



*St Augustine's*  
KEILOR

**2022**

# Parent Information



## St Augustine's Primary School

**A welcoming learning community:**

**United in Catholic faith**

**Inspired by St Augustine and the Gospel values**

**Empowering animated life-long learners**

**Enabling responsible global citizens**

**Nurturing the potential of all**



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PRINCIPAL: MRS CATHY STEERE

OFFICE STAFF: MRS CHRISTINE PRICE (MON-WED)  
 MRS LEANNE YOUNG (WED-FRI)

OFFICE HOURS: 8.30 AM – 4.00 PM

PARISH PRIEST: FR. PETER HOANG  
 PARISH ADDRESS: 34 ROBERTS ROAD  
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PARISH HOUSE PHONE: 9338 3793

MASS TIMES ST CHRISTOPHER'S, AIRPORT WEST  
 SATURDAY MASS AT 6.00 PM  
 SUNDAY 10.30 A.M.  
 ST AUGUSTINE'S, KEILOR  
 SUNDAY 9.00 AM

## Welcome to St Augustine's Primary School, Keilor

On behalf of the parish of Airport West, I would like to extend a warm welcome to your child and family to St Augustine's Primary School Keilor. This is a very exciting time for your child as they embark on their first years of schooling. We hope that, in partnership with you and the school, your child's time at St Augustine's will be an enjoyable, stimulating, challenging, happy, safe and faith filled experience.

We recognise that you have made a considered decision in sending your child to a Catholic school. Through the Gospel values and the teachings of Christ, we encourage your child towards developing their potential as a unique individual in the likeness of Jesus Christ. We also develop all elements of your child's education including, physical, emotional, spiritual, social and intellectual wellbeing to nurture and develop a well-rounded individual.

By working together, we encourage a shared partnership that fosters the nurturing and flourishing of your child. Parent partnerships are an integral aspect of St Augustine's and so we welcome your support so that your child can reach their potential as confident and contributing members of the school community. We encourage you to take an active interest in the various groups functioning within the school.

This booklet endeavours to provide you with some insight into the workings of St Augustine's and the daily operations and the procedures it follows but is not conclusive in itself. I encourage you to always discuss with us any concerns, questions or further information you need about the school.

I wish your child and family well during your time at St Augustine's.

**CATHY STEERE**  
**PRINCIPAL**

**ABSENCE NOTES**

Punctual attendance at school is vital if your child is to obtain maximum benefit from the educational and social opportunities that the school can offer. Children are expected to attend school, on time. We are required to keep accurate records of student attendance and the reasons for any absences. If your child is absent from school, you are required to inform the office via our Student Absence Online form available on the school app. All unexplained absences will be followed up.

**ACCIDENT & ILLNESS**

Please ensure the school office always has on record at least two up to date emergency contacts. If children are ill or injured 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.

**ART SMOCK**

For the protection and care of your child's uniform all children must wear a smock during Art and Craft lessons. The smocks must be clearly marked with the child's name. They will be kept at school throughout the year and will be sent home periodically for washing.

**ASSESSMENT**

Children participate in various forms of assessment throughout the teaching of a unit of work. It can be formal (test) or informal (observation). Teachers use a variety of methods to gain accurate information about student progress.

**APP**

We use an app to send our messages and notices. The app will help keep our parents fully informed and up-to-date with notices, news and events. Information on how to download the school app is available at the office.

**BEFORE AND AFTERSCHOOL CARE**

Before and after school care is offered in Cooinda (school hall) by Big Childcare. Enrolment forms are available in Cooinda, on the Big Childcare website or by phoning 86829400.

**BEHAVIOUR MANAGEMENT**

Behaviour Management is training to produce self-control, orderliness, compliance and a capacity for co-operation in children so that the dignity and self-respect of all persons is guaranteed. Its effect creates a sense of balance and harmony for all persons. St Augustine's P.S. student management is based on the Assertive Discipline Approach and Restorative Practice Approach. This means that we are assertive and consistent about the way we expect our children to behave. For this reason, our school rules and procedures are the same school wide. Our School Rules are as follows:

- Follow instructions
- Hands off
- Listen to the speaker without interrupting
- Speak appropriately
- Move safely at all times
- Look after all property

Our school values are: **STARR**

- Show Respect
- Teamwork
- Always Persist
- Responsible
- Resilient

A Behaviour Management Plan is in place at St Augustine's. The following is the procedure for inappropriate behaviour:

- Step 1: Warning  
 Step 2: 2nd Warning  
 Step 3: Time Away  
 Step 4: Exit to another classroom to complete a Student Behaviour Sheet  
 Step 5: Used for severe inappropriate behaviour. Student is exited to Principal or Deputy Principal

Corporal punishment is not permitted at St Augustine's. Serious incidents of inappropriate behaviour result in the student being exited from the classroom or playground situation. This behaviour is discussed in order for the student to take responsibility for his/her actions. The student is then given a Student Behaviour Sheet to complete and take home.

If your child brings home a Student Behaviour Sheet, please take time to discuss the information on the sheet with your child. The aim of the sheet is to give families an opportunity to talk about the behaviour and any actions that can be taken to ensure that the behaviour does not re-occur. The sheet is NOT designed to punish the child, but rather to help them own the behaviour and take responsibility for rectifying it. The child needs to specify the behaviour expectation they did not meet and name an action that they can take in order to follow our school rules in the future and how they might restore the friendship and trust that has been broken.

#### **BELL TIMES**

8.30 am	Gates Open
8.45 am	First Bell – morning session
11.25 am – 12.10 pm	Lunch time
12.15 pm	Middle Session
1.50 pm - 2.07 pm	Recess
2.10 pm	Afternoon Session
3.15 pm	Dismissal

#### **BIKES**

Children in Years 3-6 may ride their bike to and from School and park in the designated bike area, (a bike lock is recommended). Children in P-2 may ride only if accompanied by an adult. Bikes must be in roadworthy condition and helmets must be worn. Any child without a helmet will have their bike confiscated until a helmet is produced. Children must know and observe the appropriate road laws. Bikes are not to be ridden in the school grounds.

#### **BELONGINGS**

It is essential that all items of school uniform and other belongings be clearly marked with the child's name and grade. School bags should have a tag or ribbon for easy identification by younger children.

## **BULLYING**

St Augustine's takes an active stance against bullying. The School runs anti bullying programs for children and issues are discussed in classrooms and at assemblies. Parents are informed if the behaviour persists. It is important to understand what bullying is and is not. Bullying should not be confused with childhood bickering or squabbling or disagreements within a friendship.

## **CALENDAR**

This is published on the website [www.sakeilor.catholic.edu.au](http://www.sakeilor.catholic.edu.au) each term and also in the newsletter and gives details of meetings, special events and important dates. Please keep it handy.

## **CAMPS**

Although the actual camping experience begins in Grade 3, the children in Grade P-2 have an "at school" activity, which supports a P-6 Out & About Camping Program. This could include a BBQ dinner and games for Year 2 or breakfast at school for children in P-1 in preparation for attending school camp in Years 3-6. The program aims to:

- encourage social interaction with other children, teachers and adults
- encourage responsibility for self and possessions
- encourage independence as well as co-operative group skills
- reinforce social skills
- develop an interest in the outside world.

Children in Grade 3/4 have an overnight camp away from the school while children in Grade 5/6 stay away for 2 nights. Children are expected to attend, as activities include both educational and curriculum centred focus. Camps are billed with the levies at the beginning of the school year.

## **CAMPS, SPORTS & EXCURSIONS FUND (CSEF)**

School camps provide children with inspiring experiences in the great outdoors and on excursions. All are part of a healthy curriculum. CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. You may be eligible for assistance if you hold a valid means-tested concession card. For more information, please visit [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

## **CAR PARK**

**The school car park can only be used by staff and visitors to the school.** It is not to be used for the collection or "dropping off" of children. Please observe parking restrictions in the streets surrounding St Augustine's. The City of Brimbank by-laws officers often patrol the area.

## **CASUAL CLOTHES**

Each term the children have a casual clothes day. A gold coin is usually asked and this goes to a charitable cause, e.g. St Vincent de Paul, Caritas. Parents please ensure appropriate dress and footwear for school.

## **CHANGE OF ADDRESS**

Parents are requested to inform the office and each class teacher concerned when address or telephone numbers are changed. It is vitally important that we have up to date and accurate information.

## **CHILD SAFE SCHOOLS-CODE OF CONDUCT**

The Victorian Government has introduced the Child Safe Standards. These standards specify the actions schools are required to take to manage the risk of child abuse in schools. The St Augustine's Code of Conduct has a specific focus on safeguarding our children and young people against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with the Victorian Government's Ministerial Order No 870 to support the school's 'Professional Child Safety Code of Conduct' and defines expectations of parents and those members of the school community, who may, at times, act as volunteers.

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards children and young people. It aims to protect children and reduce any opportunity of abuse or harm to children. The Code of Conduct also provides members of the broader school community with guidance on how best to support children or young people, and how to avoid or better manage difficult situations. It is expected that all volunteers (see under heading Working With Children Check) working within the school would have read, agreed to and signed the St Augustine's Code of Conduct.

## **CHILDREN WITH ADDITIONAL NEEDS**

Children who have additional needs in their learning programs are given assistance at various levels. Our staffing is arranged to assist and support classroom teachers to develop programs for children within their classroom.

## **CLASSROOM HELPERS**

A Parent Helper Course will be offered in Term 1. You must be a trained helper before you can help in the classroom. Once trained you must sign in and out at the office before and after assisting in classrooms. See [www.sakeilor.catholic.edu.au](http://www.sakeilor.catholic.edu.au) – community tab, for classroom helper protocols. **All volunteers are required to have a Working With Children Check.**

## **CLEANING**

The toilets and corridors are cleaned daily (after school), the classrooms are cleaned weekly. The children are responsible for placing litter in the bins provided.

## **CLOSURE DAYS**

On these days during the course of the school year, classes are suspended so that staff may be released to attend Professional Learning that support their teaching. These are approved by the Melbourne Archdiocese Catholic Schools (MACS). You will be notified of these days via the School Calendar and newsletters.

## **COMPUTERS/ELECTRONIC DEVICES**

Computers and their associated technology are affecting every part of our lives and our school must ensure that children are adequately prepared to cope with living in our technological society. Our children are provided with as much "hands on" experience with computers as possible. Children at all levels are given the opportunity to use computers with P-2 given access to individual Chromebooks and Years 3-6 participate in a lease to own program for 4 years with an Ipad, electronic pencil keyboard and case. The school is networked so children will be able to use internet facilities, however sites are limited to those deemed educationally sound, by an Educache set up by the MACS. There is a Code of Conduct that translates in class/year level rules.

## **CURRICULUM**

At St Augustine's we implement the prescribed Victorian Curriculum to frame learning that is responsive to the children's needs, the context of our school and the wider community. This implementation includes teaching, assessment and reporting on student achievement standards in the curriculum.

## **DIGITAL TECHNOLOGIES**

St Augustine's recognises the need for children to be safe and responsible users of digital technologies. We believe that explicitly teaching children about safe and responsible online behaviour is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home. All members of St Augustine's community have a responsibility to uphold the Catholic values of our school. We expect our children to exercise good judgement and to use technology with integrity. It is recommended at home parents keep devices in a public place to ensure supervision and an awareness of what/who your child is engaging with online.

## **EARLY COLLECTION OF A CHILD**

Any parent wishing to collect a child from school during school hours must report to the office to collect their child. Any person other than the parent wishing to collect a child must provide a written request from the parent to that effect. Children will not be permitted to leave the school grounds during school hours without the supervision of an adult. If children are to be dismissed during the day, they should be collected at recess or lunch breaks (eg, Lunch time 11.25 am/Recess time 1.50 pm). **All appointments, if possible, should be out of school hours.**

## **EARLY DISMISSAL**

All children will generally be dismissed at 1.00 pm on the last day of each term. Preps will finish school early in the first week of school. Parents will be notified of this in the Prep Handbook.

## **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 children and who has a good understanding of the school's procedures. This ensures that school programs are maintained as normally as possible. In the event that an emergency teacher is not available, the grade will be divided amongst the other grades. This is not the preferred option but may be necessary under certain circumstances.

## **EXPENSIVE ITEMS (FRAGILE & PRECIOUS)**

We advise children not to bring expensive items or toys to school. The school will not take responsibility for any loss or damage of such items.

## **EXCURSIONS/INCURSIONS**

Excursions/Incursions are seen as a vital means of developing a student's experiences and understanding in all areas of the curriculum. They are also part of the school's educational program. At each year level, children will be expected to participate in both local excursions where they can walk to the venue, or excursions further afield requiring transport. Excursions and Incursions are funded in the composite fee. Parents will be requested to sign a consent form permitting the child to go on the excursion. Children are expected to attend all class excursions. Parent helpers (who have the required Working With Children Card) are often required to assist on excursions.

**FEES**

**School fees** are determined by the School's finance group including Principal, Business Manager and Finance Manager, then school fees for the following year are presented to the Advisory Council at the end of each year. They supplement Government funds for the general running of the school.

**Composite levy** is determined by the School Principal. They are kept to a minimum and a strict account is kept of their expenditure. They are used to supplement a small payment from the State Government for children's needs in the classroom, as well as covering excursions, swimming levy, camp etc.

Fees are billed at the beginning of the year and can be paid in instalments. Refer to the Fee Schedule.

**FIRST AID**

Our First Aid practices are in line with St John's Ambulance advice. Children with minor injuries are treated by teachers in the school's sickbay; the sick bay is staffed during each break. Injuries which are of concern are reported to parents or the nominated carer for further attention. You are asked to ensure that correct phone numbers are given to the school.

In the event of a critical situation, an Ambulance will be called. Occasionally, if a parent or carer is unable to attend to an injury a child will be transported to a local clinic for medical attention. All costs are passed on to parents.

**Allergies:**

We have several children with severe allergies. Please assist us with the following:

- Parents are asked not to send obvious nut products to school in their child's playlunch or lunch, eg, peanut butter, Nutella, Snickers or Picnic bars. Treats for birthday celebrations at the school should not include cakes, chocolate or lollies. A lollypop would be considered a suitable treat that would be given to the child at the end of the day.
- Encourage and remind your child not to share food. This is reinforced within the school.
- Encourage your child to wash his or her hands after eating food. This is good hygiene practice also encouraged by the school and will help prevent traces of food being passed on by contact.

**Anaphylaxis:**

If your child has anaphylaxis, an annual Anaphylaxis Action Plan and Epipen must be provided to the school. Epipens are kept in the Sick Bay at school.

**Asthma:**

Children with asthma or severe allergies attending St Augustine's 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 it can be arranged with the classroom teacher rather than having extended absence from school. It is important that information about your child's condition be provided on an Asthma Action Plan. <https://www.asthmaaustralia.org.au/vic/about-asthma/resources/victorian-action-plans/victorian-asthma-action-plans>. This should be filled in annually or when circumstances change.



**Immunization certificate:**

All children enrolled in Prep are required to present a School Entry Immunisation Certificate prior to the commencement of the school year. The Immunization Certificate is obtained through the Australian Childhood Immunisation Register or your local council immunisation service.

**Infectious diseases:**

The following are Departmental Regulations regarding the more common diseases: [www.education.vic.gov.au](http://www.education.vic.gov.au) – see Infectious Diseases/ School Exclusion Table

Disease	Patient shall be excluded from school
Chicken Pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Measles	Exclude for at least 4 days after onset of rash.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Ringworm	Re-admit 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	Exclude until discharge from eyes has ceased.
Covid 19	Exclude until negative result

For other infectious diseases and illness, inform the school and contact your Doctor for more information.

**Medical history of child:**

Parents of children with nut allergies, asthma, diabetes, epilepsy and other diagnosed conditions requiring special care are requested to alert the school of their child's medication and emergency procedures in writing.

**Medication:**

It is essential that the parent complete a medications request form from the website – [www.sakeilor.catholic.edu.au](http://www.sakeilor.catholic.edu.au) – **Notes and Forms**, with the following information - Name of child, dosage, time of administration, symptoms requiring action, signature and date. All medicine etc should be labelled with the same information. Medication will be kept in the administration area. NB. Ventolin will be kept with the child when required. Please check daily with the child as to whether medication has been taken.

NOTE: 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.

**Sick children:**

Sometimes your child will be too ill to send to school. Sick children are far better off in the comfort of their own home. Our school is well equipped but no school has the facilities to look after children who are ill at school nor do we have the staff to look after these children. If a child is ill, we try to contact the parent to come and collect the child. If there is no answer then we contact the person listed as the Emergency Contact. It is important that these numbers are kept up-to-date and that the people know that they are your Emergency Contact listed at the school.

**GRADE STRUCTURE**

The yearly organization of St Augustine's is determined by a number of factors and constraints. Essentially, the classes are organized from year to year based on enrolment, a staffing schedule determined by the MACS and the availability of classrooms. Currently there are 11 classes consisting of:

- 2 Prep classes
- 3 Year One/Two class
- 3 Year Three/Four classes
- 3 Year Five/Six Classes

Lengthy consideration of a variety of factors is given to the placement of children in grades for the following year. Once placements have been announced children will not normally be changed.

**HATS**

St Augustine's is a Sun Smart School. Regulation school hats (bucket) are compulsory from 1<sup>st</sup> September until 30<sup>th</sup> April and when the UV rating is above 4. (Usually Terms 1 and 4).

**HEALTH SCREENING AND SERVICES**

The School Medical Service Nurse visits our school to conduct health screenings as follows. Permissions are obtained prior to the visit.

- All children in Prep year
- Checking on the progress of previously referred children
- Investigating as appropriate all children referred by parents or teachers

**HEAD LICE**

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 towards the forehead. If you find that your child is infected please inform the school immediately. A note will be sent home to children in that particular class. He/she must be excluded from school until treated. This normally takes only one treatment and a suitable product can be bought at a pharmacy. All other members of the family will need to be checked as well.

**HOMEWORK**

Homework is set on a regular basis to extend or consolidate the child's educational program. Homework attempts to build a responsible attitude and a purposeful approach to work and achievement. Homework can take many forms such as written work, oral preparation, aural activities (listening), reading, rote learning and assignments.

## ICYPOLES

On warm days above 20 degrees, children can purchase an icypole for 50c. This may be kept in the student's bag until needed. Normally a child is not expected to have money at school. Icy pole money is the responsibility of the child.

## INTERSCHOOL SPORT

The Grade 5 and 6 children take part in an interschool sports competition with other schools in the local area. The school is a member of the St Albans District Sports Association and competes in summer and winter sports.

The year 5/6 sports program also includes football and soccer gala days, cross-country, swimming carnivals. As it is not foreseeable whether the various teams progress through to higher levels, it may be necessary to ask parents to assist in transporting their child to the event as the cost of a bus is prohibitive to the school for only a few children.

## 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 expertise. Current opportunities include:

- Education Board
- Parents Auxiliary – Canteen & Fundraising
- Classroom programs, e.g. reading, library
- Interschool sport
- Camps
- Excursions

## LATE ARRIVALS

Children who arrive late for school must report to the office and they will be given a late slip to take to their classroom teacher.

## LIBRARY BAGS

When borrowing books from the School Library, ALL CHILDREN REQUIRE A CLEARLY LABELLED LIBRARY BAG. We recommend it be made with material with a drawstring top, measuring 35cm x 50cm (big enough to hold a large picture book). All lost or damaged books are to be paid for by the parent.

## LOST PROPERTY

Please clearly mark your child's first name on all items of clothing, including jumpers, shoes, socks, t-shirts, school bags, lunch boxes and drink flasks. Lost Property is kept in a basket in the foyer outside sick bay. Parents are welcome to check the basket at 3.15 p.m. on each school day. **PLEASE HELP US TO HELP YOU - MARK YOUR CHILD'S NAME ON ALL ARTICLES AND ITEMS OF CLOTHING.**

## LUNCH

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

- Each child is expected to bring his/her lunch in a clearly marked box.
- Uneaten food is to be taken home.
- Plastic or metal drink bottles are permitted with water only.
- Glass drink bottles and cans are not permitted.

- Lunch orders are available on special days throughout the year. Lunches must be ordered prior to the day, which are advertised in the newsletter and on the school app. No late orders will be accepted. The order must be clearly written on a paper bag with the child's name, grade and teacher's name on the outside and with correct money placed inside.
- Children eat their lunch under supervision 15 minutes prior to the bell. Younger children may begin earlier.

### **MOBILE PHONES**

The bringing of mobile phones is discouraged. However, some children may carry mobile phones for safety reasons related to walking to and from home alone. All mobile phones will be kept in the child's bag (unless arrangements have been made with the teacher). Mobile phones should be turned off during school hours. Parents needing to make contact with/about their child are expected to do this via the school office. Misuse/inappropriate use of the mobile phones during school hours will result in the phone being confiscated and available for collection by the child/parent at the end of the day.

### **NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN)**

This assessment includes national testing in English and Mathematics for children in Grades 3 and 5. The tests consist of both teacher and centrally assessed tasks. Results are made available to parents.

### **NEWSLETTER**

The newsletter is published fortnightly on Thursday. It is important to read the newsletter as it contains relevant news and information allowing you to keep up to date with all events at the school. The newsletter will be sent via the School App and can also be read via the school's website under the "Newsletter" tab.

### **OFFICE HOURS**

The school office is open daily from 8.30 am – 4.00 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.

### **PARENTS AUXILIARY/ FUNDRAISING AND SOCIAL COMMITTEE**

The Parents Auxiliary is guided by the St Augustine's School Advisory Council and is an opportunity for parents to become involved in the school in practical ways.

The committee assists in raising money to help the school meet financial objectives, and works to create a sense of family within and beyond St Augustine's school. Activities may include:

- Raffles, cake stalls, mother's/father's day activities, fundraising drives
- Supporting school celebrations, eg, Sacraments, St Augustine's Day
- Providing opportunities for parents, staff and the community to come together in a relaxed, enjoyable atmosphere, eg, Grade morning teas, New Parents Welcome, classroom helpers' morning tea.

### **PARENT-TEACHER LEARNING CONVERSATIONS**

Parent-Teacher Learning Conversations are held twice a year to ensure regular communication between school and home regarding a child's progress. Parents are invited to contact teachers to arrange a convenient meeting time, when there is a concern requiring discussion.

### **PHYSICAL EDUCATION**

The Physical Education Program includes a wide range of activities that concentrate on sequential motor skill development, and other areas that include fitness, dance, gymnastics, swimming, athletics and minor and major games. All children are encouraged to participate in all activities.

### **PLAY GROUND SUPERVISION**

Teachers are on duty in the playground: before school between **8.30 am-8.45 am**, during recess, at lunchtime, and after school until **3.30 pm** to ensure the safety of children.

Parents are requested not to allow their children to arrive at school early, as the playground is not supervised until **8.30 am** each morning when the school gates open at 8.30 am. Any child who consistently arrives before 8.30 am will be sent to the Before School Program in Coinda, at the parent's expense.

Children not picked up by 3.30 pm will be required to wait at the office. Children may be sent to our Before and After School Care Program in Coinda if they regularly arrive early or are late getting picked up in the afternoon. Parents will be billed for their service.

### **READING RECOVERY**

This is an early intervention program provided for selected children in Grade 1 who have not satisfied the expectations of classroom reading and writing program during their first year at school. Reading Recovery is provided on an individual basis to ensure that children move from being non-readers to developing positive independent reading and writing behaviours.

### **RELIGIOUS EDUCATION**

St Augustine's uses the Renewed Religious Education Framework Catholic as the basis of our Education in Faith curriculum. The central aim of the texts is "that children should be taught how to know and worship God and to love their neighbour in accordance with the faith they have received in earliest infancy". Scripture and prayer are an integral part of our program. Liturgies and Masses are celebrated throughout the year. At St Augustine's we believe that Religious Education is a lifelong process and that our role is a partnership with parents in the development of faith.

#### **Sacramental Years:**

As part of the Parish of St Christopher's, St Augustine's school supports the policy of the Parish in the Sacramental Program. The Sacraments are a Parish event. The School's role is to support, teach and encourage you and your children in their preparation for the reception of these Sacraments. The present order of school/home preparation for these Sacraments is:

Baptism	Parents/Parish Responsibility
Grade 3	Reconciliation
Grade 4	Eucharist (First Communion)
Grade 6	Confirmation

At all times the school and Parish encourages the child's family as the prime educators, to give example to their child by supporting him/her and being an active members of their local Parish community.

### **SAFETY AND SECURITY**

It is important that your child should know:

- his/her full 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. It is essential that children be trained to go straight home after school.
- that it can be dangerous to talk to strangers.

Children are not permitted to ride bicycles, scooters, skateboards or roller skates (blades) in the schoolyard either during or after school hours.

Stone throwing (sticks, sand, marbles, other items etc.) is a very dangerous practice and usually results in someone being injured even though, on most occasions, it is quite unintentional. Despite regular reminders and yard supervision, it still happens. The throwing of any item/object in the school grounds is strictly forbidden. Please impress this upon your children to help them understand the dangers involved.

### **SCHOOL ADVISORY COUNCIL**

The School Advisory Council acts in an advisory capacity in supporting the Principal and the Parish Priest. The School Advisory Council is a formal gathering of the parties connected with the educational needs of the children at the school. It is a forum for discussion so that responsible decisions can be made. It consists of 6-8 parent representatives, the Principal, a staff representative and the Parish Priest. Membership is for a period of 2 years with nominations asked for at the end of the year for the following year. There are usually 2 meetings each term beginning at 7.30 p.m. and finishing no later than 9.15 pm (usually on a Tuesday). During the winter months these meetings are online between 7.00-8.00 pm

### **SCHOOL CROSSING**

There is a supervised crossing on Old Calder Highway and the service road. Please make sure that your children use this crossing if they need to cross this road. Daily 8.15 am - 9.00 am and 3.15 pm - 4.00 pm.

### **SNAKES**

Our location, backing onto Green Gully, unfortunately involves a snake hazard. Ensure that your children know never to approach a snake. "Stand still, back away slowly keeping the snake in sight and inform a teacher immediately" is what we tell the children. We take snake sightings very seriously but unfortunately, we have had false reports on several occasions. Parents please reinforce the seriousness of this.

### **SPARE CLOTHING**

As children occasionally have accidents at school, we regularly need spare clothing. A spare pair of undies should be left permanently in a Prep or Gr. 1 child's school bag. Even a well-trained child can have toileting accidents.

### **STUDENT LEADERS**

Formal leadership positions are held by Year 5/6 children including School Captains, Student Representative Council (SRC), Social Justice Leaders and Sports Captains.

The student leaders are elected by peers in Grade 5/6. Regular meetings are facilitated by a staff member. The leaders are able to contribute to decision-making processes, take on special projects or assist at special functions.

### **STUDENT REPORTS**

Written reports are available via the Parent Portal at the end of Term 2 and Term 4.

### **SWIMMING PROGRAM**

As part of the Health and Physical Education Curriculum, children from Grades P-6 participate in an intensive water safety swimming program. The program is based on the Aquapass program covering areas such as Water Awareness, Safety, Lifesaving and swimming techniques.

The Victorian Curriculum requires all Victorian and Catholic Schools to implement swimming and water safety programs as part of Health and Physical Education.

On swimming days, thongs or sandals are permitted to and from the pool. Shoes must be worn immediately on return to school. During this time the children are encouraged to wear their sports uniform. A beanie, especially on young children, assists in preventing colds and chills.

### **TELEVISION**

As parents and educators, we must teach our children to make responsible choices about viewing "Quality" rather than trash and trivia. The following ratings may help you.

Television:

- G - There is nothing that will upset anyone - family viewing
- C - Made specifically for children
- PG - Not recommended for children under 12 years
- AO - Adults only.

Television before school is not advisable.

### **TRANSFERS**

It is the parent's responsibility to give prior notice of intended transfer to another school. This enables the compiling of the necessary reports.

## UNIFORM

This is compulsory, although some items are optional. If a child is out of uniform for any reason, a note should be given to the class teacher who will monitor this situation. Our school uniforms are supplied by Noone, 543 Keilor Road, Niddrie.

Girl's Summer	Boy's Summer
Regulation dress School jumper Fawn socks Brown lace up shoes or brown closed toe sandals Brown or gold hair accessories Regulation bucket hat	Lemon shirt Brown shorts School jumper Brown lace up shoes or brown closed toe sandals Regulation bucket hat
Girl's Winter	Boy's Winter
Regulation tunic School jumper Shower jacket Brown gab. long pants (girls) Cotton shirt (lemon) Fawn socks or fawn tights Shoes and accessories as summer Elastic sided boots - with pants only	Lemon shirt Brown long pants School jumper Shower jacket Fawn socks Brown lace up shoes/brown elastic sided boots
Girl's Sports Uniform	Boy's Sports Uniform
Gold regulation polo shirt Brown regulation unisex shorts (optional) White sports socks Brown regulation tracksuit Runners	Gold regulation polo shirt Brown regulation unisex shorts White sports socks Brown regulation tracksuit Runners

**PLEASE NOTE: Runners are only to be worn with sports uniform.**

### General Rules:

Long hair (longer than shoulder length) must be tied back with gold or brown hair accessories

Studs or sleepers are the only earrings to be worn. No rings, bangles or other jewellery. Nail polish is not allowed.

### VISITOR SIGN-IN

All visitors including parents **must** sign in on the lpad at the office before approaching teaching staff or children when class programs are in progress.

### WET DAY /HOT DAY PROGRAM

On wet, cold or extremely hot days, children remain indoors. After eating, they engage in quiet activities. They are supervised at all times by teaching staff.

### WORKING WITH CHILDREN CHECK

All volunteers working at St Augustine's require a Working With Children Check and card. It is advisable that you do this as soon as possible to avoid delays and so to be available for all types of volunteering ie. excursions, classroom helper, camp volunteer etc. Please go to the link to apply for a check.

<http://www.workingwithchildren.vic.gov.au/home/>