Welcome to St Patrick’s Pakenham

Thank you for your interest in our school.

If you choose to enrol your child in St Patrick’s, a warm welcome awaits your child and your family. We look forward to knowing you as a member of the St Patrick’s Parish Community.

Within this Booklet and the accompanying leaflets, many of the day to day structural and practical issues are outlined but should you have further queries, please feel welcome to contact us at any time or visit our website at www.stppakenham.catholic.edu.au
By choosing to enrol your child at St Patrick’s, you will be opting to provide him/her with an education that is Catholic. Within the community that exists here, we hope that each child will gradually come to a three-fold belief:

- belief in themselves,
- belief in others
- belief in a loving God.

**Belief in themselves:**

St Patrick’s strives to provide an atmosphere that gives each child a sense of self worth, gives encouragement and assistance in a secure environment and challenges the child to develop his/her talents to the fullest extent, through positive involvement.

The school endeavours to provide a variety of learning experiences through a rich curriculum and sees the child’s individuality, specific gifts and needs as vitally relevant to his/her learning.

**Belief in others:**

While attending school, it is important that children be assisted to develop self confidence. While it is important that they experience acceptance and be encouraged to appreciate their individuality, it is also an expectation that they learn to accept others. Children are encouraged to see themselves as part of a community and therefore to tolerate the differences in and rejoice in the giftedness of others. The school strives to promote co-operative structures at all levels and to teach children social and co-operative skills.

**Belief in a Loving God:**

Children are offered a range of personal and group opportunities to engage in the learning process and in the life of the school community.

The Religious Education Programme aims to bring all aspects of life together and integrate them into a context of faith.

Children are provided with opportunities to come to know their God as a source of all life and love, to develop awareness of Gospel Values, to learn the value of prayer, to participate in Christian Liturgy and to learn of the traditions and doctrines of the Catholic Faith.

We endeavour through our Sacramental Programme to make Jesus real for the students.
What we believe is vital to the teaching-learning process at St Patrick’s:

In striving to create a learning environment that caters for the children in our care, we take into account the following beliefs:

Children learn best when they are happy and when the learning is relevant to their lives and to their stage of development and readiness. They learn when there are good relationships among those involved in the learning process.

The exploratory and informal elements of learning are very important. Learning involves risk-taking and errors are seen as healthy steps towards skill acquisition and growth.

Each young person, through a belief in themselves, in others and in a loving God, must be encouraged to strive for excellence, use their unique gifts to the fullest and to have hope for the future.

Every child must accept responsibility for their own actions and behaviour.

The Family is the most significant influence upon an individual.

Curriculum

Class teachers at St Patrick’s are responsible for the planning and implementation of an integrated approach to curriculum design and delivery. Staff work in year level teams in this development of a curriculum that is guided by the Victorian Victorian Curriculum, as well as the individual students’ identified needs.

Student achievement is measured and reported to parents, set against a continuum using progression points to map progress, in each of the learning domains.

The school’s Literacy Programme includes the teaching of skills in Oral Language, Spelling, Writing and Reading at all levels.

Learning activities reflect each child’s stage of development. Ongoing assessment ensures each child’s individual needs are met.
**Mission - Together As One**

St Patrick's is a Catholic School called to serve the local community, to teach the Catholic faith, to promote educational excellence and to nurture the growth and well being of all students, families and staff.

The Gospel values of Jesus Christ will be reflected in a learning environment where knowledge is enlightened by faith. These values will be reflected in the way we act. The Christian identity of our school will be alive, inspired and celebrated.

**Vision** At St Patrick’s Pakenham we will:

**Faith Goals:**
- strive to be a Christ centred, family oriented faith community
- teach and model the Catholic faith

**Learning Goals:**
- pursue excellence and success in learning, meet challenges and celebrate achievement
- make learning engaging, relevant, contemporary and life long
- encourage risk taking and see mistakes as opportunities for learning
- strive to challenge our thinking and develop our skills and resources to meet the demands of an ever changing world

**Growth Goals:**
- create an environment where all will feel safe, accepted and valued and self esteem can flourish
- accept, value and celebrate individual differences in our diverse community
- recognise and nurture the gifts and talents of all individuals
- accept consequences of actions and develop and nurture self discipline

**Leadership Goal:**
- promote visionary leadership by developing and fostering leadership skills in staff, students and parents

**Stewardship Goal:**
- respect the environment as God's creation and endeavour to care for everything and everyone around us

**Keywords which underpin our mission and vision:**
Expectations

At St Patrick’s it is expected that children will at all times:

- respect all persons and property within the school
- respect themselves as people and be prepared to give of their best
- see ‘rules’ of the school as a framework to ensure their safety and well being (and that of others!) and be prepared to adhere to them
- take responsibility for their belongings, their actions and behaviour
- contribute and share their talents and recognise with gratitude the talents of others.

In expecting children to take responsibility for their actions, we aim at nurturing self-management within the child. We expect the child to appreciate and understand the conditions inherent in belonging to a group and to choose to meet these conditions. Periods of “Time Out” are built into our structures - giving each child the opportunity to consider, and subsequently face the consequences of his/her actions.

The Pastoral Care and Behaviour Management Policy and Code of Conduct at St Patrick’s are based on the values of the Gospel. Pastoral Care is the responsibility of all members of the school community.

The policies reflect our belief that all children should feel happy, safe, valued and welcomed at school. They also reflect our belief that dialogue with and the support of families are of significant importance in helping children come to a mature, healthy stage of self management.

The school’s attitude to and understanding of bullying is dealt with on the next page.

In working with the children the principles of Restorative Justice will be incorporated, especially where another’s rights or respect have been violated.

Class teachers will make use of Circle time as an empowering organisational feature as well as causing children to reflect on the effects of their behaviour on others.
Caring for all children

At St Patrick’s we:
- respect the rights and property of others
- acknowledge with gratitude the strengths and giftedness of others
- share our talents and strive to give of our best
- accept differences and encourage the efforts of others
- refrain from all forms of harassment and intimidation of others
- tolerate and respect the rights of others and their behaviour
- take responsibility for our belongings and actions

At St Patrick’s we have the right to:
- be respected and accepted
- be acknowledged as an individual
- be celebrated
- bring belongings to school and have them cared for by others
- be happy, safe and comfortable at school
- be heard and have my opinions acknowledged

Rules:

RESPECT - always respect other people and their property.

SAFETY - always keep yourself and others safe.

CO_OPERATION - always co-operate with others in our school and community.

Our thoughts on bullying:

Help Us keep a Bully free school!

Bullying is:
- the willful, conscious desire to continually hurt or threaten or frighten another person
- continually subjecting another person to any form of harassment which is intimidating
- continually refusing to treat another person with the respect and dignity he or she deserves.

Therefore bullying could mean one or more of the following:

Fighting, pushing, shoving * Name calling, teasing * Using “put down” language * Spreading rumours * Making threats * Ignoring or excluding, * * Making fun of, laughing at * Picking on because of race, sex, appearance * Sneering at * Stealing or damaging others’ property * Writing personal graffiti * Writing offensive notes * Giving unwanted attention * Making unwanted phone calls * Rude gesturing * Invading someone’s personal space, using the internet inappropriately

If you are a bully…..

- Remind yourself that others have the right to be treated with respect
- Make planned attempts to speak and act respectfully towards the person
- Listen when others tell you that your behaviour is offensive and be prepared to change what you are doing

Don’t ignore bullying!

TELL SOMEONE WHO CAN HELP……..

* Your Teacher * Another Teacher * Assistant Principal *
* Principal * Student Leader * School Captain * A friend *
* Your Parents *

Don’t ignore bullying!

* If you see someone being bullied try to help them in whatever way you can *
The Family:

We believe that the Family is the most significant influence upon an individual. The school assists parents in their task of supporting their children as they grow in faith, develop an interdependent value base, and experience growth in learning. For the development and well being of each individual child, we see the role of the school as that of co-worker with the family.

It is therefore important that family-school communication be evident and we respect the privilege and trust given to us by the parents of the children. One of the strengths of St Patrick’s is the supportive Parish community of which it is a part. We value highly the involvement of the children’s families. There are many ways in which parents can enjoy tangible participation in the life of St Patrick’s:

- take an active role in the decision making processes by responding to questions and calls for opinions, ideas, etc. or by being part of the School Board or Parents and Friends Committee
- attend Parent/Teacher Interviews and meetings when requested
- be of practical assistance in school and class programmes
- be loyal to the school and seek ways to positively engage in building our community
- support functions organised for fundraising and social reasons
- read St Patrick’s News each week and give response when required
  - be present and share active participation in school celebrations
  - be part of Parish celebrations

The Teachers at St Patrick’s are willing to discuss with you your child’s needs, development, progress or any concern you may have, at any time. In respecting the rights of all children to be fully supervised at all times, it is important that conversations between parents and teachers do not happen during class teaching time. Meetings with teachers are more productive for all concerned when they are arranged at mutually convenient times and by appointment.
School Times:

Outside areas are supervised by a staff member from 8.30a.m each morning and classrooms are open from 8.40am. The Library is also open from 8.30am. On some mornings we have healthy activities going on outside from 8.30am

The first siren sounds at 8.50am and lessons officially start at 8.55am. There is a mid morning break at 11am and a lunch break at 1.30pm. Dismissal is at 3.10pm. Eating is done in the classroom under teacher supervision.

At dismissal time staff members supervise the children who are leaving school on foot, on bikes, by bus and by car in several places around the school. We ask that parents support these arrangements and, in the interests of the children’s safety, refrain from picking children up from unsupervised areas, other than by parking and arriving at the classroom prior to the final bell.

Children are not permitted to leave the school grounds at any time.

The Early Departure / Late Arrival Register is kept at the School Office. Children arriving late must be signed in at the Office by a parent or carer.

Parents wishing to pick up children during school hours must sign them out at the Office. While the parent is signing register, the child will be notified to come to the office. These rules are for child safety.

School Clothing:

St Patrick’s has a school dress code which has been devised and developed by parents in consultation with the school staff. It is presently in a three year phase in period having changed at the start of 2016

The new uniform has been carefully chosen to maximise family convenience and student comfort as well as looking smart.

St Patrick’s children wear the school uniform as an external sign that they BELONG to the school.

Variations on dress for school are not permitted.

The full range of uniform options is available from Noone Image-wear, Shop 4, 52-56, Old Princes Highway, Beaconsfield (9769 9093) A complete listing appears on an accompanying sheet. The parents and friends run a second hand uniform shop where hats and school bags may also purchased. The new uniform is unlikely to be available from this source

St Patrick’s is a SunSmart school. All students are expected to wear the school hat in between September and May whenever they are outside – including when travelling to and from school. We use the cricket hat because it protects the face, neck and ears.

The School has a NO HAT, NO PLAY Policy during those terms.

It is recommended that children wear sunscreen to school (at least during the summer months). Sunscreen, provided by the P & F, is available for children to re-apply at lunch time, in each classroom.
School Revenue:

The school receives about 80% of its funding from the Federal and State Governments (mainly form the Federal Government). There are four sources of funds at a local level:

**School Fees (per family per term)**  **Education Levy (per student per year)**

**Building Fund Levy (per family per term)** and **Fund raising**

School Fees supplement government grants in meeting the general costs of educating children at St Patrick's and running the School. The Education Levy provides all classroom materials, excursions & incursions. The Building Levy is a contribution to the capital development of St Patrick’s.

Accounts are distributed through the school early in each term. Receipts for payments will appear on each termly account but not be issued separately. Card payments, direct debit, periodic payments as well as cash for paying fees are very acceptable and easy to manage. Regular Direct Debit is the simplest.

A sheet detailing current school fees and levies is enclosed in your enrolment package or available from the school office or online. Please contact the Principal or the School Office if difficulties arise in the payment of fees or levies.

**Camps, Sports and Excursions Fund**: The Camps, Sports and Excursions Fund (CSEF) is payable in respect of eligible students in primary and post primary schools until the age of 16.

Families are eligible for the CSEF if they currently hold one of following:

Commonwealth Pensioner Health benefits Card, Commonwealth Health Benefits Card or Commonwealth Health Care Card

**CSEF eligibility and payment**: Parents with on-going eligibility need only complete the form once a year. The allowance is paid directly to the school and is offset against the family’s Fee account. The card showing eligibility should be shown at the Office when completing the CSEF application form.

School Medical Service:

The School Nurse visits each year and provides a general screening / examination of all Prep children. Children from other grades may be referred to the School Nurse for examination by staff. Children from inter-state or overseas are also screened.

**Immunisation Certificate**: In accordance with the Victorian Health Act, a school immunisation certificate needs to be presented to the school before a child may begin school. The immunisation certificate is obtained from the Cardinia Shire’s Health Department. This does not imply that your child must be immunised but simply that the school by law have a record.
Bus travel & Safety Issues

Travel on Victorian Government School Buses is only available to approved children who have to live more than 4.8 km from the School.

Children who have to cross Princes Highway MUST only do so at the supervised crossing at The Avenue.

Children arriving on bikes, scooters or skate boards must:

- wear an approved safety helmet
- walk their bike or scooter in the school grounds
- park their bikes in the bike shed which will be locked during the school day

After School Care:

Before and after school care is now provided by Camp Australia onsite in our multi purpose stadium.

Children must be registered to attend. Paper forms are available at the School and at OSHC centre.

Online registration available at www.campausralia.com.au or phone the Camp Australia customer service team on 1300 105 343

Before School: 6.30 a.m. – 8.45 a.m. After School: 3.10 p.m. – 6.30 p.m.

Vacation programmes are also run 6.30am—6.30pm

Both programmes aim to provide quality child care which is safe, caring and stimulating.

We encourage families to make use of this excellent facility. St Patrick’s Staff are regularly engaged in after school meetings, interviews, administrative tasks, and inservicing and the supervision of children left at school after 3.30pm cannot be guaranteed.
Buddies

Younger children meet their ‘buddies’ on a regular basis. We consider this relationship between the younger and older children in our school to be very important. It gives the younger children a sense of security and belonging whilst the older children develop a sense of responsibility.

They may meet for morning tea or for help with reading or some other activity.

Year 6 leaders and buddies also organise games for the younger children in the PAL (Peer Assisted Leadership) programme and help sort out minor playground issues as Peer Mediators.
First Aid

All staff at St Patrick’s are qualified in First Aid, CPR and the management of anaphylaxis in case of emergency.

Generally, contact is made with parents when a child is either sick or injured in any way at school.

Cuts and grazes are cleaned with water or saline solution and covered with non allergenic material. Ice packs are used on bruises. If a child’s illness or injury is serious and parents or emergency contacts are unavailable, medical treatment will be sought.

It is best that medication be given at home but where this is not possible, a student medication request with all the details of the medicine and dose should be completed at the Office and the correctly labelled medicine left with the Office staff.

We would be happy for you to contact us in relation to enrolment for your child at St Patrick’s. The Parish of Pakenham extends from Gum Scrub Creek in the west to Dore Road in the east. Parish boundaries do not conform to town boundaries. The two Parish Primary Schools (St Patrick’s and St Clare’s) are zoned. The dividing line is at Toomuc Creek and Toomuc Valley Road.

St Patrick’s Information

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