



Information for Families
(2025 Program & Structure)

Contact details

Address: 20-24 Chapel St
(PO Box 66)
NATHALIA, 3638

Phone: 03 58662 271

Website: www.sfnathalia.catholic.edu.au

Principal contact: principal@sfnathalia.catholic.edu.au

Office contact: admin@sfnathalia.catholic.edu.au

2025 School Terms

- ★ Term 1: Tuesday 28 January - Friday 4 April (10 weeks)
- ★ Term 2: Tuesday 22 April - Friday 4 July (11 weeks)
- ★ Term 3: Monday 21 July - Friday 19 September (9 weeks)
- ★ Term 4: Monday 6 October - Monday 15 December (11 weeks)

SCHOOL HOURS DAILY TIMETABLE

Morning roll mark:	8:50 – 9:00
Session 1:	9:00 – 9:50
Session 2:	9:50 – 10:50
Recess:	10:50 – 11:30
Session 3:	11:30 – 12: 30
Session 4:	12:30 – 1:30
Lunch:	1:30 – 2:20
Session 5:	2:20 – 3: 10
Afternoon roll mark:	3:10 – 3:20

PRINCIPAL'S MESSAGE

We are striving to live the Franciscan tradition of Peace and Joy.

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

We are a vibrant and inclusive Catholic primary school where learning, faith and community come together to nurture the hearts and minds of our students.

At St Francis' Nathalia we strive to provide a positive learning environment with a commitment to being safe, responsible and caring learners. Our educators endeavour to enhance student outcomes through a knowledge rich curriculum, using latest research to support our students academic, social and emotional growth.

We know that education is a partnership between the school and families, and that active communication and collaboration is central to our success. By creating an inclusive community that fosters respectful relationships, and a responsibility to create a sustainable future for Gods world, we create an environment where our students feel encouraged, valued and inspired to achieve.

In 2025 we are committed to every student, every teacher, every family every day. Guided by faith and united in purpose.

OUR GRADUATE OUTCOMES

St Francis' School we endeavour to educate students to be:

- ★ Collaborative
- ★ Compassionate
- ★ Confident
- ★ Courageous
- ★ Inclusive



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

STAFFING STRUCTURE 2025

Principal	Matt Carver
Deputy Principal	Rosina Gemmill
Admin Office & Finance	Natasha Boase
Catholic Identity Leader	Megan Flynn
Pastoral Wellbeing Leader	Malinda Rankin
Learning Diversity Leader	Katie Barnes
Year 6 Class Teacher	Chanice Condit
Year 4/5 Class Teachers	Lisa Ewer and Danae Manners
Year 3/4 Class Teacher	Carolyn Brooks
Year 1/2 Class Teacher	Megan Flynn
Foundation/1 Class Teachers	Fiona Baker and Malinda Rankin
PE and Health, Sport	Rose Nihill and Darren Ogier
Science	Lisa Ewer
Art Specialist	Fiona Baker
Respectful Relationships	Rose Nihill
SAKG Specialist	Kerry Conroy
LOTE Specialist	Rosina Gemmill
Support Staff	Cheryl Appleby Kynan Bethell Georgia Carkeek Sasha Lewis Kylie Richards
Wellbeing Officer	Lorraine Bain
Mental Health Leader	Darren Ogier

Democratic Principles

Australian Society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

In accordance with the "Education and Reform Act 2006", St Francis' School is committed to delivering programs and teaching in a manner that supports and promotes the principles and practice of Australian democracy.

- We believe in an accountable, democratically elected government
- We respect and observe the rule of law and believe that no person is above the law
- We believe in equal rights for all before the law
- We believe in the freedom of religion and the need to practice tolerance and understanding of others' beliefs
- We believe in the freedom of speech and freedom of association, but also acknowledge that we have the responsibility not to abuse this freedom
- We believe the values of openness and tolerance and value and respect all members of the school community regardless of background.

These principles are interwoven through all we do and can be found included in many of our school's policies, our Vision Statement, our Graduate Outcomes and our school rules

Teaching and Learning

The educational program is based on the Victorian Curriculum.

MAGNIFY Sandhurst is an ambitious, evidence informed and wide-ranging program being implemented at St Francis' and all Catholic Education Sandhurst Schools.

MAGNIFY Sandhurst is implementing several key programs and initiatives in 2025 that focus on:

- Catholic Mission
- Neuroscience of Learning
- Literacy
- Mathematics
- Safe, Calm and Peaceful Classrooms
- Instructional Coaching for teachers



MAGNIFY Sandhurst is committed to:

'Every Student, Every Teacher, Every School, Every Day'

MAGNIFY supports a structured and adaptable approach and teachers will create a learning environment that is supportive and challenging, helping all students achieving their full potential. Teachers will ensure that students are actively engaged in their learning and can apply their knowledge in meaningful ways. They will focus on being responsive to student engagement and guided practice, providing a strong foundation for learning before advancing to complex tasks.

All curriculum content is guided by the Victorian Curriculum and Catholic Education Sandhurst.

CARE, SAFETY AND WELFARE OF OUR STUDENTS

Our school has several policies and procedures to always ensure the safety and wellbeing of students, these include:

- ★ First Aid
- ★ Medication Authorisation and Administration
- ★ 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 and available on the school website.

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 students about allergies.

ASSEMBLIES

Whole school assemblies will be held fortnightly on Monday afternoons at 2:45pm in the Gathering Space.

ASSESSMENT & REPORTING

Teachers 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 (Learning Conversations) 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.

BIRTHDAYS

Our students love to celebrate their birthday, and we would be pleased to help facilitate this at school.

If your child has birthday invitations to hand out, we ask that this is done discreetly, especially if it is only for a few choice friends. Your child's teacher will support them to put these into bag lockers.

If you would like to bring a treat to celebrate as a class, please check with your child's teacher regarding dietary requirements and class numbers. We don't encourage lollipops, as they are not ideal when running and playing.

BREAKFAST CLUB

Breakfast club is offered at St Francis' every Friday morning.

A simple breakfast will be available. We know that children who eat breakfast tend to perform better academically compared to those who skip breakfast. They also feel a greater level of connectedness with teachers and other adults at their school, which leads to further positive health and academic outcomes. (Better Health Channel)

CAMPS AND EXCURSIONS

Camps and excursions are 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 primary school. The programs are for children in Years 3-6.

2025 camps:

3/4 13-14 March to Murray Life Adventures Torrumbarry

5/6 5-7 May to Anglesea

We understand that school camps can be something your child expresses concerns about attending, if this is your child, please make sure you discuss with your child's class teacher.

CHILD SAFE

St Francis is a Child Safe school. Parents and Carers are required to read our Child Safeguarding Policies and Procedures, available on our school website [Child Safeguarding - St Francis Nathalia](#) 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), 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. Parents are encouraged to become actively involved in their child's learning journey.

EARLY PICK-UP, LATE ARRIVALS & SUPERVISION

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.

Children are supervised by teacher from 8:30am until 3:30pm. Children who arrive prior to 8:30am are required to wait in the Administration area.

On arrival, and after 8:30am, students may put their bags in their locker areas and move outside.

EMERGENCY INFORMATION

Information needed in case of an emergency is kept in the school office. It is important that any alteration of contact persons, phone numbers, addresses or medical information be brought to the attention of our school immediately. Parents are asked to update this information through PAM at the beginning of the school year and any time the information may change.

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EMERGENCY MANAGEMENT PLAN

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

ENROLMENT

Enrolment Forms / 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 upon enrolment. All children enrolling at St. Francis' Primary School will be required to present a "Certificate of Immunization Status for Primary School Enrolment".

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. Our preferred payment method is Direct Debit. Direct Debt forms can be obtained from the office.

Our Direct Credit Details are:

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 Principal. The following Fee support for 2025 is available if needed, please don't hesitate to make an appointment if you wish to discuss this further.

CAMPS, SPORTS & EXCURSION FUND (CESF)

Families who hold a current Pension or Healthcare Card will be eligible for the CSEF Relief and are asked to apply for this funding as it helps the school to cover the costs of travel and sporting activities that occur during the year, not just the scheduled camps for Grades 3 to 6. If you have applied in the past few years, your student will remain funded while your card is active. Any new students will need to be included in a new application. Please see the school office for a form. In 2025, the amount of relief which will be used toward camps, sport and/or excursions is \$154 per student per year.

SCHOOL SAVINGS BONUS

Non-government school students who will be in Foundation through to Year 12 in 2025, and who are receiving the means-tested CESF, are eligible for the School Savings Bonus. Parents and carers do not need to apply, as this bonus is paid to Non-Government schools for eligible

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students from late November 2024. Importantly, the School Savings Bonus is available in addition to the CESF.

SCHOOL INITIATED RELIEF

As directed by the Catholic Education Office, in 20205, we will be offering additional fee relief to those families who meet our set criteria. The relief will essentially reduce your total fees to \$520 per student (after the CSEF and School Savings Bonus has been deducted). Certain conditions are to be met to qualify. Please contact our office for more information.

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 – when UV is high or extreme. We ask that hats are kept at school for easy access when needed. The wearing of the school hat is compulsory from 1st September to 30th April. St Francis' has a no hat no play policy. This includes moving from one area to another.

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.

YEAR 3-6 LAPTOP PROGRAM

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 Microsoft Laptop Program for all our students in Years 3-6. The 1:1 Laptop Program provides every student in the program with a laptop 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.

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 each grade, 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.

NEWSLETTER

A newsletter is compiled fortnightly and published fortnightly on Fridays. Families may access the newsletter via the school’s website, SIMON/PAM and the school’s private Facebook page.

The newsletter is a major communication link between school and home and contains information about upcoming events and other matters we wish to bring to your attention. Please read the newsletter carefully.

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 always welcome parents/guardians into the school. The Principal and admin staff are available by phone or visitation. Classroom teachers are available outside normal classroom hours.

PAM

PAM is a communication tool used at St Francis’. It provides families with information on a range of areas relating to your child’s education, including homework, assessment tasks, school reports, attendance, Learning Conversations, daily messages and upcoming events. At the beginning of each year, families will be provided with a copy of the USER Guide. If at any time families need support to access PAM, please contact the office.

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.

PARENTS & FRIENDS ASSOCIATION (P&F)

The P&F 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 P&F provides support for the school in areas such as; social functions for the school community, fundraising for particular needs in the school or voluntary support for educational programs. All parents are members of the P&F Association when enrolling children at St Francis'. New faces are ALWAYS welcome at meetings and events.

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 regarding respectful relationships and behaviours. It also specifies the school's position regarding 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 be Safe, Responsible and Caring learners 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 matrices.



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 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.

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 4.8km from the school they attend



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

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.

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.

SURVEYS/DATA COLLECTION

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

STUDENT WELLBEING

Student wellbeing is a priority for us at St Francis'. If you have any concerns for your child's wellbeing please don't hesitate to speak with your child's teacher who will gather support for your child from the Wellbeing Leader and Wellbeing Officer.

SWIMMING

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

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, Blake 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 current Working With Children Check. Forms are available online at:

www.workingwithchildren.vic.gov.au



Authentically Sandhurst Catholic Education

Outstanding Learner growth

Solidarity and Subsidiarity

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