



St Louis de Montfort's

Through Christ, Dare to Love, Dare to Learn, Dare to Lead

ASPENDALE

Parent Information Book

Contact Us

St Louis de Montfort's Primary School,
Aspendale
Address: 37 Dolphin Street, Aspendale
3195

 (03) 9580 5169
 @stlouisdemontforts
 @stlouisaspendale

Principal: Ms Carmel Stutterd
Email: principal@stlouisaspendale.com
Email: office@stlouisaspendale.com





Welcome to St Louis de Montfort's

I feel very honoured and privileged to be the Principal of St Louis de Montfort's Aspendale. It is a pleasure to be working in partnership with parents, staff, Father Andrew and the whole school and parish community.

This is my third time at St Louis, I was a student, returned as a graduate teacher and now, the Principal.

St Louis offers our students a high standard of education encompassing spiritual, academic, social and emotional growth, within a positive, supportive and contemporary learning environment.

We also have extensive grounds for students to find a place to explore and collaborate. A wellbeing hub that is a converted tram, a Garden to Kitchen program and a school farm.

St Louis has a performing Arts Centre and we are a sustainable school, having achieved the 5 Star Resource school rating.

St Louis is recognised as a most welcoming school community, as we work together to develop the potential of each student and provide a balanced and personalised curriculum, with a strong focus on student wellbeing.

With parish relationships and Catholic values the cornerstones that our school was built on, I am proud of the links between our school and parish. As a Catholic School, St Louis' aims to support your efforts in providing a Catholic education for your child.

I look forward to welcoming you to St Louis and for you to experience firsthand, our wonderful learning community. May your association with our school be positive, faith-filled and engaging.

Yours Faithfully,

Mrs Carmel Stutterd

Ms Carmel Stutterd
Principal

SCHOOL DIRECTORY 2022

Principal:	Ms Carmel Stutterd
Deputy Principal:	Ms Sarah McDermott
Deputy Principal:	Ms Michelle Barron
Wellbeing Leader:	Mrs Tanya Stefanec
Learning Diversity:	Mrs Sarah Talbot
Office Manager:	Mrs Polly Pedrazzini
Financial Assistant	Mrs Nicola Brennan
Admin Officer:	Mrs Donna Lannan
	Mrs Melanie Quigley
School Address:	37 Dolphin Street Aspendale 3195
Telephone:	9580-5169
Facsimile:	9580-9370
E-mail:	office@stlouisaspendale.com
Website:	www.stlouisaspendale.catholic.edu.au
Office Hours:	8.30am – 4:00pm

VICTORIAN SCHOOL TERM DATES

TERM	2022	2023
ONE	Fri 28 Jan - Fri 8 Apr <i>(students return: Mon 30 Jan)</i>	Fri 27 Jan – Thurs 6 Apr <i>(students return: Mon 30 Jan)</i>
TWO	Tues 26 Apr – Fri 24 June	Mon 24 Apr – Fri 23 June
THREE	Mon 11 July – Fri 16 Sept	Mon 10 July – Fri 15 Sept
FOUR	Mon 3 October – Fri 16 Dec	Mon 2 Oct – Wed 20 Dec

St Louis Expectations Matrix

School values and expectations	"I show respect"	"I strive for my personal best"	"I follow directions"	"I take responsibility for my actions"
	 Respect	 Innovation	 Collaboration	 Community
In all Settings	<ul style="list-style-type: none"> o I use kind words o I use kind actions o I look after my environment o I am on time o I keep my hands and feet to myself 	<ul style="list-style-type: none"> o I have a go o I challenge myself o I learn from my mistakes o I use a growth mindset 	<ul style="list-style-type: none"> o I work safely with others o I share equipment o I play fairly o I am an active participant o I listen to the speaker 	<ul style="list-style-type: none"> o I include others o I value diversity o I help those in need o I think about the rights of others o I show pride in my school

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

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



BUDDIES

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/6, 2/5 and 1/4 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.

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 2.40pm to 3.20pm to provide a means of regular contact between classes and with the Principal. Parents are always welcome to attend; this may change due to COVID-19 restrictions.



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, Take Home Readers, and other parent and teacher resources. 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.



The Library offers a small collection of books for parents to borrow that relate to the development of your child. Some of the titles include the topics of resilience, good health and nutrition, raising children, sibling rivalry, discipline, sex education etc.

PERFORMING ARTS

The Performing Arts are practised and valued in our complex and diverse society as important outlets for the communication of ideas, feelings and beliefs and as major sources of intellectual, physical, spiritual and emotional development, understanding and enjoyment. Comprehensive and sequential learning experiences in the Arts during schooling provide individuals with necessary skills, understandings and confidence to participate fully in the Arts throughout their lives.



IMMUNISATION REQUIREMENTS

All children enrolling are required to present an immunisation certificate for diphtheria, polio, tetanus, measles, mumps, rubella, whooping cough and haemophilus influenza type B. All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunization history statement for your child (visit mygov) and provide it to the school on application for enrolment.

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 times during the school day. In this regard, the school will administer prescribed medication under the following conditions:

- Asthma Action Plans
- Anaphylaxis Action Plans
- Other Medications
St Louis will administer doctor prescribed medications only.

SCHOOL FEES 2022

Fee Schedule	Per Year
School Fees (per family)	\$2590
Building Levy (per family)	\$575
Student Levy (per child)	\$536
Technology Levy (per child)	\$100
STEM Levy (Yrs 5 & 6)	\$150
Chrome Book Levy (Yr 5)	\$150
Garden-to-Kitchen Levy (Yrs 3 & 4)	\$150
Year 5 Camp (Phillip Island)	\$385
Year 6 Camp (Maldon)	\$550

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.

iPad and Chromebook Levy Years P-5

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. ONc the device is assigned, it will be enrolled into St Louis Google policy.



Students in Year 5 (2022) will be levied \$150 through our 'Loan-to-buy Chromebook scheme' using existing school Chromebooks. This will include digital; and physical learning programs for students, accessories such as cases, as well as the maintenance and upkeep of the devices.

Students in Years 6 are required to have their own individual iPad with a nominated list of apps installed.

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.

BEFORE & AFTER SCHOOL CARE AND HOLIDAY PROGRAM



Team Kids operates Before and After School Care at St Louis school in Rooms 1 and 2 of the school building from Monday to Friday each week.

Before School Care operates from 6:45 am until 8:45 am and After School Care operates from at 3.15pm until 6:15pm. The also offer school holiday programs which operate from 7:00am – 6:00pm during the holidays.

Team Kids can be contacted on **0438 247 722**.

CANTEEN

The school canteen operates 3 days per week on Wednesday, Thursday and Friday under a service provision contract. Price lists will be distributed early in each term. Lunches are pre-ordered at the beginning of the day online at: www.quickcliq.com.au. Orders can also be lodged in a paper bag containing the following information: -

- Child's name
- class and teacher's name
- the order
- money enclosed in the bag (wrapped separately)

UNIFORM

Uniform requirements for both summer and winter can be found in the Parent Handbook. St Louis has both an onsite uniform shop as well as an website where parents can order. All orders can either be collected from the onsite uniform shop or will be delivered to your child's classroom.

You can find our online uniform shop here <https://st-louis-uniform-shop.myshopify.com/>

UNIFORM REQUIREMENTS

SUMMER (Terms 1&4)	WINTER (Terms 2&3)
<ul style="list-style-type: none"> • Blue School Dress • Navy Gaberdine Shorts or Navy Long Gaberdine Pants • School Logo Embroidered Red Short Sleeve Polo Shirt • Navy School Logo Embroidered V-Neck Jumper or Navy School Logo Embroidered • Polar Fleece Zip Jacket or current Year Six Rugby Top • Navy Socks (ankle only) • 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 • Navy Current School Logo Printed Hat (Slouch/Legionnaire) 	<ul style="list-style-type: none"> • Navy Tunic • Navy Long Gaberdine Pants • School Logo Embroidered Red Long Sleeve Polo Shirt • White shirt • Navy School Jumper / Zip Jacket • Navy Socks worn with Navy Long Gaberdine Pants or Navy Gaberdine Shorts • Navy Tights worn with Navy Tunic • 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 • Navy School Logo Embroidered V-Neck Jumper or current Year Six Jumper • Navy School Logo Embroidered Polar Fleece Zip Jacket •
SPORTS UNIFORM	HAIRSTYLES
<ul style="list-style-type: none"> • Navy School Logo Embroidered Polar Fleece Zip Jacket or current Year Six Jumper • Navy Double Knee or Zip Leg Track Pants • House Colour Embroidered Logo Short Sleeve Polo Shirt • Navy Blue Micromesh Sports Shorts or Navy Blue Skort • White socks (ankle or anklet) • Runners (non-marking soles) 	<ul style="list-style-type: none"> • Hair is to be clean, off the face and appropriately groomed for school • Below collar length hair is to be tied back • Bleached and dyed hair is not acceptable • Hair accessories used to tie back hair must be in keeping with the school uniform colours (red and blue)

UNIFORM REGULATIONS	JEWELLERY/COSMETICS
<ul style="list-style-type: none"> • Correct school uniform must be worn at all times • Sports Uniform may only be worn to school on days of Physical Education or Sport. • Approved school sunhats must be worn at all times outdoors from 1st September to 1st May • School shoes are to be worn with summer and winter uniform • Runners are only to be worn as part of sports uniform • 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) 	<ul style="list-style-type: none"> • 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. • Only necklaces with a religious symbol are allowed to be worn (these need to be removed for contact sports) • Rings and arm or ankle bracelets are not allowed. (exceptions may be considered on cultural or medical grounds) • Reconciliation, Eucharist and Confirmation wristbands are acceptable • 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 • Nail polish, cosmetics and make-up are not to be worn at school

TRANSITION FROM SUMMER TO WINTER UNIFORM

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 phase-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.



Any questions, please feel free to get in touch with us.