

St Paul Apostle South School

Endeavour Hills



One Family

Parent Handbook

St. Paul Apostle South School Prayer

Father in Heaven,
We come together as one family.
We follow in the footsteps of St. Paul.
We seek each day to share the
message of Jesus.
We will encourage others and strive
to do our best.
Forgive us for doing wrong and help
us to make good choices.
We will look after the beautiful world
we live in, showing respect for
ourselves and others.
Father in Heaven hear our prayer.

Vision and Mission Statement

At St Paul Apostle South School:

We are guided by the teachings of Jesus Christ and we respond to today's world in the light of the Catholic tradition.

We are committed to nurturing the whole person so that our students become responsible and connected local and global citizens.

We strive to learn continuously in order to best meet the needs of our students in the 21st Century.

We respect the dignity of each member of our school community by appreciating the diversity of language, culture and faith.

School Profile

St Paul Apostle South School is located in William Hovell Drive, Endeavour Hills within the City of Casey. The school shares the site with the parish facilities including the church and is situated in a quiet, safe, residential area behind the Endeavour Hills shopping complex.

Strong Educational Philosophy The school has a strong educational philosophy and mission and vision statements that reinforce the importance of building a school community based on clear religious, moral and academic principles. There is a strong sense of partnership within the school involving the parish, school and home, which contribute to a learning environment that encourages and supports all students. The contribution of parents to the life of the school is highly valued. We also have a very strong relationship with the North school.

St Paul Apostle Parish was founded in 1980 under the pastoral leadership of Fr Frank Martin. The parish motto "One Family" reflects unity in diversity for this dynamic multicultural Catholic community.

St Paul Apostle South School commenced on 19th February in 1981 with Sr Joan Kennedy, Principal and the support of the Presentation Sisters. The school opened with an enrolment of 246 students that increased until the second parish school was established in 1985 sharing accommodation on the South school site. In 1986 St Paul Apostle North School moved to its present location. Currently, the two parish schools work effectively and harmoniously together. The staff from both schools combine for social as well as professional learning opportunities. Continued combined work with local agencies strengthens pastoral provision across the two parish schools.

In 1988 the Passionist Congregation assumed pastoral leadership of the Parish with Fr John Pearce CP as Parish Priest and Fr Tim O'Toole CP. Brian Gleeson is currently our Parish Priest and we have three Passionist sisters who also work with the Parish and school to support the pastoral and spiritual needs of the community. The Passionists have added a strong spiritual dimension to the school with their focus on families and constant support and generous presence in the school with weekly class Masses, monthly school family Masses, liturgies for Grades 5 and 6 school camps, adult faith development for staff, participation in the Religious Education classroom programs, collaborative parish/school Sacramental programs and other rituals and celebrations.

Our school facilities are now among the best in Endeavour Hills. With the Government injection of funds in 2009 the school has been able to complete the following - the building of the Learning Neighbourhood which houses the Learning Resource Centre incorporating the library, the computer laboratory, learning spaces, which are flexible to meet the demand of learning in the 21st Century. We also have a *Make and Create* centre, which accommodates our Visual Arts Program, Science and Design and Technology.

In 2013 we refurbished another block of learning spaces and incorporated a kitchen and food preparation room to accommodate cooking opportunities across the school.

The school oval is a wide grassed area, which is maintained by an irrigation system, which is supplied through the water tanks. The school has also installed Solar Panels to supplement our electricity demands as well as encourage learning of sustainable, renewable energy.

The St. Paul Apostle Community Hall is shared within the community. It is a wonderful venue for us all to come together for a variety of events and to build community.

Choosing St. Paul Apostle South for your child will ensure that your child is given opportunities that will develop the whole person to include their academic, physical, emotional and spiritual needs. It is a happy, welcoming school community where the children feel safe and can reach their full potential.

Paul Gleeson
Principal

Curriculum

Learning for our future

St Paul Apostle South is committed to providing high quality programs to enable all students to achieve personal success. Topics studied are engaging and actively involve students in their own learning. Units of work are challenging and extend the prior knowledge of the students. The Australian National Curriculum combined with the Victorian Essential Learning Standards describes what is essential for students to achieve from years Foundation to 10 in Victoria. (<http://ausvels.vcaa.vic.edu.au/> for more information)

We work in partnership with parents and the wider community to provide powerful learning opportunities that:

1. Reflect our Catholic Tradition
2. Are educationally sound
3. Develop the essential skills, knowledge, values and attitudes for a 21st century learner.

Australian National Curriculum and the VICTORIAN ESSENTIAL LEARNING STANDARDS – AUSVELs

AUSVELs Structure

AUSVELs provides a single curriculum for levels F-10 that incorporates the Australian Curriculum as it is progressively developed within a framework that reflects particular Victorian priorities and approaches to teaching and learning (F is the abbreviation for 'Foundation' which is now the common term agreed to by all States and Territories to refer to the first level of school for curriculum design purposes). AusVELS has been designed to ensure that schools and teachers are not required to manage two different curriculum and reporting frameworks during the development of the Australian Curriculum.

The AusVELS website provides the F-10 curriculum for Victorian government and Catholic schools and is available to all independent schools as a model and resource for the effective implementation of the Australian Curriculum. For curriculum planning, teaching and assessment resources, curriculum consultation information, and professional learning opportunities, please see the [AusVELS Resources and Support](#) material on the VCAA website.

AusVELS in Catholic Schools aims to:

- Support leaders and teachers to take a holistic curriculum design approach to AusVELS implementation, so that all students experience powerful teaching and purposeful learning.
- Support leaders and teachers to take a strategic and coherent approach to Australian Curriculum implementation within the AusVELS, identifying and exploiting key leverage points for curriculum innovation.
- Support leaders and teachers to engage in reform conversations and collaboration both within their own school community and across the Archdiocese.
- Recognise and celebrate the work of schools.

AusVELS Domains

Physical, Personal and Social Learning	Discipline- Based Learning	Interdisciplinary Learning
<ul style="list-style-type: none">• Civics & Citizenship• Health & Physical Education• Personal Learning• Interpersonal Learning	<ul style="list-style-type: none">• The Arts – Performing & Visual Art• English• The Humanities• The Humanities – Economics• The Humanities – Geography• The Humanities – History• Languages – Mandarin• Mathematics• Science	<ul style="list-style-type: none">• Communication• Design, Creativity & Technology• Information and Communications Technology• Thinking Processes

Personalised Learning

The school has developed a culture of improvement and we are continuously working towards improving the effectiveness of our teaching with a variety of Professional Learning opportunities. Each learning experience is carefully planned based upon AusVELS and the recognized needs of the students. With these **Key Understandings** as a basis, **Learning Intentions** are developed and displayed clearly in the classroom. **Success criteria** are then developed as a means of the students gauging how they are going in relation to the Learning Intention.

Questioning used by the teacher is also vital to deepen the understandings. **Feedback** is also a key to learning success so there are a variety of opportunities for the students to receive feedback as they are learning and also for teachers to receive feedback from the students.

Religious Education

The aim of the St Paul Apostle South Religious Education Program is to help children develop a relationship with God through their knowledge, thoughts and actions. We ask the children to be Jesus' witness here on earth and live according to the gospel values of the Church.

As a Catholic school, we aim to encourage and educate each child, through these gospel teachings and values. At the core of each child's faith development and understanding is the ability to establish and maintain a deep respect for the innate dignity and uniqueness of individual persons.

We provide the children with opportunities to participate:

- In prayer, Masses and prayer services including Christian meditation
- In the Parish Sacramental Program
- In a Religious Education program using the "Coming To Know, Worship and Love" framework that is supported by the Religious Education Framework developed in conjunction with the Archdiocese of Melbourne.

We provide children with opportunities:

- To learn in an environment based on gospel values, modeled by all.
- To be involved in a variety of social justice activities including working with and for our partner school in East Timor, establishing or community garden to help provide vegetables for the parish soup van.

Social Justice

We aim to be active witnesses of our faith within St Paul Apostle Parish community and the wider community through a variety of programs and activities throughout the year. For example - over the years have raised money to support projects in the Ermera region of East Timor; Feast of the Sacred Heart; Caritas Australia Project Compassion Campaign and the parish soup van, are just some of the ways we can live the gospel.

Parish Sacramental Program

Children wishing to receive the Sacraments of Reconciliation (Yr. 3), First Eucharist (Yr. 4) and Confirmation (Yr. 6) need to register with the Parish early in the year of the intended Sacramental celebration. The school and the parish work together in preparing the children and parents are expected to attend family workshop evenings to be able to assist the children in their understandings and preparation.

English

English incorporates Reading, Writing, Viewing, Speaking and Listening.

Literacy has always been a high priority at our school and we pride ourselves on the ongoing commitment the school has made to the provision of quality literacy program F-6.

Our **F-6** Literacy program includes a **2 hour uninterrupted literacy block** in the classroom of 1 hour reading and 1 hour writing. We formally assess students at the beginning and end of each year with ongoing monitoring and assessment each term. The data is analysed and is used to inform our teaching so therefore we can teach the children at their point of need. When teaching reading we use the Daily 5 structure together with focused group teaching to cater for all student needs. Together with teaching students how to decode texts we particularly focus on teaching comprehension skills using different strategies. These foundation years are of vital importance to consolidate good literacy skills which are essential for all learning.

We have a variety of Intervention Programs, which cater for children who have not reached the class average. For example we have a Reading Recovery program in Yr. 1 which is one on one tuition for up to 20 weeks; Quick 60 Intervention – for children in Yr. 1, 2 and 3; Personal Learning Plans for those students "at risk"; support of the Learning Support Officers in the classroom; STA language program and oral language sessions.

Our Literacy approach calls upon world best-practice teaching and has consistent F-6 structure including:

- High expectations
- Focused teaching according to needs
- Early literacy acquisition
- Ongoing monitoring and assessment each term
- Analysis and use of data to inform our teaching



- Intervention for at risk students
- Extension for high achievers
- Variety of resources used to engage students
- Regular professional development for teachers
- Dedicated role of Literacy Leader

Mathematics

The Maths curriculum draws on the AusVELS Learning Standards to provide the framework for lessons, with the teachers using a variety of processes to encourage the children to perform at their highest level. The school provides hands-on resources in each classroom and is well resourced with Maths equipment

The Mathematics program in the school has a strong focus on data driven teaching and requires teachers to tailor strategies and learning and teaching experiences to the needs of individuals and small groups. There is an emphasis on ensuring that the children not only are able to reach an answer in Mathematics but that there is understanding for the children as to how they achieved the answer and the processes that were used. There is a focus upon open-ended problem solving.

The Maths Domain includes the Dimensions of Number, Space, Measurement, Chance and Data, Structure, Working Mathematically.

Integrated Inquiry Learning

Students study Units of Learning, which incorporate AusVELS domains including Health; Civics and Citizenship; Humanities incorporating Geography, History, Economics and Science. The Units are designed based upon an Inquiry approach to learning where the children are encouraged to develop focus questions – source information, sort it, analyse it, create from it and /or apply it to other situations and make connections with their learning. The Interdisciplinary domains used include Thinking Processes, Personal Learning, Communication, Design, Creativity and Technology, Information Technology and Interpersonal Learning.

Information Communication Technology (ICT)

The school has a wide variety of digital resources including – Interactive Whiteboards in every learning area; desktop computers in each classroom; laptops in Yrs. 3-6; tablets for the juniors; designated computer laboratory with 25 terminals, data projector for display. The students have fortnightly IT lessons in the laboratory with an IT specialist as well as many opportunities throughout the week to use computers for their learning. The school does not have a 1:1 ipad/tablet program, however, we do have a good ratio of student: computer with access for all as required. The school also has an IT Leader who coordinates the provision of IT across F-6.

Student Wellbeing

“Students are better prepared for learning when they are healthy, safe and happy. All children and young people need care and support as they grow towards adulthood.”

(Framework for Student Services in Government Schools 1999)

At St Paul Apostle South School, we endeavour to provide a healthy, safe and happy learning environment where all children are encouraged to *‘be their best’*. Student Wellbeing is central to our school’s Vision and mission statement. It is evident in all that we do and say.

Social Emotional Learning Framework (SEL)

The five key competencies of SEL are integrated across the curriculum at all levels. These are

1. Self Awareness
2. Social Awareness
3. Self Management
4. Responsible Decision Making
5. Relationships

There are many opportunities offered for student engagement in the following programs which are currently operating throughout the school;

- Start-Up Program for the first 2 weeks of school
- Social Skills development - SEL
- Buddy Program
- Student Leadership Course for Yr. 5 students
- Transition program for Grade 6 students attending secondary colleges the following year
- Transition time for all students to meet their new teacher for the following school year.
- New Class Transition program for students with special needs
- eSmart Accreditation – covering cyber safety

- Leadership opportunities for children via SRC
- Awards at schools assembly
- Lunchtime activities such as crafts, chess and sports, social circles.

We encourage involvement of the whole school community in the education of the children in our care.

Counselling Program

The St Paul Apostle South School Counselling Program is provided by OnPsyche Pty. Ltd. This program is a confidential service offered free of charge to all students.

The school Counsellor is a clinical Psychologist and is available to discuss child-related issues such as:

- Behavioural concerns, both at school and at home
- Emotional problems such as anxiety, grief, depression, low self esteem
- Family issues, such as separation/divorce, parenting difficulties, parent-child or sibling relationships
- Peer and social issues including bullying, peer relationships and social skills
- Development and academic concerns where appropriate
- Autism spectrum disorders

Counselling may involve a number of therapeutic methods including play and art therapies, individual/small group/class programs, skills training, as well as consultations with parents and teachers.

Students may be referred by school staff but only with parent consent. Parents will be given a referral letter, which needs to be taken to either a General Practitioner or Pediatrician. The medical practitioner will assess the student and develop a mental health plan. The child will then be able to visit the counselor at school on a weekly or fortnightly basis. This program is funded entirely under Medicare.

Behaviour Management

Our school prides itself on the exceptional behaviour of the students. Annual student/parent/staff opinion surveys consistently find that our student's behaviour towards each other, their engagement and connectedness to the school is in the top 15-20% of all school in the state. Surveys done regularly to determine the incidence of bullying in the school indicated that incidents of bullying are not very frequent. This is addressed immediately with consultation with the students involved, the parents and the Student Wellbeing Team as per our Bullying Policy.

Every classroom has the same Rules, Rights and Responsibilities and consequences for poor choices. They are displayed around the school in all learning spaces. This consistency across the school supports the students in behaviour choices.

Rights & Responsibilities

All members of our school community have the right to:

- Feel and be safe
- Be treated with respect
- Participate and have contributions valued
- Learn and teach in a nurturing environment
- Be in a clean, healthy and safe environment

It is the responsibility of all members of our community to strive to uphold these rights in all situations.

Consequences for our poor choices:

1. Reminder of the **rule** not being followed
2. A **verbal warning** is given.
3. **Removal from the group/activity.**
4. **Removal from the classroom or playground.**
5. Complete **Think Sheet**

The Rules are:

- **Follow Instructions**
- **Speak appropriately**
- **Listen to the speaker without interruption**
- **Keep hands, feet and objects to yourself**
- **Treat all property with care**
- **Move Safely at all times**

Please note that Corporal Punishment is not permitted as a form of discipline at St. Paul Apostle South.

THE ARTS

Performing Arts

The Performing Arts Program at St Paul Apostle South is a vibrant part of our school with an emphasis on music education. Through music-making experiences we aim to nurture in children an enjoyment and understanding of the performing arts (Music/Dance/Drama) which will enrich the quality and creativity of their lives.

This program is a very important part of school life. We aim to give all children the opportunity to experience, enjoy and participate in music activities and to learn basic music skills.

Music is also an important part of our liturgical celebrations both at school and in the parish community with our school choir leading the singing at mass from time to time.

We provide the children with the following opportunities:

School Choir – open to students in Grades 5 & 6 - Performances have included the Melbourne Museum, Federation Square, Endeavour Hills Shopping Centre, Berwick Church of Christ and Family Masses at St Paul Apostle Parish, Casey Kids Festival.



Whole School Performance - alternate years which involves an performance with all the students – incorporating music, drama, art.

Talent Quest – annual event open to students in Grades 3 to 6 including the following performance categories: singing, dancing, instrument playing, acting and stand-up comedy.

Visual Arts

The school has a Visual Arts Specialist teacher and has established a *Make and Create Facility*. This facility enables the delivery of a quality Art program to include many creative skills such as pottery, sculpture, drawing, art aesthetics, wood work, textiles. The Prep – 6 students have an art lesson once per week with a specialist teacher.



L.O.T.E – Mandarin

Each grade participates in the Mandarin program, run by our Specialist Mandarin Teacher. The program explores the culture and language of China. The school is now offering Mandarin as the Language Other Than English. We consider it to be more relevant to the future of our students as Australia is a part of South East Asia.

Physical Education and Sport

We provide a well-balanced, comprehensive program based on AusVELS. Each class has one lesson per week with a physical education specialist and additional opportunities with their class teacher which focus on physical activity e.g. Interschool Sports (Term 2 & 3), Active After School Community Activities, cross country competition, swimming program, swimming carnivals.

The Physical Education program aims to provide all children with the opportunity to –

- Be involved in a range of movement experiences that enhance optimal growth and development.
- Develop confidence and competence in the acquisition of basic motor skills that will enhance participation in a variety of physical activities.
- Attain and maintain a level of fitness that will allow the individual to perform daily tasks of control, efficiency and effectiveness.
- Experience fun and enjoyment through participation.
- Develop social skills that will enable students to function effectively in interpersonal relationships.
- Develop a positive attitude towards exercise and a healthy lifestyle.

Children have the opportunity to compete in the **interschool cross-country**, interschool **swimming carnival**, **interschool sports**. Children can use James Alexander Reserve for physical education and sport. All students are divided into four house teams – Martin, MacKillop, Nagle and Daneo and compete against each other at the annual sports carnival.

Active After School Community program occurs 2 afternoons per week. This is funded by the Federal Government and includes such programs as Circus Skills, Fitness, gymnastics, basketball, netball, volleyball, Hip Hop Dance, football, soccer etc.

Three excellent Adventure Playgrounds are available for the students to enjoy with two adjoining sand pits. The students also have the opportunity to use the parish tennis courts during morning recess and lunchtime.

Swimming Program

Swimming tuition is provided over an eight-week period generally in term 4 through the school for all children in Years Prep to 6. Children are placed in ability groups so that all levels from beginners to very advanced are catered for with a variety of swimming and water safety activities providing the students with the skills required for safe involvement in aquatic activities.

Swimming lessons are conducted at Casey ARC in Fountain Gate and classes travel to and from the pool by bus. The program will cost approximately \$80.00

Tennis

Children are encouraged to bring along their tennis rackets to use during lunch times as the school has access to the Parish tennis courts.

Learning Neighbourhood and Learning Resource Centre



Our LRC provides a large, comfortable, contemporary learning environment with an extensive collection of books and resources for both staff and children. It is fully automated, including networked computers. It also has a multimedia laboratory with 25 terminals. There is also an interactive whiteboard in the general learning area.

Each class uses the LRC and the children are able to borrow from the extensive collection of books. All children are encouraged and expected to borrow regularly from the LRC, as this is an integral part of our reading focus. ICT lessons with a specialist aim to foster a range of information skills using contemporary tools across the curriculum.

Many things happen in the LRC throughout the year, such as Book Fairs, Book Week and Lunchtime Activity Groups. Voluntary help from parents to assist with shelving and covering books is always very welcome. If you have some spare time and would like to help, please do not hesitate to approach our Librarian to offer your services.

Community Code of Practice

St Paul Apostle South Primary School provides high quality educational programs for students. The school relies on, and values, close interaction with parents, caregivers, guardians, surrounding schools and the local community.

Community involvement, support and assistance in the school are actively encouraged through:

- parent involvement in school programs and parish sacramental program
- the Parish Education Board and School Advisory Committee
- the Parents & Friends Group
- Working Bees
- Parish Activities

The community is kept informed of the school's activities and achievements through:

- weekly newsletter –through the school app and email
- term classroom newsletters
- regular communication through media releases to the local media, businesses and other organisations
- holding regular information evenings and meetings with parents
- points of first contact with the school
- developing 'open days', 'curriculum focus days' and 'special events'
- celebrating Parish Family Masses and Class Masses
- displays of student work.

The school will facilitate community response to the school's performance by:

- parent group meetings
- parent/teacher interviews
- Parish Education Board/ School Advisory Committee
- parent opinion surveys

St Paul Apostle South Primary School expects the parents to support:

- the school's mission as Catholic educators
- the school's educational policies and programs
- the school's Student Welfare program
- the school's Behaviour Management Policy

Enrolments

Applications for enrolment of pupils for the following year's Foundation class are called for early in the year. Parents are notified about enrolment applications through the school newsletter, the Parish Bulletin, the local newspaper and on preschool notice boards.

All Catholic children who live in St Paul Apostle Parish are automatically accepted at St Paul Apostle South School. This also applies to Non-Catholic children with siblings already at St Paul Apostle South. Catholic children living outside the parish will be accepted if there is a vacancy and that approval has been sought via the parish. If there are still vacancies after all the above have been placed, other non-Catholic children will be accepted. However, the family must demonstrate a desire to participate fully in the school and parish community where possible.

Children can only be enrolled to start school in February of the year in which they turn five, provided their birthday is on or before the 30th April. Parents will need to provide a Certificate of Immunisation from the City of Casey and bring along the child's Birth and Baptism certificates to be photocopied. Families who have a visa for Australian residency need to give the school a copy of this with the relevant information.

Enrolment Commitment

Parents are expected to support the Catholic ideas and values presented by St Paul Apostle Community and agree to do your best to present the same ideas and values at home.

The daily life of school involves the children's participation in prayer, mass and the sacraments. As first and essential educators of their children, parents recognize their obligation to be actively involved in the life of the school and the parish community.

Fees

Fees are determined by the Parish Education Board, which endeavours to keep the cost to a minimum. Parents must further undertake to pay all school fees and levies unless circumstances require that a concession be sought from the Principal or Parish Priest. These monies are due and payable when accounts are rendered early March, early May, and early August or monthly or fortnightly, depending upon

the family budget. However, alternative arrangements can be made upon request. There are a variety of methods of payment including cash, credit card, online payments, eftpos. Payments can also be made by direct debit periodic payments.

NB Families will not be excluded if there is a concern about affordability. Please see the Principal or Parish Priest to discuss any financial concerns.

Parental Involvement

Parents make an important contribution to the life of the school and consequently there are many opportunities available for parent involvement.

School Advisory Board

Parents may consider serving the community by nominating to serve as a representative on the School Advisory Board. The board meets six times per year to discuss issues directly related to St Paul Apostle South.

School Advisory Committee (SAC)

The SAC meets twice yearly to discuss the ongoing function of the schools (South and North) within the parish.

Parent Helpers

Parents are invited to assist where possible in classroom activities e.g.: Literacy, helping with art and craft activities, covering library books, cooking etc. Please let the teachers /Librarian know if you are available to help. Parent information evenings and working bees are advertised in the newsletter.

Parents and Friends Group

Parents are encouraged to support our Parents' Group by attending meetings, which will be held regularly in the staffroom, to discuss participating in and planning fundraising activities. These meetings are advertised in the school newsletter. It is a great way of getting to know other families in the community.

Working Bees

These are held once each term either on a Friday afternoon / twilight or Saturday morning. The school asks that each family attend at least one per year. The maintenance levy of \$52 is refunded upon attendance at the working bees.

School Hours

It is very important for parents ensure that their children arrive at school no later than 8.45am so that they can unpack and get organized in order for learning to start promptly at 9.00am. Children who arrive late for school not only miss important lessons but more importantly, disturb the entire school routine.

8.45am	First Bell, students to classrooms to unpack etc.
9.00am	Second Bell, Classes begin
10.50am	Snack time in classrooms
11.00am	Children dismissed for morning recess
11.30am	Classes resume to continue morning program
1.30pm	Lunches are eaten in classrooms supervised by teacher
1.40pm	Children are dismissed for outside play
2.30pm	Classes resume afternoon session
3.30pm	School dismissal

Parents are reminded that supervision of students does not begin until 8.30am. Any children arriving at school before 8.30am cannot be guaranteed teacher supervision.

Students are expected to enter classrooms at 8.45am and lessons commence each morning at 9.00am and conclude at 3.30pm on Mondays to Fridays. The school grounds are open to pupils from 8.30am until 3.45pm.

At all times outside the period of 8.30am to 3.45pm on Mondays to Fridays supervision is not provided other than between these hours and no responsibility will be taken by the school for any consequences of *the activities of pupils outside those hours.*

Extend Out of School Hours Care Program Before & After School Care and Vacation Care Program

Extend administers our Before School Program each day from 6.30am to 8.45am and our After School Program each day from 3.30pm – 6.00pm. The children are provided with afternoon tea and a variety of indoor and outdoor activities. The fees attract a Child Care Rebate and there is also an additional 30% rebate claimable on the residual amount.

Vacation Care Program is open during school holidays from 7.30am – 6.00pm.

Late Arrival

If at anytime your child arrives late to school we ask that parents report to the school office to sign their child/children in on the iPad and then take to their child to the classroom.

Absence from School

If your child is absent from school for any period of time, please send a note explaining the absence upon his/her return or utilise the Skoolbag app., which is available to all families.

Early Dismissal

If you or a carer have to pick your child up during school hours please report to the office so that the identity of the person picking up the children will be verified. They will be required to sign out using the office iPad.

Emergency Information

Information needed in the case of emergency is kept in the school office. This information needs to be updated constantly therefore it is important that any alterations of contact persons, phone numbers or addresses are brought to the attention of the school immediately.

Change of Address

Please notify the school immediately if there is a change of address or phone numbers at home or in the work place of parents. This is to ensure contact in the case of emergency.

First Aid Procedures

All staff are trained in either Level 1 or 2 First Aid and regularly update these qualifications. If the children present with an injury or illness during the day staff will attend to the student and apply minimal first aid. Parents/guardians are contacted either by telephone and /or written notification. If children are not well it is recommended that they remain at home until they are better. The school has a First Aid Policy, which incorporates the Anaphylaxis Policy and Allergy Management procedures.

Infectious Diseases

Principals are required to exclude students according to the following table under the Health (Infectious Diseases) Regulations 1990.

Note: The regulations required the parent/guardian to inform the principal as soon as practicable if the child is infected with any of the diseases listed in the table, or has been in contact with an infected person, it should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination or recovery will be matters for the municipal medical officer of health.

Disease or condition	Exclusion from school	Exclusion of contacts
Chicken pox	Until fully recovered or at least one week after the eruption first appears	Not excluded
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased.	Not excluded
Diphtheria	Until receipt of a medical certificate of recovery from infection.	Domiciliary contacts excluded until investigated by the medical officer or health officer of the Dept. of Human Services and shown to be clear of infection.
Guardiasis (diarrhea)	Until diarrhea ceases	Not excluded
Hepatitis (infectious hepatitis)	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection	Not excluded
Measles	Until at least five days from the appearance of rash or until receipt of a medical certificate	Non-immunised contacts must be excluded for thirteen days

	of recovery from infection.	from the first day of appearance of rash in the last case unless immunised within seventy-two hours of first contact.
Meningococcal infection	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least forty-eight hours.
Mumps	Until fully recovered	Not excluded
Pediculosis (Head lice)	Until appropriate treatment has commenced	Not excluded
Pertussis (Whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or been immunised against whooping cough.
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection.	Not excluded.
Ringworm	Until appropriate treatment has commenced	Not excluded
Rotavirus (diarrhea)	Until diarrhea ceases.	Not excluded
Rubella	Until fully recovered or at least five days after onset of rash.	Not excluded
Scabies	Until appropriate treatment has commenced	Not excluded
Shigella (diarrhea)	Until diarrhea ceases	Not excluded
Streptococcal infection (inc. scarlet fever)	Until receipt of a medical certificate of recovery from infection.	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious	Not excluded.
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection.	Not excluded unless a medical officer of health or a health officer of the Dept. of Human Services determines exclusion is necessary.

Medication

To ensure the medications are administered appropriately to students in our care:

- Children who are unwell are best to stay at home.
- The school secretary is responsible for administering prescribed medications to children.
- All parents who request medication to be administered at school, must request this in writing with the specific written instructions clearly marked. Medication must come to school in the original box or bottle and it will be stored in either the office first aid cabinet or refrigerator.
- Children should not be responsible for their own medication other than asthma relievers

Asthma & Allergies

- Asthma and allergies can affect primary aged children. To manage asthma and allergy sufferers as effectively and efficiently as possible at school:
- All students with asthma or allergies must have an up to date written management plan that will be filed in the school sick bay and information will be forwarded to teachers and emergency staff.
- The parents/guardians must attend an interview each year with the Principal or Student Wellbeing coordinator to discuss the management plans.

- Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate asthma medication (including a spacer) or epipen (if required) with them at school at all times.
- The school has staff trained in the administering of reliever puffers such as ventolin, airomir, asmol or bricanyl, spacer devices or the administering of an epipen if required. This medication is provided in all first aid kits, including kits on excursions and camps.
- Care will be provided immediately for any student who develops signs of an asthma attack or an ambulance will be called for any child to whom an epipen is administered.
- Children suffering asthma attacks will be treated in accordance with their asthma plan. If no plan is available children will be sat down, reassured, parents contacted and if necessary administered ventolin as prescribed by the Asthma Foundation protocols.

(The school has an Anaphylaxis Management policy, which is incorporated in the school's First Aid Policy.)

Sunsmart

Hats: The school hat is to be worn during months when the UV rating is 3 or above when children are involved in any outdoor activity. *No Hat No Play policy.*

Smoke-Free Workplace Policy

St Paul Apostle South School is a smoke free environment. Smoking is not permitted within the school property including private vehicles parked in the school grounds

Excursions/ Incursions

Excursions/ Incursions take place in each grade of the school. They are seen to be an integral part of the school curriculum. They have value in stimulating the children's interest and are always preceded or followed up by class work relating to the excursion. It is expected therefore that unless a serious reason prohibits it, all children are expected to take part in these activities.

Camping Program

Outdoor adventure / City Experience Camps are held during the year for Year 5 and Year 6. It is expected that unless a serious reason prohibits it, all children are expected to take part in these camps.

ST PAUL APOSTLE PRIMARY SCHOOL

UNIFORM ORDER

**Uniform Shop Hours: North School: Wednesday: 8.30am to 10.00am
South School: Tuesday: 8.30 am to 10.00am**

**Klaad Sport 2/9 Marco Crt, Rowville: Mon – Frid 8.30am – 4.30pm
Sat 9.00am – 1.00pm**

GARMENT	COLOUR	SIZE	QUANTITY	PRICE	TOTAL
Short Sleeve Polo Shirt 4-18	Gold with Bottle Stripe Collar			\$25.00	
Long Sleeve Polo Shirt 4-18	Gold with Bottle logo			\$26.00	
Windcheater 4-18	Bottle Nylon V Neck gold logo			\$35.00	
Bomber Jacket 4-18	Bottle Green			\$43.00	
Boys Trousers 4-18	Grey double knee with logo			\$39.00	
Girls Pants 4-18	Bottle with logo			\$37.00	
Track pants Nylon 4-18	Bottle with Gold piping and logo			\$37.00	
Shorts Gabardine 4-18	Bottle with logo			\$27.00	
Summer Dress 4-18	Bottle/Gold/White check			\$42.00	
Culottes 4-18	Bottle with logo			\$30.00	
Pleated Winter Skirt 4-16	Bottle Green			\$36.00	

Waterproof Jacket 6 -16	Bottle Green with logo			\$49.00	
Legionnaire Hat	Bottle Green with logo			\$12.00	
Bucket Hat	Bottle Green with logo			\$12.00	
Slouch Hat 55,57,59,61cm	Bottle Green with logo			\$14.00	
Art smock S,M,L	Assorted Colours			\$15.00	
Library Bag	Bottle Green			\$12.00	
School Bag	Bottle Green with gold print			\$40.00	
Beanie and Scarf	Bottle Green with School logo			\$10.00 ea	

Jewellery

The wearing of jewellery by children is not permitted other than single studs or sleepers may be worn by children with pierced ears. Children are also not permitted to wear nail polish, makeup or unnatural hair colour.

Lost Property

Lost property is stored in the lost property drawers located in the Parent Room and may be inspected by parents at any time. It is most important that all clothing is clearly marked with the child's name. This makes it much easier to identify if left out in the yard or in the classroom.

Lunches

The children are encouraged to bring a healthy lunch to school. The children are asked to bring a water bottle to school each day. A healthy lunch can be ordered on Monday's & Friday's from school via a local Subway shop. The menu envelopes are available from the classroom or the school office.

Assemblies - Flag Raising Assembly

Every Monday morning at 8.45am the School Captains lead the children at assembly to honour the flag and to sing the National Anthem. We also acknowledge all birthdays at this time and distribute any classroom awards.

Transfer of Students

Any child transferring from St Paul Apostle South to another primary school is required to have a transfer note that is issued after the last day of attendance. This is sent to the new school. Parents are asked to give reasonable notice in writing to the school office, preferably at least a month in advance.

Secondary School Placements

Catholic Schools

Enrolments for St John's Regional College are called for early in the first term through the Parish. Children wishing to attend other Catholic Secondary Colleges must also be enrolled early in 1st term; their parents are responsible for obtaining enrolment forms and for returning them to the schools concerned. The Catholic Education Office sets a date annually, for all Catholic Secondary Enrolments to close which is usually in March.

Department of Education Schools

Children wishing to attend Government Schools are issued with Application Forms. These enrolment forms detail all available schools and procedures to follow. All forms are returned to the school and processed before sending to the Regional Office. Placements of children are made through the Regional Office and parents are informed (via the secondary school).

CONTACT DETAILS

Principal: Mr. Paul Gleeson
Address: 9 William Hovell Drive
Endeavour Hills 3802
Phone: 03 9700 3663
Website: www.spsendeavourhills.catholic.edu.au
Email: principal@spsendeavourhills.catholic.edu.au
Where to find us:



Skoolbag App for your smartphone

Our School now has our own Skoolbag iPhone and Android App to help us communicate more effectively with our Parent community. Install our **FREE** Skoolbag School App. Search for our school name "St Paul Apostle South" in either the Apple App Store or Google Play Store. You will receive the newsletters and other alerts on your phone so that you can keep up to date with what's happening at school.

