

**Every Person Flourishing and Known**

# **St. Anthony's**

## **Catholic Primary School**

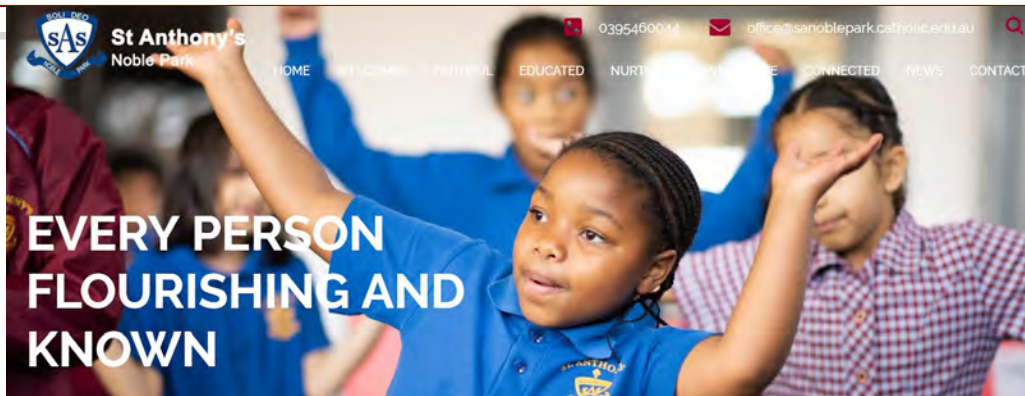
### **Parent Handbook**

### **2019**



**90 Buckley St,  
NOBLE PARK 3174**  
**[www.sanoblepark.catholic.edu.au](http://www.sanoblepark.catholic.edu.au)**  
**Book a tour: 9546 0044**





**The Parish Priest, Principal and staff of St. Anthony's Catholic Primary School warmly welcome you.**

## **School Address**

90 Buckley Street Noble Park Victoria, 3174

## **Melways Reference**

89 E3

## **School Phone**

9546 0044

## **School Fax**

9547 0365

## **Email**

[principal@sanoblepark.catholic.edu.au](mailto:principal@sanoblepark.catholic.edu.au)

## **Website**

[www.sanoblepark.catholic.edu.au](http://www.sanoblepark.catholic.edu.au)

## **Facebook:**

St Anthony's School Noble park

## **Office Hours**

Monday – Friday from **8.30 a.m. to 4.00 p.m.**

## **Parish Priest**

Fr. Brian Collins

## **Principal**

**Mrs. Patrika Rowley**

## FROM THE PARISH PRIEST - Fr. Brian Collins

Parents and Guardians

Welcome to St Anthony's Parish as we introduce you and your family to our vibrant school community.

As an extension of our parish, our school community is inspired by Jesus and his gospel of hope, together with St Anthony, our patron saint, who served the poor with justice and love. Our parish has welcomed many of you when you presented your children for baptism. We celebrate with you and all parents and guardians as the first teachers of your children. Today, you come seeking the best education and community experience for your child/children. We invite you to work with us in partnership developing the faith and life of your children. This is an exciting time for you, your family and our community.



Together, we will strive to develop the whole person: spiritually, academically, physically and socially. We trust that our mutual endeavours will create in your children a love of learning and that they will grow in resilience to face the challenges that life brings. I believe that you and your child/children will find a warm and secure place here as we value the integrity and self discovery of each person in our wonderfully rich faith and multicultural community that is St Anthony's.

May we be a blessing to each other in the years ahead.

**Fr. Brian Collins**

## FROM THE PRINCIPAL – Mrs. Patrika Rowley

Dear Parents,

It is my pleasure to warmly invite you to become part of our St. Antony's community where your will be supported along an inspired educational journey.

It is within the Parish school setting that you will experience the mission, and privilege, of the Catholic school. That is, to build a community, where authentic relationships based on love provide the means and the support for all students to flourish and grow into the fullness of life. (Archbishop Denis Hart, Catholic Education Melbourne Strategic Plan 2015–2019, p. 1)

As a welcoming school community, and a child safe school, St Anthony's provides an inclusive and safe environment and is focused on each child's wellbeing, achievement, challenge, creativity and enjoyment.

We look forward to knowing you and your family and learning of your hopes and dreams for your children.

**Mrs. Patrika Rowley**



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## COMMUNITY EXPECTATIONS

**S**t Anthony's Noble Park is a culturally diverse, inclusive community where all members are respected and valued. We honour the sacred dignity of each person at St. Anthony's.

We welcome all community members to St Anthony's and look forward to working together and educating the children in our school.

Everyone in the St Anthony's community;

- has the right to be respected and feel secure in a safe environment
- must acknowledge their obligation to behave responsibly
- must communicate and interact with all others in a respectful manner
- must show respect to and refrain from derogatory written and verbal comments in relation to the school, Principal and leadership team, school staff, students or families and the worshipping community

We ask that when you visit St Anthony's School you sign in at the office, take a lanyard with an ID from the box and wear it. Please remember to sign out and return lanyard when leaving. St. Anthony's is a child safe school. The child is at the centre of all learning arrangements at St Anthony's. Visitors to the school are not permitted to take any photos, videos etc as this is prohibited.

The staff and families take these expectations around appropriate conduct seriously. Failure to respectfully adhere to community expectations may jeopardise your enrolment and involvement with our community.



## SCHOOL PROFILE

St. Anthony's School was established in 1955 as a Catholic Parish Primary School for the people of Noble Park. It has been and still is supported by the total Parish community. The school is one way in which St. Anthony's Parish cares for its children and provides them with a Catholic education.

The aim of this parish community is that parents and teachers work as a team to provide the most effective education for the children in their care.



## SCHOOL CALENDAR

### ST ANTHONY'S SCHOOL TERMS FOR 2019

Term 1	29 January 2019	5 April 2019
Term 2	23 April 2019	28 June 2019
Term 3	15 July 2019	20 September 2019
Term 4	7 October 2019	20 December 2019

## SCHOOL HOURS

School gates opened at **8.20 am**. Teachers are in the classrooms at **8.30 am**. Children go to their learning spaces when music begins at **8.40am** where they can ready themselves for the day ahead and gather with their teachers and peers for learning. School work begins when the bell goes at **8.45 a.m.**

<b>Learning Session 1</b>	8:50am - 10:50 am
Eating time	10.50am-11.00am
<b>Recess 1</b>	11.00am - 11:40am
<b>Learning Session 2</b>	11:40am - 1:40pm
<b>Eating Time</b>	1:40pm - 1.45pm
<b>Recess 2</b>	1:45pm - 2.25pm
<b>Learning Session 3</b>	2:25pm - 3:20pm

## FROM THE SCHOOL CAPTAINS

Dear Parents,

Welcome to St Anthony's Primary School. Our names are Keishen Gallimore and Sarah Siddig and we are privileged to be the school captains of 2019. We are proud and excited to have your child here at St Anthony's.

Here at St Anthony's, we feel very safe and welcomed because of the teachers, learning support officers and students. We implement student voice within our community to ensure that all students feel that they are included in creating positive change throughout our school. At St Anthony's we are given a great learning environment with open space areas for students to be able to collaborate effectively with each other.

In this community, we are very privileged to have the opportunities to experience our specialist classes which include Physical Education, Visual Arts, Japanese Culture and Performing Arts. This wide range of specialists subjects offer us more and more possibilities to grow and flourish in our learning.

The students in our school have the ability to help impact our world for the better because our school helps develop each student's voice.

We hope your child has a wonderful experience here at our school. Keishen and Sarah.



## Learning and Teaching

### LEARNING AND TEACHING

At St Anthony's Catholic Primary School, the curriculum is illuminated by the Catholic faith with the formation of, and reverence for the learner at its centre. Learning experiences are designed to help learners develop their knowledge, skills and understandings in all learning areas as set out in the Victorian Curriculum. At St Anthony's, every effort is made to ensure the learning responds to the needs of the local community. The staff and community work together to search and make clear connections between the curriculum, the world of the learner and the Catholic tradition. Our educators have a strong knowledge of the curriculum, a clear understanding of the pedagogical choices that will ensure learning is effective for each student, and closely monitor student progress against curriculum achievement standards.

Through our Inquiry learning, we challenge learners to explore and consider the deep questions around key issues and thereby enabling them to make meaning of their lives, their world, as well as their religious traditions, responding with openness and empathy to others. We offer a contemporary learning environment with

- open flexible learning spaces,
- technology that includes 3D printers, lego robotics, ipads and laptops for all students,
- a community garden where all learners have the opportunity to learn life skills such as gardening and cooking but also learn about sustainability and care for their world,
- Specialist classes that include Physical Education, Visual Arts, Performing Arts and Japanese
- opportunities for students to have experiences through excursions, incursions and camps and sporting schools





# ST. ANTHONY'S PRIMARY SCHOOL





## A QUICK A-Z GUIDE TO ST ANTHONY'S SCHOOL

### BEFORE AND AFTER SCHOOL CARE

Staff from Youth Leadership Victoria run a fun-filled Before and After School Care Program for St Anthony's School children. The staff are qualified and have current First Aid certificates, Working with Children and Police checks. The Program operates during the school term, excluding public holidays. They also run a School Holiday Program. Their hours are:

**Monday to Friday:**

6:45am to 8:45am and 3:20pm to 6:20pm

**Pupil Free Days:**

7:00am to 6:00pm

### BUS

A school bus operates with set pick-up/drop off points in the morning and afternoons. Cost of bus travel is **\$200** per term per child or **\$25** per week. If you have 2 or more children the fee is **\$350** per term.

### CAR PARK

The car park next to the Church is shared by the Parish and School. It is very important that all members of the school community show respect for each other and follow the car park rules. These rules, when followed, make the car park efficient and safe for all.

1. The Church car park can only be used in the afternoon by parents who wish to park their cars and go to collect their child/ren.
2. The Church car park can be used in the morning for parking and walking students to their learning area.
3. When you leave the car park, turn **LEFT** into Buckley Street.  
By turning left the traffic flows smoothly and no one is disadvantaged.

These rules ensure the swift and efficient movement of cars through this area

### QUICK PICK UP in Alfred Street

**The pick up gate** at the **back** of the school is on Alfred Street exiting from the oval. The students will wait under the shelter. Parents are asked to drive into the **3 minute pick up zone**. Students will be sent by the teacher on duty through to the gate to the waiting car. This zone is available before and after school and provides a swift and efficient alternative for parents. Please note that the large car entrance gate is for the Alfred Street Early Learning Centre only. No At. Antony's parents are to access this gate by car.

**Rules:**

1. Students must not go to cars unless the car is in the 3 minute parking space
2. Cars may **NOT** stay longer than 3 minutes in the pickup zone.
3. Parents are **NOT** to leave their cars

### CLOSURE DAYS

St. Anthony's School values highly trained teachers that keep up to date with current research and improve their practice. It is during these days that professional development activities are conducted with the staff.

Childcare will normally be open on these days for the entire day **if sufficient students are enrolled**.

## COMMUNICATION

A partnership between school and parents is important for your child's school success. Communication is a two way process. Communication between home and school starts with your child's teacher because they want to know about your child and share information about your child's hopes and dreams and interests. Teachers want to know about your family and if there is anything happening in your family's life that may affect your child at school. Teachers may ask you how you prefer to be contacted. (for example by phone or SMS or email or face to face).

### Formal meetings with your child's teacher:

There will be an informal getting to know you evening with your child's teacher at the start of the year to allow parents and teachers to get to know each other. There will be a meeting with the teacher to discuss your child's academic and emotional progress in June.

### Newsletters:

The school will send home newsletters every second Friday. You will receive the newsletter through Class Dojo App or access it through the website. There will also be copies provided in the administration foyer for those who like a paper copy. Teachers will send home a level newsletter at the beginning of each term to inform families about what's happening in the learning spaces.

### Dojo

The School will also post all newsletters and other school information onto the school app Dojo which is available to download for android and Iphone. Dojo also allows for parents to contact the school to notify of absences, holidays and requests to make appointments with teachers. Dojo is a personal connection from school to parent where achievements, photos and learning can be shared and celebrated uniquely to each child.

### Meeting with your child's teacher at other times:

You are welcome to make a time to speak to your child's teacher. You can ask your child's teacher when you see them at school drop off and pick up times. (Sometimes they will need to make an appointment because they have other meetings after school). You can also contact the school office and ask the office to arrange a time for you.

### Information Meetings with parents:

You will be invited to attend meetings to learn about what is happening in your child's classroom. These will often be in the evening or just before school starts and finishes each day. Each Term the school has a meeting with parents from the school. The meeting is called the St Anthony's Advisory Group. If you are interested in becoming part of this group nomination processes begin in Term 4 for the following year if there are places available.

### Written Notes:

Please send a written note to your child's teacher if they have not been at school. We encourage you to call the school on the morning of your child's absence. Following the absence we require a note explaining the child's absence. Your child will bring home notes and forms that you will need to read, fill in, sign and return to your child's teacher. It is a good idea to check children's bag for notes each week. There are many school and parish events each year. We welcome you to all of these events.

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## CROSSINGS

St. Anthony's School has two school crossings. One on **Buckley Street** and the other on **Alfred Street** in Noble Park. Both of these crossings are manned in the morning and the afternoon. Children and parents **must** use these crossings when traversing these two streets.

## EMERGENCY INFORMATION

At the beginning of each year, parents are asked to fill in a form that details student health needs, home telephone numbers, work numbers, mobile phone numbers and emergency contact numbers.

It is crucial that these numbers are kept current and that when addresses, telephone numbers or health conditions change, the office is informed in writing.

## FEES

*(Fees are subject to review and change)*

You will receive an account during the first week of February.

### **Fees for 2019:**

**Family Fee (Compulsory)      \$1060 per year per family**

**Student Fee (Compulsory)      \$230 per student per year**

We offer a 10% deduction for fees paid in full by March 1st 2019 or for families who set up a direct debit by this date.

Accounts are sent out each term. **All families are expected to pay their accounts. Any family experiencing difficulties please contact the school quickly to arrange a meeting with the Principal.**

### **Swimming (Level Prep—6)**

In 2019, the compulsory swimming program will be an intensive 7 lesson, 45 minute program, held in Term 1 (Year 1-6) and Term 4 from Preps over two weeks. The venue will be Fastlane Aquatics at Haileybury College in Keysborough at a cost of approximately **\$125 per student**. This cost covers pool admission, instructor costs, swimming cap and transportation by the bus.

### **Camps—Level 5/6**

There is a camp for Level Four each year (Years 5 & 6). In 2019 the cost for this will be approximately \$425.00 per student.

## LOST PROPERTY

Children are expected to look after their own property. Every effort will be made to help find any lost items but only if the name of the student is on the item. All unnamed clothing or articles handed to Lost Property will be kept until the end of term after which they will be placed in the Quadrangle for collection by any parent. **Lost Property is located in the Library Foyer and is sorted by size.**

**Please note** - Biro and marking pens do fade after continual washing. Please check the visibility of names at least once a term. No responsibility will be taken for expensive toys, electrical devices or sporting equipment brought from home. No toy guns or knives are permitted at school.



## POSITIVE RELATIONSHIPS

The school Positive relationships plan strives to help children develop into self-disciplined, responsible, social people. Violence or bullying is not accepted in any form. Children have the right to feel secure and to learn without disruption. At St. Anthony's we encourage high expectations for students:

### Rights:

#### Each student has -

*An equal right to an education*

*The right to expect a safe and supportive environment*

*The right to be treated fairly*

### Responsibilities:

#### Each student needs -

*To treat other students and staff with respect*

*To be responsible and accountable for their behaviour*

*To take care of school, personal and others' property.*

*To practise good personal hygiene*

#### Each student is taught skills and attitudes to help them become -

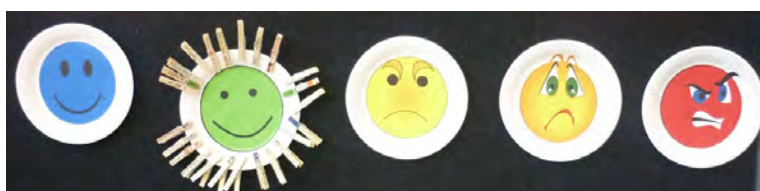
*Self aware*

*Socially aware and help them develop self-management,*

*Responsible decision makers and build good relationship skills.*

### St Anthony's uses the Classdojo points system

Class Dojo will be used across F-6 to reinforce intrinsic behaviour management by providing students a physical and visual representation of when behaviour is appropriate or needs to be modified. It will be linked to class faces with students receiving points for positive classroom behaviours which are immediately reported to parents connected to the Class Dojo application. Students will receive opportunities to use points for student voice activities in the classroom. Teachers will continue to follow the behaviour management policy aligned with the classroom faces for negative behaviour.



## MEDICATION

A teacher or staff member can only administer medication to your child if they have **written authorisation** to do so by a parent or a doctor. A permission form for administering medication is provided in your Information Pack. Please name all medicine containers that are used at school, including inhalers. All medications, apart from inhalers, will be placed in a locked cabinet in the First Aid room. The medication will be given through the school office at times indicated on the Authorisation Medication Form, and a record will be kept of this. All anaphylactic and asthma plans must be up to date.

## NURTURING FAITH

The greatest expression of our faith is the Eucharistic celebration. Children's faith can be greatly nurtured by attending Mass. Through the Mass children learn:

- that they belong to a Parish family;
- to join their hands - a special sign that we are going to talk to God;
- the sign of the cross - begins and ends any special prayer;
- to pray the formal and traditional prayers of our Church;
- know how to stand and kneel for prayers;
- how to behave in a Church;
- to genuflect;
- about the involvement and commitment others have to our faith. Throughout the school year special Masses are held in the Parish Church.

Watch the newsletter for details. Please see Parish Information contained in this booklet for Mass times.

## PARENT INVOLVEMENT

Parents are always welcome in the school and in their child's classroom. For safety reasons if you are visiting or helping in your child's classroom, you must sign into the system and wear a lanyard from the front office and you must have a working with children check. Please ask the staff in the front office to show you how to "sign in".

There are many ways that parents can help our school both at school and at home. If you would like to help our school ask your child's teacher and they can talk to you about helping. A WWC can be obtained online.

## HOME LEARNING POLICY

### Purposes of home learning

We believe that homework is an important part of the learning process for the following reasons.

- Learning at home is a valuable part of schooling.
- Homework allows for practising, extending and consolidating work done in class.
- Homework establishes habits of study, time management, concentration and self-discipline which will serve students for the rest of their lives.
- Homework strengthens home-school links.
- Homework reaffirms the role of parents and caregivers as partners in education.

- Homework provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children.
- Homework provides opportunities for students to practise reading skills and to develop a love for reading.

## Types of home learning

At St. Anthony's, homework may take any of several different formats, all of which offer valuable experiences.

The amount of time that students are expected to spend on homework will depend upon the age, ability, home environment and extracurricular activities of students, including family and cultural obligations. It is important that students of all ages have opportunities for free time, leisure and physical activities outside of school.

These are:

**Practice exercises** - providing students with the opportunities to apply new knowledge or review, revise and reinforce newly acquired skills including:

- consolidation exercise e.g. maths, including memorisation of tables
- practising for mastery e.g. spelling words
- revising information about a current topic
- practising words or phrases learnt in a language other than English
- reading for pleasure
- essay writing

**Preparatory homework** - providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- background reading
- reading e.g. English text for class discussion
- researching topics for a class unit of work
- collecting items e.g. geometric shapes

**Extension assignments** - encouraging students to pursue knowledge individually and imaginatively, including:

- writing eg. a book review
- making or designing something e.g. an art work
- investigations eg. science, social science
- researching eg. history, local news
- information and retrieval skills eg. using a home computer to find material on the Internet
- monitoring eg. advertising in particular newspapers



## **Expectations**

### **Teachers can help by:**

- ensuring students and parents or caregivers are aware of the school's homework policy
- providing quality homework activities related to classwork
- setting a suitable amount of relevant homework which is appropriate to the curriculum
- ensuring that students are aware of what is expected of them and how their work will be assessed
- giving students sufficient time to complete their homework, taking into account, as far as possible, competing home obligations and extracurricular activities and homework set by other teachers
- marking homework promptly and appropriately, maintaining homework records and providing feedback to students and parents or caregivers
- alerting parents or caregivers of any developing problems concerning their children's homework and suggesting strategies that they can use to assist their children with their homework
- being clear and consistent about consequences for not doing homework.

### **Parents and caregivers can help by:**

- taking an active interest in homework
- ensuring that there is time set aside for homework
- encouraging and supporting students to complete homework
- providing, where possible, a dedicated place for homework and study
- encouraging their children to read and take an interest in current events
- assisting teachers to monitor homework by signing completed work if requested and being aware of the amount of homework set
- communicating with teachers any concerns about the nature of homework and their children's approach to the homework
- alerting the school to any domestic or extracurricular activities which may need to be taken into consideration when homework is being set or corrected
- communicating with teachers in written or verbal form, the reason why their child was not able to complete set homework.
- Being aware of the child's personal diary and signing this when it is required.





**Students can help by:**

- being aware of the importance of homework
- being aware of their school's homework policy
- completing homework within the given time frame
- alerting parents or caregivers to homework expectations
- seeking assistance from teachers and parents or caregivers when difficulties arise
- showing their homework to their parents or caregivers
- ensuring homework is of a high standard
- organising their time to ensure that sufficient time is given to quality homework within set deadlines.

**Suggested Time Frames for daily Home learning (Monday to Thursday)**

Grade Level	Learning at Home Tasks	Reading
Foundation/Prep		Min. 5 minutes
Level 1/2		Min. 10 minutes
Level 3/4	Min. 10 minutes	Min. 15 minutes
Level 5/6	Min. 15 minutes	Min. 20 minutes

**FAITH NIGHTS**

Our Faith Nights are held at school and aim to further develop the Faith Journey. As parents, you began your child's faith journey when you had them baptized. At St Anthony's school we work with you to nurture and develop your child's faith.

Parents and children in Prep to Year 2 are invited to join in with our "Bible and Pyjama Night". The Parish Sacramental Program; First Reconciliation, First Eucharist and Confirmation all incorporate Faith Nights to assist both the parents and children to build their relationship with God and enjoy time together to share stories about life and faith.



## PARISH INFORMATION

**Parish Priest:** Fr. Brian Collins  
**Assistant Priest:** Fr. Martin Jeramias

**Pastoral Associate:** Garry Bourke

**Parish Centre Hours:**  
 The Parish Centre is normally open as follows:

Monday and Friday (School Term): 8.00 am to 6.00 pm  
 Monday to Friday (School Holiday): 9.00 am to 5.00 pm

**Weekend Masses:**  
 Saturday: 6.30 pm  
 Sunday (English): 8.30 am, 10.30 am, 5.30 pm  
 1<sup>st</sup> & 3<sup>rd</sup> Sundays: 2.00pm  
 (in Arabic for the Sth Sudanese Community)

**Week Day Masses:**  
 Monday Communion 9.30 am  
 Tuesday Novena 7.00 pm  
 Wednesday Novena 7.30 pm  
 1<sup>st</sup> Fridays: 7.00 pm (for the El Shaddai Group)

**Reconciliation:**  
 Saturday: 10.00 am

**Marriages:** By personal appointment  
 no phone bookings

**Baptism:** Parish Centre – Telephone: 9546 8276

**Hall Bookings:** Parish Centre – Telephone: 9546 8276

## PICKING UP STUDENTS PROCEDURE

All Prep (Foundation) children should be picked up from their learning space at the end of each school day for the first term. If there is any change to the procedure, for example another person picking up your child, please notify the teacher straight away.

We will **NOT** allow any child to be taken home by another child or adult unless the school has been notified, preferably in writing. **If at any time you need to pick up your child early from school, you must go to the school office and obtain a Permission Slip before you take your child out of the school grounds.**

If a child is late for school (i.e. after 8.45am) a parent must accompany them to their

learning space. If they arrive **after 9.00am** they must go to the office for a late pass. Parents who cannot collect children by 3:20pm will need to organise After School Care. The classrooms and the office are not equipped as a childcare facility. These procedures are vital for the safety of all school children in our care.

## PLAYGROUND SUPERVISION

The **QUADRANGLE** and **BACK GATE** is supervised before school from **8.20 to 8.45am** and after school from **3.20 until 3.40pm** each day. Students are asked not to arrive at school before a teacher is on yard duty. **If students arrive too early or remain after 3.40pm they will be taken to After School Care and parents will be charged a fee.**

At playtime and lunchtime there are five teachers on yard duty at any one time and one staff member attending to sick bay.

## PRAYER

Prayer takes many forms at St. Anthony's. In prayer we reach out, celebrate and acknowledge God. Through daily opportunities for prayer your child will appreciate that there are many creative ways to pray and many things to pray for. We have a school Prayer we pray together at Assembly:

**We ask God to guide us in our journey to grow, learn and flourish together in harmony.**

**Watch over the people in our community. Give them strength and keep them safe and healthy.**

**Thank you for giving us the gift of each other. We are thankful that we can grow and learn together with our teachers and staff to guide us.**

**Loving Father, thank you for our classmates who are always helpful to us. Help us all to continue to respect ourselves, others, our school and community.**

**Generous God, thank you for creating our lovely families and friends. You created each family differently so we may learn to live in Harmony.**

**Please guide us in our work and play and help us to remember that every day is a brand new day.**

**AMEN**

## REPORTING STUDENT ACHIEVEMENT

Keeping parents informed about a child's progress is a requirement of all schools.. Formal written reports occur **mid-year** and at the **end of the year**. Other informal ways we report to parents are through the student diary, meeting with the teacher, signing reading logs. We send home students' achievements via class dojo. This allows parents to see what their child is learning and to be involved in this process.

Parent Teacher interviews are held twice yearly. One is held early in the year to make contact with the parents and establish a shared educational partnership. One is held later in the year as a student led conference to report a child's progress.

## RESPONSIBILITIES

Everyone in our school community is expected to:

- *Respect the rights of others*

- *Respect property*
- *Care for others*
- *Acknowledge others doing the right thing*
- *Work hard to keep the playground safe*
- *Treat people courteously*
- *Wear school uniform with pride*

## STUDENTS' VISION STATEMENT

**High Expectations: Respect Yourself; Respect Others; Respect Your School.**

## SPIRITUAL DEVELOPMENT

The best way you can help your children with their spiritual development is to be living examples of what you want for them. Through example you will be building the framework of experiences which our teachers will reinforce and build on.

In Level Prep and 1/2 your child's relationship with God is developed through teachers engaging the scripture (Story), liturgy (Prayer) and Christian life and service. Story is a key part of our faith tradition. Young children particularly are able to learn and make meaning through story and symbol. There are four key areas of storytelling that teachers use to assist students to engage with the story and with each other. They are: Telling the Story, Wondering, Responding and Praying the Word. In using the stories from Scripture teachers help children bring together their faith and life experiences. The religion topics covered help the children to develop an awareness and appreciation of themselves, others around them, their families and the talents they have been given by God. Through the development of the awareness teachers are able to assist the child to further develop their relationship with God.

## SUPPORT TEAMS

- School Advisory Group
- Parish Leadership Team
- School Leadership Team
- Student Representative Council
- Student Wellbeing and Parent & Community Partnerships
- Student Voice and Participation & 21st Century Learning
- Faith Development Team
- Community in Action
- Supported Students team
- Religious Education Team

## TUCKSHOP

Supported by St Anthony's Healthy Eating Policy, the majority of the foods on our Tuckshop menu are classified as everyday foods (green) while the minority are sometimes foods (yellow). The frozen treats that are sold are all healthy option foods, including frozen bananas and pineapple rings. Following our Healthy Eating Policy means that no lollies or sugar filled drinks are on the menu.

The Tuckshop is open five days a week. It is staffed by a Supervisor and volunteer parents.

If you can help, please let the canteen or school office know. The children can order their lunches on a paper bag with correct money inside. Tuckshop orders are delivered to the child's classroom at 1.20pm each day.

A list of available food from the Tuckshop will be sent home

**Grace Smith L3JO**

1 x Salad Sandwich	\$3.50
1 x Corn on Cob	\$0.50
<b>Total</b>	<b>\$4.00</b>



at the beginning of each year. A list is also available on the school web site at [www.sanoblepark.catholic.edu.au](http://www.sanoblepark.catholic.edu.au).

## UNIFORM

**Correct and complete School Uniform is an expectation for all students.**

The purpose and value of St Anthony's School Uniform is in the following statements:

- It identifies the students of St Anthony's School.
- It is a cost effective method of dressing students Monday to Friday.
- It provides an equality of clothing that does not distinguish between socio-economic groups.
- It minimizes competition.

The wearing of correct school uniform prepares students for secondary school and the work force where a certain standard of dress is expected.

### Summer

- Monogrammed Royal Blue Polo Shirt (available from school)
- Unisex Maroon Shorts (available from school)
- Monogrammed Maroon Tracksuit Top or Bomber Jacket (available from school)
- Short White Ankle or Knee High Socks (available from Department Stores)
- Black Leather School Shoes (available from any shoe store)
- Maroon & Blue Check Dress (available from school)
- Girls Bike Short (available from school)
- School Hats- Compulsory in Terms 1 and 4 (available from school)

### Winter

- Monogrammed Royal Blue Long Sleeve Polo Shirt (available from school)
- Monogrammed Maroon Tracksuit Top or Bomber Jacket (available from school)
- Monogrammed Polar Fleece Vest (available from school)
- Unisex Blue Pant (available from school)
- Girls Winter Blue & Maroon Tartan Tunic (available from school)
- Monogrammed Maroon Rain Jacket (compulsory – available from school)
- White Socks (available from Department Stores)
- Black Leather School Shoes (available from any shoe store)

**(RUNNING SHOES AND MAROON TRACK PANTS MAY BE WORN ON PHYSICAL EDUCATION DAYS ONLY)**

If your child is not in school uniform an explanatory note should be sent to the class teacher.

### **Please Note:**

- **Avoid Nail polish**
- **Tie hair up if it is at or past shoulder length**
- **Hair ties should be in the colour of the student's hair or school colours (maroon or blue)**

The school Uniform Shop is located to the right of the entrance to the Multi-purpose room outside Level 3/4 and is open on **Mondays and Fridays (except public and school holidays) from 9.00am to 10.00am**. Uniform Order Forms are available from the office. Your order along with the **correct money** may be left at the school office on the Friday so that it can be processed on the Monday. The order will be sent to your child's classroom. The Uniform Shop is run by parents and this helps to keep the cost of the school uniforms much lower. If you would like to help, please contact the school office and leave your name, availability and phone number.

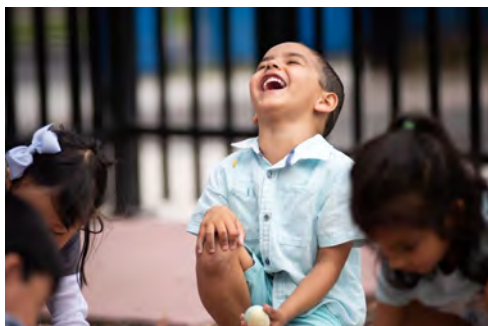


## VISITORS TO THE SCHOOL

### All visitors to our school must report to the office.

Visitors must obtain a Visitor Badge and Lanyard from the school office and sign the Electronic Visitors Register, prior to moving around the school property during school hours. This affords parents, children and staff every opportunity for safety.

### Parents Room



All parents, grandparents and care givers are invited to use the parent room which is located to the right of the main entrance of the Padua building. This is a space for parents to socialise. At different times, programs are organised by Lisa Occhietti, the Home & School Liaison Co-Ordinator, an example of these have been English Conversation classes, visits from the City of Greater Dandenong Library and a Maternal Health Nurse. These programs are often at the instigation of parents.

### Community Hubs

Community Hubs is a national program that links families and their preschool children to services and support, learning opportunities and the community. Through this program St Anthony's Families are able to provide a range of activities including English Language Classes, Playgroups and Adult Computer Classes. St Anthony's has strong links to key service providers and organisations in our community. Our Community Hub aims to provide easy access to build social connectedness and increase social capital in our community.



### Playgroup

For non-school aged children St Anthony's now run a Playgroup in the portables within the school grounds. Playgroup runs Wednesdays and Thursdays each week from 9:30am to 11:30am. You will find a playgroup entry gate further up toward the ELC

### Kindergarten

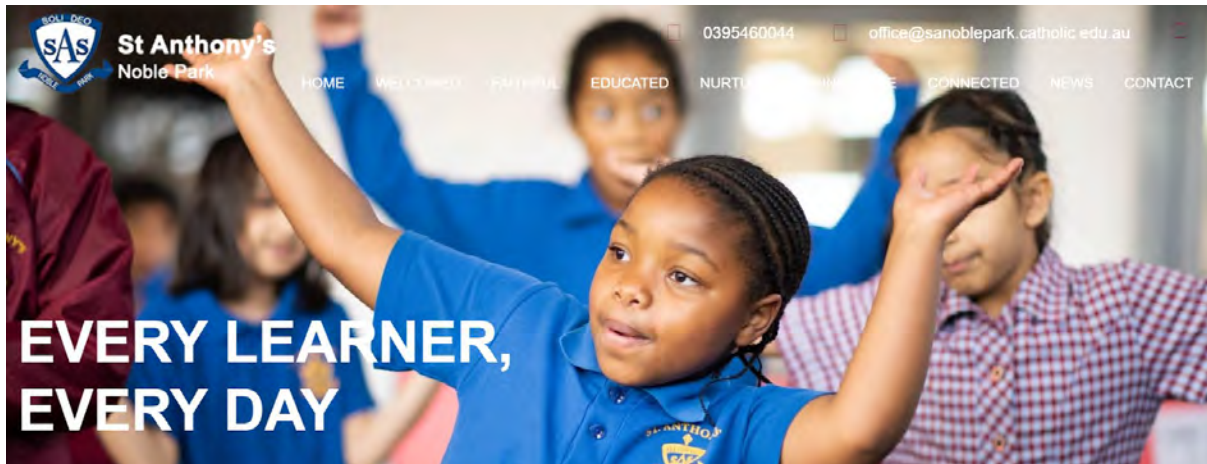
The Alfred St Kindergarten is located at St Anthony's and more information can be obtained from the Office.

### Photography

Photography and filming by parents is not permitted at St Anthony's. This is because some of our parents have NOT given permission for their child to be filmed or photographed. This also includes excursions, camps and any offsite events. Teachers are aware of which children do not have photo/film permission and therefore are able to take photos.



## SCHOOL VISION



### **Our shared Strategic Intent “Our Mantra” Every Person flourishing & known Our Vision**

St Anthony's integrates life and the Catholic Faith through the inclusive and holistic development of every person.

In partnership with the community, our students will strive for excellence and acquire the knowledge, skills and attitudes that ensure lifelong learning.

St Anthony's empowers all people to contribute to the global community.

In partnership with parents and the broader church, Catholic schools contribute to the life-foundation for students that is centred in Jesus Christ and grounded in truth, beauty and love. Catholic schools honour the role of parents as the first and ongoing nurturers and educators of their children. In partnering with families, this life-giving relationship transforms the possibilities for each child and promotes optimal engagement, achievement and wellbeing. (HoH)

### **Our shared Purpose**

Developing a culture of professional learning and growth through a Catholic lens.

Driving a recontextualised Catholic school where community is in dialogue.

Developing a data rich culture with consistent, understood and embedded differentiation practices to meet all student and community needs.

Developing high impact consistent pedagogical practices from Prep-6.

### **Strategic Plan Goals**

**Achievement:**

To improve student learning attainment and relative growth across all year levels and the full range of curriculum domains.

**Engagement:**

To improve levels of Student Engagement, Family Engagement, Connectedness and enhance school transition programs from Kindergarten to Prep and beyond.

**Wellbeing:**

To activate Student Wellbeing across the whole school community with an emphasis on student resilience and connectedness.

**Productivity:**

To provide for the best possible Human Resource, Fiscal and Grounds and Buildings processes in order to maximise student performance, connectedness and wellbeing levels.



# ST ANTHONY'S PRIVACY POLICY



**This Privacy Policy sets out how the School manages personal information provided to or collected by it.**

The School is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988. *In relation to health records, the School is also bound by the Health Records Act 2001 (Vic.) and the Health Privacy Principles in that Act.*

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

**WHAT KINDS OF PERSONAL INFORMATION DOES THE SCHOOL COLLECT AND HOW DOES THE SCHOOL COLLECT IT?**

The [School collects and holds personal information](#), including health and other sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the School including:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
  - Parents' education, occupation and language background
  - medical information (e.g. details of disability and/or allergies, and details of any assistance the student receives in relation to those disabilities, medical reports, names of doctors)
- conduct and complaint records, or other behaviour notes, school attendance and school reports
- information about referrals to government welfare agencies
- counselling reports
- health fund details and Medicare number
- any court orders
- volunteering information (including Working With Children Checks)
- photos and videos at school events.
- job applicants, staff members, volunteers and contractors, including:
  - name, contact details (including next of kin), date of birth and religion
  - information on job application
  - professional development history
  - salary and payment information, including superannuation details
  - medical information (eg details of disability and/or allergies and medical certificates)
  - complaint records and investigation reports
  - leave details
  - photos and videos at school events
  - work emails and private emails (when using work email address) and internet browsing history
- other people who come into contact with the School, including name and contact details and any other information necessary for the particular contact with the School.

***Personal Information you provide:***



The School will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and students (such as job applicants and contractors) provide personal information to the School.

***Personal Information provided by other people:***

In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. The type of information the School may collect from another school may include:

- academic records and/or achievement levels
- information that may be relevant to assisting the new school meet the needs of the student including any adjustments

***Exception in relation to employee records:***

*Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the School and employee. The School handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.).*

***Anonymity:***

The School needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to its students and its educational and support services, conduct the job application process and fulfil other obligations and processes. However, in some limited circumstances some activities and interactions with the School may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

**HOW WILL THE SCHOOL USE THE PERSONAL INFORMATION YOU PROVIDE?**

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

***Students and Parents:***

In relation to personal information of students and Parents, the School's primary purpose of collection is to enable the School to provide schooling to students enrolled at the School (including educational and support services for the student), exercise its duty of care and perform necessary associated administrative activities which will enable students to take part in all the activities of the School. This includes satisfying the needs of Parents, the needs of the student and the needs of the School throughout the whole period the student is enrolled at the School.

The purposes for which the School uses personal information of students and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of the School

- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the School
- to satisfy the School's legal obligations and allow the School to discharge its duty of care
- to satisfy the School service providers' legal obligations, including the Catholic Education Commission of Victoria Ltd (CECV) and the Catholic Education Offices.

In some cases where the School requests personal information about a student or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

***Job applicants and contractors:***

In relation to personal information of job applicants and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants and contractors include:

- administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the School
- satisfying the School's legal obligations, for example, in relation to child protection legislation.

***Volunteers:***

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as Australian Catholic University, Swinburne and Deakin University, to enable the School and the volunteers to work together, to confirm their suitability and to manage their visits.

***Counsellors:***

The School contracts with external providers to provide counselling services for some students. The principal may require the Counsellor to inform him or her or other teachers of any issues the principal and the Counsellor believe may be necessary for the School to know for the well-being or development of the student who is counselled or other students at the School.

***Parish:***

The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.

***Marketing and fundraising:***

The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information and sometimes people's images, may be used for marketing purposes.

## WHO MIGHT THE SCHOOL DISCLOSE PERSONAL INFORMATION TO AND STORE YOUR INFORMATION WITH?



The School may disclose personal information, including sensitive information, held about an individual for **educational, administrative and support purposes**. This may include to:

School service providers which provide educational, support and health services to the School, (either at the School or off campus) including the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, specialist visiting teachers, volunteers, counsellors, sports coaches and providers of learning and assessment tools

third party service providers that provide online educational and assessment support services, document and data management services, or applications to schools and school systems including the Integrated Catholic Online Network (ICON) and Google's G Suite, including Gmail and, where necessary, to support the training of selected staff in the use of these services

CECV and Catholic Education offices to discharge its responsibilities under the *Australian Education Regulation 2013 (Regulation)* and the *Australian Education Act 2013 (Cth) (AE Act)* relating to students with a disability.

other third parties which the school uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with Parents

- another school including to its teachers to facilitate the transfer of a student
- Federal and State government departments and agencies
- health service providers
- recipients of School publications, such as newsletters and magazines
- student's parents or guardians and their emergency contacts
- assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority
- anyone you authorise the School to disclose information to
- anyone who we are required or authorised to disclose the information to by law, including child protection laws.

### **Nationally Consistent Collection of Data on School Students with Disability:**

The school is required by the Federal *Australian Education Regulation (2013)* and *Australian Education Act 2013 (Cth) (AE Act)* to collect and disclose certain information under the *Nationally Consistent Collection of Data (NCCD)* on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

### ***Sending and storing information overseas:***

- The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:
- obtaining the consent of the individual; or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may from time to time use the services of third party online service providers (including for the delivery of services and third party online applications, or Apps relating to email, instant messaging and education and assessment, such as Google's G Suite, including Gmail) which may be accessible by you. Some personal information [including sensitive information] may be collected and processed or stored by these providers in connection with these services. These online service providers may be

located in or outside Australia.

School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use.

The school makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs.

Google has cloud services globally, but there is a Sydney hub which is likely to serve the Australian / New Zealand customers.

The countries in which the servers of cloud service providers and other third party service providers are located may include:

- Australia
- Singapore
- China
- Japan
- India
- Brazil
- Europe
- Canada
- US

While they probably will not tell us where the data is stored, it is highly likely it is in Sydney. Australia is the most likely cloud storage location.

Where personal and sensitive information is retained by a cloud service provider on behalf of CECV to facilitate Human Resources and staff administrative support, this information may be stored on servers located in or outside Australia.

#### HOW DOES THE SCHOOL TREAT SENSITIVE INFORMATION?

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

#### MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

The School's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records. This includes responding to any incidents which may affect the security of the personal information it holds. If we assess that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them and the Office of the Australian Information Commissioner of the breach.

It is recommended that parents and the school community adopt secure practices to protect themselves. You should ensure that all passwords you use are strong and regularly updated and that your login details are kept secure. Do not share your personal information with anyone without first verifying their identity and organisation. If you believe any of your personal information has been compromised, please let the School know immediately.

## ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information and health records respectively which the School holds about them and to advise the School of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.

There are some exceptions to the access rights set out in the applicable legislation.

To make a request to access or to update any personal information the School holds about you or your child, please contact the [School Principal] or [School Administrator] by telephone or in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

## CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF PUPILS

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the [School Principal] or [School Administrator] by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

The School may, at its discretion, on the request of a student grant that student access to information held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

## ENQUIRIES AND COMPLAINTS AND CONTACT DETAILS

If you would like further information about the way the School manages the personal information it holds about you, or wish to complain that you believe that the School has breached its privacy obligations, please contact the School Principal, Patrika Rowley by writing or telephone at 95460044. The School will investigate your complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

If you are not satisfied with the School's decision you may make a complaint to the Office of the Australian Information Commissioner (OAIC) whose contact details are:

GPO Box 5218, Sydney, NSW 2001

Telephone: 1300 363 992

[www.oaic.gov.au](http://www.oaic.gov.au)







SCHOOL MAP



# Safe To School

How to drop off and pick up children safely



## Road Safety and St Anthony's School

Help us keep our children safe by following some easy safety tips when dropping off or picking up your kids from school.

The City of Greater Dandenong Council local laws officers regularly patrol the area around St Anthony's School. These are Council Officers, whose job it is to ensure that people are obeying the **restrictions on stopping and parking**.

Local law officers can issue **infringement notices** to the driver of any car that they see is not obeying the rules of the road. An infringement notice is a **fine** that must be paid by the driver. Failure to pay the fine can result in court action.

We hope this brochure will assist Parents to better understand some road rule facts and what can and cannot be done around the St Anthony's School perimeter.

## What you can and can't do

When possible, walk or cycle your child to school. If you can't walk the whole way, consider parking a few streets away and walking the rest of the way.

Children under the age of 12 are allowed to ride on footpaths and so can adults riding with them.

Walking and cycling part or all the way to school is a great way to get some of the 60 mins physical activity recommended for children every day.



When crossing the road and where possible, use the designated crossing points such as one of the manned or zebra crossings



If you must take your car to the school, park away from the school in a designated parking area or in the school car park and walk your child to the gate or to their class room. If you have to drop your child at the 2 minute drop off zone be sure to drive to the forward most available bay.



Do not stop your car in the middle of the road or let your child in or out until you are in a designated parking bay. This is very dangerous not only to your own child but also to others that may think it's ok to walk between the cars. **Do NOT Park** or leave your car in the 2 minute drop off zone . This zone is for dropping off or picking up passengers only and penalties apply for remaining longer AND being more than 3m from your vehicle during this time. Remaining for more than 2 minutes results in dangerous congestion for other road users.



**Respect others at drop off and pick up. This means staff on duty. They are protecting the children and community and deserve your respect.**





# OBEY THESE SIGNS

## Common Parking Signs

There's a range of common parking signs that tell you where you can and can't park. Remember to read parking signs carefully and pay attention to time restrictions.

### Time Limits

The **P** stands for parking and the large number tells you how long you can park here. The times below tell you when this sign applies. Your time starts when you park the car, not when you leave it. This sign says you can park for ten minutes between 2:45-4PM on School Days. You may be able to park for longer outside of that. Once you have reached ten minutes you must move your car off the length of road or out of the area that the sign applies to.



### No Parking

You **can** STOP here for up to two minutes (or the time shown on the sign) to pick up or drop off passengers or goods. You must stay within three metres of your car.

**NOTE:** Disabled permit holders may park here for five minutes.



### No Stopping

You can't stop here, even briefly in the times indicated on the sign. The same applies if there's a continuous yellow line of the edge of the road. This sign says you can't stop in the area from 8-9.30AM and 2.30-4PM on School Days.





**St Anthony's Learning in  
Harmony**



**Alfred St Early Learning  
in Action**

