

St Roch's

Parent Handbook



St Roch's is a nurturing, socially just community. We inspire a passion for learning and excellence and we are a living testament to our Catholic story.

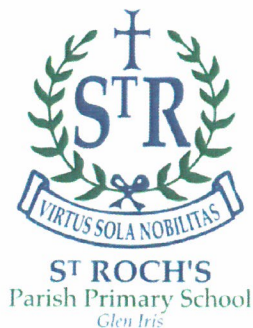
COMMUNITY • ACADEMIC EXCELLENCE • WELLBEING



All students attending St Roch's Parish Primary School have the right to feel safe. The care, safety and wellbeing of children and young people is a fundamental responsibility of all within our school.

School Motto:

The motto of the school "VIRTUS SOLO NOBILITAS" (Virtue Alone Is Noble) and the colours – green, navy and white were chosen by St. Roch's first Parish Priest, Father Patrick Roch Loughnan.



St Roch's School Prayer

We begin this day at St Roch's knowing we are loved by God our Father, Jesus His Son and their inspiring Spirit.

Lord, today as we gather, we thank You for all that you have given to us, our life, our world, our family and our friends.

Give us the vision to recognise You in all whom we meet this day.

Enlighten our minds that we may work to develop our talents and share them with others.

Empower our hearts to respond compassionately to those in need.

Ignite in us a passion for Your Word so that we may learn more about You and become Your Light in our world.

Challenge us always to act justly and love tenderly.

Lord, for all You have given us, we thank you.

Amen.

We hope this Parent Handbook provides information for families at St Roch's Parish Primary School. The items listed in this handbook are placed in alphabetical order.

Table of contents

Absence and Attendance	Mobile Phones and Devices
Assemblies	Newsletters
Assessment and Evaluation	Nurse
Before School	Operoo
Better Buddies	Out of School Hours Care
Birthdays	Parent and Friends Association
Bikes and Scooters	Parent and Teacher Interviews
Cabrini Hospital Student Discount	Parish Education Board
Calendar	Policies
Change of Contact Details	Parent Support Group Meetings
Child Safety at St Roch's	Public Holidays
CDF Pay	References
Class Lists	Religious Education
Class Message Tubs	Reports
Catholic Care Psychologist	Remote Learning
Class Placements	School Closure Days
Classroom Cuisine	School Improvement Survey - CEMSIS
Classroom Helpers/Parent Volunteers	School Photos
Communication	School Start and Finish Times
Contact with the Staff Members	School Stationery Supplies
COVID Safe Plan	Security
Custody Arrangements	St Roch Background Information
Digital Technology and ICT	Staff List
Emergency Management Practice	Student Leaders
Extra-Curricular Activities	Student Representative Council
Fees	Sunday Masses
Food Allergies	Supervision
Food at School	Term Dates
Homework/Home Learning	Term Overviews
House Teams	Traffic and Parking
Labelling Belongings	Uniform
Late Arrivals / Leaving Early	Visitors
Learning & Teaching	Wellbeing
Library	Working Bees
Lost Property	Yard Duty Supervision
Medication	

Absence and Attendance

Parents/guardians are responsible for contacting the school to advise the school of a student absence prior to the commencement of the school day (8.50am). This can be done by contacting the School Office, via email office@srgleniris.catholic.edu.au or by calling the school on 9885 7704, and leaving a message on the answering machine.

School times

Please ensure that your child/ren arrive for school on time (between 8.30am and 8.50am) each day and that you are at school to collect your children at 3.30pm. There is a staff member on duty in the playground from 8.30am – 8.50am each morning and after school until 3.45pm. If you are running late to pick up your child (after 3.45pm) please contact the Office as soon as possible. Please try and arrange appointments and activities around school times to minimise distractions in the classrooms.

On those occasions when you are running late to school, **parents or guardians need to accompany their children into the Office** where they sign a green 'Late Arriving' slip for each child. Parents taking children early prior to 3.30pm must also enter via the Office and complete a yellow 'Leaving Early' slip.

A review of the Victorian Government's School Attendance Guidelines was completed at the end of 2017 in response to a critical incident that occurred when a student climbed back in to their parent's car at school drop off without their knowledge. This review resulted in amendments to the Attendance Guidelines which now require all schools to:

- Make immediate contact with parents/guardians, as soon as is practical, on the 'same day' of an unexplained absence
- Make all 'reasonable attempts' to identify the whereabouts and safety of all students who are absent
- Request that parents/guardians provide a written explanation for all absences.

'Unexplained Absences' are defined as a student's non-attendance at the school in which they are enrolled, where no notification or explanation for the absence has been provided by parents prior to the commencing of the school day. In accordance with the Part 2.1.1 of the Victorian Education Act 2006, parents/guardians are required to ensure that their child attends school, during normal school hours every day of each term, unless:

- There is an explained absence such as illness, appointments, bereavement or family holiday
- There is an approved exemption from school attendance or enrolment for the student.

- Parents/guardians are responsible for contacting the school, advising the school an expected absence and providing an explanation for their absence.
- This must be done prior to the commencement of the school day (8.50am).
- This may be done by contacting the school via email or leaving a message on the school answering machine.

Where an unexplained absence is identified the school will:

- Make all reasonable attempts to contact the parents/guardians that morning. This will in the first instance be done via a phone call.
- Where no response is received by the parents/guardians a subsequent phone call will be made to seek an explanation.
- In the event that contact cannot be made with the parents/guardians the school will attempt to communicate with emergency contact/s nominated on the student's file. Where there is no response and there are concerns for the safety and welfare of the student contact will be made with Victoria Police (000).

Assemblies

Whole school assemblies are held every second Wednesday afternoon and take place in the St Roch's Hall at 2.45pm (unless otherwise stated). The aim of these assemblies is to come together, share and celebrate our learning with the wider community, pray, communicate upcoming events, and celebrate individual and group successes. Each class has the opportunity to showcase their 'learning' to the community via assemblies throughout the year. If your child receives an award you will be contacted prior to the assembly. We welcome all members of the family to join us at the assemblies.

Assessment and Evaluation

For Literacy, Numeracy and other curriculum areas pre and post assessments are conducted at the beginning and end of the year. Ongoing formative assessment is conducted at the beginning and end of a given unit. Year 3 and 5 children participate in nationwide NAPLAN testing in May. Ongoing evaluation and supporting data and materials are collected, analysed and shared throughout the year. Feedback to students and parents is an integral part of the evaluation of data.

Before School

Arriving at school on time between the times of 8.30 and 8.45am sets your children up for success for the day. Not only do they have an opportunity to see and speak to their friends, but they can run around. Being active is an important part of learning. We

enjoy gathering at 8.50am for a morning greeting in the playground or in the hall to welcome everyone.

- Children are encouraged to be at school playing between 8.30am and 8.50am
- School commences at 8.50am
- Children assemble in their year levels on the netball court each morning by 8.50am. If it is raining they assemble in the Hall
- At 8.50am each day we enjoy beginning with a morning greeting where we celebrate what is happening that day or what happened the day before
- Children begin moving to their classrooms at 8.55am.

Better Buddies

Year 5/6 and Prep students are involved in a 'Better Buddies Program'. Through Better Buddies, children in their first and last year of primary school buddy up and learn the values: *caring for others, friendliness, respect, valuing difference, including others and responsibility*. All children in the school learn these values through formal and informal activities, including their interactions with the mascot Buddy Bear, our fun-loving and caring purple bear. Better Buddies enables younger children to feel safe and cared for while older children feel valued and respected.

Birthdays

Cakes

We understand that children and their families like to celebrate their birthdays by bringing in something special to share. Items that work well include cupcakes, muffins, chocolate frogs or snakes. Please avoid lolly pops for safety reasons and we ask that whole cakes are not shared at school. If sending food to school for classmates to share on birthdays please discuss with your child's classroom teacher about any food allergies in that class, the best foods to provide and appropriate timing for treats. If your child has a food allergy which restricts them from common treats please provide your child's teacher with something your child can have at times like this.

Invitations

Please refrain from distributing Birthday invitations at school. Parents are advised to arrange for the invitations to be given outside of the school (email works well) so as to avoid disappointment or misunderstandings at school. Year level and class lists with family contact details are shared at the beginning of each year. If you misplace these lists, please contact your Parents and Friends class representative (Appendix attached).

Bikes and Scooters

We ask that students and their families respect the gathering spaces before (8.30-8.50am) and after school (3.30-3.45pm) to ensure the safety of everyone in our community. Once the children enter the gates we ask that they walk their scooter and bikes. There is a bike rack around the back of the school between the library and the main school. Large balls are restricted to the half basketball court area.

Cabrini Hospital Student Discount

Cabrini Hospital in Malvern provide children who are enrolled at St Roch's with a 50% discount rate to the attendance fee. (This does not include further expenses such as X-rays and blood tests). Please advise the staff at Cabrini Hospital that your child attends St Roch's for the discount.

Calendar

The school calendar is regularly updated and is available at google.com/strochscommunity. Updates are also provided in the newsletter along with details on up and coming events.

Change of Contact Details

The Office must be informed if and when any change to family or emergency contact addresses, emails and phone numbers occur. When staff evaluate a child as needing parental assistance, families will be contacted through the Office. It is vital that up to date details are maintained on the school's register. We ask that parents notify the Office of any changes immediately.

Child Safety at St Roch's

All students attending St Roch's Parish Primary School have the right to feel safe. The care, safety and wellbeing of children and young people is a fundamental responsibility of all within our school.

St Roch's Parish Primary School is committed to child safety and providing a safe environment for all students and young people. We want children to feel safe, happy and empowered. To achieve this the school has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work' is aware of their obligations and responsibilities for ensuring the safety of all children under their care. In accordance with requirements of the Victorian Government's Ministerial Order No 870, St Roch's Parish Primary School maintains a culture of 'no tolerance' to child abuse and to support this has established minimum Child Safety Standards.

St Roch's Parish Primary School enforces a Code of Conduct for all staff members, clergy, casual relief teachers, volunteers, and contractors that clearly defines

workplace expectations including professional boundaries, ethical behaviours and acceptable & unacceptable relationships. This Code of Conduct aims to provide guidance and support to individuals so that they feel valued, respected and fairly treated. It is provided to any person engaged in 'child connected work' and is available on the school website and in the Staff Handbook.

For more information refer to the Child Safety Policy on our website.

School Playground

Please assist us in ensuring that your children do not play on the adventure playground before school and only after school with your close supervision.

Traffic

Please ensure you drive with care and consideration and respect the road rules and the parking restrictions around the school. Please note that Glenvale Road has a 2 minute 'Kiss and Go' area.

Please do not pull into or park over the driveways of our neighbours or of the school as this is unsafe. Children are not to enter the car while the car is idling in the middle of the road.

Allergies

Allergies have become more common over the past few decades and is most common in school aged children. Allergic reactions to nuts can be severe, even potentially life threatening. In the case of young children, cross contamination via hands and mouths and toys is as serious a threat to children as eating trace amounts of peanuts themselves. Most parents educate their peanut allergic children not to eat strange foods, however we ask that no Peanut Butter, Nutella or other nut products are brought to school. We do have children at St Roch's with severe allergies to nuts and while we are unable to be a nut free school we need to make every effort to ensure the safety of all our students.

Up to Date Medical Action Plans

Please ensure that the school has a copy of your child's current Medical Action Plan ie. Anaphylaxis / Asthma Plan as soon as possible if your child suffers either from a medical condition and it is uploaded to Operoo. It is important that staff know how you and your family doctor prefer us to assist your child should they show any symptoms or discomfort as a result of such a condition.

Asthma Action plans should be completed/reviewed annually for each student with asthma or whenever their condition or asthma medications change. Anaphylaxis Action Plans should be reviewed and reissued when patients are reassessed by their doctor, and each time they obtain a new EpiPen.

Administering Medicine at School

Staff cannot legally dispense any medication or herbal remedies without proof of a prescription from a doctor. If your child requires medication at school **you must provide proof of prescription either in the form of the pharmacist's label on the original package, or a doctor's letter.** This information needs to be discussed with the school Principal or Deputy Principal prior to administering the medication. A form is kept at the Office for you to complete giving us permission to administer medicine as prescribed by the doctor or pharmacist.

Sickness at School

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover. A child should not be sent to school while they are recovering from an illness. We ask that you keep your child at home until you are sure they are well enough to attend and are not contagious. Please note that if we do call you, your child has been cared for by a staff member, and after assessing the situation it is believed it is in the child's best interest to go home.

Immunisations

Before enrolling at St Roch's we require evidence that your child is up to date with all vaccinations that are due for their age, or that they are able to receive. On 28 February 2018, the 'No Jab, No Play' legislation was amended so that an Immunisation History Statement from the Australian Immunisation Register (AIR) is the only form of documentation accepted. Previous forms of documentation, for example a letter from a GP or local council, are no longer accepted.

CDF Pay

Payment of items including school Uniforms is to be made through the platform, CDFpay (Catholic Development Fund Melbourne). Please go to <https://srgleniris.cdfpay.org.au> to set up your new account.

In order to use the site, you will need to create your CDFpay account by following the steps attached: [CDF Pay - Information for Parents](#)

Class Lists

Year level and class lists with family contact details are shared at the beginning of each year. If you misplace these lists, please contact your Parents and Friends class representative.

Class Message Tubs

Each classroom has a message tub for two way delivery of communications to and from the Office. Each tub is labelled clearly with the class name and year level.

All notes (including money for the Parents and Friends, and any other notes for administration) are **placed by children** directly into the classroom message tub in the classroom first thing in the morning. This tub is then brought immediately down to the message tub trolley in the administration area.

Every afternoon, 15 minutes prior to dismissal, message tubs are collected and taken back to the classroom and any notes distributed to students. The tubs are then in classrooms ready to collect notes the next morning.

Catholic Care Psychologist

A provisional psychologist is employed for one day per week through Catholic Care at St Roch's to support children experiencing anxiety, depression, transition difficulties or with developmental disorders. The sessions involve developing a therapeutic relationship to create a safe space for the child to develop an understanding of their difficulties and create strategies to tackle these difficulties together. A collaborative approach to therapy, involving the school, teachers and family is developed to best support the child.

Class Placements

The staff work together on class lists for the following year from the start of Semester 2. The process will be completed with consideration given to social cohesion, friendship groupings, placement of siblings and positive academic influences. Other factors to be considered include keeping a 'balance' of children with social, emotional, physical and academic needs, and an even spread of year level numbers and genders in multi-age classes. This is an opportunity for students to either further develop existing friendships or an opportunity to develop new friendships. We see the ability to create new friendships each year as a valuable opportunity to further develop personal life skills for all children.

Parent Requests - Meeting with the Principal

If parents have any relevant information that they believe is essential to the class placement process, they are invited to make a time to meet with the Principal to share their thoughts. Parents are requested to make an appointment by 31 October each year. Appointment times can either be negotiated through the Office or via email to principal@srgleniris.catholic.edu.au. We will evaluate all requests and make a professional

judgement on the placement of the child in question. The final decision rests with the school. Please keep in mind the many limitations that are already placed on the staff during this complex process.

We would love to meet all parent requests but there are other elements around class placements which may take priority over a request as such. We are blessed with a highly skilled and enthusiastic staff team and we are confident that all teachers will meet the needs of your children.

Classroom Cuisine

'Classroom Cuisine' provide an online ordering service for lunch. Orders can be placed online up until 8.30am Please note that morning tea is not be provided. Delivery to St Roch's is on Mondays, Wednesday, Thursdays and Fridays. Classroom Cuisine provide a variety of healthy foods, to view their menu items and to sign up, please visit their website www.classroomcuisine.com.au

Classroom Helpers/Parent Volunteers

Classroom Helpers are welcome in our classrooms for the Literacy and Numeracy blocks and specific tasks under teacher direction. Parents, grandparents and all visitors are required to sign in and sign out at the Office. A 'visitors' lanyard is distributed for all visitors to wear whilst at St Roch's. Helpers are required by law to have a current Working with Children's Check and to complete a Child Safety Code of Conduct form.

It is a school requirement for all parents to complete the 'Classroom Helpers Training' offered by the Literacy and Numeracy Leaders at the beginning of the year. At this training, teaching methods are presented to classroom helpers and aspects of regular attendance, punctual starting and finishing times and confidentiality about students and teachers are addressed.

Parents are welcome to support other learning including Art, Interschool Sports, etc. When helpers are required for extra supervision on excursions, we are mindful to offer opportunities to all. Thus, we call for parent volunteers and make final selection by lucky draw. Before any excursion activity, teachers take care to clearly communicate to parents the parameters of their role, making it clear that management of the children is the direct responsibility of the class teacher.

St Roch's acknowledge that volunteers play a vital role in supporting the school to provide a safe, open and nurturing learning environment for all students. To preserve the safety of our students we require that each parent involved in any school

activity including incursions, excursions, classroom helpers, provide a WWCC and have signed the St Roch's Parish Primary School Code of Conduct. This includes parent volunteers who are teachers and hold current VIT. As per government regulations, people who work with children including as a volunteer are required to have a current Working with Children Check. Volunteer applications are free of charge. To obtain a Working with Children check, please apply online www.workingwithchildren.vic.gov.au

Communication

Accurate communication between home and school helps to maintain a strong home/school link. Staff and parents can communicate via emails with the understanding that if it is not able to be written in 2-3 sentences, then email may not be the right forum. Please email the Office at office@srgleniris.catholic.edu.au or your child's teacher directly.

General communication to parents is distributed via email or via Operoo from the Office.

Communication from staff to parents of Prep - Year 2 students can be done via the children's Take Home Book Bags. Notes sent by parents via school bags are collected in the morning in the classroom tub.

Communication to parents of Years Prep-6 students can be done via their diary. Diaries are used to record homework reminders, notes about special events or other communications, and these need to be checked and signed weekly by a parent and the teacher. The children take responsibility for bringing diaries to school and maintaining them as requested.

Contact with the Staff Members

It is always beneficial to students for parents to visit the classroom and communicate regularly with the teacher. Research tells us that students with parents actively involved and engaged in the school will achieve at a greater rate of learning and have a sense of belonging. If you need to address important issues with your child's teacher please make an appointment either through the Office or by email.

All visitors must enter through the front Office and sign in. You will be allocated a red visitor lanyard.

COVID Safe Plan

A COVID Safe Plan has been implemented to ensure the health and safety of all is protected.

Custody Arrangements

The school must be made aware immediately if there are any custody arrangements with regards to your child, and a copy of the orders are required.

Digital Technology and ICT

Digital Technology and other ICT devices are useful learning tools and need to be carefully maintained. All students and parents are required to sign a "User Agreement" contract before they can use a computer. This contract commits students to using computers in a responsible manner. Teachers need to provide the safest possible environment for computer use.

Emergency Management Practice

Whole school practice for emergency situations (evacuations and lock downs) take place each term. Please observe the instructions on signage located all around the school for your nearest exit point. Please see red folder in the Office and Multi-Purpose Room (MPR) for more information. We employ Dynamiq to deliver training to all staff on a regular basis.

Extra-Curricular Activities

Please see the Extra-Curricular Activities Information Booklet.

Fees

Parents, as the first educators of their children, enter into a partnership with the school to promote and support their child's education, including their education in the Catholic faith. While the school promotes access to a Catholic education through the local school enrolment policy, parents should also assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss with the principal.

Food Allergies

Food allergies have become more common over the past few decades. Allergic reactions to foods and specifically nuts can be severe, even potentially life threatening. In the case of young children, cross contamination via hands, mouths and toys is a serious threat to children as eating trace amounts of nuts themselves. Most parents educate their nut

allergic children not to eat strange foods, however we ask that products containing nuts, peanut butter and Nutella are not brought into school.

Food at School

The Children have a 'fruit break' at 10.00am where they enjoy some fruit and water or alternatively cheese or yoghurt. Lunch is eaten in the classroom at 11.00am and students are supervised outside from 11.10-11.50am. The afternoon break is from 1.50-2.30pm and students take an afternoon snack to eat outside. Please provide healthy options for your children.

Homework/Home Learning

There are many useful and challenging ways of setting tasks for children to do at home. We believe that homework contributes to the development of sound study habits. The tasks set are intended as an extension of the work being done in the classroom. We believe that the children should learn to take responsibility for this work, as they progress through primary school.

Level	Weekly
Prep - Year 2	10-minute reading (a minimum of 4 nights a week). Spelling (commonly used words), Number activities/games and Mathletics
Year 3/4	15-minute reading (a minimum of 4 nights a week). Up to 30 minutes of written tasks and Mathletics per week.
Year 5/ 6	15-minute reading (a minimum of 4 nights a week). Up to 60 minutes of written tasks and Mathletics per week.

The time spent on homework is listed above. The children are expected to complete homework and parents use their discretion to decide when sufficient time has been given to a task. Homework tasks are given for completion over a five-day period to allow children to timetable this around home life and personal interests. Other minor tasks may be requested from time to time, such as revision, completing unfinished work, research and surveys.

House Teams

At St Roch's we have three House Teams named Loughnan (Green), Murtagh (Blue) and Bracken (Red). The houses are named after the three longest serving Parish Priests of St Roch's Parish. Each child in the school is placed in house teams with members of their family. House Team t-shirts are available to purchase through the P&F prior to the annual Twilight School Sports in Term 4.

LOUGHNAN

Father Patrick Roch Loughnan
(1927-1958)



Fr Loughnan (pronounced luff-nan) was the first Parish Priest of St Roch's Parish. When he was appointed the parish was known as St Vincent's. It was later renamed St Roch's. Fr Loughnan had been born on St Roch's Feast Day and had been given Roch as a second name. He felt

a great personal devotion to St Roch.

Fr Loughnan obtained permission to build St Roch's school and remained very fond of and committed to it, visiting often.

MURTAGH

Father James Murtagh
(1959-1971)



Fr Murtagh was the fourth Parish Priest of St Roch's parish. Prior to becoming Parish Priest he had been busy writing and working as a journalist publishing The Advocate, a weekly Catholic journal. He came to St Roch's following ill health and needing a

change.

It was during Fr Murtagh's time as Parish Priest that new pews and a new marble altar were installed in the church. Fr Murtagh also raised funds a new playground that our children still use today.

BRACKEN

Father John Francis Bracken (1974-1982)



Fr Bracken was the seventh Parish Priest of St Roch's parish. He was a very likeable and generous man. "He had the knack of making people feel at home, because he was so good humoured. There was always a sparkle in his eye." (Fr B Donohue)

He was a very enthusiastic tennis player, golf player, and a keen St Kilda Football Club fan. During his time at St Roch's the school was renovated.

Classrooms were painted and carpeted, and old desks replaced with table modules for up to date teaching. The parish hall was also painted and redecorated, and what we now know as the "Tennis Club Room" was glassed in for the comfort of Tennis Club members. Despite declining health, Fr Bracken remained cheerful and devoted to his parish until he passed away in 1982.

Labelling Belongings

Please ensure that all items of clothing and belongings are clearly labelled. Please check your labels regularly, as often they are lost or the writing wears away. We can recommend 'Attach-a-tag', or 'Stuck on You' for labels.

Late Arrivals / Leaving Early

On those occasions when you are running late to school, **parents or guardians need to accompany their children through the Office** to sign their child in. Please do not let your child walk into the Office without a parent or guardian if arriving after 8.50am. Parents taking children early prior to 3.30pm must also enter via the Office and complete a yellow 'Leaving Early' slip. We also ask that parents refrain from sounding their car horns for their child/ren to come to the car.

Notes and slips are passed on to the classroom teacher and form part of the class roll. The roll and these attendance documents are legal records retained by the school for a designated period of time. Data regarding individual and overall school attendance is monitored by the Victorian Department of Education.

Learning & Teaching

St Roch's Parish Primary School will ensure the differentiation of teaching and learning for each and every student realised through consistent and collaborative curriculum delivery, informed by data and enlivened by our Catholic faith.

Library

The Library is situated in the house adjoining the main school building beside the Office.

All classes have a timetabled Library borrowing session each week with a focus on reading for pleasure. During these lessons staff support students to:

- borrow or return books
- read, share and discuss a story
- explain how the Library works, for example, how to find books
- allow time for children to explore and enjoy the Library.

All children require a library bag in order to take care of our books.

Lost Property

A lost property drawer can be located in the Message Tub trolley at the bottom of the stairs leading to administration. If items are not labelled or claimed they are placed in the lost property drawer. Items of value such as jewellery and money are taken directly to the Office. **Please label all school items!**

Medication

If a child requires medication at school, parents or guardians are required to complete a medication administration form. The medication must be in the original packaging. All medication must be kept at the Office where it will be administered by a staff member. A form is available from the Office for parents to sign giving permission to administer medicine. Long term administration of medication will be recorded in a medical register kept at the Office. Medication must be clearly labelled in its original packaging. A Doctor's letter outlining the administration of medication is required. **Children are not permitted to keep medication in their classroom or school bag** where it may be accessed by other children. All medication is kept in a locked First Aid cupboard. If medication is required to be refrigerated, it will be placed in the staff room.

Mobile Phones and Devices

If a student is required to bring a mobile phone, ipad or any electronic devices to school, they must take them to the front Office at the beginning of the day and they can be picked up after the bell at the end of the school day.

Newsletters

A school newsletter is emailed home every second Friday. Families are urged to read the newsletter to keep informed of all school events and news. Spare newsletters are in reception. Items for the newsletter need to be sent to the Office by Wednesday of newsletter week. Newsletters can be accessed on the school website.

Nurse

The School Nurse (provided by an outside government agency) coordinates the School Medical Service for Preps each year, sending referral forms home to parents which are then returned to the school. These appointments are scheduled during class time in consultation with the Prep teacher.

Operoo

Operoo (previously known as CareMonkey) is a secure online application where parents/carers store all the medical information for their child. Parents and carers share this information with the school. Excursion, camp permission and information forms are distributed via Operoo and parents are able to sign permission forms via their smart phone or computer. Time consuming medical information forms are no longer required for all school events as staff have access to the most up-to-date information available for each student via their phone for the duration of the event. Parents are required to update their details and their child's medical status.

Out of School Hours Care

Please see Youth Leadership Victoria Parent Handbook.

Parent and Friends Association

The Parents and Friends Association is established:

- To provide opportunities for social contact among member of the St Roch's Parish School and wider community, though the organising of social functions and other events.
- To raise funds for the benefit of present and future students of the school.
- To promote and support parent/guardian involvement in the achievement of agreed school objectives.

Please see the School Contacts Information Booklet.

Parent and Teacher Interviews

Formal parent and teacher interviews are offered twice each year. They provide parents with an opportunity to share information about their child and for the staff to offer curriculum information. Interviews are also an opportunity to discuss your child's assessment data, reports and progress.

Parish Education Board

The majority of Catholic parish primary schools in the Archdiocese of Melbourne have established boards or an equivalent body. The preferred title of a board of a parish primary school is a Parish Education Board (PEB) This name visibly makes and strengthens the links between the parish priest, principal, parents, school staff and parishioners in the provision of Catholic education in the parish community.

The parish priest, upon consideration of local circumstances is responsible for making any decision about the establishment of a board or its arrangements. Advisory in nature Boards in parish primary schools are an advisory body governed by its constitution. Boards

provide a forum for discussion and discernment, where the parent voice and perspective are available to influence the decisions made by the principal and parish priest for the good of school and parish where the wellbeing and outcomes for students is paramount.

Broadly, the key functions of the PEB may include:

- providing advice on education matters relating to whole of parish including the school or
- providing advice on education matters relating to the school Boards established by the parish priest to act as an advisory body for the school focus on matters concerning the development of the school and the education and welfare of the students.

Policies

Policies can be accessed in hardcopy at the Office or online from the St Roch's school website.

Parent Support Group Meetings

Learning diversity in Catholic schools is enacted through an inclusive pedagogy and a commitment to uphold the rights of all to be: welcomed, valued, acknowledged and actively engaged in education.

At St Roch's we endeavour to support all students to flourish and intervene as early as possible to meet the individual needs and abilities of each student.

We hold regular Parent Support Group Meetings (PSG's) to provide support for students identified on the Nationally Consistent Collection of Data (NCCD) and their families.

Public Holidays

During the school terms we observe the following public holidays (there is no school on these days); Labour Day, Good Friday, Easter Monday, ANZAC Day, Queen's Birthday, Grand Final Day and the Melbourne Cup.

References

As Principal and as classroom teachers we are more than happy to write references for students who are completing Year 6. Due to St Roch's being a Parish Primary School, Prep through to Year 6, we do not provide references for children/families looking at moving schools before the end of Year 6.

Religious Education

Religious Education is at the centre of both the formal and informal curriculum at St Roch's where our Vision Statement: *'St Roch's is a nurturing, socially just community. We inspire a passion for learning and excellence and we are a living testament to our Catholic story'* is enacted.

We believe in a whole school approach to planning for rich student learning in Religious Education using the Religious Education Framework and To Know

Worship and Love Texts to plan for rich and relevant content learning and teaching in Religious Education for Catholic primary schools in the Archdiocese of Melbourne. Working alongside the Inquiry Planning Cycle, Religious Education includes planning as a whole school, Level Planning and Facilitated Planning with the Religious Education Leader using a Religious Education Planner.

SACRAMENTS

Reconciliation occurs in Year Three, First Eucharist occurs in Year Four and Confirmation occurs in Year Six every year and is the responsibility of the Classroom Teacher in collaboration with the Religious Education Leader and the Parish Priest. These Sacramental programs are also offered to students within the Parish who may be attending other schools through the Parish.

Religious Education revolves around the liturgical seasons, special feast days, Family Week, etc. and aims to lead the children to a growing awareness of their relationship with God through self, others, the Church and the world. We see prayer as an important means of the children establishing a relationship with God and so provide the children with opportunities to experience different kinds of prayer at different times.

The school provides opportunities for parents and children to worship through celebration of the Sacraments and prayer and we encourage the fullest participation in the liturgical and community life of our parish.

VALUES PROGRAM

The Values Program permeates the curriculum and Religious Education Program and includes the explicit teaching of the following values, with reference to the related Gospel Values. Values are explored through Circles and Religious Education lessons. At each assembly, a student who has demonstrated the value of the term are nominated for an award. The school values have been identified as Belonging, Respect, Excellence, Equity & Justice.

Reports

Formal written reports are issued twice yearly (mid-year and end of year). Parents are invited to keep in close contact with teachers throughout the year. If your family requires an additional copy of the report to be printed and distributed please inform the Principal. We value regular Learning Conversations about the academic performance and wellbeing of students.

Remote Learning

The school is equipped to provide Remote Learning via the Google Classroom Platform. Chrome Books

are available for students who do not have access to a device at home and all procedures can be found on the Google Classroom Platform.

School Closure Days

Catholic schools are permitted a number of Professional Learning/In-Service days per year. On these days the school is closed to enable teachers to work together on school policy or curriculum development. Parents will always be notified at least four weeks prior to the days the school be closed. In addition to this teachers may attend individual professional learning activities. Throughout the year, Casual Relief Teachers (CRTs) are engaged when regular teachers are absent.

School Improvement Survey - CEMSI

Your feedback is very much appreciated and assists us in making decisions on what's working well and what we can improve. Each year **our families are requested to complete a questionnaire** providing direction for the School Annual Action Plan of the following year. The surveys are implemented through Catholic Education Melbourne and sourced through an external company. Results of this parent questionnaire, along with results from the student and staff questionnaire have been instrumental in providing data/feedback to identify school strengths and areas for development, providing direction for school improvement each year. All survey results are confidential in that we gain the collective data but cannot view individual responses. This usually takes place in September and can be completed online or via hardcopy. We can also provide surveys in languages other than English.

School Photos

On a scheduled day professional photographer take photos of students (as a whole school, in class groups, individually and with siblings) according to orders placed by parents. Please ensure students wear school coloured ribbons in their hair (blue, green or white)

In addition to our school photographs, we are very fortunate to have Niki Sprekos, a professional photographer, take photos to showcase our many events throughout the year. Niki's photos are regularly published in our school newsletter and around the school.

School Start and Finish Times

School commences at 8.50am

Children are encouraged to be at school playing between 8.30am and 8.50am.

Children assemble in their year levels on the netball court each morning by 8.50am. If it is raining they assemble in the Hall. When dropping off your children in the playground, parents who wish to stay and chat until classes commence are encouraged to wait near the timber garden beds and allow their children to join their classmates for line up. In doing so we are allowing children to develop their independence and minimise distractions as classes gather to go to their rooms. We thank you for your assistance with this procedure. We welcome everyone in the morning and the children begin moving to their classrooms at 8.55am.

School finishes at 3.30pm

Children wait outside the Hall. They are encouraged to wait near the statue and Buddy Bench with the teacher on duty until a parent or guardian collects them. Those children with parental permission to walk or travel home by themselves may do so, we ask that this is put in writing.

We ask that children are collected at 3.30pm when the school day concludes. Teacher supervision finishes at 3.45pm. If for some reason parents or guardians are delayed we ask that you contact the Office, if we are unable to contact parents or guardians children will be taken to Out of Hours Care where you will incur a fee for their service.

School Stationery Supplies

Stationery supplies that children will need for the year are purchased by the school using the Student Levy as paid by parents. Children in Years Prep to Year 2 share stationery. Children in Years 3 to 6 are provided with stationery and a pencil case.

Security

From 8.50am and during class time all external doors (apart from reception) are locked. All visitors (including parents, guardians and students) are required to enter and exit the school via the Office during this time. If visitors leave via any other external door this leaves the door unlocked leaving the school vulnerable and threatening the security of our staff, students and property.

Visitors including parents and guardians are required to sign the visitor's book located at the Office. All visitors will be distributed with a lanyard when entering the school during class hours. The school is alarmed after hours.

St Roch Background Information

St Roch was born in Montpellier in France in 1295. It is said that his birth was a miracle and that he was born with a mark of a red cross on his chest. When he was 20 he gave away all of his possessions to the poor and travelled to Rome in Italy and looked after

the sick in the hospitals. It is also said that he performed miracles to those affected with the plague by making the sign of the cross over them.



St Roch contracted the plague himself and walked into a forest to die but was befriended by a dog that led his master to Roch and fed him food. Eventually Roch recovered. He returned to Montpellier in France and died on August 16 in 1327. He is the patron Saint of diseases and the patron Saint of dogs.

St Roch's was originally named St Vincent's when it was situated at Sacre Couer and Father Loughnan renamed it St Roch's when this Church was built. While the Church was built Masses were celebrated in this Hall.

There is no other school or parish named St Roch's in all of Australia.

Staff List

Please see the School Contacts Information Booklet.

Student Leaders

The Year 5 students are involved in a Leadership Program – Young Leaders Program by Michael Grose in Term 4 to prepare them for Leadership in Year 6. The topics include:

1. Building Block 1: Public Speaking
2. Building Block 2: Responsibility
3. Building Block 3: Confidence
4. Building Block 4: Organisation
5. Building Block 5: Team Skills

Student Representative Council

At St Roch's we have a Student Representative Council (SRC) through which concerns and new ideas are discussed. Each semester class representatives are elected by their peers. SRC meetings, coordinated by our Student Wellbeing Leader, are held on a regular basis during break time.

Sunday Masses

We encourage all of our families to attend Mass each Sunday. Mass times are held at 9.00am and 5.00pm on Sundays. As a parish team we continue to hold year level Masses on Sundays throughout the year. The purpose of these masses is to encourage involvement of the children and families in everyday Parish life. We hope that these masses give all families an opportunity to share at the

Eucharistic table together as well as in community afterwards with a morning tea/supper.

Supervision

St Roch's is proud to offer the extra-curricular activities provided at the school, such as tennis before and after school. It is essential that children do not wander through the school and around the grounds without supervision. If your child is remaining behind after school then they are to wait in or on the deck in front of the clubrooms or with you. Please ensure your child is not coming to school before 8.30am and is fully supervised after 3.30pm. A teacher is on duty from 3.30-3.45pm. Students who are not supervised must wait at the statue. Thank you for your understanding.

Term Dates

Please see the **Calendar** [google.com/strochcommunity](https://www.google.com/strochcommunity) for current **Term Dates**

Term Overviews

The Term Overviews from Prep to Year 6 are emailed on the Friday of Week 2 each term. The Term Overview outlines what the levels will be covering over the next term and looks at what will be covered in Religious Education, Literacy, Mathematics, Inquiry, PE, Library/ Italian and Performing Arts. If you have any further questions please do not hesitate to contact your child's classroom teacher.

Traffic and Parking

Our first concern is the safety of all children in our care and the traffic arrangements have been developed with this in mind. Please ensure you drive with care and consideration especially around the school property. With everyone respecting the rules of the parking areas we can be confident of the safety of our children. Please note that the gates are open over the weekend or at other agreed times for parishioners to access and park for Mass or special parish events. Thank you for helping to keep our school a safe place. Stonnington Council are concerned about the safety of children at our school and to support this they send parking inspectors who issue fines to those not following what is being asked.

Cars may park in either Glenvale or Valency Roads. To help the flow of traffic, we ask that cars approaching the school via Malvern Road use Valency Road, and those approaching via Burke Road use Glenvale Road or better still when time permits park a couple of blocks away and walk to school together. Cars are to observe the 'No Standing' signs in streets adjacent to the school or

other driveways. Please do not complete a 3 point turn as this restricts the flow of traffic and can be a hazard to children.

Please do not pull into the driveway of the school or park illegally on the opposite side of the road. Children and families walk on the footpath and are often on both sides of the gate. Please also do not park over the driveway. Thank you for helping to keep our school a safe place.

Uniform

Please see the **St Roch's School Uniform Information Booklet**.

Visitors

All visitors to the school, including parent helpers are to sign the 'Visitors Register'. A visitor pass and lanyard will be distributed to all visitors on arrival and visitors are required to return the pass and sign out as they leave. Visitors are asked to use the adult toilets in the front Office area and are not permitted to use the children's toilets

Wellbeing

Wellbeing and support structures prioritise and address student needs emphasising prevention and intervention. These structures offer support in students' spiritual, emotional, social and academic growth. St Roch's is a school that values dialogue through an inclusive approach where everyone has the right to be heard. Through this participatory process, students develop the capacity to learn that expressing emotions is an important and legitimate component of healthy dialogue. This learning helps students to deal with conflict, tensions and differences in respectful ways that engender trust and foster healthy relationships.

Our Restorative Approach

Our Restorative Approach facilitates the development of quality relationships and social and emotional capabilities for students and educators. Building positive and connected relationships is a priority for our school. We focus on increasing feelings of belonging, self-worth and connectedness to enhance student participation, engagement, growth, achievement and wellbeing.

Code of Cooperation

Each student has a right to be treated fairly and respected in a safe and supportive environment. It is their responsibility to follow St Roch's Code of Cooperation (Appendix 5). Our Code of Cooperation describes our expectations for relationships with others to assist students to realise their potential and their capacity to cope, learn and flourish.

In educating our students to understand our values, they will be expected to uphold the following:

- To know and comply with Our Code of Cooperation
- To behave in a socially expected manner
- To acknowledge the consequences that may result from their actions
- To act responsibly when injustice occurs to self and others
- To follow the directions of staff when behaviour is socially unexpected
- To recognise how poor behaviour disrupts learning.
- In cases of bullying please refer to the Anti-Bullying Policy

The wellbeing of students is enhanced and their learning outcomes optimised when they feel connected to others and experience trusting relationships. To promote student engagement, positive behaviours and wellbeing:

- Our wellbeing approach is based on The Resilience Project's three key evidence-based principles - Gratitude, Empathy and Mindfulness (GEM). These principles are developed each week through GEM Moments, Circles and Meditation
- Circles are used in each classroom as a proactive strategy to build positive relationships, to develop and discuss social norms, values and expectations, to implement curriculum and to develop students' social and emotional competencies

The Wellbeing Team consists of the Principal, Deputy Principal, the Student Wellbeing Leader and the Learning Diversity Leader. They work alongside staff to provide a range of supports for all students. The Wellbeing Team:

- Meet to outline the role of each person for the year
- Meet fortnightly (or when deemed necessary)
- Liaise with staff and parents to support identified students
- Liaise with community/outreach organisations, for example, CEM personnel, Catholic Care and external specialists
- Refer to Government Policies and Regulations
- Assist families to access other networks of support within the parish and wider community such as the City of Stonnington
- Facilitate Student Wellbeing meetings
- Communicate student information to staff where appropriate
- Provide ongoing Professional Learning on relevant student welfare issues
- Organise assistance for students and their families who have been identified as needing academic, emotional, physical, social or spiritual support

- Coordinate and implement programs such as Seasons and Circles including staff professional learning and communication of programs to the school community.

Working Bees

St Roch's community is proud of its beautiful buildings and grounds, and families and children are encouraged to help keep it clean, tidy and well maintained. Being a small school, every opportunity to assist in the maintenance of the buildings and grounds is of great benefit to us all, both financially and in enhancing the environment where our children work and play.

Like many schools, we hold Working Bees where we ask our families to commit to one rostered Working Bee a year doing basic gardening and maintenance tasks. Without this community assistance the financial burden of hiring someone to do these tasks would have to be passed on to families in fees and levies. We thank all our families for their ongoing commitment to looking after our school. Working Bees will normally be held on one Sunday each term from 10.00am (after Mass) until 12.00pm. These gatherings often prove to be a fun social gathering, with sausages and drinks provided by our Parents and Friends.

If you are unable to attend on your rostered day, please swap with another family, contact the Office and/or attend on a rostered date that suits your family. If you are unable to attend any of the four Working Bees, then please make a \$50 minimum donation to our school for maintenance.

Yard Duty Supervision

Before School: 8.30 – 8.50am

1 staff member to supervise the Asphalt Area

First Break: 11.10 – 11.50am

2 staff members to supervise the Adventure Playground, Jubilee Garden, Tennis Courts and Boys' Toilet Area, Asphalt Area, Front of Hall and Girls' Toilet Area

Second Break: 1.50 – 2.30pm

2 staff members to supervise the Adventure Playground, Jubilee Garden, Tennis Courts and Boys' Toilet Area, Asphalt Area, Front of Hall and Girls' Toilet Area

After School: 3.30 – 3.45pm

1 staff member to supervise the Asphalt Area

Students are required to wait at the statue or Buddy Bench until they are collected by a parent or guardian at the end of the day.

Children must be supervised by their parents

St Roch's is proud to offer the extra-curricular activities provided at the school, such as tennis

before and after school. It is essential that children do not wander through the school and around the grounds without supervision. If your child is remaining behind after school then they are to wait in the clubrooms or on the deck in front of the clubrooms or with you wherever you may be.

Children are not permitted to wander around the school and join the children in Out of Hours Care Program without having booked in. This is not fair on the OSCH staff nor those families who have paid for the OSHC service and it is not fair on our staff who are having to speak to children making poor choices or not being in appropriate places. Please ensure your child is not coming to school before 8.30am and is fully supervised after 3.30pm. A teacher is on duty from 3.30-3.45pm. Students who are not supervised must wait at the statue. Thank you for your understanding.



*All students attending St Roch's Parish
Primary School have the right to feel safe.
The care, safety and wellbeing of children
and young people is a fundamental
responsibility of all within our school.*
