



St Patrick's Primary School Wangaratta



Parent Information Handbook 2024

St Patrick's Primary School, 40-52 Ovens St, Wangaratta
P: 03 57215795 E: admin@spwangaratta.catholic.edu.au

Living, Loving, Learning in Christ



Dear Families,

On behalf of Catholic Education Sandhurst, Father Nathan Verallo and our Advisory Council, I would like to extend a warm welcome to each of you, for the 2024 school year.

Our School is a Catholic school grounded in the rich traditions of the Brigidine Sisters. We seek to model Christ's values in all we do, and live out our faith in the relationships we form with each other.

St Patrick's strives to provide a safe learning environment that cultivates each child's skills and abilities. We are committed to the development of the whole child - spiritually, intellectually, physically, emotionally and socially, in providing quality learning and teaching that supports all to reach their full potential.

Our vibrant, welcoming community strives to create a sense of belonging and shared responsibility, where staff work actively in partnership with families for the benefit of all.

This booklet aims to provide relevant information to assist you in preparing your child for the 2024 school year.

Please feel free to contact the school if you have any further questions or queries.

Your sincerely

A handwritten signature in black ink, appearing to read 'G Downie', written in a cursive style.

Gabrielle Downie

Principal

IDENTITY STATEMENT

St Patrick's is 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.

VISION

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 Catholic Education Sandhurst (CES Ltd) and the St Patrick's School Advisory Council.

Catholic Education Sandhurst (CES Ltd) is responsible for schools in the diocese of Sandhurst, however, certain responsibilities are delegated to the Principal. In the course of their duties, the Principal ensures that all procedures, policies and protocols, as outlined by the various governing bodies are adhered to at all times through interaction with the Sandhurst Catholic Education Office.

RELIGIOUS EDUCATION

The mission of Catholic schools is to work for the development and education of young people, with careful attention to each student intellectually, socially, physically and spiritually. Catholic schools are fundamentally committed to the work of evangelisation entrusted to the Church by Jesus, who came "that they may have life, and have it to the full" (John 10:10).

The aim of the Religious Education curriculum in the Diocese of Sandhurst is primarily to bring students and young people into personal relationship with Jesus. The curriculum also aims to expand a student's spiritual awareness and religious identity through the development of such key skills as discernment, critical thinking, meaning-making, and search for the truth. The Religious Education program then seeks to challenge and inspire a life of service in the Christian community and in society.

PHILOSOPHY

Our motto Living, Loving, and Learning in Christ, underpins all we strive to achieve within our school community. We lay the foundation for the future by providing our students with many opportunities in which to learn, grow and succeed.

St Patrick's was founded on the charism of the Brigidine Order of strength and kindness, goodwill and commitment. This charism is enacted today through our teaching and care for our students.

The holistic development of each student, spiritual, academic, social and emotional is paramount to each individual's growth and development.

Within all practices and engagements amongst students, teachers and the community, including teaching and learning programs and school organisational structure and initiatives, the vision of the school will sit at the centre.

Evaluation is vital to the growth and betterment of all. Evaluation process informs performance in all areas of school life, including the implementation of the vision and values of the school.

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

CHILD SAFE SCHOOL

Commitment to Child Safety

All children have the right to feel safe and be safe within the confines of St Patrick's environment. St Patrick's School is committed to providing a safe and nurturing environment for all children and young people in its school and has a zero tolerance for child abuse. St Patrick's School will at all times ensure the ongoing safety and wellbeing of all children and young people in our care.

CHILD SAFETY CODE OF CONDUCT *Extract - The full policy can be found on our website*

The wellbeing of children and young people in our care will always be our priority and we have 'no tolerance' for child abuse. Child safety is everyone's responsibility.

Acceptable behaviours

All CES Ltd Board members, CES Ltd Board Committee members, School Advisory Council members, the Principal, and all other staff and volunteers, service providers and any other adult involved in child connected work are responsible for supporting and promoting the safety of children by:

- Upholding our commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- Treating students and families in our school communities with respect, both in and outside our school environments, as part of normal social and community activities
- Listening and responding to the views and concerns of students, particularly if they disclose that they or another student has been abused or are worried about their safety or the safety of another child or student
- Promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and students of diverse sexuality.
- Ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult
- Ensuring as quickly as possible that the student(s) are safe and protected from harm if child abuse is suspected
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- Reporting any allegations of child abuse or other child safety concerns to a school's officer responsible for child safety.

Unacceptable behaviours

All CES Ltd Board members, CES Ltd Board Committee members, School Advisory Council members, the Principal, and all other staff, volunteers, service providers and any other adult involved in child connected work are responsible for supporting and promoting the safety of children must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- Develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts) Signed: CES Ltd CHILD SAFETY – Code of Conduct (260522) Page 3
- Display behaviours or engage with students in ways that are not justified by the educational or professional context
- Ignore an adult's overly familiar or inappropriate behaviour towards a student
- Discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum (for example, Christian Education for Personal Development) or professional guidance
- Treat a student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- Have contact with a child or their family outside of school without the school leadership or child safety officer's knowledge and/or consent (accidental contact, such as seeing people in the street, is appropriate)
- Communicate directly with a student through personal or private contact channels (including by social media, email, phone, instant messaging, texting etc)
- Photograph or video a student in the school environment except in accordance with the CES Ltd Photography, Filming and Recording Students Policy or where required for duty of care purposes
- Work with students while under the influence of alcohol or illegal drugs or consume alcohol or drugs at school or at school events in the presence of students.

REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

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.

STAFFING STRUCTURE 2024

PRINCIPAL Ms Gabrielle Downie
DEPUTY PRINCIPAL Ms Helen Lyons

LEADERSHIP TEAM

PRINCIPAL Ms Gabrielle Downie
DEPUTY PRINCIPAL Ms Helen Lyons
CATHOLIC IDENTITY LEADER Ms Janina Rinaldi
LEARNING LEADERS Ms Amanda Cassidy
Ms Lisa Box

CLASS GROUPINGS 2023

Ms Grace Patterson	Foundation
Ms Karen Bray	Foundation
Ms Lisa Box	Year 1/2
Ms Nara Nicoll	Year 1/2
Mr Thomas McDonald	Year 1/2
Ms Karen Rizzo/Liz Hernan	Year 3/4
Ms Eleanore Sirianni	Year 3/4
Ms Helen Rickard	Year 3/4
Ms Janina Rinaldi/Elise Barry	Year 3/4
Ms Amanda Cassidy	Year 5/6
Ms Sharyn Ackerly/Cat Kittelty	Year 5/6
Ms Jessica Whitehead	Year 5/6
Mr Thomas Boyd	Year 5/6

CATHOLIC IDENTITY LEADER Ms Janina Rinaldi

LEARNER DIVERSITY/ WELLBEING Ms Helen Lyons

LEARNING LEADERS Ms Amanda Cassidy
Ms Lisa Box

MUSIC/PERFORMING ARTS Ms Leonie Brien

ITALIAN Ms Carolyn Levesque

SCIENCE Ms Katie Pallot

VISUAL ARTS Ms Abby Batey

PHYSICAL EDUCATION

Ms Liz Hernan and Ms Leah Cornish

ADMINISTRATION

Ms Annette Beitzel and Ms Rosemary Pane

MAINTENANCE/CLEANER

Mr John Downie

EDUCATION SUPPORT OFFICERS

Ms Alison Simonetti
Ms Simone Gladigau
Ms Lyn Walker
Ms Shirley Southwell
Ms Tian McDonald
Ms Tayla Russo
Ms Kate Lang

TERM DATES 2023

- Term 1 29th & 30th January (Staff Only)
31th January ALL STUDENTS INCLUDING FOUNDATION - 28th March
- Term 2 15th April – 28th June
- Term 3 15th July - 20th September
- Term 4 7th October- 19th December

SCHOOL TIMES

- | | |
|---------------------|------------------------------|
| 9:00 am - 11:00 am | Beginning of school day |
| 11:00 am - 11:35 am | Recess |
| 1.35 pm - 1:25 pm | Lunch |
| 3:20pm | Bus Bell (Bus students only) |
| 3:25pm | End of school |

Fruit breaks are scheduled throughout the day

Office Hours are 8.30am – 4.30pm Monday to Friday

KEY DATE 2024

Please note that dates may be subject to change. Please regularly check our newsletter.

TERM 1

29th Jan	Staff Commence
31 th Jan	All Students Commence (Including Foundation) and Welcome Morning Tea
5th Feb	Meet and Greet
6th Feb	Meet and Greet
7th Feb	Foundation Rest Day
7th Feb	Foundation Curriculum Information Night- 6.00pm
9th Feb	School Welcome Mass - 9.30am
13st Feb	Shrove Tuesday
14th Feb	Ash Wednesday / Foundation Rest Day
21st Feb	Foundation Rest Day
28th Feb	Foundation Rest Day
6th Mar	Foundation Rest Day
11th Mar	Public Holiday - Labour Day
12th Mar	Pupil Free Day - Staff Professional Development Day
13th Mar	School photos
15th Mar	St Patrick's Day - Mass and Celebration
28th Mar	End of Term One for Students

TERM 2

15th Apr	Term Two Commences
25th Apr	Public Holiday - ANZAC Day
29th Apr	Catholic Education Week Commences
12th May	Mother's Day
24th May	Pupil Free Day - Catholic Education Conference
10th Jun	Public Holiday King's Birthday
28th Jun	End of Term Two

TERM 3

15th Jul	Term Three Commences
16th Jul	Parent Teacher Meetings
17th Jul	Parent teacher Meeting
16th Aug	Pupil Free Day - Staff Professional Development Day
30th Aug	Father's Day Breakfast
20th Sept	End of Term Three

TERM 4

7th Oct	Term Four Commences
4th Nov	Pupil Free Day - Staff Professional Development Day
5th Nov	Public Holiday Melbourne Cup
22nd Nov	Pupil Free Day - Planning Day 2025
10th Dec	Statewide Transition Day
TBC Dec	End of Year Mass
19th Dec	Last Day of Term for Students
20th Dec	Staff Last Day

SCHOOL FEES

Fees and levies are compulsory at St Patrick's school. Fees include the provision of all student requisites for the year. Families do not need to provide any items, but students may bring a pencil case if they choose.

Payment of fees can be made in a number of ways, including regular direct debit, direct deposit, or regular payments via cash or Eftpos. To make payments easier for families, it is strongly advised that a payment routine be established to reduce any financial burden and to assist financial planning. Accounts are sent home each school term, or by specific arrangement. Families will be sent a Method of Payment form at the end of each year which they **must complete and return to the school.**

Families experiencing difficulties with payments are encouraged to contact the Principal to set up a payment plan. It is important that financial difficulties are addressed sooner rather than later. If you have any concerns, please do not hesitate to contact the school.

St Patrick's school fees for the 2023 school year are as follows:

School Fees and Levies

Family Fee (per Family)	\$1550.00
Technology Fee F-2 (per student)	\$ 35.00
Technology Fee 3-6 (per student)	\$ 85.00
Tuition Levy (per student)	\$ 195.00
Swimming Levy (per student)	\$ 70.00
Capital Levy (per Family)	\$ 150.00

Excursion Levies 2024

Excursion Levy F/1/2 (per student)	\$ 55.00
Excursion Levy 3/4 (per student)	\$ 145.00
Excursion Levy 5/6 (per student)	\$ 540.00

ABSENCE & ATTENDANCE

In Victoria, education is **compulsory** for children aged between 6 and 17. When children are enrolled, it is expected they will attend every school day. Staff are legally required to mark the attendance roll twice each day. The attendance rolls are a **legal document** and contain information to verify student's attendance for the Education Department.

Students must be at school by 8.55am. If your child is absent, parents must inform the school of the valid reason for their child's absence. This can be done via the SIMON EVERYWHERE app or by ringing the school. This must be done before the school day commences. Unexplained absences will be followed up by the school to ensure the safe whereabouts of children.

Term breaks are the legally designated time for families to go on holidays. Permission must be sought from the Principal to go on holidays on gazetted school days.

It is important that parents support the school in ensuring their child engages in all activities, rather than allowing them to be absent. Coping in uncomfortable situations builds resilience and responsibility within children and is an important part of their development. Staff are always willing to support parents who may have difficulty in this area.

Please also note that students must not arrive before 8.30am as there is no student supervision prior to this time.

AFTER SCHOOL CARE

The YMCA provides After School Care services in the Hall from 3.25pm to 6.00pm Monday to Friday on school days only. The cost is currently \$24 per child per session. For enrolment information please contact the YMCA coordinator Annette Monshing on 0477449997 or via email on stpatrickswangaratta@ymca.org.au. Centrelink concession is available to eligible families. Please contact Centrelink for further details.

ALLERGIES & ILLNESS

Some children's health can be affected by being allergic to particular products, foods, plants, animal bites or stings. If your child is affected by a medical condition, families must provide their child's medical plan to the school upon enrolment and each year after that. If there is an update to a plan during the school year, this must be provided to the school as soon as the change takes effect.

There are a number of infectious diseases that impact the health of both children and staff, especially those who are unable to be immunised. Please see Appendix 2 for the Public Health and Wellbeing Regulations regarding exclusion of children with infectious diseases from school.

ASSEMBLIES

Whole school assemblies are held every Friday afternoon at 2.45pm in the school hall. Each week a class hosts the assembly. During assemblies the school prays together, celebrates birthdays, distributes awards and shares school events. Families and friends are always welcome to attend. On occasions school events prevent assembly from occurring. On these occasions families will be informed via the newsletter

ASSESSMENT & REPORTING

Teachers will continually observe and assess your child's learning. At different times a task or assessment may be administered to track progress. Two online reports and two opportunities for parent/teacher/student interviews are provided to families each year. Parent Support Group meetings (PSG's) are held each term. It is an expectation that parents attend these meetings to keep informed on how your child is progressing.

In addition to this, families may contact the school to arrange additional meetings with their child's teacher if there are any concerns. Sound open and honest communication between school and home allows for the best possible learning for students. It is important to make appointments to see the classroom teacher if there is a concern, rather than leave an issue unresolved.

BIKES / SCOOTERS

Road safety authorities recommend that children under the age of 9 are supervised by an adult when riding in public. For some, depending on their skills and experience, this age may be higher. Children under the age of 12 may ride on footpaths, as can the supervising adult.

The distance to be covered and the path to be taken should be taken into account by parents/carers before a child undertakes this activity. Parents must ensure students wear approved safety equipment and that bicycles / scooters are in a roadworthy condition. Students who have been found to have arrived at school without a helmet will not be permitted to ride home. Parents will be contacted to collect the child.

All bikes and scooters are parked in a designated area within the school grounds.

CAR PARKING AND SAFETY

Parking is at a premium in Ovens St. at the beginning and end of the school day. Cars are not permitted to double park in front of the school, nor are they permitted to park within a certain distance of the school crossing. I ask that families adhere to the two minute time limits on the signage at the front of the school at the beginning and end of the day, to ensure traffic to flow smoothly and allow maximum access for all.

Please note: The school has been informed that infringement notices will be issued.

Parking is also available in Ryley St for pick ups and drop offs.

CHILD SAFETY AND CODE OF CONDUCT

Catholic Education Sandhurst Child Safe Policy and Code of Conduct sets out the boundaries and expectations for appropriate behaviour of adults with children and young people. This policy and code applies to all physical and online environments used by students. It also applies during and outside of school hours and in other locations provided by the school for student use e.g. camps, excursions and sporting events. All families who enrol in Catholic Schools in Sandhurst are expected to abide by the Child Safe Policy and Code of Conduct.

COMMUNICATION

St Patrick's has a number of platforms to regularly communicate with parents.

St Patrick's Primary School Wangaratta Facebook - A way to share and celebrate events, and distribute information.

Seesaw - An interactive platform parent can log into to view their child's learning.

Simon Everywhere App (Parent Access Module) - An online portal that allows parents to access attendance, excursion forms, medical forms and school reports.

SMS Global - where text messages are able to be sent to families

Weekly Newsletter is emailed each Wednesday, and can also be found on our webpage.

School Website - <https://spwangeratta.catholic.edu.au>

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 and Torres Strait Islanders students and their families;
- Promote the cultural safety, participation and empowerment both culturally and/or linguistically; and
- 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.

EMERGENCY MANAGEMENT PLAN

Regular evacuation and lockdown drills are held during the school year to prepare us in the event of an emergency. Emergency procedure posters are situated around the school to inform staff, students, volunteers and visitors of our evacuation meeting points.

EARLY LEAVERS AND LATE ARRIVALS

All late arrivals and early leavers must be signed in or out electronically via iPad at the front office to monitor attendance. This is a legal requirement of the school so students' location can be known to the school at all times. We implement this protocol in line with our Child Safe policy and procedures.

FIRST AID / ACCIDENTS and ILLNESS

When illness or an accident occurs, students are sent to sick bay. Students are monitored for a short period of time. Those showing no improvement are sent home. Those with minor ailments are returned to class.

Some students use sickbay as an excuse to avoid certain activities. It is important to talk to your child's teacher if you think this habit is developing, as coping in uncomfortable situations and building resilience within children is an important part of development.

Staff regularly complete courses in First Aid, Asthma, Anaphylaxis and CPR training. Please see **Appendix 2** for the Public Health Infectious Disease Exclusions from School.

MEDICATIONS

There are strict guidelines for the administration of medication. Any parent requesting the administration of medications to their child, must inform the school in writing. Medication must be in its original packaging labelled by a pharmacist showing the child's name, the name of the drug, the use by date, the name of the child's medical practitioner, the dosage and the frequency of administration.

In order to adhere to recent changes in Work Safe laws, we are unable to administer over the counter medication that has not been authorised by a medical practitioner. This includes, but is not limited to, Panadol and other analgesics, cough mixtures, motion sickness medication and homoeopathic remedies/medications.

HATS

St Patrick's is a SunSmart school. Children are expected to wear their school hat in terms one & four during sports, recess and lunch. We have a 'no hat no play' rule during these terms. The school provides sunscreen for children to access. Parents will need to supply sunscreen if their child is allergic to off the shelf products.

HEAD LICE

Head lice outbreaks are common in school, and St Patrick's is no exception. Please check children regularly. Head lice must be treated immediately to reduce the risk of it spreading. If children are identified to carry live lice, parents will be notified to collect them and treat their hair prior to sending them back to school. Please seek advice from your local pharmacist regarding treatment.

HOMEWORK

Our approach to homework is centred around the development of good learning habits. Reading regularly to your child and listening to them read, positively supports their progress.

Families will be advised of homework expectations by their classroom teacher at the beginning of the school year.

INSURANCE

All students within the Diocese of Sandhurst are covered by Student Accident Insurance. This policy covers students "whilst at school" only, that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school.

IPAD PROGRAM

Technology is an integral part of education in schools. St Patrick's implements a 1:1 iPad Program for all our students from Years Three to Six, and a 1:2 iPad program for students from Foundation to Year Two. All students from years Three to Six must abide by the Acceptable Use of Technology agreement. If breached, students' use of technology may be restricted.

LOST PROPERTY

Property found around the school is stored in the lost property cupboard. It is important that all clothing and items such as lunch boxes and drink bottles are clearly marked with your child's name. This makes it possible to return items.

At the end of each term, unclaimed items are placed in the second hand uniform supplies.

MOBILE PHONES /SMART WATCHES

Students are not permitted to use mobile phones or smart watches at school. All phone calls must be made via the office. Students who need to bring mobile phones to school for after school events, must hand them into the teacher before school starts. These will be placed in a locked safety box. Phones are **not** to remain in school bags. It is the student's responsibility to collect these items at the end of the school day.

OCCUPATIONAL HEALTH AND SAFETY

St Patrick's is committed to the safety and wellbeing of all. It is important that our play and learning spaces around the school are safe spaces. Parents are asked to report any hazards they may see around the school to the front office. Parents must adhere to the occupational health and safety regulations of our school. Please refer to the OH&S policy on the school website.

PARISH COMMUNITY

Our Parish Priest, Father Nathan Verallo invites and encourages children and parents to be active members of our Parish. Weekly class masses are held in the Church at 12.05pm each Friday. The whole school also attends masses on special feast days such as St Patrick's Day. Families and friends are warmly invited to attend these masses.

St. Patrick's school engages with St Vincent de Paul to support those less fortunate than ourselves. A number of the school's fundraisers throughout the year are directed towards St. Vincent de Paul.

PARENTS & FRIENDS & SCHOOL ADVISORY

The P&F offers an opportunity for families to be involved in the life of the school. Our P&F supports the school in community engagement and fundraising. We invite and encourage all parents to become involved in our school community activities.

The St Patrick's School Advisory Council is the leading consultative and advisory group for the Principal. It is an active forum for parent and community participation, providing support and advice in strategic planning and school improvement.

POSITIVE BEHAVIOUR EXPECTATION

Our behaviour mantra is '**respect for self, others and property**'. These values are the basis of our behaviour expectations and assist our children to make safe and positive choices. Our teachers focus on these expectations in all settings.

PRIVACY, PHOTOGRAPHY AND FILMING

St Patrick's Privacy policy is located on our website. Families sign a permission form to allow the school to use images for various and specific reasons. Some families have not given full permission to the school, therefore, parents /carers, volunteers and visitors are **not permitted to photograph or film** any student other than their own for any school associated event. If an image is requested of an event, the school will try to accommodate.

PUPIL FREE DAYS

All schools are allocated seven days per year for staff professional development in addition to the first and last day of the gazetted school year. These days are listed in advance in this Parent Handbook. Occasionally these dates are subject to change, when circumstances beyond our control arise. Application to CES Ltd can also be made if additional days are required to meet the needs of the school.

PHYSICAL EDUCATION

Our Specialist Physical Education program provides students with one hour of Physical Education each week. During these sessions, students focus on developing their physical

fitness, fundamental motor skills, building confidence and self esteem as well as connecting with their peers through movement, games and team challenges. The focus of the Physical Education programme is on participating and skill development rather than solely competition.

Along with these weekly Physical Education sessions, students attend several off campus excursions to Cross Country, Junior and Senior Athletics Day along with a week of Intensive Swimming Lessons,

Selected students in years five and six will have the opportunity to participate in the School Sports Victoria Interleague competition. Classroom teachers along with the Physical Education Teacher will allocate students to participate in the following sports: cricket, soccer, netball, football, basketball and swimming.

An exciting opportunity also exists for year six students who currently play at a Representative level in Football, Basketball, Cricket, Soccer and Netball. The Physical Education teachers along with the school Principal will endorse these students to apply to trial in their chosen sports for the School Sport Victoria (SSV) Team Vic representative program. This program provides a developmental platform for Victoria's emerging student athletes to participate in the annual School Sport Australia (SSA) Championships. SSV coordinates the selection process for Team Vic teams in partnership with relevant state sporting organisations.

** If your child is going into year six in 2024 and is currently playing in a Representative team for the above sports, please inform the school so that we can endorse these students for 2024.

RECRUITING STAFF AND VOLUNTEERS

St Patrick's Primary School will apply 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.

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SECOND HAND UNIFORMS

St Patrick's has a supply of second hand uniforms at the school for families not wishing to purchase new items. Second hand uniforms are a great way to support sustainability and save money.

SCHOOL BUS

Wangaratta High School is the coordinating school for all buses in the region. One bus collects all students in the morning and at 3:20 pm each day to transport them to and from the High School bus exchange to St Patrick's. Bus transport is free if you are attending the closest Catholic school. A bus fee is required if you are not attending the closest Catholic school.

Inappropriate behaviour on the bus may result in bus travel being suspended. Bus routes can be located on the Wangaratta High School web page or by contacting the High School bus coordinator on PH: 5723 0500.

RISK MANAGEMENT

Risk management is an approach that minimises the potential for child abuse or harm to occur. Our Risk Management Plans 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 that may impact our students.

SCHOOL CROSSING

All patrons, both children and adults are expected to use the manned school crossing when crossing Ovens and Ryley Street. The council provides a crossing officer to assist students before and after school. This is also the safest option when the flags are not displayed and the crossing is unmanned.

SCHOOL NURSE VISITS

During semester one Foundation students are able to access the services of a school nurse for a hearing and vision consultation. This alerts families to any issues that may prevent your child from having the best start to their school life.

SUPERVISION

Children are supervised by teachers from **8.30 am until 3.40 p.m.** Teachers are rostered for yard duty before school, at recess, lunchtime and after school. Children **must not** be at school prior to 8:30am for safety and supervision reasons. If children have not been picked up by 3.40pm, they will be taken to the Administration Area where parents/carers will be contacted.

Please be mindful that staff have many commitments after school including meetings and planning sessions that commence at 3.40pm.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds during school hours without parent or Principal permission. Should your child be required to leave at a time other than home time, the school's legal responsibility demands that an adult collect students. Students must be signed out at the office and signed back in if they return on that day. All adults collecting students for appointments in school hours must collect them via the school office.

SUSTAINABILITY

As part of our Environmental Sustainability program aimed at reducing our carbon footprint, St Patrick's supports reduce, reuse and recycle practice where possible.

To reduce waste at home, we encourage parents to make careful choices when purchasing pre-packaged food items when packing student lunch boxes.

All food scraps are collected daily to supply food for local farm animals, as a way of reducing waste.

UNIFORMS

Children are expected to wear our school uniform at all times, unless otherwise informed.

Please see **Appendix 1** for the uniform policy for further information.

VISITORS & CONTRACTORS

Everyone who visits the school outside of a pick up or drop off, is required to sign into the school via the sign-in register at the front office.

WET DAY / HOT DAY PROCEDURE

On wet days children are supervised in their classrooms. One teacher may supervise more than one room. On the days where the temperature exceeds 35° C the children return indoors during lunchtime. Supervision arrangements are the same as a wet day.

APPENDIX 1 UNIFORM POLICY - Extract

St Patrick's School uniform is compulsory. The uniform Policy exists to clearly inform the school community of expectations regarding the wearing of St Patrick's School Uniform.

At St Patrick's, we believe that a uniform:

- Creates a sense of belonging
- Creates a sense of unity
- Presents an identity to the wider community
- Relieves economic pressure on parents
- Needs to reflect the climate and be appropriate for school activities

Therefore, at St Patrick's, we aim to:

- Provide access to uniforms for all families
- Have each student show pride in the school uniform
- Have each student wear appropriate school uniform at all times
- Provide a suitable uniform that is comfortable, safe and durable for the various activities in which students participate

Uniform Implementation and Standards

Uniforms are to be kept clean and in good repair at all times.

When wearing our uniform, regardless of the location and time, students represent St Patrick's school and therefore are expected to conduct themselves in a safe, respectful and responsible manner at all times. Students are to supply a note of explanation from their parent / guardian if they are not in the appropriate uniform.

Casual Clothes Day

There are a number of days during the year when students are invited to wear casual or dress up clothes. Casual or dress up clothes must be sun safe including wearing a sun safe hat during hat times. Logos, prints and styles of casual wear must be of an appropriate nature for primary school environments. Footwear must have a closed toe and heel.

Uniform notice

The following steps will be taken if a student is regularly out of uniform:

- Discussion with student
- Uniform notice will be issued
- Discussion with parent and staff member
- Discussion with parent and Principal

St Patrick's Uniform *Uniform items can be purchased from **Steers**, 52 Norton St Wangaratta*

Girls Summer St Patrick's check school dress OR St Patrick's Polo top & grey skorts/shorts

(Terms 1 & 4) St Patrick's hat - bucket or wide brim
White socks, Black shoes

Girls Winter St Patrick's Polo top (short or long sleeve) & tartan pants/tartan skirt/tartan pinafore & green tights

(Terms 2 & 3) St Patrick's Polo top (short or long sleeve), grey skorts/shorts, green tights
White socks, Black shoes

Girls Sport St Patrick's Polo top (short or long sleeve)
Green sports skirt/green shorts (Summer)
Green track-pant (Winter option)
St Patrick's hat - bucket or wide brim
White socks, Sneakers

Boys Summer St Patrick's Polo top (short or long sleeve) & grey shorts

(Terms 1 & 4) St Patrick's hat - bucket or wide brim
Grey socks, Black shoes

Boys Winter St Patrick's Polo top (short or long sleeve) & grey trouser

(Terms 2 & 3) Grey socks, Black shoes

Boys Sport Green Uniform shirt (short or long sleeve)

Green basketball shorts (Summer)
Green track-pant (Winter option)
St Patrick's hat - bucket or wide brim
White socks, Sneakers

St Patrick's school vests, jumpers or windcheaters may be worn any time.

Year 6 students may wear their leadership polo throughout their senior year

Accessories

Hair that is shoulder length or longer must be tied back.

Plain hair clips and hair bands are permitted only.

Gold, green ribbons or school material scrunchies etc are permitted only.

Jewellery must not be worn due to safety issues; however, one set of plain studs may be worn in pierced ears.

Nail polish is not permitted.

APPENDIX 2 HEALTH SCHEDULE

<https://www.health.vic.gov.au/infectious-diseases/exclusion-periods-for-primary-schools-and-childrens-services>

Minimum period of exclusion from primary schools and children's services¹ for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion