

# ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL



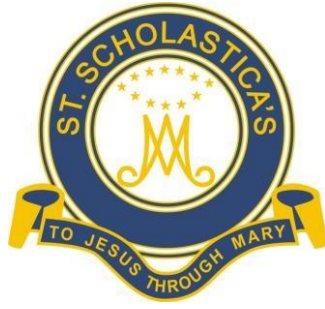
## PARENT INFORMATION HANDBOOK 2023

ST. SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL

4-8 Starling Street, Burwood

Tel: 9808 7279

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



## A letter from the Principal

Dear Families,

On behalf of the St. Scholastica's Catholic Primary School community, I would like to warmly welcome you to our school. St. Scholastica's has had a long and rich tradition in Catholic Education. The school handbook will assist you in becoming familiar with the routines, policies and information needed for a smooth transition into school life.

As educators in a Catholic school, our aim is to promote living and learning in faith. This is the cornerstone of all we do, and as an important part of this, we seek to support you in your role as parents in nurturing your children so that they can live their lives to their full potential. We aim to provide a learning environment which is stimulating, positive and purposeful.

All the staff at St. Scholastica's know all the children by their names. All staff are professional in their attitude and approach to education and are committed to the ethos of Catholic education. They are caring and supportive of children, parents and each other. Innovative and progressive in their ideas, they are committed to the provision of effective educational programs to ensure the needs of each child are being met, spiritually, socially, emotionally and academically.

There are many opportunities to participate in the life of the school community through the involvement of Parents and Friends activities, the School Advisory Council, classroom assistance and a large number of activities that take place in and around the school. Parents are one of our greatest resources and so we encourage all parents to be involved in the school wherever possible.

The school motto – To Live, To Learn, To Love challenges us to work together to form a community which is respectful, safe and supportive and which provides the opportunity for all our families to live and learn in faith. We hope that your time at St. Scholastica's Catholic Primary School will be very happy and successful.

I look forward to sharing the journey with you.

Kasey Easdown  
Principal

## St. Scholastica's Primary School

<b>PARISH PRIEST</b>	Fr Dan Serratore MGL
<b>ACTING PRINCIPAL</b>	Mrs Kasey Easdown
<b>STUDENT WELLBEING &amp; DIVERSITY LEADER</b>	Miss Christine Reed
<b>BURSAR/ADMINISTRATION</b>	Mrs Karen McLaren

<b>TELEPHONE</b>	9808 7279
<b>FACSIMILE</b>	9808 6971
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<b>EMAIL</b>	principal@ssbennettswood.catholic.edu.au office@ssbennettswood.catholic.edu.au

### Out of School Hours Care – Kelly Club

<b>Telephone</b>	0423 873 694
<b>Email</b>	stscholasticas@kellycluboshc.com.au

### School Structures

The school is divided into three units:

- Junior - Years Prep, 1 & 2
- Middle - Years 3 & 4
- Senior - Years 5 & 6

The school has dedicated and professional staff, comprising:

<ul style="list-style-type: none"> <li>▪ Principal</li> <li>▪ Deputy Principal</li> <li>▪ RE Leader</li> <li>▪ Learning &amp; Teaching Leader</li> <li>▪ English Leader</li> <li>▪ Math's Leader</li> <li>▪ Learning Diversity Leader</li> <li>▪ Student Wellbeing Leader</li> <li>▪ Learning Support Officers</li> <li>▪ Teacher/Librarian</li> </ul>	<ul style="list-style-type: none"> <li>▪ LOTE (Italian) teacher</li> <li>▪ Physical Education teacher</li> <li>▪ Visual Arts Leader</li> <li>▪ Performing Arts Leader</li> <li>▪ Digital Technologies specialist</li> <li>▪ Classroom Teachers</li> <li>▪ School Bursar</li> <li>▪ School Secretary</li> <li>▪ School Counselor</li> </ul>
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The Principal and Student Wellbeing & Diversity Leader may be contacted on most days, but it is advisable to check with the School Office.

The School office is open Monday to Friday from 8.30am and closes each day at 4.00pm.

## Child Safe

St. Scholastica's School is a Child Safe environment. It is expected that all adults within the school treat all students with respect and care. It is our communities collective responsibility to educate the students about appropriate behaviour, not only through the curriculum programme and management procedures, but also through exemplary modelling.

To ensure the safety of all students the school has extensive procedures to manage visitors and volunteers to our school. Whilst parents do not fall within the visitor or volunteer category, it is a requirement that parents provide the school with a Working With Children Check (WWCC.) The office maintains a register of parents' WWCCs, thus you only need to present it once.

## Open Days

We are open every school day for you to come in and see us in action and have a tour of the school. Simply ring the school office and make an appointment at a time to suit you.

## Prep Timetable – Term 1 2024 To Be Confirmed late 2023

The Prep routine for the first six weeks includes the following:

1. Week 1 Monday 30<sup>th</sup> January **8.55am – 11am** Tuesday 31<sup>st</sup> January all day with Wednesday rest day and Thursday and Friday full days.
2. Weeks 2 – Week 5: Fulltime Monday, Tuesday, Thursday & Friday with **Rest day** on every Wednesday
3. Prep students are fulltime at school from Week 6 Monday 4<sup>th</sup> March 2024.



## Term Dates 2024 To Be Confirmed late 2023

2024 Victorian school term dates

2024	Start date	Finish date
Term 1	29 January (students start 30 January in government schools)	28 March
Term 2	15 April	28 June
Term 3	15 July	20 September
Term 4	7 October	20 December

\*Please note the end of Term 4 date may change

## Daily Routines

8.40	Bell for play and school is open
8.50 – 8.55	Quiet music and preparing for the day
9.00	Bell for school commencement
11.00	First lunch bell – lunch eaten under teacher supervision
11.10	Second Lunch bell – free play
11.55 – 12	Soft entry into classroom Teacher to move to classrooms
12.00	Classes resume
2.00	Afternoon recess
2.25 – 2.30	Soft entry into classroom Teacher to move to classrooms
2.30	Classes resume
3.30	Dismissal Monday to Friday



### Students arriving early

Any student arriving earlier than 8.40am (when staff commence outside duty) are required to be seated in the school office until it is time to go outside. The school office hours are 8.30am – 4pm Monday to Friday.

### Late Arrivals

If a child arrives any later than 9.00am he/she must go to the school office and be signed in by an adult. The school will follow up any unexplained or long term unknown absences. The safety and welfare of all students attending St. Scholastica's School is of paramount importance. We remind all parents / guardians of their obligation to make contact with the school to provide an explanation of an absence prior to the commencement of the school day.

At the completion of each semester, the total number of half or full day absences will appear on the semester report.

### Early Pickups

If you are collecting your child earlier than the end of the school day, it would be appreciated if you could notify the office or your child's classroom teacher. At the time of collection, the collecting parent or guardian **must sign out** at the front office area.

If a parent or guardian is collecting a child who is ill, the register must also be signed and the class teacher will be informed by the school administration.

### Supervision of children

Children will be supervised from 8.40 am onwards. Please do not drop children off earlier, unless prior arrangements have been made with the office. Prior to school commencing at 9.00am, teachers are on duty from 8.40am to 8.50am.

Teachers are rostered on duty during lunch recess and afternoon recess.

After school, teachers are also on duty until 3.45pm Monday to Friday.

No supervision is provided for the students prior to 8.40am or after 3.45pm. If you are going to be late please contact the office so that arrangements can be made to ensure adult supervision is available.

## Carpark

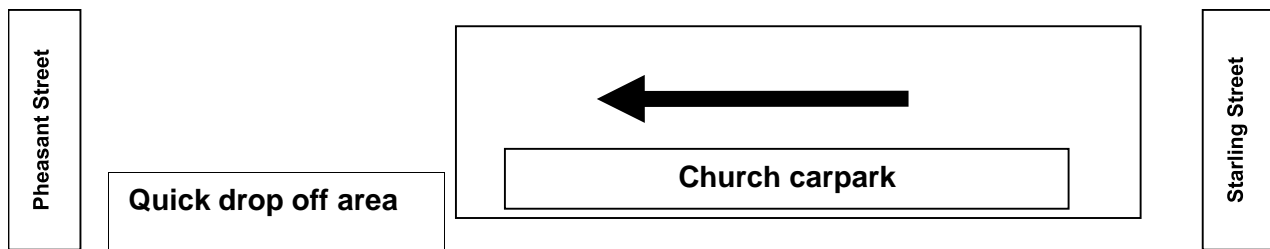
For student safety, there are important car park rules. Parents/Guardians are reminded of these rules at the beginning of every year. We request that everyone be patient and courteous, and therefore parking should not be an issue.

The Carpark speed limit is 5 kph WALKING PACE.

There is 2 hour parking in Starling and Pheasant Streets so parking is not an issue in and around the school.

## Morning Drop Offs / Afternoon Pickups

When entering the church carpark for morning drop offs or afternoon pickups, cars must enter via Pheasant Street and exit via Starling street. If families follow this routine, all cars will move smoothly and efficiently.



## Entry through the church Carpark

Cars enter via Starling Street, through the church car park – down the ramp and out via the Pheasant Street gates.

## Quick Drop off and Pick up Area

There is a marker on the ground where the cars can stop, allowing your child to depart and enter your car safely. Cars will not be permitted to move forward until all children are safely away from the cars. Please remember to always move forward towards the exit, rather than blocking the entry when dropping your child off or picking them up.

At the end of the day teachers will be on duty at the gate at the drop off and pick up area. Children will be sent to the first two cars in the queue. When those cars have left please move forward towards the exit so the next two cars can collect their children. Teachers will supervise children out of the driveway to Pheasant Street.

## Parental Responsibilities

### Parent/Guardian Emergency Details

It is most important that all details are kept up-to-date. It is appreciated if parents / guardians notify the school promptly of any changes that may occur eg address, telephone numbers, name of friend or neighbour who will look after the child if too ill to remain at school, if parents/guardians were not contactable.

### Parents / Guardians and the School

We encourage parent/guardian involvement at St. Scholastica's, therefore we invite you to:

- share in liturgical celebrations, assemblies, displays, sporting activities etc
- keep informed through reading the newsletters and information sent home via Skoolbag and notes
- be available for parent/teacher interviews
- encourage and support children in homework tasks
- take on auxiliary roles in the school – attending excursions, becoming a classroom helper, attending working bees, involvement in Parents & Friends Fundraising program □ supporting and/or becoming a member of the School Education Board.



## School / Home communication

To ensure that families are kept up to date with what is happening throughout the school, a number of options are utilised. They include:

1. School website: [www.ssbennettswood.catholic.edu.au](http://www.ssbennettswood.catholic.edu.au)
2. Skoolbag app – available for all Android and iPhones.
3. School newsletter
4. Information notes that are sent home through class office baskets.

**Family Masses** offer opportunities for teacher, parents/guardians and students to gather to celebrate our life in faith. Masses are advertised in the school newsletter and notes sent home in classes that are hosting. Parents and family members are always welcome to attend school masses.

**School Assemblies** are held fortnightly in the school hall on **Friday** commencing at **2.30pm**. The school gathers, joins in the National Anthem and there is an update of happenings in the school. Each fortnight a year level is responsible for a presentation given at Assembly. It is a great time for families to come and view the children in action.

Everyone is welcome, there is seating at the back of the assembly to accommodate parents, siblings, grandparents and visitors. At this time the teachers provide a certificate for a student/s in their class who they wish to acknowledge for some achievement over the fortnight.

## Awards: Class

Class awards are given out by teachers at the fortnightly assembly. It is intended that every child in the class receive an award during the year. Teachers will contact families prior to the assembly to inform them that their child will be receiving an award (so you can attend, if you are able).

**Parent-teacher interviews** are scheduled throughout the year (2 compulsory / 2 optional) and written reports are provided in Terms 2 and 4. Parent/Guardian contact is arranged/invited in response to the written reports.

As well as conducting our scheduled Parent -Teacher interview, we are happy to discuss your **child's progress** at any time throughout the year. However, it is necessary to make an appointment so that we can give you our full attention. It is not appropriate to try to discuss concerns during class times or without notice. The school provides opportunities at least four times a year for formal interviews to occur and these are either compulsory or optional.

## Class / Level Information

Information evenings for parents/guardians occur throughout the year for Sacramental programs, Classroom involvement and a range of curriculum areas eg: Maths, Prep Enrolment.

English Workshops are conducted early in the year for parents/guardians volunteering to assist in classrooms. All volunteers must have a Working with Children Check and display their card at all times.

Class communication notes are forwarded to parents/guardians in relation to class activities e.g. masses, excursions, presentations and assemblies.

Classroom displays of students' work give valuable information about programs and student achievement and can be viewed by parents/guardians.

## Financial Information – Subject to change

**School Fees (Tuition Fees)** - per family **\$1425, 1 child** **\$1800, 2 or more children – 2023**

Tuition fees cover the difference between the actual running costs of the school and the amount of Government Grants.

**Composite Fees (Levies)** – per student 2023 - **\$305**

The Government Grant covers only a small part of the total cost of books and materials, so it is necessary to charge a composite fee for each child. This money will cover the cost of reading materials, art equipment, maths equipment, duplicating materials, library, photocopying and music.

**Excursions / Incursions** - per student **\$55**

In addition there is a cost for Senior Camp & Interschool Sport, Swimming Program for Preps, Years 1 & 2 and Fundamental Motor Skills Intensive Program (Middles Level) payable prior to the event/program.

**Sacramental levy** – per family **\$55**

The levy will be used to help cover costs associated with RE such as:

Sacraments of Reconciliation, First Eucharist, and Confirmation, Baptismal Nights, (including gifts, resources, preparation).

**Capital/Building & Grounds**- per family **\$630**

Payment of school borrowings on loans and building requirements

### SCHOOL FEES 2023

Per Family for the Year	Term 1	Term 2	Term 3	Term 4	Total
Fees for 1 child	\$475	\$475	\$475		\$1425
Fees for 2 or more children	\$600	\$600	\$600		\$1800

Levies per family	Term 1	Term 2	Term 3	Term 4	Total
Capital/Building & Grounds (per family)	\$210	\$210	\$210		\$630
Excursion/Incursion (per child)	\$55				\$55
Sacramental (per Family)	\$55				\$55
Composite fees (per child)	\$305				\$305
Levies per activity per child	Term 1	Term 2	Term 3	Term 4	Total
Swimming (Prep – 2)	*\$195				\$195
Circus Skills (Year 3- 4)			*\$70		\$70
Camp (Year 5-6)	*\$370				\$370
Interschool Sports (Year 5 & 6)	\$105				\$105

The above schedules itemises fees and the terms in which they are due for payment.

Total amount for a single child in (P-2)	\$2665
Total amount for a single child in (3-4)	\$2540
Total amount for a single child in (5-6)	\$2945

NB: \* These individual level fees are subject to change, these will be confirmed Term 1

\*\* Compulsory levy is set in Term 4 and payment is requested in advance for the following year.



All families attending St Scholastica's, by signing the enrolment form, make a commitment to be responsible for the payment of all school fees and charges.

In Term 1, all fees for the year are itemised on accounts. These will be sent out by week 3 of term 1. Term 1 fees are due for payment within 14 days after issue of accounts.

In Terms 2 and 3 fees due for payment in those terms are payable within 14 days after the start of term, plus any outstanding fees from the previous terms.

Please note that composite fees are set in October for the following year and are payable in advance in Term 4. Fee schedule sets out due date for payment of fees payable and it would be appreciated if fees were paid by credit card, cheque, cash or direct deposit. Payment plans, fortnightly, monthly or quarterly are available and strongly encouraged. Please see office staff for details.

Parents wishing to discuss the above requirements are invited to contact our bursar, Donna Allen on Tuesday or Wednesday or Jenny Rohan, Principal Monday - Friday. Please note it is always possible to set up alternative payment arrangements should circumstances change.

***Healthcare card holders may be eligible for subsidised school fees.***

If you choose to pay school fees directly by E.F.T please use the following details

Internet Banking	
Account	St. Scholastica's Primary School General Account
BSB	083 - 347
Account No	663772140
Reference	Family Name

## Money

Money is sent to school for a variety of reasons - lunch orders, ticket sales, book orders etc. The order form, together with correct money, is to be placed in an envelope, clearly marked with the reason for payment, child's name and class. Direct deposit (no credit card facility) into the Parents and Friends account is also available.

## Positive Behaviour Support

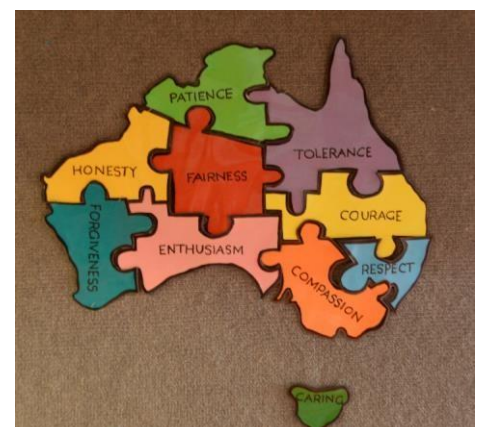
At St Scholastica's our positive behaviours help our school community become the best place for all of us to learn about ourselves and our world.

The Wellbeing of our students lies at the heart of all the school does. It demonstrates through school policies such as the Anti-bullying policy and Behaviour Management Policy which encourages the development of self-discipline and a close working relationship between school and home. Our Social & Emotional Learning (S.E.L) classes are informed by, and closely aligned with the Personal and Social Capabilities as outlined in the Victorian Curriculum.

### Our Positive Behaviours

These behaviours are positive statements that inform our behaviour and will hopefully serve the children beyond their years at St Scholastica's.

**Make a change Act responsibly Stay safe Show respect Help others**



## Consequences

- 1<sup>st</sup> Reminder- Verbal reminder from the teacher
- 2<sup>nd</sup> Reminder- Asked to move to different learning space
- 3<sup>rd</sup> Reminder- Time out within learning space
- 4<sup>th</sup> Reminder- Complete a reflection sheet in another learning space.
- 5<sup>th</sup> Reminder- Sent to the office to talk to one of the teachers in a leadership role.

*Severe Clause –Parents will be contacted immediately because at St Scholastica’s -  
“Children have the right to learn and the teacher has the right to teach”.*

**Anti-Bullying Policy** At St Scholastica’s School we respect the dignity of each member of our school community by promoting a safe effective school where all members, staff, students and parents experience acceptance inclusive of individual differences, talents and abilities. To promote healthy relationships in the school, prompt reporting of negative behaviour and prompt action to grievances is essential. Staff, students and parents need to work together in partnership to promote this environment.

**Copies of the Anti-Bullying policy are available from the school website:**

<http://www.ssbennettswood.catholic.edu.au/student-wellbeing/>. The bullying policy is attached to this page.

## St. Scholastica’s supports the initiative of the Federal Government

An important feature of our school community is the promotion of the National Safe Schools Framework which promotes 6 guiding principles. The vision is underpinned by the guiding principles that represent fundamental beliefs about safe, supportive and respectful school communities. These guiding principles emphasise the importance of student safety and wellbeing as a pre-requisite for effective learning in all school settings. They are as follows:

1. Affirm the rights of all members of the school community to feel safe and be safe at school
2. Acknowledge that being safe and supported at school is essential for student wellbeing and effective learning
3. Accept responsibility for developing and sustaining safe and supportive learning and teaching communities that also fulfill the school’s child protection responsibilities
4. Encourage the active participation of all school community members in developing and maintaining a safe school community where diversity is valued
5. Actively support young people to develop understanding and skills to keep themselves and others safe
6. Commit to developing a safe school community through a whole-school and evidence-based approach.

From a practical perspective, our Student Wellbeing and Anti Bullying policies promotes these guiding principles to ensure the best learning environment for all.

The second important Federal Government initiative is the Values for Australian Schooling program. Nine shared values that have emerged from Australian school communities and the *National Goals for Schooling in Australia in the Twenty-First Century*. These values reflect a commitment to a just, multicultural and environmentally sustainable society and are part of Australia’s democratic way of life: They are as follows:

Care and Compassion, Doing Your Best, Fair Go, Freedom, Honesty and Trustworthiness, Integrity, Respect, Responsibility, Understanding, Tolerance and Inclusion.

## School Uniform

Full school uniform is to be worn on all school days by all students unless otherwise advised. Sports uniform with House polo top is to be worn on specialist PE and Performing Arts days. Parents will be informed of specialist days at the beginning of the school year.

### Girls Uniform

### Boys Uniform

Summer	Winter	Summer	Winter
Summer Dress or Navy Skort Blue short sleeve shirt with School Logo	Navy Tunic / Skirt or Regulation Navy School Trousers	Regulation Grey Shorts	Regulation Grey School Trousers
	Blue long sleeve shirt with School Logo	Blue short sleeve shirt with School Logo	Blue long sleeve shirt with School Logo
Knitted School Jumper Or Navy Fleece Jacket	Knitted School Jumper Or Navy Fleece Jacket	Knitted School Jumper Or Navy Fleece Jacket	Knitted School Jumper Or Navy Fleece Jacket
Regulation Scrunchies	Regulation Scrunchies		
White Socks	Navy tights or white socks	Grey Socks	Grey Socks
Black Shoes	Black Shoes	Black Shoes	Black Shoes
Regulation School Hat		Regulation School Hat	

## Sports Uniform

- Regulation Navy Tracksuit
- House polo top
- Navy Action shorts
- White socks and runners

Other than clear nail polish, cosmetics may not be worn at school. Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.

## Year 6 uniform

All Year 6 students have an option of purchasing a Year 6 polo top and a Year 6 jacket. These are organised through the school in Term 4.

## Uniform purchases:

- Uniforms available direct from Spartan School World Mount Waverley, 66 Essex Road Mount Waverley  
Telephone 1800 815 557
- [www.spartanschoolworld.com.au](http://www.spartanschoolworld.com.au)
- Free Delivery to school – weekly during school terms
- [onlineorders@spartanss.com.au](mailto:onlineorders@spartanss.com.au)

Please note that prices may change throughout the year. Please check with school office for current price list. Parents & Friends Association operate a good quality second hand uniform sale at various times throughout the year. Details are provided in the newsletter.

### **Sunsmart**

The Sunsmart Policy is implemented throughout the year with a particular emphasis from August to April. As part of our general Sunsmart strategies, our school will:

- require children to wear broad-rimmed or legionnaire hats whenever they are outside (e.g. recess, lunch, sport and excursions). These items are prescribed compulsory uniform items. "No Hat, No Play" Policy exists.
- require the daily application of sunscreen before school and prior to the lunch break. Sunscreen is provided in all classrooms.

### **Name tags and lost property**

All articles of clothing and belongings should be clearly marked in an obvious place with child's name, so that children can identify their own items. Lost property is located near Reception. Property with names clearly visible is usually returned to the owner when found in the buildings or the playground. Unnamed items are periodically put out on table in the quadrangle prior to being donated to the second hand uniform shop.

**Marking of possessions** All children's possessions must be clearly marked including all articles of school clothing (shoes included), lunch boxes, drink bottles, art smocks and library bags. The school takes no responsibility for expensive toys, electronic games, sporting goods etc. which are brought to school.

# School Programs

## Religious Education

Religious Education is the cornerstone of all that we do at St Scholastica's as it guides our daily interactions with students and families.

Faith is an integral part of our everyday life at St Scholastica's, shaped and informed by daily prayer rituals. Religious Education is closely linked to our Inquiry Topics and Social and Emotional Learning (SEL) programs, creating our approach of InquiRE. The use of an inquiry approach invites students to investigate and connect faith and life.



St. Scholastica's has a strong emphasis on social justice and the school is very proud to support a number of charities and organisations that improve the lives of all in the community.

The school is very fortunate to have such a strong connection to the Parish and this is evident through the opportunity to celebrate the importance of the catholic tradition through liturgies, prayer and sacraments.

## National School Chaplaincy Programme (NSCP)

The aim of a chaplain funded via the NSCP is to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community.

The NSCP defines pastoral care as the practice of looking after the personal needs of students, not just their academic needs, through the provision of general spiritual and personal advice.

A chaplain engaged via the NSCP may:

- Work as a member of school's wellbeing team in the delivery of student wellbeing services
- Contribute to improving student engagement and connectedness
- Contribute to providing a safe, inclusive and supportive learning environment
- Provide pastoral care and guidance to students
- Operate within the school community and with external providers

## Weekend Masses

Masses are on every weekend at St Scholastica's Church. On a Saturday night Mass starts at 5:30pm. On Sunday there is Mass at 9.00am and 11.00am. The Church is open for prayer most Weekdays until 2:30 pm. There are alternate weekend mass times held at St Benedict's.

## Sacramental program

The celebration of the Sacraments is at the heart of the Church. Especially so, is the Eucharist. Sacraments are an integral part of our Catholic tradition. The Sacraments enable us to be aware of the presence of God and to take part more fully in the life of the Church.

At St Scholastica's, our program aims towards:

An awareness of the presence of God and of Christ

A sacramental awareness that involves participation in and celebration of Christ

An initiation into and a fuller participation in the celebration of the sacraments

An invitation to be part of the Church community

An understanding that the seven sacraments are signs given to the Church by Jesus. They bring us the life and love of God.



At St Scholastica's the Sacraments are received as follows:  
Year 3 – Reconciliation and Eucharist Year 6 – Confirmation.

The teaching of the sacraments forms part of the Religious Education program for that class. The program at St. Scholastica's recognises the importance of the partnership of school, family and community. It is through this interaction that faith education happens. "While belonging to the family, the task of imparting education requires the help of society as a whole". (Vatican 11, Constitution on Family).

## Victorian Curriculum

*St. Scholastica's teaches the Australian Curriculum and Victorian Curriculum.*

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

(Source: <http://victoriancurriculum.vcaa.vic.edu.au>)

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"><li>• Dance</li><li>• Drama</li><li>• Media Arts</li><li>• Music</li><li>• Visual Arts</li><li>• Visual Communication Design</li></ul>	Critical and Creative Thinking Ethical Intercultural Personal and Social
English	
Health and Physical Education	
The Humanities <ul style="list-style-type: none"><li>• Civics and Citizenship</li><li>• Economics and Business</li><li>• Geography</li><li>• History</li></ul>	
Languages	
Mathematics	
Science	
Technologies <ul style="list-style-type: none"><li>• Design and Technologies</li><li>• Digital Technologies</li></ul>	



Our School places a strong emphasis on learning. The School leadership team, English Leader and classroom teachers work closely together to make sure there is a strong collaborative team approach. Throughout the school we place an emphasis on developing effective communication by focusing on purposeful language interactions in every classroom from Prep to Year 6. Writing sessions focus on writing to entertain, instruct, describe, persuade and explain. Students are encouraged to see themselves as an author. Good spelling is a factor in effectively relaying meaning. A sound knowledge of grammar assists the children to write accurately.

Children have many opportunities to read for understanding. They read a wide variety of text types and are encouraged to critically reflect on and respond to what they read through focusing on specific comprehension strategies including, but not limited to, making connections, predicting, activating prior knowledge and inferring.



Student's progress is monitored regularly and they participate in PAT Comprehension Testing, NAPLAN testing in Years 3 & 5 as well as a range of internal testing and assessment tasks. This ensures that we are aware at all times of the quality of our programs and the effectiveness of our teaching and learning.

### **English Support Program**

St. Scholastica's has a specialised English support teacher who works with students 1:1 or with a small group within the classroom or withdrawn from the classroom to support students who require extra assistance in English in an intervention program.

### **Mathematics**

St. Scholastica's endeavours to equip students with Mathematical knowledge, skills, understandings and confidence to enable them to effectively respond and contribute to real life situations in an ever changing world.

Our School strives to build a shared vision of contemporary pedagogy where every student is challenged and supported to achieve continuous improvement and success.

### **Victorian Curriculum**

The Curriculum separates the Maths Domain into three strands:

Number and Algebra

Measurement and Geometry

Statistics and Probability

The Teaching and Learning team at St. Scholastica's work closely together to provide learning that is flexible and varied, catering for a variety of learning styles. Lessons are rich and challenging, promoting success for all students.

A variety of ongoing, formal and informal assessment including beginning and end of units are used to drive teaching, ensuring future learning successes for all students.

### **Maths Support Program**

St. Scholastica's has a Maths teacher to support students who require extra assistance in Maths through an intervention program. Students are supported 1:1 or in a small group.

### **Learning Support Officers (LSOs)**

At St Scholastica's a number of LSOs work alongside the classroom teachers to enhance the learning of our children. They work alongside and collaboratively with the classroom teachers and may work 1:1 or with a small group to extend or enable the children's learning in English, Mathematics, Social & Emotional Learning and more. All classrooms have an LSO timetabled throughout the week. The LSOs work closely with teachers and parents to work towards optimum learning and wellbeing for our students.

### **Science**

A fundamental goal for science education is to stimulate, respond to and nourish curiosity, wonder and questioning. It is becoming increasingly important that students understand the challenges and the implications of science for their own life choices, the environment and the community (local and global) in which they live. Building students' science capability is critical to help them develop the skills and understanding necessary to meet these challenges and make responsible, informed choices.



## Digital Technologies

The Digital Technologies curriculum enables students to become confident and creative developers of digital solutions through the application of information systems and specific ways of thinking about problem solving.

Students acquire a deep knowledge and understanding of digital systems, data and information and the processes associated with creating digital solutions so they can take up an active role in meeting current and future needs.

Digital Technology is integrated widely throughout the school with a fully networked computer system. We encourage the use of Digital Technologies for learning and as such students have access to I-pads, Chromebooks and Laptops. They use a wide range of software introduced at appropriate levels. The vast resources of the internet are incorporated into all subject levels.

Our students are involved in coding activities across all levels. Coding has been described as the “new literacy” and encourages students to use a variety of thinking and problem solving skills. At St Scholastica’s we also integrate a range of hands on exciting and motivating Digital Technologies educational equipment into the classroom including; Robotics such as Beebots.

The school use Google Apps for Education which allows students to collaborate and access a variety of learning tools. Students have access to the school and class sites which are valuable resources and are regularly updated to keep them current to the curriculum requirements.

## STEM

St. Scholastica’s teaches STEM (Science, Technology, Engineering and Mathematics) Education to all students from Prep to Year 6. It teaches students to work collaboratively through innovation and design tasks to solve problems.



## Humanities

Humanities provides a framework within which students develop their awareness of Australian and other cultures, local and world environment and the interaction of **people** within their environment. It deals with the areas of Economics, History and Geography. We believe that the studies of Humanities allow students to develop knowledge, skills and values that enable them to participate as active and informed citizens in a democratic society and in a global community. The humanities are taught through the Inquiry approach to learning.

As a school we have Celebration of Learning Days and whole school excursions linked to our Inquiry units.

## Performing Arts

The Performing Arts program offered at St. Scholastica's provides an exploration into the arts of Music, Drama and Dance. Students participate in a 40 minute lesson once a week.

The curriculum emphasises the use of voice, action and sound as a means of communication and self-expression. As well as learning skills and knowledge in the arts, it also encourages confidence, creativity and team work. Students also gain an understanding of the culture and history of the performing arts.

The units coincide with what is learnt in the classrooms. This ensures learning is relevant and meaningful for students. The program follows the Victorian Curriculum which provides the framework for our course. Students partake in the following activities:

- Dance –Improvisation, learnt technique of styles/cultures, choreography.
- Drama – Voice, expression, characterisation, play-making, performance and production skills.
- Music – Musicianship, singing, playing tuned and un-tuned instruments, music appreciation and composition.
- Performance and analysis
- Basic Multimedia

Students also have the opportunity to perform at school assembly and participate in the end of year concert which occurs every second year.

In addition to the weekly performing arts lessons which is part of the school curriculum, private piano and guitar lessons are also available.

## Library

Each teacher knows all the children and actively recommends books to children to encourage the joy of reading. All children are asked to bring a library bag with their name on it, and to borrow books to take home to enjoy. We offer before and after school library borrowing Monday, Tuesday and Wednesday. Library lessons occur during borrowing time.

**Physical Education** At St. Scholastica's the children have a 40 minute P.E. lesson each week as well as classroom teacher organised activities. In these sessions the children focus on Games Skills, Fitness and Gymnastics. The children in Grades 3 – 6 also experience all Track and Field events in preparation for the Waverley East District Sports Association's (WEDSA) Athletics Carnival which is held in September each year.

Within this association the children also train and compete in a Cross Country event which is held in June each year. The Grade 5 and 6 children participate in Inter-School sport in the WEDSA in summer and winter sports. The Grade 3 and 4 children have a multi skilled program in second term each year, where they spend an hour each week on fine – gross motor skills.

Over the course of a year "one off" clinics are taken up by the school as they are offered. These include Cricket Victoria, Nunawading Basketball Centre and other sports associations from the local area. School Sports Day is part of the physical education curriculum and is usually held in the First Term during daylight savings time.



## **Sports Day**

This is part of the physical education curriculum. Twilight Sports Day in 2023 will be held at Bill Stewart Athletics Track from 4.30pm – 7.30pm. Date to be confirmed.

## **Junior Classes**

All students in Years Prep, 1 and 2 participate in a compulsory swimming program. The 2023 venue will be Surrey Park Swimming in Box Hill South. The Junior swimming lessons are conducted over 8 days (no swimming on Mondays). Parent helpers are a vital part of the swimming program.

## **Middle Classes**

All students in the Middle level (Year 3 and 4) participate in a 10 week sport program with Kelly Sports. Skills covered include ball handling, balance, coordination and most of all fun in a noncompetitive environment. The middle level also participate in a circus skills program throughout the year.

## **Senior Classes**

Seniors participate in Interschool Sports (winter and summer) involving football, soccer, netball, rounders, football, etc.

## **Affiliated Sports Activities**

Many students from St. Scholastica's are actively engaged in local team sports including Netball, Basketball, Cricket, Football and Soccer. Training in some of these sports occurs on site after school on various nights.

## **Other School Programs**

**LOTE** – Languages Other Than English – weekly lessons.

**Visual Arts** – The school holds an Art Show biannually.

**Buddy Programs** – Operates throughout the school with the senior students taking the responsibility of modeling correct behavior and support for the younger students.

## **Excursions / Incursions**

For excursions to be run successfully, assistance from parents/guardians is often required, and is warmly welcomed. Where more help is offered than is needed, names are selected at random and parents/guardians are informed as early as possible. Those not chosen are requested not to attend. For the best possible care of our children on excursions, we ask that helpers in charge of a group:

- arrive 15 minutes prior to departure and go to classroom to receive running sheet and discuss the day's procedures.
- refrain from buying sweets, drinks etc. for their group so that all children are treated equally.
- do not bring pre-school children with them on excursions, as helpers must be able to provide unhindered supervision.

All students going on an excursion will bring details of the event home. A permission slip must be signed by the parents/guardians, otherwise the student will not be able to attend. The full school uniform should be worn on all excursions, unless otherwise stated in the excursion note, sent out prior to the excursion.

Teachers carry a master list on all excursions, with medical information, emergency contact details and a mobile phone. In the event of an accident, parents/guardians are notified immediately.

All children representing St Scholastica's School must be in full school uniform (no runners), hair tied back neatly and where requested lunch and drinks need to be in a clearly labelled disposable bag and container.

Children who misbehave on an excursion may be excluded from the next excursion.

### Science Students – Deakin University

Students and their lecturer from Deakin University provide 45 minute hands-on Science Activities during the year for students.



### Music

Hands on Music Program private music lessons are conducted on school premises, during school hours. A variety of instrumental music lessons in Piano, Guitar, Drums, Flute, singing and more. Fees for these classes are billed directly to the parent by Hands on Music. Hands on Music website is [www.handsonmusic.com.au](http://www.handsonmusic.com.au) for more information. Hands on Music will hold a concert during school hours and parents are invited to attend.

### Book Club

Twice a term brochures from Scholastic Australia Book Club are sent out. There is absolutely no obligation to purchase these items, however, Scholastic operate a system whereby the school receives points from any items purchased and our Librarian is able to acquire resources for school.

Order forms are usually distributed just over a week before the due date. The order form and money are to be returned by **the date specified**, as the teachers are not responsible for holding the money in the classroom.

## Parental Involvement

*St. Scholastica's provides a variety of opportunities for parents to be involved in the total education of the child. Families are invited to become involved in the following activities:*

### Classroom Involvement

Parents are invited to participate in classroom activities throughout the course of the year. All parents will be required to complete a Parent Helpers session focused on English (1 hour) in order to understand the requirements of a classroom routine. Parents may or may not be working with their child as this will be at the discretion of the classroom teacher.

### School Advisory Council

The Advisory Council is an integral part of the Leadership and Coordination model at St Scholastica's Catholic Primary School in Bennettswood. It acts as a forum for discussion on matters concerning the educational programs of the school. It brings together in a spirit of cooperation, the Parish priest, Principal, Parent representatives and teachers from the school, so that responsible and informed advice can be given to the Parish Priest and Principal.

Through membership on the Advisory Council each member assumes a leadership role in the ministry of the school.



## Parents and Friends

The success of any school requires the help of all families throughout the year. The Parents & Friends Association (P&F) is an essential part of St Scholastica's Primary School. It provides a warm and open environment for Parents and Friends who are interested in planning and coordinating activities that ultimately benefit our children.

The role of our Parents and Friends Committee is primarily to plan, promote and organise events and activities associated with the social, sporting, cultural and educational life of the school. These activities support the school's agreed priorities.

## Fundraising

Fundraising is an essential element of any school, as it is at St Scholastica's. Not only does Fundraising assist in meeting the school's specific priorities, it also promotes social interactions and helps build and maintain strong relationships and friendships. It is expected that families contribute in some form towards the fundraising events each year. Examples of the fundraising and social events planned for 2023 are Raffles, Mothers' and Fathers' Day Stalls, School Disco, Movie Nights, Bunnings BBQ and Special Lunch initiatives (e.g. Snag lunch). All money raised in 2023 will go towards making improvements that benefit our children.

## Excursions

Parent support is always welcome on any excursions that the students may attend. It is a responsible role as you may need to be 'in charge' of a small group of students in consultation with the classroom teacher.

***There are of course many more opportunities for parents to participate in the life of the school and you are strongly encouraged to do so.***

## General Information

### Immunisation Policy

Children enrolled at St Scholastica's Primary School are required to have a completed Immunisation Certificate before commencing school. The certificate is available from [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au) or the local Medicare Office by calling 1800 653 809. This form indicates the Immunisation status of your child. All the information that is required can be obtained from the Medicare Website are stated above.

### Health

If your child is ill, he/she should be kept at home. Infections spread rapidly. Those children who are too ill to remain at school will be requested to be collected by a parent or guardian. On the other hand, children should not be kept at home unless they are ill or extremely tired.

The school should be informed of any emotional or physical problem a child has which may affect his/her progress at school. All children are expected to take part in physical education, sport activities and excursions unless a satisfactory reason is given by parents/guardians.

A written note is a legal requirement to explain all absences and is kept by the teacher.

Sick Bay is situated next to the main office. Parents/Guardians are contacted if deemed necessary. In the case of a serious accident or illness an ambulance will be called. Payment for the ambulance service is the responsibility of the parent/guardian.

### COVID 19

We follow all Government directions relating to COVID safety. The school regularly updates its COVID Safe Plan and communicates this with our school community.



## Infectious Diseases

A child must be excluded from school if suffering from any of the following diseases:

CHICKEN POX	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion
CONJUNCTIVITIS	Exclude until discharge from eyes has ceased
DIARRHOEA	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced
GERMAN MEASLES (RUBELLA)	Exclude until fully recovered or for at least four days after the onset of rash
HAND, FOOT & MOUTH DISEASE	Until all blisters have dried
HEAD LICE (Pediculosis)	Until appropriate treatment has begun
IMPETIGO	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
INFLUENZA & INFLUENZA LIKE ILLNESSES	Exclude until well
MEASLES	Exclude for at least 4 days after onset of rash
MENINGITIS (bacteria)	Exclude until well
MUMPS	Exclude for 9 days or until swelling goes down (whichever is sooner)
RINGWORM, SCABIES, PEDICULOSIS (head lice)	Readmit the day after appropriate treatment has commenced
WHOOPIING COUGH	Exclude the child for 5 days after starting antibiotic treatment

**Anaphylaxis / Asthma** A number of children currently enrolled at St Scholastica's School have medical conditions which necessitate that they do not have contact with nuts, eggs, dairy products and foods that contain traces of these products. If your child has a medical condition such as **Anaphylaxis or Asthma** a medical management plan needs to be completed by your family doctor and a copy provided on enrolment.

## Medication Administration

St Scholastica's acknowledges that some students may require prescribed medication during the day. Parents are asked to consider other options, for example:

- Is it possible to give the medication before or immediately after school?
- Could a parent come to school to give the medication?

If parents decide the above is not possible and they require the co-operation of the school, the following procedures must be observed.

Medication is to be given to the school office and the Medication Authority Form is to be filled in giving details of:

1. Date
2. Child's name
3. Full Name of Medication
4. Medication dosage
5. Time to be administered
6. Parent's Signature & Health Practitioners information (Doctor, Pharmacist, Nurse)

Two staff members will witness / administer medication. There will be no changes in dosage or of the times when medication is administered without the written permission from the doctor, parent or guardian. Students are not permitted to be responsible for their own medication, or are medicines to be kept in the child's possession. The exception to this is Asthma and Anaphylaxis medication.

It is the responsibility of the parent to notify the school that their child is at risk of an anaphylactic reaction either at the time of enrolment, or if the student is enrolled, as soon after diagnosis as possible.

### **Non prescription Medication**

The school will not assume the responsibility for assisting in administration of non-prescription medications unless pre authorised in writing by a doctor. Analgesics will not be administered to any student by any staff member without written consent.

### **School Dental Service**

Since the mid 1990's the School Dental Service has moved from being a mobile service to a more fixed clinic infrastructure. All primary school children in grades Prep to Six can use the School Dental Service. The service is **free** for children of parents with a valid pensioner concession card or health care card. Non cardholders pay a fee per course of care, which includes a checkup and all general treatment. To make an appointment phone 1300 360 054 to find your nearest School Dental Clinic. The School Dental Service website is [www.dhsv.org.au](http://www.dhsv.org.au)

### **Smoking**

The School has a Non-Smoking Policy, which is to be observed by all on school grounds and on excursions, including teachers, parents/guardians and visitors.

### **Classroom Helpers / Visitors**

Any person, other than staff, must sign in at the school office on arrival. This list is used for reconciliation in an emergency. The person is then required to wear a lanyard which identifies him or her as a helper or visitor. This offers assurance and protection for all students, as well as helping staff identify such helpers or visitors.

### **Working with Children Legislation**

As from 2008, all parents who volunteer regularly in the classroom are required to apply for the 'Working with Children' card. This is an initiation required by the Federal Government. This application does not cost anything and is available from any post office. Once the application has been lodged, it may take 4 weeks before you receive your legislation card. The school will provide all 'working with children legislation' card holders with a St. Scholastica's lanyard and plastic pocket. The lanyards can be picked up at any time from the school office and must be displayed at all times.

### **School Photos**

Classroom and individual photos are taken once per year, usually in second Term. Full winter uniform is to be worn. Information is distributed close to photo day with details of cost. The photographer also takes a whole school photo.

## **Conclusion**

### **Parent Concerns**

If you or your child are having difficulties at school or are unsure about certain aspects of schooling at St. Scholastica's, a general guide of who to speak to is as follows:

- Concerns or questions about your child's learning/behaviour – speak to your classroom teacher or school principal
- Questions or concerns about school policies or safety issues – speak to the school principal
- Questions about upcoming events – office staff or a member of the Parents and Friends