

# ST DOMINIC'S BROADMEADOWS



## Parent Handbook

### *Child Safe Standards :*

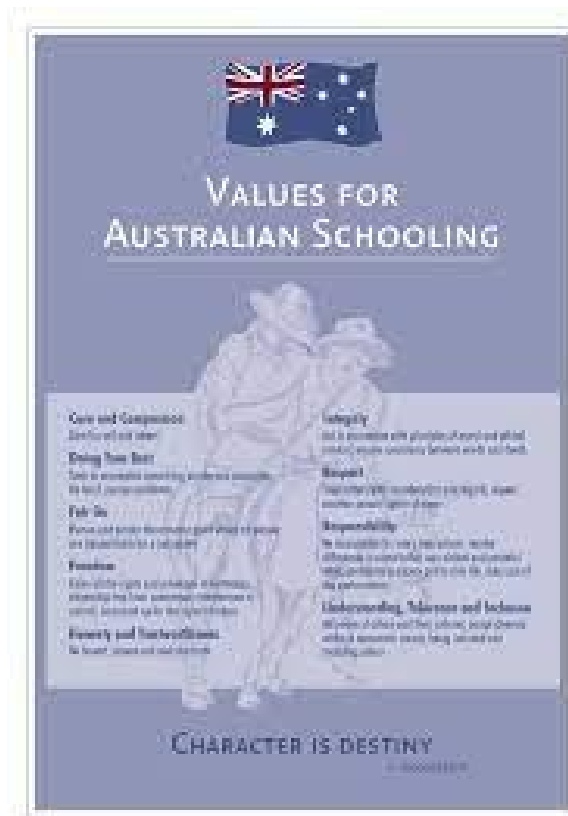
*St. Dominic's School promotes the safety, wellbeing and inclusion of all children. Our school is committed to being a child safe environment and has a zero tolerance to child abuse of any form.*

*St. Dominic's School acknowledges the traditional custodians of the land on which our school stands, the Gunung-Willum-Balluk of the Wurundjeri people. We thank the elders past and present for their care and protection of the land. We will carry on this tradition through our care of the environment.*



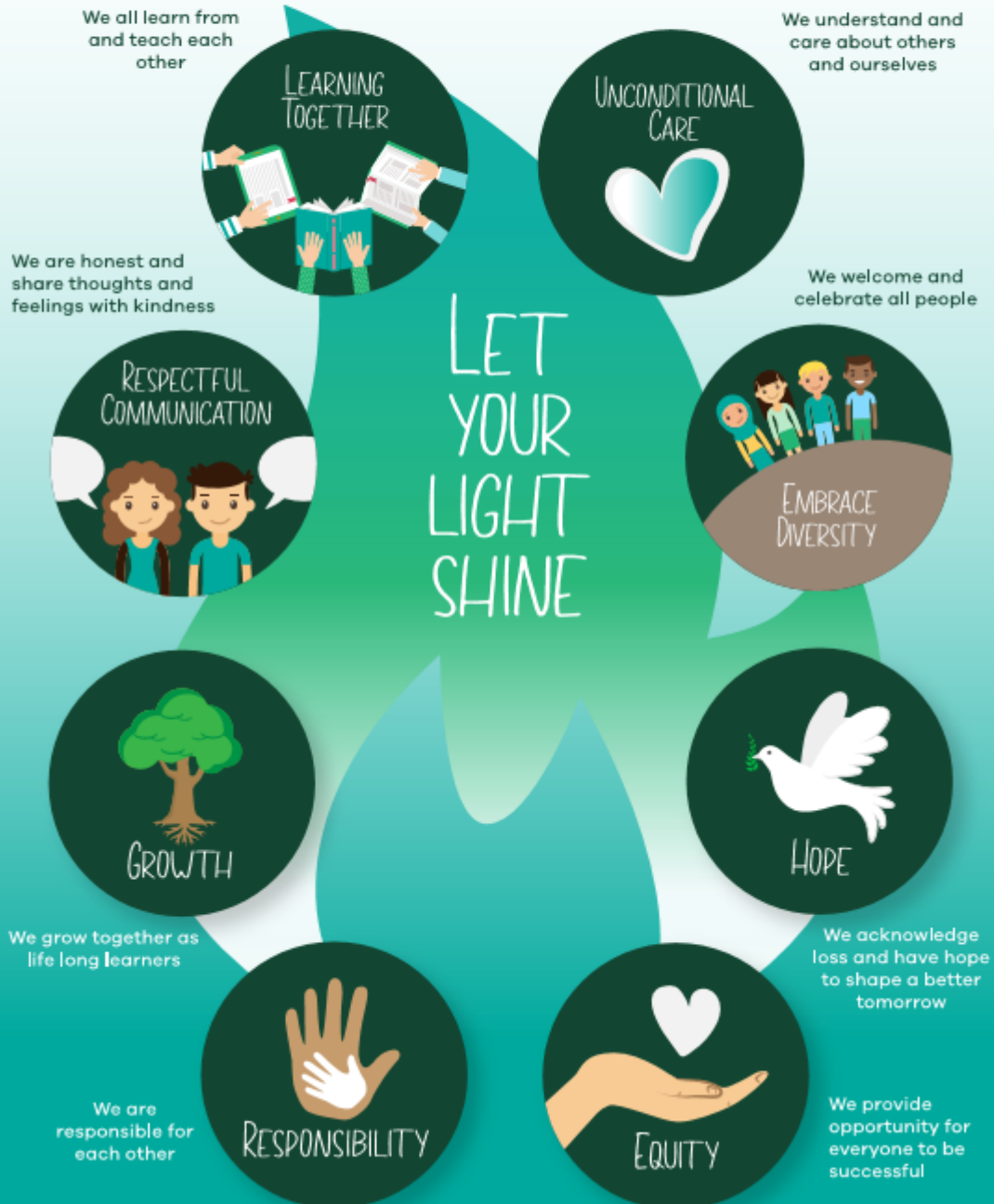
*The VRQA Minimum Standards for School Registration includes a standard concerning the school's adherence to Australian democratic principles and practice. This standard is as follows: The programs of, and teaching in, a school must support and promote the principles and practice of Australian democracy, 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.*



# St Dominic's Catholic Primary School

## OUR VALUES



## **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,

Ms Alison Bretag  
PRINCIPAL



## CONTACT DETAILS

PRINCIPAL  
DEPUTY PRINCIPAL

Ms Alison Bretag  
Mrs Katie Cromie

ADMINISTRATION OFFICERS

Mrs Teresa Ottobre  
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WEBSITE

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PARISH ADMINISTRATOR  
PARISH SECRETARY

Fr Peter Njau CSSp  
Mrs Anna Guardado



## School Routines

8.45	1st bell rings (students enter classroom for roll call and prayer)
9.00	2nd bell rings, learning commences.
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

If students arrive after 9am they are marked late and the late absences appear on their academic report. Please limit late arrivals and early pickups as much as possible.

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.

### 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 in the Hub. Students can be dropped off from 7.30am. After school supervision is available till 5.30.

### Absence Notes

If your child is absent from school, parents are required by law to ring the school before 9.30 on the day or leave a message on the skoolbag app. All parents and carers should download the Skoolbag app from the App store.



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

## **Communicating with teachers**

We welcome parents and carers communicating with teachers if there is a problem or concern. Parents and carers should always feel welcome to speak to the classroom teachers before or after school (unless there is a teacher meeting) You are welcome to email the teacher if you can or you can call the office to leave a message for them to call you back.

**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:**

**Curriculum Levies:**

(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. (Those families who have a Health Care Card will not pay the Excursion Levy)

## **Payment of Fees**

There are a variety of options for paying school fees. Payments can be made:

- In a lump sum as the whole amount at the beginning of the year.
- 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.

## **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.

## 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 when leaving and hand in their pass. Please do not walk straight to a classroom without a pass. **Student toilets are for student use only – no adults. Adults must use staff toilets.**



## 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 are available Monday. The weekly newsletter is available on the skoolbag app and the school website:

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

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

## 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.



No nuts of any variety in lunchboxes and please limit the amount of packaged foods such as chips and chocolates. These should be only as a treat on special occasions.

All students should have a clearly labelled water bottle.



**Hygiene:**

Toilet - Make sure your children know how to wipe themselves, flush a toilet and wash their hands.

Change of underwear in a snaplock bag to be kept in school bag

**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**

All students must have their immunisations up to date in accordance with government regulations.

**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. Your child will be asked to remove it here at school.



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. Price lists will be available early in the school year.

**On the front of a brown lunch bag, please write:**

- 1. Your child's name and class.**
- 2. List the hot food or sandwich that they would like**
- 3. List the drink**
- 4. Write the total cost.**

## **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.

<b>Girls' summer</b>  Green windcheater School design dress White socks Black shoes Green sunhat	<b>Girls' Winter</b>  Green windcheater Green polo top or skivvy Green pants White socks Black shoes	<b>Girls' Sport</b>  Green windcheater Green polo top Green track pants Green shorts White socks Runners
<b>Boys' Summer</b>  Green windcheater Green polo top Grey shorts	<b>Boys' Winter</b>  Green windcheater Green polo top / skivvy Grey pants	<b>Boys' Sport</b>  Green windcheater Green polo top Green track pants

Grey socks Black shoes Green sunhat	Grey socks Black shoes	Green shorts White socks Runners
<b>Year 6 Special Windcheaters:</b> may be worn by Year 6 students instead of their school jumper.		
<b>Scarves and School Beanie</b> (in school colours) may be worn in winter.		

No students should have their hair coloured or highlighted.

All students (male and female) with long hair must tie it back for health and hygiene reasons.

### 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 lost property.



### Curriculum

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 3. 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 the Parents and Friends 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 supporting all families including newly arrived families living in the Hume area.

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. Staff supervise the yard and will remind students how to treat others through their actions and their words. Yard duty staff wear a yellow vest on yard duty.

### **Children's Property**

Please be very careful of students bringing their special toys to school as they can often break-absolutely nothing should be brought that is expensive or sentimental-no electronics. Mobile phones need to be brought to the School Office at the beginning of the day for safekeeping.

### **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. The onset of the Covid-19 virus and global pandemic this year has highlighted the importance of social distancing measures. Please abide by these to keep everyone safe.**

