

Saint Simon the Apostle Primary School



INFORMATION BOOKLET

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Letter from the Principal

16th May 2011

Dear Parents,

On behalf of the St. Simon's School Community, I would like to welcome you and your child to St. Simon's Parish School. This is an exciting time in your child's life and we hope that over the next seven years of primary school your child will have an enjoyable and rewarding time.

It is important for teachers and parents to work together, and if this can be achieved then it is the children who benefit. Too often the school is spoken of as the provider of education and the important role and contributions of other institutions are minimised in the process. The three main contexts in which students learn and grow are the family, the school and the community. As this is where learning and growth takes place we can assert that the more these groups work together on education, then the more effective the learning outcomes will be. A school community partnership is a collaborative relationship among the family, school and community designed to produce positive educational and social outcomes for our children.

St. Simon's School is a Catholic Parish School, and by this we aim for all families to grow in the parish community and to experience the joys of the Catholic Faith. Once again it is essential that growth in faith is a team effort of the school, the family and the community. Our parish sacramental programme sees this as the basis for growth in faith. Our children should go through life having a positive love of their Catholic Faith, their Parish community and their primary school.

I would like to wish all parents a long and happy relationship with St. Simon's Primary School and Parish Community.

Yours sincerely,

Phil Hesse
Principal

Vision Statement

JESUS IS THE HEART OF A CHRISTIAN COMMUNITY

St Simon the Apostle School, as part of the Catholic Parish Community follows the teachings of Jesus and strives to be a community of faith, sustained by the word of God and the Sacraments of the Church: a meeting place with Christ in communion with the people.

The school aims to provide an environment where all members feel happy, secure and part of a loving, caring community.

Positive attitudes towards learning are encouraged through an inquiry based curriculum which fosters the development of faith, gospel values and the attainment of skills and knowledge which equip children for a lifetime of learning.

St Simon the Apostle School

We believe St Simon's offers the families and children in our care:

- A warm, friendly and welcoming environment.
- Encouragement and opportunity for parental involvement and participation in the Religious and Academic Education of their children.
- Sensitivity to the talents and needs of the individual child.
- A dedicated professional staff, committed to offering a combination of the best of current curriculum development and traditional practice.

St Simon's Pastoral Care Policy aims to:

- Give positive reinforcement.
- Stress positive behaviour in individuals.
- Foster self discipline and empower children to make appropriate choices.
- Promote self esteem and help children develop a sense of self worth.
- Encourage sharing, tolerance and compassion among all children.
- Build a climate of trust and mutual respect.
- Develop a warm productive teacher pupil relationship.
- Display sensitivity to the home environment and the ways in which it changes.

The key elements of the curriculum at St Simon's are as follows:

Religious Education

English (CLaSS – Prep to Year 2, Literacy Assessment Project – Year 3 to 6)

Mathematics (SINE Prep – Year 6)

Inquiry Learning > Civics & Citizenship
> Humanities
> Science
> Health & Physical Education

The Arts

L.O.T.E. (Japanese)

We use an integrated inquiry learning approach when planning teaching and learning activities. This approach is designed to make learning relevant, meaningful and related to real-life situations. Our curriculum is modelled on the Victorian Essential Learning Standards (VELS), the state government mandated curriculum structure. This divides the curriculum as follows:

- Interdisciplinary Learning includes Thinking, Design Creativity Technology, Communication and Information and Communications Technology.
- Physical, Personal and Social Learning includes Health and Physical Education, Interpersonal Development, Personal Learning and Civics and Citizenship.
- Discipline Based Learning includes English, Mathematics, The Arts, Humanities, LOTE and Science.

Staff Organisation for 2011

Parish Priest	Father Jim Clarke
School Chaplain	Mrs Cate Kavanagh
Principal	Mr Phil Hesse
Deputy Principal	Mr Geoff Klep
Curriculum Leader - Religious Education	Ms Lis Thompson
Administrative Officer	Mrs Rita Petracca
Administrative Officer	Mrs Anna Morgan
Prep Blue	Mrs Maria Fanourakis
Prep Green	Mrs Ivana Dabb
Prep Red	Miss Rebecca Anderson
Prep Yellow	Miss Kathleen Roberts
Grade 1 Blue	Miss Liz Murray
Grade 1 Green	Mrs Sallie Dunstan
Grade 1 Red	Mrs Mary Reilly
Grade 1 Yellow	Miss Celeste Oliver
Grade 1/2 Purple	Ms Carol Velardo
Grade 2 Blue	Mr Shane Wilson
Grade 2 Green	Miss Diane Donald
Grade 2 Red	Mrs Carmel Cox
Grade 3 Blue	Mrs Anne Nolan
Grade 3 Green	Miss Eliza Riddell
Grade 3 Red	Ms Natalie Dib
Grade 3 Yellow	Miss Melissa Anderson
Grade 4 Blue	Mr Carmelina Corio
Grade 4 Green	Miss Lisa Wenhrynowycz
Grade 4 Red	Mr Pat Healy
Grade 5 Blue	Mr Patrick Bennett
Grade 5 Green	Mrs Grace Whelan
Grade 5 Red	Mrs Joan Kendrick
Grade 5 Yellow	Mr Pip Sandy
Grade 6 Blue	Mr Andrew Miller
Grade 6 Green	Mrs Amie Psathas
Grade 6 Red	Mr Maree Fatouros
Grade 6 Yellow	Mrs Janine Boer
Curriculum Leader – Student Services	Mrs Lis Thompson
Curriculum Leader – Literacy	Mr Shane Regan
I.C.T. Leader	Mr Geoff Klep
Student Wellbeing Leader	Mrs Joan Kendrick
Physical Education Leaders	Mr Kevin Cahill / Mr Nick Pacetti
Curriculum Leader – Maths	Miss Carmelina Corio
Music	Mrs Jeanette Wallis/Mrs Laura Nackashian
Japanese	Ms Satoko Matsuoka
Art	Mrs Melinda Warton
Support Teachers	Mrs Joan McLinden
Library Teacher	Mrs Nanda Roelofs
Library Technician	Mrs Cheryl Battour
Reading Recovery	Mrs Helen Tracey/Mrs Pauline Colgrave
Classroom Support	Mrs Karen Bland
Classroom Support	Mr Ryan Collins
Classroom Support	Mrs Gil Hewawissa
Classroom Support	Miss Kate Shannon
Classroom Support	Mrs Maria Walton
Classroom Support	Mrs Modie Wesley
Classroom Support	Mrs Joanne Zambiasi

Curriculum

Religious Education

Christian faith develops through being part of a community whose life, values and aims are centred upon Jesus Christ.

Children's faith formation begins during infancy. Their initial formative experiences of faith and God happen at home where they form their first concepts of God from the loving, protective, unconditional love of parents. A child's journey in faith is first given public expression when parents present their child to receive the sacrament of Baptism.

At St Simon the Apostle School, Religious Education forms the underlying philosophy of our school environment, including our curriculum. The basic goal of our St Simon's Religious Education Program is to develop in our children an understanding of what being a Catholic in today's world means. How we do this can be described in terms of developing an awareness of, understanding of, response to, the celebration of:

THE CHILD IN RELATIONSHIP

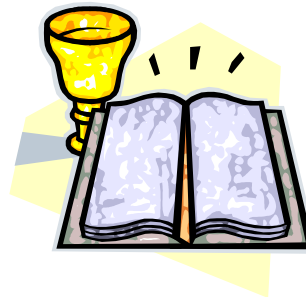
to **God the Father**

to **Jesus**

to **the Holy Spirit**

to **the Church**

to **the world**



While Baptism is the first sacrament of initiation, Eucharist, Confirmation and the sacrament of Reconciliation occur during the primary school life of the child. The preparation of these sacraments takes place continuously in a co-operative way between parents, school and the Parish community. A Parish based, family centred program is held for the preparation of each sacrament during the year the child receives the sacrament.

The formal RE Program in the classroom, teaches the knowledge content of the Catholic faith. It concentrates on the facts, formal prayers and the story of God and Jesus. It also supports and enhances the sacramental program of the Parish by teaching the concepts related to each of the sacraments at each level of the child's schooling in ways that take into account their intellectual and emotional development. The assessment of RE is related to this knowledge content as we cannot and do not assess children's faith. Each year the children are involved in various liturgical celebrations. These often take place in the Parish Church however they also happen in the individual classroom.

English

English is the study of language in the variety of texts and contexts in which it is spoken, read, viewed and written. The study of English involves students in reading, viewing, listening to, writing, creating, comparing, researching, and talking about a range of material from the very simple to complex.

(Ref: VELS document, Page 33, December 2005)

Students learn to appreciate, enjoy and use language. They develop a sense of its richness and its power to evoke feelings, to form and convey ideas, to inform, to discuss, to persuade, to entertain and to argue. This is addressed, modelled and practised across all curriculum areas to develop and communicate ideas.

At St Simon's we use a variety of strategies to teach specific skills. We also provide opportunities for the development of specific literacy skills during a child's schooling.

From prep to year 6, a carefully integrated and balanced program is documented, monitored and reviewed. This ensures students are continually challenged to use English appropriately and to take increasingly more responsibility for their own learning.

From 2008 all students In year 3 and year 5 will sit national tests in literacy as well as numeracy.

LITERACY PROGRAMS ST SIMON'S PRIMARY SCHOOL ARE COMMITTED TO

The Children's Literacy Success Strategy, or CLaSS is a systemic approach to maximising the literacy achievements of **all** children in the first three years of primary schooling (years P to 2). At the heart of the design are the beliefs and understandings that all students can learn and make progress, given sufficient time and support.



A literacy teaching block of two hours each day, focusing on the development of reading and writing skills, is a core component of the CLaSS approach.

Reading Recovery, an early intervention program, is an integral part of the CLaSS design. This program supports students who after one year of schooling are not developing effective reading and writing processes.

The ongoing commitment to the CLaSS strategy has proved to be extremely beneficial in terms of literacy learning outcomes for all students at St Simon's. The commitment to improving student literacy learning is further supported in years 3 to 6 through St. Simon's involvement in the following programs. In years 3-6, St. Simon's continues to be involved in the Literacy Assessment Project. This project focuses on the use of appropriate assessments to inform the teaching of reading in year 3 and 4, through the use of a progression of reading development.

At the same time, teachers in years 3-6 reflect on, discuss, and attempt to implement appropriate teaching strategies to support student's literacy learning.

Middle Years Literacy builds on the work begun in earlier years through the prep to year 4 Literacy initiatives.

It aims to create new learning communities that support schools to improve literacy teaching and learning in the middle years with a specific focus on student engagement. It also aims to promote continuity of literacy education for middle years learners which bridges the traditional boundaries of primary and secondary schooling. Teachers explore effective classroom practice that is informed by current research into the adolescent learner.

Mathematics

Approaches to the teaching of Mathematics at St Simon's share the following characteristics.

Teaching from a base of concrete experience:

Especially in the early years, manipulation of concrete materials provides a base upon which children can actively build mathematical ideas.

Recognising mathematics as involving visualization, processes & abstract thinking:

Well chosen discussion, activities and reflection strengthen the acquisition of shared understandings.

Variety of classroom activities:

Real world problems and intriguing situations motivate mathematical thinking.

- Practical activities are essential to develop some skills.
- Concentrated skill practice with immediate feedback.
- Opportunities to work both co-operatively and individually.
- Group discussion and reflective writing.

Mathematics for all:

By using the Victorian Essential Learning Standards we can choose areas of application of mathematical ideas that are appropriate for our students in order that Maths is fun, challenging & achievable at their level & need.

Individual differences:

It is understood that in each class of children, the learning outcomes will be achieved at different rates and in different ways. It is our aim to allow children to develop at their own rate while still providing a rich variety of experiences to enhance this development and growth in confidence.

SINE (Success in Numeracy Education):

The SINE initiative helps to structure the mathematics program St. Simon's. It aims to drive the curriculum from a student need's basis and as such, offers a variety of tools to determine individual requirements.

CTLM (Contemporary Teaching and Learning Mathematics)

Over the next two years the school will be involved with a major focus on the teaching of Mathematics. This project is known as CTLM. The project gives more understanding of Mathematics to the students. Australian Catholic University and the Catholic Education will be leading this project.



Arts

The Arts Program at St Simon's consists of the following areas:

- Drama
- Media
- Music
- Visual Arts



The children experience The Arts through creating and making, exploring and responding. Students learn to take risks, be engaged in art criticism, invention, practice and refine techniques and share opinions.

Each of the arts areas is incorporated within an integrated curriculum, as well as the school having a specialist music and art teacher on our teaching staff.



Information & Communications Technology

Information & Communications Technology (ICT) is an integral part of the learning and teaching process at St Simon's. In our increasing technological society it is important children see ICT as a practical tool which aids their learning and performs worthwhile and beneficial functions.

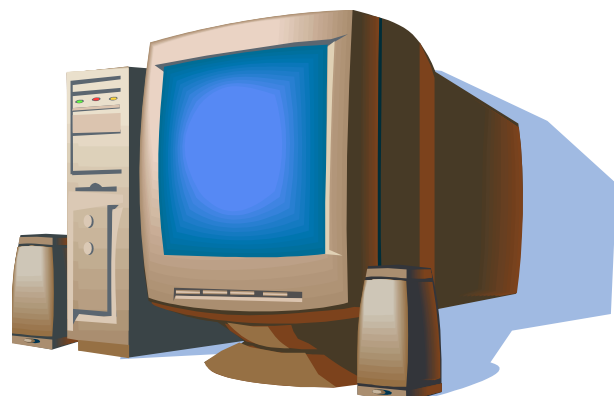
ICT, incorporating access to internet, email and network facilities, is currently used across all grade levels to enhance the learning and teaching in most learning areas. The learning strategies and skills introduced in the junior levels are continued and extended into middle and senior levels using additional resources that enable more complex and sophisticated projects.

Utilisation of ICT provides:

- Wider opportunities of learning and teaching experiences.
- The ability to access, integrate and present information from a global source.
- Opportunities for problem solving and creativity.
- Learning opportunities that respond to individual student needs.
- Fun learning and teaching projects.

ICT Resources and equipment available:

- Interactive whiteboards in all classrooms.
- Digital camera.
- Video camera.
- Scanner.
- Burner.
- Data show.
- Desktop computers (3 or 4 per class).
- Laptop computers.
- Library computers.
- Extensive networked software programs.
- E-mail.
- Internet.



These are available if and when appropriate.

Health and Physical Education



The principle aim of the program is to develop in children an enthusiasm for physical activity and to maintain and encourage that enthusiasm so that they may become committed to pursuing an active lifestyle.

The program is divided into the following components: fitness, gymnastics, dance, games and sports, swimming and water safety, outdoor adventure, athletics and ball skills.

The children experience a combination and balance of enjoyable hard work and play; co-operation and competition; individual and group involvement; relaxation and adventure.

Camp Program

St Simon's Camp Program is a compulsory component of the Grade 3, 4, 5 & 6 curriculum. The Camp Program provides all students with experiences that strengthen social development, independence as well as developing leadership & outdoor skills and participating in activities unique to the camp environment.



St Simon's Library and Resource Centre

Picture Fiction, Fiction and Non-Fiction books form the basis of our collection. These areas are being expanded continually in order to meet the needs of our growing school population.

The Teacher Resources also form an integral part of our collection. These resources support staff as they design relevant, contextual curriculum with stimulating delivery methods.

Up to date materials are purchased in every subject area to support our programs.

The children have access on a regular basis to lessons, borrowing and for research opportunities.



Special Education

A Special Education Coordinator has been appointed at St. Simon's to support teachers, parents and students through the facilitation of processes that assist students with Special Learning Needs, Gifted and Talented, New Arrivals, Physical Disability or those who may have an ongoing illness or allergy, within our school community. This may involve initiating referral processes, assisting teachers to develop and implement individual learning programs for their students, assisting with policy development and facilitating professional development for staff. Liaison with specialists such as Speech Pathologist, Psychologist, Occupational Therapists and the effective use of resources ensures that we provide a range of strategies and programs to cater for the needs and interests of all students.

Student Wellbeing

St Simon's aims to foster the overall development of all students through provision of appropriate support that will facilitate growth and development in knowledge and skills.

St Simon's School Policy emphasises the uniqueness and individual worth of each student. It endeavours to address the academic, social, spiritual, behavioural, emotional and physical needs of students through processes and programs that are proactive and inclusive.



St Simon's Student Wellbeing Co-ordinator collaborates with teachers, parents and professionals to provide appropriate support for students with a range of special needs, including academic, social, emotional, and behavioural/medical.

Student Wellbeing

Health Education

Traffic Safety

- Road Safety

Personal Safety

Games Club

Self Esteem Programs

Anti Bullying Programs

Leadership Program

Extension Opportunities

Chess Club

Environmental Education

PERSONAL

DEVELOPMENT

Utilizing various program and resources we aim to lead the children:

- *To be at peace with themselves.*
- *To enhance their self esteem.*
- *To assist them in developing attitudes and values that will enable them to enjoy inner security and to relate comfortably with other persons.*

To achieve this the children will be given the opportunity to:

- *Learn **knowledge** useful in everyday life.*
- ***Understand and value** themselves, others and the environment.*
- *Develop **skills** needed for engaging in relationships, making decisions and taking action in everyday life within society.*

Camps

School Sports

Interschool Sport

- Years 5 and 6
- Including at District & Zone Level

Cross Country

- Years 3 to 6

Swimming

- Water Safety

Student Representative Council

- Years 3 to 6

Peer Mediation

- Years 5 and 6

Counselling Services

Buddy Program

Excursions/Incursions

Prep to Year 6

- Designed to enhance learning outcomes through a variety of experiences, e.g. visit to the zoo, puppet show held at the school.

Seasons Program Year 1 - 6

- A program supporting children experiencing grief and loss in their lives. The program runs over a ten week period on a weekly basis, usually commencing mid year. The program operates under the direction of our Religious Education Coordinator and is supported by adult group leaders who have undertaken the compulsory training program provided by the Catholic Family Services - Centacare.



Homework

We believe the best homework of all to be family living – talking, listening, playing and sharing interests. The value of the small things like meal times, children helping adults around the home, going for walks and talking about the world around us cannot be underestimated in their value towards educating children.



Homework tasks are an extension of the classroom with increasingly more ownership for tasks being given to the individual child. Homework is to reinforce skills and concepts taught, develop responsibility for learning and foster organizational skills. Parents are required to take a reasonable interest in home/school tasks and are asked to make adjustments to it in regards to other family commitments. A note on paper or in the diary is very helpful in informing classroom teachers as to how children are coping with homework tasks.



YEAR LEVEL EXPECTATIONS

Prep and Year 1	Reading and words only.
Year 2	Reading/Words/Spelling. Home tasks, e.g. collecting, gathering information.
Year 3 and 4	Reading/Spelling/Tables. Small amount of graduated tasks related to literacy/numeracy/topic.
Year 5 and 6	Reading/Spelling/Tables. Activities related to literacy/numeracy/topic that are a continuation from classroom work.



Enrolment Policy



The Enrolment Policy at St Simon's Parish Primary School is based on the Archdiocese of Melbourne Enrolment Policy for Catholic Schools.

All Catholic children living within the Parish of St Simon's, Rowville will be considered with priority.

Directorate of School Education School Entry Age Policy - All children must reach the school entry age of 5 years by 30th April.

Exceptions to this Policy need to be addressed to the principal in consultation with the parish priest.

School Finance - School Fees

Catholic Primary Schools are conducted like any other non-profit organisation. We aim to provide the best possible education in a Catholic environment at a cost affordable to all families.

In formulating budgets we are given a formula which is used to calculate the level of Government funding we can expect.

Based on the enrolment of the school and staffing levels we can then determine the cost - **both Recurrent and Capital** - of operating the School per year.

As the Government funding does not totally cover the operating costs of a school, we must charge school fees, in order to balance the school budget.

In summary, Government funding which accounts for approximately 80% of school income is a guaranteed amount. The 20% collectable in school fees is critical in balancing the budget and as such we are dependent on **ALL** families honouring their commitment.

We believe this to be a matter of justice to all families that any fees and charges are payable by all when they fall due.

Educational Costs

Tuition Fees

Accounts will be issued once per year. Fees for 2011 are **\$1200.00 per family**. (May be paid in three instalments of \$400.00 in Term 1, \$400.00 in Term 2 and \$400.00 in Term 3.) These fees may increase in 2012 but any increase will be minimal.

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**. Another option is automatic monthly credit card deductions, please contact the office for further information. Computerised receipts will also be issued through the class tub system. **Fees may be paid in instalments throughout the year.**

School Levies 2012

Levies for 2012 are payable in December 2011. 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 PER YEAR LEVEL FOR 2011 (THIS LEVY CHARGE MAY INCREASE FOR 2012)

Prep to Year 5	\$220.00 per child
Year 6 child	\$240.00 per child



Other Charges

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

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

Paid in full prior to commencement of Swimming Program.



Senior School Sports - Year 1 to Year 4	\$5.00 per child
Year 5	\$20.00 per child
Year 6	\$30.00 per child

Used for transport costs to various venues.

School Camp



Year 6 (4 day camp)	TBA
Year 5 (3 day camp)	\$290.00 per child (2011)
Year 4 (2 day camp)	\$95.00 per child (2011)
Year 3 Sleepover (overnight)	\$25.00 per child (2011)

- Invoices will be distributed at the beginning of the year.

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

The School 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 are available from the school office from **8.30am to 3.30pm Monday to Friday**.

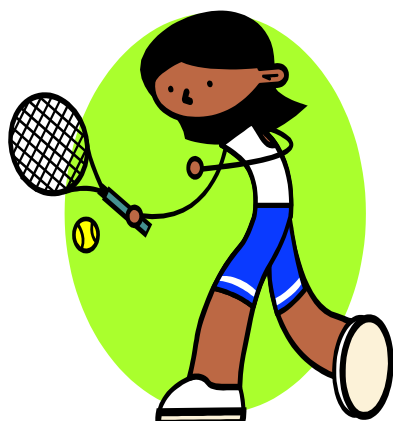
St Simon's Outside School Hours Care (OSHC)

The program provides supervised care for primary aged children both before and after school attending St Simon's School and is operated by the above group on the school premises.



Hours of Operation:	Before Care: 7.15am to 8.45am Monday to Friday After Care: 3.15pm to 6.00pm Monday to Friday
Pupil Free Days Care:	8.00 am to 6.00pm
Venue:	St Simon's School
Mobile:	0403 172 817 (9.00am to 6.00pm)
OSHC Co-ordinator:	Mrs Ruwayda Henri

Due to restrictions on the number of children enrolled, a waiting list may exist at times therefore it is advisable to register your interest immediately. Please note the OSHC Program operates independently of the school but uses school premises. Application Forms may be obtained by contacting staff on the above telephone numbers or at the school office.



Enrolment Process

May/June

- Complete Application Form
- Apply to City of Knox for Immunisation Record.
- Return completed form to the school office.

CLOSING DATE FOR APPLICATION FOR PREP 2012

FRIDAY 24th JUNE, 2011

July/August

- As part of our process of welcoming families to our community, families enrolling for the first time at St Simon's are invited to attend an interview.
- Dates and times to be advised.
- All applications will be confirmed in writing.

November

- Booklists for 2012 will be mailed out in early **November**.
- Children are invited to attend two transition sessions on **Tuesday 8th November from 11.30am to 1.00pm & Wednesday 23rd November from 11.30am to 1.00pm.**

December

- Prep Information Night
Wednesday 30th November at 7.30pm
- Levy Accounts will be issued. Levy accounts may be paid at school office from **Wednesday 30th November to Wednesday 7th December, 2011. PAYMENT OF THIS LEVY CONFIRMS YOUR ACCEPTANCE OF A PLACE AT ST. SIMON'S FOR 2012.**
- All children are to attend school for an "Orientation Session" on **Wednesday 7th December from 9.00am to 10.30am.**
- Parents are invited to stay and enjoy a cuppa during this time.

