

FOUNDATION INFORMATION BOOKLET

2022

JESUS STAY WITH US



EMMAUS
CATHOLIC PRIMARY SCHOOL
370 SYDENHAM RD,
SYDENHAM. 3037.

WELCOME



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 and teaching promotes the growth of the whole child - cognitively, socially, emotionally, physically and spiritually. We believe each person is made in the image and likeness of God and we 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, a wonderful sense of others and their environment, ready to take on the world.

Our transition program for 2022

Your child will begin school on Monday, 31st January at 9am. They will wear their full school uniform and bring a snack in their lunch box. The children will spend the morning meeting teachers, getting to know other Foundation children and exploring the Emmaus environment. The children will be required to be picked up at 12.30pm. The children will then attend school for the full day on Tuesday, 1st February and will have each Wednesday at home until the week beginning Monday, 14th March.

We will continue our transition program for the first two weeks of the term. This time will give us a wonderful opportunity to get to know your child, their strengths and challenges, their motivations and interests. It will also give your children time to settle into the routines and structures of school and get to know the educators as well as little friends.

At the end of the first two weeks we will allocate your child to a grade and a teacher.

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 (Only a snack will be needed on the first day - Monday 31st January)
- A drink bottle with water in it
- School jumper - named (This is very important)
- 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. Please keep your special stationery for home.

Prep Term Dates

Term 1

Monday, 31st January at 9.00am - Friday, 8th April at 1pm,

Term 2

Tuesday, 26th April - Friday, 24th June at 1pm,

Term 3

Monday, 11th July - Friday, 16th September at 1pm,

Term 4

Monday, 3rd October - Friday, 16th December at 1pm

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 each day.

Prep children will not be required the first 6 Wednesdays of Term 1.

Wednesday, 2nd February - NO SCHOOL

Wednesday, 9th February - NO SCHOOL

Wednesday, 16th February - NO SCHOOL

Wednesday, 23rd February - NO SCHOOL

Wednesday, 2nd March - NO SCHOOL

Wednesday, 9th March - NO SCHOOL

Wednesday 16th March - Children attend school

The School Day

Daily school starting time: 8.45am

Instruction Session 1: 9am - 10.50am

Daily play time: 10.50 - 11.15

Daily eating time: 11.15am - 11.30am

Instruction Session 2: 11.30am - 1.00pm

Daily play time: 1.00pm - 1.40pm

Daily eating time: 1.40pm - 2.00pm

Instruction Session 3: 2.00pm - 3.00pm

Pack up and reflection 3.00pm - 3.15pm

Children eat their food inside the classroom so the teacher can supervise them. Many children have food allergies, so it is important for us to be vigilant. Our school is a nut aware 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, some muesli bars and some types of chocolate have nuts in them 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.

The first school bell rings at 8.45am.

A teacher is on yard duty supervising the yard from 8.30am. Children may not be at school prior to 8.30am. If you need to have your children at school earlier than 8.30 they **MUST** go to Before School Care. If your child is at school prior to 8.30 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 by 3.30pm. 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.

Children are required to be picked up by their parents. If for some reason you require someone else to pick your child/children up from school please email the office staff or your child's teacher to let them know. We can not let children go with any adult. Please stand and wait while your child comes outside the classroom. When the bell sounds the teacher will let your child walk to you.

Please make sure your child knows who is picking them up each day. They tend to worry if they are unsure.

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 and leave this message or email secretary@emsydenham.catholic.edu.au to let us know before the start of the school day.

EARLY DISMISSAL OF CHILDREN

We understand 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. We will call your child's classroom and ask the children to come to the office to meet you. Please do not come to pick up your child during break times as the children are playing and are unable to get their bags from the classroom. Break times are:

10.50am - 11.15am and 1.00pm - 1.40pm

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 like any business, 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.

1 child - \$1945

2 children - \$2690

3 children - \$3435

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 their school fees weekly, fortnightly, monthly, quarterly or yearly by direct debit or debit credit card payment arranged through the school office. Payment plans are available via direct debit, credit card or Centrelink. 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 as soon as possible to organise a payment plan.

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 correct 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 the 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.
- Students are not to wear nail polish or fake nails to school.
- 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, until the end of April and throughout 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 Navy blue wide brimmed hat with school logo Black leather shoes	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 or skivvy 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 /skort with school logo White socks Navy blue girls' sports briefs 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 and includes:

Learning Areas

Religious Education

The Arts - Visual and Performing

English

Health and Physical Education

The Humanities

- Civics and Citizenship
- Economics and Business
- Geography
- History

Languages - Italian

Mathematics

Science

Technologies

- Design and Technologies
- Digital Technologies

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 during their time at Emmaus Catholic Primary School, teachers will constantly assess and record their progress. We believe 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 via Seesaw, phone calls, Google Meets, chats etc.

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.

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.

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, garden watering, cutting the nature strip, spraying weeds etc etc.
- **Classroom/School Support** - support with students in key learning areas, book covering, selling icy poles in Terms 1 & 4,
- **Fundraising** - organising events which will have a fundraising focus for our school or just by donating money

INFECTIOUS DISEASES

Childhood diseases such as COVID 19, chicken pox, measles, mumps or even the common cold, spread very quickly through a class or the whole school. If you suspect your child is 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 asked to go to the sick bay in the office and assessed by the staff member responsible for 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
COVID 19	Until the test comes back with a negative result
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
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 child is 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.
- Teachers acknowledge every child's birthday. Parents may send a chocolate or a lolly pop to school to celebrate but it will be sent home for the children to enjoy.
- No animals are allowed on school grounds due to allergies.

CHILDREN'S BELONGINGS

Children are asked not to bring expensive belongings to school. Please make sure 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. 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. You can also drop your children off at the Pecks Road gate, where a teacher will greet them and walk them into the school or the Church Gate.

BIRTHDAYS

Birthdays are important events! If you would like to celebrate with your child's classmates it is important to bring a lolly bag, a wrapped chocolate such as a chocolate frog or a lolly pop. The children will be able to take these gifts home to enjoy. A whole birthday cake is too difficult to cut up and share with a whole class.

If you have any questions that have not been covered in this information booklet please call the school on 9390 4500 or email secretary@emsydenham.catholic.edu.au and one of our office administrators will be happy to help you.



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