mother/Daughter Camp
An invitation was sent home this week to the girls in each class. Please return this form to the office by Friday 20 February 2015. A copy is attached to this newsletter.

Classroom Co-ordinators
Attached is a copy of the Classroom Co-ordinators Role Description. You are invited to approach your child’s class teacher if you would like to take on this important, valuable communication role which links parents, students and teachers in our school community.

Helpers Needed: Shrove Tuesday (Pancake Day)
Pancake Day this year is on Tuesday 17 February. This is the last day before the season of Lent begins leading up to Easter. This is a wonderful day that the children love to take part. Each year parents help cook and distribute the pancakes to make this a wonderful day for the children. We need your help. If you can coordinate or assist on the day by cooking and distributing please contact the PA president Josie on PLEASE ADD MOBILE NUMBER pa@shoakleigh.catholic.edu.au

Volunteers Required:
If you are interested in being a volunteer in our school community, this is an invaluable way in which you can be involved in the Sacred Heart School Community. Please contact one of the people below:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Association</td>
<td>Josie Hill</td>
<td>0407 185 504</td>
<td><a href="mailto:pa@shoakleigh.catholic.edu.au">pa@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td>School Education Board</td>
<td>Kate Borg</td>
<td>0408 295 420</td>
<td><a href="mailto:seb@shoakleigh.catholic.edu.au">seb@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td>Classroom Co-ordinators</td>
<td>Josie Hill</td>
<td>0407 185 504</td>
<td><a href="mailto:pa@shoakleigh.catholic.edu.au">pa@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td>Literacy Helper</td>
<td>Kathy Brick</td>
<td>8574 4500</td>
<td><a href="mailto:office@shoakleigh.catholic.edu.au">office@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td>Library Helper</td>
<td>Carmel Newsome</td>
<td>8574 4500</td>
<td><a href="mailto:office@shoakleigh.catholic.edu.au">office@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Jan Morice</td>
<td>8574 4500</td>
<td><a href="mailto:jmorice@shoakleigh.catholic.edu.au">jmorice@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Brian Martin</td>
<td>8574 4500</td>
<td><a href="mailto:principal@shoakleigh.catholic.edu.au">principal@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td>Any Other Volunteers</td>
<td>Carmel Newsome</td>
<td>8574 4500</td>
<td><a href="mailto:office@shoakleigh.catholic.edu.au">office@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Jan Morice</td>
<td>8574 4500</td>
<td><a href="mailto:jmorice@shoakleigh.catholic.edu.au">jmorice@shoakleigh.catholic.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Brian Martin</td>
<td>8574 4500</td>
<td><a href="mailto:principal@shoakleigh.catholic.edu.au">principal@shoakleigh.catholic.edu.au</a></td>
</tr>
</tbody>
</table>

School Education Board Nominations:
Nominations for the School Education Board (SEB) are now open. A nomination form is attached to this newsletter. The purpose of the SEB is;

- To act as an advisory body to the parish priest and principal on matters concerning education in the parish.
- Act as a forum for discussion on matters concerning education in the parish and school, where you act as a representative of the school community.
- Provide a link between the Parish priest, principal, teachers and the school community to;
  - Bring the perspective of the school community on matters concerning education in the parish to board discussions
  - Provide feedback to the school community on decisions and directions made by the SHPSEB and the parish leadership group.
- Promote community development by fostering a strong interrelationship between parish and Sacred Heart Primary School.
The benefits of being on the SEB include:

- having a voice in the education of your own and other children of Sacred Heart
- a greater understanding of the school and it’s operations
- an afterhours option for those unable to be involved through the day
- a sense of self-satisfaction and pride for SEB achievements
- supporting members’ personal careers and resumes
- relationships that may be formed between people who serve on a SEB
- connection with the school community
- have fun while serving.

For further information on the SEB please the one of the board members below:

Fr John Magri (Parish Priest)          
Jan Morice (School Deputy Principal) 
Shaila Pereira (Parent member - Secretary) 
Joylene Donovan (Parent member)      
Josi Broad (Parents Association nominee) 
Michele Gardiner (Parent member)      
Brian Martin (School Principal - Executive Officer) 
Kate Borg (Parent member – Chair)     
David Cochrane (Parent member – Deputy Secretary) 
Tina Pascuzzi (Parish Priest’s nominee)  
Renea Johnston (Parent member)

**School Education Board AGM:**
The School Education Board (SEB) AGM is on open meeting for all parents. Please feel free to attend without the fear of being co-opted in for a position on the SEB. This is an opportunity to hear how the school has fared over the last 12 months.

**Sacred Heart Girls’ College Key Enrolment Dates 2016**

Dear Parents

I am writing to draw your attention to the Year 7 2016 key enrolment dates and to offer assistance in guiding parents through the enrolment process.

The closing date for applications is Friday, 27 February which is the same for all Catholic secondary colleges in the Melbourne Diocese. I have attached a flyer that confirms this date and outlines dates of our College Open Mornings. Two Open Mornings are deliberately scheduled prior to the closing date.

Parents should be aware that it is the family’s residential address that determines the parish to which they belong and not the school their daughter attends. If a family lives outside the College Priority Parish boundaries, they are strongly advised to submit an application to another Catholic college and state their preference on each application.

A flyer is attached and a copy of our Application for Enrolment form but parents are very welcome to contact the College Reception to request a complete Prospectus Pack.

Other dates include: Friday 24 April – Letters of Offer are mailed - Friday 8 May – Final Day to accept offer

If you have any questions regarding enrolments please contact me on the number below.

Kind regards, Anne

Anne Wilks
College Registrar

**Sacred Heart Girls’ College**

113 Warrigal Road

(PO Box 228)

Oakleigh 3166

Ph: (03) 9568 5488

Fax: (03) 9563 3047

www.shcoakleigh.catholic.edu.au

**Attachments:**

- Parent Teacher Information Sharing Meetings
- Mother/Daughter Camp
- CBC Open Day
- East Bentleigh Soccer Club
- Sacred Heart Girls’ College Key Enrolment Dates – Flyer and Application
- Classroom Co-ordinators Role
Parent Teacher Information Sharing Meetings  
Wednesday 11 February 2.00pm to 8.00pm  
Specialist Teachers Wednesday 11 February 2.00pm to 5.45pm  
Monday 16 February 3.45pm to 6.00pm

Parent Teacher Information Sharing Meetings (10 minutes) will be held for all year levels on the above dates. These meetings can be arranged on the internet through our online booking process at www.schoolinterviews.com.au A link is available on the school website

A sharing information form is in Newsletter 1 for you to complete and bring to the meeting. If you did not receive the newsletter email please contact the school office. Bookings for these meetings will open at 10.00am on Wednesday 4 February. They will be set in 10 minute blocks and you may select the time most suitable for you. Students will be supervised in the hall from 2.00pm to 3.20pm on 11 February.

All parents use the same access code

Please read the instructions to access the school interviews website.
www.schoolinterviews.com.au
Enter this school event code. KKHXH
Then follow the steps.

Enter your details  Choose date/time  Click Go  Click Finish

If you encounter any problems using www.schoolinterviews.com.au please notify the school office, 8574 4500 or email: office@shoakleigh.catholic.edu.au

When you click finish, your meeting time will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately. You can return to www.schoolinterviews.com.au at any time, and change your meeting - until bookings close.

3/2/2015
Dear Parents and Carers,
This form helps the school focus the learning for your child at the beginning of the year. It also assists us in prioritising the supports we can offer families throughout the year e.g. parent information sessions. Please return this form by Mon 9 Feb to your child’s class teacher. The information on this form will guide the discussion with your child’s teacher at the Parent Teacher Information Sharing Meeting in the next few weeks. Thanks for taking the time to fill in this form.

Regards
Brian Martin
Principal

| Write the names of the people who live in your house and the relationship to your child. | Write the names of the siblings at the school |
| Name: | Class: |
| Name: | Class: |
| Name: | Class: |

| What are your goals for your child this year? | What is your child’s homework routine? |

<p>| What are your child’s strengths? | What are your child’s out of school hours activities? |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are your child’s special interests?</td>
<td>Who usually drops off your child / picks up your child?</td>
</tr>
<tr>
<td>How do you think your child may need support?</td>
<td>Does your child attend out of hours school care? Please provide details.</td>
</tr>
<tr>
<td>Any suggested ways we can assist your child?</td>
<td>What rules do you have relating to your child’s use of technology? E.g. internet, tv, computers, iPads</td>
</tr>
<tr>
<td>What parent information session would you like to attend? E.g. literacy, numeracy, cyber safety, social skills, building resilience, religious education</td>
<td>In what capacity are you able to assist the school in running programs? E.g. sport, library, parent association, class helper, reading with children?</td>
</tr>
<tr>
<td>Other information I would like to share about my child:</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
</tbody>
</table>
INVITATION TO
SACRED HEART
PARENTS’ ASSOCIATION
MOTHER & DAUGHTER CAMP
14th & 15th MARCH 2015

The 2015 Mother and Daughter Camp has been booked at Camp Manyung in Mount Eliza. It is run by the YMCA Group who provides opportunities for self-discovery and teamwork through the facilitation of a unique camping experience. Some of the fun activities chosen for this camp are: Raft Making, Rock Pool Discoveries, Beach Games and Evening Camp Fire Gathering. Camp booklets that will outline the camp activities, room allocations and appointed Group Leaders, will be sent home with your daughters closer to the Camp date.

Mt Eliza is approximately 50 minutes from Oakleigh and we are asking you to make your own way there. If you require transportation, please let us know and we can arrange for you to carpool with another family.

The cost will be $137 per person and a family’s second daughter will be discounted to $100. This will cover all meals, accommodation and YMCA led activities. For families that have attended the Mother & Daughter Camps in the past, you will notice that there is an increase in cost for the 2015 camp. This is due to YMCA’s increases and it needs to be stressed that the Parents’ Association do not make any profit from these camps and nor does the YMCA because it is a non-profit organisation. Payment is due by no later than Friday 20th February 2015 and will need to be put into a clearly labelled envelope with your family name and amount and handed in to the school office. If you require any financial assistance, please contact Brian Martin.

You will need to complete the attached form which will secure your spots for the 2015 Mother & Daughter Camp. These forms can be returned to the school office.

We look forward to hearing from you.

CAMP ORGANISERS
Jessica Manton    0438568 889  jessica.manton@bigpond.com
Christina Germanos 0438 511 112  roubi.liz@bigpond.com
Stavroula Katavlos 0417 145 377  stavroula.katavlos@hotmail.com
MOTHER & DAUGHTER CAMP 2015
PARENTS’ ASSOCIATION OF SACRED HEART PRIMARY SCHOOL
YMCA Camp Manyung – Mount Eliza

<table>
<thead>
<tr>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother / Guardian Name</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Daughter(s) (Grade in 2015)</td>
</tr>
<tr>
<td>Food Allergies</td>
</tr>
<tr>
<td>First Aid Certificate</td>
</tr>
</tbody>
</table>

Transportation
- Do you require transportation? Yes ☐ No ☐
- Can you provide transportation? Yes ☐ No ☐

Accommodation
- Family/ies you would like to bunk with...

Emergency Contact Details

Completed forms and payment need to be handed back to the School Office by no later than Friday 20th February 2015.
Classroom Co-ordinators

**REASON/RATIONALE:**
- To provide a link between class teacher and parents of that class, particularly for the organisation and co-ordination of class and school social activities as well as class activities
- To provide a more personal means of welcoming new families and teachers to our school
- To bring to the attention of the class teacher and principal any families who need extra support and care
- To build community by increasing channels of communication between class teacher and parents and between parents and families of children in the class and across the class year level.

**TASKS:**

**Communication:**
- Circulate and disseminate information regarding special and social activities.
- Encourage parents to participate in classroom support rosters so the responsibilities are shared.
- Direct parent queries to the appropriate personnel when there is cause for concern over an issue. This should be first discussed with the teacher. If need be, the principal should be approached.
- Distribute list of names of all children in class and their parents with contact details who have given permission

**Parent/Teacher Input**
- Maintain regular contact with the class teachers about matters that would improve school life for all concerned – teachers, parents, children

**Pastoral Care**
- Pastoral care for families and teachers is a large role in conjunction with the School Pastoral Care Co-ordinators
- A family experiencing illness, birth of a new baby or death in the family may receive a meal, transport of children to and from school, short term childcare, or simply a visit or a card.
- If you are aware of a family in need, or experiencing any difficulty, it is important to let the teacher/Pastoral Care Co-ordinators know

**Welcoming**
- Promote functions organised by the school and on these occasions to welcome people especially those less known to our community
- Organise class gatherings for parents and sometimes families to promote a stronger and supportive class and school community

**Meetings:**
- Meetings will be held once per term with the PA executive or representative to outline the role and discuss tasks that have been done and further tasks required

**Discretion and Confidentiality**
- These are a must for all co-ordinators both inside and outside of meetings

**APPOINTMENT:**
- A notice will go out first week of term for parents to register an interest. After week 4, if no offers of interest are received, the classroom teacher may approach or recommend parents regarding the position.
- The appointment is best shared, and is usually for the term of the year. If you are unable to complete the year, a replacement should be sought.
OPEN DAY
Sunday 22nd February 2015,
12:00pm – 3:00pm

11 Westbury St, St Kilda East 3183
P: 9529 6611
E: admin@cbcstkilda.com
Facebook: CBC St Kilda
Website: www.cbcstkilda.com
East Bentleigh Soccer Club

SEASON 2015

Information & Registration Days
Saturday 14th February
Sunday 15th February
10:00 AM to 12:00 PM

Bailey Reserve Club Rooms

East Boundary Road, East Bentleigh
(Next to GESAC)

ALL WELCOME!!

Under 5 to Senior Men & Women

Club Committee will be present to answer questions

Further information at www.eastbentleighsc.com

Or email information@eastbentleighsc.com
SACRED HEART GIRLS’ COLLEGE

Enrolments for Year 7 2016

Please note: Closing date is Friday, February 27

Please check the College website for details on enrolments and to download an application form. The forms are also available from the College Reception or can be mailed out.

An Open Morning will be held before the closing date and parents are most welcome to attend. Open Mornings commence at 9:30am with an address by the Principal, Mr. Christopher Dalton. Parents are then taken on a tour of the College and return for morning tea where further questions may be asked of staff members. The session concludes at approximately 11.00am. Dates for all Open Mornings are listed below.

Open Morning Dates for 2015

- Wednesday 11 February
- Friday 20 February
- Wednesday 29 April
- Thursday 18 June
- Wednesday 12 August
- Tuesday 13 October

Bookings for these dates can be made through the College Reception on 9568 5488.

For further information please contact the College Registrar, Ms Anne Wilks on 9568 5488 or by email: registrar@shcoakleigh.catholic.edu.au
Application for Enrolment

CONFIDENTIAL

Student’s VSN: *Victorian Student Number is a 9 digit number.

Student’s Name:

Family Name (please print)  First Name

Date of Birth: 

Home Address: 

Postcode: 

Residing With:  both parents  mother  father  other (please tick)

Postal Address:  (if different to home address)

Postcode:

Telephone - Home: 

Religion:

Please attach a copy of the student’s Baptism Certificate if she is Catholic, Orthodox or Christian.

Sacraments received:  Baptism  Reconciliation  Eucharist  Confirmation

Language(s) spoken at Home:  Country of Birth: 

First school year in Australia:  If not born in Australia or New Zealand, is the student a

Permanent Resident?:  yes  no

If no, visa type and sub-class number:  Date of Expiry: 

Present School:  Current Year Level: 

School Address: 

Intended year of entry to Sacred Heart: Year 20  Year: 7 8 9 10 11 12 (mark one)

Father/Guardian:  Please select one

Family Name:  First Name: 

Country of Birth:  Religion:

Occupation:  Telephone - Mobile: 

Telephone - Business: 

Mother/Guardian:  Please select one

Family Name:  First Name: 

Country of Birth:  Religion:

Occupation:  Telephone - Mobile: 

Telephone - Business: