



Information Booklet 2025 St. Francis of the Fields

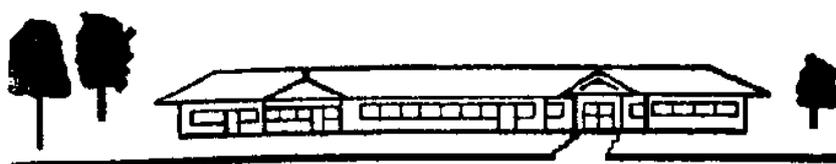


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TABLE OF CONTENTS	PAGE
Contents	1
Welcome from Fr. Jake Mudge, Parish Priest	3
Message from the Principal, Tim Moloney	4
Vision Statement	5
St. Francis of the Fields – History	6
School Location, Community, Staff	7
School Buildings & Facilities	8
School Engagement of Volunteers	9
School Enrolment Policy	10
Enrolment – Agreed Practice	10
Enrolment Procedures	11
St. Francis’ Staff Basic Beliefs on How Children Learn	12
School Organisation & Curriculum	13
Special Programs	13
Learning Programs	13
Religious Education	13
Sacramental Program	14
Learning Domains –	
Mathematics and English	15
Reading Recovery	16
Library Program	16
The Arts	16
LOTE - Indonesian	16
Science	17
Studies of Society & Environment	17
Technology	17
Health & Physical Education	18
Swimming Program	18
Other Physical Education Programs	18
Sporting Teams, Interschool Competitions	19
School Camps - Supervision & Safety of Camps & Excursions	20
OASIS Program	21
Pastoral Wellbeing	22
Inclusive Education	23
Administrative Structure	24
School Organisation	25
“Settling In” Arrangements for Foundation (Prep) students	25
Term Dates 2025	25
General Information	26
Absence from School	26
After School Care	26
Assemblies	26
Attendance	26
Car Park	27
Class Photographs	27
Class Representatives	27
Class Structure	28
Court Orders	28
Dismissal Procedure	28
Late Arrivals & Early Leavers	28
Electrical Storm Policy	29
Emergency Information	29
End of Term Arrangements	29
Estate of Ruby Eileen Allison	29

TABLE OF CONTENTS (continued)	PAGE
First Aid / Accidents	30
Grouping of Classes	30
Immunisation	30
Insurance	30
Interview Arrangement	30
Involvement of Parents in Curriculum	31
Lost and Found Property	31
Lunches & Tuckshop	31
Mandatory Reporting of Child Abuse	32
Medical Services	32
Medication	32
Memorial Garden	33
Messages to Teachers	33
Multipurpose Building	33
Newsletter	34
Parents & Friends Community	34
Parish Community	34
Procedure for Payments (Not School Fees)	34
Reporting Students Progress to Parents	34
Safety Precautions at School	34
School Banking	35
School Board	35
School Commencement Time	35
School Hours Daily Timetable	35
Sign Out – Sign In at the office	36
Simon Everywhere App.	36
Smoke-Free Workplace Policy	36
Staff Meetings	36
Student Management – Discipline	36
Supervision	37
Teacher Professional Development	37
Toys	37
Transfer of Pupils	37
Transport	38
Tuckshop	38
Visitors	38
Weekend Maintenance	39
Wet Days & Days of Extreme Heat	39
St. Francis Community Care	39
2019 - School Fees, Discount, Student Fees, Maintenance Fee & Direct Debit	40
Uniform List and Prices	42
School Uniform and Grooming Policy	43
Communicable Diseases – School Exclusion Table	44
History of St. Francis of the Fields	45
At the End of the Day (A Teacher’s Reflection)	53
St. Francis of Assisi	54
Prayer of St. Francis	54





St Therese's Parish Kennington

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Dear Parents and Guardians,

Education is one of the most important aspects of life. It begins at home, continues in early childhood and in formal settings, in fact it is lifelong; we never stop learning. Therefore, choosing the right school for your children is one of the most important decisions parents must make.

Catholic schools were first introduced in Bendigo during the 1850's gold rush. The tent schoolhouses provided a rough but comprehensive education for the mind, body, spirit and soul of our young people. Schools have grown in size, facilities, curricula and services. They also offer many other social, sporting, spiritual and community activities.

Welcome to St. Francis of the Fields School, Strathfieldsaye. Congratulations in choosing this school. We are very proud of the quality of education, the staff, the teaching and learning, the resources and the great friendships among our school community. Catholic Education unites faith, life and society to develop children to the best of their potential. You are very welcome to be with us and participate in the many opportunities available.

St. Francis of the Fields is a Catholic School within the Catholic Education Commission of Victoria and within the St Therese's Parish Kennington. These connections are both necessary and supportive in maintaining identity, meaning, highest educational standards, funding and professional networking while promoting local identity and decision-making.

Being a member of the community, your participation is important in contributing to the wellbeing, growth and decision-making in our school. You may be interested, in time, in joining the Parents and Friends Community, School Board, other organisations and being a parent assistant in Sacramental Programs, School Liturgies, sporting events, school excursions and fund raising activities.

The School and Parish having been working together very well in a lot of these activities, especially fundraising as we are developing the school site and making extensions to the Axe Creek Church to accommodate the growing number of local families.

I hope you find a welcoming and rewarding home within our community.

Fr. Jake Mudge
Parish Priest

MESSAGE FROM THE PRINCIPAL – TIM MOLONEY

Dear Prospective Parents and Students,

Welcome! Thank you for your interest in St. Francis of the Fields Primary School. As the principal of St. Francis of the Fields Primary School, I have three main goals for our school family.

The first goal is to ensure all children are known and loved. As part of this goal I will meet with each child and their available family members in Term 3. This meeting allows me to begin to foster a relationship with each child, and of course their parents. I believe that positive relationships enhance all learning.

These relationships are further enhanced with 3 more opportunities for all children to attend our school as part of the Transition and Orientation phases. These are times where our children and parents will meet the current Foundation teachers, Counsellor, Deputy Principal and Principal. It is also a wonderful opportunity to meet other parents over a cup of tea or coffee.

The opportunity to foster ongoing relationships will continue with an invitation for your child to attend school just before school returns in 2026. This allows time to meet and greet, visit your child's new classroom, and familiarise themselves with the playground, drink taps and toilets.

The second goal is to ensure that all children feel safe, are independent and likable.

To ensure the safety of all children all staff are trained to positively reinforce the whole school expectations. We explicitly teach what the school expectations look like and how children should "be" in different settings. Some children may need extra support in understanding how to meet these expectations. All staff are trained to track behaviour infractions by students. Our Wellbeing Team track our student data so that we can proactively employ support mechanisms to ensure social success.

We also ensure that children learn how to be likable by teaching the social emotional competencies through circle time.

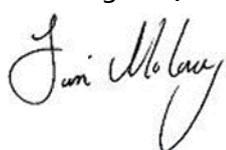
A necessary part of life is learning how to overcome disappointments as this develops a sense of resilience and perseverance. These skills of resilience enable children and adults to flourish when faced with learning and social challenges.

The third goal is to ensure our children are given the very best opportunity to flourish in all fields of learning – Literacy, Numeracy, The Arts (music and visual arts), Physical Education, Indonesian, Learning with Technologies, and all other Curriculum areas. We hold high expectations for our students and deliberately challenge our students to be their best in all pursuits.

To ensure we deliver "point of need" teaching our staff evaluate according to a whole school assessment schedule and we then analyse student data to ensure plans are developed according to student need.

If you are a prospective family interested in joining us here at St. Francis of the Fields Primary School, please explore our website or come along to our Open Week which will be held from May 5 - 9. Tours are available between 9.00 – 3.20pm.

Kind regards,



Tim Moloney - Principal





St. Francis of the Fields Primary School

St. Francis of the Fields is a community united in faith and committed in action, to live, learn and grow in God's love.

Vision:

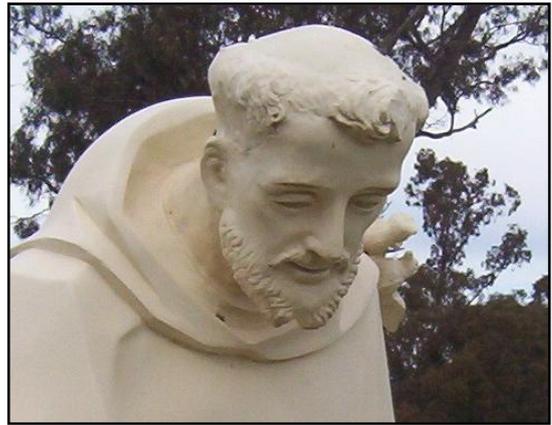
At St. Francis of the Fields Primary School, we are inspired by the traditions of St. Francis of Assisi. We strive to be an inclusive community where we:

- ◆ Deepen our relationship with God, which stimulates a growing awareness of social justice and service to others.
- ◆ Work collaboratively to provide a safe and supportive learning environment.
- ◆ Foster a respect for creation and the responsibility of sustaining this gift from God.
- ◆ Provide an engaging learning and teaching environment where we are empowered to be life-long learners.
- ◆ Celebrate life while embracing challenges with confidence and resilience.

St. Francis of the Fields endeavours to educate students who:

- ◆ are **committed** to their faith development and a relationship with God.
- ◆ have **respect** for themselves, others and the environment.
- ◆ are **passionate** and skilled independent learners.
- ◆ strive for personal **excellence**.
- ◆ are **motivated** to take an active role in society.
- ◆ are **effective** communicators.

ST. FRANCIS OF THE FIELDS PRIMARY SCHOOL, STRATHFIELDSAYE



SCHOOL HISTORY

In 1993, a working party of inaugural parents of our school, decided on the name "St. Francis" as they felt that he would be the ideal Saint for the school in trying to create a peaceful and natural rural school as St. Francis epitomises that theme.

The "of the Fields" was included as they could visualise St. Francis standing in a field of peace, relating to nature. The field also related to Strathfieldsaye and, of course, the position of the school.

St. Francis of the Fields Primary School was then opened in January 1994 after land was purchased in 1991. Our school was named after St. Francis of Assisi who was known for his love of nature and respect for all God's creation.

Since then our School has undergone many changes until today we have an enrolment of 627 pupils, cared for by a staff of 80 professionals, whose roles include: Classroom teachers, Specialist teachers in the areas of Art, PE, Music, Science, Indonesian, Environmental Studies, ICT, Teacher/Integration Aides, Administrative Officers, Deputy Principal and a Principal. Names of staff members and arrangement of classes for the following year are published at the end of the current school year.

LOCATION



Strathfieldsaye is situated in Central Victoria and is a 10-minute drive south of Bendigo. Strathfieldsaye is a fully self-contained town with full amenities and excellent recreational facilities, while still enjoying a rural setting. Strathfieldsaye is close to Catholic College Bendigo (our main feeder Secondary College) and has a number of Government Secondary Colleges nearby.

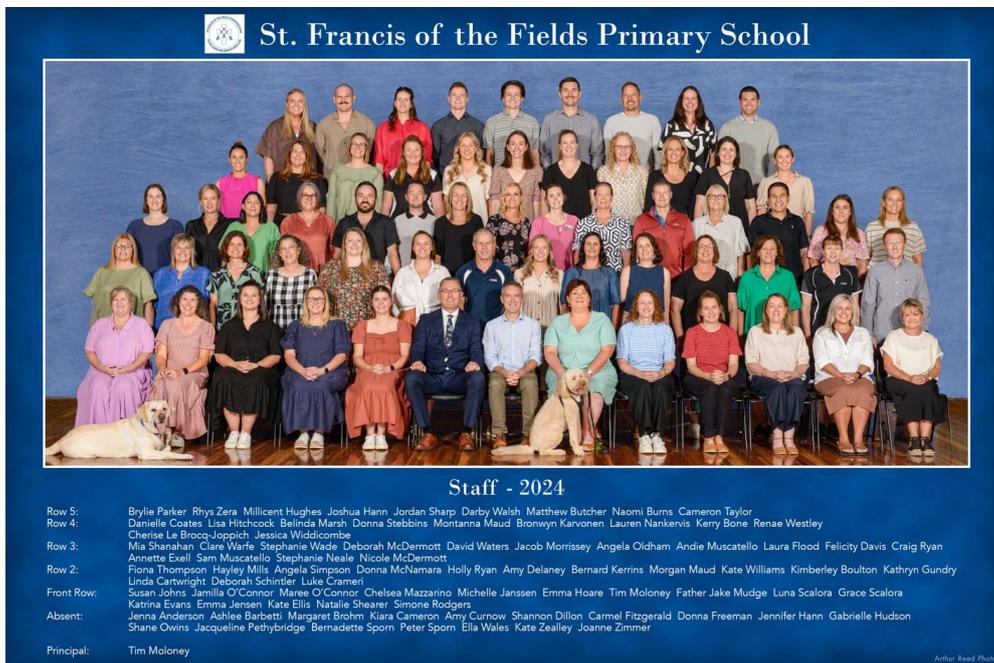
COMMUNITY

St. Francis of the Fields Primary School is regarded as a vital part of the Kennington Catholic Parish. Our Community has a strong rural base and parents have a keen involvement in our school. Our school is thought of in high esteem by the wider community.



STAFF

St. Francis of the Fields Primary School comprises a unified and professional Staff with a cross section of age and experience who are willing to embrace new and changing ideas in curriculum. Teachers are constantly challenged to continue to develop and improve their teaching and learning so as to benefit the children in their care. All staff members have a strong commitment to the faith development of their children as well as their total social and educational development.



BUILDINGS and FACILITIES

St. Francis of the Fields Primary School was built in 1993, subsequently all facilities are in outstanding condition. A new Multi-Purpose stadium was built in 2002. This is a magnificent facility allowing for community activities such as Masses, concerts and sports. Due to increased enrolments, classrooms have been added that blend beautifully with the existing facilities. Our school has lovely spacious grounds, up-to-date equipment and facilities. It has a very active and supportive Parents and Friends Group who continue to work on our school's beautification and school needs. St. Francis of the Fields also operates with the guidance and assistance of its School Board.

We have now completed building four new classrooms and have built an Art Centre, Music Centre, Environmental Centre and staff room. This building project was the first stage of the Whole School Building Development Plan. Stage 1 building was completed by September 2009.

The School Board have seen the completion of the \$2.5 million dollar building project that was completed in April 2010. This building was funded through the Building Education Revolution stimulus package. This Stage 2 building development wraps around the "Shed" and includes a new library, community centre, toilets & change rooms, stage and canteen ("the Assisi Centre").

Our Building Subcommittee are now finalising the second Master Plan since 2008. Fortunately, we have achieved each of our short and long term goals from the previous Master Plan and a Music Centre, an OASIS Centre, Art room, another toilet block, foyer and 4 new classrooms are now on site.

In 2023, our new Senior Learning Centre was completed from a \$5 million Grant received from the Victorian State Government. This award winning building houses our eight Year 5 & 6 classes, a toilet block external and internal amphitheatres as well as a number of offices for staff.



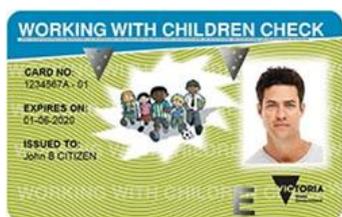
ENGAGEMENT OF VOLUNTEERS

If you would like to help in and around our school, please read this section.

At St. Francis of the Fields, we are unable to run school activities or events without our parent community who volunteer. We are extremely grateful for the support and help of our parent volunteers in our school. We need volunteers for many activities in our school such as our: Environmental program, athletics, cross country, helping in the classrooms, swimming program and many more activities.

It is now legislation, that all volunteers fill out the Engagement of Volunteers documentation.

The Victorian Government recently introduced the Child Safe Standards along with Ministerial Order No. 870 which set out the minimum requirements for schools in relation to child safety. Child Safe Standard 4 and clause 10 of Ministerial Order No. 870 relates to staff screening, selection, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel, including employees, volunteers and contractors.



In order to meet the Child Safe Standards, we ask all our volunteers to complete the “engagement of volunteers’ process. This includes filling out our online paperwork which is found on our website and concluding with an ‘induction of volunteers’ held at our school with the Deputy Principal, Grace Scalora. All volunteers must have a ‘Working with Children’s Card (WWCC)’ which is accessed online for free and a current driver’s licence. See the link

below to apply for a WWCC:

<http://www.workingwithchildren.vic.gov.au/home/applications/>

In the past, this has been a paper based process, but we now have an online system, designed to make the operation simpler and further our school's reputation as a Sustainable school.

All volunteers will be asked to:

- Complete a volunteer registration form (including details of WWCC & details of 2 personal referees) Volunteer Registration Form – Public Link
- Please ask your referees to scan the QR code - located on the front page of the school website - and complete the short form.

Once you have completed the online registration form, you will be sent an email with a link to access the required module containing the following (Please note – Completing this module replaces the previous onsite induction interview):

- Read and acknowledge the Child Safeguarding Code of Conduct, Student and Staff Professional Boundaries and photography and video policy
- Complete a volunteer induction training package.

We deeply value the contributions of our volunteers and appreciate your support in maintaining a culture of care and protection. Together, we can continue to provide a safe and nurturing space for every child to thrive.



SCHOOL ENROLMENT POLICY

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents and guardians, as the first educators of their children, enter into a partnership with St. Francis of the Fields Primary School to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

In order for a student to be considered for a place at our school an Application for Enrolment must first be submitted by the Parent/Guardian of the child to St. Francis of the Fields School. The information required in respect to this application includes:

- Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
- The date of birth of the child (including the provision of a birth certificate);
- The Immunisation history of the Child (to meet the requirements of the Victorian Registration and Qualifications Authority (VRQA));
- The Religious denomination of the Student and Parent/s including whether the Student has been baptised Catholic;
- Name of Kindergarten

Enrolment Criteria

Taking into account the capacity of St. Francis of the Fields to accept students and following the provision of an application our school shall consider the application in line with the following order of priority:

Foundation (Prep) Enrolments

1. Baptised Catholic living within Kennington Parish.
2. Baptised Catholic living outside Kennington Parish.
3. Sibling of existing students.
4. Child who attended Assisi Kindergarten
5. Child of a parent teacher at St. Francis of the Fields.
6. Unbaptised Child of a Catholic parent
7. Child of other Christian denominations.
8. Child of other faith traditions.
9. Child of no faith tradition.

Year 1 – 6 Enrolments

1. Baptised Catholic living within Kennington Parish.
2. Baptised Catholic from Catholic schools moving into Kennington Parish.
3. Sibling of existing students.
4. Baptised Catholic from Catholic schools living outside Kennington Parish.
5. Child of a parent teacher at St. Francis of the Fields.
6. Unbaptised Child of a Catholic parent
7. Child of other Christian denominations.
8. Child of other faith traditions.
9. Child of no faith traditions.

The School shall notify the parents/guardians as to whether the application for Enrolment has been accepted or declined. For those children whose application has been accepted the School shall provide the Enrolment Terms and Conditions to the parents/guardians and a request for further information to facilitate completion of enrolment.

ENROLMENT PROCEDURE



- **Enrolment information is advertised at the beginning of Term 2.** Enrolment Forms and an Information Booklet are available at the Office. An Open Day and an Information Evening will be held, during Education Week, for the benefit of parents and students.
- Children are admitted at the beginning of the year in which they are five years of age, on or before **April 30th of that year**, and it is encouraged that children previously attend Pre-School.
- Parents are asked to present their child's **Birth Certificate** and **Baptismal Certificate**.
- All children enrolling at St. Francis of the Fields Primary School will be required to present a **"Certificate of Immunisation Status for Primary School Enrolment"**.
- Parents and children are invited to tour our school on our School Open Week. If parents are unable to attend our Open Week, another appointment can be made. Please contact our school office to arrange this.
- During Term 3, the Principal and Deputy Principal will hold **Interviews** with all Foundation (Prep) children and parents.
- During Term 4, Preschool children enrolled to attend St. Francis are invited to **two transition sessions**.
- On **Orientation Day** (usually the first Tuesday in December) children participate in a one-hour session in the Junior Area. During this time, there is an information meeting for parents with the Principal.
- At the beginning of Foundation (Prep) Year, each child is partnered with a senior student – this is known as the **Buddy System**.

ST. FRANCIS' STAFF BASIC BELIEFS ON HOW CHILDREN LEARN

- by taking responsibility for their own learning
- by being active learners
- by engaging in interesting and meaningful learning experiences
- by need, necessity and motivation
- by receiving affirmation, reinforcement and feed back
- by experiencing success in intermediate steps and ultimately in the final skill trying to be learnt
- children learn from and with others
- children learn through experience and practice
- children learn by trial and error
- children learn if they can trust, feel secure and happy and are encouraged to try to do their best
- children learn by demonstrations and models
- children learn when they have appropriate resources, human and physical



SCHOOL ORGANISATION and CURRICULUM

Our school offers a comprehensive Curriculum covering all Key Learning areas. St. Francis prides itself on providing a caring, enjoyable and safe environment with a strong emphasis on meeting individual students' needs both pastorally and educationally. Parents of our school are encouraged to be involved and always support our school in all facets of education.

SPECIAL PROGRAMS

Some of the Special Programs which our school undertakes to assist in the total development of the children are: MacqLit, Number Intervention, LLI Program, Liturgical Celebrations, Parish Based Sacramental Program, Music (includes: class lessons, opportunities for choir, access to violin, bass guitar, guitar, piano, recorder, and rock band), Life Relationships Program, Interschool Sport, Transition with Pre-Schools and Secondary Colleges, Integration Program, Visiting Speakers, Horticultural Activities, Buddy System, Cross-Age Tutoring, Art, Science, ICT, PE and Indonesian.

LEARNING PROGRAMS

Learning Programs at St. Francis of the Fields Primary School support the children in their growth and development - preparing them with life long skills that will help them to believe in themselves and their abilities and to be able to contribute positively to their world.

We promote the development and education of all children by working in partnership with their parents.



RELIGIOUS EDUCATION

We believe that all children are talented and gifted and are treated as such. Every child has the right to live happily and achieve fullness of life with God - and to grow and learn in a community where Christian values are taught and modelled daily. We endeavour to foster and continue the development of the formation of faith begun at home.

This program has some basic beliefs and understandings:

- To develop a relationship with a loving, caring and forgiving God who is with us throughout our life.
- To develop opportunities for children to actively participate in meaningful prayer, liturgical and other celebrations.
- To help children identify the consequences and importance of all God's creations.

It is expected that parents become involved in their child's preparation for Reconciliation, Confirmation and Eucharist.

All our teachers are accredited to teach in the Catholic system. All have graduate/post graduate studies in Religious Education.

The school has a formal Religious Education Coordinator.

- Lessons in Religious Education are given on a regular basis. The minimum time for these lessons is one and a half hours per week.
- The children have regular contact with our Parish Priest, Fr. Andrew. This provides them with the opportunity for formal instruction and informal conversation. Our priest and teachers work closely together planning Masses.
- The Liturgy is celebrated regularly in the following ways:
 - (i) Class Mass at least once a term, and
 - (ii) Holy Days of Obligation and Special Feasts (Sacred Heart and St. Francis of Assisi) which occur during term time are celebrated appropriately.



SACRAMENTAL PROGRAM

The year 2005 saw the introduction of our Parish Based Sacrament Program which is as follows:

- ✠ A child who has been baptised in the Catholic Church would normally commence preparation for the Sacrament of Reconciliation in Year 2 and Confirmation and Eucharist in Year 3. This is up to the parents' discretion to indicate their child's readiness to the Parish Sacramental Coordinator.
- ✠ For a child who has been Baptised in another faith denomination such as Uniting, Anglican etc. it is strongly encouraged that the child continues to receive their sacraments in their chosen faith.
- ✠ The Parish based Sacramental Program will be supported at school level by children undertaking parallel units of study.



LEARNING DOMAINS

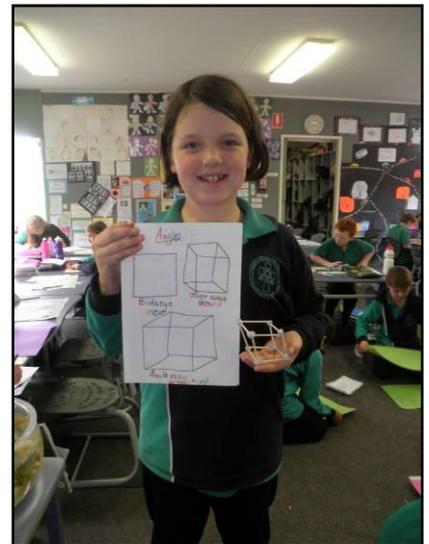
MATHEMATICS Version 2.0

Through Mathematics children develop concepts, skills, applications and processes, which allow them to participate meaningfully in society. Mathematics can be viewed as an abstract discipline but it must also relate to everyday situations and be integrated with other curriculum areas.

Through our Mathematics program we would like children to gain a knowledge and understanding of mathematical processes, with the ability to apply these effectively within and outside the classroom environment.

The areas taught are

- Number
- Algebra
- Measurement
- Space
- Statistics
- Probability



ENGLISH Version 2.0

The Victorian Curriculum: English Foundation (Prep) to Level 10 (which includes Levels A to D for Students with Disabilities) is organised into Reading and Viewing, Writing, and Speaking and Listening.

At St. Francis of the Fields Primary School we devise our English Program based on the Victorian curriculum while supporting our learning and teaching practices with the Western Australian (WA) **First Steps Program**. This program has some basic Beliefs and Understandings

- **All students** can achieve high standards of literacy given sufficient time and support.
- **All teachers can teach to high standards** given the right conditions and assistance.
- **High expectations and early intervention** are essential.

Our aim, through our Language and Literacy programs, is that our students will be able to:

1. Use language effectively in different contexts with a wide range of audiences for a wide range of purposes.
2. Think, speak, listen, read, comprehend and write in all areas of the curriculum.
3. Become confident, competent, enthusiastic and discriminating users of Language and Literacy.
4. Promote the habit of reading for information, recreation and life-long learning
5. Learn to use Hegerty strategies.



MacqLit

MacqLit is an explicit and systematic reading intervention program for small groups of older low-progress readers. It provides teachers with a comprehensive sequence of lessons that includes all the key components necessary for effective reading instruction: phonemic awareness, phonics, fluency, vocabulary and comprehension.



LIBRARY PROGRAM

Foundation (Prep) – Year 6 children participate in a Library Program that aims to foster a life-long love of literature! Through borrowing from a range of fiction and non-fiction books, we hope to engage children in a way that will enrich their learning.

THE ARTS

The Arts program incorporates Drama – Art – Music – Media - Dance.

Through the Arts program the children should be able to:-

- ✓ Use drama to gain an understanding of how people think and feel in a variety of situations,
- ✓ Imagine, project into and identify with a variety of new situations through role play,
- ✓ Develop the enjoyment and understanding of music in various forms,
- ✓ Give children a wide variety of experiences and opportunities to specialise when desired,
- ✓ Experience a wide variety of material and expressive activities,
- ✓ Have time within the school curriculum to engage in artistic expression, and
- ✓ Have the opportunity to learn recorder, piano, guitar and various other instruments at school through private tuition.

LOTE - Indonesian

Our specialist LOTE Indonesian program provides a broad introduction to both the language and culture of Indonesia in visual, spoken and written form.

The children learn to communicate in a Language Other Than English and gain intercultural knowledge and language awareness by listening, speaking, reading, writing and watching. This results in the children being able to speak and write with confidence through the means of basic geographical orientation, correct pronunciation and the practice of simple conversational phrases in dialogues and role play.

There is a strong emphasis on song, dance and practical activities to encourage participation, confidence and engagement.



SCIENCE

The children will look at:-

- Natural and Processed Materials,
- The Physical World,
- Earth & Beyond, and
- Life & Living.

ENVIRONMENTAL EDUCATION

Through Environmental Education children will:-

- Appreciate and learn about different cultures and societies,
- Understand the importance of relationship from family to international relations,
- Learn to value the Earth and its resources, by responsible use,
- Be involved personally and model our values by positive action and choices we make,
- Use outdoor activities and quiet reflection to promote joyful wonder in the world we share,
- Study an intensive environmental topic such as Creek Life,
- Be involved in caring for and the study of the animals at school namely, chooks, sheep, cattle, ducks, worm farm, horse and small animals,
- Experience gardening programs including growing vegetables, propagating plants, growing fruit and re-establishing indigenous trees, and
- Learn about reduce, re-use, recycle



TECHNOLOGY

All Year 5 and 6 students participate in a 1:1 iPad Program. This is an exciting initiative that the school has embraced to meet the needs of the 21st century learner.

At St. Francis of the Fields we believe that today's students think, connect and communicate differently to students who were at school even a few years ago.

We are aware that our students live in a world where information can be accessed and shared quickly over the Internet, where they can communicate with peers and create new knowledge.

As a school we are keen to inspire and engage this new generation of learner with today's tools and assist them in reaching their full potential in all areas of the curriculum.



At St. Francis of the Fields we want our students to strive for excellence through a Personalised Learning Program that integrates the curriculum and fully exploits the use of Information and Communication Technology (ICT).

To support the learning of our students from Foundation (Prep) –Year 2 work with 80 iPad whilst our Year 3 classes use 90 iPads. Other digital hardware includes class smart boards, digital cameras, digital video cameras, scanners and iPods.

HEALTH & PHYSICAL EDUCATION

This domain covers:

- Outdoor Education,
- Physical Education, and
- Health Education.

This program aims to:-

- Develop understanding and appreciation of the outdoors,
- Provide opportunities for students to develop problem solving skills,
- Engender an attitude of health and fitness in the daily life of each child,
- Facilitate a wide variety of sporting experiences,
- Participate in intra/inter school sporting activities, and
- Promote attitude and behaviour which contributes to personal and community well being.



One PE lesson is taken by our excellent PE teachers and another lesson will be taken by the classroom teacher each week. The emphasis is always on maximum participation and **all** children take part unless medically unfit. If children cannot participate an explanatory note must be sent.

SWIMMING PROGRAM

St. Francis operates a well-structured swimming program during Term 1 & 4 in preparation for summer time swimming. The Foundation (Prep) - Year 6 Program is conducted at Indoor swimming facilities. Austswim trained staff conduct the lessons.



OTHER PHYSICAL EDUCATION PROGRAMS

Consists of gymnastics, athletics, swimming, cross country, minor and major games, and outdoor education and Bluearth Discovery School Experience. Our school holds annual swimming sports, athletic sports and cross country competition. We are also involved in interschool competitions. Transport costs are met from the student fee paid at the beginning of the school year.



SPORTING TEAMS

Our school has five football teams fielded in the Bendigo Junior Football League. Known as the St. Francis Falcons we have 1 Under 12 team, 1 Under 10 team, 2 Under 9 teams as well as 2 Under 11 girls' teams.



We also have 30 basketball teams and 15 netball teams which compete in weekend and after school competitions. Parent cooperation is essential both to support the children and to help organise the teams.



INTERSCHOOL COMPETITION

Our school competes in a number of interschool competitions. These representative teams are chosen on children's abilities, performances and attitudes during lessons, trials and House competitions. If successful at local level, there is often an opportunity to compete at Zone Championships and also at State level.



SCHOOL CAMPS

Foundation to Year 6 students enjoy a developmental camping program. The camps are kept as inexpensive as possible and are aimed to promote social, emotional and academic growth. Parents are notified well in advance of items such as cost, venue, camp telephone number, activities, clothing and staff attending. Foundation, Year 1 and Year 2 have "camps" at school and surrounding environments.

SUPERVISION AND SAFETY - SCHOOL CAMPS & EXCURSIONS

All excursion and camps are well planned and discussed with the Principal. Parents are informed well in advance, given all details of requirements and asked to complete permission and medical forms where necessary.





OASIS PROGRAM

Our program -

- Permeates through many curriculum areas.
- Children have "hands on" experience with animals, gardens and building.
- All classes spend weekly lessons for a Semester in the OASIS program.
- Whole school environmental days occur each year.

St. Francis of the Fields is committed to teaching Environmental Education across the whole of the school. Farm life is an important aspect to school life. This includes a birthing schedule for sheep and cows so that suitable food sources will be provided by our own farm.

Each year our school has raised several calves and consequently, has a number of mature cattle to sell each year. Revenue raised is used to enhance the Environmental Program.

Funding is often sought from outside the school through Community Grants, programs and awards. We attempt to apply for such funding as it is advertised and, up to date, have been very successful.

Our school has also developed a wetlands area and in November 2004 became the first school in Victoria to be accredited as a Sustainable School.



PASTORAL WELLBEING

What are our school beliefs about student wellbeing?

As a school we are responsible for catering for student's academic, social and emotional needs. We teach our students about safe and responsible behaviour to ensure they have the skills to self manage in the wider world.

What does our school do to ensure your child's safety?

There are three tiers of support that accommodates for the needs of our school community:

Tier 1 – We target all students in our school so that they understand and live our 4 school behaviour expectations. We do this by...

All staff focusing on positively reinforcing appropriate behaviour through...

- Teaching our expectations for behaviour, in the classroom and other educative settings.
- Constant positive verbal recognition.
- Catching and recognising our students displaying the 4 school behaviour expectations.
- Student of the Week Awards.
- St. Francis of Assisi Awards.
- Graduation Awards.



All staff focus on effective instruction and appropriate classroom management. We do this by...

- Enabling effective Professional Learning Communities (each unit of teachers use research to guide and embed best teaching practices).
- Regular circle time (providing students with the chance to learn, discuss and evaluate their feelings in regards to self awareness, self management, social awareness, responsible decision making and relationship skills).

Tier 2 – We target the 10–15% of students whose behaviours are not reflecting the 4 school behaviour expectations. We do this by...

- Targeting social skills instruction (circle time, small group work, School Family Support worker supporting individuals and small groups).
- Providing students with play/behaviour plans.
- Providing a variety of activities for students at lunch time e.g. games club, drawing club, chess club.
- Some students would receive increased academic support in the form of Individual Learning Plans (ILP's), Parent Support Group meetings (PSG), and individualised or small group learning sessions.

All staff focus on appropriate classroom management. We do this by...

- Utilising Restorative Chats – these provide greater opportunities for support and mediation when conflicts occur. The Restorative Chat is based on the following questions:
 - What has happened?
 - Who has been affected/harmed?
 - How can we fix it?
 - How can we do things differently in the future?

Tier 3 – We target the 1-5% of students whose behaviours require them to have individual support to attain the 4 school expectations on a regular basis.

We do this by...

- Individual play plans.
- Our Pastoral Wellbeing Team, with the approval of guardians, will provide individual support or referral to appropriate external support agencies.

How do we determine our students' who need Tier 2 or 3 support?

We do this in two ways. We ensure both students and staff have the opportunity to express safety or behavioural concerns.

Social and Emotional Wellbeing (SEW) Survey –

Our SEW Survey provides our Year 1-6 students the opportunity to answer questions about their social and emotional wellbeing. The students complete a confidential online survey in Term 2 of each year. The Pastoral Wellbeing Team meets to review the student data. The Social-Emotional Wellbeing Survey has been designed to provide schools with information on the student population (whole school, specific year levels, targeted groups) so that schools can use the data to direct planning and problem-solving efforts.

SIMON – Our SIMON administration system provides all staff with the opportunity to record daily inappropriate student behaviour in and out of the classroom. Teachers have worked extremely hard at assigning certain behaviours into 4 levels. Level 1 and 2 being minor behaviours and Level 3 and 4 being major behaviours.

What do we do with the data from SEW and SIMON?

1. The Pastoral Wellbeing Team analyses the data each term and presents that data to all staff.
2. Students are then supported to their level of need according to Tier 1, 2, and 3.
3. Relevant staff will meet with the students in Tiers 2 & 3 using the Restorative Chat questions to decide on a plan of supportive action.
4. Our School Chaplain (Maree O'Connor) will contact each parent of children who are in need of ongoing support.
5. Maree and The Pastoral Wellbeing Team checks in regularly with those students who have consented with ongoing support.
6. The decision for how long students need this regular intervention is based on student response to supportive action.

INCLUSIVE EDUCATION

The term “neurodivergent” describes people whose brain differences affect how their brain works. That means they have different strengths and challenges from people whose brains don't have those differences. The possible differences include medical disorders, learning disabilities and other conditions. The possible strengths include better memory, being able to mentally picture three-dimensional (3D) objects easily, the ability to solve complex mathematical calculations in their head, and many more.

HOW DO WE SUPPORT NEURODIVERGENT STUDENTS

We ask parents to clearly articulate to the school their child's particular neurological needs before enrolling. We will then explore with the parents how best we can support your child when they attend our school. This will likely mean that our learning Diversity Leader will reach out to meet with you and your child/ren so that we can begin developing a Learning Plan, where needed.

At St. Francis of the Fields some children who are identified as being neurodiverse, may be eligible for support provided by the Government, in the form of classroom assistance, modification of equipment and/or specific programs.



ADMINISTRATIVE STRUCTURE

Parish Priest	-	Fr. Jake Mudge
Principal	-	Tim Moloney
Deputy Principal – Teaching & Learning	-	Grace Scalora
Foundation M	-	Morgan Maud
Foundation B	-	Naomi Burns & Ash Barbetti
Foundation D	-	Donna McNamara
Foundation W	-	Kate Williams
1R	-	Craig Ryan
1SF	-	Ange Simpson & Laura Flood
1M	-	Mia Shanahan
1W	-	Lucy Wade
2M	-	Milly Hughes
2E	-	Will Edwards
2HL	-	Gab Hudson & Cherise Le Brocq-Joppich
2S	-	Natalie Shearer
3D	-	Felicity Davis
3M	-	Hamish Morcom
3GB	-	Kate Gundry & Kim Boulton
3R	-	Hannah Russell
4H	-	Joe Hartney
4W	-	Renae Westley
4C	-	Graeme Coleman
4S	-	Tom Schofield
5W	-	Dave Waters & Clare Warfe
5FT	-	Donna Freeman & Cam Taylor
5M	-	Jacob Morrissey
5ZS	-	Jo Zimmer & Anna Sier
6C	-	Luke Cramer
6M	-	Rachelle Mangan
6R	-	Holly Ryan
6Z	-	Rhys Zera
Administration / Finance	-	Deb McDermott
Administration	-	Michelle Janssen
Administration	-	Stephanie Wade
Administration	-	Jeanette Grenfell
Music	-	Stacie Mason & Luke Freeman
Art & Craft	-	Carmel Fitzgerald & Cherise Le Brocq-Joppich
Librarian	-	Sue Johns
Technology	-	Cam Taylor
Indonesian	-	Jacqueline Pethybridge
OASIS	-	Matt Butcher
Science	-	Jess Widdicombe & Emma Jensen
Learning Diversity	-	Linda Cartwright & Alicia Mansfield
Catholic Identity	-	Dave Waters
Curriculum Leader: Numeracy	-	Kate Ellis
Numeracy Intervention	-	Nicole McDermott
Curriculum Leader: Literacy	-	Marg Brohm
Literacy Intervention	-	Bernadette Sporn
Phys Ed Teacher/Coordinator	-	Danielle Coates, Laura Flood & Ash Barbetti
O.H & S	-	Peter Sporn
Intervention Release Teacher	-	Bernadette Sporn
Behaviour, Wellbeing & Safeguarding	-	Luke Freeman
Teacher Aides:		
Foundation	-	Simone Rodgers, Montanna Maud & Katrina Evans
Year 1	-	Belinda Marsh, Hayley Mills & Reine Jones
Year 2	-	Ange Oldham, Jordan Sharp & Abbi O'Connor
Year 3	-	Sue Johns & Danyon Cullen
Year 4	-	Kerry Bone
Year 5	-	Annette Exell
Year 6	-	Kate Zealley
School Counsellor	-	Maree O'Connor
School Nurse	-	Bronwyn Karvonen & Chelsea Mazzarino
Tuckshop	-	Fiona Thompson, Bec Stratton & Deb Schintler
Gardens & Maintenance	-	Shane Owins & Trevor Wright

SCHOOL ORGANISATION

"SETTLING IN" ARRANGEMENTS FOR FOUNDATION (PREP) 2025

- Teachers only commence on Tuesday 28 & Wednesday 29 January 2025.
- All Yr 1-6 students begin on Thursday 30 January
- Foundation (Prep) students commence Friday 31 January attending from 9.00am to 12.30pm (Please pack children's lunch).
- From Monday 3 February, Foundation (Prep) students will attend full days each week, **except for each Wednesday which will be a rest day.**
- From Tuesday 11 March (after the Labour Day Public Holiday) Foundation (Prep) students will attend normal hours each day all week.

VICTORIAN SCHOOL TERM DATES FOR 2025

Term 1 Tuesday, 28 January 2025	-	Thursday, 4 April
Term 2 Monday, 28 April	-	Friday, 4 July
Term 3 Monday, 21 July	-	Friday, 19 September
Term 4 Monday, 6 October	-	Tuesday, 16 December (Teachers finish on Wednesday, 17 Dec.)

AUSTRALIAN & STATE PUBLIC HOLIDAYS IN 2025

Monday, 26 January	-	Australia Day (Holiday)
Monday, 10 March	-	Labour Day
Friday, 18 April	-	Good Friday
Sunday, 20 April	-	Easter Sunday
Monday, 21 April	-	Easter Monday
Friday, 25 April	-	ANZAC Day
Monday, 9 June	-	King's Birthday
Friday, 26 September (TBC)		AFL Grand Final Holiday
Wednesday, 29 October	-	Bendigo Cup Day
Tuesday, 4 November (not for Bendigo schools)	-	Melbourne Cup Day
Thursday, 25 December	-	Christmas Day
Friday, 26 December	-	Boxing Day

KNOWN PUPIL FREE DAYS IN 2026

These have not been confirmed yet.



GENERAL INFORMATION

ABSENCE FROM SCHOOL

If your child is absent from school for any period of time, please notify your classroom teacher explaining the reason for your child's absence and submit the absence via PAM. This is a Government requirement. Medical, dental and optical appointments are to be made out of school hours if at all possible. It would be appreciated if family holidays were arranged within school vacation times where possible. Written advice of extended absences is requested either via PAM. (which is the preferred method) or by emailing the class teacher and school office. This will enable the roll to be marked accurately and correctly.



The Bendigo YMCA operates an After School Care Program at St. Francis of the Fields Primary School. The program operates every school day for children aged 5-12 years. We also provide care on days of school closure if there are enough children who require the service. Families can contact the service on 0459 988 313 or register via www.childrensprogramms.ymca.org.au Any questions please contact ymca-stfrancis@ymca.org.au

Hours of After School Care – 3.20pm – 6.00pm. Pupil Free Day Care times – 8.00am to 6.00pm.



ASSEMBLIES

The children will assemble as a school family each fortnight to share events of interest, notable achievements and pray for their school and country. These assemblies are held on Friday afternoon at 2.45pm in the "Shed" so as to provide a means of regular contact between classes and the Principal. Parents are always welcome to attend.

ATTENDANCE

Protecting the safety and wellbeing of children through reporting and monitoring of absenteeism is the responsibility of both parents/carers and schools.

Parents and carers have an obligation to notify the school of their child's absence as soon as possible on the day of absence using the school's app called 'Simon Everywhere', via email, Via PAM or a phone call to the school office.

New School Attendance Guidelines

Since the end of Term 2 2018, all Victorian government schools must contact parents/carers as soon as practicable on the same-day of an unexplained student absence.

The same-day notification requirement supports the safety and wellbeing of all students. Schools need to know when and why a child is absent and parents/carers need to know if their child is not at school. Prompt communication also promotes daily school attendance. Going to school every day is the single most important part of a child's education. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives.

What is the school's responsibility?

- The Attendance Roll is a legal document that is gathered on SIMON.
- The roll is marked twice a day.
- The morning roll call is completed by the classroom teacher by 9.15am so that our Administrative staff can contact the parents regarding the absence.
- The afternoon roll is completed after lunch to ensure all students are present.

Notify parents/carers: The school will notify parents and carers as soon as practicable on the same day of an unexplained absence. This should occur in the morning allowing time for the parent or carer to respond. At St. Francis of the Fields parents will be advised firstly via text message and then a follow up phone call if the parent/carer hasn't responded.

Follow-up (where required): At times, the parent or carer may not be able to be reached because the school does not have their correct contact details (i.e. changed phone number, SMS/email failure notification received etc.). In this instance, the school will attempt to make contact with any emergency contact/s nominated on the child's file held by the school, where possible, on the same day of the unexplained absence.

What is the Parent/Carer's responsibility?

Parents/carers are required to ensure their child attends school every day and have an obligation to contact the school to notify the school of their child's absence. Parents/carers should inform the school in advance of known upcoming absences, or on the day of absence as soon as practicable. In addition, in order to implement this requirement, it is essential that parents/carers provide schools with their most up-to-date contact details.

CAR PARK

Parents are asked to observe the following rules in relation to dropping children at school in the morning and collecting them in the afternoon.

- Do not exceed a **20kph speed limit** in the school grounds.
- Park your car around the school oval (4 cars per bay) or in the parking area provided opposite the south end paddocks. For safety reasons, please **do not reverse** into parking bays.
- Young children are expected to be collected by their parents from their classroom and then walked to the car park area.
- Students are able to be picked up from the painted pickup zone outside the front of the school administration area.
- Show courtesy and consideration for other drivers and be cautious and alert.
- Cars must STOP to allow teachers and children right of way at all times.

CLASS PHOTOGRAPHS

Class photographs are taken each year. Arthur Reed will issue individual codes for each student which is then used to log in and make photo purchases on their website.

CLASS REPRESENTATIVES

Each class has a parent representative whose role is to welcome new families in their child's class and help the family transition into our school community.

CLASS STRUCTURE

Each year our school sets about the task of determining what our staff believes to be the most appropriate structure for the following year given our enrolments, staffing levels and most importantly the needs of the children.

COURT ORDERS

In the event where a current Court Order applies to a family situation, the custodial parent is obliged to present the school with a copy of the Court Order to ensure that the school is aware of any custody arrangements. Where there are no court orders in place and parents are separated, the school needs to be notified of current mutual access arrangements.

DISMISSAL PROCEDURE

- Students will not be allowed to leave school before 3.20pm without their parent/guardian signing them out through the front office.
- After School Care students will be sent to After School Care at 3.20pm.
- Students, who catch the early bus, will be dismissed at the 3.10pm bell.
- All other students will only be dismissed when a parent/guardian has arrived to pick them up from the classroom or the pickup zone.
- In the event that students have not been picked up by 3.35pm, they will be required to attend our After School Care Program at parent's expense.

EARLY LEAVERS AND LATE ARRIVALS

Children late to school (after 8.55am) are required to be signed in by parents or carers at the school office. Parents or carers wishing to collect their child early from school are also required to report to the school office to sign their child out. Please note, Carers will need a signed permission note from the parent authorising them to collect the child. In this way, the class teacher can be assured that all appropriate notification has been observed and that the child's whereabouts are fully known.



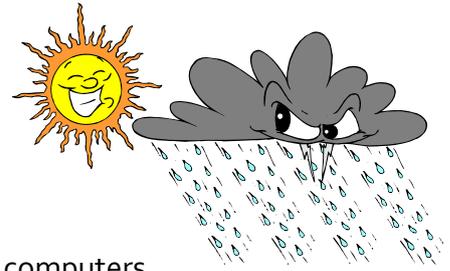
ELECTRICAL STORM POLICY

During an electrical storm at school the following must be adhered to -

If caught outside -

If you hear thunder 10 seconds after a lightning flash it is only about three kilometres away. The shorter the time, the closer the lightning.

- **do not** seek shelter under trees
- if far from shelter, crouch in a hollow
- stay away from metal poles, fences etc.



If indoors -

Before the storm arrives

- disconnect external aerial and power leads to radios, TV and computers
- keep clear of windows
- don't use the telephone

If an electrical storm occurs at dismissal time it will be at the Principal's discretion whether the children who normally walk or ride home will be dismissed from school at 3.20pm. Children will be dismissed when the Principal decides it is safe to do so. During an electrical storm parents who collect their children are requested to go to their child's classroom to pick them up.

EMERGENCY INFORMATION

Information needed in the case of emergency is kept in the School Office. This information needs to be updated constantly; therefore, it is important that any alteration of contact persons, phone numbers or addresses be brought to the attention of our school immediately.

END OF TERM ARRANGEMENTS

School finishes at 2.30pm on the (official) last day of each term. This time fits in with bus arrangements.

ESTATE OF RUBY EILEEN ALLISON

St. Francis of the Fields is very fortunate to have been one of the beneficiaries in the Will of Ruby Eileen Allison Deceased. In 2005, our School, along with St Therese's Catholic Parish and St. Therese's Primary school, was given a bequest of her estate. Our share was approximately \$260,000.



FIRST AID / ACCIDENTS

Our school is equipped with a sick bay. When illness or accident occurs parents are notified and when necessary, are asked to take their child home or to a doctor. All staff complete courses in First Aid, Anaphylaxis and CPR each year.



GROUPING OF CLASSES

Children do not go up as a total class into the next year level. Classes are regrouped each year and children are mixed carefully taking into account the following factors:-

- Classes are, as near as possible, of equal numbers of boys and girls.
- Classes are made up of an equal distribution of academic ability levels.
- Classes are made up of an equal number of social and emotional dispositions
- Children with special needs are evenly distributed.
- Children who would benefit by being kept together.
- Children who would benefit from being separated.
- Children are matched with the teachers who can best develop their full potential and best extend their skills in all areas of the curriculum.

IMMUNISATION

A Certificate advising whether a student's immunisation is complete, or incomplete, must be provided to the school **prior to** commencement. Students not immunised will not be able to enrol at our school.

INSURANCE

Our school has taken out a blanket Student Accident Insurance with Catholic Church Insurances covering the total school enrolment. This Policy covers students "whilst at school" only - that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school. The Policy covers:-

1. Incapacity Benefits;
2. Loss or Damage to Teeth, broken or Fractured Bones;
4. Total and Permanent disablement etc

There is no additional cost to parents as this expense is built into the Fee Structure.
Full policy details are available from the school upon request.

INTERVIEW ARRANGEMENTS (Learning Conversations)

Student/parent/teacher interviews (Learning Conversations) are arranged formally three times per year in Term 1, 2 & 3. These provide an opportunity for students, parents and teachers to discuss the progress of their child and to formulate academic and social and emotional goals for the next term. Teachers are available at other times as well to discuss your child's educational growth. Parents are asked to contact their classroom teacher to make an appointment for further interviews. This ensures that the teacher is available and that the interview is profitable for all concerned.

The Principal is always available to parents **by appointment** to discuss the progress of children in our school, however, our school practice is that the classroom teacher is always the parent's first point of call for any concerns.

INVOLVEMENT OF PARENTS IN CURRICULUM

Parents are involved in a wide number of activities in the School. Assistance is needed in areas such as excursions, camps, language groups, library, physical education, music, environmental education, gardening and sporting teams. Grandparents are also a very important part of our school community.

Due to new Government Legislation, it is a requirement for school volunteers (including coaches) to provide identification and relevant documentation (WWCC) to the school.



LOST AND FOUND PROPERTY

Lost property is stored at the end of the corridor (playground end) and also an orange bin, located at the outside staffroom door, which may be inspected by parents at any time. It is most important that all clothing is clearly marked with the child's name. This makes it much easier to identify articles of clothing in the first instance – named items are returned directly to students.

LUNCHES AND TUCKSHOP

'Nude food' Policy and Waste Management

In the interests of our environment and economics, our School Policy for Childrens' Snacks and Lunches is **NO PACKAGING.**

Our reasons for this are threefold:

1. Less packaging means less demand on natural resources,
2. Less packaging means less waste to landfill (landfill costs in Bendigo rose 22% this year and will rise another 5% next year, and will continue to rise), and
3. No rubbish in our school yard! No rubbish going into our creeks, gardens, paddocks.

At playtime/lunchtime, **ONLY 'NUDE FOOD'** will be allowed outside. No wrappers, chip packets, etc. Not even in your pocket, they end up on the ground. (If any child has these, the wrappers will be returned to their lunch box or bag to be taken home.)



There will be **NO OUTSIDE BINS**, unless we have special outdoor whole school events. (**Oranges, bananas will have to be peeled before leaving the room and skins put in classroom FOOD SCRAPS BUCKET.**)

Classrooms will continue with the three bin system of -

LANDFILL PAPER FOOD SCRAPS

Our School Tuckshop also subscribes to this Policy and makes amazing efforts to have less packaging and where necessary, compostable packaging. This will be put in our school compost.

MANDATORY REPORTING OF CHILD ABUSE

Teachers have the responsibility of contacting Child Protection Services if they believe a student at their school is harmed as a result of child abuse or is at risk of harm. Child Protection Services is part of the Department of Health and Community Services and is responsible for investigating reports of child abuse. From July 1994, all primary and secondary teachers and school principals in Victoria came under a legal obligation to tell Child Protection Services of their concerns if they believe a student is at risk of harm through physical injury which results from abuse or neglect or sexual abuse.

MEDICAL SERVICES

- a. We have employed 2 School Nurses to support the health needs of our students.
- b. In addition, the **School Nurse** from Health & Community Services visits the school each year to check Foundation (Prep) children (and other children referred by parents) for sight, hearing and general medical problems.
- c. **School Dental Services** provides dental treatment for primary students every two years and emergency treatment when required. The service operates at the Anne Caudle Centre – contact phone number is 5442 3715.

MEDICATION

As part of the Medication Policy, we must now only give out medications that have been prescribed by doctors. This means that:

1. Parents must give the medication to the office with the prescription label clearly outlining dosage and duration for medication, or a letter written by a doctor clearly stating the dosage and duration for medication.
2. Medication such as Panadol, hay fever tablets, or other similar products cannot be given to students unless a doctor prescribes these and the medication is properly labelled.



St. Francis of the Fields Primary School acknowledges that certain students may require prescribed medication during the school day to function as near to their potential as possible. Our school also realises that the administration of prescribed medication by the parent, legal guardian of the child, or by appropriate medical authorities is not always possible at the prescribed time during the school day.

In this regard, our school will administer prescribed medication under the following conditions:

1. A Medication Authorisation Form is to be completed by the child's parent or guardian and given to a School Administration Officer together with medication. This form authorises and instructs the administration of the medication, giving clear instructions as to the dose and time to be taken. The medication prescribed for the student must come in the original container and must be labeled. There will be no changes in the dosage or the times medication is administered without the written permission from the doctor or parent or guardian.
2. Medicines, tablets etc. will be stored in a locked filing cabinet. Students are not permitted to be responsible for their own medication nor are medicines to be kept in classrooms or student's bags.
3. Medication will be administered by the school administration officer or, if they are not present when the medication is required, it may be administered by any other member of staff provided that that person is clear about whom the medicine is prescribed for and the dosage to be given.

Nebulizer Medications:

Medications delivered by a ventilator/nebulizer will be administered by trained staff members only. In the instance where there is not a trained staff member on site, it is expected that the parent of the child will be notified and requested to come and administer the nebulizer medication. All rules for prescription medication shall pertain to nebulizer medications. Students who suffer from Asthma and require a Ventolin Inhaler are expected to take responsibility for having this with them at all times and using it when required.

Non-Prescription Medication:

Our school will not assume the responsibility for assisting in the administration of nonprescription medications unless pre-authorized by a physician or a written parental order is on file in school office. Students who are not well enough to play outside during morning or lunch recess should not be sent to school.

MEMORIAL GARDEN

As part of our 10th Anniversary Celebrations on Sunday, May 2004, we opened and blessed our new Memorial Garden. This special garden was built as an area to remember and celebrate the lives of pupils and parents our school community who have died.

Many people see a garden as a place of solace, a place to retreat and to restore balance. Our Memorial Garden will serve as a place of quiet reflection for families and for the children of our school to visit. We see the concept of a Memorial Garden complementing our ethos and epitomising the life of St. Francis of Assisi.



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The garden is situated in a triangular area between three Chinese Elm trees below the outdoor barbeque and classroom structure. The garden has a wall designed to accommodate memorial plaques with a water feature in front of this wall. For those who wish to have their loved one included, a special plaque is struck which includes a cross and their name, along with their year of birth and death.

MESSAGES TO TEACHERS

Teachers may be contacted by the school app. or by emailing the teacher directly. Anything sent to school for the class teacher or office should be in an envelope or bag clearly marked with the teacher's name and the child's name.

MULTI-PURPOSE BUILDING also known as "The Shed"

This unique facility is enjoyed by everyone for many purposes – assemblies, sport, Mass, basketball teams, netball teams, visiting entertainers, school functions and parent social functions.

In 2001, approximately 150 school families and parishioners pledged monetary support over a three-year period (totalling \$110,000.00), which, along with a 10-year building loan of \$350,000.00, enabled our much needed "shed" to reach its current stage and meet its loan repayments.



NEWSLETTER

A school newsletter is compiled fortnightly and emailed home to each family on a Thursday. The newsletter is a major communication link between school and home and contains information of coming events and other matters we wish to bring to your attention. Please read the newsletter carefully. Newsletters and other useful information (Uniform Price List, Tuckshop Price List etc.) are available for viewing on our website. Please go to www.sfstrathfieldsaye.catholic.edu.au then Downloads and Current Newsletter. Contributions from children, teachers and parents are always welcome - the deadline for typing purposes is **Thursday morning**.



PAM (Parent Access Module)

PAM is an online platform linked to SIMON – our school attendance and behaviour tracking portal. Within PAM, parents can update personal and medical information for their child/ren, enter Parent Notified Absences, view reports, approve excursion forms and view attendance trends. It is the parent's responsibility to maintain the information within this module.

PARENTS & FRIENDS COMMUNITY

The aim of this parent group is –

- to raise funds required to equip, furnish and provide additional resources for our school,
- to organize social functions for families, and
- to organize parents to work on the various committees needed in our school.

Meetings are held on a Thursday at 7.30pm in Week 2 and Week 7 of each term. Attendance at these meetings is a wonderful way of getting to know other parents and to show your interest in your child's school. Parents are expected to participate, as this parent community group needs considerable support for fundraising. Our school would not operate nearly as effectively without monetary assistance from our Parents & Friends Community!

PARISH COMMUNITY

Our School could not exist without our Parish. We invite our parents and children to be active members of our Parish. Almost all children and families live within our Parish and can therefore affiliate with our Parish.

Our Parish Priest Fr Andrew Fewings, cares deeply about the quality of Catholic education provided to our children. We are thankful for his support.

PROCEDURE FOR PAYMENTS (Not school fees)

St Francis is striving to be a cash free school. Online payment facilities are available via the CDF PAY online payment system. Simply download the app using instructions available at the office or on Simon Everywhere. Tuckshop and P&F fundraising activities can all be paid using this secure online system.



REPORTING STUDENT PROGRESS TO PARENTS

Reporting student progress to parents involves Learning Conversations held three times a year and also a mid-year and end-of-year written report.

SAFETY PRECAUTIONS AT SCHOOL

Children are encouraged to follow the school rules which avoid the possibility of accidents and the development of dangerous situations. St. Francis of the Fields has a Counter Disaster Policy covering fires, gas leaks and other situations that could arise.



SCHOOL ADVISORY COUNCIL (Previously School Board)

Our School Advisory Council assists the Parish Priest and Principal in the decision-making processes of school administration. The Advisory Council at present consists of the following persons –

Parish Priest	Fr. Jake Mudge
Principal	Tim Moloney
Deputy Principal	Grace Scalora
Staff	Kate Ellis, Margaret Brohm, Luke Freeman, Dave Waters
Parents	Kate Grange (Chairperson), Aaron Grieve, Bree McKern, Kate Lamprell, Dave Kerr, Rhys Barri.

Our School Board operates under the Charter of the Sandhurst School Improvement (CoSSi). The components are – Catholic Identity, Learning & Teaching, Pastoral Wellbeing, Leadership and Stewardship of Resources.

Some of the recent decisions and involvement of the School Board have been in –

1. 4 Year Strategic Planning
2. Developing yearly Operational Plans
3. Policy reviews
4. Traffic – parking, flow and road systems
5. Financial Planning
6. Building Master Plan
7. Building and Garden Maintenance Program
8. Enabling a Recreation Team of students, parents and teachers to devise our recreation needs.
9. Development of an Early Learning Centre
10. Learning & Teaching policy review
11. Vision, values & beliefs review.

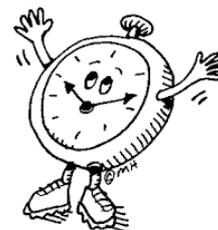


SCHOOL COMMENCEMENT TIME

It is very important that parents see that their children arrive at school no later than 8.55am so that they can unpack and get organised in order for school to start promptly at 9.00am. Children who arrive late for school, not only miss important lessons but more importantly, disturb the entire school routine. It is also important that parents not send children to school any earlier than 8.30am as the school takes no responsibility for supervising children before this time.

SCHOOL HOURS DAILY TIMETABLE

- 8.55am Bell rings as a signal for students to move to classrooms, unpack and start school.
- 9.00am Morning program begins.
- 11.00am Morning recess.
- 11.25am Bell rings to signal students to go to the toilet and line up ready for class.
- 11.30am Classes resume morning program.
- 1.30pm Lunches are eaten in classrooms supervised by teachers.
- 1.40pm Students dismissed for lunch recess.
- 2.15pm Bell rings to signal students to go to toilet and line up ready for class.
- 2.20pm Classes resume for afternoon program.
- 3.10pm Early bus bell rings to remind early bus travelers to move to the bus line.
- 3.20pm School dismissed.



SIGN OUT - SIGN IN AT THE OFFICE

When children arrive late, after 8.55am or leave early, prior to 3.20pm the accompanying adult must sign them in/out through the office.



SIMON EVERYWHERE

The Simon
by St Francis.
download
dates,
(PNA) can
store and



Everywhere App. is a valuable information source and communication tool used
The app. is linked to PAM (Parent access Module) where parents are able to
many things relevant to school life including the Newsletter, Term calendar
Tuckshop menu and roster, Uniform price list etc. Parent Notified Absences
also be entered from this app. Just search 'Simon Everywhere' in your app.
follow the prompts.

SMOKE-FREE WORKPLACE POLICY

At St. Francis of the Fields smoking is banned on a 24-hour basis in respect of all school buildings and outside on school grounds, in order to achieve a healthy smoke-free environment for everyone who occupies or visits the school.

STAFF MEETINGS

Staff and unit meetings are held on tow afternoons each week (usually Monday & Wednesday). Parents are reminded that teachers will not be available for Parent/Teacher interviews after school on these days.

STUDENT MANAGEMENT - Discipline

Building a healthy school community means developing and maintaining an educational environment where members experience energy, enjoyment and positive relationships. This occurs when individuals/groups feel valued, have opportunities to grow and make a positive contribution.

Students, parents and teachers have all agreed to the behavioural expectations for our school (see below). The children are explicitly taught how they should behave when they are in the many settings of our school. These settings include the classroom, masses, assemblies, bathrooms, toilets, pick up area, bus, etc.

If children choose inappropriate behaviour the teacher determines whether the behaviour is minor or major. All teachers have been taught the appropriate whole school response to either minor or major behaviour infractions.

- If the behaviour is deemed major the child will be removed from the yard.
- The behavioural issue will be "unpacked" using a restorative approach. The student will be spoken to about their behaviour and consequences implemented.
- These consequences may take the form of...
 - Writing an apology, writing or drawing about what happened and what they will do next time,
 - Time out,
 - Communication and meetings with the parents and student,
 - A play plan requiring the child to play in a certain area of the school,
 - In-school suspension, which may take the form of missing an excursion or representing their school.
 - In-school suspension on a Pupil Free Day. The children are required to attend school in their school uniform and complete school work while their peers are at home.



SUPERVISION

Playground and Bus Supervision

Teachers are on duty before school, recess times, lunch times and after school. Duty time commences 8.30am in the morning and finishes at 3.45pm in the afternoon (or 4.10pm for children awaiting the "late" bus). The school does not accept any official responsibility for children outside these times. For safety reasons, we ask that parents not pick children up at the street entrance, but use both parking areas for this purpose.



Before School & After School Teacher Supervision

The welfare of our students is paramount to us. Please note the following –

Before school

1. We have a teacher on duty from 8.30am each morning.
2. No children are allowed on the playground and school oval prior to school.

After School

1. We have 4 teachers on duty covering the school entrance and pickup bays.
2. The car park end is supervised until 3.45pm. Only children who have parents with them are permitted to play on the playground.
3. At 3.45pm, children who are waiting for parents but haven't been picked up, need to go to the front of the school to be supervised by the bus duty teacher.
4. On wet days all children who are waiting to be picked up wait under the veranda in front of the classroom nearest the oval.

TEACHER PROFESSIONAL DEVELOPMENT

It is necessary for the ongoing professional growth of teachers that provision be made for them to constantly update their teaching ideas and methods. Since Primary School teachers are engaged in face-to-face teaching for the total time spent at school each day, much planning, in-service and personal study is done out of school hours. To complement this, it has been decided to make 7-10 days of each year available to teachers to work on curriculum at school level. On these days the teachers attend school but the children do not. Notice of school closure days is given to parents well in advance in the school newsletter. These are called Pupil Free Days.

TOYS

We ask that toys, particularly expensive ones, are not brought to school. We cannot be held responsible for broken and lost articles.

TRANSFER OF PUPILS

Any child transferring from St. Francis of the Fields, to another Primary School, is required to take with them a note of transfer. Parents are asked to give reasonable notice, preferably at least a day in advance. Transfer forms can be collected from the school on the day of leaving.

TRANSPORT

School Bus Application forms for travel on buses serving country areas are available from our school office. There are country buses available which are provided by the Education Department, through Strathfieldsaye Primary School, servicing the following areas –

1. Strathfieldsaye/Eppalock Road as far as Mills Road,
2. Junortoun area including Homebush Estate and Catherine McAuley College Junortoun, and
3. Sedgwick area (the "late bus").



There is also a public bus service (known as the "Strathfieldsaye Transit Bus") which services the immediate Strathfieldsaye area in to Bendigo. This service costs approx.. \$1 per trip on a Myki card. The contact phone for this service is 0414 737 534. **All buses drop off and collect students from outside our school office.**

New Bus Ticketing System The ticketing system on Bendigo's town buses has been transformed to introduce a new Smart Card Ticketing System, myki. The Strathfieldsaye Bus will use this system.



Further myki information available from: Bendigo Central Post Shop 261 Hargreaves Street, Bendigo, Online at www.myki.com.au or by calling 13 6954 (13 myki).

Conveyance Allowance This is available from the Directorate of School Education to assist parents with the travel costs of students to and from their nearest appropriate school (i.e. the nearest denominational registered school) where the distance to school or to a contract bus service pick up point is greater than 4.8 km. Application forms are available from the school office.

Drop Off/ Pick Up Bay Area Our school has painted bays in front of the school office for dropping off and picking up students. This is not a parking bay. If your child is not there waiting to be picked up, then you must move on and line up in the queue again. The school bus has priority.

Children must not be dropped off prior to 8.30am and are to be picked up by 3.45pm please.

Parking At peak times, parking can be a real concern. Please park 4 cars per bay around the oval. Cars must not park in non parking areas in front of school or double park. There is also car parking opposite our school in the gravel carpark and behind the shed and portables.

Bicycles Children who ride bicycles to school must use the bicycle track and place their bike in the appropriate rack. **Bikes must be walked** in the school grounds. **Helmets are compulsory.**

TUCKSHOP

Our School Tuckshop is coordinated by Donna Stebbins and Fiona Thompson. It operates each Thursday and Friday under the Governmental Healthy Canteen Guidelines "Go For Your Life". The Tuckshop also operates in line with our School's "Nude Food Policy".



The Tuckshop Menu is rated utilising the "**Traffic Light**" Guidelines. All food provided is approved by the Canteen Association.

***Red** – Occasionally. Red in moderation, only on the odd occasion.

****Amber** – Select carefully. Amber is OK, but not every day.

*****Green** – Everyday Foods. Green foods are great foods.

Where possible, the Tuckshop uses vegetables grown at school. Donations of fruit, vegetables, tomatoes and eggs are welcome any time and appreciated.

VISITORS

All visitors (other than current parents) to our school are required to report to the school office to sign in as a visitor and to wear a visitor's sticker. A current WWCC must be sighted by the office staff also.

WEEKEND MAINTENANCE



Due to the size of our school property, and the emphasis on Environmental Education, maintenance is an important aspect of maintaining the school grounds. **Families have the choice of being rostered on for one weekend each year (for approximately two or three hours), or paying a Maintenance Fee of \$85.00 per family.** In the past, jobs have included weeding, watering, sweeping and general tidying up.

WET DAYS AND DAYS OF EXTREME HEAT

St. Francis of the Fields Primary School is fully air conditioned. Generally, it is expected that students come to school and stay at school even on days of extreme heat. In keeping with our "Sunsmart Initiatives" which are in effect during Terms 1 and 4, if the temperature is forecasted to be 35 degrees or above, the children will remain indoors. On wet days during recess times, children will remain in their classrooms and engage themselves with quiet activities of their choosing. Adjoining classrooms will be supervised by one teacher.

ST. FRANCIS COMMUNITY CARE

This group supports families in times of difficulty through supplying meals, helping with transport, ironing, shopping, having someone to talk to and making sure occasions that need acknowledgement don't go unnoticed.





St Francis of the Fields Primary School

2025 Fees and Levies

FAMILY FEES

(per family)

Families with One Child

\$1,635.00	School Fee
\$ 640.00	Capital Fee
\$ 85.00	Maintenance Fee (optional)

Families with Two Children

\$2,195.00	School Fee
\$ 640.00	Capital Fee
\$ 85.00	Maintenance Fee (optional)

Families with Three+ Children

\$2,485.00	School Fee
\$ 640.00	Capital Fee
\$ 85.00	Maintenance Fee (optional)

Weekend Maintenance Fee Discount

This fee of \$85.00 is only payable if families elect to pay in lieu of performing some weekend maintenance tasks of 2 to 3 hours one weekend during the year. This fee is billed to all families and is deducted from school fee accounts following completion of weekend maintenance duties.

STUDENT LEVIES

(per student)

1. Curriculum Fee \$345.00 per student Foundation to Yr. 6

The curriculum fee covers the following student costs –

- All classroom books and requisites are purchased in bulk by the school and distributed to your child as required covering all learning areas and necessary materials for Literacy, Numeracy, Science, Technology, Religious Education, The Arts, LOTE, Humanities and Health
- The use of library books, class sets, computers, photocopying and welfare requisites
- Environmental Education resources, including feeding of school farm animals
- Use of sports equipment and musical instruments
- Local excursions in and around Bendigo
- Visiting performers to school

Children are required to bring from home (clearly named)

- | | |
|--|--|
| ▪ 1 x Pencil case with coloured pencils, textas etc. | <i>(not required for Fdn and Yr. 1)</i> |
| ▪ 1 x Library bag - cloth with a draw string | <i>(not required for Yr. 4, 5 and 6)</i> |
| ▪ 1 x Art smock* | <i>(not required for Yr. 4, 5 and 6)</i> |
| ▪ 1 x Reader bag* | <i>(not required for Yr. 5 and 6)</i> |
| ▪ 1 x headphones | <i>(required for Yr. 4)</i> |
| ▪ 2 x Large boxes of tissues | <i>(teachers retain for use in classrooms)</i> |
| ▪ 1 x Water sipper | <i>(clearly named)</i> |
| ▪ Tuckshop reusable bag * | <i>(can be purchased via CDFPay)</i> |

* Available for purchase from our Uniform Shop

2. PE & Swimming Levy \$90.00 - Foundation to Yr. 6

It is our philosophy at St. Francis of the Fields that our students will be involved in a wide variety of extra-curricular activities, which include –

- buses and entries to interschool swimming and athletics events
- buses to Palmers Gym and cost of gym program
- PE which includes use of school supplied sports equipment

The swimming program will continue in 2024 at the Peter Krenz Leisure Centre, Napier Street Eaglehawk.

The swimming program is part of our school curriculum, it is expected that all students will participate.

3. Computer Levy	Foundation, Yr. 1 and Yr. 2	\$130.00 per student
	Yr. 3 and Yr. 4	\$265.00 per student
	Yr. 5 and Yr. 6	\$400.00 per student

This computer levy enables the school to lease and supply 1:1 Surface GO Laptop for use at school and at home by students in Years 5 and 6. It also allows the school to update and increase the supply of Surface GO tablets for use at school by students in Foundation to Yr. 4. These levies cover the lease payments.

4. Excursion and Camp Fees 2025

▪ Foundation Excursion	Out of town	(day trip)	\$ 47.00 per student
▪ Year 1 Excursion	Local	(day trip)	\$ 30.00 per student
▪ Year 2 Excursion	Out of town	(day trip)	\$ 55.00 per student
▪ Year 3 Camp	Kyneton	(1 night)	\$290.00 per student
▪ Year 4 Camp	Ballarat	(1 night)	\$290.00 per student
▪ Year 5 Camp	Anglesea	(2 night)	\$490.00 per student
▪ Year 6 Camp	Beaufort	(2 night)	\$490.00 per student

All fees & levies are billed at the beginning of the school year

PAYMENT OPTIONS

OPTION 1 – DIRECT DEBIT PAYMENT

Payment of fees by Direct Debit is the school's preferred option.

Direct Debits are scheduled to take place on the 1st of each month or Thursday fortnightly. If any of these dates fall on a weekend or Public Holiday, the direct debit will be processed on the next business day. Parents may elect to make monthly or fortnightly payments. This method of payment has proven to be an easy and convenient way to meet school fees with many families choosing this option. Fee statements are sent home at least once per term, so parents are aware of the balance. Parents should check that their scheduled payment will meet their fees by end of the school year – please contact the office to make changes.

OPTION 2 – THREE EQUAL PAYMENTS OVER TERMS 1, 2 & 3

Parents may also pay their account by three instalments – in Terms 1, 2 & 3 (One third of the annual total).

OPTION 3 – PAYMENT BY REGULAR INSTALMENTS VIA EFT

Payments may also be made by direct deposit to St Francis of the Fields School General Account
NAB BSB 083-543 Account No. 45-717-2080.

Please note your **school account number and surname** on your Electronic Funds Transfer (EFT) **to ensure your payment is receipted to the correct account.**

It is expected that parents who do not make payment under Options 1, 2 or 3 will pay their school fees in advance

FEE PAYMENT DIFFICULTIES

All fees are to be paid each year, and not carried forward to future years, unless arrangement has been made with Tim Moloney, Principal. Parents who may be experiencing difficulty in meeting school fee payments are asked to please make an appointment for a confidential meeting with Tim Moloney, Principal to discuss other options available. Assistance is available where genuine need exists. Confidentiality is assured.

Tim Moloney (Principal) – 8 May 2025

St. Francis of the Fields - SCHOOL UNIFORM

Order online at <https://www.noone.com.au/school/st-francis-of-the-fields-primary-school/shop>

New email address for Uniform orders: stfrancisofthefieldsps@noone.com.au
 The two-year transition period to our new uniform has now expired. This means all children are expected to present to school at the start of 2025 in the Uniform below.

SUMMER UNIFORM	
BOYS	GIRLS
Short sleeved printed polo top	Checked school dress
Navy microfibre shorts – with logo	School woollen jumper or rugby jumper
School woollen jumper or rugby jumper	Short sleeved printed polo top
Navy softshell jacket	Navy microfibre shorts or skorts – with logo
Navy socks	Navy softshell jacket
Black leather school shoes or black sneakers	Navy socks
	Black leather school shoes or black sneakers
WINTER UNIFORM	
BOYS	GIRLS
Long sleeved printed polo top	Navy pleated tunic (with detachable bib) or navy pants
Long navy pants	Long sleeved printed polo top
School woollen jumper or rugby jumper	School woollen jumper or rugby jumper
Navy softshell jacket	Navy softshell jacket
Navy socks	Long navy pants
Black leather school shoes or black sneakers	Navy socks or tights
	Black leather school shoes or black sneakers

SPORTS UNIFORM
Rugby jumper
Navy track pants (with or without double knee) - with logo
Polo top
White sports socks
Navy microfibre shorts - with logo
Navy skorts – with logo
Sneakers

Uniform Shop Open Times:	
Monday	8.30am - 9.30am
Wednesday	2.30pm-3.30pm

St. Francis of the Fields

SCHOOL UNIFORM & GROOMING POLICY

- School uniform is compulsory at St. Francis of the Fields Primary School.
 - All uniform items are to be purchased from our Uniform Shop to avoid variations in uniform.
 - The appropriate sport / phys. ed. uniform is to be worn for sport and phys. ed. activities.
 - Sport shorts can be worn each day in Term 1 & 4
-

HATS

Hats are compulsory in 1st & 4th Term.

It is also recommended children wear hats on other warm days throughout the year.

The only acceptable hat is the school hat with logo.

SHOES

Black sneakers are permitted to be worn with both the formal academic uniform and sport uniform. These sneakers must not have any coloured markings visible and be fully black. Black leather shoes may be worn with the academic uniform, with sneakers to be worn with the sport uniform.

SCHOOL BAG

Navy with school logo (not compulsory)

GROOMING

- Hair to be kept neat and tidy.
 - Pupils who have their hair tied with ribbons are requested to use either **green** or **navy** ribbons.
 - Students with pierced ears are asked to wear studs.
 - Nails are to be clean, well-trimmed and free of nail polish.
 - Shoes are to be kept polished.
 - No jewellery to be worn.
-

Casual clothes may only be worn when it is the child's birthday or for a school planned fundraiser. Wording on t-shirts needs to be acceptable.



Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts

health

Public Health and Wellbeing Regulations 2009

Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009).

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immunodeficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria —other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- (a) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or
 (b) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit ideas.health.vic.gov.au



To receive this document in an accessible format email: Infectious.diseases@health.vic.gov.au
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Department of Health

HISTORY OF ST. FRANCIS OF THE FIELDS

The concept of a new school was first discussed in 1985, but it was not until 1991 that discussions were held on a serious note. A new school had been desperately needed in the Strathfieldsaye area for several years, as both St. Therese's School and the Strathfieldsaye Primary School were both at capacity. Some of the major dates in the process of establishing a new school have been -

1991

December Purchase of land discussions

1992

April Application for Commonwealth General Recurrent Grants
June Application for General Building and Equipment Grant forwarded to Catholic Capital Grants (Vic.)
July First Public Meeting
December School name decided as St. Francis of the Fields
Planning Permit Application lodged with Shire of Strathfieldsaye

1993

January Bruce Reid (Federal Member for Bendigo) announced funding for the new Strathfieldsaye Catholic Primary School to the tune of \$1,044,000
June New Principal, Mr. John Hermans, appointed
July Site works commenced on school
Grant Fitzgerald and Kate Gundry appointed to staff
August Annette Holmes, Bernie O'Keefe & Moira O'Meara appointed to staff
October School Secretary, Lorraine Cummins, appointed
Commencement of the first of six parent information evenings
December School building completed

1994

January School commenced
February Genevieve Hoskin employed as our first emergency teacher
May Official School Opening
Helen Pace appointed cleaner
Community Centre completed
September Application for Stage 2 submitted
October Playground erected
November Genevieve Hoskin appointed to staff



1995

January Module portable on site
Travis Ledwidge (Teacher), Helen McCarthy (Teacher) and Sue Minne (Teacher Aide) appointed to staff
July Stained Glass "Peace" Window erected in Library
November Relocatable Caretakers residence on site
Purchase of adjoining land for school use

1996

January Helen Fitzgerald (Teacher) appointed to staff
Caretaker, Bill Stubbs, takes up residence
School wins 1st Prize at Bendigo Agricultural Show
December Further renovations to Community Centre

(History of St. Francis of the Fields continued)

1997

January Kathryn Halloran (Teacher) appointed to staff
February Application for Stage 2 resubmitted
September First Garden & Leisure Expo held
November Anthony McDonald (Teacher) appointed
Paul Dullard (Teacher) appointed
New 5 module portable classrooms ordered
Jan Eaton appointed to staff



1998

March School takes part in grape picking as a fundraiser
April Parents build cattle yards and loading ramp for school cattle
12yr old boy's freestyle relay team & 10yr old girls freestyle relay team represent L.C.M. at the Swimming Championships in Melbourne
Year 5/6 win Strathfieldsaye Lawn Bowls Championship
May Our first football team formed to play at St. Peter's Carnival
August Stone shed demolished
September Second Garden & Leisure Expo held
November Sheree Burke (Graduate Teacher) appointed (1- year position)
Margaret Hand appointed to staff
Outdoor stone learning area construction commenced using sandstone from old stone shed

1999

January Stage 2 completed in time for school year
April 11yr old girls freestyle relay represent L.C.M. at the Primary Schools Swimming Championship in Melbourne
May Stage 2 Opened and Blessed
John Hermans studies in Jerusalem (Bishop De Campo Scholarship)
July Isaac Schmid appointed as an Integration Aide
September Outside stone learning area completed
Garden & Leisure Expo held once more
November Nick McTaggart and Maria Harrison appointed to teaching staff
December Interim School Board established

2000

January New carpark established
April Kellie Scott commences teaching
May Debbie Sinnott appointed as a Teacher's Aide
June Block of land in Blucher Street purchased
Our School wins Landcare Grant
July Whole school takes part in Olympic Torch Relay
August First whole school Mass held at St. Therese's Church
School participates in Tournament of the Minds
Julie Pemberton appointed to staff as Administrative Assistant
September Leonie Tomlins appointed to teaching staff for 2001
October St. Francis Feast Day Mass celebrated at St. Therese's Church
November St. Francis School Board holds its first meeting
December Kathy Tucker appointed as a Teacher Aide

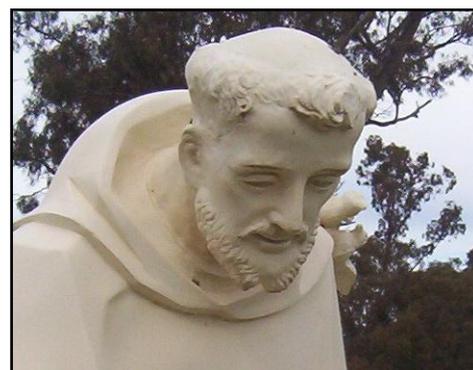
(History of St. Francis of the Fields continued)

2001

- February Statue of St. Francis placed in a permanent site
- April Capital Appeal for the Multipurpose Building launched
- July Stevie Hoiles (student) represents Australia at World Tumbling Championships in Denmark
- August Nicholas O'Keefe represents Victoria in the Australian Primary Football Championships
- September Students from St. Francis and Comet Hill Primary School give a joint presentation at the International Murray Darling River Health Conference in Mildura in front of an audience of 500
- October Stevie Hoiles (student) wins the Australian Championship for Tumbling
Maree Evans appointed to the staff
School wins Regional Eco Recycling Awards
- November New 5 module portable ordered
Multi Purpose Building given the "Green Light" by the Parish Finance Committee and the St. Francis of the Fields School Board
St. Francis of the Fields wins the Regional Award for Recycling
Elli Cleary (student) wins a Bronze medal for Discus at the Victorian Primary Schools Athletic Championships
Luke Freeman appointed to teaching staff

2002

- March Karen Brown appointed to administration staff
New shade area erected
- July New carpark established
Work commences on the Multi-Purpose Building
- October Anne Boyd appointed to staff
- November Multi-Purpose Building completed
Judith Thomas appointed cleaner
- December Opening of Indigenous Garden
School receives \$20,000 grant from the Natural Heritage Trust Fund to develop and revegetate the Sheepwash and Emu Creeks



2003

- January Kate Ellis appointed to staff
Monsignor Marriott takes up a position as Parish Priest in Wodonga
Fr. Joe Taylor becomes the second Parish Priest in the school's history
- February Tania Hudson appointed to staff to teach music
- March Work commences on the Sheepwash and Emu Creek development
Gerrard Keogh commences part time work as maintenance assistant
- May Wetlands reserve commences
- August Accreditation for St. Francis to become a Sustainable School of the Future commences
- October Noelene Arundell appointed to staff
- November Rainwater tank purchased to help with water management

2004

- March Ross Mortimer appointed to Enviro. Maintenance position
- May School celebrates its 10th Anniversary
Memorial Garden was officially Opened & Blessed.
- August St. Francis wins an Environmental Award
- September School presents its first major production of "Guys & Dolls Jnr."
St. Francis Falcon's wins first football Premiership
- November John Brohm appointed to staff
Simone Stephens appointed to staff
St. Francis becomes the first school in Victoria to be accredited as a Sustainable School

(History of St. Francis of the Fields continued)

2005

- January Our school is a beneficiary of the Estate of Ruby Eileen Allison Deceased
- February Kathy Tucker, Annette Exell and Jenni Hann appointed Integration & Teacher Aides
Environmental Award at Government House
- September St. Francis Asics Year 6 Netball team win Grand Final against St Therese's
St. Francis Falcons U12 Football team, win Grand Final against St Therese's becoming Premiers
& Champions U12 Junior Football
School oval redevelopment with Bendigo Council assistance
- October Two classrooms refurbished through The Ruby Eileen Allison Estate bequest
Environmental Action Group presents workshops in Mildura at the Murray Darling
International River Health Conference
- November Kate Mason, Felicity Davis, Grant Shannon and Gayle Trewartha appointed to staff

2006

- February Year 6 Leadership groups formed to match the School Improvement Framework
Components: Catholic Identity, Curriculum, Leadership and Finance Facilities and Resources
- March Mr John Hermans, Principal from 1994 (13 years) announces that he will complete his contract at
the end of the 2006 school year
- June Environmental Action Group presents workshops at the Canberra River Health Conference
- July Environmental Action Group presents workshops at the Bendigo River Health Conference
School Choir performs at the Opening of the Bendigo River Health Conference
Further refurbishment of infant building with funds from Ruby Eileen Allison Estate bequest
Mr Tim Moloney appointed as Principal from 2007
- November Launch of 3 Year School Strategic Plan and Vision and Mission Statements
School wins Schools Sustainability Award – 2006 Sustainability & Waste Wise Schools Award

2007

- February St. Francis comes Runner Up in the state for the Environmental Awards at Government House
Mr. Matthew McCarthy appointed as School Board Chairperson
- April Miss Rose Moylan appointed as Teacher Aide
- June Environmental Action Group presents workshops at the Canberra River Health Conference
- July Mother of God Primary School, Ardeer visits St. Francis of the Fields and shares a cultural day
- August School Board appoints architect Matt Dwyer to develop Whole School Building Plans to cater for
anticipated growth of the Strathfieldsaye region
- September Yr. 6 Netball Team wins the State Victorian Netball
Championship
Mrs. Maree O'Connor appointed as Teacher Aide
- November Yr. 6 Basketball Team come Runner Up in the State Victorian
Basketball Team
Mr Peter Florence, Miss Kerrie Hill, Mr Bernard Kerrins and
Mrs Carmel Fitzgerald appointed to staff



2008

- February School Board coordinates the preparation for the Stage 1 Building Development Plan.
Swimming program changed to Term 4
- March Year 6 students celebrate the World Youth Day Journey of the Cross and Icon with the carrying of
the cross.
- December On the last day of the year three existing portables were re-sited to enable an art room, music
room, environmental centre and classrooms.

(History of St. Francis of the Fields continued)

2009

- January Mrs. Julie Langdon was appointed as a fulltime classroom teacher. Decking was built to the re-sited portables, including shade cloth to make a "RESORT" for teaching.
- February The Building Education Revolution stimulus package enabled planning for extensions to the existing gymnasium, affectionately referred to as the "shed". The extensions to the shed include a library, multi-purpose room, toilets, change rooms, stage area and canteen. It is hoped that we will begin building by July 2009!
- March A new double portable was erected to cater for growing enrolments. This is part of Stage 3 developments.
- April Stage 1 Building development was commenced. This included 4 new classrooms, staffroom extension, a teacher resource area, 2 more staff toilets and renovations to the sick bay.
- September Stage 1 Building is complete. Yr. 2 classes and Yr. 5/6 classes are the first to move into their new classrooms.
- October Stage 2 Building Education was commenced. A new library, toilets and change rooms were built around the existing "shed". An impressive stage, chapel, foyer, kitchen and multipurpose room were also built as part of the \$2.5 million stimulus package.

2010

- January Mr Grant Fitzgerald (Deputy Principal), Mrs Loretta Riddiford, Miss Grace Scalora and Miss Alicia Westbrook were appointed as fulltime classroom teachers.
Mrs Jennifer Strachan appointed as Teacher Aide.
Mr Shane Owins appointed as School Board Chairperson.
- February The OASIS Centre was opened by our Year 6 leaders. The two Year 6 classes began a five-week block in the Environmental Centre focussing on Sustainability practices.
- April The Stage 2 Building Education was completed. A new library, toilets and change rooms were built around the existing "Shed". An impressive stage, chapel, foyer, kitchen and multipurpose room were also built as part of the \$2.5 million stimulus package.
Mrs Angie Teasdale and Mrs Lindy Merryfull were appointed to coordinate the Canteen program – freshly produced food aligned perfectly with our Healthy Eating Policy.
- July Bishop Joe celebrated with our school community to Open and Bless each of our new buildings – three buildings in all. Sadly, Bishop Joe passed away at the end of this year.
- September Our 2nd Instrumental Concert was held for 90 students taking part in our Instrumental Program. The audience of 250 appreciated the skills and talents of all involved.
- October Our school was involved in a Pastoral Care and Finance, Facilities & Resources School Review. This was a successful review which endorsed our progress in these areas.
- December Our End-of-Year Concert was held in our new buildings. Over 1000 people attended the evening and were impressed with the performers and the venue – a stunning evening celebrating the talents of our students and the work of Mrs Helen McCarthy and Mrs Tania Rusbridge.

2011

- January Miss Alicia Westbrook was appointed Deputy Principal.
Miss Ria Byrne, Mr Craig Ryan, Miss Fiona Keating and Mr Matt Cameron were appointed as fulltime classroom teachers.
Mr Morgan Murphy was appointed as School Board Chairperson.
- February The Year 5 and 6 students participated in the Inaugural 1:1 Laptop Program. This is an exciting initiative that the school embraced to meet the needs of the 21st century learner.
- March The Inaugural Joint Annual General Meeting was held with the School Board and Parents & Friends Association joining together to celebrate the previous year's work.

(History of St. Francis of the Fields continued)

The Strategic Plan for 2011-2015 was launched at this evening. The Operational Plan for 2011 was explained at this meeting and a clear agenda of meetings set so that all objectives were achievable.

May The Building Subcommittee formed once again to plan for the redevelopment of the old library to create 2 new learning spaces.

2012

January Miss Amy Brett and Mr Cameron Turnbull and were appointed as fulltime classroom teachers. Mrs Lydia Fehring was appointed part-time as our Environmental Education Coordinator.

March Mr Morgan Murphy was reappointed as School Board Chairperson. The Joint Annual General Meeting was held with the School Board and Parents & Friends Association joining together to celebrate the previous year's work. Our speaker for the evening was Mr Denis Higgins, past Director of Catholic Education Sandhurst. The Operational Plan for 2012 was presented.

April The Building Subcommittee reconvened to begin initial designs of another classroom in the Junior school area.

2013

January Mrs Natalie Shearer and Mr Leighton Dullard were appointed as fulltime classroom teachers. Mrs Deb McDermott was appointed as part-time Administrative Officer.

March Mr Morgan Murphy was reappointed as School Board Chairperson. The Joint Annual General Meeting was held with the School Board and Parents & Friends Association joining together to celebrate the previous year's work. Our speaker for the evening was Ms Philomena Billington, current Director of Catholic Education Sandhurst. The Operational Plan for 2013 was presented.

September The building of another classroom in the Junior school area was completed at the front of the school.

2014

January Miss Danielle Dillon, Miss Lauren Mitchell and Mrs. Linda Cartwright were appointed as fulltime classroom teachers. Mr. Bernard Kerrins was employed as our new Deputy Principal. Mrs. Donna Freeman and Mrs. Angela Simpson were employed as part-time teachers. Miss Emily Barnes was appointed as a teacher aide.

March Mrs Donna Stebbins and Mrs Fiona Thompson were appointed to coordinate the Canteen program – freshly produced food aligned perfectly with our Healthy Eating Policy. The Joint Annual General Meeting was held with the School Board and Parents & Friends Association joining together to celebrate the previous year's work. Our speaker for the evening was Ms Joy Ready, Senior Education Officer: Learner Diversity. Mrs Michelle Janssen was appointed as School Board Chairperson. The Operational Plan for 2014 was presented.

September The building of the new Music Centre was completed.

December A school celebration was held for Mr Peter Florence who decided to retire from teaching. We farewelled Mr Matt Cameron who was employed as Deputy Principal at Sacred Heart, Tatura and Miss Ria Byrne who moved to Melbourne to be with her husband.

2015

January Miss Laura Harper, Miss Amy Hooper, Mrs Emma Jensen, Mr John Deane and Mr Cameron Turnbull were appointed as fulltime classroom teachers. Miss Jacqueline Pethybridge was appointed part-time as our Indonesian Teacher. Mrs. Jess Widdicombe was employed as our new Deputy Principal.

Mrs Alicia Mansfield (Westbrook) returned to part-time teaching after the birth of her beautiful daughter.

March Mr Jaryd Stobaus was appointed as a teacher aide. The Joint Annual General Meeting was held with the School Board and Parents & Friends Association joining together to celebrate the previous year's work.

(History of St. Francis of the Fields continued)

	Our speaker for the evening was Mr. Paul Desmond, new Director of Catholic Education Sandhurst. The Operational Plan for 2015 was presented. Mrs Michelle Janssen was reappointed as School Board Chairperson.
May	The OASIS building was completed.
July	Mr Oliver Dodd was appointed as a teacher aide.
November	Our application for a new kindergarten on St. Francis of the Fields land was approved by the State Government with a \$650,000 grant awarded to the project.
December	The Art Centre, Toilet block and Indonesian Learning Facility was completed.

2016

January	Miss Ashlee Barbetti, Miss Anna Sier and Miss Cherise Le Brocq were appointed as fulltime classroom teachers. Mrs Raelene Gooch was appointed as a part-time classroom teacher.
March	The Joint Annual General Meeting was held with the School Board and Parents & Friends Association joining together to celebrate the previous year's work. Our speaker for the evening was Sr. Geraldine Larkin, new Deputy Director of Catholic Education Sandhurst. The new Strategic Plan for the coming four years and the Operational Plan for 2016 was presented. Mrs Michelle Janssen was reappointed as School Board Chairperson.

2017

January	Assisi Kindergarten began its Inaugural Year. Mr Callum Janssen was appointed as a teacher aide.
March	The Joint Annual General Meeting was held with the School Board and Parents and Friends Association joining together to celebrate the previous year's work. Our speaker for the evening was Mr Craig Simpson. The operational plan for 2017 was presented. Mrs Michelle Janssen was reappointed as School Board Chairperson.
May	Mrs Maree O'Connor (School Chaplain) and Miss Grace Scalora went to Santa Fe in New Mexico in a Parent Engagement immersion with George Otereo.
July	Mrs Emma Jenson went on maternity leave and Mr Cameron Taylor was employed in Grade 5
September	All staff attend a Spiritual retreat in Creswick with Father Rob Galea leading the reflection.
December	We farewelled Mr Tim Moloney (School Principal) who was employed as a Principal Consultant at the Catholic Education Office, Bendigo. We farewelled Mr Cameron Turnbull who went to St. Peter's Primary School and Mrs Simone Deane to St. Joseph's Quarry Hill on negotiated transfers. We also farewelled Mr Grant Shannon who took leave for a year.

2018

January	Mr Bernard Kerrins and Miss Grace Scalora are appointed as Co-Principals. Miss Jenna Herring, Miss Mikayla Hogan, Miss Georgia Martin, Mr Cameron Taylor, Mrs Andrea Muscatello, Mr Jacob Morrissey, Mrs Hilary Bottcher were appointed as fulltime classroom teachers. Mrs Nicole McDermott is employed for one day per week in Grade 5. Mrs Emma Jensen returns from maternity leave, one day a week in Grade 4.
February	Mrs Amy Delaney left after 6 weeks to begin her maternity leave.
March	Mr Adam Place was appointed as School Board Chairperson. The Joint Annual General Meeting was held with the School Board and Parents and Friends Association joining together to celebrate the previous year's work. Our speaker for the evening was Mr Adam Place. The operational plan for 2018 was presented.
April	Four new classrooms were delivered over the Easter holidays.
September	4 new classrooms were completed



(History of St. Francis of the Fields continued)

2019

- January Mr Tim Moloney returned to St Francis of the Fields as Principal. Grace Scalora was appointed Deputy Principal, after Bernard Kerrins resigned his position. Mr Matt Butcher, Mrs Gabrielle Hudson, Miss Ella Wales and Miss Brylie Parker were appointed as full-time classroom teachers. Mr Graeme Coleman was appointed for one day per week in 6FC. Mrs Laura Flood returned to teach 1 day per week in 1SS after maternity leave. Mr Peter Florence returned as OH&S officer and Mrs Katrina Evans was appointed as a part-time Teacher Aide. Mrs Raelene Gooch is appointed as the OASIS/Environmental teacher.
- March The Joint Annual General Meeting was held with the School Board and Parents and Friends Association joining together to celebrate the previous year's work. Our speaker for the evening was Mr Craig Simpson. The operational plan for 2019 was presented. Mr Peter Wardell was appointed as School Board Chairperson.
- September We celebrated 25 years of St Francis of the Fields being open. We marked the day on September 6th with the Blessing of the Animals, blessing of new St Francis of Assisi Statue, Assisi Awards, birthday cake for all students and the opening of the first Time Capsule along with the current students burying their own Time Capsule. The next time the capsule will be opened will be in 2044.

2020

- January Miss Morgan Maud, Mr Sam Muscatello, Mr Joshua Hann, Mr David Waters, Mr Rhys Zera, Mrs Alice Kielty, Miss Alicia Guild and Mr Darby Walsh were appointed as fulltime classroom teachers. Mrs Lisa Hitchcock was appointed as a classroom teacher and Catholic Identity leader. Mrs Naomi McGregor was appointed for two days per week in Fdn WM and Mr Ash Sloan was appointed for one day per week in 1SS. Bianca Metherell was appointed for two days per week in 1FM. Ms Hayley Mills, Mrs Kerry Bone and Mr Lachie Ratcliffe were appointed as Teachers Aides.
- March COVID-19 & Home Learning 1.0
- August Home Learning 2.0



2021

- January Mrs Marg Brohm was appointed as a fulltime Learning & Teacher Leader - Literacy who also joined our Leadership Team. Mrs Nicole McDermott was appointed as an numeracy intervention teacher.
- All year COVID-19 interrupted our school year on a regular basis causing Home Learning to return several times.
- December We held our first Rainbow Run that brought our community together for the first time after Covid interrupted much of our community building. A wonderful day!

2022

- January Mr Luke Crameri, Ms Milly Hughes, Mrs Donna McNamara, Ms Mia Shanahan and Mrs Renae Westley were appointed as fulltime classroom teachers. Mrs Jo Zimmer was appointed as part-time teacher who worked 3 days a week. Mrs Kiara Cameron was appointed as our new music teacher. Mrs Sue Johns and Mr Jordan Sharp were appointed as Teachers Aides.
- October We celebrated Blessing of the Animals after a short break with Covid interruptions.
- All year Camps finally returned for all year levels after Covid interrupted the previous two years.
- December The \$5 million Senior Learning Centre building was completed with compliance finalised on the last day of the school year.

(History of St. Francis of the Fields continued)

2023

January

Mrs Donna McNamara, and Ms Holly Ryan were appointed as fulltime classroom teachers. Mrs Gab Hudson returned for 3 days a week upon her return from Maternity Leave. Mrs Shannon Baird was employed for 2 days per week to teach Physical Education to our junior classes. Mrs Kim Boulton was employed for 2 days per week.

Mrs Ange Oldham and Mrs Simone Rodgers were appointed as Teachers Aides.

Peter Sporn was appointed for 2 days a week to maintain the school environment.

Our Senior Learning Centre was opened to our Year 5 & 6 students and staff members on the first day of the year.

September

Festival of the Sacred was celebrated on our grounds with 6 other Diocesan schools.

December

We farewelled our Parish Priest, Fr. Andrew Fewings with a beautiful mass with all children and staff from St. Therese's and St. Francis of the Fields Primary School. Fr. Andrew served the St. Therese's parish for 12 years.

2024

January

We welcomed our new CES Ltd Executive Director, Kate Fogarty.

We also welcomed Fr. Jake Mudge, our new Parish Priest.

Mrs Bronwyn Karvonen and Mrs Chelsea Mazzarino were appointed as School Nurses to support the health and wellbeing of our students.

Ms Emma Hoare and Mrs Stephanie Neale were appointed as Teachers Aides.

2025

January

We welcomed Lucy Wade, Will Edwards, Hamish Morcom, Hannah Russell, Joe Hartney, Tom Schofield and Rachelle Mangan to our teaching staff

Abbi O'Connor, Reine Jones and Danyon Cullen were appointed as Teachers Aides.



AT THE END OF THE DAY

(a teacher's reflection)

Each day is your gift of time to us, Lord.
At the end of the day, perhaps I need to ask:

- did I get it right?
- did I matter to someone?
- did I live my humanity?
- did I turn to *God* in a moment of weakness?
- was I moved?
- did I feel compassion?
- did I accept a challenge?
- did I forgive?
- would I have lived the day differently?
- what would Jesus have said or done in my place?
- did I pray?

At the end of the day, there are two questions that matter to *God*:

"Did you love with all your heart, with all your mind and with all your soul?"
and "Did you love others as you love yourself?"
For only then was the day lived well.



ST. FRANCIS OF ASSISI

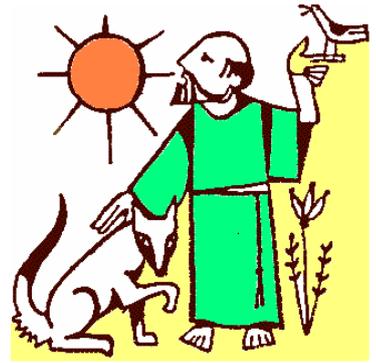
The Spirit of St. Francis is one of love for all creation.
He found perfect joy and peace in whatever he did,
in the beauty of the countryside and in all living creatures.

In his comparatively short life (he died aged 44)
he lived so fully and impressively as to leave a lasting influence
on the Catholic religion and indeed on the history of mankind.

He is called the most Christ-like man our history has seen.
After 750 years his memory does not grow dim.
He had respect and reverence for the things of nature.

His kindness to animals, his reverence for God's gifts of creation,
His uninhibited appreciation of beauty,
His love for life and happiness - have made him dearly loved.

When you mention St. Francis you conjure up pictures of a gentle man
in tune with nature, at peace with himself and his surroundings.



PRAYER OF ST. FRANCIS

Lord, make me an instrument of your peace.
Where there is hatred, let me sow love.
Where there is injury, pardon.
Where there is doubt, faith.
Where there is despair, hope.
Where there is darkness, light.
Where there is sadness, joy.
O Divine Master,
grant that I may not so much seek
to be consoled as to console,
to be understood as to understand,
to be loved as to love,
for it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born
to eternal life. Amen.