



# PARENT HANDBOOK



**St. Patrick's School is a child safe school.**

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Updated: August 2018

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 2018

Principal	Mrs Kathryn Bendall
Classroom Teachers	Miss Siobhan Webb Miss Georgia Hudson
Specialist Teacher	Mrs Lisa Creek
Teacher Aides	Mrs Emma Dickinson Mr Ashley Grant Mrs Caroline Pilgrim Mrs Amanda Schubert
Administration Officers	Mrs Karen Rintoule Mrs Ann Munro

### PARENT ADVISORY COUNCIL 2018

#### *Parent Representatives*

	Mrs Lisa Braybrook
	Mrs Helen Cannell (Chair)
	Mrs Michelle Dickinson
	Mr Jamie Donnell
	Mrs Kimberley Philip
Ex officio members	Mrs Melissa Polkinghorne Mrs Kathryn Bendall Fr Peter Hudson Mrs Ann Munro Mrs Karen Rintoule

The Annual General Meeting of the Parent Advisory Council will be held on Wednesday, 5 December 2018 unless otherwise advised.

### SCHOOL ADMINISTRATION OFFICE HOURS

Monday	9:00am – 3:30pm
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

### 2019 TERM DATES

Term 1	29 January	(teachers start) – 5 April
Term 2	23 April – 28 June	
Term 3	15 July – 20 September	
Term 4	7 October – 20 December	

### 2019 PUBLIC HOLIDAYS

Mar	Mon	11	Labour Day
Apr	Fri	19	Good Friday
	Sat	20	Easter Saturday
	Sun	21	Easter Sunday
	Mon	22	Easter Monday
	Thu	25	ANZAC Day
Jun	Mon	10	Queen's Birthday
Oct	Thu	17	Nhill Show (to be confirmed)

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## OUR VISION

As partners in Catholic Education and open to God's presence, we pursue the fullness of life for all.

St. Patrick's School is a child safe school.

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## OUR MISSION

Therefore, inspired by the Gospels, our community will:

- Build on the traditions of our Catholic faith.
- Offer engaging, contemporary education aligned with Catholic tradition.
- Provide a safe and inclusive environment to support and nurture the development of all.
- Provide and maintain a supportive environment that effectively utilises resources.
- Promote caring and responsible relationships between the school, family, and wider community to enhance student learning.

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## 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. 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 School is part of the St. Patrick's Parish, Nhill. Our Canonical Administrator and Priest (Governing Authority) is Fr. Peter Hudson who is based at Ss. Michael and John's, Horsham.

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# GENERAL INFORMATION

## ASSEMBLY

Each Monday, an assembly is held at 8:55am 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, student awards are presented and other school messages are shared. The newsletter is distributed after assembly.

## BICYCLES / SCOOTERS

Provision is made at the school for storage of bicycles and scooters. Bicycles 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 FlexiBuzz app to inform the office.

Any child who is not normally a bus traveller 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 FlexiBuzz, 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 *Safeguarding Children and Young People Code of Conduct* which details expectations in relation to acceptable and unacceptable behaviour. Please contact the school's Child Safety Officer (the 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 (generally) 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 FlexiBuzz app.

It is vital that parents read the newsletter each week to keep up to date with all school information.

## FlexiBuzz App

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

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

## Website

General school information is available on the school website: [www.spnhill.catholic.edu.au](http://www.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 relation to selecting a school for your child.

The three Nhill schools require enrolments to be completed by the end 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. Fee assistance is available to families on low incomes.

## **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 will be treated respectfully.

## **LIBRARY**

Our library is the central resource of the classroom program. The students have the opportunity to 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. Parents are encouraged to not include foods containing, or likely to contain nuts or other anaphylactic trigger substances, to reduce the likelihood of anaphylactic reactions in other students or staff.

### **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 FlexiBuzz 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/function. 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's educational outcomes. Parent volunteers are required to have a current Working With Children Check card.

### **School Advisory Council (SAC)**

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 late November/early December of each year. Meetings are advertised in the newsletter and families are encouraged to contact an SAC member if they wish to raise an issue for discussion. Members of the SAC organise the following working groups: Parents & Friends (Fundraising); Grounds and Maintenance; Social Justice & Community Service and may seek family involvement on occasions.

## **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 our 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 mid-August until the end of April and whenever the UV Index level reaches 3+.

### **SUSTAINABILITY**

St. Patrick's School is committed to sustainability. Teachers and staff will model sustainable skills that are required within the learning environment and reflect current sustainable practices. We will minimise waste by:

- Limiting paper based materials.
- Printing double-sided.
- Using technology based tools.
- Adopting energy efficient practices.
- Adopting recycling practices.

### **TECHNOLOGY**

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

Each student at St. Patrick's School has 1:1 access to an 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 TVs for educational use.

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 Digital Technology Policy and eSmart Policy.

## **TRANSITION PROGRAM**

### **Kindergarten To Primary School**

We participate in a Kindergarten 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. We endeavour to ensure that Kindergarten children are familiar with our school prior to beginning their Foundation year.

### **Primary To Secondary School**

Year 6 students who enrol at Nhill College for Year 7 attend a week of transition program during Term 4 which assists them to prepare for the following year. 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 purposes.

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 current 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.

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# 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.

In late 2017, the Minister for Education reviewed attendance guidelines and deemed that, from 30 January 2018, parents are to provide a **written explanation** for any student's absence from, or late arrival to, school. This is a legal obligation. The school will contact parents by 10am regarding unexplained absences.

### Parent/guardian responsibilities:

- Parents are required to ensure their child attends school and provide an explanation for their child's absence from school, and the Principal must record in writing the reason (if any) given by the parent.\*
- Parents should inform the school in advance of upcoming absences, when they are known.\*
- To ensure a child's education and wellbeing are supported, parents are encouraged to communicate openly with the school where the child has an ongoing medication condition that may result in ongoing absences or medical appointments during school hours.\*
- **Notes in the diary section of student diaries are not acceptable.** There are absent notes for your use towards the back of student diaries.
- Proforma absent notes are available from the school office or the school website
- Electronic advice of absence via our FlexiBuzz app is acceptable.
- Student Early Departure, Late Arrival or Temporary Absence must be recorded on a form provided for that purpose at the office.

*\*Student Attendance Guidelines 2018*

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 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 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 1:1 access to an iPad and shared access to a laptop 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 four 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:

ERIK Enhancing Reading Intervention Knowledge  
MultiLit Reading Tutor Program  
MiniLit  
PreLit

## DISCIPLINE & PASTORAL CARE

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

The primary focus of our policies and procedures is to prevent 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.

## 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. Peter Hudson who is based at Ss. Michael and John's in Horsham.

## 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 (2018)

8.50am	Warning bell	
8:55am	Begin school	Attendance / Prayer / Literacy
9:55am	Fruit break	
10:00am	Class time	Literacy
11:00am	Recess	Play
11:18am	First bell	Eating
11:28am	Warning bell	Pack up
11:30am	Class time	Literacy: Spelling
12:00pm	Class time	Numeracy / Integrated Studies
1:00pm	Lunch	Play
1:30pm	Lunch	Eating
1:40pm	Warning bell	Pack up
1:45pm	Class time	Religious Education
2:15pm	Class time	Numeracy / Integrated Studies / Physical Education / Chinese / Art/ Technology
3:10pm	Pack up/Prayer	
3:15pm	Dismissal	

## 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 Adrenaline Auto-injector.

### 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).

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

### 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](http://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 (except 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 & Training 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 FlexiBuzz app.

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# 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 2018 school fees are as follows:-

### Family fees (per family)

Tuition fee	845.00
Capital fee	<u>85.00</u>
	<u>\$930.00</u>

### Student fees (per student)

Student Levy	<u>\$185.00</u>
Technology Levy	<u>\$210.00</u>

**School camps** are billed separately.

**Fees for 2019** will be decided on at the School Advisory Council Meeting towards the end of 2018.

## 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

The Conveyance Allowance 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 Conveyance Allowance a student must meet all the Department of Education and Training 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 will provide payments for eligible students to attend camps, sports and excursions. CSEF cannot be used towards other school charges.

Eligibility: On the first day of Term 1 or the first day of Term 2, a parent or legal guardian of a student must be:

- an eligible beneficiary of: a Veterans Affairs Gold Card, a Centrelink Health Care Card, or a Pensioner Concession Card; or
- or a temporary foster parent.

Payments are:

- \$125 per year for eligible primary students; and
- made directly to the school and are tied to the student.

Please contact the school office for more information.

### Family Fee Assistance Scheme

In all Ballarat Diocesan Catholic Primary Schools, optional tuition/capital fee discounts are available to eligible families. Family Fee Assistance 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 (\$930 in 2018) 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.

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# UNIFORM

## COMPULSORY ITEMS

- ① Royal blue short-sleeve polo top with embroidered school logo and white trim.....\$22
- ① Royal blue half-zip or full-zip polar fleece jumper with embroidered school logo.....\$28
- ①② Plain navy long pants, track pants, shorts or skorts (plain navy only, no stripes or other colours)
- ① Plain navy broad-brimmed, legionnaire or bucket hat, with embroidered school logo.....\$12
- ③ Footwear 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 Plain navy or white skivvy (for layering)
- 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 Students are encouraged to wear plain navy sports briefs under the summer dress.

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

*Prices include GST and are subject to change.*

