

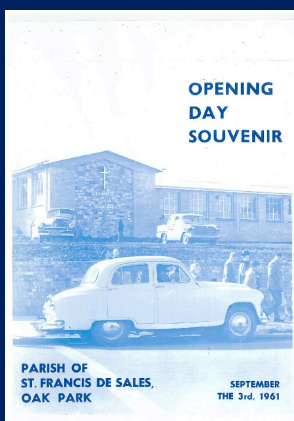
St Francis de Sales

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

Enrolment

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



Enrolment Information Handbook



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Introduction to St Francis de Sales Catholic Primary School



On behalf of our Parish Priest, Father Thien, the Teaching Staff and myself, we thank you for this opportunity to introduce St Francis de Sales Catholic Primary School to you.

It is the role of the school and the home to assist in ensuring children experience a positive start to primary school. The transition represents a big time of changes for children and families as they leave a familiar setting.

Our highly professional and motivated staff strive to meet the educational and welfare needs of all students. Teachers provide quality learning opportunities to help all students achieve their full potential.

It would be our privilege to have the opportunity of sharing your child's journey through Primary School and fulfilling the important task of your child's educational needs so that they may continue to grow and develop into the future.

To assist you in your selection process, we have set out Key Information about St Francis De Sales in this Handbook.

We will be holding a series of Enrolment Information Evenings, School Open Day Tours and Open Library (Story Time) Sessions. Details of these sessions can be found in this Handbook.

Our Enrolment Information Session, School Open Day Tours and Open Library (Story Time) Sessions are a great opportunity for you and your child, to see our school and students in their school day routine along with our facilities.

John Rudd | Principal



Our History, Vision and Values

Our History



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 eleven 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 three 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 2020 we will have 12 classes consisting of: 2 Grade Prep, 2 Grade 1, 2 Grade 2, 3 Grade 3/4 and 3 Grade 5/6. In 2019 the school undertook the process of a whole school masterplan of which stage 1 is commencing early 2020 with the construction of a Covered Outside Learning Area, which will be constructed over the basketball court area of the school.

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



Curriculum

From Prep to Year 4 the curriculum at St Francis de Sales focuses on developing the fundamental knowledge, skills and behaviours in literacy and numeracy and other areas including physical and social capacities which underpin all future learning.

In Years 5 and 6 students build on these foundations. An expanded curriculum program provides the basis for in depth learning within and across all subject areas.

Our Education in Faith Program is the cornerstone and heart of the school and all other aspects of the curriculum are taught in relation to Gospel values. Our program gives each student the opportunity to grow in faith and celebrate in the Catholic Tradition.

Through our Education in Faith program the students come to know the tradition and the facts of our faith. We do this by way of sequential teaching and learning activities, utilising contemporary learning practices.

We celebrate through prayer, sacramental and liturgical events. Such activities are evident through prayerful worship and within the daily life of the school.

We live within the Catholic Tradition supporting an environment of welcome, mutual respect and inclusivity where students are actively encouraged to support the values of Social Justice and the Gospel.

A sense of belonging

St Francis de Sales Catholic Primary School fosters a stimulating and creative learning environment where children help to shape their own learning. Every student is an individual and we teach individually in small groups with attention to each student's needs by fostering:

- Positive attitudes to learning
- Self-motivation
- Academic excellence
- Leadership Skills
- Social and Cooperative skills
- A sense of Community

St Francis de Sales has an overwhelming sense of community where students, staff and parents work together to create a fulfilling learning environment where each student has a strong sense of belonging.

Parents are an invaluable resource to our school and are invited to become involved in many aspects of school life.

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**.



Positive Behaviour for Learning

Positive Behaviour for Learning (PBL)

PBL is a process that supports school leadership teams to create positive learning environments that enable student learning and wellbeing. It brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The framework assists schools to improve social, emotional, behavioural and academic outcomes for children and young people.

Our 2020 Leadership Team

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

2020 Specialist Teachers

Reading Recovery	Moira McMahon	moira.mcmahon@sfoakpark.catholic.edu.au
Intervention Support (Grade 3-6)	Elizabeth Camilleri	elizabeth.camilleri@sfoakpark.catholic.edu.au
Physical Education	Deborah Boyle	deb.boyle@sfoakpark.catholic.edu.au
Applied Digital Technology	Lauren Nisi	lauren.nisi@sfoakpark.catholic.edu.au
Creative Arts (Music/Performing/Visual)	Brianna Reaney	brianna.reaney@sfoakpark.catholic.edu.au
(LOTE) Italian	Pierina Schiavello	pierina.schiavello@sfoakpark.catholic.edu.au
Library	Giulia Zammit	giulia.zammit@sfoakpark.catholic.edu.au



On site Student Counsellor

To support our student's mental health and emotional well-being on an ongoing basis, SFdS has a School counsellor, Ms Supriya Khanijou (Priya).

Our School Counsellor meets with a small number of students to help them build on their strengths and address any struggles they might face at school or at home. Priya also liaises with teachers and parents to support the emotional needs and resilience of students.

Administration

Tel: 9306 9444 | admin@sfoakpark.catholic.edu.au

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

Digital Technology

SFdS believes that best practice in education includes the use of learning technology to support learning. As such we are committed to using digital technology to help to develop future focused competencies and skills sets that will serve and support our students in their future.

Digital technology is used across the curriculum with the school following the Victorian Curriculum Digital Technology scope and sequence of learning.

Some of the highlights of our digital technology program include:

- 1 to 1 Laptop program from Grades 3-6
- Pods of iPads used to support learning in Junior school
- Digital Display technology in every classroom
- Applied Digital Technology as a specialist subject incorporating coding, robotics, programing, computational thinking and general computer skills
- S.T.E.M. and S.T.E.A.M. incorporated into classroom integrated studies units
- Use of google apps for education (GAPE) in all classrooms
- In-class programs supporting cyber safety and use of technology
- Use of technology to support assessment of student learning needs across the school
- State of the art virtual environment including ICT support on site.



Additional Programs

At St Francis de Sales we run many additional programs. Some of these programs include:

- Sacramental Programs
- Reading Recovery
- Applied Digital Technology, S.T.E.M and S.T.E.A.M
- Creative Arts
- Visual Arts
- Music
- (LOTE) Italian
- Health and Physical Education
- Interschool Sport Program
- Incursions and Excursions
- School Choir
- Swimming lessons – Grades 1/2
- Camp – Grades 5/6
- Sustainability - Eco Group
- Mini-Vinnies Social Justice Team
- Opportunities for Student Leadership
- Optional ABC Instrumental Music Lessons
- Optional Kelly Sports After School Hours Program
- OSHClub Before and After School Hours Care
- Sports Carnival Days
- Cross Country running

Communication - 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>

Important Enrolment Dates to note

Included in this handbook is a list of all important Enrolment Dates to note. An additional copy is also included in our Enrolment Pack for ease of easy reference to put on your fridge.

Our School Tours and Enrolment Information Sessions are a great opportunity for you and your child, to see our school and students in their daily school routine along with our facilities.



2020 School Fees

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 cash, cheque, EFT or directly deposited into SFdS Bank Account.
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Payment by Instalments	Payments can be made in Instalments either weekly, fortnightly or monthly until finalised by Tuesday 30 June 2020.
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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.
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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's Uniform Suppliers. SFdS Uniforms are only available for purchase directly from Noone's.

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



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 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.

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Enrolment

Dates to Note - Enrolment, Open Day Tours, Orientation and Open Library (Story Time)

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

Enrolment Information Evening

We warmly welcome you to attend our Enrolment Information Evening on Tuesday 3 March 2020 at 7:00pm.

On this evening, we will provide an overview and insight into St Francis de Sales Primary School. Representatives from our Leadership Team will be available to assist you with any questions you may have.

School Open Day

Our School Open Day Tours will be held on:

- Wednesday 4 March 2020 at 9:30am
- Thursday 5 March 2020 at 9:30am
- Friday 6 March 2020 at 9:30am

We encourage you to attend one of our School Open Day Tour Sessions. This is a great opportunity for you and your child, to see our students in a school day setting along with our facilities.

On these days, we will again have representatives from our Leadership Team available to assist with any questions you may have.

Individual School Tours are also available by appointment.

Enrolments Open

Enrolments are now Open.

Enrolment Application Forms are available at our Enrolment Information Evening, our School Open Day Tours, the School Office, on our Website and the SkoolBag App.

Enrolments Close

Applications close on Monday 4 May 2020 at 4:00pm. Completed Enrolment Application Forms together with all supporting documentation need to be returned by this date.



Principal and Family Enrolment Meetings

(Between Principal and Family)

Our Principal and Family Enrolment Meetings are held in May. We invite both parent/s and/or primary carer and child to attend. Interviews go for approximately 30 minutes and are held with our Principal, Deputy Principal and Student Wellbeing Leader.

Notification of Offer of Placement

On Friday 12 June 2020, a Notification of Offer of Placement will be sent by email and also a hard copy will be sent by mail.

Enrolment Acceptance Forms due back

Enrolment Acceptance Forms are due back by Wednesday 24 June 2020.

Enrolment Orientation Program

St Francis de Sales holds 3 Orientation Program Sessions:

Orientation Program Session 1 – Wednesday 18 November 2020 – 9:30-10:30am

Orientation Program Session 2 – Wednesday 25 November 2020 – 9:30-10:30am

Orientation Program Session 3 – Wednesday 2 December 2020 – 9:30-10:30am

At these sessions, the children get to have a first taste of what school life is like in the classroom with their Teacher.

We warmly welcome Parents to stay for morning tea and to participate in a workshop to share information about the start of the school year for 2021.

Information sessions for Parents will cover the following concepts:

- School Readiness and Preparation
- Literacy at SFdS
- Numeracy at SFdS
- Curriculum in Grade Prep
- What to expect in Grade Prep
- General information about the school

Following each Information Session, morning tea will be provided and Parents will have opportunities to meet other parents and teachers from the school.

Open Library - Story Time

Open Library Time- Story Time

During Term 3 our Library will be open for you to come and visit. It will be a chance to share a favourite story and meet some new friends, these sessions are not compulsory. To help ensure that our numbers for these sessions are not too big we will send out information about how you can book. Our 'Open Library' sessions will be held on Wednesdays beginning in Week 2, Wednesday 22 July 2020 and run until Wednesday 12 August 2020.

Additional Transition Sessions

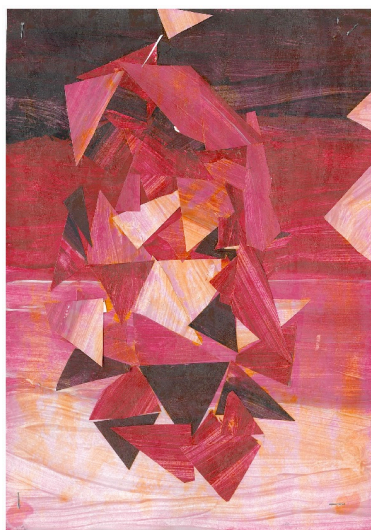
Small group sessions focused on supporting those children and families who may be new to the school or who would like to build their confidence at St Francis de Sales in a smaller setting. These sessions are by request from the family or invitation from the school.





Contact details

Should you have any questions regarding our Prep Enrolment Process, please feel free to contact:



Principal

John Rudd

john.rudd@sfoakpark.catholic.edu.au

Deputy Principal | Learning Leader

Filomena Falls

filomena.falls@sfoakpark.catholic.edu.au

Wellbeing, Students, Staff and Community

Stephanie Stedman

stephanie.stedman@sfoakpark.catholic.edu.au

Literacy Leader Grade Prep – Grade 6

Belynda Horne

belynda.horne@sfoakpark.catholic.edu.au

School Office Administration 9306 9444

**Office Manager - Connie Lapworth
Administration - Lisa Hunter**

admin@sfoakpark.catholic.edu.au

connie.lapworth@sfoakpark.catholic.edu.au

lisa.hunter@sfoakpark.catholic.edu.au