



Parent Handbook



Directory

Our Lady of the Southern Cross Catholic Primary School

School Principal

Justin Hilton

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Deputy Principal

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Office Manager

Jane Sutton

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Phone

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Website

www.olscwyn.catholic.edu.au

St Andrew's Parish:

Parish Priest

Fr. Albert Yogarajah

Assistant Priests

Fr Anil Mascarenhas & Fr John Paul Mount

Office Admin

Cora Ilagan

Parish Email

werribee@cam.org

Parish Pastoral Team

Pastoral Associate

Norma Marot

Pastoral Worker

Sherry Vivera

Home Based RE Coordinator

Benita Ruwani Dahanayake

Address

St. Andrew's Parish House
105 Greaves Street North
Werribee 3030

Phone

9741 4144

Parish Website

www.standrewswerribee.org.au

Office Hours

Tuesday - Friday: 9am - 4pm

Sister Schools within the Parish

St Andrew's Primary School, Werribee

Principal - Michael Gavaghan

Corpus Christi Primary School,

Principal - Linda Roynic

Bethany Primary School, Werribee North

Principal - Marlene Monahan

St John the Apostle, Tarneit

Principal - Simon Dundon

MacKillop Catholic Secondary Regional College, Werribee

Principal - Rory Kennedy



Vision

Our Lady of the Southern Cross Catholic School community recognises the central place of Faith and Gospel values.

Collaborative partnerships between students, staff, parents and the wider community build an environment that is welcoming and inclusive, where each person is valued for their individuality and encouraged to strive for excellence.

Members of our community are life-long learners and our students aspire to being innovative and progressive citizens who contribute positively to society.

Values

Under the Southern Cross we Shine when we show:

Respect

'Love one another. As I have loved you, so also you must love one another.' John 13:34

Show kindness

Think about others and their feelings

Speak politely

Understand there are different voice levels for activities

Use a quiet & calm voice when speaking with one another

Use nice words

Listen carefully

Listen with empathy & compassion

Responsibility

"...I say to you, they who believe in me will also do the works that I do; and greater works than these will they do..." John: 14:12

Act safely

Keep hands and feet to oneself

Care for spaces and equipment

We use equipment and spaces for the intended purpose

Be organised

Have things ready for learning

Resilience

"For God gave us a spirit not of fear but of... love and self-control." 2 Timothy 1:7

Try our best

Always strive to improve

Bounce back

Setbacks are opportunities to learn

Play fairly

Participate, listen, enjoy



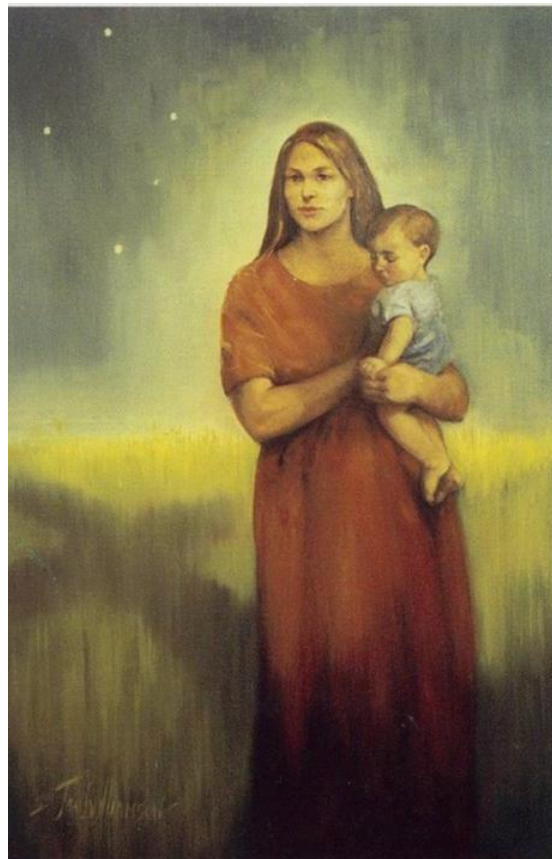
School Song

OUR LADY OF THE SOUTHERN CROSS A. CHINN

CHORUS:

Our Lady of the Southern Cross
This is our place, this is our faith
Together we stand in our Great South Land
The Cross of Stars showing us God's way

1. You answered yes when you heard God's call
A journey of faith, God's will be done
May we trust and say yes to God
And may we grow in the heart of God's love
2. You walked with Jesus and prayed with him
Beneath the cross, you cried for your Son
May we follow his footsteps hand in hand
As we learn and grow may we live in his love
3. You wept with joy as your Son rose
You carried his joy to all the earth
May we be a disciple like you
And be his voice, Good News for the World!



where every child is valued

Curriculum Provision

We aspire to enhance the development of all children socially, emotionally, physically, academically and spiritually.

We believe:

- in nurturing the whole child and encouraging their independence and self-esteem
- that every child must be given the opportunity to discover his or her special talents, skills and interests and the time and encouragement to achieve to the highest standard
- each child develops at his/her own rate and is ready for each stage of learning at different times
- learners need to be supported, enabled and engaged
- learning needs to be personalised at the point of need
- strong partnerships between students, families, staff & the wider community make a difference
- student's voice in their learning leads to engagement

The basis for curriculum & expected achievement levels for all students is the Victorian Curriculum.

Religious Education

As a Catholic school, Christian values are the focus of our curriculum, our school and our community. Our faith permeates all aspects of our lives, and religious education helps our students learn and express the Christian values and behaviours we all cherish.

We aim to:

- provide students with a high quality and integrated Religious Education program that reflects and promotes Gospel values and the teachings of the Catholic Church.
- embed the school religious education experience in the life and faith of the parish community
- initiate an involvement in the life & mission of the faith community by reaching out to the local & wider community
- 'walk as Jesus' disciples through interaction with the parish & wider community

School Liturgies

Celebrating our faith through liturgy is an important component of school life.

Opportunities for experiencing prayer and celebrating liturgy are regularly provided for the whole school community. Parents and families are invited to share in these celebrations.

Sacraments:

Students are prepared for the Sacraments as part of a year level programs. There is an expectation of significant parental involvement, including attendance at weekly masses.

Students receive the Sacraments in the following years:

Reconciliation - Year 3

First Eucharist - Year 4

Confirmation - Year 6

We celebrate the students' reception of each Sacrament as an important stage in their faith journey.



English

Active and effective participation in Australian society depends on the ability to speak, listen, read, view and write with confidence, purpose and enjoyment.

The English program aims to develop in students:

- the ability to speak, listen, read, and write effectively with confidence, purpose and enjoyment
- a knowledge of the ways in which language varies according to context, purpose, audience and content, and the capacity to apply this knowledge
- a knowledge of the linguistic patterns used to construct different texts, and the capacity to apply this knowledge, especially in writing
- a broad knowledge of a range of texts and a capacity to relate this to aspects of contemporary society and personal experience
- the capacity to discuss and analyse texts
- a knowledge of the ways textual interpretation and understanding may vary according to cultural, social and personal differences, and the capacity to develop reasoned arguments about interpretation and meaning

Mathematics

Mathematics pervades all aspects of our lives - as citizens, in our homes and in the workplace. It has applications in all daily activities.

Through learning mathematics in school, students will: -

- see mathematical connections and be able to apply mathematical concepts, skills and processes in posing and solving mathematical problems
- have fun solving practical real life problems using hands on materials
- be confident in one's personal knowledge of mathematics, to feel able both to apply it and to acquire new knowledge and skills when needed

Technology

Our Lady of the Southern Cross Primary School believes in a Digital Citizenship model for supporting the safe and responsible use of the internet in a teaching and learning context.

We embrace technology as a means of enabling students to:

- be active in leading their learning
- discover, co-create and articulate knowledge & understanding
- connect, apply and use new knowledge in authentic contexts
- learn anywhere at any time

We believe the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between the school and home.

Specialist Program

The Specialist program is an integral part of the whole school curriculum. We offer a comprehensive program that provides students with a multitude of opportunities to continually advance their physical, creative, social and cognitive abilities. There are wonderful opportunities for students to develop their skills and interests across a broad range of activities including:

- Physical Education
- Performing Arts
- Visual Arts
- Mandarin
- STEAM (Science Technology Engineering Arts Mathematics)



Assessment & Reporting

Assessment is an important part of the learning & teaching cycle. It is an ongoing process of gathering, analysing, and interpreting data about each student's progress and achievement. It is a means of uncovering the narrative of our learners: their progress, success and challenges in learning. Assessment engages students, teachers and families in an authentic relationship about learning.

Teachers report to parents about their child's learning and achievements in a variety of ways:

- Informal chats with parents
- Student led learning conversations
- Digital & hard cover portfolios
- Mid & end of year written reports
- Individual learning goals
- Impromptu appointments made by parent or teacher to discuss concerns or issues

NAPLAN an annual standardised testing program conducted by schools for the Australian Government. All students in Year 3 & Year 5 will participate in the testing in May with results being made available to parents in August.

Student Wellbeing

The emotional and physical wellbeing of our students is pivotal to their success at school, as adolescents, and in their future lives. Physically and emotionally healthy students are happy, able to deal positively with life's challenges, experience a sense of connectedness with the school and others, and are well placed to develop into well-balanced and successful young adults.

At Our Lady of the Southern Cross we aim to:

- provide an educational environment which recognises, values and builds student wellbeing
- develop students who are physically and emotionally healthy
- promote and explicitly teach the core values of Respect, Responsibility and Resilience

Positive Behaviours

As a Catholic school, Gospel values underpin all that we do. Students need to be cooperative and respectful in their relationships with others in order to contribute to society in a positive manner and to be safe and successful. The school aims to develop in all students the social and emotional skills needed to succeed in school and beyond.

We are a school where Corporal Punishment is not permitted. Using Positive Behaviours and Berry Street strategies, students are taught expected social behaviours with a focus on building positive relationships. We believe this is the most effective response for prevention, intervention and explicit teaching contributing to success for all.



***THERE IS NO TOLERANCE FOR SERIOUS PHYSICAL CONTACT OR BULLYING
PARENTS ARE NOTIFIED AND STUDENTS ARE SENT HOME.***

Parents are NOT to approach students or other parents to discuss issues regarding arguments between students. Any issues must be referred to your child's teacher, Learning Centre Leader, Deputy Principal or Principal.

Learning Diversity

At Our Lady of the Southern Cross Primary School we believe every child is valued regardless of a child's specific learning needs. We use a range of resources, tools and strategies to prioritise learning and learning outcomes, so students are engaged and participate fully in their learning journey. Students with additional needs are supported and included in the curriculum.

At Our Lady of the Southern Cross (OLSC) we are committed to fostering inclusive practices which respond to student needs and make accommodations so that all students are actively engaged in learning on the same basis and experience success.

This is done by the reinforcement of existing legislative requirements that apply to all schools and education institutions under the:

- the Disability Discrimination Act (DDA) 1992 and
- the Disability Standards for Education 2005

When a student has an identified additional need by either enrolling at the school with a diagnosis or is given a diagnosis while in attendance the Learning Diversity Leader (LDL) will set up a Program Support Group Meeting (PSG) with Parent/Guardian to discuss in full the student's strengths and challenges.



General Information

Office Hours

The school office is open between 8.30am & 3.45 pm Monday to Friday.

The telephone number is 99748500.

School Hours

Students are required to be at school no later than 8.40am. The first bell rings at 8.40 am & Home Groups begin at 8.45am. In the interests of safety students should not arrive at school prior to 8.15am as this is the time teacher supervision begins.

Daily Timetable

8.40am	Home Group Gathers
8.45am	Prayer, Meditation
8.55am	Session 1
10.35am	Morning Play Break
11.05am	Supervised Eating
11.15am	Session 2
12.35pm	Afternoon Play Break
1.05pm	Supervised Eating
1.15pm	Session 3
3.05pm	Prayer
3.15pm	Dismissal

Student Lateness

Students who arrive at school after the second bell need to report to the school office to have their attendance registered and collect a late pass before going into the learning space.

Student Absences

Parents are to notify the school prior to 9.00am if their child is to be absent. SMS messages will be sent & phone calls made to all parents if their child is absent and no notification has been received. We have a legal obligation to account for all students every day.

Early Pick Up

Parents who need to collect their child early need to go to the office and sign their child out using the iPad on the front desk. We strongly discourage early pickups after 2.30pm unless in the case of an emergency.



Contact Details

It is vital that parents keep their contact details up to date. If your child becomes ill or is accidentally injured it is important that we are able to contact you without delay.

Parents are also required to provide the name & phone number of an alternate emergency contact in case they are unavailable.

Parents can update all contact details via the Parent Portal.

Newsletter & Notices

The school newsletter is available on Friday's in the even weeks of the school term via the Class Dojo App & on the school website.

Communication

Communication between parents and the staff is a vital link in the education of our students. Contact can be made via email, phone or the Class Dojo App.

Staff Meetings

Our staff participate in two meetings per week. Professional Learning Team Meeting on Tuesday & Staff Meeting on Wednesday. It is important that teachers are prompt to these meetings, so parents are encouraged to make appointments with teachers on other days.

School Uniform

Girls

Summer

- School dress,
- Navy windcheater with school logo
- School hat
- White socks & black school shoes
- Girls may wear navy blue short-shorts under their dresses.

Winter

- Navy pinafore or cargo pants
- Orange school polo shirt
- Navy windcheater or sleeveless polo fleece
- Navy socks/ tights & black school shoes.

Boys

Summer

- Navy long or short pants
- Orange school polo shirt
- Navy windcheater
- School hat
- Navy socks, black school shoes.

Winter

- Long navy cargo pants
- Orange long or short sleeved polo shirt
- Navy windcheater or sleeveless polo fleece
- Navy socks & black school shoes.



We are a Sun Smart school all students must wear a hat outdoors from 1st September until 30th April. We have a 'no hat, no play' policy.

Sports Uniform

Sports polo shirt for child's sports team - Red, Gold, Green or Blue
Navy shorts / skorts
School track suit
Runners and white socks

Students participating in Interschool will wear the school polo shirt for sport.

Additional Requirements

Students will require school back packs with logo and the school book bags.
Waterproof jackets and beanies are available for winter.
Uniform items need to be the prescribed uniform with the school logo.

Please ensure each item has your child's name clearly marked on it.

Uniform Shop

All uniform items are available from the school's uniform shop. The uniform shop is open every Tuesday from 2.00pm - 4.00pm.

Financial Information

Catholic Schools are funded through a combination of Commonwealth & State Government Grants, School fees, Parish financial support and fundraising. Each element of the funding is vital and the fundraising aspect serves to alleviate the need for high capital fees from parents.

Our parish & school community try to ensure the benefits of a Catholic education are available to all Catholic children by keeping our school fees to the minimum and implementing a "Family Fee" rather than a student fee.

School Fees

School fees are paid per family.

A wide range of flexibility exists for the payment of School fees at Our Lady of the Southern Cross Catholic Primary School:

- Families may choose to pay the annual fee 'up-front' in Term 1
- Fees may be paid per Term and are due and payable by the third week of each term
- Families may nominate to pay their fees in instalments - weekly, fortnightly or monthly
- Payment can be made using cash, cheque, direct debit, EFTPOS or Credit Card payments

All fees are to be finalised by the end of Term 3 each year.



All families are expected to fulfil their obligation of fee payment. In the case of outstanding fees a process of reminder notices, phone contact and interviews with the Principal is undertaken. If fees are still not forthcoming accounts are then referred to a debt collection agency. This final step is implemented in justice to the families who meet their financial commitment to the school.

Where there is a financial difficulty e.g. loss of employment, extended illness or family break up, support is extended to the family for an agreed period.

The School fees are reviewed annually in consultation with the Parish Finance Team. An annual increase of between 2.5 & 5 % usually occurs to cover increases in costs.

Curriculum Levy

Curriculum levy is a per child fee and if not on a payment plan is due at the beginning of the school year. It covers all costs for curriculum supplies, incursions and excursions.

Fee & Levy Statements are posted on the Parent Portal.

School Camps

Years 3 - 6 are involved in annual school camps. Costs for school camps are in addition to School Fees & Curriculum Levy.

Education Maintenance Allowance

The Education Maintenance Allowance (EMA) provides families on a low income with financial assistance to support their child's education up to the age of 16. EMA is a means tested payment and parents must hold a Health Care or Veterans Affairs concession card to be eligible.

The eligibility criteria must be met as at the first day of Term 1 & Term 3 each year. Late applications are not accepted. The EMA is paid in two instalments annually: March & August.

Internet Banking Details

BSB	083 347
Account	822224011
Reference	Insert your family name & account number (found on your statement)

Parish Stewardship Program

The primary means of income for our parish is the Parish Stewardship Program. All families are expected to contribute. If you have any queries please contact the school office.



Parent Involvement

Strong partnerships between students, families, staff, Parish & the wider community make a difference and are nurtured at our school. Partnerships are forged by building trust, mutual respect, communication and commitment in all aspects of the student's learning journey and promoting active participation in the life of the school.

Our school needs the support of all parents. Each one has his or her unique contribution to make; some special quality that can help build a community that really cares for children. Let us pray that all parents will experience a sense of warmth and welcome and that there will be a rich sharing of ideas, talents and enthusiasm as together we go about our work of helping our children to grow and learn. Ways to be involved include:

All parents assisting need to complete a Working with Children Check and present their Working with Children card at the school office

Learning Centre Helpers:

Parents/Grandparents/Guardians are welcome to be actively involved in the learning spaces working with groups of students as they explore their learning. Learning Centre Helpers Courses are run regularly to support helpers in this involvement.

School Excursions

Excursions are an important part of learning and the costs are covered by the Curriculum Levy. All information in regard to excursions & permission forms are placed on the Parent Portal. Parents helping on excursions need to supply a current Working with Children Card.

Parents & Friends

The Parents & Friends consists of a group of parents who meet once a month to plan for the social and fundraising activities at the school. This is a very important committee as many of the extra resources we have for the children have been supplied through their organisational efforts.

Parish Fair

The Parish of St Andrew's holds an annual Fair each November. All Parish schools have a significant involvement in the fair - running stalls, providing entertainment and generally supporting this important fundraising initiative for the parish. The fair is a big fundraiser and the schools benefit from the money raised.

Our Parents & Friends coordinate our school's involvement with the support of the teachers and parent body.

Organisational Procedures

Yard Supervision

Teachers are on duty in each of the play areas during break times. Leaders are on front & back gate duty before & after school.



Inclement Weather

Students are supervised inside during break times on wet days, excessively windy days and days of extreme heat. Students are involved in suitable indoor activities in their learning centre.

House Teams

Families are allocated to a sports team upon enrolment.

The House names and colours of the sports teams are:

Andrew's - Blue Heaney - Gold Kavanagh - Green Yowangeet - Red

The significance of the House names:

Andrew

This is after our parish which is the foundation of the faith community for Werribee

Heaney

Named after the first Parish Priest of the St Andrew's Parish

Kavanagh

Named after the Josephite Sister who was the Pastoral Associate of Wyndham Vale

Yowangeet

The name of the Wathaurong clan who were the original custodians of the land where Manor Lakes now stands.

School Crossing

Parents are asked to ensure students use the supervised school crossings on Howqua Way and Manor Lakes Drive.

School Car Park Safety

Please follow all driving and parking signs. Our car park is one way driving only. The drop off and pick up bays are exactly that. The driver of the vehicle can pull into the bays but must NOT exit the vehicle at any stage. Students are to enter and exit the vehicle from the footpath side only.

Leaders are on gate duty before and after school and will advise you if you are not following these strict instructions created for the safety of our students.

Parent Parking

Parking is available for parents in the school grounds before & after school and when at the school as a helper or for a school event. Parents are not to use the school carpark as an alternative to public parking when at work.

Limited parking is also available in Academy Way. Please make sure all parking regulations are adhered to.

Pedestrian Access

Pedestrians are to use the footpaths & pedestrian gates when entering & leaving the school grounds. Pedestrian access is also available at the beginning and end of the school day via Academy Way.



Health Information

Students are required to have all necessary immunisations before commencing school and supply a copy of their Immunisation Certificate on enrolment. Parents are asked to notify the school of any medical problem or allergy their child may have.

Medication at School

All staff who work in the First Aid room are qualified First Aiders. If your child has medication that needs to be administered at school the following process must be followed:

- Medication must be brought to the school office
- All medication must be in the original container
- Prescription medication must be in a container labeled by the pharmacist showing the name of the drug, use by date, prescribing doctor, the child's name, dosage & frequency of administration
- Written permission from Parents/guardians must be fill out and left at the office

Students with specific conditions such as Asthma, Diabetes, Eczema, Anaphylaxis, Epilepsy must have an individual management plan signed by their General Practitioner.

Infectious Diseases

Chicken Pox	Exclude for 14 days after the beginning of the illness and until the last lesion has healed.
Measles	Exclude for at least 7 days from the appearance of the rash or until medical certificate received
Mumps	Exclude for at least 14 days after the onset of symptoms
Head Lice	Exclude until the hair has been treated and all eggs and live lice have gone
German Measles	Exclude until 10 days have passed since the appearance of the rash
Whooping Cough	Exclude for 4 weeks or until medical certificate received
Slap Cheek	No exclusion necessary but office must be notified. Pregnant women must be advised & seek medical attention if exposed to the virus
Conjunctivitis	Exclude until discharge from eyes has ceased
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours
Hand, foot and mouth disease	Exclude until all blisters have dried
Influenzae type b	Exclude until at least 4 days of appropriate antibiotic treatment has been completed

