

PRINCIPAL'S MESSAGE

Welcome to St Bernadette's Primary School. We hope that you find this booklet a great source of information and an ongoing way to engage in the life and learning of the school.

St Bernadette's works closely with the Parish and local community to provide a welcoming, challenging and engaging learning environment. Our learning and work spaces are modern, vibrant and engaging.

We have a strong commitment to developing the whole child - with a clear focus on the areas of Numeracy, Literacy, Religious Education, Physical Education and Social and Emotional Learning. Digital Technologies skills are also developed through a well-resourced iPad program.

We have approximately 350 students from Prep to Year 6, with two classes at each level. Teachers and staff work closely in teams to ensure we offer a comprehensive curriculum that responds to the needs of students in all learning areas.

The school motto, *God Loves Us - Let Us Love God* speaks of the great love God has for each of us and of the school community's commitment to one another and to bearing witness to the gospels through our words and actions.

We have a diverse and rich school community, with students coming from the local parish and surrounding areas. We pride ourselves on our multicultural diversity and we encourage respect, acceptance and inclusion of all. The many gifts and talents of each member of the school community are acknowledged and celebrated as a part of our Catholic identity.

Students are encouraged to have a voice in the life of the school in learning, in playing and in building community and relationships.

We work closely with parents, engaging them in their child's learning, as well as involving them in building community.

The staff of St Bernadette's bring expertise, experience and enthusiasm to learning and to the life of this school. Ongoing professional learning is a priority and the opportunities to learn with a whole school approach is embraced by all staff.

We strive to communicate effectively with our community using various platforms. I welcome your feedback and communication as we build relationships for learning at St Bernadette's.

As Principal of St Bernadette's Catholic Primary School, I endeavour to lead collaboratively and in consultation with students, families and staff as we build a vibrant and inclusive learning community. We aim to live out our vision and values together as we look forward with hope and joy – always striving for improvement as learners, as community members and as people of God .

Brendan Gill, Principal

SCHOOL DETAILS

Name: St Bernadette's Primary School

Address: 2 Willey Street
North Sunshine 3020

Telephone: 9311 8872

Fax: 9311 2469

Email: admin@stbsunshinenth.catholic.edu.au

Web: www.stbsunshinenth.catholic.edu.au

Principal: Mr Brendan Gill

Parish

Parish Priest: Fr John Taliana M SSP

Parish Phone: 9311 2977

Parish Fax: 9311 7146



VISION STATEMENT

St Bernadette's Catholic School Community strives to create a faith-filled contemporary learning environment. In communion we celebrate and embrace diversity. We honour our history and traditions to create a future which enhances and inspires.

God Loves Us – Let Us Love God

VALUES

Welcome
Honesty
Equity
Faithfulness



Respect
Empathy
Inclusion
Collaboration

DESIGN PRINCIPLES

- 100% of students 100% of the time
- Building capacity of all teachers ensuring a culture of sharing and mutual support
 - Strong leadership empowering teachers and students to lead their learning
- Authentic and connected learning with the local and global community
 - Being outward facing
- Authentic assessments to situate learning and teaching for all

SCHOOL TIMETABLE

8.45am	-	School commences
10.00am	-	Brain food break
11.00 - 11.45	-	Lunchtime
11.45 - 12.00pm	-	Eat Lunch
2.00 - 2.30pm	-	Recess
3.30pm	-	Dismissal



Assembly 2.30pm – 3.00pm Wednesday – all welcome

Wednesday Dismissal at 3.00pm (Professional Learning for Staff)

Please note that there is no supervision of the children
before 8.30am or after 3.45pm
(3.15pm on Wednesdays)

School Office Hours

8.30am – 4.00pm - Monday - Friday

Term Dates – 2022

Term 1 Yr P - 6 students begin **Tuesday 1st February** at **8.45am**

Preps will also begin Tuesday 1st February at 8.45am. See Page 11 for Prep starting days and times for 2022

Term 1 Finishes on Friday 8th April

Term 2 Tuesday 26th April – Friday 24th June

Term 3 Monday 11th July – Friday 16th September

Term 4 Monday 3rd October – Friday 16th December

Gates

School gates on Westmoreland Rd & Willey St are locked every day from 8.45am to 3.15pm (2.45pm on Wednesdays). The only entry point between 8.45am and 3.15pm is via the School Office on Willey St. During this time you must check with office staff to gain access to the school and grounds.

ROLE OF PARENT / CARER IN THE SCHOOL COMMUNITY

As a parent / carer in St Bernadette's School Community you have a very important role to play. We ask that you recognise the important contribution you have to make!

We wish to work with you for your child by:



- ❖ being equal partners in the learning
- ❖ engaging together for your child's learning
- ❖ being a model for your child on how to live and how to learn

Practical ways we can work together to engage in your child's learning include:

- ❖ learning with your child at home
- ❖ encouraging your child's reading, join the local library with your child, visit our school library after school
- ❖ making time to talk to your child's teacher when you have a concern
- ❖ attending Learning Conversations
- ❖ helping with excursions, swimming and sport programs
- ❖ Using Seesaw to see your child's learning progress in real time.

As a parent/carer you are welcome to be involved in the many activities that are part of the school including:

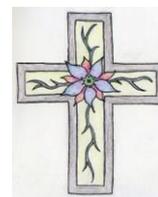
- ❖ Learning helpers
- ❖ Joining our Parents in Partnership Group
- ❖ 2nd hand uniform shop
- ❖ Canteen helpers
- ❖ Fundraising
- ❖ Evodia Discovery Centre assistance
- ❖ Attending School Excursions/Incursions
- ❖ Providing your expertise to students in the learning spaces

All parents who help in the school must have a current Working with Children Check and sign the school Code of Conduct.

Applications are available online:

www.workingwithchildren.vic.gov.au

CURRICULUM



Religious Education

The Religious Education Program at St Bernadette's complements the faith development that you have begun and are continuing with your child. Faith/Life Inquiry lessons are taught at every year level, with all children participating in the program. The curriculum is planned, taught and assessed in accordance with the RE Curriculum Framework from the Melbourne Archdiocese Catholic Schools Ltd (MACS). We endeavour to support your child on their faith journey by helping them make connections between what is relevant in their world and the Catholic Tradition. Students are encouraged to live out the messages from bible stories in their daily lives.

Learning and Teaching- Victorian Curriculum

St Bernadette's implements the Victorian Curriculum. The curriculum is designed so set knowledge and skills are developed and transferred across learning areas. At St Bernadette's we use this curriculum to plan and assess student learning and progress and to report to parents. The curriculum is structured into Learning Areas, Capabilities and Cross-curriculum Priorities.

The Learning Areas

The Arts

*Dance

*Drama

*Media Arts

*Music

*Visual Arts

*Visual Communication Design

English

Health and Physical Education



The Humanities

- *Civics and Citizenship
- *Geography

- *Economics and Business
- *History

Language

- *Italian

Mathematics

Science

Technologies

- *Design and Technologies
- *Digital Technologies

Capabilities

These capabilities with their own set of discrete knowledge and skills are taught explicitly in and through the learning across the curriculum.

- *Critical and Creative Thinking
- *Ethical
- *Intercultural
- *Personal and Social

Cross-curriculum Priorities

Learning about the Cross-curriculum Priorities that are embedded in the Learning Areas.

- *Aboriginal and Torres Strait Islander histories and cultures
- *Asia and Australia's engagement with Asia
- *Sustainability



ST BERNADETTE'S SCHOOL FEES AND LEVIES

School Fees

School fees for 2022 are as follows - \$1200.00 per family per year. The fee may be paid by arrangement with the school office where you will be asked to complete a Fee Payment Plan to suit your family needs.

Education Levies

Education Levies are set at \$300.00. This covers the costs of stationery, materials, ICT resources and equipment, subject levies and excursions.

Direct Debit and Credit Card payment options are available. Please collect a form from the office, if you wish to pay school fees in this way.

HCCF (Health Care Card Factor)

To ensure we receive the correct Federal and State Government funding it is extremely important that you notify us if you hold a current Concession Card. Families with concession cards are eligible to apply for CSEF.

Camps, Sports & Excursions Fund (CSEF)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps, sports and excursions.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year will be paid for eligible primary school students. This applies to all families with a Health Care Card.



SCHOOL UNIFORM AND CLOTHING

All children are asked to wear full school uniform, clearly marked with their name, so if lost it can be returned to them.

Summer

- ❖ Burgundy school hat with logo
- ❖ Dark grey shorts
- ❖ White short sleeved shirt with logo
- ❖ White or burgundy socks
- ❖ Black leather shoes
- ❖ Burgundy windcheater with school logo
- ❖ School dress
- ❖ Hair accessories are to be white, black or burgundy only



Winter

- ❖ Dark grey pants
- ❖ Burgundy windcheater with school logo
- ❖ White long sleeved shirt with logo
- ❖ Black leather shoes with white or burgundy socks
- ❖ Girls have the option of wearing a grey tunic, long sleeved white shirt with logo and burgundy stockings or grey pants with long sleeved white shirt and logo
- ❖ Jacket



Sports Uniform

- ❖ Short or long sleeve white polo top with logo
- ❖ Burgundy shorts
- ❖ Tracksuit pants
- ❖ Windcheater with logo
- ❖ Lace up runners
- ❖ White or burgundy socks



Other Accessories - Compulsory

- ❖ School bag - burgundy with white logo
- ❖ Library bag - burgundy with white logo
- ❖ Black reader cover - provided by the school
- ❖ Blue school information folder - provided by the school

UNIFORM RULES

- ❖ Tracksuits and runners are part of the school sports uniform and therefore should only be worn on sports days.
- ❖ Hair is to be worn neat & tidy at all times. Shoulder length hair must be tied back. Hair is to be tied with burgundy, black or white hair ties. Hair is to conform to reasonable social & health standards.
- ❖ Cosmetics, including nail polish, are not to be worn at school.
- ❖ Stud earrings and sleepers worn in the ears and watches are the only acceptable jewellery (one per ear only).
- ❖ If children are unable to wear their school uniform for any reason, a note signed by their parent/carer informing the teacher is required.



Hat Policy

During Terms 1 and up to the end of May and beginning from 1st September until end of Term 4, it is **compulsory** for all children to wear a school hat when they are outside as we are a Sunsmart School. Those children who are not wearing a school hat will be unable to play in the sun and will be required to remain in the shaded areas of the yard. Please note that no other hats are allowed to be worn.

Lost Property

Parents are requested to have **all articles of clothing clearly marked with their child's name**. Please train your child to look after his/her own belongings. Lost property is kept in a basket in the administration area and you are able to check with the office at any time if your child/children has lost something.

Purchase of Uniforms

Uniforms may be ordered and then purchased from the office. Some second hand uniform is also available but can be limited in some sizes, please check with office staff.

GENERAL INFORMATION

School Dates For 2022

School commences for all children Year P – 6 on Tuesday 1st February from 8.45am to 3.30pm.



Preps 2022

Day	Start and Finish Time
Tuesday 1 st February	8.45am – 3.30pm
• Wednesday 2nd February	NO SCHOOL FOR PREPS
Thursday 3 rd February	8.45am – 3.30pm
Friday 4 th February	8.45am – 3.30pm
• Wednesday 9th February	NO SCHOOL FOR PREPS
• Wednesday 16th February	NO SCHOOL FOR PREPS
• Wednesday 23rd February	NO SCHOOL FOR PREPS

Preps will begin Tuesday 1st February at 8.45am.

- ❖ Tuesday 1st February, Prep students attend from 8.45am – 3.30pm
- ❖ On the Wednesdays highlighted, Prep testing will be conducted
- ❖ You will receive an appointment time
- ❖ Preps attend for a full week from Monday 28th February

Child Safety

The safety of the children in our care is extremely important to the entire school community of St Bernadette's. Anyone who enters the school between 8.45am and 3.15pm must enter via the school office. If you need to collect your child before the end of the school day eg: for an appointment/emergency, you must do so at the office ensuring you sign out your child properly. Please ensure the office is informed of all members collecting your child at the end of the school day. To ensure we comply with the new legislation related to "Child Safety" all parents wishing to assist within the school or at excursions are required to hold a current Working with Children's Check and

must sign the Code of Conduct. This minimizes the risk to all children and maximizes a child safe environment for your child. The Child Safety Policy, student friendly Child Safety Policy, Professional Code of Conduct – Community and Visitors, Student Code of Conduct and Reporting Obligation and Child Safety Commitment Statement may be found on the school website: www.stbsunshinenth.catholic.edu.au

Parents holding a Working with Children Check must list St Bernadette's School as a place they volunteer at.

Children Leaving Premises

No children are permitted to leave the school grounds at any time unless parents or an authorized person(s) are with them.

Absences From School

GoodHealth is vital to school progress. Please do not send your child to school if he/she is unwell. Please notify the teacher/office by phone on 9311 8872 or email admin@stbsunshinenth.catholic.edu.au by 9.30am to advise us of your child's absence.

Unexplained Absences

Student attendance at schools has become an area of focus and review for the Victorian Government. To ensure the safety and wellbeing of all students, parents or carers will be responsible for contacting the school on the day of an expected absence to inform or provide the school with an explanation for absence. This must be done prior to the commencement of the school day. In the event that the parent or carer does not contact the school, the school will attempt to contact the parents or carers that morning. In the first instance this will be done via an automated message. Where no response is received by the parents or carer that morning, a subsequent phone call will be made to seek an explanation. In the event that contact cannot be made with the parents or carers the school will attempt to communicate with the emergency contact nominated on the student's file.

Where there is no response and there are concerns for the safety and welfare of the student contact may be made with the Victorian Police.

Anti-Bullying Policy

St Bernadette's provides a positive culture where bullying is not accepted, and in so doing, all in the school community will have the right to be respected, the right to learn or to teach, and a right to feel safe and secure in their school environment. The school's Anti-bullying Policy may be found on the school's website, under "Student Wellbeing".

Collecting Your Child from School

Please ensure that your child knows who will be collecting him/her from school as this will assist us immensely in the event you are delayed. If these arrangements change please contact us to advise of the new details.

Evodia Discover Centre (EDC)

The Evodia Discovery Centre is the school's library and resource centre. You are asked to purchase a school library bag to keep books safe and clean. If books are lost or damaged, families will be asked to pay for a replacement. The EDC is open after school to parents and students on Mondays, Thursdays and Fridays.



Accidents / Illness

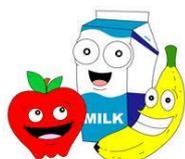
When a child is sick or injured in an accident, the parents (or carer nominated by the parent) will be contacted so the child can be taken home; therefore it is most important that all details on the child's emergency file are kept up to date. It is imperative that you notify the office promptly of any change of address, phone numbers, name of contact person etc.

Immunisation Requirements

By law, you must provide an immunisation status certificate to the school when enrolling your child. This certificate can be obtained by phoning 1800 653 809 or emailing

acir@medicareaustralia.gov.au or from
www.medicareaustralia.gov.au/online

Canteen



The school canteen operates on Monday, Thursday and Friday between 2.00 – 2.30pm. Lunch orders are to be placed in the lunch order box in class each morning and given to the class teacher written on a paper bag with child's details, order and money.

Paying Money to the School

At various times parents are asked to buy raffle tickets, book club or contribute to Mission Day activities etc. Money (exact change if possible) should be forwarded to the school in an envelope clearly marked with the child's name, grade and the reason for the payment.

Tissues

Please provide your child with 2 large boxes of tissues on the first day and these will be kept for children's use in the classroom.

Art Smocks

Please supply your child with an art smock to protect his/her school clothes. This can be an old oversized shirt as long as it covers most of your child's school uniform; this should also be clearly labelled with your child's name.

Excursions

Excursions including camps and swimming are an important part of the school program and each excursion is an educational experience designed to complement classroom learning. Attendance at



excursions is compulsory.

Swimming Program

Children in Prep – Year 4 participate in a compulsory swimming program. Children wear bathers under their uniform and must also bring a towel and underwear in a waterproof bag. Please make sure that all clothing is **CLEARLY LABELLED**. The children swim in a heated indoor pool and are instructed by qualified swimming instructors.

Communication

Seesaw

St Bernadette's uses a digital portfolio to share their learning through the app, Seesaw. Seesaw is an app that empowers students to independently document their learning using built-in tools, and provides an authentic audience for their work. Seesaw gives students a place to communicate an understanding of their learning, be creative and learn how to use technology in a safe online environment.

How does Seesaw work?

Each student will have their own journal set up in their 'Class' and they will be able to add things to it, like photos, videos, drawings, or notes. Students can import directly from popular apps, like Google apps and Pic Collage, into Seesaw.

Seesaw allows us to share a range of files (jpg, png, mov, mp4, pdf, etc.) that may be larger than our emails would allow. This will be of enormous benefit for assessments, feedback, support and daily learning.

What are the benefits?

Students	Families	Teachers
<ul style="list-style-type: none">• Encourages deeper learning and	<ul style="list-style-type: none">• Receive instant notifications about student	<ul style="list-style-type: none">• Work appears "live" so that feedback is able to be more

<p>reflection.</p> <ul style="list-style-type: none"> • Students can share their work with other students and respond to work. • Opportunities for students to collaborate with teachers and other students. • Easy to use – even Prep students have used Seesaw independently! • Develops digital citizenship skills in a managed environment. 	<p>learning and feedback from teachers.</p> <ul style="list-style-type: none"> • Accessible from any device, anytime, anywhere. • Files are able to be uploaded that would be too large to email. • Can be shared with family members. • Families can download their child's learning 	<p>immediate and relevant to our students.</p> <ul style="list-style-type: none"> • Teachers will be able to provide feedback using a range of tools. • Teachers can assign “Activities” for the students to complete, allowing them to monitor progress throughout the year. • Teachers can use Seesaw to support student learning (video tutorials, links to documents, etc).
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How do I access Seesaw?

On a computer at <https://web.seesaw.me> or download the ‘Seesaw Family’ App on your phone or iPad.

How teachers use Seesaw?

Teachers use Seesaw to assign “Activities” to show student learning. Tasks will either be ongoing learning, practise tasks, assessment or final published work. Once students have submitted a task, teachers will approve all tasks before posting to their journal for families to see. Some tasks will receive a like by the teacher, indicating the teacher has seen it. Other tasks may have more detailed feedback depending on the task and its purpose. This will allow families to see a wide variety of the learning being completed by their child.

What about the families?

Once your child’s class has been set up at the beginning of the year you will be notified by the teacher via email/letter. With this email/letter comes an invitation which will allow families to follow their child’s Seesaw journal. Families must download the “Seesaw Family” Seesaw app to access this. Once families have successfully joined their child’s journal they will be able to see the posts in their journal, give feedback, be notified about new posts



and receive announcements from teachers and the school. All data is safe and secure. For more information about privacy please see: <https://web.seesaw.me/privacy-policy/>

Would you like more information?

For more information, please go to:

<https://web.seesaw.me/parents/>

School Newsletter and Calendar

The Newsletter is sent home every second Wednesday. Parents are asked to ensure they receive and read their copy. It is also displayed on the school website. Many of the day-to-day events are listed on the calendar so this is an important way of ensuring you know about happenings in and around the school. The newsletter will also advise parents about important news and updates.

Special Newsletters also come home throughout the year: - at the beginning and at the end of the term; such as Level Newsletters, Religious Education Newsletters, Italian Newsletters and other important news. Be sure to check for newsletters in your child's blue school information folder or bag. Newsletters may also be found on the school website.

Level Newsletter

Level Newsletters give families an outline of the learning and teaching for the term. Each level distributes a newsletter in the first weeks of each term. This also includes: teacher emails, special dates and Specialised Teaching days.

Reports and Learning Conversations

Written Reports are a formal document informing parents and carers of their child's progress and are distributed twice yearly in June and in December. The learning on Seesaw complements these reports.

Learning conversations are scheduled throughout the year. Generally these times are at the beginning of the year for “Meet and Greet” or Year Level Conversation, in June, after reports have been distributed and again in December when parents and/or teachers may request a further learning conversation.



If at any point you require additional feedback about your child's learning be it academic, social, emotional or behavioural you can request an appointment with the class teacher or a leader in the school.

Learning at Home Policy

The policy for 'Learning at Home' was developed with the school community after consultation with parents, staff and students. This policy was developed to acknowledge that successful learning occurs best when children are engaged,



have their individual differences recognised and are involved in dialogue that supports their learning. At St Bernadette's we can create this success through the change from a traditional model of homework (one size fits all), to a model

of 'Learning at Home', where the materials and tasks sent home are based around the recognition of the individual learning needs and interests of the students. In 2015 the Learning at Home Policy was launched and shared with the school community and is now being practiced.

Parking

Parents/Carers are asked to pay particular attention to the supervision of your child/children and are asked to park your car and walk them to and from the school. Parking restrictions apply in both Willey Street and Westmoreland Road and Brimbank Council parking officers attend the school regularly to issue fines to those who do not obey parking signs. Please

do not stop your car on the school crossing in Westmoreland Road, unless directed to do so by the crossing supervisor.

Secondary Schools

A child who attends a Catholic Primary School does not automatically obtain a place in a Catholic Secondary School. Families must apply directly to the Catholic Secondary School of their choice.

The timing for the Year 7 enrolments for 2023 intake has not been advised to apply to a Catholic Secondary School of their choice.

HEALTH & WELLBEING

Healthy Eating and Brain Food Snacks

At St Bernadette's we aim to support the health and wellbeing of all members of the school community, by promoting healthy eating and physical activity as a regular part of the school day. If we all work together, we can create a wonderful healthy school community! **To support this, all children are required to bring a small amount of fruit for their 10am and 2pm recess break.**

Birthdays

At St Bernadette's, we know how important it is to celebrate this special day. Birthday cakes, lolly bags or other foods are not to be sent to school. When it's your child's birthday, the class will sing "Happy Birthday" and the teacher will give them special stickers.

Medication

If your child needs to take medication at school, a Medication Form is available from the office and should be completed detailing the dosage as well as times to administer. This form must be signed by the parent/carer and the pharmacy label

on the medication must clearly show the child's name and dosage.

Infectious Illnesses

When children contract an infectious illness such as German Measles, Chicken Pox, etc, please ring the school and let us know immediately to ensure the safety of the other children and staff at the school.

Asthma

If your child suffers from Asthma please ensure their 'Annual Asthma Plan', signed by their doctor is provided to the school with their current medication. Forms are available from the office. All staff must undertake asthma training which is renewed annually. The school has a policy, action plan and procedure for each child, including first aid response and medication storage, to ensure the wellbeing of all students. **All students with Asthma are required to bring their own inhaler and spacer to school to be kept in a clearly labelled bag in the learning space.**

Anaphylaxis

There are several children at school who suffer severe allergic reactions when exposed to various forms of food, plants, bites and stings. The Australian Society of Clinical Immunology and Allergy (ASCI) does not recommend a total ban of certain food stuffs, which is based on the premise that for school age children, an essential step is to develop strategies for avoidance in the wider community as well as at school. All staff must undertake anaphylactic training and it is renewed annually. The school has a policy, action plan and procedure for each child, including first aid response and medication storage, to ensure the wellbeing of all students. Please visit www.allergy.org.au for more information.

Before and After School Care: Camp Australia



Before School Care operates from 6.30am until 8.30am and After School Care operates from 3.30pm (3.00pm Wed) until 6.00pm. Places are available on a permanent or casual basis.

Camp Australia co-ordinates and operates the Out of School Hours Program. Contact details are:
1300 105 343 or www.campastralia.com.au

Prized Possessions

It would be appreciated if expensive or 'treasured' possessions - toys, computer games, expensive watches, etc - are not brought to school. Mobile phones are to be switched off and handed to the office each morning and collected each afternoon. The school takes no responsibility for items like these that are lost or stolen.

Behaviour Management

Students achieve greater outcomes in their learning when they are in a safe and supportive learning environment. Behaviour management is approached through Social and Emotional Learning (SEL), guidelines for behaviour that are developed in each learning area at the beginning of the year, and restorative practices that focus on repairing relationships when things go wrong.

