



PARENT HANDBOOK

At St Kieran's Catholic
Primary School, we make
a difference through
learning partnerships.



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Welcome to our school

We would like to take this opportunity of welcoming you to our school community. As a teaching and learning team we endeavour to ensure that you and your child find this learning environment stimulating and rewarding.

St Kieran's Catholic Primary School is a friendly and caring school providing a quality service to families and an outstanding Catholic education for children.

Mission and Vision Statement

At St. Kieran's we are committed to our faith community, fostering an environment where all teachers and students reach their full potential.

Educating the mind, respecting the heart

St Kieran's community values the following expectations...

Respect

- I will respect myself and others by
- I set high expectations for what I can achieve
- I show respect to my own learning and learning of others
- I work hard and try my best
- I will listen to others
- I will be honest and forgiving
- I will reflect on my work and act on how I can improve

Inclusiveness

- I will show how I am inclusive by
- I will participate in classroom groups and activities
- I will help others where I can
- I will accept help when I need it
- I will respect everyone's space
- I know there are challenges and will work through them
- I know everyone is different and brings something special to St. Kieran's

Safety

- I have the right to feel safe at school by everyone
- I can make good choices to keep myself and others safe in the classroom and playground.
- I can ask for help from a trusted adult if I feel unsafe or worried.
- I will follow the instructions of my teacher or staff at St. Kieran's
- I will speak up if I see someone being hurt, bullied, or treated unfairly.
- I can help create a welcoming and caring environment at St Kieran's.

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Principal
Deputy Principal

Peter McKenna
Emily Marino

1. INTRODUCTION

At St Kieran's Catholic Primary School we are a 'gentle' school, committed to fostering a community of independent learners in a supportive environment valuing all members. We strongly believe in promoting a challenging educational program that provides opportunities for critical debate and creative thinking.

Students at St Kieran's Catholic Primary School are encouraged to accept responsibility for their behaviours and to value difference in a climate of mutual respect and acceptance - both within and outside the school setting.

We strongly promote success orientated learning environments with students taking on higher levels of participation through negotiation, responsibility and decision making. St Kieran's Catholic Primary School is united in providing the best possible educational environment for our students. This process is continuously evolving.

This School values the participation of all members of the school community which includes: Students, parents / carers, volunteers, parishioners, staff, and leadership.

Our school values provide the basis for all we do at St Kieran's Catholic Primary School:



Excellence
Trust
Leadership
Respect
Fairness
Responsibility
Courage
Honesty
Care & Compassion
Freedom
Integrity
Inclusion



CHILD SAFETY

The protection of children and young persons is the responsibility of everyone who works at Oak Park Primary School, including all staff, contractors, parents and volunteers. We all share responsibility for promoting the wellbeing and safety of children.

St Kieran's has a zero tolerance for child abuse and is committed to acting in the best interests of children and keeping them safe at all times. The Diocese of Sale and St Kieran's are committed to implementing the following minimum child safety standards :

1. Everyone is safe and included.

Everyone at our school should feel welcome, safe, and like they belong.

2. Children are listened to and respected.

We can speak up, share our ideas and feelings, and we are taken seriously.

3. Families are part of keeping kids safe.

Our families are included in decisions and know how the school keeps us safe.

4. We include and celebrate everyone.

We respect all children and families, no matter who they are or where they come from.

5. We care for Aboriginal children and respect their culture.

We listen to and support Aboriginal children, and celebrate their culture at school.

6. Adults at school care and keep us safe.

People who work with us know how to protect children and help us when we need it.

7. Staff are trained to keep kids safe.

Adults at school learn how to look after us and make sure we are safe.

8. We plan ahead to keep everyone safe.

Our school has strong rules and plans to stop bad things from happening and to help if they do.

9. We check that people working with us are safe.

The school makes sure all adults who work or help at school are safe to be around children.

10. We speak up when something feels wrong.

If something makes us feel unsafe, we know who to tell and that we will be listened to.

11. We keep learning how to stay safe.

Our school keeps checking how we're doing and always looks for ways to get better at keeping children safe.

The Child Safe Standards fall under the Ministerial Order 870- Managing the risk of child abuse in schools and takes effect as of August 1, 2016. All Victorian schools are required to operate within a child safe environment; St Kieran's Catholic Primary School has met all required standards for child safety and will continue to embed these important policies and practices within our school. Please go to our website to read our child Safety code of conduct, commitment statement and child safe policies.

1.1 SCHOOL AIM

At St Kieran's Catholic Primary School, we aim to provide a foundation of faith based on Catholic tradition and teachings. We will also assist your child to develop knowledge and understanding, skills, capabilities and dispositions necessary for lifelong learning.

We aim to create and maintain a school with a warm co-operative atmosphere where teachers, in co-operation with parents, are engaged in developing student's talents, skills and abilities to their fullest extent.

St Kieran's Catholic Primary School provides quality learning for life, by working with children to confidently:

- Become life-long learners with inquiring minds.
- Be able to work independently and collaboratively.
- Continue to develop technological skills.
- Set personal goals to achieve highest quality work across the curriculum.
- Live the school values (fairness, respect, responsibility).
- Develop life skills enabling flexibility and adaptability for the future.

We believe that each child will succeed through experiencing quality in:

- A stimulating and enriching learning environment.
- An enhancing program of extra curricular experiences.
- Relevant, varied and accessible learning resources.
- An ethos of support, challenge and encouragement to succeed.
- Positive learning partnerships between the school, home and community.

- Facilities which are safe, appropriate and innovative

St Kieran's Catholic Primary School:

- Promotes an active and ongoing partnership with parents and the community.
- Maximises the use of neighbouring and nearby community resources
- Focuses on improving outcomes for all students.
- Is at the forefront of education with ongoing professional development of a highly dedicated and skilled staff.
- Provides specialist support to ensure each student is catered for.
- Individual intelligences and preferred learning styles are recognised.
- Teaching areas are well equipped.
- Allows students substantial access to learning technologies with computers and multi-media fully integrated across all curriculum areas at all year levels.
- Provides a comprehensive curriculum.

Our School strongly emphasises:

- Literacy and numeracy skills
- Information communication technologies
- Science
- Student health and well-being



1.2 CURRICULUM

The curriculum is based on the dignity of the human person, a culture of community and a commitment to social justice and service for the common good. It is designed to prepare students to be lifelong learners who can respond creatively to the challenges of the future, including rapid developments in science and technology, the environment, global activity and social change.

The curriculum of our school is based on the Victorian Curriculum.

Often we integrate subjects to ensure learning is meaningful, eg. Children may develop in the language area whilst writing and reading about health topics. All children learn in the following curriculum areas:-

English - includes speaking and listening, reading, viewing and writing.

Mathematics - includes space, number, measurement, chance and data.

Humanities - includes studies of Civics & Citizenship, Economics & Business, and Geography & History.

The Arts - includes Dance, Drama, Media, Music, and Visual Arts & Visual Communication & Design.

Languages other than English - includes study of the Mandarin language and culture.

Health and Physical Education - includes Personal, Social & Community Health, and Movement & Physical Activity.

Technology – Design & Technologies and Digital Technologies

Science Understanding & Science Inquiry Skills - includes Science as a Human Endeavour, Biological Sciences, Chemical Sciences, Earth & Space Sciences & Physical Sciences.

Religion

Our school invites and support students to discover God's presence in their daily lives. Within a Gospel-centred environment, students are challenged and supported to understand themselves and the world in which they live through a world view founded in Scripture and in the traditions of the Catholic community – its stories, its worship, its experiences and its teachings. Religious education is at the centre of the Catholic school curriculum and is reflected in a visible Catholic symbolic culture and active sacramental and liturgical practice. Religious education explores students' life experiences in the context of Church teachings and tradition. Participation in religious education is compulsory for all students at St Kieran's.

1.3 A GLIMPSE OF THE HISTORY AND TRADITION

On Tuesday 31st January 1950, the school bell rang for the very first time, with F. John Ryan OMI (Oblates of Mary Immaculate) as Parish Priest and Mother Catherine Curtin PBVM, (Presentation Sisters of the Blessed Virgin Mary). Together they created the foundations of a truly faith-filled Catholic School.

In 2014, St. Kieran's Parish and St. Mary Immaculate Parish Newborough, combined to become Parishes in Partnership, with the schools operating independently.

Parish Office – 2 Wirraway Street Moe, ph. 03 51271057

Parish Priest Fr. Casmir Arul OMI

2. EARLY YEARS AT SCHOOL

2.1 TRANSITION TO SCHOOL



In term 3 you will receive a letter inviting you to attend a series of orientation sessions. These take place during Term 4. During the first orientation session children are settled with a teacher and the parents meet with the Principal for an information session.

The process of children moving from a kindergarten or childcare centre to St Kieran's Primary School involves parents and staff working in partnership to ensure the child's best interests are served. The purpose of the transition process is for children to become familiar with the physical environment of the school, to meet other children, to experience a few recess times, to learn about the safe areas to play in etc. These visits take place with the teacher the children will be with when they start.

2.2 PREPARING YOUR PRE-SCHOOL CHILD FOR SCHOOL

Students need

- To have all their possessions clearly named so they can be returned promptly if lost. There is a "lost property" at the school.

Help your child to

- Know his/her name, address.
- Know the safest way to school. Give your child practice in crossing the road, the road safety, using marked crossings or lights
- Speak clearly, listen to and follow simple directions.
- Look after his/her own belongings, do up buttons, zips, tie shoes etc.
- Accept other children and share playthings with them.
- Develop independence and social confidence by leaving him/her for short periods with friends and relatives.
- Toilet independently

In the mornings encourage your child:

- Put his/her bag in their locker
- Put his/her lunch box in the correct place.
- To give notes, etc to the teacher.
- Kiss and say goodbye to you without fuss.

After school:

- Encourage your child to tell you about the day's happenings.
- Be interested in the work he/she brings home and display it.
- Be positive in your comments about teachers and school.

If you have concerns, contact your child's teacher or a member of the leadership team so that the issue can be dealt with quickly.

Ask the teachers about specific ways that they would like you to help your child.

2.3 ENROLMENT

So that children can make a smooth start we ask parents to enrol their child/ren in Term 2 of the previous school year. You can do this by phoning the school to make an appointment with the principal. This initial meeting will provide an opportunity for you to pass on information about your child, for us to share details about our school and for your family to tour the school.

3. ROUTINE PROCEDURES

3.1 SCHOOL HOURS

8.15am	Yard supervision begins.
8.30am	School office opens
8.40am	Children go to classes (organisational time)
8.45am	First lesson begins
10.45am-11.15am Recess	
11.28-1.00pm	Class time
12.50pm-1.25pm Lunch play	
1.38-3.00pm	Class time
3.00pm	Dismissal

Please note the bell times run a little differently on Friday's (eating before play to allow for Tuckshop).

Children are supervised at the car pick up line from 3.00 – 3:15pm.

Children not collected after this time need to report to the front office where assistance will be sought.

Note: Early dismissal time for the last day of the school term will be notified prior to end of each term

3.2 TERM DATES

Term Dates

Please visit:

<https://www.education.vic.gov.au/about/departments/Pages/datesterm.aspx> for the term dates

3.3 ABSENTEEISM

All children need to be at school by 8.40 am. Children enter classrooms and have 5 min. to organise themselves for the day. The first lesson starts at 8.45am. Teacher's mark their rolls at 9.00 am. Students

arriving after this time are deemed to be late and need to report to the office and sign their child in. The school is legally obliged to account for absences of every child.

If your child is sick or is going to be late, please lodge a 'Parent Notified Absence through PAM, send a SMS or call the school on 51273606 between 8.30 and 9.00 am.

If it is necessary to collect your child before the end of the day parents need to sign them out on the iPad at the front office prior to collecting them.

3.4 CAR PARKING AND COLLECTION OF CHILDREN

The car park at front of the school grounds is for parents who need to come into the administration building. Extra car parking for parents is available in the car park off Wirraway St at the back of the school. Parents must observe signs indicating parking restrictions in streets bordering the school. Children must wait near the double gates close to the carline with their class where teachers on duty will walk students to their car. Staff will walk students the first three cars in the pick-up line. For safety reasons, parents who park their cars must leave their cars, collect their children and escort them back to the car.



A duty teacher will escort students to the bus stop, however if parents choose to pick students up at this location, supervision cannot be guaranteed after the bus has left.

Students are advised to walk across to this pick up location with a duty teacher

3.5 TRAFFIC RESTRICTIONS

Please adhere to parking and speed restrictions around the school. The school pick-up zone in the carpark needs to be able to run smoothly, therefore if parents choose to use the car-line please ensure you do not stop to chat while in this line as it will potentially hold up other cars waiting. Parking is available in the parking bays for your convenience also.

At particular times all facilities become very busy.

We urge parents to:-

- use common sense
- take extreme care to ensure the safety of children
- observe school signs and parking signs



Parents should make suitable arrangements for the safe collection of children after school.

3.6 TRAVEL TO SCHOOL BY BICYCLE

Children may ride their bikes to school and store them in the racks situated in the school grounds. Bikes remain the responsibility of students.

Bike riders must dismount upon reaching all school grounds.

Skateboarding is not allowed in the school yard.

Bike riders and skateboarders are reminded that the wearing of protective helmets is law.



Parents are reminded of the Department of Road Safety recommendation that children under the age of nine should not ride bikes unaccompanied by an adult on main roads.

3.7 CHANGE OF ADDRESS, TELEPHONE NUMBER & EMAIL ADDRESS

Please update this information if your situation changes.

School records need to be kept up to date in case of emergencies so we need to know if:

- 1.You change your address and telephone number or work contact phone number
- 2.You change your emergency contact numbers and work number.

3.8 HOT/WET WEATHER



Hot Weather

There is NO early dismissal hot weather policy as every class is air-conditioned. On days where temperature has reached 36 degrees or above by lunch play, children will remain in classrooms for the lunch play period.

All students are expected to wear sun safe hats - broad brimmed or legionnaire style hats from Father's Day in September until Mother's Day in May; this includes P.E. lessons and excursions. Our policy is 'No Hat No Play'; therefore they must remain in designated undercover areas if they do not have a hat. Students can bring their own sunscreen to school to apply before outdoor play. This is to be kept in their school bag.



Wet Weather

Before school, children are expected to wait under cover, until the bell rings or they are notified to go inside. Teachers will then supervise children indoors.

Particular care is required when children are dismissed in wet weather. We urge all parents to note the parking areas

3.9 LOST PROPERTY

Lost property is regularly sorted through and all names articles are returned to students. Please make sure that ALL items of clothing and other possessions are clearly named, including lunchboxes, drink bottles etc., and they will be returned to your child immediately. The items left over at the end of the year will be donated to our second-hand uniform supplies or St. Vincent de Paul.

3.10 DRESS CODE

St Kieran's Catholic Primary School supports the wearing of school uniform by all students at all times. It is expected that all children will wear the St Kieran's Catholic Primary School colour of Maroon. This enables staff to ensure the safety of students. The wearing of a school uniform promotes pride in our school, enhances our public image, reduces peer pressure, encourages appropriate clothing for school activities and promotes a sense of equal opportunity.

St Kieran's Catholic Primary School is a Sun Smart School. Students must wear a St Kieran's approved hat for all outside activities between September and May. Students not wearing a hat will be asked to sit in a designated shade area.



Please note: denim is not a part of the school uniform.

Suitable sturdy footwear, black shoes, or black sneakers are required and sneakers for Physical Education lessons.

Schoolbags are available for purchase. School uniform items and school bags are available through Beleza Moe.

Trousers	Grey (boys) Navy Blue (Girls)
Shorts	Grey (boys)
Skorts	Navy blue knee length
Polo Shirts	Maroon (plain, or with Logo)
Tunic	Navy Blue
School Dress	Navy Blue & White check
Jumpers/Windcheaters	Maroon (with school logo)
School Jacket	Maroon
School Hat	Widebrim or legionnaire style in Navy Blue

Students with long hair need to wear it tied back each day.

CLOTHING WHICH IS UNACCEPTABLE:

- * Midriff tops and tank tops
- * Ripped clothing (patches acceptable)
- * Mini-skirts and brief shorts
- * Thongs and party shoes
- * Makeup and nail polish.
- * Necklaces, dangling earrings and chokers (unless for religious/special reasons after negotiation with Principal)
- * Blue and black jeans
- * Black tops, jackets and pants

Non-compliance with the school's dress code will result in the following action:

- A warning will be passed on to the student by the teacher and/or senior staff member with an expectation that they be appropriately dressed the following day.
- Non-compliance the following day will be followed up with a note home and/or telephone conversation with parent by a senior staff member.

Parents in financial hardship will need to meet with the principal/deputy principal if they are unable to support the Dress Code Policy to discuss.

***Please LABEL ALL ITEMS of clothing.**

3.11 PURCHASING UNIFORMS

Uniform items are available through Beleza in Moe. Beleza is open 10am to 5pm Monday, Wednesday and Friday. Second hand school uniforms are available, please see the office.

3.12 PRIVACY PRINCIPLES

Information Privacy Principles and Access to Personal Records Scheme enables you, the individual, to access personal information held by the school, upon request.

3.13 SCHOOL FEES & LEVY CHARGES

Parents are notified of school charges for the following year at the end of each school year. A new account will be forwarded at the beginning of the new-year.



Early payment is appreciated. Parents are welcome to pay these charges by instalment.

These charges are inclusive of tuition, general curriculum area needs and computing. The charges may be paid by cash, online bank transfer or EFTPOS from the start of the school year. For students enrolling during the year, school fees will be pro-rata.

Any school library or textbooks, which are damaged wilfully or lost, may have to be replaced by the parent and student.

*Please see additional Fees & Charges leaflet from the office or accompanying the Enrolment Pack.

3.14 GROUNDS MAINTENANCE

Grounds maintenance is done on a regular basis, including mowing of the school grounds. A maintenance levy of \$15.00 per year is added to the fees to cover this cost. This frees parents from the commitment of participating in a 'Working Bee'.

3.15 EDUCATION MAINTENANCE ALLOWANCE STUDENTS

Families who currently receive Government benefits or have a Health Care/ Health Benefits card may apply to have their children approved for Government assistance. Parents should ask for information at the office prior to the start of each new school year, preferably in term 4 of the preceding year, or upon enrolment.

3.16 EXCURSIONS AND CAMPS

These activities are valuable in the educational program. They provide firsthand experience and shared learning for the whole class. The experiences reinforce and relate to activities in the classroom. Social learning and language enrichment are fostered through participation in these activities. Excursions and camps are an important part of the school's curriculum. This is termed 'out of class learning' and deemed essential for all students. At times, you may be invited to accompany a group on an excursion (you will need to have a **Working With Children Check**, please check section 9.4 for important information about Working with Children requirements).

If possible take the opportunity to join with the class. Information and permission notes will be provided before the excursion.

We encourage all children to attend excursions and camps.

School class excursions may include full or part day visits, usually to local venues. The children participate in class activities prior to and

following the excursion to increase their learning from this shared experience.

Children with individual, personal or medical requirements need not be excluded from these activities and are encouraged to participate. In such cases it is the parents' responsibility to negotiate with class teachers and/ or administration staff.

If you have any concerns about an excursion (or camp) please make sure you contact the organiser (usually the class teacher) so that he/she is aware of your concerns.

3.17 ACTIVE BRAINS

To keep children alert and their brain functioning and hydrated, children are invited to have a bottle of water on their desk at all times. Each morning and afternoon there is also a time provided by teachers for a fruit or vegetable snack.



4. HEALTH AND SAFETY

4.1 ACCIDENTS AT SCHOOL

Trained first-aid staff at school attends to all injuries. Parents are notified if a child attends the first aid room and called if any injury needs medical treatment. Incidents where students have knocked their head will be followed up with a phone call to the parents. If parents are not available, senior staff will seek medical help for the child.

If it is deemed necessary to call an ambulance, the ambulance service will render an account in the name of the parent or guardian of the student concerned.

If the student or his/her parent or guardian is a member of the Ambulance Service insurance scheme, the account should go directly to them. If the student is covered by private health insurance, the account should be submitted to the insurer. If the student is not covered by ambulance cover, parents should be aware they will be responsible for any ambulance costs.



4.2 MEDICATIONS

Special medical arrangements can be negotiated with front office staff members but **remain the responsibility of parents.**



The child's teacher and/or the office staff should be advised so that medication can be given under adult supervision. Medication should be left at the front office but cannot be administered without signed parental permission.

The School must be given full instructions on the correct form (available from the front office) about all medications that your child has

to take at school, whether short or long term. Any medication to be administered should be in original packaging, with the student's name and instructions from the pharmacy and is to be kept in the locked cupboard in the sick bay.

Any antibiotics to be administered should be negotiated with the office and medication taken to the front office to be placed in the fridge. Wherever possible we would appreciate it if medication could be timed for home treatment.

It is against regulations for the school to administer painkillers to students without written consent (Medication Administration form) being signed and completed.

An additional form, which details an emergency action plan, is required to be completed if your child is asthmatic, diabetic, or epileptic. Please collect this plan from your local doctor.

Asthma medication is stored in the Sick Bay.

4.3 FIRST AID

A staff member is on first aid duty in the office at recess and lunch times. Children must first see a teacher on yard duty if hurt

in any way. They will be sent to the office for first aid when necessary. Each teacher has a basic first aid kit for 'minor injuries'.



4.4 ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction which requires life-saving medication. A severe allergic reaction usually occurs within 20 minutes of exposure and can rapidly become life-threatening. Anaphylaxis must be treated as a medical emergency, requiring immediate treatment and urgent medical attention. St Kieran's Catholic Primary School has an Anaphylaxis Management Policy which includes the training of relevant staff. A medically approved individual Anaphylaxis Management Plan is developed for each student at risk and you are required to provide this plan and your child's EpiPen® to the school.

4.5 ILLNESS AT SCHOOL

In the event of minor accidents or illnesses children will be cared for at the front office where the first aid facilities are provided.

We have a first aid room for students who are unwell. Students are kept in the first aid room for only a short period of time. If children are hurt or unwell and it is felt that they should not remain at school, all endeavours will be made to contact a parent. In the event that emergency contacts cannot be made, the school will take whatever action is deemed appropriate for the safety of the child. It is, therefore, imperative that

parents ensure that the Medical/Emergency contact information held at school is up-to-date.

Parents of children, who receive injuries to their heads, are informed. A child who attends the first aid room will receive a note explaining their illness/injury to be taken home to parents. The school keeps a record of all injuries and treatment.

4.6 INFECTIOUS DISEASES

Parents are asked to contact the class teacher and/or office in cases where children contract communicable diseases.

Please visit <https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

4.7 HEAD LICE

Should the school observe a child with head lice, the following process is taken: (a) A phone call is made to the parents of children where head lice are discovered. The child is required to be taken home and treated.

(b) Other children's parents in the class receive a letter warning them of the discovery and their need to make regular checks.

It is recommended that checks be carried out at home at regular intervals.

When in doubt please ring the school.

4.8 CHILD SAFETY

All adults (staff and parents) who work within the school play a critical role in protecting children in our care. St Kieran's follow the Child Safe response for school actions; responding to incidents, disclosing information and also responding to suspicions of child abuse. Any person working within the school grounds will require a **Working With Children card**.

4.9 BADGES

At St Kieran's Catholic Primary School the staff members all wear a school badge displaying their name. We also have printed labels for visitors who come to the school. If you are in the school for any length of time please visit the Front Office, sign in on the iPad and receive your visitor tag.

4.10 SAFETY ON THE STREET

Please be sure that your child/ren know how to conduct themselves safely on our streets. Warn them against loitering on the way to and from school, visiting friends without permission, going anywhere with strangers. Please encourage your child/ren to use the school crossings correctly and to be careful when entering and leaving the school via the car park.



4.11 SMOKING AND VAPING

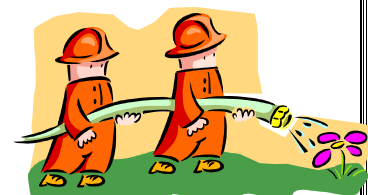
The Victorian Department of Education prohibits smoking and vaping within the school buildings and grounds.



4.12 EMERGENCY EVACUATION PROCEDURES

The Department of Education & Children's Services and all schools have developed emergency evacuation guidelines.

A siren signals an emergency or that a drill is in progress. Please follow the teacher's instructions if you are in the school at this time. **All parents MUST evacuate with children in a drill or emergency procedure.** A lockdown procedure will be announced with a short 'code' statement, **all parents must stay inside the building until the all clear is given.**



4.13 CUSTODY PROCEDURE

We respect the confidentiality of family situations. However, we ask parents to inform us at enrolment and at any subsequent time, of relevant details regarding the family situation (eg. custody orders).

This is important if we are to be sensitive to and caring for children. By law, the school must sight a custody order if it is to be enforced. Please advise the front office of any change to legal custody.

5 CLASS PROCEDURES

5.1 HOME LEARNING POLICY

At St Kieran's Catholic Primary School we believe that homework provides opportunities for students to:-

- Develop good study habits
- Show parents what is happening in school
- Children utilise time effectively
- Reinforce work done in the classroom
- Children in revision/learning of work
- Consolidate and practise skills learnt
- Continue work/projects from class time



Home learning also needs to value the many out of school activities that children take part in eg. sport, dance, piano, band, feeding animals, gymnastics, cooking, cycling etc. Therefore we expect each student to spend some time from Monday to Thursday on work incorporating the above activities and we encourage all students to read for at least 10 minutes each night.

If you have any objections to the homework policy set by the school, please don't hesitate to contact your child's classroom teacher.

It is the professional responsibility of each teacher to establish and communicate their policy to parents early in the school year. We look forward to your support in the partnership we share with you as teachers of your children.

5.2 STUDENT BEHAVIOUR

We aim for our school to be:

- a safe, caring and orderly place where children can learn, and teachers teach effectively.
- a place where students accept responsibility for their own behaviour
- a place where staff, students and their families develop a partnership to establish expectations and consequences related to student behaviour

Our school values are developed with students each year and it is expected that all students will use these. Each class develops a code of cooperation, a positive incentive program and there is explicit teaching of social/emotional skills. Regular positive reinforcement occurs and a culture of community partnerships is promoted which relies on acceptance and tolerance of all people. Teachers communicate both positive and inappropriate behaviour to parents via notes in diary, phone calls and parent teacher conferences.

For inappropriate behaviour the emphasis is on redirecting/re-engaging the student. A student exhibiting regular inappropriate behaviour will require a Behaviour Plan involving student, parent and teacher.

5.3 STUDENT ASSESSMENT

Assessment of children's progress

Children are continually assessed by teachers in an effort to monitor progress and to assist them to reach their full potential.

Various methods are used including:

- regular testing of skills
- recording of work covered
- knowledge, skills and attitudes developed and problems encountered
- sharing of relevant work samples
- teacher observation
- reflection on activities to support learning
- self, peer and teacher assessment
- participation in learning conferences including the teacher, student and parent(s)



Some of this information is kept in Personal Folders held on our network drive and is cumulative from Foundation to Year Six. On leaving the school, the folder will be sent to the new school if required.

These folders are confidential, but may be viewed and discussed with your child's teacher or the Principal on request.

5.4 REPORTING STUDENT PROGRESS TO PARENTS

We provide a range of forums to report the learning journey of our students. These are outlined below. If at any other time you seek further information about your child's progress, make a time to catch up with your child's teacher.

TERM 1	TERM 2	TERM 3	TERM 4
Week 3: Parent/Child Discussion March: Yr 3 & 5 NAPLAN	Week 10: Written report A report covering social / work skills and academic achievement. Week 10: Parent/Child Discussion		Week 8: Written report The same format as in term 2.

5.5 PLACEMENT OF CHILDREN IN CLASSES

The Leadership Team and staff make decisions about the number and structure of classes for the forthcoming year, within the staffing formula allocated by DOSCEL, Warragul.

Class lists are prepared considering the gender, academic, social, emotional and physical needs of individual children. Parents are invited by newsletter to provide written information to the Principal to discuss the special needs of individual children (eg. specific areas of need, learning styles). This information is considered when looking at the draft lists.

Decisions are made with a view to establishing balanced equitable class groups that will potentially work well together.

In consultation with staff, final lists are established. The ultimate decision rests with the Principal. Children are always consulted re friendships and placed in new classes with a friend.

6. SPECIALIST PROGRAMS

6.1 SCHOOL SPORT

Fitness and skill development lessons are undertaken in our Physical Education program.

Students have tennis lessons available to them once per week during class time by a professional tennis coach. Private lessons are available after school hours. Please see the office for further information. This is ran during Term 1 and 4.

It is the policy and practice of sporting bodies at our school to:-

- Ensure that all children who want to be involved have the opportunity to participate and enjoy their sport.
- Emphasise the development of skills and not 'winning at all costs'.
- Provide equal 'court' time for all players



6.2 TECHNOLOGY

This program is a focus throughout the school. The school is networked and students can research via the Internet and store their work electronically. Each classroom has a Smart TV, pods of Ipads are stored in each level and there are a class set of laptops available.

6.3 MUSIC

Years F-6 students participate in a weekly music lesson during school time.



6.4 THE ARTS

Years F-6 students participate in a weekly program. The Arts enables students to develop their creative and expressive capacities by learning about the different practices, disciplines and traditions that have shaped the expression of culture locally, nationally and globally. Students are both artist and audience in the Arts. They make and respond and learn to appreciate the specific ways this occurs in different disciplines.

6.5 LOTE (Language Other Than English)

Foundation to Year 6 students participate in weekly lessons of Chinese (Mandarin).

普通话

6.6 OTHER

Foundation - Year 2 Library

3-6 Drama

All - STEM

7. SPECIAL PROGRAMS

7.1 FITNESS

In addition to the class physical education, there are opportunities for children to participate in additional sporting activities.

- Annual Athletics Day
- Winter School Sports- Grades 4/5/6
- Cross Country
- Inter-school Athletics
- Inter-school Swimming
- Lightning Premiership

7.2 TENNIS

Students participate in a weekly 30 minute tennis lesson with a tennis coach.

7.3 SWIMMING

As part of the curriculum, students will participate in weekly swimming lessons during Term 3. Students will be bused to the Latrobe Leisure Centre for their lesson.

8. STUDENT SUPPORT

8.1 SUPPORT FOR STUDENTS AT RISK

At St Kieran's Catholic Primary School we are committed to working in partnership with families to support each student to reach their full potential. In order to achieve this we have put in place a range of structures that assist us in determining and meeting learning needs. A teacher is appointed to work with students with verified disabilities. Teachers also work with classroom teachers to support learning needs. The roles include:

- Co-ordinating Education Support Officers (ESOs) who work with students with particular needs
- Withdrawing individual and small groups of students to develop their skill and knowledge base
- Supporting classroom teachers to develop programs for the students they are working with.

A highly skilled team of ESO's provide support for students through classroom support and working with individual and small groups of students

in speech and language programs and specific learning programs. ESO's have ongoing training to further develop their knowledge and skills.

8.2 LEARNING DIFFICULTIES

Our school has allocated significant resources to support the learning of students with specific learning difficulties, this includes ESO time. To ensure early identification of learning needs teachers across the school are conducting comprehensive assessments of all students' learning particularly in the areas of literacy and numeracy. This gives us accurate and specific information about needs and programs can be developed accordingly.

8.3 GIFTED AND TALENTED

Students who have particular skills or interests in any given area, including creative and expressive arts, interpersonal skills, sporting skills and academics are given opportunities to have a range of experiences in order to demonstrate and develop skills. This occurs through a broad and challenging curriculum.

We cater for their needs in many ways both in the classroom and in broader school programs. Teachers use open-ended questioning techniques and tasks to ensure that students are not limited in their thinking and can take learning opportunities to whatever level they are capable of. There are times when it is appropriate to group children of "like" ability together, even those from different year levels to support further learning.

8.4 TRANSITION TO SECONDARY SCHOOL PROGRAMS

Students are given the opportunity in year 6 to link with neighbouring Secondary Schools; these schools provide opportunities and activities that best illustrate their teaching practices. Transition occurs in terms 3 & 4. Lavalla Catholic College is our local secondary school, however Marist Sion College, Lowanna, Trafalgar Secondary School and a number of other secondary schools are also schools of choice in the area.

9. PARENTAL INVOLVEMENT

We are committed to encouraging parents' involvement in our School program.

You as a parent are a partner in your child's education. Parents are encouraged to participate in school life and a range of options is open to them. Please check section 6.4 for important information about Working with Children Check.



9.1 SCHOOL/PARENT COMMUNICATION

Regular two-way communication is encouraged and this often occurs informally, on a day-to-day basis, or via the diary or through our online platforms. Currently all staff are using Class DOJO to communicate online with parents.

On occasions particular concerns may need to be discussed. Parents can make an appointment with the classroom teacher in the first instance to discuss these. The Principal/Deputy Principal will, where necessary, become involved in these discussions.

9.2 CLASS INFORMATION

At the commencement of each school year teachers will inform parents about their teaching programs and classroom routines for the year.

Throughout the year teachers use a variety of ways to communicate with parents. These may include:-

- Personal contact
- Student diaries or communication book
- Class DOJO
- Class newsletters
- Notices
- Written reports

9.3 WORKING TOGETHER

Parents have much to offer! Your involvement in the school can be an enriching experience for all concerned.

You could be involved in:

- Lost Property
- Classroom Programs
- Support Programs
- Excursions
- School Board
- Parents & Friends Association
- Grounds Development
- Sporting Club involvement
- Tuck Shop Support

By:

- Sorting Out Lost Property
- Participating in specialist programs
- Reading Stories
- Listening to Reading
- Making learning activities
- Supervising groups of children on excursions and in the classroom
- Acting as a resource person
- Participating in School Initiatives
- Maintaining school facilities
- Attending parent interviews and open nights
- Supporting School programs



- Encouraging your child with homework
- Maintaining contact with your school when issues arise
- Involvement in Sporting Clubs

9.4 CLASS HELPERS/ VOLUNTEERS

Teachers welcome parents in their classrooms to help with class activities, elective programs, listening to reading and helping with excursions.

Ask your child's teacher if there is any way you can help in the classroom.

All regular volunteers in classrooms, the tuckshop, with sporting teams and anyone who works in direct contact with students as regular volunteers are now asked to complete a *Working with Children's Check*. These are available on-line and are for classroom teachers and the tuckshop for regular volunteers.

All volunteers are also asked to 'sign in' and 'sign out' at the Front Office during each visit. 'Visitor' nametags should be worn while in the school and working with students. The safety of all of our students is the motivation behind these initiatives.

9.5 SCHOOL BOARD

St Kieran's Catholic Primary School works in collaboration with the School Board. The School Board represent the school community, and after consultation will be making decisions on local educational issues, strategic planning and allocation of resources.

School Board is comprised of 6 members in total and the Parish Priest.

There are 6 members, the Parish Priest, Principal and /or Deputy Principal.

The School Board keeps parents informed of their activities through the school newsletter.



9.6 PARENTS AND FRIENDS ASSOCIATION

Parents and Friends is a parent network that provides for social interaction among parents and supports the schools fund raising activities. New members are welcome to join at any time.

9.7 FAMILY/SCHOOL PARTNERSHIPS

Growth & Development – involving Family
ANZAC Day Ceremony
Many links with local community events

9.8 NEWSLETTERS

Newsletters are emailed each fortnight electronically. This is a vital form of communication between the school and parents. Information concerning

educational issues, coming events, meeting dates and school achievements is included.

The newsletter can also be accessed via the St Kieran's school website.

9.9 GRIEVANCE PROCESS FOR PARENTS

All personal matters such as concerns about your child's progress are dealt with most effectively in the following ways:

Concerns about relationships (student, parent or staff) should be raised directly with the school.

The following guidelines might help you if you have a concern:

1. Make an appointment to see the classroom teacher at a time convenient to you both. It's helpful if the teacher has some idea about the reason for the meeting.
2. After meeting with the teacher, if the issue(s) is/are still unresolved: Seek an appointment with the Principal, (Let them know the subject of the meeting).

Results of the meeting may include the following:

- The situation is monitored.
- Further discussions with the people involved.
- Outside support for the child, school or family may be sought e.g. social worker, guidance officer, behaviour support etc.

3. If you are still dissatisfied with the outcome, contact the Principal again to air your concerns.

If the school does not hear from you it is reasonable to consider that the matter has been resolved.

It is important that these grievances are kept confidential, and although at times you may seek support from friends, it is important to do this wisely.

When the matter is discussed in the student's hearing, it is important that the student understands that you have confidence that the issue will be resolved confidentially at the school level. Criticism of the school or the teacher does not support the child's education as it undermines trust and confidence.

The school can only deal with issues that are raised in the ways outlined above. If we do not receive information, we are unable to take appropriate action.

9.10 SCHOOL SECURITY

The School is frequently surveyed at night, weekends and holidays by police patrols. The school is alarmed and has security cameras.



Parents witnessing any infringement on school premises should phone the Police on 000. Please also report the matter to the Principal when possible.

9.11 TUCKSHOP

The Tuckshop is managed by the Tuckshop Committee, which is responsible to the P&F, then the Principal. The manager position is voluntary and helpers are needed to serve and prepare lunches.

The Tuckshop is only open one day per week and aims to provide a menu at a reasonable price. The menu reflects 'sometimes' style of food and as a school we encourage a healthy style of lunch as often as can be managed.



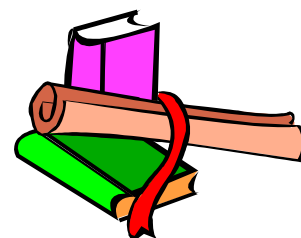
If you can help, **the Tuckshop Manager** would welcome your call. Please ask at the office for the contact details.

ORDERING LUNCHES:

The school uses CDF Pay for you to place your child's lunch orders. Ordering is done online and paid for electronically.

9.12 YEAR 6 GRADUATION

Each year a formal graduation ceremony is held for all year six students who will be attending secondary school the following year. Students and their parents attend a formal ceremony and dinner.



10. STUDENT OPPORTUNITIES

Students are encouraged to participate in a variety of additional programs which are on offer at St Kieran's Catholic Primary School.

10.1 MINI OBLATES

Students in Yr 6 have the opportunity to be part of a group called the Mini Oblates. This group upholds the mission statement of the school and supports the Religious goals of St Kieran's in raising awareness of social

justice issues around the world and supporting people less fortunate than ourselves.

Other opportunities include FIRE carriers and SRC.

10.2 STUDENT VOICE

Students in Year 6 are involved in Student Voice through participation of the Health & Well-being Team.

This team consists of a group of senior students in the school. This is a student led decision-making group within the school along with parents and staff.



Thank-you for taking the time to read this important information about our school. We wish your child/ren and your family a happy and profitable association with the school. We are always welcome to new ideas and feedback about the school and your child's learning experiences at St Kieran's Catholic Primary School.