



# St. Francis Xavier Primary School BALLARAT EAST Ltd.

REGISTERED SCHOOL NUMBER: 981



# Parent Handbook 2020

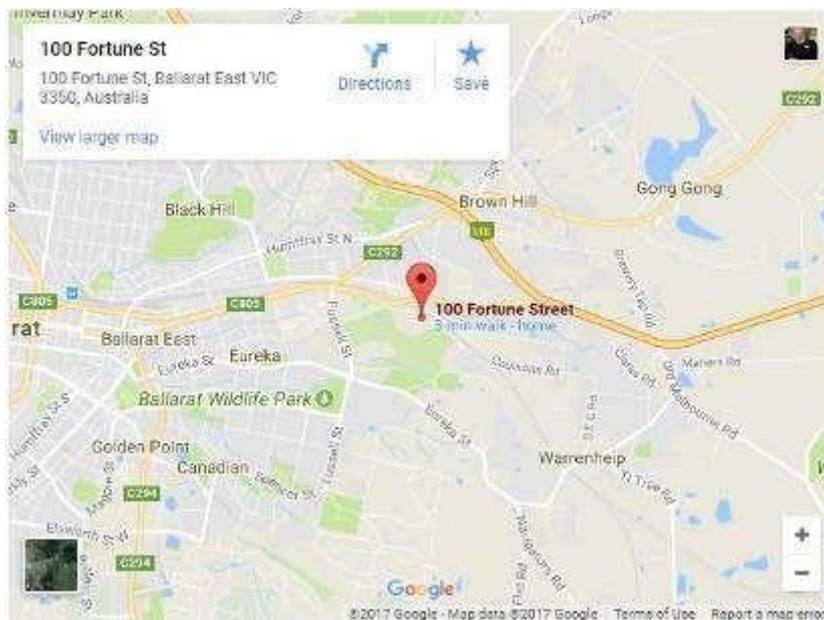
# Contents

Contact Details	2
Introduction	3
Our School Vision	4
School Overview	5
History	6
Enrolment Information	7
Curriculum Overview	8
Religious Education	9
Student Wellbeing	10
Child Safety	11
<u>Forms and Expectations</u>	12
<u>General Information</u>	15
Getting to and from School Safely	23
Health, Wellbeing & Illness	24
School Finances	26
School Fees and Levies	27
Uniform	28
Staff Team 2020	30
School Map 2020	31



## Contact Details

<b>ADDRESS</b>	100 Fortune Street, Ballarat East. Victoria 3350
<b>POSTAL ADDRESS</b>	PO Box 2027, Ballarat Mail Centre, Victoria 3354
<b>PRINCIPAL</b>	Mr. Paul Bissinella
<b>GOVERNING AUTHORITY</b>	Sr Berenice Kerr and Fr Kevin Moloney
<b>SCHOOL BOARD CHAIR</b>	David Beaver
<b>TELEPHONE</b>	(03) 5331 6311
<b>FAX</b>	(03) 5331 8337
<b>OFFICE HOURS</b>	8:30am to 4:30pm
<b>EMAIL</b>	<a href="mailto:principal@sfxballarat.catholic.edu.au">principal@sfxballarat.catholic.edu.au</a>
<b>WEBSITE</b>	<a href="http://www.sfxballarat.catholic.edu.au">www.sfxballarat.catholic.edu.au</a>



## Introduction

### Principal's Welcome



We welcome you and your child to St Francis Xavier and hope the years spent here will be successful and enjoyable. Every child is unique. Every child is special, with needs, special interests and particular characteristics. Your child is important to us and we need to work together to help him/her to grow, learn and develop both as an individual and as a member of our school community.

Our school is a unique school that continues to offer challenge and excitement for our children. There is a confidence and vitality that is reflected in the many programs and new initiatives that operate in our school. Our staff are a strong team and we are all working to provide our children with the best education available to them.

St. Francis Xavier Primary School is proceeding on sound foundations. We are achieving our goals and we are providing our children with a fine education. I look forward to continuing the journey with you and to share the dreams and aspirations you have for your children and our school.

I am always happy to discuss queries that families may have and particularly welcome enquiries from prospective families.

Yours sincerely,

Paul Bissinella  
**Principal**



## Our School Vision

Called to action through Gospel values and Mercy tradition we will enrich thinking, expand horizons and pursue excellence!

## Our School Mission

Through our ardent and all-encompassing Mercy work at St Francis Xavier Primary School, we will engender a passion for learning, respect and an ability to live in harmony with God's creation.



Charged with the ministry of our vision statement we are committed to the following core values:

1. Mercy
2. Respect
3. Compassion
4. Excellence
5. Justice

“Mercy not only bestows benefits, but receives and pardons again and again.” Catherine McAuley

**Central to the mission of St. Francis Xavier Primary School is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.**

## Our School Prayer

Loving God,

Our school has a history Help us to honour that history, to implement our vision, and to live out our call.

Guide us to make real the tenderness of Jesus, the courage of Catherine McAuley, the missionary vision of St Francis Xavier, and the dreams of those who have gone before us.

Help us gather the young, welcome the stranger, and live as Jesus did.

Inspire us to be caring of our earth, just and merciful, to use well the gifts you have given us and to keep alive in us the call to Mercy

We make our prayer through Jesus who shows us the way and in the power of your Holy Spirit.  
Amen.



## School Overview

Currently St Francis Xavier Primary School operates under the co-governance of Institute of Sisters of Mercy Australia and Papua New Guinea (ISMAPNG) and the Catholic Diocese of Ballarat. It has a rich tradition of providing quality education and care for children from the City of Ballarat and surrounding districts.

St. Francis Xavier Primary School has built a learning environment founded on fundamental values such as love, respect, forgiveness and trust, drawing on the inspiration and example of the Sisters of Mercy.

The learning environment at St. Francis Xavier Primary School truly supports the academic growth of all children. Our school offers a quality learning environment, with many specialist areas, including Visual Art, Performing Arts, Music and LOTE. A comprehensive Environmental Education program immerses students in their role as custodians of the land on which we live.

St. Francis Xavier Primary School draws on the research and development of the Catholic Education Commission of Victoria. This research and development has been at the forefront of successful developments in Literacy and Numeracy education.

St Francis Xavier Primary School has a current enrolment of 410 children operating as 19 class groups. Attendance records for all students are kept and on average, student attendance rate for 2018 was 94%

It is the policy of St. Francis Xavier Primary School that children's learning is the core that drives the choices made when structuring authentic learning experiences for them. Learning and teaching will occur in an atmosphere that promotes spirituality, moral confidence, ethics and emotional intelligence in the relationships between students, staff and parents. This will be built on relationships that support and challenge all members of the Learning Community.

Children have the opportunity to take responsibility for their learning, and to utilise appropriate learning technologies to support their learning. Parents are valued as active participants in the education process.

Each class at St. Francis Xavier Primary School works proactively and creatively to deal with the management of student behaviour. A range of support services from the Catholic Education Office and local agencies are accessed to support the physical, social, emotional and academic needs of children.

St. Francis Xavier Primary School is a caring community made up of people from a range of family, social and religious backgrounds. This caring community positively acts to serve the needs of each family.

St. Francis Xavier Primary School structures fees and levies to ensure that the maximum benefit is gained for each child from every dollar spent.

A whole staff approach to dealing with school issues ensures that every effort is made for each child to enjoy success as they grow and develop within our supportive school community.

**The information contained in this booklet covers a range of policy and procedural matters. As you browse this information, questions may arise – please do not hesitate to phone or call in at the School Office to discuss these with us.**

## History

In 1881 the Sisters arrived in Ballarat, led by Agnes Graham. In addition to their work in education, they are committed to social justice, health care, and working with the poor and marginalised in our world. They continue Catherine's work with today's refugees and asylum seekers, with women, with youth, and with the homeless.

In 1902, the Sisters of Mercy, Ballarat East purchased 'Fortune's Folly' and the grounds at Mt. Xavier.



This beautiful home and its surroundings were established as the Villa Maria Convent and developed into a small farm to supply primary produce for the community of Sisters and boarders at the nearby Sacred Heart College.

In 1905 alterations to the Convent were approved so that a boys' boarding school could be established for junior boys from Prep to Year 8. Three students were enrolled at this time. The school was formally registered and opened in 1914 as St. Francis Xavier Primary School.

The School grew and flourished, growing to include day students in 1960 and becoming co-educational in 1974. The facility for boarders concluded in 1978 and St. Francis Xavier Primary School has continued as a co-educational primary school for day students until the present time.

### Distinctive Features:

St. Francis Xavier Primary School enjoys a position of high regard in the local community. Staff share a belief in the dignity of individuals and the promotion of self-esteem and community responsibility amongst the students. Some distinctive features include:

- Comprehensive curriculum based on Gospel values and informed by the Cictrian Curriculum.
- Opportunities for students to gain extra support for their learning through support programs: Reading Recovery, Spelling Mastery, MultiLit, ERIC, and Fundamentals Program operating within the school.
- A unique Environmental Education program that reflects our links to the charism of the Sisters of Mercy.
- Dedicated, committed and competent staff.
- Strong community links with parents, in order to foster a collaborative partnership in the development of the students' learning.
- Commitment of staff to professional learning in order to improve their efficacy.
- A family atmosphere, evident amongst staff, students and community members, fosters a sense of belonging to a wider community within the parish and local area.
- Support for the policy development and stewardship of the school by the St. Francis Xavier School Board, in collaboration with the Governors, Principal and staff.
- Parents who are committed to supporting the efforts of staff.
- Warm, bright, attractive and spacious classrooms that are appropriately furnished and provide a stimulating and nurturing learning environment.
- Spacious school grounds, providing ample space for recreational and sporting activities.

## **Enrolment Information**

Application for enrolment is made by contacting the school office from the February of the year prior to the student starting school. The office staff will arrange a booking for an information session for the applicant with the principal. During this session prospective families can enjoy a tour of the school and will be presented with the enrolment forms and procedures.

### **Immunisation History Statements**

When enrolling a child in primary school, parents are asked to provide the child's Immunisation History Statement. This shows whether a child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B. Failure to provide the Immunisation History Statement could delay your child's enrolment to St. Francis Xavier Primary School.

### **Age**

Only children who will be five, on or before the 30th April of the year they enter Foundation can be accepted.

### **Eligibility**

The School has set priorities to ensure Catholic children living within the parish have a place available to them in the school. The propriety for enrolment is as follows

- Siblings of children already enrolled
- Children who are baptised Catholic
- Children of old Collegians and /or who have a family relationship
- Children of Catholic families who are residents of the parish
- Links with Sisters of Mercy
- Parish involvement
- Other



### **Transfer of enrolments**

When children are transferring from another school a transfer form is required. Copies of reports and record cards would also be appreciated to help the teacher assess the child and help the child settle in to school life. When the child is transferring to another school, parents will be issued with a transfer notice to be taken with them. Parents will also be asked to complete a 'Supplementary Enrolment Form' for their child's new school.

Additional enrolment information can be found on the schools website:

<http://www.sfxballarat.catholic.edu.au/enrolment-information/enrolment-dates/>

## Curriculum Overview

The challenge of schooling in the global knowledge economy of 21<sup>st</sup> century is to equip students with the knowledge, skills and behaviours to prosper in our modern and ever-changing world. **At St. Francis Xavier Primary School** we endeavour to instil in children the skills and confidence to use their talents gifted to them by God and to use these skills to make a difference in their world. **At St. Francis Xavier** we know that high quality Teaching and Learning comes from the following:

1. **Explicit Teaching** - *We can never say "it is enough."*
  - a. There are high expectations in regard to learning outcomes
  - b. Children are always clear about expectations and indicators of achievements.
  - c. We always use data purposefully to drive our teaching and learning.
  - d. We are consistently improving school based and standardized assessment results.
  
2. **Community of lifelong learners** - *The adage "never too old to learn" is a great comfort to me.*
  - a. The learning environment is engaging and purposeful
  - b. Students at St. Francis Xavier are active participants in becoming responsible learners.
  - c. Through and engaging and purposeful learning environments we know student's motivation will increase.
  - d. Students at St. Francis Xavier see themselves as successful learners
  - e. Staff are active learners within a high performance development culture
  - f. Collaboration between staff to improve their own teaching as well as the teaching within the whole school.
  - g. Staff are committed to personal learning goals and a professional learning plans.
  - h. Staff are open to constructive feedback.
  
3. **Guided by Jesus through the face of Mercy** - *If the love of God really reigns in your heart, it will show itself in the exterior.*
  - a. *We will engender a passion for learning, respect and an ability to live in harmony with God's creation*
  - b. *Charged with the ministry of our vision statement we are committed to the following core values: Mercy, Respect, Compassion, Excellence & Justice*
  
4. **Positive Relationships** - *We should be shining lamps, giving light to all around us.*
  - a. We believe in fostering the development of positive relationships through a welcoming, caring and nurturing environment
  - b. Students are safe, happy and learning
  - c. Parents feel welcome and informed

## Curriculum

**St. Francis Xavier Primary School** understands the importance and value of The Victorian Curriculum as it is a curriculum which provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents. The Victorian Curriculum assists teachers to understand what is essential for students to achieve from Years Foundation to 10 in Victorian schools.

# Religious Education

## The aims of Religious Education

The basic aims of Religious Education at St. Francis Xavier Primary School are to develop an awareness of, an understanding of, a response to, and a celebration of:

- **God the Father**
- **Jesus Christ**
- **The Holy Spirit**
- **The Church**
- **The Wider World**

We believe that Religious Education at St. Francis Xavier Primary School is concerned with:

The understanding of the world around us, and living out our faith by

- Using children's experiences to enable them to come to a greater understanding of God, and relationships with God, self and others;
- Developing the growth of knowledge, understanding, hope and faith with all members of our school community;
- Being informed about our Church's traditions, doctrines, scripture and prayer; and
- Being a participative member of the faith life of our parish communities, in service, liturgy and sacramental life; proclaiming, reflecting upon and celebrating the word of God.

## Parents and the Religious Education Program at St. Francis Xavier Primary School

Religious Education at St. Francis Xavier Primary School will:

- Recognise and respect parents as the first educators of their child in faith;
- Support and encourage them in this role;
- Encourage parents to participate as partners in the education of their children;
- Consult with and accept contributions from parents openly and warmly;

Recognise the ways in which parents can contribute to the development and implementation of the Religious Education Program;

- Care for parents and their own education in faith in a pastoral way; and  Provide opportunities for adult education in faith.

## Sacraments and Religious Education

The celebration of the sacraments is at the heart of our Church community. Growth in understanding of the sacraments is central to the catechesis which occurs in the home, school and parishes; catechesis being the way we help children develop an understanding of and relationship with God. Catholic Schools have a mandate to support parents in their mission to nurture the faith of their children. It is important that schools are mindful of the ongoing nature of sacramental catechesis and of the role parish communities play in this. Sacramental preparation takes place within the family and parish context and is supported by our school programs.

Informal communication is encouraged and welcomed. Please make appointments with staff for discussions of a formal nature e.g. child's learning progress, concerns, and issues. Appointment times, made in advance, will need to take place before or after school at a mutually convenient time.

# Student Wellbeing

## Kidsmatter

St. Francis Xavier Primary School is a KidsMatter School.

Mental health and wellbeing is vital for learning and life. Children who are mentally healthy learn better, benefit from life experiences and have stronger relationships with family members, school staff and peers. Good mental health in childhood also provides a solid foundation for:

- managing the transition to adolescence and adulthood
- engaging successfully in education
- making a meaningful contribution to society.

School is the most significant developmental context, after family, for primary school-aged children. Schools play a crucial role in building children's self-esteem and sense of competence. They can also act as a safety net and assist in protecting children from circumstances that affect their learning, development and wellbeing. Schools, working closely with families and the community, are key environments for comprehensively supporting children's mental health and wellbeing.

KidsMatter Primary is a mental health and wellbeing framework for primary schools and is proven to make a positive difference to the lives of Australian children. Here at St. Francis Xavier we are a Kids Matter School and the program provides the methods, tools and support to help us work with parents and carers, health services and the wider community, to nurture happy, balanced kids. For our SEL (Social and Emotional Learning) F-6 use Bounce Back, a Wellbeing and Resilience Program created by educators and psychologists Helen McGrath and Toni Noble. The programs goal is to support children and adults to develop a stronger sense of wellbeing and to be more resilient, confident and successful.



## Child Safety

All students enrolled at **St. Francis Xavier Primary School** have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

### **Our commitment to our students**

- (a) We commit to the safety and wellbeing of all children and young people enrolled in our school.
- (b) We commit to the safety and wellbeing of all children and young people visiting our school.
- (c) We commit to providing children and young people with positive and nurturing experiences.
- (d) We commit to listening to children and young people and empowering them by taking their views seriously, and addressing any concerns that they raise with us.
- (e) We commit to taking action to ensure that children and young people are protected from abuse or harm.
- (f) We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- (g) We commit to seeking input and feedback from students regarding the creation of a safe school environment.

Whilst **St. Francis Xavier Primary School** is compliant with the Child Safety requirements Child Safety is an ongoing commitment and our school will continually monitor, review and evaluate our policies and practices to maintain the requirements in regard to awareness, understanding and organisational preventative measures to ensure the safety of the students at **St. Francis Xavier Primary School**.

Our staff are committed to understanding and accepting the associated policies and Code of Conduct and Catholic Professional Standards which gives clarity and clear direction for Child Safety.

Our School Board has reviewed our policies and Code of Conduct in relation to Child Safety.

For further information in regard to child safety from the Catholic Education Ballarat go to the following website - <http://www.ceoballarat.catholic.edu.au/child-protection/> or from the Victorian Registration and Qualification Authority please go to <http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>

Other Child Safety documents at our school include the following policies which are available on our website [www.sfxballarat.catholic.edu.au](http://www.sfxballarat.catholic.edu.au)

# Forms and Expectations

## 1. Attendance and Absence

Parents are requested to encourage regular attendance and punctuality as both are essential for progress.

A sick child should be kept at home if she/he does not feel well enough to work. Sick children at school may contribute to the spreading of illness.

When a child will not be attending school or will be late, we ask that parents ring (5331 6311), complete an absentee form (in eForms) on the Schoolbag App before 9.30 am to let us know. Should we not hear, we will ring to confirm the child is absent.

If a family holiday is to be taken during school time, we ask that both the classroom teacher (via the student's diary) and administrative staff (via Skoolbag absentee form) be notified.

## 2. CareMonkey - Contact, Medical Information & Permission Notes

Our school has adopted a health, safety and electronic consent form application called CareMonkey. This application provides parents the opportunity to update vital medical and contact information promptly and accurately while providing the school with instant access to the emergency information provided by parents. It can be updated directly through a mobile device/tablet/laptop/PC. This free application is available as an app on a smart phone/device as well as through the website [www.caremonkey.com](http://www.caremonkey.com). Through Care Monkey excursion permission forms are also sent home to parents electronically and permission accepted or denied.

Permission is required through CareMonkey before children can leave the school grounds for an excursion. Children without permission will not be allowed to leave the school – verbal permission is not acceptable.

## 3. School Records

The school maintains a file of parents' names, addresses, telephone numbers and emergency contacts. This file is used to contact parents for a range of reasons, including when a child is ill or injured. It is imperative that this information be accurate, and it is requested the CareMonkey application is updated to reflect any change to address, telephone number, emergency contact person, etc.

It is a parental responsibility to inform the school of any relevant information that may affect a child at school, particularly in relation to illnesses, allergies, etc. Once again this information needs to be updated in CareMonkey.

All information that is collected during the course of a child's schooling is treated in accordance with the relevant privacy legislation and guidelines. All files are confidential.

#### **4. Flexischools - Online ordering for Canteen, Icyoles & Events**

Flexischools is a cashless way to pay for canteen orders and other parent club/social events (ie. tickets to the School Concert). Parents/guardians will need to set up an account online at <https://www.flexischools.com.au/>. Select Register and follow the instructions. Add your child, our school (St Francis Xavier Primary School, Ballarat East) and class to get started (please ensure you select your child's correct class). Canteen orders close 9:30 am on Thursday mornings. Each year parents/guardians will need to select their child's correct class.

#### **5. Playground Interactions and Supervision**

Children are encouraged to use the playground in a safe, sensible and responsible manner and are asked to remember that everyone has rights to be respected, responsibilities to uphold in playing fairly and rules to follow. Children will be supervised in the playground by staff who will be allocated playground duties. These duties ensure active supervision is provided during play times and before & after school.

Staff on duty wear a fluoro vest for easy visibility and carry a basic first aid kit.

#### **6. Building a safe and supportive environment at St. Francis Xavier**

How does a Complaints Procedure fit in?

St. Francis Xavier Primary School is committed to a safe and supportive environment. This is characterised by fairness, mutual trust, respect and reconciliation. Those in leadership positions have a key role in promoting an environment and building community based on these values.

A safe and supportive environment is developed when all members of a school community promote open communication, tolerance and positive relationships and embrace responsive, just and transparent processes. When clear preventative policies and practices are applied consistently and issues that can give rise to complaints are identified early, matters can be resolved before they escalate to the point where relationships are damaged. To promote positive and effective relationships all members of the school community are encouraged to recognise the distinction between personal and professional conflict so that appropriate relationships can be maintained, even where there might be professional disagreement.

Complaints and suggestions can be opportunities for growth and improvement. A community that is open to complaints and suggestions is characterised by signs of impartiality and confidentiality, respect for the dignity of those involved, and is proactive in ensuring there is no fear of victimisation. The processes in the Complaints Handling Procedure are to ensure procedural fairness, with a fair hearing and a reasonable decision. A Complaints Handling Procedure helps build a safe and supportive environment as it:

- encourages early intervention in issues before they damage sound relationships
- ensures that behaviours destructive to positive relationships (such as bullying, harassment and discrimination) are identified as being unacceptable and are appropriately managed
- ensures that complaints are dealt with consistently
- enables a school community to identify patterns of unacceptable conduct and enables prevention strategies to be developed and implemented
- encourages individuals, with support, to resolve issues directly without third party intervention, and reduces the likelihood that external agencies will need to be involved

St. Francis Xavier Primary School has developed a range of policies and procedures to ensure the School is managed in a manner that ensures the safety and wellbeing of all whilst maximising learning opportunities for children.

Please visit the school website for the appropriate forms:

<http://www.sfxballarat.catholic.edu.au/our-school/72/p/policies/>



# General Information

## 1. School Routines

School commences at 8.55 am and finishes at 3.20 pm.

Yard supervision commences at 8.30 a.m. Families who need to drop children off earlier than 8.30a.m are asked to first discuss this with the Principal. Due to the lack of direct supervision we do not encourage early arrivals. All children are required to wait in the undercover area until 8.30 a.m. Classrooms are opened for students at 8.30a.m.

Bus children are dismissed from their rooms at 3.15pm. Other children move to the undercover area for dismissal at 3.20 p.m. Students will be supervised in the undercover area until 3.40 p.m.

Students who have not been picked up by 3.40 p.m. will be asked to wait in the school office.

Children are permitted to enter the building before school on of wet weather days.

Children are asked to walk in the building at all times.

## 2. School Hours

8.50am Music

8.55am Bell to enter classrooms

9.20am Specialist Class )

) Learning Block 1

10.05am Specialist Class )

10.50am Bell for first break

11.27am Music

11.30am Bell to enter classrooms and start eating

11.40am Specialist Class )

) Learning Block 2

12.25pm Specialist Class )

1.10pm Bell for second break to start eating

1.15pm Bell for second break

1.42pm Music

1.45pm Specialist Class )

) Learning Block 3

2.30pm Specialist Class ) 3.15pm Pack Up. Students travelling on buses must move to bus assembly area.

3.20pm Dismissal

School Office Hours – 8.30am to 4.30pm during school terms

### **3. School Newsletter**

Our Newsletter is published every Monday and sent to families by email. It is also downloaded onto the Skoolbag App and is available on the School Website.

<http://www.sfxballarat.catholic.edu.au/newsevents/newsletters/>

Hardcopies of the newsletter are available in the school office.

### **4. School Website**

Our school **website address is** <http://www.fxballarat.catholic.edu.au> the website provides a direct link to the Skoolbag App as well a lot of information about the school. It is recommended you take some time to visit our website and become familiar with its content.



### **5. SkoolBag App**

This application is used to communicate with alerts to our school community and is available for free through all app stores.



Type into the Search Field of the App Store or Google Play:  
**SFXPSBE**

All of the Skoolbag information is also available on the school's website [www.sfxballarat.catholic.edu.au](http://www.sfxballarat.catholic.edu.au) if a parent/guardian does not possess a smart phone/device. The app is used to communicate events in the school, distribute the weekly newsletter, contains school forms, calendars, canteen rosters and absentee forms in the eforms section. It is an important method of keeping in contact with our school community.

### **6. Parent Access Module (PAM)**

PAM is an online tool which provides parents with quick, easy and confidential access to a range of information specific to their child. This information includes attendance records, school reports, behaviour tracking and other relevant information. It is accessed via the website:

<https://pam.sfxballarat.catholic.edu.au> – each parent/guardian is supplied with a relevant log-in and password. It is recommended to select My Settings and enter an email address and change the password if necessary. If you wish to change the Username allocated please contact the school. Click on the student's name to access all of the information relevant to that student.

### **7. School Facebook**

**DID YOU KNOW** that St. Francis Xavier Primary School, Ballarat East has a Facebook Page! Invite your friends and "LIKE" us on Facebook to keep up to date with social events and things happening around the school and reminisce as we go through the archives!



**Please note this site will be moderated and untoward comments will be censored.**

We encourage people to use the site to keep abreast of school events as photos are updated regularly!

<https://www.facebook.com/pages/St-Francis-Xavier-Primary-School/273229632859103>

## **8. Money**

If money is sent to school for any reason it *we ask that it be in an enclosed, clearly marked envelope*, and the student is required to hand it in to the school office, or the class teacher at the commencement of the day.

**(If at all possible, please refrain from sending cash to school by using other methods of payment.)**

## **9. Homework**

All children attending St. Francis Xavier Primary School are expected to complete home tasks in accordance with the school's Homework Policy. In our school we use homework as a tool to practice skills and to show our learning to our parents. All children are asked to read every day at home.

## **10. School Diary/Communication**

Each year level will have an established means of communicating with home on a regular basis. Please ensure that you are clear of the expectations in regards to reading diaries and school diaries.

## **11. Sunsmart**

The Sunsmart Policy applies for Terms One and Four.

- Children wear hats for all outdoor activities both on and off the school property. This includes all lunch and recess breaks, sporting events and activities.
- Children are asked to wear sunscreen and to bring sunscreen in their bags to reapply.
- Children will be responsible for wearing hats, appropriate sunsmart clothing and sunscreen. Teachers will ensure that children wear their hats and will give reminders about sunsmart clothing and sunscreen.
- Children will be encouraged to use sip-bottles of water in class and to seek shady areas of the school grounds during recess and lunch.
- On excessively hot days, the play areas of the grounds will be modified for recess and lunch breaks.  
Sedate, relaxed activities will take place in the shade on very hot days during recess and lunch.
- Children may wear sunglasses for their eye protection.
- Consideration will be given to the timing of outdoor activities during hot weather.
- Children who do not have a hat at lunch and recess times will be asked to sit on the verandah. Our policy states: No hat. No play.

## **12. Afterschool Sporting Program**

Our school participates in the After School Sporting Schools Program. This is a Federal Government, fully funded initiative. Foundation-Year 6 children are invited to participate in After School Sporting Schools Program Activities on Mondays and Thursdays. These activities run from 3.45 p.m. – 4.30 p.m. These activities encourage the children to engage in physical activities after school. It also provides children with the opportunity to try new games, activities and sports, without making a long commitment to one sport. The program is free for all children at St. Francis Xavier Primary School. Information will be available in the newsletters throughout the year re registration, dates, sports and activities.

## **13. Sports/Physical Education Uniform**

Physical Education sessions happen on the prescribed days for each class. Students wear the sports uniform to school on this day. Students are to wear sport shoes for PE, so that the feet, ankles and knees are correctly supported during physical activity. Casual sport shoes and volleys are not to be worn for Physical Education / Sport, as injuries may occur.

## **14. Excursions, Incursions, Guest Speakers And Performances**

These events are planned to support Learning or to celebrate significant events in the life of the school.

Parents will be required to sign a consent form in CareMonkey for travelling by bus outside the city limits. The beginning of the year CareMonkey Medical and Permission Form includes permission for travel within the city limits during the year. Notification of events is given in the newsletter or via a class letter.

## **15. Lunches**

Our school is committed to creating a sustainable environment. As part of our environmental program, students are encouraged to bring nutritious, 'wrapper free' lunches - using reusable, recyclable packaging supports this initiative. Wrappers are to be taken home and disposed of at home. Children are encouraged to minimise waste: any waste generated is separated into recyclables, chicken food, compost, paper and landfill.

Children are supervised in the classroom by the classroom teacher whilst eating their lunch during the first break at 11.30 a.m.

Icy-poles are available for purchase during summer at lunch time on Fridays. Hot Chocolate is available for purchase on Mondays during Term 3 & 4.

## **16. Water Bottles**

All children bring a named water bottle (not frozen) to class for hydration purposes. Disposable plastic water bottles are not recommended to be refilled as there is evidence to suggest that they are manufactured in a way that the plastic breaks down which may be detrimental to your child's health over time.

## **17. Healthy Eating**

Healthy eating has a long-lasting and positive impact on a child's growth, development and health. Encouraging your child to make healthy food choices and to regularly drink water will impact

significantly on their wellbeing. Healthy eating and drinking will also maximise your child's concentration and ability to learn.

Foods eaten at school contribute significantly to your child's daily nutrient intake and also have a considerable influence on the development of their eating habits, growth patterns and energy levels. You have an important role to play in ensuring your child eats well and stays active.

**School lunch ideas include:**

- sandwiches or pita bread with cheese, lean meat, or salad
- cheese slices, dry biscuits with spread and fresh fruit
- washed and cut-up raw vegetables or fresh fruits
- water

Highly processed, sugary, fatty and salty foods should only make up a very small part of your child's diet.

Foods to limit in school lunches include:

- processed meat such as salami, pressed chicken and Strasbourg
- chips, sweet biscuits, and muesli and breakfast bars
- fruit bars and straps

## **18. Anaphalaxis and nut products**

We have a number of students at St Francis Xavier who have a severe allergy to all nuts and nut products. Even exposure to very small amounts could be serious and life threatening for them. It is essential that we all play a role in supporting these children and their families with this very important issue. As a result of the seriousness of this issue, we ask that no parent send products to school that have nuts listed on the ingredients section of the packaging.

## **19. Assembly**

A whole school assembly is held fortnightly on Friday afternoons at 12.30 p.m. Children and teachers from each class level lead the assemblies as advised through the school newsletter. The assemblies are a great opportunity for parents to meet, enjoy the learning of children throughout the school and to be informed about any current issues or points of interest.

## **20. Behaviour Management**

At St. Francis Xavier Primary School, we believe that the discipline policy and practices should be developed from our belief that the values of the Gospel will permeate all that we do in the name of education. We are endeavouring to promote an environment that is secure, healthy and respectful for all members of the school community. We also believe that the responsibility for the growth and development of each child is a partnership between teachers, parents and children. Consequently, our Behaviour Management Policy recognises that the members of the school community have certain rights and therefore responsibilities to uphold the rights of others, within the school.

Central to the mission of St. Francis Xavier Primary School is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

At St. Francis Xavier Primary School the procedures used to maintain a disciplined, yet secure, healthy and respectful community, will assist in protecting the rights of each member, and prevent behaviour that is inappropriate and likely to lead to future problems. We aim to promote self-discipline and positive approaches to the development of acceptable behaviour in students. A united and consistent approach to discipline by staff members and parents will ensure the implementation of the policy.

Our School Behaviour Management Policy can be accessed through our school website at:

<http://www.sfxballarat.catholic.edu.au/our-school/72/p/policies/>

## **21. Student Reports**

Parents will receive two formal written reports throughout the school year: at the end of Semester 1 and at the end of Semester 2. These written reports will ensure that your child's performance will be accurately reflected in an easy to understand format. Each report is written in plain English and indicates how your child is performing against consistent state-wide standards. The reports also set out a future learning plan and suggest ways that you can help at home.

## **22. Parent / Teacher Interviews**

Formal Parent – Teacher interviews are held twice each year as notified via the school newsletter.

Parent-Teacher interviews give you the opportunity to:

- discuss how your child is progressing both academically and socially
- see examples of work
- get to know your child's classroom teacher
- find out about plans for your child's future learning

Parents are encouraged to keep in close contact with their child's classroom teacher. If you have any concerns about your child's progress, you are invited to discuss these with the teacher as they arise. Please contact the school office or speak with your child's teacher to arrange a mutually convenient time. Specific concerns should also be discussed with the Principal.

## **23. Year Ahead Meetings**

These meetings will take place at the beginning of the year in your child's classroom and are intended to give parents specific information about class programs and approaches to teaching and learning. We strongly encourage all parents to attend as we believe that a positive, nurturing, and encouraging home-school relationship is essential in helping children achieve success.

We take great care to foster this partnership from the moment your child enrolls and becomes a member of our St. Francis Xavier family. The education of each of our students is a partnership between staff, parents and children.

The sessions will run for between 20 - 30 minutes in each classroom (please note new times below).

- 6:30pm – 7:00pm      Foundation to Year 2
- 7:15pm – 7:45pm      Year 3 & Year 4
- 8:00pm – 8:30pm      Year 5 & Year 6

## **24. Individual Needs**

Special needs of students are catered for in the classroom by the child's classroom teacher. Some individual learning needs are met with specific one-to-one support or specialist programs. Parents will receive notification if their son or daughter is to be withdrawn for special programs.

Student progress in this area will be updated at Parent -Teacher interviews, in reports and PSG meetings held throughout the year. Parents of students with special needs are asked to forward any relevant documentation to Mr. Peter Mullane, Special Education Coordinator. Parents are also invited to make an appointment with the classroom teacher to discuss any issues or concerns.

PROGRAM SUPPORT

## **25. Program Support Group Process**

The Program Support Group meets regularly to consider special issues in relation to meeting the individual needs of children with special needs. School staff who work directly with the child may be involved in the meeting, together with the child's parents and staff from the Catholic Education Office or other outside agencies e.g. Psychologist, Speech Pathologist, Special Education Advisor. These meetings are chaired by the Special Education Co-ordinator, with detailed minutes kept as confidential file documents.

## **26. Family Groups**

The operation of Family Groups is an important part of the relationship building that happens at St. Francis Xavier. Be mindful of opportunities to gather as Family Groups and provide the appropriate time and support to make these times worthwhile for all involved.

## **27. Class Buddies**

Each year level has a 'buddy' class which is also an important part of the relationship building and support that happens at St. Francis Xavier. Our school adopts the 'Better Buddies' program and we urge all classes to meet with their buddies at least once per term (formally) and then inform

## **28. Parent Involvement**

We believe in parents and teachers working together in partnership for the wellbeing of our children and for the good of our school. We understand that our parent community has expertise and talents in many different areas, and we acknowledge that when talents are recognised and utilised it is for the benefit of the entire community.

The activities listed below are ways in which parents are currently participating in the life of our school:

- Assisting with sports days
- Ongoing maintenance e.g. gardening, mowing at Working Bees
- Providing items for raffles, cake stalls, etc
- Selling raffle tickets
- Cooking with our students
- Covering books at home
- Helping in a classroom
- Member of the School Board Committees
- Assisting in the school library
- Member of the Parents' and Friends' Association
- Assisting with hot lunches for students
- Attending masses/liturgies
- Helping to organise special events e.g. Community Christmas Break-up
- Co-ordinating the school Uniform Shop
- Selling in the school Uniform Shop

This list is by no means a 'closed' list. We would be very pleased to receive your ideas and suggestions as to how you would like to participate in the life of our school. Parental involvement is very much welcomed at St. Francis Xavier Primary School in many different areas of the curriculum and school life. If you would like to share any of your talents with us, we would always be very glad to welcome helpers.

Parents who are regularly involved in school activity require a current Working with Children check. Information about the Working with Children check may be obtained online from <http://www.workingwithchildren.vic.gov.au/>

**All staff, volunteers, contractors, clergy and school board/council members are required to read and sign the Safeguarding Children and Young People Code of Conduct, this can be obtained from the School Office.**

The Code of Conduct has a specific focus on safeguarding children and young people at St. Francis Xavier Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at St. Francis Xavier Primary School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. This Code of Conduct should be read in conjunction with the St. Francis Xavier Primary School Child Protection and Safety Policy.

### **29. Classroom Helper Program**

Parents are invited to participate in our Classroom Helpers Program. Participation in this program enables parents to work actively in the classroom during the Literacy and Numeracy learning blocks. The Classroom Helpers Program consists of three one-hour sessions led by the Literacy and Numeracy Coordinators. The program is held during Term 1 and at other times throughout the year as the need arises. Following participation in the training program, classroom helpers work in partnership with the teachers in the classroom.

Parents may also choose to help in the classroom during other learning activities such as Environmental Education, Art, Library and Outdoor Education or when your child's class is participating in a special activity or excursion.

### **30. St. Francis Xavier Primary School Board Ltd**

The St. Francis Xavier Primary School Board Ltd is a company of directors made up of parents, staff, nominees of the Sisters of Mercy and the Catholic Diocese of Ballarat, who are responsible for specialised policy development, monitoring and evaluation and school development. Issues that parents feel should be raised at School Board level should follow the school's Concerns and Complaints procedure.

- a) The predominant objects for which the Company is established are:
  - To provide educational services within the field of Catholic primary education in the Catholic Diocese of Ballarat
- b) To provide students with a primary education, including a curriculum for all students in religious instruction in accordance with the precepts, teachings and practices of the Catholic Church as determined from time to time by the Bishop

- c) To carry on or assist in the carrying on and promotion of the mission of the Catholic Church in conformity with canon law and in fidelity to the teachings and example of Christ, the teaching of the Catholic Church and the spirit of Catherine McAuley, the Foundress of the Sisters of Mercy.

### **31. Parent and Friends Committee**

The Parents' and Friends' Committee plays an important role with fundraising and social activities within the school. The financial assistance provided by the Parents' and Friends' Committee has benefited the school in many ways, e.g. purchasing classroom resources, computers and audio visual equipment.

The Committee has the following major goals:

- a) To support the school staff in ensuring a quality education for our children through its interest and participation in activities and programs of the school.
- b) To be the social body of contact for new parents within the school so that they may fit comfortably into our community.
- c) To raise funds to supply the school with quality educational aids and equipment.
- d) To act as a sounding board for discussion on school policies and Catholic Education policies which affect our school and our children.

## **Getting to and from School Safely**

### **32. Drop off and Pick Up Procedures Helper**

The school is situated in an area of limited traffic although very busy at pick up and drop off times, and adherence to the traffic laws by everyone (parents, children and the wider public) is essential. The school is served by one school crossings, which is controlled before and after school by a crossing person.

When crossing children are asked to use the crossing in the correct manner: wait for the supervisor to stop the traffic and only walk across when the whistle sounds.

Parents delivering or collecting children are asked to set the example by obeying all road rules and laws. This particularly applies to the practice of double parking and dropping children on the crossing.

After school traffic on Fortune Street can be very heavy in a short space of time. Children are asked not to cross Fortune Street without the supervision of a parent or teacher. Children are not to play in on the playground when waiting to be picked up at Fortune Street.

Children waiting to be picked up wait in undercover area adjacent to the Fortune Street gate.

### **33. Traffic Safety**

The following practices are deemed to be unsafe and are banned in the school area:

- Double parking and other illegal parking, including parking closer than lawfully permitted to the school crossings, obstructing property driveways and blocking the taxi rank.
- Making U-turns in Fortune Street, outside the school,
- Allowing or encouraging children to cross Fortune Street adjacent to the school boundaries, other than at the official crossings.
- Disregarding the speed limits within the school speed zone.

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## Health and Well Being

### School Nurse

Routine examinations are carried out each year on Foundation pupils and on other children who have been referred by a parent or teacher. Parental permission is sought for these examinations, which are conducted by the School Nursing Service.

### Insurance

All children are covered by a policy with Catholic Churches Insurance (C.C.I.) that provides insurance cover for all school-based activities, including camps and excursions, and travel to and from school.

### Counselling Services

The school has a School Counsellor who works on a part-time basis and can provide access to counselling services upon request.

## Illness

### When your child is sick at school

Parents are contacted where it is felt that children would be better placed at home. Children who have mild illnesses, such as coughs and colds, cannot be supervised in rooms during lunch and recess times. They are placed in the sick bay whilst their parents are contacted. The sick bay is adjacent to the staff room and a door in the staffroom allows for supervision. An adult is on sick bay duty each play and lunch. Details of the exclusion period for common illnesses are found in the table on the next page.

### Injured and seriously ill children

All children have a CareMonkey profile that is updated at the start of every school year. These profiles accompany the teacher whenever the class is out of the school. The profiles also contain emergency contact details and give permission for the child to receive basic first aid.

Asthmatics and those suffering from allergic reactions (ie, Anaphylaxis) are required to have an action management plan signed off by a doctor each year. Before attending a school camp, asthmatic children must also have an asthma camp form filled in and signed off. Parents must provide asthma pumps and Epi-pens for their children to use at school, and check the 'use-by' dates on this medication at the beginning of each school year.

When a child has a minor injury, the teacher on yard duty sends them to the sick bay and staff rostered for First Aid duty attends to them. When a child is injured or seriously ill parents are contacted so they can advise on the appropriate treatment. When parents and emergency contacts cannot be contacted, the school takes appropriate emergency action. In most cases, this action would include sending the child by ambulance to the casualty section of the hospital, or referral to the family doctor. The circumstances would dictate the decision in these cases.

Details of serious accidents are recorded with Work Safe Victoria, as required by legislation. Children who are treated in the sick bay bring home an incident report. A copy is kept for school records.

**Table: Minimum period of exclusion from primary schools and children's services for infectious diseases cases and contacts (Public Health and Wellbeing Regulations 2010, Schedule 7)**

Number	Conditions	Exclusion of cases	Exclusion of contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7	Not excluded

		days after the onset of jaundice or illness	
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immunodeficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility

18	Meningitis (bacterial other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer

27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

**Explanatory notes:**

- Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), *Campylobacter* spp., *Salmonella* spp., *Shigella* spp. and intestinal worms, but is not limited to infection with these pathogens.
- 'Medical certificate' means a certificate of a registered medical practitioner.
- Exclusion of cases and contacts is not necessary for latent tuberculosis.

## School Finances

Understanding the complexities of the funding of a Catholic school is often confusing. In particular, the relationship between Government Grants, school fees and income from fundraising is better understood when explained more fully.

Basically, a Catholic school's income is derived from three sources:

### 1. Government Grants (both Commonwealth & State):

These cover such areas as salaries, superannuation, Work Cover, interest on capital debts and Catholic Education Office levies.

### 2. Local Contribution:

This is made up of school fees, parish contributions, interest and donations, i.e., Parent Club fundraising. It is an expectation of Governments that, in order to qualify for Government funds, school communities must contribute financially to their parish school, and thus ensure that a satisfactory standard is maintained, both in the education of the pupils and also in the administration and maintenance of the school.

### 3. Classroom Income: This is made up of –

- Government Grants (both Commonwealth & State). These grants are used to provide materials used by the children in the classroom.
- Student Fee. These are charged at the beginning of each year.

### Family Fee Assistance Scheme

In 2011 the Ballarat Diocese introduced the Family Fee Assistance Scheme. The scheme offers a family fee discount to those families who hold a health care card, please find the application form on our website.



### School Fees and Levies

School Fees and Levies are set at the end of each school year for the following twelve month period. Detailed information and a payment plan sheet will be available in Term 4 for the following school year. Payment options available are Direct Debit, eftpos, cash or cheque.

Parents who experience difficulty in meeting their school fees are asked to make an appointment with the principal when the matter will be discussed in total confidence.

Please find below the fee schedule for 2019 as ratified by the School Board. Also below is an extract from the St. Francis Xavier Primary School, School Fee Collection Process, as ratified by the School Board and the Finance Committee.

“It is the expectation of the school that, at a minimum, a payment equal to the amount of one term’s school fees, is paid by the end of each school term.”

<b>Building Fee:</b>	\$360.00 per family
<b>Capital Fee:</b>	\$170.00 per family
<b>Tuition Fee:</b> (1 child family)	\$1,260.00 p.a.
<b>Tuition Fee:</b> (2 or more children)	\$2,080.00 p.a. (Family Fee, with two or more children)
<b>Student Fee:</b>	\$420.00 per child Foundation to Year 6
<b>ICT Levy:</b>	\$70 per child

The following is a breakdown of the areas the Annual Student Fee will be utilized in 2020.

- Student Requisites/Stationery & Materials
- Religious Education Resources
- Numeracy
- Literacy
- Information and Technology

- Numeracy Resources
- LOTE
- Intervention Programs
- Integrated Curriculum
- Environmental Education/Kitchen Garden
- Student Wellbeing
- Library/Resource Centre Resources
- Art/Craft
- Music
- Physical Education

**Swimming Fee:**                      Years 1, 3 and 5 Swimming Program:                      \$90.00

<b><u>School Camps:</u></b>	Foundation	\$ 45.00
	Year One	\$ 50.00
	Year Two	\$ 120.00
	Year Three	\$ 170.00
	Year Four	\$ 245.00
	Year Five	\$ 270.00
	Year Six	\$ 415.00

## Uniform

It is our expectation that:

- every child will wear correct school uniform at all times
- any uniform variations will be negotiated with the Principal
- For the first 2 weeks of Term 2 we will be in a transition phase for Uniform. Children are permitted to be in either Summer or Winter Uniform. From Week 3 of Term 2 all children are expected to be in Winter Uniform.
- For the first 2 weeks of Term 4 we will be in a transition phase for Uniform. Children are permitted to be in either Summer or Winter Uniform. From Week 2 of Term 4 all children are expected to be in Summer Uniform.
- every article of clothing to be named
- uniform to be neat and clean; shoes to be clean
- students take good care of and have pride in their uniform
- runners may be worn at morning recess and lunchtime. Cover up clothes to be worn if children are playing on the ovals when the oval surface is muddy

Please note that parents will be contacted in relation to incorrect uniform

### **Uniform Requirements**

<b>Girls</b>	Summer:	Blue school dress Maroon school jumper White socks Black shoes Maroon ribbons
	Winter:	School plaid skirt School blue shirt Maroon school jumper Maroon school tights

Black shoes  
Maroon or navy ribbons  
Navy blue school coat

<b>Boys</b>	Summer:	Royal blue polo shirt with school crest Regulation grey shorts Maroon school jumper Grey socks with school colours Black shoes
	Winter:	Blue long sleeved polo shirt with school crest Grey long trousers Maroon school jumper Grey socks with school colours Black shoes Navy blue school coat

### **Boys & Girls**

Sport	Navy blue tracksuit with school crest White polo shirt with navy school crest Navy school shorts White socks and sports shoes
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### **Sports Uniforms**

Children are to wear their sports uniforms to and from school on their class' Physical Education Day.

**School hats** are a compulsory item of our school uniform for the students during Terms 1 and 4 and must be worn during all recesses and outdoor activities during these summer terms. School hats are available through the school shop.

### **Jewellery**

The only jewellery permitted is a wristwatch and one pair of gold or silver plain studs or sleepers for pierced ear lobes.

### **Hair**

Long hair is to be tied back. A plain maroon or navy hair tie, scrunchie or maroon or navy ribbons may be worn. Hair should always be neat and tidy. Shaving the head is not permitted. Unnatural hair colouring is not permitted.

### **Smock**

Children wear long sleeved, knee length art smocks during art and craft activities.

### **Uniform Shop**

The Uniform Shop is located in the Administration building. It is open from 8.40-9.10am on Mondays and Wednesdays and 3.00-3.30pm on Fridays.

The uniform items listed below are available from the school uniform shop. All other requirements are available from Messer & Opie or Crockers.

**Uniform Shop Price List – as at October 2019**

<input type="checkbox"/> White polo sport shirt	\$29
<input type="checkbox"/> Tracksuit pants	\$35(sizes 4-5), \$35 (6-8), \$37 (10-14)
<input type="checkbox"/> Tracksuit top	\$30 (sizes 4-8), \$30 (10-16)
<input type="checkbox"/> Sports shorts	\$20
<input type="checkbox"/> Sports socks	\$10
<input type="checkbox"/> Broad-brimmed hat	\$15
<input type="checkbox"/> Blue short sleeved polo shirt	\$29
<input type="checkbox"/> Blue long sleeved polo shirt	\$30
<input type="checkbox"/> Library bag	\$16
<input type="checkbox"/> School bag	\$60
<input type="checkbox"/> School navy coats	\$45
<input type="checkbox"/> Art smocks	\$18

Second hand uniforms – prices as marked.

The Uniform Shop does not have eftpos or credit card facilities. Cash or cheque payments only.

## Staff Team 2020

Principal	Paul Bissinella
Deputy Principal – Learning Diversity	Peter Mullane
Deputy Principal - Learning Enhancement	Jayne Bosworth
School Officer - Office Manager	Maureen McLean
School Officer	Majella Muller
School Officer Finance Officer/Bursar	Gabrielle McKinnis
School Officer - Grounds/Maintenance	Rick Keen
School Officer: Library/Admin	Sue Shuttleworth
Foundation Classroom Teacher	Shannon Macklin
Foundation Classroom Teacher	Nicki Dalton
Foundation Classroom Teacher	Madelyn Halouvas
Foundation Classroom Teacher	Emma Hancock
Year One Classroom Teacher	Rebecca Conroy
Year One Classroom Teacher	Matt Manzl
Year One Classroom Teacher	Gemma Johnson
Year Two Classroom Teacher	Ann Howard
Year Two Classroom Teacher	Georgia Hudson
Year Two Classroom Teacher	Belinda Wrigley
Year Three Classroom Teacher	Sally Brennan / Jessica Van Gaans
Year Three Classroom Teacher	Brigid Ginnane-Smith
Year Three Classroom Teacher	Cath Pearson
Year Four Classroom Teacher	Bernadette Luckman / Marg Lyttle
Year Four Classroom Teacher	Tom Willmott
Year Four Classroom Teacher	Petra Barclay / Peter Mullane
Year Five Classroom Teacher	Jaci Commons
Year Five Classroom Teacher	Lucy Loader / Jayne Bosworth
Year Six Classroom Teacher	Cynthia Cook
Year Six Classroom Teacher	Jack Ferguson
Religious Education Leader	Bernadette Luckman
Special Education Leader	Peter Mullane
Learning Technology Leader	Nicki Dalton
Wellbeing Leader	Jane Clark
Boost Teacher	Jane Clark
P.E. Leader	Shaun Carroll
Art Specialist	Jacinta Molloy
Performing Arts	Jessica Van Gaans
LOTE Specialist (Japanese)	Olga Fox
Environmental Education Specialist	Sarah Page
Reading Recovery	Elisha Martin
Learning Support Officers	Shaun Carroll
	Fiona Dodd
	Andrea Grant
	Michelle Jans
	Caelan Thompson
	Brooke Van Hammond
	Jacinta Waller
	Christine Meenely
Counsellor	

