

St Vincent de Paul Primary School

Information Booklet 2022



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Principal

Mr Shane Byrne

Parish Priest

Fr. Tony Doran

Deputy Principal/Religious
Education Leader

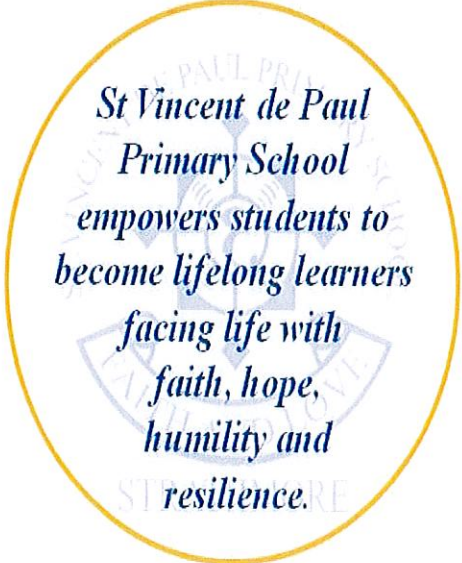
Mrs Laura Petrie



*The circle symbolizes faith that is unbroken.
The cross symbolizes Jesus' great love for us.
At St Vincent de Paul Primary School
we work together in faith and love.*

*Welcome to St Vincent de Paul Primary School.
We hope your time with us, no matter the duration,
will be a rewarding and fulfilling experience.
The following information is designed to give you
a brief outline of our procedures.
Please feel free to contact us if you have any
further questions or queries.*

Our Vision Statement



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



Learning and Teaching Belief Statement

The following statements reflect the school's approach to learning and teaching and supporting children.

SPIRITUALITY

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

Therefore as staff we will.....

- Encourage parents to be actively involved in their child's faith journey
- Promote the Catholic faith within our school and community
- Provide opportunities for students to be involved in prayer, Liturgy and celebrating the Eucharist (Mass)
- Explore Catholic Social Teachings in a meaningful way to support our local and global community

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 staff we will.....

- Create positive environments which promote risk-taking and responsibility, and where students are supported to achieve their best
- 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
- Develop strong and positive relationships to achieve better student outcomes, participation and engagement

PEDAGOGY

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

Therefore as staff 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 success criteria, using explicit language to allow students to be clear on expected outcomes
- Scaffold student learning and use contemporary tools and strategies in a variety of contexts to challenge students to reach their full potential



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 staff 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 students with opportunities to develop skills, strategies and tools that enable them to be assessment capable learners
- Provide specific, timely and constructive feedback to students - What am I learning? Where am I going? Where to next?

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 staff we will.....

- Explicitly teach and model the learning dispositions of an effective learner
- Encourage students, parents and colleagues to set high but achievable expectations
- Structure opportunities for collaboration, peer learning, sharing and coaching to empower students through the learning process
- Assist our students to develop self-assessment and reflection skills to enable them to progress further



General Information

ABSENTEE FROM SCHOOL

Parents are requested to complete the eForm on the Skoolbag App whenever a child is absent from school. This needs to be completed prior to 9:00am on the day the child is absent. An SMS is sent to parents if a child is absent without an explanation.

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, contact will be made 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 2:30pm.

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 required to have appropriate medication which will be kept at school in the First Aid Room. If a child needs to use a spacer at school, he/she must supply his/her own. 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 is to be provided via your family doctor.

BANK ACCOUNTS

Students are given the opportunity to open a Savings Account with CDF. This can only be accessed online.

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/cards or expensive items) brought to school is done so at their 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 need to be in roadworthy condition and helmets need be worn. Students must know and observe the appropriate road laws. To ensure the safety of children, bikes are not to be ridden in the school ground. All bikes are to be housed in the bike racks provided.

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. The calendar is also available on the Skoolbag App.

CAMPS

Students in Year Six and Year Five attend a camp in the first and third term respectively. The children experience a bush setting in Year Six at Campaspe Downs located near Kyneton and Year Five camp at YMCA at Anglesea.

CHILD SAFETY POLICY

St Vincent de Paul Primary School is committed to providing a safe environment for all students and takes active steps to protect them against abuse. To achieve this, the school has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work' is aware of their obligations and responsibilities for ensuring the safety of all children under their care.

In accordance with requirements of the **Victorian Government's Ministerial Order No 870**, St Vincent de Paul Primary School maintains a culture of 'no tolerance' to child abuse and to support this has established minimum Child Safety Standards. (see enclosed Standard Two – Child Safety Policy)

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.

Details about what the children are focusing on in the different curriculum areas are communicated through the Seesaw app or Google Classrooms.

DOGS AND OTHER ANIMALS

Our school acknowledges the important role that dogs and other animals play in our community and the positive impact that they can have on family life. St Vincent de Paul is obligated to take all reasonable precautions to protect the safety of all students, staff and other members of the school community who may be exposed to potential harm or injury as a result of their contact with dogs and other animals on the parish grounds. To ensure the safety of members of the school community, dogs and other animals are not permitted on parish grounds unless approval is first sought and granted by a member of the School Improvement Team.

EARLY COLLECTION OF A CHILD

Any parent wishing to collect a child from school during school hours need to receive approval first from the office. Any person other than the parents wishing to collect a child during school hours need to provide a written request from the parent to that effect. Students will only be permitted to leave the school grounds during school hours under the supervision of an adult. Students must be signed out at the office before leaving the school.



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 |
| • Tennis Lessons | Joel Trifunovic | 0423 380 853 |
| • Before/After School Care | TheirCare | 1300 072 410 |
| • Interschool Sports | Michelle Graham | 9379 5723 |

FEES

School fees are determined by the Parish Priest/Principal in conjunction with St Vincent de Paul School Advisory Council and the Parish Finance Committee. They supplement Government funds for the general running of the school.

Fees are payable three times a year.

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 provide classroom materials, curriculum resources, excursions and incursions.

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.

If students are absent for more than 10 consecutive school days, an application for Exemption from School Form must be completed. Forms are available from the school office.

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.



Parents and students are encouraged to consider the following general activities:

- Daily journal of activities and experiences
- Daily/regular reading of appropriate books
- Collection of holiday 'artefacts' 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:

DISEASE	CHILD SHALL BE EXCLUDED FROM SCHOOL
Chicken Pox	Until fully recovered. Note: some remaining scabs are not an indication for continued exclusion.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Measles	For at least 4 days from the appearance of the rash or a medical certificate of recovery is produced.
Mumps	For 9 days or until swelling goes down.
Ringworm	Until the day after appropriate treatment has commenced.
Rubella (German Measles)	Until fully recovered and at least 4 days from the onset of the rash.
Conjunctivitis	Until discharge from eyes has stopped.

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 8:50am, parents are required to bring them to the office and sign them in via the iPad.

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

The lost property cupboard is located 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 1:30pm and 1:40pm.
- 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 asthma, diabetes, epilepsy and anaphylaxis are requested to alert the school of their medication and emergency procedures in the form of a written Action Plan.

MEDICATION

If children require medication to be administered at school parents are required to complete a Medication Authorisation Form available from the office. All medication should be labelled with the name of child. All medication will be administered by office staff.

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

Newsletter day is THURSDAY. The Newsletter is available on our website and online via the Skoolbag App. Instructions are in your welcome pack.

OFFICE HOURS



The School Office is open daily from **8:30am – 4:30pm Monday to Thursday and 8:30am - 4:00 pm on 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 TheirCare. They can be contacted at <https://theircare.com.au/> or by phone on 1300 072 410.

PARENT INVOLVEMENT

The school invites parents to participate and become involved in school activities. There are many opportunities for parents to offer their help, assistance and obvious expertise in many areas. Parent Helper 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.

Other opportunities for parents to be involved in the school include:

- St Vincent de Paul School Advisory Council
- Parents Association
- Maintenance 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 each 5 years to avoid the disappointment of not being permitted to engage in school 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 Term 2 and Term 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 Professional Learning Meetings.

PLAYGROUND SUPERVISION

Teachers are on duty in the playground before school at **8:30am**, during morning recess, at lunchtime and after school until **3:45pm**. This is 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 **8:30am** each morning.



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

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

PROFESSIONAL DEVELOPMENT DAYS

On these days during the course of the school year, the school is closed so that staff have the opportunity to attend Professional Development. The new learnings gained from these days are 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 reports are sent home at the end of Term 2 and Term 4.
Regular updates of children's learning is communicated using the See-Saw app.

SACRAMENTS

Sacraments are celebrated in partnership with both School and Parish.

First Reconciliation	Year 3
First Eucharist	Year 4
Confirmation	Year 6

Regular opportunities are given for liturgical celebrations as a school or class community in the Sacramental life of the Church. Family masses are also celebrated throughout the year. Details of when these are scheduled are contained in the school calendar.

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 8:15am - 9:00am and 3:15pm - 3:45pm

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

Between 8:00am - 9:00am and 3:00pm - 4:00pm parking in Woodland Street is limited. This is a drop-off and 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.

Vehicles are not permitted to be parked in the school grounds to drop off or collect your children.



SCHOOL EXPECTATIONS

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

- *Follow directions*
- *Listen to the speaker without interrupting*
- *Speak appropriately and use manners. No put downs.*
- *Keep hands, feet and objects to yourself*
- *Move safely at all times*
- *Treat others the way you would like to be treated*
- *Demonstrate the dispositions of resilience, problem solving, communication, respect, self-discipline and risk taking.*

SCHOOL UNIFORM

All children are expected to wear the school uniform. 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 days, 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/>). Children will remain indoors during hot weather.

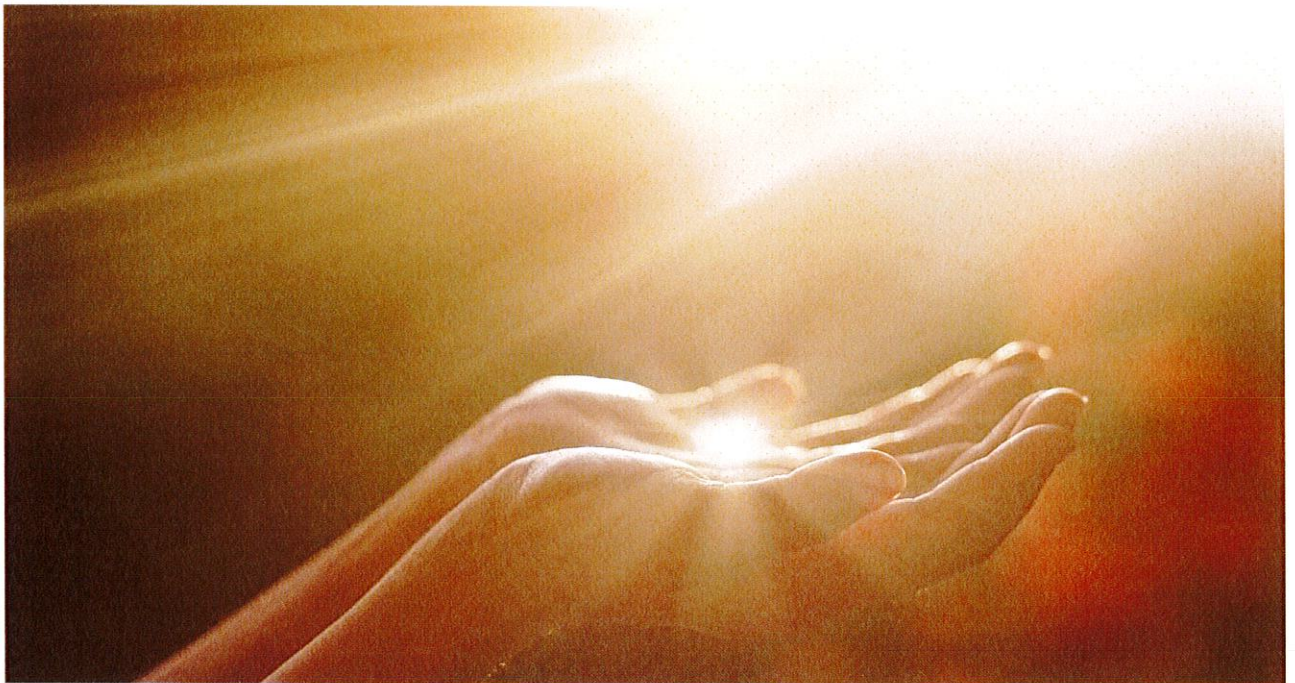
VISITORS

All visitors must sign in at the office and wear a visitor's pass once they have signed in. This applies to parents, contractors, carers and anyone that has business in the school. Entry is gained to the school via the main entrance and the sign in Ipad is located in the foyer. All visitors need to have read our Child Safe School Policy which is available on our school website and at our school office. 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*





SCHOOL HOURS 2022

MONDAY – FRIDAY

Arrive 8:50am and Depart 3:30pm

RECESS

11:00am – 11:30am

LUNCH

1:30pm – 2:30pm

(1:30pm – 1:40pm Students eat their lunch under supervision)

2022 TERM DATES

TERM 1

Monday 31st January (Preps) – Friday 8th April
(Easter 15th -18th April)

TERM 2

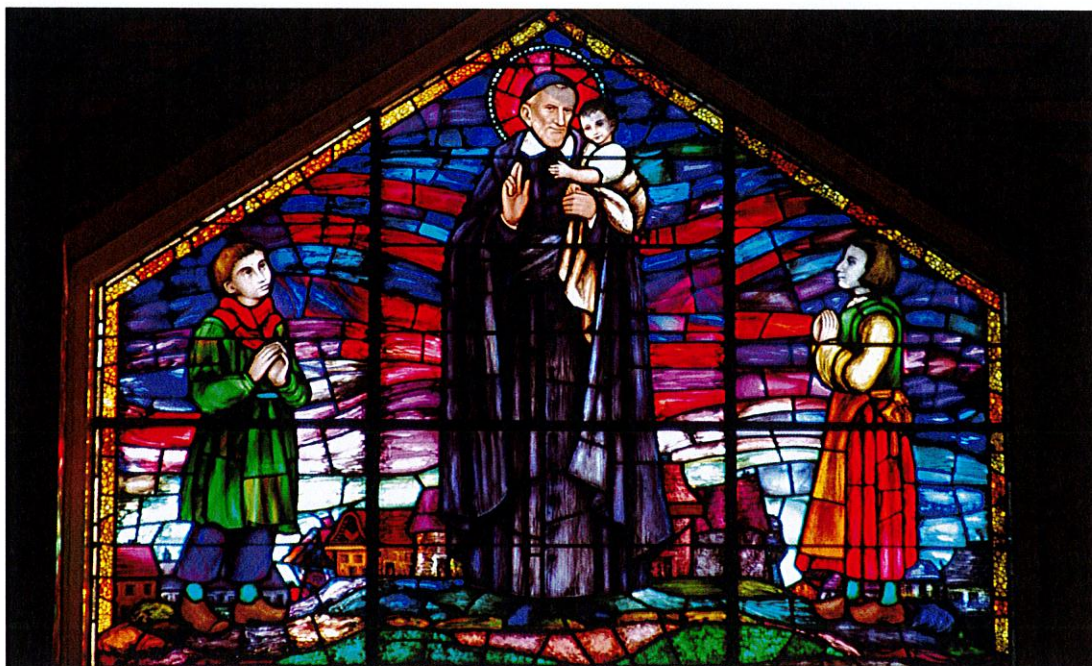
Tuesday 26th April – Friday 24th June

TERM 3

Monday 11th July – Friday 16th September

TERM 4

Monday 3rd October – Tuesday 20th December (TBC)



Parish Information

MASS TIMES

Tuesday - Saturday at 10.00am

Saturday - (Vigil) 6.00pm

Sunday at 8.30am and 10.30am

PARISH PRIEST

Father Tony Doran

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 9412 8460
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