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| Grade Prep Information Handbook |

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**St Francis de Sales Catholic Primary School**

Bloom where you are planted



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| Welcome to St Francis de Sales Catholic Primary School | |
| https://lh5.googleusercontent.com/X8bHvvqWQoPFDWmAj3iG2JIT3BUF4EYlyp1bTmMlFs0DhpLDG1sq2rvbDHX05g44DrzObbF1ETXcA9AJB-fTyKvGDUJSr4ZhOSpNAjqYCwVR_Y4XQXeqzfkMDlp-dFPMUpH-H4iL | On behalf of our Parish Priest, Father Thien, the Teaching Staff of St Francis de Sales and myself, we warmly welcome you to St Francis de Sales Catholic Primary School.  We are very much looking forward to 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.  **John Rudd | Principal** |

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| Our History |

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|  |  | 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.  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, 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 saw the construction of a Covered Outside Learning Area over the basketball court area of the school. |

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| Our Vision and Values |

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

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| **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.** |

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| Our Values |  | At St Francis de Sales we Value:  Courage  Inclusiveness  Respect  Compassion  Love  Excellence |

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| 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.  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. |

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| 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**. |

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| Positive Behaviour for Learning |
| Positive Behaviour for Learning (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. |

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| 2021 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** Joanne Stead joanne.stead@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.laterra@sfoakpark.catholic.edu.au  **Senior Mathematics** Elizabeth Rutherford liz.rutherford@sfoakpark.catholic.edu.au  **Learning Technology** Matthew McConville matthew.mcconville@sfoakpark.catholic.edu.au |

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| 2021 Grade Prep Classroom Teachers |

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| **Prep JS** | **Judy Springfield**  judy.springfield@sfoakpark.catholic.edu.au |
| **Prep AM** | **Amelia Morse**  amelia.morse@sfoakpark.catholic.edu.au |

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| 2021 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 and Sport** Deborah Boyle deb.boyle@sfoakpark.catholic.edu.au  **Applied Digital Technology** Lauren Nisilauren.nisi@sfoakpark.catholic.edu.au  **(LOTE) Italian** Pierina Schiavello pierina.schiavello@sfoakpark.catholic.edu.au |

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

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| **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 |

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| 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 |

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| 2021 Term Dates |
| **Term 1** Thursday 28 January 2021 to Thursday 1 April 2021  **Easter Friday 2 April 2021 to Monday 5 April 2021**  **Term 2** Monday 19 April 2021 to Friday 25 June 2021  **Term 3** Monday 12 July 2021 to Friday 17 September 2021  **Term 4** Monday 4 October 2021 to Friday 17 December 2021 |

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| 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. Due to COVID-19 restrictions in place, at this stage we are only in a position to confirm our Term 2 School Closure days. As soon as all school closure dates have been set, we will confirm same.  Term 1 To be confirmed  Term 2 Thursday 29 April to Friday 30 April 2021 Staff Conference - Faith Formation  Term 3 To be confirmed  Term 4Monday 1 November 2020 Professional Practice Day  Term 4 To be confirmed Whole School Annual Action Plan day |

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| 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 1/2 Swimming $140.00 (Grade 1 and Grade 2 Students only)  Grade 5/6 Camp $220.00 (Grade 5/6 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 Tuesday 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. | |

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| Ancillary Payments |
| Small payments (raffle money, fundraising, special events days etc.) should be made to the Prep 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. |

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| 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. |

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| 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. |

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| 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** |

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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.  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.  **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  **Please ensure that all clothing is clearly marked with your child’s name.** |
| 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'. |

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| Starting School - Grade Prep Timetable |
| For the first month, **our Grade Prep Students have a rest day on a Wednesday**. Therefore, the children do not attend School on Wednesdays for the first month.  Week One Thursday 28 January 2021 to Friday 29 January 2021 8.45am - 3.30pm  Week Two Monday 1 February to Friday 5 February (Wednesday rest day) 8.45am - 3.30pm  Week Three Monday 8 February to Friday 12 February (Wednesday rest day) 8.45am - 3.30pm  Week Four Monday 15 February to Friday 19 February (Wednesday rest day) 8.45am - 3.30pm  Week Five Monday 22 February to Friday 26 February (Wednesday rest day) 8.45am - 3.30pm  **Week Six Monday 1 March - Normal school timetable applies**  Grade Prep children attend School daily from 8.45am to 3.30pm, except on a Monday when ALL children are dismissed at 3.15pm. |

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| What to bring on Day 1 – Grade Prep Children |
| We kindly ask that all Grade Prep children please bring on their first day of school, the following items:   1. art smock (clearly marked with your child’s name) 2. library bag (clearly marked with your child’s name) 3. 2x boxes of tissues   In case of little accidents, we also ask that you pack in your child’s School Bag:   1. 2 pairs of socks 2. 2 pairs of underpants.   **These items should be kept in your child’s school bag for the entire year.** Please ensure you regularly check your child’s school bag and wash/replace any used underwear. |

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| Lunch |
| With the excitement and settling into the new School Routine, some children are often unable to eat too much at snack and lunch time. We recommend in your child’s early days of starting school, you only provide your child with a small lunch at first. We also recommend ensuring that your child can open their packaging, especially cling wrap and yoghurt or fruit containers.  It is also recommended for the first few weeks during the settling in transition period, Grade Prep children bring their lunch from home rather than placing a lunch order  Children are supervised while eating their lunch. Children in Grade Prep commence lunch at 1.25pm.  Drinks in glass containers are not allowed. These are dangerous in school situations. |

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| School Day | |
| Children are expected to arrive at school between 8.30am and 8.40am, 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 to be in class 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 3.20pm. 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 - 3.30pm\* Learning Session 3 (RE or Inquiry)   (Except Mondays when school finishes at 3.15pm) | | |

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| 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 \*3.30pm  (Except Mondays when school finishes at 3.15pm) |

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| Assembly |
| Prior to COVID-19, 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.  During the COVID-19 Remote Home Learning program, to ensure the school stayed connected with the students and our families, the school would share a weekly virtual assembly link with our families. This virtual assembly would showcase many images and little clips of the students working remotely from home.  In 2021 we will reassess our Assemblies to take into account the COVID-19 restrictions that are in place. |

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| 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 9 March 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 or 9306 9444 with your instructions prior to our Photo Day.  Subject to availability, our Whole School Photo is taken in Term 2 or Term 3. |

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| 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 is in place for your child. |

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| 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. |

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| 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. |

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| 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. |

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| House Teams | |
| C:\Users\Parent\Downloads\PHOTO OF PATRONS.jpg | 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  WELSH 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. |

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| 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) |

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| 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. |

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| 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. |

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| School Canteen |
| Due to COVID-19 restrictions in place, unfortunately our School Canteen has had to remain closed. We are hopeful of restrictions easing in 2021 to see the School Canteen reopen. |

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| School Advisory Board | 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 2020 School Advisory Board members are:  **Parish Administrator:** Father Thien VO  **Principal:** John Rudd  **Staff Representative:** Filomena Falls  **Chairman:** Kelly Martlew  **Secretary:** Liz Dent  **Parent Representative:** Gus Carfi  **Parent Representative:** Daniela Citera  **Parent Representative:** Josh Tuhipa-Turner |
| Parents and Friends Group | 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:  **President:** Erin Smyth  **Vice President:** Elise Chandler  **Secretary:** Franca Sanfiippo  **Treasurer:** Connie Lapworth |

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| General Administration |

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| **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. |
| **Change of Details** | Any families who have a change of address, phone number or email address please let the Office Admin staff know as soon as possible. |
| **Contacting families** | Contacting Families of any unexplained absences is now a mandated requirement for Catholic Primary Schools. |
| **Late arrivals** | The morning Attendance Roll is taken at 8:55am sharp daily. 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. |
| **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. |
| **Parent Google Calendar** | 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 – <http://tiny.cc/SFDS-Parent> |
| **School Car Park** | Please be patient and courteous in our school car park to ensure that all of our children are safe when arriving and leaving school. |
| **School Office Email Address** | [admin@sfoakpark.catholic.edu.au](mailto:admin@sfoakpark.catholic.edu.au) |
| **Uniform Supplier** | **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  **Please ensure that all clothing is clearly marked with your child’s name.** |

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| Policies, Expectations and Partnerships |

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| 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 |

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| 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. |

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| 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. |

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| 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. |

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| **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. |

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| 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. |

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| 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. |

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| 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. |

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| Beginning School – A New Adventure |

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| Beginning School Transition |
| 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 that they may have been involved with for a number of years. It is important that children’s ideas, feelings and perceptions about starting school are used to help you prepare your child for what will happen and why. |

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| Preparing for the New School Day Routine | |
| There are many things that families can do before school starts to make children’s transition easier. Practising changes to your daily routine will help build your child’s sense of security and reduce the stress of getting to school. | |
| **Visits to the school** | This will help familiarise your child with the school and build their confidence. You can practise what going to school will be like for your child. |
| **Travel to and from school** **several times as a practice run** | Try going at the usual school drop-off and pick-up times as this will help you and your child get to know what to expect. |
| **Practise the school day routine** | This may include the morning routine of getting up early, putting on your child’s uniform and packing their school bag.  Setting up a regular bedtime routine will allow your child to wake up fresh and ready for the day. |
| **Practise lunch time routines** | You may like to set up a pretend picnic in the backyard or park. Help your child practise getting their lunchbox out of their school bag and guide them to open it by them self. |
| **Create a visual checklist with your child** | This list could include things that need to be done in the evening and morning before they leave for school. |

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| **Plan ahead for changes** | Starting school is a big change for your child that can lead to a range of emotions. You may find your child is excited but they may also be exhausted and tired, even if they are used to long hours at their preschool or early childhood education and care setting. Take the time to notice their mood, and think about how you will support your child to manage these feelings and reduce their stress or anxiety. Every family’s strategies are different, so it can be helpful to reflect on what has helped your child manage and adapt to change in the past.   * Consider what sorts of after school activities might be helpful for your child. For some children, minimising after school activities or waiting until your child is settled into school before introducing new activities is helpful. The school day can be quite long for your child and they may not have the energy to engage in other activities. They can begin after school activities once they have adjusted into the new routine. * Plan some relaxing time after school. Depending on your child’s interests, this may consist of quiet play or jumping on the trampoline. Follow your child’s lead on what works best for them.   Help your child to get a good night’s sleep. Having a regular routine such as taking a bath before bedtime or reading a book may help your child to relax. |
| **Help manage separation distress** | In the lead up to starting school, you may be concerned about how your child will cope with being separated from you. Perhaps they took a long time to adjust to being without you when they started attending preschool or day care.  You might feel a bit unsure of how they will cope in their new school environment. In your planning for school, you might like to consider:   * What will help my child separate comfortably from me in the morning? * What has helped my child in the past? * Would my child benefit from taking a picture or special object from home? * What will I do to help myself cope? (e.g. catch up with a friend, exercise)   It will also help to:   * Develop a positive goodbye routine together (eg sharing a ‘high five’, special goodbye hug or a funny or loving gesture like a bear hug). * Always say goodbye and reassure your child of when you will collect them (eg that you will be back at home time to pick them up, or what the arrangement is for after school care). This helps build their trust and sense of security. * Avoid lengthy goodbyes as they may increase separation distress. * Talk positively and enthusiastically about what your child will be doing when they are away from you (eg “you will have a story”, “you’re going to have fun meeting new children”). Children will pick up on your cues if you are feeling nervous so try to be mindful of what you communicate about your own emotions.   Take care of your own emotions in managing the separation. |

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| Building Independence Skills |

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| **Encourage self-help skills** | These skills include your child dressing and undressing themselves, eating from their lunch box, going to the toilet and asking for help. Encouraging your child to develop these skills will give them lots of confidence in being able to do things for themselves. |
| **Promote a sense of responsibility** | Encouraging your child to take responsibility for small tasks (e.g. setting the table for dinner, putting their clothes in the wash basket) will help them feel useful and build their self-confidence. |
| **Teach your child to care for their belongings** | Encourage your child to care for and respect their belongings (e.g. tidying up toys, putting pencils back in their pencil case). |
| **Involve your child in making decisions** | Providing your child with simple choices will give them practice for decisions they may need to make at school. Start with giving two choices such as the red or the blue top when getting dressed or an apple or banana for a snack. This will give them the confidence to make bigger decisions. |
| **Develop your child’s understanding of social rules** | Talk to your child about how different settings have different rules and expectations (e.g. rules at preschool, rules around a swimming pool to keep everyone safe). This will help them adjust to some new rules they will need to learn to remember and follow at school. |

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| Social and Emotional |

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| **Teach friendship skills** | Teach your child ways to introduce themselves to new children, join in play with others and be friendly and co-operative. Talk to your child about what being a good friend means (e.g. sharing, taking turns at choosing a play activity, using kind words). |
| **Encourage sharing and taking turns** | Playing with your child, following their lead and having fun together will help develop their social skills. Playing simple board games, card games or computer games with children helps them to develop sharing and turn taking skills. It also helps children to cope with disappointment when they do not always win. |
| **Invite children to play together** | Arranging for your child to get together with other children helps them to establish friendships and practise their social skills. Providing positive guidance and helping to structure activities (eg using blocks to build a tower together) can be helpful when supporting children to establish new friendships. |
| **Involve your child in conversations** | Talking with your child and involving them in conversations can help them to learn the rules of communication such as waiting for a turn, expressing ideas and listening without interrupting. |
| **Help your child to manage their emotions** | Emotional skills include being able to recognise, express, understand and manage a wide range of feelings.You can promote your child’s emotional development by spending time with them and being warm and responsive to their needs. Talk to your child about what is happening and help them to describe and label theemotions they are feeling. |
| **Get to know other families in the school community** | Arranging to meet with other families in the school community prior to starting school will help develop relationships and a sense of connectedness to the school community. |
| **Assist your child to relate to responsible adults** | Talk to your child about following the directions of the ‘grown-ups’ who are caring for them, at home, at kindergarten and at school. |

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| Learning Skills |

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| **Introduce early literacy and numeracy skills** | These include your child recognising numbers and letters, and counting and writing their own name. Introduce the concept of counting and letter recognition through everyday activities. For example, count the number of toys on the floor, point to words when reading aloud to your child, sing songs, say nursery rhymes and foster an enjoyment of listening to stories. Remember, children will get plenty of practice with reading and writing once they start school. |
| **Encourage your child to focus on an activity** | Encourage your child to sit and focus on an activity for a period of time (e.g. making a house from blocks, building a racing track, drawing a picture, doing a puzzle). Your child may benefit t from you sitting with them or checking back at regular intervals to provide positive encouragement and feedback as they concentrate and enjoy themselves. For example, you might say, “wow, look at the size of the house you built! Could we add a fence or garden?” |
| **Encourage listening skills** | Reading books or listening to CD or DVD recordings of stories is a great way to help develop your child’s listening skills. Asking questions about the story can also support your child’s understanding and communication skills. For example, ask questions about what has happened, what might happen next or how characters might be feeling. To promote curiosity, you might ask, “I wonder what would happen if...?” |
| **Help your child to follow instructions** | Start by giving your child one instruction to follow (e.g. get your socks) and walk with them to do it if necessary. You can then build up to giving your child two-step instructions (e.g. put your dish in the sink and get your socks). Children often have difficulty remembering more than two or three instructions at a time. |
| **Promote a hands-on approach to learning** | Learning occurs through everyday play and experiences. Providing opportunities to experience new places, such as going to the library to look for books, visiting places in the community and following your child’s interests (eg looking for bugs with lots of legs), will show them that learning is fun. ‘Make-believe’ play, such as when children pretend to be characters, encourages their imagination and creative skills. Materials such as empty boxes, writing materials and dress-up clothes can help to support make-believe play. |
| **Encourage hand-eye coordination** | Using scissors and glue, drawing, building with blocks, helping with cooking (stirring and pouring), and throwing and catching balls can help children to learn and practise hand-eye coordination. |

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| Attachments |
| 1. Traffic Management – Keeping our Children Safe 2. 2021 Noone’s Uniform Supplies Uniform Price List 3. Healthy pick n mix lunchbox options 4. Waste Less Days |