



# **St Brendan's**

## **Catholic Primary School**

40 Golf Links Road, Lakes Entrance

P.O. Box 914, Lakes Entrance, 3909

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[www.lakesent.catholic.edu.au](http://www.lakesent.catholic.edu.au)

[principal@lakesent.catholic.edu.au](mailto:principal@lakesent.catholic.edu.au)

**PARENT HANDBOOK**



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# St Brendan's

## Catholic Primary School

St Brendan's Catholic Primary School is committed to the Australian democratic values and principles.

The programs and teaching in a school must support and promote the principles and practice of Australian democracy, including commitment to:

- elected government
- the rule of law
- equal rights of all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance



## "VISION AND MISSION STATEMENT"

### Vision Statement

At St Brendan's Catholic Primary School, we are inspired by Saint Mary MacKillop who responded to the call of Jesus Christ by living out the Gospel.

In light of this our community will be one where:

- Our faith is reflected in our life and culture
- All are welcomed, supported and valued within a safe and secure environment
- We strive to achieve our potential in a dynamic, collaborative and personalised learning environment

### Mission Statement

Our mission is to provide a high-quality Catholic education where young people are supported to thrive in the world, acting with love, compassion and justice. At our school students will come to know the love of God and see themselves as created in God's image. Students will be supported to engage with their broader social context and develop a contemporary knowledge and understanding of faith and the Catholic tradition.

***'Never see a need without doing something about it.'***

## LETTER FROM THE PRINCIPAL



Dear Parents / Guardians,

I welcome you and your family to St Brendan's Primary School. This information booklet is designed to provide an understanding of how our school operates and some of the opportunities we provide for your child. We are proud of our school and believe it to be a safe, caring and supportive environment.

Our school aims to provide an education program for your child/ren with opportunities to explore, experience, learn, find their strengths and to flourish. We focus on the development of the whole child and give students the individual care and attention they need to be successful in life. We believe in addressing the social, emotional, intellectual, physical and spiritual aspect of your child's education. Our goal is to develop the best possible practice in light of current research to ensure our students are provided with the best possible education. We use a contemporary learning approach with flexible learning spaces to help your child become engaged and independent in their learning. We teach to the Victorian Curriculum 2.0 and the Sale Diocese RE Curriculum and we constantly reflect on student data to inform our teaching. We aim to address the variability in each class and ensure an accelerated rate of progress for all students.

As a Catholic school we uphold the teachings of Jesus and hope to provide students with values that enrich their lives. We are committed to continue the work of St Mary MacKillop and are driven by her words 'Never see a need without doing something about it'.

St Brendan's has a strong tradition of inclusiveness. We value the diversity each child and family brings to our school while encouraging every child to participate fully in school community activities.

Community spirit is an essential part of our school. The school is committed to working with parents to build a community where everyone is challenged to be engaged in learning. Our school works productively with the community to support those in need of help. This process ensures our students develop a sense of responsibility toward the community and a sense of service to others.

We believe that respectful communication is integral to our school's success. We use positive and constructive feedback as a part of our daily practice and habitually reflect on our performances.

If you wish to discuss any aspect of the school, please drop in to see me.

I look forward to seeing you soon.

Kind regards,  
**Matthew Hamer**

## EDUCATIONAL PHILOSOPHY

At **St Brendan's Catholic Primary School**, our core business is to educate children, nurturing the whole person, spiritually, intellectually, and emotionally. We believe that for children to flourish as **confident and capable learners**, they must experience a curriculum that is both **inclusive** and deeply connected to their **real-world interests**.

Our philosophy is built on the following pillars:

- **Purposeful & Explicit Learning:** We ensure every student understands the **intent** of their learning and experiences a systematic, high-impact curriculum tailored to their **developmental needs**.
- **Safe & Nurturing Environment:** We provide a physically and emotionally secure space where children feel valued, allowing them to take risks and **learn from mistakes**.
- **Agency & Responsibility:** Students are empowered to make decisions about their own learning, developing the **perseverance and resilience** needed for lifelong success.
- **Collaborative & Reflective Practice:** Learning is a shared journey. We foster opportunities for students to learn from one another and grow through continuous **self and teacher feedback**.
- **Success & Celebration:** We are committed to ensuring every child experiences success, celebrating their unique achievements as they grow into **active participants** in their community.

By integrating these values, we inspire our students to take increasing responsibility for their journey, developing **deep understanding** and the skills to thrive in a contemporary world.



## CONTACT DETAILS

### SCHOOL OFFICE

**ADDRESS** 40 Golf Links Road, Lakes Entrance VIC 3909

**TELEPHONE** (03) 5155 2712

**FAX** (03) 5155 4565

**EMAIL** [office@lakesent.catholic.edu.au](mailto:office@lakesent.catholic.edu.au)  
[principal@lakesent.catholic.edu.au](mailto:principal@lakesent.catholic.edu.au)

**WEBSITE** [www.lakesent.catholic.edu.au](http://www.lakesent.catholic.edu.au)

### SCHOOL LEADERSHIP TEAM

PRINCIPAL

Matthew Hamer

DEPUTY PRINCIPAL and  
LEARNING ADJUSTMENT LEADER  
RELIGIOUS EDUCATION LEADER

Leonie Morrison

LEARNING ADJUSTMENT/CURRICULUM LEADER  
**SENIOR SCHOOL**

Melissa Terry  
Cassandra Supple

LEARNING ADJUSTMENT/CURRICULUM LEADER  
**MIDDLE SCHOOL**

Danielle Mills

LEARNING ADJUSTMENT/CURRICULUM LEADER  
**JUNIOR SCHOOL**

Chelsea Bulmer

Melissa Terry

MENTAL HEALTH AND WELLBEING  
STUDENT WELLBEING OFFICER

Sarah McGuinness  
Sarah Waite

ADMINISTRATIVE STAFF

Nardia Ryan  
Meaghan Grandy

PARISH PRIEST

Fr Hiep

## SCHOOL STAFF

Principal	Matthew Hamer
Deputy Principal	Leonie Morrison
Foundation	Melissa Terry/Sarah McGuinness Lauren Alsop/Sarah McGuinness
Year 1/2	Madison Schulz Katherine Sharpley Ana Yap Duran
Year 3/4	Luke Bates/Hannah Neal Chelsea Bulmer/Cassandra Supple Melissa Rickman/Kyllie Curnow
Year 5	Danielle Mills/Cassandra Supple Jacqui Mallen/Georgia Kenny
Year 6	Mikaela Witherow Narae Blackwell/Georgia Kenny
PE	Hannah Neal
Health	Indira Quin
Mandarin	Stephanie Hamer
Art/Science	Leesa Thompson
Indigenous Education Officer	Fiona Yates
Kitchen/Garden	Emma Albert
Administration	Nardia Ryan-Taylor, Meaghan Grandy Katrina Wykes

## SCHOOL STAFF

**Support Staff** Michael Park, Julie White, Emma Albert, Jenny Vogrig, Kylie Curnow, Dan Johnson, Melissa Rickman, Gabrielle Duncan, Fiona Yates, Pauline McAteer, Rourke Delaney, Tully Davis, Sheenie Hwang-Kyriakou

**ADMIN BLOCK -** Offices, Teachers' Resource Room, Library, Staff room  
Consulting room, Art/Science room, Mandarin room

**BUILDING B -** Health Space, Year 3/4 Blue, 3/4 Red, 3/4 Green, 5 Blue  
and 5 Red

**BUILDING C -** Year 6 Blue and Red, Foundation Blue and Red,  
Year 1/2 Blue, 1/2 Green and 1/2 Red

***"This school community promotes the safety,  
wellbeing and inclusion of all children"***





## **St Brendan's CPS Strategic Intent:**

***Through targeted adjustments to learning and high quality teaching practices, teachers foster an environment where students know how to learn.***

***Students can articulate their learning, they see errors as opportunities and use their skills and strategies to be successful.***



**Acknowledgement of Country**

***We gather on Gunaikurnai Country. We pay our respects to their Elders; past, present and emerging. We also acknowledge the ongoing living culture and connection to Country of all First Peoples.***

*Written by the students of St Brendan's Catholic Primary School*



Wunman Njinde,

Our school is dedicated to integrating Indigenous culture into education. We have a specialized outdoor classroom, an Indigenous garden with native plants, and a smoking pit for ceremonies. Students regularly work with our Indigenous education leader to explore Indigenous culture and local history, fostering a strong connection to heritage and community. We collaborate with parents, staff, and students to create Indigenous Learning Plans (ILPs) for Indigenous children.

Our Indigenous Education program supports both students and teachers in learning about history and culture. Reconciliation Week is celebrated to honour Indigenous people, and Indigenous perspectives are embedded throughout our curriculum. Additionally, we have an Indigenous School Captain as part of our Year 6 Student Leadership. Indigenous students also participate in excursions that strengthen their connection to their culture.

Having these opportunities keeps us in touch with our heritage and keeps our sense of community.

We look forward to meeting you and sharing our culture with you as well.

## 2026 SCHOOL YEAR COMMENCEMENT

Teachers begin on the **Tuesday, 27th January 2026**

School will commence on **Friday, 30th January, 2026** for Foundation to Year 6 students at **9.00am**.

## STARTING ARRANGEMENTS FOR FOUNDATION STUDENTS

Foundation children will commence on **Friday, 30th January, 2026**.

There will be **no school** for Foundation students on the following **Wednesdays** during February – 4th February, 11th February and 18th February.

Foundation students are required to attend a beginning of year assessment interview on one of the following days:

**Wednesday 28th January or Thursday, 29th January**

Foundation children attend school on a full-time basis from **Monday, 23rd February**.

## 2026 TERM DATES

Term 1	<b>Tuesday, 27th January</b> Tuesday, 27th January Friday, 30th January	<b>Thursday, 2nd April</b> Staff commence Foundation to Year 6 students commence
Term 2	<b>Monday, 20th April</b>	<b>Friday, 26th June</b>
Term 3	<b>Monday, 13th July</b>	<b>Friday, 18th September</b>
Term 4	<b>Monday, 5th October</b>	<b>Tuesday 15th December</b>

## SCHOOL HOURS

8.58 am	Line up music
9.00 am	Classes commence
10.35 am	Morning recess
11.15 am	Classes resume
12.50 pm	Lunch recess
1.35 pm	Classes resume
3.15 pm	Dismissal

## SCHOOL ARRIVAL AND DEPARTURES

### EARLY LEAVING / LATE ATTENDANCE

If your child arrives after 9.00am, or you need to collect your child early, you will need to sign in or submit an early leave pass with the V Pass iPad in the office. When collecting your child please wait in the administration area and staff will arrange for your child to come to the office. This ensures that we know the whereabouts of your child at all times.

### PICK UP AND DROP OFF EXPECTATIONS

When picking up and dropping off your child we ask all parents to observe the following procedures at St Brendan's CPS.

**Collecting Students from School Grounds – Child Safety** As you would understand, child safety is the number one priority for schools. As circumstances evolve, we want to ensure we have the best possible practice in place. Please note the following requirements for collecting students at the end of the day.

#### Collecting from the church gate –

Students in years Foundation, One and Two will remain with their class teacher at the end of the day just outside their classroom. The church gates will be open at 3.15pm, at which time parents are required to enter the school grounds to collect their children from the class teachers. This action is in place to avoid situations where students leave the school grounds and run into the church gate car park area without an adult being present.

***Please use the appropriate car park entry and exit. Please do not drive across the foot-path to enter or exit the car park. We have students and other pedestrians using the foot-path.***

#### Collecting from the administration office

Please enter the gates and collect your child from the junior classroom area or your child from years Three to Six may meet you just inside the gates. Students are not to leave the grounds and cross the car park area without an adult walking with them.

If dropping students off in the morning, you must also walk them into school. Please do not use the disabled parking bay without permission to do so.

#### Collecting from car line

Typically, St Brendan's staff are there to organise students into cars at the end of the day. If you wish to park and collect your child, please use the crosswalk and an adult must walk with their child/ren. Drop off at the beginning of the day should take place at the bus stop area.

## SUPERVISION BEFORE AND AFTER SCHOOL

Teachers are on supervision duty before school from 8:30am and during recess and lunch breaks to ensure the safety and well-being of all children. Supervision also occurs between 3.15 - 3.30pm. We would appreciate your prompt collection of your child during that time.

***It is preferred that your child arrives at school after 8.45am.*** Children are not to be at school before 8.30am. As you would appreciate, staff are involved in extensive preparation for the day's activities. Your co-operation in this matter will ensure that staff have adequate time in which to prepare for the day.

## 2026 SCHOOL FEE STRUCTURE

	1 CHILD FAMILY	2 CHILD FAMILY	3 CHILD FAMILY	4CHILD FAMILY
SCHOOL FEES	\$ 1031.00	\$ 1130.00	\$ 1223.00	\$ 1317.00
TUITION LEVY	\$ 213.00	\$ 426.00	\$ 639.00	\$ 852.00
INC.STATIONERY				
EXCURSIONS	\$ 61.00	\$ 122.00	\$ 183.00	\$ 244.00
CAPITAL LEVY	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
<b>TOTAL</b>	<b>\$1335.00</b>	<b>\$1708.00</b>	<b>\$2075.00</b>	<b>\$2443.00</b>

Payments for fees may be made either by cash, cheque, EFTPOS or direct debit. Please enquire at the office if you wish to set up a direct debit. If you are experiencing difficulty paying fees feel free to contact the Principal to discuss alternative arrangements. We have EFTPOS available.

Should you wish to deposit any payment through Internet Banking our Account Number is as follows:

**Name** - St Brendan's School.

**BSB** - 083879

**Account number** - 695096861

Please make sure you give your child's name as a reference for the payment.

**Fee Concessions** – Health Concession Card holders are eligible to apply for fee concessions. Please notify the office if you are a current card holder. A letter will then be sent home notifying eligible families of the procedure.

Last payment date for Tuition Levy, including Stationery is Thursday, 5th February, 2026.

Last payment date for Excursion & Capital Levy is Friday, 27th February, 2026.

Fee Statements will be sent to families at end of March, June, August and October.

Last payment for School Fees: Friday, 27th November, 2026.

**School Fees** - are charged to allow the school to function. They are determined by the amount of shortfall in Government funding to Catholic schools. Heating, electricity, water, telephone, cleaning, maintenance, insurances and council rates are very costly and so the collection of fees to meet these costs is extremely important.

**Tuition Levy including Stationery** - covers the cost of most equipment and materials necessary to implement our curriculum. Parents and Friends fundraising activities subsidise those costs, which are unable to be met through the levy, for example, playground equipment, furnishings.

**Excursion Levy** – covers the costs of some of the compulsory excursions for the year. Parents are asked to contribute to more expensive excursions throughout the year when necessary. A fee is charged for non-compulsory activities to cover the hiring of a bus.

**Planned Giving** – At present, parents are asked to contribute to Planned Giving which is run by the Parish. This money supports the capital costs incurred by the school – for example - buildings, renovations and extensions, major furniture and equipment items. This is a voluntary contribution. Receipts are issued at the end of the financial year. If you feel you would like to support the school in this way please enquire at the office.

**Capital Levy** - This is to subsidize capital works development in the school.



## CURRICULUM

### STUDENT LEADERSHIP

All children are encouraged to take on leadership activities and roles throughout their school life. There are a number of formal roles available for children especially in the senior years. Opportunities include School and House Captains, Cultural Diversity Leader, Social Justice Leaders, Events Leaders and Activities Leaders. Every child at St. Brendan's is expected to set a good example for others, uphold a high standard of behaviour and to interact positively in the community.

### TEACHING AND LEARNING

We are committed to developing skilled learners, ensuring high expectations for every student. Working in collaboration enables the development of rich, challenging and flexible learning environments supporting all students to learn and maximize their potential. Our school has developed a four-year Strategic Implementation Plan which we enact through an Annual Implementation Plan. We have refined our practice and our aim is that:

- Every leader will be an instructional leader
- Every teacher will be an expert teacher
- Every child will have an accelerated rate of progress

### LEARNING ADJUSTMENTS

The Victorian Curriculum 2.0 drives all planning with an eye across all learning progressions to ensure each child is taught at their point of need, including planning for adjustments. Continual formal and informal assessments provides rich knowledge for both teachers and students in setting practical and achievable learning goals.

Students who have been deemed eligible to receive funding under the Commonwealth Program, NCCD (Nationally Consistent Collection of Data) formally known as Students with Disabilities have a Personal Learning Program written for them. Appropriate adjustments to the curriculum are made to address the individual needs of the student. In collaboration with the teacher and parents/carers and where appropriate, the student, goals are set each term. At times, professionals from outside agencies are also involved. These may include DOSCEL staff, speech therapists, occupational therapists etc.

Speech Therapists carry out brief screening tests on students in foundation. The student's articulation as well as their expressive and receptive language is assessed. If required, parents are then offered the opportunity for this child to work with speech therapists to address specific speech/language needs. These sessions take place each fortnight in the breakout spaces adjacent to classrooms. Educational Support Officers attend sessions to continue the work in class.

## CO – CURRICULAR PROGRAMS

### SPORT

Children take part in a range of sporting activities. Our emphasis is to promote involvement for all children. Sporting carnivals are run in swimming, athletics and cross country. Older grades have the opportunity to participate in the District/Division/Regional/State carnivals and Winter Sports carnivals. Individuals and teams have opportunities to compete, all the way to State level, if their campaigns are successful.

Our program involves participation in :-

- Annual Athletics Carnival (F- 6)
- Annual Swimming Carnival (Years 3 – 6)
- Summer/Winter Sport: Year 5/6 Term Two and Three
- Cross Country (F– 6)

### WATER SAFETY AND SURVIVAL PROGRAM

A series of 10 x 45 minute sessions are organised for all children as part of our Physical Education Curriculum. This generally takes place over a two or three week period at the Lakes Aquadome under the direction of the pool's qualified instructors. Each child is required to participate unless a medical condition prevents their participation. In this case, please make a doctor's certificate available to your child's teacher.



## MANDARIN

All students at St Brendan's are provided with opportunities to study a language. Our Language program focuses on the culture and language development of Chinese - Mandarin.

Learning another language empowers students to build values and capabilities to positively interconnect with people and environments in an ever-changing world.

Through the program, we aim to develop student's global perspectives, recognise self-awareness and that of others, for students to practice cultural empathy, challenge their thinking and equip them with knowledge to make their unique contributions to the world.

Fostering these skills prepares students for life, further their studies and careers where a sound knowledge of languages and cultural sensitivities is advantageous.

At St Brendan's CPS each class is given a 50-minute Mandarin lesson where a class teacher acts as a facilitator, introducing new vocabulary and culture.

Some classes have the opportunity to 'zoom' to China for their weekly interactive lesson in order to learn and communicate authentically in real time.

We also encourage the speaking of Mandarin throughout the student's daily school routine and in all curriculum subjects. This immersion of Chinese language not only aides in language retention, but highlights the purpose of functional language in a school and community context.



## LIBRARY RESOURCE CENTRE

Each child has the opportunity to visit this centre throughout the week. There are a large number of reading materials available. Please encourage your child to bring their library bag every day so that they can take advantage of all opportunities to borrow books, and so develop a love of reading. Waterproof library bags are available from the school office for \$8.00.

## CAMPS AND EXCURSIONS / INCURSIONS

These events are organised to extend the experience of each child in the process of learning. They are planned to cater for the needs of different age groups and add a dimension to learning that the school environment cannot always provide.

Some excursions are referred to as 'local excursions'. Planned and organised trips may take place at the local beach, park, walking tracks, swimming pool and neighbouring schools. You will be notified in advance of the activity taking place. Generally, costs for these activities are covered by your payment of the Excursion Levy.

The Excursion Levy is a nominal amount so for more expensive excursions parents may be asked to subsidise some of the costs. Parents may be asked to attend excursions to help with supervision. At times, incursions are organised within the school environment. Touring groups are invited to the school to provide our children with stimulating activities which focus on developing exposure to and experience in performing arts, visual arts, science and technology.

*Permission notes are a legal requirement so you will understand that we cannot allow your child to participate in activities or leave the school if a specific permission note has not been signed by the parent/guardian and returned to your child's teacher by the given date.*

The School Camping Program provides for an ongoing development in independence and responsibility as each child moves through primary school.



## SACRAMENTAL PROGRAMS

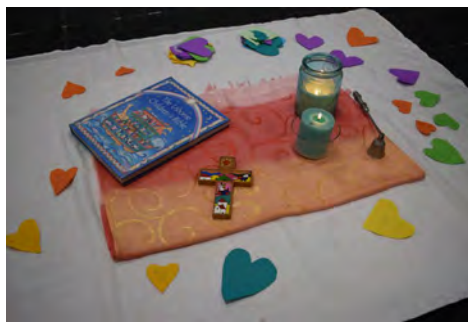
The school runs sacramental units of work in unison with the Parish sacramental programs. Children who are baptised Catholics generally receive the sacraments as follows:-

Reconciliation (Confession)	Year 3
Eucharist (Communion)	Year 4
Confirmation	Year 6
Baptism (Offered in Term 4)	Any year level

Parent meetings and Parent/Child Workshops are held to help parents prepare children for these sacraments. These aim to inform parents about the sacraments and how they can assist their child to prepare, receive and celebrate them. Sacramental programs are parish based, family centred and school supported. Children are provided with regular opportunities to attend Reconciliation and Eucharist celebrations during school hours throughout the year. Workshops are also run in Term Four for families who wish their child to be baptised. If you would like to know more about these programs please contact the Principal, Parish Priest or Sacramental Coordinator Michelle Grimstead through the Bairnsdale Parish.

## MASSES AND LITURGIES

There are many aspects to the faith life of St Brendan's Catholic Primary School. One of these is regular participation in Liturgies. All classes celebrate two whole school Masses or Liturgies per term. As well, each hub prepares and celebrates a class Mass. We welcome and encourage all families, whether Catholic or not, to join with us as we nurture and build faith and community.



## STAFF MEETINGS / PROFESSIONAL LEARNING TEAMS

Staff are involved in whole staff meetings, Professional Learning Team meetings and planning meetings to ensure our school programs and policies continue to develop. Our staff meet after school on Tuesdays and Wednesdays and during the week, teaching staff are released for planning time while their classes have specialist lessons.

## SCHOOL CLOSURE DAYS

Professional development days for staff are run according to the focus and the needs of the school for the corresponding year. Parents will be notified of the pupil free days for this professional development in writing at least two weeks in advance. Children do not attend school on these days. These days are in accordance with DOSCEL guidelines.

## COMMUNITIES OF PRACTICE

The Communities of Practice focuss on the development of expert teaching practices grounded in evidence, integrating insights from student data, educational research evidence and the impact of teaching practices on student learning.

This initiative provides a forum for identified leaders/teachers to collaboratively address the system-wide Priority Teaching Concepts (PTCs). It focuses on strengthening leadership practice through the development and implementation of middle leadership action inquiry cycles, with support from DOSCEL staff and school leadership.



## COMMUNITY INVOLVEMENT

An important aspect of life at St Brendan's is to ensure that children develop a strong connection to their own community and understand the contribution they can make to their community based on the teachings of the Catholic faith.

Programs we are involved in each year include:

- Junior Rotary Awards Program
- ANZAC Day march
- Reconciliation Celebrations
- Remembrance Day



## Working With Children Checks

On 31 January 2022, the Victorian Minister for Education made a new Ministerial Order under the Education and Training Reform Act 2006 (Vic.) Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises (**Ministerial Order No. 1359**). This Order makes clear the deliberate actions that schools must take to ensure the care, wellbeing and protection of children and young people. In accordance with these standards, please be aware of the following requirements of volunteers:

- If you are entering the school grounds to help the school in any way you have become a volunteer. Volunteers are required to hold a Working with Children Check. We have a register at school, please provide us with a copy of your card.
- All volunteers must come directly to the school office and sign-in on V-PASS. Once you have signed-in you will be asked to wear a Volunteer Identification Card.
- On signing-in you will read the school's Code of Conduct which outlines acceptable and unacceptable behaviours of a volunteer at St Brendan's Primary School.

In no way are these measures designed to discourage volunteers from helping at our school. These new measures are in place to ensure we are doing all that is possible to ensure the safety of the children in our care. We encourage all our parents to complete the WWCC which is a simple online process and is valid for three years. Please complete the application at: <http://www.workingwithchildren.vic.gov.au>

## PARENTAL ASSISTANCE

Parental involvement in their child's education is vital to the running of an effective school. Parents are encouraged to participate in the life of the school in whichever way they feel comfortable. Opportunities include Working Bees, Assistance in running school events, School Advisory Committee, as well as helping walk students to swimming lessons.

Parents who are assisting children during activities need to obtain a Working With Children Check. You need to complete this on-line. We also encourage parents to maintain regular contact with teachers to ensure that we are catering for any changing needs which your child has.



## COMMUNICATION

### ASSEMBLIES

Whole school assemblies are held three times a term on Friday afternoon at 2.30pm. This is a wonderful opportunity for the whole school to gather for a variety of reasons - prayer, birthday celebrations, sharing of successes, singing and welcoming new children to mention just a few. The student leaders prepare and facilitate these assemblies. Check your term calendar for assembly dates. Please arrive with no hot drinks and your phones on silent ready for assembly.

### WEBSITE

St Brendan's School website is [www.lakesent.catholic.edu.au](http://www.lakesent.catholic.edu.au).

The website contains Statement of Democratic Principles, School Annual Report, up to date policies, and information regarding the general running of the school.

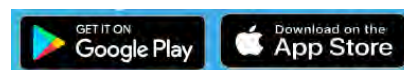
### PAM – Parent Access Module & the SIMON Everywhere App

<http://pam.lakesent.catholic.edu.au>

St Brendan's uses PAM (Parent Access Module) which is also available as a mobile Application called Simon Everywhere. PAM allows parents to access and view important information about their children on PC's laptops, tablets or smartphones. **This platform is our main form of communication.**

The following information is available through PAM (Parent Access Module). Each family has a unique login ID. This will give you access, in real time, to:

- Notify of student absences
- Update student medical information
- Consent to excursions & camps
- Daily Messages and Weekly eNewsletters
- School Calendar and general links
- Student Reports
- Collaborative Conference Interview bookings
- Alerts via Simon Everywhere App



### FACEBOOK/INSTAGRAM

Our intent is to grow our school and community's understanding of social media and to make connecting with our school more convenient. We wish our content to be more accessible and to also tap into the knowledge and support base of our parent community. Our school's Facebook/Instagram page allows our community to keep up to date with activities through a medium preferred by many. The page will allow us to seek your input on issues and to also make us aware of areas where we can improve. Most of all, our Facebook/Instagram page is a place where we build our community by building school spirit. We ask that our community accentuate the positives and bring to everyone's attention the little things that make our school community great. No child will be named on our Facebook/Instagram site.

## NEWSLETTER

This newsletter is a vital form of communication between school and home and requires your closest attention. The school newsletter is posted on Friday. Our school newsletter is sent out via email and is available on PAM (knowledge bank) and the school website.

A class newsletter is sent home at the end of the first week of each term to inform you of school curriculum and class activities.

Other notices are sent home regularly for a variety of reasons: -

excursions, information updates, class activities, school celebrations, requests for assistance. Please respond to each notice if required and, if you are ever unclear, please ask your child's teacher for assistance.

## REPORTING SCHEDULE

Parent-Teacher Interviews and Reporting currently run as follows:-

<b>Term 1</b>	Collaborative Conference Seesaw posts according to Seesaw Guidelines
<b>Term 2</b>	Collaborative Conference Seesaw posts according to Seesaw Guidelines School Reports - Achievement Standards
<b>Term 3</b>	Seesaw posts according to Seesaw Guidelines
<b>Term 4</b>	Collaborative Conference—Optional Seesaw posts according to Seesaw Guidelines School Reports - Achievement Standards

## REPORTING

### COLLABORATIVE CONFERENCES

All learners, not just children, benefit from being aware of their learning and being able to communicate this understanding in some way. It strengthens what has been learnt and helps set goals for the future. The learning and well-being of the children of St Brendan's is important to the staff of the school, parents and, most importantly, the child. So, in light of this, it makes sense to include the children in a conversation about their progress. Collaborative Conferences are an essential part of planning for a child's education and take the place of traditional Parent/Teacher Interviews.

### SEESAW REPORTING GUIDELINES

St Brendan's Catholic Primary School is using the Seesaw online learning journal as a basis for reporting to parents. Seesaw allows for more immediate communication between parents and teachers, it gives parents a deeper indication of their child's progress through use of text, audio and video. The online portfolio can be used as a resource to complement Collaborative Conferences. St Brendan's Catholic Primary School staff will still report to parents on student progress in the form of learning progression against the Victorian Curriculum 2.0 mid-year and end of year.

### SCHOOL ADVISORY COMMITTEE

St Brendan's School Advisory Committee currently meets once during each school term. Elected parent members work together with the Parish Priest and Principal to develop the school's ability to serve its children and families. The school board is an advisory body.

### SUPERVISION

St Brendan's Catholic Primary School is committed to complying with Ministerial Order **1359** and following the Victorian Child Safety Standards. An embedded culturally driven approach to child protection and safety in all schools means that protecting children from abuse is evident in everyday thinking and practice of leaders, staff and volunteers.

St Brendan's Catholic Primary School is entrusted, in partnership with parents/guardians/caregivers who are the primary educators of their children, with the total education of the child. St Brendan's Catholic Primary School staff, therefore have a duty of care to students during school operating hours and at other times when a staff/student relationship exists. Staff fulfil this duty by taking reasonable care to avoid acts or omissions which they can reasonably foresee would be likely to result in harm or injury to the student.

Please see the St Brendan's Child Safety page on our website: [www.lakesent.catholic.edu.au](http://www.lakesent.catholic.edu.au)

## GENERAL INFORMATION

### ABSENCES FROM SCHOOL – Unexplained Absence

In accordance with the Education Training and Reform Act 2006 (Vic.) (the Act) and the Education and Training Reform Regulations 2017 (Vic.), school attendance is compulsory for children and young people aged from 6 to 17 years unless an exemption from attendance has been granted.

Whilst ensuring student attendance at school is a legal obligation of parents/guardians, supporting students to attend school each day is the shared responsibility of all parents, students, the school and the wider community.

Changes to legislation state that schools are now required to follow up any 'Unexplained Absence' in a timely manner within the same day, when an absence is unexplained. If contact cannot be made with the parent, contact will be made with the emergency contact/s nominated on the student's file held by the school. All attempts and responses will be recorded. If a student reaches five days of unapproved or unexplained absences, further action will be taken in the form of contacting the Catholic Education Office or government organisations.

As you can imagine this process can be time consuming for office staff. Parents can assist this process by notifying the school through PAM, or with written communication before 9.15am. Where the absence remains unexplained a text message will be sent to parents asking for a reason for the absence. If your child is absent for an extended period, please provide a note, or enter the absences on PAM.

### ACCESS AND CUSTODY

There are times when there is conflict over access to, and custody of, children. If this affects your family please provide the Principal with the original Court or Intervention Order so that a copy can be taken, produced and acted on should the need arise during school hours. The school cannot act on a verbal request from a parent or guardian in regards to access or custody. It is important that you make your needs clear to the Principal so as to ensure the safety and well-being of your child whilst in the school's care.

### AFTER SCHOOL CARE

St Brendan's does not offer an After School Care Program on site, however, children from our school can access the Gumnuts Early Learning Centre or the Milestone Early Learning Centre. Children are picked up from school by bus when school finishes. If you wish to enquire about this program please contact Gumnuts Early Learning Centre on (03) 5144 6952 or by email [gumnutselc@netspace.net.au](mailto:gumnutselc@netspace.net.au) or the Lake Complete Health Childcare 5155 3946 . Parents need to inform the school when their child will be using this service.

## ORGANISATION

### BIRTH CERTIFICATES

It is a legal requirement for all children enrolled in Victorian primary schools to provide the school with a birth certificate to verify age. School entry is reserved for those turning five years of age by 30th April of the current year. Please ensure that you present your child's certificate before the start of school. A copy will be made and kept on file.

### BOOK CLUB

Scholastic provides reasonably priced books for children through its 'Book Club'. Details and order forms are sent home regularly. You are under no obligation to purchase these, but if you wish to please enclose the order form, correct money and your child's details in a sealed and labelled envelope and send to school before the due date. Delivery of orders is generally within two - three weeks.

### BUS TRAVEL

Government and private buses transport children living between Kalimna, Metung and Swan Reach to the west and Nowa Nowa and Lake Tyers Beach to the east. Parents requiring bus travel for their child will need to notify the school office. A place on any of the buses is not automatically guaranteed and will be assessed on proximity to the school (4.8km and beyond) and availability of seats. Forms for bus travel must be completed and approved by the bus co-ordinator, prior to travel. These are available from the school office.

**There is a strict code of conduct applied to all bus travellers.**

Staff members escort students travelling on the Metung, Nowa Nowa and town buses to the bus stop in Golf Links Road each afternoon. Students are supervised until they board their bus. Exemplary student behaviour is expected at this time, as always.

### CONVEYANCE ALLOWANCE

This payment is available to certain children residing 4.8km or more from St Brendan's and where bus travel is not available. Please contact the school office to find out whether your child is eligible and for application forms.

This allowance also subsidize the cost of travel for those needing, or dependent on buses to get to and from school.

## LUNCHES

**BRAIN FOOD** : Research shows that, for children to think effectively, they need to eat nutritious food throughout the day. To encourage this habit, children are able to eat “brain food” during class time as designated by their classroom guidelines. This food should be either fresh fruit or vegetables.

**PLAY LUNCH** is eaten at 11.05am after recess. A small snack and drink are required and this needs to be packaged separately from “lunch”. Please help your child to identify “which is which” so that they feel confident in making the appropriate choice.

**LUNCH** is eaten at 12.50pm. Children are supervised for the first ten minutes at lunch to ensure that they are eating their food.

Food should be contained in a lunch-box clearly labelled with your child's name. Glass bottles, containers and jars are not allowed for safety reasons. Cans and bottles of soft drink, chewing and bubble gum are not permitted at school.

Please be mindful that some students are highly allergic to **FOODS CONTAINING EGG, DAIRY AND NUTS**.

It is important that children do not share their food at school as many children have allergies.

## LUNCH ORDERS

Lunch orders are available each Friday and are supplied by ‘Mamma Vu’s Restaurant’. Orders need to be sent to school by no later than 12.00pm on a Thursday.

## MONEY

Any money sent to school should always be placed in a clearly marked envelope/bag. Money should only be given to your child's teacher at the beginning of the day. Children do not require money at school for any other purpose unless it is a special occasion. Parents will be informed if we are running a fundraising activity. You will always be notified in writing from the school should this situation change. The school cannot take responsibility for the loss of money which has not been receipted.

## MEDICATION

If your child requires medication to control illnesses and conditions please ensure that you notify the Principal and your child's teacher of this need. Permission Forms for medication can be obtained from the school office or via the school app. Parents should supply medication (original packaging) in a container that gives the name of the child, the dose and the time the medication is to be given. The name of the medication should also be clearly marked on the container. All medications are to be sent to the school office, not the classroom. Parents should provide a written, signed note with specific instructions for administering medication. Where possible, we ask that medication be given by the parents.

### **PLEASE NOTE:**

Children are not permitted to keep and administer medication themselves, excepting those who are self-managing asthma. The school has an emergency supply of Ventolin. If your child has asthma, you must complete an Asthma Management Plan with your child's doctor and provide the school with this to act on when necessary. This plan must be updated annually. Each child must have their own asthma medication with them at all times. Epi-pens always need to be in date. On handing over new pens to the office, parents must sign the register.



## MEDICAL INFORMATION

### COVID-19 Safety Management Plan

It is mandatory for all workplaces operating in Victoria to have a COVID-19 Safety Management Plan in place that demonstrates how all requirements set out by the Victorian Government will be met and how schools prepare for a suspected or confirmed case of COVID-19.

The COVID-19 Safety Management Plan applied to St Brendan's Primary School is operated by DOSCEL and outlines some key health, safety and wellbeing hazards that schools should plan for. It links to the controls described by the latest health and safety guidance and DOSCEL supports available.

It is also mandatory that Student Medical Information is updated annually on PAM or whenever there is a change to student details.

### ILLNESS AND INFECTIONS

If your child becomes ill during the school day, you will be contacted and asked to collect your child from school. Please have an "emergency" carer organised for the school to phone should we not be able to contact you.

The list below shows the exclusion time from school for some of the more common infectious illnesses. Should your child contract one of these, please observe the exclusion periods and advise the school immediately.

We know you will understand that all open sores or wounds, no matter how minor, must be adequately covered with dressings whilst the child is at school.

**Chickenpox:** *Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion*

**Impetigo (school sores):** *Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.*

**Measles:** *Exclude for at least 4 days after onset of rash.*

**Mumps:** *Exclude for 9 days or until swelling goes down (whichever is sooner)*

**Pediculosis (Head lice):** *Exclude until appropriate treatment has commenced, supported by a medical certificate when requested by the school.*

**Conjunctivitis:** *Exclude until discharge from eyes has ceased*

It is a legal requirement for all children who started school in Victoria after the 1/1/90 to provide the school with an official Immunisation Certificate indicating the current immunisation status of the child. Children without full status can be excluded from school for extended periods of time if there is an outbreak of the following at school:

For further information contact the Shire Medical Officer on 1300 555 886.

## MISCELLANEOUS

### MAINTENANCE

Working bees are held from time to time to carry out maintenance around the school. This may include gardening, cleaning or preparing resources to name a few tasks. Parents are generally given a few weeks' notice of working bees. Parental assistance in these working bees helps to keep our maintenance bills down and to develop a strong community spirit. Parents are asked to attend one working bee a year. Local tradesman carry out more urgent maintenance.

### MOBILE PHONES

Students are not permitted to carry mobile phones on their person or in their bags at school. Phones must be handed to the office by 9.00am and collected at the end of the day. This includes phone watches.

### PERSONAL PROPERTY

Whilst every effort is made by staff to encourage children to look after and respect property, there are still times when children's personal items are lost or damaged. The school cannot take responsibility if this occurs. Parents need to be vigilant in checking what items children are bringing to school and are encouraged to prevent children from bringing expensive, fragile or sentimental items to school.

### PUNCTUALITY

Punctuality is an important part of life and we hope that you will assist in helping your child to be on time for school each day so that acceptable and courteous habits are encouraged and learned.

Organisation of materials needed for school the night before, along with adequate sleep, go a long way in helping children to come to school refreshed and ready for each new day.

### LOST PROPERTY

In order to avoid unnecessary loss of clothing items please name articles very clearly with **your child's name**. Lost items are held in the office and parents are urged to look for these here. We would also appreciate a regular check being made on clothing brought home as sometimes children get items mixed up at school and take another child's clothing home. While we endeavour to assist children to take care of their clothing we cannot be responsible for searching for lost items. We regard this as the child's responsibility.

## UNIFORM

This is an important requirement and must be worn by every child each day. Your support in this matter is paramount to its effectiveness. We pride ourselves on our uniform and need the support of all families in ensuring that this policy is strictly adhered to. Generally summer uniform is worn in Terms One and Four and winter uniform is worn in Terms Two and Three. There is changeover period for uniforms at the beginning of Term Two and Term Four.

**UNIFORM ITEMS - Available from Nick's in Bairnsdale** Most items are regulation, meaning that the school has determined the style or manufacture.

### Regulation Summer Uniform:

#### BOYS

Boys Blue Short Sleeve Shirt

Stubbies shorts (grey)

Bomber jacket (with emblem)

Polar Fleece Jacket (with emblem)

Royal blue school hat (with emblem)

Grey socks - above ankle (no logos)

Black **leather** school shoes/boots

#### GIRLS

Summer dress/Summer shorts and shirt

Bomber Jacket (with emblem)

Polar Fleece Jacket (with emblem)

Royal blue school hat (with emblem)

White school socks - above ankle (no logos)

Black **leather** school shoes or Buckle/lace-up/T-bar



### Regulation Winter Uniform:

#### BOYS

Sky blue long/short sleeve shirt

Grey trousers

Bomber Jacket (with emblem)

Polar Fleece /Jacket (with emblem)

Grey socks - above ankle (no logos)

Black leather school shoes/boots

#### GIRLS

Winter Tunic (Year F,1,2,3)

Winter Skirt (Year 4/5/6)

Blue long sleeve blouse

Bomber Jacket (with emblem)

Polar Fleece Jacket (with emblem)

Navy tights/white school socks –above ankle (no logos)

Navy 'Midford' Pant

Black leather school shoes or buckle/lace-up/T-bar



**Regulation Sports Uniform:**

**BOYS & GIRLS**

Blue polo shirt with emblem (Short Sleeve)

Navy track pants (in winter) without logos

Black Basketball shorts (in summer), Skorts Girls

Bomber Jacket Polar Fleece Jacket (with emblem)

White sports socks (above ankle) – below ankle footlet style not acceptable (no logos).

Running shoes / sneakers (**not skate or fashion shoes**)



**THE OFFICIAL SCHOOL HAT IS COMPULSORY** and is to be worn by every child during all outdoor activities in Terms One and Four. Children are encouraged to wear their hats during Terms Two and Three depending on the weather.



**JEWELLERY** is restricted to the following - a wrist watch, no more than one small matching pair of studs or sleepers in the ear lobe - gold, silver or gemstone, a religious medallion on a chain to be worn under clothing. Fashion jewellery, make-up and nail polish are not permitted.

**HAIR** is to be kept neat and tidy at all times. Hair longer than collar length, must be tied back completely. This is to help restrict the spread of nits and lice and for student safety. Headband, hair ties, ribbons, scrunchies and clips must be blue, black or brown.

It is not appropriate for children to come to school with dyed or inappropriate hair styles as deemed by the Principal.

**BLACK LEATHER SCHOOL SHOES** are to be worn with dress uniform on Monday and Tuesday. Black pull-on boots are acceptable. The hybrid type are permitted as long as they are leather and in good condition. Tennis/sports socks **are not** permitted to be worn with school shoes. High heeled shoes are not acceptable as they pose a health risk for children.



**SPORTS UNIFORM** is worn on Wednesday, Thursday and Friday unless advised in writing. Runners/sneakers are to be worn on these days. Converse or skate shoes are not permitted

**Coloured T-shirts** are not to be worn under uniforms. **Boxer shorts** should not be seen under the uniform.

Students wearing items that do not form part of the required uniform will be asked to remove these by staff. Parents should inform their child's teacher if, for any reason, they are unable to comply with uniform requirements for short periods of time.

**SECOND HAND UNIFORM** - Some second hand uniform is available from St Brendan's Op Shop in Bulmer Street.



## Parent, Guardian and Carer Code of Conduct

### Introduction

At St Brendan's Catholic Primary School, we are committed to nurturing respectful relationships and active partnerships with you as parents, guardians or carers. We believe that your child's learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, guardians or carers, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents, guardians, carers, students and the wider school community. It articulates the School's key expectations of both staff and parents, guardians and carers with regard to respectful relationships and behaviours. It also specifies the School's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the policies, as varied or replaced from time to time outlined in the Enrolment Handbook and available from the School and Diocese of Sale Catholic Education Limited (DOSCEL) website. The following additional policies should also be read in conjunction with this Code of Conduct:

- Child Safety and Well-being Policy
- Child Safety Code of Conduct
- Complaint Handling Procedure

### Our Culture of Respectful Relationships

Among students, staff and parents, guardians and carers we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions



**In promoting and upholding this culture, we expect that parents, guardians and carers will:**

- support the School's Catholic ethos, traditions and practices
- support the School in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent, guardian or carer / teacher / child relationships and strive to build these relationships
- adhere to the School and DOSCEL policies, as outlined on the School and/or DOSCEL websites
- treat staff and other parents, guardians and carers with respect and courtesy

**In promoting and upholding this culture, we expect that staff will:**

- communicate with you regularly regarding your child's learning, development and wellbeing
- provide opportunities for involvement in your child's learning
- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you

## **Raising Concerns and Resolving Conflict**

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, **we expect that you will:**

- listen to your child, but remember that a different 'reality' may exist elsewhere
- observe the school's stated procedures for raising and resolving a grievance/complaint
- follow specified protocol for communication with teachers, including making appointments at a mutually convenient time and communicating your concerns in a constructive and positive manner
- refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.

In responding to your concerns or a complaint, **we expect that staff will:**

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties



If you are not satisfied with the manner in which a complaint has been treated by the School, or your complaint is about the principal of the School, contact should be made with the Executive Manager: Industrial Relations / Human Resources, DOSCEL.

**Contact:**

Executive Manager: Industrial Relations / Human Resources

Diocese of Sale Catholic Education Limited

Email: [complaints@ceosale.catholic.edu.au](mailto:complaints@ceosale.catholic.edu.au)

All concerns and complaints lodged with DOSCEL about a Catholic school in the Diocese of Sale will be addressed in accordance with the DOSCEL Complaints and Grievances Management Policy.

**Staff Safety and Wellbeing**

The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing/posting rude, defamatory, aggressive or abusive comments to/about a staff member or about our school (including via email or social media)
- use of language which would be considered racist, sexist, homophobic or discriminatory on religious or gender grounds
- damage or violation of possessions/property

When a parent behaves in such unacceptable ways, the principal/deputy principal or acting principal will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent's behaviour is deemed likely to cause ongoing harm, distress or danger to a staff member or others, the School and/or DOSCEL may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.

## St Brendan's Seesaw Reporting Guidelines - 2026

St Brendan's Catholic Primary School is using the Seesaw online learning journal as a basis for reporting to parents. Seesaw allows for more immediate communication between parents and teachers, it gives parents a deeper indication of their child's progress through use of text, audio and video. The online portfolio can be used as a resource to complement Collaborative Conferences. St Brendan's Catholic Primary School staff will still report to parents on student progress in the form of learning progression against the Victorian Curriculum 2.0 mid-year and end of year.

### Posting Expectations

<u>Teacher</u>	<u>Semester One Posts</u>	<u>Semester Two Posts</u>
Class Teacher	Reading and Viewing Writing Speaking and Listening Numeracy RE Personal and Social History or Civics and Citizenship or Learning to learn	Reading and Viewing Writing Speaking and Listening Numeracy RE Personal and Social Geography or Business Economics
Mandarin, Health and Science	Science Year F-2 Mandarin/Health Years 3-6	Science Year 3-6 Mandarin/Health Years F-2
Art and PE	Art Post Year F-2 PE Post Year 3-6	Art Post Year 3-6 PE Post Year F-2



Together we achieve