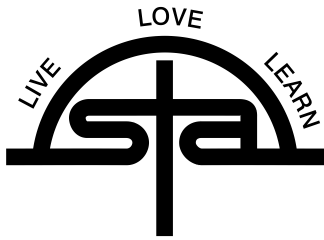




**PARENT  
HANDBOOK**



Welcome to St. Andrew's Catholic Primary School. We trust that your time at St Andrew's will be both a happy and rewarding one. This information booklet has been put together in order to explain important school policies and procedures.

Parents make an important contribution to the education of their children and we welcome your involvement and participation in educational programs at school. We ask that you read this booklet carefully and keep it as a reference so that you are familiar with the operation of our school. Any changes to policy will be advised when necessary through the school newsletter.

Yours sincerely,

Mr Michael Gavaghan  
**PRINCIPAL**

## St Andrew's School

<b>Principal</b>	Mr Michael Gavaghan
<b>Deputy Principal</b>	Mrs Lisa Black
	Mr Glenn Mugavin
<b>Administration</b>	Mrs Bianca Piscopo
	Ms Zara Sproal (Friday)
<b>Finance Manager</b>	Mrs Nicole Thompson
<b>Address</b>	110 Greaves St Nth, Werribee 3030
<b>Telephone</b>	9741 3686
<b>Facsimile</b>	9742 6463
<b>Email</b>	<a href="mailto:enquiries@sawerribee.catholic.edu.au">enquiries@sawerribee.catholic.edu.au</a>
<b>Website</b>	<a href="http://www.sawerribee.catholic.edu.au">http://www.sawerribee.catholic.edu.au</a>
<b>School Hours</b>	8.50 am – 3.15pm Before school supervision of the playground commences at 8.30am. No child should be at school prior to this time. Before and After School Care is located on site.
<b>Office Hours</b>	8.30am – 4.00pm

## St Andrew's Parish

<b>Parish Priest</b>	Fr Albert Yogarajah
<b>Administration Team</b>	Cora Ilagan,
<b>Address</b>	105 Greaves St Nth Werribee 3030
<b>Telephone</b>	9741 4144
<b>Facsimile</b>	9741 4433
<b>Email</b>	<a href="mailto:werribee@cam.org.au">werribee@cam.org.au</a>
<b>Website</b>	<a href="http://www.standrewswerribee.org.au">http://www.standrewswerribee.org.au</a>
<b>Office Hours</b>	Tues - Thurs 9.00am – 4.00pm Fri 9.00am-12.30pm 2.00pm – 4.00pm
<b>Mass Times</b>	Weekend - Saturday 6.00pm Vigil Sunday 8.00, 9.30, 11.00am & 5.00pm Weekdays – Monday 9.00am Communion Service Tuesday – Friday 9.00am Saturday – 9.00am
<b>Reconciliation</b>	Saturday 9.30am and 5.00pm

## **TERM DATES 2024**

### **TERM 1**

Monday 29 January to Thursday 28 March  
*(Easter 29 - 31 March)*

Year 1-6 Students begin Thursday 1 February 8.45am – 3.15pm

Foundation Students	Wednesday 31 January	8.45am – 1.00pm
	Thursday 1 February	8.45am – 1.00pm
	Friday 2 February	8.45am – 1.00pm

During February Foundation students attend school Mon, Tues, Thurs & Friday, there is no school Wednesday.

Week beginning Feb 5	Monday	Tuesday	Thursday	Friday
Week beginning Feb 12	Monday	Tuesday	Thursday	Friday
Week beginning Feb 19	Monday	Tuesday	Thursday	Friday
Week beginning Feb 26	Monday	Tuesday	Thursday	Friday

Week beginning Mar 4 Full week attendance

### **TERM 2**

Monday 15 April to Friday 28 June 1.00pm

### **TERM 3**

Monday 15 July to Friday 20 September 1.00pm

### **TERM 4**

Monday 7 October to Tuesday 17 December 1.00pm

## **ABSENCE FROM SCHOOL**

Attendance at school is compulsory for all children over the age of six years. If your child is unable to attend school, you are asked to notify your child's absence via REMIND APP, OPEROO APP or ring the school office on 9741 3686. Unexplained absences are followed up by the school via text message. If your child needs to leave the School for any reason, notify the teacher in advance. **(See Collection of Children from School)**

Where possible, medical, dental and optical appointments are to be made out of school hours. It would be appreciated if family holidays were arranged within school vacation times where possible.

## **ADVENTURE PLAYGROUND EQUIPMENT**

As a safety and legal requirement, students can only use the adventure playground equipment under teacher supervision. Students are not permitted on this equipment before school or after school as no supervision is provided at these times. Pre-school children are not permitted to play on the equipment before school or after school. Teachers are not responsible for the supervision of pre-school children.

## **BEFORE & AFTER SCHOOL CARE**

Outside School Hours Care is available at the school.

The Program is organised by Camp Australia and operates in St Andrew's Room – (Room 3).

The OSHC Coordinator can be contacted on 0412 001 494

Before School Care operates from 6.30am until 8:45am

After School Care operates from 3.15pm until 6:30pm.

## **BEHAVIOUR**

Values to be promoted within a Catholic school's understanding and practice of pastoral care include love, respect, compassion, tolerance, forgiveness, reconciliation and justice.

Like all Catholic schools, St Andrew's is committed to providing equitable access and opportunity for all. Awareness and recognition of, and response to, the needs and rights of all individuals are essential to human dignity. They are also essential elements of the Catholic identity of schools. Inclusive practices embrace and celebrate diversity, invite belonging and provide opportunities for participation and achievement of appropriate learning outcomes. Schools, striving to cater for the wide diversity of student needs and talents, determine and use a variety of approaches and practices that are based on solid research and which effectively engage all students in their whole development.

St Andrew's implements Positive Behaviour for Learning as an underpinning approach to behaviour based on the values of Safety, Respect & Responsibility. The school works towards creating a climate where positive behaviour is explicitly taught and reinforced, and prevention approaches are emphasised. Incidences of negative behaviour are responded to systematically and consistently

To assist the students to grow and develop in these areas the school will enlist the support and cooperation of the parents and of the school community as a whole.

## **BUDDIES**

A buddy system exists at St. Andrew's School whereby any new child into the school receives a buddy to help them with the transition to their new environment. Foundation students are each allocated a Year Five buddy who they maintain for their first two years of schooling. Children commencing in other classes are paired with another child from their year level to help them settle into the class and school environment.

## **BULLYING OR HARASSMENT**

Bullying is a form of harassment. Bullying is generally an act that is repeated over time and involves the inappropriate use of power by one or more persons over another less powerful person or group. Bullying can take many forms such as physical, verbal, visual, sexual, racial, exclusion or extortion. Bullying is not treating others with the respect they deserve. Bullying in any form is unacceptable and will not be tolerated. Proactive strategies are aimed at decreasing behaviours of concern and replacing them with pro-social skills that lead to enhanced social competence. Reports of bullying will be treated seriously and investigated thoroughly. Any incidents of bullying or harassing of any student, member of the school community or any visitor will be dealt with according to the school's student behavior policy.

Bullying should not be confused with teasing, rejection, random acts of violence or physicality and conflict. While children will often tease or fight, this bickering should not be confused with bullying. Bullying happens when a person or a group of people repeatedly and intentionally use words or actions to cause distress and harm to another person's wellbeing. It's about repeated behaviour by someone who has power or control over someone else.

## **CAMPING PROGRAM**

St Andrew's students are involved various camps. Details regarding each of the Camps are distributed to families in the term prior to the Camp. Our Camp outcomes relate to forming relationships, bonding, developing friendships, teamwork and outdoor adventure activities.

Camp activities contribute to the child's overall development and are an integral part of the school curriculum. Attendance is expected for all students. Camps involve an additional cost for families. The costs are charged to your School Fees account and can be paid off throughout the year. Assistance is available for families in financial difficulty.

## **CAR PARKING**

Parents are asked to observe local bylaws and traffic rules in relation to dropping children at school in the morning and collecting them in the afternoon.

## **CATHOLIC SECONDARY SCHOOLS**

Applications for Secondary enrolments are now open to parents when your child is in Year 4. It is therefore important that you take the opportunities presented by Open Days at secondary schools to help you make an informed decision. These Open Days will be advertised to parents via the newsletter in our Operoo App. Acceptance of your child's enrolment at a Catholic Primary School does not guarantee enrolment at a Catholic Secondary College. St Andrew's is a feeder school to MacKillop Regional College.

## **CHANGE OF ADDRESS**

The school must be notified immediately if there is a change in address or phone number at home or in the work place of parents. It is important that all contact details are up to date in case of an emergency.

## **CHILD SAFETY STANDARDS**

St Andrew's Primary School is committed to providing a safe environment for all students and young people and will take active steps to protect them against abuse. To achieve this the school has developed, and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work' is aware of their obligations & responsibilities for ensuring the safety of all children under their care.

In accordance with requirements of the [Victorian Government's Ministerial Order No 870](#), St Andrew's Primary School maintains a culture of 'no tolerance' to child abuse. To achieve this it has established a holistic Child Safety Strategy incorporating processes, policies & procedures accessible on the St Andrew's school website.

## **CLASS PHOTOGRAPHS**

Class photographs are taken each year. Orders are placed online through photographic company and include individual, class group and family photos. The photographic studio pays the school a commission on sales.

## **COLLECTION OF CHILDREN FROM SCHOOL**

If children are to be collected early for dental, medical appointments etc, please notify the teacher beforehand via the Remind App. When the parent comes to collect the child, he/she must first call at the office and sign out their child / children.



## **COURT ORDERS**

In the event where a current court order applies to a family situation, the custodial parent is obliged to present the school with a copy of the court order to ensure that the school is aware of any custody arrangements. Where there are no court orders in place and parents are separated, the school needs to be notified of current mutual access arrangements.

## **DENTAL HEALTH SERVICE – Teeth on Wheels**

The School partners with Teeth on Wheels, a mobile dental provider. Great importance is placed on the prevention of dental disease, through preventative procedures such as fissure sealants, topical fluoride applications and through education and motivation of children, teachers, parents and the community. With the assistance of the Federal government, Medicare has a Child Dental Benefits Schedule that provides financial support for basic dental care for children aged between 2 and 17 years.

## **DOGS**

In the interest of child safety and for all who use the school, NO dogs are permitted on school grounds at any time without prior permission from the principal.

## **EMERGENCY INFORMATION**

Information needed in the case of an emergency is kept in the School Office. This information needs to be updated constantly; therefore it is important that any alteration of contact persons, phone numbers, addresses or medical details be brought to the attention of the school immediately.

## **ENROLMENTS**

Applications for enrolment of pupils for the following year's Foundation Class are available from 1 March. Parents are notified that enrolments are open via the school website, the Operoo App, the Parish Bulletin and through the Kindergartens. Children may be enrolled to start school in February of the year in which they turn five, provided their birthday is on or before 30 April.

## **EXCURSIONS**

Excursions take place in each grade of the school. They are an integral part of the school curriculum. They are invaluable in stimulating the children's interest and are always preceded or followed up by class work relating to the excursion. It is expected that unless a serious reason prohibits it, all children will normally take part in these activities. Parents will be notified in writing at all times when teachers plan for students to leave the school grounds.

A risk assessment is conducted and plans are made to provide safe experiences and happy experiences.

## **FEES AND LEVIES**

Fees consist of:

- School Family Fee
- Individual Student Levy
- Maintenance Fee

School Fee information is distributed to families before the end of the current school year. We offer various forms of payment, which include Direct Debit, Centre Pay and Eftpos.

### ***Melbourne Archdiocese Catholic Schools (MACS) Concessional Fee Policy***

The following families are encouraged to apply for concessional school fees:

- Any family of Aboriginal or Torres Strait Islander heritage
- Any family holding an HCC and eligible for CSEF (Camp Sports & Excursion Fund)
- Any family holding a DVA Gold Card
- Any family identified as refugees and holding an ImmiCard
- Any family experiencing severe financial hardship

Application for concessional school fees must be on the St Andrew's School approved form available at the school office.

***CentrePay*** is a free bill paying service available to parents who receive a Centrelink payment, Family Assistance Payment or Parental Leave Pay. If you wish to participate, please contact the office to arrange your fortnightly deductions.

***Camps, Sports & Excursion Funding (CSEF)*** provides \$125.00 per student, made available by the government to families with Healthcare card to offset costs associated with camps, sports & excursions. Forms available at the school office.

## **GRADUATION**

A Graduation celebration takes place in December for all Year 6 students leaving our school to begin their secondary education. The format includes a Graduation Mass at St Andrew's Church, a formal presentation of awards and certificates by the Principal.

## **GROUPING OF CLASSES**

Students do not go up as a total class into the next year level. Classes are re-grouped each year and students are mixed carefully taking into account an equal distribution of gender, academic ability, individual social, emotional and behavioural needs and students who would benefit by being kept together or separated. The focus for grouping classes is effective learning communities, friendships are considered but are not the primary criteria. Parents are invited to have input on the understanding the school will make the final decision. Students from the same family will generally not be placed in the same class, however upon specific request from parents, this will be considered.

## **HEADLICE**

Head lice and their eggs do manifest from time to time in kindergarten and school life! Head lice are classified as 'infestation', they are not a disease. Lice and nits are not fussy about whose hair they inhabit. They like clean hair! Please check your child's hair regularly.

## **HAIRSTYLES**

Hairstyles, in keeping with the concept of Uniform, should tend towards being natural and conservative. School is not a fashion show and individual styles if allowed, through peer pressure, place demands on other families to provide similar experiences for their children. Student's personal appearance at primary school should be natural. Hairstyles should conform to the following standards:-

- Hair is to be clean, off the face and appropriately groomed.
- For hygiene reasons, below collar length hair is to be tied back
- Hair is not to be styled in an unnatural way
- Bleached and dyed hair is not acceptable
- Decorative and brightly coloured clips and ornaments are not acceptable
- Scrunchies and ribbons used to tie back long hair must be in keeping with the school uniform colours

## **HEALTH EXCLUSION TABLE**

The Health (Infectious Diseases) Regulations requires the following exclusion table to be observed in cases of infectious diseases.

- **CHICKEN POX** Exclude until fully recovered or for at least 5 days after the eruption first appears
- **MEASLES** Exclude for at least 4 days after onset of rash
- **RUBELLA** Exclude until fully recovered or for at least 4 days after onset of rash
- **IMPETIGO** Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
- **WHOOPING COUGH** Exclude the child for 5 days after starting antibiotic treatment
- **CONJUNCTIVITIS** Exclude until discharge from eyes has ceased
- **INFLUENZA** Exclude until well
- **MUMPS** Exclude for 9 days or until swelling goes down
- **HEAD LICE** Re-admit the day after appropriate treatment has commenced

## **HOMEWORK**

In the Early Years (Foundation to Year 4), homework should not be seen as a chore. This will generally not exceed 30 minutes a day and not be set during vacations.

Homework will:-

- enable the extension of class work by practising skills or gathering extra information or materials
- mainly consist of daily reading to, with, and by parents/caregivers or older siblings.

In the Middle Years (Years 5 & 6), homework will generally range from 30–45 minutes a day and not be set during vacations.

Homework:-

- should include daily independent reading
- may include extension of class work, projects and assignments, writing and research.

## **IMMUNISATION REQUIREMENTS**

Children enrolling at the Foundation level are required to present an immunisation certificate / status for diphtheria, polio, tetanus, measles, mumps, rubella, whooping cough and haemophilus influenza type B. Once immunisation is complete you will receive a certificate from the Federal Government, a copy of which is to be supplied with your child's enrolment. Your child will be excluded from school if there is an outbreak of an infectious disease and we do not have a current immunisation record.

## **INSURANCE**

The school has taken out a blanket Student Accident Insurance with AON Insurances covering the total school enrolment. This policy covers students 'whilst at school' only - that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school.

The policy covers: - Incapacity Benefits; Loss or Damage to Teeth; Broken or Fractured Bones; Total and Permanent Disablement; Amputation or Permanent Loss of Use of Foot / Hand / Leg / Arm / Eye; Death. There is no additional cost to parents as this expense is built into the Student Levy Fee Structure. Full policy details are available from the school upon request.

***NB: For safety reasons, students are to wear approved footwear at all times while outdoors on the school property. The school takes no responsibility for any injuries caused to children in bare feet. (Parents should follow these same expectations with pre-schoolers).***

## **INTERNET AND STUDENT PHOTOGRAPHS**

Each child and parent signs a contract regarding the use of Email, Internet and the use of student photographs. This form is part of the Enrolment Package.

## **JEWELLERY/COSMETICS**

- Earrings must be only one or one pair of plain studs or sleepers.
- Only necklaces with a religious symbol are allowed to be worn (these need to be removed for contact sports). No other varieties are permitted.
- Rings and arm or ankle bracelets are not allowed (exceptions may be considered on cultural/medical grounds)
- No nail polish is allowed to be worn.

## **LATE ARRIVALS AND EARLY LEAVERS**

Parents need to ensure that their children arrive at school prior to the first bell. Children who arrive at school after 9.00am must report to the office and sign in using the school Ipad located at the Admin Reception desk. In the event of parents or carers wishing to collect their child from school before 3.00pm will be required to sign them out using the school Ipad located at the Admin Reception desk. Carers will need a signed permission note from the parent authorising them to collect the child. In this way the class teacher can be assured that all appropriate notification has been observed and that the child's whereabouts are fully known. If in an emergency parents cannot pick up their child on time they are expected to contact the school so that suitable arrangements can be made.

## **LIBRARY**

The school library is the centre of the school's available resources, contributing directly to the child's learning experiences. The library is fully computerised and houses a variety of resource materials including Picture Story Books, Fiction and Non Fiction books, charts/posters and various audiovisual aids and equipment.

All children are encouraged and expected to borrow books from the library regularly throughout the school year. Children are able to borrow three books from the library at a time. These books can be kept for two weeks. They may be changed at class library sessions or before/after school. Books are returned during the designated library lesson.

Parents are asked to encourage the borrowing of books by taking an interest in what the children borrow. To help protect books from being damaged in transit it is expected that each child will have a library bag. If library books are lost or damaged through carelessness it is expected that the replacement cost will be met by the child/family concerned.

## **LOST PROPERTY**

All children's possessions including clothing, shoes, lunch boxes, drink bottles, smocks, library bags, books and pencils must be **clearly marked** with the child's full name. All lost property is held in the administration area of the school. However, no responsibility is taken.

## **LUNCHES**

Parents are asked to give your child a lunch in a lunch box if possible. It would be helpful if children bring their drinks in plastic flasks. It is important that each child have an amount of lunch that can be eaten comfortably in the time allowed (15 min). We ask that parents provide their child with a piece of fruit daily and that particular attention be given to providing a nutritious lunch.

**PLEASE NOTE:** Do not give your child drinks in glass bottles or cans as they constitute a danger. All students are encouraged to bring a water bottle to school. They can keep these on their tables in the classroom.

**NO CHEWING GUM OR BUBBLE GUM ALLOWED AT SCHOOL.**

## **MANDATORY REPORTING OF CHILD ABUSE**

All school staff members have a moral and legal obligation and a Duty of Care to protect any child under their care from foreseeable harm (not just staff who are classified as mandatory reporters).

Teachers have the responsibility of contacting Child Protection Services if they believe a student at their school is harmed as a result of child abuse or is at risk of harm. Child Protection Services is part of the Department of Health and Human Services and is responsible for investigating reports of child abuse. All primary and secondary teachers and school principals in Victoria are under a legal obligation to tell Child Protection Services of their concerns if they form the reasonable belief a student is at risk of harm through physical injury which results from abuse, neglect or sexual abuse. When a teacher makes a report to the Department of Human Services, it is the responsibility of the child protection worker to decide whether those concerns should be followed up with a visit to the student and family.

\* A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action

The different types of abuse:

- Physical child abuse
- Child sexual abuse
- Grooming
- Emotional child abuse
- Neglect
- Family violence



## **MEDICATION**

The school acknowledges that certain students may require prescribed medication during the school day. The school also realizes that the administration of prescribed medication by the parent, legal guardian of the child, or by appropriate medical authorities is not always possible at the prescribed time during the school day. In this regard, the school will administer prescribed medication under the following conditions:

### **Conditions for administering medication**

- Medication is to be taken to the School Office together with a letter from the child's medical practitioner, parent or guardian authorising the administration of the medication and giving clear instructions as to the dose and time to be taken. The medication prescribed for the student must come in the original container and must be labeled. There will be no changes in the dosage or the times medication is administered without the written permission from the doctor, parent or guardian.
- Medicines, tablets etc. are stored either in the First Aid Room.
- Students are not permitted to be responsible for their own medication nor are medicines to be kept in classrooms or student's bags.
- The school staff will normally administer the student's Medication
- Where instructions regarding administration of medicine are not clear, no medication will be issued.
- The school will make every effort to administer medication at the prescribed times and dosage.
- Where possible medication at school should be avoided. It is suggested that the parent or guardian discuss possible alternatives to medication at school with your doctor.

## **Anaphylaxis: (Nut Allergies)**

### **Action Required:**

Parents of students with severe nut allergies are required to:

1. Provide the school with an Anaphylaxis Action Plan (available from school office). This form needs to be completed by a medical practitioner and must include a photo, allergic triggers and an action plan.
2. Provide your child with a medic alert bracelet so that they can be easily identified.

### **Policy Requirements:**

1. There is to be no trading and sharing of food, food utensils and food containers.
2. Students with severe food allergies must only eat food that has been prepared at home or provided by the parent.
3. Bottles, other drinks and lunch boxes provided by the parents for their children must be clearly labeled with the name of the child for whom they are intended.
4. Our risk minimisation approach also includes asking parents of classmates to use alternatives to peanut butter and nutella on sandwiches and lunches and avoid sending raw nuts and muesli bars that contain nuts if a class member has a peanut allergy.

## **Asthma: Nebulizer Medications:**

Parents of students with Asthma are required to provide the school with an Asthma Action Plan (available from school office). This form needs to be completed by a medical practitioner and must include allergic triggers and an action plan.

Trained staff members will administer medications delivered by a ventilator/nebulizer only. In the instance where there is not a trained staff member on site it is expected that the parent of the child will be notified and requested to come and administer the nebulizer medication. All rules for prescription medication shall pertain to nebulizer medications.

Students (with the exception of Preps) who suffer from Asthma and require a Ventolin inhaler are expected to take responsibility for having this with them at all times and using it when required.

**Non-Prescription Medication:**

The School will not assume the responsibility for assisting in the administration of non-prescription medications unless pre-authorized by a physician or a written parental order is on file in the school office.

Analgesics will not be administered to any student without the accompanying written consent from the student's physician. Students who are not well enough to play outside during morning or lunch recess should not be sent to school.

**MESSAGES TO TEACHERS**

Everything sent along to school for the class teacher or office should be in an envelope or bag clearly marked with the teacher's name and the child's name; if money is sent, the envelope should also include the amount and purpose.

Please do not expect to talk to teachers during classtime as their focus must be on the class. Parents wishing to contact teachers should do so via REMIND app to make an appointment at a mutually convenient time. Teachers are available to receive or answer messages between 8.30am - 5.00pm

**MOBILE PHONES**

Mobile phones are not permitted at school without permission from the principal and then they must remain off during school time. If a student is required to have a mobile phone at school, it must be handed to the child's teacher at the beginning of each day for safe keeping and will be returned to the student at the end of the day.

Parents are asked to contact the school office if a message is to be passed on to their child.

## **NEWSLETTER**

A school newsletter is compiled and posted on the Operoo App. This newsletter is a major communication link between school and home and contains information of coming events and other matters we wish to bring to your attention. Please read the newsletter carefully. Contributions from children, teachers and parents are always welcome.

An electronic copy of each newsletter is posted on the School's Website: [www.sawerribee.catholic.edu.au](http://www.sawerribee.catholic.edu.au)

## **PARENTS AS PARTNERS**

We believe that parents make an important contribution to the life of the school and consequently there are many avenues and opportunities available for parent involvement. Parents wishing to assist in class activities are required to obtain a 'Working with Children Check'. Applications for this Check are available from the local Australia Post Office.

## **PARENTS ASSOCIATION**

Every school needs to have an active parent body. The Parents Association is the main formal avenue for parental involvement and participation in the life of the school. It strives to promote the welfare of the school community and stimulate interest in the school. The primary purposes of this group are to hold social gatherings for families to get to know each other, functions that raise funds for the school to purchase equipment above and beyond the scope of the normal school budget and to provide an avenue for parent voice.

Activities and functions are advertised through the Operoo App and via posters displayed around the school. Parents are welcome to become involved. Meetings are generally held on Monday beginning at 7.00pm. Dates are advertised in the Operoo App. Priorities and activities for the following year are also established.

## **PAYMENTS**

### **Parish Stewardship Offering (Parish Thanksgiving)**

As users of Parish facilities and resources, all families are expected to contribute to the Stewardship Offering. This information is provided in the enrolment package and parents are asked to complete the forms and return them to the School/Parish Office.

## **SCHOOL FEES & STUDENT LEVIES**

When you enrol your child at a Catholic School within the Parish of St Andrew's, Werribee, you commit yourself to the following payments:

1. Family Fees
2. Student and Maintenance Levies
3. Stewardship Offering (Parish Thanksgiving)

### **School Family Fees**

Family Fees are reviewed annually. Family Fees together with Commonwealth and State Government Grants pay the running costs of the school. These costs include: - salaries; building; equipment and grounds maintenance; light; power and heating; insurance, rates, resource development and capital expenditure.

### **School Student Levies**

Student Levies contribute directly towards education costs (with the exception of school camps), which include things such as stationery needs; textbooks; library books; art and craft materials; class incursions & excursions, sacramental programs and inter-school sporting activities.

School Fees will increase in line with cost of living increases and based on recommendations from (MACS) Melbourne Archdiocese Catholic Schools.

## **SCHOOL FEES SCHEDULE      Fee Payment**

School Fee information is distributed to families before the end of the current school year. We offer various forms of payment, which include Direct Debit, Centre Pay and Eftpos.

### ***Melbourne Archdiocese Catholic Schools (MACS) Concessional Fee Policy***

The following families are encouraged to apply for concessional school fees:

- Any family of Aboriginal or Torres Strait Islander heritage
- Any family holding an HCC and eligible for CSEF (Camp Sports & Excursion Fund)
- Any family holding a DVA Gold Card
- Any family identified as refugees and holding an ImmiCard
- Any family experiencing severe financial hardship

Application for concessional school fees must be on the St Andrew's School approved form available at the school office.

***CentrePay*** is a free bill paying service available to parents who receive a Centrelink payment, Family Assistance Payment or Parental Leave Pay. If you wish to participate, please contact the office to arrange your fortnightly deductions.

***Camps, Sports & Excursion Funding (CSEF)*** provides \$125.00 per student, made available by the government to families with Healthcare card to offset costs associated with camps, sports & excursions. Forms available at the school office.

Any family, who is seeking special consideration for a concession on Family Fees, should make an appointment to see the Principal early in the new year and by no later than the last Friday in February. If you are having difficulty in paying fees, or if you find that you cannot pay them by the due date, don't delay in contacting the Principal. In this way, you will be able to avoid any inconvenience and embarrassment, which may result.

Be assured that we shall always allow for genuine families who have trouble paying fees because of financial difficulties and that any discussions will remain completely confidential. It is Parish Policy that no child shall be excluded from school because of family financial difficulty.

## **PROFESSIONAL REPUTATION OF TEACHERS**

The school has a responsibility to maintain a safe workplace for all employees, which includes protecting teachers from personal attack and abuse.

The professional reputation of teachers is directly linked to their livelihood and ongoing employment opportunity. While teachers are responsible for maintaining professional standards, they are also subject to the same rights as any citizen in respect of a personal attack on their professional reputation. Such attacks may constitute defamation.

Where a teacher's professional standards are the subject of serious concern, the matter may be referred to the Victorian Institute of Teaching, an independent representative professional body established to recognise, promote and regulate the profession of teaching. Within its charter this body investigates and makes findings on instances of serious misconduct to protect the integrity of the profession.

Where there is evidence of defamatory statements made against any members of St Andrew's staff, the school will refer the matter to be investigated by the Legal Officer of the Melbourne Archdiocese Catholic Schools (MACS). Individual staff also have the option to seek legal advice and action through the Victorian Independent Education Union (for members) and or a private solicitor.

## **REPORTING STUDENT PROGRESS**

3 Way Conversations are arranged twice a year.

- The first held at the beginning of each year and provides an opportunity for teachers and families to meet and establish a working partnership. Families should be prepared to discuss their child's interests, strengths and challenges with the teacher. Teachers will share their expectations.
- A second opportunity is provided mid-year to discuss the progress of children and any concerns that either teacher or parent may have.

Teachers are also available at other times to discuss your child's educational growth. However, parents are asked to ring the school and make an appointment for an interview, stating the reason for this request. This ensures that the teacher is available and can prepare so that the interview is profitable for all concerned.

The Principal is available to parents to discuss the progress of children in the school. Again, it is necessary to make an appointment by contacting the school office.

Student Progress Reports are sent home mid-year and at the end of year.

## **RIDING TO SCHOOL**

Students are permitted to ride bikes and scooters to school only if they obey road rules. Any child behaving irresponsibly on the road or bicycle track will not be allowed to ride to school. Bikes are to be put in the bike enclosure. Students are asked to provide their own bike locks to lock their bicycles while in the enclosure, as the school takes no responsibility for stolen bikes.

Students who ride bicycles or scooters to school are required to wear approved safety helmets. Bikes or scooters are not to be ridden within the school grounds. Students are not permitted to ride skateboards, roller skates or roller blades to school.



## **SACRAMENTAL POLICY**

The Parish Sacramental Program is taught within the Parish, based on the Guidelines, Texts and Special Programs for Religious Education, prepared by the Archdiocese of Melbourne, and other available resources. In normal circumstances children will be eligible to receive only one sacrament per year. The preparation for each sacrament will not be confined to an intensive program, but rather, be carefully integrated with the normal Religious Education Program of the school so as to spread the content of the program to allow more flexibility and for each topic to be treated more thoroughly.

Children do not automatically receive sacraments. To enrol your child, families must complete the 'Enrolment Form' and return it to the school.

Children are eligible to receive the Sacrament of Reconciliation in Year 3, First Eucharist in Year 4 and Confirmation in Year 6.

Children preparing to receive a sacrament are provided with a Sacrament Journal and families are asked to support their child's sacramental preparation by bringing their child to weekend masses. Children are asked to have their journal signed by the priest at the end of mass.

A 'Family Activity Night' is held for each Sacrament. The purpose of these meetings is to inform the parents of the Parish Sacramental Program, provide some adult faith input and to encourage parents to be educators in faith.

A 'Reflection Day' is held prior to the celebration of Confirmation.

## **SCHOOL COMMENCEMENT TIME**

School starts at 9.00am and finishes at 3.15pm. Parents need to ensure that their children arrive at school by 8.50am so that they can unpack their belongings and are ready for the start of school at 9.00am.

Lateness for school is unacceptable. Latecomers cause disruption to the start of the school day for the class, miss important instructions for the first lesson and create an unnecessary additional workload for school office staff. It is also important that parents do not send children to school any earlier than 8.30am as the playground is not supervised by staff before this time.

## **School Hours**

8.30am: Teachers on duty in playground

8.50am: Bell to signal preparation time, students are to prepare for the start of school. Children can choose to return to the playground once they are ready for the day

9.00am: Bell for start of school. Morning Prayer and classroom administration. Marking of attendance roll

10.30am: Recess Bell.

11.00am: Bell for end of recess

1.10pm: Lunch Break Bell.

1.40pm: Bell for end of Lunch – 15 minute eating time - supervised by teachers

3.15 pm: School dismissed

## **SCHOOL POLICIES**

School policies are written or reviewed according to our School Development Plan.

## **SICKNESS**

A sick child is unhappy at school and therefore cannot be expected to learn. It would be appreciated if parents would keep at home any child who has a temperature, badly running nose, bad cough or any other worrying symptoms. All children who attend sickbay are provided with a parent information slip. This will include the nature of the illness and the treatment provided.

## **SMOKE-FREE WORKPLACE POLICY**

Smoking and vaping is banned on a 24-hour basis in respect of all school buildings or within 4 metres of any pedestrian access point to school premises in order to achieve a healthy smoke-free environment for everyone who occupies or visits the school. Smoking

## **STAFF MEETINGS**

All staff are required to attend various staff / curriculum meetings on various nights during the school week (usually Tuesday & Thursday).

Parents are reminded that teachers will not be available for interviews without making prior arrangements through the School Office or directly with the teacher.

## **STUDENT BIRTHDAYS**

Birthdays are significant milestones in life and consequently student birthdays will be acknowledged at a whole school and class level. We understand that parents often want to acknowledge their child's birthday with their class and are asked to observe the following guidelines.

- If cake is to be shared then parents are asked to provide a batch of cupcakes for the class with a list of ingredients.
- If confectionery (lollies or chocolate) is to be shared then please provide a small bag for each child in the class.
- Parties will not be held at school for student birthdays.
- No presents are to be purchased for the class to make a presentation to the birthday child.
- Items need to be provided at the start of the day.

## **STUDENT LEADERSHIP**

At the beginning of each school year, School Captains and Sports House captains are chosen to represent the school and student body. Student Leaders are called upon to take on extra duties to help to develop a pride and spirit in the school and within their respective sporting teams. They are required to be a model of good leadership and positive sporting behaviour to the whole school community.

The Sports House names and colours are as follows:

*Padua: Green*  
*Penola: Yellow*

*Fatima: Blue*  
*Loyola: Red*

## **STUDENT REPRESENTATIVE COUNCIL**

2 students per class are nominated each term to participate in the Student Representative Council. The Council meets with a staff representative each week to discuss matters relevant to the Council's role.

## **SUNSMART REQUIREMENTS**

As part of general SunSmart strategies, our school will:-

- Require students to wear an approved school broad-brimmed, legionnaire or bucket hat in Term 1 & 4 whenever they are outside (Recess, lunch, sport, assemblies, excursions, etc.)
- Educate the children in the motto 'No Hat, No Play'. If they do not have a hat, they will be required to sit passively under the verandahs for the duration of recess or lunchtime.
- Remind parents to provide SPF 30+ broad spectrum, water-resistant sunscreen for their child's use.
- Encourage the daily application of sunscreen before school and prior to the lunch break.
- Encourage children to use available areas of shade for outdoor activities. (e.g. Verandahs, shade cloths, trees, etc).
- Request staff and parents to act as role models by practising SunSmart behaviors.

## **TEACHER PROFESSIONAL DEVELOPMENT**

It is necessary for the ongoing professional growth of teachers that provision be made for them to constantly update their teaching ideas and methods. Since primary school teachers are engaged in face to face teaching or planning for the total time spent at school each day, much planning, in-service and personal study is done out of school hours.

To complement this, it has been decided to make approx 6 days of each year available to teachers to work on curriculum development and their own professional development. On these days the teachers attend school but the children do not. Notice of school closure days is given to parents well in advance in the school newsletter.

## **TOYS**

We ask that toys, particularly expensive ones, are not to be brought to school. We cannot be held responsible for broken and lost articles.

## **TRANSFER OF PUPILS**

Parents are asked to give reasonable notice, preferably at least a week in advance. Transfer forms can be collected from the school on the day of leaving.

## **TRESPASS POLICY**

Any person who enters the school grounds without a legitimate purpose or a visitor's badge will be deemed to be a trespasser and will be asked by the principal or staff authorised by the principal, to leave the school premises. If the person refuses to leave or is acting suspiciously, the principal or authorized staff member will activate an alarm to ensure all students and staff are warned and remain safely within their rooms. The principal or authorised staff member will then notify the police.

## **VISITORS**

All parents, friends, trades people and delivery personnel are asked to sign in on arrival using the school Ipad or check in via the QR Code displayed at the Admin Reception desk. A Visitor lanyard may be worn during the extent of their visit. On leaving the school, visitors must sign out and return their Visitor Lanyard to the office.

## **WET DAYS AND DAYS OF EXTREME HEAT**

On wet days and days of extreme heat the school curriculum is adapted so that pupils are engaged in school activities appropriate to the weather.

Pupils cannot be dismissed early, however, if the temperature reaches in excess of 35 degrees, it is up to the parents' discretion as to whether they send their child to school or choose to collect their child from school during the course of the day. Parents are urged to consider their child's level of absenteeism and individual learning needs in making such decisions. On wet days during recess times, children will remain in their classrooms and engage themselves with quiet activities of their choosing. Adjoining classrooms will be supervised by one teacher.

## **UNIFORM**

### **Uniform Requirements:**

#### **SUMMER UNIFORM (Terms 1&4)**

##### **GIRLS:**

- Green & White School Dress
- White Socks (ankle only)
- Green School Jumper
- Black Shoes
- Green Sunhat. (Slouch/Legionnaire/Bucket)

##### **BOYS:**

- Grey Shorts
- School White Shirt – with logo
- Grey Socks (ankle only)
- Green School Jumper
- Black Shoes
- Green Sunhat. (Slouch/Legionnaire/Bucket)

#### **WINTER UNIFORM (Terms 2&3)**

##### **GIRLS:**

- Tunic or Grey Long Pants
- School White Shirt – with logo
- School Jumper
- White Socks or Green Tights
- Black Shoes
- Beanie (optional)

##### **BOYS:**

- Grey Short or Long Pants
- School White Shirt – with logo
- Green School Jumper
- Grey Socks
- Black Shoes
- Beanie (optional)

## **SPORTS UNIFORM (All students)**

- Green school tracksuit
- Green Windcheater
- House colour polo-shirt/ Yellow polo shirt
- Green Unisex shorts
- White socks (ankle or anklet)
- Green Sunhat. (Slouch/Legionnaire/Bucket)

Sports Uniform may be worn to school on days of Physical Education or Sport. This will account for no more than two days per week with days varying for each class. No alternative colours are allowed.

### **Uniform Shop:**

Rushfords Schoolwear – Shop 1 – 13 Barnes Place

Werribee 3030

Mon – Fri: 9.00 -5.00pm Sat: 9.00 – 12.00pm

### **Uniform Regulations:**

- Track shoes are not to be worn as school uniform
- School shoes are to be worn everyday except for physical education/sports day
- Tracksuit to be worn only on sports days
- Ankle socks to be worn with school uniform
- White ankle socks can be worn with sports uniform
- Approved school sunhats only can be worn at school
- Students must wear approved footwear at all times while outdoors at school
- Shoulder length (or longer) hair must be tied back with green or white ribbon or uniform scrunchies.
- Jewellery, cosmetics and nail polish are not allowed. Studs and sleepers are the only acceptable earrings.

### **Transition from Summer to Winter Uniform:**

With the changing weather patterns in Victoria we have decided to allow a phase in period for change of uniform. For summer uniform, the phase in period will be from the start of Term 4 to the first day of summer. For winter uniform, the phase in period will be from the first day of Term 2 to the first day of winter. During these phase-in periods, students may wear either summer or winter uniform and by the end of the phase-in period, they will be expected to be in the designated seasonal uniform.