



**St Louis de Montfort's  
Primary School  
Aspendale**

**37 Dolphin Street Aspendale  
9580 5169**

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



**PARENT  
HANDBOOK 2022**

## **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.

Yours faithfully

Ms Carmel Stutterd  
**Principal**

### **SCHOOL DIRECTORY 2022**

Principal:	Ms Carmel Stutterd
Deputy Principal:	Ms Michelle Barron
Deputy Principal:	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

# STAFFING DETAILS 2022

## LEADERSHIP AND MANAGEMENT TEAM

<b>Principal</b>	Mrs Carmel Stutterd
<b>Deputy Principal Learning and Teaching</b>	Ms Michelle Barron
<b>Deputy Principal Wellbeing</b>	Mrs Tanya Stefanec
<b>Faith Development Leader</b>	Mrs Marylene Douglas

## LEARNING AND TEACHING TEAM

<b>Learning &amp; Teaching Leader</b>	Mrs Michelle Barron
<b>English Leader</b>	Mrs Angela Healy
<b>Maths Leader</b>	Mrs Emma Davies
<b>STEM/Digital Learning Leader</b>	Mr Thomson Wood

## STUDENT WELLBEING TEAM

<b>Wellbeing Leader</b>	Mrs Tanya Stefanec
<b>Learning Diversity Leader</b>	Mrs Sarah Talbot
<b>School Chaplain/Pastoral Care</b>	Ms Rose Carnovale

## ADMINISTRATION TEAM

<b>Office/Business Manager</b>	Mrs Polly Pedrazzini
<b>Financial Assistant</b>	Mrs Nicola Brennan
<b>Office Administrative</b>	Mrs Donna Lannan
<b>Office Administrative/PA Leadership</b>	Mrs Melanie Quigley

## CLASS TEACHERS

<b>Prep Team</b>	Year PJM	ROOM 20	Mrs Jo Marshall
	Year PHM	ROOM 22	Mrs Gen Martin Monday – Thursday Mrs Angela Healy - Friday
	Year PEJ	ROOM 21	Miss Eliza Jones
<b>Year 1 Team</b>	Year 1JC	LOTE 1	Mrs Jenni Chalker
	Year 1ES	LOTE 2	Miss Emma Summers
	Year 1RC	ROOM 29	Mrs Rachel Carnegie
	Year 1GW	ROOM 28	Mrs Dani Gill Mrs Jenny Waldron
<b>Year 2 Team</b>	Year 2GL	ROOM 6	Mr George Lithotomos
	Year 2CA	ROOM 4	Ms Camille Allenby
	Year 2BK	ROOM 5	Ms Anna Kolodziej (Tues, Wed, Thurs, Fri) Mrs Sarah Burgoyne (Mon)
	Year 2ET	ROOM 7	Mrs Eva Traynor
<b>Year 3 Team</b>	Year 3BP	ROOM 26	Mrs Danielle Brodie (Mon, Tues, Wed)

			Mrs Erin Paisley (Thurs, Fri)
	Year 3RD	ROOM 25	Mrs Renata Dal Sasso
	Year 3JM	ROOM 24	Miss Jess McQueen
	Year 3BB	ROOM 27	Mrs Anne Bright (Mon, Tues, Wed, Thurs) Mrs Sarah Burgoyne (Friday)
<b>Year 4 Team</b>	Year 4MP	ROOM 12	Ms Mel Pace
	Year 4LP	ROOM 13	Miss Lena Perriman
	Year 4CR	ROOM 15	Ms Cate Roach
	Year 4GY	ROOM 14	Mr Gary Young
<b>Year 5 Team</b>	Year 5DM	ROOM 19	Mrs Triona Mahon (Wed, Thurs, Fri) Mrs Jen Darby (Mon, Tues)
	Year 5CP	ROOM 9	Mrs Cath Passante
	Year 5MO	ROOM 8	Mr Michael O'Brien
	Year 5BE	ROOM 18	Mr Brendan Ellul
<b>Year 6 Team</b>	Year 6IW	ROOM 11	Mrs Luisa Ingram (Mon – Thurs) Mrs Sinead Waters (Fri)
	Year 6JM	ROOM 10	Mr John Mitchell
	Year 6KO	ROOM 16	Mrs Kate O'Brien
	Year 6DM	ROOM 17	Mrs Emma Davies (Mon, Tues) Ms Lucy Mallia (Wed, Thurs Fri) Mr Nick Byron Term 4

## **SPECIALIST & SUPPORT STAFF**

Literacy Intervention		Mrs Kathy Childs– PAC 4	Mon, Tues, Wed, Fri 9:00am – 12:40pm
Tutoring		Ms Anna Glumac	Mon, Tues, Wed
Physical Education		Mr Dean Andrew	Monday- Friday
LOTE - Italian		Mr Tony Denton Room 19	Monday - Friday
Visual Art		Mrs Julie Drum – Mrs Toni Moser Room 30 & 31	Tuesday – Thursday Friday
Music & Perform. Arts		Mr Nick Packer– PAC 3	Tuesday – Thursday
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 Patricia Pitrone		Monday & Wed 8:35am – 3:15pm
	Mrs Melisa Mahl		Mon - Thurs 8:35am – 3:15pm
	Mrs Anne Carlon		Mon, Tues, Thurs, Fri 8:35am – 3:15pm
	Mrs Claire Gangemi		Mon - Wed 8:35am – 3:15pm
	Mrs Kirsten Jansen-McMaster		Mon, Wed & Thurs 8:35am – 3:15pm Tues 8.35am – 2.55pm
	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 8:30am – 3:15pm
	Mrs Emily Williams	Mon – Fri 8:35am – 3:15pm
	Mrs Giselle Doyle	Mon, Tues Wed 8:35am – 3:15pm
	Mrs Judy Ramjahn	Wed, Thurs, Frid 9.15am-3.00pm
	Mrs Pauline Magee	Mon-Friday 8.35am-3.15pm
	Mrs Melissa Hoare	Thurs – Fri 8.35-3.15pm
Library Manager	Mrs Gaynor Downie	Tues – Thurs 8.15am – 3.35pm
Library Admin Assistant	Mrs Therese Jackson	Mon, Fri 9.00am – 12.00pm
IT Engineer	Michael Elliott	Mon - Fri – varied hours
Hall/Uniform Manager	Mrs Lisa Goodes	Mon-Fri – varied hours
Gardener	Mr Frank Overberg	Mon – Fri 7:00am – 2:00pm
School Cleaners	A Fresh Start Cleaning Services	Monday – Friday

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## VICTORIAN SCHOOL TERM DATES

TERM	2022	2023
ONE	Friday 28 January - Friday 8 April Students return: Monday  <b>*Easter Friday 15 – Monday 17 April</b>	Friday 27 January – Thursday 6 April Students return: Tuesday 31 January  <b>*Easter Friday 7 - Monday 10 April</b>
TWO	Thursday 26 April- Friday 24 June	Monday 24 April – Friday 23 June
THREE	Monday 11 July – Friday 16 September	Monday 10 July – Friday 15 September
FOUR	Monday 3 October – Friday 16 December	Monday 2nd October – Wednesday 20 December

## **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	Snack 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.

## **STAFF MEETINGS**

Staff meetings are held on Tuesday and Wednesday 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.

## **Positive Relationships Policy**

**“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. (CEM Policy 2.26, Pastoral Care of Students in Catholic Schools)**

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 Practices 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.

## **Principles**

1. To promote and model the values and teachings of Jesus, maintaining the sacred dignity of all
2. To create and maintain a safe, supportive and inclusive environment consistent with our school values
3. To provide a safe and welcoming environment for all
4. To build and foster positive relationships within our school community, where students feel connected and authentic learning is promoted
5. To provide opportunities for students to voice their ideas
6. To create and maintain positive empathetic relationships, that respect diversity.
7. To promote kindness and forgiveness
8. School expectations (Appendix.1), rights and responsibilities, gospel values and pro-social behaviours are explicitly taught at the beginning of each year and reinforced during the year. The beginning of each year starts with a focus on building positive relationships between peers and teachers.

## **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. nurture a positive relationship with our community
5. 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 below.

**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 students 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/Careers will be notified and included throughout this process. St Louis refers to the CEM Policy 2.26 - Pastoral Care of Students when dealing with serious offences.

### **CECV Policy 1.14 defines a serious offence as behaviour which: -**

1. Seriously undermines the ethos of the Catholic School; or
2. Consistently and deliberately fails to comply with any lawful order of the Principal or a teacher; or
3. Is offensive, or dangerous to the physical or emotional health of any staff member any student; or
4. Consistently and deliberately interferes with the educational opportunities of other students.

## St Louis Expectations Matrix

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

## **ABSENCE FROM SCHOOL**

If your child is unable to attend school, you are asked to call the school (9580 5169) before 8.30am on the day of the absence to inform the school of the relevant reason. You must call on each day of absence. When your child returns to school a note or email of explanation should be sent to your class teacher for inclusion in the attendance roll.

If your child needs to leave the school during the day for any reason, an email informing the teacher, from the parent/guardian must be sent to the school 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.

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.

## **LATE ARRIVALS AND EARLY LEAVERS**

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. In the event of parents or carers wishing to collect their child early from school during the day for any reason, an email informing the teacher from the parent/guardian must be sent to the school in advance, or you can call the school office and request your child is brought to the office. Please give the office at least 15 minutes' notice. Children are not permitted to leave the school grounds during the day without an adult.

## **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 so that suitable arrangements can be made.

## **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. All children who attend sick bay are provided with a parent information slip. This will include the nature of the illness and the treatment provided.

## **HEALTH EXCLUSION TABLE**

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

COVID19	Parents/carers should inform the school by phone or written notification on identification of a confirmed case. Students who report a positive result must isolate for seven days and not attend school during that period and follow Government Guidelines.
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

## **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.

## **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.

## **CHILD SAFETY**

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.

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

### **A CHILD SAFETY TEAM**

Description is available in the staff handbook:

- The Child Safety Team assists the Principal
- The Child Safety Team works in identifying and mitigating risks in child safety
- The Child Safety Team 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
Michelle Barron	– Deputy Principal Learning and Teaching
Tanya Stefanec	– Deputy Principal Wellbeing Leader
Sarah Talbot	– Learning Diversity Leader
Rose Carnovale	– Pastoral Care

### **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 school's 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

**ST LOUIS CHILD SAFETY OFFICER**

Tanya Stefanec – Deputy Principal Wellbeing Leader

**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.

**HEALTHY EATING POLICY**

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.

**Fruit break ideas include:**

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

*For additional information, please refer to website.*



## **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 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.**

## **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 1<sup>st</sup> September to 1<sup>st</sup> May (e.g. recess, lunch, sport, assemblies, excursions, etc.).
2. 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.
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. (e.g. verandahs, shade cloths, trees, etc).
6. Encourage students to wear protective sunglasses outside.
7. Request staff and parents to act as role models by practicing SunSmart behaviors.

## **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/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.

## **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 orientation 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.

*For additional information, please refer to the Class Placement Policy and Procedure on website.*

## **ATHLETICS SPORTS CARNIVAL**

An Athletics Sports Carnival is held annually for all students Prep-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.

## **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.

## **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 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 3-6 by Bayside Aquatics in conjunction with Royal Life Saving Society and Aspendale Life Saving Club in November/December. This program is compulsory and the costs are also built into the Student Levy.

## **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; this may change due to COVID-19 restrictions.

## **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.



## **CAMPING PROGRAM FOR 2022**

Year 6 are involved in a 3 day camp to Maldon Blue Light Bike Riding, Camp dates: 12<sup>th</sup>– 15<sup>th</sup> July. Year 5 students are involved in a 3 day Outdoor Education Camp to Phillip Island Adventure Resort, Camp dates 14<sup>th</sup>-15<sup>th</sup> February, 16<sup>th</sup>-18<sup>th</sup> February. Grade 4 Camp Monday 7<sup>th</sup>- 9<sup>th</sup> September Gundiwindi Wandin North. Our camp outcomes relate to student and teacher bonding, developing relationships, friendships, teamwork, outdoor adventure activities and civics education.

As camp activities contribute to the child's overall development and are an integral part of the school curriculum, attendance is compulsory for all students. Camps involve an additional cost for families. These costs are charged to your School Fees account and need to be paid prior the date for each camp. Assistance is available for families in financial difficulty.

## **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 of fun activities.

## **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.



## **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.



## **CODE OF CONDUCT FOR PARENTS/GUARDIANS**

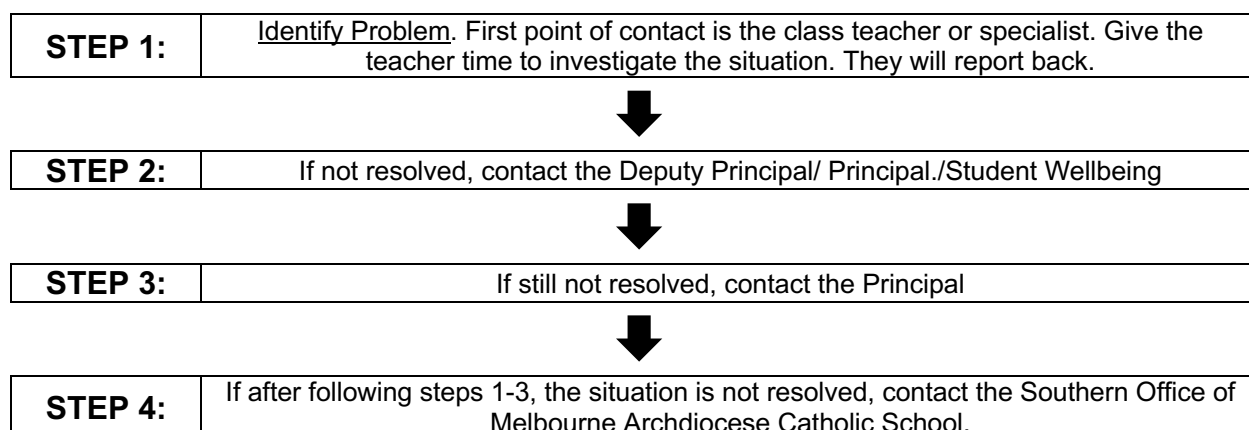
*For additional information, please refer to Policy on website.*

1. Become familiar with the Behaviour Management Policy, school rules and routines, and support the school by (a) assuring their child's compliance with school rules, and (b) supporting consequences when necessary.
2. Ensure that students arrive at school daily and 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 children 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 an awareness of and respect for cultural diversity within the community and do not engage in any form discrimination, harassment, vilification, bullying and victimization.
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.

## **Contact plan for resolving issues**

Protocol to deal with a situation effectively. This plan applies to all situations that involve your child where you have identified a problem.



## **REPORTING STUDENT PROGRESS TO PARENTS**

Reporting student progress to parents involves:

### **Term 1**

- Meet & Greet Meetings in mid-February
- Parent/Teacher Meetings Tuesday 5<sup>th</sup> April (students finish at 1pm) and Wednesday 6<sup>th</sup> April

#### **Term 2**

- Written Progress Reports sent home mid-year

#### **Term 3**

- Student-Led Progress Report Conferences

#### **Term 4**

- Written Progress Reports sent home mid-year

## **INTERVIEW ARRANGEMENTS**

Parent/teacher interviews are arranged formally two times 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 secretary. 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.

## **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. St Louis will send home an Asthma Minimisation form for you to read, sign and return yearly.

## **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 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 (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, see our **"Anaphylaxis Management Policy"** or the **school website**.

## **SCHOOL FEES 2022**

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

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.

## **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.

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.

## **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: \$125 for primary school students. For further information, please contact St Louis Office.

For an application form or more information about the CSEF visit <http://www.education.vic.gov.au/csef>

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

Team Kids operates Before and After School Care at St Louis school in the open space of the Prep 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 – Ally.

## **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.

## **CANTEEN**

The school canteen commences in Term 4 and will operate 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](http://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)

## **SCHOOL PHOTOGRAPHS**

School photographs are taken each year. Pre-paid orders are placed for individual, class group and family photos. The photographic studio pays into the school funds a commission on sales each year.

## **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.

## **TOYS**

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

## **MANDATORY REPORTING OF CHILD ABUSE**

Teachers 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 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 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.

## **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.

## **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.

## **SCHOOL POLICIES**

School policies are written or reviewed according to our School Improvement Plan. Policies which apply to parents are uploaded on the school website.

## **SMOKE-FREE WORKPLACE POLICY**

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.

## **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.

## **TRESPASS POLICY**

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 staff authorised by the principal, to leave the school premises. If the person refuses to leave or is acting suspiciously, the principal or authorised staff member

## **TRANSFER OF PUPILS**

Any child transferring from St Louis de Montfort's to another Primary School is required to take with him/her a note of transfer from the Principal. Parents are asked to give reasonable notice, preferably at least a week in advance. Transfer forms can be collected from the school on the day of leaving.

## **DOGS**

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

## **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.

## **NEWS ITEMS**

A school newsletter is compiled and an alert through St Louis de Montfort's app and an email attached Friday 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.

## **MOBILE PHONES**

Mobile phones are brought to school at the users' own risk and the school takes no responsibility for loss or theft. At the beginning of the day and collected at the end of the day by the student. Parents and students are required to adhere to and sign an acceptable use agreement which outlines the conditions of mobile phone use at school.

## **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.

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

**(See policy for full details)**

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, and canteen, uniform shop, school disco helpers, Choir, Keyboard and Chess tutors.

## **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.

## **INSURANCE**

The school has taken out a blanket Student Accident Insurance with Catholic Church Insurances covering the total school enrolment. This policy covers students "whilst at school" only - that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school.

The policy covers: - Incapacity Benefits; Loss or Damage to Teeth; Broken or Fractured Bones; Total and Permanent Disablement; Amputation or Permanent Loss of Use of Foot / Hand / Leg / Arm / Eye; Death.

There is no additional cost to parents as this expense is built into the Student Levy Fee Structure. Full policy details are available from the school upon request.

**NB: For safety reasons, students are expected to wear approved footwear at all times while outdoors on the school property. The school takes no responsibility for any injuries caused to children in bare feet. (Parents should follow these same expectations with pre-schoolers).**



## **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.

## **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, the local newspaper 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:**

- Wednesday 16<sup>th</sup> March
- Tuesday 5<sup>th</sup> April
- Monday 2<sup>nd</sup> May
- Monday 16<sup>th</sup> May
- Tuesday 7<sup>th</sup> June
- Friday 17<sup>th</sup> June

**Tour Times: 9.00am, 10.00am, 12.00pm, 12.30pm**

## **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.

## **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.

## **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.

## **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. During times of COVID this process may change.

## **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.

## **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-4 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.

## **UNIFORM REQUIREMENTS**

<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 V-Neck Jumper or 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 Current School Logo Printed Hat (Slouch/Legionnaire)</li> </ul>	<ul style="list-style-type: none"> <li>• Navy Tunic</li> <li>• Navy Long Gaberdine Pants</li> <li>• School Logo Embroidered Red Long Sleeve Polo Shirt</li> <li>• White collared shirt</li> <li>• Navy School Jumper / Zip Jacket</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>• Navy School Logo Embroidered V-Neck Jumper or 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 or Zip Leg Track Pants</li> <li>• House Colour Embroidered Logo 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>
<b>UNIFORM REGULATIONS</b>	<b>JEWELLERY/COSMETICS</b>
<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> </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>• Reconciliation, Eucharist and Confirmation wristbands are acceptable</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

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.

## 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.

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. 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 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.

If you would like to join the PFA or require further information, please email the PFA Secretary; Caroline Scates with your contact details.

Thank you also to the PFA Executive Team that have stayed on in 2022:

Monique Jeffrey - pfapresident@stlouisaspendale.com  
Tanya Jhoomun - pfavicepresident@stlouisaspendale.com  
Caroline Scates - 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 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
Tanya Jhoomun	– Parent Rep
Ru Fernando	– Parent Rep
Nicole Dobrohotoff	– Parent Rep
Laurette Clark/Dixon	– Parent Rep
Julius Lau	– Parent Rep
Leanne Pearson	– Parent Rep
Bill Tabourlos	– Parent Rep
Polly Pedrazzini	– Minutes

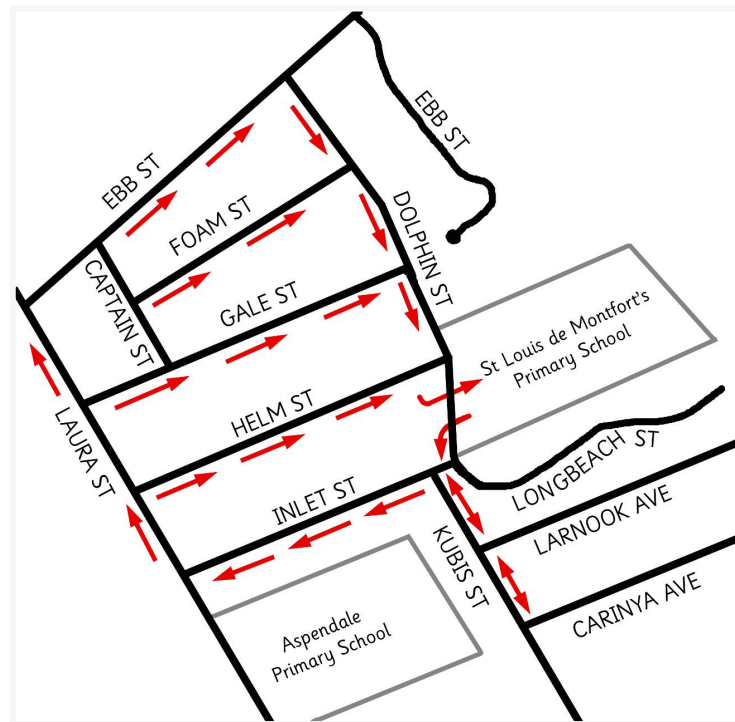
## **CARPARK**

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. 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 barking 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).