PARENT INFORMATION BOOK
2015/2016
SCHOOL PERSONNEL

Principal: Jan Keogh
Deputy Principal: Arthur Loughridge
Office Administrator: Margaret Mangani
Address: 45 Fairview Parade, Tarneit, 3029
Telephone No: 9731 6004
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Web Site: www.sfatarneit.catholic.edu.au

PARISH PERSONNEL

Parish Priest: Father Jude Pirotta
Parish Secretaries: Red Lusterio & Tita Manalo
Parish Book Keeper: Tess Mijares
St. James Presbytery 336 Derrimut Road, Hoppers Crossing North. 3029
Telephone No: 9748 6800
Fax No: 9748 9791
Email: parish@stjamesapostlehcn.com.au
Mass Times: Weekdays – Tuesday – Saturday 9.00 am
Saturday Vigil 6.00 pm
Sunday 8.30 am, 10.30 am & 5.00 p.m.
(6.00 p.m. DST)
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Dear Parents,

Thank you for your interest in St Francis of Assisi Primary School. This booklet is designed to be an introduction to our community.

Having begun our journey as a Catholic parish primary school community in 2012, we aim to build an educational community of excellence.

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; as well as the newly established St Clare’s PS. The staff comes with a wide range of experience, skills and expertise and a deep commitment to provide students with quality relationships and positive learning experiences.

Our learning spaces are contemporary and open, allowing opportunities for collaboration and independent investigation in areas where constant visual supervision can be maintained. With access to a range of technological resources, students are enabled to be engaged in learning experiences that are personalised, rich, relevant and innovative.

For new families considering enrolment at St Francis of Assisi, we welcome the opportunity to share our vision and information about our school with you.

Unfortunately, in this rapid growth area we are not able to accommodate all applications for enrolment. If you meet the enrolment criteria of the parish and there are places available, we look forward to partnering with you in the provision of a quality Catholic education for your child/ren. To those of you to whom we are unable to offer places we wish you every blessing.

Sincerely,
Jan Keogh,
PRINCIPAL
ST FRANCIS OF ASSISI SCHOOL LOGO

The hands are a strong symbol of faith, welcome and care, thus connecting the closely to the parish motto of being a faith filled, welcoming and caring community.

The waves unify the logo with that of the Parish and the first school of the parish, St James.

The Franciscan cross in the centre reminds us that Christ is the centre of our lives as well as symbolising the simple garment St Francis wore. The cord with the three knots reminds us of the cord that St Francis wore around his waist and connects with the three vows of chastity, obedience and poverty.

These elements create a strong identity for St Francis of Assisi Catholic primary school.

VISION STATEMENT

St Francis of Assisi Primary School: A vibrant Catholic learning community of peace, justice, respect and excellence.

MISSION STATEMENT

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 and supports the building of peace and justice (the kingdom of God) in the local and global context.

School 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
School profile

St Francis of Assisi Primary School is one of three primary schools in the parish of St James the Apostle, Hoppers Crossing North.

Established in February 2012 the school is situated next door to Thomas Carr College our regional secondary college.

We have a current enrolment of 397 students. This will grow to an anticipated 450 in 2016.

Our children and their families come from a diverse range of socio-economic and cultural backgrounds. There is a high level commitment to the building of a strong community that is Christ centred and based on the values of inclusion and respect.

Our learning spaces are flexible. Teachers and students currently work in five learning pods: Prep, Yr 1, Yr2, Yr 3/4 and Year 4-6. In 2015 we have 15 home groups.

Our grounds development is a work in progress – We are committed to the provision of a range of playing spaces to cater for a diversity of student games and activities. We believe that the grounds should be environmentally stimulating, a centre for learning and a space for the community to connect. Our current playground comprises: adventure playground, sand pit, basketball court and hard surface areas for general play, as well as a grassed ‘oval’ area.

A sensory garden and kitchen garden are currently being established.
SCHOOL CURRICULUM

RELIGIOUS EDUCATION

St Francis of Assisi Primary School, as part of St. James the Apostle Parish, has the responsibility of developing in each of its members a deep personal commitment to our Catholic faith.

As a Catholic School we provide a learning environment which addresses all aspects of education and provides a Christian perspective of life centred on Jesus Christ.

The goals of the Catholic school are to:
- Foster a Christian environment, which permeates all aspects of school life;
  - Bear witness to the love of God for all people;
  - Draw on students' life experiences thus providing a meaningful context for faith development;
  - Provide opportunities for the spiritual growth and development of each member of the school community;
  - Work in partnership with parents and with the parish community.
  (Guidelines for Religious Education, CEO Melbourne 1995)

As a Catholic school we are invited to be engaged in the exploration and celebration of the Catholic story in all its richness and diversity through reflection, prayer and action for the good of others and their world. (Learning Centred Schools: A Sacred Landscape: RE, CEOM 2010). We provide many opportunities for community members to actively engage and gather for prayer, worship and thanksgiving.

Our Religious Education Programme is delivered through the SFA RE Curriculum Framework and is fundamental to all that is taught and learnt at St Francis of Assisi. This is supported by the “Coming to Know, Worship and Love” texts produced by the Melbourne Catholic Education Office.
SACRAMENTAL LIFE OF THE SCHOOL

Central to our faith and therefore to our Religious Curriculum Programme are the sacraments. We focus on three of the Sacraments during the children's time at primary school.

Year 3 children are prepared for the Sacrament of Penance. We use the second rite when they celebrate this sacrament for the first time. This is a communal celebration with individual confession.

Year 4 children are prepared for the Sacrament of Eucharist and Year 6 children are prepared for the Sacrament of Confirmation. The celebration of these Sacraments takes place in the context of the parish community and children and their families are invited to present themselves at the weekend Masses or larger group celebration to receive these Sacraments.

In preparing the children we are conscious that the ultimate responsibility for any child's faith development and involvement in sacramental life rests with you as parents. We see our role as one of working in partnership with the family and the parish community to support the growth and development of the child. Each year we conduct family workshops to help make the time of preparation a significant time for the whole family. It is an expectation that parents/carers participate in these workshops.

LEARNING & TEACHING STATEMENT

At St Francis of Assisi we are a dynamic, joyful and vibrant community of learners. We believe that powerful learning is a responsive and reflective process. Learners are empowered to be independent and collaborative through rich learning experiences which are differentiated and inclusive of learner voice and choice.

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.
The school’s curriculum is aligned with the Australian Curriculum for Victorian Schools, AusVELs. This document is 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 have adopted an inquiry approach to learning that 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>
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<tr>
<th>LEARNING AREAS/ DOMAINS</th>
<th>GENERAL CAPABILITIES</th>
<th>CROSS-CURRICULUM PRIORITIES</th>
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</thead>
<tbody>
<tr>
<td>PHYSICAL, PERSONAL AND SOCIAL LEARNING</td>
<td>· Critical and creative thinking</td>
<td>· Aboriginal and Torres Strait Islander histories and cultures</td>
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<tr>
<td>· Health and Physical Education</td>
<td>· Personal and Social capability</td>
<td>· Asia and Australia’s engagement with Asia</td>
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<td>· Civics and Citizenship</td>
<td>· Intercultural understanding</td>
<td>· Sustainability</td>
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<td>· Interpersonal Development</td>
<td>· Ethical understanding</td>
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<td>· Personal Learning</td>
<td>· Literacy</td>
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<td>DISCIPLINE-BASED LEARNING</td>
<td>· Numeracy</td>
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<td>· The Arts</td>
<td>· ICT</td>
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<tr>
<td>· English</td>
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<td>· Mathematics</td>
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<tr>
<td>· Science</td>
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<tr>
<td>· The Humanities (History, Geography and Economics)</td>
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<tr>
<td>· Languages</td>
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<tr>
<td>INTERDISCIPLINARY LEARNING</td>
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<tr>
<td>· Information and Communication Technologies (ICT)</td>
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<tr>
<td>· Communication</td>
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<tr>
<td>· Design, Creativity and Technology</td>
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<tr>
<td>· Thinking Process</td>
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</tbody>
</table>
Key priorities at St Francis of Assisi are:

- 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

CLASSROOM TEACHING AND LEARNING PROGRAMS

Teachers work in level teams to assess student needs and plan the learning programs. While children begin and end each day with a home group teacher, they are involved in a range of whole group, small group and independent learning activities working with a number of different people. Teachers conduct workshops, supervise the independent learning of students and take responsibility for the progress of all students. Support of community volunteers enhances the learning outcomes. During Prep and Year 1 children are exposed to a range of learning opportunities through Discovery Learning. We believe Discovery Learning allows for a personalised and developmental approach to learning through play based experiences. By creating engaging authentic play experiences students develop their oral language, social and emotional skills enabling them for lifelong learning.

**Physical Education** – The focus of the PE program is to develop the children’s knowledge, skills and behaviours that enable them to:
- Understand the role of physical activity in ensuring good health
- Engage and participate in physical activity.

The children are given the opportunity to learn skills in a supportive and non-threatening environment. As they progress through the school, they are given opportunities to develop these skills in cooperative activities and major games.

Years 3-4 children are given a range of opportunities to participate in community sporting activities. Some of these opportunities are provided by Wyndham Council’s *Active Kids* program. Years 4-6 children are provided with opportunities to participate in district events for cross country and athletics.

A P.E. specialist supports the work of home group teachers to provide quality programs.

**The Arts** – The program is integrated across the curriculum and provides children with learning experiences where they have opportunities to express themselves through dance, drama, music, visual arts and media. The children explore their ideas, feelings and understandings through the arts. They are involved in creating and making art works that involve imagination and experimentation.

In 2015, we have a visual art teacher and movement teacher providing specialist classes for children in these areas.
Language - The focus of the program is to expose the children to basic language learning and to develop an appreciation of the cultural aspects of other countries. As a highly multicultural community, this program also highlights the diversity as well as the common elements across cultures. In 2015, we offer children a choice of Italian & Mandarin Yr 3-6.

Reading Recovery – The program is available for Year 1 children in their second year of schooling who require additional support in developing their literacy skills. Based on annual testing results, Yr 1 teachers in conjunction with the Reading Recovery Teacher identify those children who qualify for the program and then discuss the Reading Recovery Program with the children’s parents. Children in the program are provided with intensive instruction for half an hour each day on a one to one basis for up to twenty weeks.

Across the range of teaching and learning programs we offer at St Francis of Assisi, children are developing skills and strategies that address their social, emotional and cognitive needs:

Interpersonal Development - children learn how to work with others by building positive social relationships, working and learning in teams and managing and resolving conflicts.

Personal Learning – children are encouraged and supported to take greater responsibility for their own learning and participation at school.

Thinking – enables children to validate existing knowledge and enable them to create new knowledge and to build ideas and make connections between them. It entails reasoning and inquiry together with processing and evaluating information. It enables the exploration of perceptions and possibilities. It also involves the capacity to plan, monitor and evaluate one’s own thinking, and refine and transform ideas and beliefs.

Communication – develops the children’s capacity to construct meaning and to convey information and understanding to others in a range of ways and in a variety of settings.
STUDENT WELLBEING/STUDENT SERVICES

Through the school’s Student Wellbeing/Student Services approaches, we address the academic, social and behavioural needs of our children. We focus on the Wellbeing of all children at St Francis of Assisi through planning and developing strategies to create opportunities for all to feel supported, safe and to have a voice in their learning.

The four key school values and associated behaviours that are promoted and expected are:

- Welcoming
- Encouraging
- Listening
- Respectful

There is high expectation that all community members will both experience and demonstrate these values.

Our associated behaviour expectations are that:

- We follow instructions
- We speak appropriately
- We model good choices
- We use kind words and actions

No Bullying is acceptable at the school. Set protocols and procedures are implemented in cases of reported student bullying.

Children who are experiencing difficulties that impact on their learning are catered for through our welfare and referral processes. A support group involving home-group teachers and parents is established to develop individual learning plans targeting specific needs. Students may be referred to other agencies for further assessments if the support group (inclusive of parents) deems this beneficial.

In 2014 we have five Co-educators working across the home-groups, assisting teachers in meeting student needs and supporting their learning.
INFORMATION TECHNOLOGY

As a contemporary learning school, staff and students have access to a wide range of contemporary tools. Protocols and user agreements which promote both connectivity and appropriate use are in place.

St Francis of Assisi has a Local Area Network (LAN), which can be accessed from all areas in the school. Desktop computers are available in all learning areas. These are currently complimented by 48 net books and 60 iPads. Students are connected to the LAN, to Catholic Education Victoria (CEVN) and, under teacher direction, to the World Wide Web.

the school’s software and multimedia applications, along with e-mail and internet connectivity allows both staff and students to access quality resources and expert advice both locally and internationally; as well as establish learning community networks.

Our focus is to provide quality tools and experiences to further improve learning outcomes for all.

ADMINISTRATION

STRUCTURE of SCHOOL DAY

8.40 Learning spaces & Office open
8.50 Preparation for formal learning
9.00 Formal sessions begin
10.55 Eating time
11.10 Recess
11.30 Formal sessions continue
1.25 Eating time
1.40 Lunch Play
2.20 Formal sessions continue
3.20 Dismissal

2015 TERM DATES
TERM 1  2 February – 26 March
TERM 2  14 April – 25 June
TERM 3  14 July – 17 September
TERM 4  6 October – 17 December

2016 TERM DATES
TERM 1  1 February – 24 March
TERM 2  12 April – 23 June
TERM 3  12 July – 15 September
TERM 4  4 October – 16 December
SECURITY

If you call in to the school, for any reason, during school hours, Visitor’s Badges are to be picked up at the office. You need to sign in for the Visitor’s Badge and then return the Visitor’s Badge and 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.

SCHOOL FEES

Education Levy
The Curriculum Levy covers the cost of your child’s stationery, classroom supplies and curriculum expenditure in all of the key learning areas. This levy also covers the cost of excursions. This levy is for each child.
In 2015 Years Prep to 2 - $220. From Years 3 to 6 Levy costs vary due to Sacramental and Camp costs. Year 3 - $260 (Sacramental cost included), Year 4 - $270 (Sacramental Cost included), Year 5 - $495 (Camp cost included) & Year 6 - $595 (Sacramental & Camp Costs included). NB. This levy is adjusted slightly each year.

TUITION fees
Fees for 2015 were $1,250 per family. (This amount is subject to change for the 2016 school year). Statements are sent home in the first week of the school year 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

If you need to make other arrangements for payment, please contact the Principal, Jan Keogh, to discuss this.

PARISH THANKSGIVING
On being accepted into St Francis of Assisi Primary School, you will be required to support our Parish Thanksgiving Program. At your interview you will be invited to complete a Census information form to ensure that you are recorded as being part of our St James’ Catholic Community and a Thanksgiving Pledge form. Minimum pledge for 2015 was $250 per year or $5 per week.
EXCURSIONS
These are an important part of your child’s education. No child can participate in an excursion unless **written permission** has been received in advance. All excursion costs are included in the Curriculum Levy which is paid at the beginning of the year.

PARENT ENGAGEMENT
Parent engagement is encouraged and welcomed at St. Francis. All parents are expected to keep informed of the school’s policies, events and achievements. This can be done through regular checking of the website, careful reading of the newsletters and communication with home-group teachers. If you have a smart phone it is advisable to also download our school App which will provide you with text notifications, calendar of events, website access and photo gallery.

A monthly meeting is held for parents interested in supporting the work of the school and building community. Parents can choose to attend either a daytime or evening session. The scope of the working parties includes: policy advice, school projects, social / fundraising and grounds / maintenance.

SFA SCHOOL APP
There are also many opportunities for parents / care givers to volunteer to be involved in the learning programs. A completion of a 2 hour training program and provision of a current working with children check are required for those willing to be directly involved in the learning spaces / activities. For volunteers the Working with Children check is free and school staff will advise on the process for obtaining one. The school highly values the contributions of volunteers.

BEFORE AND AFTER SCHOOL CARE
Camp Australia conducts both a before and after school care program:
7.00 – 8.45 am and 3.30 – 6.00pm
This program operates each school day and on school closure days. Information about the program is available on the Camp Australia website: [www.campaustralia.com.au](http://www.campaustralia.com.au)
SCHOOL UNIFORM
All items of uniform must be clearly labelled with your child's full name and children are expected to wear their school uniform at all times. 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 – 10.00 am to enable parents to make uniform purchases. It is also possible to arrange phone orders or to go to Academy’s uniform outlet in Thomastown.

<table>
<thead>
<tr>
<th>SUMMER UNIFORM</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girls</strong></td>
<td><strong>Boys</strong></td>
</tr>
<tr>
<td>Navy blue skort or shorts with blue &amp; gold piping</td>
<td>Gold short sleeve polo with SFA logo</td>
</tr>
<tr>
<td>Gold short sleeve polo with logo</td>
<td>Navy blue shorts with royal blue &amp; gold piping</td>
</tr>
<tr>
<td>White socks and predominantly white runners</td>
<td>White socks and predominantly white runners</td>
</tr>
<tr>
<td>Blue legionnaires hat with logo</td>
<td>Blue legionnaires hat with SFA logo</td>
</tr>
<tr>
<td><strong>Optional</strong> – Summer dress</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WINTER UNIFORM</th>
<th>Optional Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girls</strong></td>
<td><strong>Boys</strong></td>
</tr>
<tr>
<td>Pinafore or navy blue slack.</td>
<td>Grey pants</td>
</tr>
<tr>
<td>Blue blouse or skivvy</td>
<td>Blue shirt or skivvy</td>
</tr>
<tr>
<td>Blue woollen jumper with logo</td>
<td>Blue woollen jumper with logo</td>
</tr>
<tr>
<td>Navy blue stockings</td>
<td>Black socks</td>
</tr>
<tr>
<td>Black leather shoes</td>
<td>Black leather shoes</td>
</tr>
<tr>
<td><strong>Winter Sports Uniform</strong>*(Unisex)*</td>
<td>Spray jacket</td>
</tr>
<tr>
<td>Gold long sleeves polo with logo</td>
<td>School bag</td>
</tr>
<tr>
<td>Navy blue track top with blue &amp; gold piping &amp; logo</td>
<td></td>
</tr>
<tr>
<td>Navy blue track pants with royal blue &amp; gold piping</td>
<td></td>
</tr>
<tr>
<td>White socks &amp; predominantly white runners for sport</td>
<td></td>
</tr>
</tbody>
</table>
ENROLLING at ST FRANCIS of ASSISI PS

ENROLMENT GUIDELINES

- If you live within the St Francis zone, the Application for Enrolment pack is available from the school administration office. General enrolment information is available on the school’s website, including a copy of the school’s parent information booklet that may be downloaded.

- Submit your Enrolment form, along with all required documentation. Make an interview appointment with the Principal or Principal’s delegate.

- If a placement offer is received, return the acceptance/non acceptance form within 2 weeks.

ENROLMENT PROCESS for Prep families

Wednesday 18th March
School Tours – 10.00am-11.00am & 12.00pm-1.00 pm

Wednesday 18th March
Enrolment Information Evening – 7.00 pm

May / June
Enrolment Interviews (book online)

End of June
First Round Places offered

Mid-October
Second Round Places offered

Monday 19 October &

Tuesday 10 November
Prep Orientation Programme

Wednesday 18 November
Parent Information Evening for all Prep 2016 families

ENROLMENT PROCESS for Yr 1-6 families

July – November
Completion of Application for Enrolment form
Interview
Notification of availability/unavailability of placement

Tuesday 1st December
Orientation Session Yr 1-6

The school’s enrolment policy is consistent with CEOM Enrolment Policy 2.4 recommendations.


**Parish Boundaries**

From the corner of Hogans Road and Tarneit Road north to Boundary Road. East to Palmers Road, then south along Palmers Road to Sayers Road. West along Sayers Road to Wetlands Blvd, (formerly Forsyth Road), then south along Wetlands Blvd, to the Melbourne Water Outfall Sewer Reserve, south west along this Reserve until Skeleton Creek. West along Skeleton Creek to the intersection of the Drainage and Reserve. West along the Reserve to Pannam Drive to Mossfiel Drive, then north to Cameron Drive to Derrimut Road, then north to Hogans Road. West along Hogans Road to Tarneit Road. All boundaries are along the centre line except for the southern boundary which includes both sides of the streets.

**St James the Apostle Primary School zone**

South of Sayers Road between Tarneit Road to the west and Caradon Drive to the east, and extending south west along the Reserve until Skeleton Creek. South west along Skeleton Creek to the intersection of the Drainage & Reserve. West along the reserve to Morris Road, north along Morris Road to Pannam Drive to Mossfiel Drive, then north to Cameron Drive, west to Derrimut Road, then north to Hogans Road. West along Hogans Road to Tarneit Road.

**St Francis of Assisi Primary School zone**

North of Sayers Road between Tarneit Road to the West and Skeleton Creek to the East and extending to Boundary Road in the North.

**St Clare’s Primary School zone**

North of Sayers Road between Skeleton Creek to the west and Palmers Road to the east, extending to Boundary Road in the North. South of Sayers Road between Caradon Drive and Greenfield lane to the west and Wetlands Blvd. to the east then following the Federation bike trail and crossing Skeleton Creek returning to Caradon Drive.
ST. JAMES PARISH PRAYER

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.