

Saint Simon the Apostle Primary School



HANDBOOK 2012

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From the Principal

Dear Parents,

On behalf of Fr. Clarke, the School Staff and the Parish Community I extend a warm welcome to all parents and children. I trust 2012 will see the on-going development of a happy and fulfilling Catholic Education for all the children in our care at St Simon's.

Education today demands parents be seen as partners and active contributors in the task of enabling children to reach their full potential both spiritually and intellectually. When Parish, home and school share a common vision and work together towards it's realisation, there is every likelihood of achieving success.

Through the dedication of the staff, combined with the support of Fr. Clarke and the parent community, all children are provided with a sound Catholic Educational program that is constantly being updated in line with current educational practices. There is every reason to be proud of past achievements and to look forward to the future development with hope.

It is important that parents and teachers work together in order for your child to attain his/her full potential. If at any stage you have a concern, you are encouraged to contact your child's class teacher to discuss this concern. Teachers will also contact you if they have any queries or concerns about your child. The school has an open door policy and encourages communication between teachers and parents.

I thank you for the confidence you have shown by choosing St. Simon's as your child's Primary School and look forward to working with you..

Yours sincerely,

*Phil Hesse
Principal*

Office Procedures



Telephone No: 9755 4222
Fax No: 9755 4255

Email. ritap@ssrowville.catholic.edu.au
annam@ssrowville.catholic.edu.au

The Office is open from **8.30am to 4.00pm Monday to Friday**. Please endeavour to have all office dealings completed in the morning when you bring your children to school as this allows the office staff to co-ordinate a wide variety of functions in the most efficient manner possible.

It would be appreciated if you avoided the lunch break (**1.15pm to 2.15pm**) as staff may not be available.

If you have payments or returns to come to school, you may find it easier to send the items in a **clearly marked, sealed envelope, showing child's name, grade and details of contents**. Each day these are collected using our **Internal Mail System** and on most occasions replies are sent home the same day. This will save your time and avoid difficulties of parking, etc. For security reasons we request cheques & credit card slips only (not cash) for payment of school fees and levies when using the **Internal Mail System**.

e.g. **Lauren Smith**
Grade 1/2 Red
School Fees

Term Dates

- Term 1:** Wednesday 1st February - Friday 30th March
- Teachers resume Wednesday 1st February
 - Students Year 1-6 resume Thursday 2nd February
 - Prep 2012 students commence: Half on 2nd Feb & half on 3rd Feb – All Preps on 6th February
(Note: 2nd Feb & 3rd February are full days)
 - Easter 6th April - 9th April
- Term 2:** Monday 16th April - Friday 29th June
- Term 3:** Monday 16th July - Friday 21st September
- Term 4:** Monday 8th October - Thursday 20th December

School Closure Days – At this stage three dates have been finalised – 15th & 16th February and 26th October. Other dates will be advised.

Normal School Hours

Normal School Hours are from 8.45am to 3.15pm

It is very important that parents see that their children arrive at school no later than **8.40am** so that they can unpack and get organised in order for school to start promptly at 8.45am. Children who arrive late for school not only miss important lessons but more importantly, disturb the entire school routine.

PLEASE NOTE: As there is **NO TEACHER SUPERVISION** in the school grounds prior to 8.25am or later than 3.45pm, it is very important that children are not left unsupervised then.

Morning Recess: 10.45am to 11.15am
Lunch Recess: 1.25pm to 2.15pm

(Lunch eaten in the classroom: 1.15pm to 1.25pm)



Staff meetings are held on **Tuesdays**. Teachers are not available for appointments on this night.

Out of Hours School Care Programme (O.H.S.C.)

The program provides supervised care for primary aged children attending St. Simon's School.



Times of Operation: **Before Care:** 7.15am to 8.45am Monday to Friday
After Care: 3.15pm to 6.00pm Monday to Friday
Full Day Care: 8.00am to 6.00pm

Venue: St. Simon's School

Phone Number for Before/Aftercare: 9764 4101 (7.15 - 8.30am & 3.00 - 6.00pm).
 0431 222 507 (Mobile)

Co-ordinator: Before/After School Care: Josh

Assemblies

There is a whole school assembly on the **first Thursday of the month at 2.30pm**. Parents are always welcome, cup of tea/coffee available afterwards. The assemblies will be held in the church.

Absence from School

The Education Act requires that the school be notified when a child is absent from school; this can be done by 'phoning the school initially, followed by a note to the class teacher when the child returns. We appreciate your co-operation in regard to this matter as the school is required to keep documentation of the children's absences. Medical, dental and optical appointments are best made out of school hours if at all possible. Please notify the teacher, **in writing**, if your child is to be absent sometime during the day.

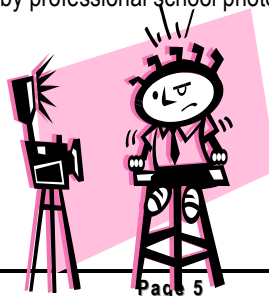
It would be appreciated if family holidays were arranged within school vacation times where possible. Please note the compulsory **Swimming Program** for Grades Prep - 6 takes place during **November**. It is not possible to waiver or refund costs incurred for this program.

Early Departure

Parents wishing to take their child/ren from school at any stage of the day, i.e. before normal dismissal time, are requested to inform the class teacher in writing. Children will not be allowed to leave the school without the written permission of parents/custodial guardian. Parents/custodial guardians are requested to collect their child/ren from their class after completing the register in the **Early Departure Book** which is located in the school office. The person collecting the child/ren at such times **must** sign this book. When notification in writing has **NOT** been forwarded to the classroom teacher the **Special Circumstance Departure Form** is to be completed by the person collecting a child. The office staff will make this form available for completion **prior** to collection of a child from the classroom.

School Photographs

School Photographs for Prep to Year 6 will be taken by professional school photographers on Wednesday 14th March, 2012
 Purchase of photograph package is optional.



Educational Costs - 2012

Tuition Fees

Accounts will be issued once per year. Fees for 2012 will be **\$1300.00 per family**. (May be paid in three instalments of \$430.00 in Term 1, \$430.00 in Term 2 and \$440.00 in Term 3.)

These fees are used for

- Capital repayments
- Recurrent payments of all utilities, e.g. heating, cleaning, maintenance.

Cash payment may be made in person at the office or if you are paying by cheque or credit card, complete tear off slip at bottom of statement, put in a **clearly marked envelope** and send through tub system to office. **EFTPOS facilities are also available.**

School Levies 2012

Levies for 2012 are payable at the end of previous year, e.g. 2011 for 2012. These are used for: -

- Day to day school running costs, e.g. postage, school stationery, fee statements, etc.
- Resources for classroom use in various curricular areas e.g. Religious Education, Literacy and Numeracy
- Information Technology, Physical Education Equipment, Library Materials, etc.
- Excursions.
- Photocopying/paper costs for newsletters, class materials, etc.....

Levy Charges

Prep to Year 5	\$230.00 per child
Year 6	\$250.00 per child



Other Charges

Swimming Program - Prep to Year 6 **\$80.00**

- 10 lessons of 3/4 hour plus pool entrance fees and transport costs.
- Invoices will be distributed at the beginning of the year.

May be paid in full prior to commencement of Swimming Program.

Sports Fee	Year 1 to Year 4	\$5.00 per child
	Year 5	\$20.00 per child
	Year 6	\$30.00 per child



School Camp



Year 6 (5 day camp)	\$360.00 per child
Monday 29 th August – Friday 2 nd September (Group 1)	
Monday 12 th September – Friday 16 th September (Group 2)	
Year 5 (3 day camp) Wednesday 30 th March – Friday 1 st April	\$290.00 per child
Year 4 (2 day camp) Thursday 12 th May – Friday 13 th May 2011	\$100.00 per child
Year 3 Sleepover Thursday 3 rd November – Friday 4 th November, 2011	\$25.00 per child

Must be paid in full prior to the departure for camp.

The Parish Finance Committee is mindful of the current economic conditions and so urges all parents to contact the school if the fees/levies present a major financial burden. **Government Financial Assistance** is available to families who qualify via the **Family Allowance Supplement and The Education Maintenance Allowance**. Details regarding eligibility for these Government assistance schemes is available from the school office from **8.30am to 3.30pm Monday to Friday**.

School Uniform

The children are required to wear the correct school uniform for all school related activities, unless otherwise notified.

GIRLS

Summer

Dress or
Brown summer shorts or skirt
Short sleeve gold polo
White socks

Winter

Tunic
Long brown trousers
Long sleeve gold polo
Fawn socks or tights

GIRLS AND BOYS

Brown or black school shoes
St Simon's school bag
St Simon's school hat (1st & 4th Term)

GIRLS SPORTS UNIFORM

Brown sports shorts or skirt
Short sleeve gold polo
White socks
Brown school track suit
Suitable sport shoe

Boys

Summer

Brown summer shorts
Short sleeve gold polo
Fawn socks

Winter

Long brown trousers
Long sleeve gold polo
Fawn socks



BOYS SPORTS UNIFORM

Brown sports shorts
Short sleeve gold polo
White socks
Brown school track suit
Suitable sport shoe

The sports uniform may only be worn on sports or physical education days. It is not an alternative for the regular school uniform. The school hat is to be worn during first and fourth terms when children are involved in any outdoor activity.

The Uniform Shop will operate for parents to purchase items on **Monday morning from 8.30am to 9.00am** and **Thursday afternoon from 2.30pm to 3.00pm fortnightly** and the **following Wednesday morning from 8.30am to 9.00am fortnightly**. Any enquiries please phone Anabel Acosta-Harvey on 0432 890 025.

Last trading days for 2011 are Monday 5th December from 8.30am to 9.00am, Thursday 8th December from 2.00pm to 3.00pm, Wednesday 14th December from 8.30am to 10.30am and Monday 19th December from 8.30am to 10.30am. The first day of trading for 2012 is Wednesday 1st February from 10.30am to 1.00pm. The Second Hand Uniform Shop also operates at the same times.

Orders may be placed through the **Internal Mail System**. They must be accompanied by an order form and payment by cash, cheque payable to **"St. Simon's Uniform Shop"** or credit card. Eftpos facilities are also available. Order forms are available from the school office during office hours, at the uniform shop or via the school website – www.ssrowville.catholic.edu.au.

All clothing must be clearly marked with the child's name. Other children and teachers must be able to identify an item as well as the owner.

A lost property box is located in the corridor outside the Uniform Shop. At the end of the year all uncollected items of school wear which are not marked will be given to the Uniform Shop to be re-sold as second-hand uniforms, or donated to St. Vincent de Paul along with items of non-school wear.

Health and Attendance

It is unfair to the child, other children and the teachers, to send a child who is obviously ill, or not fully recovered from illness, to school. Such children are not receptive to learning or to school routine and our facilities for caring for them are severely limited.

We do ask that you supply us with two emergency names and phone numbers and to keep these accurate. Please notify the school of any change of address or telephone numbers **IMMEDIATELY**. We may have to use these numbers as we are unable to care adequately for sick children at school.

A child must be excluded from school if suffering from certain infectious diseases/conditions.



DISEASE/CONDITION	EXCLUSION PERIOD
Chicken Pox	At least 5 days after the eruption first appears.
Conjunctivitis	Until discharge from eyes has ceased.
Diarrhoea	Until diarrhoea has ceased or until medical certificate of recovery is produced.
Glandular Fever	Is not necessary.
Hand, Foot and Mouth disease	Until all blisters have dried.
Headlice	There is an obligation on parents through the Health Regulations to inform the school if the children are infected with head lice and for children to be excluded from school until they have been treated.
Herpes (cold sores)	While the sore is weeping. Sores to be covered by dressing where possible.
Impetigo (school sores)	To be kept home until sores healed or appropriate treatment commenced. Exposed sores must be covered.
Influenza and influenza like illnesses	Until well.
Measles	At least 4 days from the appearance of the rash.
Mumps	Until fully recovered.
Ringworm	Readmit the day after appropriate treatment has commenced.
Rubella (German measles)	Until fully recovered or at least 4 days after onset of rash.
Viral Hepatitis	Until a Medical Certificate is supplied indicating fully recovered.
Whooping Cough	At least 5 days after starting antibiotic treatment.

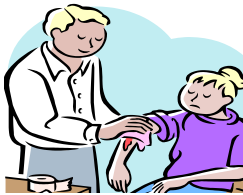
First Aid

The school has a first aid area equipped with supplies to treat minor injuries. Staff members who have first aid qualifications administer first aid when necessary, within the limits of their skills and expertise.

This area is located adjacent to the canteen and is supervised during recess from 10.45am to 11.15am and lunchtime from 1.25pm to 2.15pm. There is also a sick bay located adjacent to the general office for children requiring supervision during learning times.

A pro-forma **FIRST AID REPORT** is completed in cases involving injury. This form is forwarded to the class teacher indicating further action. The form is given to the child to be taken home to their parents.

In the case of serious injury or illness, appropriate first aid procedures are carried out and a parent or emergency contact is notified. Failing this, the ambulance service will be contacted.



HEAD INJURIES

Arrangements will be made to take the child home, medical advice is recommended. If the child is unconscious for any period, the ambulance service will be contacted or transport to a hospital will be arranged.

CUT & ABRASIONS

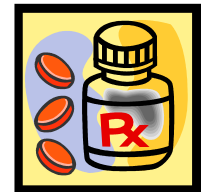
Cleaned under running water.

We would appreciate the return of clean crepe bandages and clean triangular bandages used for slings, etc. as these are costly to replace.

Medication

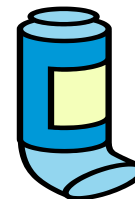
If a child needs to take any form of regular (daily) medication eg. ritalin, dexamphetamine:

- medication must be given to the office.
- medication must be accompanied by written parental permission.
- details of dosage must be provided.



If a child needs to take prescription medication for a limited period during school hours:

- medication should be in a suitable container.
- medication should be clearly labelled.
- details of dosage must be provided
- children should never be responsible for their own medication.



The following information should be forwarded to the class teacher **in writing**.

- parental permission to take medication.
- child's name.
- dosage.
- medical program (when and how).

PLEASE NOTE : Parents are responsible for the administration of asthma pumps should this be necessary during school hours. All medications will be kept in a secure cupboard. NO FORM OF PAINKILLING DRUG WILL BE GIVEN AT ANY TIME. NO OVER-THE-COUNTER MEDICATION WILL BE ADMINISTERED AT ANY TIME.

Insurance

The Catholic Church Insurances (C.C.I.) Children's Accident Insurance offers a policy that can provide protection for particular accidents, for approximately ten cents a day. That's just \$32.00 a year per child, or \$96.00 for three or more dependent children in your family. Your children will be covered 24 hours a day, anywhere in the world, not just while they're at school. **To arrange immediate cover simply call 1300 655 005.** Please refer to enclosed brochure for further details.

In addition the school takes out a C.C.I. School Care Policy that provides limited cover for students on all school activities including camps and excursions. School Care should not be confused with CCI's Children's Accident Insurance, which may be purchased by parents. Schedule of Benefits payable for a range of injuries is available at the school office.

Emergency Management Plan

Preventive measures have been implemented to reduce the impact of an emergency should one occur. Evacuation procedures are located in each classroom and displayed in each main building of the school. An announcement will be made instructing staff, students and visitors about the action to be taken. Staff and students will be regularly drilled in the procedures to be adopted during an emergency.

Access to the School Buildings

For reasons of safety and security children are not permitted to enter the classrooms unless their teacher is present. On days of inclement weather or extreme heat alternative arrangements are initiated, so that the children are supervised by staff in their classrooms.

Security

These procedures have been adopted to further guarantee your children's safety and your own should an emergency arise.

1. Parents, friends and visitors, upon entering the school grounds are requested to sign the register and collect a **"Visitor's Pass"** located in the school office. When departing please delete your name from the register and return **"Visitor's Pass"**. Anyone **NOT** wearing a **"Visitor's Pass"** will be challenged if seen within the school grounds.
2. Parents wishing to take their child/ren from school at any stage of the day, i.e. before normal dismissal time, are requested to inform the class teacher in writing. Children will not be allowed to leave the school without the written permission of parents/custodial guardian. Parents/custodial guardian are requested to collect their child/ren from their class after completing the register in the **Early Departure Book** which is located in the school office. The person collecting the child/ren at such times **must** sign this book. When notification in writing has **NOT** been forwarded to the classroom teacher the **Special Circumstance Departure Form** is to be completed by the person collecting a child. The office staff will make this form available for completion prior to collection of a child from the classroom.
3. Parents will be notified in writing of any time children are leaving the school grounds, e.g. visit to the local library, etc.

Supervision

No supervision is provided for children prior to **8.25am** or after **3.45pm**. Parents are advised that children are not to be left at school outside those hours as no responsibility can be taken for their safety then. **Children left at school after 3.45pm will be taken to Outside School Hours Care and parents will be charged for their supervision.**

During recess or lunch time our normal practice is five staff members to be on yard duty at any given time. The staff are allocated supervision areas in the range of playing spaces utilized. The First Aid Area is attended by the sixth staff member.

If children are inside during lunch or recess, (due to wet or hot weather, etc.), they are instructed to play quiet games, read, sketch, etc.

Half the staff then alternate supervision of the classrooms.



Jewellery and Toys



The wearing of jewellery by children is not allowed. This includes rings, earrings, bracelets and necklaces. Studs or sleepers may be worn by children with pierced ears. Children are also not to wear nail polish or other make-up.

Expensive toys are not to be brought to school and no responsibility will be accepted for their loss or damage. Toys of a violent nature, including toy guns, knives, military toys or "monster type" toys are banned in line with the school's anti-violence stance.

Children are not permitted to bring mobile phones to school.

Excursions

Excursions are an integral part of the school curriculum. They build on the interests and abilities of the children and are carefully planned according to age levels, curriculum focus and budget allowance. Parents who assist the teacher-in-charge of the excursion **may** be asked to supervise a group of children of which their child is not a member. Please avoid bringing pre-school siblings and refrain from purchasing any items for children or your own child on the day. **Permission slips** must be completed to allow any child to participate in an excursion.

Bicycles

Children are encouraged to ride their bikes to school. The law requires all cyclists to wear a safety helmet and this is supported by the School Advisory Board. **Bicycles are not to be ridden within the school grounds.** Penalty for doing so may involve impounding the offender's bike overnight. Whilst we endeavour to keep the bicycles safe, the school cannot be responsible for theft or damage. We would strongly encourage all children to secure their bikes whilst at school.

Children are strongly discouraged from riding scooters to school or wearing rollerblades. However should children use scooters or rollerblades as their mode of transport, wearing a helmet is compulsory.



Reporting Student Progress to Parents

Reports will be sent home to parents twice a year. In addition the formal Parent Teacher Interviews provide opportunity for you to give us input regarding your child eg strengths, weaknesses, special needs etc. and also a time to set learning goals made for your child.

During the year different aspects of our curriculum eg. Literacy/Maths are the focus of a **Family Curriculum Evening**. Dates and times are advertised on the weekly newsletter – Contact, all parents are welcome to attend.

Parents are also welcome to discuss their child's progress or any other matter relating to their child and the school by making an appointment, with the teacher, to see them before 8.45am or after 3.15pm at a mutually convenient time.

Newsletter

The eldest child will receive the **CONTACT** (newsletter) every **Thursday**. Notices relating to excursions or other events are usually sent home on **Thursday** also. **PLEASE CHECK YOUR CHILD'S BAG**. As from the commencement of Term 2 all newsletters will be on-line. If parents require a hard copy they will be available at the office.

Parent Involvement

The home, parish and school are complimentary influences in the child's education therefore we encourage your participation according to your interests, abilities and availability. Below are some of the avenues you may like to consider.

School Advisory Board

This body meets on a regular basis throughout the school year. Its primary purpose is to provide informed advice and assistance to the Parish Priest and the School Principal in respect to matters relating specifically to our school and education in general. The Facilities Management Group, a sub-committee of the School Advisory Board is responsible for organizing working bees throughout the year. Being a board member is not an onerous task, but it is a way of having an active input into your child/ren's education. Nominations for membership are distributed through Contact four weeks prior to the Annual General Meeting, which all parents are welcome to attend.

Library

Parents are encouraged to assist with maintaining the library, labelling, repairing and covering books.

Parent Helpers

Classroom helpers are most welcome to assist with classroom activities such as art activities, elective programs, sports activities, etc. **Parents who assist in the classroom on a regular basis MUST have a 'Working with Children'**. Forms are available from any post office or at the school office.

CLaSS Parent Helpers (In the grades of Prep, Grade One & Grade Two)

During the daily two hour literacy block in Grade Prep, One and Two, the support of parents as CLaSSroom helpers is recognised as a vital component of the program. A CLaSSroom helper is asked to attend a program run at the school which provides information on the CLaSS design and gives some insights into the development of early literacy skills in young children. The program is held for one hour each week over three weeks, and apart from providing parents with additional information on literacy learning and ways to support their own children, it is a great way to meet other parents who have children in the Junior School.



Excursions

On most occasions parents are welcome to participate in excursions, though sometimes numbers must be restricted when children are travelling by bus. (See notice under **Excursion Policy** for further details).

School Bank

The children are invited to open accounts with the **C.D.F. Catholic Development Fund**. Bank day is **Thursday**. This service also relies on parent volunteers, further offers of assistance are most welcome.

Parents' Association

The Parents' Association is a forum open to all parents. Meetings are held monthly and dates are advised in the weekly newsletter, Contact. Members of the committee take responsibility for initiatives to raise funds and organise social events. Minutes of all meetings are kept, an agenda is drawn up prior to meeting and a Treasurer's Report included. The Parents' Association Annual General Meeting will be held on Monday 27th February 2012 at 7.30pm. We look forward to meeting with you and personally welcoming your family as members of our community.

Canteen

Presently the canteen is closed due to building works currently being undertaken. You will be advised via the school newsletter when the canteen is operational.

Uniform Shop

The Uniform Shop will operate for parents to purchase items. A flyer detailing dates on which the Uniform Shop is open is enclosed in your information folder. Dates are also advised in **CONTACT** (school newsletter).

As the **Uniform Shop** relies on parent volunteers, further offers of assistance are most welcome. Please phone Anabel Acosta-Harvey on 0432 890 025 if you are available.

Working Bees

In order to minimise costs, parents are encouraged to assist with the maintenance of the school by attending working bees usually held four times per year. Details are published through the newsletter and by invitation.



St Simon's School Building Fund

The St Simon's School Building Fund was established in May 2005 following a recommendation from the School Advisory Board and subsequent approval from Fr Martin Dixon. The Fund is registered with the Australian Taxation Office.

The School Building Fund's purpose is to raise monies to assist the school maintain our existing buildings and help finance future construction. School families, the parish community and other interested parties may contribute monetary gifts or donations to the School Building Fund. School Building Funds have been used to great effect throughout many schools both nationally and within Victoria over many years.

Benefits of a School Building Fund include:

- **Voluntary contributions to the School Building Fund of \$2.00 or more are tax deductible to the donor**
- **There is no impact on school funding from other bodies, e.g. government, church, etc.**
- **Monies raised by the School Building Fund will help alleviate budgetary pressure on the school by way of reducing the level of funds needed from the school budget to meet maintenance requirements.**

The support you can give the School Building Fund will be greatly valued. If you are able to help us, please contact the school office.

Parking

Parking and traffic flow are almost insoluble problems for schools. However, if everyone is considerate, difficulties can be minimised. Please oblige by observing these rules:

1. Parking is only permitted in the designated spaces. Parents are welcome to park in the upper car park on the side closest to the school oval. Parking spaces on the Taylors Lane side and all spaces in the lower car park are required for staff vehicles.
2. The speed limit within the car park is **walking pace**.
3. Children, especially young children, often react without thinking and so accidents can occur in the safest environments. **Everyone's co-operation is essential.**

