

# Parent Handbook

## St. Patrick's



2022

**ST PATRICK'S  
CATHOLIC PARISH SCHOOL  
MENTONE**  
Phone: 9583 5033



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Thank you for your enquiry regarding the enrolment of your child at St Patrick and the Holy Angels Catholic Primary School.

St Patrick's is an excellent school, staffed with extremely capable leaders, teachers and staff. As Parish Priest, it is my pleasure to work in conjunction with them in the education of your child in a life of faith and service.

Our parish school was founded in 1904 because the parishioners of St Patrick's wanted to educate their children in the Catholic Faith and to equip them with the educational and human skills necessary to grow into good citizens and contributors to the wider community.

As Pope Francis remarked recently, Catholic schools have the mission of "offering horizons that are open to transcendence so that Catholic education can make a difference by cultivating spiritual values in young people."

These spiritual values come first from the home, or the 'domestic church' as it is often called. Each family unit is a participant in the mission of the Church. We want to let the world know about Jesus Christ, his mission, his message, and the saving power he brings to our lives. We want others also to know the happy and meaningful way of life of a Catholic Christian.

Our parish primary schools play an invaluable role in imparting the gift of faith and therefore in building up the Kingdom of God on earth.

Do be assured of my prayers for you and your families as you involve yourselves further in the life of our parish community. May you find St Patrick's – both school and church – to be a place of growth, encouragement, and spiritual fulfilment.

With best wishes and the promise of my prayers,

Fr Cameron Forbes  
Parish Priest

## VISION

*With Christ in the heart of all,  
the St Patrick's community aspires  
to create an engaging and  
challenging environment to enable  
students to become active and  
informed citizens in an ever  
changing world.*

## RELIGIOUS EDUCATION

St Patrick's School is committed to the full flourishing of our students who are created in the image and likeness of God. At St Patrick's, we recognise that parents are the prime educators of their children in faith and we aim to build on each child's experience of living the faith within their Christian family.



We integrate Religious Education into the curriculum focusing on the three strands of learning and five content areas through provocation, dialogue and encounter.

The Religious Education Curriculum Framework and learning structure has three integrated components:

- Three strands of learning: Knowledge and Understanding; Reasoning and Responding; Personal and Communal Engagement
- Five content areas: Jesus and Scripture; Church and Community; God, Religion and Life; Prayer, Liturgy and Sacrament; Morality and Justice.
- Achievement standards.

Religious Education is not just limited to the formalised teaching of the Religious Education curriculum in the classroom. It refers to the total life and mission of the school. Therefore, all elements of the school's religious education program aim to assist students towards:

- Fostering faith development through regular participation at Mass.
- Encouraging students to celebrate the Eucharist.
- Giving students a sense of belonging to a catholic community.
- Acknowledging the dignity of every human person, whom we believe to be created in the image of God.
- Developing an understanding of Catholic Social Teaching and being active in reaching out in awareness, fundraising and advocacy.
- Celebrating within the school through daily prayer, Christian meditation, liturgies and prayer services.
- Developing leadership capabilities through active participation in Catholic life through altar serving and choir.

Sacraments are an integral part of the story of who we are as Catholics. The Sacraments enable us to be aware of and encounter the presence of God in key moments in our life journey and to take part in the life of the Church. The children will celebrate the sacraments of Reconciliation (Year 2), Eucharist (Year 3) and Confirmation (Year 6) as part of their sacramental journey at St Patrick's School.



## Seasons for Growth

“Seasons” is a support program for children who have experienced change in their life due to a loss, such as the death of a pet, a marriage breakup or change of school. Notification of the course is given through the newsletter and interested families may approach the Companion, Mrs. Joanna Cahir. Time is set aside each week, for a period of ten to twelve weeks, in which the children meet in a group with their Seasons Companion. It allows them a safe and secure environment in which they can think about and share their feelings with others who are dealing with similar situations.



## STUDENT WELLBEING

### Student Wellbeing

At St Patrick’s School we are committed to supporting all members of our school community by providing equitable access and opportunity for all. Inclusive practices embrace and celebrate diversity, promote engagement, invite belonging and provide opportunities for participation and achievement of appropriate learning outcomes for all in our community. Our wellbeing initiatives are reflected in many aspects of school life such as through our school’s vision, a high quality deep learning and teaching culture, student engagement, our religious education program, wellbeing services, policies and community partnerships.

Developing the wellbeing of our students is central to our whole school philosophy. At St Patrick’s we strive to promote a healthy, supportive and secure environment for all enabling the development of strong social and emotional skills. We endeavour to build student connectedness to school, raise awareness of what makes students resilient, develop strategies to reduce vulnerabilities, and to increase important life skills. We believe student wellbeing is pivotal to success at school and in our children’s future lives.

Research shows wellbeing programs encourage;

- increased academic competence
- improved attention and study skills
- reduced anxiety
- a sense of connectedness with the school and community
- lifelong learning
- a student’s ability to deal with life’s challenges
- the development of the whole person

At St Patrick’s Parish School, we endeavour to support all aspects of a student’s health and wellbeing. If a student has a particular need it is best to speak with the Student Wellbeing Coordinator who can work with you to discuss your child’s individual need and access support or referrals as needed. Full disclosure is recommended for your child’s best interest especially in light of their transition and early classroom support. Our staff members are trained and receive ongoing professional learning in many areas related to the health and management of student needs.

Our curriculum is designed to provide for the needs of individual students and cater for different learning styles and profiles. We provide programs and structures that support wellbeing and provide staff with ongoing professional development.

## **Examples of Saint Patrick's Wellbeing Programs are:**

Whole school values program to foster social and emotional learning which underpin the curriculum (dispositions)

Restorative Practices

Circle Time

Library Club

Personalised Learning Plans / Program Support Group Meetings

Seasons Program

Better Buddy Program

eSmart program

Behaviour Support Programs

Leadership Program

## **Dispositions**

Over a two-year curriculum cycle St Patrick's focuses on the dispositions of gratitude, self-regulation, love, persistence, hope and optimism, zest and vitality, social intelligence and empathy, derived from the Berry Street Educational Model.

## **Buddies**

The Buddy system works by pairing prep students with a year 6 buddy, helping students entering their first year of primary school to feel safe, valued and connected to their school community. This assists them with the transition to their new school environment. Buddy activities are planned throughout the school year.

## **Camps**

Year 6 students attend camp in Canberra for one week and Year 5 students are involved in a 3-day camp to Portsea. Our camp outcomes are based the Victorian Curriculum Capabilities and learning areas such as civics and citizenship, health and physical education and personal and social capabilities. Camp provides opportunities for students to build resilience, form and develop relationships, develop teamwork skills while participating in a variety of engaging activities. As camp activities contribute to the child's overall development, they are an integral part of the school curriculum, attendance is compulsory for all students.

## **Student Health – Operoo**

To ensure staff have the most up to date medical information about your child we ask parents to log onto Operoo and enter relevant information about your child.

Information regarding this process will be in the Newsletter early next year.



Operoo is an app that allows the school to collect information about student health, excursion and camp information. It provides parents the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided. Using the Operoo app reduces the burden on parents to fill out the same information on multiple forms throughout the year.

## ***WAYS TO ASSIST YOUR CHILD'S WELLBEING***

## **Anaphylaxis & Asthma**

We follow the guidelines prepared by the Australasian Society of Clinical Immunology and Allergy Inc. (ascia) & The Children's Allergy Centre – Royal Children's Hospital Melbourne that provides advice for minimising the risk of food induced anaphylaxis in schools. Also, staff participate in regular first aid training.

If your child has anaphylaxis, asthma or an allergy, the school requires a plan, signed by their doctor. This plan stays in place until there is a change in their needs. All medication brought to school must be clearly named and given to the office.

## **Medication**

If students have ongoing medical conditions that require care, arrangements can be made for a management plan endorsed by a doctor to be built into school procedures. Please discuss your child's needs with the student wellbeing leader.

## **Sickness**

Students who are not well enough to play outside during morning or lunch recess should not be sent to school unless there are compelling reasons for acting otherwise. It would be appreciated if parents keep at home any child who has a temperature, bad cough or any other worrying symptoms.

A sick child is unhappy at school and cannot be expected to learn. If your child is unwell at school, the teacher will send them to the sick bay. If they are ill, you will be phoned to come & pick them up. All children who attend sick bay are provided with a parent information slip. This will include the nature of the illness and the treatment provided.

**The Health (Infectious Diseases) Regulations 2001 No.41 requires the following to be observed:**

<b>CHICKEN POX</b>	Exclude until fully recovered or for at least 5 days after eruptions first appear
<b>MEASLES</b>	Exclude for at least 4 days after onset of rash
<b>RUBELLA</b>	Exclude until fully recovered or for at least 4 days after onset of rash
<b>IMPETIGO</b>	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
<b>WHOOPING COUGH</b>	Exclude the child for 5 days after starting antibiotic treatment
<b>CONJUNCTIVITIS</b>	Exclude until discharge from eyes has ceased
<b>INFLUENZA</b>	Exclude until well
<b>MUMPS</b>	Exclude for 9 days or until swelling goes down
<b>HEAD LICE</b>	Re-admit the day after appropriate treatment has commenced

## **Mandatory Reporting of Child Abuse**

Teachers have the responsibility of contacting Child Protection Services if they believe a student has been harmed as a result of child abuse or is at risk of harm. The Child Protection Service is part of the Department of Health and Community Services and is responsible for investigating reports of child abuse.

All primary and secondary teachers and school Principals in Victoria come under a legal obligation to tell Child Protection Services of their concerns if they believe a student is at risk of harm through physical injury which results from abuse or neglect or sexual abuse. When a teacher makes a report to Child Protection Services, it is the responsibility of the child protective worker to decide whether those concerns should be followed up.

### **Harassment**

St. Patrick's Parish School is committed to the principle of anti-harassment legislation, which promotes a school environment free from discrimination against individuals because of their age, race, religion, colour, gender, political affiliations, status, ability or disability etc.

Harassment is any verbal, physical, visual or sexual behaviour, which infringes an individual's rights, threatening an individual's self-worth, and dignity.

Any reports of harassment will be treated seriously and sympathetically by school authorities, and will be investigated thoroughly and confidentially. Disciplinary action will be taken against anyone found to be guilty of harassing any member of the school community or any visitor. Members of the school community will not be disadvantaged as a result of lodging a complaint.

### **Marking of Possessions**

All children's possessions including clothing, shoes, lunch boxes, drink bottles, smocks, library bags and booklist items must be clearly marked with the child's full name. All lost property is held in the lost property basket outside the reading room in the junior area. At the end of each term lost property is sorted and any un-named items are passed on to either the second hand uniform shop or St Vincent de Paul.



### **Smoke Free Workplace**

At St. Patrick's school smoking is banned on a 24-hour basis. In respect of all school personnel, we desire a healthy smoke-free environment for everyone who occupies or visits the school.



### **Sustainability**

At St Patrick's we have a strong focus on sustainability and learn how to care for our environment and our world. St Patrick's is endeavouring to reduce our landfill and therefore every day is a Nude food day. We also encourage all students to take their rubbish home each day. We thank our families for supporting this initiative.



## LEADERSHIP & MANAGEMENT

### **Absences, Early Departures and Late Arrivals**

Attendance at school is compulsory for all children over the age of six years. If your child is unable to attend school, you are asked to ring the school and leave a message or use Skoolbag to notify us of your child's absence. When your child returns to school a note or email of explanation should be sent to your class teacher for inclusion in the attendance roll (legal documentation).

If your child needs to leave the school for any reason, a note or email informing the teacher, signed by the parent or guardian must be sent to the school in advance. When the parent comes to collect the child, he/she must first call at the office and sign the child out. The child is signed in upon return. Carers need a signed permission note from the parent authorising them to collect the child. If parents cannot pick up their child on time they are expected to contact the school before 3.00 p.m.

Medical, dental and optical appointments are to be made out of school hours if possible. It would be appreciated if family holidays were arranged within school vacation times where possible. If children are to be collected early for dental, medical appointments etc., a written note or email must be sent to the teacher in the morning.

### **Skoolbag**

Our School uses the Skoolbag School iPhone App to help us communicate more effectively with our community. St Patrick's uses the app to provide information, alerts and reminders to parents.



To install it, search for our school name "St Patrick's Catholic Primary Mentone" in the Apple App Store for an iPhone and to install an Android version just go to the Google Play Store.

This App has eForms which allow you to change your details or notify us of any absences. Emails and mobile phones are a very important means of communication between us, so please update these as needed.

### **Assemblies**

School Assemblies occur on Monday mornings from 9.00am and parents are welcome to attend. Classes are rostered for the opening prayer (students).



### **Before & After School Care**

Before School Care operates (7:00am to 8:30am) at the O'Hanlon Centre, St Patrick's Primary.

After School Care operates (3:20pm to 6:15pm) at the O'Hanlon Centre, St Patrick's Primary School and the MPR when numbers are too high.

Both services are run by the City of Kingston Council so all enquiries are to be directed to them.  
Contact Number: 9851 4867

## **Change of Information**

The school must be notified immediately if there is a change in contact details, address, phone number and email at home or in the work place of parents. This is to ensure continued communication especially in the case of an emergency. Therefore, it is important that any alteration be brought to the attention of the school immediately.

## **Court Orders**

In the event where a current court orders applies to a family situation, the custodial parent is obliged to present the school with a copy of the court order to ensure that the school is aware of any custody arrangements. Where there are no court orders in place and parents are separated, the school needs to be notified of current mutual access arrangements.

## **Class Photographs**

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

## **Enrolment Applications**

Applications for enrolment of pupils for the following years Prep Class are available from mid-March. Parents are notified about new enrolments through the school newsletter, the Parish Bulletin and on kindergarten noticeboards. Children may be enrolled to start school at the beginning of the year in which they turn five, provided their birthday is on or before the 30th April and they meet the enrolment criteria. This is dependent upon availability on a year to year basis.

## **Lunches**

You are asked to give your child a lunch in a lunch box and provide a reusable drink bottle. It is important for each child to have an amount of lunch that can be eaten comfortably in the time allowed (5 min playlunch, 10 min lunch).

We ask that parents provide their child with a piece of fruit daily and that particular attention be given to providing a nutritious lunch. We ask you to avoid lunch wrappings, and to remove unnecessary packaging from other items provided. This helps us to cut down on the waste in the school. All lunch wrappers etc. are to be taken home. Even canteen wrappers, drink cartons etc.

Children may not bring hot liquids (soup, beverages etc) to school for lunch. Apart from the possibility of spillage, the vacuum flasks used to carry these liquid often seal themselves so tightly that neither the students nor the teachers are able to open them safely.

At St. Patrick's we have children who have allergies and we ask for your assistance and support by ensuring your child does not share their lunch. Please do not include peanuts and peanut spreads in lunches, as contact of even small traces of these can be life threatening for some children.

## **Parent School Communication**

The newsletter is emailed and sent via Skoolbag each Thursday; a copy is loaded onto the parent page of the school website and emailed to the nominated email address. Important forms and other documents are also loaded regularly onto this website and Skoolbag for easy reference. The newsletter is a major communication link

between school and home and contains information of coming events and other matters we wish to bring to your attention. Please check the website and read the newsletter carefully.

### **Please Note:**

- Everything sent to school for the class teacher or office should be in an envelope or bag clearly marked with the teacher's name and the child's name. If money is sent, the envelope should also include the correct amount.
- A Term Newsletter is sent home at the beginning of each Term. This contains information from the classroom teacher to the parent about what will be taught during the Term.

Parents who need to talk with a teacher are asked to contact the teacher or the office to make an appointment.

### **Playground Equipment**

Junior playground equipment is only for children in Years Prep to 2.

Senior Playground equipment is only for children in Years 3 to 6.

- (Years 3-4 Recess); (Years 5-6 Lunch)

Equipment is not for use outside school hours.

### **Privacy Policy**

Your privacy is important to us. If you would like to read our Privacy Policy go to our website <http://www.spmentone.catholic.edu.au/> click on Reports & Policies – Privacy Policy.

To avoid unnecessary angst, please remember:

You are unable to share any private information about another child with others including their parents (unless given permission) through photos, texting or social media such as Facebook. If you are a classroom helper, you are expected to keep all classroom information private. You cannot take photos or record in any form, other children without their parents' permission.

### **School Hours, Security and Safety Procedures - Before & After School**

In the morning students go straight to the classrooms. After school they go straight home. No riding of bikes and scooters in the playground and no playing on the playground equipment.

### **Bicycles & Scooters**

The wearing of bicycle helmets is compulsory for all children riding bikes or scooters to school. This policy supports State Government Legislation. Bike riding, skateboarding, roller-skating and rollerblading are not permitted in the school grounds.

Children under 9 years of age should not ride on roads in traffic without adult supervision. All children are encouraged to securely lock their bicycles when stored at school. Helmets are compulsory and should be labelled. Children must "walk" their bicycles & scooters into the school grounds. Bikes are stored in the bike storage area next to the O'Hanlon Centre.

### **School Hours**

Children are asked to be at school by 8:40am so that they are ready to begin lessons at 8:50am. Children who arrive late for school not only miss important lessons but more importantly, disturb the entire school routine.

It is important that parents do not send children to school any earlier than 8.30am as there are no teachers on duty before this time. Gates are open at 8:30am – 9:00am and 3:10pm – 3:40pm.

The school gates will be open until 9:00am. If children arrive after 9am they must report to the office for a late pass.

Gates will remain closed until 3:10pm. During the day all visitors must report to the school office and sign in. The only access to the school grounds during school hours is through the office.

No animals are allowed on the school property.

8.30 am	Students are asked to go to classrooms.
8.50 am	Learning block
10.50 am	Students sit and eat for morning recess
10.55 am	Students who have finished eating may move off and play
11.35 am	Bell to signal students to go to toilet and line up ready for class
11.40am	Learning block
12.55pm	Lunch is eaten in classrooms supervised by teachers.
1.05pm	Students dismissed for lunch recess.
1.40pm	Bell to signal students to go to toilet and line up ready for class.
1.45pm	Learning block
3.20 pm	School dismissed.

### **Staff Meetings**

Staff meetings are held on Monday and Wednesday of each week from 3.30 to 5.00pm. Teachers will not be available for interviews after school on these days.

### **Student Birthdays**

Birthdays are significant milestones in life and consequently student birthdays will be acknowledged at a whole school and class level. We ask that parents do not bring food to school for the class to share as there are many students who suffer from food allergies.



### **Mobile Phones & Watches**

If there are specific reasons or occasions where children need to have a mobile phone, please ensure they are handed to their class teacher to be locked away during school hours as per our policy. We ask students not to be on phones until outside the school gate.

### **Cyber Safety**

Staff at St. Patrick's recognises the internet, telecommunications and other new technologies alter the ways in which information is accessed online. It also provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities. We believe in the benefits of students being able to access and retrieve information, responsibly and safely. For this reason, we have become an eSmart school. In eSmart schools, relationships are strong and supportive and learning outcomes are enhanced. Bullying and cyber bullying are therefore less likely to thrive. Please read our policy regarding this important information.

### **Social Media**

We ask parents to be mindful of how their children access different forms of social media on their phones, games and computers. We ask parents to think carefully about the type of information they allow in the general public domain, the potential cause of unnecessary pain and to help their children to learn the same. We will do our best to support and assist parents in this endeavour too.

### **Toys**

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



### **Transfer of Pupils**

Any child transferring from St. Patrick's school to another Primary School is required give reasonable notice to the school. St Patrick's school will complete the transfer notice and send it to the relevant school.

### **Traffic**

Parents are requested to park legally and responsibly in the side streets surrounding the school. The School, Church and playground driveways are to be kept clear at all times. Traffic wardens are in attendance at the school crossings in Nepean Highway, Warrigal Road and Balcombe Road.

Please note that Childers Street is a one-way street and there are 4-hour parking restrictions in the streets surrounding the school.



### **Uniform**

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. The dress code applies during school hours, while traveling to and from school, and when students are on school excursions. Summer, winter and sports uniforms are prescribed and are required to be worn.

Summer Uniform is to be worn in Terms 1 & 4.

Winter Uniform is to be worn in Terms 2 & Term 3. The school will notify parents if changes to this policy occur dependant on the weather.

The Sports Uniform is to be worn only on P.E. days unless otherwise instructed.

### **Hairstyles**

School is not a fashion show and individual styles if allowed, through peer pressure, place demands on other families to provide similar experiences for their children. Student's personal appearance at primary school should be natural. Hairstyles should therefore conform to the following standards: -

- Hair is to be clean, off the face and appropriately groomed. For hygiene reasons, hair shoulder length or longer must be tied back.
- Hair is not to be styled in an unnatural way. Bleached and dyed hair is not acceptable.
- Decorative and brightly coloured hair clips and ornaments are not acceptable.
- Scrunchies & ribbons must be in keeping with the school uniform colours.

### **Uniform Shop**

All uniform items can be purchased through **Primary School Wear (PSW)** which is located: -

Primary School Wear (PSW), 1 Age Street, Cheltenham VIC 3192  
 Phone: (03) 9768 0332 Email: cheltenham@psw.com.au  
 Trading Hours: Closed Mondays. Tue to Fri: 9:00am - 5:00pm - Sat: 10am - 1pm

## ***UNIFORM REQUIREMENTS***

<b>Girls' Summer Uniform</b>	<b>Girls' Winter Uniform</b>	<b>Girls' Sport Uniform</b>
Girls' Summer Dress	Girls' Winter Tunic/skirt (wool blend)	School Rugby Jumper
Wool Blend School Jumper	Blouse (Peter Pan collar) Long Sleeve White	School Track Pants
Girls white ankle socks	School Tie	Blue Polo Shirt with vertical Stripe (house colour)
-	Tights (Navy) or socks	School Sport skort or school sport shorts
-	Scarf (Navy)	White Socks
-	Wool Blend School Jumper	-
-	Blue School Jacket (with logo)	-

<b>Boys' Summer Uniform</b>	<b>Boys' Winter Uniform</b>	<b>Boys' Sport Uniform</b>
Boys' short sleeve shirt with logo	Long Sleeve White Shirt	School Rugby Jumper
Unisex Navy Gabardine Shorts	Navy Winter Pants	School Track Pants
Wool Blend School Jumper	School Tie	Blue Polo Shirt with vertical Stripe (house colour)
School Socks	School Socks	School Sport Shorts
	Scarf (Navy)	White Socks

	Wool Blend School Jumper	
	Blue School Jacket (with logo)	

### **Jewellery and Cosmetics**

- Single set of ear studs or sleeper earrings may be worn. Earrings that ‘dangle’ or hang from the ear may not be worn at any time.
- Rings, studs or piercings on any other part of the visible body must not be worn at any time.
- Religious necklaces may only be worn inside clothing.
- Necklaces (other than religious), rings or bracelets of any description must not be worn. Exceptions may be considered on cultural/medical grounds.
- No make-up, nail polish or temporary tattoo transfers are to be worn.
- Watches may be worn, but may be required to be removed for sport or P.E. lessons.

### **Sun Smart Requirements**

The wearing of an approved school sunhat at St. Patrick’s School is compulsory for all students during terms one and four as part of the school’s Sunsmart Policy. The school has a ‘No Hat- No play policy’ and students who do not have their hat will be asked to sit on the verandah during recess and lunch time. Hats can be purchased from PSW. Parents are asked to ensure that hats are clearly named.

As this policy is a concerted effort designed to increase children's awareness of the danger of skin cancer and to reduce the possibility of sunburn, we expect parents to support it fully. It is recommended that on hot days and for any outdoor activity, children already have sun block on before they get to school. If reapplication is necessary students are asked to apply sunscreen themselves, with sunscreen provided by parents. Sunsmart approved sunglasses may be worn during recess or lunch breaks, or may be worn on approved excursions but remain the responsibility of the student at all times.



### **Extreme Weather Program**

On days of extreme weather students will remain in the classrooms supervised by a teacher during recess and lunch time. Please note that every class is air conditioned and it would not be necessary to pick students up early in the event of hot weather. Classrooms will be open from 8:30am on wet days.

## **SUPPORTING LEARNING & TEACHING**

### **Learning Enhancement**

We work with students to ensure their growth at all levels. This can take the form of support inside and outside the classroom. Extra-curricular activities we run including Tournament of the Minds, Bebras and a Maths Games Day to cater for various learning styles. The school has a Learning Enhancement Leader who works with class teachers to support them to ensure they are catering for the needs of our students.

### **Reading & Maths Intervention**

We offer Reading and Maths Intervention for students who need extra support with their learning.

### **G.A.T.E. WAYS**

Aims to provide opportunities for children of 'like-minds' to participate in programs that will challenge them intellectually and help develop their individual talents. Short term and extended programs in all areas of the curriculum are offered in schools throughout Melbourne.

### **Book Club**

The school acts as an agent for Scholastic Book Club which offers paperback books to parents at reasonable prices. Catalogues are distributed approximately once per term, with a return date. Selection, if desired, should be returned to the class teacher in an envelope clearly labelled with name, class and amount of money. Delivery is approximately 4 to 5 weeks.

### **Excursions/Incursions**

Excursions provide invaluable opportunities to link the curriculum to real life experiences stimulating children's interests and enhance learning opportunities. Excursions are always preceded or followed up by class work relating to the excursion. It is expected therefore that unless a serious reason prohibits it, all children will normally take part in these activities.

Parents will be notified in writing or electronically via Operoo when teachers plan for students to leave the school grounds. In line with our school security policy, a mobile phone accompanies any group offsite or on excursion, in order to provide immediate communication with the school or emergency services. Parent helpers require a current "Working with Children" Check. Buses with seat belts are engaged when on all excursions. Incursions are learning activities offered onsite.

### **Library**

Our library is fully computerised and houses a variety of resource materials, Picture Story Books, Fiction and Non Fiction books, and various audio visual aids and equipment. All children are encouraged and expected to borrow books from the library regularly throughout the school year. Parents are asked to encourage the borrowing of books by taking an interest in what the children borrow.



To help protect books from being damaged in transit it is expected that each child will have a library bag. If library books are lost or damaged through carelessness it is expected that the replacement cost will be met by the child/family concerned. Each class visits the Library weekly. The library is open each and lunch time for borrowing and a variety of activities. Voluntary help from parents to assist with typing, covering and processing books is always very welcome. If you have some spare time and would like to help, please do not hesitate to approach our Library Officer to offer your services.

### **Reporting to Parents**

Reporting to parents is three fold. At St Patrick's we provide written reports, digital portfolios and parent teacher Information Exchanges. Parents are given a copy of their child's report twice a year; at the end of Term 2 and the end of Term 4.

### **Digital Portfolios**

The report is data driven and allows for a few comments to be made. In addition to this, each child is asked to add work samples to their "Portfolio" during each term. The Portfolio is sent home electronically to enable parents to see evidence of what their child can do in different areas of the curriculum, in class time.

### **Parent Teacher Information Exchange**

Parent/Teacher Interviews are held, twice a year. The first interview is related to each child's pre-assessment results and enables an opportunity for parents, students and teachers to set goals for the upcoming term and/or year ahead. The Term 2 interview, allows the Mid Year report to be

discussed. The Interviews are held in our hall and notice of these is advertised through the Newsletter and Skoolbag App. All bookings are completed online via a link on our website.

Teachers are also available at other times to discuss your child's educational growth. However, parents are asked to ring the school or contact the teacher and make an appointment for an interviews. This ensures that the teacher is available and that the interview is profitable for all concerned.

### **Teacher Professional Development**

It is necessary for the ongoing professional growth of teachers that provision be made for them to constantly update their teaching ideas and methods. On these days the teachers attend school, but the children do not. Notice of school closure days is given to parents well in advance.

At the start of each year, our Learning and Teacher Leader leads a meeting with parents from Prep/Year 1 to discuss our school processes and explain why we do things the way we do. It also provides an opportunity for parents to ask questions and clarify some of their uncertainties.

## **PARISH & SCHOOL COMMUNITY**

### **Parent Involvement**

St Patrick's School strongly encourages parent engagement with their child's schooling. There are many ways to help at St Patrick's such as assisting with ICT, helping in the art room, with sport, PMP, assisting with school excursions and helping out at school events such as the Production and Art Show.



It must be understood that when offering to help, parents undertake the responsibility of treating activities with professional confidentiality. It is unacceptable to pass on information about the performance or behaviour of children to others. Parent helpers must have a current Working with Children registration to participate.

### **Parents and Friends Association**

The Parents & Friends Association is another main avenue for parental involvement and participation in the life of the school. The purpose of this group is to raise funds and to promote social gatherings. Activities and functions are advertised through the School Newsletter and via posters displayed around the school. Parents are welcome to become involved on the committee.

### **Canteen - Flexischools**

Canteen is available on Tuesday and Thursday via Flexischools. Orders must be lodged online or using the Flexischools App before 9.30am. **Please remember to wait for the confirmation email from Flexischools to confirm your order.**



### **School Advisory Committee**

The School Advisory Committee is the principal body associated with education in the Parish. It is established to bring together in a formal way, all important parties connected with parish educational work. The representative structure of the Committee provides a forum in which responsible decisions can be made and responsible informed advice given to the Principal and other members of the school leadership team.



### **Working With Children Check**

All who work with children must obtain a "Working with Children" card. This law now applies to volunteers as well as employees. The application form for obtaining the card is available online and

is free of charge to those who are volunteers. Without this card, you will not be permitted to work in any of the school's activities where children are present – this includes tuckshop, classroom helpers and excursion helpers.



**Secondary Schools** - St. Patrick's is fortunate in having a number of secondary schools in close proximity.

St. Bede's College	Catholic
Kilbreda College	Catholic
Mentone Girls' Secondary College	Government
Parkdale Secondary College	Government

Applications for secondary colleges are advertised in the St. Patrick's newsletter. Applications are made by the parents. Your child's attendance at St. Patrick's Parish School does not automatically guarantee him/her a place at any of the above schools. Please check the school's criteria via their website or office number, at the appropriate time.

### 2022 STAFF & ROLES

NAME	2022 RESPONSIBILITY
Fr Cameron Forbes	Parish Priest
Tim Noonan	Principal
Joanne Soulsby	Deputy Principal/Religious Education Leader
Jennifer Smith	Learning & Teaching/Literacy Leader
Ed Dooley	Religious Education Consultant
Elizabeth Lamb	Sustainably Leader
James Daidone	Digital Technologies Leader
Bianca Daidone	STEM Leader
Matt Hale	Mathematics Leader
Christine McMahon	Office Administration
Ann-Louise Easton	Finance Manager
Kathryn Ady	PAD/Wellbeing Leader
Stephanie Murnane	PMU
Bridget Last	PLA
Emily Thorley	Year 1TH
Eloise Verstoep	Year 1VE
Bianca Daidone/Ellie Connell	Year 2DC
Cathy Lansdowne	Year 2LA
Amanda Unwin	Year 2UN/Wellbeing Leader
Daniel Bau	Year 3BA
Sue Benoiton	Year 3BE
Isabelle Douglas	Year 3DO
James Daidone/Jennifer Smith	Year 4DS
Emma Longmuir	Year 4LO
Joanna Cahir	Year 5CA
India Mitchell-Fletcher	Year 5MI
Maria Scalzo/Elizabeth Lamb	Year 6SL
Antonietta Corp/Matt Hale	Year 6CH
Brodie Ross	Year 6RO
Anne Earle	Performing Arts
Tina Russo	Visual Arts
Mary Caliri	Italian
Ellie Connell	Physical Education
Liana Mackay	Reading Intervention Teacher
Dianne McNicholas	Learning Support Teacher
Liz Waters	Learning Support Teacher
Kylie Kostense	Learning Support Officer

Sarah Blaney	Office Administration/Library/Learning Support Officer
Megan Buck	Learning Support Officer
Karen Beyrooti	Learning Support Officer
Lisa O'Connor	Learning Support Officer
Kris Gleeson	Learning Support Officer
Leanne Brown	Learning Support Officer
Joanna Sison	Learning Support Officer
Amanda Lalor	Learning Support Officer
Renee Reed	Learning Support Officer
Marley Cormick	Learning Support Officer
Danny Benoiton	Groundsman

## Victorian Registration and Qualifications Authority

### Compliance Statements

#### 1.1 Democratic Principles

In accordance with the Victorian Education and Training Reform Act, 2006, St Patrick's School, Mentone supports and promotes the principles and practice of Australian democracy, including a commitment to—

- i. Elected government;
- ii. Rule of law;
- iii. Equal rights for all before the law;
- iv. Freedom of religion;
- v. Freedom of speech and association;
- vi. Values of openness and tolerance;

St Patrick's School, Mentone, displays the Australian Government poster on "Democratic Values" in the office reception area, and flies the Australian flag.

St Patrick's School uses the VELS Curriculum document, including the two dimensions of the Civics and Citizenship domain of the Victorian Essential Learning Standards (VELS), that is:

- Civic knowledge and understanding
- Community engagement providing students with the knowledge, skills and opportunities to understand and practise what it means to be a citizen in a democracy.

#### 1.2 Governance Structure

St Patrick's School, Mentone, is part of the Catholic Parish of Mentone, Parkdale, which is led by Melbourne Archdiocese Catholic Schools Limited.

Archbishop of Melbourne:	Archbishop Peter Andrew Comensoli
Executive Director, MACS:	Mr Jim Miles
Principal (St Patrick's School):	Mr Tim Noonan
Parish Priest (Mentone/Parkdale):	Rev Fr Cameron Forbes
School Accountant:	Mr Bernard Negline

- St Patrick's School uses the Melbourne Archdiocesan "School Improvement Framework".
- The financial and legal obligations of the school are managed in accordance with advice from the Finance Staff Group and the Industrial Relations Unit of the Melbourne Archdiocese Catholic Schools Limited.

- The school uses the ICON Administration Package, administered by the school officers under the monthly review of the school accountant. The school accountant is responsible for providing financial projections and cash flow reports – readily available from the Administration software.
- Enrolment estimates are provided by the Planning Staff Group of the Melbourne Archdiocese Catholic Schools Limited. This Staff Group also provides updated information regarding socio-economic status.

## Australian Government Compliance Requirements

### Compliance Certificate 2

*The Australian Government requires that schools report on certain indicators of performance on an annual basis. In some cases, these indicators are adjusted annually, while others require a standing statement of purpose. The following pages indicate the time and place where the seasonal indicators are reported, and provide a statement of the required policies.*

The following indicators are published annually in a hard copy report to the Parish Education Board, and included as an overall report in a digital school newsletter prior to the reporting deadline for the year. (It should be noted that the digital school newsletter is the ordinary form of communication with parents at St. Patrick’s School.)

Teacher Attendance	A report on the average teacher attendance rate for the school year.
Teacher Retention	A report on the proportion of teachers retained in the school from one year to the next.
Teacher Qualifications	A report on the qualifications of each teacher in the school.
Expenditure and Participation of Teachers in Professional Learning.	A report on the number of teachers participating in professional learning and a description of these activities. The report also includes the average expenditure per teacher on professional learning activities at the school level.
Student Attendance	A report on the average student attendance rate as a percentage.
Students Meeting National Benchmarks at Years 3 and 5.	A report on the percentage of students at Years 3 and 5 who have achieved the national benchmarks in Reading, Writing and Numeracy.
Changes in National Benchmark Results	A report on the changes in the achievement of national benchmarks from one year to the next in Reading, Writing and Numeracy.
Value Added	An anecdotal report indicating the value added to the basic educational requirements in accordance with the school’s circumstances.
Satisfaction	An anecdotal report indicating the student and teacher satisfaction with the school.



## **School fees and Charges for 2022**

School fees at St Patrick's are family fees – we charge only for one child; we do not charge school fees for any other children who are in the school at the same time.

**The basic school fee is \$2,360.00. per annum to be invoiced in full at the beginning of the school year. This is payable by the end of Term 3**

### **Student Levies**

Other charges are made for various activities undertaken during the school year. These levies are per child, not per family. Levies are spent directly on the children's needs for curriculum (texts, art materials, photocopying etc.) excursions, diaries, and Sacramental programmes. As children in each class participate in different activities, the levy is different for each class and is payable by the end of Term 1. Please refer to schedule of levies overleaf.

### **Payment Terms**

All student levies and camp fees must be paid by the end of Term 1.

All other fees are to be paid in full by the end of Term 3.

If your family is leaving the school rebates will be calculated to the end of the next school term. No pro-rata term payments will be issued.

Families enrolling once the school year has commenced will be expected to pay an enrolment fee of \$100 plus any student levies prior to commencing at St Patricks School. No pro-rata term payments will be calculated. Fees will be charged for the full term of commencement.

### **Payment Options**

- Credit Card, EFTPOS, Cheque and Cash are accepted.
- Cheques and Money Orders should be made payable to "St Patricks School".
- The school welcomes online payment of fees. Details are:

**BSB: 083 347**

**A/C 681843694**

**A/C Name: St Patricks School**

Please remember to insert your account number or family name in the reference field to ensure your account is updated accordingly.

- A direct debit plan can also be set up for you for school fees and levies. Please see the school office for necessary paperwork.

**Student Levies and Charges for 2022 are as follows:**

<b>Class</b>	<b>Items</b>	<b>Cost</b>	<b>Cost</b>
<b>Prep</b>	General Curriculum	\$365.00	<b>\$465.00</b>
	Excursions/Incursions	\$100.00	
<b>Yr 1</b>	General Curriculum	\$365.00	<b>\$465.00</b>
	Excursions/Incursions	\$100.00	
<b>Yr 2</b>	General Curriculum	\$365.00	<b>\$500.00</b>
	Excursions/Incursions	\$100.00	
	Sacramental Programme	\$35.00	
<b>Yr 3</b>	General Curriculum	\$365.00	<b>\$510.00</b>
	Excursions/Incursions	\$100.00	
	Sacramental Programme	\$45.00	
<b>Yr 4</b>	General Curriculum	\$365.00	<b>\$465.00</b>
	Excursions/Incursions	\$100.00	
<b>Yr 5</b>	General Curriculum	\$365.00	<b>\$815.00</b>
	Excursions/Incursions	\$100.00	
	Camp – 3 days	\$350.00	
<b>Yr 6</b>	General Curriculum	\$365.00	<b>\$1280.00</b>
	Excursions/Incursions	\$60.00	
	Confirmation/Retreat Day	\$60.00	
	Graduation Expenses	\$45.00	
	Camp – 5 days	\$750.00	