Staffing News

Mrs Pittas has needed to have surgery on her foot and will be recovering until mid-way through next term. Fortunately Mrs Coppini is able to be on class for this time. We wish Mrs Pittas a very speedy recovery. I have been in touch with her and she assures me she is doing very well.

Mrs Stevenson will be taking three days leave next week and a casual will be on her class for Wednesday, Thursday and Friday.

I will be taking three weeks Long Service Leave for the first three weeks of Term 4.

The staffing arrangements for this time will be
Melissa Beggs ~ Acting Principal
Kathy Fisher ~ Acting Assistant Principal
Jackie Willard ~ Acting REC and Coordinator 2
Steven Gerecs ~ Acting Coordinator 2 (until Mrs Pittas returns mid way through Term 4).

Mrs Holm will also be taking some leave for the first three weeks of Term 4. Jackie Leeds is able to be on 1H for this time and will continue the Year One program alongside Ms Worrall.

I am very much looking forward to my holiday overseas knowing that all staff at St Madeleine’s will be taking great care of you and each other whilst I am away.

Jeanette Black
Principal
KISS & DROP ROSTER
Term 3 Week 10 2015
Contact: Lorine Niezabitowski
MB: 0413 808 840

<table>
<thead>
<tr>
<th>MON 14/9</th>
<th>Janine Tavner &amp; Belinda Shepherd</th>
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<tbody>
<tr>
<td>TUES 15/9</td>
<td>Jacqui Poehlsen &amp; Kylie Jones– Gentle</td>
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<tr>
<td>WED 16/9</td>
<td>Anita Hili</td>
</tr>
<tr>
<td>THUR 17/9</td>
<td>Angela Paki &amp; Karlee Wade</td>
</tr>
<tr>
<td>FRI 18/9</td>
<td>Sonia Rahme</td>
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CANTEEN ROSTER TERM 3 2015
RECESS 10:50am—11:20am

<table>
<thead>
<tr>
<th>Week 9 Thursday</th>
<th>10th Sept</th>
<th>Week 10 Thursday</th>
<th>17th Sept</th>
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<tbody>
<tr>
<td>Friday</td>
<td>11th Sept</td>
<td>Friday</td>
<td>18th Sept</td>
</tr>
<tr>
<td>Tamara Palmer</td>
<td>Michelle Gil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tamara Palmer</td>
<td>Barbara Tannous</td>
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Assembly 2pm Term 3 Week 10 2015 (Hall)
We have decided to have our Week 10 assembly on Thursday 17th September so that Kinder and Year 1 speeches will not be affected by the movement of classes on the Friday.

Equestrian News
Congratulations to Daniella Raheb in 6W for being selected to represent NSW at the Equestrian Interschool Nationals. She will be competing in the Show Hunter classes at the Sydney International Equestrian Centre in the holidays.

Good luck!

Catholic Primary Schools
MacKillop Athletics Carnival
Congratulations to Thomas Colcomb who will represent the Parramatta Diocese at the Catholic Primary Schools MacKillop Athletics Carnival on Monday for Discus.
We wish you the very best of luck.

Julia Morris
Athletics Coordinator

TERM 4
STAFF DEVELOPMENT DAY
STUDENT FREE DAY
TUESDAY 6TH OCTOBER
STUDENTS RETURN
WEDNESDAY 7TH OCTOBER
in Summer Uniform
### Building Update

The pinboard on the walls of each room is being installed this week and the new windows and doors have also been installed. I have engaged a window company to install the grills for all the windows during the holidays. Work has begun on the footings for the deck on the south side of the PMPA.

I also have engaged a landscape company to do some work in the holidays near the Learning Support room and also near the Sports Store.

Classes will be moving on the last day this term.

Jeanette Black
Principal

### EVENT CALENDAR

<table>
<thead>
<tr>
<th>Term 3 2015</th>
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<tbody>
<tr>
<td>Great Book Swap Mufti Day</td>
<td>Thurs 10th Sept</td>
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<tr>
<td>Year 6 Parents Night</td>
<td>Thurs 10th Sept</td>
</tr>
<tr>
<td>Kindy Dinner Bannerman Glenhaven 7.30pm</td>
<td>Fri 11th Sept</td>
</tr>
<tr>
<td>Year 2 Morning Tea The Fig 9am</td>
<td>Wed 16th Sept</td>
</tr>
<tr>
<td>St Madeleine’s Assembly 2pm</td>
<td>Thurs 17th Sept</td>
</tr>
<tr>
<td>Term 3 Ends</td>
<td>Fri 18th Sept</td>
</tr>
<tr>
<td>Kindy Bowling AMF Castle Hill 10am</td>
<td>Sun 27th Sept</td>
</tr>
<tr>
<td>Term 4 Public Holiday</td>
<td>Mon 5th Oct</td>
</tr>
<tr>
<td>Term 4 SDD</td>
<td>Tues 6th Oct</td>
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<tr>
<td>Term 4 Students Return</td>
<td>Wed 7th Oct</td>
</tr>
<tr>
<td>Kindy Dinner Bannerman Glenhaven 7.30pm</td>
<td>Fri 23rd Oct</td>
</tr>
<tr>
<td>Kindy Family Christmas Picnic 10.30am</td>
<td>Sun 15th Nov</td>
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### POST SEPARATION RECOVERY PROGRAM

CCSS Solo Parent Services is offering its seven week Post Separation Recovery Program which has proven to be an excellent Program that guides and supports those whose marriage or long-term partnership has ended. **Commencing:** Wednesday 21st October from 7.30pm -9.45pm. **Venue:** DAC, 1-5 Marion St Blacktown.

For further information and registration, contact Eileen or Rita on 9933 0205 or soloparentservices@ccss.org.au

Eileen Quade and Rita Chater
Coordinator and Counsellor | Solo Parent Services
CatholicCare Social Services | Diocese of Parramatta
2A Villiers Street, Parramatta NSW 2150
PO Box 2023, North Parramatta NSW 1750
Ph: (02) 9933 0205 | Fax: (02) 9933 0299 | www.ccss.org.au

### CANTEEN NEWS

There will be no Sushi or Potato Wedges available at the Canteen for the rest of the term.

Thank you

### DEEPEST SYMPATHY

Our deepest sympathy to the Best family Olivia Best in 5LV Grandmother past away last week.

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**Woolworths Earn & Learn program.**

As you know, our school has been participating in the Woolworths Earn & Learn program. **The program has now finished for this year**, so a **big thanks to everyone who supported our school**. We’re now at the important stage of the program where the Sticker Sheets are collected and lodged as our Earn & Learn claim. We will then be able to get new educational equipment for our school. The more we collect, the more we can redeem. So this week, please send in your Woolworths Earn & Learn Sticker Sheets and any loose Earn & Learn stickers you may have. Remember to check your handbag, the car glove box or they maybe stuck on the fridge. Every little bit helps. Thanks again for all your support!
Approaching the School and Complaint Handling

At St Madeleine’s Primary School the dignity of each person is valued and the rights of all members of our community are respected. From time to time concerns may arise or parents of the school community may need to approach the school in order to:

- Discuss the progress or welfare of own child
- Express concern about actions of other students
- Enquire about school policy or practice
- Express concern about actions of staff

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- Provide a guide in order that concerns are dealt with in an open and fair manner.
- Ensure that the rights of students, teachers and parents are respected and upheld.
- Support sensitivity and confidentiality.
- Help reach an agreed solution

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere. **NB: No parent should directly approach another person’s child. The school will deal with issues between students as part of the school’s Student Management and Pastoral Care Policies.**

If at any stage you feel you are not satisfied with the solutions offered or believe you have not been given a fair hearing or your feel your concern has not been addressed to your satisfaction, then you are encouraged to make an appointment with the Assistant Principal or Principal to discuss the issues further.

If the matter is not resolved by the school Leadership Team, parents will be offered the phone number to contact the Catholic Education Office.

<table>
<thead>
<tr>
<th>CONCERN</th>
<th>APPROPRIATE ACTION</th>
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</thead>
<tbody>
<tr>
<td>The academic progress of own child</td>
<td>Directly contact the child’s teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.</td>
</tr>
<tr>
<td>The welfare of own child</td>
<td>For minor issues directly contact your child’s teacher to clarify information. For more serious concerns, contact office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member. To convey information about change of address, telephone number, emergency contact, custody details, health issues etc please contact the office.</td>
</tr>
<tr>
<td>Actions of other students</td>
<td>Contact the class teacher for a classroom or playground problem. <strong>Please note: It is against the law (Section 60E) of the Crimes Act to approach any other person’s child at school. The offence committed by a parent approaching a child is intimidation.</strong></td>
</tr>
<tr>
<td>School policy or practice</td>
<td>Contact office state nature of concern and make an appointment to see the Principal and/or appropriate member of staff.</td>
</tr>
<tr>
<td>Actions of a staff member</td>
<td>Contact the office and state concerns to the principal. Arrange to meet directly with the principal and staff member concerned.</td>
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</tbody>
</table>
The recommended procedure for students is:

- If issues arise in the classroom students are encouraged to speak to their class teacher in order to seek assistance in finding a resolution.
- Children encountering problems on the playground are asked to follow the “What to do if someone is annoying me” procedure and if they continue to have problems they are instructed to then talk to the teacher on duty at the time of the incident. If they believe that their concern has not been adequately addressed they are encouraged to speak to their class teacher.
- Children have the right at all times to speak to the Principal, Assistant Principal or any other staff member about issues, complaints or grievances they might have.

**Code of Conduct for Parents / Visitors**

A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive or hostile behaviours.

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/children are punctual to class
- Make appointments in advance of expecting to obtain an interview
- Discuss issues or concerns about the school, staff or students through the correct procedures
- Follow school procedures governing entry either at drive through or arriving after classes have commenced or leaving before the school day has finished.

We are very fortunate that our school community is very aware of the need to communicate effectively and appropriately in order to maintain a safe and happy learning environment for all members of our school community.

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**Snow White & the Seven Dwarves**

Ruby and Pearl Smith are in the production on the 16th, 23rd & 24th October at 8pm & 18th & 31st October at 2pm.

Where: Dural Soldiers memorial Hall 604 Old Northern Rd, Dural
Cost: Adults $25 Child/Conc $15

Bookings Tickets4Me on 47306932
www.duralmusicalsociety.org