

**EMMAUS
CATHOLIC PRIMARY
SCHOOL
INFORMATION BOOKLET**



EMMAUS
JESUS STAY WITH US

Welcome to Emmaus

We warmly welcome you to Emmaus Primary School. We are a Catholic community inspired by Christ, working together in unity, on our journey of faith, knowledge and love.

Our learning program promotes the growth of the whole child - academically, socially, emotionally, physically and spiritually. We believe each person is made in the image and likeness of God and we will empower and nurture each child to fully flourish. It is our hope that the children will be empowered to be critical thinkers, creative, collaborative, connected and communicative. The children will be nurtured in an environment of trust and intellectual inquiry.

As a teaching team we look forward to getting to know your child, guiding them and supporting them on their learning journey. We want the children to be acknowledged and celebrated for their differences so they can truly feel they belong to our community and leave with a great sense of self, ready to take on the world.

First Week of School

To support your child at school, could you please bring in these items in the first week of school:

- A large box of tissues
- An art smock with long sleeves and your child's name on it
- A library bag with your child's name on it
- A small plastic bottle of hand sanitizer.

What to bring to school

Your child will need:

- Their lunch and snack in a lunch box
- A drink bottle with water in it
- School jumper - named
- Spare underwear and socks for any little accidents
- Roll on sunscreen during hot months
- School hat - (named) children can not play outside without a hat.

Your child will not need to bring any stationery to school as we have school supplies. Keep your special stationery for home.

Prep Term Dates

Term 1

Monday, 3rd February at 9.30 - Friday, 27th March at 1pm, 2020

Term 2

Tuesday, 14th April - Friday, 26th June at 1pm, 2020

Term 3

Monday, 13th July - Friday, 18th at 1pm, September

Term 4

Monday, 5th October - Friday 18th at 1pm December

There will be a few professional development days over the year for the staff but we will let parents know in advance.

Prep children will attend school from 8.45 - 3.15pm Monday, Tuesday, Thursday and 8.45 - 3pm Wednesday and Friday.

Prep children will not be required the first 5 Wednesdays of Term 1.

Wednesday, 5th February - NO SCHOOL

Wednesday, 12th February - NO SCHOOL

Wednesday, 19th February - NO SCHOOL

Wednesday, 26th February - NO SCHOOL

Wednesday, 4th March - NO SCHOOL

Wednesday, 11th March - Preps **WILL** attend school

The School Day

Instruction Session 1: 8.45am - 10.45am

Instruction Session 2: 11.55am - 1.50pm

Instruction Session 3: 2.25pm - 3.15/3pm

Daily school starting time: 8.45am

Daily eating time: 10.45am - 11am

Daily Lunch Play Time: 11.05am- 11.55am

Daily snack eating time: 1.45pm - 1.55pm

Daily Recess Time: 1.55pm - 2.25pm

Children eat their lunch and snack inside the classroom so that the teacher can supervise them. Many children have food allergies, so it is important for us to be vigilant. Our school is a nut free school, please ensure you read labels on food to ensure there are no nuts in the food you are sending to school. Peanut Butter, Nutella and some types of chocolate have nuts in it and need to be avoided at school. Any food your child doesn't eat will be sent home so you can see what they have eaten. Please only send **water** to school in a drink bottle and not in a glass drink bottle. Teachers will teach children the difference between their lunch and their snack.

The first school bell rings at 8.45am.

A teacher is on yard duty supervising the yard from 8.20m. Children may not be at school prior to 8.20am. If you need to have your children at school earlier than 8.20 they **MUST** go to Before School Care. If your child is at school prior to 8.20 we will invite them to go to Before School Care at your cost. Please register your child in the case of an emergency even if you do not expect to use it.

It is an important skill to teach our children to be on time. Please arrive in the car park at school with enough time for the children to walk to their classrooms before the bell rings.

All children are required to be picked up within 15 minutes of the end of the day. If they are not, they will be required to go to After School Care and you will need to pay accordingly. Of course we understand if you are held up unexpectedly. If this happens please call the office and let us know and we will support your child until you arrive. We know this wouldn't happen regularly.

Please make sure your child knows who is picking them up each day.

Regular attendance is essential. It is a legal requirement for children to be at school every day unless they are unwell. Due to the new Child Safety Requirements if your child is away from school for any reason you **MUST** phone the office or email secretary@emsydenham.catholic.edu.au to let us know before the start of the school day.

WEEKLY MASS

We celebrate a weekly mass for the children, their families and school staff. This mass begins at **8.30am** each **Thursday morning**. The children walk straight to the Church with their bags. The first mass is on Thursday March 12th at 8.30am.

EARLY DISMISSAL OF CHILDREN

We understand that there may be times when you may need to pick your children up early, before the school bell at the end of the day. Please come to the office to sign your children out. You will then be asked to take a slip to the child's teacher and the teacher will then allow them to leave the learning area. Please do not come to pick up your child between 1.55pm - 2.25pm as the children are playing and are unable to get their bags from the classroom.

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 the 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.

SCHOOL FEES

When you enrol your child at Emmaus Catholic Primary School you agree to pay school fees.

School fees are an essential part of the successful running of our school and without them we can not operate effectively.

School fees are charged on an annual basis. The accounts will be sent out early in the year.

School fees for 2020 will be:

1 child - \$1830

2 children - \$2550

3 children - \$3270

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

Camp costs are not included in the school fees above and will be charged when your child goes to camp in Year 6.

Parents can pay off school fees at any time, in any amount that suits the family budget. Fees can be paid by cheque or in 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 bank details:

Account Name: Emmaus 89607S21, BSB: 083347, Account number: 663545968

Please contact the school office for further information and account details.

If you have difficulties with the payment of your school fees you MUST communicate this with Jackie Byrne, the principal or Father Maurie, the Parish Priest as soon as possible.

SCHOOL UNIFORM

We have a great respect for our school and our uniform.

When you accept the position for your child at Emmaus you agree as a family that your child will wear the school uniform. The uniform has been selected following consultation with the community. Aesthetics, cost, materials, comfort and availability have been considered. There is also a colour link with the parish. Primary School Wear (PSW) are the suppliers of our school uniform. PSW shop is situated at Unit 2/52-53 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 only be accepted 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.
- Hair growing past shoulders needs to be tied back and we prefer that hair would remain its natural colour while at Primary school; hair ribbons, etc. need to be navy blue, maroon, yellow or white.
- A school hat is required at school during Term 1, and until the end of April and Term 4; the hat can be kept in children's bags or classroom lockers. Children without hats will not be allowed to play.

The required uniform is: -

BOYS' SUMMER	BOYS' WINTER	GIRLS' SUMMER	GIRLS' WINTER
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 Navy blue shorts Light blue shirt White socks Black leather shoes Navy blue wide brimmed hat with school logo	Grey and blue tartan school tunic OR Navy blue slacks Light blue shirt or skivvy Navy blue tights with tunic Light blue long sleeve blouse Maroon jumper with school logo Navy blue socks Black leather shoes
SPORTS UNIFORM – BOYS AND GIRLS			
Navy tracksuit 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 Emmaus school bag is available.

During 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

Capabilities

- Critical and Creative Thinking
- Ethical
- Intercultural
- Personal and Social

If you would like any further information about the Victorian Curriculum you will find it at <https://victoriancurriculum.vcaa.vic.edu.au>.

REPORTING PROCESS

As children grow and learn in their time at Emmaus Catholic Primary 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 - Terms 2 and 4.
- 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. Reporting also occurs in incidental conversations with parents.

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 ideas to encourage reading at home:

- Listen to children read in a quiet, comfortable place with few 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' to school on time.

COMMUNICATION: PARENTS AND STAFF

Parents and teachers are strongly encouraged to work in partnership for the good of the child. Those parents who wish to address a particular concern are asked to phone the office and make an appointment with the teacher.

PARENT INVOLVEMENT

Schools need parent support to run effectively. When you accepted your position at Emmaus you agreed to offer help. Here are some of the ways you can help:

- **Working Bees** - grounds and building maintenance around the school; developing garden beds, play areas 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 fundraising 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:

DISEASE	PATIENT TO BE EXCLUDED FROM SCHOOL
Chicken Pox	Until fully recovered - no spots to be seen provided that appropriate treatment is being applied and dressings used

Measles	For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced
Whooping Cough	For 4 weeks or until a certificate of recovery is produced
Ringworm	Until appropriate treatment has commenced
German Measles (Rubella)	Until fully recovered and at least 4 days from the onset of the rash
Scabies	Until the appropriate treatment is commenced, supported by a medical certificate
Head Lice	Until treatment is commenced and completed; regular checks of children's hair will be done by authorised staff
Conjunctivitis	Until treated and eyes are completely clear and clean

SICK CHILDREN

If children are sick they will not be able to do their best learning. 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, it is best to 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 a **NOTE** is **not** provided, the children will be unable to have the medicine.

* **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 government legislation 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.
- Children are supervised during eating times.

- 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 etc.

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 'kiss and drop' system. Walking the children across Sydenham Road is an illegal practice – please do not do it. When picking up children, parents need to come and collect them from inside the school. Children will not be allowed to walk out to cars in the carpark.