

## **INFORMATION BOOKLET – 2022**



**St Paul's School – a welcoming and diverse Catholic community:**

**United in faith  
Inspiring a passion for learning  
Striving for excellence  
Connecting with and shaping our world.**

*(School Vision – August 2014)*

***The St. Paul's Primary School Community promotes the safety, wellbeing and inclusion of all children.***

**The priests, staff, students and parents warmly welcome you to our community.**



## ***PARISH***

Parish Priest: Father Renato Manubag CMF

Assistant Priest: Father Anthony Nguyen CMF

Address: 200 Glengala Road  
West Sunshine 3020

Telephone: 8372 5500

Fax: 9360 4422

Email: [SunshineWest@cam.org.au](mailto:SunshineWest@cam.org.au)

## ***SCHOOL***

Name: St. Paul's Primary School

Address: Links Street  
West Sunshine 3020

Telephone: 9363 1568

Fax: 9363 7368

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

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

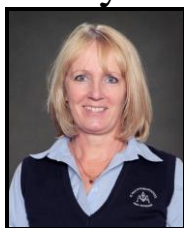
Principal: Mr Damian Casamento



Deputy Principal: Ms Cathy Doran

### Office Staff

Mrs Kerry Westgarth



Mrs Helen Diomides



Ms Diana Nguyen



Ms Trish Morris



## ***VISION STATEMENT***

**St Paul's School – a welcoming and diverse Catholic community:**

### **United in faith**

- Educating our community in our Catholic story and beliefs
- Rejoicing in our cultural and multi-faith community
- Embracing our partnerships within our parish and wider Church community
- Proclaiming Jesus and the Gospel values through word, prayer, celebration and example

### **Inspiring a passion for learning**

- Creating learning environments that are welcoming, safe and secure
- Implementing a curriculum which is accessible, engaging, challenging and rigorous
- Providing learning experiences that are student centred, authentic and transforming
- Empowering families to be partners in the learning journey

### **Striving for excellence**

- Committing to a culture of high expectations of all
- Fostering the wellbeing, dignity, self-esteem and integrity of each person
- Recognising and celebrating the talents, abilities and uniqueness of each individual
- Providing opportunities that respect and cater for difference

### **Connecting with and shaping our world**

- Knowing and respecting our stories
- Engaging with local and global communities
- Living out our commitment as ambassadors of action and social justice
- Inspiring hope and a positive vision for the future

(August, 2014)

## ***DEMOCRATIC PRINCIPLES***

At St Paul's Primary School, 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 ideals and principles and to value its way of life. St Paul's Primary School will explicitly and implicitly 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 Paul's Primary School 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.

### **Reporting**

The Melbourne Archdiocese Catholic Schools (MACS) Board will ensure schools have published this Democratic Principles Statement through the Annual Report to the School Community and regular school review processes (at least once every four years).



## ***CHILD SAFE SCHOOL AND STANDARDS***

St. Paul's Primary School is committed to providing a safe environment for all children and young people and will take active steps to protect them against abuse. To achieve this the school has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work' is aware of their obligations and responsibilities for ensuring the safety of all children under their care.

At St. Paul's Primary School, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

*The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic school (Congregation for Catholic Education 1997, n. 9).*

In accordance with requirements of the [Victorian Government's Ministerial Order No 870](#), St. Paul's Primary School maintains a culture of 'no tolerance' to child abuse. To achieve this, it has established a holistic Child Safety Strategy incorporating various processes, policies and procedures.

The purpose of this policy is to demonstrate the strong commitment of St. Paul's Primary School to the care, safety and wellbeing of all children and young people at our school. It provides an outline of the policies, procedures and strategies developed to keep children and young people safe from harm,

including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#).

This policy applies to school staff, including school employees, volunteers, members of the Parent Partnership Team, contractors and clergy.

St. Paul's Primary School Child Safety Strategy includes, but is not limited to, the:

1. Establishment of strategies for embedding a culture of child safety at the school.
2. Maintenance and communication of a policy affirming the school's commitment to child safety and the promotion of environments where children feel respected, valued and encouraged to reach their full potential.
3. Maintenance and implementation of a Child Safety Code of Conduct.
4. Established processes for screening, supervision, training, and other human resource practices to reduce the risk of child abuse and promote a child safe learning environment.
5. Maintenance and Communication of procedures for responding to and reporting child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct.
6. Risk Management strategies to identify and reduce or remove risks of child abuse.
7. Maintenance of strategies to promote student participation and empowerment in creating an environment where children and young people feel respected, valued and are capable of reaching their full potential.

A copy of the St. Paul's Primary School Child Safe Policy is available on our website – [www.spsunshinewest.catholic.edu.au](http://www.spsunshinewest.catholic.edu.au).



## SCHOOL OFFICE HOURS:

8.30 am - 4.00 pm



## SCHOOL TIMETABLE:

School Begins - 8.40am

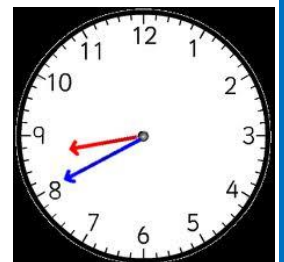
Recess - 11.00am to 11.30am

Children eat lunch between 12.50 pm and 1.00 pm

Lunch - 1.00pm to 1.30pm

Dismissal - 3.00pm each day

Please note that there is no supervision of the children before 8.25am or after 3.20pm.



## **PARENT/CARER AND SCHOOL:**

We ask you to work with us in developing your child's abilities.  
We ask you to:

- Encourage your child to live as a Catholic and pray with your child, not just for them.
- Set your child an example in your prayer and worship.
- Take an interest in your child's study.
- Supervise learning at home activities.
- Encourage your child's reading.
- Join the local library with your child.
- Encourage your child to participate in varied activities rather than spending too much time watching television and playing computer games.
- Visit the school, talk to your child's teacher, attend Parent Evenings.
- Sign a Parent Code of Conduct.

Teachers are available to speak with parents/carers about their children but it is important that you contact the office and arrange a suitable time to meet with the teacher.

## **WRITE AND TELL US:**

Why your child will be absent from school.

Why he/she cannot wear the uniform.

Why learning at home activities are incomplete.

Why he/she has to leave school early.

Why he/she cannot participate in any school activity.

## **Term Dates - 2022:**

Term 1 – Tuesday 1<sup>st</sup> February – Friday 8<sup>th</sup> April

Monday 31<sup>st</sup> January – Learning Conversations 8.45am - 7.00pm

Easter – Friday 15<sup>th</sup> April – Monday 18<sup>th</sup> April

Term 2 - Tuesday 26<sup>th</sup> April – Friday 24<sup>th</sup> June

Term 3 - Monday 11<sup>th</sup> July – Friday 16<sup>th</sup> September

Term 4 - Monday 3<sup>rd</sup> October – Friday 16<sup>th</sup> December

## **Term 1, 2022 for Preps:**

School commences for Prep children on Tuesday, 1<sup>st</sup> February from 9.00am to 1.00pm. They will also finish at 1.00pm on for the remainder of Week 1.

From Monday, 7<sup>th</sup> February, Prep children will attend normal school times – 8.40am – 3.00pm. However, there will be no school for Prep students on Wednesday 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> February and 2<sup>nd</sup> and 9<sup>th</sup> March.

## **CURRICULUM:**

### **Religious Education**

As parents, you are the first educators of your children's faith. We endeavour to support your child's faith journey by teaching formal Religious Education lessons at every year level. The Curriculum sits within the context of the Education Framework for the Archdiocese of Melbourne, Horizons of Hope.

### **Victorian Curriculum**

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards. The curriculum includes both knowledge and skills and these are organised into 8 learning areas and 4 capabilities. The capabilities are taught in and through the learning areas.

The Capabilities are:

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

The Learning Areas are:

- *The Arts (Dance, Drama, Media Arts, Music, Visual Arts, Visual Communication Design)*
- *English*
- *Health and Physical Education*
- *The Humanities (Civics and Citizenship, Economics, Geography, History)*
- *Languages*
- *Mathematics*
- *Science*
- *Technologies (Design and Technologies, Digital Technologies)*

### **Student Reports & Learning Conversations:**

When writing student reports, teachers realise the importance of being honest with parents in regard to their child's achievements and conduct. Methods of assessment can be shown to parents illustrating their child's progress. Student reports will be distributed in June and December.

Learning Conversations occur in January and June. If you would like to discuss anything about your child, please make an appointment to see your child's teacher.

### **Learning at Home:**

The aims of Learning at Home are:

- To strengthen relationships between school and family to support children's learning.
- To encourage students to develop self-management skills.
- To develop, reinforce and practise skills which support classroom learning.

Learning at Home includes all the experiences that students have at home and in the community. Through conversation families have with their children about their experiences, parents can support and deepen children's learning. Learning at Home can be formal or informal.

**Formal Learning at Home** includes school directed tasks. In Prep, it is expected that parents read and talk about ‘take home’ books with their children every day.

**Informal Learning at Home** includes everyday tasks (e.g. shopping, cooking and telling the time), building relationships, social skills, playing sports, giving children responsibilities in the home and visiting places of interests (e.g. library, parks, family outings).

No homework is allocated during school holidays. Set work will not be given to students who go on holidays during the school term. A holiday experience can provide worthwhile learning opportunities especially when discussed as a family. Students are encouraged to keep a diary of holiday experiences.



### **Excursions:**

Excursions are an educational experience designed to complement classroom learning.

Supervision of the children on these outings is very strict so that your child is safe. We encourage and value parent/carer participation and support on excursions.

Please read your child’s excursion note carefully and check what is needed. Please return the permission slip on time.

Attendance at excursions is compulsory.

## **Library:**

You are asked to provide a cloth library bag, approximately 40 cm x 40 cm. A St. Paul's Library bag is available for purchase with your school uniform or you can provide a suitable bag from home. This keeps books safe and clean. If books are lost or damaged, families will be asked to pay the full cost to replace the book.

## **Swimming Program:**

All children from Prep to Year Four participate in an intensive Swimming Program over two weeks. The children swim in a heated indoor pool, with qualified instructors for each group. All children are expected to attend the Swimming Program. Please make sure that all clothing is **CLEARLY LABELLED**.

In 2022, we will be attending Sunshine Pool during Term IV. The exact dates will be confirmed in the near future.

## **Parents – Helpers:**

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

\*Classroom Helpers

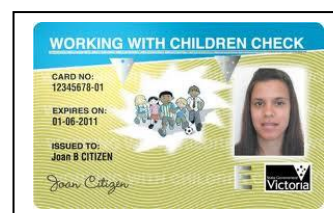
\*Sports Programs

\*Excursions

\*Canteen

Your involvement in your child's school life supports their learning.

All parents who help in the school must have signed a Child Safety Code of Contact and have a current Working With Children Check. The application form can be completed online at <http://www.workingwithchildren.vic.gov.au/>.





## **Behaviour Management:**

Anti-Bullying, A Positive Approach to Managing Student Behaviour and Restorative Practices are processes followed to ensure positive and responsible student behaviour. These processes promote:

- resilience;
- life and social skills;
- assertiveness;
- conflict resolution; and
- problem solving strategies.

The St. Paul's Primary School Rules are:

1. Follow Directions
2. Use your hands, feet and objects safely
3. Listen to the Speaker without interrupting
4. Speak politely
5. Take care of all property and our environment
6. Move safely at all times

These are essential to student wellbeing and connectedness.

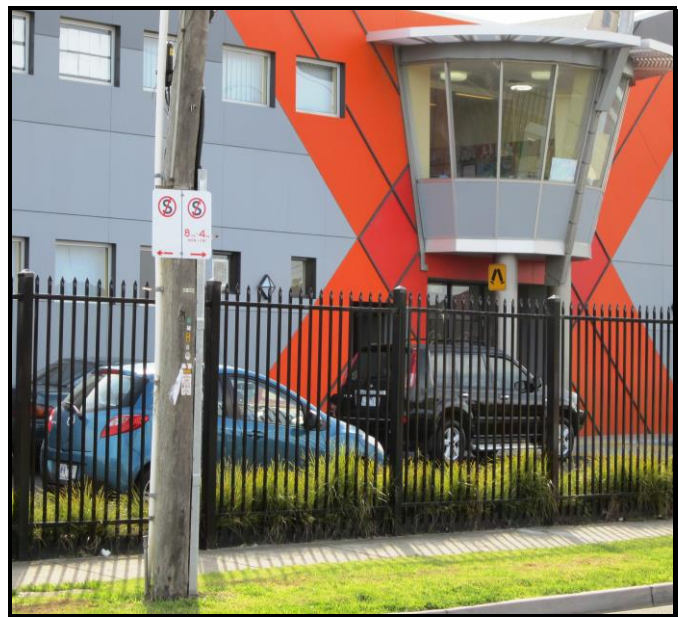
Under no circumstances are adults or older siblings/friends to speak to another child about an issue. If you have a concern, please speak with your child's classroom teacher.

## GENERAL INFORMATION

### Parking:

Parents are asked to pay particular attention to the parking restrictions in Links Street and Glengala Road.

Council parking officers attend the school regularly and issue fines to those who do not obey parking signs.



### Picking Up Your Child From School:

Please ensure that your child knows who will be picking him/her up from school. This will save a lot of confusion. If these arrangements change, please ring the school and notify the office staff of who will be collecting your child at the end of the day.

## Drive In and Drop Off Zone:

- For the safety of the children, please ensure you use the drive in/drop off zone correctly.
- Once you enter the gates, you must not leave your car.
- To ensure the safety of **ALL** members of our school community please do not park in the following areas:
  - Drive in/Drop off Zone
  - Staff car parks
  - Visitors car parks

If you want to speak with a teacher or visit the office you are most welcome to do so. However, please park your vehicle in Links Street.



## School Crossings:

Any person who crosses Glengala Road or Links Street on the way to or from school is expected to use the school crossings. Please also use the school crossing when crossing the drive in/drop off zone. Please ensure you follow the directions of those who are supervising the crossings.



**Child Safety:**

The safety of the children in our care is of paramount importance to the entire school community. Visitors entering the school are required to sign in at the office between 9.00am and 2.45pm.

If you need to pick up your child before the end of the school day, please wait for them at the office. The office staff will call your child to the office.

No children are permitted to leave the school grounds under any circumstances without parents or authorised persons signing them out at the office when collecting them.

**Bike and Scooter Use:**

At St. Paul's Primary School, we recognise the importance of the environmental and health benefits of cycling to school. We encourage students to choose a means of transport to and from school other than cars and buses. This will encourage fitness in our students and alleviate traffic congestion and parking problems around our school. The responsibility for the children riding bicycles to and from school lies with the parents/carers. Students must provide their own lock for securing their mode of transport in the designated storage area and must wear a properly fitted helmet. Parent/carers and students must complete and sign the Bike and Scooter Permission Slip before the child is permitted to ride to and from school.

**Contact Details:**

When a child is sick or injured in an accident at school, the parents or carer nominated by the parent will be contacted and the sick or injured child will be sent home. Please assist us by ensuring that all details (address, phone numbers, name of contact person etc.) on the child's emergency file are kept up to date.

**\*This information could be vital in case of emergency.\***

## **Children's Absences From School :**

Good Health is vital to school progress. **Please do not send your child to school if he/she is unwell.**

There are various ways that you can contact the school to advise that your child is absent from school.

1. **Contact the office:** Call 9363 1568, select 1, and then advise that your child will not be in attendance on this day. When leaving a message, please include your name, the child's name, the class, the date and the reason for the absence.
2. **Via the SkoolBag App:** Click on "*St Paul's Primary*" at the top, then "*eForms*" and "*Absentee Form*" and then fill in the form.
3. **Email:** Email the school on [office@spsunshinewest.catholic.edu.au](mailto:office@spsunshinewest.catholic.edu.au) or your child's class teacher on their school email address.
4. **Written Note:** A written note may be sent in advance if you know your child will be absent. If your child is going on an extended holiday, a written note must be provided.

A text will be sent to your family if we have not been advised that your child is absent. You are asked to respond to this text quickly.

## **Infectious Illnesses:**

When children have an infectious illness such as German Measles, Chicken Pox, etc, please ring the school and let us know for the safety of the other children at the school.

## **Medication :**

If your child needs to take medication at school, a Medication Form available from school should be sent explaining the details. The pharmacy label on the medication must clearly show the child's name and dosage. Please leave any medication with the office staff.



**Anaphylaxis:**

There are several children at school who suffer from allergic reactions to various forms of food, plants, bites and stings. The Australian Society of Clinical Immunology and Allergy (ASCIA) does not recommend the banning of particular items. This 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 have undertaken anaphylactic training and have it renewed each year. The school has a thorough policy, action plan and procedures 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.

**Tissues:**

Please provide your child with a large box of tissues on the first day and this will be kept for children's use at school. Also a spare pair of underpants in a plastic bag is helpful.

**Weekly Newsletter:**

The Newsletter is sent home on Monday. We encourage you to read it with your child so that you are all well informed about upcoming events in the school and local community. The newsletter will be used to advise parents when and where important information such as 'The Annual Report to the Community' is available. The newsletter is also available on our website – [www.spsunshinewest.catholic.edu.au](http://www.spsunshinewest.catholic.edu.au) as well as on the St. Paul's School app.



## St. Paul's Free App Is Available For Download:

With this app we can keep you informed about events, changes to timetables, give you access to permission notes, newsletters and emergency alerts.



### For Android users and iPhone users:

- Search Skoolbag in the Google play store or in the App store, and install it on your phone, PC or tablet.
- Opening this app, click on **Add our school**, then type “ST. PAUL’S SUNSHINE WEST” in the search line & click ‘search’. Once our school is found, you’ll be able to add it to your account! We encourage you to download this app.
- **To setup alerts:** Click on “*St Paul’s Primary*” at the top, then “*Groups*” and “*Add/Remove Groups*” and then choose your categories.
- **To update your changes:** Click on “*St Paul’s Primary*” at the top, then “*eForms*” and “*Change of Details*” and then fill up the form.
- **To report your child’s absence:** Click on “*St Paul’s Primary*” at the top, then “*eForms*” and “*Absentee Form*” and then fill in the form.

## Paying Money To The School:

At various times, parents are asked to pay money for raffles, book club etc. We ask that exact money be paid by the due date and sent to school in an envelope clearly marked with the child’s name, grade and the reason for payment.

## Secondary Schools:

A child who graduates from St. Paul’s may not automatically obtain a place in a Catholic Secondary School. Families must apply to the Catholic Secondary School of their choice.

Enrolments for Year 7, 2024 close on Friday 19<sup>th</sup> August, 2022. If you have not enrolled your child by this date, your child will not be accepted into a Catholic Secondary School.

If you wish your child to attend a Government High School, the application forms are available in the May/June prior to your child commencing at that Secondary School.

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



Kylie Hayes

Camp Australia co-ordinates and operates the St. Paul's Out of School Hours Program. There are ten places available for before school care and thirty places available for after school care. Before school care operates from 7.00am until 8.30am and after school care operates from 3.00pm until 6.00pm. Places are available on a permanent or casual basis.

Please contact Kylie Hayes on 0401 362 738 for more information.

## **Art Smocks:**

Please supply your child with an art smock, such as an old shirt, to protect his/her school clothes. Ensure that it covers most of your child's school uniform. This needs to be clearly labelled.

## **Lost Property:**

Parents are requested to have all articles of clothing clearly marked with their child's name. Please assist us by encouraging your child to look after their own belongings. Please ask at the office if your child loses any belongings.

## **SunSmart Policy:**



From September to April, it is compulsory for all children to wear a school hat when they are outside. Those children who are not wearing a school hat are required to remain under the shaded areas of the yard. Hats need to be clearly labelled with your child's name.

## Prized Possessions:

It would be appreciated if expensive or 'treasured' possessions - toys, computer games, expensive watches, etc - were not brought to school. We cannot take responsibility for these and children become very upset if such items are damaged or lost.

## ST PAULS PRIMARY SCHOOL

Your uniform is available at the  
**PSW STORE IN DEER PARK**



Unit 2, 51-53 Westwood Drive, Ravenhall VIC 3023  
Phone: (03) 9768 0342

### REGULAR TRADING HOURS\*\*

Mon to Fri: 9:00am - 5:00pm  
Sat: 10:00am - 1:00pm

### EXTENDED TRADING HOURS\*\*

WED 8 NOV 2017 TO SAT 10 MAR 2018  
Mon to Fri: 9:00am - 5:00pm  
Sat: 9:00am - 2:00pm

[www.psw.com.au](http://www.psw.com.au) Save Time, Shop Online!



\*\*\* No new lay-bys in January. Lay-bys require a 20% deposit. Lay-bys available in-store only. Extended lay-by for 'Back to School 2018' must be placed between Mon 6th Nov and Fri 22nd Dec 2017. Lay-bys must be paid for and picked-up by Sat 27 Jan 2018.  
\*\* Store trading hours are subject to change, please refer to [www.psw.com.au](http://www.psw.com.au) for all store trading hours, holiday trading and public holiday information, or call the customer service team on (03) 9768 0333.  
\* School Price Lists are subject to change throughout the year.

**PSW**  
QUALITY IN EVERY STITCH

**School Uniform:** All children are asked to wear the school uniform correctly and proudly. All items of the school uniform must be purchased from Primary School Wear, 2/51-53 Westwood Drive, Ravenhall.

The uniform consists of: -  
**Summer**

- \*School slouch hat
- \*Grey shorts
- \*Short sleeve white polo shirt with school logo
- \*White/grey socks
- \*Black leather shoes or black or brown sandals
- \*Blue windcheater with school logo
- \*Girls wear a royal/navy/gold check dress.

## Winter

- \*Grey pants
- \*Blue windcheater with school logo
- \*Long sleeve white polo shirt with school logo
- \*Bomber jacket with school logo
- \*Black leather shoes
- \*Girls have the option of wearing a royal/navy/gold check tunic/skirt with navy blue tights.

## **Sports Uniform**

Our school tracksuit is royal blue. Children are to wear white polo shirt with school logo for sport. Royal blue rugby shorts or skorts are available.

## **Uniform Rules:**

- Tracksuits and runners are part of the school sports uniform and therefore should only be worn on sports days.
- For hygiene and safety reasons, we ask that all hair longer than shoulder length be tied back.
- Extreme hair colours and/or extreme hairstyles (eg: spikes, mohawks or tails) are not permitted.
- 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.
- If children are unable to wear their school uniform for any reason, a note signed by their parent/carer or phone call to the school office is required.
- White or grey socks are worn. In summer children may wear black or brown sandals without socks.

## **ST. PAUL'S SCHOOL FEES AND LEVIES**

### **School Fees:**

School fees for 2022 are **\$1,260.00 per family per year.**

School fees may be paid at the beginning of the year or in three payments of \$420.00 payable by the following dates – 11<sup>th</sup> February, 6<sup>th</sup> May, 5<sup>th</sup> August.

Parents can pay fees in cash, by authorising the school to direct debit an amount weekly or fortnightly from their bank account or from their Centrelink Payments. You can also use our credit card facilities. Please contact the Principal to discuss other payment options.

### **Camps, Sports & Excursion Fund (CSEF):**

Due to the introduction of the Camps, Sports & Excursion Fund (CSEF) in 2015, we have been required to group levies for swimming, excursions and outdoor education into one category – Extra-Curricular Activities. Parents/carers with Health Care Cards or Pensioner Concession Cards will be able to apply for the CSEF. Please ensure you complete the relevant documentation so that you can receive the \$125.00 per child off your child's Extra-Curricular Activities Levy.

### **Education and Extra-Curricular Levies:**

Please see the table below for the cost of levies for each child.

<b><u>LEVY</u></b>	<b><u>PREP</u></b>	<b><u>JMA</u></b>	<b><u>MMA</u></b>	<b><u>SMA</u></b>
Levy Cost	\$220.00	\$220.00	\$220.00	\$220.00
Extra-Curricular Activities	\$180.00	\$255.00	\$340.00	\$370.00
Sacrament Program	-	-	\$30.00	-
<b><u>TOTAL COST</u></b> (LEVY PLUS COMPULSORY COSTS)	<b>\$400.00</b>	<b>\$475.00</b>	<b>\$590.00</b>	<b>\$590.00</b>

Transport costs for interschool sports are not included in the Excursion Levy. Children will be required to pay for this separately as the need arises.

Upon enrolment, there is a non-refundable \$20.00 deposit.

### **Non Payment of School Fees/Levies:**

Where non-payment of fees or levies occurs, parents will be asked to attend an interview with the Parish Priest/Principal to discuss the issue.

# NOTES

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