

**ST. FRANCIS XAVIER PRIMARY SCHOOL**

**90 MAYONA ROAD MONTMORENCY. 3094.**

**PH: 03 9435 8474**

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

# **PARENT HANDBOOK**

# **2026**



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

**Principal**  
**Mrs. Jo Nolen**

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



## Welcome to St Francis Xavier Primary School

It is with great joy and pride that we welcome you to our school community — a place where every child is known, respected, and loved.

At the heart of our school is a deep commitment to creating a welcoming and inclusive environment where all children feel safe, valued, and inspired to learn. We celebrate the uniqueness of each student, embracing their individual personalities, interests, and strengths. Here, every child is encouraged to grow not only academically, but socially and emotionally, in a space where they can truly be themselves.

We are equally dedicated to ensuring that each child is challenged and supported in their academic journey. Our goal is to equip students with the knowledge, skills, and mindset they need to become confident, capable learners — well-prepared for the next stages of their education and for the world beyond. Through high-quality teaching and a rich, engaging curriculum, we strive to build strong foundations that will serve them for years to come.

We also believe that strong partnerships between home and school are essential to a child's success. Your involvement is not only welcomed but cherished. Whether through volunteering, attending events, or simply engaging in your child's learning journey, your presence helps shape the supportive and vibrant community we are proud to call SFX.

Our dedicated staff work tirelessly to ensure that every student receives the guidance, encouragement, and care they need to thrive. We are passionate about nurturing curiosity, building confidence, and fostering a lifelong love of learning. Most importantly, we strive to ensure that every child feels seen, heard, and genuinely cared for each day.

On behalf of our Parish Moderator, Fr Michael Sierakowski and SFX school staff I warmly welcome all our new families. Together, let us continue to build a school where every child is uplifted, every family is valued, and every voice is heard. We are so glad you are here and look forward to an amazing year ahead.



Jo Nolen

# ESSENTIAL INFORMATION

## CHARGES FOR THE 2026 SCHOOL YEAR *(Australian residents only)*

### **Curriculum Levy**

*(Book, Excursion, Stationery & Swimming Levy paid by the end of Term 1)*

**\$ 570 *per child***

### **Family School Fees**

*(Paid by 9 monthly instalments **or** 50% by the end of Term 2 / 50% by the end of Term 3)*

**\$ 2750 *per family* per**

### **Technology Levy**

**\$ 110 *per child per year***

### **Building Levy**

**\$ 215 *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 \$100 **non-refundable** enrolment administration fee is applicable upon the completion of your child's enrolment form

### **CONCESSIONAL FEE POLICY *(As per M.A.C.S guidelines)***

- Any family of Aboriginal or Torres Strait Islander heritage.
- Any family holding a Health Care Card and eligible for CSEF.
- Any family experiencing severe financial hardship.
- Any family holding a DVA Gold Card.
- Any family identified as refugees and holding an ImmiCard.
- Any family required to relocate their (Australian resident) child to St. Michael's Catholic Primary School, North Melbourne, due to the child requiring long term medical treatment at The Royal Children's Hospital, Melbourne. Pro-rata concession is provided for part-year attendance. An annual statutory declaration is required to confirm eligibility.
- Any student who attends a MACS primary school on a part time basis, who meets any of the criteria detailed above.



### **S.F.X CONCESSIONAL FEE STRUCTURE**

**1 CHILD - \$810 PER ANNUM**

**2 CHILDREN - \$1240 PER ANNUM**

**3 CHILDREN - \$1620 PER ANNUM**

### **TERM DATES 2026**

**Term One:** 28<sup>th</sup> January (Yr 1- 6) to 2<sup>nd</sup> April 2026

**Term Two:** 20<sup>th</sup> April to 26<sup>th</sup> June 2026

**Term Three:** 13<sup>th</sup> July to 18<sup>th</sup> September 2026

**Term Four:** 5<sup>th</sup> October to 15<sup>th</sup> December 2026

### **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
11.00 am	Recess Eating Time
<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>
<b>2.40 p.m.</b>	Afternoon Session
<b>3.30 p.m.</b>	End of the School Day

## **PREP TRANSITION PROGRAM - 2026**

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 and staged basis.

### **Week 1:**

	<i>Start Time</i>	<i>Dismissed</i>
Thursday 29 <sup>th</sup> January	8.55am	12.00 p.m.
Friday 30 <sup>th</sup> January	8.55am	12.00 p.m.

### **Week 2:**

Monday 2 <sup>nd</sup> February to Friday 6 <sup>th</sup> February	8.55am	1 pm
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**No School for Prep on Wednesday 4<sup>th</sup> February – Prep Interview Day**

### **Week 3:**

Monday 9 <sup>th</sup> February to Friday 13 <sup>th</sup> February	8.55am	3.30pm
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**No School for Prep on Wednesday 11<sup>th</sup> February – Prep Interview Day**

### **Week 4:**

Monday 16 <sup>th</sup> February to Friday 20 <sup>th</sup> February	8.55am	3.30pm
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**No School for Prep on Wednesday 18<sup>th</sup> February – Prep Interview Day**

### **Week 5:**

Monday 23 <sup>rd</sup> February to Friday 27 <sup>th</sup> February	8.55am	3.30pm
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**No School for Prep on Wednesday 25<sup>th</sup> February – Prep Interview Day**

**WEEK 6    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 strong practice for the protection of children in line with the Victorian Government Child Safe Standards. (*Ministerial Order 1359*). Our school has an appointed Child Safety Officer on staff.



### **CURRICULUM**

St. Francis Xavier Primary School offers a comprehensive curriculum based on the **Victorian Curriculum**, the **M.A.C.S Religious Education Framework** and the **M.A.C.S Vision for Instruction**.

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

**English**

**Mathematics**

**Religious Education**

**Health & Physical Education**

**The Arts – Performing Arts / Visual Arts**

**Technologies (Digital Technologies & Design and Technologies)**

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

**LOTE – Mandarin (Language other than English)**

**Capabilities (Personal & Social Awareness, Critical & Creative Thinking, Intercultural Capability and Ethical Capability)**

**Student Wellbeing**



### **Our Specialist teaching areas in 2026 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 (Yr 1 -6) Prep 40 minutes every week
7. **S.T.E.M** - 80 minutes every fortnight (Yr 1 -6) Prep 40 minutes every 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 and the Catholic social teaching principles.

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 your 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.

## **Sacramental Program**

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

- Reconciliation in Year 4
- Eucharist in Year 5
- Confirmation in Year 6

St. Francis Xavier School encompasses a '**Parish Based – School Supported – Parent Initiated**' sacramental program. Sacraments are celebrated with the Montmorency and Eltham Schools (*Holy Trinity and Our Lady Help Of Christians*) as part of the '**Parish Of The Risen Christ**'.

## **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 or classroom prayer liturgies. Families are welcome at all liturgies. Each year level attends Mass once per term normally on a Tuesday at 9.30am, leading the Parish community with song and scripture.

## **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 and our Friendship School in the Buhisan Philippines, Kadasig.*

## **Christian Meditation**

Every Tuesday and Friday morning we begin our day with Christian Meditation. As a school we all stop to spend four minutes meditating, praying and centering ourselves to get ourselves ready for the school day. This is an important form of prayer for both SFX staff and students.

## **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.

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

- Creating and maintaining a safe, inclusive and respectful learning environment.
- Encouraging regular dialogue between staff-students, parent-staff, staff-student-parent
- Having a Student Wellbeing and Diversity Leader
- Regular Student Support group meetings with staff and Parent Support group meetings with parents.
- Regular, informed contact with specialised health professionals through Melbourne Archdiocese Catholic Schools and local community health organisations.
- Development of a whole- school Social and Emotional Learning Programme to help foster social emotional wellbeing and resilience Eg. Resilient, Right and Respectful Relationships, Berry Street Educational model.
- Positive behaviour management framework
- Having a School counsellor onsite to support vulnerable students in our community.

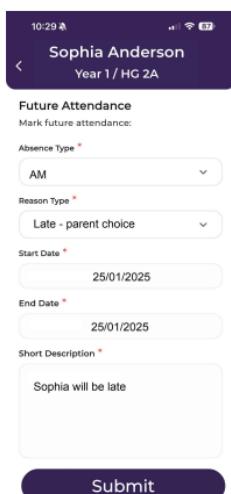
## **STUDENT WELLBEING & DIVERSITY LEADER**

The Student Wellbeing Leader works with teachers and families to complete NCCD funding applications, submits student referrals for assessment, 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.

## **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 **prior to 9.00am. or prior if known**. Parents can use the quick and easy Student Absence Reporting function on the Nforma for parents app. In your child's profile, you will be able to mark any future absences without having to contact the school directly. To mark a student's absence, select the student and then the Absent tile. Fill in all of the fields and submit.



10:29 AM  
Sophia Anderson  
Year 1 / HG 2A

Future Attendance  
Mark future attendance:

Absence Type \*  
AM

Reason Type \*  
Late - parent choice

Start Date \*  
25/01/2025

End Date \*  
25/01/2025

Short Description \*  
Sophia will be late

Submit

If the school is not notified of a child's absence by 9.40am, a text/SMS message will be sent to the parents informing them of a student non-arrival. The parent should call the school immediately upon receiving this text to confirm a student's whereabouts.

**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 a Victorian Education Department and M.A.C.S policy.**

**The school will not provide extended absence or family holiday homework as face to face learning is more important than pen and paper tasks. This also legitimises a child being away from school during non-holiday times which we discourage. Every day of school counts!**

### **BICYCLES/SCOOTERS**

When riding to school, students are reminded that:

- o Approved helmets must be worn
- o Bikes must be roadworthy and safe
- o Road rules must be obeyed
- o Bikes/scooters are not to be ridden in the playground
- o Bikes/scooters should be parked in the bike racks near the Kiss & Drop/Hall entrance
- o We recommend the use of a lock while the bicycle is on school grounds



### **CANTEEN & TUCKSHOP**

The school canteen and tuckshop is open **Wednesday and Friday** and is run by an external provider "Mum and I". It is available for online orders of lunches and drinks. Students will still need to be provided with a healthy snack or brain food to get them through to lunch time.

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

The office must be advised immediately of any change of these details so that we know who to contact if an emergency should arise. Simply email the school office on:

[amccallum@sfxmontmorency.catholic.edu.au](mailto:amccallum@sfxmontmorency.catholic.edu.au)

### **COMMUNICATION: SCHOOL NEWSLETTER**





The school newsletter is shared weekly on **Thursday** via the Nforma Parent app. This app can be downloaded at the App Store. Search for *Nforma for parents* and install on your phone devices. The school uses this to distribute the school newsletter and other important live 'push' notifications. Parents also find the Push Notification feature valuable for upcoming events. It also is the main way we would communicate with parents in a DISPLAN/Emergency situation.

You will find it very informative. It is the main communication link between the school and home and keeps parents up to date. It is essential that parents take time to read the newsletter each week, otherwise your child may miss an important event or announcement.

## **COMMUNICATION: WITH THE CLASS TEACHER**

Due to the legal requirement of staff to be actively supervising all students as they come into the classroom and on their way out, should parents need to communicate with the classroom teacher, they are asked to request a meeting via the teacher's email. Teachers will check their emails periodically throughout the day but due to yard duties and meetings, an instant reply may not be possible. Right to turn off legislation means that staff will not respond to emails before 8am or after 6pm. Teachers will get back to you within 48 hours. If you have an urgent message that needs to be communicated to your child's teacher, please call the office and the message will be sent through.

## **COMMUNICATION: ADDRESSING CONCERNs**

We are committed to creating a safe, respectful, and supportive environment for all students. When concerns arise involving student interactions, we ask that families partner with the school by bringing those concerns directly to us.

Addressing concerns through the school allows us to:

- Gather all necessary information,
- Support the students involved in a fair and appropriate way, and
- Help guide positive resolution and learning for everyone.

As per our Code of Conduct expectations, we kindly ask that parents refrain from contacting other families directly about student issues. Our staff is trained to handle these situations thoughtfully and confidentially, and we are here to help.

If you have a concern, please reach out to your child's teacher or the school office so we can work together to support our students.

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

St. Francis Xavier School has **one** authorised, approved and monitored Facebook site that you can follow.



## **CONFIDENTIAL STUDENT INFORMATION FORM**

Each year we ask you to fill in a new confidential Student Information Form for your children. This ensures that we have the most up to date information and assists the school with providing appropriate care for your child/ren when and if required.

## **EXCURSIONS / INCURSIONS**

Each year level will prepare special excursions or incursions to enhance the students' learning. These have a direct curriculum focus – either to kick-start new learning 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, excursions/incursions are an important part of the school program. They provide valuable *shared experiences* for teachers and students to draw out important learning



outcomes. An excursion levy is built into our Curriculum 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 and please advise the school if their contact details change. This emergency contact should be someone who lives in Melbourne and someone who should be able to collect your child from school if necessary.

**The safety and wellbeing of each child at SFX is paramount.**

## **FINANCE**

### **Curriculum Levy**

The Curriculum Levy is reasonably priced considering the ever increasing cost of living. 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, excursion/incursion costs and swimming program throughout the year.

### **School Fees**

School Fees are invoiced annually in February and are payable in full or via installments. 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 ([sperizzolo@sfxmontmorency.catholic.edu.au](mailto:sperizzolo@sfxmontmorency.catholic.edu.au)) for further details.

Methods of payment include Cash, Direct Debit, Credit Card and BPAY. Details of payment options will be available on school fee statements. 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.

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

## **FIRST AID**

### **MEDICAL INFORMATION**

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



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. If deemed warranted, the child is escorted to the First Aid Room/Sick Bay by another student or if need be, by a teacher.

Our policy on effective communication stipulates that any visit to First Aid/Sick Bay requires an ***Advice of Visit to First Aid*** text home to parents. 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 2024 all staff obtained a qualification in Senior First Aid (Level 2), CPR and Anaphylaxis. As a staff we are

continually keeping abreast of the latest information on best practice with regards to children's health.

The parent/caregiver is responsible for regularly checking and replacing their child/ren's at school medication and replacing it if necessary along with any plans when they expire. We will contact you if the expiry plan date and medication is out of date or nearing expiry. It is up to the parent to replace these medications and plans immediately.

It is important that you recognise that only medicine prescribed by a doctor and accompanied with a **Medication Authority Form** obtained from the school office will be given during school hours. Any medication administered must be in its original packaging and accompanied by a Medical Authority Form. Medication of this nature must be handed to the office and not to be given to a child's teacher. The teacher should know about the medication to be given via an email or note cc'ed to the office. If required, a **Medication Authority Form** can be obtained from the school office.

The School will always do its best to administer the medication as close to the prescribed time as possible. Analgesics and other medications which can be purchased over the counter **without** prescription **will not** be administered by staff at St Francis Xavier. Analgesics can mask signs and symptoms of serious illness or injury.

### **STORAGE OF MEDICATION**

Medications should be stored strictly in accordance with product instructions and in the original container from which they are dispensed.

### **ACTION PLANS**

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

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

**Parents of students with anaphylaxis must provide the school with**

**TWO EPIPENS**

**One of these epipens is stored in the First Aid Room and the other Epipen in the classroom.**

**A meeting with a member of the SFX Leadership team 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.**

These will be conducted annually to ensure all information and risks are addressed to the best of the school's ability. All medical action plans, together with medication, are located in the First Aid room and must be updated annually.

Students who suffer from asthma and need regular medication should have their 'puffer' at school at all times. Each student is allocated a personalised container housing their required medication/asthma plan etc. These are named and kept in the First Aid room. A puffer should be carried by the student during excursions. Spare 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.*

### **INFECTIOUS DISEASES - 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 who have long hair have their hair tied back as a preventative measure.

## **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 a school hat at school will be required to remain on the upper playground in the **Shaded Play Area** under the shade sail to avoid these harmful UV rays.

## **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



## **HOT DAYS / WET DAYS**

In the event that the day's temperature exceeds 34 degrees Celsius or above, a "Hot Day Program" will be actioned and the students will stay within their airconditioned classrooms under the supervision of a teacher during break times. On days when it is raining at recess/lunchtime the same applies.

## **KISS & DROP – A Safe Way To Get To & From SFX School**



### **ADULTS - KISS AND DROP EXPECTATIONS**

- Kiss and Drop is a One Way 5km per hour zone - please observe this speed limit.
- Overtaking cars making a right hand turn into Kiss and Drop is dangerous (and illegal) - please queue patiently, even if proceeding along Mayona Road past Kiss and Drop.
- Drivers are to remain in their cars at all times to assist with traffic flow - children are to enter and exit the car independently from the passenger side of the car.
- School bags and other belongings are to be stored inside the car. Children should not be accessing the boot of the car for safety reasons.
- Drivers are asked to encourage their chid/ren to enter/exit as quickly as possible to keep traffic moving.
- Drivers are requested not to do U-Turns in driveways along Mayona Road, (including the Church driveway). Proceed to Luisa Court if planning to make a U-Turn.
- If you choose to park your car in the school carpark for afternoon pick up, you need to enter the carpark before 3:20 pm and you **MUST** pick up your child from inside the school grounds and walk them safely to your car, using the crossing. **At no point** are children to be waved across the road to you waiting at the car past Kiss and Drop oncoming traffic. This is a dangerous practice and puts your child's life and that of others at risk.
- We ask parents to be respectful drivers and be mindful of neighbours by not blocking driveways or intersections.
- Children dropped at Kiss & Drop without a parent 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*)

**Drivers must follow the direction of staff on duty at all times for the safety of all.**

### **CHILD – KISS AND DROP EXPECTATIONS**

**Moving to and from Kiss and Drop:**

## Arriving at school

- Wait for the car to stop.
- Use the left hand doors of the car to exit with my bag that I have with me inside the car.
- Walk to the path
- Walk straight to the Basketball Courts for morning assembly.
- Be ready for the 8:55am assembly.

## After School

- Go directly to Kiss and Drop.
- At Kiss and Drop, walk on the left side of the path.
- Stay on pathways at all times at Kiss and Drop.
- Wait in the yellow box for my parents/carers and look out for my family's car.
- Wait for the car to stop and walk to enter the car.
- Wait for the teacher to direct me across the Kiss and Drop area.
- Enter left side of car
- All my bags/belongings need to be stored in the car not boot.



## Walking or Riding to School:

- Children walking to school or home from school must use the Kiss and Drop crossing.
- Children riding to school or home from school must walk their bikes across the Kiss and Drop crossing.
- Children/families must wait for the teacher on the crossing to wave them across the crossing.

## 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, COVID, influenza gastro 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 and allow them to return to school faster. Please ensure you notify the school of the absence and illness by using the Student Absence function on the website.

## 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 in the main office. Please do not go straight to the classroom if morning assembly is still underway. No child is permitted in the classrooms without the direct supervision of a teacher.

Children who leave school during school hours must be signed out by a parent through the IPAD also. 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.* We strongly encourage parents to not pick up students early for non-critical matters as this disrupts the learning of your child and other students in the class.

## 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. This includes re-labelling second hand uniforms.

## MOBILE PHONES & SMART WATCHES

In line with Victorian Government policy, we strongly discourage students from bringing mobile phones/smart watches 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 visible possession of a mobile phone/smart device 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 onsite 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

## **PARENTS ASSOCIATION**

The Parents Association at St. Francis Xavier School is a group of dedicated and enthusiastic parents within the school community 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 **support parents** within a particular classroom in times of particular need
2. To organise social events that would increase **social connectedness** for families within a class
3. 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 learning environment offering broad-based curriculum and co-curricular activities.

Throughout the year, we aim to achieve a balance between social and fundraising activities. We undertake 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 and breakfasts
- Children's Disco
- Annual Fundraising events – Raffles, Trivia Nights, Comedy Nights

Parents participating in Parents Association Committees must have a current 'Working With Children Check', sign the MACS-SFX Child Safety Code of Conduct and attend the yearly Child Safety briefing held at the school.



## **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.

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
- Class Parent Reps appointed for each class

- Assistance in the Discovery Centre and other specialist programs around the school. Eg. Costume making for the Performing Arts concert.
- Classroom Activity and Inquiry Immersion Sessions, eg. cultural activities, gardening etc.
- Curriculum and Parent Information Sessions
- Parent Helper Program (Learning support in the classrooms.) SFX School provides **compulsory** training for this each year. Parents are asked to sign the MACS-SFX Code of Conduct and have a current Working With Children Check
- Parent Teacher Interviews - – February, July,
- School Masses in the beautiful St. Francis Xavier Church
- Twilight Sports Carnival
- 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, helping to make resources, 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, sign a MACS-SFX Code of Conduct as part of the Victorian Government Child Safety requirements and complete an annual SFX Parent Helper course facilitated by the school.**

This course is provided annually and must be attended each year by any parent who wishes to help at SFX in any way.

## **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 live out the values of 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

**All parent reps are mandated to have a current 'Working With Children Check', sign a MACS-SFX Code of Conduct as part of the Victorian Government Child Safety requirements and attend the annual SFX Parent Helper/Child Safety session.**

## **PARENT TEACHER INTERVIEWS AND REPORTS**

**Meet the Teacher** meetings are held early in the 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 then held at the middle of the year (Semester One) 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. All staff email addresses are in the Staff 2026 drop down on the school website. 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 keeping your child safe, 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*)

**As a matter of safety, all ball games and school playground equipment are out of bounds for all students and siblings before and after school.**



## **OUR SFX SCHOOL VALUES - 'The SFX Way'**

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 Kind.***

### **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 be a good role model.

### **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 staff 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.

Positive Behaviour Management encourages staff and students to reflect on the behaviour of a child, encourages (and rewards) good choices, whilst applying appropriate consequences for poor choices. Eg. Giving an apology, reflection time

To ensure consistency across the school, a very clear set of school rules, expectations and values have been created that are the same for all students. In the classroom the rules and values are taught to children and consequences explained. Teachers negotiate with children class rewards for good choices. Whole school rewards are also negotiated where all students are rewarded for their positive behaviours and good choices. The focus is very strongly on recognising, praising and encouraging children to make the right choices, in line with Gospel teachings and our four school values.

## **Our School Values:**

### **Respect**

Valuing ourselves, others and belongings.

*Our Mascot: Waddles the Penguin*



### **Responsible**

Taking ownership for our behaviour, actions and words.

*Our Mascot: Aussie the Wombat*



## Resilient

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

*Our Mascot: Spike the Echidna*



## Kind

We look out for the needs of others, accept others as they are, and understand that everyone is different and has different talents.

*Our Mascot: Splash the Turtle*



## **SCHOOL / CLASSROOM RULES**

Over a series of lessons in the first term, our students and teachers work together to deepen their understanding of our school values and rules. This is achieved in a variety of ways, including role play, writing, prayer / reflection, and a series of discussions regarding safety, respect, empathy and personal well-being. Each school term one of our school values is highlighted as a focus.

### **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, values and expected behaviours, teachers and children discuss ways of rewarding those who make positive choices and follow our expectations. Although we aim for consistency in the same year level, the rewards differ from level to level. This means the Prep children are rewarded in different ways than, for example, the Year 6 children. This system of positive choices is essential and is the key element of the Positive Behaviour Management Framework. Our aim is to encourage and support children to treat each other, their teachers and staff, parents, and property well, and to be recognised and acknowledged for doing this. Many children can be intrinsically rewarded, others require extrinsic rewards to motivate positive choices.

We aim to cater for all children in this framework, with our goal being that children make positive 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 and model of positive behaviour and our school values at SFX School makes the task easier.

### **Classroom Consequences**

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

1. Warning / Redirect Behaviour
2. Move away from group (continue work)
3. Time out in designated area in another classroom with a Reflection Sheet to complete
4. Meet with Classroom Teacher
5. Meet with the Deputy Principal / Principal to discuss
6. Behaviour Incident Report filled in and sent to parents for their signature (*Pink Slip*)
7. Parent and Teacher meeting to discuss future actions (*if there are 3 Pink Slips in a term*)

As a general rule, most students are able to re-direct their behaviour following Step 1 or 2.

## Severe clause

Immediate removal from classroom / yard if posing a danger to self or others.

### **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 in a designated area)
4. Time out in the Principal's/Deputy Principal's Office
5. Behaviour Incident report

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

- **Behaviour Incident Report - Pink Sheet**
- **Bullying Report - Red Sheet**



Please note that the Bullying Report will require a meeting with parents, teacher, Principal and child. **SFX has a zero tolerance policy for bullying.**

### **SCHOOL ADVISORY COMMITTEE (S.A.C)**

The School Advisory Council acts as an advisory support to the Principal, Parish Moderator 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 or when a vacancy occurs. Nominations and elections for the School Advisory Council take place at the beginning of the school year.

**All S.A.C members are mandated to have a current 'Working With Children Check', sign a MACS-SFX Code of Conduct as part of the Victorian Government Child Safety requirements and participate in a yearly child safety briefing.**

### **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 each day with a focus on their learning.

Class and student-led assemblies are conducted throughout the year in the Parish Hall. Parents are most 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 develop 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; celebrating 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 to "Snow" theme in the following year.

### **SCHOOL CLOSURE DAYS**

When the school is closed for Staff Professional Learning or Staff Professional Practice Days, ample notification will be given through the school newsletter. (*Normally 4 weeks*)

## **SCHOOL GATES**

The school gates will be locked between the hours of 9.15 a.m and 3.15 p.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 PHOTOS**

School photos are taken annually normally during Term One. Parents have the opportunity to purchase these photos if they wish.

## **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 lead 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**

### **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. Your order can be emailed to them directly at

[uniform@sfxmontmorency.catholic.edu.au](mailto:uniform@sfxmontmorency.catholic.edu.au)

All items of uniform (with the exception of shoes), may be purchased through the School Uniform shop. This includes: School Bags, Art Smocks, Sport House T-Shirts (worn for 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, Big W 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 usually processed every week by one of our volunteer uniform shop co-ordinators.

<b>SUMMER UNIFORM - GIRLS</b>	<b>SUMMER UNIFORM - BOYS</b>
<ul style="list-style-type: none"><li>▪ SFX school dress (optional)</li><li>▪ Polo shirt (short or long sleeve) bottle green with white stripe on the collar and school emblem</li><li>▪ Bottle green gabardine shorts</li><li>▪ Bottle green bomber jacket with school emblem</li><li>▪ Black shoes/ All black runners.</li><li>▪ Plain White socks</li></ul>	<ul style="list-style-type: none"><li>▪ Polo shirt (short or long sleeve) bottle green with white stripe on the collar and school emblem</li><li>▪ Bottle green gabardine shorts</li><li>▪ Bottle green bomber jacket with school emblem</li><li>▪ Black shoes/ All black runners.</li><li>▪ Plain White socks</li><li>▪ St Francis Xavier sunhat</li></ul>

<ul style="list-style-type: none"> <li>St Francis Xavier sunhat (mid August to the end of April) Bucket or Micro-stretch Wide Brim Sunhat</li> </ul>	<i>(mid August to the end of April)</i> <i>Bucket or Micro-stretch Wide Brim Sunhat</i>
<b>WINTER UNIFORM - GIRLS</b>	<b>WINTER UNIFORM - BOYS</b>
<ul style="list-style-type: none"> <li>Green black and white tartan tunic. Box pleat or Princess Cut (optional)</li> <li>White long sleeve girls' blouse with Peter Pan Collar (to be worn with tunic only)</li> <li>Winter tights (Black) or white socks</li> <li>Girls' classic pants</li> <li>Polo shirt (short or long sleeve) - bottle green with white stripe on the collar and school emblem</li> <li>Bottle green bomber jacket with school emblem</li> <li>SFX School Beanie (<i>optional</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Gabardine long pants</li> <li>Polo shirt (short or long sleeve) - bottle green with white stripe on the collar and school emblem</li> <li>Bottle green bomber jacket with school emblem</li> <li>Black shoes/All Black Runners</li> <li>Plain white socks</li> <li>SFX School Beanie (<i>optional</i>)</li> </ul>
<b>SPORT / PHYSICAL EDUCATION DAYS - (ONLY) GIRLS</b>	<b>SPORT / PHYSICAL EDUCATION DAYS - (ONLY) BOYS</b>
<ul style="list-style-type: none"> <li>Bottle green tracksuit pants</li> <li>Bottle green bomber jacket with school emblem</li> <li>Polo shirt (short sleeve)</li> <li>Runners</li> <li>Plain White sport socks</li> <li>Sports Shorts / A-line Skort</li> </ul>	<ul style="list-style-type: none"> <li>Bottle green tracksuit pants</li> <li>Bottle green bomber jacket with school emblem</li> <li>Polo shirt (short sleeve)</li> <li>Runners</li> <li>Plain White sport socks</li> <li>Sports Shorts</li> </ul>

**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 may be worn, but must be plain green, white or yellow. Hair accessories may also be worn if they are purchased from the SFX Uniform Shop.

Shirts are to be tucked in when wearing a jumper or bomber jacket.



**Scarves / Coats / Rain Jackets:**

- may be worn to and from school
- are not to be worn in classrooms
- scarves are not permitted to be worn on yard at recess times for safety reasons

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

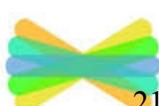
**Accessories:**

- Headbands/Ribbon Hair Tie/Hairclip in school colours
- Hair ties in school colours
- Jewellery and Make Up is not part of the school uniform
- St Francis Xavier school bags are available from the Uniform Shop. As are the Raincoat, Art Smock, Book Satchell & Lunch Order Bag

**SFX Bomber Jacket** can be worn at any time. For Year 6, the Bomber Jacket is offered as a graduate jacket version with all Year 6 students' names and heading: Eg. Class of 2026

## **SEESAW COMMUNICATIONS**

At SFX we use Seesaw as a digital portfolio to communicate students' learning. Teachers and students share their learning, photos of events and more through Seesaw. We believe that family involvement leads to student success and this



digital portfolio will help to engage you and keep you connected to your child's learning in 'real' time. You will receive a printed invitation from your class teacher with instructions on how to download the Seesaw app and create an account early in the school year. We encourage you to do this as soon as you receive it.

## **VALUABLES & TOYS**

Students should **not** bring personal valuables, cards 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 and can take up valuable teacher and learning time in sorting through issues. The school provides sports equipment for students to play with at break times.

## **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)

and list SFX School as a volunteer. 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 in any way onsite or on excursions, parents/guardians must have a valid Working With Children Check.

***(Please note that our school website contains further information regarding our Policies and procedures)***



## Direct Debit Request (DDR) Service Agreement

CHILD'S NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

### Direct Debit Request (DDR)

I/We request and authorise St. Francis Xavier Primary School User ID 385186, to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown below according to the details specified.

Name(s) or Company Name and ABN/ARBN: .....

Address: .....

Postcode .....

Telephone: ..... Facsimile: .....

Email: .....

.....

Please deduct money from my/our Financial Institution account:

This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Name of Bank Account: .....

Name and Branch of Financial Institution where account is held:

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Date signed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

#### Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between St. Francis Xavier School A.B.N 55598106191 (User ID 385186) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

#### Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice to the address you have given us in the Direct Debit Request.
- We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you to the extent specifically required by law, or for the purposes of this agreement (including disclosing information in connection with any query or claim).

#### Your rights

##### Changes to the arrangement

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by:

- telephoning us on Ph: 9435 8474 during business hours;
- writing to: St. Francis Xavier School 90 Mayona Rd Montmorency Vic.3094; or
- arranging it through your own financial institution.

#### Enquiries

You may enquire about anything relating to your Direct Debit arrangement by contacting the Bursar at St. Francis Xavier School on 9435 8474.

#### Disputes

You should check your account statement to verify that the amounts debited from your account are correct. If you believe that there has been an error in debiting your account, you should notify the Bursar directly on Ph: 9435 8474 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively, you can take it up with your financial institution direct.

If we conclude as a result of our investigations, that your account has been incorrectly debited, we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted. If we conclude as a result of our investigations that your account has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding in writing.

#### Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us, and you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

(To be signed by both parties for joint accounts. If signing for a company sign and print full name and capacity for signing e.g. Director)

ST FRANCIS XAVIER SCHOOL UNIFORM SHOP 2025

Please send correct cash or credit card details to the school office in an envelope clearly marked 'UNIFORM SHOP'. Eftpos or Credit Card available via Uniform Shop ONLY. Please refer to the weekly newsletter & school app for Shop Opening hours.

**Refunds or exchanges must be made ASAP following the purchase with the original tags on, thank you.**

**PAYMENT CARD DETAILS OR CASH**

**Name** \_\_\_\_\_ **Contact No** \_\_\_\_\_

Cr / Dr Card details / / / Exp /

Contact No

Exp /

Office Use Only

Office Use Only:

Cash/EII  
Date completed:

Date completed: