



St. Francis Xavier Primary School BALLARAT EAST Ltd.

REGISTERED SCHOOL NUMBER: 981



Parent Handbook 2026

Contact Details

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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.



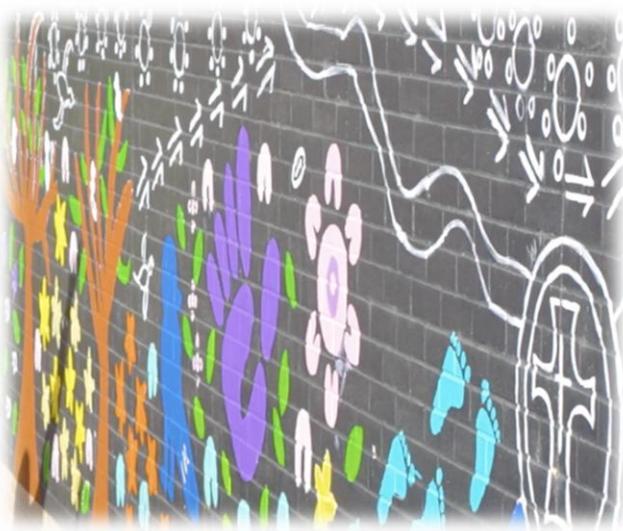
St. Francis Xavier Primary School is committed to supporting the academic growth of every child. We provide a high-quality learning environment enriched by specialist programs in Visual Art, Performing Arts, Technology, Physical Education, and Science/Environmental Education.

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.

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 of Our School

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:

- 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.
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- 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.

Immunisation History Statements

When enrolling a child in primary school, parents are required to provide their child's Immunisation History Statement. This document confirms whether the child has received vaccinations against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough, and Haemophilus influenzae type B. Please note that failure to submit the Immunisation History Statement may result in a delay to your child's enrolment at St Francis Xavier Primary School.

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

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/2025/02/Enrolment-Policy-Procedures-Primary-Ballarat-Central-St-Francis-Xavier-Primary-School.pdf>

Enrolment Selection Criteria

1.1 Starting School: Prep

St Francis Xavier Primary School will follow the order of enrolment priority outlined below. As a Catholic school, the priority is the provision of a Catholic education for Catholic children from the school's parish/s. While Catholic schools in the Diocese of Ballarat are open to families of all faith and nonreligious backgrounds, they must give priority to enrol Catholic and Orthodox children ahead of other Christian denominations, non-Christians, or children of no religious affiliation.

Local pastoral discretion is an important element of decision-making regarding enrolment and is executed by the school Principal. 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 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.

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 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.

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 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

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

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. 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

Forms and Expectations

1. Attendance and Absence

Parents are encouraged to support regular attendance and punctuality, as both are vital to a child's learning and overall progress.

If your child is unwell and not fit to participate fully in learning, please keep them at home. Sending unwell children to school may contribute to the spread of illness.

If your child will be absent or arriving late, parents are asked to submit an absence notification through PAM before 9:30am, or contact the school office on 5331 6311. If we have not received notification, the school will send a text message and/or call to confirm the absence.

If a family holiday is planned during school term time, please notify your child's classroom teacher advise the school office by submitting an absence form through PAM.

2. PAM – (Parent Access Module)

PAM is a secure online portal that provides parents and carers with convenient and confidential access to information relating to their child. Through PAM, families can view attendance records, school reports, behaviour information and other relevant updates.

PAM can be accessed via the school website at:
<https://pam.sfxballarat.catholic.edu.au/>

Each parent or guardian will receive an email link on enrolment to setup your password and enable 2 Factor Authentication Upon first login, families are encouraged to select **My Settings** to enter an email address and update their password if required. If you wish to change your allocated username, please contact the school office.

To access information, simply click on your child's name to view all relevant details.

Medical Information

Parents and carers can update their child's medical details through PAM. This includes:

- Medical conditions
- Allergies
- Medications
- Emergency contact details

Keeping this information up to date ensures the school can respond quickly and appropriately in the event of illness or emergency.

Contact Information (Including Emergency Contacts)

Parents and carers are responsible for ensuring their contact details are accurate and current in PAM. This includes:

- Home address
- Postal address (if different)
- Mobile and work phone numbers
- Email addresses
- Nominated emergency contacts

Accurate contact information enables the school to communicate effectively with families and to respond promptly in the event of illness, injury, or other urgent matters.

Transport – Bus Travel

Bus travel from school can be provided through PAM. This includes:

- Adding or removing your child from transport list

Excursion Permission

All excursion notices are sent electronically via PAM. Parents and carers can:

- View excursion details
- Provide or decline consent online

Students will only be allowed to attend excursions once electronic permission has been submitted through PAM. Verbal permission cannot be accepted.

Connect – Agreement

The Connect Agreement outlines expectations for appropriate use of the school's communication platforms and digital tools. Through PAM, parents and carers:

- Review the agreement
- Provide acknowledgement and consent

This ensures all families understand the guidelines for safe and respectful online communication.

Parent Notified Absences

Parents and carers can notify the school of student absences directly through PAM. This allows families to:

- Advise the reason for an absence
- Submit absences quickly and efficiently
- Ensure attendance records are accurate

Using PAM for absence notifications helps streamline communication and maintain up-to-date attendance records.

End of Semester Reports

Student academic reports are made available through PAM at the end of each semester. Parents and carers can:

- Access and download reports online
- Review academic progress and teacher feedback
- Keep a digital copy for their records

3. School Records

The school maintains up-to-date records of parent and carer contact details, including names, addresses, telephone numbers and emergency contacts. This information is used to communicate with families when necessary, including in situations where a child is unwell or injured.

It is essential that these details remain accurate at all times. Parents and carers are asked to promptly update any changes to addresses, phone numbers, or emergency contacts through PAM.

Parents also have a responsibility to inform the school of any relevant information that may impact their child while at school, particularly in relation to medical conditions, allergies or ongoing health concerns. This information must be kept current in PAM to ensure appropriate care and response.

All personal information collected throughout a child's enrolment is managed in accordance with relevant privacy legislation and guidelines. All records are treated as confidential.

4. Flexischools - Online ordering for Hot Lunches on a Friday & P&F Events

Flexischools is a cashless way to pay for canteen orders and other P&F social events (i.e. tickets to the School Concert, raffles etc). Please note Hot Lunch orders close 9:30 am on Thursday mornings

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)
- Select class to get started (please ensure you select your child's correct class)

Playground Interactions and Supervision

Students are encouraged to use the playground in a safe, sensible and responsible manner. They are reminded that everyone has the right to feel safe and respected, along with the responsibility to play fairly and follow school rules.

Playground areas are supervised by staff who are rostered on duty. Active supervision is provided during recess and lunch, as well as before and after school.

Staff on duty wear high-visibility vests for easy identification and carry a walkie-talkie and a basic first aid kit to ensure student safety and prompt response when required.

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 3.15pm. 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.

2. School Hours

8.56am	Bell to enter classrooms
9.30am	Learning Block 1
11.00am	Bell for first break
11.30am	Eating Time
11.45am	Learning Block 2
1.15pm	Bell for second break
1.45pm	Learning Block 3
3.15pm	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/>

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. School Facebook and Instagram

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



Please note these sites are moderated and untoward comments will be censored.

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

<https://www.facebook.com/sfxballarat.catholic.edu.au>

<https://www.instagram.com/sfxpsballarat/?hl=en>

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. Seesaw is also used as a communication platform and allows students and teachers to submit creative content to the platform to build their own digital portfolio.

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 that is provided if we receive the funding to run the program. 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 excursions. Notification of events is given in the newsletter or via a class notification.

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 weekly on Friday afternoons at 2.40pm. 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 Positive Behaviour Policy and Procedures can be accessed through our school website at:

<https://www.sfxballarat.catholic.edu.au/wp-content/uploads/2026/02/SFX-I-Positive-Behaviour-Policy-and-Procedures.pdf>

20. Student Assessment 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. Student Led Conferences

Student Led Conferences are held in Term 1 and Term 3 each year and are identified as a significant way of developing Student Voice. The latest research and evidence around Assessment as Learning supports this. Your child showcases their schoolwork and discusses learning goals with you through Student Led Conferences. During Student Led Conferences, your child will lead the discussion with you about their school work, while teachers will help direct conversation and answer questions you may have.

The goals for holding conferences using this format:

- **For parents/carers** – we hope that you will get to see rather than simply be told about your child's progress
- **For students** – we hope students will take more responsibility for their learning and can articulate what they can do
- **For teachers** – we want teachers to have more meaningful and impactful conferences with you building Home/School connections
- **For all** – we want to maximise our time together, create ways to partner with one another to support student success.

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

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 or a member of the Learning Diversity team 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

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

All volunteers and visitors must sign in to St Francis Xavier via the school office.

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
- Working Bees
- Providing items for raffles, cake stalls, etc
- Covering books at home
- Member of the School Advisory Committee
- Member of the Parents' and Friends' Association
- Assisting with hot lunches, icy poles or hot chocolate for students
- Attending Masses/liturgies

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 or upon sign in via the Passtab system in 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

We welcome and value parental support for excursion or special activities throughout the year. All Classroom 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 and attend an Information Session.

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 June 2023

The following are some ways School Advisory Councils support the school and the principal:

- supporting the enactment of the DOBCEL Strategic Intent and Directions
- articulating and enacting the school's vision and mission

- endorsing the school's Catholic ethos and culture
 - provide input into and support for the school improvement/strategic plan development and delivery
 - actively supporting and promoting child safety practices within the school, including the National Safeguarding Principles for Child Safe Organisations and Ministerial Order 1359
 - supporting the processes of school improvement and school review
 - supporting the principal in meeting responsibilities and accountabilities for educational outcomes, effective stewardship of resources, master planning and annual reporting
 - supporting the principal in the encouragement of family engagement
 - supporting the ongoing sustainability of the School Advisory Council and its membership in its succession and learning
 - enriching faith formation and development
 - implementing school policies as required
- While a vital forum for parent and community voice, the School Advisory Council is not a forum for individual parent advocacy or special interest representation and does not become involved in the day-to-day management of the school.

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:

- 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 fit comfortably into our community.
- To raise funds to supply the school with quality educational aids and equipment.
- 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 crossing.
- 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.

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 annually. 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.

Conditions	Exclusion of cases	Exclusion of contacts
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
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness	In an outbreak of gastroenteritis, exclude until there has not been vomiting or a loose bowel motion for 48 hours, and for all other diarrhoeal illnesses exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
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
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded

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
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
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
Human immunodeficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
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

Meningitis (bacterial other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded
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
Poliovirus infection	Exclude for at least 14 days from onset. Re admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer

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
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
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
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 or it is available from the school office.



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 2026 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.

Capital Fee:	\$600 per family
Tuition Fee: (1 child family)	\$1,490 pa
Tuition Fee: (2 or more children)	\$2,480 pa (Family Fee, with two or more children)
Student Fee:	\$515 per child Foundation to Year 6
Information and Technology Levy:	\$125 per child

The following is a breakdown of the areas the Annual Student Fee will be utilized in 2025:

- 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: \$70

<u>School Camps:</u>	Foundation	\$60
	Year One	\$60
	Year Two	\$90
	Year Three	\$20
	Year Four	\$275
	Year Five	\$400
	Year Six	\$425

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 – Noone Crockers (4 Armstrong Street North, Ballarat) ph. 5331 3222 and Beleza School Uniforms (22 Doveton St Sth., Ballarat) ph. 5332 4320

The Uniform Shop is located in the Administration building and **only** sells second-hand items.

The Uniform Shop has Eftpos and credit card facilities. Cash payments are also accepted, please enquire at the School Office.

BOYS SUMMER Terms 1 & 4	BOYS WINTER Terms 2 & 3
SFX Woollen Jumper	SFX Woollen Jumper
SFX Short Sleeve Blue Polo	Long Sleeve Blue Polo
SFX Grey Shorts	Grey Trousers
SFX Grey Socks	SFX Grey Socks
SFX School Hat	
SFX Sports White Polo	SFX Sports White Polo
SFX Sports Jumper	SFX Sports Jumper
SFX Sports Shorts	SFX Sports Track Pants
SFX Sports Socks or white sports socks – no branding	SFX Sports Socks or white sports socks – no branding
SFX School Hat	

GIRLS SUMMER Terms 1 & 4	GIRLS WINTER Terms 2 & 4
SFX Woollen Jumper	Maroon Tights
SXF Dress	SFX Woollen Jumper
White Ankle Socks – no branding	SFX Tartan Tunic
SFX School Hat	SFX Long Sleeve Blouse with logo
SFX Sports White Polo	SFX Sports White Polo
SFX Sports Jumper	SFX Sports Jumper
SFX Sports Shorts	SFX Sports Track Pants
SFX Sports Socks	SFX Sports Socks
SFX School Hat	
ALTERNATE	ALTERNATE
SFX Grey Shorts	SFX Grey Pants
SFX Short Sleeve Blouse	SFX Long Sleeve Blouse
SFX Woollen Jumper	SFX Woollen Jumper
Plain White Ankle Socks	Plain White Ankle Socks

COMPULSORY ITEMS	OPTIONAL ITEMS
SFX School Bag	SFX Beanie with logo
SFX Library Bag	SFX Coat
SFX Art Smock	

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

GIRLS	BOYS
School Bag	School Bag
Library Bag with school logo	Library Bag with school logo
Hat	Hat
Art Smock	Art Smock
Sport	Sport
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	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	Grey Socks x 2
SFX Grey shorts x 2	
SFX Short Sleeve Blouse x 2	
Grey Socks x 2	
Winter	Winter
Blue Shirts x 2	Blue Long Sleeve Polos x 2
Tartan Tunic	Grey Trousers x 2
Woollen School Jumper	Woollen School Jumper
Maroon Tights x 2	Grey Socks x 2
OR	
SFX Grey Pants x 2	
SFX Long Sleeve Blouse x 2	
Grey Socks x 2	

Black school shoes (lace up or velco) are available from Athletes Foot, Faulls Shoes and other suppliers (please note Runners (black) are not an alternate to school shoes)

It is also a great idea to keep a spare set of clothing including underwear in a plastic bag in your child's school bag in case of accidents and a 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.