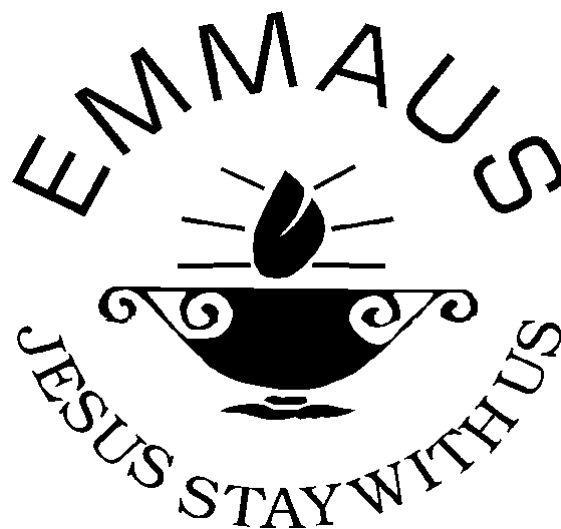


**EMMAUS  
CATHOLIC PRIMARY  
SCHOOL  
SYDENHAM**  
**Sacred Heart / Emmaus Parish**

**PARENT INFORMATION  
HANDBOOK 2019**



*This booklet is designed to provide you with information about our school. The information in the book changes as needs in our school change. It would be advisable for you to confirm the accuracy of any information with our staff. Emmaus Catholic Primary School is run in accordance with the Democratic Principles which underpin Australian Society.*

## **EMMAUS ..... OUR SCHOOL NAME**

Our school name is taken from the Gospel of Luke (24:13 - 35). It is a story about Jesus appearing to two people as they travel to a village called Emmaus. The two did not recognise Jesus so He started to explain the Scriptures to them. The two travellers invited Jesus to stay with them and when Jesus blessed, broke and gave them bread, they recognised who Jesus was. The themes of journey, hospitality, sharing and celebrating the Eucharist fit in very well with the story of the development of Sacred Heart Parish at Sydenham. We will tell the story of Emmaus from the bible and Emmaus in Sydenham as our community continues to grow and celebrate the Eucharist because Jesus became known to the disciples *at the breaking of the bread*.

## **JESUS STAY WITH US ..... OUR SCHOOL MOTTO**

Our school motto extends the hospitality and faith themes in the Emmaus story. Jesus is invited to stay on by the travellers because He has captured their imagination - there is something special about Jesus that makes the travellers want to know more. Through our motto and our relationships with other people, we will show our hospitality; through our celebration of the Eucharist, we will invite Jesus to stay with us and to be our companion and friend.

## **THE LAMP AND FLAME ..... OUR SCHOOL SYMBOL**

The lamp is a symbol of intelligence and wisdom; it also represents learning and knowledge. The lamp is a very appropriate symbol for a school such as Emmaus. The flame represents Jesus as the light of the world; emanating from the flame are rays to light the way for everyone who comes into contact with our school.

## **SCHOOL INFORMATION**

**PARISH:** Sacred Heart St Albans /Emmaus Sydenham. **PHONE:** 9366 2146 **FAX:** 9366 9876

**PARISH PRIEST:** Father Maurie Cooney. Sacred Heart Parish Office, St Albans. 3021

**SCHOOL LOCATION:** 370 Sydenham Road, Sydenham. 3037 / **REGISTRATION NUMBER:** 1959

**SCHOOL PHONE NUMBERS:** 9390 4500 Fax: 9390 1700

**EMAIL:** [principal@emsydenham.catholic.edu.au](mailto:principal@emsydenham.catholic.edu.au) **WEBSITE:** <http://www.emsydenham.catholic.edu.au>

### **SCHOOL STAFF:**

**PRINCIPAL:** Mrs Rengey

**Deputy Principal/Religious Education Leader/ Curriculum Leader** – Mrs Morrison

**Year 6** – Mr Bradley Williams, Mrs McNicol

**Year 5** – Miss Hickey, Mrs Mansour, Mr Galea

**Year 4** – Mrs Tomic, Miss Hazlett, Mr Purgaric

**Year 3** – Mrs Bruzzese, Miss Stefancic, Mrs Chrystie/Mrs Filletti

**Year 2** – Ms Kechenovich, Miss Babic

**Year 1** – Miss Bortolotto, Miss Monaghan, Mrs Sharples

**Prep** – Miss Del Vescovo, Miss Zammit, Miss Osborne

**Prep-6 Learning Diversity Leader / Literacy Prep to 6 Leader** – Mrs Genovese

**Prep-6 Mathematics Leader/Student Wellbeing** – Ms Marinaro

**Information, Communication & Technology Leaders** – Mrs Chamberlain

**Intervention** - Miss Mercieca / Ms Balzan; **Allied Health Staff** – Psychologist Ms Knott / Occupational Therapist(OT) / Ms O'Brien / Speech Pathologist Mrs Sacco / **Physical Education** – Mrs Nisi, Mrs Greaney, Mrs Ioannou / **The Arts** - Mrs Bailey, Mrs Rafter, Mrs Filletti **LOTE Italian** – Mrs Todarello / **Library Technician** – Mrs Dennis / **Maintenance** – Mr Pearce, **Grounds** – Mrs David // **Finance** - Mrs Evans/Mrs Power / **Reception/Office** – Ms Van Den Boogert/Mrs Stefancic/Mrs Jimenez / **Learning Support Officer** Mrs Campelj, Mrs Ciantar, Mrs Curmi, Mrs Dennis, Mrs Rosario, Mrs Stefancic, Mrs Jimenez, Mrs Tonic

## **SET OUT ARE THE TERM DATES FOR 2019**

<b>TERM 1</b>	Tuesday 29 <sup>th</sup> January	-	Friday 5 <sup>th</sup> April
<b>TERM 2</b>	Tuesday 23 <sup>rd</sup> April	-	Friday 28 <sup>th</sup> June
<b>TERM 3</b>	Monday 15 <sup>th</sup> July	-	Friday 20 <sup>th</sup> September
<b>TERM 4</b>	Monday 7 <sup>th</sup> October	-	Friday 20 <sup>th</sup> December

## **SCHOOL TIMES**

INSTRUCTION SESSION ONE: 8.45am - 10.55am

INSTRUCTION SESSION TWO: 11.55am - 1.55pm

INSTRUCTION SESSION THREE: 2.25pm - 3.15pm / 3.00pm

DAILY SCHOOL STARTING TIME: 8.45am

DAILY LUNCH BREAK: 10.55am - 11.55am

DAILY AFTERNOON RECESS: 1.55pm – 2.25pm

DAILY DISMISSAL TIME: 3.15pm on Monday, Tuesday & Thursday

WEDNESDAY & FRIDAY DISMISSAL TIME: 3.00pm

**A teacher is on yard duty from 8.20am. Children who arrive before this time, will be unsupervised. On Thursday, the morning of our Mass, we expect children to come to Mass at 8.30am.**

**PROMPTNESS** Children who arrive late are embarrassed about it and they disturb the rest of their class. It is also a bad habit to get into! When children arrive late, they need to go to the office to obtain a late pass before going to class. The number of absences will appear on each child's end of year report.

**WEEKLY MASS** We have a weekly Mass for the children, their families and school staff. This Mass is celebrated on Thursday at 8.30am. Children and their families are welcome and invited to join us for this Mass.

## **NEWSLETTER**

A newsletter covering school events will be sent home every **Thursday**. This is the regular day for the newsletter and it is normally given to the eldest child in the family, so please search the children's bags for it if they do not give it to you. If there is ever any news - people you would like prayers for, a baby's birth, etc. - please let us know and we will publish it.

## **EARLY DISMISSAL OF CHILDREN**

The need for children to be picked up early should be avoided. When the need exists, the person picking up the children should come to the school office and pick up an *early dismissal* slip. Without this slip the class teacher will not release the child.

## **VISITORS TO THE SCHOOL**

Emmaus Catholic Primary School has a commitment to the care, safety and wellbeing of children. All visitors to the school, including parents of children enrolled at our school, are asked to call in at the office and obtain a visitor's badge. People without a visitor's badge will be questioned about their presence in the school.

## **ENROLMENT POLICY**

Our school provides Catholic education to Primary aged Catholic children in our Parish. Our staff and families need to live a life of faith based on the teaching of the Gospel of Jesus Christ. Life and faith are mutually inclusive and inseparable. At Sacred Heart - Emmaus Parish, we pray, work and share a part of our income. Therefore:

- ◆ At Emmaus Parish School we enrol Baptised Catholic children from Catholic families who are active members of our Parish, participating in the Sacramental, social, financial and pastoral life of Sacred Heart - Emmaus Parish.
- ◆ Should vacancies be available, we will consider enrolling residents of neighbouring Catholic Parishes needing special consideration; a letter from the particular Parish Priest to support the enrolment application will be essential.

Prior to enrolment, families will need to attend interviews with the Principal to discuss needs and expectations. Enrolment will be offered once agreement has been reached concerning school and family expectations.

Enrolment will be considered on-going, as long as these mutual expectations are being fulfilled.

## **PARISH SACRAMENTAL POLICY**

Sacred Heart Parish has a policy on the reception of Sacraments normally received during Primary School. The policy requires a shared responsibility between the Parish, the family and the school to help prepare children for their First Reconciliation, First Holy Communion and Confirmation. The children will normally be prepared for the Sacraments in the following order:

FIRST RECONCILIATION: Year 3

FIRST HOLY COMMUNION: Year 4

CONFIRMATION: Year 6

Masses of Blessing, Family Sacramental Nights and Family Chats are organised as part of the children's preparation process for each Sacrament.

## **SCHOOL FEES**

In Sacred Heart / Emmaus Parish all families and parish members are asked to:

- Pray together – in the Eucharist
- Work together – through Ministry
- Share together – in the Thanksgiving Envelopes

At enrolment time families give their word to be part of the parish in doing these three things. School Fees are an essential part of the successful running of our schools and without them our schools cannot operate.

**School Fees will be charged on a yearly basis.** School fee accounts will be sent out early in the year.

Family Fees for 2019 will be:	1 Child	- \$1775.00
	2 Children	- \$2470.00
	3 Children	- \$3165.00

These school fees include payment for everything your child will need for the year in class including Sacramental costs, excursion costs and Information Technology levy. Families can pay their school fees fortnightly, monthly, quarterly or yearly. There is a \$50.00 discount for families who pay their school fees before the end of the term.

Parents are asked to donate \$100.00 per family to the Parish Schools Building Fund for the ongoing building development of the Parish schools. This amount is tax deductible.

**Camp costs are not included in the school fees above and will be charged when your child goes on camp.**

Parents can pay off school fees at any time in any amount that suits family budget. Fees can be paid by Cheque or Cash at the school office. Payment Plans are available via Direct Debit, Credit Card or Centrelink. For payment of fees via Internet Banking or Direct Credit please use the following banking details. Account Name: Emmaus 89607S21, BSB: 083347, Account no: 663545968. Please contact the office for further information and account details. Any families who have difficulty with the payment of school fees need to talk to Father Maurie Cooney or the Principal, as soon as possible.

## **SCHOOL UNIFORM**

Our uniform has been selected following consultation with our community. We considered aesthetics, cost, materials, comfort and availability. We also decided on a colour link with our parish by having gold as one of the uniform colours. Primary School Wear (PSW) are the suppliers of our school uniform. PSW Uniform Shop is situated at Unit 2/51-53 Westwood Drive, Ravenhall 3023. Phone 9768 0342.

Children enrolled at the school will be expected to wear appropriate uniform at all times. Exceptions to uniform will not be tolerated unless accompanied by a note of explanation from the child's parents.

- Jewellery and make-up are not part of uniform and may not be worn; stud earrings may be worn - other types may be too dangerous.
- Long hair needs to be tied back and we prefer that hair was its natural colour; hair ribbons, etc. need to be navy blue, maroon, yellow or white.
- A school hat is required at school during Terms 1 and 4; the hat can be kept in children's bags or classroom lockers. Children without hats will not be allowed to play in particular parts of our school grounds.

<b>BOYS' SUMMER</b>	<b>BOYS' WINTER</b>	<b>GIRLS' SUMMER</b>	<b>GIRLS' WINTER</b>
Light blue shirt Navy blue shorts Navy blue socks Navy blue wide brimmed hat with school logo Black leather shoes	Light blue shirt or skivvy Navy blue trousers Navy socks Maroon jumper with school logo Black leather shoes	School Dress - maroon and white check with maroon thread White socks Black leather shoes Navy blue wide brimmed hat with school logo	Grey and blue tartan school tunic OR Navy blue slacks Navy blue tights with tunic Light blue long sleeve blouse Maroon jumper with school logo Navy blue socks Black leather shoes
<b>SPORTS UNIFORM – BOYS' AND GIRLS'</b>			
Navy track suit pants and navy windcheater with school logo Gold polo shirt with school logo Navy blue sports shorts for boys / optional for girls Navy blue pleated skirt with school logo White socks Navy blue girls' sports briefs White soled sports shoes			

- A blue school bag with white logo is available.
- In Winter children may wear a **navy blue** beanie and jacket or parka.

## **EMMAUS SCHOOL CURRICULUM**

At Emmaus our curriculum follows the Victorian Curriculum that includes:

### Religious Education

### Physical, Personal and Social Learning

- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

### Discipline – Based Learning

- English
- LOTE - Italian
- The Arts
- Mathematics
- Science
- History
- Geography

### Interdisciplinary Learning

- Communication
- Design, Creativity and Technology
- Information and Communication Technology
- Thinking

## **STUDENT MANAGEMENT**

Our aim at Emmaus is to encourage each child to develop self-discipline and a sense of caring for others. This means a life of discipline based on Gospel teachings of responsibility, respect, truth, fairness and reconciliation. Every staff member and the rest of our school community in our day-to-day dealings will promote these teachings with our children. At the start of each school year these teachings will be explained to the children and rules will be set up to point out each person's rights and responsibilities. Consequences will be organised to deal with departure from the rules. Problems will be discussed with the children concerned and their parents if necessary. Parents are asked not to talk to, or get involved with, other people's children. See a teacher or the Principal, should a problem arise.

## **SCHOOL RULES: Our school rules are:**

- Follow instructions.
- Keep hands, feet and objects to yourself.
- Speak appropriately
- Listen to the speaker.
- Move safely.
- Treat all property with care.

## **EXCURSIONS AND CAMP**

Excursions and camp will be organised throughout your child's school life. At Emmaus, we see excursions and camp as a vital part of our curriculum. All children are expected to attend every school excursion and camp organised unless sickness prevents it. All care and precautions will be taken prior to these events and parents will be informed well in advance of the details. In some cases, we will ask for parental support with a camp or an excursion and we would appreciate this support.

## **POLICY ON PARENTS ATTENDING EXCURSIONS**

At Emmaus we have excursions for children as part of our curriculum. We take children on excursions out of school to give them experiences otherwise not available at school. When children miss excursions they miss out on very important experiences and will be hindered in classroom activities. It is expected that all children will attend all excursions unless they are sick.

When we take children out of the school, we will take all possible precautions to make the excursion as safe and meaningful as we can. Signed permission forms need to be returned to school before children attend excursions. Staff at Emmaus will always inform parents about a pending excursion; we will often ask for parental support on the excursion. Parents attending excursions will need to have a current Working With Children Card. By taking extra adults we increase the safety of children on the excursion and help them focus on specific parts of the excursion.

**When we ask for parents to attend an excursion, the primary role of parents is to look after the group of children they are allocated.** This may or may not include their own children.

- Parents with toddlers may find supervising a group of other children difficult so parents must not attend excursions with toddlers and other children.
- Sometimes we will have too many parents offering to go on an excursion and we will need to pick names out of a hat. PLEASE do not tell children you are going on the excursion with them until we confirm that we need you to attend. Hopefully, we can rotate parents attending excursions!
- There should be no special treatment of children on the excursion so please do not buy them things, separate them from the main group, etc. The directions for the excursion will be quite clear and all groups need to follow the same directions.
- It is not appropriate for parents to attend all excursions with their children, as children need to develop independence away from their parents.
- We ask that parents not required for an excursion do not attend the excursion – they become a distraction for supervising teachers and for the children.
- Emmaus School will meet all costs of parents attending excursions.

There may be the need on some occasions for parents to drive themselves to the excursion venue in their own car if there is not enough room for them in the bus with the children.

## **HELPING CHILDREN AT SCHOOL**

Parents will be encouraged to help out in various aspects of our school life. This help will not necessarily be in your child's classroom. We ask you to be sensitive in this regard as sometimes parents see or hear something that may not pertain to their own children. The privacy and sensitivity of each child and family is to be respected in these situations. Talking about other people's children is not appropriate and can cause more harm and embarrassment.



## **REPORTING PROCESS**

As children grow and learn in their time at Emmaus Catholic School, teachers will constantly assess and record their progress. We believe that **reporting** to parents is an essential part of the students' continual educational progress.

- Religious Education and Curriculum topic outlines (which are a brief explanation of the work to be reported on) are sent home at the beginning of each Term
- We issue a written report in Semester 1 and Semester 2
- We report on the Victorian Curriculum and follow the requirements set by the Catholic Education Commission of Victoria

Information about your students' learning will be passed on to the following year's teacher. At Emmaus Catholic School we also believe that the interviews form an integral part of our reporting procedure.

## **HOME READING**

Reading is an important part of our curriculum at Emmaus. Children will have specific reading lessons as well as reading in all other areas of the curriculum. Children will bring home many books from classroom libraries, the school library and home reading programs. Please make sure the children care for books at home as they are expensive and need to be used by a lot of children. Children will need a library bag to carry books to and from school; some children will have a book box, which the school will provide for them. Here are some help ideas to encourage reading:

- Listen to children read in a quiet, comfortable place with no distractions
- Read to your child on a regular basis (it does not have to be in English!)
- Encourage your child to borrow books regularly
- Remind your child to return books on time
- Younger children can share their story with you
- Show an interest in what your child reads
- Use the pictures to predict what might happen next
- Join the local library and use the services they provide
- Remind your children to return their 'Take Home Reader'.

# **HOMEWORK POLICY**

## **Rationale:**

We believe homework benefits children by encouraging good study habits and providing an opportunity for students to be responsible for their own learning. The responsibility to complete homework lies with the children. Parents are encouraged to help and supervise the children when necessary.

## **Aims:**

- To practise classroom learning.
- To develop positive study habits.
- To keep parents informed about what the children are learning at school.

## **Implementation:**

- The school's homework policy is included in the Parents Handbook each year. It is also available on the Emmaus school website: [www.emsydenham.catholic.edu.au](http://www.emsydenham.catholic.edu.au).
- Classroom teachers set homework appropriate to children's skill level.
- Teachers communicate homework through a homework sheet or Google Sites.
- Parents sign the Reading diary.
- Teachers sign the Reading diary.
- Teachers acknowledge and sign homework.

## **Foundation**

- Religion: Children pray or bring things to school related to their Religion lesson e.g. photo of their family.
- Reading: Parent reads to the child or child reads to the parent.
- Children practise their high frequency sight words.
- Oral language: Children prepare for their 'Show and Tell' topic each week.

## **Year 1**

- Religion: Children pray or bring things to school related to their Religion lesson e.g. a photo of their Baptism.
- Reading: Children read to their parent.
- Oral language: Children prepare for their 'Show and Tell' topic each week.
- Mathematics: Children practise counting fluency and number facts, e.g. buddies to 10.

## **Year 2**

- Religion: Children pray or discuss a Religion topic with their family.
- Reading: Children read to a parent.
- Spelling: Children learn their weekly spelling words.
- Mathematics: Children practise counting fluency and number facts, e.g. times tables on a daily basis.
- Children complete a basic revision task related to what they are learning about in Literacy or Inquiry Based Learning.

### **Year 3**

- Religion: Children pray or discuss a Religion topic with their family.
- Reading: Children read to their parents on a daily basis.
- Spelling: Children learn their weekly spelling words.
- Mathematics: Children practise counting fluency and number facts, e.g. times tables on a daily basis.
- Children complete a basic revision task related to what they are learning about in Literacy or Inquiry Based Learning.

### **Year 4**

- Religion: Children pray or discuss a Religion topic with their family.
- Reading: Children read on a daily basis.
- Spelling: Children learn their weekly spelling words.
- Mathematics: Children practise counting fluency and number facts e.g. times tables on a daily basis.
- Children complete a basic revision task related to what they are learning about in Religion, Literacy or Inquiry Based Learning or Physical Education.

### **Year 5 and 6**

- Religion: Children pray or discuss a Religion topic with their family.
- Reading: Children read on a daily basis.
- Spelling: Children learn their weekly spelling words.
- Mathematics: Children practise counting fluency and number facts, e.g. times tables on a daily basis.
- Children complete a basic revision task related to what they are learning about in Religion, Literacy, Mathematics (real life mathematical problem-solving activities), Inquiry Based Learning or Physical Education or complete a project.

## **COMMUNICATION: PARENTS AND STAFF**

Parents are strongly encouraged to work in partnership with the school and their child's teacher. Those parents who wish to address a particular concern are asked to phone the office and make an appointment with the teacher. Our goal is to work in partnership with families.

## **PARENT INVOLVEMENT**

Our school will only continue to develop if we get the parental support to do it. We need the help of every parent as we discussed at enrolment time. Here are some of the ways you can help:

- **Working Bees** - grounds and building maintenance around the school; developing garden beds, play areas etc. As some of these Working Bees will go for the morning, we will always need people to bring in some sandwiches etc.
- **Classroom/School Support** - support with literacy and numeracy programs, book covering, selling icy poles in Terms 1 & 4,
- **Fundraising** - organising events which will have a fund raising focus for our school
- **Fair Committee** - part of the parish Fair Committee which organises the annual Fair for our community
- **Grounds Maintenance** – garden watering, cutting nature strip, spraying weeds etc.

## **INFECTIOUS DISEASES**

Childhood diseases such as chicken pox, measles, mumps or even the common cold, spread very quickly through a class or the whole school. If you suspect your children are ill, please keep them at home to reduce the risk of the whole class or school being infected and then ensure your child's comfort during illness. If your child becomes ill at school, he or she will be sent to the sick room and assessed by the staff member in charge of first aid. If that staff member deems it necessary, parents will be contacted and requested to pick up the child. The following is a list of infectious diseases and some advice on what to do if your child has one of them:

<b>DISEASE</b>	<b>PATIENT TO BE EXCLUDED FROM SCHOOL</b>
<b>Chicken Pox</b>	Until fully recovered - no spots to be seen provided that appropriate treatment is being applied and dressings used
<b>Measles</b>	For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced
<b>Whooping Cough</b>	For 4 weeks or until a certificate of recovery is produced
<b>Ringworm</b>	Until appropriate treatment has commenced
<b>German Measles (Rubella)</b>	Until fully recovered and at least 4 days from the onset of the rash
<b>Scabies</b>	Until the appropriate treatment is commenced, supported by a medical certificate
<b>Head Lice</b>	Until treatment is commenced and completed; regular checks of children's hair will be done by authorised staff
<b>Conjunctivitis</b>	Until treated and eyes are completely clear and clean

## **SICK CHILDREN**

Sick children should be kept away from school. There is often a great chance of infecting other children as well as the need for the child to go home early. **Please do not say to children**, "Go to school and if you do not feel any better get the school to call us and we will pick you up early". Children will ask us to go home early 99 times out of 100! You need to decide whether the children are well enough for a full day at school. If not, keep them home.

## **MEDICINE POLICY & PROCEDURE**

1. When children have to bring medicine to school, it should go to the office and be given to a staff member. Children should never leave any form of medicine in their bags.
2. The medicine should have with it a note with the child's name, the date, the time and dose to be given and storage details.
3. The child's teacher needs to know these details also, so please tell them.
4. Medicine measuring cups and spoons should be included.
5. After school, ask a staff member to get the medicine for you so it can be taken home.
6. If **NO NOTE** is provided, no medicine will be given to children.  
\* **Children with chronic asthma should organise with office staff to have a supply of medicines and masks etc. at school as part of their Asthma management plan.**

## **ANAPHYLAXIS/ALLERGIC REACTIONS**

Emmaus School needs to follow a government rule and very strict Anaphylaxis and Allergy guidelines, policies and procedures. We have children at Emmaus with allergies and medical conditions. Therefore, these are **Prevention Strategies**.

- Emmaus is a nut free school.
- Children are not allowed to share their food with others.
- Parents are not to bring party food, cakes, cupcakes and other treats for children's birthdays. Teachers acknowledge every child's birthday.
- No animals are allowed on school grounds due to dander allergy.

## **CHILDREN'S BELONGINGS**

Children are asked not to bring expensive belongings to school. Please make sure that your child has their names on their belongings e.g. school hat, school bag, lunch box, drink bottle, school jumper, school windcheater, school pencils etc.

## **MOBILE PHONES**

Parents please note that children are **strictly not permitted** to bring Mobile Phones to their classroom. Mobile phones are to be left and collected from the office each day.

## **SMOKING**

Emmaus School is a No Smoking Zone. No smoking of tobacco or any other offensive material is allowed on any part of our school property.

## **PARKING**

Parking around our school is limited. The school car park is intended for staff use and for people staying at school for a long period of time. When dropping off or picking up children, parents are asked to use the 'stop and drop' system. Walking the children across Sydenham Road is a very bad and very dangerous and an illegal practice – please do not do it. When picking up children, parents need to come and collect them from the area near our Mary garden. Children will not be allowed to walk out to cars in the carpark.

## **COURTESY**

Courtesy is a very cheap commodity. All it costs is THOUGHT. Children are very impressionable and I hope we can teach them courtesy by showing it to them. This is the case in our dealings both with children and other adults. Many meetings will be organised for you during your child's school life. Attendance is essential, but if you cannot attend a meeting please phone through an apology or drop us a note.

## **ICE-CREAM SALES**

Children will be able to buy ice-creams during Terms 1 and 4.

## **PLAYGROUP**

A playgroup operates in the school hall on Thursday morning after Mass. Please address all inquiries and expressions of interest to the office.

## **CATHOLIC DEVELOPMENT FUND**

The Catholic Development Fund is a Financial Institution which offers investors competitive interest rates and up-to-date financial services.

Since 1956 investors' funds have enabled the Schools Provident Fund (the CDF's original name) to provide more than \$100 million towards vital school building projects for Melbourne's Catholic Education System. Emmaus School has benefited greatly through borrowing money from CDF. The building of both our school and church would have been impossible if not for the CDF.

You can take advantage of Catholic Development Fund whether you are a student, parent, teacher, worker, homemaker or retired. CDF's range of services helps you to save, to budget, to finance your children's education and to pay your bills without fuss.

A CDF Savers Club will operate weekly in our school offering our students the opportunity to save regularly with the Catholic Development Fund.

If you require any further information, please ring the Catholic Development Fund on **9411 4200**.

## **OUT OF SCHOOL HOURS**

- Before School Care – 7.00am – 8.30am
- After School Care until 6.00pm
- Mrs Daniela Ossino, Miss Lauren Morrison, Miss Jessica Reed, Miss Adele Langley

## **POLICIES**

Our Emmaus website, [www.emsydenham.catholic.edu.au](http://www.emsydenham.catholic.edu.au) offers you the opportunity to view the following policies and booklets:

- Privacy Policy
- Beginners Booklet
- Parent Information Booklet
- Anaphylaxis Policy
- Emmaus Outlines & Expectations
- Emmaus User Agreement
- Occupational Health & Safety Policy
- eSmart & Cybersmart Policy
- Child Safety Standards