ESSENTIAL INFORMATION

CHARGES FOR THE 2016 SCHOOL YEAR THE CHARGES ARE AS FOLLOWS:

- Book and Stationery Levy - $320 per child.

- Family School Fees - $1450 per family per year

- Building Levy - $100 per family per year

(This may increase to $200 per family in 2016 pending a current property acquisition)

- Swimming Program – All children Prep to Year 6 - $90(T.B.C)

- School Camp – Year 5 & 6 only - $220 per child (T.B.C)

***A $100 rebate will be deducted from your Family School Fee if you attend your annual school working bee morning***

*** A one off $50 non-refundable enrolment administration fee is applicable upon the completion of your child's enrolment form***

TERM DATES 2016 & 2017

2016
TERM 1 - Wednesday 27 January–Thursday 24 March
Students Yr. 1 – 6 return: Thursday 28th January
Student Foundation begin: Friday 29th January
*Easter 26–29 March
TERM 2 - Monday 11 April–Friday 24 June
TERM 3 - Monday 11 July–Friday 16 September
TERM 4 - Monday 3 October–Tuesday 20 December

2017
TERM 1 - Monday 30 January–Friday 31 March
Students return: Tuesday 31 January
*Easter 14–17 April
TERM 2 - Tuesday 18 April–Friday 30 June
TERM 3 - Monday 17 July–Friday 22 September
TERM 4 - Monday 9 October–Friday 22 December

SCHOOL DAY

8.53 a.m. FIRST BELL – Gather for Morning Assembly
8.55 a.m. SECOND BELL – Assembly begins
9.00 a.m. Morning Session
11.10 a.m. RECESS
11.50 a.m. Middle Session
1.10 p.m. Lunch Eating Time
1.20 p.m. LUNCH – PLAY
2.00 p.m. Afternoon Session
3.30 p.m. End of the School Day
FOUNDATION TRANSITION PROGRAM - 2016

To avoid over tiredness due to the excitement of beginning school, hot days, daylight saving time and coping with the bigger world of school, Foundation children are introduced to full-time schooling on a gradual basis.

<table>
<thead>
<tr>
<th>Week</th>
<th>School Begins</th>
<th>School Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday 29th January</td>
<td>8.55 am</td>
<td>12.00 noon</td>
</tr>
<tr>
<td>Week 2:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 1st February</td>
<td>8.55am</td>
<td>12.30 p.m.</td>
</tr>
<tr>
<td>Tuesday 2nd February</td>
<td>8.55am</td>
<td>12.30 p.m.</td>
</tr>
<tr>
<td><strong>No School for Foundation on Wednesday 3rd February – Foundation Assessment Day</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday 4th February</td>
<td>8.55am</td>
<td>12.30 p.m.</td>
</tr>
<tr>
<td>Friday 5th February</td>
<td>8.55am</td>
<td>12.30 p.m.</td>
</tr>
<tr>
<td>Week 3:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 8th February to Friday 12th February</td>
<td>8.55am</td>
<td>3.30 pm</td>
</tr>
<tr>
<td><strong>No School for Foundation on Wednesday 10th February – Foundation Assessment Day</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 15th February to Friday 19th February</td>
<td>8.55am</td>
<td>3.30 pm</td>
</tr>
<tr>
<td><strong>No School for Foundation on Wednesday 17th February – Foundation Assessment Day</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 5:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 22nd February to Friday 26th February</td>
<td>8.55am</td>
<td>3.30 pm</td>
</tr>
<tr>
<td><strong>No School for Foundation on Wednesday 24th February – Foundation Assessment Day</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 6:</td>
<td>Monday 29th February</td>
<td></td>
</tr>
</tbody>
</table>

FOUNDATION ARE NOW FULL TIME AT SCHOOL

LOCALITY

Our Lady Help of Christians' School, Brunswick East is located near the corner of Miller and Nicholson Streets. It lies on the Brunswick East/Fitzroy North border. There are two parks in close proximity. Baile Park is our home ground for inter-school sports & Sports programs. It boasts a soccer field, barbecue facilities, playground equipment.

The school enjoys easy access to public transport: along Nicholson Street (bus and No. 96 tram); walking distance to the services offered on Lygon street and is approximately 5km from the CBD.

(Melways Reference: 30 A10)
VISION STATEMENT

Our Lady Help of Christians is a Catholic Parish Primary School inspired by the person of Jesus. Founded by the Sisters of Mercy, we are guided by their service and values of respect, compassion and justice.

We have a dynamic and innovative learning and teaching environment that engages students to achieve success, develop resilience and embrace a passion for learning.

We are a welcoming and encouraging community that fosters positive relationships with thanks and forgiveness.

In partnership with families, Parish and the global community we celebrate our shared story and the richness and diversity of all.

Our Lady Help of Christians School - Walking together in faith, love and learning.

Established by the Staff, Students and Parents of OLHC School - August 2014

A BRIEF HISTORY OF OUR SCHOOL

Our Lady Help of Christians School was officially opened in 1911 on the site at 100 Barkly Street. The school was moved to its present site alongside the Church in 1939 with Sr. Xavier as principal. As the school grew to capacity, an additional campus was found in 1961 at Holy Family parish school in Nicholson Street. Years Prep to 2 attended Holy Family and Years 3 to 6 were housed at the present site. As demographics changed in the area, Holy Family School was subsequently closed. The site now occupied by the Church and presbytery was originally a quarry in the late 19th century. For this reason, the Church’s foundations were required to be built on stable ground, which was considerably below that of Nicholson Street.

The southern playground and children’s paved playground also bears testament to the site’s history by its positioning below the level of Nicholson Street. This provides a quietening buffer from traffic, offers students enviable opportunities to play rebound off the walls and adds an interesting aspect of another level to the grounds.

The original school building adjacent to the Church fronted Nicholson Street. It had open wooden verandas on both floors, which have since been enclosed. In 1975, a new library, three classrooms, withdrawal rooms and two open art/cooking/activity areas were added adjacent to the top floor leaving a large undercroft below for children to play. This was needed as by 1984, the school had grown to a total of approximately 450 students and 14 classes. Later in the 1980s, the undercroft area was filled in with a new administration area facing Miller Street. This included general office, foyer, staffroom, first aid bay and other offices including that of the principal. In 2009 the entire administration area was overhauled into an exciting new reception, office area and staffroom. It also added a secure and inviting entry to our school. In 2011 our new Senior School building and Centenary Centre was opened by Bishop Tim Costelloe. In 2015 a new toilet amenity was installed to service the 11 upstairs classrooms and major school Wi-Fi upgrade was commissioned also.

SCHOOL FACILITIES

All classrooms are fully heated and air-conditioned. Children have access to a vast library, which encourages them to use its resources and facilities during school lessons and in recreation time. There are also dedicated rooms for our other exciting specialist teaching programs including: Centenary
Centre, Reading Recovery Room & Maths/English Intervention rooms. The school boasts a spacious art area, including store, kiln for ceramics and a stove for classroom cooking and science activities.

The Out of School Care Program is safely housed in our Centenary Centre, which has its own toilets and play area. We have two children's adventure playgrounds, extensive shade areas, netball/basketball court and grassed areas for children's play. The southern area houses two tennis courts and volleyball court, is also equipped for soccer and basketball. We have a new sandpit and amphitheatre for the children in the new Western playground.

**STUDENT DEMOGRAPHICS**

The majority of our students were born in Australia. However, in terms of family background, we have a culturally diverse client-base, comprising at least seventeen nationalities. These include:

- African
- Bangladeshi
- Chinese
- Egyptian
- Greek
- Indian
- Indigenous Australian
- Irish
- Italian
- Lebanese
- Mauritian
- Columbian
- Vietnamese
- Croatian
- Serbian
- Polish
- Samoan
- Portuguese
- Filipino
- Nepalese
- Spanish
- German
- Burmese
- Tibetan

The largest representations are from the UK and Western Europe. Our student body is an excellent example of a harmonious, integrated society that emphasises the person rather than cultural background.

**Religious practice:** The vast majority of students are baptised Catholic or of other Christian denomination. The remaining minority are non-Christian, eg: Buddhist, Hindu, Muslim or of no religious background. While one does not need to be Catholic or Christian to gain a place in the school, it is an expectation that all families respect our Catholic ethos. This means full participation for all children in Religious Education lessons, celebrations and liturgies during the school day. Participation in the sacraments is only for children who are baptised Catholics. While the school makes no apology for its frequent reference to Christian values and beliefs, a respect for all world views and religions is fostered.
CURRICULUM
Our Lady's School offers a comprehensive curricula based on AusVels (The Australian Curriculum) and the 'To Know, Worship and Love' Religious Education Texts from the Catholic Archdiocese of Melbourne. Elements from the new AusVels curriculum will continue to be introduced in 2015.

The knowledge base and skills are derived from our key learning areas, which are:
- English
- Mathematics
- Religious Education
- Physical and Health Education
- The Arts - Music, Drama, Art and Craft
- Information and Communications Technology (ICT)
- Inquiry (Incorporating History, Geography & Economics)
- LOTE - Italian (Language other than English)

Our Specialist teaching areas in 2016 will be:

1. Library – 40 minutes per week
2. L.O.T.E - Italian - 40 minutes per week
3. Physical Education – 40 minutes per week
4. Information Technology (Computer Education) – 40 minutes per week
5. Performing Arts – 40 minutes per week
6. Visual Arts – 80 minutes every fortnight

PASTORAL CARE OF STUDENTS
At Our Lady Help of Christians we recognise that schools are important places in promoting the emotional wellbeing of young people. Pastoral Care is a central facet to this. We believe our pastoral care is effectively described by the following:

We at Our Lady's demonstrate our commitment to the pastoral care of students by:

- Encouraging regular dialogue between staff-students, and parents-staff
- Having a Student Wellbeing Leader
- Regular Student Welfare Support Group Meetings
- Regular, informed contact with specialised health professionals through the Catholic Education Office and local community health organisations. These include counsellors, Psychologists and Speech Pathologists
- Development of a whole-school social skills programme to help

"In a community that provides a strong sense of well-being, belonging and security, students (and staff) are given every opportunity to be affirmed in their dignity and worth, confirmed in their personhood, and assisted to grow to their full potential."

- "Pastoral Care of Students in Catholic Schools" (Catholic Education Commission of Victoria, 1994, p2)
STUDENT WELLBEING LEADER
The Student Wellbeing Leader completes funding applications, discusses relevant social skills programs with staff, coordinates our integration aides, and meets with parents about any concerns regarding their children's wellbeing. In 2016 the Student Welfare Co-ordinator will be at school two days a week.

"FOUNDATION BUDDY" PROGRAM
To welcome our new students commencing in Foundation classes, we have a ‘Buddy’ Program, which successfully operates to ensure that each Foundation child has a warm and welcoming transition into his/her school life. Senior students are paired with the younger ones and undertake regular activities with them to allow the Foundation children to gain confidence and a feeling of security in their new surroundings. They assist initially in eating times, play games with them, have picnics and enjoy many other projects together. This tends to remove any uncertainties little children may have as they enter the primary playground.

SCHOOL SPORTS HOUSES
On enrolment, each student is nominated to a School Sports House. Our Sports teams are another way in which our children experience belonging. A Year Six student is elected by all the children in each sports team to the positions of Sports Captains (boy or girl). It is the sports captain’s responsibility to build a sense of team spirit in his/her house and encourage the younger members to feel a valued part of the team. An Athletics carnival is planned during the year. Throughout the leading up to Sports events, the sports captains hold Team Spirit afternoons where children practise their team chants and support each other in their sports practice.

Our sports houses are based on key elements of our school history:

Barkly (blue), named after the first location of the school in 1911 – site of the present Champagnat Campus of Samaritan College at 100 Barkly Street.

Toomey (red), named after Reverend J. Toomey, the parish priest who opened the school.

Miller (green), named after the street where the school office/entrance has faced since 1975.

Xavier (yellow) named after the first principal (Sr. Xavier of the Mercy Order)
FIRST AID

An integral component of our pastoral care for the students is the First Aid Room, which is adjacent to the general office but out of view from the public foyer. The room is bright and attractively decorated to make children feel comfortable and secure should they be unwell or distressed. The First Aid Room is available at all times to students. During recess and lunch times a staff member is always rostered on First Aid duty.

If children are unwell, they are escorted to the office. On the yard, children who are sick or injured can approach a teacher on yard supervision duty, at any time. If deemed warranted, the child is escorted to sick bay by another student or if need be by a teacher.

Our policy on effective communication stipulates that any visit to the First Aid bay requires a yellow Advice of Visit to First Aid slip be sent home to parents. This is signed by the First Aid Officer responsible and describes the situation and any symptoms evident. A duplicate copy of the slip is always maintained for our files. If a child is feeling particularly unwell, a phone call will be made home to parents. Where there has been a bump to the head a phone call will also be made home. A slip is signed by the office allowing the student to go home with a parent or with a relative.

In 2015 all first aid staff received new qualifications in Senior First Aid (Level 2) and CPR. All staff have current anaphylactic training qualifications. As a staff we are continually keeping abreast of the latest information on best practice.

COMMUNICATION: SCHOOL NEWSLETTER

The School Newsletter is sent home weekly on Thursday. You will find it very informative. It is the main communication link between the school and home.
It is essential that parents take time to read the newsletter each week, otherwise your child may miss an important event or announcement. If your child is ill and/or misses a week’s edition, he/she can pick a copy from the Office or you can download a copy from school website.
www.olbrunswickeast.catholic.edu.au For families who prefer to receive their newsletter by email, this can be arranged by contacting the school office.

BEHAVIOUR MANAGEMENT

The Gospel values are at the heart of the relationships that we espouse at Our Lady Help of Christian’s School. Relationships between students themselves and between students and teachers are based upon respect for the individual and creating an environment where each member of our community has their rights upheld. Children have the right to learn, feel safe, be valued and made to feel they are an integral part of our school community. Teachers have the right to be the best teacher they can be.

POSITIVE BEHAVIOUR
MANAGEMENT

Each year staff receive training in Positive Behaviour Management. This looks at the behaviour of a child, and encourages (and rewards) good choices, whilst applying appropriate consequences to poor choices.

To ensure consistency across the school, a set of very clear school rules and consequences have been created that are the same for all. In the classroom the rules are taught to children and consequences explained. Teachers negotiate with children the rewards for good choices. The focus is very strongly on recognising, praising and encouraging children to make the right choices, in line with gospel.
Our school also has some general school rules that apply to playground behaviour. Again these are implemented according to the Positive Behaviour model ensuring there are fair, consistent and relevant consequences for both good and unacceptable behaviour.

**SCHOOL / CLASSROOM RULES**

Our Lady Help of Christians school rules were formulated by the staff, following training in Positive Behaviour Management. A number of separate meetings followed to ensure the rules were clear, attainable, and able to be easily and effectively understood by all children. Teachers are required to teach, over a series of lessons in first term, the deeper meaning of these rules. This is achieved in a variety of ways, including role play, persuasive writing, prayer / reflection, and a series of discussions regarding safety, respect, empathy and personal well-being.

**Our Lady Help of Christians School and Classroom Rules**

1. Follow directions
2. Use your hands, feet and objects in an appropriate way
3. Listen without interrupting
4. Speak appropriately
5. Treat all property with care
6. Move safely around the school

**School / Classroom Rewards**

Once the rules are taught and understood, teachers and children discuss ways for rewarding those that follow these rules. Although we aim for consistency on the same grade level, these rewards differ from level to level. This means the Foundation children are rewarded in different ways than, for example, the Year 6 children. This system of rewarding good choices is essential and is the key element of the Positive Behaviour program. It is in encouraging and supporting children to treat each other, their teachers, parents, and property well, and to be recognised in some way for doing this, that is our aim here. Many children can be intrinsically rewarded, others require extrinsic rewards to motivate good choices. We aim to cater for all children in this program, with our goal being that children make good choices based on their knowledge, understanding and ultimately their belief that what they choose to do, is at all times, morally right and just. Having Jesus as our inspiration here makes the task that much more easy.

**School / Classroom Consequences**

Children need clear parameters for behaviour. They also need to know likely consequences for when they make poor choices. The staff have created a series of consequences for poor choices that apply to all children in the classroom. These are:

1. Warning
2. Move away from group (continue work)
3. Time out in a designated area in classroom
4. Time out in designated area in another classroom with a Reflection Sheet to complete
5. Meet with classroom teacher and Deputy Principal / Principal

Severe clause: immediate removal from classroom / yard if posing a danger to self or others.
Yard Behaviour
Children's behaviour is also monitored on yard, and a similar approach is enforced:

1. Warning (for less serious offences)
2. Teacher-walk (escorting the teacher on duty for a few minutes)
3. Time-Out (sitting on the Time-Out Bench)
4. Time out in the Principal's Office
5. Behaviour Incident report

Staff are expected to notify parents every time a child has seriously misbehaved. This will keep parents informed, and comes in the form of either:

- Behaviour incident report - Pink Slip
- Bullying Report - Red Slip

SENIOR SCHOOL CAMP
At Our Lady Help of Christians School we believe that a valuable part of maturing and preparing for secondary school is participating in co-operative group activities where the participants use their skills of independence, responsibility and initiative. A school camp experience gives children the opportunity to develop and utilise these most important life skills.

For this reason, a senior school camp is run each year. We believe that the children in Years Five & Six should enjoy this as a culmination of their Primary School life. The camp allows the children to see themselves, their peers and their teachers in an informal atmosphere that allows the celebrating of firm and fond friendships before embarking on the 'big world' of secondary school.

STUDENT DRESS CODE - Uniform

SUMMER UNIFORM:

Black shoes – recommended with closed toe. Either school hat can be worn. If it is cool, navy jumper &/or Bomber jacket can be worn. Track suit top can only be worn on Sports days. If it is cool, navy jumpers can be worn

girls: summer dress, white socks, socks have to be just above ankles, hair ties in school colours only

boys: short-sleeved blue shirt, grey shorts, grey socks.

WINTER UNIFORM:

girls: dark green school checked tunic with navy-blue tights or navy knee hi socks; black shoes; long sleeved blue shirt, navy school jumper and bomber jacket.

Boys: grey trousers, long sleeved blue shirt, navy school jumper and bomber jacket, grey socks, black shoes.

Sports/PE days:

Boys: school tracksuit or navy-blue shorts, gold polo shirt.
Girls: school tracksuit or navy-blue skirt, gold polo shirt.

optional: sports team T-shirt
Important points regarding dress codes:

School Uniform Shop
For your convenience, we have a uniform shop at the school located across the hall from the Foundation classrooms. This is managed by a volunteer Mum, Deanne Wilson, to whom we are very grateful. Items of uniform purchased through the school are usually in stock; however, it can be of assistance if you anticipate your child's needs and order early.

All items of uniform, as listed above, (with the exception of shoes), may be purchased through the School Uniform shop. This, also, includes: School Bags, Art Smocks, Sport House T-Shirts (can be worn for weekly sport lessons and school sports carnivals), optional Bomber Jackets (not held in stock but can be ordered during 1st term to be available for the winter terms). All other items are deemed as easy to obtain from commercial outlets such as K-Mart, Target and Myer.

CURRENT OPENING TIMES: UNIFORM SHOP
Every Friday morning from 9:00 a.m

However, you can purchase any of the above items at any time by sending in an order form, available from the School Office, or via download from the school's website. These are processed every Friday. (www.oilbrunswickeast.catholic.edu.au)

Jewellery: No nail polish, make-up or jewellery is allowed. For pierced ears, studs only are acceptable due to danger of injury when playing games. Chokers, dangly earrings or chains worn outside clothing are considered too dangerous for school days.

Hair: Children with longer than collar-length hair must have it tied back at all times with plain blue, green or yellow elastic or scrunchie. Hair bands can be worn, but must be plain blue, green, yellow or in Summer: checked (if same material as uniform).

All shirts are to be tucked in if wearing the jumper/bomber jacket.

Scarves /parkas:
- are not to be worn in classrooms
- scarves are not preferred on yard at recess times. However, if worn, only in school colours: dark green, yellow, navy blue (self-coloured – not speckled /patterned/striped, etc.)
- parkas can only be worn if a school jumper is worn underneath

Hats: regardless of time of year, no hat to be worn at recess times other than a school hat

Bomber jacket can be worn at any time. For Year 6's, the bomber jacket is offered as a graduate jacket version with all Year 6 students' names and heading: Class of 2016
PARENT PARTICIPATION

There is overwhelming evidence that children who witness their parents actively involved in aspects of school activities are considerably advantaged in their learning and attitude to learning. Our aim is to provide children with an example of community working together, to help parents to assist teachers in the total education of the child, and to allow parents to become aware of and develop an understanding of the school program.

We encourage our parents to become involved in many, many ways. The following are some examples:

- The Parents Association
- Assistance to the Library program
- Class Parent Reps
- Classroom Activity Sessions, eg. cooking, art activities, etc.
- Curriculum Information Sessions
- C.L.a.S.S Literacy Parent Helper Program (Literacy support in the classrooms, Prep-Yr.4)
- Parent Teacher Interviews - thrice a year
- School Masses
- Sports Carnival
- Uniform Shop
- Working Bees – twice a year

In addition, class teachers are extremely appreciative of any assistance provided by parents who have a little spare time. Help with activities such as reading, typing children’s stories, covering books or other requirements as needed, are always most welcome. All parent helpers are mandated to have a current ‘Working With Children Check.’

PARENTS ASSOCIATION

The Parents Association at Our Lady’s is a group of dedicated parents within the school community, both working and non-working, with children across all year levels, who come together and volunteer their time and/or services for the benefit of the school.

Their aims are:

1. To act as the communication medium between the Parents’ Association and each of the families within a class.
2. To support parents within a particular classroom in times of particular need
3. To organise social events that would increase social connectedness for families within a class
4. To engender the support of all families for Parents’ Association events and fundraising activities

These funds enhance our children’s learning and help to ensure our children have a safe, comfortable and up-to-date working environment offering broad-based curriculum and co-curricular activities.

Throughout the year we aim to achieve a balance between social and fundraising activities, undertaking a broad range of efforts, in the hope that the diversity can allow ample opportunities to a large cross-section of parents to volunteer their assistance / services at differing times of the year.

The following are examples of events organised by the Parents Association throughout the year:
- Welcome BBQ
- Mother’s Day and Father’s Day Stalls
- Fathers’ Golf Day
- Children’s Disco
- Annual Skip-a-thon/Walk-a-thon
- Annual Fundraising events

Parents participating in Parents Association events must have a current ‘Working With Children Check.’
PARENT REPS

Each class has one designated parent representative, whose role is to:

- Organise a parent/family social event for each class at least once a year. This is in keeping with our vision of connectedness.
- Take on a pastoral role, in leading parents of each class to look after another family in need or crisis. This follows our need to stand out as a Christian community.
- Be a contact point for fundraising initiatives for their designated class.
- Meet with the Principal (when required).
- Be a sounding board for direct feedback on ideas/projects/initiatives.
- Be a contact for other parents should they have a general query or suggestion.

Parent Reps must have a current ‘Working With Children Check.’

WORKING BEES

Our Working bees are usually run twice a year and are a key strategy to minimise maintenance costs, thus reducing school fees. They are also great social events where friendships are formed, as we always end with a chat over drinks and ‘nibbles’ after the working bee has finished.

An attendance at either of the working bees credits those families with $100 towards the School Building Levy (currently $200).

PARENT TEACHER INTERVIEWS AND REPORTS

Parent-Teacher Chat sessions or Meet the Teacher are held early in first term. This is to allow that important passing on of information, and the starting point for the development of the strong relationship between parent and teacher that will maximise your child’s progress.

More formal parent/teacher interviews are held at the middle of the year (progress report) and then again at the end of the year (summative report). If however, you have any problems or queries, please feel free to contact your child’s teacher to arrange a convenient meeting-time. Written reports on your child’s progress will be issued at mid and end of year.

EXCURSIONS

Each Year level will at least once a year prepare a special excursion activity to enhance the students’ learning. This has a direct curriculum focus – either to kick-start a unit of study in an exciting way or to consolidate the learning that has taken place. Throughout the year, we also organise regular incursions when we invite experts in their field to come to school and give a presentation or run programs for the students.

Whether they be at school or away from school, Ex / Incursions are an important part of the school program that provide valuable shared experiences for teachers to draw out important learning outcomes. An excursion levy is built into our Book and Stationery Levy.

FINANCE

Book and Stationery Levy

The Book and Stationery Levy is reasonably priced considering ever increasing costs to the school. These funds allow the school to provide programs and resources for classrooms, Library and each subject taught. It also covers most of your child’s stationery needs plus excursion costs throughout the year.

School Fees

School Fees are invoiced annually at the beginning of the year and are payable in instalments, as published in the school’s newsletter, at the commencement of each term.

Special arrangements (weekly, fortnightly or monthly instalments) are also an available option – see School Bursar for further details.
Methods of payment include Cash, Cheque, Direct Debiting from cheque account, Credit Card, Internet Banking and EFTPOS. Payment should be returned in an envelope with your child's name and class marked on the front if you are unable to call into the school office.

Parents facing difficulties in meeting these charges are urged to contact the School Principal to discuss their special circumstances and make arrangement for payment.

ABSENCES FROM SCHOOL
You are expected to notify the school if your child is unable to attend school for any reason. This should be done by phone on the morning of the absence.
When the child returns to school a written letter detailing the reason is required or parents may choose to use the Student Absence Reporting function on the school website.

ILLNESS
You are required to keep your child at home if they are ill or if they have a contagious condition such as head lice, school sores and infections. This is in fairness to all - your child, other classmates and the teacher. It will also assist in the recuperation of your child.

LATE PASS / EARLY RELEASE FORM
Children who arrive at school late must be accompanied to the office by a parent. The parent must fill in the Late Pass and then this is given to the classroom teacher by the child. Children who leave school during school hours must be signed out by a parent. This form is also given to the classroom teacher for his/her records.

EXTENDED ABSENCE
Please notify your child's teacher if your child will be away from school for an extended period such as for a holiday. Permission needs to be sought from the Principal for a child's absence prior to a holiday being booked and paid for.

CHANGE OF ADDRESS / PHONE NUMBER
The office must be advised immediately of any change to these details so that we know where to contact you if an emergency should arise. Simply record the new details in writing and send them to school in an envelope with your child.

EMERGENCY CONTACT PHONE NUMBER
Please ask someone you know to act as your emergency contact should we be unable to contact you in an emergency situation involving your child. You must provide the school with the name, address and phone number of this person. Do not list yourself as the Emergency Contact - ask a relative or friend who does not live at your residential address.
<table>
<thead>
<tr>
<th>Parish Priest</th>
<th>Father Michael Casey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Priest</td>
<td>Father Vinh Nguyen</td>
</tr>
<tr>
<td>Principal</td>
<td>Mr. Philip Cachia</td>
</tr>
<tr>
<td>Deputy-Principal</td>
<td>Ms. Patrizia Rinaldo</td>
</tr>
</tbody>
</table>

**CLASS TEACHERS**

<table>
<thead>
<tr>
<th>YEAR FOUNDATION</th>
<th>Bernadette Hanney</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR FOUNDATION</td>
<td>Caitlin Wassen</td>
</tr>
<tr>
<td>YEAR ONE</td>
<td>Caroline Fenn</td>
</tr>
<tr>
<td>YEAR ONE</td>
<td>Carla Salzener</td>
</tr>
<tr>
<td>YEAR TWO</td>
<td>Chantelle Wagnen (M-T) Linda Oxley (F)</td>
</tr>
<tr>
<td>YEAR TWO</td>
<td>Virginia Spiler</td>
</tr>
<tr>
<td>YEAR THREE</td>
<td>Caitlin Bresner</td>
</tr>
<tr>
<td>YEAR THREE</td>
<td>Meghan O'Connor</td>
</tr>
<tr>
<td>YEAR FOUR</td>
<td>Jack Rendle</td>
</tr>
<tr>
<td>YEAR FOUR</td>
<td>Breanna Levasque</td>
</tr>
<tr>
<td>YEAR FIVE</td>
<td>Dominica Turkowski</td>
</tr>
<tr>
<td>YEAR FIVE</td>
<td>Robert Lagesca</td>
</tr>
<tr>
<td>YEAR SIX</td>
<td>Clare Curtis</td>
</tr>
<tr>
<td>YEAR SIX</td>
<td>Melinda Karavias</td>
</tr>
</tbody>
</table>

**SPECIALIST TEACHERS & PROGRAM COORDINATORS:**

<table>
<thead>
<tr>
<th>Learning &amp; Teaching Leader P-6</th>
<th>Patrizia Rinaldo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faith Leader</td>
<td>Melinda Karavias</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Cathy Edwards</td>
</tr>
<tr>
<td>OTS - Italian teacher</td>
<td>Dolida Pavesan</td>
</tr>
<tr>
<td>Visual Arts teacher</td>
<td>Melanie Harrop</td>
</tr>
<tr>
<td>Teacher Librarian</td>
<td>Anthony Montassaro</td>
</tr>
<tr>
<td>Library Technician</td>
<td>Patricio Teston</td>
</tr>
<tr>
<td>Information Technology</td>
<td>William Sederino</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Linda Oxley</td>
</tr>
<tr>
<td>Reading Recovery</td>
<td>Maria LoRocca</td>
</tr>
<tr>
<td>Year 5-6 - Literacy Intervention</td>
<td>Gisella Tierney</td>
</tr>
<tr>
<td>Maths Intervention - Year 1 - 4</td>
<td>Patrizia Rinaldo</td>
</tr>
<tr>
<td>Literacy / Numeracy Intervention - Foundation</td>
<td>Jessica McLeod</td>
</tr>
<tr>
<td>Student Wellbeing</td>
<td>Kathryn Quinn</td>
</tr>
<tr>
<td>PCL Release</td>
<td>Faye Nardella (REC)</td>
</tr>
<tr>
<td></td>
<td>Kathryn Quinn - Junior Leader Release</td>
</tr>
<tr>
<td>Integration Aides</td>
<td>Mary Portelli, Jane Anne Perry, Katherine Gledhill</td>
</tr>
</tbody>
</table>

**ADMINISTRATION**

<table>
<thead>
<tr>
<th>School Officer</th>
<th>Mrs. Cathy Windsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Bursar</td>
<td>Mrs. Debbie Caravoli</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Mr. Peter Parascolo</td>
</tr>
</tbody>
</table>