Vision Statement

Our Vision
We are a welcoming Catholic community which stimulates a zest for life and learning, inspiring all to be the best they can be. We flourish in a dynamic and inclusive atmosphere where innovative collaboration empowers excellence.

Our Mission
We bring our faith to life by accepting the challenge to act justly, humbly and tenderly.
We work collaboratively to create a contemporary sustainable and personalized curriculum focussed on excellence.
Diverse skills, talents and passions are nurtured in a rigorous, creative and restorative learning environment.
Our community models compassion and empathy in our global neighbourhood.

Our Values
Our values are guided by the teachings of Christ whose presence we recognize in our daily lives and in the world around us. We believe that all children are capable of learning and are entitled to achieve their potential as members of a safe and equitable learning community.
We commit to restorative culture which builds and maintains positive relationships.
St Kevin’s Primary School
St Kevin’s is a Catholic school which promotes the growth and development of the child in every aspect of his/her being - spiritually, socially, emotionally and intellectually.

Guided by our vision and inspired by the grace of God we believe we create optimum conditions for learning to occur. St Kevin’s School seeks to understand the way in which children learn in a contemporary society. In this way we aim to set goals which target the acquisition of knowledge, skills and attitudes, and the application of processes and structures they implement, to achieve the core purpose of successful learning for all students.

We aim to create partnerships in learning with our school families, parish, and local and global community, where all are challenged to learn in a caring and supportive environment.

St Kevin’s follows a co-operative and collaborative teaching and learning approach within flexible learning areas. Team teaching is used and there is a focus on pressing individuals to perform at their optimum levels. Team teaching creates the environment for differentiated learning where small groups of children can gain access to the most appropriate learning for their needs. This process is supported by a focus on the implementation of assessment strategies that keep teachers well informed of the learner’s progress.

In crafting the curriculum, emphasis is placed on development of the fundamental learning skills across the curriculum in order to develop a sophistication and capacity for interdisciplinary study. The students are encouraged to:

- Manage themselves as individuals and sustain positive social relationships
- Understand and embrace the world in which they live
- Act with discernment and a view to co-operating proactively towards building a sustainable environment for the future.

We are an environmentally friendly school actively involved in a number of Commonwealth, State and Local partnerships which support and encourage our goal of sustainability accreditation. Our garden and food waste is composted and we are revegetating with native and indigenous plants. In addition we promote healthy eating patterns and only sell healthy options in the Tuckshop. We do however enjoy “sometimes” foods on special days.

Student leadership is a vital element of the work of the school and our Grade 6 captains lead in areas such as sustainability, the arts, social justice and sport. We have an active Student Representative Council.

Our solar panels are actively reducing our carbon footprint and the information we draw from specialised software enables our students to analyse our own energy consumption in Mathematics and Science teaching and learning.

We cannot underestimate the vital role that the parent community plays in informing our work here at St Kevin’s. We seek to hear the community voice through all of our communication channels regularly by way of focus groups, surveys and open invitations. Restorative Practices underpins our approach to building and maintaining positive relationships.
Curriculum
The school follows the new National Curriculum as stated in the AUSVELS framework which is set by the Victorian Curriculum Assessment Authority (VCAA). Our work with the children is also informed by our work as a Contemporary Learning Research school with Melbourne University and the Catholic Education Office Melbourne. As a result of this the staff and children have access to the most current technologies and learning approaches in a rigorous educational structure.

Our rigorous assessment regime allows us to identify and develop all students from the most gifted to those most at risk. We are a pilot school for the research into the identification and effective teaching of gifted students across all domains of the curriculum. Our focus in all curriculum targets is to ensure that the most vulnerable children are highly visible in our planning. Students’ needs are at the centre of our school improvement planning each year.

Religious Education
Religious Education is based on the To Know Worship and Love series which is the official program followed in the Archdiocese of Melbourne. Consistent with these series the program seeks to develop the children’s ability to understand God in their lives.

The program is based on Scripture, the Creed and the Sacramental life of the Church. It is frequently enriched by experiences of liturgy and prayer services.

There is a strong focus on parental involvement in the Religious Education program with built-in opportunities created for adult education and regular involvement with parish liturgies and activities. In this way we endeavour to create a Christ centred community through liturgical celebrations and meaningful prayer experiences. We strive to develop a sense of belonging for the whole school community in the daily interactions of life.

“God has no other hands but ours, no other eyes but ours, no other ears but ours.” This underpins our approach to the way in which we bring prayer to life. Our school is focussed on outreach and to this end we engage with the global community in service to those whose needs are significant. We support a school for the disabled in Lima, Peru, we work for the spirit of reconciliation for our Aboriginal people of Australia and more recently have joined in friendship with a school in the Philippines, the Patupat school in Cebu which staff members visit on a regular basis. It is hoped that families will join us in the near future.

Mandarin - Language Other Than English (L.O.T.E)
Children are involved in conversation, story, chants, and song and are immersed in the Chinese culture. This curriculum area is taught by a specialist teacher for one hour each week. A strong feature of the program is the use of gesture in the teaching of the language and a focus on developing the Chinese language through the science curriculum.
Discipline-based Learning

**English**

Literacy is a key to success across the curriculum as a strong foundation in Literacy skills is imperative to language acquisition. Immersion in rich literacy experiences challenges students to understand themselves and enable them to be active contributors to their culture and the global community.

Our focus on excellence and high standards for student achievement at all levels reflects the importance that we place on the teaching and learning of literacy.

Literacy learning incorporates all aspects of Reading, Writing, Speaking and Listening. All classes access the resources in our Discovery Centre and learn valuable research skills in their scheduled library time using contemporary resources and methods.

**Mathematics**

We believe that Numeracy is the key to understanding patterns arising from the world and within Mathematics itself. It crosses cultural and linguistic boundaries to provide a universal way of solving problems in everyday activities. The school accesses a broad range of programs which ensures that best practice strategies are taught and the children’s strengths and challenges are identified and catered for. All children are registered in the Mathletics program which is an online number acquisition aid. Children access this program at their own level and can compete with other children across the globe.

The Mathematics program involves the strands of Numeracy, Shape and Space, Measurement and Chance and Data and Tools and Procedures. Immersion in rich and integrated mathematical experiences and specific teaching sessions enable children to be challenged to understand their mathematical thinking as well as to be active members in the global community. Intervention and enrichment characterise the Mathematics program.

**Science**

This involves the development of skills in observation, Chemistry, the Physical World, Earth and Beyond and Life and Living. Children develop skills to enable them to observe, explore and interpret their environment.

**The Humanities**

In this area we develop knowledge, values, skills and processes that enable children to acquire an increasing understanding of their society. Children learn these concepts through a study of History, Economics and Geography.

**The Arts**

- **Dance:** Involves sharing dance work with others, right through to displaying cultural and historical knowledge of dance.
- **Drama:** Involves creating and re-creating through voice and body movements.
- **Media:** Involves drawing upon play and imagination using the basic elements media, such as sound, colour, movement and explores them in media activities.
- **Visual Arts:** Develops skills and appreciation of line, colour, texture, shape and tone. Children are involved in working with various media, e.g. paint, clay, fabric.
The school produces a concert biannually and all children are included in the process from start to finish; it is a very exciting time and they fully engaged in the production across the curriculum.

We are excited to be using our new Performing Arts/Sport Stadium funded by the Commonwealth Government. With a good sound system and stage facilities we are able to provide the environment for creativity and performance to flourish. We believe that this is vital to the growth of the individual.

**Interdisciplinary Learning**

**Technology**
This involves studying information, materials and systems. The children are encouraged to use the skills of investigating, designing, producing and evaluating in a very much hands on approach to the units of study which are integrated in this curriculum.

**Information and Communication Technology**
The mission of the Catholic Church is to develop human potential to its fullest. Technology in all of its diverse manifestations is becoming an important contributor to human life and meaning. It is our intention therefore that students will develop skills in problem solving, innovating and adapting the use of technology in addition to the vitally important skill of using the technology of the day. Our policy is to keep all hardware and networking systems current and in good working order with a 1:5 access ratio for all students. All classrooms are networked and with Internet access.

Cybersafety is an increasingly challenging component of using the rapidly changing access to social networking through the use of technology. We are ever vigilant with our training of ourselves, the children and the parent community.

**Thinking Processes**
Students are supported to organise their thinking through the mechanisms of Reasoning, Processing and Inquiry. Creativity is a vital element of developing thinking processes and students experience a range of situations on which to reflect. Reflection, evaluation and metacognition strategies are also taught so that the students can examine why they think the way they do and then begin to rethink and reimagine these patterns. In this way students are enabled to critically examine the world around them.
Physical Personal and Social learning  
Health and Physical Education  
Interpersonal Learning, Personal Learning and Civics and Citizenship

The program aims to provide a broad range of experiences so that students can identify the components of a healthy lifestyle, build positive social relationships within team situations and be motivated to engage in regular physical activity. We are committed to a number of programs:

- The Swimming program is carried out over ten consecutive days from Prep to Grade 4 and involves an extra cost to parents. Children in Grades 5 and 6 are also involved in alternative activities and local competitive sport.
- Our students are regularly involved in Interschool sports and selection trials across a number of sporting activities including Athletics, Swimming, Basketball, Football, Netball, Cross Country and Soccer. Badminton, Dance and Rugby are recent additions to the sporting program.
- Our school camps focus heavily on the development of outdoor education skills, resilience, independence and problem solving strategies. Children in Grade 5 and 6 visit Canberra and Mount Evelyn Recreation Camp in alternate years.
- Every class participates in a Tennis Coaching Clinic at the St Kevin’s Tennis Courts. The program runs for an hour each week over a period of 8 weeks with expert coaching by 4 coaches per class.
- The Social Skills program encourages Peer Support and incorporates Restorative Practices. The focus is on seeking to understand each other’s needs in order to cooperate and maintain a safe and happy learning environment.
- The children in the Junior school grades participate in the Perceptual Motor Program which aims to identify and develop their coordination skills.
- The Christian Education in Sexuality program is a developmental approach to students learning to understand their physical and personal growth. They witness that they are made in the image of God and therefore are by nature good and deserving of dignity. They learn about self-respect and the uniqueness of themselves and others. This is a Foundation to Grade 6 program and parents are very much involved in the entire teaching and learning process.

Excursions

Excursions are valuable learning experiences and an integral part of the on-going curriculum. They are planned to integrate with the school curriculum across all key learning areas. Often they will be used to motivate and stimulate interest in a topic or finalise a unit of study. Children are not permitted to go to excursions without the appropriate clothing, equipment medical advice and permission notes.
Pastoral Care/Discipline

Student Management
St Kevin’s acknowledges that a safe and happy learning environment is essential to the growth of the individual. We also acknowledge that conflict management is a reality of our daily life. To this end we use a Restorative Practices approach to the management of student behaviour. This is a non-punitive system which seeks to understand the needs of individuals and groups, and ensures that the consequences of inappropriate behaviours are well understood. The focus of this approach is to restore and rebuild relationships that are sometimes damaged in conflict situations.

The students are actively engaged in reconciliatory actions. We have systems in place which clearly spell out the prevention and intervention processes. We involve the parents as appropriate when incidents occur. We have a zero tolerance level for physical harm in the school.

We use mobile phones on the playground to ensure the safety of all. Emergency management systems are clearly understood by all staff and students. All staff are regularly trained in all aspects of student management and the leadership team is always available for consultation.

Social skills are valued and rewarded at all levels of the school. Students are honoured for demonstrating social skills in such areas as mutual and self-respect, sportsmanship, trust, friendship, reliability, honesty etc. These skills are regularly broken down so that the students have a clear idea of what they look and sound like in action, both in the classrooms and at assemblies.

Student Leadership
Student leadership is a highly valued aspect of the school program. House Teams and Assemblies are significant avenues for students to develop leadership skills. Of particular note is that all students in the Grade 6 year are expected to be leaders and they are badged accordingly at the beginning of each year. There are 10 formal leadership positions for Grade 6 students: School Captains, Sports Captains, Arts Captains, Sustainability Captains and Liturgy/Social Justice Captains. Four Grade 4 students are chosen as Fire Carriers to promote and support Indigenous issues and events in our school. The Student Representative Council members are recognised for the commitment they make to many aspects of the school program.

Student Services Support Group
This is a representative group of teachers who meet to assist classroom teachers in providing for children who are experiencing challenges at school in the areas of behaviour, learning, social or emotional development. In addition these needs might relate to enrichment where students are accelerated through the program where they are showing skill fluency and advanced knowledge in an area of the curriculum. The group makes recommendations regarding curriculum programs, strategies, further assessment or referral to outside agencies involved in the on-going monitoring of the child’s progress. Parents are actively involved and informed in and with this process.
Services

Tuckshop
The Tuckshop is open during Term 1 and Term 4 for counter sales only, during lunchtime. Parents are asked to volunteer at the beginning of each year. The Tuckshop is fully dependent upon volunteer labour. We are committed to promoting health and fitness in the school and align this policy to what is offered in the Tuckshop.

Each term special lunches are organised for the children. Crazy Day lunches are organised with a theme, eg Melbourne Cup Day, Footy Day. Lunch order slips are sent home a week or so before the event and children are permitted to wear “free dress” (casual clothes) on these special days.

Before and After School Care
Youth Leadership Victoria provides before school care from 7am-9am every morning and from 3.30pm-6.30pm (6.15pm on Wednesdays) every afternoon. Please go to their website www.ylv.com.au to enrol for this service.

Health

Absence
A teacher should be informed, in writing, of the reason for a child’s absence. As records of attendance are official legal documents, it is important that reasons for absences be given. Attendance of all children is monitored by Nforma software. Attendance figures and late arrivals are reported in the twice yearly report.

Accident/First Aid/Illness
In the case of illness at school, your child will be observed for a short period in the school sick bay. If the problem is evident for any length of time, parents or emergency contacts will be called. In the case of accidents, parents or contacts will be notified. If no contact can be made, the most appropriate decision will be made by the Principal or Deputy Principal. Care will be taken and emergency action, including ambulance and hospital treatment, will be decided on if necessary. Parents are reminded that they are responsible for any ambulance and medical costs which may be incurred; and the school, which cannot take out ambulance/medical insurance, advises families to do so themselves. The school is covered by Catholic Church Insurances and a full list of subsidies for significant accidents can be accessed at the office. Please remember to always keep your contact details up-to-date.

Asthma
Children who are asthmatics and use inhalers are encouraged to carry these with them at all times. The school maintains an up-to-date register of these children.

Allergies and Anaphylaxis
Children with life threatening allergies are required to provide a management plan in case of an attack or ingestion. EpiPens are kept within easy reach of the teacher or in the office, whichever is deemed most appropriate. The full policy can be accessed on the school website.

In order to keep all children safe we have a “no sharing food” policy. On special occasions where children are asked to bring “sometimes” food for a celebration or special event all families will be notified so that parents of children with allergies can provide specific safe food for their own child to eat. Menus for special lunch days are advertised well ahead of the event so that all families have time to assess the appropriateness of the lunch for their child.
Brain Food
All children are encouraged to bring a water bottle and healthy snack (cut up fruit, vegetables, cheese, yoghurt) into their classrooms each day which is consumed at “brain food” time. This maximises learning throughout the whole day.

Dispensing of Medication
Staff are not permitted to dispense medication to children unless requested to do so in writing by a parent. Such requests must contain -

- type of medication
- dates/times to be dispensed
- dosage

Medication must be handed in to the office with the accompanying authorisation.

Infectious Diseases
When a child is not well, keep him/her at home. Infectious diseases spread rapidly at school. A child suffering from any infectious diseases must not attend until a Medical Certificate is produced. Complete rest is advised in the case of Chicken Pox and Mumps and the children are not to return to school until all signs of the disease have cleared up.

School Entry Immunisation
Everyone needs protection against infectious diseases. Diphtheria, Tetanus, Polio, Measles and Mumps are five serious childhood diseases. We can prevent these diseases from spreading in Victoria if all children are immunised against them. To ensure that children and the public are protected against these diseases, the Victorian Government has introduced the School Entry Immunisation Certificate.

Parent/Guardians are required to:

i  Ensure that children are fully immunised by school entry age.

ii Gather any necessary documentation in order to obtain an Immunisation Certificate from the Council. Councils, schools, pre-schools and other child care workers will advise parents about the documentation necessary.

iii Present an Immunisation Certificate to the school at the time of enrolling your child in Prep.

iv Notify the Principal if a child contracts a prescribed disease.

v Ensure that there is a compliance with the Exclusion Regulations as they are advised by the school.

Immunisation Requirements
The government now requires that children entering Prep be UP TO DATE with their immunisation PRIOR TO STARTING SCHOOL.
Finance

School Fees
Accounts will be sent home at the beginning of the year. Fees can be paid monthly, by the term or annually. For any enquiries regarding school fees please contact the office. A schedule is enclosed with this information package.

Additional variable fees are charged for specific programs as follows:
Camp 5/6
Swimming Prep to Grade 4
Tennis Grades 1-6
Laptop Program 1:1 Grades 4 and 5

Banking
The Catholic Development Fund is a financial institution, which offers investors competitive interest rates and up-to-date financial services. Since 1956 investors’ funds have enabled the Catholic Development Fund to provide more than $100 million towards vital school building projects for Melbourne’s Catholic Education System.

Pupils can open a CDF account at school. Bank day is Monday. When banking commences in Prep, a special form will be sent home for the parent’s signature. Bank books with deposit and completed deposit slip should be sent to school in the wallet, which will be provided by the CDF. Withdrawals must be made through the CDF, although forms are available from the school office.

Safety

Hours of Care
Children are supervised by school staff during work and play from 8.45am until 3.45pm (3.30pm on Wednesdays). Parents are requested not to leave children unattended at school outside these hours. Please book your child into before or after school care when needed and phone the office if you are unavoidably detained after school.

All parents on the school grounds between 9am and 3.30pm are required to report to the office for a visitor badge.

Early Departures
If your child is to leave school prior to 3.30pm (3.15pm Wednesdays) you must sign the Early Release Book at the office and your child will be called to the office.

Late Arrivals
If your child arrives at school after 9.00am it will be necessary for you to sign the Late Arrival Book at the office before your child proceeds to his/her classroom.

Absences
A teacher should be informed, in writing, of the reason for a child’s absence. As records of attendance are official legal documents, it is important that reasons for absences be given.
Calendar

Term Dates 2015

Term 1: January 29 - March 27
Term 2: April 13 - June 26
Term 3: July 13 - September 18
Term 4: October 5 - December 18

School Class Times
Students are expected to arrive at 8.45am
School commences at 8.55am
Morning Recess 11.00am-11.30am
Lunch 1.30pm until 2.30pm
Dismissal 3.30 pm (Wednesdays 3.15 pm)

Communication

Newsletter
The Newsletter is emailed home every Thursday. Parents wishing to receive a hard copy of the newsletter need to contact the office. Dates to remember will be in the newsletter and on the school’s calendar which is available on the website. We ask you to please check your child’s bag each Thursday or log on as advised. You will be notified of excursions at least one week beforehand. All children must return a signed permission slip to attend excursions - no child will be permitted to participate without this slip.

Parent Teacher Communication
Parent/Teacher communication and co-operation is essential to gain maximum benefit for your child from the school setting. Teachers are available for meetings on request. Please do not hesitate to contact the school if you have any information which may assist the teacher in catering for the needs of your child. Emails and class blogs are also a great way of keeping in touch.

Profiles containing achievements and work samples are maintained for each child and form the basis for discussion at conferences.

Parent/Teacher/Child Conferences Foundation - Grade 6
Parent/Teacher/Child Conferences are held in February and June. Individual goals are set and evaluated at each conference.

Written Reports
Written reports are issued in June and December. They provide a summary of the efforts and achievements of each student. Each child is tracked and monitored against a set of benchmarked standards and parents are kept well informed during this process. All Grade 3 and 5 children sit for the NAPLAN tests which are nationally set and locally administered each May
**Diaries and Communication Pouches**  
Parent/teacher communication is expected to occur through the school communication pouch or the school diary.

**Office Box**  
**All communication to the office must be sent through the classroom office box.**  
Students are expected to place marked envelopes with money, permission slips etc. into the office box at the beginning of the day. These are checked off by the teacher and then taken to the office for counter-checking and processing. It is essential that this process is adhered to for security reasons.

**Parental Involvement**

Our aim is to establish a climate that encourages a genuine partnership where parents and staff support each other in the interests of the children. We are a community school that encourages the full participation of everyone and parents are encouraged to become involved in a wide range of activities. There are many ways to become involved in the life of the school - classroom assistance, liturgical celebrations, curriculum evenings, assemblies, fundraising events, social events, Tuckshop committee, uniform committee, Twilight Sports organisation, Working Bees, Maintenance Committee. The two overarching groups for these activities are the School Advisory Board and the Parents and Friends Association, both of which are vital to the life of the school.

**Parent Groups**

**School Advisory Board**  
A School Advisory Board exists to support the school in productive and pro-active ways. The Board meets once a month and reports are sent to parents via the newsletter.

**Parents and Friends Association**  
The PFA organises social functions and fundraising activities throughout the year. The Tuckshop and Uniform Shop are run by committees drawn from the PFA. This group meets once a month. It provides an excellent opportunity for getting to know other parents and connecting with the school program in a dynamic way.
Uniform

The school uniform must be worn on all occasions other than sport days. There are two designated sport days per week to which the children are expected to wear their sport uniforms. All items can be ordered from the School Uniform shop, which is run by the Uniform Committee an arm of the PFA.

**WINTER:**

**BOYS**
- Grey long pants.
- Embroidered St Kevin’s Polo t-shirt
- Windcheater - Royal Blue tracksuit top
- Fleecy vest with school logo.
- Grey socks, Black shoes.

**GIRLS**
- Tartan Tunic, white embroidered long sleeve polo top.
- Windcheater - Royal Blue tracksuit top
- Fleecy vest with logo.
- Navy tights, Black shoes.

**SPORT UNIFORM**
- House colour polo t-shirt (short or long-sleeved).
- Royal Blue poly cotton shorts or royal blue netball skirt

**SUMMER:**

**BOYS**
- Grey shorts, poly cotton short-sleeve (pointed collar)
- Royal Blue Windcheater
- Grey socks, Black shoes.

**GIRLS**
- Dress: Blue check - A-line, Peter Pan collar or Royal Blue shorts/culottes with white polo or poly cotton short-sleeve top.
- Windcheater - Royal Blue tracksuit top.
- White socks, Black shoes.
<table>
<thead>
<tr>
<th>Classes</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td><strong>Parish Priest:</strong></td>
<td>Rev Father Gerard McKernan</td>
</tr>
<tr>
<td><strong>Parish Secretary:</strong></td>
<td>Liza Jansz</td>
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<tr>
<td><strong>Principal:</strong></td>
<td>Frances Matisi</td>
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<tr>
<td><strong>Deputy Principal:</strong></td>
<td>Sean Carr</td>
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<tr>
<td><strong>Secretary:</strong></td>
<td>Jill Hodson</td>
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<tr>
<td><strong>Foundation (Prep):</strong></td>
<td>Bianca Di Giovanni</td>
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<tr>
<td>1/2</td>
<td>Laura Love</td>
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<tr>
<td>1/2</td>
<td>Aimee Gale/Cathy Chapman</td>
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<tr>
<td>3/4</td>
<td>Fulvia Gerosolimo</td>
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<tr>
<td>3/4</td>
<td>Donna Petkovic/Sean Carr</td>
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<td>5/6</td>
<td>Con Tomazos</td>
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<td>5/6</td>
<td>Leanne Edwards</td>
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<td><strong>Student Services/Wellbeing Leader:</strong></td>
<td>Donna Petkovic</td>
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<td><strong>Religious Education Leader:</strong></td>
<td>Sean Carr</td>
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<td><strong>Curriculum/ICT Leader:</strong></td>
<td>Aimee Gale</td>
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<tr>
<td><strong>Mandarin:</strong></td>
<td>May Tian</td>
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<tr>
<td><strong>Performing Arts:</strong></td>
<td>Margaret Weston</td>
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<tr>
<td><strong>Library:</strong></td>
<td>Joanne Matarazzo</td>
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<tr>
<td><strong>Integration Aides:</strong></td>
<td>Merrilyn Callen</td>
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<td></td>
<td>Sharon Mc Crorie</td>
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<td></td>
<td>Tracey Toscano</td>
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<td><strong>Sports Co-ordinator:</strong></td>
<td>Paula Di Roberto</td>
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<td><strong>Reading Recovery:</strong></td>
<td>Eva Tomazos</td>
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<td><strong>Literacy:</strong></td>
<td>Eva Tomazos</td>
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<tr>
<td><strong>Maths Leader:</strong></td>
<td>Eva Tomazos</td>
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## FEE STRUCTURE 2014

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<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>Tuition Fee</td>
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<td>per family, per annum</td>
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<tr>
<td>Capital Levy</td>
<td>$ 300.00</td>
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<tr>
<td>Fundraising Levy</td>
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<td>Technology Levy</td>
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<td>Curriculum Levy</td>
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<td>per student, per annum</td>
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<tr>
<td>Excursion Levy</td>
<td>$  70.00</td>
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<tr>
<td>Sports Levy Gr 5/6</td>
<td>$  50.00</td>
<td>per student, per annum</td>
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## POLICY ON THE COLLECTION OF FEES AND LEVIES

1. Fees are due and payable on receipt of the fee statement. Flexible payment plans are available. Receipts for payments will only be issued for cash payments and on request.

2. The options available for payment of fees are:
   - Credit Card
   - Cash, Cheques and Money Orders
   - Direct Credit
   - Direct Debit

3. If parents/guardians are unable to settle the account promptly in a particular year, they are required to apply in writing to the Principal, within two weeks of receiving the fee statement, for approval for a proposed method of payment. This approval, once given, only applies to the current year. If circumstances remain unchanged this procedure must be completed yearly.

4. For parents/guardians who are late in paying and have not contacted the Principal within the required two weeks, their account will be referred to the Finance Committee.

5. Refunds will not be available for students enrolled for but not attending the full year, because of family holidays taken outside the school holiday period.
St Kevin’s Primary School
Collection Notice

- St Kevin’s Primary School collects personal information, including sensitive information about pupils, parents/guardians before and during the course of a pupil’s enrolment at school.

- Some of the information we collect at St Kevin’s is to satisfy our legal obligations, particularly to enable the school to discharge its duty of care.

- Certain laws governing or relating to the operation of the school requires that certain information be collected. These include Public Health and Child Protection laws.

- Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about your child from time to time.

- St Kevin’s Primary School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local Diocese, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches, volunteers and counselors.

- If we do not obtain the information referred to above we may not be able to enroll or continue the enrolment of your child.

- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters. Where publication of your child’s details reveals his or her identity, we will seek your permission in writing.

- Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school’s duty of care to the pupil, or where pupils have provided information in confidence.

- From time to time the school engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist the school’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purpose without your consent.

- We may include your contact details in a class list and school directory. Permission is always sought prior to publication of any such lists.

- If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why; that they can access this information if they wish and that the school does not disclose this information to third parties.
Application for Enrolment Procedure

To complete the application for enrolment procedure you will need to:

1. Complete all Enrolment Application details
2. Provide a copy of the student’s Baptism Certificate
3. Provide a copy of the student’s Birth Certificate (or Extract)
4. Provide a completed School Entry Immunisation Certificate
5. Pay an Enrolment Registration Fee of $50.00

Please note that the Registration Fee will be deducted from your school fees in your commencement year, however it is non-refundable should your child not commence at St Kevin’s.

**********************************************
*****
*******

SCHOOL ENTRY IMMUNISATION CERTIFICATE

A School Entry Immunisation Certificate is a specific document which shows your child’s record of immunisation. It is a legal requirement to provide a School Entry Immunisation Certificate on enrolment to a primary school in Victoria. It will assist health authorities in protecting children in the event of a vaccine preventable disease occurrence in school.

School Entry Immunisation Certificates can only be obtained from the Australian Childhood Immunisation Register (ACIR). Council no longer provides this service. Council should only be contacted by parents with children who have incomplete records, missing immunisation details, were vaccinated overseas or the child has never been vaccinated.

If the School Entry Immunisation Certificate issued by ACIR has been lost, another certificate can be obtained by phoning ACIR on 1800 653 809.

You will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after your child has completed the 4-year-old vaccine schedule and has completed all childhood immunisations required.

The certificate should state at the bottom of the page “This child has received all vaccines required by 5 years of age.” If it does, this history statement becomes a School Entry Immunisation Certificate.

For further information go to website www.health.vic.gov.au/immunisation
# St Kevin’s Primary School
26-44 Herlihys Road, Lower Templestowe, 3107
PO Box 985, Templestowe, 3106

Phone: 9850 4609 Fax: 9852 0384
Email: principal@sktemplestowelr.catholic.edu.au

## APPLICATION FOR ENROLMENT

<table>
<thead>
<tr>
<th>Name of student:</th>
<th>Student Code: _______ Family Code: _________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VSN: __________ Beginners/Year: ___________</td>
</tr>
<tr>
<td></td>
<td>Enrolment Fee: _______ Date Paid: _________</td>
</tr>
</tbody>
</table>

## FAMILY MAILING DETAILS

(Correspondence will be addressed to the details you provide)

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Suburb:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail to: (e.g. Mr &amp; Mrs Smith)</td>
<td>Address:</td>
<td>Family Phone Number: Other:</td>
</tr>
<tr>
<td>Current Parish:</td>
<td></td>
<td>Office Use Only: F Flag</td>
</tr>
</tbody>
</table>

## ACCOUNTS TO BE SENT TO

(Accounts will be addressed to the details you provide)

<table>
<thead>
<tr>
<th>As above: Yes ☐ No ☐ If no, please provide details below.</th>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail to: (e.g. Mr &amp; Mrs Smith)</td>
<td>Address:</td>
</tr>
</tbody>
</table>

## STUDENT DETAILS

<table>
<thead>
<tr>
<th>First Name:</th>
<th>VSN (Victorian Student Number): Required if your child has previously attended school in Victoria.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name:</td>
<td>1st Australian School Year (e.g. 2014):</td>
</tr>
<tr>
<td>Surname:</td>
<td>Previous School:</td>
</tr>
<tr>
<td>Preferred Name:</td>
<td>Year Level:</td>
</tr>
<tr>
<td>Sex: ☐ Male ☐ Female</td>
<td>Religion:</td>
</tr>
<tr>
<td>Country of Birth:</td>
<td>Nationality:</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Does the student speak a language(s) other than English at home? Yes ☐ No ☐ If yes, please list below: 1. 2.</td>
</tr>
<tr>
<td>Kindergarten attending:</td>
<td>Session Times:</td>
</tr>
<tr>
<td>Address:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>
**Indigenous Identifier**  
Aboriginal/Torres Strait Islander: Yes ☐  No ☐  (If yes, please tick one below)  
☐ Aboriginal  ☐ Torres Strait Islander  ☐ Both Aboriginal & Torres Strait Islander

**Visa Student:** Is the student a Visa Student?  Yes ☐  No ☐

<table>
<thead>
<tr>
<th>Office Use Only:</th>
<th>Office Use Only: F Flag ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Status:</td>
<td>Visa Use Only:</td>
</tr>
<tr>
<td>Refugee ☐ Non Permanent ☐ Permanent ☐</td>
<td>Visa Sub Class:</td>
</tr>
<tr>
<td>Date of Arrival in Australia:</td>
<td>Visa Number:</td>
</tr>
<tr>
<td>Passport Number:</td>
<td>Visa Expiry Date:</td>
</tr>
<tr>
<td>OSHC Membership Number:</td>
<td>OSHC Expiry Date:</td>
</tr>
<tr>
<td>Confirmation of Enrolment – Course Code:</td>
<td>Course Description:</td>
</tr>
<tr>
<td>Confirmation of Enrolment Number:</td>
<td>Course Start Date:  Course End Date:</td>
</tr>
</tbody>
</table>

**MEDICAL DETAILS**

<table>
<thead>
<tr>
<th>Doctor’s Name:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Medicare Number:</td>
<td>Date of last Tetanus Injection/Booster:</td>
</tr>
<tr>
<td>Health Insurance Provider:</td>
<td>Health Insurance Membership Number:</td>
</tr>
</tbody>
</table>

Ambulance Membership Details:

**Immunisations**  
Has the Immunisation Certificate been submitted? Yes ☐  No ☐

**SPECIAL NEEDS**

Indicate whether the student applying for enrolment has any known or suspected special needs (please tick Yes ☐ or No ☐ for each of the following).

<table>
<thead>
<tr>
<th>Physical Needs</th>
<th>Medical Needs</th>
<th>Educational Needs</th>
<th>Behavioural Needs</th>
<th>Any other special needs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Asthma ☐</td>
<td>Epilepsy ☐</td>
<td>Sight ☐</td>
<td>Hearing ☐</td>
<td>Speech ☐</td>
</tr>
<tr>
<td>Diabetes ☐</td>
<td>Allergies ☐</td>
<td>Other: ___________</td>
<td>Other: ___________</td>
<td></td>
</tr>
<tr>
<td>Other: ___________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Allergies/Medical Alert**  
Please specify and provide details of any allergies/medical alerts relating to the student applying for enrolment (e.g. Allergies to nuts, penicillin, bee stings etc, asthma management etc).

If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/support that he/she may be currently receiving (supporting documentation must be provided). If this enrolment application is successful it is essential that the school be advised promptly of any changes to the needs of the student.

Medical Management Plans (e.g. Asthma, Anaphylaxis) are available on our website:  
[www.sktemplestowelr.catholic.edu.au](http://www.sktemplestowelr.catholic.edu.au)
**CONTACT DETAILS**

<table>
<thead>
<tr>
<th>Details</th>
<th>Father □/Legal Guardian □</th>
<th>Mother □/Legal Guardian □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital Status:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address – Street:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb &amp; Postcode:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you the residential guardian?</td>
<td>Yes □ No □</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Home Phone Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Phone Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Year of School Education:</td>
<td>Year 12 or equivalent □</td>
<td>Year 12 or equivalent □</td>
</tr>
<tr>
<td></td>
<td>Year 11 or equivalent □</td>
<td>Year 11 or equivalent □</td>
</tr>
<tr>
<td></td>
<td>Year 10 or equivalent □</td>
<td>Year 10 or equivalent □</td>
</tr>
<tr>
<td></td>
<td>Year 9 or equivalent or below □</td>
<td>Year 9 or equivalent or below □</td>
</tr>
<tr>
<td>Level of Highest Qualification:</td>
<td>Bachelor degree or above □</td>
<td>Bachelor degree or above □</td>
</tr>
<tr>
<td></td>
<td>Advanced Diploma/Diploma □</td>
<td>Advanced Diploma/Diploma □</td>
</tr>
<tr>
<td></td>
<td>Certificate I to IV (incl. trade cert) □</td>
<td>Certificate I to IV (incl. trade cert) □</td>
</tr>
<tr>
<td></td>
<td>No non-school qualification □</td>
<td>No non-school qualification □</td>
</tr>
<tr>
<td>Do you speak a language(s) other than English at home?</td>
<td>Yes □ No □ If yes, please list below: 1. 2.</td>
<td>Yes □ No □ If yes, please list below: 1. 2.</td>
</tr>
<tr>
<td>Country of Birth:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationality:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religion:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare Card/Pension Card:</td>
<td>Yes □ (Please provide copy) No □</td>
<td>Yes □ (Please provide copy) No □</td>
</tr>
<tr>
<td>Working with Children Check:</td>
<td>Yes □ (Please provide copy) No □</td>
<td>Yes □ (Please provide copy) No □</td>
</tr>
<tr>
<td>Are there any Family Court Orders /Parenting Plans that have been issued in relation to the student?</td>
<td>Yes □ No □ (If yes, supporting documentation must be provided.)</td>
<td>Yes □ No □ (If yes, supporting documentation must be provided.)</td>
</tr>
</tbody>
</table>

**SIGNATURE:**
## CONTACT DETAILS

<table>
<thead>
<tr>
<th>Details</th>
<th>Emergency Contact 1</th>
<th>Emergency Contact 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted.</td>
<td>Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted.</td>
</tr>
</tbody>
</table>

- **Title:**
- **First Name:**
- **Surname:**
- **Address – Street:**
- **Suburb & Postcode:**
- **Home Phone Number:**
- **Work Phone Number:**
- **Mobile:**
- **Email Address:**
- **Relationship to student:**

## SACRAMENTAL DETAILS

<table>
<thead>
<tr>
<th>SACRAMENT</th>
<th>DATE RECEIVED</th>
<th>PARISH RECEIVED</th>
<th>COPY OF CERTIFICATE SUPPLIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reconciliation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eucharist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## OTHER CHILDREN IN THE FAMILY

<table>
<thead>
<tr>
<th>Full Student Name</th>
<th>Year to Commence School</th>
<th>Birth Order</th>
<th>Kinder/School Attending if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Child</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Child</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Child</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

## OTHER APPLICATIONS

In order of preference, please list the names of any other Catholic Schools at which you have made an application for enrolment, including St Kevin’s Primary School.

<table>
<thead>
<tr>
<th>Preference</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
AGREEMENT

Please tick the following boxes and sign below:

1. I/We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
   - Birth Certificate
   - Baptismal Certificate
   - Citizenship documentation (where applicable)
   - Most recent previous school reports and external test results (where applicable)
   - Relevant Family Court Orders (where applicable)
   - Relevant medical information including clinical assessments and medical management plans (where applicable)
   - Relevant special needs information including educational assessments (where applicable)
   - Immunisation Certificate

2. I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.

3. If this enrolment is accepted I/we agree to support our child’s participation in the religious life of the school, which would include prayer and liturgy. The teachings and values of the Catholic Church are supported through the pastoral care programs for students, families and staff.

4. If this enrolment application is successful I/we agree to honour the financial commitments required by the school.

5. I/We are not aware of any outstanding fees or charges in relation to the student applying to enrol, that I/we are responsible for at another Catholic School.

6. I/We have included the enrolment fee of $50 with this application.

I/We have read all the information in the Enrolment Package and understand that we will need to abide by this information should this enrolment application be successful. I/We understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application of enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____________________________________________________ (Mother/Carer)
and
_____________________________________________________ (Father/Carer)

DATE: ________________________________

Please note:

- Acceptance of this application for enrolment is subject to the approval of the school’s Parish Priest.
- Acceptance of this school does not constitute acceptance into any other Catholic School (Primary or Secondary).