Grow with God

In educating for the future, we value and respect each child’s individual story and we build on their foundations of knowledge, skills and Catholic faith, to empower them with optimism, to create their own futures.
Welcome to St. Augustine’s Primary School, Keilor

On behalf of the parish of Airport West, I would like to extend a warm welcome to your child and family to St Augustine’s Primary School Keilor. This is a very exciting time for your child as they embark on their first years of schooling. We hope that, in partnership with you and the school, your child’s time at St Augustine’s will be an enjoyable, stimulating, challenging, happy, safe and faith filled experience.

We recognise that you have made a considered decision in sending your child to a Catholic school. Through the Gospel values and the teachings of Christ, we encourage your child towards developing their potential as a unique individual in the likeness of Jesus Christ. We also develop all elements of your child’s education including, physical, emotional, spiritual, social and intellectual well being to nurture and develop a well rounded individual.

By working together we encourage a shared partnership that fosters the nurturing and flourishing of your child. Parent partnerships are an integral aspect of St Augustine’s and so we welcome your support so that your child can reach their potential as confident and contributing members of the school community. We encourage you to take an active interest in the various groups functioning within the school.

This booklet endeavours to provide you with some insight into the workings of St Augustine’s and the daily operations and the procedures it follows but is not conclusive in itself. I encourage you to always discuss with us any concerns, questions or further information you need about the school.

I wish your child and family well during your time at St Augustine’s.

CATHY STEERE
PRINCIPAL
ABSENCE NOTES
Punctual attendance at school is vital if your child is to obtain maximum benefit from the educational and social opportunities that the school can offer. Children are expected to attend school, on time. We are required to keep accurate records of student attendance and the reasons for any absences. If your child is absent from school for a day, you do not need to contact the school. However, on their return, a written note to their class teacher addressing absence type and reason type is required. If your child is absent for 3 or more consecutive days, a phone call or email to the school office is required - office@sakeilor.catholic.edu.au and a written note is required on their return. A holiday absence requires a separate form to be completed. This covers prolonged absences (more than 3 days) for holidays or travel. See www.sakeilor.catholic.edu.au/enrolment

ACCIDENT & ILLNESS
Please ensure the school office always has on record at least two up to date emergency contacts. If children are ill or injured you will be contacted via the information on file in the office. In the event of serious illness or accident an ambulance will be called.

AFTERSCHOOL CARE
Afterschool care is offered in Cooinda (school hall) by World4Kids. Application forms are available at the office.

ART SMOCK
For the protection and care of your child’s uniform all children must wear a smock during Art and Craft lessons. The smocks must be clearly marked with the child’s name. They will be kept at school throughout the year and will be sent home periodically for washing.

ASSESSMENT
Children participate in various forms of assessment throughout the teaching of a unit of work. It can be formal (test) or informal (observation). Teachers use a variety of methods to gain accurate information about student progress.

ALLERGIES
We have several children with severe allergies. Please assist us with the following:

- Parents are asked not to send obvious nut products to school in their child’s playlunch or lunch, eg, peanut butter, Nutella, Snickers or Picnic bars. Treats for birthday celebrations at the school should not include cakes, chocolate or lollies. If you wish to send a treat for each child, please only include non food items, eg, party favours. These will be given to children by the teacher at the end of the day.
- Encourage and remind your child not to share food. This is reinforced within the school.
- Encourage your child to wash his or her hands after eating food. This is good hygiene practice also encouraged by the school and will help prevent traces of food being passed on by contact.

ANAPHYLAXIS
If your child has anaphylaxis, an annual Anaphylaxis Action Plan and Epipen must be provided to the school. Epipens are kept in the Sick Bay at school.
APP / TIQBIZ
We use an app (Tiqbiz) to send our messages and notices. The app will help keep our parents fully informed and up-to-date with notices, news and events.

ASTHMA
Students with asthma or severe allergies attending St. Augustine’s are encouraged to always carry or have available appropriate medication. We have a bronchodilator metered dose aerosol spray available for emergency use. If a child needs to use a pump it can be arranged with the classroom teacher rather than having extended absence from school. It is important that information about your child’s condition is provided on an Asthma Action Plan. [https://www.asthmaaustralia.org.au/vic/about-asthma/resources/victorian-action-plans/victorian-asthma-action-plans](https://www.asthmaaustralia.org.au/vic/about-asthma/resources/victorian-action-plans/victorian-asthma-action-plans). This should be filled in annually or when circumstances change.

BANK ACCOUNTS
Children are given the opportunity to open a Savings Account with the Catholic Development Fund. Bank day is Tuesday. Information will be sent home early in the year.

BELL TIMES
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40 am</td>
<td>First Bell</td>
</tr>
<tr>
<td>8.45 am</td>
<td>Morning Session</td>
</tr>
<tr>
<td>11.05 am</td>
<td>Lunch Time</td>
</tr>
<tr>
<td>11.55 am</td>
<td>Middle Session</td>
</tr>
<tr>
<td>1.35 pm</td>
<td>Recess</td>
</tr>
<tr>
<td>2.00 pm</td>
<td>Afternoon Session</td>
</tr>
<tr>
<td>3.15 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

BIKES
Children in Years 3-6 may ride their bike to and from School and park in the designated bike area. Children in P-2 may ride only if accompanied by an adult. Bikes must be in roadworthy condition and helmets must be worn. Any child without a helmet will have their bike confiscated until a helmet is produced. Children must know and observe the appropriate road laws. Bikes are not to be ridden in the school grounds.

BOOK CLUB
Scholastic’s Book Club offers parents and children books to purchase at cheaper prices. Order forms are sent home regularly throughout the school year. There is no obligation to buy.

BELONGINGS
It is essential that all items of school uniform and other belongings are clearly marked with the child’s name and grade. School bags should have a tag or ribbon for easy identification by younger children.

BULLYING
St Augustine’s takes an active stance against bullying. The School runs anti bullying programs for students and issues are discussed in classrooms and at assemblies. Parents are informed if the behaviour persists. See our website for our antibullying policy.
**CALENDAR**
This is published on the website [www.sakeilor.catholic.edu.au](http://www.sakeilor.catholic.edu.au) each term and gives details of meetings and special events. Please keep it handy.

**Camps**
Although the actual camping experience begins in Grade 3, the children in Grade P-2 have an “at school” activity, which supports a P-6 Camping Program. This could include a BBQ dinner and games or breakfast at school for students in P-2 in preparation for attending school camp in Years 3-6. The program aims to:

- encourage social interaction with other children, teachers and adults
- encourage responsibility for self and possessions
- encourage independence as well as co-operative group skills
- reinforce social skills
- develop an interest in the outside world.

Children in Grade 3/4 have an overnight camp away from the school while children in Grade 5/6 stay away for 2 nights. Children are expected to attend, as activities include both educational and curriculum centred focus. Camps are billed with the levies at the beginning of the school year.

**Camps, Sports & Excursions Fund (CSEF)**
School camps provide children with inspiring experiences in the great outdoors and also on excursions. All are part of a healthy curriculum. CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. You may be eligible for assistance if you hold a valid means-tested concession card. For more information please visit [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

**Car Park**
The school car park should only be used by staff and visitors to the school. It should not be used for the collection or “dropping off” of students. Please observe parking restrictions in the streets surrounding St. Augustine’s. The City of Brimbank by-laws officers often patrol the area.

**Casual Clothes**
Each term the children have a casual clothes day. A small charge is made and this usually goes to a charitable cause, e.g. St Vincent de Paul, Caritas. Parents please ensure appropriate dress and footwear for school. During Terms 1 and 4 casual clothes need to be Sunsmart.

**Change of Address**
Parents are requested to inform the office and each class teacher concerned when address or telephone numbers are changed. It is vitally important that we have up to date and accurate information.

**Child Safe Schools - Code of Conduct**
The Victorian Government has introduced the Child Safe Standards. These standards specify the actions schools are required to take to manage the risk of child abuse in schools. The St Augustine’s Code of Conduct has a specific focus on safeguarding our students and young people against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with the Victorian Government’s Ministerial Order No 870 to support the school’s ‘Professional Child Safety Code of Conduct’ and defines expectations of parents and those members of the school community, who may, at times, act as volunteers.
The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards students and young people. It aims to protect children and reduce any opportunity of abuse or harm to children. The Code of Conduct also provides members of the broader school community with guidance on how best to support students or young people, and how to avoid or better manage difficult situations. It is expected that all volunteers (see under heading Working With Children Check) working within the school would have read, agreed to and signed the St Augustine’s Code of Conduct.

CLASSROOM HELPERS
A Parent Helper Course will be offered in Term 1. You must be a trained helper before you can help in the classroom. Once trained you must sign in and out at the office before and after assisting in classrooms. See www.sakeilor.catholic.edu.au – community tab, for classroom helper protocols

CLEANING
The toilets and corridors are cleaned daily (after school), the classrooms are cleaned weekly. The children are responsible for placing litter in the bins provided.

CLOSURE DAYS
On these days during the course of the school year, classes are suspended so that staff may be released to attend Professional Learning that support their teaching. These are approved by the Catholic Education Office. You will be notified of these days via the School Calendar and newsletters.

COMPOSITE CLASSES
This involves children from two adjacent year levels being formed into one class. It enables us to cater for enrolments as the staffing schedule is dictated by student numbers. Most grades are too big for one class, but too small for two, hence the need for composites.

COMPUTERS/ELECTRONIC DEVICES
Computers and their associated technology are affecting every part of our lives and our school must ensure that students are adequately prepared to cope with living in our technological society. Our students are provided with as much “hands on” experience with computers as possible. Students at all levels are given the opportunity to use computers and the school strives annually to increase the number of computers/electronic devices available to students. The school is networked so children will be able to use internet facilities, however sites are limited to those deemed educationally sound, by an Educache set up by the Catholic Education Office. There is a Code of Conduct that translates in class/year level rules.

CURRICULUM
Victorian Curriculum is the Foundation to Year 10 curriculum that provides a comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents. In Catholic schools this is complemented by strong Religious Education programs.
DIGITAL TECHNOLOGIES
St Augustine’s recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home. All members of St Augustine’s community have a responsibility to uphold the Catholic values of our school. We expect our students to exercise good judgement and to use technology with integrity.

DISCIPLINE
Discipline is training to produce self-control, orderliness, obedience and a capacity for co-operation in children so that the dignity and self-respect of all persons is guaranteed. Its effect creates a sense of balance and harmony for all persons. St Augustine’s P.S. student management is based on the Assertive Discipline approach. This means that we are assertive and consistent about the way we expect our students to behave. For this reason our school rules and procedures are the same school wide. Our School Rules are as follows:

- Follow instructions
- Hands off
- Listen to the speaker without interrupting
- Speak appropriately
- Move safely at all times
- Look after all property

A Behaviour Management Plan is in place at St. Augustine’s. The following is the procedure for inappropriate behaviour:

Step 1: Warning
Step 2: 2nd Warning
Step 3: Time Out
Step 4: Exit to another classroom to complete a Student Behaviour Sheet
Step 5: Used for severe inappropriate behaviour. Student is exited to Principal or Deputy Principal

Corporal punishment is not permitted at St. Augustine’s.

Serious incidents of inappropriate behaviour result in the student being exited from the classroom or playground situation. This behaviour is discussed in order for the student to take responsibility for his/her actions. The student is then given a Student Behaviour Sheet to complete and take home.

If your child brings home a Student Behaviour Sheet, please take time to discuss the information on the sheet with your child. The aim of the sheet is to give families an opportunity to talk about the behaviour and any actions that can be taken to ensure that the behaviour does not re-occur.

The sheet is NOT designed to punish the child, but rather to help them own the behaviour and take responsibility for rectifying it. The child needs to specify the behaviour expectation they did not meet and name an action that they can take in order to follow our school rules in the future.
EARLY COLLECTION OF A CHILD
Any parent wishing to collect a child from school during school hours must first receive an Early Dismissal form from the office. Any person other than the parent wishing to collect a child must provide a written request from the parent to that effect. Students will not be permitted to leave the school grounds during school hours without the supervision of an adult. All appointments, if possible, should be out of school hours.

EARLY DISMISSAL
All students will be dismissed at 1.00 pm on the last day of each term. At all other times dismissal is at 3.15 pm. Preps will finish school early in the first week of school. Parents will be notified of this in the Prep Handbook.

EDUCATION BOARD
The Education Board acts in an advisory capacity in supporting the Principal and the Parish Priest. The St. Augustine’s Education Board is a formal gathering of the parties connected with the educational needs of the children at the school. It is a forum for discussion so that responsible decisions can be made. It consists of 8-10 parent representatives, the Principal, a staff representative and the Parish Priest. Membership is for a period of 2 years with elections being held at the beginning of the year. There are usually 2 meetings each term beginning at 7.30 p.m. and finishing no later than 9.30 p.m. (usually on a Tuesday).

EMERGENCY TEACHERS (CASUAL REPLACEMENT TEACHERS)
There may be occasions when your child’s teacher is absent. It is normal practice for the school to employ an emergency teacher to replace the class teacher for the period of absence. Generally the school attempts to locate an emergency teacher who is well known to the pupils and who has a good understanding of the school’s procedures. This ensures that school programs are maintained as normally as possible.

EXPENSIVE ITEMS (FRAGILE & PRECIOUS)
We advise students not to bring expensive items or toys to school. The school will not take responsibility for any loss or damage of such items.

EXCURSIONS/INCURSIONS
Excursions/incursions are seen as a vital means of developing a student’s experiences and understanding in all areas of the curriculum. They are also part of the school’s educational program. At each year level students will be expected to participate in both local excursions where they can walk to the venue, or excursions further afield requiring transport. Excursions and incursions are funded in the composite fee. Parents will be requested to sign a consent form permitting the child to go on the excursion. Children are expected to attend all class excursions. Parent helpers are often required to assist on excursions – refer to www.sakeilor.catholic.edu.au – school community tab, for excursion helpers protocol.

EXTREMELY HOT WEATHER
If the weather is above 37 degrees or excessively hot, parents may collect their children from school. Children will only be signed out at lunchtime or recess, so as not to disrupt classes. All classrooms have air conditioners. (Also see Wet Day/Hot Day Program).
FEES
School fees are determined by the Parish Priest in conjunction with the Parish Bursar. They supplement Government funds for the general running of the school.

Composite levy is determined by the School Principal in consultation with the teachers. They are kept to a minimum and a strict account is kept of their expenditure. They are used to supplement a small payment from the State Government for pupils’ needs in the classroom, as well as covering excursions, swimming levy, photocopying etc.

Fees are billed at the beginning of the year and can be paid in instalments. Refer to the Fee Schedule.

FIRST AID
Our First Aid practices are in line with St. John's Ambulance advice. Children with minor injuries are treated by teachers in the school’s sick bay. Injuries which are of concern are reported to parents or the nominated carer for further attention. You are asked to ensure that correct phone numbers are given to the school.

In the event of a critical situation an Ambulance will be called. Occasionally, if a parent or carer is unable to attend to an injury a child will be transported to a local clinic for medical attention. All costs are passed on to parents.

GRADE STRUCTURE
The yearly organization of St. Augustine’s is determined by a number of factors and constraints. Essentially, the classes are organized from year to year on the basis of enrolment, a staffing schedule determined by the Catholic Education Office and the availability of classrooms.

Currently there are 10 classes consisting of:

- 2 Prep/One classes
- 2 Year One/Two classes
- 3 Year Three/Four classes
- 3 Year Five/Six Classes

The classes are grouped together to allow teachers to work collaboratively and to plan and teach as a team. These structures often change but composite classes are a consistent feature of learning and teaching at St. Augustine’s.

Lengthy consideration of a variety of factors is given to the placement of students in grades for the following year. Once placements have been announced students will not normally be changed.

HATS
Regulation school hats (bucket) are compulsory from 1st September until 30th April and when the UV rating is above 4.

HEALTH SCREENING AND SERVICES
The School Medical Service Nurse visits our school to conduct health screenings as follows:

- All students in Prep year
- Checking on the progress of previously referred students
- Investigating as appropriate all students referred by parents or teachers
HEAD LICE
Please be aware that lice will attack any child. It is not a reflection on cleanliness. Please check your child regularly for nits or lice. This is done from the nape of the neck up towards the forehead. If you find that your child is infected please inform the school immediately. A note will be sent home to students in that particular class. He/she must be excluded from school until treated. This normally takes only one treatment and a suitable product can be bought at a pharmacy. All other members of the family will need to be checked as well.

HOMEWORK
Homework is set on a regular basis to extend or consolidate the child’s educational program. Homework attempts to build a responsible attitude and a purposeful approach to work and achievement. Homework can take many forms such as written work, oral preparation, aural activities (listening), reading, rote learning and assignments.

<table>
<thead>
<tr>
<th>Amount of homework per night</th>
<th>READING</th>
<th>WRITTEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Prep</td>
<td>Up to 15 minutes</td>
<td>Nil</td>
</tr>
<tr>
<td>Grade 1</td>
<td>Up to 15 minutes</td>
<td>Nil</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Up to 15 minutes</td>
<td>Nil</td>
</tr>
<tr>
<td>Grade 3</td>
<td>15 minutes</td>
<td>Up to 15 minutes</td>
</tr>
<tr>
<td>Grade 4</td>
<td>15 minutes</td>
<td>Up to 15 minutes</td>
</tr>
<tr>
<td>Grade 5</td>
<td>15 minutes</td>
<td>Up to 30 minutes</td>
</tr>
<tr>
<td>Grade 6</td>
<td>15 minutes</td>
<td>Up to 30 minutes</td>
</tr>
</tbody>
</table>

IMMUNIZATION CERTIFICATE
All children enrolled in Prep are required to present a School Entry Immunisation Certificate prior to the commencement of the school year. The Immunization Certificate is obtained through the Australian Childhood Immunisation Register or your local council immunisation service. (Details are available from the office)

INFECTION DISEASES
The following are Departmental Regulations regarding the more common diseases: www.education.vic.gov.au – see Infectious Diseases/ School Exclusion Table

<table>
<thead>
<tr>
<th>Disease</th>
<th>Patient shall be excluded from school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Until fully recovered and at least 4 days from the onset of the rash.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
</tbody>
</table>

For other infectious diseases and illness, inform the school and contact your Doctor for more information.
INTERSCHOOL SPORT
The Grade 5 and 6 children take part in an interschool sports competition with other schools in the local area. The school is a member of the St Albans District Sports Association and competes in summer and winter sports.

INVolVEMENT
The school invites parents to participate and become involved in school activities. Many opportunities are presented for parents to offer their help, assistance and expertise. Current opportunities include:

- Education Board
- Parents Auxiliary – Canteen & Fundraising
- Classroom programs, e.g. reading, library
- Interschool sport
- Camps
- Excursions
- Refer to www.sakeilor.catholic.edu.au – school community tab for more information.

LATE ARRIVALS
Children who arrive late for school must report to the office where their name will be recorded and they will be given a late slip to take to their classroom teacher.

LIBRARY BAGS
When borrowing books from the School Library, ALL CHILDREN REQUIRE A CLEARLY LABELLED LIBRARY BAG. We recommend it be made with material with a drawstring top, measuring 35cm x 50cm (big enough to hold a large picture book). All lost or damaged books are to be paid for by the parent.

LOST PROPERTY
Please clearly mark your child’s first name on all items of clothing, including jumpers, shoes, socks, t-shirts, school bags, lunch boxes and drink flasks. Lost Property is kept in the sick bay in a basket. Parents are welcome to check the basket at 3.15 p.m. on each school day. PLEASE HELP US TO HELP YOU - MARK YOUR CHILD’S NAME ON ALL ARTICLES AND ITEMS OF CLOTHING.

LUNCH
Teachers can often see the consequences of poor diet through loss of concentration in class and lack of enthusiasm, even first thing in the morning. These are signs that students may have skipped breakfast. It is essential that your child has sufficient and nutritious food for recess and lunch.

- Each child is expected to bring his/her lunch in a clearly marked box.
- Uneaten food is to be taken home.
- Glass drink bottles and cans are not permitted.
- Lunch orders are available on special days throughout the year. Lunches must be ordered prior to the day which are advertised in the newsletter. No late orders will be accepted. The order must be clearly written on a paper bag with the child’s name, grade and teacher’s name on the outside and with correct money placed inside.
- Children eat their lunch under supervision 15 minutes prior to the bell. Younger children may begin earlier.

Parents delivering lunches to children must bring these to the office.
MEDICAL HISTORY OF CHILD
Parents of students with nut allergies, asthma, diabetes, epilepsy and other diagnosed conditions requiring special care are requested to alert the school of their child’s medication and emergency procedures in writing.

MEDICATION
It is highly desirable that students requiring medication have a parent attend at the appropriate time to ensure correct dosage. Where this is not possible, it is essential that the parent completes a medications request form from the website – www.sakeilor.catholic.edu.au – student wellbeing tab, with the following information - Name of child, dosage, time of administration, symptoms requiring action, signature and date. All medicine etc should be labelled with the same information. Medication will be kept in the administration area. NB. Ventolin will be kept with the child when required. Please check daily with the child as to whether medication has been taken.

NOTE: If medication is required to be taken 3 times daily - it is suggested that a dose before school, one after school and one at bedtime is taken, thus medication does not have to come to school.

MOBILE PHONES
The bringing of mobile phones is discouraged. However some children may carry mobile phones for safety reasons related to walking to and from home alone. For safety and security all mobile phones must be handed into the office at the beginning of each day and then collected from the office at the end of the day. Mobile phones should be turned off during school hours. Parents needing to make contact with/about their child are expected to do this via the school office. Misuse/innapropriate use of the mobile phones during school hours will result in the phone being confiscated and available for collection by the child/parent at the end of the day.

MONEY
Please send any money in a sealed ENVELOPE with your child’s name, teacher’s name, amount enclosed and the purpose for which it is sent. Ask your child to give the money to their teacher as soon as they enter the classroom each day and not to leave it on their desk or in his/her bag. Icy pole money is the responsibility of the child. Normally a child is not expected to have money at school.

NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN)
This includes national testing in English and Mathematics in Term 3 for students in Grades 3 and 5. The tests consist of both teacher and centrally assessed tasks. Results are available to parents in Term 4.

NEWSLETTER
The newsletter is available (fortnightly) on the school website on Thursday.

OFFICE HOURS
The school office is open daily from 8.30 am – 4.00 pm Monday to Friday. If you need to ring or visit the school it would be appreciated if you could do so during these times.
PARENTS AUXILIARY
The Parents Auxiliary is guided by the St. Augustine’s Education Board and is an opportunity for parents to become involved in the school in practical ways.

FUNDRAISING AND SOCIAL COMMITTEE assists in raising money to help the school meet financial objectives, and also works to create a sense of family within and beyond St. Augustine’s school. Activities may include:

- Raffles, cake stalls, mother’s/father’s day activities, major fundraising drives
- Supporting school celebrations, eg, Sacraments, St. Augustine’s Day
- Providing opportunities for parents, staff and the community to come together in a relaxed, enjoyable atmosphere, eg, Grade morning teas, New Parents Welcome, classroom helpers’ morning tea.

PARENT-TEACHER INTERVIEWS
Parent-Teacher interviews ensure regular communication between school and home regarding a child’s progress. Parents are invited to contact teachers to arrange a convenient meeting time, when there is a concern requiring discussion. The school organizes formal interviews on two occasions during the year – Term 1 and the end of Term 2.

PHYSICAL EDUCATION
The Physical Education Program includes a wide range of activities that concentrate on sequential motor skill development, and other areas that include fitness, dance, gymnastics, swimming, athletics and minor and major games. All children are encouraged to participate in all activities.

PLAY GROUND SUPERVISION
Teachers are on duty in the playground: before school between 8.20 am and 8.40 am, during recess, at lunch time, and after school until 3.30 pm to ensure the safety of students.

Parents are requested not to allow their children to arrive at school early as the playground is not supervised until 8.20 am each morning. There are a number of teachers at school well before that time, but they are busy preparing work for that day and therefore not required for playground supervision before 8.20 am.

Children not picked up by 3.30 pm will be required to wait at the office.

PUPIL ACCIDENTS
There is no blanket policy covering student injuries at school. Parents may wish to avail themselves of one of the many insurance policies covering this area (e.g. C.C.I. Insurance).

PUPIL REPORTS
Written reports are sent home at the end of Term 2 and Term 4. These reports are a detailed account of the work covered in the previous two terms.

READING RECOVERY
This is an early intervention program for children in Grade 1 who have not satisfied the expectations of classroom reading and writing program during their first year at school. Reading Recovery is provided on an individual basis to ensure that children move from being non-readers to developing positive independent reading and writing behaviours.
RELIGIOUS EDUCATION
St. Augustine’s uses the Renewed Religious Education Framework Catholic as the basis of our Education in Faith curriculum. The central aim of the texts is “that children should be taught how to know and worship God and to love their neighbour in accordance with the faith they have received in earliest infancy”. Scripture and prayer are an integral part of our program. Liturgies and Masses are celebrated throughout the year. At St Augustine’s we believe that Religious Education is a lifelong process and that our role is a partnership with parents in the development of faith.

Sacramental Years:
As part of the Parish of St. Christopher’s, St. Augustine’s school supports the policy of the Parish in the Sacramental Program.
The School’s role is to support, teach and encourage you and your children in their preparation for the reception of these Sacraments. The present order of school/home preparation for these Sacraments is:

- Baptism: Parents/Parish Responsibility
- Grade 3: Reconciliation
- Grade 4: Eucharist (First Communion)
- Grade 6: Confirmation

At all times the school and Parish encourages the child’s family as the prime educators, to give example to their child by supporting him/her and being an active members of their local Parish community.

SAFETY AND SECURITY
It is important that your child should know:
- his/her full name, address and telephone number
- rules for crossing streets, and the correct use of the school crossing
- the most direct way to and from school. It is essential that children be trained to go straight home after school.
- that it can be dangerous to talk to strangers.
Children are not permitted to ride bicycles, scooters, skateboards or roller skates (blades) in the school yard either during or after school hours.

SCHOOL CROSSING
There is a supervised crossing on Old Calder Highway and the service road. Please make sure that your children use this crossing if they need to cross this road. Daily 8.15 am - 9.00 am and 3.15 pm - 4.00 pm.
**SCHOOL UNIFORM**

This is compulsory, although some items are optional. If a child is out of uniform for any reason a note should be given to the class teacher who will monitor this situation. See school website [www.sakeilor.catholic.edu.au](http://www.sakeilor.catholic.edu.au) – enrolment tab/uniform list.

<table>
<thead>
<tr>
<th>Girl's Summer</th>
<th>Boy's Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation dress</td>
<td>Fawn shirt</td>
</tr>
<tr>
<td>School jumper</td>
<td>Brown shorts</td>
</tr>
<tr>
<td>Fawn socks</td>
<td>School jumper</td>
</tr>
<tr>
<td>Brown lace up shoes or brown sandals</td>
<td>Brown lace up shoes or brown sandals</td>
</tr>
<tr>
<td>Brown or gold hair accessories</td>
<td>Regulation bucket hat</td>
</tr>
<tr>
<td>Regulation bucket hat</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girl's Winter</th>
<th>Boy's Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation tunic</td>
<td>Fawn shirt</td>
</tr>
<tr>
<td>School jumper</td>
<td>Brown gab. pants</td>
</tr>
<tr>
<td>Shower jacket</td>
<td>School jumper</td>
</tr>
<tr>
<td>Brown gab. pants (girls)</td>
<td>Shower jacket</td>
</tr>
<tr>
<td>Cotton shirt (lemon)</td>
<td>Fawn socks</td>
</tr>
<tr>
<td>Fawn socks or fawn tights</td>
<td>Brown lace up shoes/brown elastic sided boots</td>
</tr>
<tr>
<td>Shoes and accessories as summer</td>
<td></td>
</tr>
<tr>
<td>Elastic sided boots - with pants only</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girl's Sports Uniform</th>
<th>Boy's Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold regulation polo shirt</td>
<td>Gold regulation polo shirt</td>
</tr>
<tr>
<td>Brown regulation unisex shorts (optional)</td>
<td>Brown regulation unisex shorts</td>
</tr>
<tr>
<td>Gold sports socks</td>
<td>Gold sports socks</td>
</tr>
<tr>
<td>Brown regulation tracksuit</td>
<td>Brown regulation tracksuit</td>
</tr>
<tr>
<td>Runners</td>
<td>Runners</td>
</tr>
</tbody>
</table>

A school bag is available but optional.

W & R Schoolwear are our uniform providers. Wayne is available each Tuesday at the school between 8.30 – 9.30 am.

**General Rules:**

- Long hair must be tied back with gold or brown hair accessories
- Studs or sleepers are the only earrings to be worn. No rings or bangles.
- Nail polish is not allowed.

**SICK STUDENTS**

Sometimes your child will be too ill to send to school. Sick students are far better off in the comfort of their own home. Our school is well equipped but no school has the facilities to look after students who are ill at school nor do we have the staff to look after these students. If a child is ill we try to contact the parent to come and collect the child. If there is no answer then we contact the person listed as the Emergency Contact. It is important that these numbers are kept up-to-date and also that the people know that they are your Emergency Contact listed at the school.

**SNAKES**

Our location, backing onto Green Gully, unfortunately involves a snake hazard. Ensure that your children know never to approach a snake. “Stand still, back away slowly keeping the snake in sight and inform a teacher immediately” is what we tell the children. We take snake sightings very seriously but unfortunately we have had false reports on several occasions. Parents please reinforce the seriousness of this.
SPARE CLOTHING
As students occasionally have accidents at school we regularly need spare clothing. A spare pair of undies should be left permanently in a Prep or Gr. 1 child’s school bag. Even a well-trained child can have toileting mishaps.

SPECIAL NEEDS
Students who have special needs in their learning programs are given assistance at various levels. Our staffing is arranged to assist and support classroom teachers to develop programs for students within their classroom. We try very hard to solve problems. Just let us know if there is one.

STUDENT LEADERS
Formal leadership positions are held by Year 5/6 students including 10 Student Representative Council (SRC), 10 Social Justice Leaders and 8 Sports Captains.

The student leaders are elected by peers in Grade 5/6. The leaders each represent a grade in the school. Regular meetings are facilitated by a staff member. The leaders are able to contribute to decision making processes, take on special projects or assist at special functions.

STONE THROWING
Stone throwing (sticks, sand, marbles, other items etc.) is a very dangerous practice and usually results in someone being injured even though, on most occasions, it is quite unintentional. Despite regular reminders and yard supervision it still happens. The throwing of any item/object in the school grounds, is strictly forbidden. Please impress this upon your children to help them understand the dangers involved.

SWIMMING PROGRAM
As part of the Health and Physical Education Curriculum, children from Grades P-6 participate in a ten day intensive swimming program at the Flippers and Paul Sadler Swimland Taylors Lakes. The program is based on the Aquapass program covering areas such as Water Awareness, Safety, Lifesaving and swimming techniques.

On swimming days thongs or sandals are permitted to and from the pool. Shoes must be worn immediately on return to school. During this time the children are encouraged to wear their sports uniform. A beanie, especially on young children, assists in preventing colds and chills.

TELEVISION
As parents and educators we must teach our children to make responsible choices about viewing. “Quality” rather than trash and trivia. The following ratings may help you.

Television:

G - There is nothing that will upset anyone - family viewing
C - Made specifically for children
PG - Not recommended for children under 12 years
AO - Adults only.

Television before school is not advisable.
TRANSFERS
It is the parent’s responsibility to give prior notice of intended transfer to another school. This enables the compiling of the necessary reports.

VISITORS
All visitors including parents, must check with the General Office before approaching teaching staff or pupils when class programs are in progress. Parents MUST sign in and to wear a parent helper badge and sign out when they leave the building.

WET DAY /HOT DAY PROGRAM
On wet, cold or extremely hot days, students remain indoors. After eating they engage in quiet activities. They are supervised at all times by teaching staff.

WORKING WITH CHILDREN CHECK
All volunteers working at St Augustine’s require a Working With Children Check and card. It is advisable that you do this as soon as possible to avoid delays and so to be available for all types of volunteering ie. excursions, classroom helper, camp volunteer etc.. Please go to the link to apply for a check. http://www.workingwithchildren.vic.gov.au/home/