PARENT HANDBOOK

St. Patrick’s School is a child safe school.
This booklet is intended to make the home/school liaison clear. Please keep it in a handy place and refer to it as the need arises.

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STAFF 2016

Principal
Mrs Kathryn Bendall

Classroom Teachers
Miss Renee Anson
Miss Kellie Farquharson

EALD Teacher
Mrs Lisa Creek

Teacher Aides
Mrs Emma Dickinson
Mrs Amanda Schubert

Administration Officers
Mrs Karen Rintoule
Mrs Ann Munro

PARENT ADVISORY COUNCIL 2016

Parent Representatives
Mrs Helen Cannell (Chair)
Mrs Lisa Braybrook
Ms Pamela Cannell
Mrs Michelle Dickinson
Mr Jamie Donnell

Ex officio members
Mrs Kathryn Bendall
Fr Neville Stanislaus
Mrs Ann Munro
Mrs Karen Rintoule

SCHOOL ADMINISTRATION OFFICE HOURS

Monday Closed
Tuesday to Thursday 9:00am – 3:50pm
Friday 9:00am- 1:00pm

SCHOOL HOURS

from 8.40am Children arrive
8:55am School commences
10.00am Fruit Break
11:00-11:30am Morning Recess
1:00-1:45pm Lunch
3:15pm Dismissal

2017 TERM DATES

Term 1 30 January (teachers start) – 31 March
Term 2 18 April – 30 June
Term 3 17 July – 22 September
Term 4 9 October – 22 December

2017 PUBLIC HOLIDAYS

Mar Mon 13 Labour Day
Apr Fri 14 Good Friday
Sat 15 Easter Saturday
Sun 16 Easter Sunday
Mon 17 Easter Monday
Apr Tue 25 ANZAC Day
Jun Mon 12 Queen’s Birthday
Oct Thu 12 Nhill Show (to be confirmed)

The Annual General Meeting of the Parent Advisory Council will be held on Wednesday, 23 November 2016.
OUR VISION

St. Patrick’s School is a child safe school. As a Catholic Christian community, we will nurture the children as they learn together to respond to the Gospel in their daily lives and explore their emerging role in Australian society.

OUR MISSION

Therefore, inspired by the Gospels, we will

1. Be a community inspired by Catholic faith and tradition in today’s world.
2. Offer engaging, contemporary education in keeping with Catholic tradition.
3. Provide a safe and caring environment that nurtures the individual development of each child as they work to fulfill their potential.
4. Provide and maintain a safe, secure and engaging environment supported by a professional staff and committed community.
5. Be a community that lives what it believes by promoting responsible citizenship and supporting caring relationships between our school, the home and wider community.

OUR CONTEXT

In February 1949, the Sisters of St. Joseph opened the Catholic School, sited in the J.P. Ryan Hall, Leahy Street. Their dedicated service continued until 1979, when lack of numbers forced the Order to inform Bishop R. Mulkearns of Ballarat that they could no longer supply teaching staff. The first Lay Principal and Teacher were appointed in 1979 and a few years later a decision was made to build a new school. The new school building was completed in time for the 1983 school year. There has since been significant capital works culminating in the existing excellent facilities. The voluntary efforts and hard work of many school community members are evident at St. Patrick’s School. The continued good will and support of the community ensures its vital role in the future education of the wider Nhill community.

St. Patrick’s is a modern and inviting school; the grounds are spacious and immaculately groomed. The playground area includes covered playground equipment, an oval and a covered area for use during our hot summers and wet winters. In the classroom, students have access to laptop computers and iPads with internet access and use of interactive white boards in each classroom. The library is open plan and very well resourced and additional stock is added regularly.

We offer an exceptional education facility, with a Catholic value base. Our staff members are professional and we are very proud of our magnificent facilities. Staff members foster each individual child’s learning and particular talents, assisting children to learn to their full potential. We offer a diverse curriculum and have strong community partnerships. The children at our school are happy and love learning. There is a real “family” atmosphere where everyone genuinely cares for one another.

St. Patrick's is part of the St Patrick’s Parish, Nhill. Our Canonical Administrator and Priest is Fr. Neville Stanislaus who is based at St. Mary's Presbytery in Warracknabeal.
GENERAL INFORMATION

ASSEMBLY
Each Monday morning, at 8:55am an assembly is held to celebrate the weekly gospel. Birthdays are celebrated and weekly messages are shared. An informal school assembly is held weekly, generally on Thursdays at 3:00pm. At this assembly, students are presented awards and other school messages are shared. The newsletter is distributed after assembly.

BICYCLES
Provision is made at the school for storage of bicycles and scooters. Bikes and scooters must not be ridden in the school grounds, including along the footpath at the front of the school.

BUS TRAVEL
School bus services are available for country students. The service is free and operates from Nhill College. A shuttle bus transports students between St. Patrick’s School and Nhill College. For more information please contact Nhill College.

Any change to usual travel arrangements requires a written note from a parent/guardian, or use the tiqbiz app to inform the office.

Any child who is not normally a bus traveler but wishes to use a bus at any time must obtain a Bus Pass from the office. This pass is then given to the appropriate bus driver as the child boards the bus. Parents, please provide a written note, or use tiqbiz, requesting a Bus Pass.

CHILD SAFE SCHOOL
St Patrick’s School is a child safe school and we have zero tolerance for child abuse. All parents will be required to agree to our Code of Conduct which details expectations in relation to acceptable and unacceptable behaviour. Please contact the school’s Child Safety Officer (Principal) for further details.

CLOSURE DAYS
Throughout the year parents will be notified of closure days. These allow staff to partake in professional development activities.

COMMUNICATION
We will make contact with families regularly or whenever the need arises. We ask that families keep us informed regarding their child’s health and wellbeing, as well as any change of phone numbers of parents, guardian or emergency contacts.

Diary
The students are to bring their diaries to school each day to record homework, test dates, other important dates plus communications between parents and teachers. Parents should sign diaries each night to confirm homework tasks are being completed and that messages are being received.

Newsletter
The Newsletter is published each Thursday and is sent home with the eldest child in the family. An electronic version of the newsletter can be emailed to families and is uploaded to the school website and the tiqbiz app.

Parents are strongly urged to read the newsletter each week to keep up to date with all school information.

tiqbiz
Tiqbiz is designed to provide a simple and quick communication method between the school and parents (both ways) for all types of messages … newsletters, notes, upcoming events, student absence, etc.

The tiqbiz app operates on all Apple, Android and Windows devices (smartphones, tablets, PCs or Macs).

School Website
General school information is available on the school website: spnhill.catholic.edu.au.

EMERGENCY MANAGEMENT
The Emergency Management Plan is updated at least annually. We perform regular scheduled drills (e.g. evacuation, lockdown) so that all students, staff and visitors are prepared should an emergency situation arise.

ENROLMENT
St. Patrick’s School is open for all and welcomes the enrolment of non-Catholic families.

Foundation Enrolment
The Principal is available to help with any questions or queries you may have in regard to selecting a school for your child.

The three Nhill schools require enrolments are to be completed by the conclusion of Term 3. This is to assist in planning and providing information to the relevant funding bodies for the following year.

Parents enrolling their child at St. Patrick’s School will attend an enrolment interview with the Principal. This is an opportunity to assess your child’s abilities before the beginning of the school year.

Transfers
Parents who are seeking to transfer a child should contact the school or make an appointment with the Principal for a consultation at any time during the year.

Enrolment Forms
Enrolment Application forms are to be completed by a parent or legal guardian of the child. It is a legal requirement to provide a copy of your child’s full Birth Certificate and their Immunisation Status Certificate. Please also provide a copy of their Baptismal Certificate (for those who are Catholic). Assistance in completing enrolment forms is available if required.
FEES
Refer to page 10 for specific information regarding fees.
What do fees include?
  ● Tuition.
  ● Student classroom requisites e.g. stationery, printing and photocopying, writing books, educational software and apps.
  ● Subject levies.
  ● Excursions and incursions (school camps are billed separately).
  ● Curriculum programs.
  ● Capital expenditure e.g. furniture and equipment.
  ● Assist in meeting the day-to-day operations of the school.

An education for your child at St. Patrick’s School is very affordable. Contact the Principal if you require additional financial support to attend our school.

GRADUATION
A Graduation Mass and celebration for the Year 6 students is held at the end of each year.

GREIVANCE OR ISSUES
A copy of St Patrick’s School’s Grievance policy can be found on our website. We believe that prompt resolution of grievances and disputes is vital to the wellbeing of everyone and we expect that all parties involved desired to be treated respectfully.

LIBRARY
Our library is the central resource of the classroom program. The students visit the library at least once a week to borrow books. The library is constantly being restocked with new resources.

LOST PROPERTY
Students’ property and uniforms should be clearly labeled with their names. Lost property is stored in the staffroom. Named items are sorted and returned to their owners. At the end of each year unclaimed items are included with the school’s second-hand clothing stock.

LUNCH
Healthy eating is encouraged. Students eat their lunch under teacher supervision. Parents are encouraged to use ice bricks and insulated lunch containers to keep lunches cool during summer. Students are not permitted to share lunches. Foods containing or are likely to contain nuts or other trigger substances should not be included in lunch boxes.

Lunch Orders
Lunch orders are available on a Friday and are provided by Oliver’s Diner. A price list is provided to families at the beginning of each year, and can be viewed on our website and tiqibiz app. Students bring their lunch order on a clearly marked envelope with correct payment. This should be handed to the school office first thing on Friday morning.

Water
Students are encouraged to drink water throughout the day. They may have a drink bottle filled with water on their work tables. It is important that these contain water only (no cordial, fruit juice, soft drinks or energy drinks). Chilled water is available from the drink fountain.

PARENT INVOLVEMENT
We recognise that parents are the primary educators of their children and therefore are encouraged to be actively involved with their child and work co-operatively with the school as a team. Family participation is fostered in a variety of ways across the school community.

The school year commences with Mass and Welcome meal. We also have occasional theme days, working bees, sporting events, social activities, fundraising events, excursions and camps. Parental assistance may be required for some of these activities.

Classroom Helpers
Parents are invited to volunteer to assist teachers in the classroom program. Parents can help in any area of the timetable. Research suggests that parent involvement in their child’s education while at school can provide significant benefits to children’ educational outcomes.

Parent Advisory Council (PAC)
This group meets twice a term and acts as advisors to the Canonical Administrator and Principal. The Annual General Meeting and formal elections are held in November of each year. Meetings are advertised in the newsletter and families are encouraged to contact a PAC member if they wish to raise an issue for discussion. Members of the PAC organise the following working groups and we invite all families to be involved with at least one of these groups: Fundraising; Grounds and Maintenance; Social Justice.

PERSONAL ITEMS
Private property including items of clothing brought to the school by students is not insured nor is the school responsible for any loss or damage. Expensive or precious items should not be brought to school.

PHOTOGRAPHS
We celebrate the efforts of our students by mentioning their participation and achievements in our school newsletter. Occasionally photographs of the students are included in the newsletter, published on the school website and included in the local press, if permission is provided.

School Photographs
Each year a professional photographer comes into the school to take individual student, class group and family group photographs. Families are able to purchase family photo packs if they desire.
PICKUP AND DELIVERY OF STUDENTS

Parking is limited at the front of the school. Parents are asked to observe signed parking, especially near the school crossing. Additional parking is available at the church or in side streets around the school. If you need to cross the road, please use the school crossing and avoid jay-walking across the road from your vehicle.

The safety of all pedestrians is the biggest priority.

POLICIES

The Victorian Registration and Qualifications Authority (VRQA) Minimum Standards are reviewed annually. These policies are available from the school office on request. Some policies have been uploaded to our website.

SMOKE-FREE

Smoking is banned within four metres of an entrance to all primary and secondary schools in Victoria and within school grounds, during and after school hours.

SUNSMART

St. Patrick’s is a SunSmart School. Students and staff are required to wear appropriate protection, including broad brimmed hats, from the beginning of September until the end of April and whenever the UV Index level reaches 3+.

TECHNOLOGY

St Patrick’s School is committed to providing an engaging and contemporary education.

Each student at St Patrick's School has their own iPad and access to a class set of laptops, which are tools used to engage, motivate and to improve student’s educational attainment. Classrooms have interactive smart boards.

In today’s technological environment, students must be aware of their responsibilities for using technology appropriately, including the care and maintenance of their device. Inappropriate use will attract a consequence at the discretion of the Principal.

Our access to the internet is via the Catholic Education Victoria Network and is subject to very thorough filtering and regulation. All users (students and staff) are required to abide by the school’s ICT Acceptable Use Policy.

TRANSITION PROGRAM

Kindergarten To Primary School

We actively participate in a transition program in partnership with Nhill College and Nhill Lutheran School.

Kinder children attend pre-arranged school visits and/or open days and orientation days. This is an introduction and preparation for school life. By the time new students from Kindergarten are ready to start school for the first time they are entering a place with which they are already familiar.

Primary To Secondary School

Year 6 students attend the Nhill College Transition Program on a number of occasions during Term 4 for a variety of activities which assists with the transition to Year 7. Parents of students who will attend a different Secondary School need to make alternative arrangements with the Principal.

UNIFORM

School uniform at St. Patrick’s School is compulsory. A complete list of uniform and prices is set out on page 11.

If a child is not in correct uniform, a short note of explanation is required. All clothing should be clearly named for identification.

Students can bring or wear suitable sports footwear on scheduled sports days.

Coloured nail polish, jewellery and make-up should not be worn to school. Sleepers or studs are the only earrings deemed appropriate for school. Hair longer than shoulder length must be tied up at all times.

VISITORS

Visitors are very welcome at St. Patrick’s School. Parents and other visitors who enter the school premises during school hours must report to the school office prior to entering a classroom or the playground, in order to sign the visitor’s book and be issued with an identification tag. Visitors will be subject to our Code of Conduct during their time at our school.

WORKING WITH CHILDREN CHECK

All volunteers assisting with children in our school must have a Working with Children Check (WWCC).

Visit the following website to apply, renew or update

http://workingwithchildren.vic.gov.au

Volunteer applications are free.

Please provide the school office with a copy of your WWCC card as required by our Child Safe Policy.
STUDENT INFORMATION

ATTENDANCE

Punctuality is important. Students who arrive late miss vital classroom instructions and activities at the beginning of the day.

Regular attendance at school helps to ensure that your child achieves to their full academic and social potential. Student absences are monitored frequently. Regular absences may affect your child’s schooling and they will be followed up by the Principal.

Parents are to provide a written explanation within three days for any student’s absence from, or late arrival to, school. This is a legal obligation.

- **Notes in student diaries are not acceptable.**
- Proforma absent notes are available from the school office or the school website
- Electronic advice of absence via our tiqbiz app is acceptable.
- Student Early Departure, Late Arrival or Temporary Absence must be recorded on a form provided for that purpose at the office.

Students are not permitted to enter or leave school via the front door unless they require assistance at the school office or are accompanied by an adult.

Students are not permitted to leave the school grounds during school hours without prior written permission.

**Foundation (Prep) students**

Foundation students do not attend school on Wednesdays at the beginning of Term 1. They will attend school full time after the Labour Day long weekend in March.

**BOOKS, STATIONERY, OTHER PROVISIONS**

All text books, writing books, stationery and other provisions are provided by the school. The cost is covered by the annual Student Fee levied at the commencement of each year.

All school books and requisites will be ready at the school on the first day of Term One.

**CURRICULUM**

Students are taught in two small classes - a Junior Class (Foundation to Year 2) and Senior Class (Years 3 to 6). Students learn in modern and open learning spaces. The classes are well furnished and resourced.

Within these learning spaces computer technologies are a valued component of the daily curriculum. Each child has their own iPad to assist with their learning.

We have a highly committed, professional team of teachers and support staff. We are committed to ongoing learning and formal study for our teaching staff as we continually update our knowledge and skills in an ever changing world. We currently have two Learning Support Officers who work closely with those students who require extra support.

We can provide intervention programs as required by individual students, such as:

- EMU Extending Mathematics Understanding
- ERIK Enhanced Early Reading Intervention Knowledge
- QuickSmart Mathematics Intervention Program
- MultiLit Reading Tutor Program
- THRASS Teaching Handwriting Reading And Spelling Skills

**DISCIPLINE & PASTORAL CARE**

Our student behaviour management policies and procedures seek to protect personal and school community safety, improve destructive behaviours, restore relationships, encourage reconciliation, enhance wellbeing, foster responsibility, enable personal growth and promote the common good.

Our policies and procedures primarily focus on preventing discipline issues. We take a proactive approach by teaching behavioural expectations rather than waiting for inappropriate behaviour to occur before responding.

When concerns arise about a student’s behaviour a more targeted response may be required to support the child.

We rely on families to work in partnership with the school to ensure the best student behaviour which results in students working to their potential.

At St. Patrick’s School everyone has the right to:

- Be safe
- Be happy
- Learn to the best of their ability.

Our students follow the following five basic rules:

1. Hands are for helping and not hurting.
2. Everyone has the right to learn.
3. Play in play time and work in work time.
4. Stay in the right place – keep yourself safe.
5. Speak to please, not to tease.

**EXCURSIONS/CAMPS**

Excursions are an important part of the school curriculum. This can involve local visits or incursions.

Students in the Senior Class usually attend a 2-3 night overnight camp; and students in the Junior Class have a sleepover or an extended day excursion.

**HEALTH & PHYSICAL EDUCATION**

Health and Physical Education is programmed into the weekly timetable. Students are able to bring or wear suitable sports footwear to school on scheduled sports days.

**Inter-school sport**

Students have opportunities to participate in all inter-school sporting activities in the area, which include...
swimming, athletics, cross country and winter lightning premierships for senior students.

We also attend other inter-school activities throughout the year, e.g. Footy Clinics.

**HOMEWORK**

Homework is part of our school’s curriculum. It is intended that homework activities are well within the ability of the students and reinforce skills that are being learnt at school.

**Foundation to Year 2**

Students are expected to read each weeknight and complete spelling activities.

**Years 3 to 6**

Students are expected to complete nightly reading and to practise their spelling words. Students are also given Numeracy and Literacy work, according to their ability, that they need to practise at home. Sometimes unfinished work will need to be completed as part of their homework.

**LEAVING THE SCHOOL GROUNDS**

Students are not permitted to leave the immediate school neighbourhood without the Principal’s consent and the parents’ authorisation.

Any arrival or departure must be acknowledged by a Student Arrival/Departure/Temporary Absence note in the foyer, so that in case of emergency students will be cared for.

**MUSIC**

Parents who wish their child to learn piano or guitar with private tutors can arrange to have these lessons during school hours. The school is not involved in making these arrangements and parents need to contact the tutors direct. Further information can be obtained from the school office.

**RELIGIOUS EDUCATION**

Religious Education is programmed into the weekly timetable. This curriculum area is based on the Awakenings document that was developed by the Dioceses of Ballarat, Sandhurst and Tasmania.

As well as lessons, we have regular School and Parish Masses, in which the students participate and families are encouraged to attend. The Sacramental program (Reconciliation, Confirmation and Eucharist) is family based, Parish organised and supported by the school.

Our Parish Priest is Fr. Neville Stanislaus who is based at St. Mary’s Presbytery in Warracknabeal.

**SCHOOL HOURS/TIMETABLE**

Children should not arrive at school before 8:40am and should be collected at 3:15pm. There is no supervision before and after those times.

Teachers are normally at school by 8:30am and leave school no earlier than 4:00pm.

If alternative arrangements are made for children to be collected from school, please notify the school in writing.

**Daily Timetable**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50am</td>
<td>Warning bell</td>
</tr>
<tr>
<td>8:55am</td>
<td>Begin school</td>
</tr>
<tr>
<td>10:00am</td>
<td>Fruit break</td>
</tr>
<tr>
<td>11:00am</td>
<td>Recess</td>
</tr>
<tr>
<td>11:15am</td>
<td>First bell</td>
</tr>
<tr>
<td>11:25am</td>
<td>Warning bell</td>
</tr>
<tr>
<td>11:30am</td>
<td>Class time</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:20pm</td>
<td>First bell</td>
</tr>
<tr>
<td>1:25pm</td>
<td>Second bell</td>
</tr>
<tr>
<td>1:40pm</td>
<td>Warning bell</td>
</tr>
<tr>
<td>1:45pm</td>
<td>Class time</td>
</tr>
<tr>
<td>3:05pm</td>
<td>Pack up/Prayer</td>
</tr>
<tr>
<td>3:15pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**STUDENT ASSESSMENT & REPORTING**

Testing Days may occur at the commencement and conclusion of each year. Students may be required to come to school for one-on-one literacy and numeracy appointments.

We welcome your inquiries about your child’s progress. Please contact the school to make a suitable appointment time with classroom teachers and/or the Principal.

**Reporting Timeline**

**Term 1**  
‘Get to Know You’ meetings will be held for parents early in the term. At these meetings parents and teachers discuss expectations for the upcoming year.

**Term 2**  
Formal Parent Teacher Interviews will be held early in Term 2 to discuss student progress during Term 1. Written reports will be sent home at the end of Term 2. Further Parent Teacher Interviews can be arranged if requested by parents.

**Term 3**  
Parent Teacher Interviews will be held towards the end of Term 3.

**Term 4**  
Written reports will be sent home at the end of Term 4.

Parents are encouraged to request an interview at any time if the need arises.

**STUDENT HEALTH & WELL-BEING**

Staff members have up to date First Aid training.

It is advisable that families subscribe to an ambulance scheme, as the school is not responsible for costs incurred if the ambulance needs to be called.

We have access to Speech Pathology, Psychology Screening Services, Special Education and Integration services where available and appropriate.
Anaphylaxis

All students with an anaphylactic reaction must have their own ASCIA Action Plan. Staff have had training and are familiar with the procedures for the use of an EpiPen.

Asthma

Families of students with asthma must provide an Asthma Action Plan annually. Students with puffers are reminded to carry these at all times. St. Patrick’s School is an Asthma Friendly School and staff have received training specific to the treatment of asthma symptoms.

Communicable Diseases

It is expected that families will adhere to the guidelines in the School Exclusion Table published by the Department of Human Services (DHS) (page 12).

Head Lice (Pediculosis)

Head lice are an unpleasant nuisance, not a disease. Parents are reminded that it is their responsibility to regularly check their child’s hair. To assist with the control of head lice, shoulder length or longer hair must be tied back at school.

If your child is found to have head lice the school will contact you and ask you to collect your child. Children may return to school after treatment has commenced.

Visit the Department of Health’s website health.vic.gov.au/headlice for more information.

Identified Health Needs

Advice about management plans for students who suffer from diabetes, epilepsy or other medical conditions are available from the school office.

Medication

Staff members are not legally permitted to administer any medicine to any child without a written note from the parent/guardian. This includes medicines like aspirin or Panadol. Students are not permitted to take any medications brought to school without parental permission in the form of a note (excepting regular asthma medication). Medication will be administered under staff supervision. All medications are to be handed to a teacher and clearly labelled. A form is available at the school office and on the website for this purpose.

If your child’s medical information requires updating please notify the school immediately.

School Nurse

A health screening check is provided for all Foundation students. This service is provided to all schools by the Department of Education & Early Childhood Development School Nursing Program. Hearing and vision assessments can also be conducted for students in other year levels.

Parents will be provided with information about the service prior to the health checks being conducted.

Sick Bay

If a child is unwell they are encouraged to sit quietly in the library for a while, after which time they can either go back to class or be collected by parents.

STUDENT RECORDS

Parents/Guardians are required to notify the school office of any changes in enrolment details as they occur throughout their child’s period of enrolment at the school e.g. address, telephone numbers, emergency contacts, parent occupation, medical information, family doctor, access arrangements, living arrangements, medical plan (asthma etc.). This is particularly important in the event of accident or illness.

This information can be provided in writing or via the tiqbiz app.
FEES & FINANCE

FUNDING MODEL
Catholic schools are funded through a combination of Federal and State Grants, school fees and other private income such as fundraising.

Grants money and school fees assist in providing for staff salaries, maintenance, administration, refurbishment and class materials.

An education for your child at St. Patrick’s School is very affordable. With Principal consultation, we are able to cater for and support individual families.

RANGE OF PAYMENT OPTIONS

We offer a range of payment options to facilitate regular payment in a convenient manner.

• Cash, cheque or EFT are acceptable. EFTPOS is not available.
• Payment schedules of weekly, fortnightly, monthly, per term or lump sum are acceptable.
• Families are requested to indicate at the commencement of each year their preferred payment method. An Election Form will be provided at that time.

SCHOOL FEES

School fees are set each year in accordance with Diocesan guidelines and local requirements.

Fees Statements are distributed at the beginning of the year and at the beginning of each term.

The 2016 school fees are as follows:

**Family fees (per family)**
- Tuition fee $830.00
- Capital fee $70.00
- **Total $900.00**

**Student fees (per student)**
- Student Levy $170.00
- Technology Levy $195.00

School camps are billed separately.

**Fees for 2017** will be decided on at the Parent Advisory Council Meeting towards the end of 2016.

ALLOWANCES & ASSISTANCE

Information regarding all relevant allowances and fee assistance available to families will be detailed at the commencement of each school year.

Conveyance Allowance (CA)

The CA is a form of financial assistance to help families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school.

To be eligible to receive a CA a student must meet all the Department of Education and Early Childhood Development criteria, including “reside 4.8km or more by the shortest practicable route from the school attended” (bus stop).

Please contact the school office for more information.

Camps, Sports & Excursions Fund (CSEF)

CSEF commenced in 2015 and will run over four years. CSEF will provide payments for eligible students to attend camps, sports and excursions. CSEF cannot be used towards other school charges. Families holding a means-tested concession card or temporary foster parents are eligible to apply.

Please contact the school office for more information.

Family Fee Assistance Scheme (FFA)

In all Ballarat Diocesan Catholic Primary Schools, optional tuition/capital fee discounts are available to eligible families. FFA cannot be used towards student fees, technology or camp levies.

For the purposes of this scheme, a parent/carer must hold a means-tested Centrelink or Veterans Affairs concession card.

The aim of the scheme is to assist families with limited financial resources and, therefore, only cards with the lower income test requirements are automatically eligible.

Families that qualify for the scheme can opt to reduce the total tuition and capital fees ($900 in 2016) to $520 per annum.

Other fee assistance

Families who are experiencing financial difficulty can apply for individual fee assistance. Please contact the Principal for further information and a confidential discussion.
UNIFORM

COMPULSORY ITEMS
① Royal blue short-sleeve polo top with embroidered school logo and white trim .......................................................... $22
① Royal blue half-zip polar fleece jumper with embroidered school logo .......................................................... $28
② Plain navy long pants, track pants, shorts or skorts (plain navy only, no stripes or other colours)
① Plain navy bucket hat, with embroidered school logo ........................................................................................................ $12
② Footwear
   Girls  Summer  White socks  Black shoes
   Winter  White or navy socks  Black shoes
   Boys  White or navy socks  Black shoes

OPTIONAL ITEMS
② Navy gingham check short sleeve summer dress .................................................................................................................. $25
① Royal blue microfibre jacket with white shoulder stripe and embroidered school logo .................................................. $38
① Plain navy polar fleece vest with embroidered school logo .................................................................................................. $25
① Royal blue long-sleeve polo top with embroidered school logo .......................................................................................... $25
② Royal blue skivvy
②④ Plain navy sports briefs

SPORTS UNIFORM
A combination of plain navy shorts or plain navy track pants with school polo top, or royal blue and white singlet with embroidered school logo (school supplied).

SCHOOL BAG
A backpack style bag is recommended, where openings are easy to use and the bag is of a suitable size to accommodate A4 size worksheets, documents and take-home book (reader) bag, a lunch box and a drink bottle. The bag should not be too big or cumbersome for smaller children to manage.

NOTE
① Available from Cambrelle’s.
② Purchase from retailers such as Country Casuals, Target, BigW, Lowes. (The school keeps a limited supply of the summer dress – please see office staff).
③ Shoes can be plain black runners, lace-up or buckle shoes. No canvas shoes.
④ Girls are encouraged to wear plain navy sports briefs under the summer dress.

PLEASE ENSURE THAT YOUR CHILD’S NAME is marked clearly on EVERY PIECE OF CLOTHING (including raincoat, shoes, etc.) and EVERY PERSONAL BELONGING. No responsibility will be taken by the school for un-named clothes or other property.

Prices include GST and are subject to change.
### Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

The table below provides the minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts. Each entry indicates whether the condition is a case or a contact, and the period of exclusion in days.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute bronchitis</td>
<td>Excluded until there has been a noticeable reduction in cough for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Excluded until eyes have ceased to be red</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Excluded until treatment has been completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Excluded until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza</td>
<td>Excluded until symptoms have ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles*</td>
<td>Excluded for at least 4 days after onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Excluded until lymph nodes have decreased in size</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>Excluded for at least 21 days after onset of cough or until complete cessation</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Excluded for at least 14 days from onset of paralysis</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Excluded until stools are clear of stool for at least 48 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Staphylococcal infection (including scarlet fever)</td>
<td>Excluded until treatment is completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>Excluded until all vesicles have crusted over</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Varicella Zoster (Shingles)</td>
<td>Excluded until vesicles have crusted over</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

**Statutory rule**

An operator in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period on the circumstances:

- [Specified in column 2 of the table in Schedule 7](#).
- [Specified in column 3 of the table in Schedule 7](#).

**Further information**

For further information about exclusions mentioned in this document, please contact the Department of Health and Aged Care on 1300 651 160 or visit [ideas.health.vic.gov.au](http://ideas.health.vic.gov.au).

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*Note: For some conditions, the requirement to keep the child home is based on the opinion of a physician. *