

"Our Catholic Identity"

St. Brendan's is a Catholic School embracing our diverse community with faith and courage in the spirit of the Mercy tradition".

St. Brendan's is a Child Safe School.

We promote the safety, wellbeing and inclusion of all children.

St. Brendan's Primary School Shepparton

Parent Handbook



Hymn to St Brendan the Navigator

*Sailor of God, Brendan, man of the sea,
Guide timid footsteps in this land young and free.*

*A carrach you fashioned from tanned oxen hide
Washed over with fat to keep out the tide
Then lovingly stitched up with rough leather thong
Set out on a journey seven years long*

*Sailor of God, Brendan, man of the sea,
Guide timid footsteps in this land young and free*

*Through clear crystal mountains over lands not then trod
You preached with your brave band the greatness of God
Cross oceans unchartered to strange lands and new
You carried the Gospel where e'er the winds blew*

*Sailor of God, Brendan, man of the sea,
Guide timid footsteps in this land young and free*

*The Lords of the oceans swam by your side
Playful and tender at ease with the tide
Beautiful birds of all colours and hue
And the Island of sheep under skies ever blue.*

*Sailor of God, Brendan, man of the sea,
Guide timid footsteps in this land young and free*

*In treacherous waters with faith in the Lord
There rested the fate of all those abroad
In eerie strange waters of a new founded land
Hot molten rocks rained down on your band*

*Sailor of God, Brendan, man of the sea,
Guide timid footsteps in this land young and free*

*To navigate safely through this terrible night
Your faith once again was your beacon and light
Lead us St Brendan to faith strong and true
As we follow the footsteps trodden by you.*

*Sailor of God, Brendan, man of the sea,
Guide timid footsteps in this land young and free*

*Sailor of God, Brendan, man of the sea,
Guide timid footsteps in this land young and free*



VALUES FOR AUSTRALIAN SCHOOLING

Care and Compassion

Care for self and others

Doing Your Best

Seek to accomplish something worthy and admirable, try hard, pursue excellence

Fair Go

Pursue and protect the common good where all people are treated fairly for a just society

Freedom

Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others

Honesty and Trustworthiness

Be honest, sincere and seek the truth

Integrity

Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds

Respect

Treat others with consideration and regard, respect another person's point of view

Responsibility

Be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

Understanding, Tolerance and Inclusion

Be aware of others and their cultures, accept diversity within a democratic society, being included and including others

CHARACTER IS DESTINY

— George Eliot

HISTORY OF OUR SCHOOL

- St. Brendan's is a Parish Primary School providing a Catholic Education for families.
- St. Brendan's opened in 1891.
- Sisters of Mercy arrived at St. Brendan's in 1899.
- St. Brendan's has a rich history of providing a quality Catholic Education.
- St. Brendan's has grown significantly over the years and has had a number of large building projects to accommodate increasing enrolments.
- Full history of the school is available on www.sbshepparton.catholic.edu.au
- Virtual Tour of our School is on our Website.

WHO WAS SAINT BRENDAN?

- St. Brendan The Navigator is the Patron Saint of our School.
- St. Brendan was a navigator who originated from Ireland.
- He sailed the seven seas in a carrach made from oxen hide.
- He sailed the seas for seven years.
- We celebrate St. Brendan's Feast Day on 16th May.

We have a beautiful stained glass window of The Voyage of St. Brendan in the Library.

OUR EXPECTATIONS OF SCHOOL COMMUNITY MEMBERS

STUDENTS

- Participation in all school activities, including those of a spiritual nature
- Respect for each other, adult or child, as demonstrated by the use of good manners, appropriate dress (including the correct wearing of school uniform) and compliance with school rules and regulations as set by the School Board, the Principal and Staff
- Pride in their personal contribution to the community
- Loyalty to the school community

PARENTS

- Encouragement, understanding and support for the school's programs
- Active participation in the life of the school
- Co-operation with other members of the school and parish community
- Acceptance and active support of the Catholic ethos of the school community
- Participation in the child's spiritual, sacramental and pastoral education processes
- The fulfilment of all financial obligations to the school community

STAFF

- Commitment to the Catholic faith and ethos
- Loyalty to the school/parish community
- Integrity and professionalism
- An overriding personal commitment to each individual child in their care
- Sensitivity to the needs of families and parents
- Commitment to professional and personal development
- Commitment to school and personal 'review and development'

CHILD SAFE

St. Brendan's are committed to Child Safety. We have a moral, legal and mission driven responsibility to create a nurturing school environment where our students are respected, their voices are heard and where they are safe and feel safe. Our Student's wellbeing and safety must be at the forefront of all the decisions we make. All parents and volunteers at St. Brendan's are required to read, understand, and support the Child Safe Code of Conduct. St. Brendan's parents who wish to assist in classrooms, attend excursions, need to have a Working with Children's Check. Child Safe Policies are available on our Website under Child Safe.



ST. BRENDAN'S PRIMARY SCHOOL

Parent/Carers/Guardians—School

CODE OF CONDUCT

Introduction

At **St. Brendan's** we are committed to nurturing respectful relationships and active partnerships with you as **parents/carers/guardians**. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As **parents/carers/guardians**, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships within a Catholic faith tradition

This Code of Conduct will guide your interactions and communications with staff, other **parents/carers/guardians**, students and the wider school community. It articulates the school's key expectations of both staff and **parents/carers/guardians** with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- Occupational Health and Safety Policy
- Complaints Policy and procedure
- Child Safe Policy

Our Culture of Respectful Relationships

*Among students, staff and **parents/carers/guardians** we strive to develop the following:*

- A respect for the innate dignity and worth of every person;
- An ability to understand the situation of others;
- A cooperative attitude in working with others;
- Open, positive and honest communication;
- The ability to work respectfully with other people;
- Trusting relationships; and
- Responsible actions

In Promoting & Upholding this Culture, we expect that **STAFF** will:

- Communicate with you regularly regarding your child's learning, development and wellbeing;
- Provide opportunities for involvement in your child's learning;
- Maintain confidentiality over sensitive issues;
- Relate with and respond to you in a respectful and professional manner; and
- Ensure a timely response to any concerns raised by you.

In Promoting & Upholding this Culture, we expect that **PARENTS** will:

- Support the school's Catholic ethos, traditions and practices;
- Treat staff, students and other parents/cares/guardians with respect and courtesy;
- Support the school in its efforts to maintain a positive teaching and learning environment;
- Understand the importance of healthy parent/teacher/child relationships and strive to build the relationships;
- Adhere to the school's policies, as outlined on the school website.

Raising Concerns & Resolving Conflict

(Refer also to our Complaints Policy)

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, *we expect that you will:*

- Listen to your child, but remember that a different 'reality' may exist elsewhere;
- Observe the school's stated procedures for raising and resolving a grievance/complaint;
- Follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner; and
- Refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.

In responding to your concerns or a complaint, *we expect that staff will:*

- Observe confidentiality and a respect for sensitive issues;
- Ensure your views and opinions are heard and understood;
- Communicate and respond in ways that are constructive, fair and respectful;
- Ensure a timely response to your concerns/complaint; and
- Strive for resolutions and outcomes that are satisfactory to all parties.

Safety & Wellbeing

The school places high value and priority on maintaining a safe and respectful working environment. We regard certain behaviours as harmful and unacceptable if they compromise the safety and wellbeing of a member of our school community. These behaviours include, but are not limited to:

- Shouting or swearing, either in person or by other means
- Physical or verbal intimidation and or threats
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a member of the school community (emails/social media);
- Racist, sexist or other denigrating comments or images
- Acts of violence; or
- Damage or violation of possessions/property.

When an adult behaves in such unacceptable ways, the Principal or Principal's nominee will seek to resolve the situation in one or more of the following ways:

1. repair relationships through discussion and/or mediation.
 2. exercise our legal right to impose a temporary restriction or permanent ban from the school premises
- report the incident to the police.

This Code of Conduct is endorsed by Catholic Education Sandhurst.

Date of implementation: 12th June 2018

Date for Review: June 2022

RELIGIOUS EDUCATION

- As we are a Catholic school we use “The Source of Life program” which is approved by the Diocese of Sandhurst.
- Religious Education is primarily concerned with the good news of Jesus Christ. It occurs in the context of a community in which the Parish, Family and School are essential elements. The sources of Religious Education are Prayer, Scripture, Tradition, Liturgy and Life.
- Religious symbols form an important part of each classroom. These help create an atmosphere for daily spontaneous and formal prayer.
- Preparation for the Sacraments of Reconciliation, Eucharist and Confirmation provide a special opportunity for Home, Parish and School to be renewed in faith as we face the challenge of helping the children in understanding these beautiful traditions of our faith. Parental assistance is sought and encouraged at these times. Reconciliation, Confirmation and Eucharist are received and is open to all Catholic Students. The program starts in Year Three.

SACRAMENTS AND LITURGY

- At St. Brendan's our preparation for Sacraments is in line with Sandhurst Diocesan Policy and is seen as a task that should be the responsibility of Parishes and families, while being actively supported and assisted at school.
- The Catholic Church believes that the primary task of preparing children for Sacraments belongs to parents. This has led to a Sandhurst Diocesan Policy called ‘Steps In Faith’ that has been in operation for several years. The ‘Steps In Faith’ Policy has meant a shift from school based sacramental programs to parish based sacramental programs with a strong emphasis on parental commitment and involvement. The school still supports the sacramental preparation of the children in its regular Religious Education lessons.
- Throughout the year we attend Mass as a school community. The classes from Year 3 -6 regularly attend the week day Parish Mass as part of their Religious Education Program.

CHRISTIAN MEDITATION

- Christian Meditation is a way to impart knowledge about God and to provide first hand experience of God's love through the experimental process of ‘doing’ meditation. It is a practice that is deeply embedded within our Christian tradition of prayer. Christian Meditation is a lifelong strategy to assist children to cope with day-to-day relationships and the pressures of life, along with building their relationship with God. The essence of this ancient practice could be summed up with the three Ss – silence, stillness and simplicity.
- At St. Brendan's each class participates in Christian Meditation on Mondays at 11.50am and on Fridays at 11.50am. On these two set days the whole school is meditating it is a very peaceful, prayerful and spiritual time.

MAKING JESUS REAL

Our whole school is following the “Making Jesus Real” program that is centered around the belief that we are the image of Jesus to all those people around us. The values that children work on are showing care and compassion, respect, honesty, trustworthiness, understanding, tolerance and inclusion.

We have a mural in the Courtyard depicting the values of Making Jesus Real - Welcoming, Encouraging, Sorry and Thanks. MJR Awards are presented to children who display these values at Assembly.

SCHOOL CURRICULUM

We believe that St. Brendan's School in conjunction with families and our wider community, will nurture the development of each individual child in an atmosphere of trust, hope and assurance. As a Catholic School we share with families the responsibility to educate children, and we believe our school is part of the wider Shepparton community, and an integral part of Parish, Diocese and total community. Religious Education is at the centre of our curriculum, and the ethos of our school invites and supports students to live their faith and integrate it with our changing way of life.

At St. Brendan's we provide a caring, happy and secure environment enabling our students to learn and achieve in their school years. Our broad, comprehensive and dynamic curriculum provides a foundation for learning and teaching, nurturing the spiritual, academic, physical, social and emotional development of all children here in our School Community.

Differentiating our Curriculum

We aim to provide opportunities for success for each child and to build on all aspects of positive learning. There is a particular emphasis on literacy and numeracy, as well as introducing key concepts in other learning areas, that will help each student develop and reach their full potential, and to sense they are part of a community of learners. We aim to build on what children already know and develop skills necessary for a life-long learning.

Each child is unique and is different in development, maturation, personality and ability. We recognise children's differences and strive to develop in them a love of learning, positive self-esteem and the social skills essential to effective and rewarding participation in a community. Every child learns in a different way. Our curriculum is differentiated within the classroom to cater for all the abilities and cultural diversity of all students. Our curriculum is inclusive of all students with special needs, providing support as well as extending and enriching gifted and nurturing talents.

Victorian Curriculum

Our comprehensive curriculum incorporates the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

Our teachers implement the Victorian Curriculum and teachers refer to the revised curriculum planning resource and guidelines to develop our whole school teaching and learning programs, including assessment and reporting of student achievement and progress. Much thought goes into providing a comprehensive, interesting, challenging and dynamic curriculum. Underpinning this is a concern for acceptance, tolerance and respect for others, as well as personal qualities, such as, developing confidence, perseverance and initiative. Our school curriculum provides learning opportunities and experiences, ensuring the students achieve their maximum potential.

The Victorian Curriculum F-10 sets out what every student should learn during their eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The Victorian Curriculum F-10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

Inquiry Based Learning

St. Brendan's curriculum is often integrated through inquiry, and teachers plan and provide opportunities for effective student learning with a focus on making strong connections between learning areas and interrelating Domains. This is an integrated approach where several disciplines are combined and addressed through key questions and themes in our Inquiry Learning and Religious Education. This inquiry-based integrated approach provides a meaningful framework for teachers to plan collaboratively and in an on-going, reflective way, considering the needs and interest of students.

Twenty First Century Learning

In a time of rapidly changing knowledge requiring new skills, our curriculum design continues to evolve, as we endeavour to equip students for the challenging world of the twenty-first century, ensuring that students develop as people who take increasing responsibility for their own physical well being, their own learning, their own relationships with others and their role in our Catholic school, local, national and global community.

SCHOOL FACILITIES

McAuley Centre (named after Sr. Catherine McAuley, who founded the Sisters of Mercy):

Technology Centre

All classes will be involved in Technology classes.

Performing Arts Studio

Includes a sound shell and stage area, open wardrobes and facilities for multiple key boards and instruments.

Languages Centre

A refurbished learning space for the teaching of Languages (Italian).

Science Lab

Our Parents and Friends Community raised over \$30,000 to contribute towards our Science Lab, which was furnished with new facilities and materials to ensure our students receive maximum learning opportunities.

Community Information Centre

Our Community Information Centre includes a reading lounge area, a research area and a read to area via a home theatre concept.

Learning Enrichment Centre

- Literacy Intervention Groups.
- A shared learning space for small groups of children on Individual Learning Plans.
- A purpose built kitchen for children to learn cooking and associated life skills.
- An assessment and counselling room.
- An office for Deputy Principal.
- A Staff Room working space for Specialist Staff; ie. Speech Pathologist, (1 day per week), Occupational Therapist (1 day per fortnight), Wellbeing Officer (2 days per week), Koorie Educator (2 day per week).
- An office for Learning Support Staff.

Mercy Wing (named after the Mercy Nuns):

This facility has been carefully designed around flexible learning spaces that ensure the delivery of our curriculum is of the highest quality possible with an emphasis of maximising learning opportunities and engagement for our students. The facility includes:-

- 12 learning spaces for students in Year 3-6 in three home base groups linked via a number of additional learning studios.
- 3 Visual Arts Centres.
- A gathering space via an amphitheatre area.
- Facilities to support integration of 1:1 MacBook Laptop program
- Wireless infrastructure
- Drop down screens in gathering spaces.
- Indoor aqua bubbles for drinking water
- Student toilets.
- Storage areas
- Staff work offices.
- Innovative and flexible classroom furniture.

O'Connor Wing (named after Father O'Connor who purchased the land for St. Brendan's School in 1891): Year 1 and 2 area

- Four Learning Areas with two teachers in each double room.
- Wet area.

Savio Wing (named after Domenic Savio—Patron Saint for children): Year Foundation and 1 area

- One large Learning area with four teachers
- Wet area.
- Staff Office

PARENT TEACHER INTERVIEWS AND REPORTS

- Term 1:** Parent Teacher Interviews are conducted during the latter stage of the term. Interviews are conducted after school hours. On-line booking for parent/teacher interviews are available.
- Term 2:** Student Progress Reports are provided for all students at the end of Term 2.
- Term 3:** Three way interviews are held in the early part of Term 3. Parents, teachers and student attend the interview. They are conducted after school hours.
- Term 4:** Student Progress Reports are distributed to families during the last fortnight of the school year.

HOMEWORK POLICY

Homework is designed to further enrich and reinforce learning. It is also a means to provide students with a discipline for planning and allocation of their time. The expectations are:

- Years P/1/2: Oral Reading each night
Spelling when assigned
- Years 3/4: Reading, Spelling and Tables each night
Assigned written homework as required
Maximum 20 minutes per night
- Years 5/6: Reading, Spelling and Tables each night
Maximum 30 minutes per night

STUDENT DISCIPLINE POLICY

- The Management of Student Discipline Policy aims to ensure that everyone is treated with respect and that everyone has the right to feel safe at all times.
- Students are to use appropriate manners at all times.
- Discipline incidents are documented and followed through by the appropriate staff member.
- The school endeavours to maintain close contact with parents of students who are displaying inappropriate behaviour.
- Our students work through "We care for ourselves", "We care for others", "We care for our property".
- The Act (s 4.3.1(6)) (CECV Guidelines ref 4.5) requires that our policies relating to the discipline of students are to be based on principles of procedural fairness and must not permit corporal punishment.
- Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.
- The Student Discipline Policy sets the framework through which St. Brendan's manages student discipline. Parents can obtain a hardcopy if requested.
- Suspension or expulsion may occur as a consequence of a serious breach of School rules, or serious disobedience.
- A suspension is a temporary removal of a student from all classes that a student would normally attend at school for a set period of time.
- Expulsion is the permanent removal of a student from one particular school. This is a last resort.
- It is our policy that our procedures for the suspension or expulsion of a student are based on the principles of procedural fairness.
- This policy sets out the procedures to be followed when making a decision about the suspension or expulsion of a student.

ANTI – BULLYING POLICY:

- The school has clear guidelines and practices in relation to issues associated with bullying.
- All known incidents of bullying are documented and processes are put in place to support both students who are targeted and those who display inappropriate behaviour.
- The policy is reviewed on a regular basis.
- An audit is conducted each year.

ICT

- All classroom areas have either laptops or iPads.
- Students have supervised access to the Internet at school.
- Students are encouraged to use the computers to support their learning.
- Prep-Year 2 are provided with Mini iPads 1:2.
- MacBook Laptops are provided for use in the Middle Years Learning Community.
- We have a 1:1 MacBook Laptop program for our Senior Students.

COMMUNITY INFORMATION CENTRE

- Students borrow books from the Community Information Centre regularly.
- Students are able to research information via the technology available in this Centre.
- The stained glass window of The Voyage of St. Brendan on the front cover of this Handbook is located on the eastern wall of the Community Information Centre.
- The Community Information Centre has a home theatre area.

STUDENT LEADERSHIP TEAM

We believe all Year 6 students are leaders and role models for our school. All Year 6 students are involved in a team that works with a Senior teacher to provide ideas and projects to support our students.

The teams are:

- Catholic Identity
- Information and Communication Technology
- Wellbeing Team
- Sustainability ~ Kinship with the Earth

SCHOOL HOUSE TEAMS

The school has four house teams:

McAuley:	(Blue)
Xavier:	(Green)
Gorreti:	(Red)
Savio:	(Yellow)

All students are in a house team with family members being placed in the same team. Staff are assigned to a house team.

CAMPS AND EXCURSIONS

There is a sequentially developed excursions program for Years Foundation – 6.

- Foundation – Year 2: Day Excursion to venue that links to Integrated Curriculum
- Year 3 – 4: Overnight Camp
- Year 5 – 6: Two night Camp

CLASS SIZES

- The class sizes are in accordance with the Awards and Agreements as determined by the Victorian Catholic Schools Association.
- The school currently has an average class size of 18—23 students per class in Foundation—Year 2. Years 3—6, 20-23 students. We have teachers with extra teaching support in these areas.

FOUNDATION ATTENDANCE – TERM 1

- Preps commence with full day program
- Preps students have Wednesdays off for the first five weeks of the Term.
- They commence a full day program after this period of time.

PARENT CONCERNS

- Parents or guardians who have concerns about their child are asked to contact their child's teacher.
- Parents need to make an appointment to discuss concerns with the teacher.
- If the concerns are very serious please contact the Deputy Principal or Principal.

INFECTIOUS DISEASES REGULATIONS

- Infectious diseases should be reported to the school as soon as is practicable.
- Full details of infectious diseases are included below.
- In some cases students or contacts need to be excluded from school.

AMOEBIASIS: Exclude until diarrhoea has ceased.

CAMPYLOBACTER: Exclude until diarrhoea has ceased.

CHICKEN POX: Until fully recovered or at least one week after the first eruption

CONJUNCTIVITIS: (Acute Infection) Until discharge from eyes has ceased.

CYTOMEGALOVIRUS INFECTION: Exclusion is not necessary.

DIARRHOEA: Until diarrhoea ceases

DIPHTHERIA: Exclude until medical certificate of recovery is received following at least two negative through swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.

GLANDULAR FEVER: Exclusion is not necessary.

HAND, FOOT AND MOUTH DISEASE: Until all blisters have dried.

HAEMOPHILUS TYPE B (Hib): Exclude until medical certificate of recovery is received.

HEADLICE (PEDICULOSIS): Appropriate treatment recommended.

HEPATITIS A: Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.

HEPATITIS B: Until recovery from acute attack.

HEPATITIS C: Exclusion is not necessary.

HERPES ("Cold Sores"): Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.

HOOKWORM: Exclusion is not necessary.

HUMAN IMMUNO-DEFICIENCY VIRUS INFECTION (HIV/AIDS virus): Exclusion is not necessary unless the child has a secondary infection.

INFLUENZA: Exclude until well.

LEPROSY: Exclude until approval to return has been given by the Secretary.

MEASLES: For at least five days from the appearance of the rash or until a medical certificate of recovery is produced.

MENINGITIS: Exclude until well.

MENINGOCOCCAL INFECTION: Until a medical certificate is produced stating that the child is receiving appropriate treatment.

MOLLUSCUM CONTAGIOSUM: Exclusion is not necessary.

MUMPS: Until fully recovered.

POLIOMYELITIS: Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.

RINGWORM: Until a medical certificate is produced stating that the child is receiving appropriate treatment.

RUBELLA: Until fully recovered or at least five days from the onset of the rash.

SALMONELLA, SHIGELLA: Exclude until diarrhoea ceases.

SCHOOL SORES [IMPETIGO]: Until sores have fully healed. The children may be allowed to return provided appropriate treatment has commenced and sores are kept covered.

SLAP FACE (Parvovirus): Exclusion from school not necessary unless student is feeling unwell.

STREPTOCOCCAL INFECTION: Until a medical certificate of recovery has been produced.

TRACHOMA: Re-admit the day after appropriate treatment has commenced.

TUBERCULOSIS: Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.

TYPHOID FEVER: Exclude until approval to return has been given by the Secretary.

WHOOPING COUGH: Exclude the child for 5 days after starting antibiotic treatment.

WORMS (Intestinal): Exclude if diarrhoea present.

EPIPENS: Children who require an epipen are required to have one stationed at Student Reception during school hours.

INJURIES: Serious injuries including suspected breaks to bones, severe lump on head lead to parents being notified.

GENERAL RULES REGARDING SICKNESS

Parents/Guardians should inform the School of the reason for your child's absence. If a child is sick, going on a family holiday or has an appointment, please advise the school office. You can do this by calling the School Office on 58211926 after 8.30am or by using the School App.

Parents/Guardians are required to provide the date, time and reason for the absence. All student absences are reported on your child's Semester Report, as well as to relevant authorities.

Students with serious colds, flu or other debilitating illnesses should always be kept home.

When students become ill at school they will normally be sent to the sickbay first and observed for a little while before parents or guardians are called to collect them.

In cases of serious illness or accident, the school will either call an ambulance or will arrange other emergency medical assistance. Parent or emergency contacts will be notified as soon as possible.

In order to make sure we can always ring parents or another emergency person, please ensure that you immediately notify us if there are any changes in address or telephone numbers [both work and home]. Unlisted numbers will be respected. It is essential you inform us about any potentially serious medical conditions and/or children's medication. This information is confidential.

CHILDREN AND MEDICATION

If your child requires medication under staff supervision, the school needs the following information:

- A Doctor's authorisation is required.
- The type of medication
- Dosage rates
- Time of last dosage
- Time of dosage
- Parents/Guardian's signature.

All medications are to be sent to Student Reception. Under no circumstances are students to have medication in their school bags during the day.

ASTHMA

- The school adheres to the Victorian Schools Asthma Policy.
- Students with asthma are expected to have their 'puffers' with them at all times.
- Parents are expected to complete an Asthma Management Plan on an annual basis. A copy of the plan is given to the classroom teacher and one is kept at Student Reception.
- Parents are expected to complete an Asthma Management Plan for camps.

ST. BRENDAN'S PRIMARY SCHOOL ADVISORY COUNCIL

- The Advisory Council meets once each Term.
- The main role of the Board is to oversee the development and implementation of the school's three year plan.
- The Advisory Council is comprised of Principal, Deputy Principal and appointed parents.

PARENTS AND FRIENDS ASSOCIATION

- The P & F meets on a regular basis.
- Its role is to co-ordinate major fundraising for the school, aiming to contribute approximately \$20,000 to the annual budget.
- In the past the P & F has raised funds to build our canteen, purchase playground equipment and outdoor seating, increase reading material for students, furniture for classrooms and to subsidise buses for Camps.

CODE OF PRACTICE FOR PARENTS IN SPORTING ACTIVITIES

SPORTING PURSUITS

- The school has a number of sporting clubs and teams.
- Each club has its own Executive which takes responsibility for co-ordinating the relevant sporting activities. All details are provided in the school newsletter.
- Students are provided with every opportunity to be nominated for state teams.

("Aussie Sports Code of Practice")

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful play by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of gender, ability, cultural background or religion.

SCHOOL HOURS

- Start: 8.55am
- Lunch: 11am—11.50pm
- Recess: 1.50pm—2.20pm
- Finish: 3.20pm

Note: Supervision of students commences at 8.30 a.m. in the courtyard. Students are not permitted at school prior to this time. All students are to be picked up from school by 3.30pm.

OFFICE HOURS

Monday to Friday from 8.30am—4.30pm

NOTICES AND NEWSLETTERS

- A Newsletter will be emailed every second Wednesday to families with internet access.
- Items for inclusion should be at the office no later than 12noon Tuesday.
- Notices will be sent home with the eldest child from each family.
- Newsletters are on the School website

SCHOOL APP

St. Brendan's has a FREE Skoolbag School App. You can find this in the App Store by searching St. Brendan's Primary School Shepparton. The App will have updates of events coming up and important information for parents.

ASSEMBLY

- Our weekly Assembly are held each Friday at 9.00am.
- Assembly is a time when we pray together as a whole school.
- It is also a time when we share our pride in the special achievements of children. Awards are handed out, sporting achievements are celebrated and general announcements are made.
- Parents and visitors are always welcome at assemblies.

VISITOR SIGN IN

- All visitors to the School must sign in at the School Reception area.
- Parents must be double vaccinated and show Vaccination Certificate to enter Learning areas.

CANTEEN SERVICE

- The Canteen is co-ordinated by our Canteen Manager who is an employee of the school.
- The Canteen is open at lunchtime each day of the week.
- The menus are printed in the newsletter approximately twice a term.
- Parents are invited to assist on a daily basis via the school newsletter.
- The profits from the canteen support the school's annual budget.
- The canteen has a colour coded menu promoting healthy eating.

ABSENCE FROM SCHOOL

- Children who are absent from school for any reason must bring a note detailing the reasons for the absence when they return. This is a legal requirement that all schools must follow.
- If your child is going to be away for an extended period of time we would like parents to inform the school rather than wait until the child resumes school.
- All notes are kept as an Appendix to the Attendance Roll and are part of the official documentation of the school.
- Absenteeism is recorded on the Schools Admin system and is reported on Student Progress Reports.
- Parents need to contact the School in the morning if their child is absent, otherwise under the Child Safe Regulations, the School will need to contact parents regarding unexplained absences.

LEAVE PASSES

- Students are not permitted to leave the school grounds without a leave pass.
- Parents need to request a leave pass in writing to the classroom teacher.
- Parents are to collect child from Office and complete details in Leave Pass Booklet.

CHILDREN GOING HOME AT LUNCH TIME

- Students are not encouraged to go home for lunch because of the importance of informal social interaction at this time.

CHANGE OF FAMILY CIRCUMSTANCES

- If any changes in family circumstances occur which might affect a child's emotional, physical or academic well-being [e.g. serious illness, bereavement, divorce or separation, prolonged unemployment or other financial distress] it may be useful to inform the child's teacher and/or the Principal so that we may discreetly support the child. Such information will be kept confidential.

PLAYGROUND SUPERVISION

- A teacher is on supervision duty each morning from 8.30 a.m. in the courtyard.
- During recess and lunchtime up to four staff members supervise the playground, courtyard, toilets and canteen area, western end of oval and eastern court area.
- Learning support staff provide additional assistance to teachers on duty.
- On wet days children are supervised in their classrooms.

AFTER SCHOOL SUPERVISION

- Staff members are on duty each day after school until 3.30pm.
- Supervision occurs in Barker Ave, Knight St., Crossing and Courtyard.
- Staff members are also rostered on late bus duty in Skene St.
- Students are not permitted to go to the shop in Knight Street on their way to and from school or to their late bus.

AFTER SCHOOL USE OF SCHOOL GROUNDS

- Students are to be picked up from school by 3.30 p.m.
- The playground area is not supervised after 3.30 p.m. and therefore is out of bounds after this time.
- Students who are attending Sports Training Nights need to move to the courts/oval area by 3.30 p.m. as the back gate is locked at 3.40 p.m. each night.

BICYCLE/SCOOTER SAFETY

- Children who ride their bicycles or scooters to school are expected to abide by all laws governing the use of bikes and scooters.
- We recommend that children do not ride their bikes or scooters unattended by an adult until they are at least 9 years of age.
- They must wear approved safety helmets and bikes and scooters must be locked up in the area reserved for bikes and scooters which is beside Savio 3/4 rooms.
- Riding of bicycles and scooters in the school grounds is not permitted.

TOYS AT SCHOOL

- We certainly do not object to children bringing appropriate toys to 'Show and Tell' or to share with other children. However such toys are clearly the responsibility of the child and the school does not take responsibility for their loss or damage.
- Toy guns, including water pistols or any other toy which is deemed to be part of a culture promoting violence or aggression, should not be brought to school.
- Electronic games are not permitted to be brought to school.

PARKING

- The car park at the south end of the Mercy Learning Centre (Knight St) is for staff only.
- The car park in the eastern area of the school is for staff only. The car park gate is locked each morning at 9 a.m. and re-opened at 3.20 p.m.
- Parents can park in the appropriate areas in Knight Street, Barker Ave and the Parish car park next to the church.
- The Parking Attendants are very vigilant in the area and parents are asked to adhere to parking signs.

MOBILE PHONES:

- Children are not permitted to have mobile phones at school.

SCHOOL BUS ARRANGEMENTS

Conveyance / Contract Bus:

- You could be eligible if you live more than 4.8 km by the shortest practicable route from the front of your nearest Catholic school or travel 4.8 km from your home by the shortest practicable route to the nearest bus stop.
- Contact the school office for more details.

Town Bus:

- You could be eligible if living within the Northern Boundaries of St. Brendan's Primary School depending on bus routes and stops.
- Contact the School Office for more details.
- There is a Town Bus Levy [See separate sheet]

SECOND HAND UNIFORM SHOP

- Second Hand uniforms are available.
- Details are provided in the weekly newsletter.

SUNSMART PROCEDURES

- The school is a Sun Smart School and accredited by the Anti-Cancer Council.
- All students and staff are expected to wear hats during Terms 1 & 4.
- A large shade area is provided for protection from sun.
- Students stay indoors on days of extreme heat.
- Sunscreen is available in all classrooms.
- Sunglasses recommended.

HAIR & JEWELLERY

- Hair accessories: Bottle green
- Students with shoulder length or longer hair are expected to have their hair tied up at all times. No extreme hair-styles.
- The school encourages students to have natural hair colour and artificially coloured hair is not acceptable.
- Students are not permitted to wear jewellery or nail polish.
- Students are able to wear studs in pierced ears. Sleepers are not permitted due to reasons of safety.
- Body piercing is not acceptable due to safety reasons.

STUDENTS CLOTHING & BELONGINGS

All items of clothing are to be named.

LOST PROPERTY

We do not have a lost property. All named items are returned to the child. Unnamed items are sent to the Second Hand Uniform Shop.

ACCIDENT & INJURY INSURANCE

Catholic Church Insurances Limited of accident and disability cover for students. More information can be obtained by contacting the school or by phoning Catholic Church Insurances on 1300 655 001.

SCHOOL UNIFORM

Our Parents and Friends committee organise and run our Second Hand Uniform Shop. Please contact the School Office for current opening hours.

If you wish to order brand new uniforms, any School Uniform Shop retailer in Shepparton will have stocks available, or the School Uniform Shop in Corio Street, Shepparton have a full stock of items for sale.

GIRLS' UNIFORM

Summer

Check dress with check collar
Bottle green V neck windcheater with logo
Bottle green broad brim hat with logo
Grey Skort
Black leather school shoes
Bottle green socks

Winter

Kilt/Tartan trousers
Gold long sleeve polo shirt
Bottle green V neck windcheater with logo
Bottle green socks/tights
Black leather school shoes

BOYS' UNIFORM

Summer

Grey Shorts
Bottle green short sleeve polo shirt with logo
Bottle green V neck windcheater with logo
Bottle green broad brim hat with logo
Grey socks
Black leather elastic sided boots/leather school shoes

Winter

Grey tailored trousers
Bottle green long sleeve polo shirt with logo
Bottle green V neck windcheater with logo
Grey socks
Black leather elastic sided boots/leather school shoes

SPORTS UNIFORM

SCHOOL BAG

Boys and Girls

Black Shorts
Bottle green short sleeve polo shirt with logo [summer]
Bottle green long or short sleeve polo shirt with logo [winter]
Bottle green tracksuit pants
Bottle green V neck windcheater with logo
White socks
Runners

Boys and Girls

St. Brendan's has a bottle green school bag (compulsory)

(All uniforms are available from School Uniform retail stores in Shepparton)

Sunglasses are optional. No brand labels permitted. Sunglasses are available from the School Uniform Shop in Corio Street.

St. Brendans Primary School

BUDDY PROGRAM

GOALS

- To support the Preps with their transition to Primary School
- To ensure that the Preps have a positive start to their Primary School at St. Brendan's.
- To provide a sense of security for each individual child.
- To hear reading on a daily basis
- To be together for the start of recess and lunchtime.
- To ensure that each child is familiar with the school site.
- To provide an opportunity for all Year 6 students to develop responsibility at a senior level.
- For Year 6 students to be role models for the younger students.



PROCESS AND TIMELINE

- Year 5 to communicate with their Buddy via letter prior to Orientation Day
- Year 5 students to meet their Buddy on Orientation Day. Photo to be taken.
- Year 5 students to communicate with their Buddy via letter prior to Christmas.
- At the start of the new school year, Year 6 students meet their buddy daily to hear reading and assist with the changing of readers, to meet with their buddy at 10.50am for recess and 1.10pm for lunch. The Year 6 students are to ensure that their buddy is settled in the courtyard at 11.00am and 1.50pm.
- The Year 6 students are free to have their recess and lunch outside of the above mentioned times with their own peers.
- In the event that Year 6 students have difficulty with their buddy they are to follow this up with the child's classroom teacher.