

Welcome to 2023



St Gabriel's School
ENFIELD

In the pack you will find a variety of information to get the year started. Grab a cuppa, your pen and a few minutes to complete the return slips contained in this package and mark key dates in your family calendars.

We hope this information helps you start the year and we ask for your quick return of slips and return notices.

Important Dates

Staffing

School Processes

Permission Forms

Lunch Orders

Children's University

SeeSaw

Out of School Hours Care (OSHC)

Parent Engagement Ideas

2023 Term 1 Dates

School Term Public Holidays Special Events Special Dates

Term 1 – Monday 30 January- Friday 14 April

- Wednesday, February 8- Meet the Teach 5pm-6pm, refreshments from 6pm-6:30pm, Bill Hansberry presenting "How to Catch and Build Good Behaviour" 6:30pm-7:15pm
- Thursday, February 9- Beginning of Year Mass 11:30am Church of the Good Shepherd
- Tuesday, February 14- Year 5 Sailing Excursion
- Wednesday, February 15, Year 6 Surfing Excursion
- Thursday, February 16, Community Group Meeting 9:15am and 7:00pm
- Wednesday, February 22- Ash Wednesday Mass 11:30am Church of the Good Shepherd
- Tuesday, February 28- Year 6 OLSH Leadership Day
- Wednesday, March 1- 1st Reconciliation Meeting for Sacramental Programme
- Thursday, March 9, Community Group Meeting 9:15am and 7:00pm
- Monday March 13- Adelaide Cup
- Wednesday, March 15- 2nd Reconciliation Meeting for Sacramental Programme
- Wednesday, March 15- Monday, March 27 NAPLAN
- Tuesday, March 21- Harmony Day
- Thursday, March 30- Reconciliation for Sacramental Programme
- Monday, April 3 through Thursday April 6 Holy Week Services
- Friday, April 7- Good Friday
- Monday, April 10- Easter Monday
- Wednesday 12 April through Friday 14 April- Year 5/6 Camp
- Friday 14 April Last day of Term 1
- School Holidays 15 April- 30 April
- School Resumes Term 2 Monday 1 May

2023 St Gabriel's Staff



St Gabriel's School
ENFIELD

PRINCIPAL- Sean Hill

ASSISTANT PRINCIPALS

Karla Sparapani & Bernie Meixner

Year Reception- Sharon Williams & Melissa Niejalke

Year Reception- Alexandra Datsopoulos

Year 1- Elise Stretton

Year 1- Chelsea Wymond

Year 2- Emma Killey

Year 2- Kira Houlihan

Year 3- Gianna Procino & Karla Sparapani

Year 3- Lachlan Black

Year 4- Stephen Fulton

Year 5- Elisa Consentino-Tassone

Year 5- Michael Macnamara

Year 6- Matthew Burness

Performing Arts Specialist- Julie Jurkovic & Jacqueline Williams

Physical Education Specialist- Nick Hrisafinas & Anita Marino

Leader of Learning- Karla Sparapani

Italian Specialist - Dina Staffiero

English as Additional Language Specialist- Kylie Pedler

OSHC Director- Karina Carman

School Bursar- Alison Boyce

School Support - Margaret Stencel, Cvetka Petrovski,

Helen Voiklis

Library- Marijhune Manalo

Playgroup- Helen Voiklis

IMPORTANT INFORMATION

Celebrations, School and Learning Community Masses and Key Events are advertised through the newsletter, SeeSaw and online platforms - we invite you to come and join in these celebrations and activities.



Communication with home – We continue to use the SeeSaw, school website and email to ensure messages and communication get home and not sit on the bottom of school bags. If you have any difficulties accessing any of these please come and speak to someone in the Front Office.

School Lunches- We ask that you pack for your child healthy, nutritious snacks and food for morning brain break, recess and lunch together with a drink bottle with water. We are unable to heat food up for students due to health regulations. **Allergy Aware** – We ask that you take consideration of student allergies when packing food for your child. **Lunch Orders** – Lunch orders are still available through our local Café. An updated list is contained in this first day package. This list has been developed using the "Schools Rite Bite" policy. Lunch orders can be made using the QKR! App before 9am on the lunch order day.

Medical Needs – Students with specific Medical Action plans or on medication requirements should ensure information is current and medication in date. Please make contact with Front Office staff to discuss this further. Medical & Contact details update form will be sent home soon. We ask you check details and make changes as required and return to school ASAP. Please always advise us of any changes to details.

Volunteers – We appreciate the time and talents of our volunteers who help enrich the learning and school experiences of our students. All Volunteers must have a current Catholic Police check, completed their online Mandated Notification Training and have undertaken their annual Volunteer Induction. This induction provides information on our Work Health Safety practices and policies and details about working safely with children. More information will be forwarded in the coming days about completing your 2023 annual induction. Whenever volunteering we ask you please sign in at the Front Office and wear a Volunteer Badge.

Sun Smart - To ensure a healthy balance between UV exposure and UV protection, it is recommended that skin is protected when the UV level is 3 and above.

At St Gabriel's all students are required to:

- Wear their hats when outside every day from 1 September – 30 April and at any other times when the UV level is 3 and above when outside
- Use sunscreen (Students are asked to come to school with sunscreen applied and prior to lunch students will re-apply sunblock)



Out of School Hours Care (OSHC) – *If your child will be attending OSHC this year could you please collect a 2023 Handbook & Enrolment / Use of Service form from OSHC Staff or Front Office. Please complete and return the Use of Service Form. Please see attached form in regards to booking procedures.*

DAY INFORMATION

School supervision begins at 8:30am, students on school site before this time will be enrolled into Before School Care and charges applicable.

School Day begins at 8:50am – All students are to be in class at this time.

Late to school (after 9am) or returning from an appointment - Bring your child to the front office & sign your child in. **Do not take your child straight to the classroom**

Monday, Tuesday, Thursday & Friday – school concludes at 3:15pm (with supervision until 3:30pm).
Wednesday - school concludes at 3pm - (Supervision for pick up will conclude at 3:30 pm)

Being picked up early (before 3pm): Advise the Front Office or Class teacher in advance if you can. Come to the front office. **Please do not go directly to the classroom.**

What to do if your child is...

Absent - If you know your child will be absent or late in advance (appointment) please communicate this to the Front Office or Class Teacher through app, email / communication book.

Extended Leave – If you are going to be away for more than a few days you are required to complete an “extended leave form.” These are available from the Front Office.

Sick or away unexpectedly – *If the Front Office has not been advised of an absence by 9:15am an automated text will be sent. We ask you reply to this text or make contact with the Front Office.*

- Ring the school office & leave a message on 8216.9900
- Submit an absence on the school app

PARKING AND TRAFFIC FLOW

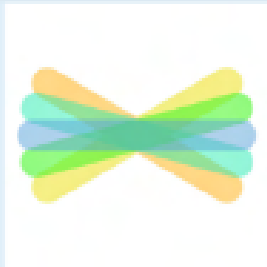
Car parking and traffic flow - *In the interest of student and pedestrian safety we ask you follow the signage and procedures for student drop off and pick up.*

Whittington Street

- *Clear signage indicates dedicated parking zones during the day*
- *The opposite side of Whittington Street to the school is a no standing area between 8-9am and 3-4pm*
- *A dedicated kiss and drop lane exists on the school side of Whittington Street. This area is clearly marked.*
- *During the morning, cars generally move through in an orderly manner with cars stopping in this zone only to allow students to exit the vehicle from the passenger side, and then moving off to allow free flow of traffic. **It is important parents do not park and leave their car in this area as it stops the flow of traffic. Council will impose fines.***
- *In the afternoon staff on duty (3:15 – 3:30pm) ensure students remain safe on the school property until their car / ride arrives.*
- *Students may board cars that are in the first three spaces of the line, through the passenger side door.*
- *As this is a no parking zone, if you arrive at the front of the line and your child / children are not there then you must exit the line and drive around to return to the back. This ensures that cars can continually move and the pickup occurs quicker and safer.*
- *You cannot park on the opposite side of the road and instruct children to cross the road, as the opposite side of the road is a no standing zone and it endangers students.*
- *The dedicated crossing requires that vehicles stop when a person approached the curb to ensure safe passage across the road.*

Barrington Ave

- *Parking is allowed on the school side of Barrington Avenue. This area provides easy access through the rear pedestrian gate. Please ensure you park in signed areas. Driveways are not marked parking areas and parking in them or across them is unsafe and illegal.*
- *In the afternoon a staff member remains on duty in this area (3:15-3:30pm) to ensure students remain safe on school property until they are collected.*
- *As the side of the road on the school side is allocated for parking, care must be taken when picking up students from this area.*
- *Drivers must ensure that they find a clear space to pull into the curb to allow passengers to exit and / or enter through the passenger side.*



Welcome to Seesaw!

Connect Families on the Seesaw app

Seesaw is where your child's learning lives.
It's where home-school communication lives.
All in one place! Let's get you connected.



Steps to Connect

Look for a **printed, email, or text** invite and follow instructions!



- 1 Download the **Seesaw app** or go to **app.seesaw.me** on a computer
- 2 Click **'I'm a Family Member'**
- 3 **Printed Invites:** Scan the QR code
Text/Email Invites: Click the link
- 4 Follow the prompts to **create an account** or **sign in**

How to Use Seesaw



Mrs. Garcia
Family

Adjust **Account Settings** and connect to Seesaw Journals for additional children



View and engage with **all recent posts** from all of your children using Seesaw



View posts from **one child or class** (vs. all recent posts in the Home tab)



Use Messages to Communicate with teachers

Connected family members see only their own child's learning

[Learn more at web.seesaw.me/privacy](https://web.seesaw.me/privacy)

Watch the Get Families Started Video





masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

Search for our school name



Add your children's details in Student Profiles

Select
'Add student profile'



Add each
child's details



Manage each
child's details in
Student Profiles



Order meals

Select a menu
from our canteen



Tap the green
box to view
your receipt
or to cancel
an order



Select a date
for a child and
order a meal



Tap to change
the date you
are ordering for

Tap to change
the child you
are ordering for

Tap 'Repeat
order' to
copy all paid
orders from
one week to
the next

Tap 'Checkout'
then confirm and pay

Making payments

Add up to 5 cards
to your wallet



At checkout select which card to
pay with.

Pay with any cards accepted
by the school.

Once your payment is approved you
can continue to the home page, or
view your receipt.



St Gabriel's School is officially apart of the Children's University and last year approximately 20 students graduated. Students in Yr 2 and above in 2023 may enrol in Children's University. We ask that you complete the return slip below and make payment of the annual registration fee.

The Children's University offers experiences for children outside of the classroom and school and recognises their achievements through the award of formal certificates and graduations. Learning activities take place at school and also sports clubs, museums, galleries, the Enfield Library is even a provider of registered activities. All experiences have a strong emphasis on acknowledging the value of the range of different learning experiences and environments in which children engage.



Each child is issued with a Passport to Learning in which the hours of each validated activity are recorded. Once students have collected enough hours they will graduate in an iconic location such as Bonython Hall at the University of Adelaide, where they will be presented with a certificate at a special ceremony, all dressed up in a cap and gown, just like the older university students.

Children's University together with the school and learning destinations quality assure activities outside of the school curriculum to address the needs of the whole child and most of all ensure they are fun and safe. The ultimate aim is to help students develop a hunger for and love of learning, building confidence and fostering aspirations in all children.

Children's University charges an annual membership fee per participating student. The membership fee includes a Passport to Learning, annual graduations as well as validating local Learning Destinations. Information will be out shortly.

More information about Children's University can be found on their website - <http://childrensuniversity.com.au/>.



Parent engagement in education is about parents and carers, schools and communities working together to ensure that every parent can play a positive role in their child's learning, school community, sport, and social life.

Parents and families play an important role in supporting their child's education. Research has shown that when schools and families work together, children do better, stay in school longer, are more engaged with their school work, go to school more regularly, behave better, and have better social skills.

Through our Newsletter, SeeSaw and online platforms we hope that we provide you with regular information about your child's learning and how we can support you to help them in their learning adventures.

Find more information about the Australian Curriculum at <https://www.acara.edu.au/>
From here you can visit the "Parents Information" page
<https://www.australiancurriculum.edu.au/parent-information/> where you can explore The [Australian Curriculum: an Overview](#) for parents to support students' needs and interests, and links to further information.



The Federal Government has developed the **Learning Potential** a free app for parents, families and carers packed with useful tips and inspiring ways you can be more involved in your child's learning.

Researchers around the world agree that when parents and carers are involved in their children's learning, it can have very positive impacts on education outcomes.

Learning Potential is designed to help you to be part of your child's learning and make the most of the time you spend together, from the highchair to high school.

Download Learning Potential for free from the App Store or Google Play or go to <https://www.learningpotential.gov.au/> for more information



ST GABRIEL'S SCHOOL, ENFIELD CANTEEN MENU TERM 3 2022

SANDWICHES		HOT FOODS	
White, wholemeal and multigrain		Ham and Cheese Toasted Roll	\$5-00
Vegemite Sandwich	\$3-00	Hot Roast Beef Roll with/without Gravy	\$6-00
Ham sandwich	\$3.50	Meat Pie (normal size) with sauce	\$4-00 \$4-20
Cheese sandwich	\$3.50	Sausage Roll with sauce	\$3-50 \$3-70
Egg sandwich	\$3-50	Hamburger with Fresh Meat and Cheese	\$5-50
Chicken sandwich	\$4-00	Hamburger with Fresh Meat, Tomato, Lettuce and Cheese	\$6-00
Ham and Cheese sandwich	\$4-00	Hot Ham and Cheese Roll	\$5-00
Chicken and Cheese sandwich	\$5-50	Ham and Fried Egg Roll	\$5-00
Ham, Lettuce and Tomato sandwich	\$6-00	Pasta with Napolitana Sauce	\$4-50
Tuna, Lettuce and Tomato sandwich	\$6-00	Pasta with Bolognese Sauce	\$6-00
TOASTED SANDWICHES		ASIAN/VIETNAMESE FOODS	
Cheese	\$3-50	Fried Rice (Rice, Corn, Ham, Carrots, Peas) Small Large	\$4-50 \$5.50
Ham and Fried Egg	\$4-00	Fried Beef Dim Sim	\$1-00 each
Ham and Cheese	\$4-00	Spring Roll—Chicken or Vegetarian	\$1-50
Cheese and Tomato	\$4-00	Cold Rolls—Chicken, or Roast Pork With Lettuce, Carrot, Mint, Rice Noodles 2 per pack	\$6-00
Chicken and Cheese	\$5-50	Steamed Dumplings—2 per pack with soy sauce	\$4-00
DRINKS		Vietnamese Rolls (Banh Mi)	\$6-00
Orange or Apple/Blackcurrant juice	\$3-00	Tofu (vegetarian), Roast/BBQ Chicken or Roast Pork	
Flavoured Milk—Strawberry or Chocolate 250ml	\$3-00	Your choice of fillings: Cucumber, Carrot, Coriander and Chilli (optional) and soy sauce	
Water 600ml	\$1-50		
FOOD SUPPLIED BY :		SALADS, SNACKS AND DESSERTS	
<i>Clearview Snack Bar and Lotteries</i> 254 Hampstead Road, Clearview Telephone: 08 8262 1128		Jelly and Fruit Tub	\$2-00
INFORMATION: Plain lunch bags can be purchased from the supermarket. Use one bag per child. Please wrap money and do not put more than \$10-00 in bag for each child. Emergency bags available at the office.		Cheese, Crackers, Cucumber and Ham	\$5-00
		Fruit Salad Tub	\$2-50

Fully booked- OSHC Family Portal

The online Portal is user friendly, and families will now easily manage their:

Enrolments, Bookings (including Vacation Care), Cancellations, Update details, OSHC Accounts (payments and statements)

<https://stgabriels.fullybookedccms.com.au/family>

The Family portal Web Link

The Family Portal can be accessed on computer, tablet or smart phone (add web page to your phone home screen for easy access). Click on the link above or copy and paste into search bar.

Register for the Portal - Using your email address, Verify email address (you will be sent an email to verify).

Enrolling Your Child/ren - Complete the Enrolment Information Sections:

1. **Parent/Guardians & Contacts** -Add both parents OR click the 'other parent not applicable' option, add all emergency contacts or authorised to collect, we can only release your children to people on the list.

2. **Account Details**

3. **Children** -Includes **Childcare Subsidy Details** (please say **YES to receive CCS Govt. rebates**- make sure

CRN and D.O.B are correct for parent/guardian and child), Doctor's details (compulsory due to Legislation), Medical Conditions/ Additional Needs (Please upload **Medical Plans**), Medication Info and **call OSHC** to complete a Medical Management Plan (MMP) before making a booking with the service if your child has a health condition. Answer all **compulsory questions** (marked with an asterisk).

****If a yellow box appears with a message, complete the task listed to complete the Enrolment Process****

Bookings and Cancellations

If the enrolment process is complete, a calendar will appear.

ADDING A BOOKING and REMOVING BOOKINGS

- Click on **ADD/CHANGE BOOKINGS**
- **Select a Care Type** (After School Care, Before School Care, Vacation Care, Pupil Free Day, etc).

If you have more than one child you will need to select which child you would like to book for. Bookings will need to be added individually for each child.

- Follow instructions, click **NEXT** at the bottom of the screen, **CONFIRM CHANGES** (this page will inform you of your charge and list the booking terms and conditions). You will receive an email notification of your booking change.

- **VACATION CARE:** Book and cancel online

- **AFTER SCHOOL CARE:** Casual bookings on the day: If you need your child to be notified they are attending OSHC please ring us on 0427 792 262. If they know already you can just book online (or still ring).

- **BEFORE SCHOOL CARE:** Check availability or book Before School Care right up until 7am of that morning. If the date is showing green, there are spaces to book. If the date is red that means, we are full and cannot exceed the limit due to the number of staff working on that morning. You can cancel online.

- **Accounts**—Please Note: Instead of being sent an invoice each week, you will now be sent a notification that your statement is available each Monday. Login to the family portal to access your statement. Once you have entered your credit card or bank account details, **your fees will automatically be deducted on the Thursday each week** of the week your notification was sent out.

- The Centrelink 'Activity Test' determines how many funded days of vacation care you may use—please check your hours as 1 day uses 10 hours of Child Care Subsidy

Please contact St Gabriel's School OSHC on 0427 792 262 if you have any issues

