ST VINCENT DE PAUL
PRIMARY SCHOOL
STRATHMORE

INFORMATION HANDBOOK
2016
The circle symbolizes faith that is unbroken.

The cross symbolizes Jesus' great love for us.

At St Vincent de Paul we work together in faith & love.

Welcome to St Vincent de Paul Primary School. We hope that your stay with us no matter the duration will be a pleasant one.

The following information is designed to give you a brief outline of our procedures.

Any further questions or queries you may have, please feel free to ask, and we will help you, where possible.
OUR VISION STATEMENT

St Vincent de Paul Primary School empowers students to become lifelong learners facing life with faith, hope, humility and resilience.

THE VISION OF ST VINCENT DE PAUL PRIMARY SCHOOL TAKES LIFE THROUGH....

Liturgy, welcoming classrooms, assemblies, support for students, staff and parents individual needs, performances, acknowledging achievements, sacraments, leadership roles, community involvement, respect for students and staff, Prep / Year 6 buddy program, communication between all members of the school community.

Sacramental and Religious Education programs, Pastoral Care Policy, attending and participating in Eucharistic liturgies, paraliturgies, liturgical dances, choir, altar servers, daily prayer, modelling of Gospel values.

Mutual respect, equal opportunities for individuals, a balanced program providing opportunities for development, our behaviour towards each other, teamwork, the awareness of others' rights and responsibilities.

The provision of programs based on special needs and talents, (Interschool Sports, Instrumental Lessons, Student Support Groups, Behavioural Management Policy, SRC), individual/ group/ whole class activities, grouping students according to needs, interests, learning styles, structures, security, routines, rules and setting expectations, the involvement in decision making, Reading Recovery program, building self esteem, modelling positive attitudes towards successes and challenges.

The Learning and Teaching Statement

The Parish Priest
Principal
Staff
Students
Parents
Caregivers
Parish Community

are responsible for bringing this Vision to life
LEARNING AND TEACHING BELIEF STATEMENTS

We believe that students learn best when Gospel values and Catholic faith development underpin our learning and teaching

Therefore as teachers we will........

- Live the Gospel values within the school community
- Work in partnership with students, parents and the wider community to achieve a shared vision and reach common goals
- Provide opportunities for continuous reflection and sharing of thinking in a supportive and respectful environment
- Encourage parents to be actively involved in their child’s learning
- Structure opportunities for authentic experiences through Gospel teachings

Environment

We believe that students learn best in an environment which is respectful, supportive, safe and engaging and that provides opportunities for each person to grow and develop to their full potential.

Therefore as teachers we will........

- Create positive environments which promote risk-taking and responsibility, and where students are supported to achieve their best.
- Develop strong and positive classroom relationships to achieve better student outcomes, participation and engagement.
- Establish a calm and orderly learning environment using structure and routine which promotes confident and secure learners.
- Engage students in an environment which provides challenging, purposeful learning where students experience success.

Pedagogy

We believe students learn best when the learning is personalised and takes into account our students needs, backgrounds and interests.

Therefore as teachers we will........

- Include assessment “for”, “as” and “of” learning and use this to plan appropriate teaching and learning tasks
- Structure tasks to identify and build on the students’ prior knowledge, cultural background, interests and experiences
- Scaffold student learning and use contemporary tools and strategies in a variety of contexts
- Use open ended questions and tasks to allow students to work at an achievable level and personalize their learning

We believe students learn best when our learning and teaching is informed by best practice.

Therefore as teachers we will........

- Be responsible for our own learning and support our colleagues
- Use data collected to allow us to know our students in greater depth and to enable us to plan more effectively to meet their specific needs
- Plan with an awareness of the pace necessary to maximize the learning opportunities and engagement of our students
- Share the learning intention and use explicit language to allow students to be clear on expected outcomes and give clear criteria for assessment
Learner

We believe students learn best when they develop skills and deepen knowledge which they can apply in the present and the future.

Therefore as teachers we will........

- Challenge students to reflect on their progress and take ownership for learning through goal setting and developing strategies to achieve them
- Model and use a variety of tools, strategies and open-ended tasks to develop critical, creative and reflective thinking skills
- Provide specific, timely and constructive feedback to students
- Teach students "how" to learn through explicit teaching of skills and strategies which focus on the "process" of learning rather than the "product" i.e. information

We believe that students learn best when teaching and learning is child-centred and develops the whole child socially, emotionally, physically, academically and spiritually.

Therefore as teachers we will........

- Encourage students, parents and colleagues to set high but achievable expectations
- Structure opportunities for peer learning, sharing and coaching to empower students to feel valued as part of the learning process
- Assist our students to develop self-assessment and reflection skills and give them regular and timely feedback to enable them to progress further.
GENERAL INFORMATION

ABSENTEE NOTES
Parents are requested to supply a note whenever a child is absent from school as regular school attendance is a legal requirement. These are filed by the class teacher and the reason for absence is entered in the Attendance Roll. Directorate of School Education regulations require that this is done.

ACCIDENT AND ILLNESS
Please ensure the School Office always has on record at least two up-to-date emergency contacts. If students are ill or receive a head injury, you will be contacted via the information on file in the Office. In the event of serious illness or accident an ambulance will be called.

ASSEMBLIES
General Assemblies are held fortnightly on FRIDAY in the Hall at 2.40pm.

ASTHMA
St Vincent de Paul School has adopted the Victorian Schools’ Asthma Policy as its own. Asthmatic students attending St Vincent de Paul School are encouraged to always carry or have available appropriate medication. We have a bronchodilator metered dose aerosol spray available for emergency use. If a child needs to use a pump at school he/she must supply his/her own. The child would do so under supervision rather than having extended absence from school. It is important that information on our records about your child’s condition is accurate. It is expected that every student who suffers from asthma has filled in an individual Emergency Management / Action Plan which can be collected from the office.

BANK ACCOUNTS
Students are given the opportunity to open a Savings Account with the School’s Provident Fund. Bank day is TUESDAY.

BELONGINGS
It is essential that ALL ITEMS of school uniform and school equipment be clearly marked with the child’s name and year level. Parents and children are advised that any items of personal property (especially toys/games/card or expensive items) brought to school is done so at your own risk. Items lost, damaged or that go missing are the responsibility of the individual that brings them to school.

BIKES
Children may ride their bikes to and from school. Bikes must be in roadworthy condition and helmets must be worn. Students must know and observe the appropriate road laws. Bikes are not to be ridden in the school ground. All bikes are to be housed behind the main building.
BOOK CLUB
Scholastic’s Book Club offers parents and children the opportunity to purchase books at cheaper prices. Order forms are sent home regularly throughout the school year. There is no obligation to buy.

CALENDAR
This is published early in the year and gives details of meetings and special events. Every Newsletter will contain a monthly update.

CHANGE OF DETAILS
Parents are requested to inform the office and each class teacher concerned when an address or telephone number is changed.

CURRICULUM
At St Vincent de Paul, we aim to empower students to become lifelong learners equipped to face the challenges of life with hope and faith. Through our curriculum and program initiatives we provide opportunities that enable students to learn and develop their unique gifts in an atmosphere that makes them feel safe, challenged and worthwhile. Our parents are welcomed and encouraged to actively participate in their child’s learning through classroom support and celebrations.

EARLY COLLECTION OF A CHILD
Any parent wishing to collect a child from school during school hours must receive approval first from the office. Any person other than the parents wishing to collect a child during school hours must provide a written request from the parent to that effect. Students will not be permitted to leave the school grounds during school hours without the supervision of an adult. Students must be signed out at the office before leaving the school.

EMERGENCY TEACHERS
(CASUAL REPLACEMENT TEACHERS)
There may be occasions when your child’s teacher is absent. It is normal practice for the school to employ an emergency teacher to replace the class teacher for the period of absence. Generally the school attempts to locate an emergency teacher who is well known to the pupils and who has a good understanding of the school’s procedures. This ensures that school programs are maintained as normally as possible.

EXCURSIONS
Excursions and Incursions are seen as a vital means of developing a student’s experiences and understandings in all areas of the curriculum. They are also part of the school’s educational program. At each year level students will be expected to participate in both local excursions where they can walk to the venue, or to excursions further afield requiring transport. Incursions will take place on the school’s property.

Parents will be requested to sign a consent form permitting the child to go on the excursion.
EXTRA CURRICULA ACTIVITIES

- Music Lessons  Laura O’Connell  0410 533 804
- Netball Club  Romy Pane  0407 744 064
- Tennis Lessons  Sewvy  0421 486 830  Connie  0402 322 181
- Before/After School Care  YMCA  0420 383 456
- Interschool Sports  Michelle Graham  9379 5723
- Chess Club  Chess Ideas(Aust)  9532 8370

FEES
School fees are determined by the Parish Priest/Principal in conjunction with St Vincent de Paul Parish Education Board. They supplement Government funds for the general running of the school.

Fees are payable three times a year. No child is ever refused entry to school because of inability to pay, but any difficulty in this area should be discussed with the Parish Priest or Principal so that a confidential arrangement can be made.

Levies are determined by the School Principal in consultation with the teachers. They are kept to a minimum and a strict account is kept of expenditure. Levies are used to supplement a small payment from the State Government for students’ needs in the classroom.

HEADLICE
Please be aware that lice will attack any child. It is not a reflection on cleanliness. Please check your child regularly for nits or lice; this is done from the nape of the neck up toward the forehead. If you find that your child is infected please inform the school immediately. He/she must be excluded from school until treated. This normally takes only one treatment. Please remember that carpets need to be vacuumed, bed linen and clothing washed and blankets aired. All other members of the family need to be checked as well. Treatments are available at the chemist.

HOLIDAYS
Parents electing to take their children out of school for holiday outside the normal school term break are asked to provide the class teacher and principal with a note outlining the dates of such absence.

The school does not supply individual work packages for students taking holidays during the term as the work presented at school requires monitoring and direction by the teacher.

Parent and students are encouraged to consider the following general activities if they wish their child to given work when on holiday:
- Daily journal of activities and experiences
- Daily/regular reading of appropriate books
- Collection of holiday ‘artefact’ to be used to promote writing on return to school
- Oral and written practice of simple mental maths facts
**INFECTIOUS DISEASES**
The following are Departmental Regulations regarding the more common diseases:

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PATIENT SHALL BE EXCLUDED FROM SCHOOL</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered. Note: some remaining scabs are not an indication for continued exclusion.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least 4 days from the appearance of the rash or a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Mumps</td>
<td>For 9 days or until swelling goes down.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Until fully recovered and at least 4 days from the onset of the rash.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has stopped.</td>
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</tbody>
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**INTERSCHOOL SPORT**
Our school is a member of Victorian Primary Schools Sports Association and participates in a variety of sports throughout the year commencing at Year 4 level.

All Year 6 students take part in an Interschool Sports competition through our involvement with schools in the local area (Essendon District V.P.S.S.A.).

**LATE ARRIVALS**
If your child arrives after 9:00 am parents are required to bring them to the office and sign them in.

**LIBRARY BAGS**
When borrowing books from the school library, all students require a clearly labelled school library bag.

**LITTER**
By encouraging your child to be tidy and use litter bins you will be supporting us in our endeavour to instill a sense of pride in keeping the appearance of the school grounds tidy.
LOST PROPERTY
Please help us to help you – mark your child’s name on all articles and items of clothing. The lost property cupboard is near the front office.

LUNCH
Teachers can often see the consequence of poor diet through loss of concentration in class, lack of enthusiasm, even first thing in the morning. These are signs that students may have skipped breakfast. It is essential that your child has sufficient and nutritious food for recess and lunch.

▶ Each student is expected to bring his/her lunch in a clearly marked box.
▶ Uneaten food is to be taken home. (Please do not over pack.)
▶ Glass drink bottles and cans are not permitted.
▶ Students eat their lunch under supervision between 1:30 pm and 1:40 pm.
▶ Younger students may begin earlier.
▶ Parents delivering lunches to children must bring them to the office.

MEDICAL HISTORY OF CHILDREN
Parents/Guardians are expected to provide the school with accurate and up-to-date medication information concerning their child. Children with Asthmatics, Diabetics, Epileptics and Anaphylactics are requested to alert the school of their medication and emergency procedures in the form of a written Action Plan.

MEDICATION
It is highly desirable that students requiring medication have a parent attend at the appropriate time to ensure correct dosage. Where this is not possible, it is essential that the parents write a note with the following information – Name of child, dosage, time of administration, symptoms requiring action. All medicine etc should be labelled with the same information. Please check daily with the child as to whether medication has been taken.
All medication will be administered by the office.

If medication is required to be taken 3 times daily – it is suggested that a dose before school, one after school and one at bedtime is taken, thus medication does not have to come to school.

MONEY
Please send any money in a sealed ENVELOPE with your child’s name, teacher’s name and the purpose for which it is sent. It is to go to your child’s teacher where it will be put into the orange office tray. If it is a substantial amount of cash (ie School Fees) please hand directly to the staff at the General Office.

NEWSLETTER
It is our practice to send home notices and a fortnightly newsletter with the eldest child of each family. Please ask your child to be sure to bring all notices home. Newsletter day is THURSDAY. The Newsletter is also available online via Skoolbag App and instructions are attached.
OFFICE HOURS
The School Office is open daily from 8:30 am – 4:30 pm Monday to Friday. If you need to ring or visit the school it would be appreciated if you could do so during these times.

OUT OF SCHOOL HOURS CARE
An Out of School Care Program operates on a daily basis. The program is run by the YMCA. They can be contacted at www.childrensservices.ymca.org.au.

PARENT INVOLVEMENT
The school invites parents to participate and become involved in school activities. Many opportunities are presented for parents to offer their help assistance and obvious expertise in many areas. Parent workshops are held at the beginning of each year to provide parents with specific information regarding the Teaching and Learning strategies used within the classroom.

Current opportunities include:

- St Vincent de Paul School Advisory Board
  - Parents Association
  - Maintenance and Development Committee – Working Bees
  - Classroom Literacy Support
  - Classroom programs, e.g. Mathematics, The Arts, Sport, etc
  - Interschool Sport
  - Family Support

All parents working within the school environment are required to complete a ‘Working with Children Check’ and log a copy of their WWCC card with the office for our records. Parents are strongly encouraged to complete the WWCC process at the start of Prep and renew this each 5 years and to avoid the disappointment of not being permitted to engage in school based activities.

PARENT/TEACHER MEETING/ LEARNING CONFERENCES
Reporting to parents takes place continually throughout the year. At the beginning of each year, a teacher/parent exchange of information about the child takes place. Formal meetings are available at the end of Terms 2 & 4. Parents are also invited to contact teachers at any time and arrange a convenient meeting time should there be any concerns they wish to discuss.

Please Note: Teachers are unavailable to meet with parents after school on Tuesday and Thursday afternoons due to Staff Meetings and Professional Learning Teams (PLT) Meetings.
PLAYGROUND SUPERVISION
Teachers are on duty in the playground before school at 8:30 am. During morning recess, at lunch time, after school until 3:45 pm to ensure the safety of students, supervise their conduct, maintain cleanliness of play areas and to encourage respect for all equipment and buildings.

Parents are requested to ensure that their children do not arrive at school too early, as the playground is not supervised until 8:30 am each morning.

Students are not to leave the school grounds once they have arrived at school.

Any student in the playground after 3:45 pm will be brought to the office and parents will be contacted by the office staff. If a student is not collected by 4:15 pm he/she will be taken to Out Of School Hours Care Program and parents will be billed for this service.

PROFESSIONAL DEVELOPMENT DAYS
On these days during the course of the school year, classes are suspended so that staff may be released to attend a Professional Development Day. These are approved by the Catholic Education Office for the benefit of the students as well as the staff. You will be notified of these days via the school calendar and newsletters.

PUPIL REPORTS
Student Portfolios are sent home at the end of Term 2 and Term 4. These portfolios are a detailed account of the work covered in the previous two terms.

SACRAMENTS
Sacraments are celebrated in partnership with both School & Parish.

- First Reconciliation Year 3
- First Eucharist Year 4
- Confirmation Year 6

Regular opportunities are given to celebrate as a school or class community in the Sacramental life of the Church.

SAFETY AND SECURITY
It is important that your child should know:

- His/her name, address and telephone number
- Rules for crossing streets, and the correct use of the school crossing
- The most direct way to and from school.
SCHOOL CROSSINGS & PARKING
There are supervised crossings on:

Woodland Street and in Rosebank Avenue
Monday to Friday 8:15 am – 9:00 am and 3:15 pm- 3:45 pm

Please ensure that your child/children use these crossings if they need to cross the roads.

Between 8:00 am-9:00 am and 3:00 pm-4:00 pm parking in Woodland Street is limited. This is a drop-off & pick-up zone only for quick collection of your children. Parents should not leave their cars. Parking officers regularly patrol this area and cars will be booked if they exceed the time limit.

Also under NO CIRCUMSTANCES are any vehicles permitted to be parked in the school grounds to drop off or collect your children. The fence line was installed to ensure the safety of your children and parking in the playground puts all children at risk.

SCHOOL GROUNDS
The upkeep and maintenance of our school grounds and gardens is an enormous task. We rely very much on student, teacher and parent support to keep the school grounds clean and attractive. The school invites parents to involve themselves in regular "Working Bees".

SCHOOL EXPECTATIONS
As a result of parent and student consultation, the following School Rules have been compiled. These rules are inclusive from Prep to Year 6.

➢ Follow directions
➢ Listen to the speaker without interrupting
➢ Speak appropriately and use
  o No put downs
  o No yelling
➢ Keep hands, feet and objects to yourself
➢ Move safely at all times
➢ Treat others the way you would like to be treated
➢ Demonstrate confidence, persistence, resilience, organization and getting along skills

PARENTS WILL BE INFORMED IMMEDIATELY IF THESE RULES ARE CONSISTENTLY ABUSED BY STUDENTS

SCHOOL UNIFORM
This is compulsory. If a child is out of uniform for any reason a note should be given to the class teacher who will monitor this situation.
WEATHER (EXTREME)
On wet day, students remain indoors; they are supervised at all times by teaching staff.

A 'Hot Weather Policy' day is defined as a temperature of 34 degrees C or above as measured by the 'current temperature reading' available from the Bureau of Meteorology website (http://www.bom.gov.au/).

VISITORS
All visitors must sign in at the office and wear a visitor's pass once they have signed in. This applies to parents, contractors, careers and anyone that has business in the school. Entry is gained to the school via the main entrance and sign in books are located in the foyer. Always check with office staff if you require assistance. Staff can be identified via a school badge that is worn during school hours. If you require assistance please refer your question to a staff member.
Our
St Vincent de Paul
School Prayer

God of Love
You gave St Vincent de Paul
The courage and wisdom
To help the poor and care for children
Help us to care for others
And always have faith in you.
Amen

St Vincent de Paul,
pray for us
St Vincent de Paul Primary School
Privacy Statement

Your privacy is important to us and we are committed to protecting the information we collect, monitoring its use and maintaining its integrity.

St Vincent de Paul Primary School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the school. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable to School to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health (and Child Protection) laws.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

The School at times discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, (Catholic Education Office, The Catholic Education Commission, your local diocese and the parish), medical practitioners and people providing services to the School, including specialists, visiting teachers, (sports) coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines (and on our website.)

Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the pupil, or where pupils have provided information in confidence.

As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose.) We will not disclose personal information to third parties for their own marketing purposes without your consent.

If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access the information if they wish and that the School does not usually disclose the information to third parties.
2016 TERM DATES

TERM 1
Thursday 26th January – Thursday 24th March
(Easter 25th – 28th March)

TERM 2
Monday 11th April – Friday 24th June

TERM 3
Monday 11th July – Friday 16th September

TERM 4
Monday 3rd October – Friday 16th December

SCHOOL HOURS 2016

MONDAY – FRIDAY
8.50AM – BELL - 3.30PM

RECESS
11.00AM – 11.30AM

LUNCH
1.30PM – 2.30PM
(1.30pm – 1.40pm Students eat their lunch under supervision)
PARISH INFORMATION

MASS TIMES
Tuesday - Saturday at 10.00 am
Saturday - (Vigil) 6.00 pm
Sunday at 8.30 am and 10.30 am

PARISH PRIEST
Father Peter Ray

CONTACT DETAILS
St Vincent De Paul Parish Church
Cnr The Crossway and Woodland Street
Strathmore Vic 3041

St Vincent De Paul Parish Presbytery
2 The Crossway
Strathmore Vic 3041

Phone: 03 9379 1488
Fax: 03 9379 1574
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