St. Agnes’ Catholic Primary School

A Vibrant Faith Community
Growing Together

Parent Handbook
2016

St. Agnes’ Catholic Primary School
Peterson St, Highett 3190
Ph 9532 0344 Fax 9553 3039

www.sahighett.catholic.edu.au
All information included in this book is accurate at time of printing. It is available on the school web page and will be updated from time to time as changes are made.
St. Agnes’ Highett
Peterson Street Highett
School Contacts

Principal: Andrew Butler
Secretary: Mrs. Maria Brennan (Wednesday, Thursday and Friday)
          Mrs. Sherralee O’Reilly (Monday, Tuesday and Wednesday)

Phone: 9532 0344
Fax: 9533 3039
Postal address: Peterson Street, Highett, 3190. Vic

email: principal@sahighett.catholic.edu.au
web: www.sahighett.catholic.edu.au

Parish Contacts

Parish Priest: Fr. Vincent John
Parish Secretary: Mrs. Michelle D’Abate
Presbytery: 6 Clyde Street Highett
Phone: 9532 1794
# Table of Contents

- Letter from the Principal 1
- Vision Statement 2

General Information (Alphabetical Order)

- After School Care 3
- Anti Harassment/ Anti-Bullying Policy 3
- Assemblies 3
- Behaviour Management 4
- Birthdays 4
- Book Requisites 4
- Buddy System 5
- Camping Program 5
- Children’s Banking 5
- Class Lists 5
- Collecting your child early/late arrival 6
- Collecting your child after school/ dropping children off 6
- Complaints Resolution Policy 6
- Custody/Parenting Orders 6
- Dogs 7
- Emergency information 7
- Enrolment applications 7
- Excursions/ incursions 7
- Fees and Levies 8
- First Aid 9
- Graduation 10
- Head Lice 10
- Health and Wellbeing...... 11
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>11</td>
</tr>
<tr>
<td>Home, School and Community Partnerships</td>
<td>11</td>
</tr>
<tr>
<td>Illness</td>
<td>12</td>
</tr>
<tr>
<td>Immunisation requirements</td>
<td>12</td>
</tr>
<tr>
<td>Insurances</td>
<td>13</td>
</tr>
<tr>
<td>Internet Use</td>
<td>13</td>
</tr>
<tr>
<td>Library</td>
<td>13</td>
</tr>
<tr>
<td>Interschool sport</td>
<td>13</td>
</tr>
<tr>
<td>Lost Property</td>
<td>14</td>
</tr>
<tr>
<td>Lunch and Snacks</td>
<td>14</td>
</tr>
<tr>
<td>Medical Information Forms</td>
<td>14</td>
</tr>
<tr>
<td>Medication</td>
<td>15</td>
</tr>
<tr>
<td>Newsletter</td>
<td>15</td>
</tr>
<tr>
<td>Office Hours</td>
<td>16</td>
</tr>
<tr>
<td>Parent /Teacher Communication</td>
<td>16</td>
</tr>
<tr>
<td>Parent Participation</td>
<td>16</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>18</td>
</tr>
<tr>
<td>Privacy Policy</td>
<td>18</td>
</tr>
<tr>
<td>Punctuality</td>
<td>18</td>
</tr>
<tr>
<td>Riding to and from school</td>
<td>19</td>
</tr>
<tr>
<td>Reports</td>
<td>19</td>
</tr>
<tr>
<td>Religious Education in the Classroom</td>
<td>19</td>
</tr>
<tr>
<td>Sacramental Programs</td>
<td>19</td>
</tr>
<tr>
<td>School Absence</td>
<td>20</td>
</tr>
<tr>
<td>School Bags</td>
<td>20</td>
</tr>
<tr>
<td>School Calendar</td>
<td>21</td>
</tr>
<tr>
<td>School Policies</td>
<td>21</td>
</tr>
</tbody>
</table>
• School Records
• School Sports/ Clinics
• School timetable
• School Uniform
• Secondary Colleges
• Staff Meeting
• Student Acknowledgement
• Student Images
• Student Voice
• Student Wellbeing
• Sun Smart
• Supervision
• Swimming Program
• Teacher Professional Development
• Tennis Lessons
• Term Dates
• Toys
• Visits by parents
• Working With Children Check
• Further enquiries
Dear Parents,

We welcome you and your child to our school and hope the years spent here will be successful and enjoyable. In particular, we hope that his/her first year at this school will be a happy and exciting experience for both you and your child.

Beginning school is, as you know, an important step in your child’s life. Every child is special, with special needs, special interests and special characteristics. Your child is important to us and we need to work together to help him/her to grow, learn and develop both as an individual and as a member of our school community.

We hope this booklet will help you and your child, assisting you both to adjust readily and happily at this important time.

At St. Agnes’ we offer our sincere support of your family.

As Principal, I particularly look forward to working with you and your child.

For those parents who have been a part of the St Agnes’ school community for one or more years, we hope that this handbook will serve to assist you in ensuring clear understandings of our school practices and procedures.

With every blessing

Andrew Butler
Principal
OUR VISION STATEMENT

St. Agnes’ School is a welcoming Catholic Parish Primary School. As a Faith community, we encourage all within our care to grow in their relationship with Christ and with others.

As educators, we encourage life-long learning. We provide the skills, knowledge, values and attitudes that will empower all within our community to become participating and caring members of society.

In a spirit of co-operation, we will develop a willingness to contribute, a respect for others, and responsibility for self.
AFTER SCHOOL CARE/BEFORE SCHOOL CARE

Before and After School Care is available onsite at St Agnes School. It is facilitated through EXTEND, an accredited School Care Provider. For more information visit our school website. Go to the ‘Our School’ page and click on the link ‘After School Care Onsite at St Agnes’. This will link you to EXTEND all the relevant information.

ANTI-HARASSMENT/ANTI-BULLYING POLICY

The school has an Anti Bullying Policy, which is available from the school office or from the school website. Bullying behaviours are about an imbalance of power where there is deliberate intent to cause harm or distress. These behaviours can be verbal, social, psychological or physical. They impact on the lives of the person/people being bullied, those doing the bullying and those looking on. Bullying generally is ongoing and repeated over time. Bullying is an act of aggression causing embarrassment, pain, fear or discomfort to another.

We believe that we are proactive in our approach to stamping out bullying behaviour. We attempt to minimise the potential for incidents of bullying by providing supportive structures and programs which support student wellbeing. Our policy also makes clear the action that we take should a bullying incident occur. Through the application of this Anti Harassment/Anti Bullying Policy we aim to support our students in becoming responsible, resourceful, respectful and responsive human beings.

ASSEMBLY

Assemblies are usually held every second Friday at 2:30pm in the hall. Each grade is rostered across the term to present an item to the rest of the school community. The school choir also performs on some occasions. Parents and family members are welcome to attend the assemblies, which will be held in the hall. Awards are given out each week to recognise the efforts of various students in our school. A Monday morning assembly is held in the hall starting at 8.45am. This assembly goes for about 20 minutes.

BEHAVIOUR MANAGEMENT

Our behaviour management policy is developed to provide all members of the school community with a clear, consistent framework of relationships, which will result in a happy, safe, stimulating learning environment where we foster responsibility for our own actions.
Belief Statements
At St. Agnes’ we believe that:
● our behaviour management policy is intrinsically related to the principles and values of the Gospel
● our behaviour management policy must be owned by our teachers, students and staff in order to foster a positive environment where respect for self and others is enhanced
● each student needs to have a clear understanding of the school rules
● it is important to foster positive interactions and to encourage children to make responsible choices about their relationships and behaviour.
● our behaviour management policy strives to empower our children with the skills, knowledge, values and attitudes that will enable them to successfully belong and participate in all facets of society.

Birthdays
Celebrating your child’s birthday is a very important event. Parents may, but are not obliged to bring a birthday cake (no nuts, or fresh cream) or a small treat for class members. For safety reasons, lollipops are not permitted. It is most important that parents check with the class teacher in plenty of time in case there are children with food allergies, and to establish a suitable time within the classroom schedule for the treat to be shared. Birthdays will also be acknowledged at School Assemblies.

Book Requisites
Most of the children’s curriculum materials (books, paper, and stationery) are purchased by the school and distributed to the children throughout the year. All children’s books will be stored in their classrooms. In the junior grades, pencils and grey leads will all be provided in a central pencil caddy. Children in year 3 -6 are encouraged to bring an appropriate size pencil case from home.

Children from P-6 are to bring the following: from home:
● Art Smock – labelled (also available from the Uniform Shop)
● 2 Boxes of Tissues
● 1 Pack of Baby Wipes
● 2 Tennis Balls
● Pencil case (year 3-6) - labelled
● Textas – labelled
● You will be notified of any other items that are to be brought from home should you be required.
● Foundation (Prep) students purchase a chair bag and a home reader pouch from the uniform shop.
BUDDY SYSTEM

A buddy system exists at St. Agnes’ for prep children. Each prep child is given a grade six buddy to support in the transition to the school environment.

CAMPING PROGRAM

The students in years 5 and 6 attend camp each year. The camp is linked to leadership at the senior school level (Grades 5 and 6). The parents meet the cost of the camp. In the recent past the children have, prior to camp, organized some fundraising activities which subsidized camp costs. This may occur in 2016.

CHILDREN’S BANKING

Catholic Development Fund (C.D.F.) (9 4114200)

C.D.F. ‘Savers’ Club operates weekly at St. Agnes, offering our students the opportunity to save regularly. Application forms are available at the school office. Banking day is every Tuesday and bank books are returned to the children usually every Thursday. Children are to place their bank book into the class bucket at the beginning of the day. It will be returned via the bucket. A parent volunteer manages this for our school.

CLASS LISTS

At the beginning of each year the Parent and Friends Association, organise class lists for parent use. Information such as name, address, email address and phone number is included on this list. For privacy purposes your signed permission is required for your details to be included. The lists are to be used for their intended purpose - organising social events, plays etc and must only be used for the intended purpose.

COLLECTING YOUR CHILD BEFORE DISMISSAL TIME/LATE ARRIVAL

If a parent needs to collect their child before the official dismissal time at 3.15 p.m. we ask that you come to the office and sign your child out. Once you have signed out your child, the school secretary will contact your child’s class teacher and your child will be sent to the school office area. If you bring your child to school late, you need to sign in at the school office before taking him/her to the classroom. Children are not to be taken from the playground during recess/lunch breaks. Please come to the office and your child will be called.
If you ask someone else to collect your child before the end of the day please inform your child, and place this in writing to the teacher or school office.

COLLECTING YOUR CHILD AT THE END OF THE DAY / DROPPING YOUR CHILD OFF AT SCHOOL

Children are dismissed from their classrooms to the playground area at the end of each day. A teacher supervises the playground area from 3:15pm to 3:30pm. There is no other area of supervision. Students are not permitted to play on the adventure playgrounds before or after school. Parents are asked to pick their children up from the playground area outside the classroom. The teacher on duty is not responsible for who collects your child at the end of the day and cannot be expected to monitor each child leaving the school. Please ensure that your child/ren is aware of who will be picking them up. The teacher on duty will take children who are not picked up by 3:30pm to the school office. Parents dropping off their child, in the mornings should do so from the Locinda Street entrance or the Clyde Street entrance. Children will place their bags on the line in front of their classroom and will play outside until the 8:40am bell rings. Each Monday morning there is a short assembly. The school gates are opened at 8:25am, locked at 8.40am (approx) and opened again at 3pm or 2:20 on assembly days. Students who arrive at school before 8.10am or are not picked up before 3.45pm may be guided to Extend School Care after parents are notified by phone message.

At St Agnes we have established clear and logical procedures if there is a complaint. Please refer to our policy.

CUSTODY / PARENTING ORDERS

In the event where current court order applies to a family situation, the custodial parent is obliged to present original custody orders to the Principal as soon as orders have been made. These will be copied and returned immediately. As part of the custody order should parents be able to make mutual agreements, it is both parents responsibility to ensure these are clearly communicated to the principal. Should a parent require a newsletter to be emailed to him/her, it is their responsibility to inform the principal. Should a parent be on the mailing list for the newsletter, he/she will also receive the child’s school report unless otherwise specified in a court order. The parents are to inform the Principal in writing of any changes to a court order.

DOGS

In the interest of community safety all dogs are to be tied up at the gates and are not permitted on the playground areas.
EMERGENCY INFORMATION

CAREMONKEY
St Agnes utilizes an app ‘Caremonkey’ to collect medical information and permission forms. Parents will receive an email requesting information about their child. Parents are requested to provide the school with updated health/ medical and emergency contact information. It is vital that we have accurate information at all times. It is important that any alteration of contact persons, phone numbers, or addresses be brought to the attention of school office staff immediately. Please contact the office if you require further information.

ENROLMENT APPLICATIONS

Applications for enrolments are accepted at any time. An enrolment policy is available at the office or on the website. Prep enrolment Interviews are usually held in Term two.

EXCURSIONS/INCURSIONS

Excursions and Incursions are an important part of the school curriculum. Parents will be notified in writing outlining excursion activities and seeking permission for their child/ren to attend. Information regarding incursion activities are usually placed in the school or class newsletters. Please note that a child cannot attend an excursion without the permission of the parent/guardian. Most costs for Excursions/ incursions are included in the book/ curriculum levy. Parents who have a current ‘Working with Children check’ may be asked to accompany children on excursions. Parent permission for excursions is organised through the ‘Caremonkey’ app.

FEES AND LEVIES

School Fees are determined by the School Principal in consultation with the Education Board, School Accountant and Parish Priest. The School fees are reviewed annually. Presently St. Agnes’ School families pay four amounts of money: school fees, annual levies, fee for capital purpose and a maintenance levy. School Fee information is available from the School Office.

These fees do not include expenses associated with camp, choir, interschool sport, public speaking course or other events or activities including fundraising events.

St. Agnes’ School Highett as a Catholic School receives funding from both the Commonwealth and the State Governments. However this funding does not cover the
total expenses of the school. Catholic schools are required to cover the shortfall between total expenses and income received through various fees and charges.

School and capital fees together with Commonwealth and State Government grants pay the operational costs of the school. These include such things as salaries, building, ground and equipment maintenance, insurances, capital expenditure, computer equipment, power and water rates, heating/cooling, phone and administration costs, loans etc.

Levies pay for student educational costs such as stationery needs, curriculum/resource materials, technology, photocopying, library books, excursions and incursions, sacramental programs etc...

**FEE PAYMENT TIMETABLE:**

At the beginning of the year, the total school fee payable will be issued to all families. Fees can be paid in three ways.
(1) Parents may pay the total amount for the year at the beginning of the year.
(2) Parents can pay over three instalments.

**2016 Instalment dates**
Friday 27th February
Friday 29th May
Friday 28th August

(3) Parents can make part payment arrangements as agreed with the Principal and committed to by the parents.

Any parent who is seeking special consideration for a concession on School fees for 2016 should make an appointment with the Principal early in the New Year. If you are having difficulty in meeting payments or cannot pay them by the due date do not delay in contacting the Principal to discuss arrangements. It is our policy that no child will be excluded from school because of genuine financial difficulty.

Payment is by cash, cheque or credit card. Cheques are to be made payable to ‘St. Agnes’ School’.

An **Enrolment Fee** for new families is due at the time of lodging an enrolment application. This is $150:00 which is credited to school fees should the application be accepted. Please note that this fee is non-refundable should the enrolment be withdrawn or not accepted by the school.
The School has a **First Aid policy**.

All injuries or illnesses that occur during class time will be monitored by the classroom teacher and if necessary referred to the office for First Aid. When students in the classroom require First Aid, the classroom teacher will send the student to the Office. Teachers are able to contact the Office by intercom phone, if necessary.

All accidents or illnesses that occur on the playground at recess/lunch that may require First Aid are to be reported by the child to the teacher on duty. Each teacher carries with them a First Aid bag. The supervising teacher will attend to any minor injuries. Serious injuries or illness are usually assessed by suitably qualified staff. (Level 2 trained)

If necessary a parent of an ill child or in a parents absence an 'emergency contact,' will be contacted and asked to take the child home and will sign the child out of the school. Where possible a parent will be rung should your child receive a head knock.

All staff members have the authority to call an ambulance immediately in an emergency. It is the parents’ responsibility to meet any ambulance costs.

**Asthma Management**
In the case of a suspected Asthma attack, the staff member treating the student will refer to the Asthma Management Plan attached to the medical record card. Students with a documented Asthma Management Plan are encouraged to keep their asthma puffer AND SPACER with them; however, all children will have access to the school Ventolin. Under recent Government regulations, schools are no longer allowed to offer a spacer to students to use with their Asthma medication. Every child who needs a spacer has to bring their own to school. The spacer and Asthma puffer may be stored in the school office.

The onus is upon the parent/guardian to ensure that Asthma Management Plans are accurate and up-to-date via the ‘Caremonkey' app.

A student who may appear to have difficulty breathing but may not be known to have asthma will be given Ventolin and monitored. Reliever puffers are extremely safe even if the student does not have asthma.

**Anaphylaxis Management**
At St. Agnes’ some students may have allergies to certain foods, medications or substances. Parents must notify the school should their child have any form of allergy. If your child requires an epipen® it is essential that we have an allergy management plan in place for your child. Our school policy is available on the website and from the office.
A Mass of Thanksgiving takes place for students each December. The Mass acknowledges the Year 6 children’s graduation and all members of the school community are invited to attend. A dinner and the presentation of certificates and awards for year 6 students will be held after the Mass. The Year 6 students participate in an end of year excursion and are also farewelled at an assembly on the last day of the year.
The Year 5 families - parents and students are encouraged to host the Graduation dinner for the Year 6 students.

St. Agnes’ has a head lice policy which is available from the school Office or from the school website. Head Lice and eggs do manifest from time to time in children’s hair and to assist in the control of this issue the P&F organise for a check of hair usually once a term.

All parents are asked to complete a consent form to give permission for a volunteer (parent) to check children’s hair for lice. This permission covers the time your child attends St Agnes’ school. Parent volunteers will have a ‘Working with Children Check’ completed and will sign a confidential agreement to ensure the privacy of children and families. After checking is complete, every child in the program will receive a confidential parent notification letter, informing the parent of the result of the lice check. If lice or eggs are considered to be present, treatment is required. Once treatment has commenced children are able to return to school. Information about treatment for Head Lice will be included regularly in the newsletter. If parents wish assistance in the detection or treatment of head lice please contact the program coordinator or the school office. Parents are invited to volunteer to assist in this program. Training will occur at the beginning of each year and is conducted by a parent leader. If a staff member notices physical discomfort of a child in relation to the possibility of lice, the parents will be notified by phone with a request to check for head lice or may be asked to come and remove the child from school.

St. Agnes’ is committed to encouraging our students to live a healthy lifestyle. To this end we have various projects which in the recent past have included healthy eating days, Jog the Block walking/running club, Garden Club, walk to /ride to school days etc.

**HOMEWORK**

St Agnes, has a Homework Policy for each class level. This is available on the School website.

**HOME, SCHOOL AND COMMUNITY PARTNERSHIPS**
The most effective Catholic Schools are distinguished, not by their physical resources, elaborate buildings or level of government financial assistance, but by their outstanding social climates which give them a special ethos or spirit. The distinctive nature or ethos of such school is an important element of their informal curriculum— that implicit, unofficial or unstudied learning which takes place through interactions and life of students, parents and staff.

Br Marcellin Flynn  
**The Effectiveness of Catholic Schools**

Linking with the home is important for all years of schooling, but particularly in the early years. There is a strong body of research to show that when parents, care-givers and the community are supportive of the work of the school and involved in its activities, students make greater progress.

There are many reasons for developing school, family and community partnerships. They can improve the school programs and school climate, provide family support and services, increase parents’ skills and leadership, connect families with others in the school and in the community, and help teachers with their work. However, the main reason to create such partnerships is to help students succeed in school and in later life. When parents, teachers and students view one another as partners in education, a community forms around students that is caring and supports learning.

It is hoped and recommended that parents become involved in St. Agnes’ as much as time permits, because those parents who make the effort to participate as fully as possible in school matters in a very positive manner, not only support, but actively encourage their children’s attitude to learning throughout their time at school. Parents wishing to volunteer and assist with school activities or committees are required to have a satisfactory ‘Working With Children Check’

**ILLNESS**

Please do not send your child to school if he/she is ill. If your child becomes ill at school the staff may monitor and or ring you to collect your child. If you cannot be contacted, the staff may choose to ring an emergency contact as listed. **Emergency contacts must live within reasonable proximity to the school.** Please notify the office of any changes in emergency contacts. Should a school staff member make a judgment that an ambulance be rung for your child, this will be done. The school may ring an ambulance at parents/guardian’s expense, if there is a deemed emergency.

**IMMUNISATION REQUIREMENTS**

Children entering St. Agnes’ at Prep must present an Immunisation Certificate indicating their **immunization status** before commencing school. This is available from the Australian Childhood Immunisation Register (ACIR) Phone: 1800 653 809. Your child will be excluded from school if there is an outbreak of an infectious disease against which your child is not immunized or if we do not have a current immunization record.
Infectious Diseases
The Health (Infectious Diseases) Regulations require that we observe the following exclusions in case of infectious diseases. The table indicates the minimum period of exclusion from school. A more comprehensive list can be provided by Human Services. For further details please contact the School Office.

Students should be excluded from school for the following period for

**CHICKEN POX:** Until fully recovered, or for at least 5 days after the eruption. N.B. Some scabs are not an indication for continued exclusion.

**CONJUNCTIVITIS:** Until discharge from eyes has ceased.

**DIARRHOEA:** Until Diarrhoea has ceased or until medical certificate of recovery is produced.

**HAND, FOOT & MOUTH:** Until all blisters have dried.

**HEPATITIS A:** Until medical certificate of recovery is received but not before 7 days after the onset of jaundice or illness.

**HERPES (COLD SORES):** Lesion to be covered by dressing

**H.I.V / A.I.D.S VIRUS:** Exclusion with secondary infections

**MEASLES & RUBELLA (GERMAN MEASLES):** At least 4 days after onset of rash

**IMPETIGO (School Sores):** Until appropriate treatment has commenced. Sores must be covered with a watertight dressing

**HEAD LICE/ RINGWORM/ SCABIES:** Can return after appropriate treatment has commenced

**MUMPS:** Until 9 days or until swelling goes down (whichever is sooner).

**MENINGOCCAL INFECTION:** Until adequate carrier eradication therapy has been completed.

**TUBERCULOSIS:** Until receipt of a medical certificate from the treating physician stating that the child is not infectious.

**WHOOPING COUGH:** Until 5 days after starting antibiotic treatment.

---

**INSURANCES**

St. Agnes’ school has **Student Accident Insurance** with Catholic Church Insurances. This policy covers students for accidents whilst at school, on school premises or whilst participating in school camps or authorized activities away from school. It does not include travel to or from school. For further information please see the office staff.

St. Agnes’ has an ‘Acceptable Use’ policy that outlines the use of the Internet at school. This policy is available from the school office or from the website. **Parents** sign a contract for their child in Year Prep regarding the use of the Internet which including gmail and G.A.F.E (google apps for education). This lasts until the child is in Grade 2. At the beginning of Year 2, **children and parents** sign a contract regarding the use of the Internet and G.A.F.E which includes gmail. This contract remains until the child
completes Year 6. At the beginning of each year the teacher and child reviews the expectations required for acceptable use of computers and Internet at school.

LIBRARY

The school library is located above the Administration Area. All children are expected to borrow books from the Library and return these to the Library or Library trolley. The class teachers will organise borrowing times throughout the week. Children will be issued with a Library Bag to protect books from being damaged in transit. If Library books are lost or damaged through carelessness it is expected that the replacement cost be met by the child/family. Parents are also able to borrow materials from the Library. Please see the Library Technician should you wish to be placed on the database. The technician is in the Library each Monday and Wednesday. Parents are able to assist the Library Technician with shelving and covering of books. Please approach the Technician to offer your services.

INTER SCHOOL SPORT

The children in Year 5 and 6 participate in the Interschool sports program in Term 2 and 3. This will be held each Friday of the term and in 2016 will take place between recess and lunch time. The children in Year 4 are included should further numbers be required. In Term 2 the sports are football, netball and rounders. In Term 3 the children participate in soccer, basketball and softball. Selected children in Year 3–6 participate in an athletics carnival. The school also participates in an Interschool cross country and Inter school swimming carnival. The school will select a team from Year 3–6. Students from Years 3–6 may be selected to represent St Agnes at other sporting events. Selection decisions rest with the school staff.

LOST PROPERTY

Lost property is kept in baskets under cover in the main playground. The school does not take any responsibility for any lost items. It is cleared regularly and unmarked / unclaimed items may be given to our second hand uniform shop.

ALL CHILDREN’S POSSESSIONS MUST BE CLEARLY MARKED INCLUDING ALL ARTICLES OF CLOTHING.

LUNCH AND SNACKS

Children will have two main breaks during the course of the day. A morning tea break and a lunch break. There is a fruit snack break at 10.00am. Please be reasonable with the amount of food you send with your child to school. Lunches are best kept in lunchboxes. For safety reasons children are asked not to bring canned drinks and glass bottles. Students are asked to sit and eat outside in a designated area before playing at recess and lunchtime and place wrappers in the bin before going off to play. Please ensure your child’s lunch box is clearly labelled.
Lunch can be ordered on Mondays and Fridays. These are ordered online and delivered to the school. Please visit www.classroomcuisine.com.au to order lunch for your child/children.

**Healthy Eating**
We encourage Healthy and nutritious foods and snacks. Students are allowed to eat fruit at 10.00am and all students are encouraged to have a water bottle at their table at all times. Children are not to bring fizzy drinks to school.

**MEDICAL INFORMATION FORMS**
Medical information for each child is provided through an app called ‘Caremonkey’. Parents will receive an email requesting medical information about their child/children. This information can be updated at any time via the app. Please contact the office if you require any further information or assistance. Emergency and medical information must be up to date. This is the responsibility of parents.

**MEDICATION**
The school acknowledges that certain students may require prescribed medication during the school day. The school also realises that the administration of prescribed medication by the parent, guardian or appropriate medical authorities is not always possible at the prescribed time during the school day. The school will administer medication under the following conditions. If your child requires medication during school hours the parent/guardian needs to complete and sign a medication form available at the office clearly outlining times and dosage required. If this proforma is lost or can not be accessed then a signed letter from the parent/guardian authorising the school to administer medication is required. This letter should outline clear instructions as to the dose and time medication is to be given. Medication can only be administered where instructions are clear. Medication will normally be administered by the school secretary/office staff, but if unavailable will be administered by any other member of staff. Medication will be stored in the school office or the staffroom fridge. Medication should come in the original container, and be clearly labelled. Parents/guardians are able to come to school and administer medication to their child. Please inform the office staff and class teacher.

NO MEDICATION is to be kept in school bags or on the teacher’s table. HOWEVER Children who have Asthma are advised to keep their puffer with them at all times.

**NEWSLETTER**
A weekly school newsletter is emailed to nominated email addresses each Tuesday. (You may nominate more than one address per family). It is a vital communication link between school and home and contains valuable information about what is happening in our school community. We ask that you read it carefully each week, noting upcoming dates, and any amendments or changes to events. Contributions from Parents and Friends / Education Advisory Board are to be at the school office or emailed by Monday afternoon. newsletter@sahighett.catholic.edu.au If you do not have internet access please see the office staff to arrange a hardcopy of the Newsletter.

Each week businesses / sporting clubs advertise their services. In most circumstances, there is a cost for advertising in the newsletter. Please contact the office staff for further details.

Some families require a second newsletter. Should you require a newsletter to be sent to another email or postal address please contact the office staff.

Parents that are mailed a separate newsletter will also be mailed their child’s school report unless other arrangements are made with the Principal.

OFFICE HOURS

The office reception is staffed each day from 8:30am - 4:00pm.

PARENT TEACHER COMMUNICATION

Communication between parent and teacher is an essential part of the school life. We encourage you to see your child’s teacher if you have any question or concern. In 2016 there will be opportunity for parents to formally communicate with teachers through parent teacher interviews and written reports. Parent teacher interviews are held in terms 1 and 2. In 2016, formal written reports are sent home in June and December. The teachers may contact you at other times to arrange a meeting to discuss your child’s progress. Teachers are available to discuss your child’s educational progress at other times.

Given a teacher’s lesson preparation, supervision and meeting commitments, it is often best to make an appointment with the teacher, particularly if your query or concern may take some time. Making an appointment gives all parties the opportunity to give their entire attention to the issue.

The Principal is also available to discuss issues or the progress of your child. Please make an appointment by contacting the school office.

**Parent Teacher Communication - Contact plan for resolving issues.**

To deal with situations effectively, if you have a classroom problem or an issue, which needs to be resolved, the first point of contact is usually the class teacher / specialist. Please allow the teacher or specialist time to investigate the situation. If the situation is
not resolved then the Deputy Principal and or Principal should be contacted.
If you have a complaint or concern about the school you are asked to make an
appointment with the Principal. (See our Complaints policy on our website)

Should you have an issue with a child other than your own, please ensure that you do
not approach the child at any time but see the teacher/Principal.

**PARENT PARTICIPATION**

Parents are very welcome at St. Agnes’ and make a valuable contribution within the
school. The value of this partnership in Education is of great value to the teacher, child
and the parent. At St Agnes’ parents who assist within the classroom will need a
satisfactory ‘Working with Children Check’. Please ask the office about how to access
the forms.

**St. Agnes’ School Advisory Board**
The Advisory Board acts as a forum for discussion on matters concerning education in
the school community. It comprises representative parents from across the School /
Parish Community. Their role is one of an Advisory nature to the Parish Priest and the
School Principal. The board usually meets 6 times per year.

**Parents and Friends Association**
Parents are invited to be part of the Parents and Friends Association. This association
depends on parental involvement. The P&F meets at various times during the year.
Meetings are usually held during the day (8.45am). The AGM is held in November.
Primarily the role of the P&F is to support the life of the school through fundraising
activities. By its very nature, it also provides a social network for all parents. Activities
and functions are advertised in the P&F section of the school newsletter. We encourage
parents to be involved in the P&F. For more information on the Parents and Friends
and for how you can be a part, please ring the school and the Secretary will provide you
with the contact details.

Parents are also able to assist in many ways including:

**Class Coordinators**
Each class usually has two class coordinators, who assist the class teacher and liaise
with other parents and the P&F. Their duties may include getting parents involved and
facilitating social activities and fundraising activities, organizing some parents to assist
with the sausage sizzle organising class parents to clean classroom tables, assisting the
class teacher with some photocopying etc. It is not an overly time consuming job.

**Literacy Helpers**
Some parents assist in the classroom with reading and writing activities. It is essential
that we have parents to assist in the Literacy Blocks. A short ‘Literacy Helpers Course’ is
offered to parents who would like to find out more about Literacy learning and ways
they may be able to help in the classroom. Information about this course will be
provided via the newsletter. The Literacy Co-coordinator organises the ‘Literacy
Helpers Course’.
Numeracy Helpers
Parents may be able to assist the teacher and children in small groups in the Maths session. The class teacher will let you know if help is required in this way.

Arts Program
From time to time, our Visual Arts teacher may require parents to assist in the implementation of a particular project or to provide some resources. Please look out for requests or offer your services to the classroom teacher.

Library
Parents may be able to assist with covering new books, re-shelving items and assisting with the Book Fair (August)

Excursions
From time to time parents are asked by teachers to assist with supervision on excursions/ incursions. Organisationally, parents are unable to attend all excursions. Unfortunately parents are unable to bring toddlers if they are in a supervisory capacity. All parents assisting with excursions and incursions require a ‘Working with Children Check’. As part of the excursion organisation, parents will be invited to nominate themselves as a helper on the excursion. Final decision, for excursion helpers rests with the teachers organizing the excursion.

Swimming / School Sports/ Inter school Sport programs
Each year we have a swimming program and we require parents to assist the children, particularly those in the younger grades in getting ready to and from the pool. The senior children are involved in sports against other schools and parents may assist with training, scoring, umpiring etc.

Working Bees
Each family pays a maintenance levy at the beginning of the year and we require parents to be involved in ensuring a safe and attractive environment for our children. This levy is credited against the following years’ school fees should families attend 2 working bees.

Fun Lunches / B.B.Q helpers / Icy Poles
The school requires parents to assist in organising the lunch order run to a café each Monday and Friday. This is done on a roster basis. In terms 1 and 4 the parents also sell icy poles. Once a term we conduct a special theme lunch for the children. In terms 2 and 3 each Friday after school, we have a sausage sizzle and we require parents to assist in cooking our B.B.Q.

PERFORMING ARTS CONCERT

St. Agnes’ conducts a performing Arts Concert every two years. Our next concert is scheduled for 2016. Selected children may also be chosen by the Visual Arts Teacher to showcase their Visual Arts work in the Catholic Education Arts festival held each March.
Your privacy is important. The Privacy policy outlines St. Agnes’ Primary School Highett policy on the use and management of personal information provided to or collected by it. This policy is available from the school office or from the school web page.

**PUNCTUALITY**

‘Make Punctuality a Reality.’ It is very important for your child and for the class to begin the day punctually. If your child comes to school late it disrupts their own and other children’s learning. All children who arrive late are to sign in at the front office before going to class. Parents of junior school students are to sign in for them. Students are to be at school by the first bell which is at 8:40am.

**RIDING TO SCHOOL**

St Agnes is registered in the Ride2school Program. Children are able to ride to school by bike/ scooter but parents are asked to ensure that children wear the appropriate and approved safety helmets. Parents should ensure that their child is ready to ride to school i.e. can ride safely, have an understanding of road rules. Bikes and scooters are to be placed in the bike rack area. The school takes no responsibility for stolen or damaged bikes. Bikes and scooters are not to be left at school unless arrangements have been made with the school office. For safety reasons, children and adults are asked not to ride on school grounds. For safety reasons, children are not permitted to ride skateboards, roller skates or roller blades to school.

**REPORTS**

Reports are distributed to parents in second and fourth terms. Please see the office if you require more than one copy of a report or require a report to be mailed to another address.

**RELIGIOUS EDUCATION IN THE CLASSROOM**

The Religious Education Program at St. Agnes’ incorporates the R.E. texts *To Know Worship and Love* Series as prescribed in the Archdiocese of Melbourne. The children will participate in formal R.E class lessons, class and school prayer. The children will celebrate Mass and will participate in class and school liturgies. Parents are invited to attend these occasions. St. Agnes School recognises that parents are the prime educators of their children in faith. The school alone
cannot be expected to take on the development of your child’s personal Faith and Religious practices. We can do the most for your child when our Religious Education Program supports a religious life, which is generated and nurtured in the home and local Church.

**SACRAMENTAL PROGRAMS**

**Reconciliation and Eucharist**

Children who are baptised Roman Catholic are prepared for the Sacraments of Reconciliation in Grade 3.

Children who are baptised Roman Catholic are prepared for the Sacraments of Eucharist in Grade 4.

In preparation for this, in the preceding year, the Grade 2 children and their families are encouraged to remember and celebrate their child’s baptism at a special night celebration.

**Confirmation**

The children in Grade 6 are prepared for the Sacrament of Confirmation each year.

As first educators in Faith, the school seeks strong support and active involvement from parents during the Sacramental programs. This has a twofold approach. The children are prepared for the Sacrament in class by teachers. A faith evening is organised for each Sacrament. Some activities are given to the parents to complete with the child at home. The school provides the focus for the weekly activities. It is a wonderful way to support your child’s faith development.

**Non catholic children** are encouraged to be part of the Sacramental liturgies and may receive a blessing. They are welcome to attend the family activity evenings.

**Baptism**

The school also offers a Baptism program for those families wishing to have their child Baptised. Please contact Fr Vincent, the Principal or the Religious Education Leader (Mrs. Kerr) if you wish to have your child baptised or would like to discuss this matter.

**SCHOOL ABSENCE**

‘It’s COOL to be at SCHOOL.’ If your child is not attending school can you please notify the school by phone before 9:30am and inform the office staff of the reason for your child’s absence. The phone system allows parents to leave a message on the absence line. The office staff will record the absence. This constitutes a written explanation for the absence and no further note is required. If the school is not informed by phone, then a note explaining a child’s absence must be given to the teacher upon the child’s return. A written explanation is required for every absence including appointments.
Please note that if a child is absent from school the teacher/office staff is not obliged to ring the parent to check on the child’s whereabouts or condition each day. The school will attempt to contact you should your child be absent for three days and we have not heard from the parent. If your child will be away for an extended time (e.g. holiday) please inform both teacher and principal in writing.

### SCHOOL BAGS

There is an official St. Agnes’ school bag available from the uniform shop. Please ensure your child’s bag is clearly named and identified by a significant ‘tag’ so that your child can easily see which bag belongs to them.

The School Calendar is emailed to parents at the end of a year for the following year. The School Newsletter includes dates for upcoming events. It is a vital source of communication. Please check the newsletters for changes or amendments. The calendar is also posted on the school website.

The school has a number of curriculum and administrative policies which are available at the office or from the school website. [www.sahighett.catholic.edu.au](http://www.sahighett.catholic.edu.au) These policies may be subject to change and will be updated from time to time.

### SCHOOL RECORDS

It is imperative that we have current information for our data base and be able to contact you or the emergency contacts, should the need arise. To eliminate the need to continually complete medical details at the start of each year, and returning permission slips for each excursion St Agnes has engaged the services of ‘CareMonkey’. This is an online application that allows you to create an account and enter the medical details of your child. You are able to continually update the details for your child as they may change from time to time. You can even attach copies of asthma management plans or any other relevant medical details. This information is then shared with St Agnes’ School.

Once the medical profile has been completed there is no need to recomplete this information for each activity that your child attends. Please visit [www.caremonkey.com.au](http://www.caremonkey.com.au) for more information, privacy and security details and instructions on downloading the free ipad or mobile phone app.

### SCHOOL SPORTS /CLINICS
Each year the students participate in the annual athletics sports event. This event is usually held in November. Throughout the year the children from P-6 are involved in various sporting clinics, usually given by professional sporting bodies.

**SCHOOL TIMETABLE**

School commences at **8.40 a.m.**
Children will go to their lines in the playground at 8.40 a.m. Where possible, the children in Prep-2 at St. Agnes School are engaged in an ‘Uninterrupted Literacy Block’ for the first two hours of each school day 8.45 a.m.–10.45 a.m.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.45 am</td>
<td>Morning Recess</td>
</tr>
<tr>
<td>1.25 pm</td>
<td>Lunch Eating Time</td>
</tr>
<tr>
<td>1.35 pm</td>
<td>Lunch Recess</td>
</tr>
<tr>
<td>3.15 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Children are supervised between 8.25am –3:30pm

**SCHOOL UNIFORM**

The St. Agnes’ School Uniform should be worn well and with pride.
The Uniform Shop, located next to the hall, is open every **Tuesday morning before school from 8.30 a.m.** and is managed by Parent Volunteers. The uniform shop has limited second hand uniform.

**PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD’S NAME.**

Parents are asked to ensure that their child adheres to full school Uniform at all times.

Uniform Regulations are as follows:

Parents are asked to ensure that their child adheres to full school uniform at all times.

Uniform Regulations are as follows:

- School Uniform is compulsory
- Black shoes are compulsory on non-sports days
- Runners are compulsory on sports days
- White sports socks may be worn on sports days
- Jewellery is not to be worn at school other than plain sleeper /studs and watches
- School hats are compulsory from September 1st to May 1st
- Long hair/ below collar length must be tied back
- Hair accessories are to be in school colours
- Extreme hair colours are not permitted
- A note is required from parent/guardian when not in school uniform
- Grade 6 girls may choose to remove the bib of their winter tunic if required. Girls from other grade levels are required to wear the bib of their tunic.
- Parts of the sport uniform may not be worn in conjunction with the everyday
uniform
- Enforcement of regulations to be the concern of parents and staff

SECONDARY COLLEGES

Applications for Catholic Secondary Colleges are usually due at the Secondary College in February of the year your child is in Year 6. An application for a place at a Government Secondary College is usually due in June. The onus however is upon the parent, not the school to ensure that your child is enrolled at a Secondary College. You are encouraged to attend the Open Days at Secondary Colleges and to speak with appropriate Secondary School personnel to assist you in making informed decisions and to understand the process for enrolment. Acceptance of your child’s enrolment at a Catholic primary school does not guarantee enrolment at a Catholic or Government Secondary college. For further information, please speak to the Principal.

STAFF MEETINGS

Staff meetings are held twice a week from 3.30 -4.30pm on Mondays and 3.30 -5.00pm on Tuesdays. The school Leadership team and/or the Wellbeing meetings are usually held before or after school. Teachers are not usually available during these times. Please contact your teacher should you require to speak to him/her. You are able to leave a message after hours on the answering machine or email teachers. Email addresses will be published in the school newsletter.

The school acknowledges the importance and value of the children’s efforts and contribution. To this end awards are given at assemblies throughout the year. The newsletter will also acknowledge student achievement. Please let the office know in writing should your child achievements occur at an event outside school.

The school has a student images policy which is distributed at the start of the year and available from the office and on the website. It outlines our current practices in relation to displaying and using student images within and outside our school.

The students from P-6 each term elect a representative from each class to be on the Student Council (known at St. Agnes’ as the Student Voice.) The School Captains and Vice Captains remain on the council for the year. The Student Voice usually meets
fortnightly with a staff member, and discusses issues, fundraising opportunities and their participation in upcoming events. In Year 6, students are elected to formalised student leadership positions. The student Leadership policy is available upon request.

STUDENT WELLBEING

At St. Agnes’ school, we strive to ensure that we are meeting the academic and social individual needs of students. Student wellbeing is a whole school approach to assist our children to be confident, resilient, responsible and resourceful human beings. Our staff work to support students through a range of programs including the implementation of the ‘National Safe Schools Framework’

We have a counsellor from ‘onpsych’ at St Agnes one day a week. If you would like your child to see the Counsellor please contact the student wellbeing coordinator. The service is covered through medicare and requires a referral from the child’s GP. Issues that may warrant counselling include making friends, anxiety, behaviour problems at school and home, managing anger, grief and loss, dealing with bullies, separation anxiety.

SUNSMART

St. Agnes’ is a Sun Smart school. The children are required to wear a hat in Terms 1 and 2 until the 1st May and in Terms 3 and 4 from 1st September. Our Sun Smart policy is available at the school office.

SUPERVISION

Children are supervised on the playground during recess and lunchtimes. (2 Teachers) There is a teacher on duty on the playground before school, beginning at 8.25a.m. There is no teacher supervision prior to this time. A teacher supervises the main playground from 3:15 –3:30pm. For safety and supervision reasons students are not permitted on the adventure playgrounds before or after school. Children are not supervised in any other areas. Children not collected after school are taken to the school office at 3:30pm. We ask that you collect your child promptly. If you are for some reason running late, please contact the school office and let us know. Should you require ‘After School Care’ information is located in this booklet.

Wet Days:
If raining at recess/lunch, children will remain in their classrooms and enjoy suitable indoor activities. Computers are not utilized during wet day timetables.

SWIMMING PROGRAM

St. Agnes’ Students in Years Prep to Year 4 attend an 8 day intensive swimming program at Toby Haenan’s swim centre in Sandringham. The program is held each late
November or early December and is a compulsory part of the curriculum. The students in Years 5 and 6 attend a Life Saving program at Mordialloc Life Saving Club. The cost of the program including bus transportation will be confirmed at a later date.

**TEACHER PROFESSIONAL DEVELOPMENT**

In order to keep abreast of current educational trends; to provide the best teaching and learning environment for our children; to work effectively as a team with a shared vision we as educators, recognise that Professional Development is an integral part of the educational process. Throughout the year the school has a number of School Closure Days for the professional development of the whole staff. Notification of the closure of the school will be given in advance, usually in the newsletter/calendar. From time to time your child’s teacher(s) may be involved in Professional development offered by the Catholic Education Office, our school or other agencies. On several occasions throughout the year the teacher(s) may be involved in tasks associated with our Literacy or Numeracy program e.g. Testing/record keeping. On these days a relief teacher will be employed to take the class. From time to time the class may be split between other grades.

**TENNIS LESSONS**

Tennis lessons are conducted weekly before and after school by Michael Whiter. If you would like more information or you would like to enrol your child please call Michael on: 0409 860 545.

**TERM DATES**

**TERM DATES STUDENTS FOR 2016**

- **Term 1**: 29th January to 24th March
- **Term 2**: 11th April to 24th June
- **Term 3**: 11th July to 16th September
- **Term 4**: 3rd October to 16th December

Parents are urged to use their discretion in allowing children to bring toys to school. Sometimes a child likes to bring a ‘special’ toy or item to school for ‘show and tell’. However children are never to bring toys that could be considered dangerous or unsafe.
Electronic entertainment devices or electronic toys are not to be brought to school. The school does not take responsibility for any toy / item that is misplaced, stolen or damaged. A teacher/the school has the right to ban a particular toy or game if it is considered by the staff member/the school to be inappropriate or disruptive to the class/play situations.

Parents are reminded that should they wish to check on their child or leave a message for their child it is best that this be done through the school office. **Parents and relatives are not to visit their child in school time.** Parents are able to assist within the classroom programs as organised by the classroom teacher and by following appropriate procedures.

All parent volunteers who wish to assist our school on committees or in classrooms or on authorized activities are required to apply for a ‘Working with Children Check’.

---

**FURTHER ENQUIRIES**

Should there be any other queries other than those covered within this booklet, please do not hesitate to speak to any member of the school team. Together we can build a community where people matter and a place where we all feel at home. Queries, comments and suggestions are always most welcomed. We look forward to working with you and your child.

**Contact details:**
Principal:  Mr. Andrew Butler  
St. Agnes’ Primary School  
Peterson St  
Highett 3190  
Ph: 9532 0344  
Fax: 9553 3039  
Email: principal@sahighett.catholic.edu.au

Web address:  www.sahighett.catholic.edu.au