<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s letter</td>
<td>2</td>
</tr>
<tr>
<td>Vision Statement</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>Governance</td>
<td>5</td>
</tr>
<tr>
<td>2017 Term Dates</td>
<td>6</td>
</tr>
<tr>
<td>School Fee Structure</td>
<td>7</td>
</tr>
<tr>
<td>Educational Programs</td>
<td>8-13</td>
</tr>
<tr>
<td>Extra-Curricular</td>
<td>13</td>
</tr>
<tr>
<td>School Policies, Procedures and Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Access to School</td>
<td>14-15</td>
</tr>
<tr>
<td>Parental Participation</td>
<td>15</td>
</tr>
<tr>
<td>Staff Professional Development</td>
<td>16</td>
</tr>
<tr>
<td>Student Wellbeing</td>
<td>16-17</td>
</tr>
<tr>
<td>Enrolments</td>
<td>18</td>
</tr>
<tr>
<td>Before and After School Care</td>
<td>19</td>
</tr>
<tr>
<td>School Schedule</td>
<td>19-20</td>
</tr>
<tr>
<td>Communication</td>
<td>21</td>
</tr>
<tr>
<td>Dress Code</td>
<td>22</td>
</tr>
<tr>
<td>Uniform</td>
<td>23-24</td>
</tr>
<tr>
<td>Safety of Children</td>
<td>24-25</td>
</tr>
<tr>
<td>Health</td>
<td>25-27</td>
</tr>
<tr>
<td>Pupil Records</td>
<td>28-29</td>
</tr>
<tr>
<td>Statement of Commitment to Child Safety</td>
<td>43</td>
</tr>
</tbody>
</table>

| Appendix 1  | Carpark Rules – Kees Road              | 30  |
| Appendix 2  | Carpark Rules – Gebbies Road           | 31  |
| Appendix 3  | Carpark Rules – Carline                | 32  |
| Appendix 4  | School Advisory Board Guidelines       | 33  |
| Appendix 5  | Parents and Friends Charter            | 39  |
| Appendix 6  | Safeguarding Children and Young people – Code of Conduct | 40  |
Dear Parents / Caregivers,

Our children are one of the greatest gifts that God has blessed us with. Parents have many aspirations for their children and spend their lives providing a range of opportunities for them. Choosing a school is one of the significant decisions you can make for your child. For some, the search for the ‘perfect school’ for your child can be a difficult one and for others it is an easy one. It is important before choosing a school to ensure you understand how it operates. No school will cater for your every need but it is important that it does address the most significant needs of your child.

St Anthony’s is a Parish Primary School. Our school is located in Lara and was built through the hard work of our Parishioners on its present site over 30 years ago. While it was initially a small rural school the changing face of Lara means that it has grown significantly. Our school takes its place in our Parish community as we draw life from it but also actively contribute. At St Anthony’s we are committed to living out our faith. We draw our inspiration from St Anthony who said, ‘Actions speak louder than words. Let your words teach and your actions speak.’ We have a strong commitment to child safety and ensure each of our students receives the care each child of God deserves.

Our school is committed to developing the conditions and supports that allow our students to drive their own learning as they let their light shine. We encourage independent and critical thinkers who are able to problem solve in a range of situations. We draw on the Victorian curriculum to ensure our students receive the curriculum they are entitled to receive. We encourage our students in all areas. Pope Francis stated in his address to Italian teachers on May 10th 2014. ‘The mission of schools is to develop a sense of truth, of what is good and beautiful. And this occurs through a rich path made up of many ingredients. This is why there are so many subjects — because development is the results of different elements that act together and stimulate intelligence, knowledge, the emotions, the body, and so on….True education enables us to love life and opens us to the fullness of life’ At St Anthony’s we educate children in all aspects of their being. Students develop a sense of their own identity and how they fit into our local and global communities. We actively encourage leadership and teach children ways they can stand up for their beliefs in a positive way. We celebrate our own and other’s successes.

Our staff are a group of highly committed professionals who always place the student at the centre of every decision. Our parents contribute significantly to school life in a range of ways. Communication between staff and parents are of the utmost importance to us as we view ourselves as in partnership with each other.

If you feel you would like to hear more about our school please free to contact us.

God’s peace be with you

Rachel Smith
VISION STATEMENT

St. Anthony’s is a Catholic faith community, Which inspires and Celebrates a love of learning.
Mission Statement

Inspired by the spirit of St Anthony of Padua, teacher and light of the Church, we are a learning community where culture, faith and life are interwoven.

At St Anthony’s:

We inspire students to be faith filled people who hear the Word of God and respond with authenticity.

We encourage students to be critical thinkers about faith and life. They are able to express their views in respectful ways in an environment which values and encourages the voice of the young.

We challenge students to collaborate and accept responsibility for their own learning and the learning of others. They demonstrate resilience in all facets of their learning.

We inspire our students to become authentic leaders. They will have an understanding of their place in both our local and global community and endeavour to make a positive difference in the world.

We commit ourselves to personalise learning where targeted and explicit teaching is a key component.

We create a faith community where families, staff, children and parishioners feel a sense of inclusion, belonging and connectedness. We demonstrate compassion to those in need and in particular our most vulnerable.

We build a community where children feel safe and secure and value diversity.

We live out our mission on a daily basis as our students develop the knowledge, skills and dispositions to live whole heartedly in the world as faith filled people.
GOVERNANCE

THE PARISH PRIEST
The Parish Priest is the Canonical Authority and administrator of the school. He has the ultimate responsibility for the management and pastoral care in the school.

As leader of the Parish community the Parish Priest has the responsibility of ensuring that the school offers a religious education program that reflects Diocesan guidelines and policies. He also ensures that a proper educational environment is established at the school.

In his role as Spiritual leader in the Parish and in our school, the Parish Priest contributes to the life of the school by his leadership and guidance in prayer, liturgy and sacramental celebrations.

THE SCHOOL PRINCIPAL
The Principal of a Catholic school has the duty and privilege of promoting the Catholic ethos within the school community.

The Principal has the responsibility of administering the parish school within the framework of diocesan and parish policy, government regulation and community expectations. The Principal's role is to implement the efficient running of the school and to ensure for an effective education program is provided for the children.

THE SCHOOL ADVISORY BOARD
The St. Anthony's School Advisory Board is a vital part of the school's operation. Through the Board, parents and staff work together to share ideas and to provide for the school's needs.

Nominations for the School Board are accepted, prior to the Board AGM in December.

School Boards in Catholic Schools are Advisory Bodies. All decision making lies with the Parish Priest. This is usually delegated to the Principal.

Parents are notified about the Board activities through the School Newsletter and the Board Newsletter.

PARENTS AND FRIENDS
All parents are welcome to be part of the Parents and Friends. The Parents and Friends play a valuable role in the school, in terms of fundraising and building community (see Appendix 4).

Notification of meeting dates for the School Board and the Parents and Friends are communicated through the school newsletter.
2017 Term Dates

Term 1
30th January – 31st March

Term 2
18th April – 30th June

Term 3
17th July – 22nd September

Term 4
9th October – 22nd December

Schedule of Commencement 2017

On either Tuesday 31st January or Wednesday 1st February 2017 small groups of Preps will participate in a one 2 hour session with their class teacher (appointment times for these days will be sent out at a later date)

On either Tuesday 31st January or 1st February Year 1 – 6 students will be allocated a testing time with their 2017 teacher.

Thursday 2nd and Friday 3rd February Prep students will be given a time to come into school for one-to-one testing.

All Prep children will commence school on Monday 6th February 2017.

Week commencing Monday 6th of February 2017.

Prep children will attend school Mondays, Tuesdays, Thursdays and Friday’s school hours which are 8.55am-3.30pm. Preps do not attend on the 8th, 15th, and 22nd February but your child will be allocated a 30 minute session on one of these Wednesdays throughout the remainder of February and you will be notified accordingly.

Years 1-6 children commence school on Thursday 2nd February 2017.
Schedule of Fees/Levies for 2017

<table>
<thead>
<tr>
<th></th>
<th>One Child family</th>
<th>Two Child family</th>
<th>Three Child family</th>
<th>Four Child family</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Fees</strong>&lt;br&gt;(Annual Fee)</td>
<td>$940.00</td>
<td>$1070.00</td>
<td>$1200.00</td>
<td>$1330.00</td>
</tr>
<tr>
<td><strong>Curriculum Levy</strong></td>
<td>$210.00</td>
<td>$420.00</td>
<td>$630.00</td>
<td>$840.00</td>
</tr>
<tr>
<td><strong>Excursion Levy</strong></td>
<td>$140.00</td>
<td>$280.00</td>
<td>$420.00</td>
<td>$560.00</td>
</tr>
</tbody>
</table>

Camps Costs (Additional fee) will be added to your fee statement at the commencement of 2017

<table>
<thead>
<tr>
<th>Year 3 (per child)</th>
<th>Year 4 (per child)</th>
<th>Year 5 (per child)</th>
<th>Year 6 (per child)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$120.00</td>
<td>$140.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Please note in 2017

- Curriculum and Excursion levies are to be paid strictly by the end of Term 1 2017.
- Camp Levies are to be paid strictly two weeks prior to the Camp date.
- Annual School Fees are to be paid strictly by the end of Term 3 2017.

Payment Methods

- Cash or cheque at the school office.
- Eftpos at the school office/manual payments are accepted by telephone.
- Direct Debit (Forms are available from the school office)
- Direct credit to St. Anthony’s General Account, using the following

BSB: 083 347  
ACCOUNT NO: 813699146

Please use your family’s unique six digit account number situated top right hand corner of your statement under the date as your reference.

School Fees: are charged per family per annum. Fees are reviewed by the School Board each year in line with CPI increases and other anticipated costs. The money raised through school fees goes towards capital costs and maintenance of buildings and grounds, as well as services and capital expenses related to the curriculum delivery.

Curriculum Levy: is payable per child. This levy meets the costs of the day to day consumable requisites for the year, including reading materials, sports equipment, art supplies and all classroom requirements for the school year.

Excursion Levy: is payable per child. This levy covers the costs of all whole school and year level excursions and incursions. Please take note there may be occasional extra-curricular activities that may incur additional costs.
EDUCATIONAL PROGRAMS

GENERAL CURRICULUM
St Anthony’s is committed to providing an educationally sound curriculum in all areas. This involves ensuring students have the literacy and numeracy skills required for the modern world. Children will have a wide range of opportunities to develop their skills and understandings as they will have opportunities to become independent and engaged learners who are able to collaborate with a wide range of people in their work.

We endeavour to provide a personalised program for each child. Intervention programs for children most at risk include Reading Recovery, Maths Intervention and LNSLN program.

LITERACY
Literacy is an integral part of how we communicate with others every day. At St Anthony’s Catholic Primary School we aim to provide all students with the opportunity to write with purpose, read for meaning and develop skills for speaking and listening. This is not only important for communication but also for their learning. We use explicit foci to target student’s individual needs, catering for children of all abilities. Priority is also given to important skills such as spelling, grammar and punctuation. Our Literacy programme uses contemporary teaching and learning practices that prepare students to be lifelong learners.

At St Anthony's Catholic Primary School we aim:

- to develop each child's competence, confidence and enjoyment in speaking and listening in order to communicate effectively with others.

- to develop each child's ability to read, understand and respond to all text types.

- to develop children’s interest and pleasure in reading, so that they can read independently, understand the meaning and express preferences about their reading.

- to ensure that children read with fluency, accuracy and understanding across a range of texts, both fiction and nonfiction.

- to develop the student’s ability to construct and convey meaning in a variety of written genres.

- to develop pupils’ understanding that writing is essential to thinking and learning across all curriculum areas

- to enjoy writing and to see the value of it.
We teach children in small groups and in response to their needs. Teaching is focused and explicit. Children also have independent tasks to practise and consolidate their learning. Writing, reading, speaking and listening skills are then practised across a range of curriculum areas to enhance learning. We teach our children to read and then use reading to learn.

At St Anthony’s we teach according to the Victorian Curriculum. The Victorian Curriculum [http://www.vcaa.vic.edu.au/Pages/index.aspx](http://www.vcaa.vic.edu.au/Pages/index.aspx) outlines what is essential for all Australian students to learn during their time at school from Prep to Year 10. They provide a set of common standards which schools use to plan student learning programs, assess student progress and report to parents.

**MATHEMATICS**

Mathematics plays a pivotal role in many aspects of our daily life. At St. Anthony’s Catholic Primary School the curriculum focuses on developing mathematical understanding, fluency, logical reasoning, analytical thought and problem-solving skills. These capabilities enable students to respond to familiar and unfamiliar situations by employing mathematical strategies to make informed decisions and solve problems efficiently. We use explicit foci to target student’s individual needs, catering for children of all abilities. While our Mathematics programme does include some ROTE learning it mainly uses contemporary teaching and learning practices that encourage students to become self-motivated, confident learners through inquiry, and active participation in challenging and engaging experiences that ensures all students learn essential numeracy skills that they need in their personal, work and civic life.

**At St Anthony’s Catholic Primary School we aim:**

- to develop each child’s confidence in their ability to learn mathematics.

- to provide a personalised and differentiated curriculum to cater for individual learning needs, abilities and interests.

- for each child to develop an understanding of mathematical concepts and be able to pose and solve mathematical problems.

- to create meaningful and integrated contexts for mathematical learning such as family, world and global connections and to enable students to recognise connections between the areas of mathematics and other disciplines.

- to provide opportunities for students to collaborate with each other and to articulate their mathematical strategies, learning and reflections, and to critically reflect on their mathematical processes and decision making.
• to encourage students to take ownership of and manage their own learning with explicit goals developed with students.

• to use technology appropriately and effectively to support the learning of Mathematics.

We teach students in small groups and in response to their needs. Teaching is focused and explicit. Children also have independent tasks to practise and consolidate their learning. Mathematic concepts are practised across a range of curriculum areas to enhance learning.

At St Anthony’s we teach according to the Victorian Curriculum. The Australian Curriculum [http://www.vcaa.vic.edu.au/Pages/index.aspx](http://www.vcaa.vic.edu.au/Pages/index.aspx) outlines what is essential for all Australian students to learn during their time at school from Prep to Year 10. They provide a set of common standards which schools use to plan student learning programs, assess student progress and report to parents.

**FAITH / LIFE EDUCATION**

At St Anthony’s we use the inquiry process from Years Prep-6 to engage students in Faith / Life Education. The inquiry process provides a meaningful context for children to learn concepts and skills. We immerse students in a new topic through excursion and incursions and ensure learning is fun and enjoyable. Each level carefully plans these experiences to ensure students are engaged and thinking deeply about their thinking to create ‘wonderings’ they can investigate throughout the unit. Units are based on the content from the Victorian curriculum and the Religious Education curriculum. Students are encouraged to explore and discover together and on their own which also allows students to extend what they are learning, experiment, take risks and practice new skills. Inquiry based learning provides opportunities for collaborative learning with teachers and peers and develops a sense of ownership for their learning. Children learn about faith in relation to the world around them and vice versa.

**STUDENT INITIATED INQUIRY**

Student initiated inquiry stimulates a love of learning in each and every student. It gives students the necessary skills to live positively in a rapidly developing world. It promotes independence, problem solving and creativity as students grapple with the challenges and rewards of learning experiences that are relevant and important to them. Student initiated inquiry engages each individual academically, emotionally and socially. It helps to uncover the genius in each of us as we become the person God called us to be.

Student initiated inquiry equips students with the skills and dispositions that are essential for future learning. It creates a balance between the development of skills and acquisition of knowledge within the curriculum. Students are empowered to choose an engaging topic and are encouraged to challenge themselves to create a new learning, while managing their own
social and emotional behaviour. This occurs within a safe and supportive learning environment that gives the students opportunities to create, explore, collaborate and solve problems.

Students have the opportunity to participate in this process at St Anthony’s. In Prep-1 classes this is through Masterclass. Children have the opportunity to explore a wide range of concepts through structured play. From 2017 students from Years 2-6 students will participate in this process through Discovery Time. Children have the opportunity to develop their understandings of concepts through hands on experiences at their interest level. In both approaches students have opportunities to discuss both beforehand and after the play experience the dispositions they will develop. They have opportunities to reflect and articulate their learning.

**SPECIALIST SUBJECTS**

**LOTE-ITALIAN**
Students from Year 4 to Year 6 participate in an Italian Program. The program aims to introduce concepts about learning another language, and about another culture.

**ART**
Students participate in a Visual Arts Program. Creative work is usually ongoing and the focus is on creating, making, exploring, rather than a completed item.

**PERFORMING ARTS**
All students participate in a Performing Arts Program. Activities are based on performing and practising, singing, music and drama.

**PHYSICAL EDUCATION**
All students participate in a Physical Education Program in activities that are based on performing and practising basic motor skills and movement patterns. They are also actively involved in activities that require them to use their development of athletic skills.

**SPORTS**
Through the year, children participate in a range of sporting activities which include Whole School Cross Country, Whole School Swimming Sports and Whole School Athletics Day. The main focus of our sports program is co-operation and personal enjoyment rather than competition.

**INFORMATION TECHNOLOGY**
At St Anthony’s we encourage our children to explore the world around them. Technology, in the hands of active and creative thinkers can be a way to enhance learning for all students. In 2017 we will run specialist ICT classes as we help children to develop the necessary skills and knowledge.
Technology at St Anthony’s also plays an important role in the delivery of learning and teaching. Each classroom is equipped with a range of resources, such as Interactive Smart Boards, Apple TV's, iPad's, digital cameras, Apple iMac computers, Apple MacBook and Chrome books. The implementation of a variety of ICT devices across the school is an effective learning tool as it exposes our students to a range of media. Our technology is incorporated in our contemporary learning spaces which enable the students to be able access and choose the appropriate equipment to investigate, design and publish their work.

LIBRARY

St Anthony’s has a school library that children are encouraged to use. Books are loaned for a period of one week. Parents are asked to encourage children to read, to care for the books borrowed and to return books promptly. Each child is required to have a library bag (cloth preferred, measuring approximately 30cm x 40cm). Please note that if your child is not bringing home a library book or take home readers on a regular basis, it is worth contacting your child’s teacher.

EDUCATION IN FAITH

‘Actions speak louder than words’ St Anthony of Padua

At St Anthony’s, we work in partnership with parents, parish and community to develop a sense of truth, what is good and beautiful. We respect the freedom of students with regard to individual stages of development, cultural diversity and religious belief.

At St. Anthony’s Catholic Primary School we aim to:

To experience the hope expressed through the Catholic Tradition.
To provide a Religious Education Program that is connected to real life and provides knowledge about Christian traditions

- To nurture the children’s faith through the life of the school community, prayer, liturgy and the Religious Education Program and to challenge students to develop a deeper understanding of their own personal faith commitment.
- To support families in the faith education of children at St. Anthony’s, and to encourage families to share in the life of the Parish.

We teach our Religious Education through or Faith / Life units. As well as formal lessons, the program is supported by liturgical celebrations, bi-weekly whole school meditation, prayers and activities at school assemblies, special events and class prayers. Signs and symbols are clearly displayed throughout the school to enhance our Catholic Identity.
St. Anthony’s Sacramental Program is implemented within our P-6 Religious Education program. Formal celebration of the Sacraments of Reconciliation, Eucharist and Confirmation follow the guidelines of the Archdiocese and are introduced as follows:

- Reconciliation: Year 3
- Eucharist: Year 4
- Confirmation: Year 6

School liturgies, such as the celebration of the Eucharist or Para liturgies are celebrated in St. Anthony’s Church, Mackillop Hall or in classrooms. Involvement of students, parents, staff and parishioners is encouraged. There are also rostered times for every class to attend the Wednesday Parish Mass and facilitate Prayer Assembly on Fridays. Opportunity is provided for the development of both formal and informal prayer. St Anthony’s is committed to providing students opportunities for Christian meditation twice a week.

**EXTRA CURRICULAR ACTIVITIES**

**EXCURSIONS / INCURSIONS**
During the year, excursions / incursions are arranged in order to extend and enrich the children’s learning experience. All children are encouraged to participate in the school’s programs. Details of excursions are supplied prior to the activities.

**SCHOOL CAMP**
Children from Prep onwards are exposed to a camp experience. For Prep children this involves staying after school for a few hours and in Year Six this involves going away for a few nights. Children generally have their first overnight camp experience in Year Two. Camp experiences are NOT compulsory.

**WATER FAMILIARISATION AND SAFETY PROGRAM**
The focus of our program is water familiarisation, water confidence and safety. Students in years Prep to Year Four participate in an annual program.

**OXYGEN MUSIC TUITION**
Oxygen Music are our external provider of music lessons. Children have the option to learn to play a musical instrument. Enrolment forms for 2017 are currently available from the school office.

**LUNCH TIME CLUBS**
Lunch time clubs in 2016 included Sustainability, Social Justice, Liturgy Group, Student Action team, Chess Club, Student Welfare, Multi Media Club, Choir, Sports Clinics and Gardening Club.
OTHER ACTIVITIES
Other extra-curricular activities include but are not restricted to, Sporting events, Maths Competition, Italian Poetry Competition, and Choir.

SCHOOL POLICIES, PROCEDURES AND REQUIREMENTS
The following policies and procedures assist towards the smooth running of the school, and towards the fulfilment of requirements of schools as set by the Catholic Education Office, the Victorian Registration and Qualifications Authority and various Government Acts.

Parents are asked to be familiar with the school requirements and expectations and to support the school by adhering to these. If you have any concerns about any issues related to the school, you are invited to discuss these with the Principal.

ACCESS TO THE SCHOOL
USE OF THE CAR PARK
For the safety of the children, and for the convenience of car park users, parents are asked to observe car park rules.

If parents are in too much of a hurry to observe protocols, it is suggested that they use the streets for parking, and walk to the school to collect children.

At all times, parents are asked to leave their cars to collect children at the gate (Kees Rd), or from the path. (Church car park) Children are not to be called to a car by waiting drivers, as this could result in a serious accident.

Car park rules are published in the school Newsletter, they are also on display on the community notice board and available at the school office. A copy of the Car Park Rules on appendix 1 & 2.

If parents experience problems in the car parks, please feel free to alert the Principal, and a reminder will be placed in the Newsletter.

In 2016 we successfully introduced car line. This involves parents picking their children up from and adult supervised specific pick up point in the back car park. Parents do not need to leave their cars to pick up their children. Car line operates from 3.25 – 3.45pm

VISITORS TO THE SCHOOL
If there is a person/ persons in the school or school grounds that has not a legitimate reason to be there, and is not authorised to be in the school, then that person/persons can be asked to leave by the authority in the school.

Similarly, if a person/persons that normally has a legitimate purpose to visit the school is causing discomfort or disruption to the staff, students or visitors to the school, then that person can be asked to leave the school by the authority in the school.
All visitors to the school during school hours are asked to sign in and out at the school office, via our V-pass electronic system. This is a safety measure, so that all persons in the school are registered guests, and can be recognised as such. It is also a safety precaution in case of emergency, where all occupants of the school need to be accounted for.

**PARENTAL PARTICIPATION**

**PARENT COURSES / SEMINARS**

Parent Courses are conducted each year. These courses are aimed at developing parent understandings of the learning process. Although primarily aimed at Parent Helpers, the course content covers the learning process in a range of areas the ways in which parents can help their children at home and how they can help in the classroom is also covered.

Parent Seminars are offered on other occasions covering specific topics such as school curriculum, etc. Sometimes these are offered by the school, but we also give information about Parent Seminars offered by Barwon Health, the Catholic Education Office, and other relevant groups.

Parent Sacramental Sessions are offered to parents of students involved in the Sacrament Program.

Parents are encouraged to take up these opportunities, as they can be helpful for gaining knowledge about the curriculum and about your child’s needs and development.

**PARENT HELPERS**

There are many opportunities for parents to become involved with the school. Apart from the items mentioned above, parents can also be involved in assisting with classroom programs and in a range of other ways e.g. sports day, inter-school sports, swimming and excursions. Teachers generally advertise their need for support at the beginning of the school year, and as programs arise.

While parents are able to offer assistance in their child's class they would not generally work with their own child during this time unless negotiated with the Principal. This would only occur in unusual circumstances as one of our goals is to promote your child’s independence.

**PARENT COMMITTEES**

There are a number of parent committees run to help support the school. School Advisory Board (see appendix 3), Parents and Friends Committee (see appendix 4), Parent Curriculum Committee and School Wide Positive Behaviour Committee.

To become a helper in the school adults need to obtain a current Working with Childrens card, sign a Code of Conduct and undertake an emergency management tour.
STAFF PROFESSIONAL DEVELOPMENT

PROFESSIONAL LEARNING TEAM MEETINGS / STAFF MEETINGS
Staff meet every Monday after school to work / plan in teams focused in curriculum learning areas. (e.g. R.E. / LITERACY /MATHS / INQUIRY) Staff meetings are held once a week, after school on Tuesdays.

Teachers are unavailable for meetings with parents on these afternoons.

STAFF PROFESSIONAL LEARNING
It is necessary for staff to keep up to date with professional learning, so that the best programs can be offered to students. Many teachers undertake courses and seminars after school and on weekends, but the value of staff group in-services is readily acknowledged as being beneficial to the school.

Periodically, staffs are involved in Professional Learning days as a staff group. These days are pupil free days, and the school is closed to students. On each occasion, notification will be given to parents at least one month in advance.

There can be an expectation that there will be at least one pupil free day per term, and possibly a two day staff seminar in the year. On these days, parents are asked to make arrangements for the care of their children.

STUDENT WELLBEING
At St Anthony’s, we aspire to build a community that nurtures and supports the development of student wellbeing. The aim of Student Wellbeing is to develop students’ awareness of self and others in learning how to be happy and healthy in all aspects of life.

In achieving this, we first recognise our identity as a Catholic community and use the example of Jesus’ ministry in developing others and our own wellbeing. We apply the values drawn from scripture to develop a culture that is authentically nurturing, compassionate and respectful to all. This ensures that the wellbeing of every community member is able to flourish.

St Anthony’s gains its directions in the teaching and learning of wellbeing from the Victorian Curriculum. These directives are outlined in the area called ‘Personal and Social Capacity’ which includes lessons on working effectively with others, building relationship skills and managing emotions just to name a few. These lessons are taught both formally and informally across the school. Classroom lessons with an explicit focus or more informal teaching during a variety of subjects and outside class activities are also used to teach these important skills. For example, at St Anthony’s, we promote and encourage collaboration between students
when learning and therefore, students and teachers encounter many opportunities to develop personal and social capacity. During Physical Education, students often work in teams to achieve set goals in a range of activities.

One strategy to encourage development in student wellbeing is through the implementation of the School Wide Positive Behaviour Support framework. This framework encourages students to think critically about their behaviour in a range of contexts and to reflect upon appropriate and positive choices.

School Wide Positive Behaviour Support (SWPBS) is a whole-school approach to creating a positive, safe and supportive school climate in which all students, can learn and develop. At a SWPB school teachers, administrators and family members work together to teach and support behavior expectations at school. SWPB is implemented to improve the behavior of all students in all school settings

It is an approach to creating an environment which encourages effective learning through the development of school values and a positive calm and welcoming atmosphere.

Students behave positively when they know what is expected of them, and when they feel safe and know someone believes in them and cares about their learning.

Positive behavior doesn't just happen. Students need to know the expectations and what positive behavior looks like. A proactive whole school system to define, teach and support our school values.

At St Anthony’s the students, staff and parent groups came up with 5 core values that best reflect our school and emphasize the use of preventative teaching and reinforcement based strategies to achieve meaningful engagements and lifelong learners.

**At St Anthony’s we value the core expectations to be –**

**RESILIENCE, COMPASSION, BE OUR BEST, RESPONSIBILITY, and RESPECT.**

St Anthony’s caters for the individual needs of students in regards to personal and social capacities. We run a friendly lunch time group who work together to identify needs and set goals, participating in various activities and discussing social and personal skills.
ENROLMENTS

CATHOLIC SECONDARY SCHOOLS
Access to a place at St Anthony’s does not guarantee a place in a Catholic Secondary School. Secondary schools have their own enrolment procedures.

ELIGIBILITY
Priority of access to the school is given to Catholic students. Under certain conditions, children who are not Catholic children may be accepted into the school.

Reference: St Anthony’s Enrolment Policy – available from the school office.

ENROLMENT OF STUDENTS WITH DISABILITIES AND SPECIFIC LEARNING NEEDS
St Anthony’s does have specific support programs for students with disabilities to specific learning needs.

ENROLMENT PROCEDURES

AGE
Children must turn 5 years of age before the 30th April in the year they are to commence school.

ENROLMENT PROCEDURE TIME LINE
In April of each year is when enrolments for the following year open. Enrolment packs can be obtained from the school. We hold our Open day in May which presents the opportunity for you to come and visit

A “Registration of Interest” form C:\Users\dburton\Desktop\Registration of Interest.docx can be obtained prior to our Open Day.

During June the Principal will meet with families to conduct an informal Interview. This is a chance to talk about your child and answer any questions you may have.

Letters confirming an offer of enrolment will be mailed during the month of July.

On acceptance of enrolment families will need to provide a copy of the child’s;

- Birth Certificate
- Baptism Certificate
- Immunisation History Statement
- Visa Information (if applicable)
- Please provide before the commencement of school
- Other enrolments throughout the year process
- Orientation Information will be sent to families in October.
The school conducts 3 Prep Orientation sessions during November. While children are familiarising themselves with school, information sessions will be held for parents.

In December families will be notified by a letter advising of which Prep class your child will be in.

BEFORE AND AFTER SCHOOL CARE

We now offer to our families an on-site service for Before & After School Care. Our current provider is Extend.

Extend is run by qualified staff, and provide lots of fun activities and also includes a healthy food menu.

In addition to the Before and After School Care, Extend also provide a school holiday program.

Extend is a Registered, Licensed and Approved Child Care provider please feel free to check out their website at http://extend.com.au/

SCHOOL SCHEDULE

ATTENDANCE

Regular attendance is important as it helps academic progress, social adjustment and the development of dependability. It is a legal requirement for parents to ensure regular school attendance for their child.

Children returning after a period of absence need to bring a written note to the class teacher stating the reason for the absence. Parents may use Student Absence Notes that are provided by the school.

CHILDREN LEAVING THE SCHOOL DURING SCHOOL HOURS

When parents wish to remove children from the school, prior to regular dismissal time, a written request will be required from parents. Parents will be requested to sign out their child via our V-Pass electronic registration system. An Early Leave pass will be issued to you and this needs to be given to your child's class teacher. Children will not normally be permitted to leave the school without a parent/responsible adult on a verbal request.

Teachers will only release a child on receipt of an Early Leave Pass that has been endorsed by the principal or administration staff. This is to ensure the safety of all children.

PUNCTUALITY

Children are expected to be punctual for all school activities, as late arrival upsets class programs, and causes students to miss out on early instructions. Children should arrive at school between 8.45am and 8.55 am.
**SCHOOL TIMETABLE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.55am</td>
<td>Morning bell</td>
</tr>
<tr>
<td>09.00 am</td>
<td>Class – (healthy snack at 10.00am)</td>
</tr>
<tr>
<td>10.40 am</td>
<td>Recess eating time in class</td>
</tr>
<tr>
<td>10.50 am</td>
<td>Recess playtime</td>
</tr>
<tr>
<td>11.20 am</td>
<td>Class – (healthy snack at 12.30pm)</td>
</tr>
<tr>
<td>1.00 pm</td>
<td>Lunch eating time in class</td>
</tr>
<tr>
<td>1.10 pm</td>
<td>Lunch playtime</td>
</tr>
<tr>
<td>1.50 pm</td>
<td>Class</td>
</tr>
<tr>
<td>3.30 pm</td>
<td>Children dismissed</td>
</tr>
</tbody>
</table>

**SUPERVISION BEFORE AND AFTER SCHOOL**

Teachers arrive at school early, so that they are able to prepare their class for the activities of the day. One teacher is rostered for supervision of the school yard from 8.40am. This is minimal, but practical, and suitable for that time of the day. If you have difficulty adhering to these times you can access Extend. Students are asked not to play on the play equipment before school, or play any ball games due to the limited supervision available. Students may play on the asphalt area. After school, there are teachers rostered on for the supervision of the main exit points from the school yard. Please note that students are not permitted to enter car parks unless accompanied by an adult.

There is an expectation that students do not play on the play equipment after school, due to the fact that these areas are not supervised. This also includes preschool children.

The cooperation of students and parents is appreciated in these matters.

Last day of term 1, 2 and 3: Dismissal 1.00pm

Last day of school year: Dismissal to be advised
COMMUNICATION

MOBILE TELEPHONES
Students are not generally permitted to have mobile telephones at school, or to take them on school camp. All communication needs to occur through their teachers. If parents require their child to have a mobile telephone for a specific reason, they are to be handed to their class teacher who will store them safely until the end of the day where they will be returned.

NEWSLETTER / NOTICES
Newsletters are emailed to families each week. St Anthony’s also communicates through the Skoolbag app. The Skoolbag app provides a convenient way for our school to communicate with parents and carers. School notifications, school newsletters and alerts are communicated directly to the parent smartphone through the St Anthony’s Lara–Skoolbag app. The Newsletter is an important way of keeping in touch with events in the school. Special notices and letters are sent to parents regarding excursions and events as they arise. Please note that parents are expected to read the newsletter. Reminder notices are generally not sent out for events. A term calendar is contained in each newsletter. Updates are available each week.

THREE WAY CONVERSATION
During the year, you will be invited to three way conversations arranged at the school. These generally occur for a touch base meeting in March and at the time of the distribution of midyear and end of year reports. Your children are expected to attend these meetings.

Apart from school arranged meetings, you are welcome to meet with teachers or the Principal to discuss your child’s progress.

Parents are asked to request an appointment when this is needed. Please note that teachers are not available to meet with parents between 8.55am and 3.30pm unless arranged by the Principal/Deputy Principal.

All children receive a written report on their child’s progress twice a year.

TELEPHONE CALLS
In emergencies, messages for children may be given via the telephone. Whilst teachers are not usually available for telephone conversations, a telephone call to the Principal or school secretary can often meet people’s requests or enquiries.
DRESS CODE

EARRINGS
While the wearing of studs or sleepers (only 1 per earlobe) is allowed, parents and students are warned that the wearing of earrings may present a risk of injury to the wearer.

HAIR
Any child, girl or boy, with shoulder length hair (or longer) is required to tie their hair back. This is for tidiness and for the prevention of spread of head lice. Headbands/ties should be of colours in keeping with the school uniforms – navy, blue, burgundy or white. Fringes should be tied back to allow for correct vision for learning. More specifically hair should:

- Be off the collar
- Not fall across face or eyes
- Be neat and clean
- Not be undercut or coloured
- Be moderate in nature and not reflect the extremes of fashions

EXTREMES OF FASHION
It is not permissible for children to indulge in extreme fads and fashion in hairstyles and dress. This type of presentation sets up unnecessary competition with regard to appearance, and detracts from the image of the school.

JEWELLERY
The wearing of jewellery such as costume jewellery earrings, chains and rings is not permitted. When children are involved in play, jewellery can be a safety hazard. Children are permitted to wear wrist watches or a crucifix.

LABELLING OF CLOTHING
Please clearly mark all items of clothing with name tags - ink has a tendency to wash out.

LOST PROPERTY
All unidentified clothing is stored in a lost property box. Unclaimed items will be cleared at the end of each term. Please assist us by impressing upon your children, the need to be responsible for their things.

SCHOOL UNIFORMS
All children are expected to wear the prescribed school uniform. Presentation in the correct uniform, with clean shoes and tidy hair expresses pride and upholds the standards of the school, creates a sense of identity, and minimises unnecessary competition. If a child is unable to wear the correct uniform, parents are asked to send a note of explanation. Your cooperation is sought in this matter.
UNIFORM SHOP
Our uniform is supplied by Beleza School Uniforms, located at 136 Ryrie Street, Geelong. Phone: 5221 8545

SUMMER UNIFORM
Boys
- Navy shorts
- Blue Shirt
- Burgundy windcheater/jacket
- Navy socks
- Black school shoes or
- Black sandals (enclosed toe)
- School hat (Slouch or Bucket with logo)

Girls
- Blue/white/burgundy dress
- Navy socks
- Burgundy windcheater/jacket
- Black school shoes or
- Black sandals (enclosed toe)
- School hat (Slouch or Bucket with logo)

WINTER UNIFORM
Boys
- Long navy trousers
- Blue Shirt
- Burgundy windcheater/jacket
- Navy socks
- Black school shoes

Girls
- Kilt or navy pants
- Blue blouse (Peter Pan collar)
- Burgundy windcheater/jacket
- Navy socks or tights
- Black school shoes

SPORTS UNIFORM
To be worn only on days where physical education is taken with the class, or when children are directed to do so on sports days, swimming program and excursions.

Boys
- Burgundy/navy blue tracksuit
- Navy sports shorts
- Navy socks or white sport socks

Girls
- Burgundy/navy blue tracksuit
- Navy sports shorts
- Navy sports skort
Blue polo shirt with burgundy trim
Sports shoes
Navy socks or white
Sport socks
Sports shoes

SCHOOL BAGS ARE AN EXPECTED ITEM

SUN HATS
The school has a NO HAT..... NO PLAY POLICY in Term 1 and up to April 30th, and from 30th September to the end of Term 4. Children are required to wear a school hat when involved in outdoor activities during that time. Children on school camps must also bring a hat. Hats should be clearly marked with the child's name.

SAFETY OF CHILDREN

ACCIDENT / ILLNESS
If a child suffers an injury which gives rise to any concern, the school will make timely contact with the parents. If a child is thought to be too ill to remain at school, parents will be contacted and asked to make arrangements for the child's care. Parents are asked to sign their children out at the school office. Children who spend time to in sick bay will receive a note to take home.

CHANGE IN PICK UP ARRANGEMENTS
If students are to be picked up from school by person/persons that are not the usual after school carers, please notify the class teacher of the change.

DOGS PROHIBITED FROM SCHOOL GROUNDS
Dogs are not permitted into the school grounds for safety reasons, nor should they be tied to the fences near pedestrian access.

EMERGENCY MANAGEMENT PLAN
The school has procedures to deal with various emergency and disaster situations e.g. fire, bomb threat. If parents are in the school at the time of an emergency situation, they must follow instructions given by the person in charge.

If parents at home hear of an emergency situation at the school, they should NOT try to contact the school, as this could prevent the use of the phone for emergency purposes. Parents should contact the Presbytery for information and instructions. Phone: 5275 4120.
PETS IN THE SCHOOL
Permission of the Principal is required before any pets can be brought into the school for Show and Tell. Parents should notify teachers first, and teachers will follow up with the Principal prior to the Show and Tell.

PLAYGROUND SUPERVISION
Teachers are on duty during recess periods and 15 minutes before and after school. Every effort is made to ensure the close supervision of the children and to provide safe recreation for all. On days of inclement weather, children remain in classrooms under supervision and enjoy suitable indoor activities.

RIDING OF BICYCLES TO AND FROM SCHOOL
In the interest of safety, it is recommended that only children from Year Four upwards should ride their bikes to school, in accordance with VIC ROAD Guidelines. Children from Year Three or under should only ride their bikes to school, if accompanied by an adult.

SCOOTERS / SKATEBOARDS
While not a requirement it is strongly recommended that helmets be worn. All scooter and skateboard riders must dismount prior to entering the school grounds. Riding of any of the above is not permitted in the school grounds or car parks at any time, under any circumstances. This rule applies at school times, Working Bees etc.

SIGN IN PROCEDURES
Parents and visitors working in the school are required to sign in at the office, and wear visitor ID whilst in the school. When leaving the school, visitors are asked to sign out.

LEGAL DOCUMENTS
If there is any legal documentation in relation to your child, it is essential that the school has a copy of this document.

HEALTH

HEALTHY FOOD
Children are encouraged to bring additional fruit and vegetables to snack on during the day. Children are able to eat any type of snack food at morning recess.

LUNCH ORDERS
Our school runs a canteen every Friday unless otherwise notified. In the interest of students who suffer severe allergies to particular foods, we recommend that nut products such as peanut butter and nutella, not be used in children’s lunches. Each class may have children who suffer from severe allergies from other foods. Those will be indicated in the class newsletter. We thank you for your consideration in this matter.
HEAD LICE
Head lice and nits, are not considered to be a medical problem, but they are a nuisance. From time to time, the problem emerges at school. We have an expectation that parents are on the alert for infestation, and that treatment is commenced on early signs. Parents will be contacted if the condition is noticed at school.

When infestation is first noticed, we ask that parents alert the class teacher. The school will send a notice to parents of the child’s class, asking everyone to check hair, and to treat if necessary.

The best way that the problem can be addressed, is for parents to check hair every week. Early detection is the key. Information can be obtained from the school office regarding treatment.

Please help everyone to contain the problem and CHECK, CHECK and CHECK again.

ILLNESS
Children who are ill should not be sent to school (see 6.3). Not only is it distressing for a sick child to be at school, but there is also a risk of spread of infection.

IMMUNISATION CERTIFICATES
Changes to the Health Act require that parents present an Immunisation Certificate before a child starts school. These certificates are obtainable from the Medicare Registry and are required whether or not the child is immunised against diphtheria, polio, tetanus, measles and mumps.  

Please note: In the event of an outbreak of measles, diphtheria or polio, children who do not have a record of immunisation will be excluded from school so as to reduce the risk of further spread of the disease in the community.

MEDICATION
If a child requires medication at school, the medication must be handed in to the office. This is then kept in the First Aid room. Children should not be in possession of medication (except for asthma puffers where required), nor administer medication without teacher supervision.

Parents are asked to complete an Administration of Medication Form indicating directions regarding dosage and time for medication. Any medication should be clearly marked with the child's name and the name of the medication. Medication will not be administered if these directions are not correctly supplied. Administrations of Medication Forms are available electronically via the Skoolbag App or at the office.

SCHOOL MEDICAL SERVICE
Children in the Preparatory class are offered a medical examination and are screened for vision, speech and hearing problems by the District nurse.
Children in other classes may be examined if referred by teachers or parents, or if they are being monitored after previous results.
## INFECTIOUS DISEASES – EXCLUSION FROM SCHOOL

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<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 for 14 days unless immunised within 72 hours of first contact.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Exclude family/household contacts until cleared.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude until all blisters have dried.</td>
<td>Any child with an immune deficiency should be excluded. Otherwise not excluded.</td>
</tr>
<tr>
<td>Impetigo / School Sores</td>
<td>Exclude until appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>German Measles</td>
<td>Until fully recovered.  At least 4 days from onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has cease</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

For other conditions, please check with the school office
PUPIL RECORDS

ABSENCE FROM SCHOOL
If your child is absent from school for a morning, day or more due to an unexpected event such as illness, dentist, appointment etc, please supply a note indicating the reason for the absence. These reasons are marked on the school roll as this is a legal requirement. You can also call the office on the day to report an absence or alternatively you can indicate your child’s absence on the Skoolbag App option.

EMERGENCY INFORMATION
It is important that the school has a valid point of contact at all times. Parents are asked to inform the school of contact updates immediately as emergencies are unpredictable.

Emergency Information is collected at the time of enrolment, and prior to excursions, swimming or school camps. Parents are asked for permission for the school to take necessary action regarding the child’s care and safety. Parents are asked to supply information about any medical condition or medication that is administered to the child, and for emergency contact numbers, in case parents cannot be contacted.

EXTENDED ABSENCE FROM SCHOOL
If your child is likely to be absent from the school for an extended period of time, eg. Holiday, illness, family reasons, please supply a note to the principal explaining the absence, and specifying dates absent. This is required, in order to retain your placement at the school.

LATENESS/EARLY DEPARTURES
Children who arrive after 9.00am need to be accompanied to the office, signed in by their carer and collect a late pass. Late arrivals/early departures are recorded on reports. If you wish your child to leave early you need to collect an early leaver pass from the school office and give to their teacher.

PRIVACY
All student and family information is solely used for the purposes of school administration. A Privacy Statement is available from the school office.

PUPIL INFORMATION FORMS
Enrolment forms supply vital information regarding profiles. Parents are required to keep us informed about any changes of address, and or contact telephone numbers so as to update our data.
RECORD OF STUDENT ATTENDANCE
Each child's attendance or non-attendance at school is recorded morning and afternoon in the class roll. Pupil dismissal cards and absences notes from parents are retained by the school along with the class roll.

TRANSFERS FROM THIS SCHOOL
If your child is transferring from St Anthony's to another school, please inform the class teacher and notify the Principal in writing as soon as possible. The Principal will issue you with a transfer note to take to the next school, or arrange to mail the transfer note to the new school.
APPENDIX 1

ST. ANTHONY’S CATHOLIC PRIMARY SCHOOL, LARA

CAR PARK DIRECTIONS

FOR THE SAFETY OF THE CHILDREN AND THE CONVENIENCE OF CAR PARK USERS

IT IS IMPORTANT TO NOTE THE FOLLOWING:

KEES ROAD - CAR PARK

- Parents are asked not to park or drive through the teacher car park area.
- When entering the Car Park on Kees Road, please park in an allocated spot to drop or collect children.
- Please do not call your child/children to come to your car. Get out of the car, collect your children at the waiting point and personally escort them back to your car.
- ENTER ONLY - entrance for all vehicles.
- EXIT ONLY - exit for all vehicles.
- Cars parked in the side 90° parking area and other cars must leave the car park via the exit only. Do not exit from the ENTRANCE to the car park.
APPENDIX 2

ST. ANTHONY’S CATHOLIC PRIMARY SCHOOL, LARA

CAR PARK DIRECTIONS

GEBBIES ROAD - CAR PARK - (Adjacent to Church)

- All parking in this area is fixed parking as marked. There is no DRIVE THROUGH AREA in this car park.

- Parents are asked to park cars, and walk their child into the school grounds. After school, children should be collected by parents from the pathway. DO NOT CALL children to come to you in the carpark. You must go and collect your children.
NB: CHILDREN ARE NOT PERMITTED TO GO INTO THE CAR PARK AREA WITHOUT AN ADULT.

Teachers on supervision will ensure that children remain at the gate until children are collected by parents or carers. If parents cannot collect children before 3.45pm the children will be directed to wait for parents in the School Foyer near the office.
ST ANTHONY’S CATHOLIC SCHOOL ADVISORY BOARD GUIDELINES

STATEMENT OF PURPOSE

The purpose of the guidelines for the St. Anthony’s Advisory Catholic School Board is to provide a set of guidelines for the Board to use as a basis of operation.

The value of guidelines is that they can direct and support the work of the Board. It is equally important to note that guidelines should not impede the work of the group, but should protect common interests and guide towards common goals.

The guidelines supply information regarding accepted procedures, outline the scope and boundaries of the activities of the Board and clarify the links between the Board, school Committees, the school Principal and the Parish Priest.

AIMS OF THE BOARD

The St Anthony’s Catholic School Advisory Board is an advisory body that aims:

1.1 To promote St Anthony’s Catholic school as a welcoming and inclusive community.

1.2 To support the Parish Priest, Principal, staff, students and school community in the ongoing development of the school through the collegial sharing of wisdom.

1.3 To promote the expressed values in the St. Anthony’s Catholic School Vision statement, and to foster the growth of our school community as a Christian Community.

1.4 To provide for the ongoing education of the Board with regard to awareness of its role within a Catholic school Community, bearing in mind the broader issues in education and Catholic education which influence the school's development.

1.5 To provide a forum for the Principal to undertake confidential discussions with the view to developing parent opinion in regard to school matters.
FUNCTIONS OF THE BOARD

2.1 Planning
To be involved in discussion with the Parish Priest and Principal and School Community with regard to medium and long term issues relating to the development of the school.
To discuss matters pertaining to education and Catholic education in Lara and Geelong.

2.2 Finance
To give advice regarding priorities for expenditure of school monies in relation to the future maintenance and development of school grounds and buildings, curriculum materials and the development of staff.

2.3 Christian Community
To foster the growth of the school community as a Christian Community through inclusiveness, effective communication, consultation, collaboration and encouragement of home/school/parish interaction.

2.4 School Promotion
To develop strategies for the effective promotion of the school, and for celebrating and proclamation Catholic Education at St Anthony’s. eg. Through the school Web Page.

2.5 Community Education
To raise awareness of educational issues within the school community through ongoing information regarding the school’s educational policies and programs, and by encouraging participation in appropriate adult/parent education.

2.6 Selection of a School Principal
To assist in the selection of a Parish Primary School Principal as an advisory body when such an appointment is being made, and is in accordance with Diocesan Guidelines.

GOVERNANCE
Through membership on the School Advisory Board each member assumes a leadership role in the School Community and is committed to the values and principles noted in the statement of purpose for the Board. Members contribute equally to all discussions.

The School Board is an advisory body to the Parish Priest or their delegate. While the Parish Priest / their delegate may seek advice ultimately all decisions are the responsibility of the Parish Priest or their delegate.
3.1 MEMBERSHIP

Ex officio members include:
The Parish Priest, the Principal or nominee, and the President of the Parents and Friends Committee, for the duration of their office.

Other members:
Four parent members and one teacher member are appointed for an initial period of two years, with an optional third year of service.

The additional third year would be applied where there is agreement by the Board and the member, that an extension would be suitable and necessary. The decision needs to be made by the last meeting of the Board within a school year.

At the discretion of the Parish Priest and the Board, additional members can be co-opted for specific reasons and for a specified period of time. The specified period of time shall not be longer than the normal membership period.

3.2 OFFICE BEARERS

At the first meeting after the Annual General Meeting:

A Chairperson, who shall have been a member of the Board for at least twelve months, will be appointed through a discernment process. A Chairperson will serve no more than two years consecutively.

The Board will appoint a Secretary, who will be responsible for recording the minutes of each meeting, and other administrative tasks.

The Principal will act as Executive Officer.

3.3 THE AGENDA COMMITTEE

The role of this committee is to draw up the agenda for each meeting, and to generally monitor the pace and work of each meeting.

This can be an open committee, but practicality suggests that, at least, the Chairperson and Principal should meet / consult to draw up the Board agenda.

In the absence of the Principal, the Deputy Principal will delegate for the Principal.

3.4 PROCESS OF APPOINTMENT OF NEW ADVISORY BOARD MEMBERS

- Prior to the AGM, notification of Board vacancies is placed in the school newsletter, along with a Nomination Form for the Board.

- Members of the school community are invited to self-nominate, and lodge the nomination with the Principal seven days prior to the AGM.
• At the AGM, the Chairperson of the Board chairs the meeting, but the Executive Officer presides over the Appointment of Board Members Procedure, and accepts subsequent appointees on the Board on behalf of the Parish Priest and the School Community.

• At the AGM, submitted nominations are made public and it is the role of the assembly to appoint Board members. If the number of nominations does not exceed vacancies, the chairperson may direct the assembly to accept nominations and appoint nominees, without a vote. If nominations exceed the number of vacancies, there shall be a vote, conducted by a secret ballot. Elections will be by a simple majority.

• A returning officer will be appointed by the Board to receive and tally votes. The finding of the Returning Officer shall be final.

• In the event of insufficient nominations for positions, the Board may appoint an eligible person to the Board until the next AGM.

3.5 RESIGNATION, RETIREMENT OR REMOVAL FROM SCHOOL ADVISORY BOARD

With reference to Advisory Board members other than Ex Officio members:

• Any member may resign from the Board, and is asked to formally notify the Board in writing. This may occur at any time of the year, if the circumstances of the Board member warrant this action.

• The Board may cancel the appointment of a Board member, if that member fails to attend meetings regularly without notification or reasonable excuse. (Regularly may be interpreted as three consecutive meetings, or even three or more alternating meetings.)

• The Board may cancel the appointment of a Board member, if a member does not adhere to the expectations of the Board regarding Board members. (cf Code of Conduct 3.7)

• Board members who are outgoing due to the expiry of tenure are asked to submit a resignation in writing to the chairperson by the August meeting of the Board, prior to the expiry of tenure.

• Outgoing Board members are expected to serve on the Board until the handover meeting for the new Board members. This occurs at the first meeting of the Board after the AGM.

3.6 VACANCIES

In the event of a vacancy occurring during the year due to a resignation or removal from the Board, the Parish Priest or their delegate, at his discretion shall, appoint a person to fill that position, until the next AGM.
3.7 CODE OF CONDUCT FOR THE ADVISORY BOARD MEMBERS

Advisory Board Members are expected:

- To maintain the confidentiality of meetings when this is required.
- To accept and support decisions of the Board.
- To be loyal and supportive to the school, Parish Priest, Principal, School Board and the School Community.
- Be aware that as a Board Member, one represents the school, and should not act in any way as to bring the school into disrepute.
- To attend meetings, and to tender an apology when you cannot attend.
- To prepare for meetings by undertaking required reading, and to contribute to the focus discussions.

ADVISORY BOARD MEETINGS

4.1 MEETING TYPES

- ADVISORY BOARD MEETINGS

The Board shall meet at least seven times a year. Meeting dates will usually be set at the beginning of the year. If the Board decides to call a special meeting, reasonable notice should be given, having regard to the urgency.

- ANNUAL GENERAL MEETING

The Annual General Meeting will normally be held in November each year. The purpose of this meeting is to give an opportunity for the school community to meet, to deliver an annual report of the school community’s activities and of the school’s activities, to call for nominations for the School Advisory Board.

The Parents and Friends Committee hold their meeting on the same evening, and these meetings shall be run as one meeting that addresses the agendas of both groups.

- OPEN GENERAL MEETINGS

The Board may, at its discretion, hold an Open General Meeting. Such a meeting could be called to discuss a specific issue or policy etc.

All members of the school community will be advised of an Open General Meeting at least three weeks prior to such a meeting being held. The Chairperson of the Board or nominee of the Board shall chair any Open Meeting.

All school community members, current Board Members and Staff who are currently employed at St. Anthony’s School are entitled and encouraged to attend.
4.2 GUIDELINES FOR OPERATION OF MEETINGS

- The secretary will keep minutes of meetings and distribute them to meeting attendees prior to the following Advisory Board meeting.

- The Agenda Committee drafts an agenda and the secretary distributes this along with the previous minutes and any documents for study, at least 3 days prior to the next meeting.

- Documents that should be submitted in writing to the secretary for distributing and minuting.
  
  1. Parents and Friends Committee Report
  2. Principal’s Report
  3. Advisory Board and Individual Reports from the Board and Community as needed
  4. Correspondence

5.00 ALTERATIONS TO THE GUIDELINES

With respect to the purpose of the Guidelines as outlined in the Introduction, from time to time changes to the Guidelines may be necessary in order to allow for the effective functioning of the School Advisory Board. Changes would usually be necessitated by changing circumstances or practice, and are usually made in order to maintain relevance.

The Parish Priest and/or their delegate has the right to veto any decisions if they feel if it is in the best interests of St Anthony’s community.
APPENDIX 5

St Anthony's Catholic Primary School, Lara
Parents and Friends Charter

PURPOSE
The purpose of this Community Charter is to guide the work and activities of the St Anthony’s Community Parents and Friends.

SHARED UNDERSTANDINGS
Our Charter is based on the values of Faith, hope, and empowering each other. We believe our Community is called together through Faith and is inclusive of all members of our Community. We believe in providing for the common good of our Community and working in partnership with others in our Parish.

OUR VISION
Our vision of Community is centred on harmonious and engaging relationships where communication is highly valued. As a Community, we hope to create a sense of belonging and involvement; to know each other by name and background; to nurture a supportive environment; to create networks of connectedness; and, to encourage all to contribute to the growth and energy of the Community

COMMUNITY LEADERSHIP TEAM
A Community Leadership Team is established to ensure that all Community meetings are organised and that all actions are implemented. The Community Leadership Team is comprised of the Principal, Chairperson, Secretary and Treasurer. The Chairperson, Secretary and Treasurer are duly elected at our Annual Community Gathering (ACG).

DELIBERATION & DISCERNMENT
Our decision-making will be via consensus rather than by voting, reflecting our collaborative partnership as a Community.

ACTIVITY CONVENORS
For each activity organised, our Community will invite a person to take on the role of Convenor. The Convenor’s role is primarily to be the contact person for the activity, and to co-ordinate all the necessary arrangements for the nominated activity.

FUNDRAISING
All funds raised for the Community will be spent on materials and resources as determined in consultation with the Principal.

ANNUAL FORWARD AGENDA
During the final two meetings of each year, our Community will develop an annual forward agenda (a twelve month plan) for the year ahead

Our Community Charter was endorsed by the Principal.
APPENDIX 6

St Anthony's Catholic Primary School
Safeguarding Children and Young People- Code of Conduct

Rationale
St Anthony’s Catholic Primary School is committed to the safety of our children. This Code of Conduct ensures a shared commitment to child safety by ensuring those within our community are clear about acceptable and unacceptable behaviours concerning all of our students. It ensures a high degree of transparency for all adults who come into our school environment and interact with our students. It is a code that provides clarity around child safety and has the objective of promoting child safety in our school environment.

This Code of Conduct sets standards about the ways in which St Anthony’s staff and other adults who come into contact with our students are expected to behave appropriately with children. It takes into account the interests of school staff and the needs of all children.

This code takes into account other professional or occupational codes of conduct that regulate particular school staff such as registered teachers. St Anthony's Code of Conduct is consistent with our school's child safety strategies, policies and procedures and is revised on an ongoing basis.

Purpose
This Code of Conduct has a specific focus on safeguarding children and young people at St Anthony’s Catholic Primary School, Lara against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at St Anthony’s Catholic Primary School, Lara are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours
All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of St Anthony’s Primary School students by:

● Adhering to the school’s child safe policy and upholding the school’s statement of commitment to child safety at all times.

● Taking all reasonable steps to protect children from abuse.

● Treating everyone in the school community with respect.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.
- Promoting the cultural safety, participation and empowerment of children with culturally and or linguistically diverse backgrounds.
- Promoting the safety, participation and empowerment of children with a disability.
- Ensuring as far as practicable that adults are not alone with a child.
- Reporting any allegations of child abuse to the Principal.
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*.
- Reporting any child safety concerns to the Principal.
- If an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

**Unacceptable behaviours**

All staff, volunteers, contractors, clergy and parent committee members must not engage in the following activities with children:

- Ignore or disregard any suspected or disclosed child abuse.
- Develop any ‘special’ relationships with children that could be seen as favouritism. This includes the offering of gifts or special treatment for specific children.
- Exhibit behaviours with children which may be construed as unnecessarily physical, for example inappropriate sitting on laps.
- Put children at risk of abuse, for example, by locking doors.
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in open discussions of a mature or adult nature, including the use of inappropriate language in the presence of children, for example, personal social adult activities.
- Express personal views on cultures, race or sexuality in the presence of children.
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
• Have any online contact with a child, including by social media, email, instant messaging etc unless the Principal and/or the Parents have consented and it is directly related to School matters. Wherever possible communication must include another staff member in the online conversation.

• Use any personal communication channels or devices such as a personal email account to communicate with children.

• Exchange personal contact details such as phone number, social networking sites or email addresses.

• Photograph or video a child without the consent of the parent or guardians, which includes posting them on Social Media sites.

• Work with children whilst under the influence of alcohol or illegal drugs.

• Consume alcohol or drugs at school or at school events in the presence of children.

All staff, volunteers (who are not parents), contractors clergy members must not engage in the following activities with children:

• Have contact with a child outside of school without the Principal’s knowledge or consent or the school governing authority’s approval. For example, unauthorised after hours tutoring, private instrumental or other lessons or sport coaching. Accidental contact, such as seeing people in the street, is appropriate.

• It is appropriate for staff who are also/have been parents at the school to have contact with their child’s friends on a social basis providing the parent of their child’s friend gives permission.

Parents who are volunteers must not engage with students outside of school hours without the explicit permission of the child’s parents.

The signatory

Must not partake in any other behaviour that is deemed inappropriate or harmful towards children which has not previously been mentioned above.

I, ________________________________, confirm I have been provided with a copy of the above Code of Conduct.

Signed: ___________________________ Date: ___________________________
Statement of Commitment To Child Safety.

St Anthony’s Catholic Primary School is committed to being a Child Safe organisation. St Anthony’s Catholic Primary School has a zero tolerance for child abuse and is committed to acting in children’s best interest and in keeping them safe from harm. St Anthony’s Catholic Primary School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.