

# 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 would like to 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.

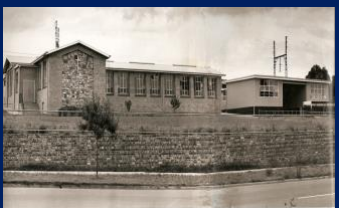
We will be holding an Enrolment Information Evening, School Open Day Tours and Open Library (Story Time) Sessions. Details of these sessions can be found in this Handbook.

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 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.

John Rudd | Principal



## 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

## 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**.

## 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.

## Positive Behaviour for Learning



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, recognising, 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 recognising and rewarding positive behaviour.

## 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 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.

## 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.

## 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, programming, 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

## COVID-19 and Remote Home Learning

The implementation of remote home learning provided many challenges for students, families and teachers. Children not only in Australia, but all around the world, all faced the same challenges when it came to their schooling during the pandemic.

To support families with Remote Home Learning, the school developed a [Remote Home Learning Parent Portal](#). The portal provided easy access to each year levels learning program together with resources. The portal site would be updated regularly and every Friday afternoon the portal would be loaded with the next week's learning tasks. The online portal provided a central place where families could find everything that they would need for learning each week.

The transition to remote home learning was truly a momentous achievement for all of our children and families to adapt to. I could not be more prouder of our whole community who worked together to ensure that this worked. To see the quality of the learning programs offered and the support offered through video conferencing, email and phone calls was something that our whole school community should be applauded for.

A highlight over this time was seeing the many photos of students learning from home, to see so many of our children making the most of this challenging situation certainly put my mind at ease that we were working together positively and that our children were doing well. I am so grateful for our wonderful community and the support the school received during this time.

The teachers at SFdS are passionate about what they do and continue to do, to work really hard to ensure that they are providing the best educational experiences possible during challenging circumstances. I am grateful for the amazing staff at SFdS who worked tirelessly to ensure that we were able to maintain some continuity in the learning of our children. Our home learning program allowed for flexible, self-paced, learning and was enhanced by multimedia, as well as access to a wide range of on-line resources and activities.

Given the Remote Home Learning Parent Portal proved to be a very useful and valuable tool for our families, in the event of a lockdown, the remote learning portal will continue to be readily available.

## Orientation Parent Portal

Due to COVID-19 restrictions in 2020, the School was unable to run its normal Orientation Program with families, meet face to face, hold morning teas and Information Sessions, all of which we would have loved to have held.

The School created an [Orientation Portal](#) and what we envisaged and hoped for, was that through this Orientation Portal, we captured the essence of the message we would have liked to have shared personally at our Orientation Sessions.

The Orientation Portal proved to be a very useful tool for our families and we are excited to confirm in 2021 we will once again have an Orientation Portal available for our families to access.



## 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

<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

## 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. Once the App is downloaded, when adding SFdS to your Schools, it is important to note you will need to search 'Saint Francis de Sales'. Installation instructions can be found at <https://mogproducts.com.au/skoolbag/installation-instructions>



## 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.

## 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.

## 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)

## 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.

## School Policies

Included in the Enrolment Pack are copies of:

- Enrolment Policy
- Parent Code of Conduct
- Uniform Policy
- Privacy Policy

Our policies are reviewed regularly and are in the process of being updated in line with the Melbourne Archdiocese Catholic School's requirements. School Policies are available on the School [Website](#).

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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 Monday 1 March 2021 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 Tours

Our School Open Day Tours will be held on:

- Tuesday 2 March 2021 at 9:30am
- Wednesday 3 March 2021 at 9:30am
- Thursday 4 March 2021 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 3 May 2021 at 4:00pm. Completed Enrolment Application Forms together with all supporting documentation need to be returned by this date. When submitting an Enrolment Application, it is a mandatory requirement that along with copies provided, all original documentation must be made available to our School Administration Team to sight.



## Principal and Family Enrolment Meetings

(Between Principal and Family)

Our Principal and Family Enrolment Meetings are held in late 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 11 June 2021, 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 23 June 2021.

## Enrolment Orientation Program

St Francis de Sales holds 3 Orientation Program Sessions:

Orientation Program Session 1 – Wednesday 17 November 2021 – 9:30-10:30am

Orientation Program Session 2 – Wednesday 24 November 2021 – 9:30-10:30am

Orientation Program Session 3 – Wednesday 1 December 2021 – 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 2022.

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

Subject to Covid-19 restrictions in place at the time, we are hoping we will be able to open our Library for the children to come and visit. It will be a chance for the children to share a favourite story and also meet some new friends

Our 'Open Library Time- Story Time' sessions will be held weekly on Wednesdays beginning in Week 2 of Term 3, Wednesday 21 July 2021 and will run until Wednesday 11 August 2021.

It is important to note that our 'Open Library Time- Story Time' sessions are not compulsory. To help ensure that our numbers for each session are not too big, closer to the time, we will send out information about how you can make a booking.

### 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](mailto:john.rudd@sfoakpark.catholic.edu.au)

**Deputy Principal | Learning Leader**

**Filomena Falls**

[filomena.falls@sfoakpark.catholic.edu.au](mailto:filomena.falls@sfoakpark.catholic.edu.au)

**Wellbeing, Students, Staff and Community**

**Stephanie Stedman**

[stephanie.stedman@sfoakpark.catholic.edu.au](mailto:stephanie.stedman@sfoakpark.catholic.edu.au)

**Diversity Leader**

**Catherine Joyce**

[catherine.joyce@sfoakpark.catholic.edu.au](mailto:catherine.joyce@sfoakpark.catholic.edu.au)

**Literacy Leader Grade Prep – Grade 6**

**Belynda Horne**

[belynda.horne@sfoakpark.catholic.edu.au](mailto:belynda.horne@sfoakpark.catholic.edu.au)

**School Office Administration 9306 9444**

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

[admin@sfoakpark.catholic.edu.au](mailto:admin@sfoakpark.catholic.edu.au)

[connie.lapworth@sfoakpark.catholic.edu.au](mailto:connie.lapworth@sfoakpark.catholic.edu.au)

[lisa.hunter@sfoakpark.catholic.edu.au](mailto:lisa.hunter@sfoakpark.catholic.edu.au)

**Community Communications Coordinator**

**Jodie Wishart**

[jodie.wishart@sfoakpark.catholic.edu.au](mailto:jodie.wishart@sfoakpark.catholic.edu.au)

