



Your child will love school at
St Kilian's



Principal's Welcome

Welcome to St Kilian's Primary School, a special place located in the heart of Bendigo that has played an important role in the Bendigo community by providing a holistic education for its students since 1851. The school is blessed with a rich history. Whilst honouring and being respectful of our past, St Kilian's Primary School is seeking to provide to its students a vibrant contemporary education, preparing them to be successful life-long learners.

The Gospel values underpin the schools commitment to providing a nurturing and supportive environment which promotes the development of the whole person. We aim to respect and develop the unique gifts and talents each student brings to the school.

St Kilian's Primary School has a committed and dedicated staff who consistently engage in professional practices which ensure they offer teaching pedagogies which reflect today's learners. With student learning at the centre, the staff strive to establish a holistic and dynamic learning environment which enables all students to flourish in all aspects of their lives.

St Kilian's Primary School recognises the important contributions of the parents. The school works towards establishing and maintaining an open and respectful relationship between home and school, working in partnership to provide the best outcomes for each child. Families are welcomed into the school at all times and their contributions to school life are highly valued.

I value the opportunity to share the journey of your child's education with you at St Kilian's Primary School, as he/she strives to reach his/her full potential.

Mrs Kimberley McSweeney

School Advisory Council Welcome

Dear Parents

We welcome you to St Kilian's Primary School, a Catholic School with a proud tradition and a rich history within the Bendigo community. As a Catholic School, Jesus Christ and his teachings are integral to the teaching and learning process adopted by our school and to all elements of our school community. Essential to the school community, is the shared commitment from school and family to provide an environment that is both supportive and challenging and which will nurture and promote the fun, faith, and talents that exist within each unique individual.

As we together educate our young people for the present and for the future, we must nurture a love of learning and a love of self to ensure our focus is and continues to be our children. The privilege in educating young people is exciting, motivating and rewarding; a privilege which is both inspirational and life giving.

We look forward to your family joining us as part of the school community and sharing your child's journey with you.

St Kilian's Primary School Advisory Council



Table of Contents

Principal's Welcome	2
School Advisory Council Welcome	2
Our School	
Identity Statement	5
Our School Vision	5
Graduate Outcomes	5
A Child Safe School	6
Aim and Mission of Catholic Education	7
Catholic Schools as Community.....	7
Religious Education	7
Role of Parents	8
Saint Kilian.....	8
Role of Parents	8
Learning and Teaching	
Curriculum.....	9
Victorian Curriculum	10
Assessment and Reporting.....	10
Camps and Excursions	10
Library	10
Physical Education and Sport	11
Numeracy and Literacy Support	11
General Information	
Absences	12
After School Care.....	12
Anti-bullying	13
Behaviour Education	13
Buddies.....	14
Class Formation	14
Contact / Medical Information	14
Diverse Learners	14

Emergency Evacuation Plan.....	14
End of Term	15
Enrolment.....	15
Family Court Orders.....	15
Finance, Facilities and Resources	15
First Aid / Accidents.....	16
Late Arrival / Early Departure / Change of Transport Arrangements	16
Lost and Found Property	16
Medical Services.....	16
Medication at School.....	16
Newsletter	17
Parent Access Module (PAM)	17
Parent Involvement	17
Parents and Friends Association.....	18
Pastoral Care	18
Sacramental Program - Parish / School supported.....	19
School Advisory Council	19
School Closure Days	20
School Hours	20
School Photos.....	21
“Settling In” Arrangements for Preps	21
Sporting Teams	21
Student Leadership	21
Students and the Internet	22
SunSmart	22
Transition.....	22
Travelling to and from school	23
Tuckshop.....	23
Uniform	23
Uniform (secondhand)	25
Volunteers	25

Our School

Identity Statement

St Kilian's Primary School is a nurturing Catholic community, which uses the inspiration of Mary to engage students to live, learn and grow.



Our School Vision

Our School Vision outlines what, as a school community, we believe in.

We believe:

- In an educational experience based on the value of the person within a loving Catholic Christian Community that creates a strong sense of self-worth, purpose, hope and happiness.
- In the value of the story of our school and its traditions.
- The teaching of the Gospel empowers our school community to live more fully in the image of God in providing a compassionate, welcoming community.
- In presenting the curriculum in a manner that excites and engages students providing them with the knowledge and skills to become lifelong learners in an ever changing global society.
- In supporting and encouraging our school community to develop their skills professionally, personally and spiritually.

Graduate Outcomes

Our Graduate Outcomes are the values and qualities we aspire for the children who leave our school.

At St Kilian's we commit to educating students to be:

- Living witnesses to the Catholic Faith.
- Socially just and compassionate citizens who value each other and the wider community.
- Resilient and aware of their own physical, social and emotional wellbeing.
- Effective communicators maintaining positive relationships in family and community.
- Adaptable and self directed lifelong learners in a contemporary world.
- Responsible citizens who care for and sustain our natural and global environments.

A Child Safe School

St Kilian's Primary School is committed to the safety and wellbeing of all children and young people.

Kimberely McSweeney and Allira Holmes form the core of our Child Safe Leadership Team, guiding all staff with this important focus.

As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in our community, there is a regulatory landscape surrounding child safety, underpinned by the Child Safe Standards.

The Child Safe Standards are compulsory minimum standards for all early childhood services and schools in Victoria. This is to ensure they are well prepared to protect children from abuse and neglect.

At St Kilian's Primary School we have developed a range of policies and procedures that implement the new Child Safe Standards. These can be found on our school website, or by request from the school administration office.



Aim and Mission of Catholic Education

St Kilian's Primary School exists in the midst of the community of the Parish. The school has a mission arising from the very nature of the Church to proclaim the gospel for the good of society and salvation of all people.

The Catholic school is committed to the development of the whole person, since in Christ all human values find their fulfillment and unity.

Herein lies the specifically Catholic character of the school. Its duty to cultivate human values and dignity found in the person of Christ. The Catholic school aims to be the critical communication of human culture and the total formation of the individual, so that it presents a synthesis of culture, faith and life.

The school realises its educative mission by the subjects it teaches, the methods it uses, the values it embraces, the atmosphere it engenders and the witness to the gospel it gives to the community. Both religious education and the formation of faith have an indispensable role in the life of the Catholic school.

Catholic Schools as Community

Our school is seen as a meeting place for those who express Christian values in education. It is a community whose aim is the transmission of values for living and the promotion of a faith-relationship with Christ. The community aspect of St Kilian's Primary School is continually nourished and stimulated by the word of Christ expressed in sacred scripture, tradition and in the lives of people, past and present, who bear witness to the word.

St Kilian's Primary School not only provides Religious Education to those who already embrace the Catholic faith but also serves families and their children who are searching for faith. Our school has a public role within society by participating in a myriad of educational activities.

The organisational processes within St Kilian's Primary School, therefore must be founded on the principles aforementioned and that these processes should include the participation of all members of the school community.

Religious Education

Religious Education is based on the Source of Life core documents which have been set for the Sandhurst Diocese.

Religious Education topics are related to the child's life experiences. With careful reflection and guidance the children are led to new insights about life, living and faith. We joyfully celebrate our faith together through prayer, liturgy and the sacraments. Prayer is always a very special part of the day in each class. We celebrate special days and events with School Masses, Assemblies and Paraliturgies.

Formal Religious Education classes are taken daily and are based around the contexts of and relationships between God and scripture, tradition, creation and human experience.

Role of Parents

Parents have a privileged role as participators in the Catholic school. They are first teachers of their children and share the responsibility with the church in their education. Teachers have a role to promote the distinctive mission of the school and its Christian atmosphere as well as to ensure excellence in Teaching and Professional Development.

The role of parents is also necessary in the participation and collaboration in the educative processes of the school and in the decision-making for their implementation.

Saint Kilian

Kilian was born in Mullagh, County Cavan, Ireland, about 640 AD. He, with eleven other missionary priests and very few possessions, sailed to Franconia and Thuringia (Germany).

Kilian converted a Thuringian Duke, Gozbert, and brought the Gospel to many in that area. The conversion of the pagan Duke angered his wife Geliana, who brought about the murder of Kilian and his two companions, a priest, Coloman, and a deacon, Totnan. The martyred Kilian was soon revered and his relics were transferred to the Cathedral in Wurzburg on July 8, 752. It is there that he is greatly honoured by the people.

The Cathedral is dedicated in his name. The seminary is called Killianarun and numerous statues of the saint are prominent around the city. The diocese and city celebrate “Kilianfest” in the first week of July with a street carnival, pageants and a solemn procession with the relics of the three martyrs. St Kilian’s feast-day is July 8.

History

St Kilian’s Primary School has its origins in the early 1850’s when Dr Henry Backhaus, the first Catholic priest on the Bendigo goldfields, established a tent/school/chapel at Consecrated Flat, a site currently occupied by St Kilian’s Church. From these humble beginnings, St Kilian’s Primary School has continued to offer educational opportunities to children in the Bendigo district for over 150 years.



Learning and Teaching

Curriculum

At St Kilian's Primary School, our commitment to learning and teaching is focussed on the needs of our students. We strive to immerse them in learning environments that are adaptive and responsive to their needs and abilities. Our students need to learn in a way that allows them to adapt, apply and transfer new skills and knowledge, show respect towards others, embrace technological and social change and equip themselves with skills that will allow them to be lifelong learners in a rapidly changing world.

St Kilian's Primary School staff use data to drive instruction, particularly in the areas of Mathematics and Literacy. Through Learning Intentions and Success Criteria, students are able to achieve personal goals through a differentiated learning curriculum. Students are able to enter into individualised learning programs, guided by pre and post assessment tasks. Student growth is recorded and shared between students, parents and teachers using digital Learning Journals.

St Kilian's Primary School has an effective intervention program in place, supporting those students who require extra support. Use of in-school and external support networks ensures students at risk or who require additional learning support are able to achieve their learning goals. The school's intervention program includes Literacy and Mathematics, as well as access to a Speech Pathologist, Occupational Therapist and Educational Psychologist. Further referral processes are available, depending upon the needs of the student.

The St Kilian's Primary School curriculum refers to and draws upon the following:

- Vatican and other Church documents
- Documents from the Victorian Curriculum Assessment Authority (VCAA)
- The Victorian Registration and Qualifications Authority (VRQA)
- CECV and diocesan directions

Specialist curriculum is taught in the areas of Physical Education, Music and Visual Arts. All students from Grades Prep to 6 also engage in one hour of Languages Studies (Indonesian) per week immersed in the school's Art program. Our approach to learning and teaching involves clear, explicit and direct instructions to students on what to do and how to do it. Our staff develop carefully planned and sequenced lessons and use clear instructions and examples to model what it is to be learned. The lessons are planned in alignment with a gradual release model to prepare students for independent practice (I do, We do, You do).

Students at St Kilian's Primary School are immersed in technology rich environments. Through the implementation of a 1:to:1 program, each student in Grades 3 to 6 has their own technical device to support them in their learning. Through the G-Suite (Google for Education) platform, students are able to connect, collaborate and share information with teachers and peers. Students also expand on their thinking and understanding through the ability to



show their learning in a variety of formats, using technology. Students in Grades Prep to 2 also have access to technology, supporting them in their learning and attainment of fundamental skills and concepts.

All staff at St Kilian's Primary School have high expectations for each student. We promote learning excellence, encouraging and challenging learners to take risks, and scaffold onto their learning. Learning programs are planned to ensure a balance is maintained between the level of challenge presented and the level of support provided for children to learn. The environment is learner friendly stimulating, motivational and supportive.

Victorian Curriculum

The Victorian Curriculum Foundation–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

Assessment and Reporting

Teachers use a number of assessment techniques to determine the progress of each child. Each child's progress is compared to the expected levels of achievement as outlined in the Victorian Curriculum Achievement Standards. Typical assessment techniques include: observation, anecdotal records, rubrics, checklists, tests, reports, written work, group and individual presentations and conferences.

Assessment of the student's progress, as well as evaluation of teacher and program effectiveness are considered essential components of the teaching and learning process.

Reporting of children's progress includes parent/teacher interviews, written reports, assessments based on national benchmarks and learning journals. Children at St Kilian's Primary School use digital learning journals as part of their classroom routine. This journal is a major part of parent/teacher/child communication, recording children's learning and keeping parents informed on a regular basis.

Camps and Excursions

Camps and excursions are seen as an integral part of the children's learning. Excursions are generally day activities related to specific curriculum studies whilst the camping program is sequential and developmental in its progression.

Library

We have a fully automated library that allows students to explore and use library resources. The library program aims to promote a love of reading in a happy and non-threatening environment as students read for recreation and learning purposes. A wide range of literature is read to them and they enjoy browsing and sharing books with classmates and teachers. Library sessions are planned to complement and support classroom reading, develop research skills and foster happy confident readers.



Physical Education and Sport

Sport and Physical Education Programs are an important part of our school curriculum. All Children from Prep to Grade 6 are involved in planned Physical Education sessions with their class. The Physical Education Program includes a variety of activities in the areas of ball skills and games, gymnastics, dance, athletics and aquatics.

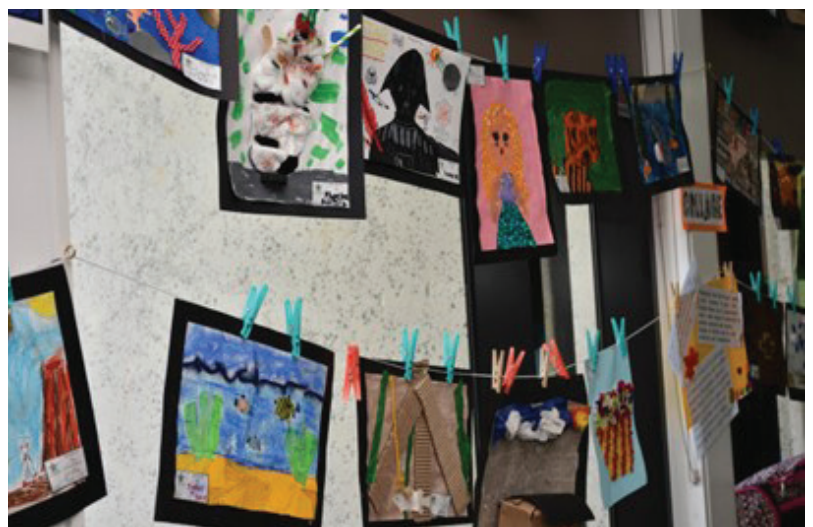


Numeracy and Literacy Support

Ongoing and structured assessment practices in numeracy and literacy mean our students progress is carefully monitored. Through this practice we are able to identify both students that may require further support to achieve the curriculum goals, and those that may need extending. This process of identification occurs through consultation with the classroom teacher, learning diversity leader and learning and teaching specialists.

Extra support can be provided in the form of:

- Integration aide time – small group work
- Enrichment focus groups
- Alternative/individualised Program
- Speech Pathology sessions
- MiniLit Reading Program
- MacqLit Reading Program
- Get Reading Right focus groups



General Information

Absences

Parents are to advise the school of a student's absence prior to 9.00am, using PAM (Parent Access Module), the SkoolBag school app, email the office (office@skbendigo.catholic.edu.au) or phone 5443 4071

- Class rolls are marked at 9.00am.
- If a child is not present when the roll is marked they are entered with "Unexplained Absence" unless notification of absence has been received from parent/carer.
- If a child arrives late (after 9.00am) or leaves early they MUST BE signed in and out at the front office using our electronic register.
- After 9.30am SMS messages will be sent to parent(s) if a child is marked on the roll with an "Unexplained Absence", requesting a response by one of the above means.

After School Care

The After School Care Program is run as a service for families in the school community who require care for their children after normal school hours. In 2012 the YMCA became licensee of the service.

It offers parents an opportunity to pursue their commitments, relaxed in the knowledge their children are safe and well cared for.

When registering with After School Care through the YMCA, parents receive a handbook giving further After School Care information. A copy of the After School Care Policies and Procedures manual is available upon request. After school care information for parents is publicised via the school newsletter and the parent's notice board in the Multi Purpose Room in the Macauley Building.

The After School Care program aims to provide a friendly, caring and stimulating environment for children, offering a range of supervised planned recreational activities in an informal setting. Staff lead the children in a wide variety of educational, leisure and recreational activities, catering for a range of children's interests and developmental needs.



Anti-bullying

The welfare of students is greatly influenced by peer relationships, the need for children to have friends, to feel wanted and the need for children to feel safe in the school environment.

Bullying is one aspect which can have devastating consequences on the welfare of children and all schools need to develop an anti-bullying policy. The St Kilian's Primary School community has the responsibility to foster an educational environment where every attempt is made to eliminate learning barriers and where all students feel safe and valued. As such, St Kilian's Primary School does not tolerate bullying or harassment in any form. All community members are fully committed to putting an end to acts of bullying.

St Kilian's Primary School supports a 'whole school' approach to dealing with bullying. Key elements are:

- a shared understanding of bullying as a problem
- a shared understanding of the different forms of bullying
- a shared resolve to eliminate bullying
- identification of bullying problems in the School community
- the creation of a 'telling' environment and the use of a range of interventions to address incidents when they happen
- recognition by teachers of their role in creating an anti-bullying ethos
- a classroom anti-bullying education program
- promoting a positive culture that nurtures acceptance and understanding of differences, strengthens relationships between students and school, develops skills in conflict resolutions and problem solving
- promoting a culture that is proactive and preventative in the approach to bullying.

Behaviour Education

As a Catholic school, we see as one of St Kilian's primary aims, the development of individuals who are capable of self-direction, of choosing freely, intelligently and responsibly in accordance with their developing conscience. We are committed to the fostering of self-discipline.

We seek to achieve this aim in an environment where children are brought together with all their varying abilities, different backgrounds and conflicting attitudes to authority and learning.

To support our Behaviour Education program, we participate in PBIS (Positive Behaviour Intervention and Supports) in which we have three clear school rules:

- Be safe
- Be respectful
- Be responsible

The children learn about how we make our school and community a better place in which to learn through positive support and reward.



Buddies

A cross-age tutoring program is implemented at St Kilian's Primary School, with children in senior grades having a special 'buddy'. Each Prep is given assistance in many areas by his/her 'buddy'. Introduction to the school situation can be quite daunting to a new child, but with the support of their 'buddy', the children can settle in quickly and happily. It gives them a sense of security and friendship. Together they read, write stories and participate in craft activities. Both the Prep and senior students benefit from this program.

Buddies are introduced at the transition meetings the previous year to assist in the transition program.

Class Formation

St Kilian's Primary School provides a curriculum that ensures all students develop increasingly sophisticated understanding and skills in Religious Education and the domains of the Victorian curriculum. The structure and formation of classes is an integral aspect within the provision of this curriculum and requires considered input from staff and School Advisory Council.

Students will be placed in a class where their individual needs will be met.

Contact / Medical Information

Information for contact details for parents and any relevant medical requirements are updated at the beginning of each school year. Action plans for children with asthma, allergies or anaphylaxis need to be provided to the school each year and must be signed by a medical practitioner.

This information is kept in the School Office and each child's classroom and needs to be up-to-date. Therefore, it is important that any alteration of contact persons, phone numbers or addresses be brought to the attention of our school immediately, preferably through the office staff.

Diverse Learners

At St Kilian's we cater for all students including those with disabilities and specific learning needs or difficulties, students who have English as a second language, and also gifted and talented students. Our Learning Diversity Leader (Carolyn Maher) works closely with staff to ensure personalised learning plans are created for these students and adjustments have been made to ensure they access the curriculum at their level of need.

Carolyn works with teachers, parents, Catholic Education Consultants, and outside agencies to help support the specific needs of students and their families. Regular meetings for students with personalised learning plans occur with these families to ensure student goals are being discussed.

Emergency Evacuation Plan

The whole school practise an emergency evacuation on a regular basis. Parents and visitors who are in the school during these practise times should also participate.

End of Term

School finishes at 2.30pm on the last day of each term.

Enrolment

St Kilian's Primary School accepts enrolments from families residing anywhere within the district of Bendigo. With a high demand for places the following criteria is used to offer positions.

- i. Siblings of existing children
- ii. Catholic children living in the parish
- iii. Catholic children living outside the parish
- iv. Children baptised in another Christian faith living in the parish
- v. Children with no religious affiliation

Children beginning school in Prep must turn 5 on or before April 30th.

The enrolment process for the following year begins during Term 2. Enrolment Applications and Information Booklet are available at the Administration Office. Open Days and an Information Night will be held for the benefit of parents and students. If parents are unable to attend these days another appointment can be made.

Following application the Principal will hold interviews as required. During Term 4 our Transition Program involves two transition mornings and on Orientation Day (usually the second Tuesday in December) children participate in a one hour session with their class and teacher. During this time, there is a meeting for parents.

Family Court Orders

If a family court order exists a copy should be supplied to the school.

Finance, Facilities and Resources

Catholic Schools receive funding from both the State and Federal Government on a per child basis. Unfortunately, the level of funding provided does not meet all costs associated with operating a school on a year by year basis. As such, schools are required to contribute to their own running costs through Parent Fees and Parents & Friends Fundraising.

School Fees are set at the end of each year for the following year. Accounts are billed in full at the commencement of each year. This includes Family Fee, Capital Fee (per family), Student Levy, Camps, Excursions and Sacramental Program Fee (per student with amounts differing for each year level).

Accounts are sent home to families in the second week and at the end of each Term.

First Aid

Our school is equipped with a sick bay. When illness or accident occurs parents are notified and when necessary, are asked to collect their child. All staff are currently trained in the management of First Aid, Anaphylaxis, CPR and Asthma.

Late Arrival / Early Departure / Change of Transport Arrangements

In the event where children arrive late, or parents/carers wish to collect their child early from school, they will be required to use the electronic "Student Sign In/Out" located in the Administration Office.

If parents/guardians have arranged for another person to collect their child during or after school they are asked to notify the school, giving the name of the person who will be collecting the student, and advise that nominated person that they will need to identify themselves at the Administration Office and use the electronic "Student Sign In/Out".

Lost and Found Property

Lost property is stored in the corridor near the uniform shop. And 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.

Medical Services

The School Nurse from Health & Community Services visits the school each year to check Prep children for sight, hearing and general medical problems.

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 at School

Some children, under various circumstances, will need to receive medication at school that will not impair their functionality whilst at school.

Any child who requires medication (unless it is emergency medication) must have written permission signed by a Medical Practitioner. A pro forma is available from the classroom teacher or school office.

NO medication can be administered without written permission signed by a Medical Practitioner (including Panadol, cough medicine, etc). Details of medication taken by children is recorded by a member of staff.

Newsletter

A school newsletter is compiled weekly and emailed home to each family on a Tuesday. The newsletter is a major communication link between school and home, and contains information of coming events and other matters of importance. Newsletters and other useful information (Uniform Order Form & Pricelist, Tuckshop Price List etc.) are available for viewing on our website.

Parent Access Module (PAM)

St Kilian's adopts an intranet module to assist communication between parents and our school. All parents who have children enrolled at our school will be allocated with a username and password.

The Parent Access Module (PAM) provides real-time access to keep parents updated with their child's:

- Medical Information
- Attendance – view and record absences
- Excursion Activities – grant permission for excursions
- School Reports- child's school report electronically at the end of semester.

Parent Involvement

- Help in the classroom with support programs.
- Attend meetings and other sessions where explanations are given about what is happening at school.
- Become involved with Parents & Friends or the School Advisory Council.
- Attend working bees.
- Volunteer to assist with fundraising activities.
- Attend school social events.
- Attend parent education opportunities.

Parents volunteering their assistance with educational programs are appreciated and valued.

Contact will be made by teachers or the Principal when help is required. Volunteer helpers are given training and direction to assist them in the required task. As a person working with children, you are in a privileged position that demands you maintain the strictest confidence at all times.

Parent and Friends Association (P&F)

The P & F is an association and fundraising body for the school. Parental involvement is essential and all are encouraged to support fundraising and social activities, working bees, etc. The weekly newsletter outlines all P & F activities.

AIMS:

- Foster co-operation between teachers and parents.
- Raise funds to equip and furnish the school.
- Organise special functions and any other activities decided upon by the association from time to time.
- Promote the educational welfare of the children of the school.

Pastoral Care

Pastoral Care is a relationship network in our school community between children, parents, staff, priests and the wider community. Our concern at St Kilian's is that every child should feel secure, worthwhile and safe and that there is always someone they can turn to. Each member of staff is concerned for, and interested in, all children. Personal development is an integral part of our pastoral care. We aim to develop each person's self esteem and, as a result, enable them to form and cope with interpersonal relationships. The aim of our school is to help individual children to grow in self discipline, to develop the total child – spiritually, physically, emotionally, socially and intellectually.

Our school has a pastoral care coordinator and a special education coordinator to oversee this program, with support from a pastoral care team.

The St Kilian's Care Team is a Pastoral Care initiative that St Kilian's provides in order to be welcoming and supportive of all members of our school. Sometimes families require support in their daily life during difficult or challenging times and in the past our Care Team has been able to assist families by:

- Helping out with meals.
- Arranging a ride to/from school.
- Providing childcare.
- Helping out with uniforms or other needs.
- After the arrival of a new baby.



Sacramental Program - Parish / School supported

A Sacrament is a sign through which God communicates his love, his life, his forgiveness. Through the sacraments your child is being initiated into the faith of the Church, our faith. When you present your child for the sacraments you promise Christ and his community that you will live up to your obligations as responsible Christian parents.

The fact is that your child's faith is not yet personal, they share in your faith and depend on it.



Whether your child grows in faith does not depend so much on what you say about God and the Church, but on who you are as believing parents.

Your child will come to see this by example, the way you live and pray, by your attitudes towards life and God and through your involvement with Jesus and his community.

School Advisory Council

The School Advisory Council is an advisory body to assist the Parish Priest and Principal. The Parish Priest, as manager of the school, is totally responsible for the legal and canonical obligations associated with school administration. The Principal, whose appointment is authorised by the Parish Priest, is delegated the responsibility for the day to day education and administration.

AIMS: The School Advisory Council will offer informed advice to the Parish Priest and Principal by:

- i. Planning for the future and ensuring that the Parish School can accommodate future enrolments;
- ii. Assisting in the formulation of the School Policy in conjunction with the Parish Priest, school staff and parents and guardians;
- iii. Assisting in the preparation of the school budget and the supervision of the school's financial operation;
- iv. Supporting the Parish School in practical ways, such as ensuring that the school facilities and equipment are maintained;
- v. Assisting in the selection of a Principal when such an appointment is being made and in accordance with Diocesan guidelines;
- vi. Working in collaboration with school parents' auxiliaries;
- vii. Developing school/community relationships and encouraging home/school interaction;
- viii. Facilitating the integration of parents and children new to the school;
- ix. Developing strategies for the local promotion of Catholic Education;
- x. Making annual reports to the community;
- xi. Ensuring the Parish Priest and Principal facilitate faith development in the School Community.

School Closure Days

Teachers are required to participate in Professional Learning days during the year. On these days students are not required to come to school. Parents are notified well in advance of any upcoming student free days in the weekly newsletter.

The YMCA run the After School Program on these days.



School Hours

To ensure the comprehensive and professional care and supervision of children, specific organisational arrangements are essential. These arrangements are necessary to secure the complete safety of the children and the pastoral and legal practice of school staff.

Daily Timetable / Supervision

8.30 - 9.00 am	Before school supervision
9.00 - 11.00 am	Class time 10.00am Fruit time in class
11.00 - 11.40 am	Recess (yard supervision)
11.40 - 1.40 pm	Class time
1.40 - 1.50 pm	Lunch (eating in class, supervised by Teacher)
1.50 - 2.30 pm	Play (yard supervision)
2.30 - 3.30 pm	Class time
3.30 pm	End of School
3.30 - 3.50 pm	After school gate supervision – Havelock St & church car park

As there is no supervision before 8.30am it is inadvisable for children to arrive at school before this time.

Although formal supervision duty ceases at 3.50pm teachers will be available should unexpected circumstances arise.

Parents are asked to be punctual when collecting children after school.

In the event of extreme weather, such as electrical or hail storm at dismissal time, children will remain in their classrooms. Parents are asked to come and collect their children when they think it is safe.

During wet or extremely hot days (37 degrees Celcius plus) children are supervised in classrooms at recess and lunch times, where they are encouraged to participate in quiet activities.

School Photos

Class and individual photographs are taken each year. Pre-paid orders are placed for individual, class group and family photos.



“Settling In” Arrangements for Preps

Preps begin school with all other students on the first school day of the year. For the following weeks Prep students do not attend school on Wednesdays until after the Labour Day long weekend in March (depending when it falls). From that week onwards Prep students attend school every day of the week.

Sporting Teams

Our school has football and netball teams which compete in weekend and after school competitions.

The teams are organised and supported by a group of parents.

Interschool Competition

St Kilian’s enters teams to compete in number of interschool competitions. The teams are chosen on children’s abilities, performances and attitudes during lessons, trials and House competitions. If successful at a local level, there is often an opportunity to compete at Zone Championships and also at State level.



Student Leadership

Student leadership at St Kilian’s Primary School provides opportunities for our senior students to act as servants for the betterment of the whole school community. Student leaders in the Grade 6 class build the understandings and skills of leadership through the many varied activities of school life. In this way students develop their individual capacity to lead and influence others in a responsible manner.

All Grade 6 students experience all aspects of Student Leadership by fulfilling duties and activities associated with the organisational structures of the St Kilian’s Primary School Student Leadership Framework. Membership in the Sport, Pastoral Care, Environmental and Communications Committees throughout the year promotes confidence in each student leader through development of relationships, and service to others by providing opportunities for input to school activities and decision making in an appropriate context.

Students and the Internet

Computers and the computer systems, including the e-mail and internet/intranet facilities, are the School's property even where access is gained from a personal or home computer.

The School allows access to and the use of e-mail and/or Internet for legitimate work and education related purposes.

SunSmart

All staff and students attending St Kilian's are protected from skin damage caused by the harmful ultraviolet rays of the sun, by the following strategies:

- Compulsory wearing of broad-brimmed or bucket hats whenever outside During Term 1 and Term 4.
- Encourage the daily application of sunscreen prior to outdoor activities
- During Term 1 and Term 4.
- Encourage children to use available areas of shade for outdoor activities.
- On days of extreme heat (37 degrees Celsius plus) playground activities will be discontinued and children will be supervised in the classrooms.



Transition

The transition from preschool to school and from primary to secondary school can be a very exciting experience for the child and family. St Kilian's Primary School will make every attempt to ensure transition is both positive and enriching for child and family. The St Kilian's transition program includes:

- Information meeting for parents and school tour
- Opportunity for prospective students to experience the new school environment
- Exchange of information and collaboration between preschool teachers and school
- Orientation and information session for parents
- Class induction sessions for pre-school children during Term 4
- Class placement of new students with familiar playmates
- For prep students, their preschool report is also a valuable tool for getting to know children and their strengths and challenges.

Travelling to and from school

Cycling - It is strongly recommended by VicRoads that children under the age of 9 years do not ride unaccompanied on the road. Children who ride bicycles to school must know the road rules, have a safe, roadworthy bike and wear an approved helmet. Children are not permitted to ride their bikes in the school ground. They are requested to use the bike rack provided and have a bike lock.

Cars - Students travelling with their parents by car can arrive and leave the school through gates outside the school office in Havelock Street or a gate in the church car park (the church car park gate is locked during the day but open at the beginning and end of the school day).

The safety of our students is our priority, when dropping off and picking up students we ask parents to park their car and walk children across the church car park to the gate, or if parking in Havelock Street use the pedestrian crossing on Havelock Street.

The beginning and end of the school day can be a hectic time, and we ask parents/guardians to show courtesy and consideration for other drivers, and to always be cautious and alert.

Tuckshop

Our Parents and Friends operate a Tuckshop/ lunch order service in line with current Healthy Eating guidelines. A menu and price list is sent home at the commencement of the year and is also available on the school website. Children order from the menu by Thursday morning for Friday lunch. Volunteers under the direction of a Canteen Manager collate and distribute a variety of lunch time items.

St Kilian's Parents and Friends provide a payment app option for tuck shop orders.



Uniform

Correct school uniform is required and the following rules should be observed:

- Complete school uniform (summer or winter) should be worn on every normal school day.
- Sports uniform (including runners) are to be worn only on phys ed/sports/gym days.
- If full school uniform or sports uniform is not worn on the appropriate day, a written explanation should be given to your child's class teacher.
- School uniforms are available from the school uniform shop run by the Parents and Friends. Items are of good quality and are reasonably priced.
- Uniform orders can be made online via the payment app offered by St Kilian's Parents and Friends.
- As part of the enrolment process for new students, families are offered opportunities to try on uniforms.

Uniforms (cont.)

GIRLS SUMMER UNIFORM		GIRL'S WINTER UNIFORM	
<ul style="list-style-type: none">• Summer dress or grey box pleat short worn with St Kilian's short sleeve polo shirt• White socks - ankle length• Black leather shoes or brown sandals• St Kilian's woollen jumper, St Kilian's jacket and/or St Kilian's rugby top (when required)• St Kilian's bucket hat		<ul style="list-style-type: none">• Tartan pinafore/skirt or grey trousers worn with St Kilian's short and/or long sleeve polo shirt• Green tights/white socks• Black leather shoes• St Kilian's woollen jumper, St Kilian's jacket and/or St Kilian's rugby top (when required)	
BOY'S SUMMER UNIFORM		BOY'S WINTER UNIFORM	
<ul style="list-style-type: none">• Grey shorts worn with St Kilian's short sleeve polo shirt• Grey socks• Black leather shoes or brown sandals• St Kilian's woollen jumper, St Kilian's jacket and/or St Kilian's rugby top (when required)• St Kilian's bucket hat		<ul style="list-style-type: none">• Grey trousers worn with St Kilian's short and/or long sleeve polo shirt• Grey socks• Black leather shoes• St Kilian's woollen jumper, St Kilian's jacket and/or St Kilian's rugby top (when required)	
SPORT'S UNIFORM - GIRLS AND BOYS		ACCESSORIES	
<ul style="list-style-type: none">• Black sports short with St Kilian's short and/or long sleeve polo shirt• Black sports skort with St Kilian's short and/or long sleeve polo shirt• Green track pants• Trackshoes• St Kilian's rugby top (when required) Winter Sports Uniform		<ul style="list-style-type: none">• St Kilian's beanie• St Kilian's library bag• St Kilian's school bag <p>NOTE: It is intended that the rugby top will primarily be used with the sports uniform and the jumper as the official school uniform.</p>	
St Kilian's Bucket Hats are compulsory from 1 September to 30 April for all outside activities.			

Uniform (Secondhand)

St Kilian's Uniform Shop alongside the Care Team provide opportunities throughout the year for a Uniform Swap. These mornings provide parents and students with the opportunity to swap/share uniform with others. Limited secondhand items are housed outside the uniform shop at no charge. Donations of suitable uniform items to maintain stock are always appreciated.

Volunteers

St Kilian's Primary School actively supports and promotes volunteering in an appropriate manner, respecting and valuing volunteer's rights and responsibilities and ensuring a healthy and safe work environment.

We recognise that people volunteer for a wide range of reasons:

- to contribute to the community
- to share a sense of purpose and fulfilment
- to meet other people
- to be with people who share similar values
- to gain particular skills or experiences
- to fulfil particular spiritual values
- to feel useful and needed.

The following forms are available from the school's website under "For Parents - Parent Involvement"

- St Kilian's Primary School Volunteers Role Description
- Responsibilities of Volunteer at St Kilian's Primary School
- St Kilian's Primary School Volunteer Application Form
- Volunteer Code of Conduct





fun





St Kilian's Primary School

Havelock Street, Bendigo VIC 3550

F. 5443 4071 F. 5442 6457

E. principal@skbendigo.catholic.edu.au

W. [www\(skbendigo.catholic.edu.au](http://www(skbendigo.catholic.edu.au)

