



St Louis de Montfort's Primary School Aspendale



PARENT HANDBOOK 2024

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 education 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 our policies will be advised when necessary through the school newsletter or on our website.

Yours faithfully

Mrs Carmel Stutterd

PRINCIPAL

SCHOOL DETAILS 2024

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

ABN:	81 310 880 462
E Number:	E1245

STAFFING DETAILS 2024

LEADERSHIP AND MANAGEMENT TEAM

Principal	Mrs Carmel Stutterd
Deputy Principal/ Learning and Teaching	Ms Michelle Barron
Deputy Principal/ Wellbeing	Mrs Tanya Stefanec
Faith Education Leader	Mrs Marylene Douglas (Tues - Friday)

LEARNING AND TEACHING TEAM

Learning and Teaching Leader	Ms Michelle Barron
English	Mrs Angela Healy (Tues, Wed, Thurs)
Mathematics	Mrs Emma Davies (Mon,Tues,Thurs, Fri)
Digital Learning and Innovation Leader	Mr Thomson Wood

STUDENT WELLBEING TEAM

Wellbeing Leader	Mrs Tanya Stefanec
Learning Diversity Leader	Mrs Sarah Talbot (Mon – Thurs) (absent Term 1)
Pastoral Care Officer	Ms Rose Carnovale

ADMINISTRATION TEAM

Office Manager	Ms Polly Pedrazzini
Financial Officer	Mrs Nicola Brennan (Mon, Wed – Fri)
Office Administration	Mrs Donna Lannan (Wed – Fri)
Office Administration	Mrs Cathy Wells (Mon, Tues, Thurs, Fri)

CLASS TEACHERS

Prep Team	PKR	Room	Mrs Anna Kolodziej (Mon – Thurs) Mrs Dominique Rekdale (Fri)
	PHM	Room	Mrs Gen Martin (Mon – Thurs) Mrs Angela Healy (Fri)
	PLP	Room	Miss Lena Perriman
Year 1 Team	1JM	Room	Miss Jess McQueen
	1PW	Room	Mrs Erin Paisley (Thurs, Fri & every 2 nd Wed) Mrs Jenny Waldron (Mon, Tues & every 2 nd Wed)
	1CA	Room	Ms Camille Allenby
	1BD	Room	Mrs Anne Bright (Tues - Fri) Mrs Marylene Douglas (Mon)
Year 2 Team	2CR	Room	Ms Cate Roach
	2GY	Room	Mr Gary Young
	2OR	Room	Mrs Kate O’Brien Mrs Dominique Rekdale (every 2nd Thursday)
Year 3 Team	3JM	Room	Mrs Jo Marshall Mrs Dominique Rekdale (every 2nd Thursday)
	3DM	Room	Mrs Renata Dal Sasso (Tues - Fri) Mrs Danielle Gill (Mon)
	3NB	Room	Mr Nick Byron
Year 4 Team	4EM	Room	Mr Brendan Ellul (Mon - Thurs) Mrs Toni Moser (Fri)
	4MP	Room	Miss Mel Pace
	4DJ	Room	Mrs Jen Darby (Mon, Tues & 2nd Wed) Mrs Breanna Jamison (Thurs, Fri & 2nd Wed)

Year 5 Team	5RC	Room	Mrs Rachel Carnegie
	5CP	ROOM 9	Mrs Cath Passante
	5MO	ROOM 8	Mr Michael O'Brien
	5GT	Room	Mr Gene Trutsch
Year 6 Team	6BG	Room	Mrs Sarah Burgoyne (Mon, Tues & every 2 nd Wed) Mrs Danielle Gill (Thurs, Fri & every 2 nd Wed)
	6ET	Room	Mrs Eva Traynor
	6GL	Room	Mr George Lithotomos
	6ES	Room	Miss Emma Summers

SPECIALIST & SUPPORT STAFF

Literacy Intervention		Mrs Kathy Childs	Mon, Tues, every 2nd Wednesday
Physical Education		Mr Dean Andrew	Monday - Friday
Visual Art		Mrs Laura Duly	Monday - Friday
LOTE- Italian		Mr Anthony Denton	Monday - Friday
Music & Perform. Arts		Mr Nick Packer – PAC 3	Tues, Thurs, Fri
G-to-K Program	Garden	Ms Wendy Mertens – PAC 2	Monday - Wednesday
	Kitchen	Mrs Sue Crisp	Monday - Tuesday
Speech Pathologist		Mrs Lynne Harrison	Wednesday & Thursday
Learning Support Officers		Mrs Pauline Magee	Mon – Thurs 8:35 – 1:45pm
		Mrs Melisa Mahl	Mon - Fri 8:35am – 1:45pm
		Mrs Judy Ramjahn	Wed – Fri 9:00am – 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 Melissa Hoare	Tues - Fri 8:35am – 1:45pm
	Mrs Giselle Doyle	Mon, Tues, Wed 8:35am – 1:45pm
	Mrs Debbie Daniels	Mon – Fri 8:35am – 3:15pm
	Mrs Carol Jeans	Tues & Wed 8:35am – 1:45pm
	Mrs Catherine O’Donnell	Mon, Wed, Thurs 8:35am - 1.45pm
	Mrs Angela Stutterd	Mon & Tues 8:35am - 3:15pm
	Mrs Emma Coleman	Mon, Tues, Thurs, Fri 8:35am - 1:45pm
	Mrs Emily Williams	Tues, Thurs, Fri 8.35am - 1.45pm
Library	Mrs Jacqueline Kavanagh	Tues, Thurs, Fri 8.30am – 3.05pm
Library Admin Assistant	Mrs Kerri Hirst	Mon and Wed 8:30am – 11:30am
IT Engineer	Mr Michael Elliott	Mon - Fri – varied hours
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
Canteen (Tuckshop)	Team Kids - Sam	Monday, Wednesday -Friday

VICTORIAN SCHOOL TERM DATES

TERM	2024	2025 **subject to change
ONE	Mon 29 Jan - Thurs 28 Mar *Students return Thurs 1st Feb	Mon 28 Jan - Fri 4 Apr *students return Wed 31 Jan
TWO	Mon 15 Apr - Fri 28 June	Tues 22 Apr - Fri 4 July
THREE	Mon 15 July - Fri 20 Sept	Mon 21 July - Fri 21 Sept
FOUR	Mon 7 Oct - Tues 17 Dec	Mon 6 Oct - Fri 17 Dec

SCHOOL HOURS

8.35am	First bell. Music plays 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 - library books to library, marking of attendance roll.
10.45am - 11.25am	Students dismissed for First play
11.25am - 11.35am	Eating time. Lunch is eaten in classrooms supervised by teachers
1.35pm - 2.05pm	Students dismissed for Second play
2.05pm - 2.15pm	Eating time. Snack is eaten in classrooms supervised by teachers
3.15pm	School dismissed

STAFF MEETINGS

Staff meetings are held on Tuesday and Wednesday of each week from 3.30pm to 4.30pm. Parents are reminded that teachers will not be available for meetings after school on these days.

RIGHTS AND RESPONSIBILITIES

To assist the students to grow and develop, the school will work in partnership with parents and the school community.

RIGHTS

All members of our school community have the following rights:

1. To be safe and happy
2. To be treated with respect, regardless of age, gender, race, religion, disability or impairment or difference
3. to teach, learn, work and play

RESPONSIBILITIES

St Louis staff have a responsibility to:

1. provide a safe and supportive environment
2. treat our community respectfully
3. provide quality learning opportunities
4. to uphold the catholic ethos

Students have a responsibility to abide by the following rules:

1. I follow directions
2. I show respect
3. I am responsible for my actions
4. I strive for my personal best
5. Elaborated expectations surrounding these school rules are noted in our expectation matrix included in this handbook

Parents have the responsibility to:

1. Treat all members of the school community with respect
2. Nurture a positive relationship with the school community
3. Support and endorse the school's values and mission and vision statement

PROCEDURES FOR DEALING WITH BEHAVIOURAL ISSUES

1. St Louis philosophy is that behaviours should be modelled and taught explicitly. At times students will engage in behaviour that is not conducive to creating respectful and positive relationships. Behavioural errors will be dealt with in a timely, respectful and restorative manner and each situation will be dealt with taking into consideration the context in which it occurred. When dealing with behavioural errors teachers will do so with a focus on individual sacred dignity and in alignment with child safety standards.
2. Most behavioural errors will be able to be resolved or redirected through Restorative conversations and repairing of damage done. At times some students may display

behaviours that are deemed serious and require further intervention. If teachers have a serious incident in the classroom they may ask for leadership assistance or refer the incident to the Student Support Group for further evaluation and assistance specifically when patterns of behaviour occur. Some students will require a more targeted and specific individualized behavioural intervention through the development of a Behavioural Support Plan. These positive support plans will be devised by the Student Support Group

3. When dealing with behavioural errors teachers need to follow the behaviour pathway plan (Appendix 2)
4. NB: Teacher must fill in the MACS Online Incident Report for any serious accidents on the day of the incident.

RESPONDING TO SERIOUS OFFENCES






Serious offences include:

1. Wilfully hurting another person
2. Wilfully destroying property
3. Engaging in any behaviour that stops the class functioning properly
4. Engaging in behaviour that is a threat to a student's own or the safety of others
5. In response to a serious offence the Student Support Group may be convened to consider the needs of the student and the appropriate disciplinary action or intervention to be taken. The student will have an opportunity to have a voice in this process and will be included in decisions made. Parents/carers will be notified and included throughout this process.



St Louis Expectations Matrix



School values and expectations 	"I show respect"  Rispetto	"I strive for my personal best"  Innovazione	"I follow directions"  Collaborazione	"I take responsibility for my actions"  Comunità
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

ATTENDANCE

ABSENCE FROM SCHOOL

If your child is unable to attend school, you are asked to register your child's absence on Compass or call the office on 9580 5169 before 8.30am and inform the school of the relevant reason. You must register or call the school on each day of the absence. St Louis will not assume that your child is unwell.

It would be appreciated if family holidays were arranged within school holiday time where possible.

If your child is listed as an unexplained absence, you will receive a Compass notification advising of your child's absence and requesting you to notify the school promptly. If you do not contact the school and the school is unable to contact you, or your child's emergency contacts, the school must call Emergency Services. This is an Education Department requirement. Please refer to the MACS Attendance Policy.

[MACS Attendance Policy](#)

LATE ARRIVALS

Parents need to ensure that their children arrive at school prior to the first bell (8.45am). Children who arrive late for school must obtain a 'late pass' from the school office to present to their class teacher.

EARLY LEAVERS

If your child needs to leave the school during the school day, please call the school office and request that your child is brought to the office before you arrive to collect your child. Under no circumstances is a child permitted to leave the school grounds before the end of day bell without an adult.

LATE PICK UP AFTER SCHOOL

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

HEALTH

SICKNESS

It is a requirement that parents keep their child who is displaying signs of illness, including temperatures, runny noses, bad coughs or any other worrying symptoms. A sick child is unhappy at school and therefore cannot be expected to learn. We would also like to avoid the spreading of any contagious illnesses. Please see table below.

HEALTH EXCLUSION TABLE

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 the onset of rash
IMPETIGO	Exclude until appropriate treatment has commenced. Sores on exposed surfaces MUST be covered with a watertight dressing
WHOOPING COUGH	Exclude 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 once treatment has commenced

IMMUNISATION

Children enrolling at all levels are required to present an immunisation certificate for diphtheria, polio, tetanus, measles, mumps, rubella, whooping cough and haemophilus influenza type B. Your child's certificate can be downloaded from your mygov account.

If you do not present an immunisation certificate to the school, your child may be excluded from school if there is an outbreak of an infectious disease.

MEDICATION AT SCHOOL

[St Louis School Administration of Medication to Students Guidelines](#)

The school acknowledges that certain students may require prescribed medication during the day. The school also understands that the administration of prescribed medication by the parent or carer 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 AT SCHOOL

1. Medication is to be taken to the school office by the parent or carer and a detailed medication authority form has been provided giving clear instructions as to the dose and time to be taken.
2. The medication MUST be prescribed to the student and in its original packaging. There will be no changes in the dosage or the times medication is administered without the written permission from the doctor

3. If medication is only for 2 days, the parent or carer can sign the form. If medication is for a longer period - or continuous, it MUST be signed by a medical practitioner with an AHPRA number.
4. Medicines, tablets etc will be stored in the First Aid room. Students are not permitted to be responsible for their own medication nor re medicines to be kept in teh classrooms or student's bags.
5. Medications will be administered by the school Administration 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.
6. When on an excursion, the teacher in charge will have a first aid bag. This first aid bag will include the mediations for students required on the day

Policies connected to the following areas can be found [here](#) under Care, Safety, and Welfare of Students

ASTHMA AT SCHOOL

Medications delivered by an Asthma inhaler will be administered by trained staff members. All rules for prescription medication shall pertain to asthma medications. Students MUST have an up to date Asthma Action signed by a practitioner and uploaded to Operoo by the parent or carer.

ALLERGIES AT SCHOOL

Students who suffer from allergies including hayfever must have an 'Allergy Action Plan' signed by a practitioner. Parents are to provide the antihistamine that is listed on the action plan to the school office. This medication will be stored in the sickbay and only administered by office staff. Parents will be called before this medication is administered.

ANAPHYLAXIS AT SCHOOL

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, treenuts (e.g cashews) cows milk, fish and shellfish, wheat , soy and certain insect bites and some 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 times your child is allergic to. You MUST supply an Anaphylaxis Action plan with an updated photo of your child and signed by your doctor. You must also supply your childs 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 Anaphylaxis Minimisation form 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. This form needs to be completed by a medical practitioner and must include a photo, allergic triggers and an action plan
2. Supply in in date Epipen
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 canteen
2. There is to be no trading or sharing of food, food utensils or food containers
3. students are encouraged to wash their hands after eating
4. Bottles, other drinks and lunch boxes provided by the parents or carers must be clearly labelled with the name of the child for who 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 (eg. 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, see our "Anaphylaxis Management Policy" or the school website.

NON PRESCRIPTION MEDICATION

The school will not assume the responsibility for assisting in the administration of non-prescription medications unless a medication authority form has been completed by a registered practitioner.

SICK AT SCHOOL

If your child is unwell or injures themselves at school they will be sent or taken to the sickbay. If you are called by office staff to collect your child it is an expectation that you will make yourself available to collect your child as soon as possible or be able to arrange for one of their emergency contacts to collect them in a timely manner.

All children's visits to sickbay are recorded.

Please remember that office staff are not qualified medical staff.

HEADLICE

Headlice 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 love clean hair! Please check your children'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 headlice. Children with head lice can be readmitted to school as soon as treatment has commenced.

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 and 5 are a prerequisite 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 events, 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 timetable.

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 carers 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.

CHILD SAFETY

At 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 - [Child Safety Policy](#)

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 is signed off 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.

The school has allocated roles and responsibilities for child safety as follows:

A Child Safety Team - The Child safety team assists the Principal. It works in identifying and mitigating risks in child safety. It also supports the Principal to monitor implementation of school policies, procedures and practices and to identify professional learning.

St Louis Child Safety Team

Carmel Stutterd - Principal

Tanya Stefanec - Deputy Principal Wellbeing Leader

Rose Carnovale - Pastoral Care

Sarah Talbot - Learning Diversity

A School Child Safety Officer Role

A school leader for child safety should have sufficient status and authority, including leadership support and the ability to direct other staff, to undertake the role effectively. Broad areas of the role are to:

Provide Authoritative Advice:

- Act as a source of support, advice and expertise to staff on matters of child safety
- Liaise with the Principal and school leaders to maintain the visibility of child safety
- Lead the development of the school's child safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety

Raise Awareness:

- Ensure the school's policies are known and used appropriately
- Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them

Train:

- Being authoritative in providing advice by:
- keeping their skills up to date with appropriate training carried out every two years
- having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Ensure each member of staff has access to and understands the schools child safety policy and procedures, especially new and part time staff
- Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance

STUDENT BULLYING OR HARASSMENT**[Anti-bullying Policy](#)**

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 that they deserve.

Bullying in any form is unacceptable and will not be tolerated. Reports of bullying will be treated 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.

MANDATORY REPORTING OF CHILD ABUSE

Staff have the responsibility of contacting Child Protection Services if they believe a student at their school 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 area 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 teacher makes a report to Child Protection Services, 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 member.

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.

FOOD AT SCHOOL

HEALTHY EATING POLICY

A Healthy lifestyle is vital to good health at all stages of life but especially in childhood. It is during childhood, especially 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.

Fruit break ideas include:

- fresh fruit and vegetables (eg: whole fruits, fruit salad, chopped melon, celery or carrot sticks, cherry tomatoes)
- dried fruit (eg - apricots, prunes, raisins, sultanas)

School lunch ideas include:

- sandwiches or pita bread with cheese, lean meat or salad
- cheese slices, crackers with spread
- frozen water or milk, particularly in hot weather

Foods to limit in school lunches include:

- processed meats such as salami and pressed chicken
- chips, sweet biscuits, muesli bars and breakfast bars
- fruit bars and fruit straps
- cordials, juices containing sugar and soft drinks

LUNCHES

You are asked to give your child a lunch in a lunch box if possible. 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 mins). We ask that parents provide their child with a piece of fruit daily and that particular attending be given to providing a nutritious lunch. *PLEASE NOTE: Do not give your child glass drink bottles or cans as they constitute a danger. Drinks in plastic containers are fine.*

NO CHEWING GUM OR BUBBLE GUM IS ALLOWED AT SCHOOL

SUNSMART REQUIREMENTS

As part of general SunSmart strategies our school will:

1. Require students to wear an approved school broad-brimmed, legionnaire or bucket hat whenever they are outside from 1st September to 1st May during recess, lunch, sport and excursions (whenever they are outside)
2. Educate the children with 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.
3. Remind parents to provide SPF 30+ broad spectrum, water resistant sunscreen for their child's use.
4. Encourage the daily application of sunscreen before school and prior to the lunch break.
5. Encourage children to use available areas of shade for outdoor activities (eg verandahs, shade cloths, trees etc)
6. Request staff and parents to act as role models by practicing SunSmart behaviours

BUDDIES

A buddy system exists at St Louis de Montfort's whereby all students are allocated a buddy annually to help them develop relationships and a sense of belonging and connectedness to the school community. Buddy classes are outlined in the list below. Individual students 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.

Buddy Classes 2024

PAK - 6ET

PHM - 6BG

PLP- 6ES

1PW - 5RC

1CA - 4DJ

1JM - 4MP

1AB - 3RD

2CR - 4BE

2KO - 5CP

2GY - 6GL

3JM - 5MO

3NB - 5GT

CODE OF CONDUCT FOR PARENTS/CARERS

For additional information, please refer to Policy on website

[Parent/Guardian/Carer Policy](#)

[Complaints Handling Policy](#)

1. Become familiar with the Behaviour Management Policy, school rules and routines, and support the school by (a) ensuring their child's compliance with the school rules, and (b) supporting consequences when necessary.
2. Ensure that students arrive at school daily on time, and provide notice to the school when the student will be late or absent
3. Provide support and encouragement for your children to do their homework
4. Support the school staff in developing student responsibility and resilience
5. Attend school events, support the school and stay in contact with school staff
6. Help your child develop positive attitudes to school and respect the staff and school property
7. Show common courtesy and respect to all: abusive language and aggressive behaviour are unacceptable at all times
8. 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).
9. Demonstrate awareness of and respect for cultural diversity within the community and do not engage in any form of discrimination, harassment, vilification, bullying or victimisation.
10. Encourage the peaceful resolution of conflict. Discourage violent or aggressive behaviour to solve a problem
11. 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 Southern Area Manager of the Catholic Education Office
12. 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.

REPORTING STUDENT PROGRESS TO PARENTS

Reporting student progress to parents involves:

Term 1:

- Meet and Greet meetings at the beginning of the school year
- Parent/Teacher conferences at the end of Term One

Term 2:

- Written Progress Reports sent home end of Term 2

Term 3:

- Student Progress conferences

Term 4:

- Written Progress reports sent home end of term

SCHOOL SPORTING EVENTS

Sport and fitness are encouraged through the school's physical education program.

ATHLETICS SPORTS CARNIVAL

An Athletics Sports Carnival is held annually for Years 3 to 6. The carnival gives the students an opportunity to participate in athletics and other individual and team events. This event is compulsory for all students. A Prep-2 carnival is held at the end of Term One each year on the school premises

INTRA SCHOOL CROSS COUNTRY

This is for students in Year 3 to 6. Students compete in their house colors. A morning running club will be held in the lead up to this event. Students who perform well during this event will move on to compete in the inter school cross country competition.

SWIMMING PROGRAM

Swimming tuition is provided as a part of the school curriculum for all children in year Prep to 2 and is compulsory. Swimming lessons are conducted by qualified instructors at Bayside Aquatics in Mentone, 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 - Year 6 by Bayside Aquatics in conjunction with Royal Life Saving Society and Aspendale Life Saving Club. These are held in Nov/Dec. This program is compulsory and the costs are also built into the student levy.

SWIMMING CARNIVAL

St Louis holds a swimming carnival for all students in Year 3 to Year 5 at the end of the school year. Students are also given the opportunity to attend the inter school swimming competitions. St Louis offers swimming training in the lead up to these events. This is voluntary and students will be notified of these opportunities closer to the date.

INTERSCHOOL SPORTS

All year 6 students will compete in the Chelsea District Interschool sports.

WHOLE SCHOOL GATHERINGS

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 a Monday afternoon in the school hall from 2.30pm - 3.10pm. Parents are always welcome to attend.

CLUBS

At St Louis we offer our students a number of different lunchtime/recess clubs. These include art club, Minecraft club (years 3-6), library club, and sport. These occur once a week and provide our children with alternative options to playing on the yard or in the garden. Additional clubs will be added throughout the year in response to our student's interests. This will be communicated with parents in the relevant year levels.

CAMPING PROGRAM FOR 2024

St Louis runs a camp program in our 4, 5, and 6 year levels. For 2024 our students will be heading off to the following locations:

- Year 4: Mill Valley Ranch, Tynong
- Year 5: CYC Phillip Island Adventure Camp
- Year 6: Canberra Camp

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. The format concludes with a Graduation Daytime outing to fun activities.

EXCURSIONS

Excursions take place in each year level 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.

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 through the school year. Students may borrow during their library session or before and after school.

To help protect books from being damaged in transit it is expected that children in Prep to Year 3 will have a library bag. 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.

BOOKCLUB

The school library 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 Lined Online ordering Payment platform. 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.

SCHOOL FEES 2024

FEE SCHEDULE	PER YEAR
Family Fee (per family)	\$2740
Building Levy (per family)	\$590
Student Levy (per child)	\$600
Technology Levy (per child)	\$100
Interschool sports Levy (Year 6)	\$100
STEM Levy (Yrs 5 & 6)	\$150
Garden to Kitchen Levy (Yrs 3 & 4)	\$150
Year 4 Camp	\$425
Year 5 Camp	\$470
Year 6 Camp	\$950

School fees together with Commonwealth and State Government Grants pay the running costs of the school. These include - salaries, buildings, furniture, equipment, maintenance, light, power and heating, insurances 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 supplies, class incursions and excursions, sacramental programs, swimming tuition, garden to kitchen program, beach safety program and inter-school sports sporting activities.

Building levies contribute towards capital loan repayments for school buildings and facilities.

School Fees are billed in full at the start of the school year with statements sent out regularly during the school year. School fees are payable over 3 equal instalments, collected at the end of Term 1, Term 2 and Term 3. Payments can also be made in smaller instalments (weekly/fortnightly/monthly) using the schools direct debit forms.

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.

Any family who is seeking special consideration for a concession on School Fees, should make an appointment with the Principal early in the new year. 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 or office staff. There is always a solution.

SEPARATED FAMILIES

St Louis offers split fees for separated families. Please see the office to complete a form.

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.

CSEF (CAMPS, SPORTS AND EXCURSION FUND)

The Victorian Government has established a Camps, Sports and Excursions 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 sporting activities for the benefit of your child.

The annual CSEF amount per student will be \$125 for primary school children. For further information, please contact the school office or visit <http://www.education.vic.gov.au/csef>

ENROLMENT FEE AND ENROLMENT DEPOSITS

At the time of lodging an enrolment application all new families will be required to pay a non-refundable enrolment fee of \$150. This amount is only refundable if the school cannot offer your child a place.

Once offered a place, an enrolment deposit of \$250 is required. This amount will be allocated towards the first year's tuition fees.

CHROMEBOOKS

Students in Year 3 to Year 6 require a Chromebook. 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. Parents are notified while their child is Year 2 regarding the Chromebook purchase. Chromebooks must be paid for in full and will not be added to your school account.

CANTEEN

The Canteen for 2024 will be run by TK Tuckshop (Team Kids). The school canteen operates four days per week on Monday, Wednesday, Thursday & Friday. All meals will be delivered in cartons already divided into classes for easier distribution. Monitors from each class will collect the box on canteen days from the office. Orders are made on the App called Spriggy Schools. Presently there will be no over the counter sales.

SCHOOL PHOTOS

In 2023 St Louis used Arthur Reed. School photos are taking each year. Pre-paid orders are placed for individual, class group and family photos. The school receives a small commission from the photographer. St Louis school photos will be taken on the 5 March this year.

BEFORE AND AFTER SCHOOL CARE AND HOLIDAY PROGRAMS

Team Kids operates Before and After School Care at St Louis de Montfort's school in the two classrooms next to the school hall every day.

Before School Care operates from 6.45am to 8.45am and After School Care operates from 3.15pm to 6.15pm each day. They also offer school holiday programs which operate from 7.00am to 6.00pm during the school holidays.

Team kids also offer programs on school closure days..

Team kids can be contacted on 0438 247 722

STUDENT PERSONAL BELONGINGS

The school discourages students from bringing valuables to school. Whilst we will take reasonable measures to find valuables that are lost or misplaced, the ultimate responsibility for the care of these items must rest with the students. Families are advised to give careful consideration before allowing their child/children to bring valuables to school.

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 and Numeracy in classrooms. A training course is provided to increase 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.

WORKING WITH CHILDREN CHECK

A Working with Children Check (WWC) will be required for all volunteers who assist the school whether it be on campus or off campus. This includes our PFA and SAC members. Once the bell has gone at 8.45am you will not be permitted on school grounds without signing in at the office and presenting a current WWC check to the office staff. There will be no exceptions.
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If you hold a VIT card or are a Police Officer, these supersede the WWC check - please present your registration card or badge at the office.

VISITORS PASS

Everyone that enters St Louis must come through the Office and sign in at our Compass Kiosk. When signing in, your Working With Children Check (or VIT) must be sighted by office staff. You will be given a 'visitor' or 'parent helper' badge. This must be worn while on the school grounds at all times.

CHANGE OF ADDRESS

The school must be notified immediately if there is a change in address, email or phone number of parents or carers. This is to ensure contact in the case of emergencies.

MESSAGES TO TEACHERS

Teachers can be contacted via email and you can expect to receive 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 teachers' name and the child's name, if money is sent

REQUEST FOR SCHOOL WORK 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 not a 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, sightseeing 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 textbooks 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 child should present it to the class as it has no relevance to the classroom program.

PARENTS AND 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.

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 final meeting in the school year is traditionally the Annual General Meeting, which is held in late November/early December. At this meeting all positions are declared vacant and a new committee and class representatives are elected. Priorities and activities for the year are also established.

The PFA are asking for 1-2 people from each year level to assist with either communication 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 PFA would be grateful to have you assist them. They are committed to focusing on the community and raising funds for our school and students.

If you would like to join the PFA, please email the secretary at:

pfapresident@stlouisaspendale.com

pfavicepresident@stlouisaspendale.com

pfasecretary@stlouisaspendale.com

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 of 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 the Council:

Carmel Stutterd - Principal
Michelle Barron - Deputy Principal
Tanya Stefanec - Deputy Principal
Andrew Jekot - Parish Priest
Nicole Dobrohotoff - Parent
Julius Lau - Parent
Bill Tabourlos - Parent
Daniel Belton - Parent

NEWS ITEMS

A School newsletter is compiled and sent out through Compass each Friday. This newsletter is a major communication tool 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.

MARKING OF POSSESSIONS

All children’s possessions including hats, 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.

LOST PROPERTY

All lost property is held in the Uniform Shop of the school and no responsibility is taken for lost items. Children and parents are encouraged to look through the lost property for their lost items. Every couple of weeks, lost property is sorted and all items with names are returned to the child’s classroom through the blue tubs.

SMOKE FREE

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.

INTERNET AND STUDENT PHOTOGRAPHS

Refer to the school website for Policy details.

Parents will be asked to complete a permission form for student photographs at the beginning of each academic year. This information will be made available to staff in order to ensure images are shared in appropriate spaces.

Both parents and students will be asked to sign our ICT Acceptable Use policy at the beginning of each year which will outline the school expectations around the use of technology at St Louis.

EMERGENCY INFORMATION

Information needed in the case of emergency is kept in the School Office. 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.

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.

DOGS

In the interest of child safety and for all who use the school, dogs are not permitted on the school grounds at any time. Please do not tie your dog to the fence of the school property at pick up and drop off times.

SCHOOL CROSSING

The City of Kingston provides a school crossing supervisor at the Dolphin St pedestrian crossing between the hours of 8.00am - 9.00am and 3.00pm and 4.00pm. Please remind your children to use this crossing and model appropriate safety behaviour when parking in our local streets. Please note that there is a 40km/h speed limit outside of schools and 50km/h speed limit in local streets.

LEAVING ST LOUIS

If you are leaving St Louis for any reason, we ask that you advise the school office as soon as possible so that we can finalise the enrolment in a timely manner.

SECONDARY SCHOOLS APPLICATIONS

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 newsletter, but you should also keep your eye on the secondary school websites for information.

Acceptance of your child’s enrolment at a Catholic Primary school does not guarantee enrolment at a Catholic Secondary School. St Louis is a feeder school to St Bedes’ College in Mentone and Kilbreda College in Mentone.

Applications for government Secondary Schools are generally due in Semester One when your child is in Year 6. Applications can be collected from the St Louis school office, or directly from the Government Secondary School.

MOBILE PHONES

Students

Mobile phones are brought to school at the users own risk and the school takes no responsibility for loss or theft. Where mobile phones are brought to school, parents and students are required to adhere to and sign an acceptable use agreement which outlines the conditions of mobile phone use at school. Students are not permitted to use a mobile phone during school time.

SCHOOL TIMETABLE

St Louis Class timetable 2023			
8.35am	Classrooms Open		
8.45am - 9.35am	P1		
9.35am - 10.45am	P2		
10.45am - 11.25am	Lunch	Duty 1 10.45 - 11.05	Duty 2 11.05 - 11.25
11.25am - 11.35pm	Eating		
11.35pm - 12.55pm	P3		
12.55pm - 1.35pm	P4		
1.35pm - 2.05pm	Eating	Duty 1 1.35 - 1.50	Duty 2 1.50 - 2.05
2.05pm - 2.15pm	Recess		
2.15pm - 3.15pm	P5		
3.15pm	Dismissal		

CARPARK

Parents are asked to observe the following rules in relation to dropping children at the 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 St. Police have fined parents for not observing this sign
- exit carpark via left turn only into Dolphin St
- Do not exceed a 5km/h speed limit in the school grounds
- Show courtesy and consideration for other drivers and pedestrians and be cautious and alert
- use the drop-off lane to drop and collect children from school
- do not leave your vehicle if you are in the drop off/pick up zone
- children to exit/enter vehicles in drop-off lane from left -hand side only
- parents who chose to park in the parking bays 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 time
- give way to pedestrians using footpath when entering and exiting carpark
- do not park on grassed areas beyond the carpark

As the carpark 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.