St. Mary's Primary School
Maffra

Information Booklet
SCHOOL INFORMATION

Address: 4 -12 Duke Street
(PO Box 69)
Maffra Vic 3860
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Email: principal@stmmaffra.catholic.edu.au
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Acting Principal: Mrs Cathy Blackford
Religious Education: Miss Janet Luscombe
Leader:
Administration Officer: Miss Mary McLaverty
Mrs Kylie Bennett

Parish Priest: Fr Darren Howie
(Parish Priest)
Presbytery Phone: (03) 5147 1921

SCHOOL OFFICE

Please note that the School Office is manned Monday to Friday from 8.45am to 4.30pm

TERM DATES 2016

TERM 1: Wednesday 27th January — Thursday 24th March
TERM 2: Monday 11th April - Friday 24th June
TERM 3: Monday 11th July - Friday 16th September
TERM 4: Monday 3rd October — Tuesday 20th December
At St Mary’s School Maffra, we strive to be authentic to the teachings of Jesus and the traditions of the Catholic Church.

We aim to be an inclusive and nurturing community that respects, values and empowers each person to fulfil their dreams and potential.

We envisage a School that provides challenging, relevant and child-centred learning experiences.

We believe that the social, emotional, moral, spiritual and physical wellbeing of our students is pivotal to student health, safety, learning and success.

OUR GOALS

Education in Faith
To nurture an active faith community
- That students are competent and confident learners in Religious Education.
- That strong connections are built between faith and action.

Learning and Teaching
To foster an engaged, independent and active learning community
- A rich, differentiated and purposeful learning program is developed for all students in Numeracy/Literacy.
- Plan using ‘AusVels’ especially in Numeracy and Literacy
- A culture of effective ICT usage particularly in Numeracy/Literacy in all aspects of learning within the school community.
- Parents will be involved and educated in creating a culture of active, independent learners in Numeracy/literacy.
- Students demonstrate initiative, problem solving and responsibility for their learning in Numeracy/Literacy.

School Community and Student Wellbeing
To foster an engaged, independent and active learning community
- That students are resilient and successful learners.

Leadership and Stewardship
To strengthen professional culture
- Staff-shared leadership is established.
- There is a culture of accountability to one another.
- Communication processes are developed.

The Mission of St. Mary's Catholic Primary School is to bring action to our Vision Statement
INTRODUCTION

Welcome to St Mary’s School. We thank you for the trust you have placed in us by choosing us to share with you the responsibility and privilege of educating your child. We look forward to nurturing and supporting your child as he/she grows spiritually, emotionally, physically and intellectually throughout his/her primary schooling.

1.1 SCHOOL HISTORY

Bishop Corbett opened the original school in the parish of St Mary’s in 1905. Under the care of the Sisters of St Joseph, the school was named St Joseph’s and located adjacent to the Convent. The school moved to its new site in Duke Street in 1967. On 4th February 1968, Bishop Fox blessed and opened the newly named St Mary’s Primary School. There have been several extensions and improvements since that time, the most recent being a major refurbishment in 2006 and a new Library/ICT Centre in 2010. In 2012 we have completed the refurbishment of all seven classrooms and are very proud of our achievement. Five out of the seven refurbished classrooms were self-funded. Although the Sisters no longer teach in the school, it still retains many Josephite Traditions and is mindful of the debt it owes the Sisters of St Joseph.

PASTORAL CARE

INTRODUCTION

We aim to be a welcoming community that provides a safe and secure school environment. Teachers work with parents to guide and encourage the correct behaviour in children. Children are encouraged to develop responsibility for their behaviour and to make appropriate choices that reflect Gospel Values i.e. to live justly, to love and serve others and to acknowledge God’s presence in their lives and in the lives of others.

In this way then, we mirror our School philosophy, which asks that we nourish that behaviour which reflects the gospel values, and discourage inappropriate behaviour.

2.2 SCHOOL BEHAVIOUR CODE

Our procedure centres on the belief that classrooms are learning environments and as such need to be conducive to learning. The fundamentals of our Student Behaviour Procedure are based on choice theory and restorative practice. If children were re-directed and still chose not to honour their responsibilities they would not be a part of the learning environment and essentially be removed from the classroom. It is expected that all classes and learning environments will follow this procedure. If parents want a copy of the Behaviour Management Policy, please see the class teacher or contact the school office.

The school follows this ‘4 step Model’
4 Step Model

First Warning - verbal warning and re-direction.

Second Warning – verbal warning and re-direction

Third Warning – If the student chooses to continue behaviour. The student is sent to buddy class with a Responsible Thinking Sheet.

Fourth Warning – If the student chooses to still continue behaviour. The student is sent to the principal’s office for time out. Parents are phoned and a re-entry into the classroom occurs at a later time – usually that same day. (This re-entry would entail the teacher and the student meeting and the student articulating what needed to change before they re-entered the classroom.)

Swearing and Fighting
There is a zero tolerance at St Mary’s Primary School. Parents are phoned and the child is sent home immediately.

WHEN OUR CODE IS FOLLOWED:

Children receive verbal encouragement and recognition of behaviour by awards (e.g. weekly Principal’s, Class and Merit Awards).

Senior children are chosen for special responsibilities (e.g. Library Monitor, Peer Mediators).

WHEN OUR CODE IS NOT FOLLOWED:

Children who repeatedly do not follow the behaviour code are given counselling, parents are involved and the child’s play area may be restricted. Behaviour modification programs are implemented when necessary.

2.3 CLASSROOM BEHAVIOUR CODE

Each class determines its appropriate code of behaviour, which is based on the 4 – Step Model. Parents may need to be informed and involved in supporting their child to develop appropriate behaviour and self-discipline strategies.
The Famous Five

Right Time Right Place

Hands and Feet to Myself

Speak to Please not to Tease

Respect for All

Look after the Environment
SCHOOL RULES

St Mary’s Primary School proudly displays our Famous Five School Rules in classrooms and around our school. The children are taught these rules from an early age and it becomes very much a part of the language that we use at the school.

AUSTRALIAN CURRICULUM

Currently the Australian Curriculum provide the basis for curriculum planning for all schools in Victoria. The new Australian Curriculum has been implemented from 2013.

The four main components – English, Mathematics, History and Science will be integrated throughout the course of the year.

RELIGIOUS EDUCATION

Contemporary Religious Education starts with the child’s experience. Through talking about these experiences, reading the Scriptures and exploring teachings from our Catholic tradition the child is able to name the faith experience and respond accordingly. This can be as simple as acknowledging the beauty of our world and making an effort not to litter in the playground.

The children are exposed to a variety of prayer forms and experiences, and participate in class and school liturgies.

At St Mary’s School we are working with Parish leaders in celebrating the Sacraments using the Parish Based, Family Centred, School Supported model. This means the whole Parish Community works together to prepare the child for this important step in their faith journey. Children who are baptised Catholic will receive the Sacrament of Reconciliation in Year 3, Eucharist in Year 4 and Confirmation in Years 5 or 6 (every second even year). Children of other faiths are welcome and are expected to participate in the Religious Education Program.

SPECIALIST LESSONS

Presently at St Mary’s we have specialist teachers taking lessons in Art and Library/ ICT as well as Japanese at all grade levels (Prep – Grade 6).
HOUSE TEAMS

The school is divided into three house teams:

- MacKillop - Gold (Josephite Order was established by Mary MacKillop)
- Curran - Red (The first Parish Priest of Maffra)
- Corbett - Green (The first Bishop of Sale Diocese)

Each year House Captains from Year 6 are appointed and Prep children are placed in the same house team as older siblings at the school.

3.1 ASSESSMENT AND REPORTING TO PARENTS

The St Mary’s assessment schedule monitors children’s needs and progress through:

WRITTEN REPORTS

- Detailed written reports, indicating your child’s progress are prepared in June and December
- NAPLAN - National Assessment for Years 3 and 5
- PIPS - twice yearly online assessment for Prep in February and December
- Comprehensive formal Numeracy and Literacy Assessments
- Ongoing daily / weekly / monthly / informal assessment
- The development of Individual Learning Plans and student-lead PSG’s where required
- 3 way conferences (parent, child and teacher) twice yearly

Written reports and meetings are focused on the total development of the child – intellectual, spiritual, physical, social and emotional aspects are all considered.

PARENT TEACHER INTERVIEWS

At any time during the year, interviews regarding your child can be arranged through the class teacher.

If you have any concerns about your child it is important that you make an appointment to see your child’s teacher. Likewise, you may be asked to come to school at a mutually suitable time if your child’s teacher feels the need to meet and discuss your child’s progress.

3-way conferences between child, parent and teacher are held to discuss your child’s educational progress.

HOMEWORK POLICY

Homework is designed:

* to be relevant to classroom studies
* to revise classroom teaching
* to encourage children to take responsibility for their learning

Homework may be set on Monday to Thursday nights. There is no prescribed time allocation for this homework. Children may be required to complete unfinished class work or activities. Other tasks or projects may be set on occasion.

Children are expected to read every night. Some children will have readers, others library books, the older children could be encouraged to read the daily newspaper. Please use your discretion in monitoring your child’s homework, and speak to your child’s class teacher if he/she is experiencing difficulties with it.
3.2 PARENT INVOLVEMENT

Parents are welcome and encouraged to assist Teachers and children in the classroom and with outdoor activities whenever possible. These activities may include reading, assisting with learning centres, excursions, sport and physical education or cooking. Parents and other visitors must hold a current Working with Children Card (WWC) to work within classrooms.

SCHOOL ORGANISATION

4.1 ABSENCES AND ATTENDANCE

It is unfair to your child, other students and teachers to send to school a student who is obviously unwell or not fully recovered from illness. Such students are not receptive to learning or school routines, and our facilities for caring for them are limited.

Regular attendance is required by law and is important as it helps school progress, social adjustment and the development of independence. However, home is the place for a sick child.

Late students are required to be signed in. Parents are to fill in the “Late Arrivals/Eary Departures Register” located at the School Office. Likewise children leaving early are to be signed out in the same register.

Children returning after any period of absence must, as a legal requirement, bring a signed, written note stating the reason for the absence. If it is known that a child will be absent for a long period, parents are requested to discuss this with the Principal.

4.2 BOOK CLUB

Ashton Scholastic provides the opportunity on a regular basis for children to purchase books at a reasonable price. Order forms are sent home regularly through the Parents and Friend’s Organisation’s Book Club Organiser. Completed order forms and money need to be returned in an appropriately marked envelope by the nominated closing date.

4.3 BUS TRAVEL

Bus transport is available to pupils who live more than 4.8klm from the School, if places are available, through the Government School Bus System. Children may be put off school buses following acts of vandalism or anti-social behaviour. Children must be seated at all times when the bus is moving and must not have limbs or articles protruding from windows. If your child requires a bus pass on a particular day, a note must be sent to the Office, giving at least two days notice.

The Bus Co-ordinator for our area is at Maffra Secondary College. The co-ordinator can be contacted there should you wish to make any comment regarding behaviour, safety, convenience, satisfaction etc.
4.4 CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum. CSEF will be 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. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

If you feel you are eligible please contact the School Office, where the application forms are available.

4.5 CONVEYANCE ALLOWANCE

Any parents living beyond 4.8 kilometres from the school bus routes are eligible for payment under certain conditions. If you feel you are eligible please contact the School Office.

4.6 CARE OF PROPERTY

Children are encouraged to take responsibility for their own belongings. All items of clothing and property are to be clearly named. Teachers cannot identify unmarked clothing that is often mislaid or wrongly claimed by other children. Children are held financially responsible for damage to school property through disobedience or destructive behaviour.

4.7 LUNCH & FRUIT STOP

At St Mary’s we promote healthy eating and lifestyle. Parents are encouraged to provide healthy “everyday” foods for their children’s lunch and snack e.g. fresh fruit, sandwiches, wraps etc.

Each child is expected to bring his/her lunch in a clearly marked box. Any uneaten food is to be taken home.

♦ Children are not permitted to leave the school to buy lunch unless accompanied by a parent.
♦ Parents delivering lunches to children are asked to bring these to the child’s classroom.
♦ Please do not include cans or bottles of drink or thermoses containing hot water or soup in lunches.
♦ Lunch orders are currently available on Mondays and Friday.

As St. Mary’s is an accredited Waste Wise School, we encourage the children to recycle all food scraps and limit food wrapping/packaging. Children are encouraged to bring their lunches in plastic containers to minimize waste. At 10am, during our 2 hour literacy block, children are encouraged to eat a piece of fruit as a healthy snack.

4.8 SCHOOL HOURS

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<th>Time</th>
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<tbody>
<tr>
<td>Morning Session</td>
<td>8.55am - 11.00am</td>
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<tr>
<td>Recess</td>
<td>11.05am - 11.30am</td>
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<tr>
<td>Mid-Morning Session</td>
<td>11.30am - 1.00pm</td>
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<tr>
<td>Lunch - eating</td>
<td>1.00pm - 1.10pm</td>
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<tr>
<td>Lunch- playing</td>
<td>1.10pm - 1.50pm</td>
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<tr>
<td>Afternoon Session</td>
<td>1.50pm - 3.20pm</td>
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It is most important that children do not arrive at school earlier than 8.30am. There is a teacher on duty from 8:30am.

No child may leave the school grounds between 8.30am and 3.20pm.

If parents need to take children before 3:20pm e.g. to an appointment, they must sign them out in the book located in the school foyer.

Children are to leave the premises promptly after school, unless attending a supervised function. For reasons of legal liability children are not allowed on school grounds out of prescribed school hours.

Prep children have a special attendance program during the month of February.

4.9 SCHOOL PHOTOS

Arrangements are made on an annual basis to have photos of individual students, class groups, family groups and the whole school taken by a professional photographer. The photographers have packages which they offer to parents.

4.10 SCHOOL UNIFORM

St. Mary’s School takes pride in its official uniform. It has been established over many years and is recognised as an economical and practical code of dress. Parents are required to ensure that the full uniform is worn at all times.

The school uniform identifies students as members of the St. Mary’s School Community. The children are encouraged to wear their uniform with pride and behave in a manner, which reflects creditably on themselves, their families and their school.

**BOYS’ SUMMER UNIFORM:**
- Grey shorts, mid thigh length
- Pale Blue Shirt
- Grey Socks
- Navy jumper with school emblem
- Black leather shoes
- School Hat

**BOYS’ WINTER UNIFORM:**
- Grey long trousers
- Pale blue skivvy or blue shirt
- Grey socks
- Navy jumper with school emblem
- Black leather shoes

**GIRLS’ SUMMER UNIFORM:**
- Blue/white check dress, white collar and cuffs
- White Socks
- Navy jumper with school emblem
- Black leather shoes
- School Hat

**GIRLS’ WINTER UNIFORM:**
- Navy & Grey Tartan Tunic
- Navy gabardine slacks as an optional extra
- Navy jumper with school emblem
- Pale blue skivvy or blue shirt
- Grey socks or tights

**SPORTS UNIFORM - BOYS AND GIRLS:**
- School Polo Shirt – navy and pale blue with school emblem
- Shorts - navy blue mid thigh length
- Tracksuit - navy blue pants or navy with blue stripe pants to match sports jacket
- - windcheater top or jacket with school emblem
- White socks
New uniforms are now available from “Kidz Biz”, a local business in Johnson Street Maffra. An order system is also available twice a year from the store.

- Thongs are only to be worn to and from the swimming pool.
- Sneakers only to be worn on sports days.
- For health reasons long hair must be tied back and hair colouring in natural colours.
- Nail polish and jewellery (other than watch) must not be worn. If ears are pierced, only one set of studs or sleepers must be worn.
- Thongs are only to be worn to and from the swimming pool.
- For health reasons long hair must be tied back and hair colouring in natural colours.
- Nail polish and jewellery (other than watch) must not be worn. If ears are pierced, only one set of studs or sleepers must be worn.
- The girls’ winter uniform is the navy and grey tartan tunic. Navy gabardine slacks are an optional extra for warmth and do not replace the tunic as the official uniform.
- If for any reason children cannot wear the correct uniform parents are asked to send their child to school with a note. Uniform must be worn for all official school functions e.g. excursions, concerts, school photos, sporting events. Failure to comply may result in exclusion from the event.

4.11 STATEMENT OF SCHOOL FEES

A Family Fee is charged and is billed at the beginning of the school year.

A Capital Fee is charged along with the Family Fee.

An Activity Levy and Curriculum Resources Levy are included on booklists at the beginning of each year. The Activity Levy covers the cost of school performances by outside theatre companies and other performances, concerts etc. The Curriculum Resources Levy is to cover the costs of consumable items used in our everyday educational programs, as well as the web based numeracy program Mathletics.

In 2016 An Excursion Levy was introduced for children in Grades Prep, 1, 2 and 3 to cover the cost of excursions - rather than collect excursion money as excursions arise. It is payable with School Fees within the first instalment.

A Camp Fee for students in Grades 4, 5 and 6 is billed separately prior to students going on Camp.

Payments can be made in one lump sum at the beginning of the year, or paid in three instalments, which are due at the start of Terms 2, 3 & 4. These payments can be made by cash or cheque, or by Direct Debit from your bank account. Payment by Credit Card is also available. Statements are issued each term and parents are asked to settle accounts promptly.

Provision is made for families in need. Parents who wish to make alternate fee arrangements are asked to speak to the Principal.

Fees are reviewed each year by the School Board.

4.12 PARENTS AND FRIENDS ASSOCIATION

The Objectives of the Association are:

(a) to provide resources for the school students
(b) to assist staff wherever possible
(c) to advance the prestige of the School
(d) to co-operate with the Parish Priest, School Principal, Staff and School Board in matters relating to the Parish and School
(e) to provide opportunities for social meetings between parents
(f) to elect a member at the Annual Meeting to represent the Association on the School Board.
The Parents & Friends Association currently meets once a month. Meeting times are flexible, alternating between morning and evening meetings, so as to encourage maximum participation. We encourage all parents to become a part of this group – it’s a great way to meet new people and also help raise important funds for your child’s school. Some of the activities in 2013 have included Cake Stall, Mother’s and Father’s Day Stalls, Easter Raffle, Art Show, Theatre Night and Party Plan Evening.

4.13 SCHOOL BOARD

The School Board is an advisory body that exists to help in educational, financial, pastoral and religious matters, within the school and wider community. Its role is to advise the Principal and the Parish Priest. Parent representatives are elected from within the parent community. Other Board members include the Parish Priest, School Principal and elected representatives from the staff and Parents and Friends Association.

WELFARE AND SAFETY

5.1 ACCIDENTS AND ILLNESS

In the event of a serious accident or illness, an ambulance will be called and parents notified.

- asthmatics, diabetics, epileptics and anaphylaxis prone children are requested to alert the school of their medication and procedures in emergencies. Parents are asked to complete details of treatment and medical history at the start of each year, including a management plan from your doctor

- parents are asked to personally administer any medications required during a school day - if this is neither possible nor practicable, the medication should be handed to the child’s teacher with the following details:
  1. Child’s name
  2. Name of drug / medicine
  3. Exact dosage and details for administering – e.g. morning recess with food

5.2 BUDDY SYSTEM

Prep children are given a buddy from amongst the Grade 6 children. The older children help their Prep buddy throughout the year, undertaking a variety of roles e.g. helping in the classroom, sitting next to them in Mass or by simply being a “big person” in the yard to go to if they feel they need help.

5.3 CLEAN AIR

In the interests of all parties we ensure that a safe working environment is maintained in our School. In order to maintain this we apply:

- No smoking on school premises.
- No smoking within 4 meters of school entrances.
5.4 DISASTERS AND EMERGENCIES

The School follows a prescribed Displan - Emergency Management Plan - evacuation procedure in the event of any threat to student or staff safety. The point of assembly is the on the Year 3/4 oval. In the event of a large fire, or similar emergency, parents are asked to keep any calls to the school brief.

Fire/Emergency Drills are held each term to familiarise both teachers and children with the Emergency Procedures.

5.5 EMERGENCY CONTACT

At the beginning of each year, a family details/amendment form is sent home. This information is updated annually to ensure we have current contact details for all children. If possible please ensure that your emergency contacts are likely to be available and relatively close to the School. In the event of any change to these details through the year, please notify the school office promptly.

5.6 HEAD LICE

Treatment of head lice is the family’s responsibility and as such checking a child’s hair for the presence of lice or nits should be a regular routine, especially in the case of an outbreak.

When an outbreak either on an individual or a group of children occurs, the School will notify the parents by way of a note to the particular class and also notify the School Community through the newsletter. Health Department recommendations as set out below should be followed:

- Make daily checks of the family’s heads
- If you have lice or nits begin treatment immediately
- Children must be treated and the eggs must be removed before coming back to school.
- Parents are asked to inform the school if they find head lice in their child’s hair
- Be fair to everyone who was in close contact with the infested family member – tell them! This may also mean telling the teacher at kindergarten or playgroup
- There can be a whole school head-check by a qualified nurse at certain times of the year

5.7 INFECTIOUS DISEASES

The main conditions for exclusion of children from school are included as Appendix "A". As previously mentioned students enrolling in Prep are required to provide an immunisation certificate on enrolment. Children who are not immunised may be excluded from school in the event of an outbreak of some diseases.

5.8 PERSONAL HYGIENE

Hygiene is especially important when large numbers of people live and work together. Please talk to your child about correct toilet procedures, stressing the frequent washing of hands. Each child should have a clean handkerchief or tissues every day.
5.9 **PARKING OF CARS**

Parents are asked to help us by observing these requirements for safety:

- Children who travel by car are released from near the Church (eastern end of the School) in Duke Street. Parents are asked to pay heed to Bus Parking Zones.
- It is most important for the safety of all children that no cars stop near the Laura Street bus or bike gates. *However, on the occasion that parents stop to pick up their children who normally travel on the country buses, then they are asked to park on the opposite side of the street from where the buses pull up to collect the children.*
- An additional Pick up area has been allocated on Gibney Street.

5.10 **SAFETY**

It is important that your child knows:

(a) Full name, address and telephone number
(b) The most direct way to and from school. It is essential that children are taught to go straight home after school
(c) To refuse rides or other invitations from strangers
(d) Not to bring to school articles of value or toys that can be easily damaged
(e) Not to bring dangerous objects to school
(f) To obey all road rules

Police advise that children under 10 years on bikes are at risk on our roads today.

5.11 **SCHOOL NURSE**

The School Nurse conducts health examinations on all children in Grade Prep and any new enrolments at the School. The Nurse also accepts referrals by parents and teachers, refers children with problems to other appropriate agencies and reviews children referred for action in previous years.

5.12 **SUNSMART POLICY**

In the interests of skin cancer prevention and general health, the School has adopted a Sunsmart Policy. Main considerations are:

- All children wear an approved school hat outdoors from September to end of April
- Children without hats will be required to remain under cover in the school gazebo when outdoors
- All children should come to school wearing Sunscreen on exposed skin
- Outdoor activities will be time-tabled, wherever practical, away from peak UV times
- Available shade will be utilised at sporting or excursion venues
- Shade areas in the school grounds are available for children at all times

5.12 **VISITORS**

Any parent, helper or visitor to the School **must** to go to the Office and sign in the Visitors Book. This way we know who is in our School in case of emergency, as well as being a legal safeguard.
6.1 NOTICES

It is usual practice to send home notices with the eldest child of each family. Notes requiring a reply, such as permission slips and indications of involvement in activities, will be printed on yellow paper. These need to be filled in and promptly returned to the School. Please ask your child to be sure to bring all notices home. A weekly electronic newsletter, our primary source of communication, is loaded onto the School Website and School App on a FRIDAY. An electronic copy can be emailed to you also upon request. The Website and School App also contains a calendar of events as well as other messages and reminders.

6.2 SUGGESTIONS AND CONCERNS

Suggestions and concerns are best dealt with promptly and with those directly involved. If you have any concerns at all regarding your child, or issues concerning the school as a whole, it is imperative that you approach the school directly. Issues cannot be addressed until they are identified to those concerned, they can then be dealt with and resolved. It is important to note that the P&F and School Board are not organisations that field parent concerns. Concerns on all occasions must be directed to the School.

6.3 PRIVACY POLICY

Your privacy is important. This statement outlines the School’s Policy on how the School uses and manages personal information provided to, or collected by it. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. Families are issued with this statement at the beginning of each new school year. The Privacy Policy is also located on the School App.

7.1 ENROLMENT PROCEDURE

Parents wishing to enrol children in the school may obtain an enrolment form from the School Office. Applications are assessed according to the school enrolment policy and parents and child are then invited to attend an interview with the Principal. The Parish Priest gives the final approval for enrolment and parents are notified in writing of the outcome of their application. Appropriate orientation sessions and invitations are then extended to new parents.

7.2 ENTRANCE REQUIREMENTS

Children must be at least five years of age on or before 30th April of the year they begin school. Parents are invited to contact the Principal if they are unsure if their child is ready for school.
7.3 HEALTH REGULATIONS (IMMUNISATIONS)

The Victorian Department of Health requires parents to provide an immunisation status certificate for each of their children. In the event of an infectious disease outbreak, unvaccinated children and children whose immunisation status is unknown because no certificate has been presented, may be excluded from attending school until the risk of infection has passed. All children enrolling in primary school are required to present a School Entry Immunisation Certificate, which is automatically sent out following immunisation. This certificate states if they have completed the required childhood immunisations against Diphtheria, Tetanus, Measles, Rubella, Pertussis (Whooping Cough), Mumps, Polio, Meningococcal, Hep B etc. Please note that legislation does not make immunisation compulsory, however certification of immunisation status is compulsory.

7.4 TRANSFERS

Parents are asked to give as much notice as possible of an intended transfer. Requests for confidentiality will always be respected, but such information is important for long term school planning.