



# Prep Handbook 2022



**St Clare's Catholic Primary School**

**Thomastown West**

# St Clare's Commitment to Child Safety

*God knows us. God loves us. God wants us to be safe.*

St Clare's Catholic Primary School is committed to creating an environment where the safety, wellbeing, and participation of all children within our care is paramount.

We aim to provide a child-safe and child-friendly environment where children and young people are safe and feel safe and their voices are heard about decisions that affect their lives. There is particular attention paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person at St Clare's has a responsibility to ensure that the wellbeing and safety of all children and young people is at the forefront of all we do and every decision we make.



### Mission

**St Clare's Primary School** is committed to the provision of quality Catholic Education in Thomastown West. We call on the Spirit of Clare of Assisi to guide and inspire us in serving our community and carrying out our mission. We are joyful people who reflect the light and love of Christ in today's world. We value and foster hope, respect, compassion, justice and courage.



### Vision

**We aspire to:**

- **Celebrate** our relationship with God and the traditions of our Catholic school while remaining inclusive of other faiths and work together to participate in acts of social justice.
- Build a nurturing, supportive and **caring** community, which empowers students to be valued and successful individuals in our ever-changing world.
- Provide an engaging and **challenging** environment where students develop the characteristics to become effective, lifelong learners.
- Provide an inclusive, welcoming and outward facing community that fosters positive partnerships which empower all stakeholders to **connect** and engage in learning.
- Create a culture of trust where all members work **collaboratively** to optimise student learning.

Principal: Mr Daniel Barr  
Deputy Principal: Ms Elysia O'Neill  
Administration: Mrs Kathryn Zammit  
Mrs Vanessa Winchester

Telephone: 9465 8535

Address: 3 Harbard Street, Thomsatown Vic 3074  
Email: [principal@stclaresthomastown.catholic.edu.au](mailto:principal@stclaresthomastown.catholic.edu.au)  
Website: [www.stclaresthomastown.catholic.edu.au](http://www.stclaresthomastown.catholic.edu.au)

## TERM DATES 2022

<b>Term 1</b>	Monday 31 <sup>st</sup> January – Friday 8 <sup>th</sup> April
<b>Term 2</b>	Monday 26 <sup>th</sup> April – Friday 24 <sup>th</sup> June
<b>Term 3</b>	Monday 11 <sup>th</sup> July – Friday 16 <sup>th</sup> September
<b>Term 4</b>	Monday 3 <sup>rd</sup> October – Friday 16 <sup>th</sup> December

## STARTING TIMES FOR PREPS

<b>Orientation Days</b>	<b>Monday 31<sup>st</sup> January</b>	9.00 – 11.00 or 12.00 – 2.00
	<b>Tuesday 1<sup>st</sup> February</b>	9.00 – 11.00 or 12.00 – 2.00
<b>WEEK 1:</b>	<b>Wednesday 2<sup>nd</sup> February</b>	<b>No school for Preps</b>
	Thursday 3 <sup>rd</sup> February	8.45 – 1.00
	Friday 4 <sup>th</sup> February	8.45 – 1.00
<b>WEEK 2:</b>	Monday 7 <sup>th</sup> February	8.45 – 1.00
	Tuesday 8 <sup>th</sup> February	8.45 – 1.00
	<b>Wednesday 9<sup>th</sup> February</b>	<b>No school for Preps</b>
	Thursday 10 <sup>th</sup> February	8.45 – 1.00
	Friday 11 <sup>th</sup> February	8.45 – 1.00
<b>WEEK 3:</b>	Monday 14 <sup>th</sup> February	8.45 – 3.30
	Tuesday 15 <sup>th</sup> February	8.45 – 3.30
	<b>Wednesday 16<sup>th</sup> February</b>	<b>No school for Preps</b>
	Thursday 17 <sup>th</sup> February	8.45 – 3.30
	Friday 18 <sup>th</sup> February	8.45 – 3.30
<b>WEEK 4:</b>	<b>Monday 21<sup>st</sup> February</b>	
	<b>Preps attend full time: 8.45 – 3.30 every day</b>	

## DAILY TIMETABLE

Our timetable is designed to help children learn well at school. You can help by making sure that your children arrive at school well rested and having had breakfast. Snacks and lunches should contain foods that allow children to concentrate well for all learning sessions. We allow children to eat 'brain food', a fruit / vegetable snack at 10.00am and 12.30 pm during their class time. **This is introduced in Prep in Term 2.**



### MORNING SESSION

8.45 to 9.00

Roll and Morning Prayer

9.00 to 11.00

Session 1

### LUNCH

11.00 to 12.00

Lunchtime

12.00 to 2.00

Session 2

### RECESS

2.00 to 2.30

Recess

### AFTERNOON SESSION

2.30 to 3.30

Session 3



## HELPING YOUR CHILD SETTLE INTO SCHOOL

You can be most helpful in making the move to school a happy time for your child in the following ways:

- Talking about school in a positive manner
- Being on time every day
- Encouraging your child to be independent
- Reading and talking to your child as much as possible
- Encouraging your child to listen to and carry out simple instructions
- Training your child to put things away after use
- Giving your child practice in saying and recognising his/her own name and address and responding when his/her name is called
- Teaching your child to attend to his/her own toilet needs and to adjust clothing
- Teaching your child to recognise his/her own named belongings
- Teaching your child about road safety rules
- Helping your child to eat independently, to sit whilst eating and to clean up his/her own mess on completion
- Making sure that your child is able to take off and put on his/her own coat and jumper, do up zips and buttons and tie up shoelaces
- Showing your child the way to school



## LUNCHES

- Give your child practice with lunch eaten out of a bag or lunch box
- When you prepare your child's lunch, do not pack too much
- A sensible lunch might be - 1 sandwich (2 slices of bread) or a wrap, 1 piece of fruit or a piece of cheese and a drink of water
- Place a small play lunch separately - fruit is suitable
- Clearly mark your child's lunchbox and drink bottle
- Glass bottles are not permitted at school
- All children are encouraged to keep a bottle of water at school
- An online school canteen is available on Wednesdays. Orders must be placed before 9am Wednesday morning. Refer to information attached about canteen app and instructions



SKIP THE CANTEEN LINE WITH  
 **MY SCHOOL CONNECT**  
 OUR SCHOOL TUCKSHOP IS NOW ONLINE!



## BRAIN FOOD

To support our healthy eating and learning '*brain food snack time*' has been introduced into our daily timetable.

- **Brain Food** helps the brain work at its best because a drop in blood sugar interferes with children's learning, concentration and behaviour
- **Brain Food** aids brain function and mental alertness



Children are permitted to eat a fresh fruit or raw vegetable snack during the class time.  
(*This will begin for Preps in Term 2*)

Students will be in class and eat while lessons are still progressing

- Snacks have to be eaten with one hand
- This snack especially helps those children who do not eat a large breakfast
- Students will **also** have food at recess and lunch





## HEALTHY EATING RECOMMENDATIONS

St. Clare's Primary School, Thomastown West

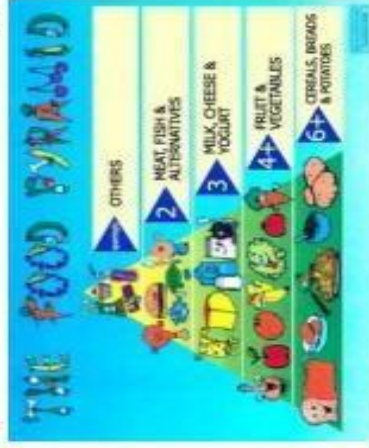
## RECOMMENDED FOOD GUIDE

Guide Developed in association with support from Nutrition Australia

EVERYDAY		SOMETIMES		NOT RECOMMENDED	
<b>Snacks</b>		<b>Snacks</b>		<b>Snacks</b>	
<b>Lunch</b>		<b>Lunch</b>		<b>Lunch</b>	
<b>Drinks</b>		<b>Drinks</b>		<b>Drinks</b>	

## Food Guidelines

Each day choose a variety of foods from the green and yellow lists. These foods come from the five food groups and provide nutrients the body needs.



## A Healthy Lunchbox

FOR A HEALTHY LUNCHBOX  
SOMETHING FROM EACH GROUP 1-6



Reprinted from the Australian Government Department of Health and Ageing, 2007. All rights reserved.



## Understanding Food Labels

**Saturated Fat** - Less than 3g per 100g is best

**Sugars** - Less than 15g per 100g is best.  
Other names for sugar are: dextrose, fructose, glucose, maltose and sucrose.

**Sodium (Salt)** - Less than 400mg per 100g is best

[www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)

## Brain Food

Only raw **FRUIT and VEGETABLES**

Eaten at any time  
during the morning  
and middle block of  
learning.



## Useful websites

<http://www.nutritionaustralia.org>

<http://www.education.vic.gov.au/Documents/school/principals/manage/nt/qafplanpost.pdf>



## EXPECTATIONS FOR CHILDREN ATTENDING ST CLARE'S

- Children are expected to be at school by 8.45am.
- A school gathering is held on Monday mornings at 8.45am. Parents are welcome to stay and join us. Whole school assemblies are held every second Friday in the school hall at 3pm. Sharing of learning, Children's birthdays, "Pupil of the Fortnight" awards and announcements are a regular feature of our assemblies.
- Daily attendance at school ensures that students will not miss out on important learning. Each missed day is associated with progressively lower achievement in numeracy, writing, reading and social development. Please ensure that your child does not miss any days at school unless they are ill. Parents need to notify the school of any absence using the Skoolbag App absence form or by contacting the office on 9465 8535 or Deputy Principal on 0433 990 643 either before or on the morning of the absence.
- Children are required to bring a note to school if they are wearing incorrect school uniform.
- Please notify the school if your child is being picked up by someone other than yourself or if your child is leaving early. If your child needs to be picked up early, please arrange for this to happen during a break time to minimise interruptions to the class.
- Discourage expensive items being brought to school, as the school takes no responsibility.
- Children are required to wear their sports uniform on their nominated Physical Education day. Class teachers will communicate this to you.
- When children are bringing money to school, please place it in a labelled envelope, stating the child's name, class and reason.

### *Children are required to have:*

- an art smock or an old shirt
- **a spare pair of clean underpants and socks**
- a school hat (during Terms 1 & 4)
- These items **MUST ALL** be clearly labelled, and kept in your child's schoolbag
- A box of tissues is to be supplied at the start of each school year.





## UNIFORM

St. Clare's Uniform is available from Academy Uniforms  
238 Wolseley Place Thomastown (off Edgars Rd), Phone No: 9460 8033

BOYS	GIRLS
WINTER	WINTER
Grey School Trousers	School Pinafore
Green Polo - short or long sleeve	Green Pants
School windcheater or Jacket	Green Polo - short or long sleeve
Grey socks	White socks
Black shoes	Black shoes
	School Windcheater or Jacket
SUMMER	SUMMER
Grey shorts / pants	Summer Dress
Green Polo	Green Polo
Black Shoes	Black Shoes
Grey socks	White Socks
School Hat	School hat
	Grey Shorts
	Green Polo
SPORT	SPORT
Green shorts (summer)	Green shorts or netball skirt
House Polo Top	House Polo Top
Green tracksuit (winter)	Green tracksuit
White socks	White socks
Plain coloured runners	Plain coloured runners

Please label all items of children's uniforms clearly with their name.



Winter Uniform



Sports Uniform



Summer Uniform

## HEALTH



Starting school is usually a tiring experience. Be prepared for your child to experience mood changes and fatigue. Ensure they have 10 hours of sleep as well as a healthy diet. If your child has an illness or condition - for example, Asthma, Epilepsy or an Allergy – please tell your child’s teacher. The School also requires a **medical action plan** for these conditions from your family doctor. The teacher should also be told about the effects of any treatment that your child is having, so that allowances can be made both in and out of the classroom.

Teachers are not permitted to administer medication to children in the classroom, nor can medicine of any kind be kept in classrooms. If your child needs to be taking medicine during school time, details, instructions and the medicine must be left with the office staff, who will be responsible for administering and recording medicines taken. A special permission / information slip needs to be completed and returned to the office for this purpose. Please refer to the sample below:

### Medication Form & Permission Slip

This is a permission slip for you to authorise a member of St Clare’s Staff to administer the following medication to your child.

Child’s Name: \_\_\_\_\_ Class: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Medication to be given at \_\_\_\_\_ (time)

Parent’s Name \_\_\_\_\_ Date (start) \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date (finish) \_\_\_\_\_

If your child suffers from asthma and has a management plan, please complete a notification form titled: “School Asthma Action Plan”.

**Your child’s doctor must sign this action plan.**

Similarly, if your child has any other medical conditions or allergies, please complete a notification form titled: “Action Plans for Other Medical Conditions”.

Again, **your child’s doctor must sign this action plan.**

It is vital that the school receives information regarding medical conditions or allergies. Without this information, your child’s safety is at risk, as we will be unsure of the correct procedures to follow in the event of an emergency.

All children in Prep are eligible to receive an examination by the School Medical Nurse who especially focuses on vision and hearing. This is also an opportunity for you to raise any other medical or learning concerns with another professional. This is a free service and permission from you will be required for this to take place.



## SAFETY AND SECURITY

School begins each day at 8.45am. The school gates at the main entrance are opened at 8.30am and a teacher will supervise the area in the courtyard. These gates are locked at 9.00 am and the only way into the school between 9.00am and 3.15pm is through the main office entry. Children arriving at school after 9.00am must enter through the office and collect a late pass to hand into their teacher. **Parents will not be permitted to visit classrooms after 9.00am as classes will have commenced and teachers and students should not be disturbed.** Parents wishing to speak to teachers about their child's progress or concerns are welcome to make an appointment to meet with the teacher at a mutually convenient time.

**Kiss and Drop:** We offer a supervised 'Kiss and Drop' zone only for a morning drop off, where cars can drive in through the car park and stop briefly in an allocated zone to drop their child(ren) off. The car will then proceed to exit through the Parish gates. Parents are reminded to drive carefully and slowly.

All outside gates are locked at 3.15pm and will reopen at 3.45pm, so cars are unable to access our carpark during this time. There is adequate parking across in the IGA carpark or surrounding area.

If your child has an accident at school or needs medical attention, we will notify parents/guardians immediately. If parents/guardians are unavailable, the emergency contact will be notified of the child's needs. We will always act accordingly in the best interests of the child.

**It is extremely important that parents' contact details are always up to date. Please remember to notify the school office staff if there are changes to parents' phone numbers, emergency contacts or home address. This can also be done at any time via the Skoolbag App via the Change of Details form.**

For minor incidents where first aid is administered, parents will be notified of any injuries and action taken via an injury notification slip.

Parents that come to school to collect children throughout the school day for attendance at appointments must complete the 'sign out form'.

All visitors entering into our school must also complete the 'Visitor's Form' and wear a visitor's identification badge. A code conduct must also be signed.

The best time to collect children for an appointment is either before or after lunch or recess times, i.e. 11.00 or 12.00 and 2.00 or 2.30.

All parents who join with their children in classroom learning, attend excursions or help in the school in any way, must obtain a **'Working with Children Check.'** Information about applying for this is available from the school office or you can check the Government website: [www.workingwithchildren.gov.au](http://www.workingwithchildren.gov.au). There is no cost for this and the school can help you fill out the form. A code of conduct must also be signed by all volunteers.



## BEHAVIOUR MANAGEMENT

### Positive Behaviour for Learning

At St Clare's Primary School, we have implemented the Positive Behaviour Support system for managing student behaviour. Positive Behaviour for learning (PBL) is a broad range of systemic and individualised strategies for achieving important social and learning outcomes while preventing problem behaviour with all students. (Sugai & Horner, 2001; 2002). PBL's intention is create an environment which encourages effective learning through the development of a positive, calm and welcoming atmosphere.

#### The PBL system:

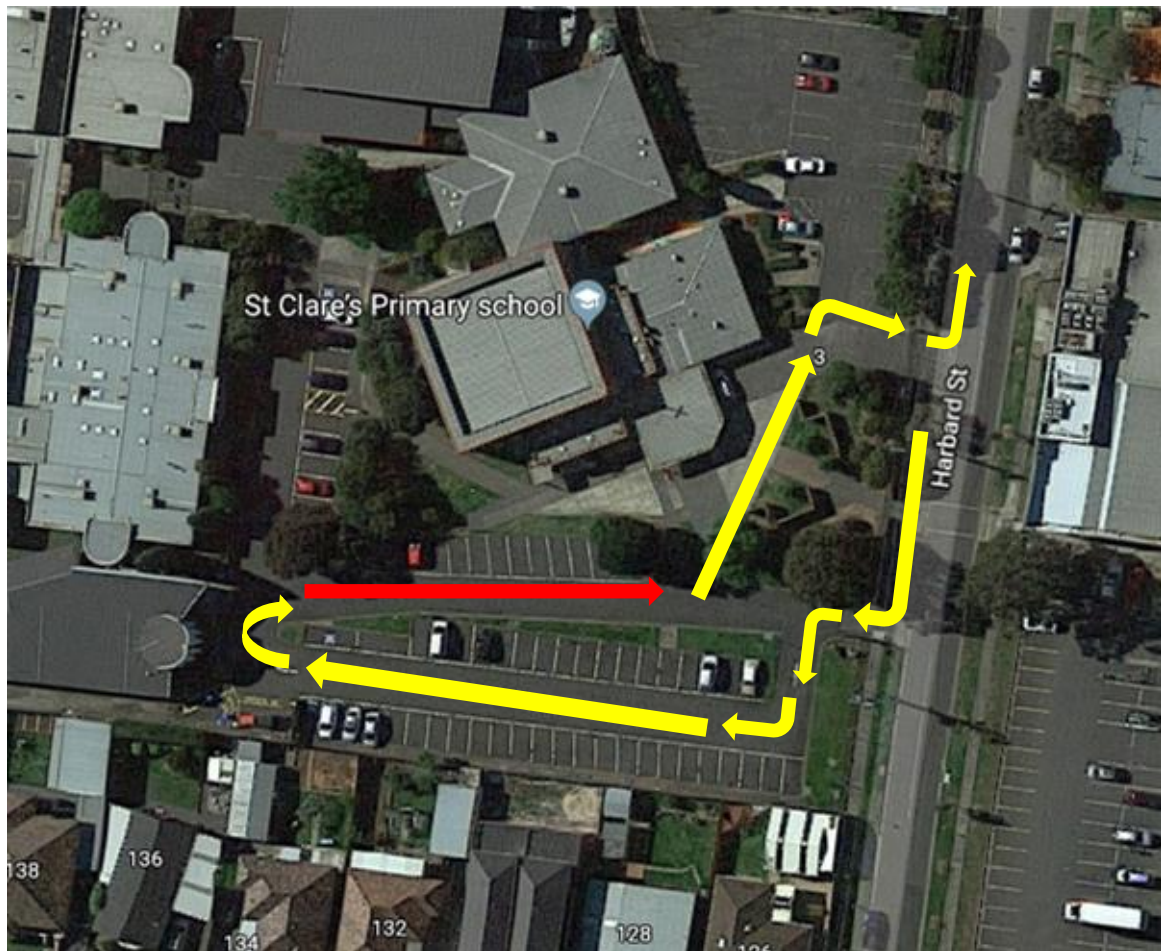
- Has a clear set of positive behavioural expectations for all staff and students
- Involves explicitly teaching desired behaviours across the school
- Positively reinforces expected behaviours
- Focusses on the positives: ratio of 6 positive comments to 1 negative
- Is based on common understandings and shared language across the school
- Redirects undesired behaviours and teaches desired behaviours
- Replaces rules with expectations
- Is supported by regular data collection and analysis

In 2021, St Clare's worked with the community to review our current expectations. Moving forward from 2022 our school expectations are:

#### I am

- A Learner
- Respectful
- Responsible

## KISS AND DROP



## KISS AND DROP INSTRUCTIONS

1. Enter via school carpark gate (via Gladstone St).
  2. Turn left upon entering gate and drive towards the harmony building
  3. drive up to Harmony Building and turn RIGHT (U-turn) to drive back towards the front gate.
  4. Drop your child off at any point along the RED arrow. Have them use the passenger side back door (when possible) for their safety.
  5. Turn LEFT after drop off, driving past the Church entrance (you may be asked to stop for pedestrians).
  6. Exit via the parish carpark gate.
- Kiss and Drop will only operate between 8.30 and 9am.
  - No Parking in school or parish carpark while Kiss and Drop is in operation.
  - No turning into Harbard Street from Main Street.
  - Speed Limit of 10kph

## PARKING IN THE SCHOOL GROUNDS

Cars are **not permitted** to enter or leave the school grounds between **3.15pm and 3.45pm** in the afternoons. Parents are encouraged to park in the car park opposite the school in the IGA carpark or surrounding area.

The “ **NO STANDING ANYTIME**” signs outside the school grounds (Harbard Street) must be observed at all times. Parking officers often patrol this area.



Please also note between the hours of 8am - 9am and 3pm - 4pm, no traffic is allowed to turn into Harbard Street from Main Street. This is to reduce congestion during busy school drop off and pick up times. Cars are only allowed to enter Harbard Street from Gladstone Street during these hours.

For the safety of our community and to avoid fines, please ensure you adhere to these road rules and let any friends or family members who may be picking up your children know about these local council laws.





## SCHOOL CROSSING

The school crossing on Harbard St is the responsibility of the Whittlesea Council who employs a crossing supervisor. Children and adults are encouraged to cross safely at this crossing, at all times. A teacher is also on duty every afternoon between 3.30 and 3.45 pm at the front gate.



## CURRICULUM

As a Catholic school, St Clare's **Religious Education Program** is taught as part of our daily curriculum. It is based upon learning our faith through knowledge and understanding, and expressing this through personal and communal engagement. We explore this through four ways: scripture/story, sign and symbol, action and ritual.

Each day starts with prayer. Liturgy is celebrated regularly in our faith community. At times our school gathers to share our Catholic story during Fellowship. The Liturgical Calendar plays an important part in learning about our faith.

Sacred Stories are delivered through engagement in Sacred Play. Students are invited to respond to the stories, reflect on the spirit within themselves and share a ritual of remembering. This learning is linked to the classroom program and is a very special part of religious learning at our school.



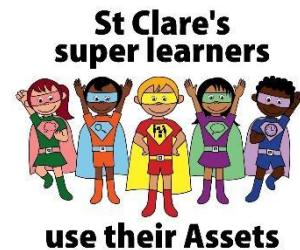
St. Clare's provides high-quality education to all of our students. We are committed to developing self-confidence and a lifelong love of learning in students. Our teaching and learning programs are enhanced by a committed and caring staff.

Our teaching practices reflect current research around how students learn best. We know all children are different. Therefore, we know that children cannot all be taught in the same way at the same time. At St Clare's we use assessment practices that help us ascertain what students know so that we can spend our teaching time teaching students what they need to know next on their individual learning paths.

Staff have been exploring the work of John Hattie, who has analysed countless research papers and developed a list of the best educational practices. This learning is ongoing as we continue to learn what works best for all of our students.

We strive to instil in all our students learning characteristics that will set them up to be successful lifelong learners. These characteristics, known as our learning assets, are explored from Prep to Year 6, when students learn how to be super learners and apply these assets across all areas of the curriculum. These assets are:

- Thinking
- Investigating
- Collaborating
- Communicating and
- Self Managing



### Investigation Learning: Prep - Year 2

St Clare's participate in the Investigation Learning in Year Prep to Year 2 which focuses on student engagement in investigation experiences set up in and outside the classroom. These are largely based on students' interests. Students explore the materials and stimuli in the various Investigation centres under the direction and guidance of the teacher.

During 'investigation' time students are constantly engaged in oral language activities, practise reading and writing skills, work cooperatively with each other and independently to problem solve and design.

Learning Intentions are addressed at the start of the day. These Intentions cover English, Maths, developmental and interpersonal skills, amongst others. These intentions are then explored further throughout the rest of the day in Literacy and Maths lessons.

### Inquiry: Years 3-6

In the **Middle and Senior years**, the emphasis is on exploring big picture concepts about the world through inquiry learning. Students are led through rich learning activities that help them gain deeper understandings about important global and local concepts. These activities then lead to students taking this learning further and exploring aspects of these concepts independently.

Middle and Senior students also have the opportunity to follow their own passions during regular WeTime and iTime. During this time, students have the freedom to pursue individual passions and interests while learning valuable skills such as research, organisation and communication skills.

Goal setting is an increasingly important part of school life at St Clare's. From Prep, during investigations, students begin identifying what they will be working on during their investigation sessions. This may be improving their handwriting at the writing area or working on sharing resources in the Collage area.







By the time students reach the Senior school, they are able to articulate their strengths and challenges accurately. They use assessment pieces in Literacy and Maths to identify their own goals. Students are then grouped and taught accordingly. These groups change as required.

Specialist subjects include: The Arts, Physical Education, Digital Technologies, Music, Science, Technology, Engineering, Maths (STEM) and Italian. All Curriculum areas are planned in line with the *Victorian Curriculum* as determined by the Department of Education.

## WELLBEING

Social Emotional Learning (SEL) is a major component of Wellbeing lessons. There is a focus on self-management, self-awareness, social awareness, relationship skills and responsible decision making. The Zones of Regulation curriculum, designed to foster self regulation and emotional control, is also taught across the school.

## SPORT HOUSES

At St Clare's we have four coloured sports teams; Red, Blue, Purple and Yellow. All students are allocated a team. School activities and events are organised where students represent their sports colour.

## FAMILY ENGAGEMENT & PARTNERSHIPS

Children learn best when parents and teachers work together. At St. Clare's we highly value the role you play as first educators of your children. There are many ways that you can support your child's learning and build a positive learning relationship with your child and the school.

**Some of the ways you can support your child's learning at home and at school include:**

- Reading with your child
- Playing with your child
- Talking with your child about their day at school
- Engaging in regular conversations with your child's teacher
- Keeping up to date with the SeeSaw learning app which is used to share children's learning through videos and photos in 'real time'.
- Keeping up to date with newsletters and the school app Skoolbag
- Attending learning conversations
- Attending Parent Information Sessions and Family Engagement in Learning opportunities.
- Ensuring your child has had a healthy breakfast
- Arriving at school on time (by 8:45am)

Workshops, expos and information sessions will be held to show you how your children learn. Check the newsletter for dates throughout the year:

## BEING INVOLVED IN THE SCHOOL COMMUNITY

Some of the other ways you can be involved in the community of St. Clare's include:

- Supporting teachers
- Being part of school learning experiences, e.g. attend excursions, expos, community events
- Sharing your talents with the wider school community, e.g. cooking, knitting, dance
- Supporting your child with home learning
- Attending assemblies
- Fundraising
- Being involved in 'Parent Action Team (PAT)
- Being a member of the School Advisory Board
- Supporting school special events
- Supporting school expectations / policies
- Engaging in your child's learning at home
- Attending community conversations
- Completing feedback surveys

## OUTSIDE SCHOOL HOURS CARE PROGRAM

A before and after school program operates in the school in the mornings 7.00 – 8.30am and after school 3.30 – 6.00pm. The program is run by Extend and is held in the school hall. Information about registering your child for the program is available from the school office. Enrolment for the program is online at [extend.com.au](http://extend.com.au)



Extend also run a **School Holiday Program** during term breaks. Information and enrolment applications for the holiday program are available from the Extend website: [extend.com.au](http://extend.com.au)

## EXCURSIONS / INCURSIONS

Excursions/ Incursions form a part of the curriculum and are always related to units of study. Costs for excursions are generally covered in school levies and include transport and entrance fees. Incursions are learning experiences that take place on the school premises, but are run by an outside provider. Parents will be invited to attend, and share these valuable learning experiences with their children. Any parent who wishes to participate must have a current **Working with Children Check**.





Teachers use Seesaw to share your child's learning with you. This is often in real time. You will be able to see your child's work samples, videos of them working on their goals and images of them learning. You will also receive classroom reminders and notices.

You will receive an individual log in at the beginning of each year so you can choose who has access to your child's journal.



St Clare's uses the Skoolbag App to share our weekly newsletters and other whole school reminders, important dates and information.

You can sign up today to begin receiving notifications. Parents can also select to only receive information pertinent to particular year levels.

**We welcome your feedback!**

If, at any time during the course of your time here at St Clare's, you have questions, please don't hesitate to contact us by phone, email or in person.

**For further information, visit our school website**

[www.stclaresthomastown.catholic.edu.au](http://www.stclaresthomastown.catholic.edu.au)





We acknowledge the traditional custodians of the land in which we work and live, and recognise their continuing connection to land, water and community. We pay our respect to Elders past, present and emerging.

