



St. Francis OF ASSISI SCHOOL



seek to understand

Contents Page

Welcome	2
General Information	4
Enrolment Procedures	6
Prep Transition	7
Student Wellbeing	8
School Community	9
Learning and Teaching	11





Welcome to St Francis of Assisi

PARISH PRIEST'S MESSAGE

Dear Parents,

Please allow me to welcome you to St Francis of Assisi Parish Primary School, an excellent example of a Catholic school which provides wonderful support to people who want to offer their children the rich experience of faith in their childhood. The children learn what the Church believes and teaches and, importantly, what it means to belong to a Christian community. They learn what 'belonging' both offers and demands. Exposure to a rich Christian community such as St Francis gives young people an important basis for their future lives in the Church.

Here at St Francis of Assisi Parish Primary School, we believe every person is special. To that end, we aim to create an atmosphere where children can grow in richness, fullness and integrity. We believe this can be achieved in the knowledge of God's love for each of us and by an increasing awareness of and response to His presence in our lives. The Parish Primary School has been at the heart of the Catholic Church in this country. We invite you to embrace St Francis and all the values for which it stands.

Father Anthony Girolami
Parish Priest



PRINCIPAL'S MESSAGE

Dear Parents,

On behalf of the St. Francis of Assisi Primary School community, I would like to warmly welcome you to our school. We believe that parents need to be fully informed on all matters related to their children's education and encourage you to read the 'Enrolment Information' handbook thoroughly. It will assist you to become familiar with the routines, policies and information needed for a smooth transition into school life.

As educators in a Catholic school, our aim is to promote living and learning in faith. We seek to support you in your role as parents in nurturing your children so that they can live their lives to their full potential. We aim to provide a learning environment which is stimulating, positive and purposeful.

There are many opportunities for parents to work in partnership with the school, thereby strengthening the bonds of communication between parents and teachers as well as involving you with classroom learning and the myriad of activities that take place in and around the school. Of course there are the more formal opportunities to participate, including the Education Board and the Parents' Association. Parents are one of our greatest resources so we encourage all parents to be involved in the school wherever possible.

The spirit of St. Francis challenges us to work together to form a community which is respectful, safe and supportive and which provides the opportunity for all its members to live and learn in faith. We hope that your time at St. Francis of Assisi Primary School will be very happy and successful. May God bless you and your family.

Mark Basile
Principal





General Information

Vision and Mission

St Francis of Assisi Parish Primary School is a gospel-centred learning community that lives out the teachings of Jesus Christ. We believe that our Catholic faith and lifelong learning journey is interrelated. We are committed to the continual Faith development of our community where we experience Jesus through our faith and daily life, recognising that the Spirit is alive in people.



School Profile

St Francis of Assisi opened its doors in 1981 with an approximate enrolment of 180 students. Since then, the school has grown and developed significantly into a thriving community with over 1200 students.

The school is situated on 10 acres of landscaped surroundings. The landscape has been designed to incorporate active and passive movement around the school. Careful consideration was given to the nature of the trees planted for purposes of shade and general aesthetics.

There are seven well-developed adventure playgrounds for the children, an oval, four square courts, an athletics track, synthetic soccer pitches, several basketball courts, four bat-tennis courts and sand pits.

Given the size of the school, classes are given specific areas in which to play to ensure maximum safety.



School Operations

The school day commences at 8.45 am. The students enter the classroom at this time and spend the first fifteen minutes of the day unpacking, organising their belonging and engaging in prayer with their teacher and peers. The school day concludes at 3.30 pm. Break times are as follows:

Break Times

- 11.00 am -11.10 am - Eating Time (in classrooms)
- 11.10 am -11.50 am - Play Time
- 1.50 pm -2.00 pm - Eating Time (in classrooms)
- 2.00 pm - 2.40 pm - Play Time

First Aid

Here at St Francis of Assisi, we have a qualified Registered Nurse who operates out of our First Aid office daily between the hours of 9.30 am and 3.00 pm. Additionally, all staff are qualified in Level 2 First Aid.

Students are sent to First Aid if they are ill or injured. Teachers on Yard Duty carry first aid bags with basic supplies. Should the student require further support or care, they are directed to see the School Nurse in First Aid. Information regarding their injury or illness is recorded electronically and students are also issued with an Illness/Injury Parent Notification Form. Please note that in serious cases or injury or illness, parents are notified immediately.

Parents are required to provide updated information regarding their child's health conditions and action plans. All health issues related to children e.g. EpiPens, Asthma Management Plans, ASCIA Forms and any other medication need to be referred to our School Nurse.

Uniform

Students at St Francis of Assisi are required to wear their full school uniform. Students wear their sport uniform on the day of their allocated Physical Education lessons.

Uniform Shop

We have a Uniform Shop here onsite. The Uniform Shop is open twice weekly on Mondays and Wednesdays between the hours of 8.30 am and 1.30 pm. The Uniform Shop is located in the Prep Building. Complete school uniforms are available from the Uniform Shop, including all school accessories (excluding school shoes).

If you are unable to attend during our hours of operation, order forms are available from the School Office. Completed order forms may be left at the office, and orders will be filled and delivered to children's classrooms.



Enrolment Procedures

St Francis of Assisi accepts enrolments from February for the following year. Children must be five years of age or older by April 30 of the year they start school.

To enrol your child, the school will need:

- a copy of your child's Baptism certificate
- Immunisation Status Certificate
- evidence of your child's date of birth
- names and addresses of the child and parents, guardians and carers
- parents' phone numbers e.g. home, work, mobile and email addresses
- names and contact information of emergency contacts
- doctor's phone number
- health and welfare information (for example, does your child have asthma/allergies/ Anaphylaxis, diabetes, physical impairments, poor vision/hearing, specific custody arrangements).
- Information about languages spoken at home
- any information regarding external allied health assessments (occupational therapy, speech pathology, counselling, psychology etc.)

Important Information

- There is a non-refundable enrolment fee payable for all families.
- New families will have an interview with the Parish Priest and Principal (held early in Term 2).
- First round offers of places will be issued in June. A non-refundable fee is required when accepting the position offered.
- Interviews will take place in Term 3.
- During Term 3, teachers will visit the kindergartens to observe as well as discuss children's needs and development.
- Orientation sessions will take place in Term Four.
- Uniform and stationery requirements are organised during the orientation program.



Prep Transition

Starting school is an exciting time for both parents and children. Here at St Francis, our Prep transition is designed to help welcome children into our St Francis of Assisi Community and settle into school life.

Each year, our up and coming Prep students attend school for two separate, one hour Orientation Sessions. This gives the children the opportunity to meet their teacher and classmates, and familiarise themselves with their classroom. This ensures that children find their feet with their future Prep classroom setting before the school year begins.

Once the school year officially commences, our Prep students attend school until 12:30 pm for the first week. This eases the children into what can be quite a long school day. Our Prep students do not attend school for the first five Wednesdays of the first term. During this time, our Prep teachers conduct individual assessment-based interviews with students to inform instruction. This assessment ensures that teachers can best cater to the individual learning needs of the children in their class.





Student Wellbeing

Student Wellbeing refers to the physical, social and emotional development of the child. To foster an environment that is conducive to wellbeing, the school delivers and ensures the following:

- Social skills groups with Learning Support Officers
- Year 5 and 6 Camp (with a focus on team building and resilience)
- School-wide, consistent school rules
- Behaviour Management Program
- Seasons Program for Grief and Loss
- Onsite counselling services
- Positive reinforcement and award systems (in classroom and on a whole school level)
- Personal and Social Capability Curriculum embedded throughout Inquiry Based Learning Units.
- Student Leadership Opportunities (Prep-Year Six)
- Restorative Practices
- Child Safety focus at Staff Meetings
- School celebrations of learning, growth and achievement
- Buddy Program
- Parish Liaison and Liturgical Celebrations (School Fair and Feast Days)



Learning Diversity

Here at St Francis of Assisi, we are committed to meeting the different needs of students. We have a variety of Allied Health Services available onsite including:

- Speech Pathologists
- Occupational Therapists
- School Counsellor
- External agencies providing support and assessments within the school, including Psychologists, Vision and Hearing Consultants, and Scope.



School Community

Parent/Teacher Communication

Newsletter

A weekly newsletter is published on Mondays, including a message from the Principal. The newsletter often also includes Parish News, calendar dates, celebrations, news from around the grades and curriculum-based information.

Compass

Compass is our main parent portal and communication tool. This app enables you to receive communications and notification about school procedures, access your child's school reports, view up to date class attendance information, enter upcoming absences for your child and record late arrival/early dismissal notes, access information and news about upcoming events and provide digital consent for school excursions.

Parent/Teacher/Student Interviews

Parent/Teacher/Student Interviews occur semesterly as an opportunity to discuss your child's progress and development. Parents and students are encouraged to attend this interview.

Parent Involvement

Here at St Francis, we warmly welcome parents and families into our school community. The community works in partnership to ensure the wellbeing of all. Parents are invited to support the school community through the Parents' Association, School Advisory Board, Working Bees, Parent Helper Classroom Program, Excursions and at sporting events.

We value parents as the first educators of their children. Together, we work to achieve the best possible outcomes for our students.

Out of School Hours Care Program

The St Francis of Assisi OSHC program offers the children a variety of exciting recreational activities and learning experiences. The qualified and dedicated educators continuously strive to plan, create and implement a positive, inclusive, stimulating and caring environment for all children.

As an OSHC program, we are guided by the 'Early Years Learning Framework: My Time, Our Place'. This framework underpins our practices and principles to ensure play-based learning outcomes for each child.

The program is highly shaped by the children's voice, family input and intentional teaching. It is our goal to build children's resilience, whilst fostering and supporting their mental health and wellbeing. Our Children's Committee play a significant role in helping us plan learning experiences and fun activities.





Healthy eating is embedded and promoted throughout the program and the menu is regularly assessed by the Healthy Eating Advisory Board. Physical activity is integrated into daily routines and children are empowered to become responsible for creating and contributing to a sustainable future.

Homework Club is available on Tuesday and Thursday afternoons, with the supervision and assistance of an Educator. In addition to regular program planning and to support the engagement of children with similar interests, Arts & Crafts and STEM (Science, Technology, Engineering and Mathematics) Clubs are offered in Terms 2 and 3.

Before School Care Hours

Monday-Friday 6.45 am-8.45 am

After School Care Hours

Monday-Friday 3.30 pm- 6.00 pm

Celebrations at St Francis

St Francis of Assisi prides itself on the many outstanding school events we hold throughout the year. The following is a brief list of some of our major events, organised by members of our staff, PA, Parish and students:

- Good Friday Passion Play (Gospel performance by our Year 6 students)
- Reconciliation & First Eucharist (Year 3 Sacramental Program)
- Confirmation (Year 6 Sacramental Program)
- Parish Fair
- Billy Cart Day (Year 5 and 6 students)
- Nursery Rhyme Day (Prep students)
- Mother's Day and Father's Breakfasts
- Year 4 Basket Supper Evening
- 100 Days of School (Prep students)
- Year 5 & 6 Camp
- Teddy Bear Picnic (Prep and Year 6 students)
- Year 6 Graduation Dinner Dance
- St Francis Feast Day
- Prep – Year 2 Christmas Concert
- Junior & Senior Athletics Carnival
- Interschool Sports (Year 6 students)
- Passion Project Expo Evenings (Years 5 & 6 students)



Learning and Teaching

Our modern learning spaces enable us to implement the latest innovative and evidence-based practices.

Our approach to learning and teaching at St Francis Of Assisi is one that supports individual development in a pastoral, supportive environment. Students grow and progress at very different rates during these years, and we ensure that programs are individualised so that students experience success.

Students are encouraged to become confident, independent learners who become active and informed global citizens.



Below is an outline of Learning Areas and Capabilities:

- English: Reading & Viewing, Writing and Speaking & Listening
- Mathematics: Number & Algebra, Measurement & Geometry, Statistics & Probability
- Science
- Physical Education
- Arts: Music, Drama, Dance, Media Arts, Visual Arts
- Languages: Italian (Prep to Four). Students can choose to learn Japanese or Italian in Years 5 & 6.
- Humanities: History, Geography, Civics and Citizenship and Economics and Business
- Technologies: Design and Digital
- Capabilities: Personal and Social Learning, Critical and Creative Thinking, Ethical Capability and Intercultural Understanding
- Passion Projects for students in Years 5 & 6 include Robotics, Kitchen Garden, STEM, Health & Fitness, Performing Arts & Visual Arts.





In addition to this, we have Learning Support Officers assigned to each classroom. These Learning Support Officers assist and support students who may require additional assistance with intellectual, social, emotional or physical needs.

The staff of St. Francis of Assisi School work closely with families to provide students with the best possible learning opportunities, catering for individual needs and ensuring that all students experience success.



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