

# St Andrew's Catholic School Clayton South



## Parent Handbook

# 2023

96 Bunney Road, South Clayton 3169  
Phone: 9551 5094  
Email: [principal@saclaytonsth.catholic.edu.au](mailto:principal@saclaytonsth.catholic.edu.au)

# 2023 Parent Handbook

## Table of Contents

<b>Vision Statement</b>	<b>3</b>
<b>Principal’s Message</b>	<b>4</b>
<b>Term Dates/School Times /Parish House</b>	<b>5-6</b>
<b>Communication</b>	<b>6-7</b>
<b>Enrolment Information</b>	<b>8</b>
<b>General Information</b>	<b>9-12</b>
<b>Code of Conduct</b>	<b>12</b>
<b>Medical Information</b>	<b>13-15</b>
<b>School Organisation</b>	<b>16</b>
<b>School Curriculum</b>	<b>17</b>
<b>Religious Education</b>	<b>18</b>
<b>Cyber safety</b>	<b>19</b>
<b>English</b>	<b>20</b>
<b>Mathematics</b>	<b>20-21</b>
<b>The Arts</b>	<b>21</b>
<b>Physical Education/Sport &amp; Outdoor Education/Camps</b>	<b>22</b>
<b>Homework Policy</b>	<b>23</b>
<b>Student Wellbeing</b>	<b>24</b>
<b>Rights &amp; Responsibilities</b>	<b>25</b>
<b>Child Safe Code of Conduct</b>	<b>26-28</b>
<b>School Uniform</b>	<b>29</b>
<b>Out of School Hours Care</b>	<b>30</b>
<b>School Song</b>	<b>31</b>

## Welcome to St. Andrew's Catholic Primary School



Father Joe, Staff and School Advisory Council members,  
welcome our new students and families.

### Vision

St Andrew's Catholic School, an inclusive  
community inspired by a love of learning, faith and hope and justice for all.

### Mission School Prayer

In the Spirit of St Andrew, we listen to every voice.  
We learn together guided by faith.  
We inspire hope for the future.  
St Andrew, pray for us and help us to be followers of Jesus,  
to love and serve one another.



## From the Principal

Thank you for choosing St Andrew's as the school where your child will commence their primary education. St Andrew's is a vibrant and thriving learning community comprising many diverse cultural and social backgrounds. Parents, staff, the Parish team and students share a common commitment to personal growth and educational excellence. We work together to provide your child with a safe, positive and challenging learning environment.

At St Andrew's we are committed to the holistic personal development of each child: the emotional, social, physical and academic growth. We strive for academic excellence within a safe and nurturing environment where every child can flourish.

Parental involvement is highly valued at St Andrew's. There are many ways for parents to become part of school life. Opportunities for involvement such as the School Board, Parents & Friends Committee, parent helpers, excursions and through the Sacramental Program, are but a few. The staff rightfully acknowledges that parents are the prime educators of their children, especially as teachers of Religious Education, values, beliefs and attitudes. The school values the partnership with the parents in the education and formation of their child.

One critical aspect of education that St Andrew's places great value upon is relationships between the staff, students and parents. The building of these positive, respectful relationships is important for the wellbeing and learning of every child so that they may engage meaningfully in their world.

The staff is dedicated to providing an exemplary Catholic education for your child. We trust that St Andrew's School meets the expectations you have of a Catholic primary school and look forward to engaging with you in the years to come.

Paul Wakeling  
**Principal**



## STAFF LIST 2023

Prep C	Holly Capomolla
Prep R	Rosemary Restaino/Milena Santoro(Fri)
YEAR 1/2 T	Tahira Tannen
YEAR 1/2 W	Karen Williams
YEAR 1/2 L	Lucy Levett
YEAR 1/2 V	Gabbi Vass
YEAR 1/2 S	Maggie Sproul
YEAR 3/4 FS	Chantelle Fernandes/Natalie Santucci (Thu/Fri)
YEAR 3/4 HS	Annette Howe/ Natalie Santucci (Wed)
YEAR 3/4 JN	Jasminka Jalsovec/Nella Lo Presti (Fri)
YEAR 3/4 G	Rachel Gurvich
YEAR 3/4A	Natalie Arhontis (Rando)
YEAR 5/6 DW	Sarah DeGuzman-Wettenhall
YEAR 5/6 MF	Joachim Min Fa
YEAR 5/6 C	Rosario Corio
YEAR 5/6 PK	Daniella Polites/Beth Kromer (Fri)
REL (Religious Education Leader)	Chantelle Fernandes
LEARNING DIVERSITY	Franca Paduano (Mon-Thurs)
STUDENT WELLBEING	Katherine Bedford (Mon, Tues, Wed & Fri)
DIGITAL TECHNOLOGIES	Emma Cooper (Thu-Fri)
STEM/CODING	Emma Cooper (Thu)
READING RECOVERY	Nicole Milne
INTERVENTION - TUTORING	Lisa Wright (Tues, Wed & Thu)
SPEECH PATHOLOGIST	Evelyn Wee
SCHOOL IMPROVEMENT FOCUS	Jenny Stewart (Mon, Tue & Wed)
SUSTAINABILITY	Nella Lo Presti (Thu)
MUSIC/PERFORMING ARTS	Emma Cooper
ART	Catherine Bartlett
ITALIAN	Milena Santoro (Semester 1)
PHYSICAL EDUCATION/SPORT	Bethany Kromer
LIBRARY TECHNICIAN	Sonia Turco
SOCIAL MEDIA	Rosemary Restaino
COMMUNITY PARTNERSHIPS	Rosemary Restaino
SCHOOL COUNSELLOR	Anita Arslanian
EDUCATION SUPPORT STAFF	Cathy Wise
	Mary Cerra
	Gora Vulic
	Wendy Scherer
	Violet Tripi
	Annette Prete
	Sherry Shi
ADMINISTRATION	Annette Fullman
BURSAR	Marie Bernard
DEPUTY PRINCIPAL/ADMIN	
SCHOOL IMPROVEMENT	Nicole Black
DEPUTY PRINCIPAL/LEARNING & TEACHING	Emma Strom
PRINCIPAL	Paul Wakeling

## TERM DATES 2023

<b>Term 1</b>	<p style="text-align: center;"><b>Friday 27 January (Staff only) – Friday 6th April</b></p> <p style="text-align: center;"><b><i>Teacher/Student Learning Meetings (Year 1-6)</i></b></p> <p style="text-align: center;"><b><i>Monday 30 January/Tuesday 31st February</i></b></p> <p><i>Year 1 - 6 commence Monday 30 January/Tuesday 31 February with One to One Learning Conversations with their 2023 Class Teacher. Parents to book in 30 minute appointments.</i></p> <p><i>Prep 2023 - 2 x Half Day Transition - Mon &amp; Tues 8.45am to 1.30pm</i></p> <p><i>Prep to Year 6 Classes commence Wednesday 1 February - (8.45am-3.15pm)</i> <i>'Prep Rest Day' Wed 1st February</i></p>
<b>Term 2</b>	<b>Tuesday 24 April – Friday 23 June</b>
<b>Term 3</b>	<b>Monday 10 July – Friday 15 September</b>
<b>Term 4</b>	<p style="text-align: center;"><b>Monday 2 October – Monday 18th December - Students conclude (TBC)</b></p> <p style="text-align: center;"><b>Wednesday 20 December - Staff conclude</b></p>
<b>2024 -Term 1</b>	<p style="text-align: center;"><b>Staff resume - Monday 29th, 2024</b></p> <p style="text-align: center;"><b>Students resume - Tuesday 30th &amp; Wednesday 31st - Learning Interviews</b></p> <p style="text-align: center;"><b>Thursday 1st February - Prep - 6 Classes Resume</b></p>

### School Times

8:30 a.m.	Classrooms are open
8.45 a.m.	Class Prayer, Roll taken, Classes Begin
11.00 -11.40 a.m.	Morning Recess
11.40 a.m.	Classes Resume
1.25 – 2.15 p.m.	Lunch
2.15 p.m.	Classes Resume
3.15 p.m.	Dismissal

Teachers are on duty before school from 8.30 am and after school until 3.30 pm. It is requested that students are not on the school grounds outside these times. Children are not permitted on any play equipment before or after school. Classrooms will be open and teachers available for *Meet and Greet* when the bell rings at 8.30 am. Any child arriving before 8.30am must be registered and taken into Before School Care.

## School Enquiries:

The School Office hours are from 8.00 am to 4.00 pm Monday to Friday

Address: 96 Bunney Road, Clayton South 3169  
Telephone: 9551 5094  
E-mail: office@saclaytonsth.catholic.edu.au  
Webpage: www.saclaytonsth.catholic.edu.au  
Skoolbag app: skoolbag app st Andrews  
Facebook: @standrewsclayton  
Instagram: @standrewsclayton

## Parish House

76 Springs Road, South Clayton 9551 5666

**PARISH PRIEST:** Fr Shibu Joseph

**SECRETARY:** Mrs Linda De Souza

Mass is celebrated in the Church each weekday morning at 9.15 a.m. except for Tuesdays at 7.00 p.m.

Weekend Masses are held at the following times:

Saturday	6:00 p.m.
Sunday	8:00 am; 9:30 a.m. & 11:00 a.m

## **COMMUNICATION**

Communication between the school and the parents is vital to achieve positive outcomes for all of the stakeholders. St Andrew's School communicates with parents regularly using a variety of media:

1. A weekly electronic newsletter is made available as emailed to all families, through the Skoolbag App and as posted on the school website. Hard copies are also made available upon request.
2. Year Level Information Newsletters are made available at the beginning of each term
3. Direct telephone calls as necessary
4. Parent/Teacher interviews will take place at the conclusion of Terms 1, 2 & 3
5. Letters from Administration or Teachers
6. Formal Reports (Semester 1 & 2)
7. Learning Celebrations where parents are invited to attend and view students' learning
8. Staff are available to be contacted via email addresses
9. Parent Information/Curriculum/Sacramental Evenings
10. School website [www.saclaytonsth.catholic.edu.au](http://www.saclaytonsth.catholic.edu.au)
11. Skoolbag app (available through the app store)
12. School Social Media - Facebook, Twitter & Instagram

## Newsletter

This is our primary form of communication to parents. The Newsletter will be distributed via email, on and the Skoolbag App every Thursday and available on the school website. Included will be term and other dates, details of Liturgies and Sacraments, special celebrations, sports news, meetings, social activities and reports from our School Board and other groups. The newsletter also provides snapshots of what is happening in different classrooms and other information that is helpful to parents.

The school provides regular information updates on the St. Andrew's School App available for both iPhone and Android users. Parents are encouraged to download the App by following the attached instructions. To install the St. Andrew's School App, just look for our school name "St Andrews Clayton South" in the **Apple App Store (iPhone Users)** or **Google Play Store (Android Users)**, and install it on your phone. Alternatively, once in the App Store or Play Store search '**skoolbag app st andrews**'.

## Staff Communication - Email

Staff can be contacted through the school office by phone (9551 5094) or via email. Staff will make every attempt to reply to parents within a 48 hour timeframe. Please note that staff will be teaching throughout the school day and frequently have planning meetings after school so an immediate response to an email may not be possible.

Paul	Wakeling	<a href="mailto:pwakeling@saclaytonsth.catholic.edu.au">pwakeling@saclaytonsth.catholic.edu.au</a>
Emma	Strom	<a href="mailto:estrom@saclaytonsth.catholic.edu.au">estrom@saclaytonsth.catholic.edu.au</a>
Nicole	Black	<a href="mailto:nblack@saclaytonsth.catholic.edu.au">nblack@saclaytonsth.catholic.edu.au</a>
Marie	Bernard	<a href="mailto:office@saclaytonsth.catholic.edu.au">office@saclaytonsth.catholic.edu.au</a>
Annette	Fullman	<a href="mailto:office@saclaytonsth.catholic.edu.au">office@saclaytonsth.catholic.edu.au</a>
Nicole	Milne	<a href="mailto:nmilne@saclaytonsth.catholic.edu.au">nmilne@saclaytonsth.catholic.edu.au</a>
Maggie	Sproul	<a href="mailto:maggie@saclaytonsth.catholic.edu.au">maggie@saclaytonsth.catholic.edu.au</a>
Rosario	Corio	<a href="mailto:rosario@saclaytonsth.catholic.edu.au">rosario@saclaytonsth.catholic.edu.au</a>
Rachel	Gurvich	<a href="mailto:rgurvich@saclaytonsth.catholic.edu.au">rgurvich@saclaytonsth.catholic.edu.au</a>
Antoniette	Prete	<a href="mailto:aprete@saclaytonsth.catholic.edu.au">aprete@saclaytonsth.catholic.edu.au</a>
Cathy	Wise	<a href="mailto:cwise@saclaytonsth.catholic.edu.au">cwise@saclaytonsth.catholic.edu.au</a>
Chantelle	Fernandes	<a href="mailto:cfernandes@saclaytonsth.catholic.edu.au">cfernandes@saclaytonsth.catholic.edu.au</a>
Cathy	Bartlett	<a href="mailto:cbartlett@saclaytonsth.catholic.edu.au">cbartlett@saclaytonsth.catholic.edu.au</a>
Katherine	Bedford	<a href="mailto:kbedford@saclaytonsth.catholic.edu.au">kbedford@saclaytonsth.catholic.edu.au</a>
Daniella	Polites	<a href="mailto:dpolites@saclaytonsth.catholic.edu.au">dpolites@saclaytonsth.catholic.edu.au</a>
Rosemary	Restaino	<a href="mailto:rrestaino@saclaytonsth.catholic.edu.au">rrestaino@saclaytonsth.catholic.edu.au</a>
Gora	Vulic	<a href="mailto:gvulic@saclaytonsth.catholic.edu.au">gvulic@saclaytonsth.catholic.edu.au</a>
Sonia	Turco	<a href="mailto:sturco@saclaytonsth.catholic.edu.au">sturco@saclaytonsth.catholic.edu.au</a>
Violet	Tripi	<a href="mailto:vtripi@saclaytonsth.catholic.edu.au">vtripi@saclaytonsth.catholic.edu.au</a>
Gabi	Vass	<a href="mailto:gvass@saclaytonsth.catholic.edu.au">gvass@saclaytonsth.catholic.edu.au</a>
Sarah	De Guzman-Wettenhall	<a href="mailto:sdeguzman@saclaytonsth.catholic.edu.au">sdeguzman@saclaytonsth.catholic.edu.au</a>
Tahira	Tannen	<a href="mailto:ttannen@saclaytonsth.catholic.edu.au">ttannen@saclaytonsth.catholic.edu.au</a>
Holly	Capomolla	<a href="mailto:hcapomolla@saclaytonsth.catholic.edu.au">hcapomolla@saclaytonsth.catholic.edu.au</a>
Beth	Kromer	<a href="mailto:bkromer@saclaytonsth.catholic.edu.au">bkromer@saclaytonsth.catholic.edu.au</a>
Karen	Williams	<a href="mailto:kwilliams@saclaytonsth.catholic.edu.au">kwilliams@saclaytonsth.catholic.edu.au</a>
Maria	White	<a href="mailto:mwhite@saclaytonsth.catholic.edu.au">mwhite@saclaytonsth.catholic.edu.au</a>
Wendy	Scherer	<a href="mailto:wscherer@saclaytonsth.catholic.edu.au">wscherer@saclaytonsth.catholic.edu.au</a>



Mary	Cerra	mcerra@saclaytonsth.catholic.edu.au
Netty	Howe	ahowe@saclaytonsth.catholic.edu.au
Natalie	Santucci	nsantucci@saclaytonsth.catholic.edu.au
Jasminka	Jalovec	jjalovec@saclaytonsth.catholic.edu.au
Lucy	Levett	llevett@saclaytonsth.catholic.edu.au
Natalie	Arhontis (Rando)	nrando@saclaytonsth.catholic.edu.au
Emma	Cooper	ecooper@sacalytonsth.catholic.edu.au
Franca	Paduano	fpaduano@saclaytonsth.catholic.edu.au
Milena	Santoro	masantoro@saclaytonsth.catholic.edu.au
Nella	Lo Presti	nlopresti@saclaytonsth.catholic.edu.au
Joachim	Min Fa	jminfa@saclaytonsth.catholic.edu.au
Lisa	Wright	lwright@saclaytonsth.catholic.edu.au
Jenny	Stewart	jstewart@saclaytonsth.catholic.edu.au
Sherry	Shi	sshisaclaytonsth.catholic.edu.au

### **ENROLMENT INFORMATION**

The staff, students and parents of St Andrew’s School warmly welcome you to our community. St Andrew’s is always open for Enrolment Applications from families moving into the area. We invite any new families to contact the school and make time to meet the principal.

#### **Term 1 OPEN DAYS Tours -**

We invite you to join us for our 2023 School Open Day tours.

Open Days tours will take place on -

- Wednesday 1st March - Tours 9am, 10am, 4pm, 5pm
- Wednesday 15th March - Tours 9am, 10am, 4pm, 5pm
- Saturday 25th March - Tours 9am, 9.45am, 10.30am
- Tuesday 28th March - Tours 9am, 10am, 4pm, 5pm
  - There is no need to make a booking prior to attending a tour - parents attend the school office to join for a tour of the school.
- School Tours are also available at a time to be negotiated with families throughout the school year.
- **Term 2, 2023**
  - Tuesday 9<sup>th</sup> May - Tours 9am, 10am, 4pm, 5pm
  - Monday 15<sup>th</sup> May - Tours 9am, 10am, 4pm, 5pm

Please complete the following steps:

- Complete St Andrew’s School Enrolment Form
- Attach copies of:
  - Birth Certificate
  - Baptism Certificate and any other Sacramental Certificates (If applicable)
  - Immunisation Certificate
  - Visa (If Applicable)
  - Passport, showing child’s details and date of arrival in Australia (If applicable)

- Children from Year 1-6 will need to provide a copy of their most recent school report.
- Return all paperwork to the School Office.

Children enrolling for Prep, must turn 5 before 30th April.

Enrolments can be accepted at any time dependent upon availability of places.



### Prep 2024 Key Enrolment Dates:

**Prep 2024 Parent Information Night:** Wednesday 18th October 7.00pm – 8.30 p.m.

**Prep Transition Sessions:** Friday 3rd November: 9.00 a.m. – 10.30 a.m.

Thursday 9th November: 9.00 a.m. – 10.30 a.m.

Wednesday 15th November: 9.00 a.m. – 10.30 a.m.

Thursday 23rd November: 9.00 a.m. – 10.30 a.m.

*2024 Prep students are encouraged to attend all 4 sessions*

### **GENERAL INFORMATION:**

#### **Paying Accounts/Fees**

School fees and student levy accounts will be issued in February for the whole school year. Swimming and Camp fees will be added to your account where applicable during the school year.

You may choose to pay the account in a lump sum, quarterly, monthly, fortnightly or weekly. Payment options in preference order are as follows:-

BPay, you will notice at the top of the account the biller code and BPay reference number.

- Direct bank transfer to St Andrew's School Account
- BSB - **083 347 ACCOUNT - 66328 4219**
- *Please put your Surname and Family Code (can be found on your fee statement) as the reference*
- BPAY
- Direct Debit forms are available from the school office to set up a direct debit payment. These payments may be made weekly, fortnightly, monthly or quarterly.
- Cash to the school office.

#### **Fee/Levy Payments**

Copies of fee/levy accounts will be distributed to families each school term.

Fees & levies will be billed in full at the commencement of the school year. The total amount may be paid in full, or as follows in payments throughout the school year:

#### **School Fees -**

- The balance of the annual school fee and building levy, a total of \$495 per term, can be paid by the following dates – 3 March, 12 May, 11 August, 13 October, 2023

St. Andrew's Catholic Primary School – Parent Handbook 2023

- Total of Year levy amounts per child enrolled, inclusive of Digital Technologies Levy, Excursion Levy and Subject Levies to be paid in full by 24<sup>th</sup> March, 2023.

Payment of additional Levies, as charged per child; inclusive of Camp fees, swimming fees and the Maintenance Levy, will be scheduled throughout the school year and communicated through the school newsletter.

All fees should be paid in full by 13th October, 2023.

If you experience difficulty paying your school account, you should contact the principal to arrange a payment plan.

### **Personal Information Forms**

These will be sent home at the beginning of the school year. We ask you to complete the form and return it to school as quickly as possible. This form is used for medical and emergency contact details, and it is therefore vital that it is completed and kept up to date. Please advise us immediately of any changes.

### **Change of Address**

The school is to be notified immediately of any change of address, phone number, or any other relevant details. Change of personal details must also be made on the Operoo App to ensure that class teachers have the most up to date information on each child.

### **Absences/Absenteeism**

If for any reason your child is to be absent, we ask that you contact the school prior to 9.00am. It is essential that parents contact the school either by phone, 9551 5094 from 8am, via email - office@saclaytonsth.catholic.edu.au, or via the Skoolbag App, if your child will be absent from school. Parents who do not contact the school will be called or messaged throughout the day to seek clarity in regard to student absence. On return to school a note informing the school of your child's absence is required.

### **School Uniform**

The school uniform is compulsory and is to be worn at all times. If, for some particular reason, your child cannot wear school uniform, including a school hat during Terms 1 and 4. *"NO HAT, NO PLAY"* a written note is required from home. Any long term problems with uniform should be directed to the Principal. Jewellery, nail polish and makeup is not to be worn to school.

### **Late Arrivals & Departures**

At St Andrew's we value class teaching and learning time. It is important for students to be punctual and be ready for daily learning. When students are late to class they often miss important teaching and information, which impacts on their learning.

Children need to be collected punctually at the end of the day. Supervision continues until 3:30 p.m. by which time all students should be collected, be making their way home or attend after school care.

**Late Arrival - Children to report to the School Office** - Any child attending school after 8.45am is to report to the school office. It is essential that children report to the office so that the daily attendance roll is completed. Please note that if a child fails to attend the office it may result in parents being contacted through our administrative software to advise that their child was an absentee from school.

## **GENERAL INFORMATION:**

### **School Visitors**

To ensure the safety of all students, all visitors to the school, including parents, are to report directly to the School Office when attending the school at times other than drop off and collection times.

If you are collecting, or needing to see your child, a call will be placed to the classroom and your child will come to the office

In accordance with the Victorian Working with Children Guidelines, which are in place to protect all children, it is necessary for the school to know who is on the premises and the purpose for them being at the school.

If the parent is collecting their child before dismissal time, an "Early Dismissal" form must be obtained from the office. Similarly if a child is late in the morning, they must be signed in at the office.

All visitors must sign in at the office using the i-Pad. An identification sticker will be printed. This sticker is to be worn for the entire time the person is on the school premises. This will allow teachers and children to know that the person has permission to be on the school premises.

The safety of our students is of utmost importance, therefore we ask for your support in these matters by adhering to our procedures.

### **Positive Behaviours**

At St. Andrew's we believe that: Student Wellbeing at the school level refers to the total care of the student. It is a term used to describe both an attitude and process, and is based upon a belief in the dignity of the person. All people within the St Andrew's community have a right to be treated with respect and courtesy. The development of a healthy self-esteem in students is a major prerequisite for self-management and wellbeing. Positive behavior management means guiding the students to achieve self-regulation. This approach should be consistent with the MACS Horizon of Hope Framework and Intervention Model that is implemented by a whole school approach. Effective student management develops through positive child/teacher/parent relationships, clear expectations and organized procedures and supportive structures within the school environment.

St Andrew's school holds the following expectations for all members of its community:

- Respect for all members of its community - treat others in the same manner one would wish to be treated, accept differences
- Encouragement - offering kindness and support through words and actions. Strive to be the best person you can be
- Think Safety - members are all responsible to contribute to the social, emotional, physical and online safety of all members of our community

### **GENERAL INFORMATION:**

#### **Parking:**

To ensure safety for all members of the school community, please do not park in the school grounds. No car is to be driven into the school yard or teachers car park between 8:00 a.m. and 4:30 p.m. Outside these hours cars must keep within a 10 kph limit.

Parking is available on Bunney Road or Springs Road.

- If dropping children off, please observe road signs as a courtesy to others. In particular, be mindful of our school neighbours. Please do not park across or in their driveways.
- No parking where the kerb is painted yellow.
- Please note the 40 km limit exists around the school zone.
- Please note the 'Kiss and Go' bay on Bunney Road. Parents cannot leave their cars in this bay. This is purely a pick up and drop off zone.

### **Home/School Partnership and Parent Involvement**

At St Andrew's we aim to work with parents in all matters concerning their child's education and well-being. Parents are actively encouraged to assist in the school and work as partners with us to achieve the best quality education for each child.

St Andrew's School acknowledges and appreciates the role parents play in the learning of their children.

Parents are invited to be 'parent helpers' within the classroom, supporting programs and students' learning.

Parents are also a vital link between home and school providing time and support, and encouragement for their children to complete home reading expectations and other home tasks set by their teacher.

### **St Andrew's School Advisory Council**

The School Advisory Council represents the school community, and any parent may be nominated to be a member. The School Advisory Council meets during each term and is always open to suggestions and comments from the community it represents.

### **Parents and Friends Committee**

The Parents and Friends Committee is an active and vibrant group within the school community.

The Committee provides an opportunity for parents to become involved in the activities of the school.

The main objectives of the Parents and Friends committee are to promote the interests of St Andrew's School and its students. Parents are welcome to attend meetings and are encouraged to participate and offer support in a positive manner whenever they can.

The Parents and Friends committee works to raise funds for the school, organises social functions and has representation on the School Advisory Council.

The money raised provides for additional materials and resources for the use of the children at the school, which are not covered by the Book Levy and Government subsidies.

The Parents and Friends committee meet regularly, and it is hoped that new parents will come along with fresh ideas to support the work being done. Meeting time and place is printed in the school newsletter each week.

### **GENERAL INFORMATION:**

#### **Child Safety Procedures and Policies**

Please refer to our child safe policies on our school website at: <http://www.saclaytonsth.catholic.edu.au/>

#### **Volunteers and Working with Children Check**

Under the Child Safety Guidelines, all volunteers at St Andrew's school must have a Working with Children Check. Prior to participating in any activity, volunteers must provide their WWCC to the office to be added to our volunteers register.

#### **Code of Conduct**

At St. Andrew's we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, you play a formative role in the development of your child. You also act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your interactions with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

**The Code of Conduct is included in this pack and may also be found on the school website:**

<http://www.saclaytonsth.catholic.edu.au/>



## **MEDICAL INFORMATION**

### **Accidents/Sickness**

If your child is unwell, please keep them at home allowing them to rest, recover and return to school when they are well. This is particularly important as we experience the challenges as presented through the COVID-19 pandemic. Please contact the school to inform us of your child's absence.

Parents are notified immediately if a child suffers an accident that requires medical attention. In circumstances where a student has received a knock to the head, parents will be contacted. In the case of sickness, parents will also be contacted.

### **Health Requirements**

A list of children who have health requirements (as notified by parents) is placed in each teacher's attendance roll at the beginning of the year. This allows teachers to be aware of any special considerations or requirements.

Students who require specific care in regards to health plans must provide a signed health plan from their doctor. Plans must be updated annually or a doctor may advise of a more regular review. Students who have Asthma, Anaphylaxis or Epilepsy must complete a plan as accessed from their medical practitioner. These plans must be presented at the beginning of the school year. Without an up to date plan parents may be advised that their child cannot attend school.

### **Accidents to Pupils**

Parents will be notified of any accidents requiring medical attention. If neither parents nor family emergency contact persons are available, school staff will take appropriate action. Parents will be notified in writing of any injury or accident to their child.

Please note that in the case of an emergency/accident, where deemed necessary, an ambulance will be called. Payment for the ambulance service is the responsibility of the parent. Therefore, it is imperative that every family subscribe to the ambulance service.

### **Medicines**

If for any reason, your child is in need of medication during school hours, the following procedure should be adhered to. An Administration of Medication form (available from the office or website) is required to be completed and handed in at the office, along with the medicine to be given.

Medication should be in its **original packaging** and in a suitable container. ie zip lock bag

Only medicines of a mild nature will be administered and NO tablets, such as Panadol or similar, will be given to any child without written authority from a parent. Headaches will be treated by allowing the child to rest, and advising parents by phone.

All medication must be stored in the school sick bay. No medication can be kept in student bags or classrooms.

### **Infectious Diseases Information**

#### **COVID-19**

Any children experiencing symptoms of COVID-19 must stay at home and where required be tested. Parents will be contacted and requested to collect child/ren from the school site who show symptoms of the virus.

#### **CHICKEN POX:**

Patients should not return to school until fully recovered.

#### **MEASLES:**

Patients should remain at home for at least seven days after the appearance of the rash.

#### **MUMPS:**

Patients should remain at home until fully recovered.

#### **RUBELLA:** (German Measles).

Patients should remain at home until fully recovered and at least four days from the onset of the rash.

#### **IMPETIGO:** (School sores).

Patients must remain at home until sores have fully healed. The child may return to school only if proper treatment is being applied and the affected area is fully covered.

#### **RINGWORM:**

Patients should remain at home until proper treatment is commenced and a medical certificate produced on request.

#### **CONJUNCTIVITIS:**

The patient is to remain at home until discharge from the eyes has ceased.

#### **HEAD LICE:**

Children need to be checked regularly. If you discover your child has lice, please notify the school immediately, and contact the Kingston Council, who will advise you re the necessary treatment.

### **SLAP FACE:**

Patients should stay at home until fully recovered.

### **MEDICAL INFORMATION**

*If your child suffers from any of the following medical conditions, you are required to inform the school, and provide a medical management plan. Medical Management Plans are required to be updated by your doctor/specialist every 12 months.*

**Asthma**

**Allergy to peanuts / or nut based food / other allergies**

**Anaphylaxis**

**Diabetes**

**Epilepsy**

### **LINK HEALTH & COMMUNITY DENTAL SERVICE**

Link Health provides dental services designed to give your child the very best oral healthcare.

#### **Keeping Kids Smiling**

The Keeping Kids Smiling program was developed for the need in improving community based dental services for children in Australia. Link Health Dental Service educate and encourage good oral hygiene for young people through their schools' dental van visits.

For further information contact:

Link Health & Community  
Level 1, 9-15 Cooke Street,  
Cnr Cooke St and Centre Road, Clayton  
Telephone: 1300 552 509

### **SCHOOL ORGANISATION**

School organisation refers to the way our school is structured in order to effectively address the needs of the school community. This structure may change according to the needs, resources and opportunities afforded to us in the immediate as well as in our future.

Currently, children work within a class grouping of similar age level with a classroom teacher with whom the children work for most of the day. Class structures are set with the best interest of children as the priority.

A variety of learning strategies are used and every effort is made to personalise the learning for each child. Children are taught that stamina, resilience and engagement with their learning will translate to positive self-esteem and improved learning outcomes. Children participate and learn in a variety of settings:

- individual work
- group work



- class work
- whole school unit of work

Lessons and units of work may be experienced through:

- formal lesson sequences (explicit teaching) with clear learning intentions and success criteria provided to ensure that the learning is visible to students.
- inquiry approach to learning - where they are encouraged to develop curiosity, ask deep questions and think creatively.
- Students understand and are able to respond to; where am I going?, how am I doing?, where am I going next?

Research consistently demonstrates that excellence in teaching is the single most powerful achievement on student outcomes, (Hattie). At St Andrew's staff are continually provided with opportunities to develop their knowledge and capacity to strive towards excellence. Teachers participate in a variety of professional learning opportunities throughout each year. This takes place in the form of:

- Weekly Professional Learning Team Meetings (Monday & Tuesday afternoons)
- School Closure Days
- Professional Reading
- Offsite Professional Learning
- Further study

When whole school professional learning days occur, parents are given prior notice and these are generally accepted by authorities as one school day per term.

**Staff Professional Learning:** Monday and Tuesday afternoons are designated for staff professional learning each week. Staff collaboratively engage in learning and working together to improve student outcomes in alignment with the School's Annual Action Plan.

## **SCHOOL CURRICULUM**

The curriculum at St Andrew's Catholic Primary School is guided by the Archdiocese of Melbourne's Education Framework, Horizons of Hope and the Victorian Curriculum.

The curriculum at St Andrew's School is illuminated by Catholic faith with the formation of, and reverence for the learner at its centre.

The curriculum is the common set of knowledge and skills that are required by all students for lifelong learning, social development, and active and informed citizenship. Curriculum encompasses intended, enacted, experienced, assessed and achieved elements. It provides students with multiple opportunities for enriched and diverse learning. (Horizons of Hope)

The Horizons of Hope Framework outlines that "Learning brings hope." It is through this vision that we aim for all members of a Catholic school community are learners who:

- **honor the sacred dignity of each person**, supported to see their lives as shaped by God
- **search for truth**, continuously critiquing and re-imagining themselves in dialogue with Catholic tradition
- **embrace difference and diversity**, as the context for deeper understanding of self, others and God
- **build a culture of learning together**, through collaboration, partnerships and life-giving relationships

- **engage with the deep questions of life**, opening up spaces of meaning which engage Catholic faith
- **honor equitable access and opportunity for all**, committed to those most in need
- **commit to achieving the highest standards possible**, based on reflection, evidence and research
- **make a difference in the world**, inspired by the Gospel to act for justice and the common good.

The lens that each level takes across curriculum areas varies as the curriculum increases in sophistication and complexity as students progress through the year levels.

Below is an example of the lens that each level is taking throughout a term's Inquiry in the areas of Science - Earth & Space & Creative & Critical Thinking:

**Prep:** How does Earth give us life?

**Year 1/2:** How is everyday life on earth affected by changes in seasons?

**Year 3/4:** How does the Earth's rotation impact people's lives?

**Year 5/6:** How are scientific discoveries and inventions influencing our understanding about Earth and Space?

In creating Inquiry units for each term the staff seek student voice in relation to what students already know about a particular curriculum area and what they want to know. This is aligned with the curriculum to design the Inquiry Units for each level. Staff then formulate overarching questions as outlined above along with additional contributing questions to support students as they move through the Inquiry process. Throughout the Inquiry process students also move across the curriculum areas of design and digital technologies and art to demonstrate their understandings and learnings. The staff additionally consider links with English and Education in Faith to deepen student learning.

### **Assessment and Reporting**

Assessment at St Andrew's School focuses on growth across religious, academic, physical, social and emotional domains. It is an ongoing process of gathering, analysing and interpreting data about learners' progress and achievement to improve learning. (Victorian Curriculum and Assessment Authority 2015) As part of the teaching and learning cycle, data in the form of teacher observation and work samples, along with formative and summative assessments provides teachers with accurate information in regard to students' ongoing needs.

St Andrew's School provides families with a formal report at the end of each semester and provides further opportunities to discuss student growth towards the end of Terms 1, 2 and 3 through Three Way Interviews.

### **RELIGIOUS EDUCATION**

Religious education in a Catholic school permeates the total daily life of the school with lessons and religious celebrations contributing to the full flourishing of the person, as created in the image and likeness of God. Our faith calls us to embrace the contemporary world with a Catholic imagination. As Catholic educators, we invite students to make sense of their world and their lives within a faith community.

Transformation within an increasingly secular landscape requires strong religious leadership. We see our purpose as Catholic educators as one of:

- learning together
- working from evidence
- animating and supporting learners, and
- leading in faith and transformation

We are called to meet these opportunities and challenges with courage, faith, hope and love for our students.

Religious Education as a curriculum area is critical to education in a Catholic school. It deliberately attends to the intellectual and spiritual development of each person by inviting a relationship with God and a Christ-like perspective towards others.

Religious Education provides learners with the opportunity to reflect on their wonderings about God, beliefs and life, and explore these wonderings in dialogue with the Catholic Tradition. This enables students to engage in a search for meaning and truth.

Parents, students and staff work together so that students are:

- supported to grow in understanding
- enlightened by faith, and
- animated by love to lead to hope

The staff at St Andrew's School encourage students to enact the Catholic Values through:

- Religious Education lessons
- Daily prayer sessions
- Whole school and class liturgies
- School assembly
- Sacramental Programs (school based)
- Supporting community and Social Justice projects

### **Digital Technologies & Cybersafety**

At St Andrew's School, we understand the importance of integrating technology into the curriculum. Our vision is to use technology to enhance *partnerships*, *global citizenship* and *innovation* to prepare future-ready students.



For students in years F-2, they have 1:2 access to Chromebooks & iPads. For students in years 3-6, they have 1:1 access to Chromebooks. With this, there are associated risks and responsibilities for

students, teachers and parents alike. The explicit teaching of Cyber Safety aims to equip students to use technology positively, safely and responsibly, respecting the rights of everyone.

The four guiding principles of Cyber Safety at St Andrew's are:



St Andrew's also provides annual support and education for parents in the area of Cyber Safety to ensure that safeguarding our children is consistent and holistic in its approach. In an ever-changing digital world, St Andrew's strives to provide a highly engaging and safe online experience for all students. We ask that students and parents commit to the safe use of technologies by reading and adhering to our Digital Technologies & Acceptable Use Policy. The policy outlines the children's responsibilities associated with the use of technologies. It also addresses the need for parents to be vigilant in the monitoring of their children's use of technology and the internet at home.

This policy can be found under Policies on the school website:

<http://www.saclaytonsth.catholic.edu.au/>

## **SCHOOL CURRICULUM**

### **English**

*English is a key Learning Area within the Victorian Curriculum. The main elements are:*

- *Speaking and Listening*
- *Reading and Viewing*
- *Writing*

<http://victoriancurriculum.vcaa.vic.edu.au/english/introduction/rationale-and-aims>

### **School Approach**

St Andrew's implements a P-6 school approach to Literacy for all students. A daily Literacy block is provided in all classrooms. This consists of a two hour Literacy Block focusing on developing and implementing skills in Speaking and Listening, Reading and Viewing and Writing.

Our practice reflects the following beliefs and understandings.

- *All students can achieve personal success given sufficient time and support*
- *All teachers can teach to high standards given the right conditions and assistance*
- *High expectations and early intervention are essential*
- *Literacy leadership, coordination and Professional Learning Teams have a positive impact on student learning outcomes.*
- *Assessment, monitoring, standards and targets establish effective teaching strategies.*
- *School and classroom organization, teaching program and resources directly impact on student learning.*
- *Home, school and community partnerships create positive learning environments.*

### **Reading Recovery**

Reading Recovery is a 12- 20 week intervention program delivered by a trained Reading Recovery teacher. Reading Recovery is available to Year One students who require additional support with their early literacy acquisition. Reading Recovery is directed through strong implementation guidelines and student data to ensure fidelity of the program.

### **Mathematics**

At St Andrew's we believe that Mathematics is an essential life skill. It provides children with problem solving strategies that will enable them to understand everyday activities. Mathematics allows children to develop and use logical thought processes.

In Mathematics learning your child is engaged in activities to learn ideas and develop skills in number, space, measurement and logic. Students are provided with a challenging curriculum that is comprehensive, balanced and student-centred.

The Mathematics program aims to increase performance in mathematics learning for all students. This is monitored and teachers use the results to plan for the student's future learning

At St Andrew's we plan for the children to learn Mathematics in an active, creative and meaningful way where all levels and abilities are catered for. Mathematics is generally taught as a separate subject. Mathematics can also be integrated into the broader curriculum. The framework for classrooms is provided by the Victorian Curriculum.

At St Andrew's we believe students should work toward:

- becoming confident learners of Mathematics by having a positive attitude towards risk taking;
- enjoying Mathematics and being active learners;
- applying, using and discussing Mathematics in their everyday lives;
- developing logical reasoning thought processes;
- developing strong Numeracy and problem solving skills;
- becoming competent in using the tools of Mathematics in an appropriate manner;
- developing an ability to communicate, using clear and precise mathematical language.

### **Learning Support Program**

Additional support and intervention is provided to students.

Intervention programs are complementary to classroom teaching and are planned in conjunction with classroom teachers and other associated professionals where applicable.

The Education Support Staff work in the classroom in conjunction with the Class Teacher to support one or more students who require further assistance.

### **Specialist Classes**

Throughout each week students will participate in a variety of additional curriculum areas. These specialist areas are led by school staff and add further depth to the curriculum as offered.

Physical Education	Visual Arts
Performing Arts	LOTE (Language other

Library	than English) Italian
---------	--------------------------

### **The Arts**

St Andrew's prides itself on its Performing and Visual Arts Program which allows students to develop their creative abilities as well as their confidence in performing in front of an audience.



### **Physical Education and Sport and Outdoor Education**

St Andrew's promotes the development of a healthy lifestyle by providing a well organised and active environment in which students can participate in a wide range of sports and physical activity. As well as improving fitness, participation in sport and physical education develops a sense of fair play, self-confidence and an ability to work with others as part of a team.

Physical education is timetabled for all students from Foundation year onwards. There are many opportunities for senior students to participate in a large range of sports at school, district, zone, state and national levels.

On sport days we ask that the children have suitable attire, i.e. shorts, runners. Please refer to the school uniform list.

The P.E. timetable for each year level is included in the class newsletter at the beginning of the school year.

### **Library**

The School Library holds a large number of resources. Borrowers must possess a library bag for book protection before they will be allowed to borrow. All students are requested to return borrowed books by the due date. Parent cooperation is sought in this matter to ensure books are not lost or damaged. Please report any lost or damaged books to the Librarian.

Every year level is allocated a Library time in which they visit

### **EXCURSIONS / CAMPS / TRIPS**

Staff organise opportunities to extend the learning experience of the students through appropriate field trips and excursions. The costs for excursions and incursions are levied on the school fee

accounts each year. Extended opportunities are provided for students in Years 5 and 6 via a school camp. Attendance at school camp is a compulsory part of each child’s primary school education.

Year 5 and Year 6 children attend a two night camp on an annual basis. Therefore our seniors students attend camps in their final two years of schooling.

**HOMEWORK**

**AIMS**

The aims of homework at St Andrew’s are:

- to strengthen home-school connections and reaffirm the role of parents and guardians as partners in education
- to foster an enjoyment of reading
- to develop positive study habits, concentration, discipline and organisational skills
- to understand that learning takes place in different environments
- to assist the students in developing responsibility
- to reinforce and enrich the students’ learning process

***The teacher’s responsibilities in relation to homework are to:***

- provide students with opportunities to change their books regularly and to use of the library to select appropriate texts
- set homework and give direction to children regarding the completion of assigned tasks
- monitor homework tasks in order to provide timely and relevant feedback
- provide feedback to parents where required

***The student’s responsibilities in relation to homework are to:***

- read for the prescribed amount of time each night and record this in their log/diary
- take pride in and submit their best work
- be fully engaged with the homework task
- use technology responsibly
- bring completed work to school by the due date
- ask their teacher or parents if they are having difficulty understanding a task or need assistance.

***The parents and guardians responsibilities in relation to homework are to:***

- affirm positive attitudes towards homework
- support the development of their child’s time-management skills in order to meet homework deadlines
- celebrate their children’s learning successes
- provide a suitable environment in which homework can be completed
- encourage their child to complete and submit the homework
- report to the child’s teacher any concerns regarding the nature and quantity of homework, or any other homework concerns

YEAR LEVEL	READING
<b>Prep</b>	Reading / being read to for 10 minutes per night.. Read aloud.

<b>One</b>	Reading / being read to for 10 minutes per night.. read aloud
<b>Two</b>	Reading for 15 minutes per night. Read aloud.
<b>Three</b>	Reading for at least 15 minutes per night.
<b>Four</b>	Reading for 20 minutes per night.
<b>Five</b>	Reading for 20 - 30 minutes per night. 20 minutes homework related to classroom learning
<b>Six</b>	Reading for 20 – 30 minutes per night. 20 minutes homework related to classroom learning

### **STUDENT WELLBEING**

At St Andrew’s, we believe that the development of a healthy self-esteem in students is a major prerequisite for self-discipline, learning and wellbeing.

Our programmes are designed to meet the interests, needs and abilities of our students. We explicitly teach social emotional skills to build their confidence, resilience and capacity to interact positively with others. We look forward to working with you to assist your child to grow academically, socially and emotionally.

St Andrew’s has a zero tolerance to Bullying refer to our **Anti -Bullying Policy** on the school website: <http://www.saclaytonsth.catholic.edu.au/>

### **Rights & Responsibilities**

We believe that all people within the St Andrew’s community have a right to be treated with respect and courtesy at all times.

Rights and responsibilities naturally go hand in hand.

‘I have the right to be heard, you have the responsibility to listen’.

<b>I have the right to:</b>	<b>I have a responsibility to:</b>
● Feel safe at all times	● Keep myself and others safe at all times
● Feel happy in my environment -	● Allow others to feel happy
● Learn	● Help others learn
● To be treated with respect	● Make the most of my own learning
● Approach teachers with any problems -	● Respect and care for property
● Work in a clean and tidy school	● Help keep our school clean and tidy
	● Wear the full school uniform

### **School Assemblies**



The school gathers together regularly at our school assembly. Assemblies are a positive forum in which children can find an audience to share their learnings and talents. Assemblies are an opportunity to pray together as a whole school, for classes to share information, for students to demonstrate their learning, for year 6 leaders to expand their leadership skills, for announcements of a whole school nature to be made and for parents and family members to access a forum where they gain a further insight into the happenings within our school.

### **Student Leadership**

At St Andrew's we are committed to providing quality education through a partnership among teachers, children and parents. The Student Leadership Program provides opportunities for student voice, the development of student leadership skills and encourages active participation in the decision making processes. Our philosophy is to prepare our students to be future leaders in the community. We want our leaders to be people of service who are willing to contribute and make a difference to their school community.

The key principles of student leadership are:

- Students have the potential to develop leadership skills over time.
- All students are encouraged to develop and demonstrate leadership skills throughout their Prep to Year 6 school journey. Year 6 leadership roles are a culmination of the primary school leadership journey.
- At St Andrew's School we have balanced the need for a large range of leadership opportunities, with the understanding that it is not possible for every student to have a formal leadership position.
- Leadership roles in the school are perceived as valuable by the students and the school community.
- We aim to develop leadership skills, knowledge, attitudes and values through a wide range of school programs and activities.
- We aim to contribute to a caring, safe and engaging environment through promoting student voice within our school community.



## Child Safe Code of Conduct

St Andrew's School is committed to providing a safe environment for all students and young people and will take active steps to protect them. To achieve this the school has developed and actively enforces Child Safe Strategies to ensure that any person involved in 'child connected work' is aware of their obligations & responsibilities for ensuring the safety of all children under their care. In accordance with requirements of the [Victorian Government's Ministerial Order No 870](#), St Andrew's School's Code of Conduct provides explicit expectations of the behaviours and expectations expected of all community members as documented in the Child Safe Code of Conduct.

### Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at St Andrew's School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and Education Board members at St Andrew's School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

### Acceptable behaviours:

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during staff meetings, PSG's, etc.)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.
- reporting any allegations of child abuse to the Principal.
- reporting any child safety concerns to the Principal.
- ensuring, as far as practicable, that adults are not alone with a child

### Processes for staff who are required to work alone with a child

It is expected that staff to whom this relates will observe child safe principles and expectations for appropriate behaviour towards and in the company of children. This may include (but is not limited to) St Andrew's School leadership, psychologists, counsellors, occupational therapists and speech

pathologists. Specific expectations for staff who, through the nature of their work, are required to work alone with a child include:

- ensuring that the student is comfortable to work alone with the staff member, and make explicit the student's right to terminate the session if they wish.
- where possible, placing the student closest to the exit
- ensuring that relevant school staff (e.g. class teachers) are aware of the student's whereabouts
- where a home visit is required, that a parent or guardian be present and give approval for a visit; that the Principal give approval for such a visit; and that the student is only spoken with in an open, visible space.

### **Unacceptable behaviours**

All staff, volunteers, contractors, clergy and board members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities, staff personal mental health issues)
- use inappropriate language in the presence of children
- Must not express personal views on cultures, race or sexuality in the presence of children contrary to Catholic Church Teaching.
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have any online contact with a child that is not via the College provided email service (including by social media, personal email, instant messaging etc.) or their family. Note online contact via St Andrew's School provided email service may only be for school related matters
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume alcohol at school or at school events in the presence of children without the permission of the Principal
  
- **Disclosure of Staff/Student Interactions**  
It is St Andrew's School's policy that all staff are encouraged to declare any interactions with students outside school hours. These interactions may include instances where the staff member is:
  - related to the student;
  - friends with the student's parents or family; or
  - given parental consent to interact with the student for academic or sporting purposes outside of school hours and has notified the St Andrew's School principal .

St Andrew's School maintains records of all declarations made by staff members related to their interactions with students, or relationships with students, that exist outside of school hours or School premises. These records are kept for a period of seven years.

### **School Uniform**

Uniforms can be purchased from our retail outlet at PSW (1 Age Street, Cheltenham)

The website address for our school uniform is -

<https://www.psw.com.au/schools/st-andrew-s-parish-school-clayton.html>

#### **Unisex Uniform**

Short Sleeve Polo  
Long Sleeve Polo  
Soft Shell Jacket  
Microfibre Shorts  
Zip Cuff Track Pants  
Elastic Waist Pants

#### ***Sports Uniform***

Mesh Polo Top - Students to purchase a Polo Top aligned to their House

Colour

#### ***Accessories***

White Crew Socks - girls summer  
Navy Crew Socks - girls winter  
Sports Socks  
Microfibre Hat  
Girls Tights  
Primary Pete Bookbag  
Explorer School Bag  
Black Shoes

#### **GIRLS**

Blue and white check dress  
Box Pleat Tunic  
Scooter Skort  
Tailored Pants  
Long Sleeve Shirt

#### **BOYS**

Tailored Pant - winter

- Hats are compulsory for all children during Terms 1 and 4. The hats must be worn at recess, lunchtime, during physical education and sport activities. Sunglasses are a non-compulsory item and may be worn during Terms 1 and 4.
- The St Andrew's school bag is a compulsory uniform item.

## **Outside School Hours Care**

St Andrew's School offers complete outside school hours care, i.e. Before School, After School and Vacation Care.

**LOCATION:** The programme is run by Youth Leadership Victoria and operates in the Glasshouse.

**HOURS:** The program operates every school day from 6.40 am – 8.40 am and from 3.15 - 6.30 pm.

It also operates on inservice days and school holidays from 6.30 am - 6.00 pm.

**ENROLMENT:** Enrolment forms can be obtained from the School Office

**CO-ORDINATOR:** Jennifer Wilson - Phone: 0425 775 579

**GENERAL ENQUIRIES:** Rita - Phone: 0412 958 601 or Email [rita@ylv.com.au](mailto:rita@ylv.com.au)

### **CHILD CARE BENEFIT**

A family subsidy (Child Care Benefit) is available from the Family Assistance Office (FAO). The Family Assistance Office will assess parents' taxable income and a scale will be used to determine the amount of assistance each family will receive.

### **CAMPS, SPORTS & EXCURSIONS FUND (CSEF)**

#### FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

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

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance is 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 is:

- \$125 for primary school students
- \$225 for secondary school students

#### HOW TO APPLY

Contact the school office to obtain a CSEF application form or download from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)