



St. Francis Xavier Primary School BALLARAT EAST

REGISTERED SCHOOL NUMBER: 981



Enrolment Prospectus



Contents

Introduction	3
Our School Vision Mission and School Prayer	4
School Overview.....	5
History of Our School.....	7
Enrolment Process.....	8
Curriculum Overview	10
Student Wellbeing.....	12
Child Safety	13
Parental Involvement	15
School Finances.....	16
School Fees and Levies.....	17
General Information	18
Contact Details	19



Introduction

Principal's Welcome

We are delighted to welcome you and your child to St Francis Xavier Primary School and hope your time with us will be both rewarding and enjoyable. We recognise that every child is unique, bringing individual strengths, interests and qualities to our community. Your child is truly valued, and by working in partnership with families, we can support each student to grow, learn and flourish as both an individual and a member of our school community.

St Francis Xavier provides a vibrant and engaging learning environment, with a wide range of programs and initiatives designed to challenge and inspire our students. There is a genuine sense of energy and purpose throughout our school, reflected in the many opportunities available to children. Our dedicated staff work closely together to ensure every student receives a high-quality education within a caring and supportive setting.

Our school is built on strong foundations and guided by a clear vision for continued growth and improvement. We are committed to delivering an excellent education for all students and to nurturing each child's potential. I look forward to working alongside you and sharing in the hopes and aspirations you hold for your child and our school community.

I am always happy to speak with families and welcome enquiries from those considering joining our community.

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.

We Value

Our school values guide us in all we do. Our school values are: Respect, Compassion, Excellence, Justice, and Hospitality

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.

Our School Motto

Omnia Cum Deo, meaning "All With God," acknowledges the role St Francis Xavier Primary School has played for 100 years as a beacon in the Ballarat East Community and a distinctive Catholic school – deeply committed to family, and open to and recognising God's presence in every person.

School Overview

St Francis Xavier Primary School is a Diocese of Ballarat Education Limited (DOBCEL) School. 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 established a learning environment that honours the dedication and educational legacy of the Sisters of Mercy.



St. Francis Xavier Primary School is committed to supporting the academic growth of every child. We provide a high-quality learning environment enriched by specialist programs in Visual Art, Performing Arts, Technology, Physical Education, and Science/Environmental Education.

Our school continues to evolve, delivering modern educational practices through contemporary and effective teaching approaches.

St Francis Xavier Primary School currently enrolls 485 students across 22 class groups, while remaining focused on sustainable growth and future development.





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.

History of Our School

In 1881 the Sisters of Mercy 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 McAuley's work with today's refugees and asylum seekers, with women, with youth, and with the homeless.

In 1902, the Sisters of Mercy 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:

- Structured Literacy is our evidenced based systematic approach to literacy incorporating reading and writing
- 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: MultiLit, MiniLit, MAQLit, JWMMs Maths and Reading Tutor 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 Process

Thank you for considering St Francis Xavier Primary School for your child's education.



Foundation Application Enrolment Process

This is for families who do NOT currently have older siblings enrolled at a Catholic primary school. If you wish to enrol a younger sibling of a student already at St Francis Xavier Primary School, please contact us directly.

Step 1: Attend an Open Morning 'School Alive' Tour

Please join us on one of the dates held during February and March each year for a **School Alive Tour** which consists of an information session, followed by a tour of the school. Please register your intention to attend any session online at our website www.sfxballarat.catholic.edu.au/enrol/ or phone the school office on 5331 6311.

Step 2: Fill in an 'Expression of Interest' with the Catholic Diocese of Ballarat Education Office. The online Expression of Interest is the second step in the enrolment process. Please note that completing the form does not guarantee an enrolment offer. If you wish to do so, please nominate St Francis Xavier Primary School as your first preference for your child's education. Please fill in and submit the City of Ballarat Catholic School Expression of Interest Form on the Ballarat Catholic Education website <https://dobcel.catholic.edu.au/our-schools/enrolments-expression-of-interest-form/>

Age

Victorian children are eligible to commence school if they are 5 years of age on 30 April in the year they start school.

Eligibility

The School has set priorities to ensure Catholic children living within the parish have a place available to them in the school. While the priority of the Principal is to enrol the children of Catholic parents, where deemed appropriate, pastoral discretion may be exercised in enrolment.

The order of priority for the school as outlined in the Enrolment Policy and Procedures (DOBCEL) St Francis Xavier Primary School is:

1. Siblings of children already enrolled in the school
2. Catholic children for whom this is the closest Catholic Primary school to the child's predominant residential address
3. Catholic children for whom this is not the closest Catholic Primary school to the child's predominant residential address (for pastoral reasons, following referral of parents to the closest school and discussions between colleague Principals)
4. Other children who are seeking a Catholic education with priority given to those for whom this is the closest Catholic Primary School to the child's predominant residential address.

Key Dates for Foundation Enrolment

Key Dates may vary from year to year, please check our website for Enrolment Closure date deadline and other important dates <http://www.sfxballarat.catholic.edu.au/enrol/>

Enrolment at year levels other than Foundation

Please contact the school office on 5331 6311 for any enrolment enquiries for year levels other than Foundation. Please download, complete and submit to our school your SFX Enrolment Form and SFX Supplementary Application Enrolment Form.

When children are transferring from another school a Transfer Note is required. Copies of student reports would also be appreciated to help the teacher assess the child and help the child settle in to school life

Please visit our website for the [St. Francis Xavier Primary School – Enrolment Form](#) and the [St. Francis Xavier Supplementary Application Enrolment Form](#).

Any questions regarding enrolments please contact the school office on 53316311

Curriculum Overview

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.



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 instill 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 of great comfort to us.*

- a. The learning environment is engaging and purposeful
- b. Students at St. Francis Xavier are active participants in becoming responsible learners.
- c. Through 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.

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.*

- i. *We will engender a passion for learning, respect and an ability to live in harmony with God's creation*
- j. *Charged with the ministry of our vision statement we are committed to the following core values: Hospitality, Respect, Compassion, Excellence & Justice*

3. 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

Religious Education

Effective learning in Religious Education occurs in a supportive setting which considers and celebrates difference. We encourage listening and dialogue with others as part of our learning process. Catholic teachings are presented as viable options for our students as they form their own identities and grow in the fullness of life. The message of the Gospel is to be shared in a way that engages with modern culture. Our teaching and learning processes are aligned with the Diocese of Ballarat (DOBCEL), utilising the Awakenings Religious Education Curriculum, through the lens of Enhancing Catholic School Identity (ECSI).

The aims of Religious Education

1. Making students receptive to religious questions
2. Becoming aware of the plural voices in society and among the students
3. Giving testimony to and presenting the richness of the Catholic tradition
4. Inviting and supporting students to grow in religious self-understanding

Parents and the Religious Education Program

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

St Francis Xavier School falls within the boundary of St Alipius Parish. Sacraments are parish co-ordinated, family-based and school supported.

Students who are baptised as Catholic and wish to receive the sacraments of Confirmation (Year 3), Reconciliation (Year 4), Eucharist (Year 4) will enrol for the preparation program through the parish. Parents and caregivers are required to attend a Parent Information Session prior to enrolment. Classroom units of work in Religious Education will be organised around concepts which complement the sacrament to be received at these grade levels.

Student Wellbeing - Counselling Services

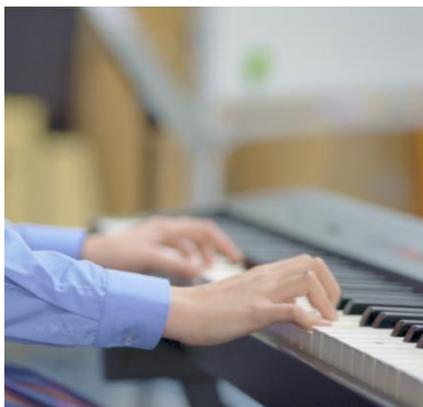
The school has a School Counsellor who works on a part-time basis and can provide access to counselling services upon request.

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. 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.

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.



As a Diocese of Ballarat Education Limited (DOBCEL) school, **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.

Child Safety documents are available on our website: sfxballarat.catholic.edu.au

Parental Involvement

We welcome and value parental support for excursions or special activities throughout the year. All helpers are required to have a current Working with Children Check and to have read, signed and understood the Safeguarding Children and Young People Code of Conduct through the PasTab system in the School Office.

Governance

The School Advisory Council (SAC) consists of St. Francis Xavier Community Representatives and members of school leadership . The School Advisory Council meets at least four times a year and acts 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.

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 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 planning.

Parents and Friends Committee (P & F)



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, audio visual and playground equipment.

The Committee has the following major goals:

- 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.
- To be the social body of contact for new parents within the school so that they may feel welcome into our community.
- To raise funds to supply the school with quality educational aids and equipment.

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, 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 information will be available in Term 4 for the following school year. Payment options available are Direct Debit, EFTPOS or cash.

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.



General Information

School Routines

School commences at 8.56am and finishes at 3.15pm. Yard supervision commences at 8.30am. Families who need to drop children off earlier than 8.45am are asked to first discuss this with the Principal. Due to the lack of direct supervision we do not encourage early arrives. All children

are required to wait in the undercover area until 8.45am. Classrooms are opened for students at 8.45am.

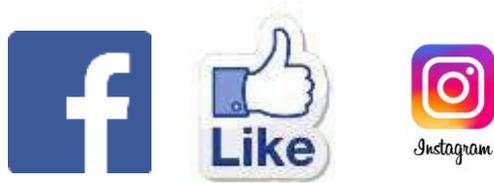
At the conclusion of the day, students will be supervised in the Undercover area from 3.15pm. Students who have not been picked up by 3.40pm will be asked to wait in the school office and parents will be contacted.

School Newsletter

Our Newsletter is published every Monday and sent to families by email. It is also available on the school website -www.sfxballarat.catholic.edu.au/news-events/school-calendar/ Hardcopies of the Newsletter are available in the Office.

School Facebook

St. Francis Xavier Primary School, Ballarat East has a Facebook Page and Instagram account. Invite your friends and "LIKE" us to keep up to date with social events school happenings.



Please note these sites will be moderated at all times.

Contact Details

ADDRESS	100 Fortune Street, Ballarat East. Victoria 3350
POSTAL ADDRESS	PO Box 2027, Ballarat Mail Centre, Victoria 3354
PRINCIPAL	Mr. Mark Hogbin
GOVERNING AUTHORITY	DOBCEL- Diocese of Ballarat Catholic Education Limited
TELEPHONE	(03) 5331 6311
OFFICE HOURS	8:30am to 4:30pm
EMAIL	principal@sfxballarat.catholic.edu.au
WEBSITE	www.sfxballarat.catholic.edu.au