

# St Francis de Sales

Catholic Primary School

626 Pascoe Vale Road Oak Park Victoria 3046 | Tel: 03 9306 9444  
principal@sfoakpark.catholic.edu.au | www.sfoakpark.catholic.edu.au

## Information Handbook

Principal: Mr John Rudd | john.rudd@sfoakpark.catholic.edu.au



## 2021 In Summary Information Handbook



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### 2021 at St Francis de Sales Catholic Primary School



On behalf of our Parish Priest, Father Thien, the Teaching Staff of St Francis de Sales and myself, we are very much looking forward to continuing to share your child's primary school journey in 2021 and beyond and fulfilling the important task of your child's educational needs so that they may continue to grow and develop into the future.

**John Rudd | Principal**

### SFds Behaviour Purpose Statement

At **St Francis de Sales** we can **bloom where we are planted** and can be the **best we can be**.

We are **Safe, Kind, Responsible** and **Proud**.

We are **ready to learn**.

## Our History, Vision and Values



St Francis de Sales was established in 1961 by the Sisters of Charity to serve the Oak Park Community.

The school was named after St Francis de Sales who was dedicated to the church and demonstrated how to live the everyday life in the image of Christ. He was a model of holiness and lived a life that was amiable and friendly which continues to be reflected in our community today.

St Francis de Sales believed:

Have patience with all things but first with yourself.

Never confuse your mistakes with your value as a human being.

You're a perfectly valuable, creative, worthwhile person simply because you exist.

Bloom where you are planted

St Francis de Sales School is dedicated to continuing his vision.

The school was housed in 4 classrooms situated alongside the Parish Church. The school now consists of 11 classrooms, a library, parish hall, and a staffroom and work area for teachers.

In 2010, we undertook a major building project, adding a new, state of the art educational wing comprising of a library, amphitheatre, resource/planning space and 3 large, dynamic, flexible learning spaces. We are always looking to maintain and develop our grounds and facilities to provide the most positive learning environments we can for our students.

In 2019 I met with Architects from 'Smith and Tracey' to discuss a building masterplan for St Francis de Sales. The school was presented with a multi-staged big picture plan of the future of the school buildings at SFdS. This masterplan would enable the school to plan for major building projects and apply for Grants as appropriate.

In 2019 the school undertook the process of a whole school masterplan of which stage 1 saw the construction of a Covered Outside Learning Area over the basketball court area of the school

On 20 October 2020 I received a letter from The Hon James Merlino MP, Deputy Premier, Minister for Education, Victorian School Building Authority, advising that our school was successful for a grant of \$2million under the 2020-21 Non-Government Schools Capital Fund.

As part of the school's masterplan, this funding will support the construction of a classroom cluster and community hub with four new classrooms, an upgraded toilet block and a shared learning space.

This is such an exciting time to reflect on the opportunities for growth and improvement in our buildings to create an even better environment for learning at SFdS.

In 2021 we will have 12 classes consisting of: 2 Grade Prep, 2 Grade 1, 2 Grade 2, 1 Grade 3/4, 1 Grade 3, 1 Grade 4 and 3 Grade 5/6.





## Our Vision

St Francis de Sales is an inclusive Catholic Learning Community that strives to build faith, hope and opportunities to bloom.

## Our Mission

We are a Catholic Primary School where the education and wellbeing of our students is central to everything we do.

Through a supportive faith filled learning environment we embrace diversity and empower all to be the best they can be.

Together we develop hopeful and resilient lifelong learners who are able to thrive in a rapidly changing world.

## Our Values

At St Francis de Sales we Value:

Courage  
Inclusiveness  
Respect  
Compassion  
Love  
Excellence

## House Teams



Our mission for establishing House Teams at St Francis de Sales is to provide a lifelong learning experience for our students. The House Team System brings the school's Vision Statement alive. Each House team has a value that is drawn from our Vision Statement attached to it. We would like to provide opportunities for friendly competition within the school. The House Team System provides a simple framework for such competition.

We aim to emphasise the importance of team work, sportsmanship, fair play, excellence and respect for one another.

The entire school, including staff, is divided into four house teams. The four house teams are named after people who made a significant contribution to the establishment of our parish and local community.

The House names are:

NATHAN	Green	Patrick Nathan
WELCH	Red	Gerry Welch
WHITE	White	Ken White
NELSON	Blue	John Nelson

Family members are always in the same house and we ensure a fair balance of girls and boys, but otherwise the groups are chosen randomly. Sporting events and other school events are arranged using the House Team system. Through this system we hope to provide enjoyment and fun by learning and working together as a team.

## Positive Behaviour for Learning - Introduction



At St Francis de Sales school, Student Wellbeing encompasses everything that the school community does to meet the personal and social needs of all our students and to enhance and maintain their wellbeing.

Supporting the wellbeing of our students involves embedding our four school expectations in all that we do. We maintain a high expectation around student behaviour, recognizing, valuing and developing each student, assisting them to reach their full potential. Student achievement is maximised when staff develop positive classroom cultures and promote positive relationships between teachers and students as well as student to student.

An important part of developing a positive environment is that our students take ownership for their behaviour and the school actively promotes recognizing and rewarding positive behaviour.

## Positive Behaviour for Learning - Overview

At St Francis de Sales Primary School we have developed and implemented a whole school approach to Positive Behaviour for Learning (PBL). We aim to support Student Wellbeing with a strong focus on the encouragement and development of appropriate behaviours.

Positive Behaviour for Learning is a framework for the implementation of evidence based interventions to achieve academically and behaviourally important outcomes for all students. PBL operates on the premise that as well as children being learners of the curriculum, they are also learners of behaviour.

Under the PBL approach, it is the role of the teachers and wider community members to explicitly teach children appropriate behaviours and to set explicit behaviour expectations in all settings throughout the school. This system of positive reinforcement acknowledges when students display appropriate behaviour choices and meet the school expectations.

**At St Francis de Sales we have identified our four school expectations as:**

**SAFE**

**KIND**

**RESPONSIBLE**

**PROUD**

We have created a matrix of expected behaviours that reflect these four expectations. The school's behaviour matrix is used to explicitly teach the skills we want our students to be able to demonstrate. To support the implementation of Positive Behaviour for Learning, teachers collaboratively develop a collection of lessons that incorporate PBL and Social/Emotional Learning (SEL) for teaching the different behaviour expectations. These focus on the interpersonal skills and emotional skills that ensure student safety and success. We use data and feedback to plan our PBL teaching program and the areas of focus for different times of the year.

At St Francis de Sales school, appropriate behaviours are acknowledged on a regular basis through praise, issuing of positive behaviour expectation tickets and incentives to promote and reinforce behaviours demonstrated by individual students and classes. Negative behaviours are corrected proactively. Specific interventions are used to address students who do not meet the four school expectations. Students are made aware of unacceptable behaviour and are re-taught the desired expectation. Continued positive practice and consistency are the key to promoting student success.

## 2021 Leadership Team

<b>Principal</b>	John Rudd	john.rudd@sfoakpark.catholic.edu.au
<b>Deputy Principal/Learning Leader</b>	Filomena Falls	filomena.falls@sfoakpark.catholic.edu.au
<b>Education in Faith</b>	Joanne Stead	joanne.stead@sfoakpark.catholic.edu.au
<b>Wellbeing, Students, Staff and Community</b>	Stephanie Stedman	stephanie.stedman@sfoakpark.catholic.edu.au
<b>Literacy Leader Grade Prep–Grade 6</b>	Belynda Horne	belynda.horne@sfoakpark.catholic.edu.au
<b>Learning Diversity</b>	Catherine Joyce	catherine.joyce@sfoakpark.catholic.edu.au
<b>Junior Mathematics</b>	Anna La Terra	anna.laterra@sfoakpark.catholic.edu.au
<b>Senior Mathematics</b>	Elizabeth Rutherford	liz.rutherford@sfoakpark.catholic.edu.au
<b>Learning Technology</b>	Matthew McConville	matthew.mcconville@sfoakpark.catholic.edu.au

## 2021 Specialist Teachers

<b>Reading Recovery</b>	Moira McMahon	moira.mcmahon@sfoakpark.catholic.edu.au
<b>Intervention Support (Grade 3-4)</b>	Elizabeth Camilleri	elizabeth.camilleri@sfoakpark.catholic.edu.au
<b>Physical Education and Sport</b>	Deborah Boyle	deb.boyle@sfoakpark.catholic.edu.au
<b>Applied Digital Technology</b>	Lauren Nisi	lauren.nisi@sfoakpark.catholic.edu.au
<b>(LOTE) Italian</b>	Pierina Schiavello	pierina.schiavello@sfoakpark.catholic.edu.au

## Administration

Tel: 9306 9444 | [admin@sfoakpark.catholic.edu.au](mailto:admin@sfoakpark.catholic.edu.au)

<b>Office Manager</b>	<b>Connie Lapworth</b> connie.lapworth@sfoakpark.catholic.edu.au
<b>Administration</b>	<b>Lisa Hunter</b> lisa.hunter@sfoakpark.catholic.edu.au
<b>Community Communications Coordinator</b>	<b>Jodie Wishart</b> jodie.wishart@sfoakpark.catholic.edu.au

## SkoolBag App

The primary means of communication is through our SkoolBag App. The SkoolBag App is used to successfully communicate to parents and families within the school of all important news, events, newsletters, notes, e-forms and other important information about your child's education. It is recommended that all families have access to the SkoolBag App. Installation can be found at <https://moqproducts.com.au/skoolbag/installation-instructions>

Please note you will need to search 'Saint Francis de Sales'.



## 2021 Classroom Teachers

### Grade Prep

**Class name** Classroom Teacher

**Prep JS** Judy Springfield | judy.springfield@sfoakpark.catholic.edu.au

**Prep AM** Amelia Morse | amelia.morse@sfoakpark.catholic.edu.au

### Grade 1

**Class name** Classroom Teacher

**Grade 1AL** Anna La Terra | anna.lattera@sfoakpark.catholic.edu.au

**Grade 1ED** Emily Dimtsis | emily.dimtsis@sfoakpark.catholic.edu.au

### Grade 2

**Class name** Classroom Teachers

**Grade 2AL** Audrey Lotter-Thompson (Monday, Tuesday, Thursday, Friday) | audrey.lotter-thompson@sfoakpark.catholic.edu.au  
Sharon Paxman (Wednesday) | sharon.paxman@sfoakpark.catholic.edu.au

**Grade 2JS** Joanne Stead (Monday, Tuesday, Wednesday) | joanne.stead@sfoakpark.catholic.edu.au  
Sharon Paxman (Thursday and Friday) | sharon.paxman@sfoakpark.catholic.edu.au

### Grade 3/4

**Class name** Classroom Teacher

**Grade 3TK** Tenille Kennedy | tenille.kennedy@sfoakpark.catholic.edu.au

**Grade 3/4LR** Liz Rutherford | liz.rutherford@sfoakpark.catholic.edu.au

**Grade 4MM** Matthew McConville | matthew.mcconville@sfoakpark.catholic.edu.au

### Grade 5/6

**Class name** Classroom Teacher/s

**Grade 5/6NZ** Nathan Zuccarelli | nathan.zuccarelli@sfoakpark.catholic.edu.au

**Grade 5/6CJ** Catherine Joyce (Monday, Tuesday, Wednesday) | catherine.joyce@sfoakpark.catholic.edu.au  
Belynda Horne (Thursday and Friday) | belynda.horne@sfoakpark.catholic.edu.au

**Grade 5/6PS** Penny Sutton (Wednesday, Thursday, Friday) | penny.sutton@sfoakpark.catholic.edu.au  
Kathleen Morrison (Monday and Tuesday) | kathleen.morrison@sfoakpark.catholic.edu.au



## 2021 Term Dates

<b>Term 1</b>	Thursday 28 January 2021 to Thursday 1 April 2021
<b>Easter</b>	<b>Friday 2 April 2021 to Monday 5 April 2021</b>
<b>Term 2</b>	Monday 19 April 2021 to Friday 25 June 2021
<b>Term 3</b>	Monday 12 July 2021 to Friday 17 September 2021
<b>Term 4</b>	Monday 4 October 2021 to Friday 17 December 2021

## 2021 School Closure Days

During the year SFdS has set School Closure Days. School Closure Days enable our Teaching Staff to attend Training Sessions and Professional Development Seminars and Courses.

Term 1	Monday 22 March 2021	Berry Street Education Model Program – Module 1
Term 2	Thursday 29 April to Friday 30 April 2021	Staff Conference - Faith Formation Berry Street Education Model Program – Module 2
Term 3	Monday 26 July 2021	Berry Street Education Model Program – Module 3
Term 4	Monday 4 October 2021	Berry Street Education Model Program – Module 4
Term 4	Monday 1 November 2020	Professional Practice and Planning Day

## Education in Faith 2021 Important Sacrament Dates

<b>Reconciliation</b>	Wednesday 9 June 2021 – 7:00pm
<b>Eucharist</b>	Saturday 28 August 2021 – 6:00pm and Sunday 29 August 2021 – 9:30am
<b>Confirmation for the 2021 Year 7 Students</b>	Saturday 27 February 2021 – 11:00am
<b>Confirmation</b>	Saturday 24 April 2021 – 11:00am

## Grade 1 and Grade 2 Swimming Program

Our 2021 Swimming Program will run for 7 days and will be spread across 2 weeks. The dates for the program are:  
Monday 1 March to Thursday 4 March 2021 (inclusive) and Tuesday 9 March 2021 to Thursday 11 March 2021 (inclusive).  
More details regarding the program will be circulated in 2021.

## Grade 5/6 School Camp

The Grade 5/6 School Camp will be held at Camp Weekaway Recreation Camp in Benloch Valley, Lancefield from Tuesday 9 March 2021 to Thursday 11 March 2021 (inclusive). There will be a rest day on Friday 12 March 2021. More details regarding Camp will be circulated in 2021.



## Changes to Grade 3/4

In 2021, whilst the Grade 3/4 team will continue to work together as has occurred in previous years, there will be some changes to how these classes are structured. Mrs Camilleri has been employed as an additional teacher to run learning intervention programs and support the teachers and students in this year level. There has also been a change to the structure of the classes. Miss Kennedy will be teaching a straight Grade 3 class, Ms Liz will be teaching a Grade 3/4 class and Mr McConville will be teaching a straight Grade 4 Class. These changes have been made in 2021 to best support the needs of the students in this level. Teachers will continue to work as a team together and plan for the learning occurring in each class as has occurred in years gone by. This decision, made for the 2021 school year, has been made for the benefit of the learning of all students.

## 2021 School Fees

In consultation with the School Advisory Board, we have reviewed our current fee structure and our School Fees will remain unchanged. There will be no increase in fees for 2021.

Family fees	\$1,770.00
Curriculum levy	\$510.00
Building levy	\$190.00
Grade 5/6 Camp	\$220.00 (Grade 5/6 Students only)
Grade 1/2 Swimming	\$140.00 (Grade 1 and Grade 2 Students only)

**Payment** Payment can be made either by EFT or directly deposited into SFdS Bank Account. Details of which will be on your Fee Statement.

**Payment by Instalments** Payments can be made in Instalments either weekly, fortnightly or monthly until finalised by Wednesday 30 June 2021.

**Special Arrangements** For special arrangements for paying your child/children's School Fees, please see Mrs Connie Lapworth, Office Manager or Mr John Rudd, Principal.

## Ancillary Payments

Small payments (raffle money, fundraising, special events days etc.) should be made to the teacher who in turn will pass them on to the office via the classroom note tub. Money will only be accepted in the morning before 10.30am. It would be appreciated if all money is placed in an envelope with your child's name and grade clearly marked.

## Stationary and School Grants

A Government Grant covers most of the materials needed by your child. A levy is needed though to cover other costs e.g. excursions, additional art materials, physical education equipment and music equipment.

## Healthcare Card

If you have a current valid Health Care Card could you please let the school office know as soon as possible. Not only do these cards entitle families to a \$125 Camp, excursion and sports rebate for each child they have in the school, but they also significantly assist the school to gain additional funds from the state government that can assist in providing programs to support learning across the school.

## Camp Sport and Excursions Fund

CSEF will be provided by the Victorian Government to assist eligible families to cover the cost of school trips, camps and sporting activities.

If you hold a means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The annual CSEF amount per student will be \$125 for primary school students.

Please contact the school office to obtain a CSEF application form or alternatively download a form.

For more information about CSEF visit [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

## School Uniform

The wearing of school uniform is compulsory. It is neat, attractive and long wearing. It gives a child a sense of belonging and helps in developing a school tradition. Our SFdS branded School bag is optional.

We encourage all children to take pride in their school by consistently wearing the correct school uniform. If a child is unable to wear a complete school uniform for any reason, a note is required.

The school's official supplier of uniforms is Noone Uniform Suppliers. SFdS Uniforms are only available for purchase directly from Noone. A current price list is attached. **Please ensure that all clothing is clearly marked with your child's name.**

**Noone Uniform Suppliers** | 543 Keilor Road Niddrie | Telephone 9379 5037

Trading hours Monday to Friday 8.30am - 5.30pm and Saturday 9:00am - 1:00pm

## Term 1 and Term 4 Uniform Policy - No Hat - No Play Policy

During Term 1 and Term 4, students are required to wear sun-safe school hats, which are designed to protect the face and neck.

Australia has the highest incidence of skin cancer in the world. The major cause of common skin cancers is cumulative, unprotected exposure to the sun, with research indicating that most skin cancers occur during childhood and adolescence. As a means of encouraging our students to practise preventative over-exposure to the sun measures, St Francis de Sales School implements a 'No Hat - No Play Policy'.

## School Day

Children are expected to arrive at school between 8.30am and 8.45am, giving them ample time to greet their teachers and friends, organise their materials for the day and even have a little time to play. The first bell goes at 8:45am to allow the children to set up and get ready for the day. All of this is great settling behaviour and allows the students to be ready for the business of the day. Students arriving before 8.30am cannot be adequately supervised as teachers are engaged in other duties. Families of students consistently arriving before 8.30am are advised to enrol in Before School Care.

Children arriving after 8.45am experience difficulties settling into the days' learning as they miss the important 'tuning in' that happens at the beginning of each school day. Being at school on time helps children to learn and assists them in developing good habits which will benefit them throughout their schooling and throughout their lives.

### Morning Bell

The first bell is at 8:45am and the final bell is at 8:55am.

### Late arrivals

Students who arrive to school late i.e. after 8:55am must be signed in at the front office by a family member or an adult.

### Absences

All absences need to be notified to School either by eForm on the SkoolBag App, telephoning the School Office on 9306 9444 or emailing your child/children's teacher. Failing to notify the School will result in our School Administration Staff contacting families to ensure the absence is genuine.

### Contacting families

Contacting Families of any unexplained absences is a mandated requirement for Catholic Primary Schools.

### End of School Day Dismissal

The end of the school day is:

- Children in Grades 3-6 will be dismissed from school at 3.25pm. Dismissal areas are the basketball court and Church block area.
- Children in Grade Prep, Grade 1 and Grade 2 will be dismissed at 3:30pm. Dismissal areas are the basketball court and Church block area.

Older siblings will collect younger siblings and will be dismissed at the earlier pickup time.

## Daily Learning Schedule

8:55am - 11.00am	Learning Session 1 (Literacy)
11.00am - 11.40am	First Break
11:40am - 1:40pm	Learning Session 2 (Maths + RE or Inquiry)
1.40pm - 1.50pm	Supervised eating time
1.50pm - 2.30pm	Second Break
2.30pm - 3.25/3:30pm	Learning Session 3 (RE or Inquiry) (Except Mondays when school finishes at 3.15pm)

## School Recess and Lunch Timetable

Morning Recess Break	11.00am - 11.40am
Eating Lunch	1.40pm-1:50pm
Lunch Recess Break	1.50pm-2:30pm
Dismissal	3.25/3:30pm (Except Mondays when school finishes at 3:10 / 3.15pm)

Children in Grades 3-6 will be dismissed from school at 3.25pm. Dismissal areas are the basketball court and Church block area.

Children in Grade Prep, Grade 1 and Grade 2 will be dismissed at 3:30pm. Dismissal areas are the basketball court and Church block area.

## Before and After School Care

OSHClub provides a high quality Before and After School Care program at St Francis de Sales.

OSHClub prides itself on providing children with a fun experience that they will enjoy. From exciting activities and healthy, nutritious snacks to caring, motivated staff, the program meets all your children's needs. Activities included art/craft, games, sports, drama, board games and fun with friends.

### Operating Times

Before School Care: 7:00am to 8:30am | After School Care: 3:30pm to 6:15pm (Except on Monday when School Finishes at 3:15pm)

For more information and fees payable, please visit [www.oshclub.com.au](http://www.oshclub.com.au)





## Assembly

Each Second Monday we come together in assembly as a whole school community and invite our parents, grandparents and friends to come along too.

Our school assemblies are some of the most important aspects of the school's curriculum. We believe the assembly nurtures positive school ethos that stresses care for self and others. We take this opportunity to share aspects of school life that are of worth.

Our classes take turns to be responsible and to showcase their learning. Certificates of Achievement and Positive Behaviour for Learning Awards are often awarded at these special gatherings.

## School Photos

Advancedlife Photography is the School's provider for our school photos. Advancedlife specialises in primary and high school photography. Our School Photos are taken in Term 1. Orders are made via the online ordering system. **The scheduled date for 2021 is Tuesday 20 April 2021.**

A portrait and a class group photograph will be taken of every student at the school, regardless of purchase. Photographs of your children taken as part of a class group are only permitted to be distributed within their own class. Your child's name will appear on the class group photo. If you do not wish your child to be photographed, we ask that you please contact the school office, [admin@sfoakpark.catholic.edu.au](mailto:admin@sfoakpark.catholic.edu.au) or 9306 9444 with your instructions prior to our Photo Day.

Our Whole School Photo is taken in Term 2 or Term 3.

## Celebrating Birthdays

We all enjoy celebrating our birthdays with our friends. Due to COVID-19 in the interests of health and wellbeing, families are not permitted to bring birthday cakes and/or party bags to school with the children to share with their class. **The sharing of food and drinks is strictly prohibited.**

Birthdays will be acknowledged and celebrated in the classroom by the Classroom Teacher.

Once COVID-19 restrictions ease, we very much look forward to once again being in a position for families to be able to celebrate their child's birthday by sending along cupcakes or lollies (e.g. chocolate frogs) to share.

## Student Medical Plans

St Francis de Sales Primary School's priority is the safety and well-being of all our students. I would like to remind all families of the importance of providing the School with **Valid Student Medical Plans and Medication**.

Parents/guardians are required to inform the school of any medical diagnosis for their child on the enrolment form. Administration staff will ensure an Action Plan is provided with the enrolment form. Any prescribed medications are to be received prior to the commencement of the school year.

It is the responsibility of every parent/guardian to provide current ASCIA Action Plans for Anaphylaxis and Allergies; Care Plans for Epilepsy and Asthma and all other medical conditions.

Action Plans must have an up to date photo annexed on the Plan. It is recommended when school photos are taken, your child's plan is updated with their current photo.

It is important that you immediately inform the school in writing if your child's medical condition insofar as it relates to an allergy and the potential for an Anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan.

In accordance with our School Policy, due to the severity of some allergies, parents may be required to attend a meeting with your child's Classroom Teacher and with our Wellbeing Leader Stephanie Stedman to discuss your child's Individual Management Plan. This will ensure the School holds all valid Action Plans, Care Plans and an Individual Management Plan in place for your child.

## Anaphylaxis and Allergy Policy

St Francis de Sales Primary School's priority is the safety and well-being of all our students. Many of you will know someone who is affected by anaphylaxis, a life threatening allergic reaction.

St Francis de Sales has a number of students who live with the risk of anaphylaxis to foods. Whilst these children are being taught to care for themselves at an age appropriate level, we ask that you help us educate your child on the importance of not sharing food with others, washing hands after eating and calling out to an adult if they think their friend with allergies is sick.

With increased awareness and understanding of anaphylaxis, you will be able to help protect those around you.

The school also asks that all parents *carefully* consider the foods they place in their child's lunch box each day.

Minimising foods such as *Peanuts, Tree Nuts and Sesame* can greatly reduce the chance that ANY student in our school is exposed to foods that they are allergic to.

A copy of the schools updated Anaphylaxis and Allergy Management Policy is available on the school website and the SkoolBag App. I strongly advise all parents to read this document and pay particular attention to the risk minimisation section of the policy.

Our school does its best to be an allergy aware school. Staff have had training in severe allergy management and we have implemented many strategies to help keep students at risk of anaphylaxis as safe as we can.

## Participating in Excursions and Classroom Activities - Working With Children Check

St Francis de Sales values volunteers as they are a vital aspect of school life. In light of our school's continued promotion and focus on Child Safety, we place importance on the rigorous selection process of volunteers performing child connected work in our school. This stance reflects school policy around Child Safety, current community expectations and is in line with Victorian legislation; Ministerial Order No. 870 (Child Safety Standards). As such, SFdS holds Workshop Training Sessions for all Grade Prep-Grade 1 New Parents and Carers (all families are welcome to attend) wishing to undertake Volunteer work at the school. Please feel free to collect a Volunteer Training pack from the School Examples of Volunteering at School include:

- Excursions
- Parent helper/In class support (Reading, Mathematics etc)
- Interschool Sports support
- In school assistance (canteen, sausage sizzle, school etc)
- Any activity that involves the individual to work with or in the presence of children at St Francis de Sales, Oak Park.

When participating in any events, excursions or classroom activities you will need to hold a current Working with Children Check. For further information, please visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

Once you have received your 'Working with Children Check', please provide your Working with Children Number to the School Office.

## Entry to School via Back Entry - Bike Walking Path Gate

The back gate opens around 8:30am each day and is securely locked again around 9:00am. The back gate re-opens in the afternoon approximately 20 minutes before the bell goes. On a Monday, the back gate closing time is 3:30pm and on Tuesday-Friday, the back gate closing time is 3:45pm.

## Entry to School via Bailey Crescent / Park Street Entry Gate

There are approximately an additional 10 car parking spots located at the Bailey Crescent/Park Street Entry Gate. This is also an additional drop off and/or pickup zone.

This back entry gate is accessible via the school playground and opens around 8:30am each day and is securely locked again around 9:00am. The back entry gate re-opens in the afternoon approximately 20 minutes before the bell goes. On a Monday, the back gate closing time is 3:30pm and on Tuesday-Friday, the back gate closing time is 3:45pm.



## School Advisory Board | [sab@sfoakpark.catholic.edu.au](mailto:sab@sfoakpark.catholic.edu.au)

The School Advisory Board is made up of dedicated parents and staff from St Francis de Sales School. The Board meets monthly to advise in a spirit of cooperation with the Parish Priest and School Principal regarding the operation of the School. The School Advisory Board's function is to make recommendations, in an advisory capacity.

Please feel free to contact the School Advisory Board at any time with any questions or comments you may have via email or please feel free to approach any one of our members.

Our 2021 School Advisory Board members are:

<b>Parish Administrator:</b>	Father Thien VO
<b>Principal:</b>	John Rudd
<b>Staff Representative:</b>	Filomena Falls
<b>Chairman:</b>	Kelly Martlew
<b>Secretary:</b>	Liz Dent
<b>Parent Representative:</b>	Daniela Citera
<b>Parent Representative:</b>	Josh Tuhipa-Turner
<b>Parent Representative:</b>	Marieanne Casa

## Parents and Friends Group | [pandf@sfoakpark.catholic.edu.au](mailto:pandf@sfoakpark.catholic.edu.au)

St Francis de Sales continues to be a community that is both welcoming and inclusive. Our school has a strong sense of community where you are welcomed with warmth into a caring environment. We recognise that the partnership between home, school and the wider parish is vital to the school's continued success.

Our parents continue to be incredibly supportive through action that assist the school such as being parent helpers in the classroom, attending fortnightly school assemblies and other school events.

The role of Parents and Friends is to work to support the staff and the school which their children attend. This is vital work because it is only through the co-ordinated active involvement and interest of parents, along with dedicated staff, that the School will become a 'faith community, which not only encourages learning but leads children to God and living a Christian life' (*Parents and Friends Federation of Western Australia Inc*).

The aim of Parents and Friends is to assist in the planning and organising of functions associated with the social, sporting, cultural and educational life of the school community.

At times, the Parents and Friends Group fundraise for particular projects which assist or enhance teaching aids and equipment or improvements to facilities within the school grounds, buildings etc. In order to achieve its aims, Parents and Friends arrange a variety of events throughout the school year.

The Parents and Friends Group meet regularly and all parents are welcome to attend.

Our 2019-20 Parents and Friends Positions held are:

<b>President:</b>	Erin Smyth
<b>Vice President:</b>	Elise Chandler
<b>Secretary:</b>	Franca Sanfiippo
<b>Treasurer:</b>	Connie Lapworth





## General Administration

<b>Absences</b>	All absences need to be notified to School either by eForm on the SkoolBag App, telephoning the School Office on 9306 9444 or emailing your child/children's teacher. Failing to notify the School will result in our School Administration Staff contacting families to ensure the absence is genuine.
<b>Change of Details</b>	Any families who have a change of address, phone number or email address please let the Office Admin staff know as soon as possible.
<b>Contacting families</b>	Contacting Families of any unexplained absences is now a mandated requirement for Catholic Primary Schools.
<b>Late arrivals</b>	The morning Attendance Roll is taken at 8:55am sharp. Students who arrive to school late i.e. after 8:55am must be signed in at the front office by a family member or an adult.
<b>No Hat – No Play Policy</b>	During Term 1 and Term 4, students are required to wear sun-safe school hats, which are designed to protect the face and neck.
<b>Parent Google Calendar</b>	Search for the calendar via the Google Calendar interface – the name of the calendar is ST FRANCIS DE SALES PRIMARY SCHOOL PARENT CALENDAR. Web link to the calendar – <a href="http://tiny.cc/SFDS-Parent">http://tiny.cc/SFDS-Parent</a>
<b>School Car Park</b>	Please be patient and courteous in our school car park to ensure that all of our children are safe when arriving and leaving school.
<b>School Office Email Address</b>	<a href="mailto:admin@sfoakpark.catholic.edu.au">admin@sfoakpark.catholic.edu.au</a>
<b>Uniform Supplier</b>	<p><b>Noone Uniform Suppliers</b>            543 Keilor Road Niddrie   Telephone 9379 5037</p> <p>Trading hours Monday to Friday 8.30am – 5.30pm and Saturday 9:00am – 1:00pm</p> <p><b>Please ensure that all clothing is clearly marked with your child's name.</b></p>

## Policies, Expectations and Partnerships

### Parent Code of Conduct

St Francis de Sales Primary School Parent Code of Conduct Policy outlines appropriate standards of behaviour for all adults towards students. For the purpose of this policy the term parent refers to: parents, caregivers, visitors to the school, persons contracted by the school, pre service teachers and work experience students.

As part of our Child Safety Policies and Procedures, every family receives a Parent Code of Conduct Policy document. This Important document must be signed and returned by every family/guardian.

The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the school environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

Parents are required to adhere to the school code of conduct, observe the child safe policy and principles, and adhere to the expectations for appropriate behaviour towards and in the company of children.

### School Policies available on our School Website

The following School Policies can be found on our School Website.

- 1 Enrolment Policy
- 2 Code of Conduct
- 3 Child Safety Policy
- 4 Mandatory Reporting Obligations
- 5 Privacy Policy
- 6 Anti-Bullying Policy
- 7 Grievance Policy
- 8 Anaphylaxis Policy 2018
- 9 Medication Policy Forms
- 10 First Aid Policy
- 11 Uniform Policy
- 12 Behaviour Management Policy
- 13 Head Lice Policy

## Child Safety at St Francis de Sales

At St Francis de Sales we hold the care, safety and well-being of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel (CECV Commitment Statement to Child Safety). The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic school (Congregation for Catholic Education 1997, n.9).

SFds School Policy documentation supporting our commitment to Child Safety at SFds can be found on our school website.

SFDS PARENT CODE OF CONDUCT

SFDS CHILD SAFETY POLICY

MANDATORY REPORTING OBLIGATIONS

SFDS PRIVACY POLICY

## School Expectations

Our School Rules and Expectations are designed for the safety and health of the pupils of the school. In all cases the object of the rule and expectation is to instil in children a respect for the rights of others.

Rules and Expectations are kept to a minimum and are developed out of the documented Behaviour Management Policy.

The Principal and teachers ask all parents to cooperate in teaching children to respect and obey school rules and expectations.

For children beginning school a large number of new disciplines will be met for the first time. These may lead to frustrations and irritability until the child adjusts to the new situation.

You can help by being understanding and explaining in simple ways why there have to be rules and expectations for all.



## Family School Partnerships

St Francis de Sales understands that family involvement and positive relationships between the school and families are essential to the success of our school. We believe that, in partnership with parents and the wider community, we can create a positive and enriching environment for our children that will foster a lifelong love of learning.

Children learn from both parents and teachers, but it is parents who have the long-term responsibility for their child's welfare and who are the primary educators. Children benefit if parents and teachers are able to work in partnership and if they see their parents involved in their learning and in the life of the school.

The school is also part of the parish, local and wider community. Developing strong relationships beyond our own boundaries allows the children to gain from a broad range of opportunities and begin making their own contributions as members of the community.

## Parent and Teacher Relationship

St Francis de Sales is committed to creating an environment where the safety, wellbeing, and participation of all children within our care is paramount.

The establishment and maintenance of cooperation between teachers and parents is of great importance. Parents who show keen interest in their child's education will greatly assist the school and contribute much to their child's development.

### Parent Concerns

Teachers and the Principal are ready to help parents resolve any issues they may have. Concerns should always be handled at the most immediate level first. Persons with concerns regarding a teacher should first attempt to address the concern with the teacher. If such attempts have failed, the Principal should be contacted. The teacher knows the child and the specific situation and has a much better chance of providing a rapid and appropriate answer if contacted first.

The Principal is always available for appointments to answer general questions and to discuss the general nature of the school, its mission and its concern for children.

Parents wishing to contact a teacher may do so in one of three ways. Parents are always encouraged to send a note with their child to a teacher asking for information or requesting an appointment. Parents may also email the teacher or phone the office and ask the staff to place a note in the teacher's mailbox. Teachers will return phone calls or provide an answering note as soon as possible.

In accordance with our Parent Code of Conduct Policy, during School Hours, our Teaching Staff are unlikely to respond to emails or telephone calls immediately. The school accepts that responses within 2 working





days is acceptable and responses will not be made outside of working hours or during school holidays, with the exception of an emergency.

**In the case of an emergency, the school office should be contacted directly on 9306 9444.**

**Teachers must not be interrupted during class hours**

Parents wishing to contact the Principal should telephone the office. If the Principal is available, a conversation is immediately possible. If not, please leave a number where the Principal can reach you during the school day. Notes containing information regarding your child should be placed in a sealed envelope to be handed to the class teacher or into the office.

## General Health and Wellbeing

Children are required by law to attend school unless they are ill. The first year of school is most important as regards social adjustment and development of good working habits and attitudes. It is during this year the foundations are laid for all future school work. Unnecessary absenteeism is a handicap to a child's progress.

A child who is not healthy cannot concentrate on schoolwork. Parents are encouraged to keep children at home until completely well.

Parents will be encouraged wherever possible to take responsibility for the administration of medication. St Francis de Sales will take responsibility **ONLY** where no alternative arrangements can be made. Examples of alternative arrangements are:

- Parents could ask the doctor to prescribe medication that can be given three times daily. Medication can then be administered in the morning, after school and at night.
- A parent may attend the school to administer medication during school hours.
- NO analgesics, cough mixtures etc will be administered by the school staff.

If all alternative avenues are exhausted, or lifesaving medication is required in emergency situations:

- A written permission form must be on file at the school office.
- A new written permission form must be provided at the beginning of each new school year.
- An adult should bring medication to school. In the situation where a child attends Before School Care medication may be handed to the Co-ordinator who will pass it on to school staff.
- All medications should be brought in their original prescription bottle with the proper label.
- The medication should be handed in to the office where it will be kept in a secure place.

A note of explanation is required whenever your child is absent.

## Head Lice School Policy

While this is not life threatening, it is a constant irritation and makes it hard for your child to concentrate. Please be vigilant and commit to our school policy. The School Policy is intended to outline roles, responsibilities and expectations of our school community to assist with treating and controlling head lice in a consistent and coordinated manner. Our policy can be found on the School Website.

## Traffic Management Policy and Parent Code of Conduct within School Grounds

As a school community the health and safety of students, parents /carers, parishioners, visitors and staff is of paramount importance.

We need to have traffic arrangements in place which ensure the safety of all and smooth traffic flow at all times.

School car parks are a major risk for children, everyone is in a hurry and many, especially children are tired in the afternoon. They are very busy places, with many distractions. Pedestrian injuries can be severe and are a significant cause of child disability.

Traffic control on public roads is the responsibility of the Police and the Local Government Authority.

Those drivers who enter our property do so in agreement with our Parent Code of Conduct Policy.

## Traffic Arrangements at SFdS

The safety of the children at SFdS is always given high priority. I ask all families and parents to ensure they are following SFdS Code of Conduct and are treating each other with respect and empathy. Use of profanities, aggression and bad language is never acceptable particularly in a setting where there are young children present. Adults engaging in this type of behaviour will be asked to leave the school premises.

**No cars should be double parked at any time** - If there are not enough car spaces in the main car park, you need to park on either the basketball court OR in the Parish car park located behind McDonalds, or in Bailey Crescent/Park Street. Alternatively, you are able to park off site and walk your child into the school. Teachers are on yard duty to supervise children at pick up and drop off times.

**Kiss and Drop car spaces become NO STANDING zones at pick-up time** - I ask all families not to park cars here at pick-up time as this causes congestion and confusion in the car park.

**Children should NOT be walking across any car park without the supervision of an adult** - Children are not permitted to walk unattended across the car park to their family's car. This is dangerous and unacceptable.

**Disabled Parking** - Unless you have a valid disabled parking sticker you are NOT permitted to park in the allocated disabled parking spaces.

**NO RIGHT TURN onto Pascoe Vale Road from SFDS car park** - There is **NO RIGHT TURN** onto Pascoe Vale Road from SFDS car park. This causes significant congestion in SFDS car park.

For further information on SFdS Code of Conduct, please go to the School's Website or please do not hesitate to ask our Office Administration Staff to print a copy for you.