SCHOOL PRAYER

“Let Happiness Dwell.”

Lord, help me to be joyful in all I do and say.

Help me to be a peacemaker

and to forgive others

because you, Lord, forgive me.

Help me to look after others,

to understand how they feel,

and to love them like you love me.

Help me to be generous,

Showing your love to everyone I meet.

Amen

Adapted from the Peace Prayer of St Francis
November 2013

Dear Parents,

I am pleased to present to you this 2014 Parent Handbook. In it there are relevant dates for your diary and term dates. The school vision is implemented within the context of a smooth and efficient school administration. This handbook contains information regarding school administration and procedures. I welcome your feedback on any of the procedures. The school policies are listed in the SFX Policies property of the intranet. If you have a suggestion for change to any policy or procedure you are welcome to write to the chairperson of the SFX Education Board. All parents have a say in the decision making process at the school.

Another main source of information is the weekly newsletter, which comes out each Friday by email. Some hard copies are available inside the Student Entry. It is important to be informed by the newsletter. It sometimes contains information which is necessary for your child to fully participate in school life e.g. dates for free dress days.

I invite you to keep the lines of communication open. If you have any concerns, you are welcome to make a time to speak to your class teacher, to the Deputy Principal or to myself. We place high value on the parent teacher relationship and we know that open and honest communication is the key to this relationship.

The St Francis Xavier staff appreciates that it is a great privilege to walk with you in the journey of the education of your child. The staff acknowledges that parents are the first and most important educators of their children.

With my best wishes to you all

Carmel Purdely

Principal

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1087 Whitehorse Road, Box Hill 3128
Tel: 9890 1108 Fax: 9890 2766
www.sfxboxhill.catholic.edu.au
Intranet: www.sfxboxhill.catholic.edu.au/myinternet

E-mail: enquiries@sfxboxhill.catholic.edu.au
Out of School Hours Care: Tel: 0403 246 289
CALENDAR 2014

A detailed list of important dates for each term is sent out once a term with the Newsletter. These dates are correct as at time of printing, however please check the weekly newsletter for any amendments.

Staff

Tuesday 28 January  Staff Meeting and Preparation Day – No students at school

Wednesday 29 January  Staff Professional Learning Day – No students at school (Approved Student Free Day)

TERM 1 –

Thursday 30 January - Friday 4 April (Year 3-6)

Monday 3 February–Friday 4 April (Prep, Year 1-2)

Thursday 6 March  Staff Professional Learning – (Approved Student Free Day)

Friday 7 March  Staff Professional Learning – (Approved Student Free Day)

Easter 18 April – 21 April

Preps do not attend school on Wednesdays until Wednesday 5 March

TERM 2 – Tuesday 22 April – Friday 27 June

TERM 3 – Monday 14 July – Friday 19 September

TERM 4 – Monday 6 October – Wednesday 17 December

Monday 3 November  Staff Professional Learning – (Approved Student Free Day)
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date/Time/Location</th>
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<tbody>
<tr>
<td>Books/Stationery Collection Day</td>
<td>Tuesday 28 January 9am – 12 noon  SFX Hall</td>
</tr>
<tr>
<td>Staff Preparation Day – No students at school</td>
<td>Tuesday 28 January</td>
</tr>
<tr>
<td>Staff Professional Learning – Approved Student Free Day</td>
<td>Wednesday 29 January</td>
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</tbody>
</table>
| Prep Home Visits | Thursday 30 January  
Friday 31 January |
| Year 3-6 students return to school | Thursday 30 January |
| Prep, Year 1-2 students return to school | Monday 3 February |
| Parent Teacher Interviews Prep - 2 | Monday 24 February  8.00am – 8pm |
| Parent Teacher Interviews Year 3 -6 | Tuesday 25 February  8.00am – 8pm |
| Good Friday | 18 April |
| Easter Monday | 21 April |
| Confirmation Year 6 | Friday 24 October  7pm |
| First Reconciliation Year 3 | TBA |
| Eucharist Year 4 | TBA |
| School Concert | Tuesday 19 August 7.30pm |
| Twilight School Sports | TBA |
Last Day of Term Arrangements

*Term One, Last Day of Term, Friday 4 April*

Free Dress Fund Raising Activity, Assembly 3pm in Hall, Dismissal 3.30pm

*Term Two, Last Day of Term, Friday 27 June*

Free Dress Fund Raising Activity, Assembly 3pm in Hall, Dismissal 3.30pm

*Term Three, Last Day of Term, Friday 19 September*

Free Dress Fund Raising Activity, Assembly 3pm in Hall, Dismissal 3.30pm

*Term Four Last Day of Term, Wednesday 17 December*

Free Dress Fund Raising Activity, Assembly 2.30pm in Church, Dismissal 3.30pm
School Motto

‘Let Happiness Dwell Here’

Vision

In the Franciscan spirit our vision is for a school that will:

1. be grounded in **Catholic Tradition** and spirituality, in which the **gospel values** of justice, truth, love and peace underpin everyday teaching and learning

2. cultivate effective learners-for-life by commitment to informed, current, **learning and teaching** practice: teaching, entrusted to people who support the children in their personal growth, and who are accountable for enhancing the quality and standard of student learning outcomes; and learning which involves the ongoing acquisition of knowledge and skills so that learners can apply these critically to understand and participate effectively as responsible citizens in their world

3. encourage respect responsibility and care for creation; where an awareness of the **environment** and its species is developed and promoted

4. enhance the **well being** of all in an environment of justice, inclusiveness, tolerance, equality and compassion; in which harmony and healthy relationships are promoted through the development of social skills, self worth, affirmation and the celebration of achievements

5. be a place in which teamwork and **collaboration** are central to everyday practice

6. be a place in which clergy, parents, teachers and students build and nurture a healthy growing **community**

Ratified by School Education Board 2005

Education in Faith

*Religious Education*

Religious Education in the school aims to:

- develop in students a relationship with God and with each other,

- build on each student’s experience of living the faith in a Christian family,
lead them into a deeper understanding of their life in the Church and
give opportunities to grow closer to the wider community of the Parish family.

The Priests, Principal, Religious Education Leader and Staff work as a team to plan and carry out this program.

The children are given opportunities to celebrate the Sacrament of Reconciliation and Eucharist. There are regular class and school Masses and para-liturgies, which parents are invited to attend. Once a year each class prepares a family Eucharist.

Sacramental Education occurs at every class level. The children are presented to celebrate the sacraments of Reconciliation in Year Three, Eucharist in Year Four and Confirmation in Year Six. Parents are expected to attend Sacrament Family Nights for the sacrament which their child is celebrating and to be involved in their child’s sacramental education.

Student Wellbeing

Supporting Families in Need

Sometimes there is a need for the parish school community to support a family or individual (adult or child) through a period of sorrow or a difficult time. The Parents & Friends class parent representatives usually seek out the type of support that is needed and appropriate in each situation (such as delivery of prepared meals, transport to school or hospital, respite time, etc). They organise a roster of volunteers to provide the necessary support to the family or individual for as long as is needed.

Program Support Group (PSG)

Children who have special learning needs are referred to this group for both social and academic needs. This group endeavours to recommend a procedure for assessing the particular needs of the child and a program to address these needs. Often parents and teachers are involved in common practices to help the child achieve the goals set for the program. Children are referred by teachers. Parents are contacted by staff if a referral is made.

Nutrition 10 o’clock Fruit/Vegetable Break

The 10 o’clock snack is a small serving of fresh fruit or vegetables that has been pre-cut into segments appropriate for your child.
· Young children are more likely to eat two halves or 4 quarter pieces than one whole piece; oranges can be a hassle to peel and pears and apples may be too big for small hands to handle.

· Ideally your child should be able to eat the fruit or vegetable pieces within 2-3 minutes.

*Why do we have the 10 o’clock snack?*

· Fruit and vegetables are a good source of fibre, vitamins and minerals.

· These provide your child with increased energy and concentration to get through crucial learning times.

See the following website for more tips:

http://www.nutritionaustralia.org/dynamic/recipes.php

*Water Bottles*

Your child is encouraged to bring a water bottle, containing water only, to school to have access to during class time. Research shows that drinking water when learning helps to keep the brain hydrated, therefore aiding concentration.

*Toilets*

Optimum learning will occur when students are able to last for the two-hour engaged learning blocks without the interruption of going to the toilet. Children are encouraged to use the toilets before school and during the two 40-minute lunch breaks. If children need to use the toilets during class time, for their security, they will take another child with them. They will be allowed to go to the toilet during class time.

*Dogs at School*

During school hours i.e. between 8.30am and 3.45pm on weekdays no dogs are allowed on school premises. It is not permissible to tie a dog to the school gate or the school fence. The school cannot be held responsible for the behaviour of any dog. The safety of our children is always paramount in our decision-making. An exception will be made for a planned Pets Day and for any required Guide Dogs.

*Learning & Teaching*

The school presents a curriculum program, which meets the requirements of the *Archdiocese of Melbourne* in Religious Education and ensures that the *Essential Learning Standards* as set
down by the Victorian Curriculum & Assessment Authority (VCAA) are achieved over the seven years of primary school.

Individual Learning Area policies are available on the St Francis Xavier school intranet on the SFX Policies property.

Parents are referred to the VCAA Website for details for parents on the curriculum


**Enrichment / Extra Curricula Programs**

Enrichment / Extra Curricula Programs are those programs, which although not required in order to meet the VCAA standards, enrich children’s experience and learning.

The Enrichment policy and the appendix can be viewed on the policies section of the school intranet.

**Library**

Children may borrow the following items from the Library:

- picture story books;
- bridging fiction (easier fiction);
- fiction books,
- books in languages other than English, and
- factual resource books.

The following number of books can be borrowed for up to two weeks:

- Prep, Year 1 and 2: 2 books plus 5 take-home readers per week
- Year 3 and 4: 3 books
- Year 5 and 6: 4 books

Books are to be returned via the Library Returns Box located outside the Library.

Parents support is requested by providing a named library bag, insisting on careful handling, and ensuring the prompt return of books.
Administration

*Office Hours*

The School Office is open from 8.30am to 4.00pm on school days.

*School Hours*

School hours are as follows: 8:50am – 3.30pm school days.

*Out of School Hours Care*

The OSHC Program is run by Camp Australia. [www.campaustralia.com.au](http://www.campaustralia.com.au) Tel: 1300 105 343. (SFX OSHC 0403 246 289). OSHC runs from 7.30am to 8.30am and 3.30pm to 6pm. Before using the program parents need to register online for an account. The Program is run in the OSHC Room next to the hall, entry near Prep playground.

*Car Parking*

Parents are requested NOT to bring cars onto the school grounds between 8.00am and 4.00pm on any school day. Parents are asked not to block any school or neighbours’ driveways when dropping off or picking up your children. Parents are asked to park with consideration for others so that as many cars as is possible can park at any one time.

Please also observe the parking restrictions in Clota Avenue.

Between 8.30am-9.30am and 3.00pm-4.00pm on school days, in Clota Avenue –

- parking is not permitted at all on the east side

- on the school side you are allowed to stop for up to 2 minutes in a **No Parking** area if you are dropping off or picking up children. Drivers however are not permitted to leave their car unattended. It is therefore not an appropriate place to stop if you need to pop into the school or if you have to wait for your child to finish school.

When travelling west at the corner of Dorking Rd and Whitehorse Rd, the traffic authorities have advised that a right hand U-turn from Whitehorse Road into the service road is illegal and will be prosecuted.

**Timetables**

- Children who are at school prior to 8.30am go to Out of School Hours Care. Parents will be invoiced for the care.
• 8.30am Morning Duty begins - students supervised on asphalt
• 8.50am First Bell – Assembly or Fitness
• 9.00am Second Bell - Classes begin
• 10.50am Bell - Eating Time
• 11.00am Bell - Morning Recess
• 11.35am Bell – Conclusion of Recess
• 11.40am Bell - Second Teaching Session begins
• 1.40pm Bell - Eat Lunch
• 1.50pm  Bell - Second Recess
• 2.25pm Bell – Conclusion of Second Recess
• 2.30pm Bell – Afternoon Teaching Session begins
• 3.30pm Bell – Dismissal
• 3.45pm Bell - Supervision concludes.

Children who have not been collected by the 3.45pm bell go to Out of School Hours Care. Parents will be invoiced for the care.

• Hours of Supervision 8.30am – 3.45pm

### Meals at School

Parents are asked to provide two portions of food for their children to eat at school. The timetable has been set up to allow for two two-hour periods of learning. Children eat at 10.50am and a second time at 1.40pm. Children should have something fairly substantial (not just a snack) at 10.50am as they don’t eat again until 1.40pm.

There is also a 10.00am fruit/vegetable break. This break is restricted to fruit and vegetable.

Students eat food inside only. Students will be given adequate time to eat, if they require it they will be given extra time to eat on their return to the classroom after recesses. Uneaten food and food wrapping goes back into students’ lunchboxes and goes home (with the exception of yogurt containers and tetra juice packs). No food, food wrappings or fruit peel goes into classroom bins.
Classroom Cuisine

Pre-ordered lunch orders are available Mondays and Thursdays from Classroom Cuisine [https://www.classroomcuisine.com.au/](https://www.classroomcuisine.com.au/). Lunches arrive for the second break (1.40pm) and are taken to the classrooms for distribution. Parents order online until 8.30am on the day the lunch is required and must receive a confirmation email.

### Communication Channels

The school communicates frequently to parents and the wider community on its activities and children’s progress by:

1. Parent information sessions and sacramental nights.
2. Parent-Teacher interviews beginning / mid-year and on request.
3. Prep Orientation Program.
4. Prep home visits.
5. Weekly newsletters, parent handbook.
6. Student Achievement Reports in June and December.
7. Monthly Principal’s reports to the School Education Board, the Parish Pastoral Council and Parents & Friends Association.
8. Annual report to the Parish School Community, issued prior to 30 June – available on the school intranet or in hard copy if requested.
9. Students’ diaries.
10. School Intranet

### Classroom Administration – Brown Baskets

**Return of forms/letters/monies to the School**

**Mornings**

In the mornings teachers collect from students any notes/envelopes for the office, place these in the cash bag in the brown basket. The school will only accept cash, which is in a labelled envelope. Parents are asked to comply with this requirement. The brown basket/cash bag is to be returned to the office from the classroom by 10.00am. Parents are asked not to come in
person to the office to return forms etc as the process in place works well. School fees can be paid at any time during office hours at the school office.

**Afternoons**

The brown baskets will be collected from the office by students every day between 3.00pm and 3.15pm.

**School Intranet**

School families are able to access the school intranet at

www.sfxboxhill.catholic.edu.au/myinternet by using your child’s SINA username and password or by using the username – parent and the password – parent. Your class teacher will assist you.

**School Newsletter**

The school newsletter is sent by email each Friday. Please ensure the school office has your current email address. It is imperative to read the newsletter. There is a great deal of information about what is happening at school. In some cases you actually need the information in order for your child to fully participate in what is happening at school. The last four newsletters are also on the intranet on the Newsletters property.

http://www.sfxboxhill.catholic.edu.au/myinternet

Username: parent Password: parent

Families who hold a health care card are eligible to purchase a low cost internet-ready computer from GreenPC.


Some hard copies of the newsletter will be available at the Student Entry to the Admin Building.

**School Reports**

Written reports will be provided in June and December. The mid-year report will be sent home prior to the Parent/Teacher Interview in June, and will be discussed at this interview. The end of year report is sent home prior to the close of the school year in December.
An individual Student Assessment Folder containing student work samples from the various domains of learning will be sent home each Semester.

An appointment with the teacher or principal can be made at any time during the year if any concern arises.

**Mobile Phones**

Whilst in some isolated cases mobile phones may be permissible for security purposes while students travel to and from school, the need for students to bring mobile phones to school should be at an absolute minimum. If students need to communicate with parents/guardians they may do so through the Principal or School Officer **only**. If students need to be contacted in an emergency, contact will be made through the School Office. Mobile phones are not to be used during the school day, should remain in the student’s bag, and are to **remain switched off** at all times. Mobile phones brought to the school remain the responsibility of the owner. Any use, which does not comply with these directives, will result in confiscation of the mobile phone. The use of mobile phone cameras is banned from St Francis Xavier’s School as a requirement of the School Privacy Policy.

**School Policies**

The policies of the school guide and describe the main processes, functions and operations of the school. As policies are developed, evaluated and updated parents will be notified through the school newsletter. These policies can be found on the school intranet **Policies** property.

**Grievance Procedure**

From time to time issues requiring a grievance procedure may occur. The procedure for dealing with such issues at St Francis Xavier’s School is as follows:

“Begin with the end in mind”. (Stephen Covey) It helps to focus any process to be clear about the objective.

The objectives of the Grievance Procedure are:

1. To establish whether there has been any unsatisfactory or inappropriate action
2. To implement any change which would bring about a resolution
3. To achieve reconciliation between parties
4. To establish renewed confidence

In order to achieve this “end” there is a procedure at the school:
**Individual student/classroom issues**

- If the issue concerns a classroom matter, you are invited to make an appointment to discuss your concerns with your child’s teacher.

- Should the issue remain unresolved or the outcome is unsatisfactory you are invited to make an appointment at the school office to discuss the matter with the Principal.

- If the matter remains unresolved, you are able to make an appointment to speak with the Parish Priest, who is the employer of the school staff.

**School Policies**

- Issues of concern regarding the school’s policies may be addressed in writing to the School Education Board (via the school office).

**Social & Fundraising**

- Any concerns relating to fundraising, social activities, school uniform or maintenance of grounds may be addressed by writing to the President or Secretary of the Parents & Friends Association (via the school office).

Any effective grievance procedure is reliant on honest and open communication and on participants working together collaboratively to achieve the same end.

**Bereavements & Celebrations**

The Parents & Friends Association is responsible for building community spirit and supporting the school community. From time to time families experience sadness as a result of death or serious illness. Families also celebrate special occasions such as the birth of a new baby. Sometimes families wish to keep this information private. It is asked that families who wish to have personal information communicated through the Parents & Friends newsletter inform the school or the President of the Parents & Friends so that this can be communicated to the school community. It is important that the school receives this information first hand from the family concerned, so that the privacy of all the members is respected.

**Approved Pupil Free Days**

All catholic primary schools are required to provide professional learning for staff and time for School Improvement Planning. All catholic primary schools conduct four pupil free days per year for this purpose. Refer to calendar at the front of this handbook for dates.
**Attendance, Safety & Supervision Information**

**Pupil Absences**

If a child is to be absent from school the parent is asked to email the class teacher stating the reason for absence. If email is unavailable phone the school before 9:30am or convey the message to the class teacher. Parents are asked to keep children at home if they are sick.

(See Student Attendance Policy on the School Intranet)

**Playground Supervision Policy**

Hours of Supervision – 8.30am to 3.45pm. Children who are on the grounds before 8.30am and after 3.45pm will go to *Out of School Hours Care*. Parents will be invoiced for the cost of this care. Any child not in parent care at 3.30pm needs to wait in the teacher supervised school areas until 3.45pm after which time children will go to *OSHC*. (See Supervision Policy on the School Intranet).

**Visitors Policy**

In order to provide a safe and secure environment for all students, gates are locked between 9.15am and 3.15pm Monday to Friday. The following procedure applies to all visitors to the school:

- Visitors (including parent helpers arriving after 9.15am) sign in the school office and collect a Visitors or Parent Helper Badge
- Parent helpers already in the school grounds before 9.15am will sign and receive their badge in the classroom in which they are working
- Students arriving at school after 9.15am need to be signed in at the school office

For the Friday morning tea and afternoon Assembly parents are not required to sign in and wear Visitors badges. For the Friday 3pm Assembly parents are asked to enter from the Hall doors adjacent to the Parish Centre (opposite the Sacristy).

**Parent Use of School Toilets**

During school hours 8.30am – 3.45pm parents are asked not to use the students’ toilets. Parents can use the toilet just outside the door to the Staff Entry on the east side of the admin block. This toilet is unisex and is always open during school hours.
Children Leaving School and or Returning to School During School Hours

If a child is leaving school early, parents are required to call at the office to sign the diary, collect the yellow form authorised by the Principal/Secretary; take the yellow form to the classroom and collect their child and school bag. Any person other than the parent coming to collect children will bring written authorisation from the child’s parent. It is important that this procedure is adhered to. It is not advisable to give instructions for your child to be in the office at a particular time, as on several occasions we have had children sitting in the office for a period of an hour or more. The parent needs to collect the child from the classroom in person. Any person collecting a child during school hours may be asked to provide photo ID.

Recess times are 11.00am – 11.40am and 1.50pm – 2.30pm. It is preferable to avoid collecting your child during these times as the classrooms are locked and it can be difficult for you to find children on the playground.

If your child is returning to school, parents are required to call at the office to sign the diary, collect blue form authorised by the Principal/Secretary, then take the blue form to the classroom.

Children Arriving late

Any child who arrives after 9:15am is to call at the office with their parents to sign diary, collect a pink form authorised by the Principal/Secretary, then take the pink form to the classroom.

Accidents or Sickness at School

If a child suffers sickness or an injury which gives rise to any concern, the Secretary, First Aid Officer, supervising teacher or Principal will make contact with the parents.

Parents ensure that the Principal and class teacher are fully informed if a child suffers from epilepsy, high allergy to bee stings or food groups, fainting, asthma etc. or any special medical requirements.

Emergency Contact Details

A file of emergency contact forms is kept in the school. At the beginning of each year, parents are required to check the information form sent home, sign it and return to each child’s classroom teacher. This form is to be returned, even if no changes have been made. To ensure that the information held on school records is current, parents are asked to phone or write to the school immediately if any of the following have changed during the course of the year:
• Home address and phone number;
• Mother’s work number, mobile number, and email address;
• Father’s work number, mobile number, and email address;
• Name, address and phone number of the child’s doctor;
• Name, address and phone number of emergency contact if parents are unable to be contacted.

In the case of inaccurate or insufficient information, parents are held responsible.

**Travel Home Arrangements**

If your child’s travel-home-arrangements are changed on a particular day, it is asked that you record the change on the relevant day in the child’s diary, so as a staff member who finds a child who ‘does not remember’ how he/she was instructed to go home can act accordingly.

It is asked that parents avoid ringing the school office unnecessarily. The Secretary is unable to leave the desk and walk around the school to find an individual child. The only means available of communicating with your child is by a PA announcement. It is unjust, and indeed bad practice, to interrupt the learning and teaching of 370 students and their teachers to give a message to one child. The school, from time-to-time, has received complaints regarding the overuse of the PA system, thereby causing noise pollution in the immediate local area of Box Hill. It is understood that emergency situations arise and staff are happy to cooperate with families in such circumstances. The aim is simple: it is to curb the use of the PA system and the transfer of the onus to the school secretary, to remind children who may have already been told of their travel-home-arrangements.

If for example you have arranged with your relative, friend or neighbour to collect your children from school, they can collect your child from the classroom as the bell goes without your ringing to notify the school secretary.

If, due to unforeseen circumstances, a parent is unable to pick a child up at the expected time, the school will make arrangements for Out of School Hours Care if a vacancy exists (fees will apply).

**Balls on the Roof**

The school implements procedures, which comply with the Occupational Health and Safety (Prevention of Falls) Regulations 2003. Thus the Maintenance Officer has undergone the
relevant training and will remove balls from the roof once only per week. This will be done on Thursdays. Any necessary change to this procedure will be published in the newsletter.

_Umbrellas_

Children are not permitted to use umbrellas outside at recess or lunch breaks. In the event of inclement weather during these times the children will be supervised inside.

_Student Wellbeing - Toys_

The wellbeing of our children is paramount in our decision making. The school provides an adequate amount of sports equipment for children to play group games at Recess times. In addition to this, we realise that some children feel comfortable, safe and engaged when they have toys to play with. The SRC student representatives have presented their position on the question: “Should we bring toys to school?” The children presented many opinions for and against bringing toys to school.

After consideration of the students’ ideas I present you with the following guidelines:

1. Children are free to bring toys, cards etc to school to play with at Recesses.

2. Parents send toys at their own risk, therefore are discouraged from sending expensive items. The school is not responsible for the safety of the toys.

3. Electronic toys are not permitted outside specific designated days.

4. Toys will be used during Recess times only i.e. not in the classroom during Learning time.

5. The school has the discretion to cease the use of a given toy e.g. when a “craze” becomes detrimental to student wellbeing and student learning.

_Bicycles and other valuables_

If children bring bicycles to school, they secure them to the rack with a chain and lock and also check that their helmets are locked away. As is the case with any valuable equipment, the responsibility for bringing it to school is that of the child.

_Student Health_

_Infectious Diseases_

The Department of Health requires the following exclusion table to be observed in cases of infectious diseases:
The on-line Guide is best as these regulations change from time to time.

**Head Lice**

From time to time there may be an outbreak of head lice. Children are excluded from school according to the above School Exclusion table. Parents are expected to check regularly and treat if necessary. Please advise school office staff of any cases of head lice when they occur. Head lice checks are no longer available at the school. For further advice see


**Administering Medication at School**

You are referred to the school’s *Administering Medication at School* policy on the policies section of the intranet.

**Health and Human Relations**

The program published by the Archdiocese of Melbourne - *Living Together in Life and Love* will be implemented at St Francis Xavier.

**School Medical Service**

Each year all prep children are given the opportunity of having a medical assessment from the School Medical service.

Year 1 – Year 4: Sight/hearing test and other general health referrals. Further details on this service will be contained in the School Newsletters.

**School Dental Service**

Inquiries call 1300 360 054. Further details on this service, please contact Dental Health Services Victoria Enquiries Hotline.

**School Uniform**

In 2012 a review of the SFX School Uniform was undertaken by the P & F Uniform Subcommittee in consultation with the community. The introduction of the new unisex sport uniform, the support for the dress and the need to simplify the uniform meant that the culottes have been removed. There is also the option of wearing bottle green bike shorts under the dress. There will be a transition period of two years for the changes to take place. The uniform will be fully implemented by the beginning of 2015.
The school uniform is attached at Appendix 1.

Students are expected to wear FULL school uniform every day. School hats are required every day from the beginning of September to the end of April. Students without a school hat will be required to remain in a shaded area. Sunscreen/Sun block is recommended especially in summer months.

It is to be noted that podiatrists do not recommend elastic sided boots for young children; however, parents are free to make the choice of school uniform footwear that their children wear i.e. black leather.

Black leather school shoes are to be worn to school, except on days on which classes are timetabled for Sport or Physical Education. If children have tennis lessons they are to wear black leather school shoes to school and bring their runners to change into prior to tennis lessons.

*Surrey Clothing - Uniform Shop*

The school uniform is supplied by Surrey Clothing which is located at 161 Union Road, Surrey Hills. Surrey Clothing is a family owned business, which is open Monday to Friday from 9:00am to 5:00pm and on the first Saturdays of the month, and last Saturdays of School Holidays from 10:00am – 1:00pm (excluding public holidays). School uniforms can be purchased directly from Surrey Clothing. Alternatively uniforms can be purchased online. Surrey Clothing will deliver to SFX within 7 business days of Surrey Clothing receiving the order.

*Surrey Clothing*

Phone: 9763 1101   Fax: 9763 1104


*Second-hand Uniform Shop*

The Second-hand Uniform Shop is run by SFX P & F Association in Clota Avenue Building opposite faraway tree every alternate Friday morning 8.30am – 9.15am, starting first Friday of each term.

*Lost Property*

It is expected that all children’s belongings be clearly labelled with the child’s name. In the event of an unnamed article being found it will be stored in the lost property box in the Student Entry area.
At the conclusion of each term, any items left unclaimed shall be given to St Vincent de Paul Society or to children who may have lost or need a similar item.
**Working with Children Check (WWCC)**

A WWCC is required for all volunteers who assist the School with Excursions, as Classroom Helpers, Sporting Programs, Class Reps, Tuckshop, Uniform Shop, Instrumental Program Tutors, Tennis Coaches and any activity that involves working with Children.

Exemption from obtaining a WWCC ID Card is given to -

1. a sworn police officer who is not suspended from duty and
2. a teacher who has current registration with the Victorian Institute of Teaching

Parents who wish to volunteer in the school are asked to obtain a WWCC and bring either the WWCC Card, or VIT Registration, or Victorian Police badge into the school office for details to be recorded.

Application can be made online [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) and at any Australia Post Office.

**School Education Board**

The St Francis Xavier’s School Board has as its central purpose the realisation of the Vision of the school. The Board brings together the Parish Priest, Principal, Deputy Principal, parents and a teacher representative.

The Board aims:

1) To support the school in the formulation and implementation of the School Improvement Plan.

2) To act as a forum for discussion on matters concerning education in the school.

3) To act as an advisory body to the Parish Priest and Principal, on matters concerning education in the school.

4) To provide a link between Parish Priest, Principal, parents and teachers in relation to the provision of Catholic education in the Parish Community.

5) To promote community development by fostering a strong interrelationship between parish and school.
The Guidelines for Operation of the Board are accessible on the Education Board property of the intranet.

### Parents & Friends (P&F) Association

The P&F encompasses everyone in the Parish – we are all parents and friends in the school community and therefore everyone is strongly encouraged to be an active member of this group. The P&F’s aim is to foster a good community spirit not only in the school, but also in the Parish by being actively involved in all events, and by supporting other Parish groups.

The P&F supports the school in many ways:

- By organising both social and fundraising events. These are advertised in the P&F Newsletter. The P&F Newsletter contains a calendar of these events, plus invitations and reply slips, and the St Francis Trading Post.

- By offering support to the teachers for classroom programs (eg. Reading, excursions, etc), sacramental programs, computer programs, sports programs, the School Sports Day (sponsored by the P&F), the School Concert, etc. Involvement in these programs offers many benefits to the teachers, parents and the children.

P&F Meetings are held on the 3rd Thursday of the month in the Staff Room and all parents are welcome to attend any or all of the meetings. The Annual General Meeting (AGM) is held in February each year, and it is at this meeting that the P&F committee is elected.

### Healthy Eating

St Francis Xavier is committed to promoting healthy eating across the school, including teaching and the classroom, the school organisation, food service and the wider family community. The school has a policy, which is available on the intranet, in place. The school is supported by Nutrition Australia.

[http://www.nutritionaustralia.org/national/recipes](http://www.nutritionaustralia.org/national/recipes)

### Kitchen

The kitchen is located adjacent to the hall. The P&F will conduct Special Food Days in 2014. For more information: see the weekly P&F newsletter.

The City of Whitehorse Environmental Health Officer regularly inspects the kitchen and assesses it for Food Premises Rating.
P&F Class Parent Representatives

The Parents & Friends has in place a system of class parent representatives, with a Leader overseeing the organisation of this group of parent volunteers. Each class usually has two parent representatives who assist in communicating to class parents and teachers details of activities and events within the class and the school in general. This includes encouraging parent participation in school and community activities such as morning teas, excursions, language programs, working bees, fundraising & social events, sacramental programs, and sporting programs. It is a position of responsibility and it gives those who volunteer for this role an opportunity to meet many other parents across all school grades and to see a little of what goes on “behind the scenes” of our school. The Leader will advertise for volunteers for these roles at the beginning of each year and also provide ongoing support throughout the year.
School Fees and Levies

It is the aim at St Francis Xavier’s School to provide a high standard of education to all students.

- School Fees and Capital Levies provide the income that is necessary to meet the costs associated with providing that high standard of education;
- Class Subject Levies are to provide items used at the school but not individually owned by the children. Items covered include CDs, paper, paint, books and equipment;
- Book Lists provide for items that are individually owned by the children. These need to be purchased separately.

The School Accountant and the Education Board Finance Sub Committee take the following matters into account when determining the level of School Fees and Capital Levies:

- The duty of the school to provide an education for Catholic children.
- The need to maintain the concept of a Family Fee to assist families to cope with education expenses for their children. Under this principle charges are made per family rather than on individual students.
- The current financial needs and position of the school.
- The School’s operating Budget.
- Commonwealth and State Grants and the current inflation rate.

Australian Taxation Office (ATO) Ruling Regarding School Building Funds

From time to time the question is asked: Why can’t the capital levy and the building levy be classified as made tax deductible donations?

There are strict Government guidelines which govern the School Building Fund (the fund into which donations go).

Any person is free to make a donation to the School Building Fund. It has to be a DONATION. For an amount to be seen as a donation there cannot be seen to be any benefit to the donor. If an amount is a donation, it is not possible to put an amount on it. Contributions to the School
Building Fund have to be voluntary under ATO requirements. School Fees and levies are not donations. School Fees and levies are not voluntary.

**Payment of Fees**

Invoices for Fees, Capital Levy, Building Levy, ICT Levy and Maintenance Levy will be issued at the beginning of each year. The whole amount for the year will appear on the invoice. Quarterly amounts will be due each term. These amounts will appear on the invoice. A statement will be issued each term.

Subject and Excursion levies will be included with Term 1 School Fees. Fees and levies may be paid by cash, cheque, credit card or EFTPOS at the School Office. Alternatively parents are able to arrange to pay by Direct Debit. Direct deposit of fees can also be made into the school’s account – BSB 083347 Account 662064505 St Francis Xavier Box Hill School General Account, Reference: your eldest child’s name.

**Collection Procedures**

All amounts are due and payable within two weeks of the date shown on the account. If payment is not made within the required time an Account Rendered Notice will be sent. A response is to be provided to the School as quickly as possible, but no later than one week from the date of the Account Rendered Notice.

If no communication is received within this one week period a letter will be sent by either the parish priest or the principal requesting immediate payment of outstanding amounts or that an interview be arranged within seven days to discuss the issue. No response within seven days will result in a personal follow-up by the Parish.

Enrolment in extra activities and non-compulsory subjects (eg. tennis, piano, etc.) will not be accepted if the School Fees and Capital Levy have not been paid.

**Special Financial Arrangements**

Special arrangements can be made for the payment of fees if families are experiencing financial hardship. These arrangements can be made through the Parish Priest or the School Principal and can include:

- Flexible payment arrangements

It is the responsibility of the parents to apply to the Parish Priest or Principal if they require special arrangements for the payment of fees each time a payment is due.
School Fees

The following fee schedule has been approved by the Parish Finance Committee. Annual family fees are payable in four equal instalments at the beginning of each term:

<table>
<thead>
<tr>
<th>Fees (per Family)</th>
<th>Per Term</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Tuition Fee</td>
<td>$314</td>
<td>$1256</td>
</tr>
<tr>
<td>Capital Levy</td>
<td>$122</td>
<td>$488</td>
</tr>
<tr>
<td>Building Levy</td>
<td>$40</td>
<td>$160</td>
</tr>
<tr>
<td>ICT Levy</td>
<td>$19</td>
<td>$76</td>
</tr>
<tr>
<td>Maintenance Levy</td>
<td>$19</td>
<td>$76</td>
</tr>
<tr>
<td>Family Total</td>
<td>$514</td>
<td>$2056</td>
</tr>
</tbody>
</table>

Individual student Subject and Excursion Levies are paid in full with first term school fees

<table>
<thead>
<tr>
<th>Levies (per child)</th>
<th>Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject (All Grades)</td>
<td>$328</td>
</tr>
<tr>
<td>Excursions Years Prep, 1 &amp; 2</td>
<td>$54</td>
</tr>
<tr>
<td>Excursions Years 3 &amp; 4</td>
<td>$68</td>
</tr>
<tr>
<td>Excursions Years 5 &amp; 6</td>
<td>$92</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Camps/Sleepover</th>
<th>Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 6 (Paid in Term 1)</td>
<td>$218</td>
</tr>
<tr>
<td>Year 5 (Paid in Term 1)</td>
<td>$218</td>
</tr>
<tr>
<td>Year 4 (Paid in Term 2)</td>
<td>$132</td>
</tr>
</tbody>
</table>

A detailed list of stationery and other requirements for each Year is issued at the end of each year. Payment for these supplies is made directly to the supplier by parents.
**School Monies**

Any money handed to the classroom teacher is to be presented in separate envelopes with the child’s name, class and purpose stated on each envelope. Please ensure the correct money is enclosed before sealing the envelope carefully.

**School Bank**

The Catholic Development Fund provides banking facilities for all children. Application forms are available in the school office. The school bank encourages saving and at the same time supports capital works within the Catholic School system.

School Bank day is on Tuesday morning. Please ensure the amount of money as shown on your deposit slip is included in envelope.
ST FRANCIS XAVIER OVERVIEW GIRLS

UNISEX SPORTS UNIFORM
(Worn only on class timetabled PE/ Sport Days - at least 2 days per week)

RUNNERS, WHITE SOCKS
(OPTIONAL SFX SPORTS SOCKS AVAILABLE)

BOMBER JACKET with SFX LOGO
OR POLAR FLEECE VEST with SFX LOGO
OR POLAR FLEECE JACKET with SFX LOGO
& BOTTLE ZIP LEG TRACK PANTS
OR BOTTLE DOUBLE KNEE TRACK PANTS

BUCKET HAT with SFX LOGO
OR SLOUCH HAT with SFX LOGO

SUBLIMATED SFX SPORTS TOP
& BLACK COOLFIT SPORTS SHORTS

SFX SUMMER DRESS

OPTIONAL:
BOTTLE GREEN BIKE SHORTS

SUMMER UNIFORM

BUCKET HAT with SFX LOGO

SCHOOL BAG with SFX LOGO

WINTER UNIFORM

SHORT SLEEVE POLO with SFX LOGO
OR LONG SLEEVE POLO with SFX LOGO

SFX WINTER SKIRT
OR SFX PINAFORE

BOMBER JACKET with SFX LOGO
OR POLAR FLEECE VEST with SFX LOGO
OR POLAR FLEECE JACKET with SFX LOGO

BOMBER JACKET with SFX LOGO
OR POLAR FLEECE VEST with SFX LOGO
OR POLAR FLEECE JACKET with SFX LOGO
& BOTTLE ZIP LEG TRACK PANTS
OR BOTTLE DOUBLE KNEE TRACK PANTS

BLACK LEATHER SHOES, GREY ANKLE SOCKS

OPTIONAL:
WET WEATHER JACKET with SFX LOGO

BLACK LEATHER SHOES, BOTTLE GREEN TIGHTS OR GREY ANKLE SOCKS

AVAILABLE AT SURREY CLOTHING
surreyonline.com.au
ST FRANCIS XAVIER OVERVIEW BOYS

UNISEX SPORTS UNIFORM
(Worn only on class timetabled PE/Sport Days - at least 2 days per week)

- Bucket Hat with SFX LOGO
- SLOUCH HAT with SFX LOGO
- Sublimated SFX Sports Top & Black CoolFit Sports Shorts
- Bomber Jacket with SFX LOGO
- Polar Fleece Vest with SFX LOGO
- Polar Fleece Jacket with SFX LOGO
- Runners, White Socks (Optional SFX Sports Socks Available)

SUMMER UNIFORM

- Bucket Hat with SFX LOGO
- SLOUCH HAT with SFX LOGO
- Bottled Green Gaberdine School Shorts
- Short Sleeve Polo with SFX LOGO
- Long Sleeve Polo with SFX LOGO
- Optional: Wet Weather Jacket with SFX LOGO

WINTER UNIFORM

- Short Sleeve Polo with SFX LOGO
- LONG SLEEVE POLO with SFX LOGO
- Boys Dark Grey School Trousers
- Boys Dark Grey School Shorts
- Bomber Jacket with SFX LOGO
- Polar Fleece Vest with SFX LOGO
- Polar Fleece Jacket with SFX LOGO
- Optional: Wet Weather Jacket with SFX LOGO

School Bag with SFX LOGO

Available at Surrey Clothing
surreyonline.com.au