SCHOOL PROFILE

St. Mary's Primary School Greensborough was officially opened in 1955 and in recent years, enrolments have remained fairly constant at around 580. The dedicated staff are very experienced and caring and implement effective teaching approaches in well resourced, spacious and pleasant classrooms and buildings which include a Computer Lab, Italian Room, Reading Recovery Room, Music/Art Room and Planning Rooms.

Our Vision statement, emphasises Christ as an integral part of our lives, stressing the value of empathy, joy, peace and freedom. It is with pride, therefore, that we maintain a warm and welcoming community spirit.

Each classroom has modern furniture, an intranet network of IBM computers and Reverse-cycle air conditioners. New facilities are currently being built with the first stage to be opened in 2010. The grounds are extensive, with a playing field, two modern adventure playgrounds, basketball court areas, tennis courts, an amphitheatre and several shade areas.

Our Hall is suitable for drama, sport, dance, school assemblies and music activities. Other facilities include a Meeting room, Tuckshop and the James Kierce Centre which is also used for our Out of School Hours Program (Before and After School Care).

St. Mary's is proud of its high level of parental involvement. We have parents taking part in school programs, e.g. Maths, Sacraments, Literacy Programs, Art, Sport and Excursions etc. We are supported by a Parish Finance Committee, a School Education Board, a Parish Maintenance and Development Committee and an active Parents' Association which organises the Uniform Shop, Tuckshop, Fundraising and Social events.

There is a strong community spirit at St. Mary's. It is within our caring community that your child will be supported to develop a sense of belonging and connection to others which is so important for the personal growth of an individual.

Through joining our community your child and family will be welcomed and nurtured in our Christian environment.
Parish and School Contacts

School

POSTAL ADDRESS: St. Mary's Primary School
210 Grimshaw Street
Greensborough Vic 3088

PHONE NUMBER: (03) 9435 5566
(03) 9435 5572

FAX NUMBER: (03) 9432 2216

EMAIL: principal@smgreensborough.catholic.edu.au

PRINCIPAL: Helen Anderson

DEPUTY PRINCIPAL: Cathy McCarthy

R.E.C: John Dwyer

SCHOOL EDUCATION BOARD
CHAIRPERSON: John McEntee
PHONE NUMBER: 0418322145

Parish

PARISH PRIEST: Fr Steven Rigo

POSTAL ADDRESS: St. Mary's Presbytery
204 Grimshaw Street
Greensborough Vic 3088

PHONE NUMBER: (03) 9435 1543

PASTORAL ASSOCIATE: Jacinta Bright
At St Mary’s We Believe
As children of God, each of us has infinite potential and is loved unconditionally.

Enlivened by the Holy Spirit, we can continue our journey towards the kingdom, by being witnesses to the teachings of Jesus Christ and the Catholic Church.

As followers of Christ, we value freedom, individual conscience, respect for others, equality and true acceptance.

As citizens of Australia, we fully participate in contemporary Australian society and uphold the Australian Constitution.

SCHOOL MISSION STATEMENT
We believe that St Mary’s should be a christian community where:

We prepare our students to meet the demands of an ever changing world by highlighting the relevance of our faith and catholic tradition, to contemporary culture and life.

The staff, parents, clergy and members of our parish community, work together as educators, using Christ as our central focus and model.

We promote a harmonious and welcoming climate where students, staff, families and members of our parish community feel secure, valued and respected.

We work to provide a curriculum that is rich in content and of an academically high standard.

We value the uniqueness of each student and endeavour to develop the whole child in relation to their intellectual, physical, moral, cultural, aesthetic, social, spiritual and emotional needs.

We aim to create a learning environment that encourages personal growth by supporting, motivating, challenging and extending each student in their special talents.

We foster a positive self image which enables us to appreciate and value each other.
ENROLMENT CRITERIA

ENROLMENT POLICY
It is our goal to ensure that those families who desire a Catholic education are supported to achieve this desire. It is also our aim that students, teachers and family members who join our community value our educational aims, which have been developed and lived in the Gospel spirit of freedom and love.

To ensure that there is access to Catholic Education to all families, contribution from parents for the maintenance of our Catholic School should be at a level that enables parents to exercise their choice of schooling without undue financial hardship.

Our Enrolment Policy also provides for the inclusion of those applicants who are not Catholic, but who desire for their children to be educated in a Christian environment and who willingly recognise, accept and value the Catholic nature of our School. Such enrolments must not cause the exclusion of a Catholic applicant and must be kept within the CECV Guidelines in order to maintain the Catholic nature of the School.

It is important that applicants understand that acceptance into St. Mary's School does not give them automatic right of admission into a Catholic Secondary School (CEOM policy 2.4).

ENROLMENT PROCESS
Application for Enrolment must be made on the official Enrolment Form. Students must turn 5 years before 30th April of the year in which they wish to commence school.

Following lodgement of application, confirmation of application for enrolment will be acknowledged in writing. When a position is available an offer will be made in writing. To accept the position, the place of offer must be acknowledged along with payment of a non-refundable fee. New Parents are formally invited to be interviewed by the Parish Priest and Principal to complete the enrolment process.

An Orientation Program will be offered in Term 4

Priority Acceptance
Applicants will be accepted in the following order:

- Siblings of students already in the School
- Catholic students from within the Parish boundaries
- Catholics from outside the Parish boundaries
- Others who meet the requirements as set out in this Policy

The parents/guardian, as the prime educators of their children in faith, must demonstrate a commitment to upholding the teachings of the Catholic Church in practical ways and agree to support the school in all aspects of the total education of their child.

The Parish Priest is the final authority in accepting an enrolment application.
The 2010 School Fees listed are a guide for 2011.

School Fee $1225 per family per annum
Capital Fee $220 per family per annum
Student Levy $285 per student

The Student Levy covers costs associated with the swimming, gymnastics and dance programs, excursions and incursions and for materials and resources for library, curriculum programs, student books and stationery items, photocopying etc.

Payment of School Fees.

Families will be billed over the first three terms. The first account will be mailed at the commencement of the school year and will include the Student Levy, the School Fee and the Capital Fee. Student Levy is to be paid by the end of February.

An updated account will be sent out at the commencement of Terms 2 and 3 if full account has not been paid. Full payment of account must be made by the conclusion of Term 3. However, it is preferable if a payment is made per Term.

Families have the option of paying by various arrangements - per week, per fortnight and per month. (EFTPOS, Direct Debit and Credit card facilities are also available.) Please make these arrangements in person with our school bursar Philippa Griffin.

The Education Maintenance Allowance
The Education Maintenance Allowance - EMA which is funded by the State Government, is paid by cheque in two equal instalments. To be eligible a parent must hold a current Pensioner Concession Card or Health/Benefit Card, Veteran Affairs Pensioner Card or be a Foster Parent, on the first day of Term One for the first instalment and on the first day of Term Three for the second instalment. EMA Forms are available from the school. 50% is paid directly to the parents to assist in the education of their children. The remaining component of the allowance which is paid directly to the school, will be deducted from the School Fees.

Total receipt of the EMA is $225.00 per annum and is made up as follows:
In Term One, $78.75 is received by both parents and school and in Term Three each receive $33.75.

OTHER COSTS.
Camping Program - Year 5 and Year 6 (3 days) - Approximately $250
Sacramental Program - $30.00 per Sacrament
Reconciliation - Year Two, Eucharist - Year Three, Confirmation - Year Six
CURRICULUM

Teachers work in close co-operation in Level Teams to ensure successful implementation of the sequential Prep to Six program. The teachers plan a comprehensive curriculum program based on the Victorian Essential Learning Standards, and teach through an integrated curriculum approach, utilising effective assessment strategies. Teachers communicate information about the student’s progress regularly to parents throughout each school year.

At the commencement of each term, parents receive an Overview, which describes the broad learning plan for students. The student’s class books are sent home twice a year for parents to view.

SUBJECT AREAS TAUGHT (Core Curriculum)

<table>
<thead>
<tr>
<th>Discipline Based Learning Strand</th>
<th>Physical, Personal &amp; Social Learning Strand</th>
<th>Interdisciplinary Learning Strand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Education</td>
<td>Health and Physical Education</td>
<td>Communication</td>
</tr>
<tr>
<td>The Arts</td>
<td>Interpersonal Development</td>
<td>Design, Creativity, Technology</td>
</tr>
<tr>
<td>English</td>
<td>Personal Learning</td>
<td>Information/Communications, Technology</td>
</tr>
<tr>
<td>Languages (Italian)</td>
<td>Civics &amp; Citizenship</td>
<td>Thinking</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Science</td>
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</tbody>
</table>

Each of these learning Strands are interrelated. Through our learning program it is our aim that our students will be

- Able to develop a knowledge of the Catholic Faith and are people who value and respond to the Catholic traditions
- Informed citizens who understand and contribute to civil and community relations at local, national and global level
- Community members who contribute socially, economically and culturally to society
- Responsible individuals capable of relating to family, friends and colleagues

RELIGIOUS EDUCATION PROGRAM
The primary program used in our school is ‘To Know, Love and Worship’ as stipulated and approved by the Bishop in the Archdiocese. Our Parish Priest works with the Staff to provide positive experiences in the area of liturgical celebrations, which help establish our Catholic identity and nurture our traditions.

SACRAMENTAL PROGRAM
Students in Grade 3 are prepared for and receive the Sacrament of Eucharist and students in Gr 2 receive the Sacrament of Reconciliation. Grade 6 students receive the Sacrament of Confirmation. Parents are encouraged to support their child during their preparation for these Sacraments.
PROGRAM HIGHLIGHTS

- **Literacy Program**
  The Literacy Program utilizes a whole school approach to ensure all students achieve success in literacy.
  
  The Literacy program emphasises -
  1. A balanced approach to the teaching of reading, writing, speaking and listening
  2. Small group focused teaching
  3. Structured teacher observations and assessments to diagnose students' strengths and weaknesses in order to establish starting points for teaching and to monitor student progress
  4. Ongoing professional development for teachers
  5. Involvement in open communication with parents

- **Reading Recovery**
  Despite good first teaching, a proportion of students will be identified at the end of the Prep year as requiring support with reading and writing strategies. The Reading Recovery Program provides one-to-one intervention to assist such students. These students are given support to bring their skills up to the average level of the class.

- **Intervention Program**
  A qualified Special Education Teacher co-ordinates our Learning Assistance program. Through ongoing assessment students at risk are identified. Appropriate programs are then offered to meet the academic, social, emotional and physical needs of our students. There is a particular focus on Literacy and Numeracy Intervention where qualified teachers work with small groups of students. Literacy and Numeracy Officers are also available to work with students who have been identified as requiring extra assistance.

- **Extension Programs**
  Opportunities are provided to allow the more able students to develop their abilities at a higher level of understanding. This could involve working in a small group with others on a research project, being presented with open ended activities that can be completed in the classroom or participating in competitions.

- **SLNS (Integration Program)**
  This program supports students with special needs who meet the set criteria as set down by the Commonwealth Government. Additional funding is provided to support the educational plan for these students.

- **SINE (Success In Numeracy Education) Program**
  Through a SINE screening test administered at the beginning of the year, a student's understanding of number is gauged. Growth points are then identified and learning plans are developed for the student’s learning in Mathematics.
• Library Resource Centre
Students attend a weekly library class and borrowing sessions with our Librarian. Students are encouraged to borrow books regularly. The Library is also open during some class breaks.

• Choir Teacher (Year 3-6)
Students are given the opportunity to join our School Choir. Through this experience, their musical skills are developed and they have the opportunity to perform at school and community functions.

• Italian – LOTE (Language Other Than English)
A specialist teacher teaches the Italian language to all classes from Year Prep - 6.

• Computer Technology Program
St. Mary's has excellent resources in the area of Computer Education. Classrooms have Interactive Whiteboards. Computers are installed in all Classrooms, which are networked across the School. There are mini laptops that are available for use in the classrooms and wireless access provides flexibility in our eLearning program. All students attend eLearning lessons with a specialist teacher in our well resourced Computer Laboratory.

• ARTS Program
Students are given the opportunity to explore their visual artistic talents through a variety of media. A biennial school concert where all students perform is held in the Hamer Hall in the Melbourne Arts Centre.

• Music
Students participate in a specialist Music program and through this program they are introduced to music theory and are given the opportunity to respond to and enjoy a variety of Music styles.

• Dance
Dance is taught to students in Year 1, 2, 5 and 6 by qualified instructors from the Footsteps Dance Company.

• Gymnastics
Instructors from Pit Gym provide lessons at school for students in Year Prep, 3 and 4 for a Term throughout the year. Students in Year 6 participate in a 6 week program at PIT Gym in Bundoora.

• Interschool Sports Program.
Year 6 students compete in the Interschool Sports program against other schools in our district. Year 3 - 6 Students have the opportunity to participate in Athletics, Cross Country and Swimming Carnivals at District, Zone, State and National levels.

• School Sports Carnival
All Students participate in our Annual School Sports Carnival.
• Camp Program Year 5 and 6
Students in Year 5 and 6 participate in our camp program every year. This experience provides an opportunity to develop personal skills such as community living, independence and self-confidence.

• Swimming Program
Students in Year 2 and 5 attend a Stroke and Water Safety Program over a 6 week period. Students in Year 4 participate in a 4 week Water Safety Program. All students are involved in a Dry Water Safety Program. Our Swimming program is conducted by qualified instructors from the Eltham Leisure Centre.

• Tennis Lessons
Private lessons may be arranged. These are held during class breaks.

• Buddy Program
Our Buddy Program involves the senior students being paired with the Prep students. Planned activities between the classes are held so that the students involved become friends and are there to support each other. This provides a ‘buddy’ for the younger student and gives the older student the opportunity to develop leadership skills and responsibility.

• Student Representative Council
Through the S.R.C., students are given the opportunity to develop leadership qualities, gain a sense of service and to have the opportunity to raise, discuss and solve issues.

• Community Leaders
School Captains and Sports Captains, take on various responsibilities in the school. There are also Student Community Leaders who work with teachers on various projects.

• Student Welfare Support Group
An important aspect of our work is Student Welfare. There is a Welfare group, which meets weekly to assist teachers and parents with any concerns that may arise in relation to a student's development and wellbeing.

• Seasons Programs – (Bereavement Program)
The Seasons Program is offered each year. This is a support program for those students who have suffered a loss through death or family separation. A trained facilitator conducts the program.

• Student Wellbeing Program
The Social and Emotional Learning of all students is a major focus of our school. Programs such as Social Skills lessons, Library Club, Student Leadership, Community Classroom Awards and Values Education assist Students with their personal and social development.
• Student Counsellor
A counselling service is available at the school. A qualified Counsellor attends one day a week. Through this service, students and families are assisted to work through personal issues which cover a wide spectrum. Referrals are made through the class teacher or Principal.

• Student Services
Through a school referral process, students have access to services provided by the Catholic Education Office. Such services include Speech Pathology, Psychological assessments and Educational assessments.

• Out Of School Hours Program (OSHC)
High quality care is provided before and after school. The students are provided with a variety of activities whilst in this program. The program commences at 7:15am for Before School Care and After School Care finishes at 6:30pm.

SCHOOL UNIFORM
Wearing a school uniform instills in a student a sense of pride and self esteem. It creates an atmosphere of being a member of a larger community.

GIRLS’ - SUMMER UNIFORM.
Blue school dress or
The Unisex grey shorts to be worn with the light blue polo shirt with the St. Mary’s emblem
Plain short or long white socks
Black leather shoes, black leather boots or black sandals
St. Mary’s navy bomber jacket (Year Six bomber jacket also permitted)
St. Mary’s School hat or flap cap with the St. Mary’s emblem is compulsory during Terms One and Four.

BOYS’ - SUMMER UNIFORM.
Light blue polo shirt with St. Mary’s emblem
Grey trousers, grey shorts or the Unisex grey shorts
Plain short or long grey socks
Black shoes, black leather boots or black sandals
St. Mary’s navy bomber jacket (Year Six bomber jacket also permitted)
St. Mary’s School hat or flap cap with the St. Mary’s emblem is compulsory during Terms One and Four.

NB:
School Hats and caps are compulsory in Terms One and Four
The wearing of sunscreen and sunglasses is encouraged in Terms 1 and 4 and on other hot days. Each classroom has sunscreen available for students.
**GIRLS' - WINTER UNIFORM.**
Blue Skirt or Girls' grey slacks

Light blue polo shirt (long and short sleeved) with St. Mary's emblem

Grey tights or grey socks

Black leather shoes or black leather boots

Navy bomber jacket (Year Six bomber jacket also permitted)

**BOYS' - WINTER UNIFORM.**
College Grey Trousers

Light blue polo shirt (long and short sleeved) with St. Mary's emblem

Grey socks

Black leather shoes or black leather boots

Navy bomber jacket (Year Six bomber jacket also permitted)

**GIRLS' AND BOYS' - SPORT UNIFORM.**

*NB: Sports uniforms are only permitted on the appropriate sports day as stated each term.*

Light blue polo shirt

Navy Blue Unisex long shorts

Runners and sports socks (predominantly white)

Navy tracksuit pants

Navy bomber jacket (Year Six bomber jacket also permitted)

Uniform is available from our Uniform shop which is open Monday & Friday 8:30am - 10:00am & Wednesday 2:30pm - 4:00pm. The Uniform shop is located at the back of the Caldwell Centre

**UNIFORM DRESS CODE**

**JEWEllERY**
The only acceptable jewellery to be worn by any student, are earrings (studs or sleepers only) and a watch. Rings, bangles, bracelets, necklaces, chains and dangling earrings etc., are not acceptable due to the safety risk involved particularly during Physical Education, recess and lunch times.

**AESTHETIC CONSIDERATIONS**
Students are encouraged to maintain a well groomed appearance at all times. Hair should be kept neat and where appropriate tied back. Headbands, scrunchies, elastics, hair pins and ribbons are permitted but consideration should be given to the appropriateness of colour etc., in regard to matching the school uniform.

It is not appropriate for primary age children to wear make-up or nail polish at school, therefore these items are not permitted to be worn during school hours.
STAFF SUPERVISED CROSSINGS (8.40am - 9.00am and 3.30pm - 3.45pm)

1. The first Supervised Crossing joins the Grassed Hill Area to the main entrance gate of the school and is to be used by people parking or walking around the grassed hill, church, Grimshaw Street Overpass etc.

2. The second Crossing joins the double gates (below the Caldwell Centre) to the hall and oval and is to be used by people using the drop off and pick up zone along the oval and by people walking along the oval to/from the William Street Car Park.

3. The final Supervised Crossing joins the Church to the Grassed Hill Area and is to be used by people parked or walking on that side of the driveway and for people using the Grimshaw Street Overpass. The laneway in Hobson Street used to gain access to and from the Grimshaw Street Overpass is a public Laneway and care is therefore required.

CROSSING GRIMSHAW STREET

Students are encouraged to use the Grimshaw Overpass when crossing Grimshaw Street. If using the signalled crossing, students must be accompanied by an adult. If a student is not accompanied by an adult, the duty teacher will ask the student to use the overpass to cross Grimshaw Street. A pedestrian path runs between the Greensborough Highway and the railway to enable safe access from Grimshaw Street (school side) to Kempston Street which also passes under the Greensborough Highway.

The City of Banyule has also employed several Crossing Supervisors to accompany the students crossing at the traffic lights at the intersection of Grimshaw Street and Greensborough Highway. Those crossing are expected to follow the appropriate road rules and adhere to the directions of the Crossing Supervisors at all times.

Students who cross Grimshaw Street to catch a bus must have a Parental Permission Letter. Students are not permitted to enter Red Rooster during school hours or immediately after school without their parents. For added safety and security, our school gates along Grimshaw Street are locked from 9.10am to 3.00pm.
PARKING MATTERS

Parents using our Drop Off Zone along the Oval are requested to show care and initiative at all times and to move to the far end of the Drop Off Zone (where possible) to enable more cars to access this area by following the lead car. Please be careful when opening doors onto the path as pedestrians are using the path. Reversing into a parking spot below the Grassed Area is not permitted as it interrupts the traffic flow causing inconvenience to others. The drop off/pick up zone is not to be used as a parking area. Driver must remain in car when using this area.

Parents utilising the William Street Carpark need to display care and courtesy as there are no parking bays painted and students are attempting to negotiate a safe path to and from the carpark.

If parking in the morning when bringing your child to school, please be aware that parking places are at a premium. If you intend staying for awhile, please use the William Street carpark.

The gate at the William Street Car park is closed from 8.30am - 9.00am and from 10.50am - to 4.00pm each school day. The “boom type” gates on either side of the Grassed Hill Area will be closed to parking and traffic from 10.50am to 2.30pm each school day. These arrangements provide the students with an additional safe play area, free of parked cars. These gates will remain open for special Parish and School occasions.

For safety reasons, students are not permitted to play nor congregate on our Adventure Playgrounds, oval and basketball areas immediately before and after school nor are they permitted to play ball games. Students are expected to arrive and depart from the school boundaries promptly and are frequently reminded to keep to a predetermined timeline and route when going to and from school.

STAFF SUPERVISION

Supervision of students by staff before school officially commences at 8.40am and concludes at 3.45pm.

PLAYGROUND SUPERVISION

Students are supervised by teachers during recess and lunchtime break. There is also a staff member on First Aid Duty during recess and lunchtimes. On wet days the students remain inside under supervision. This arrangement also applies for students on very hot days.

There are teachers officially on duty before school hours - 8.40 - 9.00 am and after school hours - 3.30 - 3.45 pm.
EARLY ARRIVALS BEFORE SCHOOL

Students are not to arrive at school prior to 8:30am. If students come before 8:30am, they must use the Out Of School Hours Program (OSHC). This program operates both before and after school.

CLASSES COMMENCE

Classes commence for the day at 9.00am. Please ensure your child arrives prior to this time. The first bell is at 8.50am when teachers will welcome the students into the classroom.

LATE ARRIVALS TO SCHOOL

If students arrive late to school, parents must fill in the Late Book at the school office and then accompany their child/children to the classroom.

AFTER SCHOOL

After school, students are requested to stay within the school/parish boundaries until their parents/carers arrive. Those students who are to be collected from the William Street carpark, are required to wait with the duty teacher under the shelter shed. Students will be directed to wait at the school office if they have not been collected by 3.45pm.

SAFETY AND COURTESY

All people entering the school and Parish grounds are expected to abide by the normal road rules and signs displayed. People without a disabled parking sticker should not park in the Disabled Parking bays during school hours. Pedestrians should always cross at the appropriate supervised crossings at all times.

VISITOR'S BADGE

All visitors to the school, including parents, are asked to wear an Identification Badge. Visitors must check into the office and sign for an ID badge. This does not apply to drop off and pick up times.

EMERGENCY PROCEDURES

FIRE DRILL AND DISASTER PLAN ROUTINES are practised throughout the school year.
CLASS STRUCTURE

Year Prep: 3 classes
Year One: 3 classes
Year Two: 3 classes
Year Three: 3 classes
Year Four: 3 classes
Year Five: 4 classes
Year Six: 3 classes

NEWSLETTER

A fortnightly school newsletter is published and sent home with the eldest child in the family every second Thursday. Our newsletter is called the Candela. The Candela is also available on the parent online page.

TUCK SHOP

Tuck shop operates daily where your child may purchase a healthy lunch.

PARENT TEACHER INTERVIEWS/MEETINGS

Written Reports are issued twice a year and Interviews are held at the commencement of the year and again at the completion of Semester One. Parents are very welcome to contact the school to request an appointment to discuss progress or any issue at other times.

Should a parent have a concern you are encouraged to contact the Classroom teacher to discuss the matter. It is important to request an appointment time and to state the reason for the meeting. You may also request a meeting with the Principal or Deputy Principal. As the Deputy Principal looks after Wellbeing issues, such matters should be referred to the Deputy Principal.

MEDICAL AND HEALTH ADMINISTRATION REQUIREMENTS

SCHOOL RECORDS

At the commencement of each school year, all parents will be given a Student Emergency Information form to complete. This provides the school with up-to-date details such as address, telephone number and emergency contacts. Please notify the school of any change of address or emergency telephone numbers throughout the year. St Mary’s adheres to the Privacy Laws and has developed a Policy to ensure requirements are met in regards to the collection of personal information.
MEDICATION

Medication required to be taken during school hours must be accompanied by the official 'Administration of Medication' form. These forms are available from the office and on the school's online parent page. Information required includes:

- The type of medication
- The reason for its administration
- The dosage and time to be taken

Medication taken by students during school hours will be recorded in the Medication Register.

MEDICAL ITEMS

Should a student require medical items such as an Epipen or Ventolin, the First Aid Form must be completed. It is preferred that medical items such as epipens/ventolin are stored in the First Aid room. However, if it is necessary for such items to be carried by the student, notification must be given on the First Aid form.

ABSENCE FROM SCHOOL

Parents are requested not to send children to school if they are unwell. Parents will be contacted by telephone if a student needs to be sent home. A written explanation by the student's parent/guardian is required the day the student returns to school. Absence Forms are available from the office. These are also available on the parent Online page. Attendance rolls are marked twice daily. Parents are asked to contact the school if a child is to be absent for an extended time. The school will make contact with a parent if a student is away for three days without notification having been given.

SCHOOL ENTRY REQUIREMENTS FOR IMMUNISATION IN VICTORIA

New Public Health and Wellbeing laws will operate in Victoria from 1 January 2010. Under this new law an immunisation status certificate is continued to be required for a child's enrolment into primary school. The new certificate is simply a current history statement of a list of vaccines the child has received with the dates the vaccines were given.

In the event the child is not immunised due to parental objection, the certificate will need to indicate this information from the immunisation provider.

It is a legal requirement to provide a school entry immunisation status certificate on enrolment to primary school in Victoria.

The certificates can be presented in a variety of formats of documentation and may also have a varying range of schedules and vaccine names, however they must include:
- Child's name
- Address
- Date of birth
- Name of vaccine with corresponding date of administration

In addition to the above, certificates may also be issued by a doctor. The doctor must sight relevant documentation as evidence of immunisation in order to produce the certificate.

Previously, immunisation history statements issued by ACIR were only accepted as immunisation status certificates where a child was fully immunised. If a child was only partially immunised or never immunised, a certificate had to be issued by a local council. From 1 January 2010 any current certificate issued by ACIR will be an acceptable immunisation status certificate for children who are fully, partially or not immunised.

DENTAL SERVICE  Contact Number 1300360054
The School Dental Service (SDS) located at Eltham Health & Community Centre offers dental care to students in our school. All students in Years Prep to 6 may use this service. The SDS offers care to all schools once every two years. Students with high dental needs are seen every twelve months or less.

The SDS aims to prevent tooth decay and gum disease. Following a dental check-up, dental care may include dental advice, cleaning of teeth, dental sealants to prevent decay and fillings. General treatment is provided by dental therapists and more complex care is performed by dentists. Specialist dental care is not provided but referral to dental specialists can be arranged. Dental care is provided at dental clinics or mobile dental units. The service is FREE if you hold a valid Department of Social Security Health Card. Non-cardholders pay a fee per child which includes a dental check-up and any general treatment. Payment cannot be claimed through private health insurance.

SCHOOL MEDICAL TEAM
A school medical officer visits the school each year. Prep students are assessed for any speech, hearing or visual impairment. Where a problem is identified parents are contacted and the student is monitored in follow up visits. On the teacher's recommendation, and with parental approval, other students may be checked for speech, hearing, visual or other medical impairment. In all cases, parents are contacted if there are any concerns regarding their child's health.
**INFECTIOUS DISEASES**  
The School should be contacted in the case of an infectious disease, head lice or prolonged illness. Unless a medical certificate of recovery is produced, exclusion from school is as follows:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Until at least 5 days from the appearance of rash or until receipt of medical certificate</td>
</tr>
<tr>
<td>German Measles</td>
<td>Until fully recovered or at least 5 days after onset of rash</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Until sores have fully healed. May be allowed to attend school, but sores must be treated and kept covered</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
<td>Until treated. If you find head lice in your child’s hair, please advise the school</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has began</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Until fully recovered or at least 7 days after the eruption first appears</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has stopped</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until a medical certificate is supplied</td>
</tr>
</tbody>
</table>

**MEDICAL/DENTAL APPOINTMENTS**  
If your child needs to leave school early for a medical or dental appointment, or for any other reason, please notify your child’s class teacher in writing. No student is allowed to go home alone during school hours. An early dismissal form must be obtained from the School Office before collecting your child from the classroom.
COMMUNITY GROUPS

PARISH PASTORAL COUNCIL
The Parish Council is the body that oversees and supports all groups within the Parish. The Council has representation from all other groups.

SCHOOL ADVISORY BOARD
Our School Advisory Board offers informed advice to the Parish Priest and the Principal. This Board consists of parents and teacher representatives who advise on matters such as policy development, community involvement, physical improvements and financial planning.

FINANCE COMMITTEE
The Finance Committee has representation from both the School and the Parish. This Committee oversees the finances across all groups directly associated with the Parish. The Parish and School accountant is also a member of this group.

PARENTS' ASSOCIATION
The Parents' Association works to raise funds for the school and to organise social activities. It is a vital group in developing and maintaining positive relationships within our school community.

MAINTENANCE and DEVELOPMENT COMMITTEE (MAD)
The MAD Committee is responsible for ensuring an adequate level of general maintenance of our school buildings and environs is undertaken. It organises Working Bees that are held throughout the School Year. Each family is asked to attend one Working Bee for the year. Besides providing for the maintenance of our school, Working Bees are a great way for families to get to know others and we always enjoy a bar/be/que lunch on Working Bee days.

OSHC (OOSH COMMITTEE)
This Committee oversees the operation of the Out of Hours Care program. Both Before and After School Care is offered.

MATES (PLAYGROUP)
Parents with Pre-school children (babies and toddlers) are welcome to join our Playgroup.

<table>
<thead>
<tr>
<th>VENUE</th>
<th>Meeting Room of the Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY &amp; TIME</td>
<td>1st &amp; 3rd Tuesday of month (except school holidays)</td>
</tr>
<tr>
<td></td>
<td>10:00am - 11.30am</td>
</tr>
<tr>
<td>FEE</td>
<td>Gold coin donation per family</td>
</tr>
</tbody>
</table>

If interested in joining the Playgroup, please telephone: Helen Brennan 9432 1281.

OTHER PARENTAL INVOLVEMENT

Parents are encouraged to become involved in the life of the School. We are always interested in hearing from parents who have any special expertise they would be willing to share within the school. If you have any ideas, interests or inspirations, we would appreciate your input.

If assisting with any activity at school, you are required to hold a current Working With Children Card.