

# PRINCIPAL'S MESSAGE

Welcome to St Bernadette's Primary School. I hope that you find this booklet a great source of information and a 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. 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 a supportive and caring 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

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# **SCHOOL and PARISH DETAILS**

## **ST BERNADETTE'S SCHOOL**

Name: St Bernadette's Primary School  
Address: 2 Willey Street  
North Sunshine 3020  
Telephone: 9311 8872  
Email: [admin@stbsunshinenth.catholic.edu.au](mailto:admin@stbsunshinenth.catholic.edu.au)  
Web: [www.stbsunshinenth.catholic.edu.au](http://www.stbsunshinenth.catholic.edu.au)  
Principal: Mr Brendan Gill

## **ST BERNADETTE'S PARISH**

Parish Priest: Fr Silvio Bezzina MSSP  
Parish Phone: 9311 2977  
Parish email: [sunshinenorth@cam.org.au](mailto:sunshinenorth@cam.org.au)

# 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**

## MISSION

### **Catholic Identity**

*Our words and actions reflect the lived Catholic faith, history and traditions.*

### **Learning and Teaching**

*Every learner is known in all aspects of their learning, their interests and talents.*

*Learners experience success and are supported with high expectations.*

### **Student Wellbeing**

*All students demonstrate a growth mindset where they are empowered to take ownership and responsibility for their learning and their relationships.*

### **Leadership**

*A learning community that values trust and feedback and celebrates collegiality, collaboration and learning, to grow and improve outcomes.*

### **Community Engagement**

*Teachers, families and community members partnering to enhance student outcomes in learning and wellbeing.*



Melbourne Archdiocese  
Catholic Schools

## Governance Statement

### ***MACS Governance Statement***

*St Bernadette's Catholic Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).*

*MACS governs and operates Catholic schools in the Archdiocese to continue the mission of Catholic education to proclaim the Good News and equip our young people with the knowledge, skills, and hope to live meaningful lives and enrich the world around them.*

*Because the good work of educating the young is a co-responsible task led by every member of the Catholic school community, School Advisory Councils have been established to provide a crucial point of connection between the wider school community and school leaders. This governance model was designed to ease the administrative burden on our schools and parishes, allow parish priests to focus on the mission of education in the parish, enable greater collaboration between schools and ensure greater consistency in school policies and procedures.*

*More information about MACS is available at [www.macs.vic.edu.au](http://www.macs.vic.edu.au).*

## **DEMOCRATIC PRINCIPLES**

At St Bernadette's Catholic Primary School, Sunshine North we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic support and promote the principles of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Through our curricular and extracurricular programs, St Bernadette's will prepare our children to become citizens who will preserve and shape democracy in the future . Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

## **AGREED WAYS**

At St Bernadette's Catholic Primary School, Sunshine North we promote the following AGREED WAYS as a summary of our Student Behaviour Expectations. Each year and every term, these are discussed with students to ensure their understanding of these expectations.

1. Follow directions
2. Listen to the speaker without interruption
3. Speak appropriately
4. Treat property and the environment with care
5. Move safely around the school
6. Keeping hands and feet to self

# VALUES

Welcome  
Honesty  
Equity  
Faithfulness

Respect  
Empathy  
Inclusion  
Collaboration



## VALUES FOR AUSTRALIAN SCHOOLING

### Care and Compassion

Care for self and others

### Doing Your Best

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

### Fair Go

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

### Freedom

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

### Honesty and Trustworthiness

Be honest, sincere and seek the truth

### Integrity

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

### Respect

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

### Responsibility

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

### Understanding, Tolerance and Inclusion

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

CHARACTER IS DESTINY

— George Eliot

## **SCHOOL TIMETABLE - PLEASE NOTE CHANGES**

8.45am School commences

10.00am Brain food break

10:50am - 11.35am Lunchtime

11.35am - 11:50am Eat Lunch

1:45pm - 2.15pm Recess

3.15pm Dismissal

Assembly 2.45pm – 3.15pm Wednesday – all welcome

Please note - supervision is provided for children 8.30am till 3.30pm.

**School Office Hours** - 8.30am – 4.00pm (Monday - Friday)

### **Term Dates – 2024**

Term 1 Wednesday 31st January - Thursday 28th March

***(ALL students begin Wednesday 31st January at 8.45am)***

Term 2 Monday 15th April – Friday 28th June

Term 3 Monday 15th July – Friday 20th September

Term 4 Monday 7th October – Tuesday 17th December

To assist with the acquittal of time in lieu that teachers accrue for working outside normal hours, there will be no school on Friday 26th April(day after ANZAC Day) and Monday 4th November(day before Cup Day).

***See next page for more information on Prep times for 2024***

## SCHOOL DATES FOR PREP - 2024

School commences for **ALL** children on Wednesday 31st January 2024 at 8.45am.

Day	Start and Finish Time
Monday 29th January	Staff Development Day - <b>NO SCHOOL</b>
Tuesday 30th January	Staff Development Day - <b>NO SCHOOL</b>
Wednesday 31 <sup>st</sup> January	8.45am – 3.15pm
Thursday 1st February	8.45am – 3.15pm
Friday 2nd February	8.45am – 3.15pm
<b>* Wednesday 7th February</b>	<b>NO SCHOOL FOR PREPS - ASSESSMENTS - <i>By appointment</i></b>
<b>* Wednesday 14th February</b>	<b>NO SCHOOL FOR PREPS - ASSESSMENTS - <i>By appointment</i></b>
<b>* Wednesday 21st February</b>	<b>NO SCHOOL FOR PREPS - ASSESSMENTS - <i>By appointment</i></b>
<b>* Wednesday 28th February</b>	<b>NO SCHOOL FOR PREPS - ASSESSMENTS - <i>By appointment</i></b>
<b>Monday 4th March</b>	<b>PREPS ATTEND FULL TIME</b>

### **\* Prep Assessments**

On the Wednesdays indicated, Prep assessments will be conducted by the classroom teachers. These will be conducted individually.

Parents/carers will receive an appointment time.

Preps attend full-time from Monday 4th March 2024.

# **ST BERNADETTE'S SCHOOL FEES AND LEVIES**

## **School Fees**

School Fees for 2024 are \$1300.00 per family. 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 for 2024 are \$350.00 per child. 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.

## **Health Care Card (HCC)**

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 the Camps, Swimming and Excursion Fund and the Concessional Fee Policy(CFP).

## **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 concession card or temporary foster parents are eligible to apply. \$150 per year will be paid for eligible primary school students. This applies to all families with a Health Care Card.

## **Concessional Fee Policy (CFP)**

MACS primary schools will provide fee concessions to families of students experiencing financial hardship, who would otherwise be impeded from receiving a Catholic education. It acknowledges the need for families to meet their school fee obligations according to their capacity to pay, while providing a consistent approach to school fee concessions across all MACS primary schools.

Concessional school fees are available to any family that meets the below eligibility criteria:

1. of Aboriginal or Torres Strait Islander heritage
2. holding a HCC and eligible for CSEF
3. experiencing severe financial hardship
4. holding a DVA Gold Card
5. identified as refugees and holding an ImmiCard is strongly encouraged to apply for concessional school fees.

The concessional school fee rates for 2024 are as follows:

- 1 child: \$780 per annum (\$15/week over 52 weeks)
- 2 children: \$1,196 per annum (\$23/week over 52 weeks)
- 3+ children: \$1,560 per annum (\$30/week over 52 weeks).

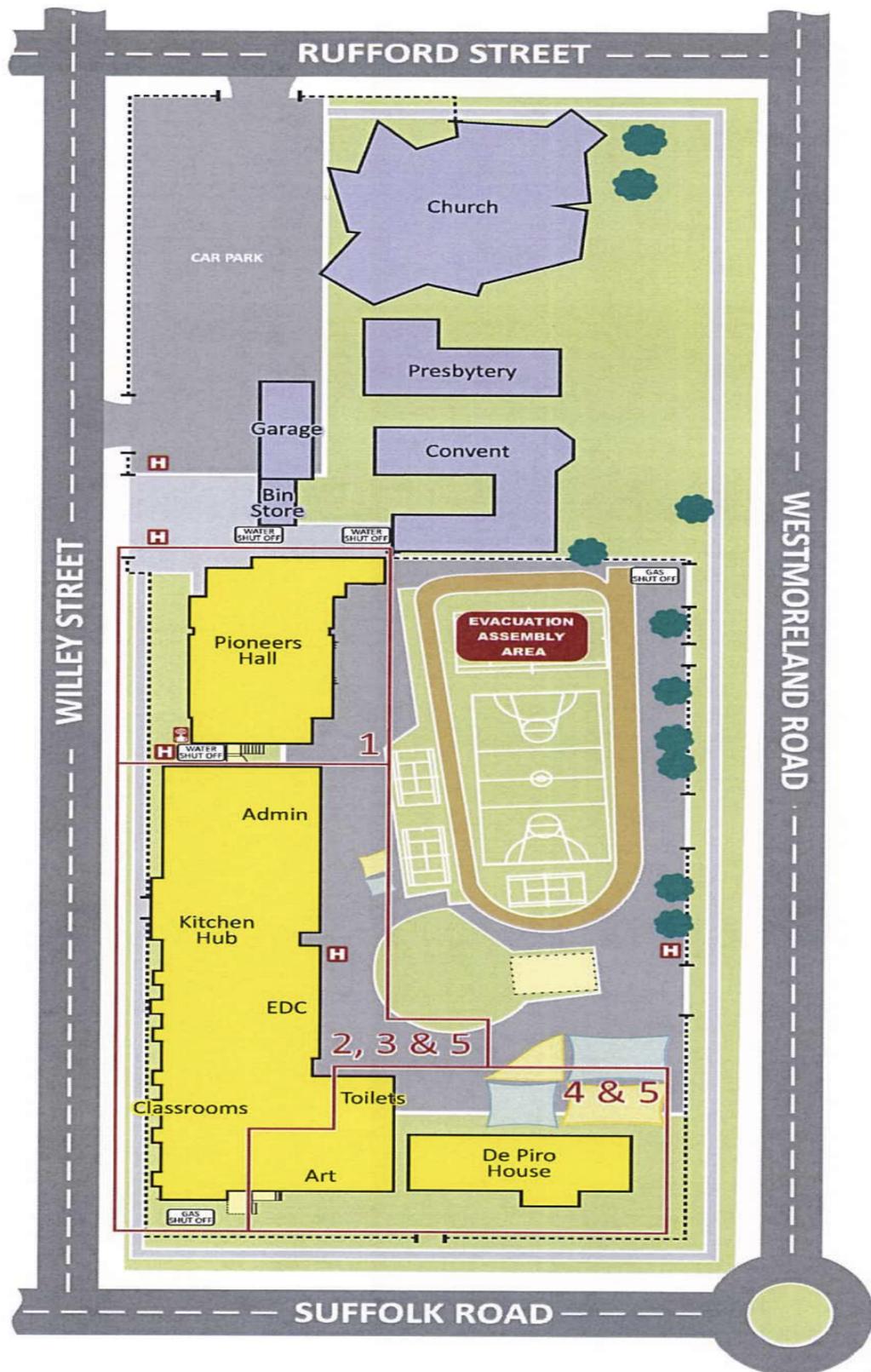
The above fees cover both tuition fees and levies.

Application Forms for the Concessional Fee will be sent out to families at the time of billing.

## **Paying Money to the School**

At various times parents are asked to buy raffle tickets, book club or contribute to fundraising 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.

# SCHOOL MAP



## **De Piro House**

In this building are the Prep learning spaces. In the mornings, children are encouraged to place their bags on the decking outside the rooms. When the music goes, they line up outside their doors.

## **Pioneers Hall**

Our weekly assembly is held in the Pioneers Hall. This is also where we hold whole school gatherings, such as Mothers' Day and Fathers' Day celebrations.

## **Evodia Discover Centre (EDC)**

The Evodia Discovery Centre is the school's library and resource centre. Children have the opportunity to borrow regularly from the library. To keep books safe and clean, parents/carers are asked to purchase a school library bag.

## **Canteen**

The school canteen operates on Monday, Thursday and Friday for lunches and on these days between 2.00 – 2.15pm for students to purchase small items. 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 the child's details, order and money.

## **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. 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.

## **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 these times is via the School Office on Willey St.

## **ENGAGEMENT OF PARENTS & CARERS IN THE SCHOOL**

As a parent/carer in St Bernadette's School Community you have a very important role to play. We, as a school, recognise the important contribution you make, and we look forward to working with you while your child is at St Bernadette's!

### **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
- fundraising
- attending School Liturgies/Masses/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](http://www.workingwithchildren.vic.gov.au)*

# LEARNING 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

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

## 1) The Learning Areas

### The Arts

- \*Dance
- \*Music
- \*Drama
- \*Visual Arts
- \*Media Arts
- \*Visual Communication Design

### English

### Health and Physical Education

### The Humanities

- \*Civics and Citizenship
- \*Geography
- \*Economics and Business
- \*History

### Languages Other Than English (LOTE)

- \*Italian

### Mathematics

### Science

### Technologies

- \*Design and Technologies
- \*Digital Technologies

## 2) The 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
- \*Intercultural
- \*Ethical
- \*Personal and Social

## 3) The 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

## **EXTRA CURRICULAR ACTIVITIES**

### **Excursions**

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

### **Swimming Program**

Children in Prep – Year 4 participate in a compulsory swimming program. The children swim in a heated indoor pool and are instructed by qualified swimming instructors.

Children wear bathers under their sports uniform and must also bring a towel and underwear in a waterproof bag. Please make sure that all clothing and towel is **CLEARLY LABELLED**.

### **Community Kitchen Garden and Cooking**

The school has its own vegetable garden and community kitchen. During the year, small groups of children learn about planting and caring for a vegetable garden. What is grown in the garden is then used in the kitchen to create healthy eating opportunities for the children. They learn about composting, watering, healthy food and healthy eating.

### **Production**

Every 3 years the school performs a production involving all students. In recent years, the school has performed *Seussical the Musical*(2019) and *The Lion King Jnr*(2022). Students have the opportunity to audition for the various parts in the show. During Inquiry learning, the children also learn about various aspects of staging a production, which may include storytelling, literature, and design.

# **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.**

Uniforms may be ordered and purchased from the office. Some second hand uniforms are also available from the office but can be limited in some sizes. Please check with office staff.

## **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
- Grey tunic and burgundy stockings
- White long sleeved shirt with logo
- Burgundy windcheater with school logo
- Black leather shoes with white or burgundy socks
- 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

- School Beanie
- School bag - burgundy with white logo - **COMPULSORY**
- Library bag - burgundy with white logo - **COMPULSORY**

## UNIFORM EXPECTATIONS

- Tracksuits and runners are part of the school sports uniform and 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 eg. nail polish, make-up 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 1<sup>st</sup> 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.

## **CHILD SAFETY, WELLBEING AND HEALTH**

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 and Wellbeing" 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 school's Code of Conduct. This minimises the risk to all children and maximises a child-safe environment for all children.

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](http://www.stbsunshinenth.catholic.edu.au)

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

# Victoria's Child Safe Standards

## Plain language summary

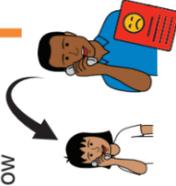
**1** Your organisation welcomes Aboriginal children. You support them to express their culture and to enjoy their rights. You don't allow racism.



**4** Your organisation tells families and the community about what you do, and how you keep children safe from harm and abuse. You help families to have a say and to take part in decisions that affect their child.



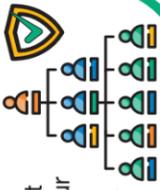
**7** Children and their families know how to make a complaint and what happens when a complaint is made. Your staff know how to respond properly to complaints.



**10** Your organisation checks and improves the ways you keep children safe from abuse and harm.



**2** Child safety is important to everyone at all levels in your organisation. You document how you find, avoid, and stop risks of child abuse or harm.



**5** Your organisation understands that every child is different and has different needs. You make sure that they can get the information and help that they need.



**8** Your organisation trains and supports staff to keep children safe from abuse and harm. Your staff know the signs of child abuse and harm and what to do if there are issues of abuse and harm.



**11** Your organisation has written policies about how you keep children safe from abuse and harm. They are easy to understand, and all staff follow them.



**3** Your organisation supports children to know their rights to be safe from abuse, informed, and involved. You help them to talk openly and take part in decisions that affect them.



**6** Staff know what they must do to keep children safe from abuse and harm. They record, report, and share information about child safety when they should. Staff who work with children have had the background checks they need.



**9** Your organisation makes sure children are safe when they use your services, settings, and activities. This includes when children are online.



For more information, contact the Commission for Children and Young People  
[www.cccyp.vic.gov.au](http://www.cccyp.vic.gov.au)



COMMISSION FOR CHILDREN AND YOUNG PEOPLE

## **Absences From School**

Good health 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](mailto:admin@stbsunshinenth.catholic.edu.au) by 9.00am 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 contacts nominated on the student's file. Where there is no response and there are concerns for the safety and welfare of the student, contact will be made with the Victorian Police.

## **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.

## **Children Leaving Premises**

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

## **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.

## **Promoting Positive Behaviours**

Students achieve greater outcomes in their learning when they are in a safe and supportive learning environment. Positive Behaviours are promoted through:

- our Social and Emotional Learning (SEL) program
- our 6 agreed ways, which include:
  1. Follow directions
  2. Listen to the speaker without interruption
  3. Speak appropriately
  4. Treat property and the environment with care
  5. Move safely around the school
  6. Keep hands and feet to self
- guidelines for behaviour that are developed in each learning space at the beginning of the year
- restorative practices that focus on repairing relationships when things go wrong.

## **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".

## **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.**

## **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](mailto:acir@medicareaustralia.gov.au) or from

[www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)

## **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.

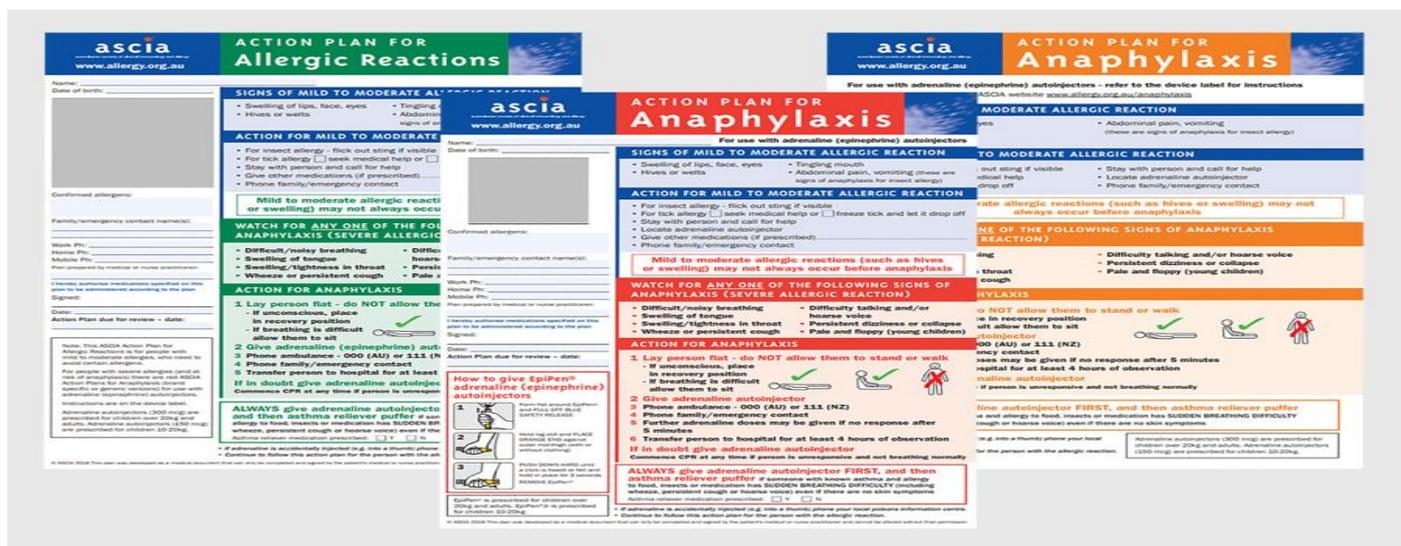
# Asthma

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 (ASCIA) 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](http://www.allergy.org.au) for more information.



# **COMMUNICATION**

## **Seesaw**

St Bernadette's uses the app Seesaw as a digital portfolio to develop and share student learning. Seesaw is an app that empowers students to independently document their learning using built-in tools. 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. Parents and carers have the opportunity to view daily learning activities. The Learning Assessment Portfolio within Seesaw contains key assessment, rubrics and learning tasks that complement the child's semester reports.

## **Operoo**

St Bernadette's uses the app Operoo to distribute forms, collect consent and signatures and safely share medical data with staff members. Newsletters, permission/consent forms, medical details and school news are communicated through this platform. It is important that your child's medical and emergency information is up to date, especially when attending excursions and camps. Operoo assists with this process.

## **Staff Emails**

Each staff member has a personalised email address, and parents are encouraged to use this to contact their child's teacher or staff member as needed. The format of the email is as follows:

John Smith - [jsmith@stbsunshinenth.catholic.edu.au](mailto:jsmith@stbsunshinenth.catholic.edu.au)

Brendan Gill - [bgill@stbsunshinenth.catholic.edu.au](mailto:bgill@stbsunshinenth.catholic.edu.au)

## **School Newsletter and Calendar**

The Newsletter is sent home every second Wednesday via Operoo. 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. Please make sure you check Operoo for the School Newsletter.

### **Level Newsletter**

Level Newsletters give families an outline of the learning and teaching for the term. Each level distributes a Level Newsletter via Operoo in the first weeks of each term. This also includes: teacher emails, special dates and specialist 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: 1) at the beginning of the year for "Meet and Greet" or Year Level Conversation; 2) in June, after reports have been distributed and 3) 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**

Learning at Home acknowledges 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.

## **GENERAL INFORMATION**

### **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.

### **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.

### **Prized Possessions**

Expensive or 'treasured' possessions, eg. 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 if they are lost or stolen.

### **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.

Enrolment dates for students in Year 5 in 2024 who will be starting Year 7 in 2026 will open on Monday 29th January 2024. Applications will close on Friday 16th August 2024.

### **Tissues**

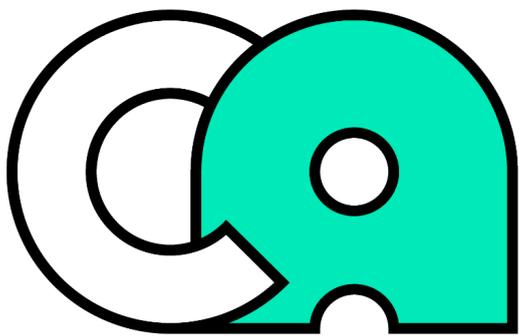
Please provide your child with 2 large boxes of tissues on the first day and these will be kept for children's use in the classroom.

## **Before and After School Care: Camp Australia**

Before and after 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 coordinates and operates the Out of School Hours Program. Contact details are:

1300 105 343 or [www.campastralia.com.au](http://www.campastralia.com.au)



# **Camp Australia**

**Guiding children's growth**

If you have any questions regarding what is in this booklet, please contact the school on 9311 8872 or email [admin@stbsunshinenth.catholic.edu.au](mailto:admin@stbsunshinenth.catholic.edu.au).

***GOD LOVES US - LET US LOVE GOD***

***ST BERNADETTE - PRAY FOR US***

# NOTES

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