Dear Parents

Welcome to St Anne’s School. A child’s entry into school life begins a new journey not only for that child, but for the child’s family as well. We endeavour to make this journey a challenging and a most enjoyable experience for your child.

St Anne’s is a Catholic Parish Primary School that has its own unique features. Our vision is:

**St Anne's is a Catholic school community, empowering one another to learn Together in Knowledge and Faith.**

**Together**
We aim to
- Develop an ongoing commitment to the school, parish and wider community
- Assist students to develop positive self-esteem in order to feel secure as they meet life’s challenges
- Develop a sense of cultural heritage and appreciation of the nature of Australian society today and its place in the world, promoting the principles and practice of Australian democracy

**Knowledge**
We aim to
- Engage and inspire students to have a commitment to life-long learning
- Assist students in gaining knowledge and skills to prepare them to successfully take their place in a rapidly changing world
- Develop optimism and a commitment to personal excellence

**Faith**
We aim to
- Promote in word and action the values of the Catholic faith including justice, respect, equality and acceptance of all
- Promote an understanding that we are people called by God to proclaim the Good News
- Encourage students to have compassion for those in need and reach out to serve others

It is hoped that your association with St Anne’s will be a happy one and that your child will achieve to the best of his/her ability so that upon completing primary education and leaving St Anne’s, he/she will be skilled to be successful and personally challenged to find God in self, others and the world.

The programs of, and teaching in, St Anne’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.

May God bless you

John Connors
PRINCIPAL
ST ANNE’S SCHOOL EAST KEW

PRINCIPAL Mrs Karen Coghlan (Acting)

POSTAL ADDRESS St Anne’s Primary School
7-19 Beresford Street
Kew East 3102

PHONE NUMBER (03) 9859 4116

FAX NUMBER (03) 9859 7066

EMAIL ADDRESS office@sannkewe.catholic.edu.au

REGISTRATION NO 1328

SCHOOL SECRETARY Mrs Julie Matheson (Mon, Tues, Thurs, Fri)
Mrs Netitia Postans (Wednesday)

SCHOOL HOURS 8:55am – 3:25pm
(Tuesday Assembly, 8:50am)
1st Lunch 11:00 – 11:40am
2nd Lunch 1.40 – 2.20 pm

TERM DATES 2016
Term I 28 January – 24 March
(Preps 29th January)
Term II 11 April – 24 June
Term III 11 July – 16 September
Term IV 3 October – 16 December

ST. ANNE’S PARISH EAST KEW

PARISH PRIESTS Fr Werner Utri & Fr Linh Pham

POSTAL ADDRESS 55 Windella Avenue
Kew East 3102

PHONE NUMBER (03) 9859 2272

MASS TIMES St Anne’s Sat 5:00pm,
Sun 10:30am (includes children’s liturgy)
St Joachim’s Sunday 9:00am

RECONCiliation St Anne’s Saturday 10:00 – 10:30am

BAPTISMS Please contact the Presbytery to arrange the time and necessary
preparation, which is conducted by Fr Utri.
OUR BEGINNING TIMETABLE

For the first weeks of the school year, the Preps will have a special timetable.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TIMES</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>Friday 29 January 8:55am – 1:00pm</td>
<td>Snack and Hats</td>
</tr>
<tr>
<td>WEEK 2</td>
<td>Mon 1 Feb – Fri 5 Feb 8:55am – 3:25pm NO CLASSES ON WEDNESDAY</td>
<td>Brain food, Lunch and Hats</td>
</tr>
<tr>
<td>WEEK 3</td>
<td>Mon 8 Feb – Fri 12 Feb 8:55am – 3:25pm NO CLASSES ON WEDNESDAY</td>
<td>Brain food, Lunch and Hats</td>
</tr>
<tr>
<td>WEEK 4</td>
<td>Mon 15 Feb – Fri 19 Feb 8:55am – 3:25pm NO CLASSES ON WEDNESDAY</td>
<td>Brain food, Lunch and Hats</td>
</tr>
<tr>
<td>WEEK 5</td>
<td>Mon 22 Feb – Fri 26 Feb 8:55am – 3:25pm NO CLASSES ON WEDNESDAY</td>
<td>Brain food, Lunch and Hats</td>
</tr>
</tbody>
</table>

Prep children **will not** attend classes on a **Wednesday during February**. These Wednesdays will be used for each child to come in to attend one half hour session participating in numeracy/literacy activities with their class teacher. It is hoped that this timetable will allow a smooth transition for all children into school. They will commence a normal school week from Monday March 2.

**THE FIRST DAY**

To enable your child to adjust to school life as quickly as possible, we ask that you co-operate with the advice of the class teacher. Please bring your child to the classroom and assist them to find their bag space and tub. The classroom can become very crowded on the first day so once your child is settled at an activity, let them know that you will be back to collect them at the end of the day. If your child is upset we will contact you later in the morning letting you know how they have settled.

**WHAT TO BRING**

Children wear their summer uniform from the first day. They should also bring the following:

- School bag
- Brain food and lunch
- Refillable drink bottle (for water)
- School sunhat
- Art smock
LUNCHES
Children must bring their lunch to school each day, as we do not have a canteen at St Anne’s. A refillable drink bottle is also advisable. We recommend that lunches and brain food are packed separately. Children eat lunch in the classroom under the supervision of the classroom teacher. Please do not pack more than you would normally expect your child to eat as they generally eat less at school. Please keep lunches as package free as possible.

Lunch orders and Icy Poles are available each Wednesday. Lunch orders arrive at school at 1.40pm, therefore children will need half a sandwich for their first lunch. Price lists will be distributed to all families at the beginning of the year and will include instructions for ordering procedures.

<table>
<thead>
<tr>
<th>Brainfood (10.00am)</th>
<th>Fruit, vegetables</th>
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</thead>
<tbody>
<tr>
<td>First Lunch (11.00am)</td>
<td>½ sandwich/bread roll/rice cakes/crackers, muesli bar, yoghurt, fruit</td>
</tr>
<tr>
<td>Brainfood (12.40pm)</td>
<td>Fruit, vegetables</td>
</tr>
<tr>
<td>Second Lunch (1.40pm)</td>
<td>½ sandwich/bread roll/rice cakes/crackers, muesli bar, fruit</td>
</tr>
</tbody>
</table>

Always include a drink, preferably in a refillable drink bottle.

THE FIRST WEEKS
Please make sure that your child is collected punctually each day by a responsible adult (especially in the early weeks). If you are not collecting your child please ensure that the teachers are made aware of the arrangements. The teachers should also be made aware of any Aftercare arrangements.

CHILDREN’S STATIONERY AND BOOKS
All students’ stationery items and books will be charged to your school account. Teachers will distribute stationery as needed. Anything needed for next year will be passed to their new teacher. We use a share table arrangement. Students’ materials will be kept in their tubs or on their table in a basket for easy access.
FEES

The fees for 2016 include all tuition and curriculum costs. A direct debit program can be set up if required. Amounts are as follows:

You will receive an account at the beginning of the year for three billing periods.

<table>
<thead>
<tr>
<th>One child</th>
<th>Tuition fee</th>
<th>$1540.00</th>
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<tbody>
<tr>
<td></td>
<td>Curriculum fee</td>
<td>$360.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$1900.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two children</th>
<th>Tuition fee</th>
<th>$2145.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Curriculum fee</td>
<td>$720.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$2865.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three children (or more)</th>
<th>Tuition fee</th>
<th>$2420.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Curriculum fee</td>
<td>$1080.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$3500.00</td>
</tr>
</tbody>
</table>

Hooptime Levy: $30 per child - Years 3 & 4
Intersport Levy: $120 per child - Years 5 & 6
ICT Levy: $100 per child - Years Foundation-2
$200 per child - Years 3-6 (including lease of Chromebook)
Maintenance Levy: $50 per family
Water Safety Program Levy: $90

Other costs that may be incurred during the school year are:
- Camp – senior classes (cost to be confirmed)
- Books and stationery, depending upon class needs

From 2013, school families who do not contribute at least $250 per year via the Parish Stewardship Program will be asked to make a parish-school contribution of $250. This will be invoiced to families directly from the parish. This contribution will help to maintain the parish facilities (including our churches) that we all use. It will also cover the extra costs associated with the celebration of sacraments (Reconciliation, First Eucharist and Confirmation) with the result that the per child sacrament levies on school fees will be abolished.

You are invited to contribute to the School Building and Maintenance Fund and the School Library Fund. Donations are tax deductible. Donations to the School Building and Maintenance Fund help to fund the capital repayments on loans taken out to finance major refurbishments.

Donations to the School Library Fund assist us with provision of new book stock and other capital items in the school library.

Details and donation forms will be included with your account. You will be invoiced in addition for the costs of the Swimming program. The amount for 2016 is to be advised.
SCHOOL UNIFORM

GIRLS’ SUMMER
blue and white check dress white short socks
or navy shorts and light blue short-sleeve shirt school jumper
black leather shoes school hat

BOYS’ SUMMER
navy shorts light blue short-sleeve shirt
navy socks black leather shoes
school jumper school hat

GIRLS’ WINTER
navy tunic or wool/gab trousers light blue blouse or skivvy
navy tights or navy long socks school jumper
black leather shoes polar fleece vest (optional)

BOYS’ WINTER
navy trousers or wool/gab shorts light blue shirt or skivvy
navy socks school jumper
black leather shoes polar fleece vest (optional)

SPORT UNIFORM

GIRLS’ SPORT UNIFORM
school polo shirt navy tracksuit pants
navy interlock shorts navy polar fleece top
white sneakers white socks

BOYS’ SPORT UNIFORM
school polo shirt navy tracksuit pants
navy interlock shorts navy polar fleece top
white sneakers white socks

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer uniform</td>
<td>Winter uniform</td>
<td>Winter uniform</td>
<td>Summer uniform</td>
</tr>
<tr>
<td>with hat</td>
<td></td>
<td></td>
<td>with hat</td>
</tr>
</tbody>
</table>

While there are no official “changeover dates” for uniform, parents are encouraged to use their discretion. Full summer uniform/winter uniform should be worn rather than a combination of the two, which can appear untidy.

*Sports uniforms will be worn on Sport Day each week. You will be informed of the day once timetables have been organised.

Children whose hair reaches the shoulders, are asked to have it tied back with ribbons or elastics. (light blue, navy blue or white).

No jewellery is permitted except for stud/sleeper earrings and a watch if desired.
UNIFORM SUPPLIER
Uniform items may be purchased at ‘Bob Stewarts’ located in High Street, Kew.

SECONDHAND UNIFORM SALES
A limited amount of second hand uniform pieces are available from the second hand uniform shop. The prices are very reasonable and offer an inexpensive option for extra/spare clothing. Further information is available at the office.

ATTENDANCE
Children are expected to be at school each morning before the bell rings at 8.55am. Punctuality is important for the establishment of routines and the prompt beginning of the school day. Recent research has shown a direct correlation between poor attendance and poor school achievement. While we appreciate that, at times, appointments will need to be made during school time, scheduling regular activities, viz. swimming, language school, etc., should be avoided. Your cooperation in this matter would be appreciated.

PUPIL ABSENCES
If your child is absent from school, please inform the classroom teacher of the reason in writing. This should be sent to school on the day of your child’s return. Students should only be absent if they are very ill or contagious. Absences significantly affect your child’s learning. The place for a sick child is at home and it is unfair to all concerned to send a sick child to school. Our sick bay facilities are reserved for accidents and sudden illnesses. We will contact you if your child is unwell or involved in an accident.

CHILDREN LEAVING SCHOOL DURING SCHOOL HOURS
Children are not permitted to leave the school grounds without approval from the Principal or his nominee. If parents wish their child to leave school for an appointment or family matters they must call at the office and sign the early dismissal book. The child will then be called to the office. Similarly, if a child arrives at school late, they must be signed in at the office by their parent or carer before going to class.

VISITORS’ BOOK
For safety reasons, all visitors to the school are required to report to the office and sign the Visitors’ Book. A Visitor badge will then be issued. This procedure ensures that all adults on the premises can be easily identified and, in case of emergency, all those on the property can be accounted for.

MEDICATION AUTHORITY
Should your child be required to take any form of medication whilst at school it must be accompanied by written permission and detailed instructions from a parent/guardian. If your child suffers from asthma you will be asked to complete an asthma management plan and return it promptly to the school signed by your doctor. If your child has any allergies at all you should make the school aware of any preventative/treatment procedures.

STUDENT RECORDS
There is a Student Record and Confidential File for every child in the school which contains basic information necessary for school records, and to enable us to contact parents in the event of an emergency or when necessary. Please notify the school promptly should you change your address, telephone number or place of employment so that we have up-to-date and accurate records in the office.

CUSTODY OF STUDENTS
If your child is in the care of one parent and the other parent is not permitted to see or collect the child, it is vitally important for the Principal to hold a copy of the Family Law Court documentation. We do not have the right to refuse a parent access to their child if we do not have the required documents.

**PARENT-TEACHER COMMUNICATION**

Staff members are more than happy to discuss your child’s progress or other issues as they arise with parents but it is important to make an appointment. Classrooms are busy places, particularly around arrival and dismissal times with the regular organisational duties required of teachers and students. If a teacher is standing in the yard, he/she is more than likely on supervision duty and not available for ‘a quick chat’.

**NOTICES**

Notices sent home with the children and/or in the school newsletter, which is emailed each Wednesday, advertise school functions and activities. The Newsletter is also available on our website and the school app, which also posts reminders and alerts. We ask you to check with your child each afternoon so that you can keep up to date with what is happening around the school. If forms or replies are to be returned to school, please put these in an envelope, clearly marked with the child’s name, class and amount (if any) enclosed. Many classes provide informal communication posted on the wall outside the classroom. If you are in the school, check for this type of communication.

The Junior classes make use of a Communication Book to communicate some matters. This is kept in reader bags so check for notices regularly. Absent notes cannot be written in this book.

**BIRTHDAYS**

Birthdays are always a special time at school. Classmates enjoy sharing these days with one another. Teachers are able to help children distribute small lolly bags, treats or cup cakes at school. This is certainly not compulsory and the celebration should remain simple. A class list compiled at the beginning of the year should help with party lists and invitations. Unfortunately teachers are unable to distribute invitations on your behalf.

**EXCURSIONS**

During the year we provide the children with a number of incursions/excursions to enable them to have first-hand contact with a variety of experiences. These are an essential part of the children’s learning program, and all children will be expected to attend. Parents will be notified in writing in advance of any proposed excursion, and should understand that no child will be taken on an excursion unless written permission is received from a parent/guardian.

The Water Safety Program is a part of the school curriculum and therefore children are expected to attend.

**NEWS TIME**

Children are welcome to bring something to school to show their classmates. These sessions will be timetabled so each child can participate. It should be remembered that guns and war toys are not preferred and that teachers cannot take responsibility for lost or broken toys that have been taken outside. Similarly expensive toys and equipment should be kept at home. If your child is shy or unhappy about sharing it is wise for them to choose an item and rehearse what they are going to say to the class.
ART SMOCK
All children require an art smock/old shirt to cover their uniform when using paints or glue. Please ensure that smocks are at school each day. All smocks will be sent home periodically for laundering.

LIBRARY BAGS
Children are able to borrow two books from the library each week. They require a library bag to carry library books to and from school. This is a different bag from the blue Take Home reader bag. Books may only be borrowed if your child has a library bag and has returned all other books before borrowing time. You will be informed of “Library Borrowing Day” once timetables have been organised. Damaged or lost books will be invoiced and replaced at parents’ expense.

WET DAYS
On wet days children remain indoors during recess and lunchtime under teacher supervision.

THE BUDDY PROGRAM
Children in Junior classes are coupled with a “buddy” in an older class for regular learning activities. This program aims to promote the children’s social development and oral language skills. It also gives the children a sense of belonging to the school community and enables them to identify an older child who could give assistance when required in the playground. The contact time is regular and frequent early in the year.

STUDENT-FREE DAYS
There is usually four student-free days scheduled each year for curriculum and school development. You will be given advance notice of these dates.

OUT OF SCHOOL HOURS PROGRAM
The aim of the Out-of-School-Hours Care program (OSHC) is to provide quality OSHC and recreational activities in a safe, caring, interesting and well-supervised environment. The program will be gender inclusive, culturally unbiased and developmentally appropriate in its operation. The OSHC program aims to be an extension of the children’s home and leisure time and will therefore entail less structure than school time, offering a balanced program of activities. The program is available to children attending Kew East Primary School and children attending St Anne’s Primary School and is located at Kew East Primary School. The program operates Monday to Friday from 7:00am to 8:45am and 3:30pm to 6:00pm. On pupil-free days (curriculum days), OSHC is available from 7:00am to 6:00pm if there is sufficient interest from parents of St Anne’s. Between the hours of 9:00am and 3:00pm, parents needing to contact the Coordinator may leave a message on the answering machine.

The OSHC program does not operate during school holidays or public holidays.
Co-ordinator: Chelsea Batten
Phone: 9859 6052
Email: batten.chelsea.c@edumail.vic.gov.au

TRAVEL TO AND FROM SCHOOL
St Anne’s is in a very busy area with two schools close by. We encourage you to walk/ride to school with your child each day. This is a wonderful time to chat with your child and catch up on the day’s activities.
IMMUNISATIONS
Every child enrolling in a primary school should have the School Entry Immunisation Certificate before they begin the Prep year at school. It gives the school a clear record of every child’s immune status and helps the school to do the right thing by each pupil should a case of infectious disease be discovered within the class. The vaccinations are as follows:

- (5th Dose) Triple Antigen (DTPA)
- (4th Dose) Sabin (OPV)
- (2nd Dose) Measles /Mumps/Rubella (M.MR)

These vaccines are provided free of charge by Council’s Health Department. Contact City of Boroondara. Phone: 9278 4444

SCHOOL MEDICAL SERVICE
The school nurse visits St Anne's annually for a health assessment for all Prep children (with parental consent). All Prep children have their vision and general health checked. If at any time during the year you are concerned about your child’s health, you should contact your own doctor immediately as the above services may not be available until later in the year. The school nurse carries out hearing tests only if there are special concerns.

PARENT INVOLVEMENT

ST ANNE’S PARENTS AND FRIENDS ASSOCIATION
An active Parents and Friends association is in existence at St Anne's having as its principle focus the arrangement of social and fundraising activities for our school community. While school fees and government funding cover the basic operating costs of running the school it is the P&F who deliver the funds to provide extra equipment and fittings. The Annual General Meeting is usually held in February with an invitation to participate extended to all new families.

CLASS REPRESENTATIVES
Each class has two class representatives who assist in a range of ways to foster communication and social contact between parents. The class reps co-ordinator will assist in:

- the development of social network to help foster a sense of belonging and support
- providing pastoral care to families facing difficulties
- participation in charitable work within the wider community
- organising of annual Special Events

Other Committees include the Parish Education Board, Parish Pastoral Council and the Out-of-School-Hours Care committee

CLASSROOM LITERACY HELPERS
Adult helpers are invited to support classroom programs in the areas of Reading, Writing, Speaking and Listening. This classroom support is vital, allowing the classroom teacher the opportunity to work closely with small groups. The Literacy Co-ordinator offers Literacy Helper training each year. You must complete this course to be eligible as a parent helper. A Working With Children Check is also necessary.

WORKING BEES
All families are expected to attend at least one working bee each year. You will be advised of the date on which you are rostered to attend. A $50 working bee levy will be charged per family, per annum.
SPECIAL EVENTS

GRANDPARENTS’ DAY
On the feast of St Anne and St Joachim the school celebrates Grandparents’ Day. Grandparents and/or Special Friends are invited to visit the children in their classrooms then attend a special mass and share morning tea with other visitors.

TWILIGHT SPORTS
Twilight Sports offer the opportunity for all children to participate in modified athletics events representing their house colour. Children are assigned a colour with all siblings usually in the same team. The event commences in the late afternoon and offers the opportunity for families to share in a sausage sizzle or picnic dinner.

PERFORMING ARTS PRESENTATIONS
St Anne’s has a great tradition in the Performing Arts. Generally, a musical production is staged every second year with each student involved in the performance. Parents and staff work collaboratively in the areas of costuming, set design and staging.

CELEBRATION OF SACRAMENTS
The children are involved in Sacramental preparation programs in Yrs 3, 4 & 6 (Reconciliation, Eucharist and Confirmation) specifically, although the concept of Sacrament is taught through the Religious Education Program at each year level. The School conducts whole school Masses at the beginning and end of each year, on Feast Days and Holy Days, and each class will attend a First Friday Mass – these will be advertised through the newsletter.

ASSEMBLY
Assembly is held each Tuesday morning at 8:50am in the Multi Purpose Hall. Parents are encouraged to attend to keep informed of what is happening within the school community. During assembly, there will be reports by our School and Sports Captains, student award presentations, presentations of class work and various other items of interest, eg. student performances, special awards or information about special events.

All families are welcome. The children love to know that Mum or Dad are watching especially if they receive an award.
HOW CAN I HELP MY CHILD TO SUCCEED AT SCHOOL?

READING
Success in reading is largely tied to an interest in and an enjoyment of reading. Parents who tell interesting stories and read interesting books to (and with) their children are giving them the best chance to become keen readers.

How parents can help
- Read to your child everyday
- Encourage your child to complete the ends of lines in nursery rhymes, join in the lines of stories and to turn pages.
- Praise your child's attempts at reading a word or giving an idea.
- Share book experiences with your child. Talk about the book, look through it, ask questions about it, clue them in so they know what to expect.

WRITING
We learn to write by writing. All the drawing and writing (which may appear to be scribble to you) children have been doing at home is an excellent background to where they will begin at school.

How parents can help
- Show children how you use writing. Allow them to see you write shopping lists, greeting cards, etc.
- Have a special place where children can write - a small table or desk and a chair. Enjoy your children's early attempts at writing
- Find ways for your child to see their names written down
- Encourage free play with letters
- Encourage the children to put the letters together
- Once children have displayed an interest in writing, assist them to write whenever they ask
- Let children write with a purpose - practise writing their name on drawings or messages.
- Write simple funny captions for the family photograph album

MATHEMATICS
Today's emphasis in mathematics is on problem solving and understanding mathematical processes. Children are allowed to use concrete materials. They are encouraged to discuss and discover the connection between mathematical concepts and the calculations needed to be made in the real world.

How parents can help
- Praise your child's attempts at Maths skills
- Encourage them to use Maths in a problem solving way. Encourage them to count as they handle objects
- Involve them in practical situations: e.g. matching, sorting, classifying, and counting
- Talk about the concepts of:
  - Big and little
  - Long and short
  - Wide and narrow
  - Deep and shallow
- Find Maths everywhere.

Remember Mathematics is about solving problems in the real world using any means available.
PLEASE ASSIST US BY PREPARING YOUR CHILD FOR SCHOOL

If your child cannot already tie shoelaces, or manage buckles and zips, please help by giving plenty of practice.

Please show your child how to put on and button coats, put on jumpers, etc. and how to hang these up. Do not do this yourself.

Encourage your child to eat the lunch you give by checking at home. Please do not give too much. If possible, wrap lunch separately and show which is brainfood and which is lunch (remember we have two lunch times).

Please ensure that your child is able to manage herself/himself when going to the toilet.

Please put your child’s name on all jumpers, hats, handkerchiefs, raincoats, lunch boxes and bags - in fact on anything that comes to school. Names sewn onto clothing are more preferable and can usually be identified more easily.

Drive by the school taking time to point out to your child places of interest, e.g. adventure playground, gates, office, etc.

If you intend to walk to school, have a practice walk, pointing out to your child any important landmarks, crossings and busy streets.

If possible invite some friends around for a play during the holidays. This will ensure that children will recognise a face or two in the class after the long holiday break.

STUDENT WELLBEING

We have a documented Pastoral Care Policy at St. Anne’s. It is based on a philosophy of care and respect for the rights of students, parents and staff members. Some aspects relevant to the management of children's behaviour are attached. If you wish you may view the complete policy on the school website.

To ensure that our philosophy is put into practice, the following 5 principles will be covered:

1. BEHAVIOUR At St Anne’s the students will endeavour to:
   - keep school rules
   - endeavour to always be punctual
   - work to the best of their ability
   - use good manners and speak in a courteous manner
   - respect the rights of others
   - wear correct school uniform
   - display correct sports etiquette
2. **SAFETY** At St Anne’s the students will endeavour to:
   - take care near corridors, windows, glass doors and taps
   - line up in an orderly manner
   - walk safely inside the building
   - not ride bikes in the schoolyard
   - not throw things except approved equipment
   - play with school equipment in designated areas
   - only enter a classroom when a teacher is present
   - always stay inside the school’s boundaries unless under the supervision of a teacher
   - never put themselves or another person in a position of danger
   - behave in a responsible and safe manner when travelling on Public transport

3. **ENVIRONMENT** At St Anne’s the students will endeavour to:
   - put all rubbish in bins and help keep the school tidy
   - report any broken or unsafe property to a teacher
   - be respectful of our natural surroundings
   - respect the Church as a quiet place

4. **PROPERTY** At St Anne’s the students will endeavour to:
   - take care of school, personal and others’ property
   - label school clothes and belongings
   - keep toilets clean and tidy
   - not bring valuable toys or games to school

5. **RESTORATIVE PRACTICES** The Restorative Practice process allows students to reflect on their actions and what steps they can take to restore relationships.

   Students will be asked to reflect on the following questions:
   - What happened?
   - What were you thinking of at the time?
   - What have you thought about since?
   - Who has been affected by what you have done? In what way?
   - What do you think you need to do to make things right?

   Consequences that may be considered:
   - Student Think or Storyboard Sheets
   - Time Out from the yard for an appropriate time, depending on the seriousness of the incident
   - Setting up of a Behaviour Contract
CONTAGIOUS DISEASES
The law states that a child must be excluded from school as follows:

Schedule 7 Minimum Period of Exclusion from Primary Schools and Children’s Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (<em>Entamoeba histolytica</em>)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus influenzae type b (Hib)</td>
<td>Exclude until at least 4 days of appropriate antibiotic treatment has been completed.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
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<td>Exclusion of Contacts</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles*</td>
<td>Exclude for at least 4 days after onset of rash.</td>
<td>Immunised contacts not excluded. 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, or received NHIG within 144 hours of exposure, they may return to the facility.</td>
</tr>
<tr>
<td>Meningitis (bacteria - other than meningococcal meningitis)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection*</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving carrier eradication therapy.</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Pertussis* (whooping cough)</td>
<td>Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.</td>
<td>Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of Cases</td>
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<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Poliomyelitis*</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Verotoxin producing <em>Escherichia coli</em> (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

The Public Health and Wellbeing Regulations 2009 are available from the Victorian Legislation and Parliamentary Documents website maintained by the Department of Premier and Cabinet.