

ST DOMINIC'S BROADMEADOWS



Parent Handbook

ST DOMINIC'S SCHOOL VISION

At St Dominic's Catholic Primary School:

**We model, share and celebrate in the Catholic tradition.
We recognize and embrace the importance and significance of
religious traditions and the richness of our cultural diversity.**

**We aspire to create a safe, welcoming, inclusive, challenging and
supportive environment where students, staff, parents and the
wider parish are all active partners in our unique journey as life-
long learners.**

**We acknowledge and accept the ongoing responsibility to develop
ourselves as a community of leaders through the spiritual,
educational, social, emotional and physical growth of each
individual.**

Child Safe Standards :

Our school is committed to being a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with school policy.

St Dominic's Primary School Prayer



Almighty God,
Creator of Heaven and Earth,
You bring us together here, at St Dominic's, from many lands.
We are different from one another;
Yet all are a part of Your family.
We give You thanks that we are a community of friendship and learning.
Together we share dreams and goals.
Though we bring to our school many different beliefs, we are one in You.
Please help us to spread joy and love from our lives to the lives of
others.
Help us to always remember the good work of Dominic,
(our Patron Saint),
By letting our light shine.
We ask these things in Your Holy Name.
Amen

(Written by the children in Year 3/4L, 2013)

PRINCIPAL'S WELCOME

Dear Families,

On behalf of the school staff I warmly welcome all children, their parents, extended families and friends to St Dominic's school community.

The diverse multicultural and family environment at St Dominic's is one of caring. We are very aware of the many and varied difficulties facing family life today. As a Catholic School, we aim to promote a learning community that develops the whole child; spiritually, physically, mentally, socially and emotionally. We believe that the uniqueness of each child requires a comprehensive curriculum that enables the child to reach his/her potential. Involving children in an environment that develops a sense of self-worth enables them to be challenged to accept responsibility for their learning, and to develop a greater awareness of the needs of those around them.

Our world is changing at a rapid pace, and our school curriculum reflects this. The changing nature of learning and teaching assists staff, students and parents to learn and grow together as a community of learners.

We look forward to working with you and your family throughout your years at St Dominic's and invite you to embrace all aspects of our school community.

Yours Sincerely,

Miss Gayle Connor



CONTACT DETAILS

PRINCIPAL	Miss Gayle Connor
DEPUTY PRINCIPAL	Ms Alison Bretag
ADMINISTRATION OFFICERS	Mrs Teresa Ottobre Mrs Daphne Borg
ADDRESS	408 CAMP ROAD BROADMEADOWS 3047
POSTAL ADDRESS	PO BOX 274 DALLAS 3047
PHONE	93094146
FAX	93023446
EMAIL	principal@sdbroadmeadows.catholic.edu.au
WEBSITE	www.sdbroadmeadows.catholic.edu.au
PARISH ADMINISTRATOR	Fr Peter Njau CSSp
PARISH SECRETARY	Mrs Anna Guardado



School Routines

8.50	First bell rings,	
9.00	Second bell rings,	classes commence
10.55	First Break	Eating time 10.55 – 11.05
11.45	Classes resume	
1.40	Second Break	Eating time 1.40 – 1.50
2.30	Classes resume	
3.30	Children dismissed	

Before & after school supervision

Supervision by staff is provided from 8.30 am. No child should be at school before this time. After school, supervision is provided until 3.45. Students should be collected by this time.

Before and after school supervised activities are available each day for a small fee.

Children arriving after the 9.00am bell must collect a late pass from the office before going to their classroom. If you collect your child early from school, please report to the office to collect a pass.

Punctuality

We ask families to ensure their children are at school in plenty of time to begin class at 8.50am to avoid interruptions to their learning and the learning of others.

Absence Notes

If your child is absent from school, he/she should bring a note from you, the next day, stating the reason.

Please inform the principal if your child will be absent for a longer period eg holiday.

Visitors

All Visitors must report to the office to sign in and receive a visitor's pass prior to undertaking any activity. The pass must be worn while on the school property. Visitors must sign out while leaving and hand in their pass.



Car Parking

You may drop off and pick up your children in the clearly marked parking bays or 'kiss and drop' zone in the car park.

Please park safely for the safety of all children

Drive slowly in and out of the car park – speed limit 5km per hour

All occupants of cars must be wearing seat belts



Assembly

Our school assembly is held on Friday afternoon at 3.00pm in the hall. You are welcome to attend. Each class takes it in turn to conduct the assembly, showcasing some of their learning. Prayer is an important part of our school life and we open each of our assemblies with a prayer/song. We have a variety of awards that are handed out at each assembly.

Newsletters

Newsletters are an important means of communication with families. Newsletters will go home on a Monday afternoon with the eldest child. Please check your child's bag for a copy. The weekly newsletter is available on the school website: <http://www.sdbroadmeadows.catholic.edu.au/> and/or emailed to your address.

Every Monday between 2.30 - 3.00pm, the newsletter will be translated in Arabic / Assyrian, during the weekly 'Coffee Club' in the Community Learning Centre. Support with other languages is also available.



Caroline Menassa, our Community Hub Coordinator takes parents through the newsletter each week.

Lunch

Healthy eating & exercise – a healthy mind for learning

A healthy diet should include a good variety of nutritious foods, including bread, pasta, fruits and vegetables. Eating breakfast is also an important part of a healthy diet.



The school currently has available a **Snack Bar** twice a week.

Lunch can be ordered for children in Years 3 – 6 on Tuesday and for Prep – Year 2 on Thursday. Lunch orders must be placed with classroom teachers the day before.

Excursions

Excursions and Incursions are an integral part of the educational program at St Dominic's School and enhance the learning opportunities for students. A note will be sent home prior to the excursion or incursion taking place, informing you of details of the event. You will be required to fill in and sign a permission slip for your child to attend. No child will be allowed to leave the school premises without this signed permission.





St Dominic's School uniform

Students at St Dominic's are encouraged to wear their uniform with pride as it identifies them to the wider community as St Dominic's students.

Students are to wear the school uniform on all school days unless advised otherwise.

**PLEASE SUPPORT US IN ENCOURAGING YOUR CHILDREN TO WEAR THEIR
SCHOOL UNIFORM CORRECTLY**

Please inform the school if your child is out of uniform for any reason.

Class teachers will let you know at the beginning of the year on which days the sports uniform is to be worn.

Girls' summer Green windcheater School design dress White socks Black shoes Green sunhat	Girls' Winter Green windcheater Green polo top or skivvy Green pants White socks Black shoes	Girls' Sport Green windcheater Green polo top Green trackpants Green shorts White socks Runners
Boys' Summer Green windcheater Green polo top Grey shorts Grey socks Black shoes Green sunhat	Boys' Winter Green windcheater Green polo top / skivvy Grey pants Grey socks Black shoes	Boys' Sport Green windcheater Green polo top Green track pants Green shorts White socks Runners
Year 6 Special Windcheaters: may be worn by Year 6 students instead of their school jumper.		
Scarves and School Beanie (in school colours) may be worn in winter.		
Art Smock An Art Smock is required by all children to keep their uniform clean when participating in art and craft activities. This can be an old shirt, long sleeved T shirt etc.		

NO SHAVED, DYED OR HIGHLIGHTED HAIR is allowed.

Students with long hair must tie it back for health and hygiene reasons.

Sunsmart: 'NO HAT NO PLAY' during Terms 1 & 4.

Please ensure your child has a school hat. This hat is to be worn to and from school as well as during breaks.

Jewellery: A watch, one set of earrings (studs or sleepers), a cross on a chain may be worn.

Make-up or coloured nail polish is not appropriate at school.

Lost property

All clothing should be labelled clearly with the child's name. Any item that is lost and is named will be returned to the child. Items that are not named will go into the lost property bin



School Fees are divided into two separate fees:

- A **Family Fee** is charged per family
- **Curriculum and Excursion Levies** are charged for each child.

Family Fee: currently set at \$856 per family per year
(= \$214 per term x 4 terms).

Curriculum Levies are currently set at \$90 per child
(The Curriculum levy covers the cost of all subject levies, books, writing materials, art supplies, library, use of sporting equipment, technology etc.).

Excursion Levies are currently set at \$125 per child.

Payment of Fees

Curriculum Levies **MUST BE PAID** in the first few weeks of term 1.

There are a variety of options for paying the Family Fee. Payments can be made:

- In a lump sum (prior to the end of term 3)
- Each term (before the end of each term)
- By Direct Debit as worked out with the office staff
- Instalments (amounts to be arranged with the Principal and confirmed in writing)

If at any time the payment of fees becomes an issue due to financial constraints within the family, please see the Principal and a payment plan can be arranged.

Curriculum

We live in a world which is complex, rapidly changing and rich in information and communication technology. This demands high-order knowledge and understanding, as the world is increasingly global in its outlook and influences.

St Dominic's promotes equity and excellence by setting classroom conditions for improving outcomes for all students. We ensure all children become successful learners, confident, creative individuals and active and informed citizens. We aim to equip our students with knowledge, skills and behaviours which will prepare them for success in such a world and enable them to:

- Manage themselves as individuals and in relation to others
- Understand the world in which they live
- Act effectively in that world

These education goals are the basis of the Victorian Curriculum.

Being a Catholic School, 'Education in Faith' is explicitly taught and provides a Catholic worldview based on the values lived by Jesus in the Gospels. Religious Education is the centre of all teaching and learning at St Dominic's.

We work with our Parish Priest and community to develop a deep sense of connection to Church. Families are welcome at our school and class masses.

Homework is an important part of your child's learning. All children should read every night. Teachers will set homework to support the classroom learning. Homework will vary from class to class

Communicating Student Progress

Interviews / Information Nights / Written Reports:

During Term 1 an opportunity is provided for parents/carers to meet with their child's teacher to share relevant information.

Written reports will be provided at the end of Terms 2 and 4 and Parent-Teacher interviews are held to discuss your child's learning goals at the end of Term 2. Interpreters will be available to assist parents.

Library

Children are encouraged to read widely and regularly in order to become life-long learners. Each class borrows books from St Dominic's Library weekly. Please support us by encouraging your child to care for their books and to use their library bag. Our reading program is supported by our partnership with the Hume Global Learning Centre.



Parent Involvement

Family involvement is strongly encouraged at St Dominic's. Teachers welcome parents to assist in the classrooms. Training sessions for parent helpers are conducted at the beginning of each year. Parents are encouraged to participate in excursions. There is also the opportunity to assist in the Library area as well as maintaining the grounds. The opportunity to offer support through Parents and Friends Fundraising Committee and St. Dominic's School Advisory Board is also available.

St Dominic's Community Learning Hub

The Community Learning Hub provides programs aimed at newly arrived families living in the Hume area.

The 'Supporting Parents - Developing Children' initiative encourages parents/carers of our community to engage in programs which will lead to further education and employment opportunities.

Participation in our programs provides opportunities to effectively engage in activities within and beyond our school community.

Playground

Everyone has the right to be happy and safe at school. Teachers supervise the yard and will remind students how to treat others through their actions and their words.



St Dominic's School Rules

At St Dominic's School we believe we should...

Be safe, both physically and emotionally

Treat ourselves and others with respect

Cooperate and support each other

Have the right to learn and

Be the best we can be

Therefore we will...

Follow staff directions

Speak and listen appropriately

Keep our hands, feet and objects to ourselves

Treat people, property and the environment with care

Not accept bullying

Make appropriate choices about our behaviour and the behaviour of others

Children's Property

It is strongly recommended that children do not bring expensive items or toys to school. Our aim is to avoid loss or damage to property and to avoid causing upsets to children. Items such as iPods and mobile phones must be handed in to the office and are returned to students at the end of the day.

Enrolment

Please contact the office with any enquiries about enrolment.

Enrolment forms can be collected from the office or from the school's website

<http://www.sdbroadmeadows.catholic.edu.au>

When returning the completed enrolment form the following documentation must be presented:

- Birth Certificate
- Baptism Certificate (If child is Baptised)
- Completed Immunisation Certificate
- Visa (if applicable)

After the enrolment form has been lodged an enrolment interview will take place with the parent/carer and child.

Student Health and Wellbeing

Head Lice

Head lice are a common occurrence for children at any school. If we notice a child with what appears to be head lice we will contact the parent and ask for the child to be treated before returning to school. We ask that all parents/carers be vigilant and check their child's hair regularly. If you find head lice please let the office know and via the school newsletter we will ask all families to check their children's hair. Advice about the treatment of head lice can be obtained from the office.

Immunisation/Infectious Diseases

The Victorian Department of Health recommends that before children commence school, they should be immunized. Since 1990, all children commencing their schooling have required a CERTIFICATE OF IMMUNIZATION. This certificate is only issued by local Councils.

Medications Policy

Please ensure:

All medication is delivered to the School Office

The medication must be in its original packaging with:

- Student's name
- Dose
- Frequency
- Any special instructions

A 'Student Medication Plan' must be completed at the School Office and accompany the medication so that a staff member is able to administer the medication.

If your children are feeling unwell, you are advised to keep them at home

Working Bees

The buildings and grounds of St Dominic's are in good repair due to the hard work and contributions of many families over time. We would like to build on this wonderful history and continue to make this a place we can all be proud to call our school.

There are many ways we can achieve this through Working Bees. During these Working Bees we are able to look after the gardens, complete small maintenance tasks, etc. It is the responsibility of all families who attend St Dominic's to assist with Working Bees.

