



Information for Families

2024

20-24 Chapel Street
(PO Box 66)
NATHALIA 3638

P: 03 5866 2271

w: www.sfnathalia.catholic.edu.au

e: admin@sfnathalia.catholic.edu.au

The community of St. Francis Primary School Nathalia warmly welcomes you to our school.

Our Identity:

St Francis' school is a welcoming community striving to live the Franciscan tradition of Peace and Joy.

Our Vision:

St Francis' Nathalia strives to:

- Provide a positive learning environment with a commitment to being safe, responsible and caring learners
- Build a community with a sense of responsibility to create a sustainable future for God's world.
- Build an inclusive community that fosters respectful relationships for all.
- Build and nurture a stimulating learning environment where all are supported in reaching their full potential.

Our Graduate Outcomes:

St. Francis School endeavours to educate students who are:

- collaborative
- compassionate
- confident
- courageous
- inclusive

STAFFING STRUCTURE - 2024

Principal	Matt Knight
Admin Office & Finance	Robyn Parker
Catholic Identity Leader	Tony Kent
Pastoral Wellbeing Leader	Malinda Rankin
Year 5/6 Class Teacher	Carolyn Brooks
Year 4/5 Class Teacher	Katie Barnes
Year 2/3 Class Teachers	Danae Manners & Lisa Ewer
Year 1/2 Class Teacher	Megan Flynn
Foundation Teachers	Malinda Rankin & Fiona Baker
NCCD Leader	Matt Knight & Katie Barnes
PE & Health	Darren Ogier
Science	Lisa Ewer
ART Specialist	Fiona Baker
Respectful Relationships & Library	Fiona Baker
SAKG Specialist	Kerry Conroy
Support Staff	Cheryl Appleby Kylie Richards Sarah Gillespie Sasha Lewis
Wellbeing Officer	Lorraine Bain
Mental Health Leader	Darren Ogier

Democratic Principles

The programs of, and teaching in our school supports and promotes the principles and practices of Australian democracy, including a commitment to:

1. elected government; and
2. the rule of law; and
3. equal rights for all before the law; and
4. freedom of religion; and
5. freedom of speech and association; and
6. the values of openness and tolerance.

Our Identity Statement articulates important values for Catholic Education at St Francis Catholic Primary School.

Our Curriculum Scope and Sequence outlines the importance of Civics and Citizenship within the curriculum.

Source of Life and the Victorian Curriculum form the base for our schools curriculum.

Our throughlines encompass a study of democratic principles through Personalised Learning.

Our Senior Student Leadership team respectfully raises and lowers the Australian and Aboriginal flags each school day.

Catholic Values and Values for Australian Schools are displayed in the Administration Area.

The National Anthem is led by the students at fortnightly assemblies.

CARE, SAFETY AND WELFARE OF OUR STUDENTS

Our school has a number of policies and procedures to ensure the safety and wellbeing of students at all times, these include:

- First Aid
- Medication Distribution
- Emergency Management Procedure
- Critical Incident Procedure
- Accidents and Incidents Procedure
- Appropriate use of internet (staff and students) policy.

A number of these items are addressed further in the handbook. All policies and procedures are available upon request from the school office.

ABSENCE & ATTENDANCE

Children are expected to attend school every day that the school is open unless there is a reasonable excuse for absence. A phone call to the school on the day of absence or using our Parent Access Module (PAM) platform. By law, the school must follow up all unexplained absences by contacting the parents (via SMS). Our Attendance Monitoring Policy can be found on the St Francis Website:

<https://www.sfnathalia.catholic.edu.au/downloads/>

ALLERGIES

Some children's health can be affected by being allergic to particular products, foods, plants, animal bites or stings. If your child is affected by an allergy, we ask you to inform your child's teacher at the beginning of the year of all relevant documentation and treatment procedures. In this way we can inform all staff of the special needs of particular students with regard to allergies.

ASSEMBLIES

Whole school assemblies will be held fortnightly on Monday mornings at 9am.

ASSESSMENT & REPORTING

Teachers will continually observe and assess your child's learning in class. At different times a task or test may be set to gain a clearer idea of how well your child understands what has been taught. These are important feedback strategies for the individual student. In Victoria, NAPLAN is administered by the Victorian Curriculum and Assessment Authority. Various opportunities are provided during the year to let you know your child's progress;

- Two written reports are provided to families each year (via PAM).
- Two face to face sessions (Parent / Student / Teacher) where you can discuss your child's progress.

In addition to this, you can contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

BEHAVIOUR MANAGEMENT POLICY AND PROCEDURES

Our school has policies and procedures in place for behaviour management, anti-bullying and harassment. Please see the school website for the documentation.

BICYCLES

Students riding bicycles to school are the responsibility of parents. The age of children, the distance to be covered and the path to be taken should be taken into account before a child undertakes this activity. Students must wear approved safety equipment and bicycles must be in a roadworthy condition.

CAMPS AND EXCURSIONS

Camps and excursions are considered to be an important part of the school curriculum, in which all children are expected to participate. School Camps provide for an ongoing development in independence and responsibility as each child moves through the primary school. The programs are for children in Years 3-6.

CHILD SAFE

St Francis is a Child Safe school. Parents and Carers are required to read our Child Safe Policies and Procedures, available on our school website www.sfnathalia.catholic.edu/our school/ Child safety as part of your acceptance of enrolment. These policies and procedures **must** be adhered to.

CODE RED FIRE DAYS

The school will close on declared **Code Red Fire Danger Rating** days by the Country Fire Authority (CFA). With the safety of our community in mind, the school will be closed with **no staff or students on site**. Alerts and information will be provided to families as soon as they become available to the school.

COMMUNICATION

The school communicates formally with parents through PAM (Parent Access Module), the SkoolBag App, newsletters, notes, email and facebook. Parents are encouraged to speak with their child's teacher on a regular basis. A Communication Framework outlining the process can be found on the school's website.

COMMUNITY INVOLVEMENT

St Francis Primary School prides itself on being an active member of the Nathalia Community. St Francis staff & students are encouraged to participate in community services.

CURRICULUM

The Victorian Curriculum is used by staff to plan and implement the school curriculum. Class Curriculum Notes are emailed to parents at the beginning of each term and parents are encouraged to become actively involved in their child's learning journey.

ENROLMENT

Enrolment Forms and an Information Booklet are available at the Office. Children are admitted at the beginning of the year in which they are five years of age, on or before April 30th of that year. It is encouraged that children previously attend Pre-School. Parents are asked to present their child's Birth Certificate and Baptismal Certificate upon

enrolment. All children enrolling at St. Francis Primary School will be required to present a “Certificate of Immunization Status for Primary School Enrolment”.

The St Francis Enrolment policy can be viewed on our school website.

EMERGENCY MANAGEMENT PLAN

Regular evacuation and in-vacuation drills are held during the school year to prepare all at St Francis in the event of danger.

EARLY LEAVERS AND LATE ARRIVALS

In the event of parents and carers wishing to collect their child/ren early from school, or if they arrive late they will be required to report to the School Office to complete the “Student Sign In/Sign Out” via the PassTab iPad system. Parents can also update student attendance via the PAM site.

EMERGENCY INFORMATION

Information needed in the case of emergency is kept in the School Office. This information needs to be updated constantly. It is therefore important that any alteration of contact persons, phone numbers or addresses be brought to the attention of our school immediately.

EXCURSIONS & INCURSIONS

Children are often exposed to educational opportunities through class excursions to local attractions. Incursions are when we bring experts into the school to work with the children.

FEES & LEVIES

Payment can be made by Cash, Cheque, Direct Credit, Direct Debit or via the EFTPOS machine.

Direct Credit Details:

St Francis School Nathalia.

BSB: 083 543 Account No: 479763404

Reference: Family Name or child’s name

FEE RELIEF

Families who experience significant financial difficulty are encouraged to contact the school/principal, as fee support is available.

FIRST AID / ACCIDENTS

Our school is equipped with a sick bay. When illness or accident occurs, parents are notified and when necessary, are asked to take their child home or to a doctor. All Staff regularly complete courses in Level 2 - First Aid with specific Asthma, Anaphylaxis and CPR training. If a student is injured or sick at school, parents will be notified by the school.

FUNDRAISERS

Occasionally fundraisers are held at school to raise money for the disadvantaged (i.e.

Caritas) or for student initiatives. (i.e. specific charities).

HATS

St Francis is a SunSmart school. Children are expected to wear their school hat during high risk times (from 1st September to 30th April).

HEAD LICE

Please check children regularly. Head lice must be treated immediately to reduce the risk of it spreading.

HOMEWORK

Catholic schools usually advise parents of homework expectations at the beginning of the school year. You can assist your child with his/her work at home in a number of ways.

INFECTIOUS DISEASES EXCLUSION FROM SCHOOL

In the interest of all students and families, children with infectious diseases are asked to be isolated from school in accordance with health authority guidelines.

INSURANCE

Our school has taken out a blanket Student Accident Insurance with Catholic Church Insurance covering the total school enrolment. This policy covers students “whilst at school” only—that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school. There is no additional cost to parents as this expense is built into the fee structure. Full policy details are available from the school upon request.

INVOLVEMENT OF PARENTS IN CURRICULUM

Parents are involved in a wide number of activities in the school. Assistance is needed in areas such as Stephanie Alexander Kitchen Garden, library, physical education and sporting teams. Grandparents are also a very important part of our school community.

iPADS

Technology is an increasingly integral means of education in our ‘changing world’ at St Francis Primary School. As part of our commitment to empowering every learning to serve and enrich our changing world, the school has implemented a 1:1 iPad Program for all our students in Years 4-6. The 1:1 iPad Program provides every student in the program with an iPad to enable a student-centred experience-rich education relevant to the 21st Century.

JUMPSTART PROGRAM

During Term 4 the Preschool children attending St. Francis the following year are invited to participate in the ‘Jump Start’ program, a series of visits to ensure a smooth transition to school. Dates and times of the program will be given closer to Term 4.

LIBRARY

St Francis has a well-stocked library for the use of all. Children are encouraged to borrow on a regular basis.

St Francis, Nathalia is a child safe school. We promote the safety, wellbeing and inclusion of all children..

LUNCH ORDERS

St Francis Primary School does not have its own school canteen but is able to use the canteen of St Mary of the Angels Secondary College. Each morning lunch order monitors from Grade 5/6 collect all the lunch orders and deliver them to the canteen. Lunch orders are then collected from the canteen. Canteen menus are put in the newsletter at the beginning of each school year and extra copies can be obtained from the school office.

LOST PROPERTY

Lost property is located in the Admin area and may be inspected by parents at any time. It is important that all clothing is clearly marked with the child's name. This makes it much easier to identify articles of clothing in the first instance.

MEDICATION

All parent requests for the administration of prescribed and non-prescribed medications to their child must be in writing on the Medication Request Form provided and must be supported by specific written instructions from the medical practitioner or pharmacist. The medication must be provided in the original packaging with the medical practitioner or pharmacist's instructions.

NATHALIA LEARNING COMMUNITY

The Nathalia Learning Community is a collaborative approach to education between St Mary of the Angels Secondary College, Nathalia Secondary College, Nathalia Primary School and St Francis Primary School. The Nathalia Learning Community (NLC) exists as a viable partnership to improve student outcomes; we believe in the concept of 'collaborative autonomy' – schools working together with common aims whilst retaining a sense of autonomy and individuality.

NOTES

Any school notes / information to families will be sent out via hard copy or emailed as our preferred method. Additionally, reminders and information may be placed on our social media platforms such as PAM or Facebook.. Please read the notes carefully.

OCCUPATIONAL HEALTH & SAFETY (OH&S)

At St Francis we are committed to the safety and wellbeing of all. It is important that our play and learning spaces around the school are safe for all. Parents are asked to report any dangers they may see around the school to the front office.

OPEN DOOR POLICY

At St Francis we welcome parents/guardians into the school at all times. The Principal and admin staff are available by phone or visitation. Classroom teachers are available outside normal classroom hours.

PARISH COMMUNITY

Our school could not exist without our Parish. Our Parish Priest invites and encourages children and parents to be active members of our St Mary's Parish. Masses are held in the Church through the term and for Feast Days.

St Francis, Nathalia is a child safe school. We promote the safety, wellbeing and inclusion of all children..

PARENT CODE OF CONDUCT

At *St Francis Primary Nathalia* we are committed to nurturing respectful relationships and active partnerships with you as *parents/carers/guardians*. This Code of Conduct will guide your interactions and communications with staff, other *parents / carers / guardians*, students and the wider school community. It articulates the school's key expectations of both staff and *parents/carers/guardians* with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

PARENT / SCHOOL PARTNERSHIP

St Francis welcomes opportunities to work with you in educating your child. The partnership between parents and school is crucial to ensuring that your child has the best opportunities to enjoy the school experience and to learn effectively. As a parent you can contribute your own knowledge and skills at all levels, to assist your child's learning, to support the school's goals and to promote the principles of Catholic education.

POSITIVE BEHAVIOUR INTERVENTION & SUPPORT (PBIS)

PBIS gives our school community a common language and pathway when dealing with behavioural management. The expectation to Care for Self, Others and the Environment is generally well known and a lived reality amongst the students and staff. At the beginning of the year all classes spend time around the expectations and develop behavioural mantras.

POLICIES & PROCEDURES

Are available on the St Francis School Website or parents may request hard copies from the school office.

PUPIL FREE DAYS

All schools are able to take closure days during the year for staff professional development. Parents will be given advance notice of such days.

RELIGIOUS EDUCATION

St Francis is a Catholic School within the Parish of St Mary's Nathalia. Children are instructed in Religious Education, participate in prayer and Sacramental programs, attend Mass and liturgy.

SCHOOL BUS

Parents who wish their child to travel on a country bus will be given an application form to travel on the bus at the time of enrolment. Children attending a registered primary school such as St. Francis will, after approval by the Minister through a written application, be permitted to travel by a transport service established in accordance with the regulations provided that:



They reside not less than 4.8 km from the school they attend.



St Francis, Nathalia is a child safe school. We promote the safety, wellbeing and inclusion of all children..

The school attended is the nearest registered primary school of the appropriate denomination and is on the route of the transport service.

Bus travellers wait at the front of the school each afternoon to catch their bus home. At all times bus travellers are expected to behave in a responsible way, for the safety of all travellers. The school has regular communication with the bus drivers to ensure positive bus behaviour.

SCHOOL HOURS DAILY TIME TABLE

Reading	8:55 - 9am
Session 1:	9:00 - 10:55am
Recess:	10:55 - 11:25am
Session 2:	11:30 - 1:25pm
Lunch:	1:35 - 2:15pm
Session 3:	2:15 - 3:20pm

SCHOOL ADVISORY COUNCIL

Our School Council is advisory and provides advice in areas such as school improvement and the development of policy. The School Council meets on a termly basis.

SOCIAL MEDIA (FACEBOOK) - St Francis Primary School has a Facebook page.

This page is for parents and carers to stay up to date with school news, events, fundraising and activities. The Facebook page is a positive page designed to assist parents & carers with keeping up to date with the happenings at this school. Any form of negative comments, harassment or bullying will not be tolerated and posts deleted.

STUDENTS WITH ADDITIONAL LEARNING NEEDS

St Francis adopts the Nationally Consistent Collection of Data on Students with Disability Program to improve participation and learning outcomes of educationally disadvantaged students and students with disabilities, particularly in literacy and numeracy.

SPORTS DAY

A whole school sports & athletics day is held during the year. Children have the opportunity to participate in various track and field events & many other fun activities.

ST FRANCIS PARENTS & FRIENDS

The St Francis Parents and Friends Group is a vital organisation in the life of St Francis, offering an opportunity for parents to gather and become involved in the life of the school. Our group provides support for the school in areas such as; social functions for the school community, fundraising for particular needs in the school and voluntary support for educational programs. We invite and encourage all parents to become involved.

SUPERVISION

Children are supervised by teachers from 8:30 am until 3:30 pm. Teachers are rostered

St Francis, Nathalia is a child safe school. We promote the safety, wellbeing and inclusion of all children..

for yard duty before school, at recess and lunchtime, and after school. Children who arrive prior to 8:30 am are required to wait in the Administration Area. If children have not been picked up by 3:30pm, they will be taken to the Administration Area. During extreme heat and wet weather periods children are supervised in their classrooms/and or air conditioned rooms at recess and lunch times.

SURVEYS/DATA COLLECTION

Parents & students are sometimes asked to complete surveys. The information gained from these surveys is used for school improvement.

STUDENT WELLBEING

At St Francis, we have a Wellbeing Officer. This contact works in conjunction with our School Wellbeing team.

SWIMMING

All children take part in a swimming and water safety program annually.

TERM DATES - 2024

Term 1	Tuesday 29th January – Thursday 28th March *Staff return Friday 29th Jan *Student's first day: Tuesday 30th January
Term 2	Monday 15 April – Friday 28 June
Term 3	Monday 15 July – Friday 20 September
Term 4	Monday 7 October – Friday 20 December

TRANSITION DAY

Is held in Term 4. On this day all children spend time with their next year's teacher. Year 6 students spend the day at their new secondary college and the new Foundation students join us for the morning.

UNIFORMS

Children are expected to wear our school uniform. St Francis uniforms are available from Casual Step, Elizabeth Street Nathalia. Second hand uniforms are available from the school, along with school bags and hats.

VISITORS & CONTRACTORS

Everyone who visits the school is required to sign in at the Assisi Administration front office.

VOLUNTEERS PROGRAM

Anyone who works with students at St Francis is required to complete the Volunteers Program. Information is available at the front office. All Volunteers must have a current Working With Children Check.

WORKING WITH CHILDREN CHECK

All adults who work with students; classrooms, excursions, camps etc. must have a Working with Children Check. These forms are available online at www.workingwithchildren.vic.gov.au.

SHARED EDUCATIONAL PHILOSOPHY

Our educational philosophy at St Francis Catholic School is underpinned by three core principles:

AUTHENTIC LEARNING	ENGAGING LEARNING ENVIRONMENT	PURPOSEFUL TEACHING
<p>We value AUTHENTIC LEARNING because we believe:</p> <ul style="list-style-type: none"> • Relationships are at the heart of teaching and learning. • Learning is personalised and learners are active in the learning process. • Learning is inclusive, attentive to different learning styles and developmentally appropriate so that all students can reach their potential. • Learning is a lifelong process where students make meaning through creativity, critical thinking and collaboration. 	<p>We value the importance of creating an ENGAGING LEARNING ENVIRONMENT because we believe:</p> <ul style="list-style-type: none"> • The environment supports the learning • The children need a safe, positive, stimulating environment for effective learning to happen. • The learning environment includes parents and the wider community in real and authentic partnerships of engagement. • Students will develop confidence and take risks in their learning when the learning environment is safe and supportive. • That every student has the ability to learn and high expectations ensures that every learner is successful, self-motivated, independent and interdependent. 	<p>We value the importance of PURPOSEFUL TEACHING because we believe:</p> <ul style="list-style-type: none"> • High quality literacy and numeracy learning and teaching is essential for all students. • The planning for purposeful teaching must include differentiated learning experiences, ongoing assessment and explicit feedback. • Students must experience learning as purposeful, active, creative, authentic, challenging and achievable. • The explicit teaching of skills and content supports students to engage in higher order thinking and reasoning skills which enable them to explore significant ideas, develop problem solving skills and work collaboratively.

St Francis' school is a welcoming community striving to follow the Franciscan tradition of Peace and Joy.

St Francis, Nathalia is a child safe school. We promote the safety, wellbeing and inclusion of all children..