

*Learning together in a welcoming faith community*



**Welcome!**



**St Kevin's**

**Parent  
Information  
Booklet**

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# Vision Statement

## **As a faith community...**

At St Kevin's, we are a Christ centred Catholic school. We endeavour to be a welcoming faith community that accepts all people and acknowledges the richness that we all bring to our community through a kaleidoscope of ethnic, cultural and linguistic influences. We enact the Gospel values and strive to be a community where people can experience the compassion and love of Christ. We support our students to integrate their faith and life, nurturing a love of justice and peace.

## **As a learning community...**

At St Kevin's we aim to develop the whole person and to foster a culture of learning where all children reach their potential. We strive to be a learning community where everyone can experience success in an inclusive, safe and respectful environment. Our focus on teaching and learning aims to prepare our students with knowledge, skills and attitudes for lifelong learning in a complex and rapidly changing world.

## **As an inclusive community...**

We promote a culture of relationships which upholds the dignity of each person. We strive to ensure that all have a sense of belonging to our school community which is a place where teachers, parents and students work together to collectively maximize learning opportunities for all.



# Welcome

It is my very great pleasure to extend a very warm welcome to all families joining St Kevin's here in Hampton Park for the first time. In addition, many of you will have joined us already with children in other grades. Welcome back!

We value the trust that you have placed in us, as we forge a very significant team partnership to support your child's growth and development. Beginning school is a wonderful step forward in the life of a little one, filled with mixed emotions, dreams, expectations and a few fears. This makes our relationship vital, and we look forward to walking alongside you to honour that. Right from the start of your child's first day, our focus will be to get to know your child's needs and interests, and create for them a happy and challenging learning environment. The care, wellbeing, safety, protection and inclusion of all children in the school is our absolute priority and we will never step away from this commitment.

We are inspired by the Holy Spirit and blessed to work alongside Fr Desmond Moloney in the Parish in creating a nurturing a faith filled environment. We welcome all faiths into our doors and value the choices many of you have made to join our Catholic culture.

In many ways we have as much to learn from the children and their families we have to teach, as we live in such interesting times and celebrate a wonderful diversity of cultures. Our academic record continues to grow strong with the focus on the development of every child. The added challenge is to grow young citizens who are ready to face the world confidently and critically. For this we need a world-view, which is both broad and dynamic and responsive to change. The knowledge, skills and understandings we will create will have this end in sight.

Our first priority is to ensure that the children become literate and numerate as early as possible. We cannot do this without your involvement. Statistics tell us that family involvement in the learning journey increases the chances of success tenfold, so we owe it to our children to pursue this relationship.

Our teachers are highly skilled professionals and will know your children well. Let us together take every opportunity to share with each other in a timely way. We will be making it our priority to reach you in different ways because we understand the pressures on busy families. Your task is to let us know if there are other ways to reach you that we have not yet explored.

We pray that your time here will be life giving and that you make friends for life. Schools are very busy places but please do not ever think that any question or request is too much for us to consider. We are all looking forward to getting to know you and your children.

God Bless,

Jason Micallef  
*Principal*



# About St. Kevin's Primary School

## Our Profile

St Kevin's School community follows the teachings of Christ, existing to complement the family in the development of each student in their life of faith. This development occurs in partnership with the Parish, Parents and School Community. We are a vibrant faith community and enjoy growing together in the Catholic faith traditions.

As teachers, we provide a faith model for the students. Our school structure and the way we relate to each other, the students and their families reflect:

- the Catholic faith, doctrine and attitudes
- respect for self and others
- self-esteem and self-worth
- responsibility
- a caring attitude that builds and maintains cooperation and collaboration amongst peers
- acceptance and appreciation of self and others
- individuality
- life experiences which are relevant for the individual
- a challenging learning environment where support and expectation are in equal measure
- communication
- active independent learners who take increasing responsibility for their learning.

## Parish Life

Our Parish community is vitally interested in all aspects of the school and parish life. Fr Desmond Moloney, our Parish Priest, is very supportive of the school and its relationship with the parish. There are many active groups in the parish catering for a wide range of talents and abilities that focus on the mission of the Church. We urge you to seek opportunities to become involved in one of the most active parishes in the Melbourne Archdiocese.



## School Attendance

Regular attendance at school is very important. Allowing your child to arrive late for school or even miss a whole day for reasons other than illness or bereavement is disadvantageous to your child's education and future. All families are required to report absences by the start of the school day. Extended leave and/or holidays require a note from the family in advance. The school maintains records of all absences and is required to report to the authorities when concerns arise. Absences will be highlighted in the school reports when there is a significant concern.

### To maximise learning opportunities and student engagement, parents should:

- Arrange appointments, such as dentist or doctor, out of school hours
- Develop a routine with your child so they form the habit of arriving to school prepared and on time—no excuses for lateness (children should be settled in class before 8.55am)
- Ensure social commitments and personal shopping trips occur out of school hours
- Only allow your child to stay home when they are genuinely ill. Do not allow them to stay home for minor reasons.
- Prepare all the requirements for the following day in the evening to avoid lateness
- Ensure your child has a reasonable bedtime and waking time

Minimum Absence Equals

Maximum Learning Opportunity!

Every Day Counts!



# Curriculum Overview at St Kevin's Primary School

## Religious Education

The Religious Education program at St Kevin's follows the Religious Education Curriculum in the Archdiocese of Melbourne. The program is based on a systematic inquiry approach, where all students enter into a dialogue about their learning in Religious Education.

Our program aims to lead the students to faith in God through a personal growing relationship with Jesus Christ and an openness to the Holy Spirit, within the context of Catholic tradition.

As well as reflecting our school values and daily interactions, the program forms part of our learning and teaching curriculum. It takes account of the different age levels and stages of development of the students, who participate in:

- formal class lessons
- non-liturgical Prayer
- liturgical Prayer
- Sacraments:
  - ❖ Reconciliation (Yr 3)
  - ❖ Eucharist (Yr 4)
  - ❖ Confirmation (Yr 6)



## The Victorian Curriculum

At St. Kevin's, we teach to the learning outcomes outlined in the Victorian Curriculum. Details of this can be found on the website: <http://victoriancurriculum.vcaa.vic.edu.au/>

The following areas are covered in the Victorian Curriculum:

### Learning areas:

English

Mathematics

Science

Health and Physical Education

The Humanities

*-Civics and Citizenship  
-Economics and Business  
-Geography  
-History*

Languages

*-Indonesian*

Technologies

*-Design and Technologies  
-Digital Technologies*

The Arts

*-Dance  
-Drama  
-Media Arts  
-Music  
-Visual Arts*

### Capabilities:

Critical and Creative Thinking

Ethical

Intercultural

Personal and Social

## Assessment & Reporting

Children are active participants in their learning journey and receive ongoing feedback about their own progress. At St Kevin's, feedback is provided in terms of growth and progress measured against the achievement standards of the Victorian Curriculum that outlines what a student could be typically expected to do or know at a certain age.

At St. Kevin's, we believe that strong communication with parents is paramount. We report children's progress and achievements to parents in a range of ways:

- Parent / Teacher / Student chats and progress meetings:
  - ❖ Formal
  - ❖ Informal
- Student digital portfolio
- Written reports - Term 2 and Term 4

If there is a need at any stage of the year, an appointment can be made to discuss any issues. Formal parent-teacher-student meetings are arranged through an online booking system and are held at the following times each year::

**Term 1:** Goal Setting Meeting - involving the student, teacher and parent(s)

**Term 2:** Progress Interviews - involving the student, teacher and parent(s)

**Term 4:** If requested by teacher or parent





# Family Partnership

Catholic education is based on an ideal of Christian community in which everyone involved works together cooperatively. At St Kevin's we truly are a village which helps to raise your children.

It has long been recognised that parents are the primary educators of their children in faith. Parents are able to collaborate in the education process in various ways and may be involved in many aspects of St Kevin's, such as:

- Parent Education Workshops
- School Advisory Committee
- Parents and Friends Association
- Classroom Helpers
- Excursions
- Working Bees
- PMP Helpers– assisting students with motor skill activities



## School and Home Communication

Clear communication and collaboration between school and home is an essential part of building a positive partnership. We encourage you to see your child's teacher if you have any query or question. Short informal conversations with your child's classroom teacher are possible before or after school, but lengthier or more sensitive topics should be scheduled for an appointment. Parents will be provided with the email address of their child's teacher for ease of communication or can leave a message via phone in the office and your child's teacher will get back to you.

## Parents & Friends Association (PFA)

The Parents and Friends Association of St Kevin's is a volunteer team of parents who meet during the school year. This dedicated group of organisers plan and run various social and fundraising activities which support the curriculum program and/or strengthen social connections in our school. All parents are welcome to become part of this team.

## School Advisory Committee

The School Advisory Committee acts as a forum for discussion on matters concerning governance and education in the community. It brings together representatives of all major stakeholders in our school. The School Advisory Committee provides feedback and advice on:

- broad policy and governance e.g. child safety laws, Occupational Health and Safety issues, student management, bullying policies
- teaching and learning directions
- wellbeing of students, parents and staff
- maintenance and school fees

## Classroom Helpers ~ Volunteer Helper Program

We believe that parents and other interested members of the community make an important contribution to the life of the school. Our volunteer helper program is one opportunity where parents or members of our community can provide support in our classrooms. A short training course is provided to increase volunteers' understanding of learning acquisition, assist in the development of students' questioning skills and assist them in providing support for small groups of students. It is important to note that all volunteers need to have and submit a valid Working With Children Check.

## Maintenance Support

Throughout the year, we invite families to assist us at Working Bees held to help improve the school grounds. Notification is made via the newsletter and SZ app. To build our community and ensure our school environment is maintained, we would like all parents to attend one working bee each year. Parents can choose to attend one of these working bees from 9am to 12noon, or pay the full maintenance levy. We hope many parents come along to the sessions.

Please remember on the day of the working bee to sign the register at the office so you receive a \$50 rebate when you attend (maximum of \$50 will be rebated each year).

# General Information

## Term Dates 2023

**TERM 1** - Monday 30th January - Thursday 6th April

**(Preps do not attend school on Wednesday 1st, 8th, 15th or 22nd February)**

**TERM 2** - Tuesday 24th April - Friday 23rd June

**TERM 3** - Monday 10th July – Friday 15th September

**TERM 4** - Monday 2nd October – Tuesday 19th December (TBC)

## School Hours

8:45am	Classroom doors open
8:55am	Music begins
9:00am - 11:00am	<b>First learning block</b> (fruit snack at 10:00am)
11:00 - 11:10am	Morning tea is eaten under teacher supervision
11:10 - 11:30am	Recess play
11:30 - 1:30pm	<b>Second learning block</b>
1:30 - 1:45pm	Lunch is eaten under teacher supervision
1:45 - 2:30pm	Lunch play
2:30 - 3:30pm	<b>Third learning block</b>
3:30pm	Bell for dismissal

## School Office

The School Office hours are from **8:30am until 4:00pm** during school term.

## Supervision

Teachers are on yard duty before school from 8:40am to ensure students arrive safely to their classrooms. For this reason, we ask that parents do not drop their children off unsupervised before 8:40am.

After school, teachers are on duty to oversee the safe collection of students by parents between 3:30pm and 3:45pm. We do ask that children are picked up as close to 3:30pm as possible as teachers are required to attend meetings and tend to other important professional responsibilities.

If parents are unable to collect their children by 3:45pm, care arrangements will need to be made and the school notified of your intentions.

## Camp Australia - Out of School Hours Care program (OSHC)

The OSHC program is run by Camp Australia ([www.campaustralia.com.au](http://www.campaustralia.com.au)) during the following times:

Before School Care: 7:00am—8:45am

After School Care: 3:30pm—6:00pm

The program is sometimes offered on early finish days and pupil free days. Bookings may either be permanent or casual. Children arriving before 8:40am and who remain uncollected after 3:45pm may be directed to the OSHC program.

We recommend all families register their child with Camp Australia, even if it is unlikely to be needed, just so that in the event of unforeseen circumstances children can be admitted to the program where they can be supervised in comfort with friends until such time as they can either go to class or be picked up.

## Early Collection of Children from School





Children are **NOT PERMITTED** to leave the school grounds on their own during school hours. If children are to be collected early for any reason, a written note must be handed to the teacher in the morning.

When parents come to collect the child, he/she must first electronically sign the child out at the school office. It is recommended that children **not** be collected during recess and lunch times due to difficulty in locating them on the playground.

These times are:                      **Recess: 11:10 am to 11:30am**  
    **Lunch: 1:45pm to 2:30pm**

If someone other than a parent is collecting a child during the day, the school office must be notified.

## School Apps

<p><b>SZ App</b>          We use this app to send out reminders to parents. You can also lodge student absences using a form on this app.</p>	
<p><b>Operoo</b>          Parents will need to set up a profile for their child on Operoo. You will receive an email from them guiding you to create an account and your child's profile. Through their profile, we gather all medical information and parent and emergency contact information. We use Operoo for all permission forms during the year. Parents will receive an email when they are required to complete a new form.</p>	
<p><b>Facebook</b>          Please follow our school Facebook page:  <a href="https://www.facebook.com/StKevinsPS">https://www.facebook.com/StKevinsPS</a></p>	
<p><b>Qkr!</b>          Lunch orders on Thursdays and Fridays are provided by Bellbrook Catering. You will need to place lunch orders for your child through the Qkr! app NO LATER THAN 8:15am on the day.</p>	

## Absent/Illness

When a child is absent, parents may either call the school before 9:15am on the day of absence, complete an absent form on our SZ app, email the classroom teacher or provide a note to the classroom teacher when the child returns to school. A reason for the child's absence is required.

## Healthy Eating

Parents have an important role to play in helping ensure their children receive consistent messages about healthy eating and being active. St Kevin's supports a healthy eating program and we ask that children are given fruit and healthy lunches in preference to packets of chips or lollies.

On school days, children eat a piece of fruit around 10:00am, then have morning tea at 11:00am and lunch at 1:30pm.

Bellbrook Catering provides lunch orders for students on Thursdays and Fridays if parents wish to order these.

## Medication Protocol

Children who are unwell should not attend school and should not be sent to school. If your child does require prescribed medication at school, it must be provided in a container that gives the name of the student, the dose, and the time it is to be given. The name of the medication should be clearly marked on the container. A Medication Request form must be completed (these are available at the school office). Medication will generally be stored in the First Aid Room. It is important for parents to realise that, where possible, we encourage students to self medicate under staff supervision. Non-prescribed oral medications (e.g. headache tablets) will not be administered by school staff and should not be sent to school.

Students that have a medical condition or illness requiring ongoing medication (e.g. Asthma) are required to have an individual medical management plan provided by the student's parents and doctor.

## Stationery & Books

Our school provides books and stationery for each child throughout the year. The cost for this is covered in our school fees. Each level will send home a list of any additional items for parents to purchase at the start of each year (e.g. a box of tissues, headphones, etc).

Our Preps are required to purchase a learning pouch to use throughout the early years of school to protect take home books.

## Uniform

The school uniform speaks loudly to the pride we have in our school. It helps to create a sense of belonging and respect for ourselves and each other.

There are a range of options to cater for different preferences. These are shown in the images below. However we do ask that students do not mix their sport and regular uniform items, including shoes. Students need to wear black leather shoes with their school uniform. Runners should only be worn on days your child has sport lessons.

St Kevin's school uniform is available from **Beleza**:

- Shop 7, 151—159 Princes Hwy, Hallam Ph 9702 3181 **or**
- 126 High St Cranbourne Ph 59966861

We also have a Second Hand Uniform shop run by the Parents and Friends Association. This is located in the Welcome Centre near the school office.



## Lost Property

All clothes and belongings should be **clearly marked** with your child's name. We have a lost property cupboard near the office.

## 2023 School fees

Per Family Charges	
Family School Fee	\$1306
Building and Maintenance Levy	\$188

Per Student Charges	
Tuition Levy	\$289

Specific Per Student Charges <i>(Applicable to year level)</i>	
Sacramental Program <i>(Year 3, 4 and 6)</i>	\$35 per sacrament
Swimming <i>(Prep - Year 4)</i>	\$126
Year 4 Sleepover <i>(Year 4 - one night at school)</i>	\$42
Camp <i>(Year 5/6 - Two nights, Phillip Island)</i>	\$350

Charges that relate specifically to families who only have a child in Prep include:

- Family School Fee \$1306
- Building and Maintenance Levy\* \$ 188
- Tuition Levy \$ 289
- Swimming Levy \$ 126
- \$1909

\*\$50 of Buildings & Maintenance Levy can be rebated back for all families when they trend 1 working bee.

## Discounts and Support

- For families who hold eligible Centrelink Cards, the Camp, Sports and Excursion Fund (CSEF) is available to the value of: \$125
- A 5% discount will be applied to the Family and Tuition Levy if all fees and levies are paid in full by the end of March 2023.
- A significant discount is available on all charges for families who hold an approved Health Care Card. Not all Health Care Cards are eligible, so please speak to our office staff for more information.

## Excursions

When children are going on an out-of-school excursion requiring transport, a permission note will be emailed to parents through Operoo. A general permission form for local walking excursions will need to be completed at the beginning of the year. No child is permitted to go on an excursion without a signed permission note.

We regularly invite parents to assist us on excursions. By law, all participants are required to have a current Working with Children Check.

## Extracurricular Activities

At St. Kevin's, we believe in providing students a wide range of experiences and opportunities to develop and pursue new interests. Sometimes, what activities are available to students is dependent on the availability of staff but usually include the following:

- House Leaders
- Student Representative Council (SRC)
- School Choir
- Chess lessons
- Debating
- Interschool Sport
- Lunchtime clubs: Lego Club, Art Club, Gardening Club, Just Dance, Chess Club
- Better Buddies Program
- Altar Servers
- Bike Education
- Robotics
- Kool Kidz Rock
- Social Skills programs



## Homework

In general, homework is based on the following aims:

- to develop and establish good study habits.
- as a means of revision and consolidation of work taught in class.
- as preparation or development for topics needing specific information.
- to meet the needs of individual students i.e. differing abilities, completion of unfinished class work.
- to develop regular reading habits.

All children are expected to spend time each night doing homework. The following is a guide to the expected time for these activities:

<b>JUNIOR (P-2) STUDENTS</b>	<b>5-20 minutes</b>
<b>MIDDLE STUDENTS</b>	<b>20-40 minutes</b>
<b>SENIOR STUDENTS</b>	<b>40-50 minutes</b>

### **Junior Students:**

#### **Tasks may include:**

*Reading nightly to and/or with an adult*

*Play and learn activities*

*Learning vocabulary from take home books*

*Talking about the day's events with the family*

*No set written homework*

### **Senior Students/Middle Students:**

#### **Tasks may include:**

*Home tasks related to integrated units of work, Maths, English, or Religious Education*

*Reading nightly - books, magazines, newspapers, recipes*

*Learning and revising number facts*

*Completing spelling/grammar activities*

*Completing set work i.e. unfinished work, projects*



## House Teams

At St. Kevin's, we have six house teams. Students will be assigned to a house team on their enrolment. Our teams are named after people who have made significant contributions to their communities and each house is allocated a colour. Throughout the year, students will be invited to dress in their house colours for special events.

**MACKILLOP** **BOYLE** **PATERSON**  
**HOLLOWAYS** **DUNLOP** **FLYNN**





# Preparing for School

## Before School Starts

There are many ways that parents can help to prepare their children for school and make the transition as successful as possible.

### For example:

- Talk to your child about what they can expect.
- Teach your child to independently complete tasks such as:
  - opening and closing their lunchbox and drink bottle
  - unwrapping food
  - putting on and taking off their jumpers
  - packing their school bag
  - packing up their toys after they have finished playing with them
- Read with your child daily to develop a love of books
- Take your child to the local library and let them choose books that interest them
- Involve your child in activities such as cooking
- Remind your child to use their manners
- Provide your child with a rich background of nursery rhymes, stories and songs including those of their own culture.
- Play games with your child, such as Snakes & Ladders, Ludo and simple card games which are an excellent way to help your child understand number concepts and number patterns.
- Help your child become aware of colours.
- Let your child see you write, e.g. letters, shopping lists, etc. Encourage him/her to write also.

### A few important things to note before the first day of school:

- Label **EVERYTHING** your child brings to school, e.g. clothing, lunchbox, drink bottle, school bag, etc
- Buy clothing that is easy to manage, e.g. Velcro shoes are easier than laces; zips are easier than buttons.
- Show your child what food you have packed each morning and how to open containers. Get them to help with the packing when possible.



## The first few weeks of school

### Monday 30th January 2023

- All students will be allocated a 'Meet & Greet' time where the child and their family can come into school to meet their classroom teacher.
- Students need to wear their school uniform and bring their school bag.
- This will be a great opportunity to take photos and create memories of your child's first day of school.

### Tuesday 31st January 2023

- The classroom opens at 8:45am. Class begins at 9:00am.
- School will conclude at 1:30pm.
- When you and your child have greeted the teacher, say goodbye brightly and then go.
- Please join us for a morning tea in the Hall after you have farewelled your child.
- If your child starts crying, take your cue from the teacher. The teacher will comfort your child and have him/her settled within minutes.
- We ask that parents please collect their children from the Prep classroom at the end of the day.

### Tuesday 31st Jan - Friday 3rd February

- Students attend school Tuesday, Thursday & Friday from 9:00 - 1:30pm
- No school on Wednesday 1st Feb

### Monday 6th - Friday 24th February

- Students attend school from 9:00 - 3:30pm (except Wednesdays)
- Prep students do not attend school on Wednesday 1st, 8th, 15th or 22nd February. During some of these Wednesdays, we will be inviting parents to bring students to school at appointed times to undertake some initial assessment activities.

### From Monday 27th February

- Students attend school full time every day

