



# Parent Information Handbook 2024



## CONTENTS

Welcome to St Fidelis Catholic Primary School	3
School Philosophy Statement	4
Democratic Principles Statement	6
School Structure	7
St Fidelis Catholic Primary School – A Brief History	8
St Fidelis Parish Information	9
Learning and Teaching	10
Victorian Curriculum	13
Multi-age	14
Communication and Reporting about Learning and Teaching	16
Parental Involvement	18
Wellbeing	19A
Positive Behaviour	19B
General Information	20
Students Property	25
St Fidelis Out of School Hours Care	26
Enrolment Policy	27
Kindergarten to Foundation Transition Program	30
Uniform Policy	31
School Fees & Levies	33
2022 School Term dates & hours	35
Details of Health Department	36
COVID Safe Plan	38

**OUR SCHOOL MOTTO**  
*“Always and everywhere faithful”*

***NB Information in this booklet was correct at the time of printing but may be subject to change.***

## **WELCOME TO ST FIDELIS PARISH SCHOOL**

*Dear Parents and Students,*

*This booklet will assist you in getting to know our school and all it offers.*

*As Principal of St Fidelis Catholic Primary School, I look forward with excitement to the ongoing development of our learning curriculum. Our School is in its 97th year and many families have had a long association with St Fidelis. Many parents were students themselves or their parents, grandparents attended our school.*

*Our School provides a wonderful family and welcoming atmosphere and an opportunity for you to be involved in a caring, faith filled community. At St Fidelis we foster a community of Inquiry where learners are empowered to seek understanding about our world, through the integration of our religious and Inquiry curriculum. Our whole school approach to curriculum development supports our learners to be researchers, collaborators, communicators, self-managers and thinkers.*

*Our vision is to develop an engaging approach to learning that is purposeful and relevant to the lives of children and families today. It is our vision to be a catholic community which displays authentic actions within the school and whole community.*

*Please feel welcome to discuss with me any information in this booklet or any questions you have about the school.*

**Manuela Watson**

**Principal**

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

**Telephone: 93833600**



## Introduction

The constitution of Melbourne Archdiocese Catholic Schools Ltd (MACS) contains a Statement of Mission, which provides the expectations of the sole member of MACS, the Archbishop of the Catholic Archdiocese of Melbourne (Member), for Catholic schooling and the identity and work of a Catholic school. The Statement of Mission positions MACS firmly in the reality of the Eucharistic character of the Catholic school, affirming that its enterprise is one that builds community and provides opportunity for personal transformation.

- *With parents and parishes, Catholic schooling seeks to fulfil this mission by providing an environment in which students are enabled to:*
- *encounter God in Christ and deepen their relationship with him*
- *pursue wisdom and truth encouraged by a supportive academic culture*
- *grow in the practice of virtue, responsible freedom and serving the common good.*

### *A Catholic school:*

- *is actively embedded in the life of the faith communities of the local Church, which in turn is tangibly manifested in the life of each school*
- *is an essential place for the evangelising of children and young people*
- *exists to assist students, and their families, to integrate faith, reason, life and culture*
- *is conspicuously Christian in outlook, explicitly Catholic in faith and practice, and intentionally missionary in orientation*
- *cultivates spiritual, social and emotional growth in a safe and protective environment*
- *provides a learning environment in which the whole educational community is formed to embrace life in all its fullness (Jn 10.10)*
- *offers a human formation that has the intellectual, practical and moral excellence of learners at its heart*
- *forms consciences, fosters peace and develops respectful dialogue, at the service of intellectual charity*
- *encourages the discovery of Catholic cultural heritage, especially in art, music, literature and architecture.*

St Fidelis Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS.

St Fidelis is a Catholic Primary school which has been established to provide quality education in the Catholic doctrine for families in the Moreland area.

# Objectives

At St Fidelis Primary School, we aim to empower young students to take their place in contemporary, global society as valued individuals, alive with the wisdom of the gospel.

# School Philosophy Statement

At St Fidelis primary School, our school philosophy, which includes the vision, mission, values and objectives, will be central to all our policies, practices and teaching and learning programs. The school's philosophy is published on our website as well as in our key policies such as our enrolment policy.

# Reporting

The MACS Board will ensure schools have implemented a contextualised school philosophy using this template through the annual report to the school community and regular school review processes (at least once every four years).

# Mission

## MISSION STATEMENT

*As an integral part of the Brunswick and Moreland Mission,  
we are guided by the Catholic Social Teachings and its traditions.  
We foster an inclusive, safe learning environment  
that cultivates a love for learning and respectful relationships.  
Our curriculum promotes the 21st century skills such as critical thinking, creativity,  
communication and collaboration to develop the learners of tomorrow.*

# Vision

## OUR VISION

St Fidelis Catholic Primary School:  
*Inspiring and Empowering the learners of today to be the voices that shape tomorrow.*

# Core Values

In the tradition of St Fidelis and the charism of the Mercy Order, we live the values of:

**KINDNESS  
RESPECT  
RELATIONSHIPS  
WELCOMING  
EMPATHY**

## Democratic Principles

At St Fidelis Primary School we recognize that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. St Fidelis Primary School will explicitly and implicitly support and promote the principles of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Through our curricular and extracurricular programs, St Fidelis Primary School will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

## Reporting

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



## SCHOOL STRUCTURE

<b>PARISH PRIESTS</b>	Father Father Linh Pham & Fr Tran Tho
<b>PRINCIPAL</b>	Mrs. Manuela Watson
<b>DEPUTY PRINCIPAL</b>	Ms Vira Pirrotta
<b>ADMINISTRATION OFFICERS</b>	Mrs. Ann Russo, Mrs. Jane Prestia
<b>ADDRESS</b>	52 Saunders Street, Coburg 3058
<b>PHONE</b>	9383 3600
<b>FAX</b>	9386 0076
<b>EMAIL</b>	<a href="mailto:principal@somoreland.catholic.edu.au">principal@somoreland.catholic.edu.au</a>
<b>WEBPAGE</b>	<a href="http://www.somoreland.catholic.edu.au">www.somoreland.catholic.edu.au</a>
<b>OFFICE HOURS</b>	8.30 a.m. to 4.00 p.m.



## ST. FIDELIS CATHOLIC PRIMARY SCHOOL - A BRIEF HISTORY

St. Fidelis Catholic School, Moreland, has a proud tradition of providing quality education in faith and knowledge to families in our parish for over 90 years. The school was opened on April 28, 1927 by Archbishop Daniel Mannix and administered by the Sisters of Mercy. The first Principal was Sister Mary Helena. The initial intake was 128 pupils and this swelled to 350 within 12 months. St. Fidelis Church was opened in 1938 and the celebration of Sunday Mass moved from the school to the new church. In 1961 a second campus opened in Pascoe Vale, called Our Lady of Perpetual Succour. The first lay principal was appointed in 1975.



A major refurbishment was undertaken at the Junior Campus in late 2003. This involved a redesign of the office/administration areas and the addition of a new first aid facility and multipurpose staff offices and planning areas and the joining of the two buildings at Saunders Street.

In May 2011 we closed our Pascoe Vale South Campus and all students are now located at our Saunders Street Campus. Our new flexible learning space, built on the site of the previous hall, has provided us with a new hall, basketball court, kitchen and meeting rooms and our Senior Learning Area built on level one. Our current enrolment is approximately 202 students.

In December 2019, St Fidelis were recipients of \$1.95 million from the Victorian Government Capital Funding grant which saw an extensive upgrade of ten classrooms and learning spaces. This involved a complete guttering and a redesign of learning spaces to ensure an environment that is flexible, comfortable, well ventilated and conducive to contemporary learning and teaching in the twenty-first century. The upgrade also saw the extensive laying of artificial grass outside the learning areas to ensure learning can happen outside. An additional four new Shade sails were erected with the support of the Victorian Shade Sail Grant in 2021. This welcomed addition to our playground area allows for much welcomed shade and opportunities to engage in learning outside under cover utilising the space both in summer and the cooler months. At the beginning of 2022 the students and families will begin the year in these wonderful learning spaces.





In 2020, St Fidelis saw a change in the clergy of the Parish. Father Carwright who had been at St Fidelis for fourteen years was called to begin and serve in the Bayside Mission of Brighton. Since then, we have been under the pastoral guidance of Fr Greg Bourke and Fr Linh Pham who have been appointed to guide the Brunswick and Moreland Catholic Mission, a joint endeavour of the parishes of St. Fidelis Moreland, St. Joseph's Brunswick West, Our Lady Help of Christians Brunswick West, and St. Ambrose's Brunswick. The Mission parishes are working together to find a common approach. The three schools (St. Fidelis, St. Joseph's and Our Lady's) are also exploring ways to work more closely together. Our Parish Priests, Father Greg Bourke and Father Linh Pham, are involved in the school and regularly visit St Fidelis School. Our students attend class and whole school masses on a regular basis throughout the school year.

We have a very supportive parent community who are actively involved in a variety of areas including: the School Advisory Council, Parents and Friends Association and Classroom Helpers.

### **ST. FIDELIS PARISH, MORELAND**

Welcome to St. Fidelis Parish, Moreland. For over ninety years our parish has a proud history of proclaiming Jesus Christ and showing His love in worship, prayer and service. In August 2020, St. Fidelis joined with the churches of: St. Ambrose Brunswick, Our Lady Help of Christians Brunswick East and St. Joseph's Brunswick West to form the **Moreland, Brunswick Mission** under the guidance of Father Linh Pham and Father Greg Bourke.

#### **Mass times at St Fidelis Parish are as follows:**

##### **Weekday Masses**

- 9.15 a.m. Tuesdays & Fridays

##### **Sunday Masses**

- 6:00 p.m. (Saturday Vigil)
- 11.00 a.m. (Sunday mass)
- 11.00am Italian Mass (1st & 3rd Sunday only)

##### **Reconciliation**

- Saturday 10:30am – 11:00am



It is also recommended that parents support the Church by way of weekly Thanksgiving Envelope Contributions, which go towards supporting the Church up-keep.

Further information regarding Thanksgiving Envelopes may be obtained from the Church at the weekend Masses or from our Parish Priests.

#### **ST FIDELIS PARISH**

49 Clarendon Street, Moreland

Victoria 3058

Phone 9386 1224

[www.stfidelisparish.org.au](http://www.stfidelisparish.org.au)

Further Inquiries: Email: [moreland@cam.org.au](mailto:moreland@cam.org.au)

Educational Services – More detail refer to school website: [www.sfmoresland.catholic.edu.au](http://www.sfmoresland.catholic.edu.au)



## LEARNING & TEACHING

At St. Fidelis Catholic Primary School we have a deep commitment to nurturing students in the Catholic faith within our contemporary world. We acknowledge that parents/carers are the first teachers of faith to their children. Families can grow into their faith and assist their children into learning to love Jesus Christ in many ways. It is within the family where children are raised and formed as human beings.



Some ways parents are assisted in raising their children in the Catholic faith is through being part of the local Catholic parish and school communities. Some of the most significant times of faith formation occur during the preparation of the children for the Sacraments of Initiation (Baptism, First Eucharist and Confirmation). These highpoints offer opportunities for living and celebrating the Catholic faith.

At St. Fidelis we offer parent workshops and Faith formation for the following:

- Foundation: Parent and Child Faith Formation Workshop
- Year 3: Reconciliation: Parent and Child Faith Formation Workshop
- Year 4: First Eucharist: Parent and Child Faith Formation Workshop
- Year 6: Confirmation: Parent and Child Faith Formation Workshop

### Religious Education

Sending your children to St. Fidelis Catholic Primary School shows your commitment to his/her continuing faith development. Religious education and development of faith evolve a partnership between parents, the school and the Parish. Whilst many aspects of the catholic faith are taught and celebrated in the school as part of our daily life, participation in the life of St. Fidelis further enhances faith development and connectedness to both the local and wider church community.



## Sacramental Preparation and Celebration

At St. Fidelis Catholic Primary School preparation for the celebration of the sacraments has a Foundation to Year Six focus. Each learner is involved in exploring the seven sacraments.

- The Sacraments of Initiation: Baptism, Confirmation and Eucharist.
- The Sacraments and Healing: Reconciliation and Anointing of the Sick.
- The Sacrament of Service: Marriage and Holy Orders.

Students in **Year Three** are invited to celebrate the Sacrament of Reconciliation.



Preparation for this Sacrament takes place in both the school and the Parish. Parents are required to participate in a school parent/child workshop. During this time of preparation, our whole school will explore the Sacrament of Reconciliation and its relevance in our lives and the life of the Church.

The celebration of the Sacrament for the first time takes place at St. Fidelis Parish Church. Students in **Year Four** are invited to celebrate the Sacrament of Eucharist. Preparations take place in the school and Parish. This involves participation in a parent/child workshop facilitated at St. Fidelis School.



The Sacrament of Confirmation is celebrated in **Year Six** and preparation involves participation in the school based program as well as participation in a parent/child workshop and attendance at Friday evening Mass to present your child as a candidate for the sacrament.

Participation in the life of the Parish through weekly attendance at Sunday Parish mass is strongly encouraged as children develop a greater understanding of the commitment to faith they are making.



## Specialist Classes

Each class attends a Specialist lesson. In 2024 our Specialist classes include:

- Physical Education
- LOTE (Italian)
- Visual Arts
- STEM – Science, Technology, Engineering & Mathematics

## Students with additional learning needs

St. Fidelis supports students with additional learning needs by developing and implementing individual learning programs within the school.

If required, your child may access the services of:

- Psychologist
- Speech Pathologist
- Visiting teachers for hearing, vision, a physical/chronic health impairment
- English as an additional language

## Speech Pathologist

Information regarding the relevant referral process is available from the Student Wellbeing Leader. If we believe your child would benefit from one of the above services, we will contact you and ask for your approval for the direct involvement of student services staff with your child.

“St. Fidelis is partnering with SPS for one day of service per week. Speech Pathology for Schools provides holistic school based speech pathology support. We work collaboratively with school staff to improve student outcomes. School data along with speech pathology data is used to target support and monitor student progress. If you have any queries regarding speech pathology services at St. Fidelis, please contact the Principal.

“St. Fidelis is focusing SPS services literacy based assessment and intervention services for the Year Two student cohort. The speech pathologist will work collaboratively with the school leadership team, teachers and Learning Support Officers to help meet the needs of students experiencing literacy difficulties. St. Fidelis welcomes SPS as a valued addition to the school community and Allied Health Services provided by CEM.”





# VICTORIAN CURRICULUM

## Information

St. Fidelis Catholic Primary School offers a comprehensive curriculum in line with the Victorian Curriculum. School Curriculum planning follows these core documents, which have been updated and available at: <http://victoriancurriculum.vcaa.vic.edu.au>

The Victorian Curriculum Foundation – 10 (F-10) sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum is set out identifying Learning Areas and Capabilities.

## Learning Areas

### The Arts

- Dance
- Drama
- Media Arts
- Music
- Visual Arts
- Visual Communication
- Design

### English

### Health and Physical Education

### The Humanities

- Civics and Citizenship
- Economics and Business
- Geography
- History

### Languages

### Mathematics

### Sciences

### Technologies

- Design and technologies
- Digital Technologies

## Capabilities

Creative and critical Thinking

Ethical

Intercultural

Personal and Social



## Religious Education

Our Catholic Learning Community includes the key learning area of Religious Education, which is not outlined in the Victorian Curriculum.

At St. Fidelis Primary Catholic School our learning and teaching stems from the core document of the Victorian Curriculum and Religious Education Curriculum Framework. Our Inquiry Approach ensures the connection of Learning Areas and Capabilities so that learning is seen and experienced in a holistic way. Essentially as the student inquires into “the way the world works”, they are inquiring into the nature of learning and the nature of themselves as learners.



# MULTI-AGE

Think for a moment about your friends. Most likely, they are people older and younger than you, whom you rely on for advice, guidance, inspiration, and support.

Friendships span a wide range of ages. The guiding principle behind the multi-age learning classroom is not so different. Where there is so much to be learned from diversity of individuals, why restrict children to groupings of peers their own age? Multi-age groups have children of different ages intentionally grouped to maximise learning.



Advocates of the multi-age philosophy believe that multi-aging is the most effective class organisational structure for teachers to meet the individual needs of children, creating individual learning pathways. Multi-age learning studios differ from composite or combination classes where students in each grade study a different curriculum.

The use of developmentally appropriate practices is essential to the success of multi-age learning studios. Developmentally appropriate practices ensure every child is learning at his or her own rate. It involves focusing on children as individuals who are continually growing and developing on a continuum of learning.

## What are the advantages of multi-aging?

### Advantages for students:

- Multi-age groupings reflect the values and beliefs, which are important in society, including cooperation, tolerance and support.
- Multi-age groupings model family life where students have opportunities to learn from others of different ages.
- Students learn by modelling others. Nothing is more interesting to a child than another child who has the skills that he or she wants to acquire.
- Students are less competitive in a multi-age learning spaces; the atmosphere is cooperative and collaborative.
- Multi-age learning spaces create an environment that enables students to be respected for their individuality.
- Multi-age learning spaces provide older students with the opportunity to develop responsibility, independence and nurturing skills.
- In multi-age learning spaces, students are encouraged to learn at their own pace.

- Multi-age learning spaces enable students to spend several years with the one teacher giving them a sense of community.

### **Advantages for Teachers:**

- The additional time to facilitate learning with the same group of students allows the teacher to maximise each student's learning and to establish a relationship with each student.
- Multi-age settings encourage teachers to focus on the individual, and to meet each student's individual needs.
- Opportunities for extension of students beyond the traditional year expectations.

### **Advantages for Parents:**

- Students settle quickly into school.
- The nature of group learning in a multi-age learning spaces provides opportunities for parents to readily participate in learning space tasks.
- The effects of multi-age education are overwhelmingly positive. Research has shown that students who learn in multi-age environments have more positive attitudes towards school and better social skills than students in traditional graded systems.



# COMMUNICATION AND REPORTING ABOUT LEARNING AND TEACHING

At St. Fidelis Catholic Primary School we believe that as a professional learning community the involvement and participation by all within the community is essential to bring about the best possible learning outcomes. Reporting is the sharing of information about students' learning – academically, physically, socially, emotionally and spiritually. The focus of our reporting is to communicate the learning and teaching that occurs at St. Fidelis Catholic Primary School so that children, teachers and parents can work together to improve student learning outcomes and achieve individual learning goals and standards. Our students gain encouragement, motivation and pride from sharing their learning with their families.

## **How we report:**

At St. Fidelis we issue reports to parents twice a year in July and December, to formally record student's progress in different curriculum areas. In keeping with the reporting compliance of the Australian Government, we are required to:

- Report directly against the achievement standards defined for each learning area and capability taught
- A five point scale which provides more detail on the students learning and to rate the quality of the students achievement and progress against (classroom assessment indicators)
- Identify areas in which your child may need further improvement
- A table indicating your child's work habits
- Your child's attendance record

## **Other ways we report are listed below:**

- Student/Parent/Teacher Conversations beginning of the year
- Student Led conversations mid-year
- Written report-mid and end of year
- Celebration of learning afternoons
- Program Support Group Meetings (if required)
- Information sessions (numeracy, literacy etc...)
- Sacramental parent/child workshops
- Classroom wall documentation
- Weekly School Newsletter
- National Assessment Plan-Literacy and Numeracy (NAPLAN)
- Open Classrooms

## **Parent/Student Teacher Conversation**

A Student/Parent/Teacher conversation is held in Term 1. The purpose of this is for the student and parents to tell the teacher about their strengths, needs etc. At this chat the student, parents and teacher will dialogue about goals for the term. This is to encourage personalised learning and each student's learning pathway.

## **Student Led Conversation**

Midyear students have an opportunity to participate in a "Student Led Conversation". This is an opportunity for the students to become involved directly in the assessment process. This

process is an authentic opportunity to communicate about their learning achievements and future goals.

### **Written report – mid year and end of the year**

Written reports are sent home twice yearly at mid year and the end of the year. These reports are in accordance with Australian Government compliance requirements for non – government schools.

### **Inquiry Learning Documentation Once A Term**

Throughout each term the Inquiry books are forwarded to parents for review and/or comment. The Inquiry Book contains student learning documentation about concepts being covered including big questions and understandings. It is reflective of the inquiry being pursued and enables the students to share with their parents the inquiry and learning related to this. In particular this documentation includes aspects of Religious Education explored.

### **Program Support Group Meeting (PSG)**

Program Support Group Meetings, between parents and the school can be scheduled anytime however they will occur at least once a term to discuss student progress in relation to the Personalized Learning Plan (PLP) developed, as part of the student's learning needs and the Literacy, Numeracy and Special Learning Needs (Students with Disabilities) Australian Government funding requirements. The PLP is evaluated and adjusted accordingly at these meetings. Student Services personnel from the Catholic Education Office Melbourne, attend these meetings as required.

### **Individual Appointments**

Parents are invited to arrange an appointment with their child's teacher should there be any query or concern regarding their child's wellbeing or progress.

### **Information Sessions**

Curriculum information sessions may be held when required to explain new initiatives or assist parents' understanding of the curriculum. Personalised or group tours take place throughout Term One with Principal for prospective families.

### **Sacramental Parent/Student Information Nights**

Parent/Student information nights occur for families who have students receiving the Sacraments of Reconciliation, Eucharist and Confirmation for the first time.

### **School Newsletter**

The Newsletter is distributed via our webpage, email and the AUDIRI App <https://audiri.com.au/> to families. Its purpose is to keep parents informed of coming events, changes in school routine and what is happening in the classrooms.

### **St. Fidelis Catholic Primary School Website**

Information related to the school can be found on the school website [www.sfmorland.catholic.edu.au](http://www.sfmorland.catholic.edu.au)

**National Assessment Plan – Literacy and Numeracy (NAPLAN)**

Students in Years 3 and 5 participate in the National Assessment Plan – Literacy and Numeracy (NAPLAN) tests. Results are forwarded to parents. Review of these results take place as part of our professional learning community's development, implementation and evaluation of learning and teaching.

**Open Afternoon/Special Occasions**

Open afternoons are provided for parents to share in the learning opportunities related to chosen inquiries and events such as ANZAC day and Remembrance Day ceremonies.



# PARENTAL INVOLVEMENT

Parents are the first educators of their children and as such are key to the success of our professional learning community. There are many ways that parents can and are invited to participate in the life of our school.

## CLASSROOM

Within the classrooms parents are invited to assist teachers in the learning and teaching that takes place. Unfortunately toddlers cannot be accommodated in these sessions. Parents wishing to participate in learning this way are required to have a Working with Children Check and support our school's child safe policies.

## SCHOOL LIFE

Parents are invited and encouraged to attend whole school prayer and open days or afternoons. Participation in whole school celebrations is always welcomed.

## PARENTS AND FRIENDS

If you would like to be involved in the Parents and Friends' Committee please look out for expressions of interest for participation in these through the Newsletter. Perhaps you have a particular talent or contacts that you wish to share in order to build up our professional learning community. If this is the case please let us know. As a professional learning community we are eager to build learning relationships with people within and beyond our school.

The Parents and Friends' Committee meets on a regular basis. Please check the newsletter for dates of these meetings. Everyone is most welcome at these meetings.

- It supports the school with social activities.
- It helps the school financially by raising funds.
- Any views expressed at these meetings should be carefully considered. Some matters are better raised privately e.g. with the principal or teacher.



## Positive Behaviour

At St Fidelis we know children learn best when there is a whole school approach to behaviour management with consistent expectations. We value respect, tolerance and understanding.

Our agreed ways explicitly teach students how to act respectfully towards each other, staff, families and the broader community.

We have established strong links with the Bully Zero Foundation to promote awareness in all our students of how their words and actions impact on others and to foster lifelong strategies to enable them to work and play successfully together.



## WELLBEING

The social, emotional, moral, spiritual and physical wellbeing of our students is pivotal to their success at school and in their life in the future. Students who are socially and emotionally healthy are able to deal positively with life's challenges, and are well placed to develop into well-balanced and successful young adults.

### Child Safety

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



The following principles underpin our commitment to child safety at St Fidelis Catholic Primary School.

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect
- Our learning community works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers.
- All adults in our school, including teaching and non-teaching staff, clergy, volunteers and contractors, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the policies and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- Staff, clergy, volunteers, contractors, parents and students should feel free to raise concerns about child safety, knowing these will be taken seriously by school leadership.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or need to be informed, either legally or pastorally.

Our Learning Community's Child Safe Policy, Bullying Prevention Policy, Positive Behaviour Management Policy and Code of Conduct can be accessed via the web link

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



# GENERAL INFORMATION

## National Immunisation Program Schedule 1 July 2020



Childhood vaccination (also see influenza vaccine and additional vaccination for people with medical risk conditions)			
Age	Disease	Vaccine Brand	Notes
<b>Birth</b>	<ul style="list-style-type: none"> <li>Hepatitis B (usually offered in hospital)</li> </ul>	H-B-Vax <sup>®</sup> II Paediatric or Engerix B <sup>®</sup> Paediatric	Hepatitis B vaccine: Should be given to all infants as soon as practicable after birth. The greatest benefit is if given within 24 hours, and must be given within 7 days.
<b>2 months</b> Can be given from 6 weeks of age	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Rotavirus</li> <li>Pneumococcal</li> <li>Meningococcal B (Indigenous children)</li> </ul>	<ul style="list-style-type: none"> <li>Infanrix<sup>®</sup> hexa</li> <li>Rotarix<sup>®</sup></li> <li>Prevenar 13<sup>®</sup></li> <li>Bexsero<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Rotavirus vaccine: First dose must be given by 14 weeks of age.</li> <li>Meningococcal B vaccine: All Aboriginal and Torres Strait Islander children from 6 weeks of age, with a three year catch-up program for Aboriginal and Torres Strait Islander children aged less than 2 years old until 30 June 2023. Refer to the Australian Immunisation Handbook (the Handbook) for dose intervals.</li> </ul>
<b>4 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Rotavirus</li> <li>Pneumococcal</li> <li>Meningococcal B (Indigenous children)</li> </ul>	<ul style="list-style-type: none"> <li>Infanrix<sup>®</sup> hexa</li> <li>Rotarix<sup>®</sup></li> <li>Prevenar 13<sup>®</sup></li> <li>Bexsero<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Rotavirus vaccine: The second dose must be given by 24 weeks of age.</li> </ul>
<b>6 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Pneumococcal (All children with specified medical risk conditions)</li> <li>Pneumococcal (Indigenous children living in WA, NT, SA, Qld)</li> <li>Meningococcal B (Indigenous children with specified medical risk conditions)</li> </ul>	<ul style="list-style-type: none"> <li>Infanrix<sup>®</sup> hexa</li> <li>Prevenar 13<sup>®</sup></li> <li>Prevenar 13<sup>®</sup></li> <li>Bexsero<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Pneumococcal vaccine: An additional (3rd) dose of 13vPCV is required for Indigenous children living in WA, NT, SA, Qld, and all children with specified medical risk conditions for pneumococcal disease. <a href="#">Refer to the Handbook.</a></li> <li>Meningococcal B vaccine: An additional (3rd) dose of Bexsero<sup>®</sup> is required for Indigenous children with specified medical risk conditions for meningococcal disease. <a href="#">Refer to the Handbook.</a></li> </ul>
<b>12 months</b>	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> <li>Measles, mumps, rubella</li> <li>Pneumococcal</li> <li>Meningococcal B (Indigenous children)</li> </ul>	<ul style="list-style-type: none"> <li>Nimenrix<sup>®</sup></li> <li>M-M-R<sup>®</sup> II or Priorix<sup>®</sup></li> <li>Prevenar 13<sup>®</sup></li> <li>Bexsero<sup>®</sup></li> </ul>	
<b>18 months</b>	<ul style="list-style-type: none"> <li><i>Haemophilus influenzae</i> type b (Hib)</li> <li>Measles, mumps, rubella, varicella (chickenpox)</li> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> <li>Hepatitis A (Indigenous children in WA, NT, SA, Qld)</li> </ul>	<ul style="list-style-type: none"> <li>Act-Hib<sup>®</sup></li> <li>Priorix-Tetra<sup>®</sup> or ProQuad<sup>®</sup></li> <li>Infanrix<sup>®</sup> or Triptacel<sup>®</sup></li> <li>Vagta<sup>®</sup> Paediatric</li> </ul>	<ul style="list-style-type: none"> <li>Hepatitis A vaccine: First dose of the 2-dose hepatitis A vaccination schedule if not previously received a dose. The second dose is now scheduled at 4 years.</li> </ul>
<b>4 years</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio</li> <li>Pneumococcal (All children with specified medical risk conditions)</li> <li>Pneumococcal (Indigenous children living in WA, NT, SA, Qld)</li> <li>Hepatitis A (Indigenous children in WA, NT, SA, Qld)</li> </ul>	<ul style="list-style-type: none"> <li>Infanrix<sup>®</sup> IPV or Quadracel<sup>®</sup></li> <li>Pneumovax 23<sup>®</sup></li> <li>Pneumovax 23<sup>®</sup></li> <li>Vagta<sup>®</sup> Paediatric</li> </ul>	<ul style="list-style-type: none"> <li>Pneumococcal vaccine: Administer first dose of 23vPPV at age 4 years, followed by second dose of 23vPPV at least 5 years later. Refer to the Handbook for <a href="#">risk conditions</a>.</li> <li>Hepatitis A vaccine: Not required if previously received 2 doses (first dose at age ≥12 months) at least 6 months apart.</li> </ul>

Adolescent vaccination (also see influenza vaccine and additional vaccination for people with medical risk conditions)			
Age	Disease	Vaccine Brand	Notes
<b>12–13 years</b> (School program)	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> <li>Human papillomavirus (HPV)</li> </ul>	<ul style="list-style-type: none"> <li>Boostrix<sup>®</sup></li> <li>Gardasil<sup>®</sup> 9</li> </ul>	<ul style="list-style-type: none"> <li>HPV vaccine: Observe Gardasil<sup>®</sup> 9 dosing schedules by age and at-risk conditions. 9 to &lt;15 years: 2 doses, 6 months minimum interval. ≥15 years and/or have certain medical conditions: 3 doses, 0, 2 and 6 month schedule. Only 2 doses funded on the NIP unless a 12–&lt;15 year old has certain medical risk factors.</li> </ul>
<b>14–16 years</b> (School program)	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> </ul>	<ul style="list-style-type: none"> <li>Nimenrix<sup>®</sup></li> </ul>	

Adult vaccination (also see influenza vaccine and additional vaccination for people with medical risk conditions)			
Age	Disease	Vaccine Brand	Notes
<b>50 years and over</b>	<ul style="list-style-type: none"> <li>Pneumococcal (Indigenous adults)</li> </ul>	<ul style="list-style-type: none"> <li>Prevenar 13<sup>®</sup> and Pneumovax 23<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Pneumococcal vaccine: Administer a dose of 13vPCV, followed by first dose of 23vPPV 12 months later (2–12 months acceptable), then second dose of 23vPPV at least 5 years later.</li> </ul>
<b>70 years and over</b>	<ul style="list-style-type: none"> <li>Pneumococcal (non-Indigenous adults)</li> </ul>	<ul style="list-style-type: none"> <li>Prevenar 13<sup>®</sup></li> </ul>	
<b>70–79 years</b>	<ul style="list-style-type: none"> <li>Shingles (herpes zoster)</li> </ul>	<ul style="list-style-type: none"> <li>Zostavax<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Shingles vaccine: All people aged 70 years old with a catch-up program for people aged 71–79 years until 31 October 2023.</li> </ul>
<b>Pregnant women</b>	<ul style="list-style-type: none"> <li>Pertussis (whooping cough)</li> </ul>	<ul style="list-style-type: none"> <li>Boostrix<sup>®</sup> or Adacel<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Pertussis vaccine: Single dose recommended each pregnancy, ideally between 20–32 weeks, but may be given up until delivery.</li> </ul>

Additional vaccination for people with medical risk conditions			
Age/risk condition	Disease	Vaccine Brand	Notes
All people with asplenia, hyposplenia, complement deficiency and those undergoing treatment with eculizumab	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> <li>Meningococcal B</li> </ul>	<ul style="list-style-type: none"> <li>Nimenrix<sup>®</sup></li> <li>Bexsero<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Meningococcal vaccines: Refer to the Handbook for dosing schedule. The number of doses required vary with age.</li> </ul>
People ≥5 years with asplenia or hyposplenia	<ul style="list-style-type: none"> <li><i>Haemophilus influenzae</i> type b (Hib)</li> </ul>	<ul style="list-style-type: none"> <li>Act-Hib<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Hib vaccine: A single dose is required if the person was not vaccinated in infancy or incompletely vaccinated. (Note that all children aged &lt;5 years are recommended to complete Hib vaccination regardless of asplenia or hyposplenia)</li> </ul>
People <12 months of age with conditions that increase their risk of pneumococcal disease	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	<ul style="list-style-type: none"> <li>Prevenar 13<sup>®</sup> and Pneumovax 23<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Pneumococcal vaccine: An additional (3rd) dose of 13vPCV is required at 6 months of age, followed by a routine booster at 12 months (all children), then a first dose of 23vPPV at age 4 years, followed by second dose of 23vPPV at least 5 years later. Refer to the Handbook for <a href="#">risk conditions</a>.</li> </ul>
People ≥12 months of age with conditions that increase their risk of pneumococcal disease	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	<ul style="list-style-type: none"> <li>Prevenar 13<sup>®</sup> and Pneumovax 23<sup>®</sup></li> </ul>	<ul style="list-style-type: none"> <li>Pneumococcal vaccine: Administer a dose of 13vPCV at diagnosis followed by 2 doses of 23vPPV. Refer to the Handbook for dose intervals and <a href="#">risk conditions</a>.</li> </ul>

Funded annual influenza vaccination (Refer to annual ATAGI advice on seasonal influenza vaccines)		State/Territory	
Children 6 months to less than 5 years of age		Australian Capital Territory	(02) 5124 9800
People 6 months and over with specified medical risk conditions		New South Wales	1300 066 055
People 65 years and over		Northern Territory	(08) 8922 8044
Pregnant women		Queensland	HEALTH (13 4325 84)
All Aboriginal and Torres Strait Islander people 6 months and over		South Australia	1300 232 272
		Tasmania	1800 671 738
		Victoria	1300 882 008
		Western Australia	(08) 9321 1312

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## **IMMUNISATION**

The Victorian Health Department recommends that before children commence school, they should be immunised. This is particularly important because each student will be coming into contact with lots of other students and infection can spread very easily. Usually the Council Health Department, to which you belong, provides free CDT and Sabin boosters at four years of age. Where these services are not provided [or if they prefer] then parents should seek vaccination at a Council session or from their family doctor.

N.B. The inclusion of the mumps with the free measles vaccine obtained through Councils is an added bonus and may safely be given even if your child has already had mumps infection.

Vaccination records are held by Council Health Departments. An up-to-date record should also be kept by parents. This record is needed so your child can later attend school camps or remain at school if there is measles in the class or at home.

## **INFECTIOUS DISEASES**

A student must be excluded from school if suffering from the following infectious diseases: chicken pox, measles, mumps, rubella (German measles), impetigo (school sores) and whooping cough. Students with head lice should be excluded until they have been treated. Please note that if students contract certain infectious diseases, the principal has the right to exclude such students from school for a specified time.

## **ACCIDENTS**

With accidents of a serious nature or any perceived minor head injury, parents are contacted and appropriate medical treatment is sought. It is most important that all details on the child's emergency file are kept up to date. It would be appreciated if parents would notify the office promptly of any change of address, phone numbers, name of contact person etc. This information could be vital in case of an emergency.

## **ASSEMBLIES**

Assemblies are held weekly in the hall if there is a reason for cancellation parents will be notified via the SkoolBag app newsletter. Parents are welcome to attend.

## **BOOK CLUB**

Frequently, during the school year, students will be able to purchase reasonably priced books through the School. The school provides this as a service for the purpose of promoting the reading of books.

## **CLASS MASSES**

Masses are held in the church throughout the year. They occur on a class roster basis and it is usual for a class to have two liturgies in the year. Whole school liturgies are planned for special days e.g. Ash Wednesday, St. Fidelis Day and End of Year celebrations. Notification of masses are given in the newsletter. Parents, families and friends are always most welcome.

## **VISITORS TO SCHOOL**



Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities. All visitors are required to report to reception prior to undertaking any activity within the school, where they will be required to sign a 'Visitor's Book' and will be assigned a 'Visitor Pass' which they must wear at all times within the school. This Visitor's Pass tells teachers and students that the person is authorised to be on the school site. Similarly, visitors will be required to report to reception at the end of their visit to return their badge and to 'sign out' in the Visitor's Book.

### **CHANGE OF ADDRESS, TELEPHONE OR MEDICAL INFORMATION**

Parents are asked to notify the office immediately of any change of address, telephone numbers (work, home, emergency), and any medical conditions relevant to your child.

### **SICK STUDENTS**

If students are feeling sick, they should be kept at home. Parents are able to give more adequate care and rest to sick children. If your child becomes sick at school, you will be notified of their illness and appropriate action will be determined. If the parent cannot be contacted, the school will ring the nominated emergency contact person to arrange pickup of the student.



### **FIRST AID**

If a student attends the sick bay for a minor injury a note will be forwarded to parents informing them of the injury and first aid treatment that they received. If a student is unwell or has been hurt, parents will be contacted.

### **ALLERGIES**

If a student suffers from allergies it is essential that the school is notified of this in order to be able to care for your child. Students with asthma require an asthma management plan as do students who are anaphylactic or diabetic.

### **MEDICATIONS**

EpiPens are kept with the student at all times. If your child is unwell they are best kept home. All parents requests for the administration of prescribed medications to their child must be in writing on a Permission to Administer Medication Form including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).



### **SCHOOL CROSSING**

The school crossing in Saunders Street and Hawthorn Street are there for the safety of all members of the school community. You are asked to use the crossing at all times and to abide by the traffic signs in the surrounding area. All cars entering Hawthorn and Saunders Street must give way to ALL pedestrians and follow school crossing rules. St. Fidelis Parish car park can be used when masses are not in progress.

### **PUPIL ABSENCE POLICY & PROCEDURE**

**Purpose:**

The purpose of this Policy & Procedure is to define the school's method of monitoring student attendance and reporting processes. The school acknowledges that daily school attendance is important for all children and young people to succeed in education and to ensure that their social, emotional and educational development is not compromised. It is also understood that children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health and employment outcomes and higher incomes across their lives. It is important that students develop habits of regular attendance at an early age.

**Parent & Guardian (Parents) Responsibilities:**

Parents are required to ensure their child attends St. Fidelis Primary School every day, during normal school hours of each term. Where their child is unable to attend school it is the parent's responsibility to contact the school on that day to inform them and to provide the school with an explanation for their absence. The principal will then determine if the explanation provided is a reasonable excuse for the purpose of the parent meeting their responsibilities under the Education and Training Reform Act 2006.

Parents should inform the school in advance of any planned absence to gain approval from their classroom teacher and the Principal. Correspondence can be emailed to

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

*Note: Long periods of absence are discouraged. Parents are expected to plan family holidays during school holiday periods where possible.*

Parents are responsible for ensuring they contact the school if they anticipate their child attending school after commencement. This must be done prior to the commencement of the school day. This may be done by contacting the school on 9383 3600 directly, email: [principal@sfmorland.catholic.edu.au](mailto:principal@sfmorland.catholic.edu.au) or conveniently via our Skoolbag App.

**YARD DUTY**

At all recess and lunch breaks there is a teacher on supervision of the areas where students will be permitted to play. If a student has a problem or hurts themselves, he/she should tell the teacher on yard duty. A staff member is always on first aid duty ready to attend to any small medical problems, which may arise.

Before school supervision commences at 8:30 am each day and students are not to arrive at school before 8:30am. After school supervision concludes at 3:40pm. Students not collected by this time may be enrolled in our after school care program.



## EARLY PICK UP

If students are to be picked up before the official finishing time [e.g. medical/dental appointments], parents should write a note which seeks permission for an early dismissal.

- Your child must be signed out at the office.
- No student is to leave the school grounds at any time without the teacher's consent and written parental authorisation.
- Parents are not permitted to collect other parent's children during school hours unless written authorisation is provided.



## EXCURSIONS/CAMPS

Excursions are arranged during the year to increase and enrich the student's learning experiences. The importance of excursions is emphasised, as they are an integral part of the school's planned curriculum and programs, and as such all children are expected to participate. Students in Year Five and Six attend camp each year. Locations are chosen to support the needs of the curriculum. Cost is always a consideration in the choice of campsite. Written permission and medical information is required for students to attend both excursions and camps, therefore the appropriate forms should be signed and returned by the due date.

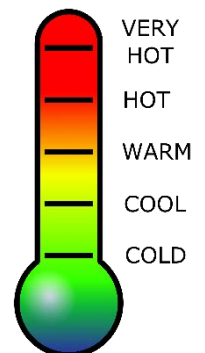
## EMERGENCY MANAGEMENT PLAN

St. Fidelis Catholic Primary School has developed a comprehensive Emergency Management Plan to assist our school community meet our emergency planning obligations. As a staff we regularly familiarise ourselves with management elements dealing with the prevention of, preparedness for, response to and recovery from emergencies. It is important that we consider tasks and responses that are likely to arise in different emergencies and how we handle them.

Prompt communication with all school parents/guardians following an emergency will help you to understand what has happened. It would be our intention to email or send home an information letter within twenty-four hours of any emergency so that you have the correct facts about the emergency, you will know what the school has done, what our plan of action will be, how your child might respond at home to the emergency and how you can get support if needed. Parents may also be contacted via SkoolBag app alert or SMS in the event of an emergency.

## EXTREME WEATHER PROCEDURE & DAYS OF EXTREME HEAT

St. Fidelis is a SunSmart accredited school. From September through to April, it is compulsory for all students to wear a St. Fidelis School hat when they are outside. Students who are not wearing a hat will be unable to play in the open. They will be required to remain under the shaded area of the yard. On days of extreme heat, if it is deemed too hot, the students stay in their classrooms during recess and lunchtime. All rooms are air-conditioned.





## **LUNCHES**

St. Fidelis school encourages healthy and nutritional lunches and snacks. Cans and glass bottles are not permitted for safety reasons. Water may be consumed at school during class time and students are encouraged to bring a water bottle. Fruit break or 'brain food' happens at 10:00a.m. every day. Students may eat a small snack of fresh fruit or vegetables e.g. an apple or banana at this time. The snack is encouraged but not compulsory and is extra to play lunch snacks.

## **MEDICATION**

All medication such as antibiotics, panadol, cough medicine etc. must be handed into the office (to your child's teacher at the Senior Learning Area) where you will be required to complete a "Permission to Administer Medication" form. No medication of any kind will be administered without your written consent.

## **POSITIVE BEHAVIOUR**

At St Fidelis we know children learn best when there is a whole school approach to behaviour management with consistent expectations. We value respect, tolerance and understanding.

Our agreed ways explicitly teach students how to act respectfully towards each other, staff, families and the broader community.

We have established strong links with the **Bully Zero Foundation** to promote awareness in all our students of how their words and actions impact on others **and to** foster lifelong strategies to enable them to work and play successfully together

## **SCHOOL MEDICAL VISITS**

A school nurse from Child & Family Health Services will visit annually to test vision and hearing of Foundation students. Parents and teachers may also refer students from other year levels to the nurse for consultation.

## **SECONDARY SCHOOL**

Parents are advised that attendance at St. Fidelis Catholic Primary School in no way guarantees enrolment at any Catholic Secondary School. Each Catholic Secondary College conducts its own enrolment procedure. St. Fidelis Catholic Primary School will always endeavour to support the application by parents for their child's enrolment in either Catholic Secondary Colleges or local State Secondary Schools. Enrolments usually close in February.

## **ST FIDELIS SCHOOL ADVISORY BOARD**

The main function of the School Advisory Board is to provide advice to the Principal and the Parish Priest on matters affecting our developing school community.

The St. Fidelis School Advisory Board will:



- Assist in the formulation of School Policy in conjunction with the Parish Priest, Principal and staff.
- Provide an avenue of communication for the local catholic community regarding school policy.
- Work in collaboration with the Parents and Friends Association and other Parish groups to assist the school development and maintain facilities.
- Develop school/community relationships and encourage home/school interaction.
- Develop strategies for the local promotion of Catholic Education.



## STUDENT'S PROPERTY

Parents are requested to have all articles of clothing clearly marked with their child's name. Encourage your child to look after their own belongings. Much time can be lost trying to find owners of unnamed garments. All lost property is stored outside the library.

It is strongly recommended that students do not bring toys/electronic games to school, especially expensive ones. However, if a student wishes to bring a toy, book etc. for 'Show and Tell' then this should be fine providing that the item is left in his/her bag or given to his/her teacher to mind.

Expensive or 'treasured' possessions – toys, electronic devices, expensive watches, etc. – should not be brought to school.

**The school takes no responsibility for any items that children bring to school.**

Before toys are sent to school, it is wise to get some guidelines from your child's teacher on:

- [a] Which day *'Show and Tell'* is scheduled for your child.
- [b] What sort of items are suitable.
- [c] Where the item will be kept and its use at times other than *'Show and Tell'*

Our aim is to avoid loss and/or damage to property and to avoid upsets between students. Ultimately, the permission and advice of your child's class teacher should be gained before private property is brought to school. Also, please note that teachers after consultation with the Principal, are authorized to search student's bags etc., should it be considered to be in the best interest of individuals or the common good of the school.

If a teacher decides to confiscate an item, the usual procedure is to return it directly to parents at the end of the day. However, if the item is very unsafe/unsuitable, it will be handed to the Principal who will in turn contact the parents.



Parents are discouraged from purchasing toy guns for students or violent video games. Such items are not to be brought to school for *'Show and Tell'* or any other purpose.

We understand that some parents require older students to carry a mobile phone for safety reasons if they are walking to and from school. PHONES MUST BE SWITCHED OFF and handed to the teacher at the beginning of the day. They are not to be used during school hours. If parents need to contact their child during school time, they are to phone the office. No responsibility is taken for mobile phones by the school.

## ST. FIDELIS OUT OF SCHOOL HOURS CARE

**Theircare** works in partnership with the school to provide the best quality out of school care program available.

### **Before School Care**

- 7:00am – 8:45am

### **After School Care**

- 3:30pm – 6:00pm

Full day care is offered on school curriculum days but will only operate if we have sufficient numbers.

If you would like to register for OSHC, please contact **Theircare**:

Phone: 1300 072 410

Email: [info@theircare.com.au](mailto:info@theircare.com.au)

Web: <https://theircare.com.au/>

Please note: You must register before being able to attend the OSHC program.

Registration forms are available from the school office.



## **St Fidelis Catholic Primary School ENROLMENT POLICY**

St Fidelis Catholic Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St Fidelis Catholic Primary School is a MACS school in which:

- prayer and liturgy are vital aspects of religious life in the school
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church
- the teachings and values of the Catholic Church are paramount.

### **Principles**

#### **Inclusiveness**

MACS schools are established primarily for Catholic children. St Fidelis Catholic Primary School strives to be open and welcoming to all Catholic students, regardless of their background, and does everything reasonable to accommodate each student's individual needs.

St Fidelis Catholic Primary School is open to the enrolment of children of other Christian traditions and faiths, however, priority will be given to children from non-Catholic Eastern churches. Children from other religious traditions or of no religion are provided with an opportunity to enrol in Catholic schools, should they choose to apply and there is sufficient capacity within the school.

#### **Partnership between parents/guardians/carers and St Fidelis Catholic Primary School**

Parents/guardians/carers are the first educators of their children. By enrolling a child in St Fidelis Catholic Primary School, parents/guardians/carers are entering into a partnership to promote and support their child's education, in particular their education in faith. While the school promotes access to a Catholic education through the school enrolment policy, it is the parent/guardian/carers' responsibility to support the school in furthering the spiritual and academic life of their child.

#### **Exercise of pastoral discretion in enrolment decisions**

Local pastoral discretion is an important element of decision-making with regard to enrolment at St Fidelis Catholic Primary School. While the first priority of the principal is to enrol the children of Catholic parents/guardians/carers, pastoral discretion may be exercised in enrolment decisions where deemed appropriate. The local school enrolment committee will formally endorse all enrolment decisions to ensure transparency and equity in decision-making.

#### **Priority enrolment**

There is an agreed order of priority for enrolment in MACS schools, which must be followed in the enrolment policy and procedures. As systemic Catholic schools, the first priority of Catholic schools is the provision of a Catholic education for Catholic children.

The order of priority for MACS primary schools is:

1. Catholic children who are residents of the parish
2. Siblings of children already enrolled in the school
3. Catholic children who are not residents of the parish but are recognised as parishioners by the parish priest
4. Catholic children from other parishes (for pastoral reasons)
5. Children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who are residents of the parish
6. Children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who reside outside the parish
7. Other Christian children who are residents of the parish
8. Other Christian children who reside outside the parish
9. Non-Christian children who are residents of the parish
10. Non-Christian children who reside outside the parish

## Definitions

### Catholic child

For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism.

### Enrolment catchment area

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. The parish for St Fidelis Catholic Primary School is St Fidelis. In parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with MACS.

Enrolment is subject to the maximum capacity of the school.

### Orthodox child

For the purpose of enrolment in a Catholic school, a child is considered to be Orthodox if they are a member of a non-Catholic Eastern church, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox.



## KINDERGARTEN TO FOUNDATION TRANSITION PROGRAM

TERM 4 YEAR PRIOR TO COMMENCEMENT	WHAT
TBC October 2024 7:00pm	<b>New Foundation Parent and Carers Faith Workshop</b>  <b>One parent required to attend</b>
21st October 2024 9:30am – 11:00am	<b>School Experience 1 for 2023 Foundation students.</b> This <a href="#">first School Experience</a> is for children who will be joining our school next year. Students will engage in a school activity. Once students are settled parents will join the Principal and Leadership Team for a short information and question session.
28th October 2024 9:30am – 11:00am	<b>School Experience 2 for new Foundation students</b> This <a href="#">second School Experience</a> is for children who will be joining our school next year. Students will engage in a school activity. Once students are settled parents will join the Principal and Leadership Team for a short information session about school communication and organisation.
11th November 2024 9:30-11:00 am	<b>School Experience 3 for new Foundation students</b> This <a href="#">third School Experience</a> is for children who will be joining our school next year. Parents will have an opportunity to order school uniforms onsite.
18th November 2024 9:30-11:00 am	<b>School Experience 4 for new Foundation students</b> This <a href="#">fourth School Experience</a> is for children who will be joining our school next year. Parents have an opportunity to informally get to know one another and ask questions of the Principal or Leadership Team and enjoy morning tea.
Oct & November	<b>St Fidelis staff Kindergarten visits.</b>
9th December 2024 9:30am – 11:00am	<b>Whole School Orientation for New Foundation students</b> This school experience is an opportunity for the children who will be joining our school next year to meet their teacher and class friends.
TERM 1 YEAR OF COMMENCEMENT	WHAT
30th January 2025	<b>First day of school for Foundation students</b> Foundation students <b>do not</b> attend school on Wednesdays January 31st, Wednesday February 7th, 14th & 21st .
March 2025	<b>Foundation Students and Year 6 Buddies School Mass Celebration on March 19 at 11:00 am MAss , St Fidelis Church followed by morning tea in the school hall.</b>

## Parish

'Parish' refers to the local parish as defined by its geographical boundaries and student location is based on home address.

## Parental Responsibilities

At the time of enrolment at St Fidelis Catholic Primary School, parents/guardians/carers make a commitment to provide ongoing support for their child's Catholic education. In particular, parents/guardians/carers are asked to make an explicit commitment to the following responsibilities:

- complete the school's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the school.
- be prepared to support the school in the Catholic education of their child and involve themselves as much as possible
- acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child at St Fidelis Catholic Primary School. Any difficulties in meeting this commitment should be discussed with the principal
- advise the principal of any court order, parenting or custodial arrangement/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file
- provide the school with an immunisation history statement.

## Information to Be Collected

St Fidelis Catholic Primary School is required to collect particular information about parents/guardians/carers and their child. Parents/guardians/carers are required to provide particular information about their child during the enrolment process in order for MACS and the school to meet the duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at St Fidelis Catholic Primary School.

Applications for Foundation enrolment are accepted by the school office for consideration by the Principal. Enrolments for all year levels are accepted throughout the year, subject to vacancies. Consideration will be given to all enrolments.

Enrolments are currently accepted for Foundation students in April/May. Enrolment forms (collected from the school reception) must be accompanied by birth, baptismal and immunisation certificate and a \$50 non-refundable administration fee and \$200 non-refundable enrolment fee. This \$200 is deducted from the school fee at the beginning of the year your child commences at St. Fidelis.

## SCHOOL UNIFORM

St. Fidelis Primary School Uniform Policy

## RATIONAL

A uniform dress code reinforces in students a pride in their own appearances, instils recognition of themselves as an integral part of the school community and assists in developing pride in representing their school. Issues of equality, health and safety and expenses are also factors that contribute to the establishment of this policy.

### **AIMS**

- To promote equality amongst students
- To further develop pride in our school
- To further develop identification with our school
- To provide clothing that is cost effective and practical for our school environment
- To maintain and enhance the positive image of our school in the community

### **IMPLEMENTATION**

- Uniform versions will allow students to participate in the various school activities
- The dress code applies during school hours, travelling to and from school and when on excursions
- Summer and Winter Uniforms are to be worn during the designated periods of the year.
- Sports Uniform is only to be worn on PE/Sports Days (As a general rule, the summer uniform be worn during Term 1 & 4. The winter uniform should be worn during Terms 2 & 3).
- Stud earrings and sleepers worn in the ears and watches are the only acceptable jewellery. The school takes no responsibility for jewellery lost.
- Neck jewellery is not allowed for safety/insurance reasons
- Cosmetics/Make up are not to be worn during school hours
- The School Hat is the only hat to be worn (except on Casual Clothes Days). The school hat is compulsory for all outside play/activities as advised by the Principal
- Parents seeking permission for Dress Code exemptions must contact the Principal
- Hair must be tied back if it is shoulder length or longer
- Extreme hairstyles including excessive colouring are not permitted. All decisions in this area are at the discretion of the Principal
- All hair accessories (eg. Clips, ribbons, headbands etc) should be red or green or scrunchies in the same material as the summer dress
- Extreme hair accessories are not permitted
- All Children's clothing and property MUST be labelled with their name
- Children not wearing the correct school uniform will be issued a note naming the item of clothing that is not consistent with school policy. The parent/guardian is to ensure that this is rectified immediately.

## ST. FIDELIS PRIMARY SCHOOL UNIFORM

SUMMER	WINTER
<ul style="list-style-type: none"> <li>• school green and white check dress</li> <li>• school jumper</li> <li>• white socks</li> <li>• black shoes</li> <li>• school hat</li> <li>• navy shorts</li> <li>• short sleeve navy mesh polo shirt</li> <li>• white socks</li> <li>• Navy bonded Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• navy unisex trousers</li> <li>• red long sleeve polo shirt</li> <li>• school jumper</li> <li>• school winter tunic/skirt</li> <li>• Navy Bonded Jacket</li> <li>• navy tights/socks knee high (navy)</li> <li>• navy socks</li> <li>• black shoes</li> </ul>

SPORTS UNIFORM	BONDED JACKET
<ul style="list-style-type: none"> <li>• green shorts</li> <li>• green skort</li> <li>• short or long sleeve navy mesh polo shirt</li> <li>• Navy Bonded Jacket</li> <li>• white socks</li> <li>• runners</li> </ul>	<ul style="list-style-type: none"> <li>• The school jumper is compulsory and must be worn</li> <li>• This navy bonded jacket may be worn without the school jumper underneath</li> <li>• The jacket may be worn with the sports uniform</li> </ul>

If parents have any concerns regarding the interpretation of the school uniform requirements, please seek the advice of the principal or office staff.

### WHERE TO PURCHASE UNIFORM

The St. Fidelis School uniform can be purchased from our supplier:

**Primary School Wear (PSW)**  
**2/283 Rex Road, Campbellfield,**  
**Tel 9303 7845**  
**[www.psw.com.au](http://www.psw.com.au)**

Order forms and further information is available from our school app and school office.





## NEW UNIFORM

PSW

### SUMMER



1118393\_920  
SS Polo - Contrast Piping  
INK\_BOTTLE\_WHITE



1110355\_12  
Zip Pocket Short  
INK



2511050  
Crew Socks  
White

### WINTER



1111886\_687  
L/S Micromesh Polo



1110400\_12  
Elastic Waist Pants Yoke  
Back



1111165 - Ink\_Red\_bottle  
V-Neck Windcheater



1118334 Bonded Jacket  
Ink with White Piping



2511050\_1  
Crew Socks  
Navy



## NEW UNIFORM

PSW

### SUMMER



1100569\_150  
SUMMER DRESS



1118393\_920  
SS Polo - Contrast Piping  
INK\_BOTTLE\_WHITE



1118088\_12  
Junior Girls  
Shorts



2511050  
Crew Socks  
White

### WINTER



1104002\_547  
Winter Tunic



1104001\_547  
Winter Skirt



1111886\_687  
L/S Micromesh Polo



1111991\_12  
Girls Trousers  
Ink



2512000\_1  
Knee High Socks  
Navy



1111165 - Ink\_Red\_bottle  
V-Neck Windcheater



1118334 Bonded Jacket  
Ink with White Piping



2513000\_12  
Girls Tights  
Navy



2511050\_1  
Crew Socks  
Navy



## NEW UNIFORM



### ACCESSORIES



1100514\_2  
Safety Slouch Hat



1100517\_2  
Adjustable Mesh Bucket Hat



1106278  
Custom Jacquard  
Beanie with Pom-pom



8300396\_2  
Primary tote Bookbag



8302200\_2  
Explorer Bag With Laptop Insert



## NEW UNIFORM



### SPORTS



1111445  
LS Polo - Contrast Piping  
INK\_BOTTLE\_WHITE



1118393\_920  
SS Polo - Contrast Piping  
INK\_BOTTLE\_WHITE



1118334 Bonded Jacket  
Ink with White Piping



2511050  
Crew Socks  
White



1100330\_2  
Rugby Shorts  
BOYS



1100375\_2  
Skort  
GIRLS



1110423\_2  
Trackpant - Double Knee  
Ribbed Cuff

## 2024 SUBJECT LEVY FEE AND SCHOOL FEE SCHEDULE

### SCHOOL FEES AND LEVIES 2024

<b>2023 Family School Fee</b>	<b>\$1,950.00</b> This amount is payable in full at the beginning of the year or in three installments of <b>\$650.00</b> which is due at the beginning of Terms 1, 2 and 3.
<b>Family Capital Levy</b> (Due at the commencement of the school year)	<b>\$100.00</b> This levy contributes towards the maintenance of our buildings and grounds
<b>Subject Levy per Child</b> (Due at the commencement of the school year)	<b>\$345.00</b> This will cover all of your children's books and stationery requirements and also covers the purchase of materials for different subject areas such as English, Maths, Inquiry, Art, Technologies/STEM and Physical Education, Religious Education and The Resilience Project Workbook per child
<b>Excursion Levy per Child</b> (Due at the commencement of the school year)	<b>\$125.00</b> This will cover the cost of incursions and excursions. This will not be refundable should your child be away on the day of the excursion. Transport costs for interschool sports are not included in the excursion levy. Students will be required to pay for these separately as the need arises.
<b>Camp Levy</b> (Years 5 & 6 Only)	<b>\$420 .00</b> This will cover the Camp for Years 5 & 6 students only

### Fee Information

- Accounts are generally sent home twice each term and prompt payment of the term fee is required.
- Method of payment can be made by cash, credit card, EFTPOS or EFT.
- Where non-payment of fees occurs, parents will be asked to attend an interview with the principal to discuss the issue. Any unpaid fees may be directed to our Fees Collection Agency for recovery.
- The fee structure is reviewed each year through consultation with the Principal and Business Manager. To ensure we keep our costs to families as low as possible we have increased Family School fees, subject levy and excursion levy by 2.5% half of the recommended 5% increase advised by Melbourne Archdiocese of Catholic Schools (MACS), in order to ensure we keep Catholic Education affordable to all families who attend St Fidelis

## 2024 SUBJECT LEVY FEE AND SCHOOL FEE SCHEDULE

**All Fees will be invoiced at the start of the year**

LEVY FEES PER CHILD		
<b>Foundation-Year 4 Students</b>	Subject Levy per Child	\$345.00
	Excursion Levy per Child	\$125.00
	<b>TOTAL</b>	<b>\$470.00</b>
<b>Year Five &amp; Six Students</b>	Subject Levy per Child	\$345.00
	Excursion Levy per Child	\$125.00
	Camp Levy	\$420.00
	<b>TOTAL</b>	<b>\$890.00</b>

SCHOOL FEE - PER FAMILY	
<b>School Fees</b> – Per Family	\$1,950.00
<b>Capital Levy</b> – Per Family	\$ 100.00

PAYMENT SCHEDULE	
<b>Divide your Amount Owning by THREE (3) Instalments due by:</b>	
Instalment 1	Friday 22 March 2023
Instalment 2	Friday 21 June 2023
Instalment 3	Friday 13 September 2023 <b>ALL FEE</b> payments to be completed

**Payments are accepted by CASH, DEBIT CARD OR CREDIT CARD**

<p style="text-align: center;"><b><u>If you wish to pay Direct Debit please contact the school Office.</u></b></p> <p style="text-align: center;">Payments via Direct Debit would be <b>weekly</b> or <b>monthly</b> ensuring that all fees are <b>finalised by the end of 3<sup>rd</sup> Term (Friday 20th September 2024)</b></p>
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Should you have an queries please contact the school office on 03 383 3600 or email  
principal@sfmorland.catholic.edu.au

*This School Fees and Levies schedule is reviewed in December of the current year.*



***You may be eligible for discounted school fees under the newly introduced 2023  
Concessional School Fee Policy  
(including Health Care Card Holders)***

**CONCESSIONAL SCHOOL FEE POLICY 2023**

- **1 Child Family \$780 per annum**
- **2 Child Family \$1,196.00 per annum**
- **3+ Child Family \$ 1,560.00 per annum**  
**(Excluding any camp charges)**

The following families are encouraged to apply for concessional school fees as outlined in the newly introduced MACS Concessional School Fee Policy.

- Any family holding a Health Care Card and eligible for camps, sports and excursions (CSEF)
- Any family of Aboriginal or Torres Strait Islander heritage
- Any family experiencing severe financial hardship
- Any family holding a DVA Gold Card
- Any family identified as refugees and holding an ImmiCard

Families who meet one of the above criteria will be required to fill out forms in February 2023.

If you would like to view a copy of MACS Concessional School Fee Policy see attachments.

As always, we are a Catholic School and it is important that all Catholic children have access to their local Parish School. If you are experiencing financial difficulties or have other circumstances that may affect your capacity to pay your school fees and levies, please contact me.

Kind Regards  
Manuela Watson  
PRINCIPAL

**2024 SCHOOL TERM DATES AND HOURS**

**The School Office and Staff Commence**

- Monday January 29 & 30



## **Year 1-6 students commence**

- Wednesday February 1st

## **Foundation Students**

Thursday February 2nd

### **2024 TERM DATES**

	Start	Finish	Length
Term One	<b>STAFF - January 29th&amp; 30th STUDENTS - Wednesday Feb 1st Years 1-6 Thursday Feb 2nd Foundation Students</b>	<b>Thursday March 28th</b>	9 weeks
Term Two	<b>Monday 15th April 2024</b>	<b>Thursday June 27th 2024</b>	11 weeks
Term Three	<b>Monday 15th July 2024</b>	<b>Friday 20th September 2024</b>	10 weeks
Term Four	<b>Monday 7th October 2024</b>	<b>Monday 17th December 2024</b>	11 weeks

### **2024 PUBLIC HOLIDAYS**

- **Monday, March 11** Labour Day
- **Friday, March 29** Good Friday
- **Thursday April 25** Anzac Day
- **Monday, June 10** Monarch's Birthday
- **Tuesday, November 5** Melbourne Cup Day

### **CURRICULUM DAYS – SCHOOL CLOSURE DAYS**

These are still to be finalised and specific dates will be published in the School Newsletter.

### **SCHOOL HOURS**

**Students commence classes at 8:50am**

**All children must be at school by 8.45am but not before 8:30am**

#### **Morning Recess**

- 11.00am. until 11.40am

#### **Lunch Time**

- Children eat lunch from 1.40 pm. to 1:50 pm and play from 1.50pm to 2:30pm
- Classes resume at 2.30pm
- Classes end 3:25pm
- Class dismissed at Hawthorn Yard 3:30pm

## DETAILS OF HEALTH DEPARTMENT REQUIREMENTS FOR INFECTIOUS DISEASES ARE AS FOLLOWS

(Please notify the school immediately should your child has any medical condition)

<b>Chicken Pox:</b>	Excluded from school until fully recovered or at least 5 days after the eruption first appears. NB Any child with an immune deficiency should be excluded for their own protection.
<b>Conjunctivitis:</b>	Excluded until discharge from eyes has ceased.
<b>Diarrhoea:</b>	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.
<b>Diphtheria:</b>	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
<b>Glandular Fever:</b>	Exclusion is not necessary. Please notify the school.
<b>Hand, Foot &amp; Mouth Disease:</b>	Exclude until all blisters have dried.
<b>Haemophilus Type B (Hib):</b>	Exclude until a medical certificate of recovery is received.
<b>Hepatitis A:</b>	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
<b>Hepatitis B:</b>	Exclusion is not necessary.
<b>Hepatitis C:</b>	Exclusion is not necessary.
<b>Herpes: (Cold Sores)</b>	Children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions should be covered by dressing where possible.
<b>Hookworm:</b>	Exclusion is not necessary.
<b>HIV/AIDS Virus:</b>	Exclusion is not necessary unless the child has a secondary infection.
<b>Impetigo:</b>	Excluded from school until appropriate treatment has commenced. Sores on <b>(School Sores)</b> exposed surfaces must be covered with a watertight dressing.
<b>Influenza:</b>	Exclude until well.
<b>Leprosy:</b>	Exclude until medical certificate of recovery is received.
<b>Measles:</b>	Excluded until at least 4 days from the appearance of rash or until receipt of a medical certificate of recovery from infection.

NB - Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.

<b>Meningitis: (Bacterial)</b>	Exclude until well.
<b>Meningococcal Infection:</b>	Exclude until adequate carrier eradication therapy has been completed.
<b>Molluscum Contagiosum:</b>	Exclusion not necessary.
<b>Mumps:</b>	Excluded for nine days or until swelling goes down.
<b>Parvovirus:</b>	Exclusion not necessary.
<b>Poliomyelitis:</b>	Exclude for at least 14 days from onset. Medical certificate of recovery must be received.
<b>Ringworm:</b>	Readmit the day after appropriate treatment has commenced.
<b>Rubella:</b>	Exclude until full recovery or for at least 4 days after the onset of rash.
<b>Pediculosis: (Head Lice)</b>	The scalp and hair is to be treated with a solution obtained from the Pharmacy or the Municipal Offices as soon as head lice are discovered. Once treated the children may return to school. The school should be notified if a student has head lice.
<b>Salmonella, Shigella:</b>	Exclude until diarrhoea ceases.
<b>Scabies:</b>	Excluded until appropriate treatment has commenced.
<b>Streptococcal Infection:</b>	Exclude until the child has received antibiotics for at least 24 hours and the (including Scarlet Fever) child feels well.
<b>Trachoma:</b>	Return to school the day after appropriate treatment has commenced.
<b>Tuberculosis:</b>	Exclude until receipt of a medical certificate from the doctor stating that the child is not considered to be infectious.
<b>Typhoid Fever:</b>	Exclude until a medical certificate of recovery is received.
<b>Whooping Cough:</b>	Exclude until 5 days after starting antibiotic treatment. Family members who have not previously had whooping cough or immunisation against whooping cough must be excluded for 14 days after exposure to infection.
<b>Worms (Intestinal):</b>	Exclude if diarrhoea is present.

