St. Patricks Primary School

GENERAL INFORMATION BOOKLET
2015

Learning to Learn
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A PARENT PRAYER

I dream a school
where learning will be celebrated,
where there will be laughter and dancing,
where all people will celebrate the joy of living and learning.

I dream a school
Where the youngest and weakest will be guided and
encouraged and supported by the rest of the school and
where the gifted and talented will find scope and challenge.

I dream a school
Where both the playground and classroom will be places of
safety and fun and everyone will have a friend.

I dream a school
Where every day will be a birthday because each day we
will know the new life of being growing, learning people.

I dream a school
Where each one of us will give to God the first place in all we have and
are and do and where everyone will use their talents for others.

I dream a school
Where boys and girls have equal access to the teacher’s time and the class
resources and the vast opportunities that life provides.

I dream a school
Where each member will write and compute and pray and grow each day
in faith and hope and love and respect each other for each other.
ST. PATRICK'S VISION STATEMENT

With Christ Before Us:
- Aspiring To Reach Our Full Potential.

With Christ Beside Us:
- Encouraging A Community Of Respect.

With Christ Behind Us:
- Celebrating Our Achievements.
SCHOOL ORGANISATION
<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARISH PRIEST:</td>
<td>Fr. Arsenio Tuazon</td>
</tr>
<tr>
<td>PRESBYTERY ADDRESS:</td>
<td>65 Clarke Street, Lilydale 3140</td>
</tr>
<tr>
<td>PRESBYTERY TELEPHONE:</td>
<td>9739 5977</td>
</tr>
<tr>
<td>FAX NO.:</td>
<td>9739 5373</td>
</tr>
<tr>
<td>EMAIL:</td>
<td><a href="mailto:lilydale@cam.org.au">lilydale@cam.org.au</a></td>
</tr>
<tr>
<td>WEBSITE:</td>
<td><a href="http://www.stpatrickslilydale.cam.org.au">www.stpatrickslilydale.cam.org.au</a></td>
</tr>
<tr>
<td>SCHOOL ADDRESS:</td>
<td>40 Jones Street, Lilydale 3140</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 547, Lilydale 3140</td>
</tr>
<tr>
<td>SCHOOL TELEPHONE:</td>
<td>9735 4388</td>
</tr>
<tr>
<td>FAX NO.:</td>
<td>9735 1142</td>
</tr>
<tr>
<td>EMAIL:</td>
<td><a href="mailto:principal@splilydale.catholic.edu.au">principal@splilydale.catholic.edu.au</a></td>
</tr>
<tr>
<td>PRINCIPAL:</td>
<td>Mr Geoff Klep</td>
</tr>
<tr>
<td>DEPUTY PRINCIPAL:</td>
<td>Mr Mark Westwood</td>
</tr>
<tr>
<td>RELIGIOUS EDUCATION CO-ORDINATOR:</td>
<td>Ms Emma Morgan &amp; Mrs Belinda Synan</td>
</tr>
<tr>
<td>SCHOOL ADMINISTRATION OFFICER:</td>
<td>Mrs Karon Whitfield</td>
</tr>
<tr>
<td>CHAIRPERSON OF ADVISORY TEAM:</td>
<td>Mr Darren Morton</td>
</tr>
<tr>
<td>PRESIDENT OF PARENTS &amp; FRIENDS ASSOCIATION:</td>
<td>Mrs Anita Moerth</td>
</tr>
<tr>
<td>TUCKSHOP CO-ORDINATORS:</td>
<td>Mrs Jo Read</td>
</tr>
<tr>
<td>UNIFORM SHOP CO-ORDINATORS:</td>
<td>Mrs. Nicole De Vincentis</td>
</tr>
<tr>
<td>OUT OF SCHOOL HOURS PROGRAMME:</td>
<td>Camp Australia – Chris Spano</td>
</tr>
</tbody>
</table>
HISTORY OF ST. PATRICK'S SCHOOL

Lilydale is situated in an urban/rural area approximately thirty-eight kilometres from Melbourne.

St. Patrick’s was established in 1864 as a small community school, only to be closed from 1873 - 1896 due to the Free Education Bill. From its reopening in 1896 until 1984, the education of children was maintained by both Sisters of Mercy and other lay teaching staff.

After numerous temporary sites, a school was built in 1939 on the corner of Jones and Castella Streets. During the 1950’s, with an increase in migrant population and school enrolment, it became necessary to build another campus on the present site. For twenty-three years the school functioned on two campuses. In 1988 the senior school was enlarged and refurbished so that junior and senior classes could be accommodated on the one campus. In 2010 the school was upgraded with the assistance of a Federal Grant. The upgrade included demolishing and reestablishing 2 open planned learning areas and the development of a multi-purpose room.

In addition, land has been purchased adjacent to the school to increase playground area. The school presently uses adjoining parkland as additional play area in the drier months.

Our students originate from a wide range of family backgrounds. The local community is composed of descendants of early pioneer families of the district, and descendants of the migrant families from the 50’s and 60’s particularly from Italy.

During 1989 the Parish of Lilydale celebrated its centenary.
TERM DATES

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 1 - Wednesday 28 January–Friday 27 March</td>
<td>TERM 1 - Wednesday 27 January–Thursday 24 March</td>
</tr>
<tr>
<td>Students return: Thursday 29 January</td>
<td>Students return: Thursday 28 January</td>
</tr>
<tr>
<td>&quot;Easter 3–6 April&quot;</td>
<td>&quot;Easter 25–28 March&quot;</td>
</tr>
<tr>
<td>TERM 2 - Monday 13 April–Friday 26 June</td>
<td>TERM 2 - Monday 11 April–Friday 24 June</td>
</tr>
<tr>
<td>TERM 3 - Monday 13 July–Friday 18 September</td>
<td>TERM 3 - Monday 11 July–Friday 16 September</td>
</tr>
<tr>
<td>TERM 4 - Monday 5 October–Friday 18 December</td>
<td>TERM 4 - Monday 3 October–Tuesday 20 December</td>
</tr>
</tbody>
</table>

One day of each term will be set aside to in-service staff. The date will be advertised in the newsletter. On this day teachers will work on curriculum programs for the children and will often listen to guest speakers either at school or attend lectures away from school. Students do not attend school on these days.

STAFFING

Prep G  Sarah Graves/Belinda Synan
Prep/1   Kim Darbyshire
1/2W     Mark Westwood/Jessica Nix
1/2D     Catherine De Vincentiis
1/2Z     Lara Zylan
3A       Dianne Axton/ Sue Walker
3M       Emma Morgan
4S       Sandra Smolenski/ Belinda Synan
5-6B     Rob Belli
5-6V     Sherree Vulling

Principal: Geoff Klep
Deputy Principal: Mark Westwood
Religious Education Coordinator: Emma Morgan/Belinda Synan
Student Wellbeing Leader: Sarah Graves
Reading Recovery/ Literacy Leader: Josie Papaluca-Witte
Maths Extension/Maths Leader: Sue Walker
ICT Leader: Dianne Axton
Italian Teacher: Marie Valenti
Art Teacher: Anne Burrows
Physical Education Teacher: Casey Decket
Student Services: Dympna Ryan
Integration Aide: Robyn Weekes
Integration Aide: Katrina Bowers
Integration Aide: Alexandra Kaszubskii
Integration Aide: Jennifer Tolcher
Library Technician: Rachael Asbury
Administration Officer: Karon Whitfield

Throughout the year the staff will also include student teachers and work experience students. The student teachers will be mainly from Australian Catholic University. They will be involved in curriculum planning and teaching as part of their teacher training.
SCHOOL FEES

It is the aim of St. Patrick’s Parish to provide an education to those children who have been baptised into the Catholic Church and who reside in the Parish.

It is the mission of the Church that all families belong, and are supported by the Parish, and in return, families support the Parish and School to develop a responsible and caring community.

In order to achieve our aim, it is necessary to have School Fees, without which the Parish School could not function.

1. It is expected that every family with children attending St. Patrick’s School pay the required fee.

2. The minimum fee structure is presented, to enable Catholic education to be made available to all who choose it.

3. If a family cannot pay any part of the fees, contact must be made to either the Parish Priest or School Principal at the beginning of the year, or immediately the family finds themselves in this predicament.

4. It is a matter of justice to the Parents who regularly pay School Fees that all families realise this responsibility, as the fees are based on a minimum. Any loss of fees makes the School budget difficult to manage.

5. All fees are expected to be paid by the specified due dates. Please see payment options on next page.

6. It is the grave responsibility of the Parish Priest, School Principal and School Advisory Team to ensure there are sufficient funds to finance the school. This responsibility falls on all families whose children participate in the Parish School of St. Patrick’s.

School Fees:

The fees for 2015 will be: - $355.00 per family per term. ($1420.00 per year)

Please see below for payment methods.

Maintenance Fee:

There will also be included a $50.00 Maintenance fee per family.

This fee is to assist in the maintenance of the school grounds.

The $50.00 will be rebated or offset against school fees if you attend at least one of the working bees, which are held each term.
SCHOOL LEVIES

1. Levies will be $350.00 for each student. Levies cover most of the classroom requirements, excursions or incursions, swimming & gymnastics fees. Some items will need to be supplied (please see class list at the back of this book).

2. A Technology Levy of $50.00 per family is also payable at the beginning of the year.

All classrooms will be operating on a very tight budget, so it is important that all book levies are paid as early as possible so that classroom materials can be purchased and maintained. All levies MUST be paid before books are collected.

SCHOOL FEE PAYMENT OPTIONS

As we all have different financial circumstances, St Patrick’s Primary has adopted several methods of payment to assist with the cost of school fees.

**OPTION 1**
Payment in full by 27th February 2015.
Less $50 Discount for early payment.

**OPTION 2**
Quarterly Payments to be made each Term as follows:-
1st Instalment by 27th February 2015.
2nd Instalment by 24th April 2015.
3rd Instalment by 24th July 2015.
4th Instalment by 16th October 2015.

**OPTION 3**
Via Direct Debit Request (DDR)
(Forms from Reception)
Payment Options of Weekly, Fortnightly or Monthly Payments.

We accept the following methods of Payment:
Cash, Cheque, EFTPOS,
Credit Card – Visa or Mastercard only.
(Please note credit card payments can be taken over the phone.)

**Please Note:** School and Technology Levies are to be paid in full when picking up your books for the New Year during last week of School - Monday 15th December – Thursday 18th December 2014, or on return to School from Wednesday 28th – Friday 30th January 2015.

School Camps are not included in the above and must be paid prior to the commencement of the camp.

A discount of $50.00 will be deducted from your fees if you attend one Working Bee during 2015.

A courtesy reminder call will be given for any outstanding accounts each term.

CHEQUES NOT HONOURED BY THE BANK ARE SENT BACK TO ST. PATRICK’S. ANY CHARGES INCURRED BY THE SCHOOL WILL BE PASSED ON TO THE PARENTS.
SCHOOL HOURS

8.30 a.m – 8.40 a.m. Students to arrive at school.
8.45 a.m. – 10.45 a.m.
10.45 a.m. – 11.15 a.m. Recess
11.15 a.m. – 1.15 p.m.
1.15 p.m. – 2.15 p.m. Lunch
2.15 p.m. – 3.15 p.m.

SUPERVISION OF CHILDREN BEFORE AND AFTER SCHOOL

Children will be supervised from 8.30 a.m. onwards. Please do not drop children off earlier unless prior arrangements have been made with the Before and After School Care Program.

Children will be supervised until 3.30 p.m. Often there are teachers at school until 4.00 p.m. or even later but please do not presume this is the case. If you are going to be later than 3.30 p.m. please contact the office so that arrangements can be made to send your child/children to After School Care. Children leaving school before 3.15 p.m. require a letter from parents explaining who will be picking them up. No child will be allowed to wait on their own outside the school to be picked up at any time.

Whenever a child is to be picked up from school during school hours the person given charge of the child must sign his/her name to this effect at the office.

For safety reasons, the lower entrance to the school will be closed between 9.00 a.m. and 3.00 p.m. each day. Adults are asked to use the main entrance when visiting during the day.

OUTSIDE SCHOOL HOURS CARE PROGRAM

The OSHC Program is run by Camp Australia. Information about costs and registering for their program is available by calling: 1300 105 343 and via their website www.campaustralia.com.au.

BEFORE SCHOOL CARE.
Program opens at 7.15 a.m. Breakfast is served to all.

AFTER SCHOOL CARE.
After School Care runs from 3.15 p.m. – 6.15 p.m. each school day and a substantial afternoon tea is provided.

CURRICULUM DAY
Curriculum Day only operates if there are sufficient numbers of children. (After school care can be provided from 3.30 p.m.)
Curriculum Day if operational is from 7.15 a.m. – 6.15 p.m. Meals are provided.

Fees will be calculated depending on family income by Centrelink. Application forms for Child Care Assistance are available from the Out of School Hours Care Program.
PARKING
Car Park Safety Rules

1. All cars enter the Community Centre car park.

2. Students must remain in the designated area until their parent/caregiver arrives.

3. Cars must use a parking bay if you are not utilising the kiss and drop system.

4. Parents/caregivers who need to leave their cars must park in the car spaces.

5. Parents/caregivers picking up or dropping off students move SLOWLY towards the car park exit area where children will quickly get into or out of the car from the passenger side only.

6. Parents/caregivers must wait until their car is first or second in line before picking up or dropping children off.

7. In the afternoon, if a child is not there to be picked up, the parent/caregiver will be required to park their car and wait.

8. No car will be permitted to enter Creek Road via Jones Street.

9. Parking out the front of the school will be for STAFF CARS ONLY.

10. On very wet days children will be picked up from under the cover of the Community Centre entrance.

11. A teacher will be on duty to help supervise.

12. Parents/caregivers & students are to use the designated walkway to cross to their vehicle.

13. The driveway between the school and the church needs to be kept clear at all times. This is only to be used for emergency vehicles to access the school.
**UNIFORM**

Children are expected to wear the prescribed school uniform. Most of the uniform for both boys and girls is available from the School Uniform Shop.

**School uniform is as follows:**

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
<th>Sports Uniform All</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer:</strong></td>
<td><strong>Summer:</strong></td>
<td></td>
</tr>
<tr>
<td><em>Green and white check school dress</em></td>
<td>Green shorts</td>
<td>Red Polo shirt</td>
</tr>
<tr>
<td>or Green shorts</td>
<td>Red polo shirt</td>
<td><em>Sneakers</em></td>
</tr>
<tr>
<td>Red polo shirt</td>
<td><em>Red, green or white socks</em></td>
<td></td>
</tr>
<tr>
<td><em>Red, green or white socks</em></td>
<td>Legionnaires hat/broad brimmed hat</td>
<td></td>
</tr>
<tr>
<td><em>Black/brown shoes</em></td>
<td><em>Black/brown shoes</em></td>
<td></td>
</tr>
<tr>
<td>Legionnaires hat/broad brimmed hat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter:</th>
<th>Winter:</th>
<th>All - Compulsory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green track suit or green pinafore</td>
<td>Green tracksuit</td>
<td>School Bag</td>
</tr>
<tr>
<td>Red polo shirt</td>
<td>Red polo shirt</td>
<td>Library Bag</td>
</tr>
<tr>
<td>Green windcheater/Bomber jacket</td>
<td>Green windcheater/Bomber jacket</td>
<td>Chair Bag</td>
</tr>
<tr>
<td><em>Red, green or white socks</em></td>
<td><em>Red, green or white socks</em></td>
<td></td>
</tr>
<tr>
<td><em>Black/brown shoes</em></td>
<td><em>Black/brown shoes</em></td>
<td></td>
</tr>
</tbody>
</table>

**Optional extras**

- *Beanie - Bottle green only*
- *Gloves – Bottle green only*
- *Scarf - Bottle green only*
- *Hair ties – Red or bottle green*
- *Sunglasses*

*(not available at uniform shop)*

PRICE LIST AVAILABLE AT SCHOOL OFFICE

**SCHOOL UNIFORM SHOP HOURS**

MONDAY MORNINGS 9.15AM – 9.45AM

Office staff are not able to help with uniform shop requests. Order forms are available from in front of the office window. Please complete and hand in to the office for uniform shop staff to deal with. **Payment by cash or cheque only,** thank you.

**LOST PROPERTY**

Children are expected to look after their own property. Every effort will be made to help find lost items only if the name of the student is on the item. All unnamed clothing or articles handed to Lost Property will be given to the second hand uniform stall to be sold.

Please note biro and marking pen marks fade after continual washing. Please check the visibility of names at least once a term. Please also name medicine containers (e.g.) inhalers - that are used at school.

**NO RESPONSIBILITY WILL BE TAKEN FOR EXPENSIVE TOYS, ELECTRONIC GAMES, SPORTING EQUIPMENT OR FOOTBALL/BASKETBALL CARDS BROUGHT FROM HOME. NO TOY GUNS OR KNIVES ARE PERMITTED AT SCHOOL.**
PARENT INVOLVEMENT
It is the policy of St. Patricks that parents be included in as many aspects of school life as possible.

ST. PATRICK’S SCHOOL ADVISORY TEAM

Statement of Purpose

St. Patrick’s is a Catholic Parish. The term education, therefore, is always understood and viewed in the light of the teachings and faith of the Catholic Church.

The Advisory Team acts as a forum for discussion on matters concerning education in the parish and forms policies regarding education and the school. It brings together in a spirit of co-operation, the parish priest, principal, representatives of parents and teachers.

The identified foci for 2015 are -

1. Enhancing Catholic Identity
2. Promotion of the school in the parish and broader community
3. Building Master Plan

These three foci will assist in building a bigger and stronger Catholic school within the Lilydale area.
BANKING

Banking is with the Catholic Development Fund with accounts available for children and adults.  *TUESDAY IS BANK DAY.*

PARENTS & FRIENDS ASSOCIATION

The Parents & Friends Association is an umbrella for a number of groups within our school community.  It has no formal membership - you are either a parent or a friend and therefore part of it.

The Parents & Friends Association has two main functions:

1. Fund-raising:- to provide for the many and varied needs of our children that cannot be met by the usual funding sources.  We achieve this through the Tuckshop, Uniform Shop and our main fundraising event, the annual Yarra Valley Strawberry Festival.

2. Social:- to provide activities and opportunities for our parent body to connect with each other.  We achieve this through Greenworks, who are responsible for special projects around the school grounds and social functions such as trivia nights, morning teas etc.

The committee of Parents & Friends welcomes your interest and participation in any of the above activities.

GREENWORKS

Four Working Bees are held during the year.  Parents will be notified of dates in the newsletter.

It is vital that as many parents as possible attend these Working Bees in order that general maintenance and improvements can be carried out. The alternative is to have trades people come to the school, and the cost being added to the school fees.  Each family is expected to be represented at least one Working Bee each year.

A maintenance levy will apply.  (See School Fees section).
TUCKSHOP

The tuckshop is open on Fridays only. It is dependent on parent volunteers for its operation. The children really appreciate having their mum/dad on tuckshop duty, not to mention the convenience of having a lunch order.

The tuckshop aims to provide a healthy lunch where the dietary requirements of children are taken into consideration as well as the fun of having some money to spend on healthy items. A limit of $2.00 is set for purchases.

Parents are rostered on for approximately 7 days a year and times are from 9.00 a.m. to 2.00 p.m. on the day.

The tuckshop is part of the Parents and Friends Association. The co-ordinator can be contacted via the school office.

PARENT PARTICIPATION IN CLASSROOMS

All parents require a current WORKING WITH CHILDREN CHECK to enable them to assist in the classroom or to accompany any school related excursion or activity. The forms are available online and processing is done through Australia Post Offices. The W.W.C.C. for volunteers is free.

Teachers are always looking for an extra pair of hands or eyes. Parents can be of great benefit to teachers and students by:

1. Helping with writing.
2. Hearing reading.
3. Helping with special projects e.g. Cooking, Art/Craft, and excursions.
4. Assisting in library.
5. Oral language activities.

If you would like to help in any way please see classroom teachers.
COMMUNICATION BETWEEN SCHOOL AND HOME

It is important that the line of communication between the school and home stay open. The school attempts to do this by:

- **WEEKLY NEWSLETTER**
  A weekly newsletter explaining what is happening in the school is available every Wednesday via the Skoolbag App or can be downloaded from the school website. This is a vital link in communication especially for working parents.

- **PARENT/TEACHER INTERVIEWS**
  Parents are invited to come up and discuss their children’s progress at any time during the year. There will however be official Parent/Teacher interviews held during the year. Dates will be announced in the newsletter.

- **REPORTS**
  A written report on each student will be sent home in June and December. Please remember these reports detail the individual student’s progress and should not be used to compare students.

- **CLASS NEWSLETTERS**
  Grades will send newsletters home throughout the year to keep parents informed about each grade.

- **MYCLASSES PAGE**
  Each class has an online MyClasses Page which is updated weekly with information, special activities and homework grids.

- **PARENT INFORMATION MEETINGS**
  Throughout the year a number of meetings can be called to inform parents about new programs or events that may be happening in the school.

- **CURRICULUM NIGHT**
  Parents will be informed in general terms of the curriculum requirement of each level.
CURRICULUM
The Religious Education program at St. Patrick's incorporates the "To Know Worship and Love" texts with the Guidelines for Religious Education from the Archdiocese of Melbourne.

**Formation in faith is a life-long journey.**
St. Patrick's Parish acknowledges the parents of St. Patrick's Primary School in their responsibility as the first educators of their children. As a Catholic Community, we encourage and support the families of our Parish especially in matters of faith.

**Our needs change and develop over time.**
A variety of approaches are incorporated with emphasis on the cognitive (knowledge), faith (worshipping) and life dimensions.

**The family is the basic community of the Church.**
Links between home, school and parish are highlighted and encouraged.

### Expectations of the Sacramental Life of the Parish

The school will provide a sequential Prep – 6 Religious Education Program which includes a developmental understanding of the sacraments for children. This needs to be supported by the family's shared faith experiences.

Attendance is required at the following activities:

- **Children's Liturgy of the Word:** This will be available at either the 6.30 p.m. Mass on Saturday night or the 10.30 a.m. Mass on Sunday. See the school newsletter for dates.
- **Adult Education Nights:** It is essential that parents attend the session related to the sacrament for which their child is presenting.
- **Mass:** Regular attendance is encouraged.

Sacraments will be administered at approximately the following year levels:

- Reconciliation - Year 3
- Eucharist - Year 4
- Confirmation - Year 6
DISCIPLINE

St. Patrick’s School utilises the Assertive Discipline Program in conjunction with Restorative Practices. This program allows teachers to clarify behaviours which are expected from students and what they can expect from the teacher in return. The aim of the program is to have a fair and consistent way to establish a safe, orderly and positive classroom and playground environment in which teachers teach and students learn. The program consists of three main elements.

- **Rules** that students must follow at all times.
- **Positive recognition** that students will receive for following the rules.
- **Consequences** that result when students choose not to follow the rules.

Each teacher will develop a clear set of rules, rewards and consequences which will apply to classroom and specialist lessons. These rules give each child the right to the respect they deserve and the ability to work and learn without distraction from others.

Often discipline problems are the reaction by students to change in circumstances within their environment that they do not understand. It is important that teachers are made aware of these changes in order to handle them appropriately.

The school and home partnership is essential in the education and welfare of all students at St. Patrick’s.

SEASONS PROGRAM

The Seasons Program is a support program for children who have experienced loss or grief through the illness, death, separation of their parents.

The program is held for one hour per week over a ten-week period during school time (if required).

A support group is comprised of 3 - 5 children. They participate in activities and discussions that focus on particular topics that pertain to the change in their family unit/lives.

The small support group of children is facilitated by qualified, caring adults who may be counsellors, teachers, parents or administrators. They are specially trained and provided with the materials needed to effectively carry out the aims of the program.

Inclusion in the program is on a voluntary basis. A child will not be included in a group without parental consent, nor will children be included unless they choose to be there.
Each class from Prep to Year 6 participates in Italian lessons on a weekly basis. These cover not only the spoken language, but also include cultural studies.

**LIBRARY**

**BORROWING POLICY**
Each student must have a plastic, vinyl or cloth bag in which to keep book loans.

Students must endeavour to return books in the same condition as borrowed; otherwise there may be a replacement charge.

Books may be borrowed for one week only and must be returned before another book can be borrowed.

Resources such as C.D.'s, D.V.D.'s and reference books are available for parents to borrow also.

The library will be open for borrowing on a daily basis.

Any parent who would be interested in helping with library tasks (e.g. book covering, re-shelving books, filing or stamping), please contact the office as all assistance is very welcome.

**BRAIN GYM**

Brain gym is a kinesiology program, which is incorporated into the daily routine in each class. It is a program of physical movements that enhance learning and performance in all areas.

Brain Gym includes 26 easy and enjoyable targeted activities that integrate body and mind to bring about rapid and often dramatic improvements in:

- Concentration
- Memory
- Reading
- Writing
- Organising
- Listening
- Physical co-ordination and more
Physical education is held on a weekly basis. Emphasis is on skill development, group co-operation, fitness and enjoyment. If a child cannot participate, a note from parents is necessary. A twilight sports session is held on an annual basis.

**INTER-SCHOOL SPORT**

Senior students will participate in various games against other Primary Schools. Games usually are football, soccer, netball, and newcomer in winter and T-Ball, softball, cricket and Danish rounders in summer.

Students also have the opportunity to compete in the Interschool competitions such as the Zone Athletics, Soccer Round Robins and the District Cross Country event.

Children showing exemplary skills have the opportunity to compete at State level.

![Swimming](image)

**SWIMMING**

An intensive swimming program is held during the year. Children attend 8 - 10 lessons over two weeks by qualified instructors. Swimming is compulsory, and part of the Health/P.E. Curriculum in Lilydale.

**STOMP DANCE & FITNESS**

Stomp Dance Company is a new, fun and energetic company, delivering Dance, Performing Arts and Yoga programs into Schools. With a strong vision, fresh ideas and Instructors that have years of experience teaching children in schools, we are certain both students and staff alike will be energised and excited for every lesson.

The Stomp team have developed courses that incorporate fitness, co-ordination, basic to complex motor skills, team and partner work and of course great choreography and yoga sequences that will keep your students moving all while having a blast and feeling great.

Our aim is to teach and guide students to the best of our ability, always striving to learn and improve, meeting the needs of each individual school and above all giving students, staff and the school community a great experience whilst inspiring them to exceed all expectations.
TRAVELLING BY BUS

At present three buses service the school. The bus routes are available from the bus companies’ websites, please see links below. If you are interested in your child travelling by bus, please contact the school office. Any complaints about the bus service should be directed to the bus company, not to the school.

CONVEYANCE ALLOWANCE
Students who live 4.8 kilometres or more from the school may be eligible for a conveyance allowance. Details can be obtained from the school office. Please also see the school newsletters for reminders of when paper work is due in by.

BUS COMPANY CONTACT DETAILS
For all public transport queries: www.metlinkmelbourne.com.au


McKenzies: Tel: 5962 5088 website: www.mckenzies.com.au

Martyrs: Tel: 5966 2035 website: www.martyrs.com.au

BUS RULES
As there is no adult supervision on the school bus, we ask for the complete cooperation of the parents in ensuring that your child or children are well behaved at the bus stop and on the bus. For their own safety, they must wait at the bus stop in an orderly and controlled manner and board and alight from the buses sensibly and carefully. It is also important that they remain well behaved and seated whilst actually travelling on the bus.

No food or drink is to be consumed on the bus.

Children who cannot abide by the above will be excluded from travelling on the bus.

BUS PASSES
Bus Passes are issued subject to the availability of space on the bus. Application forms are available from the office.
HEALTH

CERTIFICATE OF IMMUNISATION
All children starting Prep are legally obliged to provide a Certificate of Immunisation. This certificate indicates whether children have been immunised against diphtheria, polio, tetanus, measles and mumps and is obtained from the Council’s Health Department. If an outbreak of a contagious disease occurs at the school, children without a certificate will be sent home.

Please note an outbreak is considered one case.

SICK CHILDREN
Sick children should not be at school. If your child is sick during the night and will not be well enough to go out to play at recess, they are not well enough to be at school.

Please do not send sick children to school as they only spread their germs to others. This is especially true with regard to tummy upsets.

If a child becomes sick at school, every effort will be made to contact a parent or an emergency helper.

It is a legal requirement that all children present a letter signed by a parent / guardian explaining their absence on their return to school.

DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD. Should they need to take medicine during school hours, parents/ guardians MUST report to the school office staff and complete a medication permission form.

EMERGENCY CONTACT INFORMATION
In case of accident or illness we may need to contact you quickly. Therefore you will be asked to fill in an Emergency Information Form. This form will be issued at the beginning of each year. The emergency contact person on this form must be someone other than the parents, e.g. neighbour, friend, grandparent, etc. It may be necessary for you to alter or add to this form during the course of the year (e.g. change of name of neighbour or of friend listed, a change in telephone number, a change of address). PLEASE NOTIFY THE SCHOOL WITHOUT DELAY.

ACCIDENTS AT SCHOOL
In case of an accident or sudden illnesses the following procedures are adhered to:

Serious cases - a teacher will render first aid and remain with the student until appropriate assistance arrives. Parents will be telephoned immediately. If the school is unable to contact either parent or guardian listed in emergency contact details, the school will seek medical help. An ambulance will be called if necessary. All costs incurred will be the responsibility of the parents.

Minor cases - when a student becomes mildly unwell - or suffers a minor accident, appropriate first aid will be given. The parent will be notified either by a sick bay notice or by phone if considered necessary.

Head injuries – parents are notified of ALL injuries to the head, no matter how minor. The child is monitored closely and if there are any changes, we will contact the parent to take their child for further medical assistance if necessary.
ASTHMA AWARENESS

Asthmatic students attending the school should always have available in the school, appropriate medication including, for example, a bronchodilator metered dose aerosol puffer.

An Asthma Plan including the following information is needed for every asthmatic student.

1. Name.
2. Normal maintenance medical program.
3. Medication to be used when symptoms develop.
4. Medication to be used during crisis situations.
5. Name, address and telephone number of an emergency contact.
6. Name, address and telephone number (including an after hours number) of the child’s doctor.
7. Name and telephone number of the child’s pharmacist.
8. Any known allergy to medication etc.

**Teachers must be sure that they can alert an appropriate carer without delay - deteriorating asthma cannot wait hours for attention.**

If an emergency contact cannot be made the child will be taken to the nearest medical facility. An ambulance will be called, with the parents incurring all costs involved.

CHICKEN POX

A child will be excluded from school for at least five (5) days after the beginning of the illness, and until the last lesion has healed. Siblings not excluded.

IMPETIGO

A child will be excluded if so ordered by a School Medical Officer or the Medical Officer of Health. Siblings not excluded.

MEASLES

A child will be excluded for at least seven (7) days after the appearance of the rash, or until medical certificate of recovery is produced. Siblings not excluded.

MUMPS

A child will be excluded for at least fourteen (14) days after the onset of the symptoms.
Siblings not excluded.

RUBELLA (German Measles)

A child will be excluded for ten (10) days after the appearance of the rash.
Siblings not excluded.
HEAD LICE
No Health Risk. Head lice in Australia do not carry or transmit disease. However, their bites often cause scalp itch. If the itch is scratched, scalp infection may follow.

School Exclusion
Infested children may be asked not to return to school until they have been treated. There is no reason for them to miss more than a day; they can be treated one evening and return to school the next day.

GOVERNMENT ALLOWANCES

EDUCATION MAINTENANCE ALLOWANCE

The education maintenance allowance has ceased as of August 2014. For low income families you may be eligible for the Schoolkids Bonus, please visit the following website for more information:- (http://www.dss.gov.au/our-responsibilities/families-and-children/benefits-payments/schoolkids-bonus)
SCHOOL PARISH GROUPS
ST PATRICK’S PARISH DIRECTORY

WEEKEND MASSES
Saturday Vigil             Lilydale  6.30 p.m.
Sunday                    Healesville 8.30 a.m.
                                          Lilydale 10.30 a.m.

WEEKDAY MASSES
Tuesday                   -                7.00 p.m.
Wednesday                 -                9.10 a.m.
Friday                     -                9.10 a.m.

RECONCILIATION
Saturday                   -                10.00 a.m. or by appointment

PARISH STAFF
Parish Priest               -                Fr. Arsenio Tuazon
Parish Secretary            -                Jo Payne/Sharon Jacob
Deacon                      -                Phil King
Pastoral Worker             -                Debbie Edwards

ANSWERING SERVICE ALWAYS AVAILABLE. JUST LEAVE A MESSAGE
ON 9739 5977 OR FAX 9739 5373 or parish email: lilydale@cam.org.au.

ST. PATRICK’S CARE GROUP

The St. Patrick’s Care Group serves to assist the Priest in caring for the people
in the Parish, striving to do so in accordance with the following objectives -

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Meals can be readily supplied as necessary. The Care Group works in
conjunction and consultation with other groups, e.g., St. Vincent De Paul, Grief
and Loss, etc., within the Parish and Community.

Co-ordinators are elected annually, and receive enormous support and
assistance from volunteers within our Community.
ST. PATRICK'S
SCHOOL PLANS
ST. PATRICK'S PRIMARY SCHOOL PLAN - UPPER LEVEL (Not to scale)

Dianne Axton
Room 14
Gr. 3A

Emma Morgan
Room 15
Gr 3M

Sandra Smolenski
Room 13
Gr. 4S

Room 12
Maths Extension

Room 11
Reading Recovery / Literacy Room

Art
Room 10

Library
Rooms 8/9

Multi Purpose room

Canteen Kitchen

Foyer

Meeting Room
Room 4
Interview/
Meeting Room

Room 4a
Cleaner's Room

Room 5
Staff Room

Room 6a
Disabled Toilet

Room 6b
Sick Bay

Room 6c
Principal's Office

Room 6d
Deputy Principal's Office

Room 7a
Administration Office

Room 7b
Store Room

Room 7c
P & F Room

Staff Room
Rm 5

Staff Toilet Room

Stairs

toilet
toilet

4

6

6c

6d

7a Admin

7c

7b

store

store
ST PATRICK'S PRIMARY SCHOOL PLAN - LOWER LEVEL (Not to scale)

Room 20
Catherine De Vincentis
Gr 1/2D

Room 19
Mark Westwood
Gr 1/2W

Room 18
Kim Darbyshire
Prep/1 D

Room 17
Sarah Graves
Prep G

Room 16
Before & After School Care

Boy's Toilets

Girl's Toilets

Basement
STATIONERY REQUIREMENTS FOR STUDENTS
Prep – Grade 6
LIST OF REQUIREMENTS FOR STUDENTS IN PREP

Prep children are required to bring the following items on their first day:

*The following items will be collected as class sets, **SO PLEASE DO NOT LABEL THEM.**

- 1 Box of tissues
- 2 packets of 12 textas (one thick, one fine point)
- 2 packets of STAEDTLER Norris-Maxi coloured pencils
- 1 pair of round-tipped scissors (not plastic) If left handed buy appropriate scissors
- 4 glue sticks (large) **Bostik Blustik** – (NOT other brands as these dry up when open.)
- 2 black **FABER** whiteboard markers (These are not permanent markers)
- Large roll paper towel – *(Girls Only)*
- Large packet Chux wipes - *(Boys Only)*

**THE ITEMS BELOW SHOULD BE CLEARLY LABELLED WITH NAME AND GRADE.**

- Spare underwear & Socks in a plastic bag
- 1 Art smock
- Chair bag and library bag and homework/notice bag (to be purchased from the Uniform shop)
- 2 colouring books (for use on wet days)
- 1 pair children’s gardening gloves
LIST OF REQUIREMENTS FOR STUDENTS IN YEARS ONE AND TWO

Students are required to bring the following items on their first day:

The following items will be collected as class sets, so PLEASE DO NOT LABEL THEM.

- 2 Box of coloured pencils (12) – Staedtler (good quality)
- 1 Packet of textas (12) (fine point, not connector pens)
- 1 Box of tissues (200)
- 1 Packet of Crayon Twist
- 1 Wooden 30cm. Ruler – normal width
- 1 Pair of metal blade scissors (not plastic blades)
- 1 Pencil case large
- 4 Glue sticks Bostick Blustik large
- 1 Display Book Clear Front A4 refillable 20 pockets
- 1 Whiteboard Marker
- Large roll paper towel – (Girls Only)
- Large packet Chux wipes - (Boys Only)

The items below should be clearly labelled with name and grade.

- 1 large Pencil Case 25cm x 35cm for home reading book (as used in Prep)
- 1 Activity book/colouring book for wet days
- 1 Art smock or old shirt
- 1 Library bag
- 1 Chair bag (may use last year’s chair bag)
- 1 Homework/notice bag
- 1 pair children’s gardening gloves

SOME OF THE ITEMS WILL NEED TO BE REPLENISHED DURING THE YEAR.
LIST OF REQUIREMENTS FOR STUDENTS
IN YEARS THREE AND FOUR

ALL ITEMS ARE TO BE CLEARLY LABELLED

Students are required to bring the following items: -

- 2 Large glue sticks (solid type)
- 1 Pair 15cm scissors sharp - metal blades
- 1 Box coloured pencils (12) (good quality)
- 2 Red Biros
- 2 Blue Biros – (Grade 4 only)
- 8 HB grey lead pencils
- 2 Highlighters
- 1 Eraser
- 1 Sharpener
- 1 SMALL pencil case
- 1 pkt. Cards
- 1 Roll of masking tape
- 1 Roll sticky tape
- 1 Wooden 30cm. Ruler – normal width

N.B. Chair bags are NOT required

- 1 Art Smock or old shirt
- 1 Library bag
- 1 Calculator
- 1 Dictionary – Oxford Australian Middle Primary Dictionary & Thesaurus (not pocket size) – recommended but not mandatory

SOME OF THE ITEMS WILL NEED TO BE REPLENISHED DURING THE YEAR.
LIST OF REQUIREMENTS FOR STUDENTS
IN YEARS FIVE AND SIX

ALL ITEMS ARE TO BE CLEARLY LABELLED.

Students are required to bring the following items: -

☐ 2 large glue sticks (solid type)
☐ 4 HB Pencils
☐ 1 Eraser
☐ 1 Pencil Sharpener
☐ 1 wooden Ruler
☐ 1 Box coloured pencils (12)
☐ 1 pkt Textas (not connector type)
☐ 2 Highlighters
☐ 1 Pencil case (small)
☐ 1 Pair scissors adult sized - metal blades
☐ 1 Box tissues (200) (Grade 5 Boys only)
☐ 1 pack of cards
☐ 1 Black fineliner 0.4
☐ 4 Red biros
☐ 4 Blue biros
☐ USB Memory Stick (1GB)
☐ 1 Art Folio (as per stationery supplied in previous year)
☐ Large roll paper towel – (Grade 6 Boys Only)
☐ Large packet Chux wipes - (Grade 5 Girls Only)
☐ Spray & Wipe (Grade 6 Girls Only)
☐ 1 Dictionary - The Australian Oxford Dictionary (not pocket size)
☐ 1 Thesaurus - The Australian Oxford Thesaurus
☐ 1 Desk Calculator
☐ 1 Protractor

SOME OF THE ITEMS WILL NEED TO BE REPLENISHED DURING THE YEAR.