1 February 2017

Dear Parents, Staff and Students

Welcome back for the start of the school year. We hope everyone had an enjoyable break and are ready for 2017.
A special welcome to all our new families we hope they settle into St Michael’s and quickly feel at home in their new school.

Our staff list and grade allocation was completed at the end of last year and has not changed in regard to teachers. However, we do welcome a new Educational Assistant, Mrs Vernice Geller, who will be working in the Yr 1/2 classroom. Welcome Vernice.

We remind our parents that we have a no hat no play policy. Students will need to wear their school hat while playing or completing outside activities.

Our students are to be complimented on their dress standards as we begin the year. We would encourage all our students to take pride in their uniform and jewellery, hair and headbands are within school guidelines. We thank our parents for their support in this area.

**Parent Information Meetings** are on **Tuesday 7 February**.

- K/PP 3.15pm
- Yr 1/2 5.00pm
- Yr 3/4 5.30pm
- Yr 5/6 6.00pm

**Allergy Awareness**
A number of our students are allergic to certain food products that have traces of nuts. We would remind parents to be allergy aware when they are making cakes or food that is being shared by students in your child's class. When making school lunches or morning recess please avoid any foods or bars that include nuts. Thank you.

**School Diaries**
Unfortunately School Diaries have been sent to St Michael’s in Bassendean. As soon as we receive them they will be given to your child.

**Health Care Cards**
Families who have a Health Care Card or PPS card are required to present their card at the office and complete a form in order to qualify for a discount in tuition fees. Families who were included in the HCC Tuition Fee Discount Scheme last year must present their latest card at the office in order to avail of the scheme again this year.

**School Newsletter**
We request that parents access the school’s newsletter either directly from our website ([http://web.stmichbruns.wa.edu.au](http://web.stmichbruns.wa.edu.au)) and/or via email. This will enable us to reduce paper use and waste.
in our community as well as encourage parents to become aware of and visit our website. However, if you require a paper copy of the newsletter please contact the office.

**School Fees**
School fees will be sent out in the next few weeks. Payment of accounts can be made by Cash, cheque or direct debit.

For Direct Debit:  
Bank: National  
BSB: 086006  
Account: 398624605

Reference: Student/Parent Surname

**Absentees**
Parents/Caregivers must contact the school if their child is absent, by phone.  
A written note must be provided to the class teacher upon the student’s return to school. These notes are filed and are a legal requirement. These absentee notes must include student’s name, date of absence, reason for absence and a parent signature.  
Thank you to parents for your cooperation in this matter.

**Appointment with Teachers**
Parents are advised should they wish to meet with their student’s teacher, to either make an appointment through their child’s diary or ring the office to book a suitable time.

**Uniforms**
If your child in not in correct uniform a note must be supplied with a reason.

**School Bus**
If your child is no longer catching the school bus or there has been changes can you please contact Julie Walton with the details.  
If your child is not catching the bus on specific days please ring the school so the amendments can be made on the bus roster.  
Thank you.