



St. Peter Chanel
Catholic Primary School
Handbook
2018

ST. PETER CHANEL SCHOOL

Name: St. Peter Chanel Primary School

Address: 848 Ballarat Road, Deer Park

Telephone: 9363 1586

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Administration Email address:

officeadmin@spcdeerpark.catholic.edu.au

Principal: Mr Armando Gagliardi

Deputy Principal: Mrs Luisa Parissis

ST. PETER CHANEL PARISH

Parish: St. Peter Chanel Parish

Parish Priest: Fr Rowan Luza

Address: 848 Ballarat Road, Deer Park

Telephone: 9363 3132

Fax: 9363 8729

Dear Parents

We welcome you and your child to St. Peter Chanel Catholic Primary School, Deer Park. We hope that all who are associated with our school experience it to be a pleasant environment where Gospel values are lived.

We especially welcome all families who are new to the school or new to the area.

St. Peter Chanel is a Catholic Primary School committed to the teachings of the Catholic faith and to the provisions of quality programs, which foster the full and balanced development of each child. Our school is committed to providing innovative curriculum and encouraging all students to achieve their personal best in all facets of their school life.

At St. Peter Chanel we view education as a partnership – a joint responsibility between the school and home, bound by common beliefs and values in a spirit of mutual support and encouragement.

At St. Peter Chanel we are proud of our growing traditions and our cultural diversity. Our cultural diversity is one of our major assets and one that we value and celebrate. As a Catholic School we provide for our students and their families an opportunity to celebrate our Catholic heritage in many different sacramental and non- sacramental ways.

Yours sincerely,

Armando Gagliardi
Principal

VISION STATEMENT

At St. Peter Chanel School our vision is to help students develop a personal relationship with God while being engaged in a rich learning environment.

We aim to nurture a community which encourages participation, inclusion, a sense of belonging and a desire to learn.

We strive to enhance learning through good practice and critical evaluation of ever-changing curricula.

We want all members of the community to experience justice, affirmation, support, respect a love of learning in an environment that is safe and secure.

We aim to foster the wellbeing, dignity, self-esteem and integrity of each person.



OUR MISSION

Our profession as educators involves tasks that are linked to our Baptism and to our commitment in Faith. In a very special way we share in the mission of the Church for it is part of our responsibility to lead our students more fully into the mystery of Christ and the Living Tradition of the Church.

Our School motto is **“LOVE ONE ANOTHER”**

“Love the Lord our God with all your heart,
with all your soul,
with all your strength and
with all your mind and
love your neighbour as you love yourself.”
Luke 10:27

Our mission, as Catholic educators is, by example and witness, to foster and develop these Christian values in our young children, so that they may learn to apply them in their daily lives.

That we, Staff, Parents, Clergy and Parish Family, continue to work together in Christian fellowship and to welcome and assist our children to see themselves as worthwhile and contributing members of a wider, Catholic, Faith community.

GOAL

As a Christian Faith Community to share in the mission of the Church to lead our students more fully into the mystery of Christ and the Living Tradition of the Church.

RELIGIOUS EDUCATION

As educators and believers in Christ we facilitate the spreading of the Good News. At St. Peter Chanel we teach Religious Education in order to give the students the basic truths of the Catholic Church. Together with this we encourage the students to develop a personal relationship with God, so they are able to strive to live their own lives in the light of Jesus' example.

PASTORAL CARE

As St Peter Chanel, our Patron is our model that our school aspires to spiritually and educationally, Pastoral Care is the foundation on which we build and affirm the uniqueness and worth of each person, allowing them to grow to the fullness of their potential spiritually and educationally.

Living out the Gospel values of love, compassion, forgiveness and justice is the foundation of Pastoral Care at St. Peter Chanel School. Knowing one another and the ability to work together to care, support and accept individuals is paramount in our thinking. The uniqueness of each person is respected and celebrated.

At St. Peter Chanel, all members of the school and parish community are valued. Individuals are encouraged to participate fully in the life of the school. The cultural diversity of the school community contributes to the ongoing success and positive atmosphere. Students learn in an environment that is secure and empowering. Responding with sensitivity to the social, physical, spiritual, emotional and economic needs of individuals are an integral part of our policy.

DEMOCRATIC PRINCIPLES

St. Peter Chanel supports and promotes the principles and practices of the Australian democracy. We are committed to:

- The elected Government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance.

WELLBEING

All members of St. Peter Chanel Catholic Primary School are committed to providing a safe and supportive learning environment that fosters growth, self-esteem and good interpersonal relationships. Every student has a right to feel safe and be safe.

St. Peter Chanel Wellbeing Program includes:

1. Pastoral Care
2. Mindfulness
3. Peaceful Kids Program
4. Positive Behaviour Program
5. Restorative Practice
6. Social Skills Program

The program focuses on expected behaviours, actions and consequences. All teachers, students and parents are expected to adhere to the program.

St. Peter Chanel Catholic Primary School

STAFF

In 2018, there are 49 members of staff, 5 school officers, 23 full-time and 13 part-time teachers, 5 Education Support Officers and 2 maintenance people and 1 Accountant.

All teachers have accreditation to teach Religious Education in a Catholic Primary School and are registered with the Victorian Institute of Teaching. Staff are encouraged to participate in Professional Learning which can be offered centrally by Catholic Education, Melbourne and other agencies. Staff also participate in tertiary courses offered by universities and other institutions.

STUDENTS

Our 2018 enrolments are 510 students. Student numbers have remained consistent for several years.

The school receives Funding for students with additional needs. These students have either physical or intellectual disabilities or severe language problems.

Upon leaving Year Six, the students from St. Peter Chanel School usually attend the following Secondary Colleges:

Girls: Marian College, West Sunshine

Caroline Chisholm, Braybrook, Christ the King Campus

Years 7 – 10

Sacred Heart Campus (Co-Ed) Years 11 – 12

Boys: Caroline Chisholm, Braybrook St. John's Campus

Years 7 – 10

Sacred Heart Campus (Co-Ed) Years 11 – 12

RELIGIOUS EDUCATION

Religious Education is central and unique to Catholic schools. The teaching of Religious Education is based on the resources of the To Know, Worship and Love texts and teaching companion. All Religious Education is planned using the teaching process of this resource.

Sacramental Celebrations

While the school teaches students about the Sacraments, the celebrations occur within the Parish community.

Acknowledging the importance of the family at this sacred time, the preparation program includes evenings for the parents of students preparing to celebrate the sacraments.

Students at St. Peter Chanel School currently receive the Sacraments:

Year 3:	First Reconciliation
Year 4:	First Communion
Year 6:	Confirmation

While students learn the doctrine and traditions of the Catholic faith, they are also provided with many opportunities to participate in its practice. During the year, Liturgies are planned and celebrated to acknowledge major seasons and events in the Church's calendar. These celebrations are held in the Church with the celebration led by the Parish Priest. Students participate in all aspects of the Mass. Parents, family and friends are always welcome to attend.

Each class participates in a Class Mass or Prayer Service during the year. There is also an opportunity for students from Years 3 – 6 to receive the Sacrament of Reconciliation during the year.

TEACHING AND LEARNING

The Principal and staff of St. Peter Chanel School seek to create a learning environment in which the students are encouraged to realise their own potential and accept responsibility for their own learning.

Curriculum

St. Peter Chanel School curriculum is currently based on the Victorian Curriculum to include Learning Areas and capabilities. The Victorian Curriculum is the core document used by schools.

Student Reports are written in June and December. Parents have family conversations with teachers in February and learning conversations in June, September and December. Informal discussions between teachers and parents can be held at any time of the year at the request of either party.

The students in Years Three and Five participate in National Testing, specific to areas Mathematics, Reading and Writing.

Mathematics

At St. Peter Chanel, Maths is a way of approaching new challenges by investigating, modelling, reasoning, visualising and problem solving. It provides a solid foundation upon which the later stages of education can be built.

The main areas of Mathematics include:

Number and Algebra

Measurement and Geometry

Statistics and Probability

English

At St. Peter Chanel our English program is based on giving the students the opportunity to speak, listen, read, view and write effectively with confidence, purpose and enjoyment.

This program aims to:

- provide a balanced approach to the teaching of reading
- encourage students to take greater control and responsibility for their own learning
- support students who are experiencing difficulty
- encourage parent participation
- improve the literacy standards of all children

We provide intervention across Years F – 6 which caters for students at all levels of achievement.

We offer workshops to provide opportunities for parents to assist during literacy time.

Technology

A Technology Centre, with specialised teaching, is available for students' learning.

The emphasis on Technology changes as the students' progress throughout the school. In Early Years, the emphasis is on "learning how to use technology" while in Middle and Senior levels, it becomes "using technology in learning".

Each student has an email address and is able to access the Internet.

"User Agreements" highlighting the responsibilities that come with such access are signed at the beginning of each year by students.

Health & Physical Education

The Health and Physical Education component of our curriculum provides a foundation for developing active members of society.

This area is divided into:

- Movement and Physical Activity
- Health knowledge and promotion

Numerous programs are in place to enhance the above dimensions:

- Weekly Physical Education classes from Foundation to Year 6
- Social Skills Program
- Swimming Program
- Inter-school sport – Year 6
- Outdoor Education Program (to include Camp)

Extra Curricular Programs

In 2018, St. Peter Chanel School offers programs for:

- Digital Technology
- Japanese
- Physical Education
- Visual Art
- Performing Arts
- Social & Emotional Learning

Student Services

St. Peter Chanel employs a Student Services Leader who co-ordinates the additional support some students require in the teaching and learning process for giftedness and learning difficulties.

This may entail referrals for further assessment, the implementation of support programs, liaising with other professionals and the organisation of Program Support Group meetings.

Student Services Support Group and Parent Support Groups (PSG meetings) are well established within the school to assist students with special needs or medical issues.

A school counsellor is available for students and families as required.

St. Peter Chanel School Community

Parents, family and friends are always welcome at St. Peter Chanel Catholic Primary School. They form an integral part of our school community. The Community Centre is a place of welcome for all our families. The Community Centre is available daily and is used by a variety of groups as required. Groups include Parents & Friends Committee, cooking, playgroup and sewing.

Parents assist in the classroom and are encouraged to be part of school based activities. The Parents and Friends Committee meets regularly. Its main function is to organise fundraising activities.

SCHOOL ADMINISTRATION HOURS

8.30 am - 4.00 pm

SCHOOL TIMETABLE

School Times	8:40am - 3:15pm 3:00pm Wed
Lunch	10:55am - 11:45am
Afternoon Recess	1:45pm - 2:15pm
Dismissal	3:15pm

A – Z of Information

ACCIDENTS

With accidents of a serious nature, the parents are contacted and appropriate medical treatment is sought. It is most important that all details on the student's emergency file are accurate and kept up to date. It would be appreciated if parents would notify the office promptly of any change of address, phone numbers, name of contact person etc.

This information could be vital in case of emergency.

ANAPHYLAXIS MANAGEMENT

All schools are asked to comply with Ministerial Order 706: Anaphylaxis Management in Victorian Schools, and guidelines on anaphylaxis management.

St. Peter Chanel School will manage anaphylaxis by:

- Identifying susceptible students and knowing their allergens
- Developing and regularly reviewing, individual anaphylaxis management plans for affected students
- Requiring parents to provide an emergency management plan developed by a health professional
- Ensuring staff are provided with annual professional development on the identification and response to anaphylaxis and the proper use of an Adrenaline Auto-injector
- Requiring parents to provide an Adrenaline Auto-injector and management plan
- Purchasing back up Adrenaline Auto-injectors for general use in the school.

The school will not ban certain types of food (*example nuts*) as it is not practicable to do so, and is not a strategy recommended by the Catholic Education Office or the Royal Children's Hospital.

In the event of an anaphylactic reaction, the school's first aid and emergency response procedures and the student's Individual Anaphylaxis Management Plan will be followed.

ASTHMA ACTION PLAN

St. Peter Chanel is an accredited Asthma Friendly School. Teachers have been trained in dealing with asthma attacks. All students who have asthma are required to have a current Asthma Action Plan filed at the school office. Students are also required to carry their Ventolin Inhaler at all times.

BUDDY PROGRAM

Every year at St. Peter Chanel School, a "Buddy Program" operates. The program pairs students from Prep and Year Five together. The advantages of the program include the following:

- Prep students are made to feel more welcome and safer at school
- Prep students see a familiar face in our school
- Senior pupils develop leadership, maturity and communication skills
- Positive role models are established

BULLETIN

The school bulletin is electronically communicated monthly with many of the day-to-day events listed. In line with our environmental approach we encourage families to subscribe via the school website. A variety of information is available, including an electronic form of the school bulletin.

To subscribe to our newsletter on line simply go to our School Website:

www.spcdeerpark.catholic.edu.au

Click on Subscribe under E-NEWS and fill in the details. An email will be sent to you whenever a new edition is published. Families who do not have access to the internet are asked to contact the school administration as soon as possible as paper copies will be made available.

BULLYING AND HARASSMENT PREVENTION POLICY

Statement of Beliefs:

As our Vision Statement indicates, everyone in our community has the right to work, learn and play in a safe environment that is free from bullying and harassment. We believe that bullying and harassment in any form is a violation of a person's rights and will not be tolerated.

Definition of Bullying

“Bullying is the repeated oppression over time of a psychological, physical or verbal nature of a less powerful person or persons by a more powerful person or group of persons.”

Definition of Harassment

Harassment is any type of deliberate, uninvited behaviour that is considered unacceptable to the community. It may offend, embarrass and/or scare. It could be sexual or target people because of their race, gender, disability, culture etc...Such behaviour could be verbal, non-verbal, or physical and may include physical aggression, offensive jokes, comments or notes, or unwanted touching.

Declaration of Rights

All members of our school community have the right to feel safe and secure at all times.

Responsibilities

All members of St. Peter Chanel Primary School Community have a responsibility to ensure that everybody feels safe and comfortable within our school by reporting all incidents of bullying as soon as possible to an appropriate adult such as the Principal, teachers and Education Support Officers. Passive bystander behaviour will not be accepted.

Procedures for Dealing with Bullying and/or Harassment Incidents.

- Reported incidents of bullying will be investigated, documented and monitored.
- Principal, Deputy Principal, Classroom Teacher, and the Student Services Leader will be informed.
- Targets of bullying will be supported to feel safe and protected and will be encouraged to develop assertiveness skills.
- Bullies will be encouraged to develop positive social skills and to change their behaviour. Appropriate consequences will be applied when necessary.

- Open discussion (facilitated by a teacher) between victim and bully will occur to empower the victim to speak up and encourage the bully to change their attitude and behaviour.
- Parents of both parties will be kept informed.
- When necessary students will be referred to professional counselling.

The staff of St. Peter Chanel School will deal with any alleged harassment or bullying complaint.

CHILD SAFETY

At St Peter Chanel Catholic Primary School, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching; that is why the promotion of the human person is the goal of the Catholic school (Congregation for Catholic Education 1997, n. 9).

In accordance with requirements of the Victorian Government's Ministerial Order No 870, St Peter Chanel Primary School maintains a culture of 'no tolerance' to child abuse. To achieve this, it has established a holistic Child Safety Strategy incorporating the processes, policies and procedures listed below.

St Peter Chanel Primary School Child Safety Strategy includes, but is not limited to the:

- Establishment of strategies for embedding a culture of child safety at the school

- Maintenance and communication of a policy affirming the school's commitment to child safety and the promotion of an environment where children feel respected, valued and encouraged to reach their full potential
- Maintenance and implementation of a Child Safety Code of Conduct
- Established processes for screening, supervision, training and other human resource practices to reduce the risk of child abuse and promote a child safe learning environment
- Maintenance and Communication of procedures for responding to and reporting child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct
- Risk Management strategies to identify and reduce or remove risks of child abuse
- Maintenance of strategies to promote student participation and empowerment in creating an environment where they feel respected, valued and are capable of reaching their full potential

Code of Conduct

This Code of Conduct has a specific focus on safeguarding children and young people at St Peter Chanel Catholic Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes and legislation.

Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards children and young people. It aims to

protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides anyone engaged by St Peter Chanel Catholic Primary School with guidance on how best to support students and young people and how to avoid or better manage difficult situations.

Scope

This Code of Conduct applies to all staff members (teaching and non-teaching), clergy, casual relief staff, volunteers, and contractors engaged by the school.

Acceptable behaviours

All staff members (teaching and non-teaching), clergy, casual relief staff, volunteers, contractors and board/school council members are responsible for supporting the safety of children by complying with the following 'acceptable behaviours':

- Adhering to the School's Child Safety Policy and associated procedures at all times.
- Taking all reasonable steps to protect students from abuse.
- Treating everyone with respect, including listening to and valuing their ideas and opinions.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student or young person has been abused and/or are worried about their safety or the safety of another child.
- Taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or

linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.

- Promoting the cultural safety, participation and empowerment of all students, including those from diverse backgrounds.
- Ensuring as far as practicable that adults are not left alone with a student or young person.
- Reporting all child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct immediately to the Principal and/or the School's Child Safety Leader immediately.

EXCURSIONS

Excursions are an important part of the school program. Supervision of the students on these outings is paramount so that your child is well protected. Attendance at excursions is compulsory. Each excursion is an educational experience designed to complement classroom learning.

EXCURSION POLICY

At St. Peter Chanel School, we believe that excursions and incursions are an integral part of the educational program and enhance the learning opportunities for students.

Definitions

Excursion

Is an educational activity where the students are taken off site to visit a specific venue/attraction, view a performance or undertake some other activity related to work being covered in the classroom.

Incursion

Is an educational activity, similar in purpose to an excursion, that takes place in the school setting.

General Conditions

- Students are to wear full school uniform on excursions unless otherwise stipulated and approved by the Principal.
- All excursions must comply with student/adult ratio for excursions as set out in the 'Schools of the Future Reference Guide'.
- Parents' written permission must be obtained for each child. Students without permission from the parents may not attend the excursion or incursion.

EXPECTATIONS OF PARENTS

St. Peter Chanel School has many expectations of parents. Included among these many expectations are the following:

- That parents will respect and support the School's Catholic Ethos and Religious Education Program.
- That all individuals adhere to the schools Code of Conduct Policy.
- That parents will support the school in implementing positive behaviour and discipline consistent with our Vision Statement.
- Using appropriate and polite language.
- Not smoking in the buildings or school grounds.
- While at St. Peter Chanel School (or any event organised by the school) parents will give a positive example to all students who might be present, in such matters as common courtesy, politeness and appropriate language.
- That parents consider the prompt payment of school fees to be a high priority within the family's budget and that difficulties with fee payment will be discussed with the Principal.

FOOD ITEMS

Unfortunately, the incidence of childhood food allergies is on the rise. Some children can have a dramatic reaction to the smell/touch of items such as dairy or nut-based products. Their reaction requires serious treatment with adrenaline prior to hospitalization.

As a result, the sharing of food items is not permitted as some items may have a trace of an allergen. This means that bringing cakes, lollies, or other party foods from home to celebrate birthdays cannot occur. While we are aware that this is disappointing for some students, we are acting in the best interests of all.

At lunch break and afternoon recess, children are given time to eat in class before going out to play. We aim to support parents in encouraging healthy eating while at school and ask for your support in limiting chips, lollies and other snack foods.

GENERAL ADVICE

Some Things To Do and Not To Do:

DO: Be patient with your child
Ask your child's teacher if there are ways in which you can help
Value your child's interests and efforts
Show an interest in your child and in what he/she is doing
Share books and stories with your child
Be a good listener
Encourage your child to read to you
Try to provide your child with interesting reading material
Contact the relevant teacher if you are at all concerned about any matter.

DO NOT: Compare your child's progress with that of his friends, relations or other students

Expect more from your child than is reasonable

Expect learner readers to be word perfect

Expect your child to tell you all about school every day

Talk about your child's problems in front of him/her (or other students).

HAT POLICY

It is a requirement for all students to wear a school hat when they are outside. For students not wearing a school hat, the school's "No Hat, No Play" Policy will be evoked.

IMMUNISATION/INFECTIOUS DISEASES

An important message for parents of Prep students regarding protection against infectious diseases.

The Victorian Health Department recommends that before children commence school, they should be immunised. This is particularly important because each child will be coming into contact with lots of other children and infections can spread very easily.

The inclusion of the mumps with the free measles vaccine obtained through Councils is an added advantage and may safely be given even if your child has already had mumps infection.

Vaccination records are held by the Australian Childhood Immunisation Register. An up-to-date record should also be kept by parents. This record is needed so your child can later attend school camps or remain at school if there is measles in the class or home.

Infectious Diseases

Please note that if students contract certain infectious diseases, the Principal has the right to exclude such students from school for a specified period.

Requirement for All Students

Since 1990, all students commencing their schooling have required a :

Certificate of Immunisation.

This certificate is only issued by the Australian Childhood Immunisation Register and can be obtained by telephoning 1800 653 809.

Parents who choose to not have their child immunised (for medical or personal reasons) will need to make a Statutory Declaration regarding the matter. The school will retain the certificate of immunisation until the child transfers to secondary school (or another primary school).

LOST PROPERTY

Parents are requested to have all articles of clothing clearly marked with their child's name. Prepare your child to look after his/her belongings. Time can be lost trying to find owners of unnamed garments. A lost property area is kept by the school, located at the school administration. You are invited to check for lost clothing items as required.

MEDICATION

Medication for chronic conditions, such as Asthma and Diabetes will be administered by staff. However, staff will not administer medication for temporary conditions. If your child needs to take medication at school, a Medication Form available from school or via the school website should be sent explaining details.

The pharmacy label on the medication must clearly show the child's name and dosage. If your child requires medication at a specific time e.g. thirty minutes prior to eating, parents will need to come to school to administer the appropriate dosage at the required time.

PARKING

It would be appreciated if all parents of St. Peter Chanel Primary School would observe the following regulations regarding parking during school hours.

- Strictly No Parking or Standing on Service Road
- Parking at all times must be done correctly – side by side or back to back and at no time must parents park and block in and outgoing traffic
- Cars must be parked within the white lines or parking bays
- Children have been instructed NOT to walk to the cars parked in the parking area. They must wait in the area between the Administration Block and the Library (*covered area*) for parents to come and collect them and take them to their cars. The teacher on duty will supervise these children for 15 minutes after dismissal. Children will then be taken to *After School Care Program*
- The speed limit is 5km per hour
- Children who use the school crossing are asked to use the footpath in front of the Church
- Obeying parking restrictions along Harrison Street

PICKING UP YOUR CHILD FROM SCHOOL

- Pick up arrangements are very important for your child's sense of security. Please ensure that your child knows who will be picking him/her up from school.
If these arrangements change, please contact the school immediately.
- (All Year Prep students are to be collected from their classroom.)

PROBLEMS – IF A CHILD HAS A PROBLEM

Parents are advised to contact their child's teacher if any problem exists concerning his/her welfare. Others who can be of assistance include the Principal, the Deputy Principal and the Student Services Leader.

Note. Parents are forbidden to chastise other people's children in the playground or in the classroom.

REPORTING TO PARENTS

The current system of reporting to parents on the progress of students involves at least four communications – two written reports and three Learning Conversations. In addition to these opportunities, parents or teachers may choose to arrange conversations at mutually convenient times should such be considered necessary. Time before school is preparation time for the teachers and is not always a convenient time to see parents.

Term One: Family Conversations

Term Two: Learning Conversations
 School Report

Term Three: Learning Conversations

Term Four: Learning Conversations
 School Report

When writing reports, teachers realise the importance of being honest with parents in regard to their child’s achievements and conduct. Methods of assessment can be shown to parents illustrating their child’s progress.

Students in Years Three and Five are likely to complete National Testing. This is a series of written exercises and tests that are held during the year. The Victorian Curriculum and Assessment Authority conduct the testing and provide a written report for parents.

School App (Skoolbag)

A reminder that the school has a School App available to all families that can be downloaded as follows:

Search for “St. Peter Chanel, Deer Park.” in either the Apple App Store or Google Play Store

Follow the prompts accordingly...

The School App is another way families are informed and updated with school and classroom events as well as important day to day information that may become available. Please contact the school administration if further information is required.

SCHOOL FEES AND EDUCATION LEVIES

School fees for 2018 are as follows - \$1440.00 per family per year. The fee may be paid at the beginning of the year or can be in three payments of \$480.00 payable by the following dates or arranged with the Principal.

Parents can pay fees by authorising the school to direct debit an amount weekly, fortnightly or monthly from their bank account.

Education Levies are charges to maintain and further equip the school with Religious Education, Reading, Maths Art, Craft, Library and Sport materials, Excursions and our Swimming Program. The school levy for 2018 for all year levels is \$420.00. This is payable for each child at the beginning of the school year. Camp for Year Four is \$110.00 and for senior students is \$330.00 and is separate from the levies.

Non Payment of School Fees

Where non-payment of fees occurs, parents will be asked to attend an interview with the Parish Priest or Principal to discuss the issue.

SCHOOL HOURS

It is critical that students are in their learning areas by no later than 8.40am and ready to start the day by 8.50am. Students who are late miss out on essential elements of learning. Parents should make every effort to have their children at school by 8.40am.

SCHOOL UNIFORM

Uniform Supplier:

Dobsons Address: 12 Panamax Road, Caroline Springs

Tel (03) 8348 5477

NOTE:

- Students are not permitted to wear rings or earrings during school hours. Studs or sleepers are permitted in pierced ears.
- Make up and nail polish are not to be worn during school hours.
- Extremes of hair fashion should be avoided.
- Watches are permitted.

- All students' clothing and property must be labelled.
- Sunglasses may be worn at appropriate times. Parents are encouraged to allow their children to wear high quality sunglasses to school.

Summer Uniform

Term 1 – Summer Uniform

Term 4 All children to be in summer uniform by Monday 3rd December

Girls:

Appropriate length, blue, white and red check dress
(only available from uniform suppliers)

White socks

Black school shoes (*black runners are not acceptable*)

Grey school jumper with blue band or blue windcheater with school logo

Red or blue scrunchies, or ribbons

St. Peter Chanel summer hat

Boys:

Light blue school shirt

Grey school shorts or school trousers

Grey school socks (blue band optional)

Grey school jumper with blue band or blue windcheater with school logo

Black school shoes (*black runners are not acceptable*)

St. Peter Chanel summer hat

Winter Uniform: Terms 2 & 3

All children to be in Winter Uniform by the first Monday in May

Girls:

Appropriate length grey checked tunic with box pleat or grey school trousers
blue school shirt

Grey school jumper with blue band or blue windcheater with school logo.

(Knitted jumpers are permitted if they are knitted in the same design and colour as the official school jumper).

Grey socks or tights

Black school shoes (*black runners are not acceptable*)

Red or blue scrunchies or ribbons

School Jacket (optional)

Boys:

Grey school trousers

blue school shirt

Grey school jumper with blue band or blue windcheater with school logo.

(Knitted jumpers are permitted if they are knitted in the same design and colour as the official school jumper).

Grey socks (blue band optional)

Black school shoes (*black runners are not acceptable*)

School Jacket (optional)

Sports Uniform: (the same for boys and girls)

Red polo shirt with white Chanel logo

Runners with non-marking soles

Blue shorts with white Chanel logo

Royal blue netball skirt (optional for girls)

White socks

Blue school tracksuit with logo

SECONDARY SCHOOL TRANSITION

Generally, enrolments in Catholic Secondary Colleges are finalised well before the end of Term One for students in Year Six. Transition arrangements begin in May.

Parents are advised that attendance of St. Peter Chanel School in no way guarantees enrolment at any Catholic Secondary School. Each Catholic Secondary School conducts its own enrolment procedure. St. Peter Chanel will always endeavour to support the application by parents for their child's enrolment in either Catholic Secondary Colleges or local State Secondary Colleges.

SETTLING IN

No matter how much your child looks forward to school and how happily he/she sets off on the first day, the actual separation from you may bring tears and clinging. If this does happen, give him/her a hug and a kiss, tell him/her you will see him/her after school, say goodbye warmly but firmly, and go. Upset children usually stop crying as soon as mum or dad is out of sight.

If you are concerned about your child settling into school and being away from home, a visit to grandparents or someone well-known for an overnight stay could help reduce the homesick feeling. It is very important for children to become independent early in the year.

Parents are asked not to come to the school during lunch time as this can be very unsettling for a child and cause him/her distress. This is especially the case for students in Year Prep.

Further

We ask you to work with us in developing your child's abilities.

We ask you to:

- Encourage your child to live as a Catholic, pray with your child, not just for them
- Set your child an example in your prayer and worship
- Take an interest in your child's learning
- Encourage your child's reading, join the local library with your child
- Encourage your child to participate in varied activities, rather than spending too much time watching television and playing video games
- Visit the school, talk to your child's teacher, attend Parent Evenings

We are delighted to talk with parents about their children but you must tell us that you are coming. Please ring the school, or write a note and we will arrange a suitable time. If you come without an appointment, we may not have the time to speak with you. Notify the school if you require an interpreter.

Write and Tell Us

- Why your child was absent from school
- Why he/she cannot wear the uniform
- Why home learning is incomplete
- Why he/she has to leave school early
- Why he/she cannot participate in any school activity

SICK CHILDREN

Good health is vital to school progress. Please do not send your child to school if he/she is unwell. Parents are able to give more adequate care and rest to sick children. It is important to note that our sick bay has limited space. Sometimes sick students will be sent home during the day; such arrangements always

involve phone calls to parents and emergency contacts; such students are never sent home to walk by themselves.

STUDENTS ABSENCES FROM SCHOOL

Parents must inform the school for EVERY absence of their child. This notification is essential and required by law.

If a student is going to be away for an extended period a letter must be written to the Principal well in advance, seeking approval.

STUDENTS LEAVING PREMISES

No students are permitted to leave the school grounds at any time unless parents or authorised persons collect them.

STUDENTS PROPERTY

It is strongly recommended that students do not bring toys to school. It is acceptable for students to bring a toy, book, etc. for 'show and tell'. Before toys are sent to school, it is wise to ask for guidelines from teachers.

Our aim is to avoid loss of or damage to property and to avoid causing upsets to students. Ultimately, the permission of class teachers (or other staff) should be gained before private property is brought to school.

If a teacher decides to confiscate an item, the usual procedure is to return the item directly to parents at the end of the day. However, if the item is very unsafe or totally unsuitable, it will be handed to the Principal who will in turn contact parents.

STUDENT SAFETY

The safety of the students in our care is of paramount importance to the entire school community at St. Peter Chanel. To this end St. Peter Chanel School has a Visitor's Pass System, which requires anyone who is not a staff member or

student, and is on the school premises for any reason between 9.00am and 3.00pm, to go to the school office to receive a visitor's pass, and return it to the office when they leave.

If you need to pick up your child before the end of the school day, e.g. for an appointment, you need to call into the school office to complete a Leave Early Pass. This pass is then handed to the class teacher when you collect your child.

STUDENT LEADERSHIP

A Student Leadership Program has been developed to promote the development of leadership qualities in students. The various aspects of the leadership program allow for a number of students to be involved at a range of levels. Our student leaders work closely with the Principal and Deputy Principal.

SWIMMING PROGRAM

All grades participate in a Swimming Program. Students wear bathers under their sports uniforms and need to bring a towel and underwear in a bag. Please make sure that all clothing is clearly labelled. The students swim in a heated indoor pool with qualified instructors for each group. All students are expected to attend the Swimming Program. The Swimming Program is held at the King Swim Derrimut.

VISITORS TO THE SCHOOL

Rationale

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time, we acknowledge our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

Implementation

- All visitors will report to the administration office prior to undertaking any activity in the school.
- Visitors will be required to sign a “Register of Visitors” and will be assigned a “Visitors Badge”.
- Visitors must wear their Visitors Badge at all times whilst on school property.
- At the end of their visit, visitors will report to the administration office and return their badge.
- Visitors in the school who have failed to follow this process will be reminded to do so.

Exclusion of Visitors

Under the Summary Offences Act (1966), the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

The Principal also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

Emergency Management

The school’s Emergency Management Procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Completion of visitor details in the Register of Visitors will ensure that all visitors are accounted for in the case of an emergency.

YARD DUTY

During lunch breaks for students there are at least four teachers on duty. If a student has a problem at these times, he/she should contact one of these teachers. Another teacher is always available at school ready to attend to any medical problems which may arise.

Yard duty supervision is always provided for before and after school. Parents are advised not to bring students to school before 8.25am. Students arriving before school (extremely early) will be directed to the Before School Care Program. Student supervision begins at 8.20am every morning. Students who are not picked up after school by 3.30pm will also be directed to the After School Care Program.

