

THE STAFF OF ST. PATRICK'S SCHOOL WANGARATTA

WARMLY WELCOMES YOUR CHILD TO SCHOOL

It is our hope and wish that your child:

Enjoys school
Is happy
Grows in confidence
Develops a sense of achievement and responsibility
Grows to be a person for others and
Becomes faith-filled in the Spirit of Jesus



Belonging to St. Patrick's means:

Being committed to Gospel values
Sharing talents, resources and friendship
Listening and respecting each other
Giving and receiving support and encouragement
Discovering how we are gifted and special
To be open to continue learning
and ever ready to be surprised by God's goodness.

SCHOOL PHILOSOPHY

Our philosophy is enacted through our teaching and care for students. To provide a school community that draws on the traditions of the Brigidine Order, that celebrates life, reaches out to others and actively cares for our world.

Our philosophy guides our teaching, strategic plans and governance decisions.

Our school has taken on a whole school approach towards social and emotional Learning and follows the Department of Education's 'Resilience, Rights and Respectful Relationships' program.

In all documents, which includes: all practice by students and teachers, work with the School Board and the community, teaching and learning programs, school initiatives, internal and external interactions, organisational structures and practices, the vision of the school will sit at the centre and there will be expectations about all work aligning with the school vision.

Regular evaluation processes will be in place to measure performance in all areas of the school with respect to the implementation of the vision and values of the school.

A detailed list of school policies will sit within this framework. In all work in the school, the question "Is this work or process in line with the school vision, values and beliefs?" This question will be a fundamental part of the practice of all leaders in the school.

To ensure that current and prospective staff, students and parents understand the philosophy of our school St Patrick's, we publish this philosophy in our: Policies, and Handbooks.

THE STORY OF ST. PATRICK'S SCHOOL

- 1854** Fr Smythe built the first school - a church school measuring 40 feet by 20 feet at the cost of £500. (Government and Parishioners)
- 1858** March 1st - Fr. Kums opened the school. Roll call was 34. Mr & Mrs Michael Toohey, were day teachers.
- 1862** Fr Galen - First Parish Priest. Mr McKeone foremost of teachers appointed.
- 1874** St. Patrick's Hall replaced original Church and school building. Roll call now 137.
- 1877** Government aid eliminated for denominational schools.
- 1887** Bishop requested Brigidine Sisters to come from Ireland.
- 1888** Fr English PP gave sisters charge of St. Patrick's School.
- 1921** October 31st - new brick school built on Ovens Street site. Blessed and opened by Archbishop Mannix. Costs: School and furnishings £5822, land £740 Funds raised locally and school was opened free of debt.
- 1950's** Additional rooms added.
- 1960's** Enrolments peaked 425 pupils.
- 1963** St. Bernard's opened.
- 2000** Enrolment is 148 (six classes). We have a well equipped, computerised library, Italian Classes, instrumental music program, Perceptual Motor Program for the juniors, Reading Recovery program. Our programs are directed at the child's individual needs.
- 2001** School refurbished at a cost of \$748,000.
- 2002** Plans to complete capital works by developing playground areas (playground equipment, landscaping etc.) Enrolment is 155 (six classes)
- 2003** Enrolment is 170 (seven classes) Strategic playground plan 50% complete
- 2005** Enrolment 212 (nine classes) New Strategic plan in place
- 2008** St Patrick's School celebrates its 150 years as a registered school. Laptops and Electronic Smartboards introduced to the school.
- 2009** School enrolment 243. Plans for a major refurbishment to occur
- 2010** Enrolment 267 New Hall, Classrooms (3), Art/Science block, toilets plus furnishings
- 2011** Enrolment is now 304. Opening of new school facilities is imminent
- 2012** Enrolment is 327. New classroom is installed. Enrolments to be capped at 46.
- 2013** Enrolment is 330. Ipads introduced into the middle school to compliment macbooks already in use. Playground upgrade imminent.
- 2014** Enrolment 335
- 2016** Enrolment 337
- 2018** Enrolment 321
New Playground equipment installed (cost of \$125000) with support from P & F
- 2019** Plans for a major building program (Capital Grant) submitted
- 2020** Capital Grants resubmitted. Plans for playground refurbishment in the interim.
- 2021** Capital grants project – demolition of old classrooms and installing eight new classrooms, plus two community spaces

IDENTITY STATEMENT

To provide a school community that draws on the traditions of the Brigidine Order, that celebrates life, reaches out to others and actively cares for our world.

Identity Statement

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Vision Statements

St Patrick's Primary School strives to:

- Guide and support students on their faith journey through experiences of the Catholic tradition, building a strong sense of belonging, responsibility and wonder within our school, church and global communities.
- Develop an environment that builds on student resilience, self - respect, confidence and empathy – in partnership with families.
- Foster a learning environment that provides a holistic education that nurtures all learners in order for them to realise their full potential.
- Model and foster a safe and supportive environment for students and their families within the school community.
- Provide learning and teaching experiences that promote decision making.
- Conserve God's creation and recognise the traditional owners of the land.

GRADUATE OUTCOMES

We endeavour to create graduates who will:

- Have a dynamic faith
- Be committed to social justice
- Be environmentally aware
- Develop and sustain loving relationships
- Be life-long learners
- Realise their potential
- Be creative problem-solvers
- Be resilient, confident and independent
- Be respectful
- Have courage and integrity
- Be self-aware
- Enjoy their experiences

GOVERNANCE STRUCTURES

St Patrick's Primary School, Wangaratta, is an Australian Catholic Primary School and, as such, it recognises its role within the Australian community to abide by all laws and regulations pertaining to its establishment and ongoing viability as an educational institution. This is achieved by recognising the various governing bodies that affect its everyday operation such as the Federal and State governments, National Catholic Education Commission (NCEC), the Catholic Education Commission of Victoria (CECV), the Sandhurst Schools Education Board (SSEB) and the St Patrick's School Board.

The Canonical Administrator (CA) has sole responsibility for the school. However, some of these responsibilities are transferred to the Principal who, at all times, is acting for the canonical administrator. In the course of his duties, the Principal ensures that all procedures, policies and protocols, as outlined by the various governing bodies is adhered to at all times through interaction with the Sandhurst Catholic Education Office.

RELIGIOUS EDUCATION

The Catholic School has its mission within the mission of the Church, which is the faithful transmission of the message of Jesus according to the Catholic tradition.

At St. Patrick's we believe Religious Education is:

- Primarily the role of parents and the parish community
- To develop a sense of community through the celebration of the Mass and Sacraments
- Presenting to students a way of life based on Gospel values
- Integrating other areas of learning and aspects of life in the context of faith
- Leading children to discover God and to be caught up in the wonder and mystery that this involves
- Helping students to discover and experience ways of speaking with and celebrating God in their lives
- Developing a sense of worth for self and others
- Leading students to form Christian attitudes and to develop Christian consciences
- A growing appreciation of the world as God's creation, an awareness of the needs of others and how to respond in service and love to make this world a better place

Because we believe this we will:

- Present Jesus in a real, human way to children
- Follow a quality sequential program F - 6 in a two year cycle
- Lead through example in ways of praying, respect and care for others
- Help children realise their knowledge of and relationship with God, Father, Son and Holy Spirit is reflected in interaction with others
- Encourage children and lead them to celebrate God in the events of their lives
- Support the role of parents in the development of children's faith by our daily RE program
- Assist parents in Sacramental preparation and celebration

CHILD SAFE SCHOOL

St Patrick's Primary School, Wangaratta is a CHILD SAFE SCHOOL. This means that we have in place a set of policies and procedures that promote keeping the students in our care as safe as we possibly can. A folder of our child safe policies is available to all staff. New staff are inducted with our Child Safe policies as well as signing a Code of Conduct.

The key elements of our Child Safe Policy are set out below:

Purpose and Rationale

This policy was written to demonstrate the strong commitment of the whole school community of St Patrick's Primary School leaders, staff, volunteers, students, their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

Commitment to Child Safety

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Children's Rights to Child Safety

The staff and volunteers of St Patrick's Primary School encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them. We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us.

Valuing Diversity and Inclusion

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this, we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families
- promote the cultural safety, participation and empowerment from culturally and/or linguistically
- promote the personal safety, participation and empowerment of students with a disability and diverse backgrounds and their families and make them feel welcome and part of all aspects of school life

Recruiting Staff and Volunteers

St Patrick's Primary School will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and require police checks and Working with Children Checks (WWCC) for all staff and volunteers. All volunteers that have direct contact with children are required to sign a code of conduct and have a current WWCC. Our commitment to Child Safety and our screening requirements are included in all advertisements for staff and volunteer positions.

Supporting Staff and Volunteers

St Patrick's Primary School provides support and supervision to all staff and volunteers, so people feel valued, respected, affirmed in their work and fairly treated. We have a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

Reporting a Child Safety Concern or Complaint

Our school records any child safety complaints, disclosures or breaches of the Code of Conduct, and store the records in accordance with security and privacy requirements. Our complaints and disclosure processes are outlined and detailed in the following policies and procedures:

- Charter of Sandhurst School Improvement (CoSSI)
- Child Safe Policy
- Child Protection – Mandatory Reporting
- Child Protection – Failure to Disclose Policy
- Child Protection – Failure to Protect Policy
- Child Protection – Working with Children
- St. Patrick's Pastoral Wellbeing
- Catholic Education Sandhurst Information for schools – Child Safe Organisations

The Principal of St. Patrick's Primary and the Leadership team have been appointed as Child Safety Officers with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

Risk Management

Risk management is an approach that minimises the potential for child abuse or harm to occur. Our Risk Management Plan outlines and details all aspects of risk across our whole school environment (on site and off site school activities) with specific activity risk assessments. In addition to our general Occupational Health and Safety risks, we proactively manage risks of abuse and harm to our students.

Policy Review

This policy is reviewed every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

CHILD SAFETY CODE OF CONDUCT

Central to the mission of St Patrick's is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Purpose:

This Code of Conduct has a specific focus on safeguarding children and young people at St Patrick's against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, clergy and Advisory Board members at St Patrick's are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours:

All staff, volunteers, contractors, clergy and Advisory Board members are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or Child Safety Officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic)
- reporting any child safety concerns to the school's leadership (or Child Safety Officer if the school has appointed someone to this role)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe

Unacceptable behaviours:

All staff, volunteers, contractors, clergy and Advisory Board members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any ‘special’ relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school’s leadership or Child Safety Officer’s (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority’s approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with eNewsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children

LEADERSHIP IN THE SCHOOL:

St. Patrick’s School is served by a Leadership Team consisting of the Principal, Deputy Principal, Curriculum Co-ordinators and Year co-ordinators. Each member of this team is responsible for working with Staff Curriculum Teams (one from each level of the school).

Each member of the team is responsible for 3 curriculum areas working with staff teams (one from each level of the school) to continue to review and update curriculum areas, teaching practice, professional development and resources.

The Principal, Deputy Principal and the Leadership Team are responsible for the Child Safe standards being maintained and acted upon when required.

MANAGERIAL MATTERS

In 2021, St. Patrick's School Community consists of 301 children, Principal, Deputy Principal (Pastoral Wellbeing/Reading Recovery), Leader of Learning, 13 Class Teachers, a Special Education Teacher, Administration Officers, Library Technician, 8 Classroom-Aides, Music/Performing Arts Teacher, Science Teacher, Physical Education Teacher, Literacy Support Teacher, Enrichment & Extension Teacher and Italian Teacher.

PARISH PRIEST: Fr Michael Pullar
ASSISTANT PRIEST: Fr Dean Bongat
PRINCIPAL: Mr Terry Corrigan
DEPUTY PRINCIPAL: Mrs Helen Lyons

TEACHERS:

CLASS GROUPINGS 2021

* Mrs Grace Patterson	Foundation
* Mrs Trish Shaw	Foundation
* Mrs Carolyn Levesque	Year 1/2
* Mrs Karen Bray	Year 1/2
* Ms Sarah Newton	Year 1/2
* Ms Eleanore Sirianni	Year 3/4
* Ms Janina Rinaldi	Year 3/4
* Mrs Karen Rizzo	Year 3/4
* Mrs Nara Nicoll	Year 3/4
* Mrs Andrea O'Connor	Year 5/6
* Mrs Helen Rickard	Year 5/6
* Mrs Sharyn Ackerly	Year 5/6
* Ms Jessica Whitehead	Year 5/6

LEADER OF LEARNING

Mrs Andrea O'Connor

SPECIAL ED/WELFARE:

Mrs Helen Lyons

CHILD SAFE TEAM

Principal, Deputy Principal and Leadership Team Members

ENGLISH

Mrs Helen Rickard

MATHEMATICS

Mrs Amanda Cassidy

MUSIC/PERFORMING ARTS:

Mrs Leonie Brien

Corena Bennett

ITALIAN:

Lucia Alesiani

Mrs Nara Nicoll

SCIENCE:

Mrs Katie Pallot

ART:

Mrs Abby Batey

PHYSICAL EDUCATION:

Mr James Levesque

BLUEARTH:

Mr Matt Dillon

NUMERACY SUPPORT:

Mrs Andrea O'Connor

ABLE, GIFTED & TALENTED PGM

Mrs Katie Pallot

READING RECOVERY:

Mrs Helen Lyons

ADMINISTRATION:

Mrs Annette Beitzel

LIBRARY TECHNICIAN/ADMIN:

Mrs Rosemary Pane

MAINTENANCE/OH&S:

Mr Paul Lynch

EDUCATION SUPPORT OFFICERS:

Ms Jodie Mays, Mrs Alison Simonetti,
Mrs Lyn Walker, Mrs Shirley Southwell
Mrs Michelle Prestianni, and Mrs Tian McDonald

FINANCE

St. Patrick's has 4 main sources of income:

- Government
- Fees
- Fundraising
- Parish

The Government money is distributed by the Catholic Education Office using a formula that takes into account the enrolment of the school and any special factors that need to be considered.

This money falls well short of that needed to run a school, therefore the Catholic Education Office work out what a school needs to run and sets amounts that a school needs to reach that figure.

Each year a recommended family fee is set and the amount needed from fundraising and the parish contribution.

This results in something like this:

$$\text{Fundraising} + \text{Fees} + \text{Government Grants} = \text{Income to adequately run school}$$

The left side of this equation is income for recurrent costs, such as wages, power, insurance, gas, rates, telephone, postage, repairs, cleaning etc.

This leaves a levy per child that together with the State Government book allowance covers - text books, readers, stationery, art supplies, local excursions, swimming, photo copying, cultural programs etc.

If we wish to extend and improve our resources and facilities we need to raise money over and above that basic level and contribute voluntary labour.

For 2021:

Fees payable per family	\$1400.00 per family, per year
Levy payable	\$ 210.00 per child, per year
Capital Levy	\$ 100.00 per family, per year
Diocesan Levy	\$ 50.00 per family, per year
Swimming Levy	\$ 50.00 per child, per year

As the main fee is a family fee, the cost for other children only increases marginally. For example, with this fee structure the costing would be:

One child	\$1810.00 per year
Two children	\$2070.00 per year
Three children	\$2330.00 per year

Also added to the fees structure will be excursions. This will be added to the account as costs become known. Accounts are sent home each school term, or by arrangement. Fees and levies may be paid directly at the secretary's office. Direct Debiting facility is available. Parents may also elect to deposit directly into the school's account via electronic banking.

PARENT INFORMATION & INVOLVEMENT

At St. Patrick's we believe our parents are a vital part of our School Community:

- Parents and staff have a God given call to work together for the Christian formation and development of the child.
- School learning activities are built on the foundation of interest, engagement, encouragement, example, experiences and celebration.
- Parents need free access to the school/staff and that communication is essential. Programs such as See Saw allow families to use technology to engage in their child/ren's learning which can have a significant impact on children's learning.
- Parents should know teacher's expectations and vice-versa so both can work in harmony for the development of the child.
- **Because we believe this we will:**
- Welcome families and make them feel at home in our school community.
- Promote parent/teacher meetings to discuss expectations and learning programs.
- Encourage and support parents' continued involvement in their child's learning.
- Keep lines of communication open through the weekly newsletter to parents as well as occasional class news sheets.
- Provide opportunities for interviews - formal & informal to discuss child's progress.
- Present parents with a summary report of each child's progress.
- Welcome constructive criticism for the improvement of home/school relations.

We encourage and expect parents to be involved in the life of St. Patrick's School Community:

- Support school policies and directives eg. Curriculum practice, uniform discipline
- Attend Parent information sessions
- Offer practical assistance in School Programs
- Be loyal to Principal, Staff and other families by keeping communication open and honest
- Be involved where possible in the Parents' and Friend's Association

PARENTS & STAFF IN PARTNERSHIP

St. Patrick's School has a very supportive, caring parent group. Parents are involved in:

- P & F Association
- School Council
- Fundraising
- Education – Parent nights etc
- Social opportunities (Ladies Lunches, Trivia Nights, Family Breakfasts etc
- Grounds & Maintenance

Offering time and talents, assisting with classroom activities such as:

- Reading
- Maths
- Art
- Science
- Physical Education
- Sports
- Digital Technologies
- Excursions
- Providing occasional treats for children
- Preparing children for Sacramental celebrations

Parents must have a Working with Children's Check (WWCC) if they wish to engage in these elements of school life. They also need to sign a "Code of Conduct"

GENERAL INFORMATION

Timetable:

9.00am	Classes Commence
10.45am – 11.30am	1 st Break – All Classes
1.00pm – 1.45pm	2 nd Break – Senior School
1.45pm - 2.00pm	2 nd Break – Junior School
3.30pm	Dismissal

Assembly:

Each Monday morning the whole school assembles around the flag to sing the National Anthem, acknowledgement of Country and to celebrate any happenings from the weekend.

Whole School assembly are on Fridays commencing at 9:00am in the hall. At times, classes share work etc from their classrooms. Parents are always welcome to attend.

Supervision

- Children are supervised at all times during their school day - 8.30am - 4.00pm.
- Children may never be out of the yard or be in the classroom without teacher Supervision
- At no time are children permitted to leave the school grounds to go to a shop or home etc, unless parents have written, requesting specific permission.
- Wet days – on wet days, children are supervised in the classrooms at break times.
- Hot days – when the temperature exceeds 35° C, the children are removed from the playground to the classrooms where they are supervised during play and lunchtimes in the air-conditioned classrooms.
- Aside from sporting equipment provided to students during break times, the school also has a range of games available to the students to play such as “Giant Connect Four”, “Giant Chess”, “Giant Jenga” as well as sandpit toys. These are to encourage positive social activity and cooperation.

Excursions

All excursion requires specific permission in writing from parents. Where this is not received, children are not permitted to leave the school grounds.

The school performs a risk assessment on all of these activities and parents are notified well in advance.

School Services

Each year the school Medical Service spends some time at our school. They provide hearing and sight checks for our new students as well as follow ups for students found to have specific medical needs.

Lunches & Snacks

We request that parents spend time assisting them to develop healthy eating habits.

“Fruit time” is an element of school life that we encourage parents to support. Once or twice per day (depending on the Year level) students may munch on something fresh whilst they work. This can range from fruit to carrot/celery sticks etc. Recess and lunch times are open to parents’ discretion as to what a healthy, balanced diet may contain.

Lunch orders are currently available on Fridays. Orders are to be left at the front office before 9.00am. A menu of lunches available are also available from the office.

Due to the number of children with nut allergies, we discourage children bringing nut products to school.

Art Smocks

Each child needs an art smock to protect uniform in the various art activities. An old shirt remodelled is just fine.

Library Book Borrowing

Each child needs a strong draw-string material bag to protect books borrowed from the Library each week. Please make sure books are returned to school.

Games

Some toys etc., brought to school are done so at your risk. No responsibility can be taken for accidents or broken equipment. Electronic games are banned. However, bus children may keep them in their bags for travel to and from school. Yugioh, Pokemon cards etc are also banned for a number of reasons

School Rules

These are made jointly by staff and students for the safety of all. At their heart is self-discipline, respect and love for others.

Sick/Injured Children

Children will be cared for as well as possible. A staff member is in First Aid attendance in the First Aid room for all breaks. All incidences are recorded. If necessary, parents will be contacted to take the child home. An emergency contact is essential in your absence.

When serious accidents requiring medical attention occur in the school grounds, the summary of our policy is as follows: -

- Step 1** - Call an ambulance,
- Step 2** - Alert parents/guardian/emergency contact, of accident.

The decision to follow the above procedure has been made with respect to the following factors:

- Many children live out of town and therefore to delay medical attention until the parent is contacted may in fact cause more problems.
- Teachers are all full-time classroom teachers and have a responsibility for the supervision of other children in the class and therefore cannot spend a period of time away from these responsibilities.
- Ambulance officers are qualified to understand the nature of an illness/accident and will therefore render appropriate treatment.

Medication for Students

If a child is on medication of any sort, the class teacher and/or the Principal need in writing all the details of application and any other necessary information. All medical applications are recorded.

Absence Notes

When your child is absent from school for any reason, you are asked to contact the school to inform us as to the reason for the absence. Families who do not contact the school will be contacted by SMS to notify parents that we have an undocumented absence. This is done with the safety of the students in mind.

Staff Meetings

Staff meetings are held every Monday from 3.45pm - 5.00pm. If possible, when arranging to meet with a teacher, always avoid this time and bus duty time. Staff also meet in units (Professional Learning Communities) on Tuesday after school.

Newsletter

The newsletter is available electronically via email. Families need to ensure that the school has your current email address and that you have requested a copy to be sent.

The newsletter can also be accessed on the school's website:
www3.spwangeratta.catholic.edu.au

Hard copies of the newsletter are sent home if requested. The newsletter is also available on the school's Facebook page look up **St Patrick's Primary School Wangaratta**.

School Uniform

A simple uniform is available for children to wear. Uniform details are available from the back of this booklet (including dress code). All clothing is to be clearly marked.

The staff seek the support of parents in maintaining a high standard of dress. As far as is possible, the wearing of coloured sneakers is discouraged. Children not wearing correct uniform are required to bring a note, signed by the parent, explaining why the child is out of uniform.

Sports Uniform

Correct sport uniform may be worn to school on PE and Sports days. Parents will be notified which days these are at the beginning of the school year. If correct sports uniform is not available, children wear school uniform.

TERM DATES 2021

TERM 1 – Tuesday 27th January	–	Friday, 1st April
TERM 2 – Tuesday 19th April	–	Friday 25th June
TERM 3 - Monday 12th July	–	Friday 17th September
TERM 4 - Monday 4th October	–	Friday 17th December

HOMEWORK POLICY

From our Vision and Mission Statement, we firmly believe homework is:

- To develop study habits in the students
- To reinforce skill areas taught at school
- A link between school and home
- A way of involving parents on target
- Applicable to the development of the individual

Because we believe this we will:

- Give weekly/fortnightly homework sheet

Monday - Thursday Yr 3 - 6 30 minutes per week

Monday - Thursday Yr 1 - 2 20 minutes per week
(Predominately Reading and Small Tasks)

Monday - Thursday Foundation 5 to 10 minutes reading per night

- Accept varying responses to completing set work
- Ask that homework is presented neatly
- Ask parents to sign all homework
- Ensure that homework is seen by the class teacher

ENROLMENT POLICY

We firmly believe St. Patrick's is a school where:

- All families seeking a Catholic Education for their child are welcomed.
- Parents and staff share the privilege of working together to provide this Catholic Education.

Parents need to know and support:

- The Catholic Identity of our school
- Our Identity Statement, Vision and Graduate Outcomes
- Current school policy documents
- The ethical administration of assessments that enable the school to meet the needs of the individual child

Because we believe this, we are committed to providing enrolment to:

- Families already involved in the school
- Other families interested in a Catholic Education (in accordance with the School's Enrolment policy which is available upon request).
- Seeing no child is disadvantaged because of financial circumstances
- Accepting that a child's intellectual or physical capacity will not be an issue but our school's capacity to meet the child's needs be well considered
- Working within class size guidelines as outlined by Catholic Education Office of Victoria (C.E.C.V) and current Industrial Agreement

And so, we will:

- Present inquiring parents with our school Identity and Vision Statement as well as our Graduate Outcomes.
- Give parents a brief overview of the running of the school
- Present parents with an information booklet
- Enrol new Preps in May (during Catholic Education Week) (5 years by following April) - enrolment includes family and medical details
- Ask parents to present Birth Certificates, Immunisation Certificates and Baptism Certificates (as appropriate) for the school's records
- Encourage parents to take an active part in supporting school activities

TRANSITION POLICY

We firmly believe St. Patrick's is a school where:

- Catholic Education is promoted from Foundation to Year 12
- Transition takes place many times during primary years and is a celebration of achievement and maturity
- Consistent teaching and learning styles are of major importance to smooth transition

Because we believe this we are committed to:

- Promoting Kinder to Foundation transition
- Seeing transition from one stage to the next in our school be as smooth as possible and seen as a natural progression
- Work with Secondary School in facilitating transition
- Honour the Foundation to Year 12 Pathway for Catholic Schools Wangaratta (CSW).

And so, we will:

Kindergarten to Foundation:

- Visit local kindergartens prior to Education Week
- Advertise for school enrolments in local papers, Church bulletins and school newsletters
- Have a common enrolment week in Wangaratta in May
- Interview families and supply information brochures
- Accept enrolments in Education Week
- Invite kindergarten children to visit our school
- Hold a parent information evening in November
- Have “intending Foundations” attend orientation sessions in November/December.
- Welcome Foundation parents when school begins
- Hold parent information night early in the year

Years 6 to 7

- Welcome Yr. 7 co-ordinator’s visit to Yr. 6 children
- Encourage parents to attend a Yr. 7 information evening at Galen College
- Welcome past students’ visit to speak to Yr. 6 children
- Support orientation day at the College in December

The three local Catholic Primary Schools are committed to working with Galen College to ensure ease in transition - Catholic Schools Wangaratta (CSW) has been developed in partnership with the three Catholic Primary Schools and Galen Secondary College to ensure Foundation to Year Twelve pathway is available to students and parents seeking a Catholic Education. All schools are working on a common assessment and reporting procedure using Victorian Essential Learning Standards documentation.

PREPARATION FOR SCHOOL BEGINNERS

It would be extremely helpful to parents, teachers and the children themselves if beginners can do the following things unaided by the time they are ready to commence school.

- Tie own shoe laces or buckle sandals
- Put on own coat and hat and do up buttons
- To always have a handkerchief or tissues & know how to use them
- Repeat own name, full address and phone number when asked
- Know the safest way to and from school
- It is most important to encourage children not to loiter on the way home, visit friends without permission, talk to or go anywhere with strangers
- Leave parents for a few hours without being upset
- Put away own play things and materials after using them
- To be properly toilet trained
- To eat sandwiches and actually eat lunch from lunch box.
- Speak politely

Please make sure children have everything clearly marked especially:

- SHOES and SANDALS
- LUNCH BOX and DRINK BOTTLE
- BAG - Big enough to hold lunch box, drink, jumper, hat and other goodies
- ALL CLOTHING

HEALTH

EXCLUSION OF STUDENT AND CONTACT FROM SCHOOL

This is not an exhaustive list but some of the more common diseases/conditions.

CHICKEN POX	- Until fully recovered Note: Some remaining scabs are not an indication for continued exclusion.
DIPHTHERIA	- (see Immunisation booklet or school)
MEASLES	- excluded for at least 7 days from the appearance of the rash or until a medical certificate or recovery is produced
MUMPS	- until fully recovered
RUBELLA (German Measles)	- excluded until fully recovered and at least 4 days have passed since the appearance of the rash.
SCARLET FEVER	- excluded until a medical certificate of recovery is produced.
WHOOPING COUGH	- excluded for 4 weeks or until a medical certificate of recovery is produced.
PEDICULOSIS (Head Lice)	- excluded until effectively treated.
SCABIES	- excluded until appropriate treatment has commenced, and supported when requested a medical certificate.
IMPETIGO (School Sores)	- excluded until effectively treated and healed. (If sore can be properly covered while being treated the child may attend school).

UNIFORM POLICY

GIRLS SUMMER: School dress (St. Patrick's check) OR Green top with gold piping & grey skorts
(Terms 1 & 4) Green hat bucket or wide brim with school crest
White socks
Gold/green ribbons or school material scrunchies etc
Brown sandals or black shoes

GIRLS WINTER: Green Uniform shirt with gold piping (short or long sleeve)
(Terms 2 & 3) & tartan pants/tartan skirt/tartan pinafore & green tights
Green Uniform shirt with gold piping (short or long sleeve), grey skorts & green tights
White socks
Gold/green ribbons or school material scrunchies etc
Black shoes

GIRLS SPORTS: Green Uniform shirt with gold piping (short or long sleeve) & green sports skirt
Green top with gold piping & green basketball short with school crest
Green hat bucket or wide brim with school crest
White socks
Gold/green ribbons or school material scrunchies etc
Sneakers

SPORTS GIRLS WINTER:

Green Uniform shirt with gold piping (short or long sleeve) & green track-pant or
green basketball shorts
White socks
Gold/green ribbons or school material scrunchies etc
Sneakers

BOYS SUMMER: Green Uniform shirt with gold piping (short or long sleeve) & grey shorts
(Terms 1 & 4) Green hat bucket or wide brim with school crest
Grey socks
Brown sandals or black shoes

BOYS WINTER: Green Uniform shirt (polo - short or long sleeve) & grey trouser
(Terms 2 & 3) Grey socks
Black shoes

SPORTS BOYS SUMMER:

Green Uniform shirt (short or long sleeve) & green basketball short with school crest
Green hat bucket or wide brim
White socks
Sneakers

SPORTS BOYS WINTER:

Green Uniform shirt (polo - short or long sleeve) & green track-pant or green
basketball shorts
Sneakers

Bottle green school vests, jumpers or windcheaters to be worn any time.

At St. Patrick's, there is a dress code in place that covers not only the school uniform but all forms of attire, including jewellery.

STUDENT DRESS CODE

Students are expected to wear correct school uniform at all times during school hours.

Children are expected to furnish their teacher with a note outlining the reason for their inability to wear correct school uniform. The note is to be signed by the child's parent or guardian.

Children unable to wear **correct sport's uniform** on the designated sport's day will be expected to wear their regular uniform.

Jewellery must not be worn due to health and safety issues (such as possible injuries during active play periods and Physical Education times). However, studs may be worn in pierced ears (no sleepers).

Extremes of fashion as they relate to hair and casual clothes (e.g. when out of uniform days are held) are not permissible.

Any breach of the dress code will result in parents being contacted to inform them of the problem and work with the parents to rectify the problem as soon as possible. If parents are un-contactable, the student will be excluded from recess times until such time as the problem can be addressed.