

**ST. FRANCIS XAVIER PRIMARY SCHOOL**

**90 MAYONA ROAD MONTMORENCY. 3094.**

**PH: 03 9435 8474 FAX: 03 9435 0016**

# **PARENT HANDBOOK 2021**



**St Francis Xavier**  
**Catholic Primary School**  
**MONTMORENCY**

**Parish Moderator**  
**Fr. Michael F. Sierakowski**

**Principal**  
**Mr. Philip Cachia**

**Deputy Principal**  
**Ms. Patrizia Rinaldo**

# Welcome to St. Francis Xavier Primary School

*We welcome you and your child to our school and it is our hope that your years spent here will be happy, enriching and successful. Our school is a very exciting and enthusiastic place of learning where children, teachers and parents work together to deliver the best possible education for all the children in our care.*

*We are a very welcoming, caring community, committed to the development of every child, at their own level and pace, embracing their own unique personalities.*

*Beginning school is an important step in your child's life and also a significant one for you as a parent. We invite all families to feel welcome at St Francis Xavier School and to come to school often, visit classrooms, talk to teachers and share in the joys of your child's learning experiences.*

*Our parent community makes an outstanding contribution to our school. The variety of parent involvement in the daily activities of the school is a gift of great value to us all. Parents put tremendous effort into all areas of their participation, from parent-helpers to fundraising – in every way this supports the school and adds a social and friendly atmosphere to our community. Parent participation is a very special gift that parents offer our school and we are all privileged to be working together.*

*We also thank you for the opportunity of working in partnership with you in the education of your child and we trust that this will be a long and happy relationship.*

*On behalf of our Parish Moderator, Fr. Michael Sierakowski, Father Terry Kean, and our staff, I warmly welcome all our new families and I am confident that your family's involvement in our parish and school will further enrich this wonderful community.*

*Philip Cachia  
Principal*

*(Dip.T., Grad.Dip.Ed.Stud., Grad.Dip.Ed.Admin., M.Ed., M.B.A(Exec))*

# ESSENTIAL INFORMATION

## CHARGES FOR THE 2021 SCHOOL YEAR ARE AS FOLLOWS: *(Australian residents only)*

- Curriculum Levy (*Book, Excursion, Stationery & Swimming Levy*) - **\$ 500** per child.
- Family School Fees - **\$2300** per family per year
- Building Levy - **\$200** per family per year

School Camp – Year 5 & 6 - (T.B.C)

- Year 3 & 4 – (T.B.C)

\*\*\*A \$100 rebate will be deducted from your Family School Fee if you attend your annual school working bee morning\*\*\*

\*\*\* A one off \$50 **non-refundable** enrolment administration fee is applicable upon the completion of your child's enrolment form\*\*\*

## TERM DATES 2021 & 2022

### 2021

**Term One:** 28<sup>th</sup> January to 1<sup>st</sup> April 2021

**Term Two:** 19<sup>th</sup> April to 25<sup>th</sup> June 2021

**Term Three:** 12<sup>th</sup> July to 17<sup>th</sup> September 2021

**Term Four:** 4<sup>th</sup> October to 17<sup>th</sup> December 2021

### 2022

**Term One:** 31<sup>st</sup> January to 8<sup>th</sup> April 2022

**Term Two:** 26<sup>th</sup> April to 24<sup>th</sup> June 2022

**Term Three:** 11<sup>th</sup> July to 16<sup>th</sup> September 2022

**Term Four:** 3<sup>rd</sup> October to 20<sup>th</sup> December

## SCHOOL DAY

8.53 a.m.	FIRST BELL – Gather for Morning Assembly
8.55 a.m.	SECOND BELL – Assembly begins
9.00 a.m.	Morning Session
<b>11.10 a.m.</b>	<b>RECESS (40 minutes)</b>
11.50 a.m.	Middle Session
1.50 p.m.	Lunch Eating Time
<b>2.00 p.m.</b>	<b>LUNCH – PLAY (40 minutes)</b>
2.40 p.m.	Afternoon Session
3.30 p.m.	End of the School Day



## PREP TRANSITION PROGRAM - 2021

To avoid student fatigue due to the excitement of beginning school, hot days, daylight saving time and coping with the bigger world of school, Prep children are introduced to full-time schooling on a gradual basis.

### **Week 1:**

Monday 1st February	8.55am	12.00 p.m.
Tuesday 2 <sup>nd</sup> February	8.55am	12.00 p.m.

**No School for Prep on Wednesday 3<sup>rd</sup> February – Prep Assessment Day**

Thursday 4 <sup>th</sup> February	8.55am	12.00 p.m.
Friday 5 <sup>th</sup> February	8.55am	12.00 p.m.

### **Week 2:**

Monday 8 <sup>th</sup> February		
to	8.55am	1 pm
Friday 12 <sup>th</sup> February		

**No School for Prep on Wednesday 10<sup>th</sup> February – Prep Assessment Day**

### **Week 3:**

Monday 15 <sup>th</sup> February	8.55am	3.30pm
to		
Friday 19 <sup>th</sup> February		

**No School for Prep on Wednesday 17<sup>th</sup> February – Prep Assessment Day**

### **Week 4:**

Monday 22 <sup>nd</sup> February	8.55am	3.30pm
To		
Friday 26 <sup>th</sup> February		

**No School for Prep on Wednesday 17<sup>th</sup> February – Prep Assessment Day**

### **Week 5:**

Monday 1 <sup>st</sup> March	8.55am	3.30pm
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**PREP ARE NOW AT SCHOOL FULL TIME**

## VISION STATEMENT

St Francis Xavier School promotes  
equity and excellence,  
in a contemporary learning community.  
Inspired by the model of Jesus Christ,  
we become successful learners;  
confident and creative individuals;  
and active and informed global citizens.

## SCHOOL PRAYER

We encourage everyone in our school community to know our school prayer.

### **OUR SCHOOL PRAYER**

*Teach us, Lord Jesus, to be generous.*

*To serve you as you deserve;*

*To give, without counting the cost;*

*To do good works for others;*

*To have kind words to speak and*

*To accept others as they are.*

*Lord Jesus, help us on our journey.*

*St. Francis Xavier*

*Pray for us.*



## CATHOLIC SCHOOLS - CHILD SAFE SCHOOLS

At St Francis Xavier Primary School we are committed to providing a safe and nurturing culture for all children in our school. The care, safety and wellbeing of our students is a central and fundamental responsibility of Catholic education and our school.

We are committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms. (*Ministerial Order 185*). Our school has an appointed Child Safety Officer on staff.



## CURRICULUM

St. Francis Xavier Primary School offers a comprehensive curricula based on the **Victorian Curriculum** and the '*Horizons of Hope*' which is the overview from the Catholic Archdiocese of Melbourne.

The knowledge base and skills are derived from our key learning areas, which are:

English

Mathematics

Religious Education

Physical Education

The Arts – Performing Arts / Visual Arts

Technologies

Inquiry (*Incorporating Science, History, Geography, Health, Civics And Citizenship, Economics*)

LOTE – Mandarin (Language other than English)

Personal & Social Capabilities (*social & self awareness*)

Our Specialist teaching areas in 2021 will be:

1. **Discovery Centre** (Library) – 40 minutes per week
2. **L.O.T.E** – Mandarin- 40 minutes per week
3. **Physical Education** – 40 minutes per week
4. **Digital Technologies** (Computer Education) – 40 minutes per week
5. **Performing Arts** – 40 minutes per week
6. **Visual Arts** – 80 minutes every fortnight
7. **S.T.E.M** - 40 minutes per week

## EDUCATION IN FAITH

As a Catholic School, St Francis Xavier School aims to be a Christian community in which nurturing in faith is integrated within full human growth and development. The task of education in faith is to nourish and develop this gift, integrating it with life experiences, enabling students to live and interpret their lives according to Christian values.

Children will come to school knowing God in varying ways. Everyday experiences bring God into their lives. You can develop in your child, this personal love of God, by showing them signs of your own personal faith and by your own warm, loving relationship with them, and with everyone in the family.

It is important for your child to know Jesus as a person and to be aware of the life He led on earth. Storytelling is a great way to do this at home. Prep aged children love to be told about Jesus' life and to hear about his family, the things He did and the messages he shared through story telling.

Religious Education provides the structure through which the Catholic school in partnership with parents and the Parish, offers students experience in, and understanding of, Catholic heritage and tradition.

Religious Education at St Francis Xavier School is based on the Melbourne Archdiocesan Guidelines which seek to develop in children a growing awareness of themselves, in relationship with others, with God's created world and in a community of faith. We use the text, 'Coming to Know Worship and Love' and other resources.

## **Sacramental Program**

St Francis Xavier School, in partnership with parents and the Parish, prepares children for the following sacraments:

- Penance in Year 3
- Eucharist in Year 4
- Confirmation in Year 6

## **Liturgy**

The celebration of our life and faith through Liturgy is an important and integral part of the life of our community. Important school events along with significant days in the Church's liturgical calendar are celebrated through whole school liturgies. Families are welcome at all liturgies.

## **Social Justice**

We believe it is important for students to develop an awareness of social justice issues and to understand that as Christians we have a responsibility to be involved in action that promotes justice. St Francis Xavier School supports a number of charity and Parish organizations *Eg. St. Vincent De Paul, Hayden's Helping Hands and our sister school in the Buhisan Phillipines, Kadasig.*

## **PASTORAL CARE OF STUDENTS**

At St. Francis Xavier School we recognise that schools are important places in promoting the emotional wellbeing of young people. Pastoral Care is a central facet to this. We believe our pastoral care is effectively described by the following:

At St. Francis Xavier School we demonstrate our commitment to the pastoral care of students by:

- Encouraging regular dialogue between staff-students, and parents-staff
- Having a Student Wellbeing Leader
- Having a Child Safety Officer
- Regular Student Wellbeing Support Group Meetings
- Regular, informed contact with specialised health professionals through the Catholic Education Melbourne and local community health organisations.
- Development of a whole-school social skills programme to help foster *resilience Eg. Respectful Relationships*

*"In a community that provides a strong sense of well-being, belonging and security, students (and staff) are given every opportunity to be affirmed in their dignity and worth, confirmed in their personhood, and assisted to grow to their full potential."*

*- "Pastoral Care of Students in Catholic Schools"*  
(Catholic Education Commission of Victoria, 1994, p2)

## **STUDENT WELLBEING LEADER**

The Student Wellbeing Leader completes funding applications, discusses and leads relevant social skills programs with staff and students, coordinates our Learning Support Officers, and meets with parents about any concerns regarding their children's wellbeing.

In 2021 the Student Wellbeing Leader will be at school **two** days a week.

## **GENERAL INFORMATION** *(In alphabetical order)*

### **ABSENCES FROM SCHOOL**

You are expected to notify the school if your child is unable to attend school for any reason.

This should be done through the school website on the morning of the absence

**prior to 9.00am. or prior if known.**

When the child returns to school a written letter detailing the reason is required or parents may choose to use the quick and easy Student Absence Reporting function on the school website.

If the school is not notified of a child's absence by 9.30am, a text/SMS message will be sent to the parents informing them of this student non-arrival. The parent should call the school immediately upon receiving this text.

We discourage families being away from school during the school term due to family holidays. This disrupts the flow of learning for the child who is away, and also for the other children in the class. If a child is going to be absent from school for an extended period then permission must be sought from the Principal for this to occur. This is Victorian Education Department policy.

**The school will not provide extended absence homework as this simply legitimises a child being away from school during non-holiday times.**

### **BICYCLES/SCOOTERS**

When riding to school, students are reminded that:

- Approved helmets must be worn
- Bikes must be roadworthy
- Road rules must be obeyed
- Bikes/Scooters are not to be ridden in the playground
- Bikes/Scooters should be parked outside the school office for safety

### **CANTEEN & TUCKSHOP**

The School Canteen and tuckshop is open Wednesday and Friday. It is available for online orders of lunches and drinks, and counter sales of other foods.

### **CHANGE OF ADDRESS / PHONE NUMBER**

The office must be advised immediately of any change to these details so that we know where to contact you if an emergency should arise. Simply record the new details in writing and send them to school in an envelope with your child or email the school office on: [principal@sfxmontmorency.catholic.edu.au](mailto:principal@sfxmontmorency.catholic.edu.au)

### **COMMUNICATION: SCHOOL NEWSLETTER**

A paper copy of the School Newsletter is sent home weekly on Thursday. You will find it very informative. It is the main communication link between the school and home.

It is essential that parents take time to read the newsletter each week, otherwise your child may miss an important event or announcement. If your child is ill and/or misses a week's edition you can download a copy from school website: <https://www.sfxmontmorency.catholic.edu.au/page/219>

For families who prefer to receive their newsletter by email, this can be arranged by contacting the school office or by going onto the school website and subscribing through the E-Newsletter function.

## **COMMUNICATION: THE SCHOOL APP**



The school app can be downloaded at the App Store. Search for **Up-dated** and install on your home devices. The school uses this to distribute the school newsletter and other important information. Parents also find the Push Notification feature valuable for upcoming events and emergency notifications.

## **COMMUNICATION: SFX MONTMORENCY FACEBOOK SITE**



St. Francis Xavier School has one authorised and monitored Facebook site that you can follow. News that is sent out through the newsletter and the Updat-ed app is also published on this site giving parents yet another communication option for following school news.

## **EXCURSIONS / INCURSIONS**

Each year level will prepare special excursions or incursions to enhance the students' learning. This has a direct curriculum focus – either to kick-start new learning in an exciting way or to consolidate the learning that is taking place.

Throughout the year, we also organise regular incursions when we invite experts in their field to come to school and give a presentation or run programs for the students.

Whether they be at school or away from school, ex/incursions are an important part of the school program that provide valuable *shared experiences* for teachers and students to draw out important learning outcomes. An excursion levy is built into our Book and Stationery Levy. It is compulsory for all students to attend all excursions and incursions.

## **EMERGENCY CONTACT PHONE NUMBER**

Please ask someone you know to act as your emergency contact for your child. Should we be unable to contact you in an emergency situation involving your child, we will contact your Emergency Contact to seek instructions. You must provide the school with the name, address and phone number of this person. Please do **not** list yourself as the Emergency Contact - ask a relative or friend who does not live at your residential address.

## **FINANCE**

### **Curriculum Levy**

The Curriculum Levy is reasonably priced considering ever increasing costs to the school. The Curriculum Levy allows the school to provide programs and resources for classrooms, Discovery Centre and each Specialist subject taught. It also covers most of your child's stationery needs, software licensing, photocopying plus excursion/incursion costs and swimming program throughout the year.



### **School Fees**

School Fees are invoiced annually in February and are payable in instalments, as published in the school's newsletter, normally at the commencement of each term. The School Office does not re-issue statements throughout the year unless fees are overdue.

Special arrangements (weekly, fortnightly or monthly instalments) are also an available option – see School Bursar for further details.

Methods of payment include Cash, Cheque, Direct Debit from Cheque account, Credit Card, Internet Banking and EFTPOS. Payment should be returned in an envelope with your child's name and class marked on the front if you are unable to call into the school office.

**Parents facing difficulties in meeting their school fee obligations are urged to contact the School Principal to discuss their special circumstances and make arrangement for payment.**



## **FIRST AID**

An integral component of our pastoral care for the students is the First Aid Room, which is adjacent to the school office. The room is designed to make children feel comfortable and secure should they be unwell or distressed. The First Aid Room is available at all times to students. During recess and lunch times, a Level 2 First Aid qualified staff member is always rostered on First Aid duty.

If children are unwell, they are escorted to the office. On the yard, children who are sick or injured can approach a teacher on yard supervision duty, at any time. If deemed warranted, the child is escorted to sick bay by another student or if need be, by a teacher.

Our policy on effective communication stipulates that any visit to Sick Bay requires a white *Advice of Visit to First Aid* slip be sent home to parents. This is signed by the First Aid trained staff member who is responsible and describes the situation and any symptoms evident. A duplicate copy of the slip is always maintained for our files. If a child is feeling particularly unwell, a phone call will be made home to parents.

Where there has been a bump to the head, a phone call will always be made to the parent. In 2021 all staff will receive a renewed qualification in Senior First Aid (Level 2) and CPR. All staff have current anaphylactic training qualifications. As a staff we are continually keeping abreast of the latest information on best practice with regards to children's health.

### ***ACTION PLANS***

All children who have a serious allergy, asthma or other medical condition, must complete and provide the school with a medical action plan authorised and signed by the doctor or specialist including a current photo of the child.

Anaphylaxis action plans, asthma action plans and medical action plans, must be provided for the school to provide the best care of students.

A meeting with the Principal or Deputy Principal must be conducted prior to the commencement of school to discuss an Anaphylaxis management plan with all parents who have advised the school of this medical condition. **Parents of students with anaphylaxis must provide the school with two Epipens.**

All medical action plans, together with medication, are located in the sick bay.

Students who suffer from asthma and need regular medication should have their 'puffer' at school at all times. These should be named and kept in Sick Bay. A puffer should be carried by the student during sport, Physical Education and on excursions. Ventolin and inhalers are also kept as part of our First Aid supplies. It is up to the parent to ensure that all medication supplied to the school is within its use by date, and if notified by the office, this medication is replaced as soon as possible.

### ***CONFIDENTIAL MEDICAL FORM***

A 'Confidential Medical Form' for each child is compiled annually and information is kept up to date. These forms are kept in the office and a copy is also given to each class teacher.

### ***INFECTIOUS DISEASE - EXCLUSION FROM SCHOOL***

There are specific regulations covering exclusion of children with infectious diseases from school. Full details are available from the school office. Please note that if a student has contracted an infectious disease, parents are required to immediately report this to the school as we have immuno compromised staff and students who can be severely impacted.

### ***HEAD LICE***

Parents are asked to check their children's hair regularly for head lice. If detected please notify the school in order that other parents may be alerted to the need to carry out regular checks. Immediate treatment is necessary and the student is not permitted to attend school until all live lice and live eggs have been removed. We ask that all students have their hair tied back as a preventative measure.

### ***MEDICAL INFORMATION***

It is crucial that the school is aware of important medical information. Doctors reports, diagnoses, management plans must be provided to the school so that we can best care for the education and wellbeing of each child.

### **HATS – SFX IS A SUNSMART SCHOOL**

St Francis Xavier School is a Sun Smart school. It is school policy that school hats be worn from mid August to the end of April when UV radiation is the most intense in order to protect children from the harmful effects of sunlight.

Students who do not have hats at school will be required to remain on the upper playground seated area under the shade sail.

## **HOMEWORK**

At St. Francis Xavier School there is a whole school approach to homework. Our homework policy describes homework expectations at each level, Prep to Year 6. There is a link to the homework policy in the School Policy section on the school's website. As a general guide:

Prep: Weekly approximate time - 40 minutes

Year 1 and 2: Weekly approximate time - 60 minutes

Year 3 and 4: Weekly approximate time - 100 minutes

Year 5 and 6: Weekly approximate time - 180 minutes

[https://www.sfxmontmorency.catholic.edu.au/uploaded\\_files/media/2020\\_homework\\_policy\\_june\\_20.pdf](https://www.sfxmontmorency.catholic.edu.au/uploaded_files/media/2020_homework_policy_june_20.pdf)

## **HOT DAYS**

In the event that the day's temperature exceeds 35 degrees Celsius or above, a "Hot Day Program" will be called and the students will stay within their airconditioned class under the supervision of a teacher during break times.

## **KISS & DROP**

Parents at our school are fortunate to have a safe place to drop off and pick up their child each day. The 'Kiss & Drop' area is accessed by entering through the Mayona Road entrance and exiting onto Bridge Crescent.

For the safety of the students the Kiss & Drop area is staffed:

- From 8.40am each morning (*until school begins at 8.55am*)
- From 3.30pm until 3.40pm each day

Parents are not to drop children at the Kiss & Drop area prior to this time. Children dropped at Kiss & Drop prior to 8.40am will be taken to OshClub Before School Care for their own safety. (*Charges apply*)

Parents are also encouraged not to be late (after 3.40pm). Children not picked up by 3.40pm will be taken to OshClub After School care for their own safety. (*Charges apply*)

## **ILLNESS**

You are required to keep your child at home if they are ill or if they have a contagious condition such as chickenpox, school sores and other infections. This is in fairness to all - your child, other classmates and school staff. It will also assist in the recuperation of your child too.

## **LATE PASS / EARLY RELEASE FORM - PASSTAB**

Children who arrive at school late (after 8.55 am) must be accompanied to the office by a parent/carer. The parent must sign in the child using the electronic IPAD (Passtab) in the main office. Children who leave school during school hours must be signed out by a parent at the Passtab. A form is automatically emailed to the classroom teacher detailing this early exit or late arrival to school. These absences are then detailed on the child's Student Report for the semester. Parents should always use the Mayona Road gate to access the School Office during school hours.

## **LOST PROPERTY & LABELLING ITEMS**

Lost Property is located inside the main entrance of the School Office. Please ensure clear labelling of all uniform items, lunchboxes and water bottles so that if they become lost, they can find their way back to their owner.

## **MOBILE PHONES**

In line with Victorian Government policy, we strongly discourage students bringing mobile phones to school. If a message needs to be delivered to a student this can be done through the school office by phoning Ph: 03 9435 8474. If a student is found to be using or in possession of a mobile phone on school grounds, it will be taken from them for safe keeping and the parent of the child will need to collect it from the Principal's office.

## **OUT OF SCHOOL HOURS CARE - OSHCLUB**

Before and after school hours care program operates each day from 7a.m. – 8.50 a.m. and from 3.30p.m. – 6.00 p.m.

Information regarding this program can be collected from the school office. The contact phone numbers for OSHClub are 0401 517 653 or 1800 460 870 (Head Office) or see the website [https://www.sfxmontm.sponsored1.com/uploaded\\_files/media/oshclubprograminfo.pdf](https://www.sfxmontm.sponsored1.com/uploaded_files/media/oshclubprograminfo.pdf)

## **PARENTS ASSOCIATION**

The Parents Association at St. Francis Xavier School is a group of dedicated parents within the school community, both working and non-working, with children across all year levels, who come together and volunteer their time and/or services for the benefit of the school.

Their aims are:

1. To act as the **communication medium** between the Parents' Association and each of the families within a class.
2. To **support parents** within a particular classroom in times of particular need
3. To organise social events that would increase **social connectedness** for families within a class
4. To engender the support of all families for Parents' Association events and **fundraising activities**

These funds enhance our children's learning and help to ensure our children have a safe, comfortable and up-to-date working environment offering broad-based curriculum and co-curricular activities. In 2020 Parents Association fundraising went into purchasing 28 brand new computers for our Digital Technologies room that all students use in their classes each week.

Throughout the year we aim to achieve a balance between social and fundraising activities, undertaking a broad range of efforts, in the hope that the diversity can allow ample opportunities to a large cross-section of parents to volunteer their assistance / services at differing times of the year

The following are examples of events organised by the Parents Association throughout the year:

- Mother's Day and Father's Day Stalls
- Children's Disco
- Annual Fundraising events – Trivia Nights, Comedy Nights, Rock N Roll Nights

Parents participating in Parents Association Committees must have a current 'Working With Children Check' and sign the SFX School Community Child Safety Code of Conduct.

## **PARENT PARTICIPATION**

There is overwhelming evidence that children who witness their parents actively involved in aspects of school activities are considerably advantaged in their learning and attitude to learning. Our aim is to provide children with an example of community working together, to help parents to assist teachers in the total education of the child, and to allow parents to become aware of and develop an understanding of the school program.

We encourage our parents to become involved in many, many ways. The following are some examples:

- The Parents Association (Meets monthly. Objectives – **fundraising** and **connectedness** in our school community)
- Assistance in the Discovery Centre and other specialist programs around the school. Eg. Costume making for the Performing Arts concert.
- Class Parent Reps appointed for each class
- Classroom Activity and Inquiry Immersion Sessions, eg. cooking, art activities, etc.
- Curriculum and Parent Information Sessions
- Literacy Parent Helper Program (Literacy support in the classrooms. School provides the training for this each year and parents are asked to sign a School Community Code of Conduct)
- Parent Teacher Interviews - thrice a year
- School Masses at beautiful St. Francis Xavier Church
- Twilight Sports Carnival normally held in November of each year
- Uniform Shop – Staffed by volunteer parents and open at various times during the year
- Working Bees – twice a year - A to K families in Semester 1, L to Z families in Semester 2

- Annual Mothers' Day and Fathers' Day Stalls and Breakfasts

In addition, class teachers are extremely appreciative of any assistance provided by parents who have a little spare time. Help with activities such as reading, typing children's stories, covering books or other requirements as needed, are always most welcome.

**All parent helpers are mandated to have a current 'Working With Children Check.' before they assist in the classroom and sign an SFX School Community Code of Conduct as part of the new Victorian Government Child Safety requirements.**

## **PARENT REPS**

Each class has one designated parent representative, whose role is to:

- Organise a parent / family social event for each class at least once a year. This is in keeping with our vision of **connectedness** between families.
- Take on a pastoral role, in leading parents of each class to look after another family if in need or crisis. This follows our need to stand out as a Christian community
- Be a contact point for fundraising initiatives for their designated class
- Meet with the Principal (when required)
- Be a sounding board for direct feedback on ideas/projects/initiatives
- Be a contact point for other parents should they have a general query or suggestion

Parent Reps must have a current 'Working With Children Check' and sign the SFX School Community Child Safety Code of Conduct.

## **PARENT TEACHER INTERVIEWS AND REPORTS**

Parent-Teacher Chat sessions or *Meet the Teacher* are held early in first term each year. This is to allow the important 'passing on' and sharing of information, and establish a starting point for the development of the strong relationship between parent and teacher that will maximise your child's learning.

Formal Parent/Teacher interviews are held at the middle of the year (Semester One) and then again at the end of the year (Semester Two) after receiving a student's written report.

If however, you have any concerns or queries outside these times, please feel free to contact your child's teacher to arrange a convenient meeting-time.

Written reports on your child's progress will be issued at the end of Semester One and Semester Two.

## **PLAYGROUND SUPERVISION**

The Basketball Courts and the Kiss & Drop area are supervised by a staff member before school from 8.40 a.m. - 8.55am. In the afternoon only the Kiss & Drop area is supervised from 3.30pm to 3.40pm. To assist us in providing protection for your child it is important that you make every attempt to drop off and pick up your child whilst teacher supervision is in place.

Any children arriving on the school yard before 8.40am and/or remaining after 3.40p.m. are brought to OshClub where they are supervised. (*Charges apply*)

School Playground equipment is out of bounds for all students before and after school.

## **POSITIVE BEHAVIOUR MANAGEMENT (P.B.M)**

The Gospel values are at the heart of the relationships that we espouse at St. Francis Xavier Primary School. Relationships between the students themselves and between students and teachers are based upon respect for the individual and creating an environment where each member of our community has their rights upheld. Children have the right to learn, feel safe, be valued and feel they are an integral part of our school community. Teachers have the right to be the best teacher they can be.

Each year staff receive training in Positive Behaviour Management. This looks at the behaviour of a child, and encourages (and rewards) good choices, whilst applying appropriate consequences to poor choices.

To ensure consistency across the school, a set of very clear school rules and consequences have been created that are the same for all. In the classroom the rules are taught to children and consequences explained. Teachers negotiate with children the rewards for good choices. The focus is very strongly on recognising, praising and encouraging children to make the right choices, in line with Gospel teachings.

Our school also has some general school rules that apply to playground behaviour. Again these are implemented according to the Positive Behaviour model ensuring there are fair, consistent and relevant consequences for both acceptable and unacceptable behaviour.

At St Francis Xavier Primary School Montmorency we are committed to building an inclusive learning environment promoting academic achievement, personal growth and faith development. We strive for our whole school community to be **Responsible, Respectful, Resilient and Safe.**

### Respect

Valuing ourselves, others and belongings.



### Responsible

Taking ownership for our behaviour, actions and words.



### Resilient

To accept challenging situations as learning opportunities, enabling us to move forward.



### Safe

Our choices, actions and words affect the physical and emotional Wellbeing of everyone.



## **SCHOOL / CLASSROOM RULES**

St. Francis Xavier school rules were formulated by the staff, following training in Positive Behaviour Management. A number of separate meetings followed to ensure the rules were clear, attainable, and able to be easily and effectively understood by all children. Teachers are required to teach, over a series of lessons in first term, the deeper meaning of these rules. This is achieved in a variety of ways, including role play, persuasive writing, prayer / reflection, and a series of discussions regarding safety, respect, empathy and personal well-being.

## **St. Francis Xavier School and Classroom Rules**

- 1. Follow directions**
- 2. Use your hands, feet and objects in an appropriate way**
- 3. Listen without interrupting**
- 4. Speak appropriately**
- 5. Treat all property with care**
- 6. Move safely around the school**

### **Rewards & Consequences**

As part of learning and understanding the school rules and expected behaviours, teachers and children discuss ways for rewarding those that follow these rules and behaviours. Although we aim for consistency in the same year level, the rewards differ from level to level. This means the Pep children are rewarded in different ways than, for example, the Year 6 children. This system of rewarding good choices is essential and is the key element of the Positive Behaviour Management program. Our aim is to encourage and support children to treat each other, their teachers, parents, and property well, and to be recognised in some way for doing this. Many children can be intrinsically rewarded, others require extrinsic rewards to motivate good choices. We aim to cater for all children in this program, with our goal being that children make good choices based on their knowledge, understanding and ultimately their belief that what they choose to do, is at all times, morally right and just. Having Jesus as our inspiration here makes the task easier.

### **Classroom Consequences**

In order to succeed children need clear parameters for behaviour and know likely consequences for when they make poor choices. Our school has a behaviour hierarchy that applies to all children in the classroom. These are:

1. Warning
  2. Move away from group (continue work)
  3. Time out in a designated area in classroom
  4. Time out in designated area in another classroom with a Reflection Sheet to complete
  5. Meet with classroom teacher and Deputy Principal / Principal
- Severe clause: immediate removal from classroom / yard if posing a danger to self or others.
6. Behaviour Incident Report filled in and sent to parents for their signature
  7. Parent and Teacher meeting to discuss future actions

### **Yard Behaviour**

Children's behaviour is also monitored on yard, and a similar approach is enforced:

1. Warning (for less serious offences)
2. Teacher-walk (escorting the teacher on duty for a few minutes)
3. Time-Out (sitting on the Time-Out Bench)
4. Time out in the Principal's Office
5. Behaviour Incident report

For both classroom and yard behaviour incidents, staff are expected to notify parents every time a child has seriously misbehaved. This will keep parents informed, and comes in the form of either:

- *Behaviour incident report - Pink Slip*
- *Bullying Report - Red Slip*

## **PREP BUDDY PROGRAM**

To welcome our new students commencing in Prep classes, we have a 'Buddy' Program, which successfully operates to ensure that each Prep child has a warm and welcoming transition into his/her school life. Year Six students are paired with Preps and undertake regular activities with them to allow the Prep children to gain confidence and a feeling of security in their new surroundings. They assist initially in eating times, play games with them, have picnics and enjoy many other projects together. This tends to remove any uncertainties little children may have as they enter the primary playground. This is also an opportunity for Year 6 students to demonstrate their leadership skills and being a good role model.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council acts as an advisory support to the Principal, Parish Priest and parents in the pursuit of the education and the development of St Francis Xavier School. Membership of the Council is open to any parent interested and is appointed on a two year rotational basis. Nominations and elections for the School Advisory Council take place at the beginning of the school year.

## **SCHOOL ASSEMBLY**

School assemblies take place each morning on the Basketball court . Morning assemblies are conducted by the Principal, Deputy Principal or teachers and welcome students to the new day, celebrate student achievements, deliver key messages, celebrate student birthdays and allow the students to begin to focus on their learning .

Class and student led assemblies are conducted every second week in the Parish Hall. Parents are very welcome to attend.

## **SCHOOL CAMP**

At St. Francis Xavier School we believe that a valuable part of maturing and preparing for secondary school is participating in co-operative group activities where the participants use their skills of independence, responsibility and initiative. A school camp experience gives children the opportunity to develop and utilise these most important life skills. For this reason, a school camp is run each year for Year 3,4,5 & 6 children. We believe children should enjoy the wonderful outdoor environment in their senior years of Primary school life. The school camp allows the children to see themselves, their peers and their teachers in an informal atmosphere that allows the celebrating of firm and fond friendships before embarking on the 'big world' of secondary school, especially for our Year 6 students. We alternate our camp theme each year from "Beach" theme to "Bush" theme in the following year.

## **SCHOOL CLOSURE DAYS**

Whenever the school is closed for staff professional development or staff Professional Practice Days, ample notification will be given through the school newsletter.

## **SCHOOL GATES**

The school gates will be locked between the hours of 9.15a.m and 3.15p.m. for the safety and security of the students. All parents and visitors can access the school via the Mayona Road gate during these times and must proceed directly to the School Office to be signed in at Passtab.

## **SCHOOL SPORTS HOUSES**

On enrolment, each student is nominated to a School Sports House. Our Sports teams are another way in which our children experience belonging. Year Six Sports Captains are nominated for each Sports House. It is the sports captain's responsibility to build a sense of team spirit in his/her house and encourage the younger members to feel a valued part of the team. A Twilight Sports Carnival is planned during the year. Throughout the leading up to major sports events, the sports captains hold *Team Spirit* afternoons where children practise their team chants and support each other in their sports practice.

Our sports houses are based on key elements of our school history:

**Loyola (Blue)** - Jesuits order founded by St Ignatius of Loyola. The Jesuits engaged in missionary work and education.

**McAuley (Red)** - Catherine McAuley, the founder of Sisters of Mercy. Catherine began working with the poor, sick, homeless and founded a refuge.

**Xavier (Yellow)** - St Francis Xavier is the patron saint of missions. Francis Xavier met with many difficulties however his amazing energy and courage spread Christianity from India to Japan.

**Padua (Green)** - St Anthony of Padua was a Franciscan priest who preached about God's love & forgiveness & showed love to the poor.

# SCHOOL UNIFORM

## **SUMMER UNIFORM:**

- SFX school dress (optional)
- Polo Shirt (short or long sleeve) Bottle green with white stripe on the collar and school emblem
- Bottle green gabardine shorts
- Bottle green bomber jacket with school emblem
- Black shoes
- Bottle green or white socks
- St Francis Xavier Sunhat (*mid August to the end of April*)

## **WINTER UNIFORM:**

- Green black and white tartan tunic (optional)
- White long sleeve girls blouse with Peter Pan Collar (to be worn with tunic only)
- Bootleg pants
- Black tights
- Bottle green gabardine long pants
- Polo shirt (short or long sleeve) - bottle green with white stripe on the collar and school emblem
- Bottle green bomber jacket with school emblem
- Black shoes
- Bottle green or plain white socks

## **Sports/PE days:**

- Bottle green track pants
- Bottle green bomber jacket with school emblem
- Polo shirt (short sleeve) white with green stripe on collar and green emblem
- Gym shoes or runners
- White sport socks
- Bottle green gabardine shorts
  - ❖ Hair ties in school colours
  - ❖ Jewellery is not part of the school uniform
  - ❖ St Francis Xavier school bags available from the Uniform Shop

## **Important points regarding dress codes:**

### **School Uniform Shop**

For your convenience, we have a uniform shop at the school located onsite at St. Francis Xavier School. This is managed by volunteer parents, to whom we are very grateful. Items of uniform purchased through the school are usually in stock, however, it can be of assistance if you anticipate your child's needs and order early.

All items of uniform, as listed above, (with the exception of shoes), may be purchased through the School Uniform shop. This, also, includes; School Bags, Art Smocks, Sport House T-Shirts (can be worn for weekly sport lessons and school sports carnivals), optional Bomber Jackets (not held in stock but can be ordered during 1<sup>st</sup> term to be available for the winter terms). All other items are deemed as easy to obtain from commercial outlets such as K-Mart, Target and Myer.

You can purchase any of the above items at any time by sending in an order form, available from the School Office, or via download from the school's *website*. These are processed every week.

Click this link to take you to the School Uniform portal. <https://www.sfxmontmorency.catholic.edu.au/page/244/School-Uniform>

**Jewellery:** No nail polish, make-up or jewellery is allowed. For pierced ears, studs only are acceptable due to danger of injury when playing games. Chokers, *dangly* earrings or chains worn outside clothing are considered too dangerous for school days.

**Hair:** Students with longer than collar-length hair must have it tied back at all times with plain green or yellow elastic or 'scrunchie.' Hair bands can be worn, but must be plain green, white or yellow or in Summer: checked (if same material as uniform).

All shirts are to be tucked in if wearing the jumper/bomber jacket.

**Scarves / Parkas:**

- may be worn to and from school
- are not to be worn in classrooms
- scarves are not preferred on yard at recess times for safety reasons. However, if worn, only in school colours: dark green, yellow, navy blue (self-coloured – not speckled /patterned/striped, etc.)
- parkas can only be worn if a school jumper is worn underneath

**Hats:** regardless of time of year only the school hat/beanie may be worn

Bomber jacket can be worn at any time. For Year 6's, the bomber jacket is offered as a graduate jacket version with all Year 6 students' names and heading: Eg. Class of 2021

Second hand uniforms: The Parents Association accepts donations of used school uniforms. These are sold through the year for a gold coin donation. These second hand uniform stalls are advertised through the year in our school newsletter.

## **VALUABLES & TOYS**

Students should not bring personal valuables or toys to school. These items often get lost, broken and misplaced and the school will not be held responsible. Items such as these cause unnecessary distress to students if they are allowed to be brought to school.

## **WORKING BEES**

Our Working Bees are usually run twice a year and are a key strategy to minimise maintenance costs, thus reducing school fees. They are also great social events where lasting parent friendships are formed, as we end with a chat over drinks and 'nibbles' after the working bee has finished.

The normal sequence is: A to K families in Semester 1, L to Z families in Semester 2

**An attendance at either of the working bees credits those families with \$100 towards the School Building Levy (currently \$200).**



Working with  
Children Check

## **WORKING WITH CHILDREN CHECK**

The Working With Children Check is a screening process for assessing the backgrounds of people who work with children in Victoria.

### **HOW IT WORKS**

To apply for a Working with Children (WWC) Check, you need to:  
Fill in an application online at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Once your application has been assessed and accepted you will be issued with a Working With Children card. A copy of this card must be presented to the school office and will be held on file.

In order to assist the school onsite or on excursions, parents/guardians must have a valid Working With Children Check.

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