



**St Louis de Montfort's  
Primary School  
Aspendale**  
**37 Dolphin Street  
Aspendale 9580 5169**  
**[www.stlouisaspendale.com](http://www.stlouisaspendale.com)**



**PARENT HANDBOOK 2025**

## **INTRODUCTION**

Welcome to St Louis de Montfort's Catholic Parish Primary School community. We trust that your association with the school will be both a happy and rewarding one.

This information booklet has been put together in order to explain important policies and procedures adopted by the school.

We recognise that parents make an important contribution to the education of their children and welcome their involvement and participation in educational programs at school.

We ask that you read this booklet carefully and keep it as a reference so that you are familiar with the operation of our school and are able to support and encourage us in the education of your child. Any changes to any policies will be advised when necessary, through the school newsletter or on our website.

Keep referring to this booklet for any updates.

Yours faithfully

Ms Carmel Stutterd  
**Principal**

## **SCHOOL DIRECTORY 2025**

Principal:	Ms Carmel Stutterd
Deputy Principal:	Ms Michelle Barron (Teaching & Learning)
Deputy Principal:	Mrs Tanya Stefanec (Student Engagement)
Learning Diversity:	Mrs Sarah Talbot
Office Manager:	Mrs Polly Pedrazzini
Financial Assistant:	Mrs Nicola Brennan
Admin Officers:	Mrs Donna Lannan Mrs Cathy Wells
School Address:	37 Dolphin Street Aspendale 3195
Telephone:	9580 5169
E-mail:	office@stlouisaspendale.com
Website:	<a href="http://www.stlouisaspendale.catholic.edu.au">www.stlouisaspendale.catholic.edu.au</a>
Office Hours:	8.30am – 4.00pm

# STAFFING DETAILS 2025

## LEADERSHIP AND MANAGEMENT TEAM

Principal	Ms Carmel Stutterd
Deputy Principal Learning & Teaching	Mrs Michelle Barron
Deputy Principal Student Engagement	Mrs Tanya Stefanec
Faith Development Leader	Mrs Marylene Douglas

## LEARNING AND TEACHING TEAM

Learning & Teaching Leader	Mrs Michelle Barron
English Leader	Mrs Angela Healy
Maths Leader	Mrs Emma Davies
STEM/Digital Learning Leader	Mr Thomson Wood

## STUDENT ENGAGEMENT TEAM

Student Engagement Leader	Mrs Tanya Stefanec
Learning Diversity Leader	Mrs Sarah Talbot
Pastoral Care	Ms Rose Carnovale

## ADMINISTRATION TEAM

Office/Business Manager	Mrs Polly Pedrazzini
Financial Assistant	Mrs Nicola Brennan
Office Administrative	Mrs Donna Lannan
Office Administrative/PA Leadership	Mrs Cathy Wells

## CLASS TEACHERS

<b>Prep Team</b>	Year PGY	Room 9	Mr Gary Young
	Year PMR	Room 8	Mrs Gen Martin Mrs Dominique Rekdale
	Year PLP	Room 12	Miss Lena Perriman
	Year PJM	Room 13	Miss Jess McQueen
<b>Year 1 Team</b>	Year 1CA	Room 26	Ms Camille Allenby
	Year 1PW	Room 27	Mrs Jenny Waldron Mrs Erin Paisley
	Year 1BM	Room 28	Mrs Anne Bright Mrs Rachel Mason
<b>Year 2 Team</b>	Year 2DK	Room 10	Mr Dylan Knoll
	Year 2CR	Room 11	Mrs Cate Roach
	Year 2KO	Room 14	Mrs Kate O'Brien
	Year 2JA	Room 15	Mrs Johanna Armstrong

<b>Year 3 Team</b>	Year 3DJ	Room 17	Mrs Jen Darby & Mrs Breanna Jamison
	Year 3CR	Room 18	Ms Chelsea Ryan
	Year 3GT	Room 19	Mr Gene Trutsch
<b>Year 4 Team</b>	Year 4NB	Room 4	Mr Nick Byron
	Year 4GM	Room 5	Mrs Dani Gill & Mrs Toni Moser
	Year 4SW	Room 6	Mr Stephen Watley
	Year 4SN	Room 7	Ms Stephanie Nicholson
<b>Year 5 Team</b>	Year 5RC	Room 1	Mrs Rachel Carnegie
	Year 5MP	Room 3	Miss Mel Pace
	Year 5CP	Room 2	Mrs Cath Passante
<b>Year 6 Team</b>	Year 6CG	Room 22	Mr Chris Giosis
	Year 6GL	Room 21	Mr George Lithotomas
	Year 6KB	Room 20	Ms Kellie Barnhoorn
	Year 6ET	Room 23	Mrs Eva Traynor

## **SPECIALIST & SUPPORT STAFF**

Pastoral Care Officer		Rose Carnovale	Monday – Friday 8.00 am – 4.00 pm
Literacy Intervention		Mrs Kathy Childs– PAC 4	Mon, Tues, every 2 <sup>nd</sup> Wednesday
		Mrs Anna Kolodziej	Tues, Wed & Thurs
Physical Education		Mr Dean Andrew	Monday- Friday
		Mr Michael O'Brien	Friday
LOTE - Italian		Mr Tony Denton	Monday - Friday
		Mrs Angela Healy	Thursday (Preps Only)
Visual Art		Mrs Laura Duly	Monday - Friday
Music & Perform. Arts		Mr Nick Packer– PAC 3	Tuesday, Thursday, Friday
G-to-K Program	Garden Kitchen	Ms Wendy Mertens – PAC 2	Tuesday & Wednesday
		Mrs Sue Crisp	Tuesday & Wednesday
		Mr Frank Overberg	Tuesday & Wednesday
Learning Support Officers		Mrs Melisa Mahl	Mon - Fri 8:35am – 1:45pm
		Mrs Claire Gangemi	Mon - Wed 8:35am – 1:45pm
		Mrs Kirsten Jansen-McMaster	Mon - Fri 8:35am – 1:45pm
		Mrs Sue Crisp	Wed - Fri 8:35am – 3.15pm
		Mrs Donna Goldsworthy	Mon - Fri 8:35am – 3:15pm
		Mrs Raelene Murphy	Mon – Fri 8:35am – 3:15pm
		Ms Louise Wettenhall-James	Mon - Thurs 8:35am – 3:15pm
		Mrs Emily Williams	Tues, Thurs & Fri 8.35am – 1.45pm
		Mrs Giselle Doyle	Mon, Tues Wed 8:35am – 1:45pm
		Mrs Judy Ramjahn	Wed - Fri 9.00am – 1:45pm
		Mrs Pauline Magee	Mon - Thurs 8.35am-1:45pm
Mrs Melissa Hoare	Tues – Fri 8.35am – 1:45pm		

	Mrs Debbie Quinn	Mon – Fri 8.35am – 3:15pm
	Mrs Catherine O'Donnell	Mon, Wed, Thurs 8:35am – 1:45pm
	Mrs Carol Jeans	Tues & Wed 8:35am – 1:45pm
	Mrs Emma Coleman	Mon, Tues, Thurs, Fri 8:35am – 1:45pm
Library Manager	Mrs Jacqueline Kavanagh	Tues, Thurs, Fri 8:30am – 3:05pm
Library Admin Assistant	Mrs Kerri Hirst	Mon and Wed 8:30am – 11:30am
Hall/Uniform Manager	Mrs Lisa Goodes	Mon-Fri – varied hours
Gardener	Mr Frank Overberg	Mon – Fri 7:00am – 3:00pm
School Cleaners	A Fresh Start Cleaning Services	Monday – Friday

## VICTORIAN SCHOOL TERM DATES

TERM	2025	2026
<b>ONE</b>	Tuesday 28 January - Friday 4 April Students return: Friday 31 <sup>st</sup> January  <b>*Easter Friday 18 – Monday 21 April</b>	Tuesday 27 January – Thursday 2 April Students return: TBA  <b>*Easter Friday 3 - Monday 6 April</b>
<b>TWO</b>	Tuesday 22 April- Friday 4 July	Monday 20 April – Friday 26 June
<b>THREE</b>	Monday 21 July – Friday 19 September	Monday 13 July – Friday 18 September
<b>FOUR</b>	Monday 6 October – Tuesday 16 December	Monday 5 October – TBA

## SCHOOL HOURS

8.35 am	First Bell. Music played to signal students to go to class
8:45am	Second Bell. Classrooms open for students to unpack belongings and prepare for the start of school. Teachers on duty in classrooms. Preparation for the day - lunch orders to office, library books to library, marking of attendance roll
10.45-10.55am	Eating Bell. Lunch is eaten in classrooms supervised by teachers
10.55-11.35am	Lunch Bell. Students dismissed for lunch
1.35-1.45pm	Eating Bell. Snack is eaten in classrooms supervised by teachers
1.45-2.15pm	Recess Bell. Students dismissed for play
3.15 pm	School dismissed

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## **ABSENCE FROM SCHOOL**

If your child is unable to attend school, you are asked to either enter the Absence on COMPASS or call the school (9580 5169) before 8.30am leaving a voice message on the day of the absence to inform the school of the relevant reason. This must be done on each day of absence.

It would be appreciated if family holidays were arranged within school vacation times where possible.

If your child is listed as an unexplained absence, you will receive a Compass notification advising of your child's absence requesting you to notify the school promptly. The school will then follow up with a phone call. This is an Education Department requirement.

## **ADVENTURE PLAYGROUND EQUIPMENT**

As a safety and legal requirement, students can only use the adventure playground equipment under teacher supervision. Pre school children are not permitted to play on the equipment at any time. Teachers are not responsible for the supervision of pre school children. Students are not permitted on the playground equipment before or after school.

## **ASSEMBLIES**

The children will assemble each fortnight, to share events of interest, notable achievements and pray for their school and country. Classes are rostered for a prayer and presentation. These assemblies are held on Monday afternoon in the School Hall from 2.30pm – 3.00pm to provide a means of regular contact between classes and with the Principal. Parents are always welcome to attend.

## **BEFORE & AFTER SCHOOL CARE AND HOLIDAY PROGRAM**

EXTEND operates Before and After School Care at St Louis school in the two portables beside our School Hall and is open from Monday to Friday each week.

Before School Care operates from 6:45 am until 8:45 am and After School Care operates from 3.15pm until 6:15pm.

EXTEND can be contacted on 1300 366 437

## **BOOK CLUB**

The school acts as an agent for *Scholastic Book Club*, who offer books and educational activities at discounted prices. Catalogues are distributed twice per term. The closing order date is advertised in the school newsletter. The easiest way for parents to order and pay is by using the **Linked Online Ordering Payment platform (LOOP)** Once registered, your order will electronically be linked to St Louis school, where you place your order and pay by credit card. Alternatively, book orders can be sent to the school with the order form and correct payment. All books are delivered to the school one week after the closing order date. The school receives a small commission from these orders to purchase teacher and classroom

resources.

## **BUDDIES - to be updated from staff handbook**

A buddy system exists at St Louis de Montfort's School whereby all students are allocated a buddy annually to help them develop relationships and a sense of belonging and connectedness to the school community. Classes in Years P/4, 2/5 and 1/3/6 will be buddied together, and individual students there within will be paired off with new buddies for the year. The buddy program is particularly important for new students to support them with the transition to their new school environment.

## **CAMPING PROGRAM FOR 2025**

Our year 4- 6 camps for 2025 have been confirmed. Further details will be communicated with relevant families closer to departing.

Year 4 – Mill Valley	Wednesday 5 <sup>th</sup> – Friday 7 <sup>th</sup> November
Year 5 – Sovereign Hill	Monday 12 <sup>th</sup> – Wednesday 14 <sup>th</sup> May
Year 6 – Golden Valley Lodge	Wednesday 18 <sup>th</sup> – Friday 20 <sup>th</sup> June

## **CATHOLIC SECONDARY SCHOOLS**

Applications for Catholic Secondary schools are generally due while your child is in Year 4. It is therefore important that you take the opportunities presented by Open Days at secondary schools to help you make an informed decision. These Open Days are advertised in our weekly newsletters. Acceptance of your child's enrolment at a Catholic primary school does not guarantee enrolment at a Catholic secondary college. St Louis de Montfort's is a feeder school to St Bede's College in Mentone for boys, and Kilbreda College in Mentone for girls.

## **CHANGE OF ADDRESS**

The school must be notified immediately if there is a change in address, email or phone number at home or in the work place of parents. This is to ensure contact in the case of emergency. You must also change your child/s profile in Operoo.

## **CHILD SAFETY -Code of Conduct**

St Louis de Montfort's, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel *CECV Commitment Statement to Child Safety*.

Everyone employed or volunteering at St Louis de Montfort's has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. We have developed a Child Safety Code of Conduct that will be signed by all staff and volunteers which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and/or neglect.

[MACS Child Safety Code of Conduct 4.3](#) then click on the Child Safety drop down arrow.

## **COMPASS**

Compass is a convenient platform used by our school for various important communication purposes. As a parent, you'll use Compass to stay updated on your child's attendance, receive newsletters, and receive emails that do not require your permission. It's an essential tool that helps us keep you informed and connected with the school community.

Be sure to check Compass regularly for the latest updates and information!



## **COURT ORDERS**

In the event where a current court order applies to a family situation, the custodial parent is obliged to present the school with a copy of the court order to ensure that the school is aware of any custody arrangements. Where there are no court orders in place and parents are separated, the school needs to be notified of current mutual access arrangements.

## **DOGS**

In the interests of child safety and for all who use the school, **dogs are not permitted on school grounds at any time.**

## **EARLY LEAVERS**

If your child needs to leave the school during the day for any reason, an email informing the teacher and **most importantly the office staff**, from the parent/guardian must be sent in advance, or you can call the school office and request your child is brought to the office.

Children are not permitted to leave the school grounds during the day without an adult.

## **EMERGENCY INFORMATION**

Information needed in the case of emergency is kept electronically on the School's Admin system and on Operoo. This information needs to be updated constantly; therefore, it is important that any alteration of contact persons, phone numbers or addresses be brought to the attention of the school immediately and amended on your child's profile in Operoo.

## **ENROLMENTS**

Applications for enrolment of pupils for the following year's Prep class are opened during Term 1. Parents are notified about new enrolments through the school newsletter, the Parish Bulletin and on kindergarten noticeboards. Children may be enrolled to start school in February of the year in which they turn five, provided their birthday is on or before the 30th April.

School Tours can be booked online through St Louis de Montfort's website:

[www.stlouisaspendale.catholic.edu.au](http://www.stlouisaspendale.catholic.edu.au)

### ***Tour Dates in 2025:***

Thursday 20th Feb 9.30am  
Friday 14th March 9.30am  
Tuesday 25th March 9.30am  
Thursday 1st May 9.30am  
Thursday 8th May 6.00pm  
Sunday 18th May 10.30am  
Monday 19th May 9.30am  
Wednesday 11th June 9.30am  
Thursday 26th June 9.30am

## **EXCURSIONS**

Excursions take place in each grade of the school. They are seen to be an integral part of the school curriculum. They are invaluable in stimulating the children's interest and are always preceded or followed up by class work relating to the excursion. It is expected therefore that unless a serious reason prohibits it, all children will normally take part in these activities. Parents will be notified via Operoo at all times when teachers plan for students to leave the school grounds.



## **EXPECTATIONS FOR PARENTS/GUARDIANS**

1. Provide support and encouragement for your children to do their homework.
2. Support the school staff in developing student responsibility and resilience.

3. Attend school events, support the school and stay in contact with school staff.
4. Help your children develop positive attitudes to school and respect the staff and school property.
5. Show common courtesy and respect to all: abusive language and aggressive behaviour are unacceptable at all times.
6. Treat all individuals respectfully regardless of race, religion, gender, age, or sexual orientation, in line with the Charter of Human Rights and the Equal Opportunity Act (Vic).
7. Demonstrate an awareness of and respect for cultural diversity within the community and do not engage in any form of discrimination, harassment, vilification, bullying and victimization.
8. Encourage the peaceful resolution of conflict. Discourage violent or aggressive behaviour to solve a problem.
9. Should there be a concern, try to solve it with your child's teacher. If unresolved, contact the principal. If the problem remains, then contact the Melbourne Archdiocese Catholic Schools (MACS) - Southern Area Office.
10. Ensure students at school are free from harm and injury in all its forms (verbal, physical, emotional or sexual).

Consequences for inappropriate parent behaviour may include verbal warning, restricted access to the school, jeopardising ongoing enrolment or other consequences as defined by law.

## **GRADUATION**

A Graduation celebration takes place in the last week of the school year for all Year 6 students leaving our school to begin their secondary education. Graduation Evening starting with a Liturgy at 5:00pm and a formal presentation of awards and certificates by staff from 5.45pm-7.00pm.

## **GROUPING OF CLASSES**

In class placements, St Louis De Montfort's values and upholds the dignity of each child and has a focus on personal wellbeing and the promotion of quality teaching and learning. The allocation of children to various classes, class structures and class compositions are made using a collaborative process. The principal will formally seek input for class placement from families via the newsletter in term four of the previous year.

Class placements will be communicated to students and families after to the move up morning of the school year. This ensures that:

- Students will know the name of their teacher for the following year.
- Students will know the other students in their class.

Once announced, classes for next year are final and changes will only be made in exceptional circumstances. These exceptional circumstances will require evidence of impact on a student's social, emotional and/or academic development.

## **HEADLICE**

Head lice and their eggs do manifest from time to time in kindergarten and school life! Head lice are classified as 'infestation', they are not a disease. Lice and nits are not fussy about whose hair they inhabit. They like clean hair! Please check your child's hair regularly. Parents will be notified if the school suspects your child has head lice. Classes will be notified via Operoo of confirmed cases. Parents are responsible for the treatment of head lice. Children with head lice can be readmitted to school after head lice treatment has commenced. A certificate from a doctor or council is not required before your child goes back to school. Head lice are not the fault of schools, other families or children.

## **HEALTH EXCLUSION TABLE**

Health (Infectious Diseases) Regulations require the following exclusion table to be observed in cases of infectious diseases.

CHICKEN POX	Exclude until fully recovered or for at least 5 days after the eruption first appears
MEASLES	Exclude for at least 4 days after onset of rash
RUBELLA	Exclude until fully recovered or for at least 4 days after onset of rash

IMPETIGO	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment
CONJUNCTIVITIS	Exclude until discharge from eyes has ceased
INFLUENZA	Exclude until well
MUMPS	Exclude for 9 days or until swelling goes down
HEAD LICE	Readmit the day after appropriate treatment has commenced

## **HEALTHY EATING**

A healthy lifestyle is vital to good health at all stages of life but especially in childhood. It is during childhood, particularly in the primary school years, that children develop lifestyle habits that can last a lifetime. It is also at this stage that major growth and development occurs, to which nutrition and a well-balanced diet is fundamental.

- Students are provided with the opportunity to graze on healthy foods during learning time.
- **(Fruit Breaks are no longer part of the St Louis routine)**
- Students are provided with the opportunity to have a water bottle accessible at all times

You are asked to give your child a lunch in a lunch box if possible and grazing food in separate container/s. It would be helpful if children bring their drinks in plastic drink bottles. It is important that each child have an amount of lunch that can be eaten comfortably in the time allowed (10 min). We ask that parents provide their child with a piece of fruit daily and that particular attention be given to providing a nutritious lunch.

**PLEASE NOTE:** Do not give your child drinks in glass bottles or cans as they constitute a danger. Drinks in plastic containers are fine.

**NO CHEWING GUM OR BUBBLE GUM IS ALLOWED AT SCHOOL.**

## **IMMUNISATION REQUIREMENTS**

Children enrolling at the Prep level are required to present an immunisation certificate for diphtheria, polio, tetanus, measles, mumps, rubella, whooping cough and haemophilus influenza type B. The City of Kingston can assist with the appropriate immunisation documentation. Your child will be excluded from school if there is an outbreak of an infectious disease and we do not have a current immunisation record.

## **INTERNET AND STUDENT PHOTOGRAPHS**

Refer to school website for Policy details.

Each child and parent signs a contract regarding the use of Email, Internet and the use of student photographs. This will be sent home in Term 1 of each school year.

## **LATE ARRIVALS**

Parents need to ensure that their children arrive at school prior to the first bell. Children who arrive late for school must obtain a "Late Pass" from the school office to present to their class teacher.

## **LATE PICK UP AFTER SCHOOL**

It is expected that parents and guardians will collect their children from the school on time. It is not the responsibility of any members of staff to look after your child after school. If in an emergency parents cannot pick up their child on time, they are expected to contact the school office so that suitable arrangements can be made.

## **LIBRARY**

The school library is the centre of the school's available resources which are provided for interest, information, tuition and enlightenment for all of the community that St Louis Library serves.

The library is fully computerised and houses a large variety of resource materials including Picture Story Books, Fiction, Non-Fiction books and Take Home Books. All children are encouraged and expected to borrow books from the library regularly throughout the school year. Students may borrow during their library session or before and after school.

Books are returned each school morning to the class library trolley. Parents are asked to encourage the borrowing of books by taking an interest in what the children borrow.



To help protect books from being damaged in transit it is expected that child P-3 will have a library bag (a rectangular draw string material bag: 35cm x 40cm). These may be purchased from the Uniform Shop. If library books are lost or damaged through carelessness it is expected that the replacement cost will be met by the child/family concerned. The library will present an invoice for the replacement cost.

## **LOST PROPERTY**

All lost property is held in the Uniform Shop of the school and no responsibility is taken for lost items. At the end of each term lost property is sorted and any un-named items are passed on to either the second hand Uniform Shop or St Vincent de Paul.

## **LUNCH ORDERS**

The school has engaged TK Tuckshop to provide our school lunches. They operate 3 days per week on Wednesday, Thursday and Friday

Lunches are pre-ordered online via this link [Spriggyschools](#)

## **MACS - SCHOOL POLICIES**

All relevant policies can be found via our school website. Click [here](#) to access these policies.

## **MANDATORY REPORTING OF CHILD ABUSE**

Teachers have the responsibility of contacting Child Protection Services if they believe a student is harmed as a result of child abuse or is at risk of harm. Child Protection Services is part of the Department of Health and Community Services and is responsible for investigating reports of child abuse. All primary and secondary teachers and school principals in Victoria are under a legal obligation to tell Child Protection Services of their concerns if they believe a student is at risk of harm through physical injury which results from abuse or neglect or sexual abuse. When a report to Child Protection Services is made, then it is the responsibility of the child protective worker to decide whether those concerns should be followed up with a visit to the student and family.

## **MARKING OF POSSESSIONS**

All children's possessions including clothing, shoes, lunch boxes, drink bottles, smocks, library bags, books and pencils must be clearly marked with the child's full name. This includes all items used in the Camping and Swimming programs.

## **MESSAGES TO TEACHERS**

Teachers can be contacted via email and expect a response within 48 hours. Anything sent along to school for the class teacher or office should be in an envelope or bag clearly marked with the teacher's name and the child's name; if money is sent, the envelope should also include the amount and purpose.

## **MOBILE PHONES & SMART WATCHES**

Parents must be aware that if these devices are brought to school at the users' own risk and the school takes no responsibility for loss or theft. Mobile Phones are to be kept in the student's school bag on silent and not used during school hours. Smart Watches and Mobile Phones will be confiscated for the day if used. Parents and students are required to adhere to and sign an acceptable use agreement which outlines the conditions of mobile phone use at school.

## **NEWS ITEMS**

A school newsletter is compiled and an alert through St Louis de Montfort's app (Compass) and email is sent each week. It will be uploaded onto the school website for reference. This newsletter is a major communication link between school and home and contains information of coming events and other matters we wish to bring to your attention. Please read the newsletter carefully and keep it for referral. Contributions from children, teachers and parents are always welcome, the deadline for typing purposes is Wednesday afternoon.

## **OPEROO**

At St Louis De Montfort's, we use **Operoo** to streamline medical information and permission requests for school activities, including incursions and excursions. This secure platform ensures we have up-to-date emergency details and allows you to respond quickly to event permissions—saving time and reducing paperwork. Please ensure your child's profile is current so we can provide the best care and communication. Staff also use this platform whilst off Campus.

## **PARENTAL INVOLVEMENT**

We believe that parents make an important contribution to the life of the school and consequently there are many avenues and opportunities available for parent involvement. The most valuable assistance to the school is provided by Classroom Helpers who support literacy in the early years P-2 classrooms. A training course is provided to increase parents understanding of literacy acquisition, assist in the development of their questioning skills and assist them in providing support for small groups of students in the literacy program. An Operoo will be sent out in Term 1 for training sessions and asking parents to sign if they want to be a Parent Classroom helper.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are arranged formally twice per year. These provide an opportunity for parents to discuss the progress of their children and any concerns that either teacher or parent may have. Teachers are also available at other times to discuss your child's educational growth. However, parents are asked to ring the school and make an appointment for an interview, stating the reason for this request. This ensures that the teacher is available and can prepare so that the interview is profitable for all concerned. The Principal is always available to parents to discuss the progress of children in the school. Again, it is necessary to make an appointment by contacting the school office staff. With lesson preparation, supervision and meeting commitments, it is unreasonable to simply arrive at school unannounced and expect to see a teacher before, during or after school without an appointment.

## **POSITIVE RELATIONSHIPS at St Louis**

**“A fundamental belief for Catholic schools is that in Jesus is seen God's image and likeness in its human expression, and that Jesus' values and teachings show all people ‘the way, the truth and the life’ (*John 14:6*). In accordance with this belief, values to be promoted within a Catholic school's understanding and practice of pastoral care include love, respect, compassion, tolerance, forgiveness, repentance, reconciliation and justice.**

**[\(Pastoral Care Policy for MACS Schools 3.2\)](#)**

then click on the Care Safety & Welfare of Students drop down arrow.

St Louis Primary School seeks to ensure that positive relationships are built and fostered throughout the entire school community. Positive relationships are recognised, encouraged, modelled and supported throughout the school. As part of a school community it can be inevitable that at times we may have disputes and disagreements and relationships can be tested.

St Louis uses the philosophies of Positive Psychology, Restorative Approaches and a strong social

emotional curriculum to help its students build strong genuine relationships and navigate their way through conflict. Through this practice students learn from their mistakes, grow in self-discipline, recognise the impact of actions on others and build resilience. Restorative Practices at St Louis de Montfort's promotes empathy, individual responsibility, building resilience, respect, forgiveness and fairness.

In being both positive and restorative, clear parameters are set to ensure healthy and supportive relationships are built between students, staff and parents and pro-social behaviours are taught explicitly. Attention will be given to developing in each person a sense of identity as a worthwhile and valued individual, a sense of purpose, and a sense of achievement as they strive to achieve their personal best.

## **REPORTING STUDENT PROGRESS TO PARENTS**

Reporting student progress to parents involves:

### **Term 1**

- Meet & Greet Meetings Wednesday 29<sup>th</sup> January, 2025
- Parent/Teacher Conferences  
Thursday 27<sup>th</sup> March 3.30pm – 8.00pm  
Tuesday 1<sup>st</sup> April 3.30pm – 5.30pm

### **Term 2**

- Semester One Reports - Friday 27<sup>th</sup> June
- Celebration of Learning Tuesday 1<sup>st</sup> July 2.30pm – 4.30pm

### **Term 3**

- Parent/Teacher Conferences  
Thursday 11<sup>th</sup> September 3.30pm. – 8.00pm  
Tuesday 16<sup>th</sup> September 3.30pm – 5.30pm

### **Term 4**

- Semester Two Reports - TBA

## **REQUEST FOR SCHOOLWORK FOR FAMILY HOLIDAYS**

It is unreasonable for parents who choose to take family holidays during school time to expect the school to provide work in advance for students to complete while on vacation. Worksheets are no substitute for teaching and are only used to consolidate learning introduced and explained by the teacher. Teachers only plan in detail a week in advance. Holidays are a time for family bonding, fun, enjoyment, sight seeking and social interaction. If you feel that your child should be doing schoolwork, then we suggest the following: -

- Keep a daily diary or journal
- Take lots of photos and put together an album including descriptions
- Take books and novels to read
- Newsagents and book stores sell age-appropriate text books to consolidate Mathematics, Spelling and English skills.

It is not appropriate to send any of this work to school expecting the teacher to correct it or that your child should present it to the class as it has no relevance to the classroom program.

## **SACRAMENTAL PROGRAM**

1. The Faith Development Team will be responsible for coordinating the parish sacramental program and facilitating parent information and education sessions.
2. The Parish Sacramental Program will be taught within the school and catechist classes, based on the Religious Education Texts and Guidelines for Religious Education, prepared by the Archdiocese of Melbourne, and other available resources.
3. Children must be baptised Catholic to be eligible to receive further church sacraments.
4. In normal circumstances children will be eligible to receive only one sacrament per year.
5. Children can only receive sacraments in the following order: - Reconciliation, Eucharist, Confirmation.
6. A family sacramental focus will be offered in each year from P-6 to support preparation for the sacraments. The focus of the sessions at Prep, Year 1, 2 & 5 are a pre-requisite requirement for the preparation for the Sacrament of Reconciliation in Year 3, First Eucharist in Year 4, and Confirmation in Year 6. As such it is an expectation that students will attend with a parent/carer on these

evenings, as follows: -

- Prep – Prayers in Pyjamas
- Year 1 – Baptism
- Year 2 – Introduction to Church Sacraments
- Year 3 – Preparation for Reconciliation
- Year 4 – Preparation for First Eucharist
- Year 5 – Spirit Filled People
- Year 6 – Preparation for Confirmation

7. The preparation for each sacrament is an ongoing journey and is carefully integrated with the normal Religious Education Program. Prior to each sacrament an intensive period of preparation is undertaken between home, school and parish.
8. Orthodox students who have received the Sacraments of Initiation in their own faith tradition, and students from other faiths, are welcome to enrol and participate in parish sacramental programs and receive a blessing at these ceremonies.
9. Students participate in an intensive program in the weeks preceding the sacrament. Important aspects of the sacramental program take the form of a Parent Faith Night, Commitment Mass, Family Activity Night, Journey Mass, Reflection Day and celebration of the Sacrament.
10. Eligible students new to the school will be given the opportunity to receive the sacrament according to the sacramental timeline.

## **SCHOOL CROSSING**

The City of Kingston provides a school crossing supervisor at the Dolphin Street pedestrian crossing between the hours of 8:15 – 9:15am and 3:00 – 4:00pm. Remind your children to use this crossing and model appropriate safety behaviour when parking in local streets. Please note that there is a 40km/h speed limit outside schools and 50km/h speed limit in local streets

## **SCHOOL PHOTOGRAPHS**

School photographs are taken each year. Information on how to place orders for individual, class group and family photos will be relayed to parents at the time.

## **SICKNESS**

It would be appreciated if parents would keep at home any child who has a temperature, badly running nose, bad cough or any other worrying symptoms. A sick child is unhappy at school and therefore cannot be expected to learn.

## **SMOKE-FREE WORKPLACE**

At St Louis de Montfort's school smoking is banned on a 24-hour basis in respect of all school buildings in order to achieve a healthy smoke-free environment for everyone who occupies or visits the school.

## **SPORTS CARNIVAL - ATHLETICS**

An Athletics Sports Carnival is held annually for all students Prep - 2 and Yrs 3 - 6. Sport and fitness are encouraged through the school's physical education program. Sports Day gives the students an opportunity to participate in athletics and other individual and team events. This event is compulsory for all students.

## **STAFF MEETINGS**

Staff meetings are held on Tuesday and Thursday of each week from 3:30 to 4.30pm. Parents are reminded that teachers will not be available for interviews after school on this day.

## **STUDENT BIRTHDAYS**

Birthdays are significant milestones in life and consequently student birthdays will be acknowledged at a whole school and class level. While it is not necessary to celebrate birthdays at school we understand that parents often want to celebrate their child's birthday with their class. We do not object to this but to ensure that all students are treated equally parents are asked to observe the following guidelines.

- Parents must check with classroom teacher of any students with allergies before bringing any food to school.
- If cake is to be shared, then parents are asked to provide a batch of cupcakes for the class.
- If confectionery (lollies or chocolate) is to be shared, then please provide a small bag for each child in the class or enough to pass out so that each child receives the same item.
- Parties will not be held at school for student birthdays.
- No presents are to be purchased for the class to make a presentation to the birthday child.

Items need to be provided at the start of the day and will be distributed by the teacher at play lunch time only. This is important so that birthday food does not interfere with children's normal lunch.

## **STUDENT BULLYING OR HARASSMENT**

Bullying is a form of harassment. Bullying is generally an act that is repeated over time and involves the inappropriate use of power by one or more persons over another less powerful person or group. Bullying can take many forms such as: physical, verbal, visual, sexual, racial, exclusion or extortion. Bullying is not treating others with the respect they deserve.

Bullying in any form is unacceptable and will not be tolerated. Reports of bullying will be treated seriously and investigated thoroughly. Disciplinary action will be taken against anyone found to be guilty of bullying or harassing any student, member of the school community or any visitor.

## **STUDENT WELLBEING**

Young people thrive in school when they feel happy, confident and secure. Student Wellbeing is a whole school approach in partnership with parents and the wider community. St Louis makes every effort to provide a safe and supportive environment so that students feel safe and are free from harm.

St Louis works with parents and guardians to provide every possible assistance and support for the wellbeing of students. Our student wellbeing coordinator oversees support programs offered to students and works with the principal and teaching staff to develop and maintain a safe and supportive school environment.

St Louis has access to a wide range of student wellbeing support including child protection, student health services, personal development, safety, resilience and mental health, behaviour management, anti-bullying and drug education.

## **SUNSMART REQUIREMENTS**

As part of general SunSmart strategies our school will: -

2. Require students to wear an approved school broad-brimmed, legionnaire or bucket hat whenever they are outside from 1<sup>st</sup> September to 1<sup>st</sup> May (e.g. recess, lunch, sport, assemblies, excursions, etc.).
3. Educate the children in the motto "No Hat, No Play". If they do not have a hat, they will be required to sit passively under the verandahs for the duration of recess or lunchtime.
4. Remind parents to provide SPF 30+ broad spectrum, water-resistant sunscreen for their child's use.
5. Encourage the daily application of sunscreen before school and prior to the lunch and recess breaks.
6. Encourage children to use available areas of shade for outdoor activities. (e.g. verandahs, shade cloths, trees, etc).
7. Request staff and parents to act as role models by practicing SunSmart behaviors.

## **SWIMMING PROGRAM**

Swimming tuition is provided as part of the school curriculum for all children in Years Prep to 2 and is compulsory. Swimming lessons are conducted by qualified instructors at Mentone Aquatics, with children receiving nine 40 minute lessons over a concentrated period. The cost of swimming tuition is built into the School Fees. The program will consist of a sequence of swimming, water safety, survival and rescue experiences providing students with the knowledge and skills required for safe involvement in aquatic activities.

A Beach Safety Program is conducted for students in Years 3-6 by Mentone Aquatics in conjunction with



Royal Life Saving Society and Mentone Life Saving Club in November/December. This program is compulsory and the costs are also built into the Student Levy.

## **TOYS**

We ask that toys, particularly expensive ones, are not brought to school. We cannot be held responsible for broken and lost articles.

## **TRANSFER OF PUPILS**

Any child transferring from St Louis de Montfort's to another Primary School is required to inform the school office of the student's new school.

## **TRESPASSES**

Any person who enters the school grounds without a legitimate purpose or a visitor's badge will be deemed to be a trespasser and will be asked by the principal or an authorized staff member, to leave the school premises. If the person refuses to leave or is acting suspiciously, the principal or authorised staff member will have no alternative but to call the police.

## **VISITOR'S PASS**

All parents, friends, trades people and delivery personnel are asked to sign in through the Compass Kiosk at the front of the school office upon arrival during school hours and register their name and time of arrival. When signing in Working with Children Checks must be sighted by office staff. This pass must be worn during the extent of their visit. On leaving the school, visitors must sign out via the Compass Kiosk.

## **WET DAYS AND DAYS OF EXTREME HEAT**

On days of extreme heat, the school curriculum is adapted so that pupils are engaged in school activities appropriate to the weather.

On wet days/extreme heat during recess times, children will remain in their classrooms and engage themselves with quiet activities of their choosing. Adjoining classrooms will be supervised by one teacher

## **WORKING WITH CHILDREN CHECK FOR VOLUNTEERS**

**(See policy for full details) add hyperlink**

A Working with Children Check will be required for all volunteers who assist the school with camps, sleep-overs, sporting team coaches, inter-school sport, swimming squad, swimming programs, classroom helpers, excursions, electives, Class Reps, PFA and PEAB committee members, canteen, uniform shop, school disco helpers, Choir, Keyboard and Chess tutors.

**Volunteers must ensure that they carry their WWCC Card with them at all times.**

## **MEDICATION**

The school acknowledges that certain students may require prescribed medication during the school day to function as near to their potential as possible. The school also realises that the administration of prescribed medication by the parent, legal guardian of the child, or by appropriate medical authorities is not always possible at the prescribed time during the school day. In this regard, the school will administer prescribed medication under the following conditions:

### **Conditions for administering medication**

1. Medication is to be taken to the School Office by the parent or guardian and a detailed medication form authorising the administration of the medication and giving clear instructions as to the dose and time to be taken. The medication prescribed for the student must come in the original container and must be labelled with the child's name. There will be no changes in the dosage or the times

medication is administered without the written permission from the doctor.

2. Medicines, tablets etc. will be stored in the First Aid room. Students are not permitted to be responsible for their own medication nor are medicines to be kept in classrooms or student's bags.
3. Medication will be administered by the school Administration Office staff and if they are not present when the medication is required, it may be administered by any other member of staff provided that that person is clear about whom the medicine is prescribed for and the dosage to be given.
4. Where instructions regarding administration of medicine are not clear no medication is to be issued. The school does not accept responsibility for non-issue of medication.

## **Asthma Inhaler Medication**

Medications delivered by an asthma inhaler will be administered by trained staff members. All rules for prescription medication shall pertain to asthma medications.

Students who suffer from Asthma and require a Ventolin inhaler are expected to come to the office at all times to have their intake of Ventolin that will be recorded on the medication record.

## **Asthma Action Plans**

All students with asthma must have an up to date (annual) written Asthma Action Plan which must be presented to the school office at the start of each year. These plans must be consistent with Asthma Victoria's requirements including an updated photo of your child and must be completed by your child's doctor or paediatrician. Appropriate asthma plan proformas are available at [www.asthma.org.au](http://www.asthma.org.au) . This plan must also be uploaded by parents to Operoo.

## **Non-Prescription Medication**

The School will not assume the responsibility for assisting in the administration of non-prescription medications unless pre-authorized by a physician or a written parental order is on file in school office. Analgesics will not be administered to any student by any member of staff without written consent from the student's physician. Students who are not well enough to play outside during morning or lunch recess should not be sent to school.

## **ANAPHYLAXIS**

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. The most common allergens in school-aged children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications. If your child has been diagnosed as being at risk of anaphylaxis, you should inform the school as early as possible of any foods or items your child is allergic to. You must supply an Anaphylaxis Action plan with an updated photo of your child and signed by your doctor or paediatrician. You must also supply your child's up to date EpiPen®. School staff regularly undertake training in recognising and responding appropriately to an anaphylactic reaction, including EpiPen® training. St Louis will send home an Individual Anaphylaxis Management Plan for you to read, sign and return yearly.

### **Action Required:**

Parents of students with severe allergies are required to:

1. Provide the school with an Anaphylaxis Action Plan (available from school office). This form needs to be completed by a medical practitioner and must include a photo, allergic triggers and an action plan.
2. Supply your child's EpiPen® and replace this as required.
3. Update your child's Operoo account

### **Policy Requirements:**

1. Students with severe food allergies must only eat food that has been prepared at home or provided by the parent. These students are discouraged from purchasing items from the school canteen.
2. There is to be no trading and sharing of food, food utensils and food containers.
3. Students will be encouraged to wash their hands after eating.
4. Bottles, other drinks and lunch boxes provided by the parents for their children must be clearly labelled with the name of the child for whom they are intended.
5. Our risk minimisation approach also includes asking for parent's cooperation in refraining from sending foods that contain peanuts, tree nuts (e.g. hazelnuts, cashews, almonds), egg, cow's milk, wheat, soybean, fish and shellfish to school, where a child in a particular class has an anaphylactic reaction to any of these food allergens.

For further details refer to [MACS Anaphylaxis Policy \(2.5\)](#) , then click on the Care Safety & Welfare of Students drop down arrow

## SCHOOL FEES 2025

<b>Per Family</b>	
Family Fee	\$2860.00
Building Fee (Capital)	\$610.00
<b>Per Family</b>	
Student Levy (all years)	\$620.00
Technology Levy (all years)	\$100.00
Garden to Kitchen (Yr 3 & 4)	\$150.00
STEM Levy (Yr 5 & 6)	\$150.00
Interschool Sports Levy (Yr 6)	\$100.00
Year 4 Camp	\$490.00
Year 5 Camp	\$500.00
Year 6 Camp	\$510.00

School Fees together with Commonwealth and State Government Grants pay the running costs of the school. These costs include: - salaries; building; furniture, equipment, maintenance; light; power and heating; insurance, rates and capital expenditure.

Student Levies contribute directly towards education costs (with the exception of school camps), which include things such as library and text books; art and craft materials; class incursions & excursions, sacramental programs, swimming tuition, beach safety program and inter-school sporting activities.

**School Fees, Student Levies and Building Levies are billed in full at the start of the year and payable over 3 equal instalments, collected in Terms 1, 2 & 3.**

There is no reimbursement of school fees for families where students are absent from school for a prolonged period due to family holidays as the school is holding an enrolment place open for your child(ren).

### **Fee Payment**

School fee accounts will be sent out at the beginning of Term 1, 2 and 3, with payment due within 6 weeks. Parents can also make arrangements through the school office to pay School Fees by instalments, either weekly, fortnightly or monthly, if this helps them with budgeting.

Any family who is seeking special consideration for a concession on School Fees, should make an appointment to see the Principal early in the new year and by no later than the end of February. If you are having difficulty in paying fees, or if you find that you cannot pay them by the due date, don't delay to contact the Principal. In this way, you will be able to avoid any inconvenience and embarrassment, which may result.

### **Concessional Fees**

If you hold a Health Care Card (or other concessional card) or are experiencing genuine financial hardship, Melbourne Archdiocese of Catholic Schools could offer you concessional fees. The application form for this can be found on our website, or collected from the school office.

### **Building Levy**

The Building Levy goes directly towards capital loan repayments for school buildings and facilities.

## Enrolment Fees for new Families

At the time of lodging an enrolment application all new families will be required to pay a non-refundable enrolment fee of \$150.00 to secure a place in the school.

Upon acceptance of enrolment, a \$250 deposit is required which will come directly off the first year's tuition fees.

## Chromebook Levy Years 3-6

Students in Year 3 will be entered into our Chromebook 1:1 program. The school will arrange a bulk purchase of Chromebooks and parents can choose to purchase the device from the school (Approx \$580) or arrange to purchase it themselves.

## Camps, Sports and Excursions Fund

The Victorian Government has established a Camps, Sports and Excursion Fund (CSEF) to assist eligible families with 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 will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The annual CSEF amount per student will be: \$150 for primary school students. For further information, please contact St Louis Office.

For an application form or more information about the CSEF visit

<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/resources>

## UNIFORM REQUIREMENTS & POLICY

<b>SUMMER (Terms 1&amp;4)</b>	<b>WINTER (Terms 2&amp;3)</b>
<ul style="list-style-type: none"><li>• Blue School Dress</li><li>• Navy Gaberdine Shorts or Navy Long Gaberdine Pants</li><li>• School Logo Embroidered Red Short Sleeve Polo Shirt</li><li>• Navy School Logo Embroidered Polar Fleece Zip Jacket or current Year Six rugby top</li><li>• Navy Socks (ankle only)</li><li>• Black School Shoes (leather or synthetic upper with sturdy sole and defined heel). Shoes can be laced, buckle or velcro and must not be runners</li><li>• Navy School Logo Printed Hat - Slouch</li></ul>	<ul style="list-style-type: none"><li>• Navy Tunic</li><li>• Navy Long Gaberdine Pants</li><li>• Long sleeved Polo Shirt</li><li>• White collared shirt</li><li>• Navy Socks worn with Navy Long Gaberdine Pants or Navy Gaberdine Shorts</li><li>• Navy Tights worn with Navy Tunic</li><li>• Black School Shoes (leather or synthetic upper with sturdy sole and defined heel). Shoes can be laced, buckle or velcro and must not be runners</li><li>• current Year Six Jumper</li><li>• Navy School Logo Embroidered Polar Fleece Zip Jacket</li></ul>
<b>SPORTS UNIFORM</b>	<b>HAIRSTYLES</b>
<ul style="list-style-type: none"><li>• Navy School Logo Embroidered Polar Fleece Zip Jacket or current Year Six Jumper</li><li>• Navy Double Knee cuffed Track Pants</li><li>• House Colour Short Sleeve Polo Shirt</li><li>• Navy Blue Micromesh Sports Shorts or Navy Blue Skort</li><li>• White socks (ankle or anklet)</li><li>• Runners (non-marking soles)</li></ul>	<ul style="list-style-type: none"><li>• Hair is to be clean, off the face and appropriately groomed for school</li><li>• Below collar length hair is to be tied back</li><li>• Bleached and dyed hair is not acceptable</li><li>• Hair accessories used to tie back hair must be in keeping with the school uniform colours (red and blue)</li></ul>

UNIFORM REGULATIONS	JEWELLERY/COSMETICS
<ul style="list-style-type: none"> <li>• Correct school uniform must be worn at all times</li> <li>• Sports Uniform may only be worn to school on days of Physical Education or Sport.</li> <li>• Approved school sunhats must be worn at all times outdoors from 1<sup>st</sup> September to 1<sup>st</sup> May</li> <li>• School shoes are to be worn with summer and winter uniform</li> <li>• Runners are only to be worn as part of sports uniform</li> <li>• Navy blue Beanies, and Navy blue or Red scarves and gloves may be worn as optional items of school uniform in winter. (No logos or branding)</li> <li>• Skorts are only to be worn on PE days</li> <li>• St Louis school bags are compulsory for all students</li> </ul>	<ul style="list-style-type: none"> <li>• Earrings must be only one pair of plain metal studs (max 4mm diameter) or sleepers (max 16 mm diameter) – worn in the ear lobe only.</li> <li>• Only necklaces with a religious symbol are allowed to be worn (these need to be removed for contact sports)</li> <li>• Rings and arm or ankle bracelets are not allowed. (exceptions may be considered on cultural or medical grounds)</li> <li>• Advertising bracelets promoting a charity or cause may be worn for an agreed period, subject to approval of the teacher based on merit and a written request</li> <li>• Nail polish, cosmetics and make-up are not to be worn at school</li> </ul>

TRANSITION FROM SUMMER TO WINTER UNIFORM
<p>With the changing weather patterns in Victoria we allow a phase in period for change of uniform. For summer uniform the phase in period will be from the start of Term 4 to the first week of November. For winter uniform the phase in period will be from the first day of Term 2 to the last week of April. During these phases in periods students may wear either summer or winter uniform and by the end of the phase in period they will be expected to be in the designated seasonal uniform.</p>

### [St Louis Uniform Policy](#)

## **PARENTS & FRIENDS ASSOCIATION**

Every school needs to have an active parent body. The Parents & Friends Association is the main formal avenue for parental involvement and participation in the life of the school. It strives to promote the welfare of the school community and stimulate interest in the school. The two primary purposes of this group are to hold social gatherings for families to get to know each other and functions which raise funds for the school to purchase equipment above and beyond the scope of the normal school budget.

Meetings, activities and functions are advertised through the School Newsletter and via posters displayed around the school. Parents are welcome to become involved on the committee.

The PFA are asking for 1-2 people from each year level to assist with either communicating with their classes or volunteering to assist with events. You can assist as little or as much as you would like - every bit helps and the P & F would be grateful to have you assist them. They are committed to focusing on community and raising funds for our school and students.

## **SCHOOL ADVISORY COUNCIL**

School Advisory Councils are an important expression of the educational partnership that exists between parents, schools, parishes and the wider community. They provide a structure and a process for shared leadership and collaborative decision-making, where 'many gifts, one Spirit' facilitates a climate of good governance that supports the 'effective development of the strategic direction of the school'. This is in line with the vision of Catholic School Parents Victoria (CSPV) that hopes to see parents of children throughout Victorian Catholic education engaged as valued partners in supporting children's learning, and providing leadership and shared decision-making alongside educators.

Members of Council

Carmel Stutterd	Principal
Michelle Barron	Deputy Principal
Andrew Jekot	Parish Priest
Daniel Belton	Parent Rep
Linda McDonald-Jones	Parent Rep
Nicole Dobrohotoff	Parent Rep
Julius Lau	Parent Rep
Bill Tabourlos	Parent Rep
Jean Roux	Parent Rep
Polly Pedrazzini	Minutes

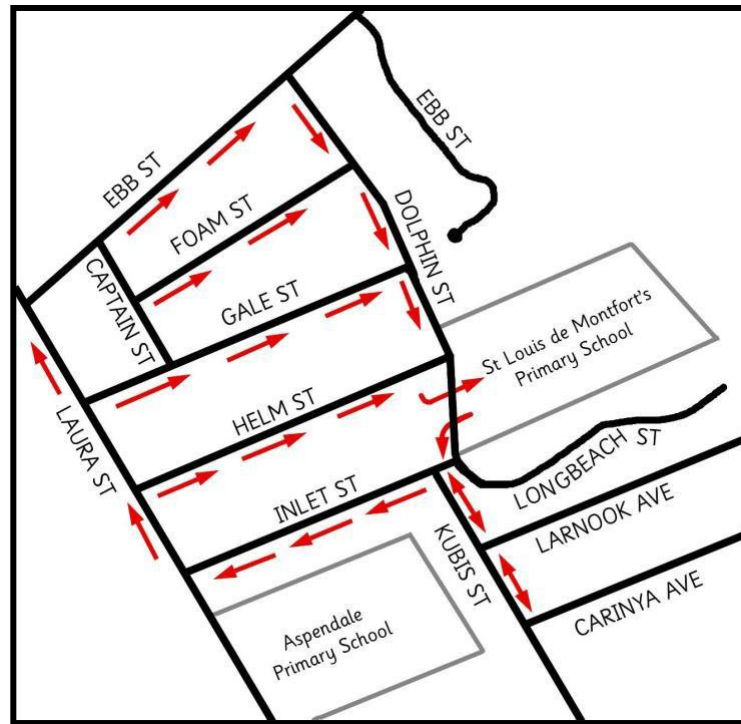
## **CARPARK**

Parents are asked to observe the following rules in relation to dropping children at school in the morning and collecting them in the afternoon.

- Enter and exit from the correct gates
- Enter carpark via left turn only from Dolphin Street (see Appendix 1)
- Exit carpark via left turn only into Dolphin Street (see Appendix 2)
- Do not exceed a 5kph speed limit in the school grounds
- Show courtesy and consideration for other drivers and be cautious and alert
- Use the drop-off lane to drop and collect children from school
- Children to exit/enter vehicles in drop-off lane from left-hand side only
- Parents who choose to park in parking bays provided, must escort their children to and from their vehicles
- Students are not allowed in the carpark unless accompanied by an adult
- Cars must **STOP** to allow teachers and students right of way at all times
- Give way to pedestrians using footpath when entering and exiting carpark
- Do not park on grassed areas beyond the carpark.

As the carpark/gates doubles as hard surface playground space during the day, there will be no vehicle access beyond the barriers between the hours of 9:00am and 3:00pm daily. Parents visiting the school during the day will be required to park out on the road. We ask you to observe the traffic movement plan (see Appendix 1 and 2) which has been established to relieve congestion in the local streets for the benefit of both residents and school users.

## **APPENDIX 1 – TRAFFIC MOVEMENT PLAN**



We ask that all parents observe the above traffic movement plan to assist traffic flow in the local area at peak times before and after school and NOT stop in front of DRIVEWAYS. Drivers in drop off/pick up lane must remain in their vehicle to keep moving as students are collected from the front of the school hall. If you wish to collect your child from the classroom, you must park your vehicle in a designated parking bay. Students are not allowed in the carpark unaccompanied by an adult.

Please take note of the “No Right Turn into the School Carpark” sign in Dolphin Street”. Police have advised that they will be monitoring this and issuing traffic infringement fines to offenders.



## Democratic Principles Statement





### Democratic Principles

At St Louis de Montfort’s we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. St Louis de Montfort’s will explicitly and

implicitly support and promote the principles of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Through our curricular and extracurricular programs, St Louis de Montfort's will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

## Reporting

The Melbourne Archdiocese Catholic Schools (MACS) Board will ensure schools have published this Democratic Principles Statement through the Annual Report to the School Community and regular school review processes (at least once every four years).