



# St Robert's

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## Newtown



## School Information Handbook

13 Nicholas Street  
Newtown VIC 3220  
Telephone (03) 5221 1075  
Email: [office@srnewtown.catholic.edu.au](mailto:office@srnewtown.catholic.edu.au)  
[www.srnewtown.catholic.edu.au](http://www.srnewtown.catholic.edu.au)

**St Mary of the Angels Parish, Geelong**

Revised January 2024

## St Robert's School Prayer

*Mary, Mother of Jesus,*

*Fill our hearts with a love of God and a greater love for each other.*

*Bring to our world a lasting peace, based on respect and justice for all.*

*Help all nations to follow the wishes of Jesus,*

*that we should live in love and peace with each other.*

*Through Christ, Our Lord.*

*Amen*

## Our Vision Statement

At St Robert's, following Jesus and enlightened by faith, we aspire to create a learning environment that respects the past, rises to the challenges of the present, and inspires hope for the future.

## Welcome

Our school is a place where every individual is welcome and cared for, which seeks to develop relationships between school and families, working together in partnership to provide a supportive and understanding school environment that provides vibrant learning opportunities.

We are committed to following the example of Jesus and the Gospel Values encouraging all and caring for those in our community. We are committed to the development of children in their learning journey here at St Robert's spiritually, physically, socially and emotionally.

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## School Governance Structure

St Robert's is a school which operates with the consent of the Catholic Archbishop of Melbourne and is operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

MACS governs and operates 292 Catholic schools in the Archdiocese to continue the mission of Catholic education to proclaim the Good News and equip our young people with the knowledge, skills and hope to live meaningful lives and enrich the world around them.

Because the good work of educating the young is a co-responsible task led by every member of the Catholic school community, School Advisory Councils have been established to provide a crucial point of connection between the wider school community and school leaders.

This governance model was designed to ease the administration burden on our schools and parishes, allow parish priests to focus on the mission of education in the parish, enable greater collaboration between schools and ensure greater consistency in school policies and procedures.

More information on MACS is available at [www.macs.vic.edu.au](http://www.macs.vic.edu.au)

## Contact Information

<b>Principal</b>	Mrs Sarah Kelly
<b>Email</b>	<a href="mailto:principal@srnewtown.catholic.edu.au">principal@srnewtown.catholic.edu.au</a>
<b>Deputy Principal</b>	Ms Rebecca O'Leary
<b>Email</b>	<a href="mailto:roleary@srnewtown.catholic.edu.au">roleary@srnewtown.catholic.edu.au</a>
<b>Administration</b>	Mrs Kristin Pennisi Ms Logan Jozipovic
<b>Address</b>	13 Nicholas Street, Newtown VIC 3220
<b>Telephone</b>	(03) 5221 1075
<b>Email</b>	<a href="mailto:office@srnewtown.catholic.edu.au">office@srnewtown.catholic.edu.au</a>
<b>Office Hours</b>	8.30 am – 4.00 pm
<b>School Hours</b>	8.30 am – 3.35 pm
<b>Website</b>	<a href="http://www.srnewtown.catholic.edu.au">http://www.srnewtown.catholic.edu.au</a>

## 2024 Daily Timetable

 <b>St Robert's</b> Newtown	<h1>2024 Daily Timetable</h1>
8:30 - 8:50	Gates Open at 8:30
8:50 - 10:00	Session One- Includes Welcome Circle & Prayer
	FRUIT BREAK
10:00 - 11:10	Session Two
11:10 - 11:20	STUDENT EATING TIME
11:20 - 12:00	1ST BREAK-40 Minutes
12:00 - 1:10	Session Three
1:10 - 1:20	STUDENT EATING TIME
1:20 - 2:00	2ND BREAK-40 Minutes
2:00 - 3:10	Session Five
3:10 - 3:20	Prayer, Pack Up & Move to Gate School Concludes 3:20pm

We encourage students to eat their lunch (sandwich) in the first break and enjoy their snacks for the second eating period.

## 2024 Specialist Days

 <b>St Robert's</b> Newtown	<h1>2024 Specialist Timetable</h1>
Tuesday	Year Five & Six
Wednesday	Year Four
Thursday	Year One & Two
Friday	Foundation & Year Three

Sports uniform worn on your child's specialist day.

## Democratic Principles

Democratic Principles At St Robert's we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. St Robert's will explicitly and implicitly support and promote the principles of Australian democracy, including a commitment to: elected government the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association the values of openness and tolerance. Through our curricular and extracurricular programs, St Robert's will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

Reporting The Melbourne Archdiocese Catholic Schools (MACS) Board will ensure schools have published this Democratic Principles Statement through the Annual Report to the School Community and regular school review processes (at least once every four years).

Screen Shot 2023-05-03 at 1.24.53 pm.png

### VALUES FOR AUSTRALIAN SCHOOLING

**Care and Compassion**  
Care for self and others

**Doing Your Best**  
Seek to accomplish something worthy and admirable, try hard, pursue excellence

**Fair Go**  
Pursue and protect the common good where all people are treated fairly for a just society

**Freedom**  
Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others

**Honesty and Trustworthiness**  
Be honest, sincere and seek the truth

**Integrity**  
Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds

**Respect**  
Treat others with consideration and regard, respect another person's point of view

**Responsibility**  
Be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

**Understanding, Tolerance and Inclusion**  
Be aware of others and their cultures, accept diversity within a democratic society, being included and including others

**CHARACTER IS DESTINY**  
— George Eliot

## Our Shield & Motto



The Latin words "*Sic Currite Ut Comprehendatis*" translated into English means "so run that you will obtain the prize (or honour)." The 'prize' being the knowledge that one has achieved the best and most honourable result in a manner in which Christ taught us. This message was given by St Paul when writing to the Corinthians (IICOR.) A further translation in the context of our school would be "*striving to achieve the best and most honourable result within the context of our faith and Christ's teachings*"

## St Robert's Feast Day – 7<sup>th</sup> June

St Robert was born in Gargrave, Yorkshire, England. He took his name from Newminster Abbey, where he and his monks lived until his death on 7 June 1159. St Robert was parish priest at Gargrave, then became a Benedictine Monk at Whitby. He went to the Abbey of St Mary's in York, where he revived the Benedictine Rule; and founded three other monasteries – at Pipewell (1143), Roche (1147) and Sawley (1148). St Robert was known for his kindness, austerity and holiness. He was a great man of prayer, a spiritual writer and exorcist. He led a strict way of life and fasted from food and drink, especially during lent. St Robert often visited a holy hermit named St Godric. On the night St Robert died, St Godric saw his soul ascending to Heaven like a ball of light.

## St Mary's of the Angels Parish, Geelong

St Robert's is one of four Catholic Primary Schools serving the St Mary's of the Angel's Parish.

Our school community supports the valuable work of the Parish.



## Child Safe Standards

St Robert's has an ongoing commitment to promoting the safety of all students in its care, with 'zero tolerance' of child abuse and/or neglect. Working in partnership with families and the wider school community, St Robert's is committed to embedding an organisational culture that recognises, develops and implements a child-safe environment that covers all on-site and off-site activities that form part of the students' learning landscape. Integral to this culture is the school's commitment to providing an environment that is inclusive and respectful of the diversity and needs of all students and families in our school community.

In July 2021, the Victorian Government announced new Child Safe Standards (CSS) to further strengthen child safe environments and protect children from abuse.

From 1 July 2022, 11 Victorian Child Safe Standards replaced the previous seven Child Safe Standards (and principles) which had been in place since 2016.

The revised Victorian CSS support greater national consistency, reflecting the National Principles for Child Safe Organisations, developed following the Royal Commission into Institutional Responses to Child Sexual Abuse. The CSS include new requirements, including:

- the involvement of families and students in child safety efforts
- focus on the safety of Aboriginal children and young people
- management of the risk of child abuse in online environments
- governance, systems and processes to keep students safe.

The CSS are underpinned by Ministerial Order No. 1359 (MO 1359), which was released by the Victorian Government on 10 February 2022. MO 1359 defines the actions schools and school boarding premises must take to meet the requirements associated with the new CSS. MO 1359 replaces the previous Ministerial Order No. 870.

St Robert's will continue to embed policies, strategies and structures that actively promote Child Safety. The Principal, in partnership with the Parish Priest, will work with members of the Leadership Team and Advisory Council to develop, implement, review and revise policies, protocols, programs and processes that are compliant with the expectations of the 'Child Safe Standards', strategically embedding this work within the School Improvement Plan, and Annual Action Plans. Strategies and programs that encourage and enable students to have an active 'voice' in promoting child safety will continue to be an essential element of the school's culture and processes.



# Education in Faith

## Our Philosophy

We understand that through Religious Education we, the educators, those to whom the children have entrusted, are helping them to come to understand and know Christ is present in their lives. Through our Religious Education Program we intend to assist in the growth and change in each child's life, helping them to find Christ through prayer, reflection and action. Religious Education at St Robert's is seen to be an important way of teaching and fostering gospel values living Christ-like lives and encouraging decision making that encapsulates Christ's truths of justice, mercy, compassion and love.

## Vision and Mission Statement

The Vision and Mission Statement reflects our Catholic beliefs and Teachings at St Robert's. Religious Education is given priority in daily programs and has a strong focus on scripture so that students become familiar with the Christian story and compare it to their own story. Liturgies are held at school throughout the year where each unit has the opportunity to plan and attend.

## Prayers/Liturgies

Prayer is considered important for developing self-reflection and building a deeper relationship with God. Children are given an opportunity to experience a variety of prayer forms. Daily prayer is a part of St Robert's life. Our school REL prepares whole school gatherings twice a term.

## Sacramental Preparation

In line with the policies of the Archdiocese of Melbourne, children are expected to receive the three sacraments in the following order:

### Sacrament of Penance (Year Three)

In Grade Three, children will be prepared for the Sacrament of Penance and will then be involved, with their families and the Parish of St Mary's in celebrating the Sacrament of Penance by attending Parish ceremonies. This will be followed by a certificate presentation a few weeks later.

### Sacrament of Eucharist (Year Four)

In Grade Four, children will be prepared for the Sacrament of the Eucharist at school and will then be involved with their families and the Parish of St Mary's in the receiving of the Sacrament of Eucharist by attending Parish Sunday Liturgies.

### Sacrament of Confirmation (Year Six)

In Grade Six, children will be prepared for the Sacrament of Confirmation at school and will then be involved with their families and the Parish of St Mary's in the receiving of the Sacrament of Confirmation by attending a special Parish Liturgy.

## Parent Commitment

Parent are asked to support their child by bringing them to the Sacramental commitment mass. Information is shared with families in the lead-up to Sacraments.

## Student Wellbeing

Pastoral Care draws its inspiration from the life of Jesus Christ. In Jesus, we experience God as a caring shepherd who is faithful to the flock, who knows them and cares for them.

At St Robert's, we nurture and educate children with the same care and attention. We need to discover the nature of each individual child, their strengths and weaknesses, their joys and their fears and we endeavour to educate our children with respect and love. Therefore, it is the responsibility of all our Teachers to provide a strong sense of wellbeing, belonging and security where every child is given every opportunity to be affirmed in their dignity and worth and helped in growing to their full potential.

### Student Wellbeing Policy

The Student Wellbeing Policy is designed to meet the needs of the students at St Robert's. The Student Wellbeing Leader is a Staff Member responsible for its implementation in conjunction with the School Principal. Mrs Margot Champion is our Wellbeing Leader for 2024.

#### Guiding Principles

The wellbeing and care of students and young people are shared responsibilities between schools, governments and local communities. Parish Communities have a responsibility to establish programs which are designed to enable young people and their families to develop in faith and participate fully in Parish and School Community activities.

We seek to work in partnership with families, in making appropriate educational provision for all students, seek to meet the general needs of children and young people as well as the needs of each individual. The Teachers and students at our School work together to ensure all students have adequate opportunity and encouragement to participate fully in the educational, social and spiritual life of the school and its community.

#### Discipline Policy & Behaviour Management

All at St Robert's have a right to a safe and positive environment at school and the care, safety and wellbeing of all is at the core of our work. Our policy is to provide a calm and supportive environment for the children in their attempts to adopt self-discipline. At times, behavioural consequences will be used to encourage children to re-think their actions, but in all cases such measures will endeavour to focus on a positive and supportive attitude.

A list of school rules is available via the website <http://www.srnewtown.catholic.edu.au>

## Restorative Practice

The philosophy of Restorative Practices informs a positive and formative approach to student behaviour management, and is adopted by St Robert's. A commitment to Restorative Practices has as its aim the promotion of resilience in the one harmed and the one causing harm. Restorative measures help students learn from their mistakes, grow in self-discipline, take responsibility for their actions, recognise the impact of their actions on others, and reconcile and resolve conflict with others.

The Principles of Restorative Practice;

- **Foster awareness** in the student of how others have been affected
- **Accept ambiguity.** Often fault is unclear and people can agree to accept the ambiguous situation.
- **Separate the deed from the doer.** We can recognise a student's worth, their virtues and accomplishments while disapproving of their wrongdoing.
- **See all inappropriate behaviour as an opportunity for learning.** Incidents can be used constructively to build understanding, empathy and a sense of community.
- **Use collaborative language** to involve the student actively
- **Joint problem solving** to enhance responsibility for actions and form
- **See incidents as harm to relationships** within the school community; relationships that when repaired can be restored and the person reintegrated into the community.

When relationships are harmed, the focus is on helping students become aware of the impact of their behaviour on self and others through personal accountability and learning from the incident. An important component of Restorative Practice is the focus on restoring relationships after harm has been done.

## First Aid

All people at St Robert's have a right to feel safe and well, and know that they will be attended to with due care when in need of first aid. St Robert's aims to ensure that the health and physical wellbeing of all children is maintained.

Staff are qualified to attend to the First Aid requirements of students at school and can be called upon at any time as needed.

Children in need of First Aid attention during recess times should go to the teacher on duty. The teacher on duty will determine the action required. An Injury Report Slip will be recorded and a copy provided to the student to take home for parent's information.

School will make contact with parents where a child has received a bump or knock to the head or groin area just as a precaution.

Children who become sick at school will be sent to First Aid where a staff member will assess the child and determine the action required. If necessary, the child's parents will be contacted and arrangement made for the child to go home.

For more serious accidents such as suspected broken bones, head injuries, deep wounds etc first aid will be provided and the parents will be contacted in the first instance or the nominated emergency contact for the child will be contacted. If it is deemed necessary, an ambulance will be called, and parents notified as soon as possible.

## Special Medical Conditions

Children who have special needs in regard to medical conditions such as Asthma, Anaphylaxis, Allergic Reaction, Food Allergy, Diabetes etc are required to have a Medical Action Plan. Action Plans are updated at the beginning of each school year and/or as required throughout the year. The Action Plans are displayed in the classroom and first aid rooms.

## Medication

It is preferable that short-term medications be administered at home.

If your child/ren require medication to be administered during school hours it should be administered to the child by a parent or parent's representative whenever possible. If medication is to be given during school time by staff, School Policy requires written instructions regarding dosages and times.

*Authorisation to Administer Medication* forms are available from the office for parents/carers to complete. A First Aid slip is completed whenever medication is administered to ensure parents are made aware.

No form of medication should be left in the child's possession. Medicine must be kept in the office because of high risk of the medication being used inappropriately by the child concerned and/or other children.

## Anaphylaxis Policy

If a child suffers any Allergens, information is required to be provided to the School at the time of enrolment. An Action Plan for Anaphylaxis is required and signed by the family doctor. Action Plans will be updated at the beginning of the school year and/or as required. If a child requires an Epi-pen or any other medication, it is registered at the School office and kept in the medication cupboard. Epi-pens are kept in the First Aid bag carried by the year duty teacher. It is the Parent's responsibility to keep the school informed of the child's condition and his/her medical requirements.

## Asthma

If a child suffers Asthma, information is required to be provided to the School at the time of enrolment. An Action Plan for Asthma is required and signed by the family doctor. Action Plans will be updated at the beginning of the school year and/or as required. If a child requires asthma medication, it is registered at the School office and kept in the medication cupboard. Ventolin and spacers are kept in the First Aid bag carried by the year duty teacher. It is the Parent's responsibility to keep the school informed of the child's condition and his/her medical requirements.

## Infectious Disease

There are a number of diseases that compulsorily (and legally) exclude children from school. Principals have a duty to protect the health of the general school population. Many infectious diseases require those with the disease to be excluded from attending school for specified amounts of time. Under the "Health (Infectious Diseases) Regulations", it is a requirement that the Parent/Guardian inform the School Principal if the child is infected with a certain disease or has been in contact with an infected person.

Infectious diseases that lead to exclusion include COVID, Chickenpox, Conjunctivitis, Diphtheria, Giardiasis (diarrhoea), Hepatitis, Hepatitis B, Head Lice, Impetigo (school sores), Leprosy, Measles, Meningococcal Infection, Mumps, Pertussis (whooping cough), Poliomyelitis, Ringworm, Rotavirus, Rubella, Scabies, Shigella (diarrhoea), Streptococcal infection, Trachoma, Tuberculosis, Typhoid and Paratyphoid.

A notification slip is sent home to each family in a classroom when the school has been notified that a child has an infectious disease.

## Food Policy

### No Sharing/Swapping Food

Children are not permitted to swap/share food with one another. It is important that children eat only the food that is provided in their own lunch boxes. This policy extends to treats provided for birthdays, feast days, etc. We ask that parents do not send any 'special' food treats for birthday celebrations.

### Packaged Food Containing Nuts

We ask all families to inform if your child will frequently have nut products to ensure teachers can monitor where nuts are consumed and that students consuming nuts wash their after eating.

### Fast Food Policy

The school does not allow 'Fast Food' lunches to be brought into the class. Children may be withdrawn from school over the lunch period but parents must report to the child's class Teacher to report the child's withdrawal and then to the office to record details in the sign in/sign out register.

### Protocol for Students without Food

In the event that a student has no food items for recess or lunch, the classroom Teacher is responsible for making contact with the family to request that snack and/or lunch items be brought to school. A Teacher may delegate this task to the LSO working in their class. Due to our allergy and anaphylaxis risk management strategies, ie 'no sharing of food', the school is unable to provide food items for students.

## Occupational Health & Safety

The school community has a collective responsibility for the health and safety of students, visitors and staff. In order to keep your child and every child safe in our school we ask Parents to support us in adhering to the following;

Hot Drinks – are not to be taken inside the classroom or onto the playground due to the risk of burns and scalds. If a drink is consumed in the classroom a sealed reusable cup/ sealed takeaway cup is the only container to be used. No open cups are to be within classrooms or on the yard.

## Out of Hours School Care (OHSC)

The St Robert's Before School program operates through Kelly Club.

The St Robert's After School program is run by the Kelly Club on-site at St Robert's.

The program combines active games with planned and unplanned play, quiet time, homework time and a healthy snack. Every day is an adventure led by enthusiastic staff who are on a mission to bring smiles to kid's faces. As trained Educators, they know lots of different ways to help your child get the most out of their day and feel good about themselves.

***Children who require OHSC must be registered prior to attending the program.***

**Before School Care** – operated by Kelly Club at St Robert's from 7:00am-8:30am

Contact [stroberts@kellycluboshc.com.au](mailto:stroberts@kellycluboshc.com.au)

**After School Care** – operated by Kelly Club at St Robert's from 3:30-6:30pm

## Student Routine

### School Arrival

**Please note children are not to arrive at school before 8:30am.** The gates are open from 8:30am and the school grounds are supervised by assigned Staff.

Attendance at school is a legal requirement for children of school age. Children should not be kept home unless they are unwell and sick children should not be sent to school. Families are encouraged to keep dental, medical and other appointments outside of school times where possible. Families are also encouraged to take holidays during school holiday periods.

Students will have a Fruit Break, Recess and Lunch break each day.

### Family Holidays

Families who intend to take a family holiday during a school term are required to fill out a holiday form. Please contact the office to get a copy of the form. The Principal will then review the application for leave and approve the student's absence.

### School Departure

Student dismissal will commence at 3.20pm. Teachers are assigned to gate supervision until 3:35pm and all children should have left the school by this time. Children still awaiting pick up at this time will be brought into the school for supervision. The office will contact families at 3:40pm for all children who have not been picked up. After-school care is operated by Kelly Club and is available every day.

### Pick Up and Drop Off Policy

St Robert's School is located between Nicholas Street (front of the school) and Mervyn Street (behind the school). Both these streets are narrow have limited parking. Nicholas Street is serviced by a school crossing and it is essential that everybody comply with By-law Regulations when the crossing flags are displayed. The local By-law Officer and the Crossing Supervisors will approach people not observing the regulations. Mervyn Street is unsupervised but the By-law Officers are diligent in ensuring that motorists observe the road rules and park only in designated zones. No parent should park over driveways or in no standing areas.

## School Fees, Levies and Charges

St Robert's aims to provide a quality education to all students and in order for this to be achieved, fees and levies are charged. St Robert's has the highest DMI score of a Catholic Primary School in Geelong, this directly affects the way we are funded and school fees continue to be a source of importance for the curriculum opportunities we can offer our students.

School fees will be reviewed each year and usually increase with CPI in line with Catholic Education Melbourne guidelines.

### Issuing of Accounts

School fees and levies are charged annually and include: Family Fee, Capital Building Levy, Maintenance Levy, Excursion Levy, Sacramental Levy – Grade 3, 4 and 6 students and Camp Levy. Families will receive statements throughout the school year by email and school fee account information is available on the ICON Community Portal.

## **Method of Payment**

Various payment options are available to families in meeting their fee obligations. Families will elect their preferred payment arrangement for the school year.

## **Payment Difficulties**

If an account is not able to be paid by the due date, any family experiencing such difficulties are required to contact the School to negotiate an alternative payment schedule.

## **Overdue Accounts**

Every effort will be made by the School to make contact with any family with an overdue account and to negotiate a payment plan that is in line with the family's current financial position. This will include contact via email, SMS, telephone and letter. Should a family fail to respond to these contacts and to negotiate a payments schedule which addresses the school fee account, the family may be referred to a registered debt collection agency which will work with the family to address the debt.

## **Camp, Sports, Excursion Fund (CSEF)**

Parents who hold a valid Health Care Card, Pension Card or who are a temporary foster parent may be entitled to receive the CSEF to offset some Levies. This was introduced in 2015 and is paid annually. The amount for primary school aged children is \$125 per child per year. Information and application forms are available from the school office early in the school year.



# School Uniform Policy

All children are required to attend school in full school uniform each day. If a child is out of uniform, he/she will be asked to present a note from Parents to explain the reason.

<p><b><u>GIRLS SUMMER UNIFORM (Terms 1 &amp; 4)</u></b></p> <ul style="list-style-type: none"> <li>● Summer dress</li> <li>● White blouse with Grey shorts</li> <li>● Navy socks</li> <li>● Navy school jumper/ Navy Jacket</li> <li>● Navy sunhat (*refer below)</li> <li>● Black shoes (polishable i.e. leather or vinyl) an all black school runner is permissible if no colour is present in the design</li> </ul>	<p><b><u>GIRLS WINTER UNIFORM (Terms 2 &amp; 3)</u></b></p> <ul style="list-style-type: none"> <li>● School Pinafore (compulsory for photos &amp; excursions)</li> <li>● Navy Slacks</li> <li>● Navy gabardine pants with white blouse (white skivvy permissible)</li> <li>● Navy blue socks or tights</li> <li>● Navy school jumper/ Navy jacket</li> <li>● Black shoes (polishable i.e. leather or vinyl) an all black school runner is permissible if no colour is present in the design</li> </ul>
<p><b><u>BOYS SUMMER UNIFORM (Terms 1 &amp; 4)</u></b></p> <ul style="list-style-type: none"> <li>● Blue shirt with Grey shorts</li> <li>● Navy socks</li> <li>● Navy school jumper/ Navy jacket</li> <li>● Navy sunhat (*refer below)</li> <li>● Black shoes (polishable i.e. leather or vinyl) an all black school runner is permissible if no colour is present in the design</li> </ul>	<p><b><u>BOYS WINTER UNIFORM (Terms 2 &amp; 3)</u></b></p> <ul style="list-style-type: none"> <li>● Blue shirt (blue skivvy permissible) with Navy gabardine pants</li> <li>● Navy socks</li> <li>● Navy school jumper/ Navy Jacket</li> <li>● Black shoes (polishable i.e. leather or vinyl) an all black school runner is permissible if no colour is present in the design</li> </ul>
<p><b><u>PHYSICAL EDUCATION (PE) UNIFORM (Boys and Girls)</u></b></p> <ul style="list-style-type: none"> <li>● Navy school polo shirt with logo and house stripe</li> <li>● Navy blue shorts (no Lycra or tightly fitted); No netball skirts</li> <li>● Plain navy blue track pants (no stripes or logos) <b>Leggings in Navy are not acceptable</b></li> <li>● School Rugby Jumper with logo</li> <li>● Plain white socks covering ankles or St Robert's school socks (<b>logo socks are not permitted</b>)</li> <li>● Sneakers with a cushioned sole not street shoes</li> </ul>	
<p><b><u>ALL STUDENTS</u></b></p> <ul style="list-style-type: none"> <li>● School bag</li> <li>● Hat <b>*SUN HATS ARE COMPULSORY FROM 1 SEPTEMBER TO 1 MAY*</b></li> </ul>	

## School Hats

Children are encouraged to wear their school hat in the playground on sunny days but it is compulsory from 1 September to 1 May. “No Hat Restricted Play” Policy requires that children who do not have a hat on days when the sun poses a threat to their health are requested to stay in a designated shade area where they will be sheltered from the sun.

## Shoes

The uniform list requires all children to wear black leather shoes. On allocated sports days the children wear runners with their sports uniform. Runners are not a part of the normal school uniform and are therefore only to be worn on sports days. If children are unable to wear their school uniform for some reason, then a note informing the teacher is required. (All black school runners are permissible if no colour is present in the design and the runner is all black leather in design.)

## School Jackets

In the colder months, students may wear navy jackets in the school yard. Plain navy raincoats can also be worn to and from school. Logo jackets may only be worn if they are navy. For example, the Navy Kathmandu.

## Labelling Uniforms

We advise families to ensure ALL pieces of the uniform are clearly labelled on the inside. We also recommend families check their washing each week to ensure students are only bringing home their own labelled items.

## Variations to the uniform

Items with logos must be bought from the St Robert’s School Uniform Shop as they are not available elsewhere. If non-logo uniform items are bought at an alternative shop they must have consistent style, colour and material finish as those provided at the St Robert’s Uniform Shop. Items are not to have any other colour trims, stripes or logos on them. Students are not to wear nail polish or jewellery.

## Hair

Hair that sits on the shoulder or is longer than a child’s shoulders should be tied up during the school day. All hair accessories should be either blue, red or white. This applies to all children at St Robert’s.

The uniform policy at St Robert’s School is based on very important principles and should be adhered to by all families associated with the school.

Uniform is an important aspect of our school life:

- Uniforms connect our students.
- Uniform provides habit and routine.
- Uniform provides a visual for our wider community.

## Uniform Shop

The St Robert’s Uniform is sold at Bellarine Uniforms. The uniform shop has second hand uniform items available for sale and accepts donations from families. When donating uniform items please ensure they are laundered and in good condition.

**Address:** 162 Moorabool St, Geelong VIC 3220

**Phone:** (03) 5221 9199

## Assessment and Reporting

### Student Reports

At St Robert's, the school curriculum in all learning areas follows guidelines outlined by the Victorian Department of Education. The school curriculum contains statements of intended learning outcomes that allow students to undertake programs, activities and experiences appropriate to their level. A further Learning Area of St Robert's is, of course, Religious Education.

Student reports are completed and distributed on two occasions in every school year – a progress report one week prior to the end of Term 2 and an end of year report prior to the conclusion of the school year. It is a general expectation that children do their best and we understand that children are more likely to reach their potential in a supportive environment that is both challenging and encouraging.

The purpose of the Report is to provide insight into a child's progress in aspects of learning areas covered to date. It should be noted that a Teacher bases assessment on attainment of aspects in outcomes covered at this point in time. Definitive assessments indicating achievement levels in all areas are the basis of these reports.

# School Attendance

## Student Absences

Schools must advise parents/guardians of unexplained absences, on the same day, as soon as practicable. The roll is taken by 8:50 am each day at St Robert's and if the school has not received notification of a child/children's absence prior to this time their absence is determined as *unexplained* and contact will be made via SMS requesting a reply.

In the case of sickness, please keep your child at home. Report absences to the school on the day the child is sick by 9:10 am by:

1. Ringing the School on 5221 1075 and choose option 3 to report the absence by leaving a message, OR
2. Emailing [attendance@srnewtown.catholic.edu.au](mailto:attendance@srnewtown.catholic.edu.au) and the classroom Teacher to notify them of the absence.

These Attendance/Notification changes have been put in place to ensure the safety of school-aged children during school hours and that schools are supported in their duty-of-care obligations.

The school does not encourage the taking of family holidays outside the designated school holiday period and parents are asked to avoid, as much as possible, taking the children on holiday during school terms. When family holidays are taken outside the school holiday periods, at least two weeks' notice should be given in writing addressed to the Principal with a copy to the child's class Teacher/s outlining circumstances associated with the decision to withdraw the child/children from school outside of holiday periods. St Robert's has a holiday form for any family taking more than five school days for a holiday period, this ensures the office can record leave accurately.

Punctuality and courtesy are valued aspects of behaviour at St Robert's school. When children are late for class an explanation will be sought and should be given. When lateness becomes a continuing problem, the Teacher will contact the home. When lateness is persistent and is not moderated, the Deputy Principal will pursue the matter. The school is required to contact the Catholic Education Melbourne for further support and follow up in cases of ongoing absences or lateness (except where there is a diagnosed medical condition).

## Late Arrivals/Early Departures

In the event that a child arrives at school later than normal, parents are asked to bring their child to the office and outline the reason for the late arrival. A Late Arrival Pass will be issued to the student which will need to be presented to their Teacher on arrival to class.

On occasion students may need to be collected from school during school hours. Parents are asked to notify their child's Teacher and the office prior to the child being collected and advise as to who will be collecting the child. Please note that anyone collecting your child from the school early must have authority from the parent/carer. This can be in the form of written permission, an email or a phone call to the office. The person collecting your child should be one of the contact people as noted on your enrolment form. On arrival at the school, the person collecting should report to the office to collect the child and outline the early departure reason. Office staff will call the classroom and have the child sent to the office.

## Student Leadership – School, Class and House Captains

At the end of each school year leaders are selected for the coming school year. These roles will endeavour to give students the opportunity to build upon the skills and behaviours that include:

- Promote and accept school rules. Be a learner, let others learn and move and act safely.
- Respect other people for who they are and include others so that they feel important. We do this by listening to other people's thoughts, feelings and ideas.
- Influence others in a responsible and positive way. This ensures we are all successful and can reach our potential. We ensure everyone is treated equally.
- Be reliable, trustworthy students who share our gifts and talents, while striving to be our very best. We encourage others to be their best selves at school too.
- At St Robert's, taking Jesus as our model we INCLUDE, we CONNECT, we act with PURPOSE.

## St Robert's Houses

At St Robert's we have four houses, each with significant meaning. Students are assigned to a house at enrolment. Children from the same family are assigned to the same House.

### Mercy House

Mercy House is named for Our Lady of Mercy. Catherine McAuley founded the Sisters of Mercy in Ireland in 1831 and they have dedicated their lives to caring for and educating the poor. Mercy Feast Day is 24<sup>th</sup> September and their house colour is **Blue**. Students in Mercy House are socially aware and considerate of the less fortunate.

### Lourdes House

Lourdes House is named for Our Lady of Lourdes. In 1858 Our Lady appeared to Bernadette Soubiroux 15 times in the village of Lourdes, France. Bernadette joined the Sisters of Notre Dame. People go to Lourdes to bathe in the healing waters. Lourdes Feast Day is 11 February and their house colour is **Red**. Students in Lourdes House are kind and open to new learning.

### Carmel House

Carmel House is named after Our Lady of Mount Carmel. At Mount Carmel, by the Mediterranean Sea, Our Lady appeared to Saint Simon Stock presenting him with a brown scapular. A Carmelite Monastery has been erected at the highest point of this mountain. Carmel Feast Day is 16 July and their house colour is **Green**. Students in Carmel House are faithful and protective.

### MacKillop House

MacKillop House is named for Mary MacKillop, Australia's first saint who was born in Melbourne in 1842. Mary MacKillop founded the Sisters of St Joseph and opened the first free Catholic school in Australia. MacKillop Feast Day is 8 August and their house colour is **Yellow**. Students in MacKillop House are charitable and act for justice.

## School Communication

### Newsletters

Our Newsletter is published each fortnight and distributed via the school website. Families are informed when this has been uploaded. Families must read the Newsletter each week as this is our main source of school communication.

### St Robert's Community Portal

The ICON Community Portal allows families to update contact and family details, update your child/ren's medical details, access student achievement reports, book appointments for school meetings and view school fee account information. We will also add the provision for families to undertake excursion permissions on the portal in 2023.

Parents will receive an email containing a link to create a password and set up security questions to activate your account. From there parents will be able to login to the Portal from a link our school website to retrieve and update family information.

### Seesaw

Is a platform used to capture and demonstrate learning and in recent times has proved a most valuable tool for the delivery of remote online learning. Teachers will post photos, videos or notifications. The school newsletter and other communication is also posted to Seesaw.

### Telephone, Emails, Texts

The school will email families using their preferred email contact for school correspondence and fees. From time to time text messaging will also be used. Communication of an urgent or important nature will be made via telephone call in the first instance. Parents are encouraged to email the school office for all general enquiries or if requiring assistance, [office@srnewtown.catholic.edu.au](mailto:office@srnewtown.catholic.edu.au).

Parents may wish to telephone the school to speak with a member of staff, if a staff member is unavailable a message will be passed on. When a child is ill or hurt, the telephone will be the normal and initial mode of communication as the child's comfort and welfare may require swift action.

### Contact Details

**It is imperative that Parent/Guardian contact details are kept updated.** If your contact details including address, mobile contact and/or have changed please advise the office. Updating your Operoo profile information does not automatically update the school's student management system, therefore you will need to update your details in the Community Portal as well while we have the two systems running in parallel.

### Distribution of Invitations

The school has adopted the practice of not distributing party/celebration invitations unless they are inclusive of whole groups e.g., all boys, all girls in a class or cohort. Parents are asked to distribute invitations personally should this not be the case.

### Money at School

Teachers should ensure that children do not bring money to school for anything other than special lunch order days, sausage sizzles, gold coin donation days, icy pole sales or specially designated days. Under

no circumstances should children have any involvement in the buying or selling of any merchandise including cards or collectable items. The Principal should be informed immediately of any such dealings.

## Valuables at School

The school strongly encourages families to keep toys at home including any jewellery such as rings, necklaces and smart watches at home. If children need a watch or mobile phone we ask families to provide a case for storage during the day in their school bag and are to remain switched off for the school day. Smartwatches will need to be removed from students' wrists during the day and placed in their school bags.

## Parent Involvement at School – VOLUNTEERS

The staff at St Robert's considers the engagement and involvement of parents in a child's learning as an essential part of the education of children. Children witness teachers and parents working together, which in turn develops positive attitudes towards school. There are opportunities to become involved such as assisting on excursions and inside the classroom.

In line with our Child Safe Policy, all Volunteers will be required to:

- Complete and submit to the office the Volunteer Code of Conduct
- Complete and submit a Reference Check Form.
- Read and acknowledge St Robert's Child Safe and Wellbeing Policy.
- Provide a current Working with Children Check Card.
- View the Parent Volunteer briefing prior video prior to volunteering.

## Class Helpers

Class Helpers are welcome in our classrooms and in the Library, whether on a regular basis, as adult assistants on excursions, or in some other capacity around our school. It is a great way to volunteer at school. Class Helper Briefings are typically held in Term 1 and will be dependent on COVID restrictions.

Siblings - Unfortunately, siblings are not permitted to accompany parents/guardians when they are assisting in the classroom or on excursions.

## Working with Children Check Card (WWCC)

Since December 2017 it is an offence under the Working With Children Act 2005 to engage in child related work without having a current WWCC Card, this includes volunteer work undertaken by Parents / Carers / Grandparents at School. To apply for a WWCC card families can apply online at [www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/). All volunteers must present their card to the school office along with proof of personal identity (i.e. Drivers Licence or Passport). In order to assist with excursions, assisting the PFA with treat days etc you will need to have a current WWCC card. There is no cost for a volunteer card. **Your Working with Children Check card must be worn / displayed when volunteering**

## Visitors to the School – signing in / out visitors lanyard

All visitor to the school must sign in at the school office and wear a visitor lanyard. When leaving visitors are required to sign out – this includes volunteers. If coming into the school for any reason other than meeting with a member of staff you require your WWCC card and lanyard worn at all times.



## School Advisory Council

St Robert's has a School Advisory Council. Parents are elected every three years to be a member of the Council which meets regularly to discuss educational issues, school policies and make recommendations to the Parish Priest and Principal. Condensed minutes of each meeting are available to the school community following each meeting of the Board. Meetings are scheduled to take place each month during each term. Notice of meetings will be published in the school newsletter in the weeks leading up to each meeting. Parents are encouraged to make contact with their representatives to have views considered and if deemed appropriate brought to the attention of the Board.

### Composition of the School Advisory Board:

- The Parish Priest
- School Principal,
- Parent representatives,

### St Robert's Parents' and Friends' Association (P & F)

The Parents' and Friends' Association (P & F) is an important part of the St Robert's community raising funds to benefit our children. All parents are urged to participate in the P & F and their functions organized throughout the year. The St Robert's P&F meet once a month, usually on the third Tuesday of the month. The minutes of the P&F meetings are displayed on the school notice board and details of upcoming events and other P&F news are included in the weekly newsletter.

### Aims and Functions of Parents' and Friends' Association:

- To promote and support the Catholic Education of children in the school.
- To raise funds to benefit student resourcing
- To provide a forum where members may discuss matters of interest to foster the school community.
- To provide a social focus for parents and others interested in the school.
- To report to and liaise with the School Advisory Council.

### Parents for Parents

'Parents for Parents' has been operating within our school community for some time now offering support and friendship to families who might just be in need of a helping hand. Parents for Parents is coordinated by a group of Parents/Guardians who when informed of a family in need arrange support on behalf of the school community. Parents for Parents may be able to assist with transport, playdates, provide a family meal or cake/slice when a family is in need. This is a wonderful group promoting an environment that is caring, welcoming and friendly and that's what our School community is all about!

### Working Bees

Working bees are held during the year where families are invited to donate some time to come along to school and improve / maintain the school buildings or grounds. This important ongoing support of families is truly appreciated and assists the school greatly in looking its best for the children.

### Grievance Protocol

St Robert's accepts that from time to time, parents may have a concern or issue about school life and that those concerns or issues need to be communicated to the school. In the first instance issues should be discussed with your child's classroom Teacher. If the issue cannot be resolved then the issue would be discussed with the Deputy Principal. Further escalation is outlined in our Family Grievance Policy.

All members of the School Community are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.