



ST LUKE'S

Catholic Primary School – Lalor



Parent Information Manual

Principal: Franca Fedele
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Welcome to St Luke's School

We extend a warm welcome to you and your child to St. Luke's Primary School. We are delighted to be part of your child's education and we trust the association will be mutually supportive and fruitful. Please feel at home in our school. We look forward to our new beginnings.

St Luke's School Prayer

Lord God, we ask you to bless our school, St Luke's.

***Help us to make it a friendly place filled with love, joy and happiness
for all teachers, parents and children***

Strengthen the love our families share, as we become a sign of your love to others.

Inspire and guide the leaders of our country to work towards justice for all people.

***Bring peace to the world especially in
those countries suffering wars and other hardships.***

We ask this through Jesus Your Son.

AMEN.



From the Principal

I welcome you to our school as we begin our partnership together promoting the well-being of all members of our learning community-children, staff, and parents.

Together we ensure that we are part of Jesus' mission and that the traditions and teachings of the Catholic Church are always demonstrated in our words and actions.

We, at St. Luke's are committed to creating an educational environment where the cultural and learning experiences of our students are always honored and respected.

We believe that all students benefit from educational practices that engage them in their learning. These educational practices provide all students with hope, direction and preparation for their future lives.

We believe in establishing safe, supportive and productive environments conducive to well-being and excellence in learning.

School community partnerships are an operational norm in our school, as we note the benefits to all when there is an authentic partnership between school and home. This partnership improves student outcome, parent/student connectedness and promotes mutual respect among the entire school community.

I invite you to become active in the education of your child, participate in our school and Parish life and together to be witnesses to the Good News of the Gospel as we work to make St. Luke's School, the place where Jesus is visible in our daily lives.

Franca Fedele
Principal

From the Staff

We extend a warm welcome to you and your child to St Luke's Primary School. We are delighted to be a part of your child's education and we trust that our association will be mutually supportive and fruitful as we journey together in partnership.

We realise that the change in environment for your child can be a huge experience. We will make every effort to ensure that the transition will be as smooth and pleasant as possible. Your child will need all our care and attention and we look forward to working closely with you during this time.

Through newsletters and parent information evenings we will keep you informed of current initiatives happening in the school. We have also included some material that you may find helpful if your child is the first in your family to begin school. We invite you to assist the parent bodies and the school staff to provide the best facilities for your child's education.

We hope that our school will be recognised for its commitment to Catholic Education - not only through our Religious Education Program, but also through our commitment to families and each other.

We focus on the total development of the child. In doing this we hope to provide a context for each child's natural creativity to emerge.

We value openness and encourage quality relationships between children, teachers and parents as we attempt to establish and maintain structures that encourage, invite and facilitate involvement.

Our aim is to provide the children with the skills to become life-long learners. Hence our curriculum is designed in such a way that students develop an openness to truth, a tolerance of different views and an ability to judge critically and become independent thinkers who accept the responsibility for their own behaviour and learning.

We hope that St Luke's will be characterised by a sense of compassion, inclusiveness, openness and generosity. We hope our students will go into the world believing that with God's help they can make a difference and that they leave us with confidence in their abilities whilst demonstrating resilience for challenging times.

Please feel at home in our school. We look forward to our new beginnings.

The Staff of St Luke's School

ST LUKE'S CATHOLIC PRIMARY SCHOOL

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Phone: 9465 2099 9465 2236 94654575

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Website: www.stlukelr.catholic.edu.au

Principal's email address: principal@stlukelr.catholic.edu.au

Directory

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School Principal: Mrs Franca Fedele

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Catholic Education Office
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Executive Director of Catholic

Education: Mr Steve Elder

Catholic Education Office
James Goold House
228 Victoria Parade
East Melbourne 3002

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School Hours

First Bell	8:40 am (students go straight to class)
Classes Start	8:45 am
Dismissal	3:15 pm (Children dismissed outside classroom)

St Luke's School Ethos

St Luke's is a Catholic Primary School situated in the suburb of Lalor and, with its sister school, St John 23rd, serves the Parish community of St Luke's. The staff, Parish Priest and parish team value mutual respect, trust, openness and support, with clear honest communication. The staff appreciates the help and spiritual leadership of the Parish Priest and fosters this same appreciation in the children.

Within a climate of loyalty and support, staff members are committed to the values of the school. The Principal, as the leader of a professional team, is called upon to facilitate the achievement of the school's aims and objectives through effective organisation and sound, participatory decision making. Mutual respect, support and loyalty are prized by staff members, who show a personal concern for each other, and who co-operate in utilising the abilities of the group for the advantage of the children within the school.

The trust that parents place in the teachers is valued as they work together toward the purpose of Catholic Education. Reinforcement of the school's values, policies and procedures together with support and active involvement in the activities of the school community are encouraged. The staff appreciates the richness of the contribution provided by families from a diversity of cultural backgrounds and focuses on the positive aspects of common bonds, similarities and differences which exist within the school community.

Relationships between teachers and children are marked by mutual respect. Teachers show a genuine interest in each child, and patiently foster spiritual, emotional, intellectual, physical and psychological growth and the understanding that all contribute to the building of our "Catholic School Community".

Within a climate of mutual support, the school staff recognises the cultural and historical milieu in which the school is set, and while appreciating and utilising the support services that the local community provides, seeks respect for the school as a place where Catholic values and sound learning are fostered.

Democratic Principles

The programs of, and teaching in, St. Luke's School support and promote the principles and practice of Australian democracy, including a commitment to:

- Elected government;
- The rule of law;
- Equal rights for all before the law;
- Freedom of religion;
- Freedom of speech and association;
- The values of openness and tolerance.



St Luke's School Vision Statement

St Luke's school is a compassionate and faith filled community dedicated to inspire and educate all.

- We provide a safe environment where responsible risk-taking is encouraged.
- We promote lifelong learning where teamwork and independence are demonstrated.
- We reach out with empathy and inclusiveness.
- We build honest relationships which enrich our community.

The goals for our children at St Luke's Primary School

- To be a person of faith
- To be confident
- To be resilient
- To have honest relationships
- To be independent
- To be an active team member
- To have a love of life and learning

School Pastoral Care Policy

The staff of St Luke's believes that pastoral care is the responsibility of everyone within the community. It is our responsibility to provide an environment of care and concern for all. Pastoral care is the amalgam of academic, social, emotional, physical and spiritual dimensions of the community. We will respond to the needs of all people in our school community and our response will be based on Catholic ideals.

School wide Positive Behaviour Support Program

St Luke has adopted a behaviour management plan based on the principles of the Positive Behaviour Support Program. We stress the need for co-operation in creating a positive and safe school environment where a school wide management plan operates. Managing student behaviour on a school wide basis requires commitment from the entire community- parents, staff and students.

The school has a set of expectations for the students.

The 4 expectations are:

- Be Respectful
- Be Responsible
- Be Safe
- Be a learner

Each expectation has specific actions for students and adults outlined in a matrix. Positive Behaviour is a school-wide program where the students will receive many explicit lessons from the staff so as to ensure that students understand what these expectations look like in the playground, the learning spaces, stairs, hallways, toilets and assembly areas. You will hear more about these expectations as the year progresses. Accompanying This document is a supplement containing the behaviour management plan and Teaching Matrix (see Appendix E & F).

This approach to behaviour management will allow students to be more resilient and independent whilst developing more positive relationships with their peers.

In addition, the School Advisory Council (comprising of representatives from the staff and parent groups) has established the matrix for adults (parents and staff). We are hoping that by using the same language we can model to our students the appropriate behaviour and we can have more effective and fruitful relationships where each person's dignity is respected and valued.

Student Wellbeing

The welfare of students is the responsibility of all staff not merely that of one individual teacher. The Student Wellbeing Team is the school's forum for the co-ordinated approach when dealing with students' concern and needs.

The school community sees the need to develop a process that builds:-

"...a human resource base as opposed to dealing with issues in crisis mode."

If you have any concerns about anything to do with school, or changes in your family pattern that may cause your child to become unsettled, please feel free to see the Principal. You are always welcome, and we are always happy to see you to discuss issues of any kind.

Once specific needs have been determined, additional support is provided through:-

- School Counsellor
- Individual Learning Plans
- Modified programs
- Support group meetings
- Intervention

Religious Education

The Parish and school's Religious Education programs are designed to affirm and strengthen the life of the family in our times. There is an acknowledgement of, and sensitivity towards, the many forms, structures and situations that exist in our society.

As parents of students at St Luke's school you are part of the Catholic community of St Luke's Parish which has as an essential element of its mission, the education in faith of its children.

The school and parish involve parents in the Religious Education curriculum by:

- Respecting their role as first educators of the children in faith.
- Supporting and encouraging them in this role.
- Recognising the ways in which parents can contribute to the development and implementation of the Religious Education Curriculum.
- Recognising and using the special talents parents have in communicating faith to their children.
- Being sensitive to the pressures experienced by parents and families.
- Caring for parents and their own education in faith in a pastoral way.
- Educating parents so that their opinions are informed.
- Consulting with, and accepting contributions from parents openly and warmly.
- Encouraging parents to participate as partners in the education of their children.

This is achieved through parental involvement in the school sacramental program, through class, level and whole school liturgies and paraliturgies and through home tasks where families can be involved in the R.E. Curriculum being developed at the school.

The central aim of our program is to help students develop a conscious, loving relationship with God, in Jesus Christ, through the Holy Spirit.

Class Liturgies

Each week a class or level prepares and attends a Mass that is celebrated on Friday morning. This Mass is also attended by members of the parish community. The themes for these Masses are based on the children's current Religious Education topics or special events in the church calendar. Parents are invited to attend and celebrate with their children. Notification of Masses for particular year groups is given via the school calendar.

Sacramental Programs

Students are prepared for the sacrament of:

- Reconciliation in Year Three,
- Eucharist in Year Four
- Confirmation in Year Six.

These programs are family orientated; promoting involvement and support from parents. Full particulars of the programs are forwarded to the parents concerned at the appropriate time each year. A calendar of the dates for parent meetings, family workshops and reception of the Sacraments is prepared and circulated early each year.

School Curriculum

At St Luke's school, the Victorian Curriculum is used to plan student learning programs, assess student progress and report to parents. Curriculum updates are implemented as required by the Victorian Curriculum and Assessment Authority (VCAA).

The Victorian Curriculum design encompasses Learning Areas and Capabilities.

The Learning Areas at St Luke's School include -

The Arts – Visual arts & Performing Arts

English

Health and Physical Education

The Humanities – Civics & Citizenship, Economics & Business, Geography, History)

Languages - Italian

Mathematics

Science

Technologies – Design Technologies & Digital Technologies

The Capabilities at St Luke's School include -

Critical and Creative Thinking

Ethical

Intercultural

Personal and Social

The curriculum is challenging, relevant and enjoyable. It is experienced-based, practical and meaningful to the learner. It is sequential and developmental from Prep to Year 6 and is underpinned by a strong culture of thinking in all classes. The curriculum is accessible to all learners and is subject to continuous evaluation and review in order that it is relevant and current. It is implemented in such a way that there is focussed teaching, group and independent research and learning time. The curriculum seeks to develop students as curious, engaged and deep thinkers and enables students to learn collaboratively with other students.

School Development Plan

The school is continually updating an annual action plan that monitors the overall curriculum development during a five year period.

Various groups, such as the School Advisory Council, the Parents' and Friends' Association and specific interest groups all contribute to the overall development of the school.

Policies that are developed, or reviewed, are presented to the School Advisory Council for input and ratification. Copies of these are available for parents to peruse.

School Organisation

The school is organised into 14 class groups with specialist teacher support in the area of Performing Arts, L.O.T.E (Italian) and Physical Movement and Visual Arts support is given to the Year 1-6 levels through other school based intervention programs.

The Curriculum Team oversees whole school planning to ensure that the curriculum is comprehensive and ongoing. The Learning and Teaching Leader has overall responsibility for the school curriculum and assists teachers with planning and implementing curriculum. Staff plan in year level teams. Once specific needs have been determined, in each class, additional support is provided where practicable.

School Finances

St Luke's school income is derived from two main sources:-

- (a) **Government Grants:-** From both Commonwealth and State , which cover approximately 75% expenditure in such areas as salaries, superannuation, workcover, some of the interest on capital debt, and C.E.O levies.
- (b) **Local Contribution:** Consisting of school fees, levies and parental fund raising.

Governments require school communities to contribute financially to their parish school in order to qualify for government funding. Each year, the school prepares an annual budget that is presented to the Catholic Education and Government bodies.

Our school requires parents to contribute financially in the following ways:

School Fees:

School fees are a means of supplementing the grants that are given to the school, through the Catholic Education Office, for the general running of the school. They help pay for expenses such as insurance, water, gas, electricity and capital improvements.

Catholic Schools are funded on a formula and are all expected to raise monies, locally, so that they can meet their commitments. Fees are charged on a 'per family' basis for a year.

A Camps, Sports and Excursions Fund (CSEF) is available for parents who hold a current Health Care Benefit Card, Centrelink Pensioner Concession or Veterans Affairs Pensioner Card. Parents eligible to apply need to fill out a form available from the school office and present their card for validation. The program is designed to assist families with the costs associated with their child's education.

Curriculum Fees:

Curriculum Levies are charged on a per child basis. They cover the cost of reference materials, Religious Education resources, classroom computer software, visiting speakers, library costs, photocopying, art materials and subject levies.

They also cover all excursions and incursions. They do **NOT** include programs such as Swimming, Camp and the Inter School Sports Program, which must be paid for separately.

Supporting the Parents' and Friends' Association

This is our main fund raising group .Various activities are conducted throughout the year, which enable our community to enjoy both social and fund raising opportunities.

Statement of Accounts

All fees, and levies billed for the year will appear on the family statement.

The statement will indicate all amounts payable in specific areas for all the children in the family.

As payments are made there will be a record made of date of payment, receipt number and amount. A balance will be noted on the statement.

Monthly statements will be issued at the end of each calendar month. Families are asked to make a monthly contribution to the statement or to pay in full. Options for Direct Debt from savings account or credit card accounts are also available.

Forms for these are available from the school office. We now have direct bank transactions as another option.

All payments are to be made to the office. Payments are to be made by cash or cheques made out to St Luke's School. Once the balance of your account amount reaches \$0.00 no further statements for the year will be issued. It is imperative that all receipts and statements are kept as these are the only documents for proof of payment.

An example of the school accounts is outlined in Appendix A.

Payment of Fees

School fees and levies must be paid directly to the office or through the appropriate banking system. All other money is required to be paid to the classroom teacher clearly marked in an envelope with your child's class, amount and purpose of payment.

GENERAL INFORMATION

Absence from school

It is a legal requirement that all absences from school be explained by written note, email or a phone call to the office. For anticipated absences, advance information is appreciated. Medical, dental and optical appointments should be made out of school hours if at all possible.

Extended absences: Parents must make an appointment to meet with the Principal and obtain an Extended Absence Form, and complete it six weeks in advance if the children will be away from school for more than a few days in order that they accompany their family on holiday. Teachers are willing to advise parents as to what school work the children could undertake while absent, however they are not expected to monitor the work or carry out large amounts of correction upon the child's return.

Access to school

There are three entrances to St Luke's school grounds-David Street, French Street and from the laneway to the school's north-west boundary. All gates are opened at 8:30 am.

To enhance security for the children during school hours the gate adjacent to the laneway on the school's western boundary and the gates at French Street entrance are locked between 8:00 am and 3:00 pm. Entrance to the school between these times, is via the David Street entrance, adjacent to the church.

No child is to be on the premises unsupervised before 8:30 am.

Assemblies

We gather in the hall each Thursday morning. Each week a class presents an assembly item based on Religious Education topics, inquiry topics, special events, or notable achievements with the whole school being involved in prayers and song. We acknowledge students achievements, birthdays and other achievements at this gathering time where families and friends are most welcome.

Book borrowing

Our Learning Centre (MMLC) is the centre of the school's resources, which are available for borrowing, contributing directly to students' learning experiences. All students are encouraged and expected to borrow from the area regularly throughout the school year. Your child may borrow a number of books for one week at a time. You are asked to encourage the borrowing of the books and to take an interest in the literature brought home.

To help protect books when borrowed, students are required to have a book bag. If the library books are lost or damaged through carelessness it is expected that the replacement costs will be met by the concerned student's family.

Volunteers to assist with book tasks (e.g. covering, typing) are always very welcome. Please do not hesitate to approach our staff, if you have any spare time and are willing to help.

Books and Requisite Levy

This levy forms part of the Curriculum Levy. An individual levy is charged for each child attending St Luke's School. This part of the levy is spent on pupil's individual and classroom requisites. You will be advised of payment arrangements when issued with the fee/levy statement.

Camps

Two camps are conducted each year in year 5 and 6. Where applicable, parents are informed of the costs of these camps at the beginning of the year, on the accounts statement. We expect all year 5 & 6 students to attend these camps. As well as providing a range of educational experiences in a totally new and interesting environment, we consider that camps promote and encourage social interaction and character development. Specific camp information is provided at the appropriate times each year. In year 4 a one night sleepover will also be held to prepare children for the camp experience in senior classes.

Car Parking

There is no car parking facilities in the school grounds. **Vehicles must not be driven into the school grounds between 8:30 am and 3:30 p.m. The Church driveway is not a drop off zone.**

Parents are advised to familiarize themselves with the parking restrictions in David Street and William Streets and in the laneway on the western boundary. Extra care must be taken during the 'peak' times before and after school. The car park on the southern boundary of the school is permit zoned for use by school staff.

Change of Personal Details

Please notify the school immediately if you change your address or phone number at home or in the work place. It is important that, especially in the case of an emergency, the school has quick access to you. It is imperative that the school has the parents' current mobile number/s for this service. The school has introduced an APP that details information available for you. To download the app go to "app store" on your iPhone or "google play" on your android phone. Download by following the prompts from the app store or google play. The app is called "St Luke's Primary School Lalor".

There is no cost for the app.

Class Liturgies

Class liturgies are held throughout the year in the Church. They may occur on a class roster basis and it is usual for a class to have 4 liturgies a year. Whole school liturgies are planned for special days e.g. Ash Wednesday, St Luke's Day and end of year celebrations. Notification is given in the newsletter.

Class Photographs

Class and individual photographs are taken annually. Prepayment envelopes are distributed prior to photographs being taken. Family group photographs are also available.

Communication from School to Families

The app "St Lukes Primary School Lalor", is now effective and can be downloaded by going to the "app store" on your iPhone or "google play" on your android phone and follow the prompts from the app store or google play.

There is no charge for the app.

- A monthly newsletter is issued with reports from the Principal, Curriculum Leaders and classroom teachers. This is also available online.
- A calendar of events will be placed on the school's HIVE Portal (access via your child's password).
- Letters specific to events or classes, e.g., excursion, invitations to Parents' and Friends' Association events, curriculum nights are issued as needed.
- Each year level has an online portal named 'The Hive' – where information specific to your child and their education is entered by the teachers.
- Emergency mobile numbers must remain updated as at times the school will communicate to you via the school app which is linked to our database.
- Parents may email a teacher as a form of communication. All online communication through the principal's email address principal@stlukelr.catholic.edu.au or phone 9465 2099.

Curriculum Days

Curriculum Days are held each year and are used by teachers for professional development. The children do not come to school on these days. Parents are notified of the dates in the newsletter, approximately four weeks in advance.

Emergency Information

It is important that we have your current telephone numbers, private, business and mobile, where you can be contacted and the name, address and telephone number of the person who is to look after your child in your absence should they become ill at school. It would be preferable if the nominated contact person lives within the Lalor area. If there is a need to change the contact person, or if their address or phone number is changed, please let the school know. Parents should note that in case of serious injury/accident/illness an ambulance would be called. Please consider being a subscriber to the Ambulance Service. In case of a minor illness/accident a teacher on duty will attend to the child and contact parent/emergency carer if deemed necessary. The Catholic Education Commission Victoria (CECV) Industrial Relations Unit is notified via official forms.

Emergency Management

St Luke's Emergency Management Plan outlines how prevention and recovery activity will be co-ordinated within the school. A trial evacuation will be held from time to time to ensure that staff and students are aware of various emergency procedures. Plans are displayed in the corridor, classrooms, staffroom, offices and specialist rooms. Please take time to read the emergency procedures so that you are familiar with them in case of an emergency.

Enrolments

Parents are notified about enrolment procedures through the School Newsletter and the Parish Bulletin. This process normally commences in March. All enrolments take place through the school. All families are expected to attend an interview with the Principal. All children who are enrolled are asked to attend so that an initial meeting can be made by a member of staff. All applicants, successful and unsuccessful, are notified in writing. Acceptance of placement offers must be in writing and be accompanied by a non-refundable deposit. A copy of the School's Enrolment Policy is available from the School.

Excursions/Incursions

Excursion/incursions are arranged during the year to increase and enrich the children's learning experiences. The importance of these events is emphasised, as they are an integral part of the school's planned curriculum and programs, as such all children are expected to participate. Written permission and medical information are required for the children to attend both excursions and camps therefore the appropriate forms should be signed and returned by the due date.

Head Lice

Head Lice checks of all students in the school may be undertaken by qualified nurses assigned by Whittlesea City Council once a year.

Students found to have head lice are required to be excluded from school until cleared by council and a certificate issued. To help prevent infestation we ask you to check your child's hair regularly, notify the school if your child becomes infested and keep your child's hair tied back at all times.

Things to know about head lice: Clean people get head lice.

If one family member has lice or their eggs, the entire family must be examined and any infected member must be treated. Lotions are obtainable free from the Council. Regular use of head lice lotions is not recommended and do not prevent infection. Eggs (nits) found anywhere on a hair strand should be considered alive and should be removed.

Homework (Homeplan)

Homework is an essential element of a learner's educational development. It allows for "a strong partnership between home/school community...." It contains a combination of compulsory and optional tasks that include written work, research and collection of data and /or family tasks. Daily reading practice is expected at all levels and is additional to the set homeplan. Students will have the homeplan available from the school's The Hive portal therefore availability of the internet at home is essential.

Illness of Children

We would stress to parents the importance of keeping children at home when they are unwell. A child, who has been ill during the night or before school, should remain at home on the day. If your child has been absent from school please ensure that a note is forwarded to us when the child returns. If your child will be absent for a long period, please let the teacher know by phone or by letter. If your child becomes ill at school, you will be notified in order that your child may be picked up. If you are unavailable, the nominated emergency person will be contacted for this same purpose.

NB: Details of Health Department requirements for Infectious Diseases can be found at the end of this booklet. Please take note of these requirements and let the school know immediately of any outbreak.

Information Technology

Information Technology is used as a learning tool. It enables students to access a vast range of information through the use of selected computer programs and the internet. Each classroom has a Computer Learning Centre, which are connected, via a Local Area Network, to a centrally located File Server. Students have access to the Department of Education's Edu-Net Internet services, which provides a secure cache of Internet sites. Students also have access to e-mail facilities. Banks of laptops and ipads with wireless networking are also used by the children. Classrooms have interactive whiteboards to enhance the use of technology as well. The school is a GAFE community (Google Apps for Education) and children have access via The Hive.

Students must read and understand the Acceptable Use Policy and then, together with their parents, sign the Acceptable User Contract.

Insurance

In general, students are covered for accidents at school by Catholic Church Insurance School Care Cover.

Interview and Reporting Timetable

End of Term 1:	Parent/teacher Interview
End of Term 2:	Written report
End of Term 3:	Parent/teacher Interview
End of Term 2:	Written Report

Interviews at other times

The Principal and staff are available to meet with any parents, upon request. Please contact the school to arrange a suitable interview time as required. Please remember that teachers have meetings on three afternoons, immediately after school finishes.

Late for, or returning to, school

Students who are late for school (any time after 8:55 am) must be signed in at the office by an adult. If they are returning from an appointment, they must be signed in at the office. An adult should accompany these children as they enter the premises and are signed as present on the premises. Record of continual late arrivals will be recorded on the child's report as will school absences. This is a government requirement.

Lost Property

Unclaimed property is located in the passageway, near room 8, in the '**Lost Property Cupboard**'. We encourage you to check your child's clothing regularly to ensure that each item is clearly labeled.

Lunch Boxes and Drinks

Please do not send milk (it curdles) cans of drink (forms gases and bursts) or glass bottles to school. Make sure that your child's lunch box is marked clearly with their name. Your child may be encouraged to eat all their lunch, so please do not over pack the lunch box. Perhaps a small sandwich and a piece of fruit or a healthy snack for playtime. When packing lunch, show your child which part is play-lunch/big lunch. Children are encouraged to bring a water bottle to have on their desk to sip during the day.

No metal cars or metal cutlery are permitted at any time.

Medication

Asthma

If your child suffers from asthma, an Asthma Management Plan is to be completed annually. Please ensure that sprays/pumps etc. are clearly marked with your child's name and kept with the child. For their own well-being children who are unwell before the commencement of school day, should be kept at home. Please note that the staff is not permitted to administer any medication, other than ongoing medication outlined in a medical practitioner's action plan.

Anaphylaxis

If your child suffers from Anaphylaxis, an Action Plan for Anaphylaxis Form is to be completed annually. Please ensure that medication/Epipens are clearly marked with your child's name and kept with the staff. For their own well-being children who are unwell before the commencement of the school day, should be kept at home.

Allergies

If your child suffers from Allergies, an Allergy Action Plan Form is to be completed annually. Please ensure that medication is clearly marked with your child's name and kept with the staff.

Outside School Hours Extend (Aust)

Extend (Aust.) manages and maintains an Outside School Hours Unit (Before and After School Care).

This unit is housed in the hall. The hours are 6:45 - 8:30 am and 3:15 - 6:15 pm. Details of organisation and facilities are outlined in the OSHC Unit Handbook.

Parental Assistance in School

Parents are encouraged to take an active part in all aspects of the school. Helping in a variety of ways in the educational programs undertaken in the classrooms is much appreciated. You will be invited often to attend the school for activities in the classroom however toddlers are not able to attend due to issues of legal liability.

Parents must have a current Working with Children Check Card.

Parental Involvement/Support of School

We are always in need of members for our Parents' & Friends' Association, School Advisory Council, the Parish Education Board and Arts Program in the classrooms. Please give serious consideration to joining one of our support groups.

Parish Education Board

Representatives of parents and teachers meet with members of St John 23rd School and the Parish Priest to discuss aspects common to education for both schools. These include fee policy, enrolment policies, and appointments of principals.

Permission to leave the school

Parents wishing to take their children from school during normal hours are requested to visit the office where you will be asked to sign out the child. Children will not be dismissed from the classroom to parents.

Physical Movement

Physical Education is as important as other areas of curriculum and therefore all students are expected to actively participate. Exemption from a class lesson is only given when a note of explanation is presented. A medical certificate is required for a continued exemption. Students are expected to wear the correct P.E. uniform or they may wear their regular school uniform as the only alternative.

School Advisory Council

Our School Advisory Council (S.A.C.) supports and advises the Principal and the Parish Priest on matters pertaining to the development of St Luke's School. The S.A.C. provides broad representation from our community and comprises the Principal, teacher representatives and parent representatives. The Advisory Council meets regularly. As parents you have access to the council through parent representatives and you are encouraged to contact them with regard to raising school issues.

School Hours

School commences daily at 8:40 am and finishes at 3:15 pm.

Students are supervised from 8:30 am and until 3:15 pm.

Parents are expected to ensure that their children are not at school outside those times.

All students are expected to be on time for the commencement of the school day (inside the classroom before the 8:45 pm bell sounds). Lateness will require either a note, or a parent explanation to the class teacher.

Office Hours:

Monday to Friday 8:00 am to 4:30 pm

School Policies

Copies of St Luke's School Policies are available to all parents. We hope that all parents would become well informed regarding the educational aims and endeavours of the school. Parents wishing to contribute suggestions and /or opinions are invited to contact parent representatives on the Advisory Council.

Sport

Students in senior classes have the opportunity to participate in competitive sports against other neighbouring schools. We believe that many benefits may be gained through healthy and selective competition in an environment that promotes proper attitudes of sportspersonship towards winning, losing and trying one's best.

Staff Professional Development

As part of the ongoing professional growth of staff, provision is made for them to constantly up-date their teaching ideas and methods. Since primary school teachers are engaged in face-to-face teaching for most of the school day, much of their planning, and professional development is undertaken out of school hours. St Luke's school also has a number of closure days to enable staff to work on curriculum and other related issues at school level. On these days students do not attend school. Notice of the school closure day is given to parents, well in advance, in the school newsletter. Teams of teachers attend professional development courses throughout the year. Replacement teachers are provided via means of our CRT staff lists.

Toys

Parents are asked to discourage their children from bringing to school, toys which are expensive, associated with violence or likely to risk injury. The school will endeavour to care for items brought to school, but will not assume responsibility for toys, books, jewellery or any other items that children may bring to school.

Transfer of Students

Students transferring from St Luke's school to another Primary School are required to take with them a note of transfer. Parents are asked to notify the school office, well in advance so that the staff may prepare your child's report and arrange a transfer note. These items may be collected from the school on the day of departure.

Transport and Safety

School Crossings - There are two School Crossings that St Luke's children may use: one is in David Street and one in French Street. These are supervised between the hours of 8:00 am and 9:00 am and 3:00pm and 4:00 pm. The supervision stops promptly at 9:00 am and 4:00 pm. Children should use these crossings and be given every assistance from home to know the road rules. It is important that your child realises that motorists are not required to stop if the flags are not displayed. For the safety of all children using the crossing, motorists are requested not to obscure the crossings. Please park in the correct areas, as this helps to ensure the safety of the children.

Sun Smart - the school is a registered Sun Smart School. It is a requirement that all students and staff wear hats outdoors in Term 1 and 4. Sunscreen is supplied for all children by the classroom teacher.

School Ground - Parents are not permitted to drive into the school during the hours of 8:00 am and 3:30 pm or at any time the children are present in the area, as it poses safety concerns.

Visitors

All visitors to the school (including parents) must report to the office. You will then be issued with a visitor's pass, which is to be worn while on the premises. When leaving the school, please return the badge to the office.

All parents on school committees must wear their Working With Children Cards when on school premises – eg., PFA, reading parents, etc.

Reflection

Families and schools work together as partners in the education of children and young people.

- All families and schools want the best for their children.
- All children have the right to the opportunity to reach their full potential.
- Families are the first and continuing educators of their children.
- Effective schools provide a nurturing and supportive learning environment.
- Families and schools value quality teaching and respect teachers' professional expertise.
- Families and schools value the diversity of families and use this as a resource for building partnerships and communities.
- Family-school partnerships are based on mutual responsibility, respect and trust.
- Leadership is critical to building, maintaining and renewing partnerships.
- Family-school partnerships improve student motivation and learning.
- Family-school partnerships strengthen the connections between schools and their communities.
- Partnerships can involve all organisations that support families and schools.



The Governor of Victoria, His Excellency the Honourable Alex Chernov and Mrs Elizabeth Chernov visit St Luke' School in 2013.

Appendix A

Appendix A

This is a sample of the statement
you will receive monthly

St.Luke's Primary School

1A David Street
LALOR VIC 3075
Phone: 9465 2099 Fax: 9465 8963
Email: principal@stlukelr.catholic.edu.au
Website: http://www.stlukelr.com.au
ABN: 29 204 021 600

Statement

Statement Date: 16/09/2011

Account No: 0000

ACCOUNT
TO

Mr B Beckwith
22 Smith Street
LALOR 3075

C/- Sally Beckwith (Y6-RMW)

Date	Reference	Details	Debit	Credit	Balance
01/01/2011	Opening Balance			127.50	(127.50)
17/02/2011	BILL001246	2011 School Accounts	2,060.00		1,932.50
		Compulsory Tuition Levy 2011 - Sally	250.00		
		Yr 6 Camp 2011 - Sally	220.00		
		Yr 6 Retreat 2011 - Sally	15.00		
		Dancing Yr 5 & 6 2011 - Sally	30.00		
		Compulsory Tuition Levy 2011 - Sam	250.00		
		Swimming Yr 3 & 4 2011 - Sam	85.00		
		Compulsory Tuition Levy 2011 - Simon	250.00		
		School Fees-Instalment 1 2011	310.00		
		School Fees-Instalment 2 2011	310.00		
		School Fees-Instalment 3 2011	310.00		
		Maintenance Levy 2011	30.00		
17/02/2011	RCV004811	Cash \$0.00			1,932.50
01/03/2011	RCV005046	Direct Debit \$193.25		193.25	1,739.25
23/03/2011	CRE001901	Discount Maintenance Levy-working		30.00	1,709.25
		Maintenance Levy 2011	(30.00)		
01/04/2011	RCV005316	Direct Debit \$193.25		193.25	1,516.00
02/05/2011	RCV005434	Direct Debit \$193.25		193.25	1,322.75
01/06/2011	RCV005581	Direct Debit \$193.25		193.25	1,129.50
01/07/2011	RCV005716	Direct Debit \$193.25		193.25	936.25
01/08/2011	RCV005831	Direct Debit \$193.25		193.25	743.00
01/09/2011	RCV006175	Direct Debit \$193.25		193.25	549.75

Amount Owing 549.75

Remittance slip ----- Please detach this portion and return with your payment -----

St.Luke's Primary School

Account No: 0000
MR B. BECKWITH

Paid (\$)

Amount Owing 549.75

Appendix B

DETAILS OF HEALTH DEPARTMENT REQUIREMENTS FOR INFECTIOUS DISEASES ARE AS FOLLOWS:

(Please notify the school immediately should your child have any medical condition)

Chicken Pox:	Excluded from school until fully recovered or at least 5 days after the eruption first appears. <i>NB Any child with an immune deficiency should be excluded for their own protection.</i>
Conjunctivitis:	Excluded until discharge from eyes has ceased.
Diarrhoea:	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.
Diphtheria:	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Glandular Fever:	Exclusion is not necessary.
Hand, Foot & Mouth Disease:	Exclude until all blisters have dried.
Haemophilus Type B (Hib):	Exclude until medical certificate of recovery is received.
Hepatitis A:	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Hepatitis B:	Exclusion is not necessary.
Hepatitis C:	Exclusion is not necessary.
Herpes: (Cold Sores)	Children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions should be covered by dressing where possible.
Hookworm:	Exclusion is not necessary.
HIV/AIDS Virus:	Exclusion is not necessary unless the child has a secondary infection.
Impetigo: (School Sores)	Excluded from school until appropriate treatment has commenced. Sores exposed surfaces must be covered with a watertight dressing.
Influenza:	Exclude until well.
Leprosy:	Exclude until medical certificate of recovery is received.
Measles:	Excluded until at least 4 days from the appearance of rash or until receipt of a medical certificate of recovery from infection. <i>NB Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</i>

Appendix B continued

Meningitis: (Bacterial)	Exclude until well.
Meningococcal Infection:	Exclude until adequate carrier eradication therapy has been completed.
Molluscum Contagiosum:	Exclusion not necessary.
Mumps:	Excluded for nine days or until swelling goes down.
Parvovirus:	Exclusion not necessary.
Pediculosis:	The scalp and hair is to be treated with a solution obtained from the pharmacy or the Municipal Offices as soon as head lice are discovered. Once treated the children may return to school. The school should be notified if a student has head lice.
Poliomyelitis:	Exclude for at least 14 days from onset. Medical certificate of recovery must be received.
Ringworm:	Readmit the day after appropriate treatment has commenced.
Rubella:	Exclude until full recovery or for at least 4 days after the onset of rash.
Salmonella, Shigella:	Exclude until diarrhoea ceases.
Scabies:	Excluded until appropriate treatment has commenced.
Streptococcal Infection:	Exclude until the child has received antibiotics for at least 24 hours (including Scarlet Fever) and the child feels well.
Trachoma:	Return to school the day after appropriate treatment has commenced.
Tuberculosis:	Exclude until receipt of a medical certificate from doctor stating that the child is not considered to be infectious.
Typhoid Fever:	Exclude until medical certificate of recovery is received.
Whooping Cough:	Exclude until 5 days after starting antibiotic treatment. Family members who have not previously had whooping cough or immunisation against whooping cough must be excluded for 14 days after exposure to infection.
Worms (Intestinal):	Exclude if diarrhoea.

Appendix C

PARENTS' & FRIENDS' ASSOCIATION

Dear parents,

The St Luke's School Parents' & Friends' Association plays a very active role within the Parish School - both on a social and fund raising level.

Fundraising within the school over the past twelve months has been most successful. We have had an Easter Raffle, Mother's and Father's Day stalls, Chocolate Drive, Pizza days to name just a few.

Funds raised from these activities have been used, in the main, to pay a variety of indoor and outdoor resources as well as providing furniture for different areas of the school and playground games. We continue to buy equipment and books for the Literacy program.

We are sure that anyone who has been involved with any of these groups will readily agree that for the amount of work put in, a great deal of fun is achieved.

St Luke's School Parents' & Friends' Association meets regularly. We are always interested in new ideas for social and fundraising activities, and ALL PARENTS are invited to come along, share your ideas and meet many new friends.

The school really appreciates our support and relies on the funding we provide to purchase resources required to enable the best possible learning opportunities for our children.

Parents' and Friends' Association
President



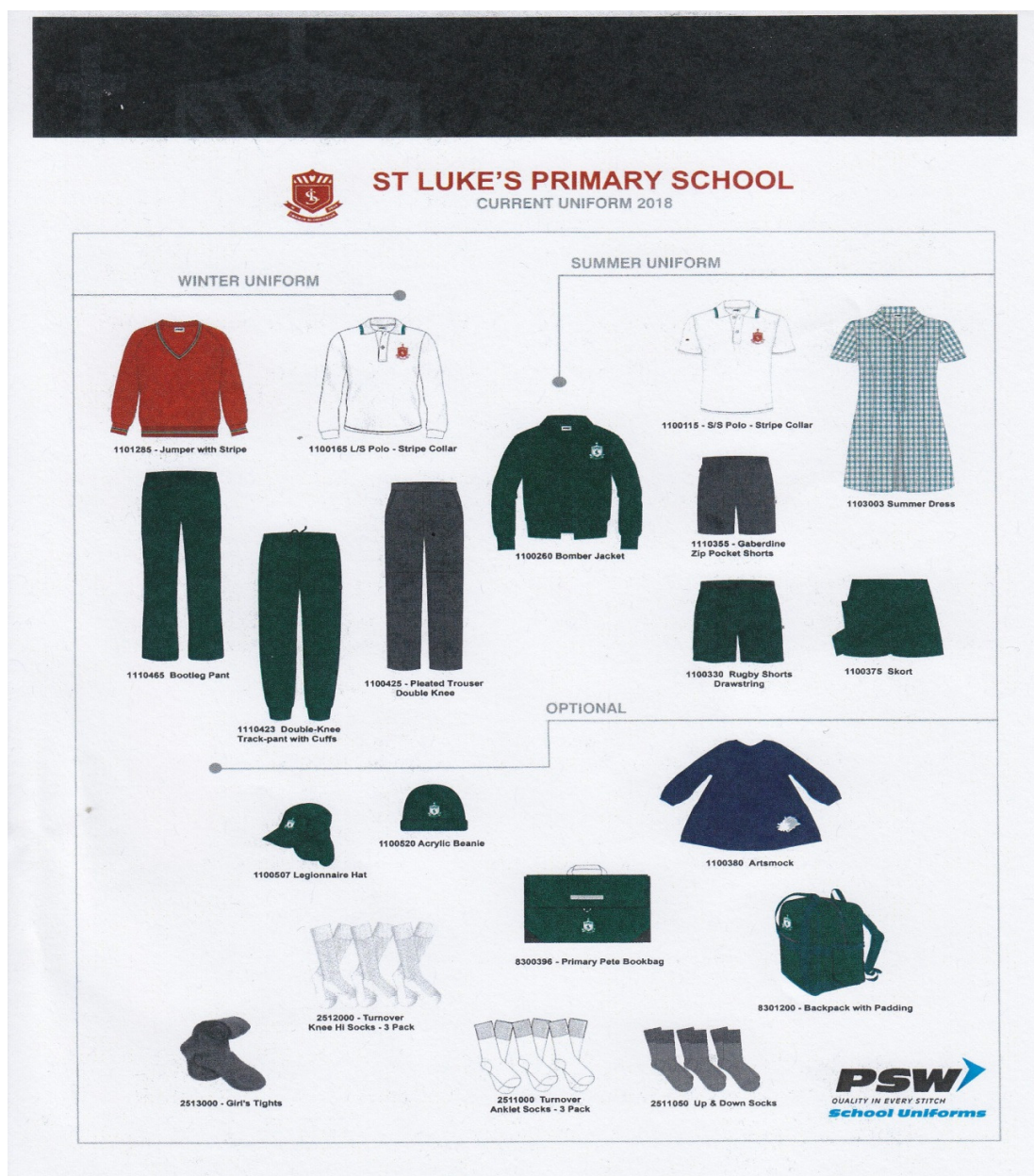
Appendix D

UNIFORM

Students are expected to wear the prescribed uniform at all times unless specified otherwise, for example Casual Clothes Day. On a non-sport day the correct uniform includes the wearing of black shoes or black runners (no stripes or any other colours on runners) to and from school. Please note that extreme hairstyles and jewellery are considered inappropriate. In Terms 1 and 4 it is expected that the prescribed school hat be worn outside as part of the school uniform.

Please Note: Tracksuits must be worn on designated P.E./Sport days and at other times as required. Students who are allergic to wool may wear a plain “School Wincheater” (with school logo) red ‘V’ neck top made in the same fabric as the school tracksuit. A doctor’s certificate is required for this (see the Principal). Other items on the uniform list are optional extras.

Please read the Uniform Price List brochure enclosed in the Parent Pack.



Appendix E

SWPBS at St Luke's Lalor

At St Luke's there is a School Wide Positive Behaviour Support team established. This team regularly attends professional development and meets to analyse data, discuss current practices and implement new strategies.

The 4 Expectations (the 4 Bees)

 Be Respectful





 Be Responsible

 Be Safe





 Be a Learner

The Behaviour Matrix

At the beginning of each year teachers are expected to revise the matrix with their class. A specific expectation will be the focus and teaching point for each term. Teachers are expected to take their students to each area of the school and teach, model and practise appropriate behaviours as outlined in the behaviour matrix. Please refer to curriculum and planning documents.

St Luke's Expectations	Settings					
	Playground	Walkways	Learning Spaces	Toilet	Assembly areas	Cyber
 Be Respectful	<ul style="list-style-type: none"> Take Turns Include others Share equipment Use polite language 	<ul style="list-style-type: none"> Walk quietly Use polite language 	<ul style="list-style-type: none"> Listen to the speaker Co-operate Use polite language 	<ul style="list-style-type: none"> Use toilet for its purpose Give other people privacy Use polite language 	<ul style="list-style-type: none"> Listen to the speaker Use polite language 	<ul style="list-style-type: none"> Use polite language Ask permission to use photos, details and information of others Be honest
 Be Responsible	<ul style="list-style-type: none"> Use equipment for its purpose Be a problem solver Report unsafe incidents 		<ul style="list-style-type: none"> Look after belongings Ask permission to leave 	<ul style="list-style-type: none"> Use appropriate toilet etiquette Ask permission to leave 	<ul style="list-style-type: none"> Respond appropriately 	<ul style="list-style-type: none"> Change password often (Yr. 4-6) Read terms and conditions Use equipment appropriately Check with an adult before signing up
 Be Safe	<ul style="list-style-type: none"> Move appropriately in designated areas Use appropriate physical contact 	<ul style="list-style-type: none"> Maintain an appropriate distance Move appropriately in designated areas Use appropriate physical contact 	<ul style="list-style-type: none"> Use equipment for the purpose Move appropriately in designated areas Use appropriate physical contact 	<ul style="list-style-type: none"> Move appropriately in designated areas Use appropriate physical contact 	<ul style="list-style-type: none"> Move appropriately in designated areas Use appropriate physical contact 	<ul style="list-style-type: none"> Make sure the website is safe Keep details private Report unsafe activity to an adult/teacher Block any unknown person
 Be a Learner	<ul style="list-style-type: none"> Teach and learn new games 		<ul style="list-style-type: none"> Be ready Be on task Contribute Have a go Be an active learner 		<ul style="list-style-type: none"> Participate 	<ul style="list-style-type: none"> Use programs appropriately

Appendix F

	<h3 style="text-align: center;">EXPECTATIONS FOR ADULTS</h3> <p style="text-align: center;">Model appropriate Catholic values to our children</p>
<p style="text-align: center;">Be Respectful</p> 	<p>To maintain the integrity and dignity of all</p> <ul style="list-style-type: none"> • Include others • Be tolerant • Display empathy • Be compassionate
<p style="text-align: center;">Be Responsible</p> 	<p>To be fair and consistent</p> <ul style="list-style-type: none"> • Develop trusting relationships with all • Present your viewpoint/opinion • Be informed • Take advice • Follow through with actions plans
<p style="text-align: center;">Be Safe</p> 	<p>To maintain the privacy of all individuals in the areas of word, actions and technologies</p> <ul style="list-style-type: none"> • Seeking permission for photography from appropriate person or authority • Monitor ICT practice • Expose technology to children and use it appropriately • Set appropriate boundaries
<p style="text-align: center;">Be a Learner</p> 	<p>To participate in activities for parent education and involvement</p> <ul style="list-style-type: none"> • Attend organized activities for example: Sacrament workshops, Reading workshops, Cyber bullying workshops • Volunteer for other activities for example: Working Bees

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