



St. Francis Xavier Primary School BALLARAT EAST Ltd.

REGISTERED SCHOOL NUMBER: 981



Parent Handbook 2023

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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,

Mark Hogbin
Principal



Our School Vision

Through the mission of Jesus within the Mercy tradition, we are called to action in pursuing fullness of life for all.

Our School Mission

St Francis Xavier is a Catholic primary school community, inspired by the example of Catherine McAuley where we promote for all a sense of belonging, nurture right relationships, inspire a passion for learning and live in harmony with creation.



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

Respect Compassion Excellence Justice Hospitality

“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

St Francis Xavier Primary School is a Catholic school that operates under the governance of the Diocese of Ballarat Catholic Education Limited (DOBCEL) with approximately 480 children from Foundation to Year Six. Diocese of Ballarat Catholic Education Limited (DOBCEL) is the company established by Bishop Paul Bird to become the governing body for schools in the Ballarat Diocese. This includes St Francis Xavier Primary School, Ballarat East.

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 467 children operating as 22 class groups. Attendance records for all students are kept and on average, student attendance rate for 2022 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 Victorian Curriculum.
- Opportunities for students to gain extra support for their learning through support programs: 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.
- 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

We are happiest when prospective families pay us a visit to see for themselves what makes St. Francis Xavier Primary School unique. For Foundation prospective families Open Day School Alive

Tours are run each February and March please visit our website to register for a tour. Enrolments close for Foundation students in May of each year.

<https://www.sfxballarat.catholic.edu.au/enrol/open-days/>

Please visit our website for all the up to date Enrolment Information

<https://www.sfxballarat.catholic.edu.au/enrol/>

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

Eligibility is set out in the DOBCEL Enrolment Procedures, this Policy is available on our website.

<https://www.sfxballarat.catholic.edu.au/wp-content/uploads/2022/03/DOBCEL-Enrolment-Policy-Procedures-and-Appendices-including-fees-2.pdf>

Enrolment Selection Criteria

1.1 Starting School: Prep

By law, children must have turned five by 30 April of their first year of school. Enrolments will be allocated in the following order of priority:

- Siblings of children already enrolled in the school
- Baptised Catholic children who are resident in the parish.
- Baptised Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
- Baptised children of Catholic families from parishes that do not have a Catholic school.
- Baptised children of Catholic families from other parishes (for pastoral reasons).
- Children not baptised from families in the parish with one parent a baptised Catholic
- Children from another Christian tradition where adult baptism is active in that tradition
- Children baptised in another Christian tradition who reside in the parish
- Children baptised in another Christian tradition who reside outside the parish
- Children from a faith background other than Christian or other pastoral considerations
- At the discretion of the Principal.

1.2 Other Year Levels

Catholic students who wish to transfer for another Catholic or government school will be considered as a priority according to the criteria for Prep enrolments and schools may take into account any additional circumstances. If it is not possible to offer a place, the school will assist in providing information regarding enrolment in nearby Catholic Schools.

Baptised students of Christian families or of other faiths who wish to transfer from another Catholic or government school will be considered according to the criteria for Prep enrolments and schools may take into account additional circumstances. The enrolment will depend on a place being available at the school and does not result in the exclusion of a Catholic student. If it is not possible to offer a place, the school will assist in providing information regarding enrolment in nearby Catholic schools.

It is expected that parents/guardians provide the school with all relevant information on a transferring student. The school may request to contact the student's current school.

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 school's website:

<https://www.sfxballarat.catholic.edu.au/enrol/>

Curriculum Overview

The challenge of schooling in the global knowledge economy of 21st 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. Thorough, 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 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

At St. Francis Xavier Primary School mental health and wellbeing is considered 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.

The Resilience, Rights and Respectful Relationships classroom (RRRR) program is a key component of our Social and Emotional Learning (SEL) Program.

RRRR provides an evidence based approach to social and emotional learning developing the personal and social capabilities, including self-awareness, self management, social awareness and social management. It also focuses on developing respectful relationships, including a focus upon gender, identity and positive gender relationships.



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 policies and Code of Conduct in relation to Child Safety have been reviewed.

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

Other Child Safety documents at our school include the following policies which are available on our website <https://www.sfxballarat.catholic.edu.au/our-school/child-safe/>

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 complete an absentee form in PAM before 9.30 am to let us know or ring school (5331 6311). Should we not hear, we will send a text message and/or 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 PAM absentee form) be notified.

2. PAM - Contact, Medical Information, Permission Notes, Parent Notified Absences, Transport (bus), Semester Reports

Our school has adopted a health, safety and electronic consent form application in PAM. 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. Through PAM, excursion permission forms are also sent home to parents electronically and permission accepted or denied. Permission is required through PAM 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 PAM 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 PAM.

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, Icycoles & Events

Flexischools is a cashless way to pay for canteen orders and other parent club/social events (i.e. 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 and 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:

<https://www.sfxballarat.catholic.edu.au/our-school/policies/>

General Information

1. School Routines

School commences at 8.56am and finishes at 3.20pm.

Yard supervision commences at 8.30am. Families who need to drop children off earlier than 8.30am 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 8.30am. Classrooms are opened for students at 8.45am.

- Bus children are dismissed from their rooms at 3.15pm
- Other children will be dismissed from their classroom at 3.20pm
- Students from Foundation to Year 3 will be supervised in the undercover area until 3.30pm
- Students from Year 4 to Year 6 will be supervised in the area near the top oval side of the Gym
- Students who have not been picked up by 3.30pm will be then supervised together in the undercover area
- Children are permitted to enter the building before school on wet weather days
- Children are asked to walk in the building at all times

2. School Hours

8.50am	Music	
8.56am	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 available on the School Website. <http://www.sfxballarat.catholic.edu.au/newsevents/newsletters/>

Hard copies of the newsletter are available in the school office.

4. School Website

Our school **website address is** <http://www.sfxballarat.catholic.edu.au> The website provides 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. 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.

6. 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 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/sfxballarat.catholic.edu.au>

7. 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.)

8. Homework

All children attending St. Francis Xavier Primary School are expected to complete home tasks. 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.

9. 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.

10. 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 stay in the undercover area. Our policy states: No hat. No play.

11. 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 3.45pm–4.30pm. 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.

12. 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 P.E., 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.

13. 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 PAM for travelling by bus outside the city limits. The beginning of the year PAM 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.

14. 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 by the classroom teacher whilst eating their lunch during the first break at 11.30am.

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

15. 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.

16. 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

17. Anaphylaxis 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.

18. Assembly

A whole school assembly is held fortnightly on Friday afternoons at 12.30pm. 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.

19. 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:

<https://www.sfxballarat.catholic.edu.au/our-school/policies/>

20. 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. The reports are available on PAM each semester.

21. 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.

22. 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

23. 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 Program Support Group (PSG) meetings held throughout the year. Parents of students with special needs are asked to forward any relevant documentation to Mrs Jayne Mohr, Deputy Principal – Learning Diversity. Parents are also invited to make an appointment with the classroom teacher to discuss any issues or concerns.

24. 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 Deputy Principal – Learning Diversity, with detailed minutes kept as confidential file documents.

25. 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. Parent Involvement

Induction

In the spirit of partnership we welcome family members to be actively involved in the education of their children. In line with the Child Safe Standards Guidelines we now require all members of our

community who would like to volunteer their time to complete our Volunteer Induction Presentation (link below) which includes a Volunteer Induction Application. This will familiarise you with the protocols and expectations for volunteering at St Francis Xavier Primary School.

Induction is required before you can volunteering at St Francis Xavier.

1. Watch the Voluteer Induction Presentation on our website. You are only required to watch the presentation and complete the application once.

[Link for Volunteer Induction Presentation](#)

2. Read and Sign the DOBCEL SFX Safeguarding Children & Young People Code of Conduct
3. Provide the school office with a copy of your WWC and input this into our sign in system on arrival

For more information visit our website:

<https://www.sfxballarat.catholic.edu.au/community/volunteering-at-st-francis-xavier-primary-school/>

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 Advisory Committee
- 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
- 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 Advisory Council members are required to read and sign the Safeguarding Children and Young People Code of Conduct annually, 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 School Advisory 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.

28. 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.

29. School Advisory Council

The School Advisory Council consists of St. Francis Xavier Community Representatives representatives and members of school leadership . The School Advisory Council meets at least six times a year and act as an advisory forum on matters pertaining to the life of the school. It is expected that School Advisory Council members promote the Catholic Ethos of the school and support the development and promotion of school community.

DOBCEL School Advisory Council Terms of Reference February 2021

The following are some ways the School Advisory Council supports the school and the principal:

- provide a voice for members of the school community
- actively support, in collaboration with the local parish, the Vision and Catholic Identity of the school
- provide input into and support for strategic planning and directions
- actively support and promote child safety practices including the National Safeguarding Principles for Child Safe Organisations
- provide input and contribute advice in the processes of school improvement and school review
- support the Principal in meeting his/her responsibilities and accountabilities for educational outcomes, effective stewardship of resources, and annual reporting
- actively support the Principal in the encouragement of family engagement
- support the ongoing sustainability of the SAC and its members in its succession and learning

30. Parents' 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

31. 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 crossing, 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 the undercover area adjacent to the Fortune Street gate.

32. 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.

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 recess and lunch time. 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 PAM 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 (i.e. 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
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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 days after the onset of jaundice or illness	Not excluded
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 where the matter will be discussed in total confidence.

Please find below the fee schedule for 2023 as ratified by the Diocese of Ballarat Catholic Education Limited (DOBCEL). The fee schedule is updated each year in December. Also below is an extract from the St. Francis Xavier Primary School, School Fee Collection Process:

“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.”

Both State and Commonwealth Governments require us to collect fees in order to meet the shortfall in funding from these government bodies.

Building Fee:	\$360.00 per family
Capital Fee:	\$185.00 per family
Tuition Fee: (1 child family)	\$1,320.00 pa
Tuition Fee: (2 or more children)	\$2,180.00 pa (Family Fee, with two or more children)
Student Fee:	\$450.00 per child Foundation to Year 6
Information and Technology Levy:	\$110.00 per child

The following is a breakdown of the areas the Annual Student Fee will be utilized in 2023:

- Student Requisites/Stationery & Materials
- Religious Education Resources
- Numeracy
- Literacy
- 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 to 6 Swimming Program:	\$60.00
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School Camps:	Foundation	\$ 50.00
	Year One	\$ 50.00
	Year Two	\$ 150.00
	Year Three	\$ 240.00
	Year Four	\$ 240.00
	Year Five	\$ 350.00
	Year Six	\$ 350.00

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.
- 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.
- summer Uniform is worn in Terms 1 and 4.
- winter Uniform is worn in Terms 2 and 3.
- there is a transition period for the first 2 weeks of Terms 2, 3 and 4 where either uniform can be worn depending on the weather.
- please note that parents will be contacted in relation to incorrect uniform.

All required summer and winter uniform items for our school are available from our local supplier – Crockers (4 Armstrong Street North, Ballarat) ph. 5331 322

SUMMER – Terms 1 & 4 - Option 1 (Traditional Boy’s Uniform)

ITEM	SUPPLIER
Woollen Jumper	Crockers
Short Sleeve Blue Polo with logo	Crockers
Grey Shorts	Crockers
SFX Grey Socks	Crockers
SFX School Hat	Crockers
SFX Sports White Polo with logo	Crockers
SFX Sports Jumper with logo	Crockers
SFX Sports Shorts	Crockers
SFX Sports Socks with logo	Crockers
SFX School Hat	Crockers

SUMMER – Terms 1 & 4 - Option 2 (Traditional Girl’s Uniform)

ITEM	SUPPLIER
Woollen Jumper	Crockers
SXF Dress	Crockers
White Ankle Socks – no visible branding	Crockers
SFX School Hat	Crockers
SFX Sports White Polo with logo	Crockers
SFX Sports Jumper with logo	Crockers
SFX Sports Shorts	Crockers
SFX Sports Socks with logo	Crockers
SFX School Hat	Crockers

WINTER – Terms 2 & 3 - Option 1 (Traditional Boy’s Uniform)

ITEM	SUPPLIER
Woollen Jumper	Crockers
Long Sleeve Blue Polo with logo	Crockers
Grey Trousers	Crockers
SFX Grey Socks	Crockers
SFX Sports White Polo with logo	Crockers

SFX Sports Jumper with logo	Crockers
SFX Sports Track Pants with logo	Crockers
SFX Sports Socks with logo	Crockers

WINTER – Terms 2 & 3 - Option 2 (Traditional Girl’s Uniform)

ITEM	SUPPLIER
Woollen Jumper	Crockers
SFX Pinafore or Kilt	Crockers
SFX Long Sleeve Blouse with logo	Crockers
Maroon Tights	Crockers
SFX Sports White Polo with logo	Crockers
SFX Sports Jumper with logo	Crockers
SFX Sports Track Pants with logo	Crockers
SFX Sports Socks with logo	Crockers

The alternative uniform, if worn, must be worn in full. It consists of the following:

SUMMER – Terms 1 & 4 -

ITEM	SUPPLIER
SFX Grey Skorts with logo	Crockers
SFX Short Sleeve Blouse with logo	Crockers
SFX Woollen Jumper	Crockers
Plain White Ankle Socks	Crockers

WINTER - Terms 2 & 3 - All available from Crockers

ITEM	SUPPLIER
SFX Girls grey Pants	Crockers
SFX Long Sleeve Blouse with logo	Crockers
SFX Woollen Jumper	Crockers
SFX Grey School socks	Crockers

COMPULSORY ITEMS - All available from Crockers

ITEM	SUPPLIER
SFX School Bag	Crockers
SFX Library Bag	Crockers
SFX Art Smock	Crockers
SFX School Coat	Crockers

Whichever uniform you decide is appropriate for your child it MUST be worn in FULL. Do not mix uniform styles.

What we recommend you need to ‘kit out’ your Foundation student:

Girls	Boys
School Bag	School Bag
Library Bag (school one is compulsory)	Library Bag (school one is compulsory)

Hat	Hat
Art Smock	Art Smock
Sports Polos x 2	Sports Polos x 2
Sports Shorts	Sports Shorts
Sports Jumper	Sports Jumper
Tracksuit Pants	Tracksuit Pants
Sports Socks x 2	Sports Socks x 2
Summer	
Dresses x 2	Blue Short Sleeve Polos x 2
Woollen School Jumper	Grey Shorts x 2
Plain white socks (short) x 2	Woollen School Jumper
OR	
SFX Grey Skorts with logo x 2	
SFX Short Sleeve Blouse with logo x 2	
Plain White Ankle Socks x 2	
	School Socks x 2
Winter	
Blue Shirts x 2	Blue Long Sleeve Polos x 2
Kilt	Grey Trousers x 2
Woollen School Jumper	Woollen School Jumper
Maroon Tights x 2	School Socks x 2
OR	
SFX Girls grey Pants x 2	
SFX Long Sleeve Blouse with logo x 2	
SFX Grey School socks x 2	

Black school shoes are available from Fauls and Athletes Foot.

It is also a great idea to keep a spare set of clothing in a plastic bag in your child's school bag in case of accidents and second hand uniform is great for this!

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 and **only** sells second-hand items.

School uniform requirements are available from Crockers in Armstrong Street.

The Uniform Shop has Eftpos and credit card facilities. Cash payments are also accepted.

Staff Team 2023

Principal	Mark Hogbin	
Deputy Principal – Learning Enhancement	Jane Clark	
Deputy Principal - Learning Diversity	Jayne Mohr	
School Officer - Office Manager	Maureen McLean	
School Officer	Jodie Buttler	
School Officer	Anita Houlihan	
School Officer - Finance Officer/Bursar	Kerrie McTigue	
School Officer - Grounds/Maintenance	Rick Keen	
School Officer - Library/Admin	Sue Shuttleworth	
Foundation Classroom Teacher	Lindy Harty	
Foundation Classroom Teacher	Tom Willmott	
Foundation Classroom Teacher	Gemma Johnson	
Foundation Classroom Teacher	Megan Mullane	
Year One Classroom Teacher	Jessie Simpson	
Year One Classroom Teacher	Matt Manzl	
Year One Classroom Teacher	Estelle McLean	
Year Two Classroom Teacher	Emma Hancock	
Year Two Classroom Teacher	Caitlin Jans	
Year Two Classroom Teacher	Georgia Hudson	
Year Three Classroom Teacher	Nicki McGannon	
Year Three Classroom Teacher	Brigid Ginnane-Smith/Bec Warr	
Year Three Classroom Teacher	Jess Van Gaans	
Year Four Classroom Teacher	Belinda Wrigley	
Year Four Classroom Teacher	Cath Pearson	
Year Four Classroom Teacher	Anne Howard/Carla Cicchini	
Year Five Classroom Teacher	Cynthia Cook	
Year Five Classroom Teacher	Jack Ferguson	
Year Five Classroom Teacher	Olivia Hayward	
Year Six Classroom Teacher	Petra Barclay	
Year Six Classroom Teacher	Zoe Astbury	
Year Six Classroom Teacher	Michael Marshall	
Religious Education Leader	Christine Meneely	
Junior Literacy Leader	Emma Hancock	
Learning Technologies Leader	Carla Cicchini	
Wellbeing Leader/School Counsellor	Christine Meneely	
The Arts – Visual	Jacinta Molloy	
The Arts – Music	Dan West	
Physical Education	Nev Down	
Environmental Education	Sarah Page	
Intervention Teacher	Elisha Martin	
Learning Support Officers	Shaun Carroll	Kath Boyd
	Karen Nunn	Brooke Van Hamond
	Jacinta Waller	Liam Canny
	Andrea Grant	Leah Hanrahan
	Bianca Tocchet	Laura Stevens
	Zoe Polkinghorne	Nicole Arnel



St. Francis Xavier Primary School Site Map 2023

