

## DIARY DATES

### Week 2

#### Friday 5 February

- Dance Fever Athletics Program begins (Sport Uniform)

#### Sunday 7 February

- 9:00am School Year Missioning-Mass—St Monica's Church (Students wear school uniform)

### Week 3

#### Monday 8 February

- Pow Wow commences 9-10:30am
- 9:30am K-6 Technology Usage Incursion

#### Tuesday 9 February

- Shrove Tuesday (Pancakes 9-10:30am)
- 8:30-9:30am Uniform Shop open

#### Wednesday 10 February

- **ASH WEDNESDAY**
- 9:15am Mass (Yrs 3-6 attending)
- S2/S3 Parent Information Night

#### Friday 12 February

- Census Day
- Dance Fever Athletics
- Theme Lunch

### Week 4

#### Monday 15 February

- Pow Wow 9-10:30am

#### Tuesday 16 February

- 8:30-9:30am Uniform Shop open
- Cumberland Zone Swimming—Parramatta Pool

#### Wednesday 17 February

- ES1 Parent Information Night
- 7pm Social Welcome Meeting

#### Thursday 18 February

- Years 1 and 2 Parent Information Night

#### Friday 19 February

- Dance Fever

### Week 5

#### Monday 22 February

- Pow Wow 9-10:30am

#### Tuesday 23 February

- 8:30-9:30am Uniform Shop open
- POSMS Meeting



# Monica's Matters

Web: [www.stmonicasparra.catholic.edu.au](http://www.stmonicasparra.catholic.edu.au)  
Email: [stmonicasparra@parra.catholic.edu.au](mailto:stmonicasparra@parra.catholic.edu.au)

Phone: 9630 3697  
Fax: 9683 4984

Dear Parents, Staff and Students,

Welcome back to an exciting new school year! I trust your holidays were relaxing and everybody has returned with batteries charged, full of enthusiasm for the year ahead.

This year we will be encouraging and challenging each and every child, staff member, parent and family to "LEAP INTO LEARNING" in a BIG way! Learning is our work! This includes, most importantly, learning about our Catholic faith and how we can make a positive difference in our world.

As a faith-filled learning community we are all challenged to be learners; to share a love of learning; to develop a desire for quality learning and quality work; to co-operate and collaborate; and to use our many skills to become even better learners! Not despite each other, but *because* of each other! Not in competition with each other, but *alongside* each other. We learn together so we can ALL do our best!

We officially open the school year with our Missioning Mass on **Sunday 7 February** at **9:00am** in St Monica's Church. We join together with our parish community for the celebration of the Eucharist. We especially welcome the members of our community who are from other faith traditions. The school and the parish strive together to build a community of learners in accordance with the Mercy tradition of love, justice and compassion. During the celebration of the Eucharist our school community- students, parents and staff will be commissioned to undertake our various roles. The staff appreciates the time and effort involved each year in organising weekend activities to enable you to attend as a family. Often it means maintaining a balance between the significant events and the regular demands in our lives. Your presence on Sunday is an indication that you value the partnership between home, school and parish in developing the faith and spiritual life of our children. **Students are to wear their school uniform.**

A warm welcome is extended to all students, families and staff. Welcome to our new staff members - **Mr Greg Tyszkiewicz** (Stage 2), **Mrs Tanya Masefield** (RFF Tues & Wed, Stage 2 Thurs), **Mrs Kiyoko Kubo** (Japanese - Wed) and **Mr Jonah Deller** (IT - Tues/Wed and alternate Mondays). We are extremely fortunate to have these excellent educators join our school community.

We also welcome the new students and new families who have joined our community: Ruby Knight (Year 2), Madeline David (Stage 2) Zoe Bird (Stage 3) and our Early Stage One students - Anna Maria Anish, Jose Arenas Abarca, Lucia Biasin, Annabelle Boasiako, Lydia Clancy, Ava Cong, Alexis Crame, Mathew Dretvic, Helen Elias, Ken Volker Engelen, Georgia Fernandes, Oskar Grzelak, Wyatt Heesen, Olivia Hekeik, Lukas Lozancic Babic, Manda Lu, Olivia Nguyen, Tia Nour, Alexa Romero, Elan Rouchotas, Olivia Rouchotas, Manuela Salib, Eva Sentas, Mia Siemsen, Calista Soriano, Nina Talty, Onur Unver, Amelia Wong, Theresa Wong and Bai Zhang.

(ES1 with  
Mrs Turner,  
Mrs Ungsuprasert  
and Mrs Madigan)



## 2016 School Goals

This year we have three goals that the students and teachers will be focussing on as part of their learning. In the display cabinet on the playground I have listed each goal and the explicit actions that the students, teachers, leadership team and parents will be undertaking in order to achieve them through the year.

### **Formation Goal:**

For all students to have a deeper understanding of sacred scriptures (with a focus on the Gospel of St Luke) and its application to Catholic life.

### **Literacy Goal:**

All students will achieve expected growth in writing with accelerated growth for all vulnerable students, as measured by outcomes and the literacy continuum.

### **Numeracy Goal:**

For all students to increase in their learning, by at least one growth point, in multiplication and division.

## Parent Information Nights

I invite and encourage at least one parent from every family to attend their child's information night. These sessions are a valuable way to begin building a close working relationship with your child's class teacher, and to gain insight into the teaching and learning that is planned for the year ahead. We have timetabled the meetings to reduce the number of nights parents will need to be at the school. The meetings will start and finish on time.

ES1	Wednesday 17 February (Week 4)	5:45pm—6:45pm
Year 1	Thursday 18 February (Week 4)	5:45pm—6:30pm
Year 2	Thursday 18 February (Week 4)	5:45pm—6:30pm
Stage 2	Wednesday 10 February (Week 3)	5:45pm—6:30pm
Stage 3	Wednesday 10 February (Week 3)	6:30pm—7:15pm

## MAI (Mathematical Assessment Interview)

Thank you to all the parents who were able to bring their child/ren to the Mathematical Assessment Interviews last week. Over the two days the teachers were able to complete 128 interviews. Each interview gives the teachers valuable information about what your child understands in Number, how they work out problems and what strategies they use.

At our staff meeting this afternoon the teachers will spend time analysing the children's responses in the MAI. They will use this information to plan numeracy blocks that will meet the needs of all the students. In Mathematics, we encourage students to explain their thinking and reasoning, use the most efficient strategies and to work with problems that have multiple solutions.

## Point of Contact – Who Can Help?

For general matters and information Mrs Cattermole and Mrs Abood in the school office can usually help. If they cannot assist you they will direct you to the most appropriate staff member.

For classroom based matters relating to your child's wellbeing and learning **please contact your child's teacher** as they are in the best position to help you and your child.

*The following key personnel will also be able to assist you:*

Kindergarten, Year 1 and Year 2	Mrs Turner
Stage 2	Miss Rosewell
Stage 3	Mrs Mason
Religious Education Co-ordinator	Miss Rosewell
Literacy Co-ordinator	Mrs Turner
Numeracy Co-ordinator	Mrs Gardoni
Learning Support	Miss Sweeney
Teacher Librarian	Mrs Boulous
PDHPE Co-ordinator	Mrs Turner

## Dealing With Playground Issues

Please go through the correct channels when an issue arises concerning your child and another student. Let matters relating to children be dealt with at school by our staff. **Do not approach children or other parents when an issue occurs.** Approaching someone else's child translates into a Child Protection issue that can be avoided if the issue is brought to the attention of the child's teacher or a member of the School Leadership Team.

## School Absences

The following outlines the changes that have been implemented as a result of the changes to the Education Act 1990 regarding attendance. These changes take effect immediately. Exemption from attendance no longer applies to travel and holidays, both domestically and internationally.

1-9 days absence:	Parents must notify the school principal by mail or email (written)
10-100 days absence:	Parent must complete and submit the Application for Extended Leave form (A1) prior to commencing leave. If approved the Principal issues a Certificate of Extended Leave (C1). If the Principal declines this application (ie it is not within the best interest of the child to take leave and be absent from school), a letter notifying parents that the application has been declined would be forthcoming.

## New requirements for student absence and travel

CEDP has procedures and guidelines in place to achieve high standards of student attendance in collaboration with parents. Parents are required by law to ensure that children aged between 6 and 17 attend school. Schools are required to monitor and keep a register of student attendance in accordance with common codes which explain absences. Written communication explaining a student's absence after illness or leave, must be forwarded to the child's teacher.

## Trial Unpacking Bags Upstairs 8:30am—8:45am

To assist every class in maximizing their learning time we are triallying a system whereby students will unpack their bags prior to the 8:50am bell every morning.

On arrival at school the students will walk up the Stage 1 stairs only (near the lift), unpack their bags and then move immediately to the playground to play. Students arriving after 8:45am will keep their bags with them and unpack after assembly.

## Morning Kiss and Drop - Position Vacant

This year we would appreciate the assistance of a parent each morning at our **'Kiss and Drop' 8:20am—8:50am** to assist the students getting out of their cars. We hope that by introducing an assistant the **'Kiss and Drop'** line will operate more efficiently. Please contact the office if you can help so that a roster can be established.

## Police Visit

Constable Conway, Youth Liaison Officer from Parramatta Police, will be visiting the students at St Monica's on **Monday 8th February**.

Commencing at 9:30am, Constable Conway will spend time in each of the infants' classes talking about the roles of the police and answering their questions. For Stage 2 and Stage 3, the sessions will focus on cyberbullying.

### *A New Year's Prayer*

Thank you Lord for giving me  
The brand new year ahead.  
Help me to live the way I should  
As each new day I tread.  
Give me gentle wisdom  
That I might need a friend  
Give me strength and courage  
So a shoulder I might lend.  
The year ahead is empty,  
Help me fill it with good things.  
Each new day filled with joy  
And happiness it brings.

### *Pope Francis' list of New Year's resolutions*

1. Don't gossip.
2. Finish your meals.
3. Make time for others.
4. Choose the 'more humble' purchase.
5. Meet the poor 'in the flesh'.
6. Stop judging others.
7. Befriend those who disagree.
8. Make commitments, such as marriage.
9. Make it a habit to 'ask the Lord'.
10. Be happy!

I look forward to the year ahead as we work together to explore the possibilities, confront the challenges and celebrate the successes of 2016.

Yours sincerely,

**Louise O'Donnell**  
Principal

### **Food Allergy Awareness**

Severe allergies are a community health issue. The most severe allergic reaction is called ‘**Anaphylaxis**’ and can be life-threatening. Anaphylaxis is a severe and sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as a food or an insect sting).

We have a number of students who suffer from severe food allergies and therefore we ask for everyone’s cooperation in minimising the risk to our children. Whilst these children are being taught to care for themselves at an age appropriate level, we ask that you help us educate your child on the importance of not sharing food with others, washing hands after eating and approaching an adult if they think their friend with allergies is sick. **The school has a policy of not sharing food.**

At the end of 2015 all staff undertook refresher training in severe allergy management and have been up-skilled in responding to a student (or adult) experiencing an allergic reaction.

### **World Youth Day Raffle Tickets**

It would be appreciated if all raffle ticket booklets could be returned (sold or unsold) to the School Office by **Friday 5 February**.

**Please do not dispose of unsold tickets as the school is to account for every book of raffle tickets.**

### **Swimming Carnival and ribbon presentation**

Our Swimming Carnival was a great success. Thank you to all of the students, parents and staff for your organisation, support and participation. A special thank you to John Lewis, Kathy Sciacca, Katherine Basha, Cathryn Crowle, Sherean Michael, Neil Joseph, Paul Hossack, Tiff Cooper, Dorota Grzelak, Gerard Noonan, Bernadette Haddad, Genevieve Smith, Melisa Griffin-Hall, Richard Crowle and Mr Chang for your assistance during the carnival.



Parents and friends are invited to attend the **morning assemblies on Thursday and Friday (8:50am)** for **ribbons and records** to be awarded. (**Thursday -100m and freestyle / Friday—breaststroke, backstroke and butterfly**)

The **Cumberland Zone Swimming Carnival** will be held at Parramatta Pools on **Tuesday 16th February**. Successful swimmers who qualify for Zone will be notified early next week once details are finalised.

### **Staff Development Days**

Each year all schools are given six Staff Development Days for the purpose of professional learning for all staff. Students do not attend school on these days.

**St Monica’s six Staff Development Days in 2016 are:**

- **Wednesday 27th January and Thursday 28th January** (Term 1)
- **Monday 18th July** (Term 3— Week 1)
- **Monday 10th October** (Term 4—Week 1)
- **Monday 19th December and Tuesday 20 December** (Term 4—Week 11)

### **National Assessment Program Literacy And Numeracy (NAPLAN)**

The dates for NAPLAN testing are **Tuesday 10 May, Wednesday 11 May and Thursday 12 May**. It is important that all students in Years 3 and 5 attend school during the 3 days of NAPLAN testing

### **Tennis Lessons**

Thank you to those families who have returned their forms to Mr Davidson. He is currently organising the timetable and has advised that lessons will commence on **Tuesday 9 February (Week 3)**. Students will be informed of their lesson times once the timetable is available.

**Shrove Tuesday** (Pancake Day) **Tuesday 9 February** Can you help?  
BYO frypan and egg flip. Please contact the school office.  
**Social/Welcome Team**

**Ash Wednesday** **Wednesday 10 February**  
9:15am Mass (Years 3—6 attending)  
Liturgy at school for infant classes

## Books

This year, due to the positive feedback from parents in 2015, we will continue to send home the students' workbooks. Each term parents can enjoy exploring and discussing their child's learning. We will be sending home three books twice a term. ***The books must be returned to school each Monday.***

Book to be sent home	Date
Religious Education	Friday 19 February
Literacy	Friday 26 February
Numeracy	Friday 4 March
Religious Education	Friday 11 March
Literacy	Friday 18 March
Numeracy	Friday 2 April

## Kiss and Drop

Our children and their safety is our main priority. Children are especially vulnerable around vehicles and roads due to their size and capabilities. This year we will have a parent at our '**Kiss and Drop**' each morning to assist students and to ensure the smooth flow of traffic.

### Please observe the following;

- Children are to exit **via the driver's side only**. If this is not possible please park in one of the bays and supervise your child walking into the school grounds.
- **Parents are to remain in the car at all times.** Do not get out of the car to get bags out of the boot or to farewell children.
- Children walk into the school grounds via the gate.

## Fire Drill

Fire drills and Lockdown are conducted each term at school as part of our safety programme. A Fire Drill will be practised sometime during this week. Please discuss this with your child and inform them that it is a practise drill and not to panic.

## Important—Online Training Module and Working With Children Check

Parent helpers are required to complete the **Catholic Education Diocese Parramatta Online Child Protection training module for Volunteers.**



This module must be updated **every 2 years**.

Please go to <http://childprotection.parra.catholic.edu.au/training>

Parents are also required to complete the **NSW Working With Children Check for Volunteers**.

Please go to [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) and click on the blue square with the gold star "Start Here" and then follow the prompts. This check is **free for volunteers** and is valid for 5 years. You will need to take your completed application to RMS. Once you receive your WWC Clearance letter please forward it to the school office (stmonicasparra@parra.catholic.edu.au) Please include your date of birth.

The links for both of these modules are also on the front page of our school website.

**Please ensure that both of these are completed BEFORE you volunteer.**

**Parents who have not completed these checks are not eligible to assist in the classroom or on excursions.**

Thank you for your co-operation with this important matter.

### Pow Wow

Pow Wow will resume for 2016 on **Monday 8 February**. Pow Wow is held **each Monday of the school term** from **9:00am - 10:30am** in the Community Room (COSHC). Entry is a gold coin donation. There are plenty of activities provided for the children. Please pack morning tea (that is egg and nut free) for your child. Tea and coffee is provided for parents. Everyone is welcome. *Mrs Victoria Elias*

### Website / School Notes

Parents are reminded that notes (especially permission notes for excursions, carnivals etc) are available on the School Website. Please go to **NEWS and EVENTS**, then **SCHOOL NOTES**. Notes for individual stages will be listed under their stage group. In order to reduce paper waste, one note is sent home per family/student as required. Families are requested to download a copy of the note if their original note is misplaced or lost. Please make regular checks under the **EVENTS** heading where important school dates and information can be located.

### Mobile Phones

Each year parents who request permission for their child to bring a mobile phone to school are asked to do so in writing to the Principal. Students who brought phones to school last year are therefore required to provide a letter this year explaining the need for the phone at school. **Permission is only granted to those students who travel home on a bus or who walk home.** On arrival at school the switched off phone is to be handed in at the School Office where the student is to sign in the phone. In the afternoon the phone will be sent to the classroom via the office bags. Students are to switch the phone on and place the phone in their school bag before leaving school.

### Notice of Intention to Remove a Student from St Monica's School

The Catholic Education, Diocese of Parramatta Office has developed a Policy relating to the notice required from parents to terminate their children's enrolment in the schools of the Parramatta Diocese. In part this states "A **term's notice (10 weeks) in writing must be given to the principal before the removal of a student or a full term's fees will be paid. The notice can be given any time during the term for the next term.**" This means that unless the school receives a term's notice no pro rata adjustment will be given for part term tuition.

### Sport Uniform / Dance Fever Athletics—Term 1

All students are to wear their sport uniform each Friday during Term 1. The Dance Fever Athletics program will commence this **Friday 5th February** (Week 2)

Happy birthday to the following students and staff who celebrated birthdays in **January**



Anna Maria Anish	Erica Crame	Aadit Grover
Tia El-Kazzi	Ana Maria Costea	Jake Hollis
Amelia Furjanic	Lachlan Roberts	Siria Mondinelli
Noah Day	Zac Michael	Rafael Noonan
Matilda Cooper	Alanah Khadi	Alicia Youssef
<b>Staff: Miss Sweeney</b>		

Happy birthday to the following students and staff who will celebrate birthdays in **February**

Mathew Dretvic	Chanel Azar	Jessica Crowle
Lachlan Dardagos	Aaliyah Assaf	Maureen Haddad
Poppy Sloane	Zoe Wu	George Keranis
Veronica Sadek	Jake Chapman	Matthew Johnson
<b>Staff: Mrs Mason and Father Fernando</b>		

## Acceptable Use of Information Technologies—Student Policy

Each year, every student is required to sign the **Student Policy for the Acceptable Use of Information Technologies**. This year the policy will be sent home to each child. (If you lose your copy please go the school website and download the policy)

The last sheet of the policy is to be **signed by both student and parents** and then returned to your child's homeroom teacher. Upon receipt of the signed sheet at school your child will be granted access to the school's technology. <http://www.stomonicasparra.catholic.edu.au/school-notes>

## Asthma Form

Each year students with asthma are required to provide the school office with an updated **Student Asthma Form**. The asthma form is included with this newsletter and can also be found on our school website. (**News and Events, School Notes then Whole School Notes**).

Please complete a **separate asthma form for each child with asthma**. For more serious cases, this form will need to be completed in conjunction with your doctor. Students with asthma are required to provide the school with an asthma puffer—puffers are kept in the school office and are administered as required.

Please note that **any medication** brought to the school office **must have a chemist's label with the students name and dosage details attached**.

## School Fees

Term 1 School Fees will be sent out by the Catholic Education Diocese of Parramatta. If you do not receive your fees, or if you have changed addresses and have not yet informed the school office, please contact Mrs Cattermole immediately so that we can update your details and forward a new statement of account. Term 1 school fees are due and payable on **Monday 7 March 2016**.

## Student Banking

Students are able to participate in Student Banking. Commonwealth Bank Dollarmite Youthsaver accounts can be opened through Commonwealth Banks. You do not have to bank with the Commonwealth Bank for your child to open an account. Children bring their bank deposit books to school on **Tuesday mornings**. **Student banking will recommence on Tuesday 9 February (Week 3)**.

## Book Fair 2016

Parents, This term we will be holding our first Book Fair of the year! We will be running it during the Catholic Schools Week from **Monday 7th March until Wednesday 9th March** (Week 7). There will be more details to follow in the following weeks. *Mrs Sharon Boulous* Teacher/Librarian

## Ice Blocks

Ice blocks are on sale every lunchtime this term. Ice blocks cost **50 cents** each.

### ARIA MUSIC

Quality investment in your child's future

Would your child like to learn Guitar or Keyboard? Please email: [ariamusicsschool@gmail.com](mailto:ariamusicsschool@gmail.com)  
Phone: **0402 780 130**

Qualified, friendly teachers encourage serious musical skills in a fun learning environment.

Group classes at school \$23:10 (incl GST) per lesson. Individual tuition is also available.

#### **Guitar Classes!**

Days: **Wednesday** lunchtime

Time: 12:30pm-1:30pm

Location: The Community Room

#### **Keyboard Classes!**

Day: **Tuesday** lunchtime

Time: 12:30pm—1:30pm

Location: The Community Room

#### ***Music Lessons have the Power!***

Develops musical talent

Develops self discipline

Encourages self esteem

Enhances co-ordination & concentration

Is lots of fun!!

[www.ariamusic.com.au](http://www.ariamusic.com.au)

# SCHOOL OPAL CARDS

<http://transportnsw.info/school-students>

From January 27 2016, eligible school students can 'tap' into Opal with the School Opal card to travel to and from school

Students who had a bus pass in 2015 were sent home their School Opal cards yesterday( via the Office Bags).



Other eligible students including: new applicants, students changing schools or updating their personal details, or students moving from Year 2 to 3 will have their School Opal cards posted to their home address in the first two weeks of Term One.

If you are a new student to St Monica's or have moved from Year 2 To Year 3 and have not yet applied for your Opal Card please visit <http://transportnsw.info/school-students> to apply for your card. You will need to fill out the online application form and then bring it to the school office for endorsement. **This needs to be done immediately.**

- The School Opal Card is **only for travel to and from school** on approved modes of public transport.
- The School Opal Card doesn't cover travel to activities away from school such as after school care, sport and school excursions.
- Remember: a grace period applies at the start of each new school year, where school students who have been approved for SSTS travel can travel without a valid pass while new passes are being issued. Students must be in school uniform or be able to provide evidence (such as a school ID or school books) that they are travelling to or from school during this time.
- Students should use a Child/Youth Opal card for travel after hours, on weekends, during school holidays or activities away from school.

## Behaviour Matters

Students are reminded that free travel is a **privilege** that can be taken away if official Codes of Conduct are not followed.

### Students should remember to:

- Tap on and tap off everytime.
- Offer their seat to paying customers without being asked.
- Respect transport staff, transport property and fellow travellers
- Be mindful of safety at every stage of a transport journey.
- Always travel with a valid ticket
- Students Codes of Conduct are available at <http://transportnsw.info/school-students>



## How To Install Skoolbag On Your Smartphone

### For iPhone and iPad users:

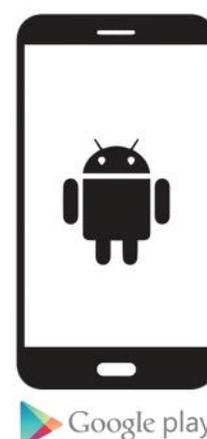
1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



### For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



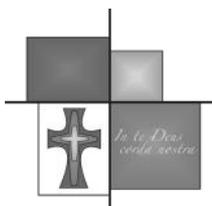
Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

### For Windows 8.1 Phone and Windows 8.1 or 10 device users:

1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.





# St Monica's Primary School

## North Parramatta

2 February 2016

### **ASTHMA AWARENESS**

Dear Parents,

Asthma is the most common medical condition diagnosed in Australia's school children, with up to one in four children being affected. Asthma is also the most common reason for children being admitted into hospital.

Given the high occurrence of asthma and asthma attacks in schools, the State and Territory Asthma Foundations and Asthma Australia has developed a national program targeting school students, their teachers and parents/carers. The program is called AFS (Asthma Friendly Schools). St Monica's is an asthma friendly school and aims to maintain an asthma friendly school environment.

Please find attached a Student Asthma Record Sheet for **each child in your family with asthma**. These sheets must be completed by you and returned to the school office by **Friday 5 February 2016**. **Please do not place multiple students on the same form.**

**For more serious cases this must be done in conjunction with your doctor.**

**\*\*\* If you require more than one Student Asthma Record Sheet, please contact the office and one will be forwarded to you.**

**You may also download a copy from the website. Go to the School Website ([www.stmonicasparra.catholic.edu.au](http://www.stmonicasparra.catholic.edu.au)) then click on News and Events, School Notes, then Whole School.**

You will appreciate that it is extremely important that the school be aware of the symptoms, triggers and management of your child's asthma, however slight, so that we can provide the best treatment possible in case of an attack.

We appreciate your co-operation and help in this matter.

Yours sincerely,

***Louise O'Donnell***

Principal

# STUDENT ASTHMA RECORD - 2016

This record is to be completed by parents/carers in consultation with their child's doctor (general practitioner). Parents/carers should inform the school immediately if there are any changes to the management plan. Please tick (✓) the appropriate box and print your answers clearly in the blank spaces where indicated.

## Personal Details

Student's name: \_\_\_\_\_ Gender: M  F

(SURNAME) (FIRST NAME)  
Date of birth: \_\_\_/\_\_\_/\_\_\_ Form/Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

Emergency contact (e.g. parent, carer): \_\_\_\_\_

a. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone No: \_\_\_\_\_ (Hm) \_\_\_\_\_ (Wk)

b. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone No: \_\_\_\_\_ (Hm) \_\_\_\_\_ (Wk)

Doctor: \_\_\_\_\_ Telephone No: \_\_\_\_\_

## Usual Asthma Management Plan

Child's symptoms (e.g. cough): \_\_\_\_\_

Triggers (e.g. exercise, pollens): \_\_\_\_\_

### Medication requirements:

Name of medication	Method (e.g. puffer & spacer, turbuhaler)	When, and how much?

In an **Emergency** follow the Plan below that has been ticked (✓)

**Standard Asthma First Aid Plan**

Please tick (✓) the preferred box

<b>Step 1</b>	Sit the student upright, remain calm and provide reassurance. Do not leave student alone.
<b>Step 2</b>	Give 4 puffs of a blue reliever puffer (Airomir, Asmol, Bricanyl or Ventolin), one puff at a time, preferably through a spacer device*. Ask the student to take 4 breaths from the spacer after each puff.
<b>Step 3</b>	Wait 4 minutes.
<b>Step 4</b>	If there is little or no improvement, repeat steps 2 and 3.
	If there is still little or no improvement, call an ambulance immediately (Dial 000).
	Continue to repeat steps 2 and 3 while waiting for the ambulance.
* Use a blue reliever puffer (Airomir, Asmol, Bricanyl or Ventolin) on its own if no spacer is available.	

OR

**My Child's Asthma First Aid Plan (attached)**

### Additional comments:

I authorise school staff to follow the preferred Asthma First Aid Plan and assist my child with taking asthma medication should they require help. I will notify you in writing if there are any changes to these instructions. Please contact me if my child requires emergency treatment or if my child regularly has asthma symptoms at school

**Signature of Parent/Carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I verify that I have read the preferred Asthma First Aid Plan and agree with its implementation.

**Signature of Doctor:** \_\_\_\_\_ **Date** \_\_\_\_\_



## ARE YOU RECEIVING THE NEWSLETTER?

St Monica's Primary School sends out a newsletter every fortnight (Wednesday) via email.

Parents are requested to subscribe to **E-News** on the School Website ([www.stmonicasparra.catholic.edu.au](http://www.stmonicasparra.catholic.edu.au)) and enter their details. This is a *free* service.

Once you have entered your details, each fortnight you will be sent a notification advising that the newsletter is now available for viewing.

**The email will appear as**

**stmonicasnparra@parra.catholic.edu.au**

**Subject: Newsletter: St Monica's Primary, North Parramatta**

### **Instructions for subscribing to E-News**

- *Go to the School Website: [www.stmonicasparra.catholic.edu.au](http://www.stmonicasparra.catholic.edu.au)*
- *Click on News and Events*
- *Click on Newsletters*
- *Scroll down until you see Subscribe to our Newsletter*
- *Enter your details*
- *Click on Subscribe to E-News.*

***Please make sure you enter an email address that you check regularly as other important messages are often sent home this way.***

Alternatively, you may view the newsletter on the School Website—go to the **News and Events** Heading, then click on **Newsletters**. All previous newsletters may be viewed as they are archived on the website.

You may also view the **School Calendar and Events** under the **News and Events** heading.

Newsletters are due to be published on the following

**Wednesdays in **TERM 1 2016****

**3 February (Week 2)**

**17 February (Week 4)**

**2 March (Week 6)**

**16 March (Week 8)**

**30 March (Week 10)**

For those families who do not have internet access, kindly advise the School Office where a hard copy will be printed for you.