



# PARENT INFORMATION HANDBOOK





HAVE YOU

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## CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,  
he learns to condemn.

If a child lives with hostility,  
he learns to fight.

If a child lives with ridicule,  
he learns to be shy.

If a child lives with shame,  
he learns to feel guilty.

If a child lives with tolerance,  
he learns to be patient.

If a child lives with encouragement,  
he learns confidence.

If a child lives with praise,  
he learns to appreciate.

If a child lives with fairness,  
he learns justice.

If a child lives with security,  
he learns to have faith.

If a child lives with approval,  
he learns to like himself.

If a child lives with acceptance and friendship,  
he learns to find love in the world.

*Written by - Dorothy Law Nolte*

# VISION, MISSION & VALUES

## Our Vision

Our school's motto Non Recuso Laborem, through the context of the Catholic Faith, inspires us to build capabilities and confidence to embrace life's challenges.

## Our Mission

In St Martin of Tours School community the Catholic faith, doctrines, ideals and attitudes are valued, taught and practised.

We believe that all children have the right to learn and grow spiritually, physically, intellectually, emotionally and socially in a nurturing environment.

St Martin of Tours School provides an environment where individuals have respect for self and others.

St Martin of Tours School provides an inclusive and holistic curriculum for all members of the school community in their journey as life long learners.

We strive to work together, fostering respect and justice for all in a challenging, positive, safe and stimulating environment.

## Our Values

In light of our Mission Statement, we hold the following beliefs about our teaching practices and environment.

We believe learning and teaching:

- place the teacher in the role of facilitator and model in the provision of knowledge and skills. The teacher organises resources, activities and personnel to maximise the learning outcome of the children.
- values each child's uniqueness and teachers must enhance and respect each child's individuality.
- best occurs when children relate to each other and are able to respect the intrinsic worth and accept the differences of each member of their community.
- is best achieved in a non-threatening, stimulating and supportive environment which exposes children to our faith, values and beliefs.
- is about immersing children in a relevant curriculum which encourages inquiry, experimentation, risk-taking and discovery in the search for knowledge, the development and acquisition of skills and the understanding of concepts.
- should provide an atmosphere in which children feel safe to take risks and make mistakes which in turn will enhance a sense of self-worth and confidence.
- challenges all participants to build on present knowledge and past experiences to achieve realistic goals so that they develop as independent learners and self-disciplined thinkers.
- should enable children to have the opportunity to aspire to excellence.

St Martin of Tours School provides programs to ensure we teach, support and promote the principles and practice of Australian democracy, including a commitment to: elected Government; the rule of law; equal rights for all before the law; freedom of religion; freedom of speech and association; the values of openness and tolerance.

## PARISH & SCHOOL INFORMATION

### The Parish

At St Martin of Tours School we are fortunate to be part of a thriving Parish, led by the Parish Priest who is a true “shepherd” to his flock, and supported by enthusiastic and committed parishioners.

The links between school and church are strong – many of our children attend Sunday Mass at St Martin of Tours Church, participating in the Children’s Liturgy program. First Eucharist is celebrated within the rostered weekend Masses.

Father speaks of the “joy it is to know that we all have one common goal – that the church community and school community will always be ‘one’ and that the basic premises upon which both are developed are the Gospels of Our Lord Jesus Christ.”

### The School

St Martin of Tours is a Catholic primary school located 16 km north east of Melbourne in the Eastern Metropolitan region. It is located next to the Church of St Martin of Tours. It is in a residential area at the intersection of Lower Plenty Road and Greensborough Road.

The school was established in 1958 to serve the needs of a growing population in the Macleod and Rosanna areas.

The philosophy of the school is to give a Catholic education to all Catholic children in the parish. The school emblem *Non Recuso Laborem* reflects our philosophy of not being afraid of hard work to achieve our aims. We believe that God is part of all we do at school so the Gospel values of cooperation, concern for others, tolerance, joy, justice and love are reflected in all our activities.

Each child is given opportunities to develop his or her potential – intellectually, spiritually, emotionally, socially and physically.

## **ENROLMENT INFORMATION**

### **Enrolment**

Applications for enrolment in Prep (Foundation) classes are accepted at the beginning of the school year.

Those wishing to apply should refer to the School website or advertisements in local newspapers. Information will also be provided to Kindergartens in the local area.

Acceptance of enrolment is confirmed by mail in June.

School tours for prospective families are conducted by the Principal or Senior Students at mutually agreed times.

Enrolment in other classes is negotiated with the Principal by appointment.

### **Immunisation**

By law, your child must have an Immunisation Status Certificate to enrol in primary school. It is a statement showing the immunisations your child has received.

If your child has not received any immunisations, you must still provide a certificate. The school keeps a copy of the certificate so that, in the event of a disease outbreak, unimmunised children can be quickly identified and excluded from school until the risk of infection has passed. If you do not provide the certificate to the school your child may also be excluded from school as their immunisation status will be unknown.

Homeopathic treatment is not a legally recognised form of immunisation and cannot be listed on an immunisation status certificate.

### **Transfer**

Students who wish to transfer to another school should contact the office for an appointment so that transfer documents can be completed as soon as you know details of any change.

Transfer documents will include the VSN number (Victorian School Number).

### **Student Information**

Changes of address, telephone number, medical advice or emergency numbers should be sent to the office in writing as soon as they occur to avoid delay in contacting parents in case of an emergency.

### **Victorian School Number (VSN)**

Each child will be given a VSN when they commence Prep (Foundation) Grade.

All other students have been allocated a number which will be used throughout schooling in Victoria.

Interstate transfers will be allocated a Victorian Student Number.

# SCHOOL HOURS & DISMISSAL PROCEDURES

Classes are scheduled between 8.55am and 3.30pm.

## Important Notes

- Parents are requested to ensure that children are not arriving at school before 8.30am and that they are picked up punctually.
- There is always a teacher on duty when children are in the yard during the hours of 8.30am – 3.45pm.
- The teacher on duty will take any children not picked up by 3:45pm to the school office. Parents will be notified. Children not collected from the school office by 4:00pm, will be taken to after school care (OSHP).
- Please ensure that your children are familiar with your pick-up point.
- Punctuality is essential and students arriving late need to be signed in at the office.
- On Monday mornings at 8.50am the children assemble on Top Yard for a Whole School Assembly to raise the Flags and sing the Australian National Anthem.
- Tuesday-Friday doors open at 8.45am for the children to enter and prepare for morning meditation. Formal classes commence at 8.55am each day. Top Yard gate is locked at 9.10am.
- Children are to be on Top Yard only before school. The Bottom Yard, Middle Yard and Adventure Playgrounds are out of bounds at this time.

## After dismissal, the children are directed to one of the following exit points

### Silk Street Exit

Children are to go to the Crossing Supervisor on duty in Silk Street.

### Bottom Yard Exit

Children must not go directly to the car, but **MUST** be collected by an adult from inside the black gates on Middle Yard for the safety of all children.

### Parking

To ensure before and after school safety, the following rules apply:

#### Morning

- Kiss and Drop - each morning at 8.30am the Silk St entrance to Bottom Yard is opened for a 'Kiss and Drop' procedure. Cars enter in a single file and stay in single file and move towards the junior playground equipment. A teacher will be on duty adjacent to the play equipment. Students will be able to exit their car from this point only.
- No parking in Bottom Yard.
- Cars must exit via Dobson Avenue gates.

#### Afternoon

- The bottom yard will be opened **10 minutes prior** to school finishing.
- Cars must enter through the Silk Street gate and exit through Dobson Avenue gate. Parents may park in the yard from this time onwards.
- Children are to be collected by parents from inside the black gates on Middle Yard. Children will be under the supervision of the teacher on yard duty. Playgrounds are out of bounds before and after school.

Do not wait in your car or call children through the traffic. To avoid traffic congestion it is suggested that where possible, cars are parked away from the school and children walk the remaining distance. Walking promotes physical activity, independence and responsibility in children.

### Silk Street Pick-up / Drop-off Zone

This zone is designed for quick movement of cars and is a council enforced standing time of 2 minutes - no parking is permitted. Normal parking restrictions and council signs should be observed when the flags are displayed on the School Crossing. Note that cars may only turn left out of Silk Street and **NO** cars should attempt to make a U turn and hold up the flow of traffic along the drop-off area. Parents are welcome to use the car park at the corner of Silk St and Lower Plenty Road when there is a space available.

## ABSENCES, ARRIVALS/LEAVING & MEDICAL INFORMATION

### Absence of Children

If children are to be absent from class for appointments, arriving late, leaving early, or taking extra holidays, parents are required to sign their child/ren in/out at the office. A written explanation giving dates or times of absence is necessary and should be given to the teacher who will then pass it on to the office.

- The notice should be given prior to the absence, if possible.
- Parents are to collect and return children *via the office*.
- They *must not* interrupt the classroom.
- Late lunches etc, must be passed on to students VIA the office.

### Late Arrivals/Early Leavers

To minimise disruption to the classroom, parents are encouraged to make appointments at times where they can collect/drop off their child at the beginning or end of recess, or if possible during the school holidays.

### Sickness & Accidents

If your child is feeling unwell, please keep him or her at home. Not only will they not be learning effectively, they are likely to infect other children or staff members. However, if your child becomes sick during the day, or has an accident, he or she will be sent to the Sick Bay where they will be looked after by a member of staff. All members of staff have undertaken basic First Aid training.

If it is judged necessary, you will be contacted and requested to collect your child from school. Parents are contacted if any child attends the Sick Bay due to a knock to the head.

### Infectious Diseases

There are a number of infectious diseases that require your child to be excluded from school (Department of Health Regulations). These include Chicken Pox, Hepatitis, Impetigo (school sores), Measles, Whooping Cough and Head Lice until treated. Please make sure that your child does not return to school until the appropriate time. If in doubt contact your doctor or the school office.

### Medication

All parent requests for prescribed medications to be administered to their child must be in writing; on a Medication Request Form which can be obtained from the school office or downloaded from the website, or on a hand written note and must be supported by specific written instruction from the medical practitioner or pharmacists including the name of the student, dosage and time to be administered (original medication bottle or container should provide this information).

Non-prescribed oral medications will not be administered by school staff without written notification. All student medication is kept in the school office where it remains during school hours and should be collected at the end of the day. Classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications. All medication administered to students is recorded in a confidential register which is kept in the sick bay.

### Anaphylaxis

As some of our children have a life threatening allergic reaction to nuts and other products, we have introduced a *Nut Friendly Policy* at school. Nut products are *not stored or sold in the canteen* and parents are asked *not* to send nut products for school lunches, snacks or birthday treats. This policy ensures the safety of all children in the school. Sharing of food is not permitted due to other food intolerances. Teachers will inform students if there is a child with any other allergic reaction in their class.

### Asthma Friendly School

St Martin of Tours School is accredited as an Asthma Friendly School.

Staff are trained in the use of First Aid for an asthma attack. Children are advised to carry their own spray pump medication (e.g.: Ventolin) with them.

# CURRICULUM, ASSESSMENT & REPORTING

## Curriculum

Curriculum is constantly reviewed and developed in conjunction with the Victorian Curriculum. The Religious Education framework is provided by the Archbishop of Melbourne.

St Martin of Tours Primary School has an extensive curriculum which includes:

### *Religious Education*

#### *Physical, Personal & Social Learning*

- Health and Physical Education
- Interpersonal Development
- Personal learning
- Civics & Citizenship

#### *Discipline-Based Learning*

- English
- Mathematics
- Science
- The Arts
- Humanities
- Languages other than English (Italian)

#### *Interdisciplinary Learning*

- Communication
- Design, Creativity & Technology
- Information & Communications Technology (ICT)
- Thinking

#### *Specialist Teachers*

- Library
- Language Other Than English (Italian)
- Music
- Physical Education
- Visual Arts/Artist in Residence

## Assessment & Reporting

- Information sessions for each year level are held in Term One. The purpose of these sessions is to give parents an overview of curriculum, administrative details, behavioural expectations and extra-curricular activities.
- Formal assessment is conducted at the beginning and end of the year with regular assessment throughout the year by the classroom teacher to determine the child's learning and teaching requirements.
- Parent-Teacher interviews take place during Term One and Term Three.
- Written reports are sent home mid-year and at the end of the year.
- Learning Journals are sent home at the end of Term One and Term Three.
- Other Parent-Teacher interviews may take place at other times at either parent or teacher request.

## **LEADERSHIP & CLASSES**

### **Student Leaders**

Each year in Term Four, the Year Five students select leaders for Year Six. This includes two school captains, two school vice-captains and a captain for each of the four sports house teams and for the SRC. This group of students has a range of duties each year involving leadership matters in the school.

### **Class Formation**

Each year in Term Four, teachers look at the possible class structures for the following year taking into consideration the projected enrolment for that year. When considering where children will be placed a range of factors are considered, including:

- Age
- Maturity
- Numbers of children at each year level
- Social and academic distribution of children
- Even class sizes within a year level
- Gender balance in each class, as far as possible
- Separation of children who do not work well together
- Students requiring greater support within the classroom

### **Changeover Day**

Time is set aside in December for children to meet their class members and teacher for the following year.

# UNIFORM

## *Please Note*

It is essential that all clothing and equipment, including footwear, are clearly labeled, as it is difficult to find owners for unmarked items.

## **Suppliers**

### *Academy Uniforms*

238 Wolseley Place, Thomastown

03 9460 8033

[www.academyuniforms.com.au](http://www.academyuniforms.com.au)

### *My Uniform (New and Second hand Uniform Sales)*

41-43 Northern Road, Heidelberg West

1300 887 617

[www.myuniform.com.au](http://www.myuniform.com.au)

## **Second Hand Uniforms**

All second hand uniforms can be purchased from My Uniform, 41-43 Northern Road, Heidelberg West. Second hand uniform donations can be dropped off at the school office and will then be sent to My Uniform. All money from second hand uniform sales will be donated to school.

## **Summer Uniform**

### *All children*

- School jumper
- Black leather shoes (no boots)
- Blue legionnaire cap, broad-brimmed hat or bucket hat - *compulsory* from 1st September to 1st May
- Sunglasses are encouraged from 1st September to 1st May. They should be to Australian Standards and appropriate for the school uniform – eg black, navy blue frames.

### *Girls*

- Blue checked dress with piping and button up front
- White school socks- must extend over the ankle (no anklets permitted)
- Red, white or blue ribbons, clips or hair ties for their hair.

### *Boys*

- Blue short sleeved shirt with embroidered pocket
- Grey shorts
- Grey socks- must extend over ankle (navy and red stripe - optional).

## **Winter Uniform**

### *All children*

- School jumper
- Blue long sleeved shirt or skivvy
- Black leather school shoes (no boots)

### *Girls*

- Navy pants or tunic
- Blue long sleeved shirt or skivvy
- Navy tights or white school socks- must extend over the ankle (no anklets permitted)
- Red, white and blue ribbons, clips or hair ties for their hair.

### *Boys*

- Grey pants
- Blue long sleeved shirt or skivvy
- Grey socks- must extend over ankle (navy and red stripe - optional).

## UNIFORM CONT.

### Sports Uniform

*All children*

- Blue school track pants/polar fleece vest and/or polar fleece top
- Blue and Red polo shirt with St Martin of Tours School emblem
- Navy blue shorts may be worn instead of the tracksuit pants
- Grade 6 only: white polo shirt with St Martin of Tours School emblem, rugby top (optional)
- St Martin of Tours sport socks or plain white socks - must extend over ankle
- Logos, brands or colours on the sports socks are not permitted
- Runners.

### Change of Uniform

As per the uniform policy: where a change of uniform is implemented, there will be a 3 year period for the changeover from the old uniform to the new uniform. During this transition time, children will be allowed to wear the old uniform, new uniform or combinations of both (eg old sports pants with new sports jumper).

## GENERAL REQUIREMENTS

### Jewellery /Cosmetics

- For safety reasons, no jewellery may be worn except single stud earrings or sleepers, and watches
- Other than clear nail polish, cosmetics may not be worn at school.

### Hair

- Natural, own colour only
- Recommended that long hair is tied back to minimise the risk of transmission of head lice.

### Art Smock

A smock of any design or material is necessary for all children to protect their uniforms during art and craft activities.

E.g.: a man's shirt would be suitable; cut off collar, elasticised sleeve ends and neck edge so children can pull it on easily over their heads.

### Bags

Each child is required to have a St Martin of Tours *school bag* and a plastic lined *library bag*. Library bags can be of your choice or a St Martin of Tours School Library bag is available for purchase from My Uniforms. School bags can be purchased from both uniform suppliers.

A *Blue Book Bag* is provided to all Prep students at the beginning of the school year as part of their classroom stationery items. Blue book bags are used for take home reader books. Students enrolling in other junior year levels can purchase the blue book bag from the school office.

An excursion bag is also provided to all Prep students on orientation day and can be purchased from the school office for other year levels.

### Lost Property

Any mislaid uniform items are placed in the lost property tub in the corridor beneath the stairs outside the internal door to the office.

*Children are encouraged not to bring toys, iPods and other expensive electronic items to school as responsibility cannot be taken for lost or missing items.*

## **FEES & LEVIES**

Fees and levies are set in November of each year for the following year.

The levy per child covers all subject levies, excursions and books/stationery items.

An account will be sent out in the first weeks of the first term. The account includes all fees, levies and camp charges.

### *Methods of Payment*

- Direct debit from a bank account (fortnightly February to October or Monthly 15th of the month February to October) or credit card monthly 15th of the month February to October. Forms are available at office.
- Cheques (made payable to St Martin of Tours Primary School)
- Eftpos available at the office
- Cash

If paying at the office please bring your statement with you when making payment.

Please remember to mark the envelope with your child's name, grade, amount and what the payment is for e.g.: 'SCHOOL FEES'.

Check the school newsletter for information regarding fees.

## **OUTSIDE SCHOOL HOURS PROGRAM (OSHP)**

OSHP is managed externally. Before and after school care is available. There is a wide variety of activities available for the children in which to participate and they also have access to the playgrounds. Snacks are provided at both sessions.

*For further information, please contact the school office.*

## SCHOOL / HOME COMMUNICATION

St Martin of Tours has an open communication with all families which includes:

### Website

[www.smrosanna.catholic.edu.au](http://www.smrosanna.catholic.edu.au)

Our website is full of information regarding our school. From the News and Events menu you will find information regarding what is happening around the school, including special Masses, excursions, special events and PFA fundraising activities. You will also find our eNewsletter.

### St Martin of Tours App

To stay updated with all communication and alerts from the school, please download our free St Martin of Tours Skoolbag App available on App Store and Google Play. Be sure to turn “on” the class that you need to be alerted for by tapping *more*, then *setup*.

### eNewsletter

Fortnightly newsletters are sent home electronically and are available via the school website. Please go to the website to subscribe to our newsletter. You need to go to the home page and click on the *Subscribe to our eNewsletter* button at the bottom right of the screen. Then, fill in all the relevant information for the email addresses you would like the eNewsletter to be delivered to. The school newsletter is an important avenue of communication between the school and the home. It contains information from various groups around the school eg. the Principal, Specialist Teachers, sporting groups, Parish and the wider community.

### Parent/Teacher Email Communication

At the beginning of the school year, your child’s teacher will give you their email address to further facilitate home-school and school-home communication. eCommunication can be used for short non-urgent matters. Allow for a 48 working hour response to an email. The best form of communication is personal and meetings are welcome at times negotiated by the teacher and parent.

### Notes/Communication to Parents

Often notices with reply slips will come home about additional activities that your child may be involved in. All notes are sent home in the communication folder that each child is issued with at the beginning of each year. All other notices/ communications are sent home via email.

### Interviews

If a meeting is required with a teacher, it is necessary to make an appointment.

### Absence Procedures

No child can be taken from school unless accompanied by the legal parent or guardian, or by an adult possessing the parent’s *written permission* (email is *not* acceptable). The child must leave via the Office.

Children must not leave the playground during school hours.

### Prep Orientation for children

Prep Orientation sessions are held for the children in November / December. Orientation is held in Term Four of the year prior to children commencing Prep. While the children spend time in the classroom, information sessions are provided for the parents. A welcoming evening for parents is also organised for late October prior to the children commencing school.

## **WORKING WITH CHILDREN CHECK**

A Working with Children Check is a State Wide Standard introduced by the Government to protect children. Any parent wishing to enter the school is required to hold a current Working with Children Check card (WWCC).

Details about the WWCC are available at [www.workingwithchildren.vic.gov.au/home/applications/](http://www.workingwithchildren.vic.gov.au/home/applications/).

A copy of the WWCC with expiry date is to be given to the school office. There is no charge for volunteers to obtain a WWCC.

## **PARISH EDUCATION BOARD (PEB)**

The PEB acts as an advisory committee for matters concerning the school. It brings together the Parish Priest, the Principal, representatives of the parent body and a staff representative, in a spirit of cooperation so that responsible informed advice can be given to the Parish Priest and the Principal regarding the direction and operation of the school.

## **ASSEMBLIES**

Assemblies are held on Monday mornings at 8.50am on Top Yard for the whole school, weather permitting. Parents are welcome to attend.

There are also occasional whole school assemblies such as Masses to celebrate Feast Days and the beginning and end of the school year, or other special celebrations (Class Masses, Easter Prayer Service, Footy Day Parade, Book Week, etc). If you are able to join us on any of these occasions, please feel welcome.

## **POLICIES**

School policies are written to reflect current practice. New policies are presented to the PEB for parent input. Policies are reviewed according to the school plan. Information about policies is communicated in the school newsletter.

## **PROCEDURES**

Procedures to ensure the safety and wellbeing of students and the efficient management of the school are communicated in the school newsletter.

## **SPORT & PHYSICAL EDUCATION**

All children participate in a Sport and Physical Education Program.

Children in the Senior grades compete in a range of inter-school sports. They are also involved from years 4 to 6 in athletics, swimming and cross-country. Success at any of these may lead to children going on to compete at District, Zone and even State levels.

## **OUTDOOR EDUCATION & SCHOOL CAMPS**

We believe that the outdoor education program develops children's confidence, self-esteem, social and emotional skills.

- Year 5 children take part in an educational-based camp for three days.
- Year 6 children participate in an activity-based three day camp.



## **PARENT PARTICIPATION**

This is an important part of life at St. Martin of Tours. One of the greatest assets of the school is the community atmosphere and an immense part of this begins with parents and their participation and support of their child through assisting them in school life.

### **Programs & Associations**

We strive to foster healthy relationships between home and school. There are a number of ways in which parents assist around the school which includes:

- Literacy program in classrooms
- Various classroom activities
- Excursions
- Special days
- Library re-shelving
- Sporting activities
- Numeracy
- Parents and Friends Association (PFA)
- Parish Education Board (PEB)
- Friday Night Class Dinners
- Class Room Representatives (class reps)

These are all optional channels of involvement and will vary from class to class. Your child's teacher will notify you of his/her requests for parent assistance. Remember you will need a WWCC to assist with the children.

### **Social Groups**

To promote social cohesion in the parent group, Class Representatives volunteer each year to be the people who will organise social gatherings for the parents of that particular grade. They may acknowledge the class teacher's birthday, organise cards in the case of births, death, sickness among the group, and organise a Friday dinner for the group once a year.

### **Parents & Friends**

This group organises social events such as morning tea to welcome new Prep parents. They also run various fund-raising events to support particular needs within the school. They help to foster the strong sense of community within the school.



