INTRODUCTION

Dear Parents,

As we prepare to begin our second year as a parish primary school community in 2013, we have a great opportunity and many possibilities to create an educational community of excellence.

The staff come with a wide range of experience, skills and expertise and a deep commitment to provide students with quality relationships and positive learning experiences.

We belong to the welcoming, inclusive parish community of St James the Apostle and partner with the well-established and highly regarded school of St James.

Our families form a critical part of the tapestry that will become St Francis of Assisi Primary School, Tarneit. During our first year of operation we have been delighted by the level of support for our many and varied activities and celebrations. We need to continue to build up the community that has begun to emerge. I invite you, in this time of establishment to contribute your time, skills and energy to create a spirit of care, cooperation and respect; and a community that values and promotes authentic learning.

As an educational leader I believe:
Education is about taking each person as they are and then providing opportunities for them to become more, within the personal and communal context in which they live. Catholic education is about immersing the ministry of educating within the Christian story and the Catholic Tradition. It is about enabling people to make meaning of life through the lens of a personal and communal faith. A Catholic school is part of a wider learning community and its mission is to nurture and support people in their journey as life-long learners by harnessing the social, intellectual, spiritual and financial capital of the whole. Students and adult learners should expect to be empowered as knowledgeable, creative contributors to both the local and global community to which they belong.

As Principal, I commit my leadership over the coming years to working closely with the school and local community to realise your hopes and aspirations for your children.

May God bless us as we are and be with us in all we do and strive to become.

Sincerely,
Jan Keogh,
PRINCIPAL
SCHOOL PERSONNEL

Principal: Jan Keogh
Deputy Principal: Arthur Loughridge
Religious Education Leader: Lucy Vassallo
Learning & Teaching Leader: Emily Conroy
Office Administrator: Margaret Mangani
School Officer: Marthese Turner

Address: 45 Fairview Pde, Tarneit 3029
Telephone No: 9731 6004
Fax No: 8742 1319
Email: info@sfatarneit.catholic.edu.au

Teaching Staff

Prep: Merle Cupido
Danielle Cuthbert
Andrea Wilberger

Yr 1: Chrissy Edwards
Matthew Smith

Yr 2: Christopher Carswell
Tarryn Hanlon
Tegan Lawless

Yr 3-6: Stella Lentini
Nicole Micallef
Susan Millard

PARISH PERSONNEL

Parish Priest: Father Jude Pirotta mssp
Parish Secretaries: Red Lusterio & Tita Manalo
Parish Book Keeper: Tess Mijares
St. James Parish Office: 330 Derrimut Road,
Hoppers Crossing North. 3029

Telephone No: 9748 6800
Fax No: 9748 9791
Email: parish@stjamesapostlehcn.com.au
VISION
A vibrant Catholic learning community of peace, justice, respect and excellence.

MISSION
As an integral part of St James the Apostle Catholic Parish Community, our school provides a high quality Catholic education that promotes the dignity and potential of each person (as created in the image of God) and encourages & supports the building of peace and justice (the kingdom of God) in the local and global context.

MOTTO
Sing out your joy to all the earth.

Prayer of Saint Francis of Assisi

Lord, make me an instrument of your peace.
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

O Divine Master, grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved as to love.
For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life.

Amen
PHILOSOPHY

St James the Apostle Parish is a diverse community that invites all members to come as they are and encourages them to grow in faith with strength and in gentleness. We aim to build a community that is Christ-centred and based on values of openness, equality, respect, trust and a sense of belonging. Together we strive to nurture our Catholic Faith and to develop an environment of excellence.

St Francis of Assisi is an integral part of the parish faith community of St James and the wider community of Hoppers Crossing North. The partnership between parish and school is vital in creating a community where people feel welcome and secure and where relationships are valued and nurtured.

We aim to provide a contemporary, engaging and innovative learning environment in order to equip our students to become independent lifelong learners and successfully take their place in a globalised world. Guided by Gospel values, our students will develop strategies to manage themselves individually and interpersonally, to understand our world and act ethically and responsibly.

Our students will grow in understanding of themselves and their world in the light of the Catholic tradition, by solving problems collaboratively, thinking critically and analytically, and having a sense of their ethical responsibilities in complex environments.

The pedagogy of St Francis of Assisi has its basis in personalised learning where teachers are invited to make individualised responses to learning needs and encourage students to be creative and reflective thinkers who take risks and are confident in their own learning. We aim to maximise learning outcomes for all students. As a learning centred school, we focus on utilising contemporary practices.

The physical environment of the school is flexible and adaptable, allowing opportunities for collaboration and independent investigation in areas where constant visual supervision can be maintained. It provides adequate access to the latest technological resources to enhance the learning and teaching opportunities for students and teachers. Students are enabled to be engaged in learning experiences that are personalised, rich, relevant and innovative.

The learning environment is sustainable and conducive to building positive relationships with adults and students. Spaces for adult learning and engagement with the community promote the development of quality teaching and community partnerships, and contribute to the building of a professional learning culture.

The core aim of Francis of Assisi is to transform the quality of teaching and learning by strengthening relationships within the learning spaces, within the school, and between the school and the community. Further, it aims to build the leadership capacity of educators, parents, students and community members to be effective partners in school and community improvement and change.
LEARNING & TEACHING STATEMENT

As a Catholic school within the Archdiocese of Melbourne, St Francis of Assisi learning community believes that: “The Catholic school is part of the mission of the Church and is a sacred landscape where learning and teaching seeks the integration of faith, life and culture” (Contemporary Learning Schema-Learning Centered Schools: a Sacred Landscape).

Our contemporary approach to learning and teaching:

- is underpinned by the expectation that all students will succeed and ensures the best progress of all learners across the range of development (intellectual, spiritual, social, physical, emotional).

- enables students to develop deep understandings about the world and how it works and to operate effectively and responsibly in that world.

- builds capacity for lifelong learning which is relevant and purposeful.

- engages students in multiple perspectives, valuing and responding to diversity and difference.

- ensures a personalised response to the learning needs of each student cognisant of their passions and strengths.

- is explicit and scaffolded, with regular feedback to affirm and guide development.

- focuses on creating flexible learning opportunities in which learning is differentiated in response to different learning styles and is co-constructed.

- engages learners in creating new knowledge and understanding by thinking and working creatively, exploring and experimenting, planning and reflecting, and communicating and collaborating.

- builds relationships within and beyond the classroom to create learning opportunities in diverse environments.

- involves the appropriate and ethical use of contemporary technologies and resources that enable and transform learning.

Reference: Learning Centered Schools: a Sacred Landscape CEOM

Developed 2011   Review 2014
The school’s curriculum will be aligned with the Australian Curriculum currently being developed and the Victorian Essential Learning Standards. Both of these documents are informed by the 2008 Educational Goals for Young Australians:

- Goal 1: Australian schooling promotes equity and excellence
- Goal 2: All young Australians become:
  - successful learners
  - confident and creative individuals
  - active and informed citizens

At St Francis of Assisi we are adopting an inquiry approach to learning which is personalised according to the needs and interests of the students. The scope of the curriculum will be inclusive of the learning areas listed below; while the general capabilities and cross-curriculum priorities will be addressed in multiple units of work.

<table>
<thead>
<tr>
<th>LEARNING AREAS/ SUBJECT DISCIPLINES</th>
<th>GENERAL CAPABILITIES</th>
<th>CROSS-CURRICULUM PRIORITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Critical and creative thinking</td>
<td>Aboriginal histories and cultures</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Self-management, teamwork and social competence</td>
<td>Asia and Australia’s engagement with Asia</td>
</tr>
<tr>
<td>Science</td>
<td>Intercultural understanding</td>
<td>Sustainability</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>Ethical behaviour</td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td>Literacy</td>
<td></td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td>Numeracy</td>
<td></td>
</tr>
<tr>
<td>(History, Geography, Civics and Citizenship, Business and Economics)</td>
<td>ICT</td>
<td></td>
</tr>
<tr>
<td>The Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technologies (inc ICT)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 1: Framework of Australian Curriculum

Key priorities at St Francis of Assisi include each of the following:

- The development of literacy and numeracy skills
- Religious Education
- Health and fitness
- An understanding that each of us is a learner
- An awareness of and responsibility for self, others and the world in which we live
- Creativity and the Arts

These priorities are interrelated and all are equally important for a quality holistic Catholic education.
PRAYER, LITURGY and SACRAMENTAL CELEBRATIONS

As a faith community we will gather on formal and informal occasions to celebrate in prayer, worship and thanks.

Children will participate in a school/class mass twice a term and parents/carers are warmly invited to attend.

Roman Catholic students will celebrate the sacraments as part of the parish program:
Reconciliation – Yr 3
Eucharist – Yr 4
Confirmation – Yr 6.

Parents of all students are expected to participate in a program of faith development to enable them to support their children’s spiritual growth. Each year during the children’s primary schooling there are planned adult workshops and/or family liturgical celebrations to attend. These include:

- Preps in Pyjamas: 2 sessions
- Yr 1: Family Liturgical celebration
- Yr 2: Keeping the Flame Alive workshop
- Yr 3: Reconciliation workshop
- Yr 4: Eucharist workshop
- Yr 5: Faith leadership workshop
- Yr 6: Confirmation workshop

St. James the Apostle Mass Times

Weekdays Tuesday – Saturday: 9.00 am
Saturday Vigil Mass: 6.00 pm
Sunday 8.30 am, 10.30am and 5.00 pm / 6.00 daylight saving time

SCHOOL OFFICE

The School Office is open between the hours of 8.30am and 4.00pm.

ACCURATE RECORDS

It is vital that the school be able to contact parents in the case of an emergency. Please ensure that telephone numbers are always correct and current.

Let the school office know immediately:

- when you change employment.
- when you change address or telephone numbers.
- when your emergency information changes.
2013 TERM DATES

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>Monday 4 February – Wednesday 27 March</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 2</td>
<td>Tuesday 17 April – Thursday 27 June</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Tuesday 16 July – Thursday 19 September</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Tuesday 8 October – Thursday 19 December</td>
</tr>
</tbody>
</table>

2013 PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Day</td>
<td>Saturday 26 January (In lieu – Mon 28 Jan)</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday 11\textsuperscript{th} March</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday 29\textsuperscript{th} March</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 1\textsuperscript{st} April</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Thursday 25\textsuperscript{th} April</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 10\textsuperscript{th} June</td>
</tr>
<tr>
<td>Melbourne Cup Day</td>
<td>Tuesday 5\textsuperscript{th} November</td>
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</tbody>
</table>

2013 SCHOOL CLOSURE DAYS
These are Professional Learning and Planning days for staff. Apart from the beginning of the year timetable, there will be six other closure days. This is more than many schools but is the most effective way to develop the wide range of school policies, procedures and programs required for school operations, especially at this early stage of school development. These days will generally be the first and last day of each term.

An Out of School Hours Care program will be available on these days if required.

SCHOOL TIMETABLE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50 am</td>
<td>Home room, prayer and daily organisation</td>
</tr>
<tr>
<td>9.00 am</td>
<td>Planned Learning begins</td>
</tr>
<tr>
<td>11.00 am</td>
<td>Children eat playlunch</td>
</tr>
<tr>
<td>11.10 am</td>
<td>Recess begins</td>
</tr>
<tr>
<td>11.30 am</td>
<td>Learning continues</td>
</tr>
<tr>
<td>1.30 pm</td>
<td>Children eat lunch (NO CANTEEN)</td>
</tr>
<tr>
<td>1.40 pm</td>
<td>Lunch play begins</td>
</tr>
<tr>
<td>2.20 pm</td>
<td>Learning continues</td>
</tr>
<tr>
<td>3.30 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>
PLAY LUNCH & LUNCH
Children need to bring to school a HEALTHY play lunch and lunch. A drink of water should accompany their food. NO NUTS ARE PERMITTED.

BRAIN FOOD
During sessions children are allowed to have a snack of such items as a piece of fruit or vegetable, dried fruit, or some cheese. They may also have a drink of water from a bottle. This is separate to their play-lunch and should be packed separately for easy access. NO PACKAGED ITEMS or NUTS ARE PERMITTED.

Please note: No chewing gum is allowed in the school.

PREPARING YOUR CHILD FOR SCHOOL
The start of school is an important part of your child's life. Children's first experiences are most important as they influence children's attitudes for years to come. Each year as children begin school, they confront a whole new set of experiences. They will need to make many adjustments and you can help your child to make a happy transition.

PREPARING YOURSELF
Be aware that you are an important model. Your child's attitudes and responses will be influenced by your attitudes and responses.
1. Let your child see that you expect him/her to be happy at school. Speak confidently and positively about school.
2. Avoid making casual remarks in your child's hearing which may adversely affect their anticipation and experience of school.
3. Do not make an unnatural fuss and he/she is more likely to accept school as a matter of course.

PREPARING YOUR CHILD
Personal Safety
The school's program will help to develop safety habits in your child. However, for his/her safety, and for the welfare of others, you should give him/her the following preparatory training:-
- Know full name, address and if possible, phone number.
- If your child will walk to school, follow the route to be taken prior to the commencement of the school year - acquaint him/her with road safety procedures e.g. kerb drill, not crossing from behind parked cars etc.
- Warn him/her about strangers.
- Not to bring to school any articles which may cause harm to them or others.

Private property brought to school by students is not insured nor is the school responsible for any loss.
Personal Development for Prep Students:
- Make sure that your child is accustomed to spending time away from mother and/or father, otherwise separation may be a problem.
- Have several school lunches with your child at home. Children need practice in handling a lunchbox successfully and how to tidy up afterwards. Please ensure that play lunch is wrapped separately.
- Develop your child's self-management with dressing and preferably send them in shoes that they can do up and undo.
- Ensure your child is confident with self-management at the toilets.
- If possible, teach your child to recognise their name.

Personal Development for all students:
- Stress the importance of washing hands after visiting the toilets.
- Ensure he/she can use a tissue or handkerchief properly and the importance of covering their mouth when coughing or sneezing.
- Stress the importance of listening carefully, speaking clearly and politely and obeying promptly.
- Teach him/her to be courteous and considerate of others.
- Ensure that all your child's school clothing and possessions are clearly labelled with his/her name.
- It is wise not to bring to school articles of value or toys that can be easily damaged.
- Have a reasonable, regular bed time for your child so that he/she is ready for school the next day.
- Be up early enough to give him/her a calm ordered start to the day. A good breakfast is essential to staying power and concentration through the morning. A morning routine without television is ideal.

FIRST DAY of SCHOOL
On your child's arrival at school on his/her first day he/she will be required to bring with him/her the following belongings:-
- A St Francis school bag or one of a comparable size
- Healthy snacks and lunch with a drink of water.
- A large box of tissues (this will ensure we have a supply of tissues in the learning space throughout the year).
- Preps should also bring a change of underwear and socks (in a plastic bag with the child’s name on it).

Once you arrive at the office or in the learning space, introduce yourself and your child to a member of staff. After your child has located their locker and has been given directions by a staff member, you are welcome to join us for a morning tea/coffee.
SECURITY
If you visit the school during school hours you must report to the Office. Volunteer and Visitor badges are available if any adults are working in the learning spaces during the day. You need to sign in for the Visitor’s/Volunteer’s Badge and then sign out when leaving. This is to ensure that teachers and students can readily recognize adults who have a right to be in the school, and that in case of emergency all occupants of the school can be identified. There are no exceptions to this policy.

PUNCTUALITY
An essential part of the children’s learning is being on time. Children need to be at school by 8.50am (Grounds will be supervised from 8.30am). Frequent lateness to class results in major gaps in student learning and is disruptive to other students’ learning. If for any reason a child arrives after 8.50am, parents must report to the office to sign the Late Arrival book. Parents will be contacted if there is a pattern of late arrival for school which needs to be addressed.

DISMISSAL
Dismissal is at 3.30pm

All Prep children need to be collected from the Prep learning area. – either by the parent, designated carer or older sibling. Any parent, designated carer or older sibling of Yr 1-6 students who is collecting children from the learning spaces should arrange a meeting point. This should be outside one of the learning spaces and children will be able to meet you there each afternoon.

If you are using the “drop off – pick up” area, children will be brought to this area at 3.30pm and teachers will supervise them while waiting for you to be in a “safe area” for pick up. Parents/carers will be required to cooperate with any directions given by staff in efforts to ensure student safety and smooth traffic flow.

There will be no parking allowed on school grounds prior to 3.15pm and children will be supervised at the “pick-up” area until 3.40pm – 3.45pm. This should be ample time for parents to stagger their arrival time and allow an efficient and safe flow of traffic.
Please observe all parking and road regulations around the school for the safety of all children and in respect of other road users and local residents. (See the handout available from the school for further details).

A bike rack is available at the school for your child’s use if he/she is able to ride safely to and from school. For safety reasons, no riding is allowed on the school property. Children need a lock and chain to secure their bike/scooter to the rack.

Those who are within walking distance of the school are strongly encouraged to walk – this would be highly beneficial for both the health and safety of community members. A gate between Thomas Carr College and St Francis school (which will be locked during school hours) will be available for pedestrian use from 8.30am–9.15am and 3.20pm – 4.00pm.

Any child walking home independently must leave the school grounds at 3.30 and follow a route pre-planned with parents/carer. This is to ensure that they are walking while there are other supportive adults and children in the area.
Those children attending the **After School Care program** will not need to leave the building at dismissal time. They will move to the designated learning area for the program and be directly supervised by Camp Australia staff.

If you have been delayed in an unexpected way, your child will be supervised indoors until your arrival.

If you know you will arrive after 3.40 to collect your child, you need to enrol them in the **After School Care program**.

**BEFORE AND AFTER SCHOOL CARE**
Camp Australia provide an out of school hours care program at the school. The program will operate Monday – Friday 7.00am-8.45am and 3.30pm-6.00pm. Enrolment details are available on the Camp Australia website.

**COLLECTING YOUR CHILD BEFORE 3.30 pm**
On some occasions you may need to pick up your child before 3.30pm. When doing this you must come to the school office to **sign your child out in the ‘Early Dismissal Book’**.

**WHAT TO DO IF YOUR CHILD IS ABSENT**
If the absence is for one or two days please send a written explanation for the absence when your child returns to school. It is a legal requirement that schools have written explanations for all absences from the parent/guardian.

However, if the absence is of a longer duration please contact the school office and inform staff of the circumstances, to alleviate any cause for concern. Again, when your child does return to school, **provide a written explanation of the absence for our records**.

If you are aware that there will be an extended absence (more than two days) please notify the home group teacher prior to your child actually missing any school.

Parents should be aware that frequent and/or extended absence from school does impact on student learning. If either you or the school staff have concerns about the number of days being missed, a program support group may need to be established to ensure optimum learning opportunities are available for your child.

However, if your child is unwell it is better to keep them at home to ensure quick recovery and to avoid the spread of viruses.

**REPORTING STUDENT PROGRESS**
Staff will closely monitor student learning and contact parents to discuss any areas of concern.
Parents are encouraged to discuss any concerns they have about their child’s learning and wellbeing with the home group teacher or relevant staff member. A written report will be provided twice during the year. A formal interview will be arranged at mid-year for all parents.
DISCUSSING IMPORTANT ISSUES WITH YOUR CHILD’S TEACHER
Before and after school is a suitable time for a quick chat with your child’s teacher. However, if you would like to discuss an important issue, area of concern or have an update on your child’s progress it is important to make an appointment with the teacher. This can be for either a meeting or a phone conversation. Appointments can be made directly with the teacher or through the office.

POSITIVE BEHAVIOURS AND BULLYING POLICIES
All members of the school community will be expected to demonstrate positive, respectful behaviours. Positive behaviours will be actively encouraged and affirmed. Bullying will not be accepted and any inappropriate behaviours will be addressed. Please see the policies on the school website for details of our expectations and procedures.

CAMP PROGRAM
Yr 5 & 6 students participate in a three day camp. This experience encourages the development of both social and leadership skills. It provides students with an important opportunity to further develop their growing independence and to forge positive relationships outside the classroom with their peers and teachers. The cost of the camp is additional to the curriculum levies.

SCHOOL NEWS
The school website will be updated each week. This is a very important link between school and home. All families should check this site weekly and respond in a timely manner to any relevant requests for information, support or feedback. If you think you have missed any important information, please ask your child’s teacher or office staff for clarification.
FINANCIAL COMMITMENTS – 2013

CURRICULUM LEVY
This levy covers the cost of your child's stationery, classroom supplies and curriculum expenditure in all of the key learning areas. It also covers excursion costs for the year. Payment of this levy is required at the commencement of the school year and no later than 15th February. The levy for 2013 is $210 per child.

ADDITIONAL COSTS to be billed with the Curriculum Levy
The Sacramental Programs attract a levy to be paid if your child is in a year level celebrating a sacrament (ie Yr 3, 4, 6). The Yr 5/6 Camp will be invoiced as a separate cost and is additional to the Curriculum Levy.

SCHOOL FEES
Fees for 2013 are $1,140 per family. Statements are sent home early in Term 1 then an Account Rendered is sent home in Terms 2 and 3.

There are a number of ways to pay school fees:
• Cash
• Cheque
• Direct Debit facility
• Credit Card Debit facility
  Credit Card Debit facility (EFTPOS)
There are also a number of options regarding instalment payments eg annual payment, 3 payments, monthly or fortnightly payments.

You will be able to indicate your preference when you receive your first Statement.

If you are unable to meet your financial commitments on time please contact Margaret at the Office during February to arrange an appointment with the Principal, Jan Keogh.

PARISH THANKSGIVING CONTRIBUTION
Families attending the parish schools are required to contribute financially to the parish. A minimum annual contribution of $250 is encouraged (this is equivalent to $5 per week).

EDUCATION MAINTENANCE ALLOWANCE
The Education Maintenance Allowance is provided to assist low income families with school fees.
To be eligible to apply, a parent must hold a current Commonwealth Pensioner Health Benefits Card, Health Care Card or Health Benefits Card on the first day of Term 1 and Term 3. Application needs to be made twice a year - once in Term 1 and the other in Term 3. In 2013 the closing date for applications are: 28th February & 2nd August. Applications are made via the school office. The annual amount is $200 for Prep students and $150 for students in Yr 1-6. Please watch the school website for information of when to apply or make enquiries at the school office.
EXCURSIONS & INCURSIONS
Each learning group will participate in a small number of excursions and/or incursions each year. These are held for specific educational purposes and all children are expected to attend. Plenty of time will be given notifying you of such activities. It is very important that the permission note be filled in and returned. Costs for these activities will be included in the levy paid at the beginning of the year.

BANKING
Children can deposit money each week with the Catholic Development Fund. Children are given the opportunity to join the CDF at the start of the school year.

PARENT PARTNERSHIPS
Parent involvement is encouraged and welcome at St. Francis of Assisi primary school. Without the support of parents, many of the programs and opportunities we offer the children would not be possible.

Some ways that parents will be able to be directly involved in school programs include reading, story writing, computers, typing, excursions, sports training, applied mathematics, music programs, swimming programs, theme days, cooking, children’s book making and repairs to readers. A volunteer training program will be run in 2013 for parents able to be directly involved in supporting student learning.

PIP (Parents in Partnership) meetings are held each month to provide a forum for parents to inform policy direction, support social & fundraising activities and steer the grounds/maintenance work of the school. Participation in these meetings supports the building of our community.

CELEBRATING BIRTHDAYS
Each child’s birthday will be acknowledged within the homegroup. A ritual such as lighting a candle and the class singing ‘Happy Birthday’ will be established. No food should be sent to school for sharing.

PERSONAL ITEMS BROUGHT TO SCHOOL
Children need to take responsibility for any personal items that they bring to school. Any items lost or damaged are not the responsibility of the school. It is always helpful to have items labelled with your child’s name.

ART SMOCKS
All children from Prep - Year 6 are expected to have their own art smocks. An old shirt makes an ideal smock. Please ensure that art smocks are labelled with your child’s name.
MEDICATIONS
The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention is always given to the extent considered appropriate. We ensure that a number of our staff have Level 2 first aid qualifications.

Many children attending school need regular medication to control illnesses such as asthma, hayfever, epilepsy, diabetes etc. Parents whose children have such needs should firstly discuss the matter with the Principal or Assistant Principal, then acquaint the class teacher with full details. Management Plans will be documented and updated as required.

Children may require medication in the form of tablets or medicines from time to time. Parents should bring these to the school office and complete the appropriate form, which will include details of the child’s name, dosage and time the dose is to be given. All medicines should be supplied in a suitable container, clearly marked with the child's name and year level, along with any measuring implement.

EXCLUSION FROM SCHOOL
Certain infectious diseases are covered by specific Health Department regulations and require exclusion of the patient and others they come into contact with. The most common are listed below. Parents are asked to notify the school immediately if your child is diagnosed with any of these:-

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PATIENT SHALL BE EXCLUDED</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Until finally recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>At least 7 days after rash appears</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
<td></td>
</tr>
<tr>
<td>German Measles</td>
<td>(at least 4 days from onset of rash)</td>
<td></td>
</tr>
<tr>
<td>Head Lice *</td>
<td>Until appropriate treatment has commenced.</td>
<td>Should be inspected regularly.</td>
</tr>
</tbody>
</table>

*Parents are asked to make routine inspections of their children’s hair and to seek advice from a doctor, chemist or local council if they suspect an infestation of head lice has occurred. Immediate treatment will overcome the problem more easily. The school should be advised if an infestation occurs. **Shoulder length hair must be tied back to reduce the risk of transfer of infection.**

**Parovirus B19 (slapped cheek)** No exclusion but the school should be notified as soon as possible after diagnosis.
SCHOOL UNIFORM
Children are expected to wear their school uniform at all times. All items of uniform must be clearly labelled with your child's full name. You will be notified of the days your child will be required to wear sports uniform.

Uniform Shop
The uniform shop is open each Tuesday from 8.00 – 10.00am at St Francis of Assisi primary school in order to enable parents to make uniform purchases.

Summer Uniform

**Girls**
- Blue check school dress
- White socks
- Black school shoes
- Blue or yellow hair ties
- Blue school hat

**Boys**
- Sky blue short sleeved open neck shirt
- Grey shorts
- Grey socks
- Black school shoes
- Blue school hat

Winter Uniform

**Girls**
- Blue & gold tunic
- Sky blue blouse
- Blue jumper with logo
- Navy blue stockings
- Black shoes
- Blue or yellow hair ties

**Boys**
- Grey trousers
- Sky long sleeve shirt
- Blue jumper with logo
- Grey socks
- Black shoes

St Francis of Assisi Spray jacket (optional)

Sports Uniform

- Blue sports shorts
- Blue track pants
- Blue sports jacket with school logo
- Yellow polo shirt with logo
- White sports socks
- Runners

Each child is expected to wear their HAT every day during terms 1 and 4

LOST PROPERTY
It is important that all items of clothing are clearly labelled. Please ensure that all articles of clothing worn to school are brought home again each day. Items of clothing not labelled are placed in a basket located in the office.

JEWELLERY
Students are able to wear a watch, earrings (a single pair of studs or sleepers) and a chain, tucked in underneath their uniform. Bracelets and friendship bands are not permitted. If the jewellery is lost or damaged, we take no responsibility for this. Children are not permitted to wear nail polish. Hair ties are to be yellow or blue and simple in design.
PREP FEBRUARY TIMETABLE

For Term 1 the Prep children will be required to attend school on:

- Monday, Tuesday, Thursday & Friday for normal school hours: 8.50 a.m. – 3.30 p.m.
- There will be NO SCHOOL for Preps on Wednesdays during February.

We do this for two reasons:

1. We believe that this break in the middle of the week makes the adjustment to school life a little easier for the children and helps them cope with this new exciting challenge.

2. The Wednesdays enable the Prep teachers to -

- Meet with parents to discuss any issues concerning the children.
- Administer a number of assessments with the children. An appointment time will be arranged at the beginning of the year with each child’s family to facilitate the assessment schedule. Your child will be required at school for approximately an hour on the day allotted for the assessment.

The Prep children will commence full school attendance (including Wednesdays) from the week commencing 11th March 2013.
ST. JAMES PARISH PRAYER
HOPPERS CROSSING NORTH

Loving God, through your apostle James,
we seek Your guidance
and constant protection,
for our parish community.
Gathered together as Your people,
we come as we are,
to live out the Gospel message,
in a faithfilled,
welcoming and
caring community.
Grant us Your help in our weakness,
that we may proclaim to all,
Your abundant goodness.
We praise and thank You for Your gifts,
given freely to us.
May we never lose faith in You
and always strive to learn,
in a spirit of strength and gentleness.
On our pilgrimage,
may we be an example of Your love,
to those we meet.
Loving God,
Father, Son and Holy Spirit,
we ask that You always watch over us
in all we do.
Amen.