

# ST PATRICK'S PARISH PRIMARY SCHOOL



## GENERAL INFORMATION BOOKLET 2025



# Contents

School Details .....	3
A Parent Prayer.....	4
Welcome to St Patrick's Catholic Primary School .....	5
St Patrick's School Prayer.....	6
Vision Statement.....	6
History of St Patrick's School.....	7
Staffing .....	8
Term Dates.....	9
School Hours .....	9
Curriculum .....	10
Religious Education Program .....	11
The Literacy Program .....	12
Mathematics.....	13
Italian .....	13
Library .....	13
Physical Education .....	14
Visual Arts.....	14
S.T.E.M. ....	14
Digital Technologies .....	14
Social And Emotional Learning.....	15
Water Safety Program .....	15
Student Wellbeing At St. Patrick's .....	16
Learning Diversity .....	17
Democratic Principles .....	18
Peaceful Kids Program .....	18
Other Services/ Requirements.....	20
Outside School Hours Care Program .....	20
Travelling By Bus .....	20
St. Patrick's School Advisory Council.....	21
Parents & Friends Association.....	21
Parent Participation In Classrooms .....	22
Communication Between School And Home.....	23
School Fees & Allowances.....	24
Catholic Parish of St. Patrick's Lilydale.....	27
Frequently Asked Questions .....	28
School Cut Off Date: When Can My Child Start School? .....	28
Starting School And The Impact Of Age.....	28
Is Your Child Ready For Big School? .....	29
Developmental Ages.....	31
School Policies and Further Information .....	32

## School Details

**School Address:** 40 Jones Street, Lilydale 3140

**Postal Address:** P.O. Box 547, Lilydale 3140

**School Telephone:** 9735 4388

**Email:** [office@splilydale.catholic.edu.au](mailto:office@splilydale.catholic.edu.au)

**Website:** [www.splilydale.catholic.edu.au](http://www.splilydale.catholic.edu.au)

**Principal:** Mr Geoff Klep

**Deputy Principal:** Mrs Beth Johnson





## A Parent Prayer

*I dream a school*

where learning will be celebrated,  
where there will be laughter and dancing,  
where all people will celebrate the joy of living and learning.

*I dream a school*

Where the youngest and weakest will be guided and  
encouraged and supported by the rest of the school and  
where the gifted and talented will find scope and challenge.

*I dream a school*

Where both the playground and classroom will be places of  
safety and fun and everyone will have a friend.

*I dream a school*

Where every day will be a birthday because each day we  
will know the new life of being growing, learning people.

*I dream a school*

Where each one of us will give to God the first place in all we have and are and do  
and where everyone will use their talents for others.

*I dream a school*

Where girls and boys have equal access to the teacher's time and the class  
resources and the vast opportunities that life provides.

*I dream a school*

Where each member will write and compute and pray and grow each day in faith and  
hope and love and respect each other for each other.



# Welcome to St Patrick's Catholic Primary School

Welcome to St. Patrick's Catholic Primary School. I'm Geoff Klep and it is my privilege to be the principal of this wonderful school community. I look forward to working in partnership with you to support you and your child on their educational journey.

St. Patrick's has a proud history and tradition within both the local and wider community. Our school has over 100 years of experience in providing quality Catholic education for students within the parish community. St. Patrick's, as a Catholic school, is an extension of the Catholic home, working with families in our combined efforts to develop the faith of our children. The basis of all our teaching at St. Patrick's is underpinned by Gospel values. By living out these values, we believe our students will develop into well balanced, socially just and active participants in society.

We believe that parents and guardians are the first educators of their children. Our staff respectfully bring their professional knowledge and skills to complement this partnership in education. Together we promote a relationship between home and school that aims for the best learning possible. Together, we aim to provide a school environment that is safe and inclusive. A place where all are focussed on encouraging effort and where we understand that education involves teaching each child as a unique and valued member of our community. Our collaborative approach to learning focuses on the opportunity for all students to flourish and reach their full potential. St. Patrick's is focussed on the education of our students as 21st Century learners, incorporating a range of digital technologies and contemporary learning pedagogies.

Our school is part of the Catholic Education System in Victoria and as such we are blessed to have a vibrant and thriving network of schools with whom we can share our learning and experiences.

Geoff Klep

Principal – St Patrick's Catholic Primary School



## St Patrick's School Prayer

Loving God,

Bless us as we gather as members of St. Patrick's community

Help us to always strive to show compassion, care and support.

Guide us in our actions; helping us to love, respect and forgive others as Jesus teaches us.

With Christ before us, beside us and behind us, as we grow and learn together.



## Vision Statement

With Christ before us:

Aspiring to reach our full potential.

With Christ beside us:

Encouraging a community of respect.

With Christ behind us:

Celebrating our achievements.

## History of St Patrick's School



St. Patrick's was established in 1864 as a small community school, only to be closed from 1873 - 1896 due to the Free Education Bill. From its reopening in 1896 until 1984, the education of children was maintained by both Sisters of Mercy and a range of lay teaching staff.

After numerous temporary sites, a school was built in 1939 on the corner of Jones and Castella Streets. During the 1950's, with an increase in migrant population and school enrolment, it became necessary to build another campus on the present site. For twenty-three years the school functioned on two campuses. In 1988 the senior school was enlarged and refurbished so that both junior and senior classes could be accommodated on the one campus at 40 Jones Street. In 2010 the school was upgraded with the assistance of a Federal Government Grant. The upgrade included demolishing and re-establishing 2 open planned learning areas and the development of a multi-purpose room. In 2022 major refurbishments took place that resulted in 5 renovated classrooms, a newly appointed library, refurbished toilet blocks and major improvements to outdoor learning and playing spaces.

Our students originate from a wide range of family backgrounds. The local community is mainly composed of descendants of early pioneer families of the district, and descendants of the migrant families from the 50's and 60's particularly from Italy and other European countries.

During 1989 the Parish of Lilydale celebrated its centenary, and in 2014 recognized their 125 years of life as a vibrant Catholic community.

Significant renovations in 2022 allowed for the complete renewal of six classrooms, the library, a redesigned courtyard and new student toilet facilities. The school Master Plan has future renovations targeted including the renewal of all remaining classrooms and some playground areas.

This year there are 245 students enrolled in the school organised into 11 classes. Our highly professional and dedicated staff of 30 teachers and support personnel work and plan together to develop learning opportunities for all in our community.



## Staffing

Mr Geoff Klep  
**Principal**

Mrs Beth Johnson  
**Deputy Principal**

### **School Leadership Team**

Mr Ben Thorn  
**Religious Education**

Mrs Beth Johnson  
**Teaching & Learning  
Student Wellbeing**

Mrs Sarah Graves  
**Literacy**

Mrs Belinda Synan  
**Learning Diversity and  
Mental Health Wellbeing**

Mrs Sue Walker  
**Maths**

Mr Darcy Brown  
**eLearning**

### **Classroom Teachers**

Miss Nicole Brent  
Miss Rebecca Fry  
Miss Jess Nix  
Mrs Rhian Seagraves  
Mrs Sue Walker

Mr Darcy Brown  
Mr Dave Gallacher  
Mrs Nadia Potts  
Mrs Josie Stewart  
Mrs Molly White

Ms Lenore Cogan  
Ms Bridget Hall  
Mrs Cathy Ruscitti  
Mr Ben Thorn

### **Specialist Teachers**

Miss Jess Nix  
**STEM**  
  
Mrs Sue Walker  
**Digital  
Technologies**

Mr Jason Webb  
**Physical  
Education**

Mrs Nadia Potts  
**Italian**

Mrs Emma Speer  
**Visual Arts**

### **Learning Support Staff**

Miss Cassie Black  
Mrs Robyn Weeks

Mrs Ann Dalton  
Miss Sara Perrotta

Miss Ella Delgorge  
Ms Maree Violi

### **Administrative Staff**

Mrs Karon Whitfield  
**Admin/Finance Officer**

Mrs Jenny Darbyshire  
**Administration Officer**

Mrs Rachael Asbury  
**Library Technician**

Throughout the year the staff will also include student teachers and work experience students. The student teachers will be mainly from Australian Catholic University. They will be involved in curriculum planning and teaching as part of their teacher training.

## Term Dates

### 2025

**Term 1:** Wednesday 29<sup>th</sup> January – Friday 4<sup>th</sup> April

**Term 2:** Tuesday 22<sup>nd</sup> April – Friday 4<sup>th</sup> June

**Term 3:** Monday 21<sup>st</sup> July – Friday 19<sup>th</sup> September

**Term 4:** Monday 6<sup>th</sup> October – Tuesday 16<sup>th</sup> December

### 2026

**Term 1:** Wednesday 28<sup>th</sup> January – Thursday 2<sup>th</sup> April

**Term 2:** Monday 20<sup>th</sup> April – Friday 26<sup>th</sup> June

**Term 3:** Monday 13<sup>th</sup> July – Friday 18<sup>th</sup> September

**Term 4:** Monday 5<sup>th</sup> October – Friday 18<sup>th</sup> December

One day of each term will be set aside as a school closure day to professionally develop staff. These dates will be advertised in the weekly newsletter. On these days' teachers will work on curriculum programs for the students and will often engage with guest speakers either at school or attend professional input away from school. Students do not attend school on these days.

## School Hours

8:30 a.m. - 8:40 a.m.	Students to arrive at school
8:45 a.m. - 11:00 a.m.	Scheduled class tuition
11:00 a.m. - 11:50 a.m.	Lunch
11:50 a.m. - 2:05 p.m.	Scheduled class tuition
2:05 p.m. - 2:35 p.m.	Recess
2:35 p.m. - 3:15 p.m.	Scheduled class tuition
3:15 p.m. - 3:30 p.m.	Supervised dismissal time at Community Centre



# Curriculum

At St. Patrick's we are guided by the Victorian Curriculum F-10. Our Religious Education teaching and learning is directed by Melbourne Archdiocese Catholic Schools (MACS) Religious Education Curriculum Framework.

- Religious Education
- English – Listening, speaking, reading, writing
- Health & Physical Education
- The Humanities
- Civics and Citizenship
- Economics and Business
- Geography
- History
- Languages
- Mathematics
- Science
- Technologies
- Design and Technologies
- Digital Technologies
- The Arts



Many of these areas are taught using an Inquiry approach to teaching and learning. An Inquiry approach enables students to actively investigate significant questions, issues and ideas about the way the world works.



## **Specialist Teaching Areas include:**

- Language other than English: Italian
- Physical Education
- Visual Arts
- S.T.E.M.
- Digital Technologies



## Religious Education Program

Religious Education is at the centre of both the formal and informal Catholic school curriculum. “As directed by the Archdiocese of Melbourne, under the guidance of Melbourne Archdiocese Catholic Schools (MACs), the school is committed to provide a contextualised RE curriculum.” The values, ideals and challenges of the Gospel, embodied in the person of Jesus Christ, find explicit expression in the curriculum and ethos of our Catholic school, as do the teaching and traditions of the church.



### ***Formation in faith is a life-long journey.***

St. Patrick's Parish acknowledges the parents of St. Patrick's Primary School in their responsibility as the first educators of their children. As a Catholic community, we encourage and support the families of our Parish especially in matters of faith.

### ***Our needs change and develop over time.***

A variety of approaches are incorporated with emphasis on the cognitive (knowledge), faith (worshipping) and life dimensions.

### ***The family is the basic community of the Church.***

Links between home, school and parish are highlighted and encouraged.

### **Expectations of the Sacramental Life of the Parish**

The school will provide a sequential Prep – 6 Religious Education Program which includes a developmental understanding of the sacraments for children. This needs to be supported by the family's shared faith experiences.

Attendance is encouraged at the following activities:

- ***Sacramental Preparation Evenings:*** It is essential that parents attend the sessions related to the sacrament for which their child is presenting.
- ***Mass:*** Regular attendance is encouraged.

Sacraments will be administered in the following year levels:

- Reconciliation - Year 3
- Eucharis - Year 4
- Confirmation - Year 6



# The Literacy Program

Our Literacy Vision Statement:

*At St Patrick's we strive to engage students in a purposeful and relevant literacy program. We aim to empower learners to engage confidently with the English language, aspiring to develop students who are able to communicate and comprehend effectively in their world. We believe that literacy is a fundamental life skill which will equip students with the ability to make informed choices throughout their lives.*



The focus of the Literacy program is to develop the reading, writing, and speaking and listening skills of all students. This provides the building blocks of skills, strategies and attitudes for future learning. We believe that literacy is central to the development of confident and lifelong learners and is encompassed in all areas of the curriculum.

Our school adopts a focused two-hour daily literacy session. During this time, teachers explicitly teach skills related to each of the six pillars of reading (phonics, phonological awareness, vocabulary, fluency, comprehension and oral language) and writing (transcriptions skills - handwriting and spelling, as well as text composition - grammar, sentence structure, paragraphs, planning and revising).

Reading is taught daily through explicit instruction in whole class and small group instruction. The strategies used include: shared reading, interactive read alouds, small group focus teaching, reciprocal reading and conferencing. There is a strong emphasis on the teaching of phonics in P-2 and morphology in 3-6. Reflection time is an essential part of the Literacy Block as it helps the students develop their metacognition skills.

In writing, teachers place emphasis on transcription and composition skills. Teachers use The Writing Revolution (TWR), an evidence-based and proven instructional methodology, which provides an explicit, carefully sequenced instruction, building from sentences to compositions. TWR is not a separate writing curriculum but rather an approach designed to be adapted to and embedded in the content being taught in any subject area and at any grade level. It is underpinned by these six principles:

- 1. Students need explicit instruction in writing, beginning in the early elementary grades.*
- 2. Sentences are the building blocks of all writing.*
- 3. When embedded in the content of the curriculum, writing instruction is a powerful teaching tool.*
- 4. The content of the curriculum drives the rigor of the writing activities.*
- 5. Grammar is best taught in the context of student writing.*
- 6. The two most important phases of the writing process are planning and revising.*

Conferencing in reading and writing is crucial, as it provides students with the opportunity to set and review learning goals for reading and writing.

Students requiring additional assistance with their literacy learning are supported through intervention planned by teachers. At St. Patrick's we also have Literacy Intervention staff who work predominantly with small groups of students. These groups operate multiple times a week. The selection of these students is based on classroom

data and analysed by the Literacy Team to select students that have the most pressing needs. In Years 1-2, Minilit is used as an intervention program, whilst in Years 3-6 MacqLit is used. Both MiniLit and MacqLit are an evidence-based, explicit and systematic reading intervention program for small groups of older low-progress readers. It is a comprehensive sequence of lessons that includes all the key components necessary for effective reading instruction: phonemic awareness, phonics, fluency, vocabulary and comprehension. Parent approval is required for students taking part in any intervention that is in addition to the normal classroom practice.

## Mathematics

***At St. Patrick's we aim to equip all students to be confident and effective mathematical problem solvers in their world.***

Mathematics at St. Patrick's is taught using the Victorian Curriculum, and covers the areas of Number and Algebra, Geometry and Measurement, and Probability and Statistics. Through rich and meaningful learning experiences, students develop mathematical knowledge, skills and understandings. The development of mathematical vocabulary is also essential across the school. Open-ended tasks and flexible groupings allow students to engage in discussion, share ideas and strategies, and justify their thinking. Students use contemporary tools and manipulatives to support their learning. Regular assessment allows teachers to cater for students'



individual needs, designing learning experiences which extend or enable students as needed.

A Maths Extension program is provided for small groups of highly able students. Intervention programs, including G.R.I.N. (Getting Ready in Numeracy), are also provided, to assist students requiring additional help.

## Italian

Each class from Prep to Year 6 participates in Italian lessons on a weekly basis. These cover not only the spoken language, but also include cultural studies. We celebrate our school's learning of Italian regularly with a whole day of activities devoted to the Italian language and culture.

## Library

All classes attend the library on a weekly basis where they are introduced to our book collection and associated resources. The children are taught how they can best access the materials that they are interested in or require.



## Physical Education

Physical education lessons are held on a weekly basis with instruction by a qualified & enthusiastic specialist teacher. Emphasis is on skill development, group co-operation, fitness and enjoyment. If a child cannot participate, a note from parents is necessary. The school also holds an annual athletics sports day. Children in Year 3-6 have the opportunity to represent the school in a range of sports.

## Visual Arts

All students participate in a weekly visual arts lesson in the school's dedicated art room. The specialised visual arts teacher exposes the students to a range of classical and contemporary art styles during the course of the program. Skills addressing the elements of arts are developed over the P-6 program. The student's creative art works are celebrated every second year at the much-anticipated Art Show.



## S.T.E.M.

STEM integrates the discipline areas of science, technology, engineering and mathematics through hands-on and flexible learning experiences. This specialist area allows the students to investigate and discover things about the world around them whilst working on real and relatable problems and challenges. STEM allows for multiple acceptable and innovative solutions to the problem, letting the children be creative and to 'think outside the box'.

## Digital Technologies

All students have a school Google account which allows access to the school network and the Google workspace. Students and families sign a Digital Citizenship Agreement yearly in order to acknowledge their acceptable use of digital resources. Students have access to Chromebook across the school. Digital Technologies is taught through a specialist program which covers the areas of digital systems, data and information, and creating digital solutions.



## Social And Emotional Learning

Social and emotional learning (SEL) helps students learn the skills they need to build resilience and effectively manage their emotions, behaviour and relationships with others. Therefore, it is a core component of what and how we teach at St. Patrick's. Weekly SEL lessons where explicit skills are taught are based on the Personal and Social Capability of the Victorian Curriculum and supported with the Victorian Department of Education's Respectful Relationships Resource. Social and emotional learning involves students having opportunities to learn and practice social skills such as

- Cooperation
- Managing conflict
- Making friends
- Coping
- Being resilient
- Recognising and managing their own feelings

As our Prep students often come from different kindergartens and backgrounds, it is important that we spend time on building and maintaining relationships and often use picture storybooks and role-play to highlight positive social behaviours. Another big focus of our Prep SEL program is emotions and the strategies that we can use to manage those emotions. Mindfulness is one of the tools that is used and taught from Prep to Grade Six.



## Water Safety Program

An intensive water safety program is held during the year. Junior children attend a series of lessons conducted by qualified instructors at local swimming pool facilities whilst our senior students partake in a Life Saving Victoria beachside education day. The water safety program is compulsory, and part of the Health/P.E. curriculum at St. Patrick's.





## Student Wellbeing At St. Patrick's

At St. Patrick's we believe that developing the wellbeing of our students is central to our role as a school. The social, emotional, moral, spiritual and physical wellbeing of our students is pivotal to their success in school and their future lives.

***Some key aspects of our Student Wellbeing program include:***

**RRRR (Resilience, Rights & Respectful Relationships** – The respectful relationships program supports schools to promote and model respect and equality a program that assist students in developing emotional literacy, personal strengths, positive coping skills, problem-solving, help seeking and positive, respectful relationships

**Social and Emotional Learning (SEL)** – The SEL competencies of Self-Awareness, Social Awareness, Self-Management, Relationship Skills and Responsible Decision Making are explicitly taught to students through our Bounce Back units. Students acquire and effectively apply knowledge, attitudes and skills to care for others, make responsible decisions, establish positive relationships and handle challenging situations. Weekly SEL lessons are taken by the classroom teacher where explicit social and emotional skills are taught.

**Student Leadership Program** – all students in the school have the opportunity to be a part of a leadership group within the school. The current student leadership program incorporates Student Representative Council (involving students in Prep - 6), Student Action Teams (Year 5/6 students) and House Captains (Year 6 students).

**Counselling Service** – The School currently engages the services of DS Psychology to provide a registered counsellor for access by students, with parent consent. Students can be referred by teachers or parents. The service is offered at a heavily reduced cost with no limit to the number of sessions accessed per year. The sessions are held at school, on a fortnightly basis, during class time.

**Buddy System** – We are a part of the 'Better Buddies' program, which is an initiative of the Alannah and Madeline Foundation. Better Buddies is designed to create friendly and caring school communities where bullying is reduced. The program pairs students entering their first year of primary school with an older buddy to help them feel safe, valued and connected to their new school community. Students in Prep meet with their senior school buddy multiple times a term, where they take part in structured and fun activities.



**Lunchtime Clubs** – During lunchtimes there are a range of clubs held in our library that are offered to students who would prefer an alternative to outdoor play. These clubs will be reviewed by the student leadership group annually and may include options such as CODING Club, Drawing Club, Lego Club, Games Club and Knitting Club.

## Awards and recognition –

Student work and achievements will be regularly showcased and publicly recognised at occasions such as whole school assemblies, in the school newsletter, the bi-annual Art Show, in exhibitions and competitions.



## Learning Diversity

St. Patrick's values diversity in student learning and strives to provide an inclusive education for all students. As a result we welcome learners with diverse needs. At St. Patrick's we recognise the need in providing appropriate adjustments to the curriculum and learning environment to ensure access and participation for all students to achieve optimal learning progression.

Working in close partnership with families, Melbourne Archdiocese Catholic Schools (MACS) and the wider community, students with additional learning needs at St. Patrick's may be supported through working with a Learning Support Officer (LSO), Personalised Learning Plans (PLP), Student Support Group (SSG) meetings and access to services from Melbourne Archdiocese Catholic Schools. These services include learning consultancy in the areas of additional learning needs (inclusive of Gifted), ASD/behaviour, chronic health, vision, hearing and physical impairment, speech pathologists and psychologists.

St. Patrick's recognises Australia is a linguistically and culturally diverse country. Participation in many aspects of Australian life depends on effective communication in Standard Australian English.

At St. Patrick's, students for whom English is an additional language or dialect (EAL/D) are given specific support in various ways, enabling students to build the English language skills required for effective communication and to be able to access the curriculum.

The diverse learning needs of all students at St. Patrick's are overseen by our Learning Diversity Leader who works together with parents, classroom teachers, school leaders and external agencies to best meet the complex requirements of teaching in this modern age.



## Democratic Principles

At St Patrick's Primary School we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. St Patrick's Primary School will explicitly and implicitly support and promote the principles of Australian democracy, including a commitment to:

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



Through our curricular and extracurricular programs, St Patrick's Primary School will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

### Reporting

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

## Peaceful Kids Program

The 'Peaceful Kids' program is an 8-week program that uses Mindfulness and Positive Psychology to lessen anxiety and stress and increase resilience in children. Students meet weekly in groups of 4 to 6 with similar-aged students for approximately 1 hour. In these sessions, students learn a range of effective coping strategies such as:

- a range of Mindfulness Meditations
- positive psychology exercises
- techniques to lessen worrying
- a range of practical and expressive coping strategies
- problem solving strategies
- journaling and expressing worries
- facing challenges and fears step by step
- preventative strategies to help prevent stress build up
- being attuned to their own bodies and minds
- understanding and recognising their own feelings
- being in the flow and enjoying more of the present moment



The program is facilitated by a fully-trained staff member and involves parental involvement and commitment to support the strategies at home; students learn a new meditation each week and then practice this at home.

Students are selected upon recommendation of the classroom teacher; however, a student cannot be included in the group unless permission is given by both the student and his/her parents.

St. Patrick's School utilises the Assertive Discipline Program as the basis of our student behaviour management protocols. This program allows teachers to clarify behaviours which are expected from students and what they can expect from the teacher in return. The aim of the program is to have a fair and consistent way to establish a safe, orderly and positive classroom and playground environment in which teachers teach and students learn. The program consists of three main elements.

- **Rules** that are non-negotiable.
- **Positive recognition** that students will receive for following the rules.
- **Consequences** that result when students choose not to follow the rules.

Each teacher will explain to the children the clear set of school rules, rewards and consequences which will apply to classroom and specialist lessons. These rules give each child the right to the respect they deserve and the ability to work and learn without distraction from others. The rules and consequences are on display in all classrooms.



Often discipline problems are the reaction by students to changes in circumstances within their environment that they do not understand. It is important that teachers are made aware of these changes in order to manage them appropriately.

The school and home partnership is essential in the education and welfare of all students at St. Patrick's.



## Other Services/ Requirements

### Outside School Hours Care Program

The OSHC Program is run by Camp Australia.

Coordinator: Miss Casandra Coleneri

Information about costs and registration for their program is available by calling: 1300 105 343 or via their website [www.campaustralia.com.au](http://www.campaustralia.com.au).

#### **BEFORE SCHOOL CARE**

Program opens at 6:45 a.m. Breakfast is served to all.

#### **AFTER SCHOOL CARE**

After School Care runs from 3:15 p.m. – 6:15 p.m. each school day. A nutritious afternoon tea is provided, and programs are scheduled to engage the children in a range of activities.

Fees will be calculated depending on family income by Centrelink. Application forms for Child Care Assistance are available from the Out of School Hours Care Program.

## Travelling By Bus

At present, three buses service the school. The bus routes are available from the bus companies' websites. If you are interested in your child travelling by bus, please contact the school office. Any questions or concerns about the bus service should be directed to the bus company, as they are best placed to answer specific parent questions.

#### **Bus Company Contact Details**

For all public transport queries: [www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au). The most common bus companies used in this area are Invicta, McKenzies and Martyrs.

#### **Bus Rules**

As there is no adult supervision on the school bus, we ask for the complete co-operation of parents in ensuring that your child or children are well behaved at the bus stop and on the bus. For their own safety, they must wait at the bus stop in an orderly and controlled manner and board and alight from the buses sensibly and carefully. It is also important that they remain well behaved and seated whilst actually travelling on the bus.

No food or drink is to be consumed on the bus.

Children who cannot abide by the above will be excluded from travelling on the bus.

#### **Bus Passes**

Bus Passes are issued subject to the availability of seats on the bus.

Application forms are available from the school office

## St. Patrick's School Advisory Council

St. Patrick's is a Catholic Parish. The term education, therefore, is always understood and viewed in the light of the teachings and faith of the Catholic Church.

The Advisory Council acts as a forum for discussion on matters concerning education in the parish and advises on policies regarding education and the school. It brings together in a spirit of co-operation, the parish priest, principal, representatives of parents and staff.

The identified foci for 2025 are -

1. Enhancing our school's Catholic Identity
2. Promotion of the school in the parish and broader community
3. Community Engagement

These three foci will assist in promoting a robust and vibrant Catholic school in the Lilydale area.

### St. Patrick's School Improvement Plan 2024-2026

Key Priority: Partnerships for learning

Goal: To engage in meaningful partnerships to enhance student learning, wellbeing and faith development.

**Chairperson of Advisory Council:** Mr Brent Nash



## Parents & Friends Association

The Parents & Friends Association is an umbrella for a number of groups within our school community. It has no formal membership - you are either a parent or a friend and therefore can be part of it.

The Parents & Friends Association has three main functions:

1. **Service:** We serve our community through the Uniform Shop, the Tuckshop, Working Bees and general support.
2. **Fund-raising:** To provide for the many and varied needs of our children that cannot be met by the usual funding sources.
3. **Social:** To provide activities and opportunities for our parent body to connect with each other. We achieve this through social functions such as trivia nights, morning teas etc.

The committee of Parents & Friends welcomes your interest and participation in any of the above activities.

**President of Parents & Friends Association:** Mrs Eileen Hunt

**Tuckshop Co-Ordinators:** Rochelle Torresan & Mickey Umdokul

**Uniform Shop Co-Ordinator:** TBA



## Parent Participation In Classrooms

Teachers are always looking for an extra pair of hands to assist them. Parents can be of great support to teachers and students by:

1. Helping with writing, oral language, reading or maths.
2. Assisting with supervision on excursions & camps.
3. Helping with special projects e.g. Cooking, Art/Craft, and science.
4. Assisting in the library.
5. Assisting with sporting activities e.g.: coaching, umpiring

If you would like to help in any way please see your child's classroom teachers.

All parents require a current **WORKING WITH CHILDREN CHECK** to enable them to assist in the classroom or to accompany any school related excursion or activity. The forms are available online and processing is done through Australia Post Offices. The W.W.C.C. for volunteers is free. Any adult who volunteers their services to our school must also sign a St. Patrick's Volunteer Code of Conduct form which compliments the WWCC and is a key component of St. Patrick's Child Safety Policy.



## Communication Between School And Home

It is important that the lines of communication between the school and home are open. The school attempts to do this by:

- **Audiri App**  
This app is the school's main conduit to families. Information is sent home via AUDIRI in the form of alerts and reminders that supplement other methods of communication.
- **Weekly Newsletter**  
A newsletter communicating what is happening in the school will be sent home each week on Wednesday via the Audiri App. This is a vital link in regular school communication.
- **Parent/Teacher Interviews**  
Parents are invited to come and discuss their children's progress at any time during the year. There will however be official Parent/Teacher interviews held during the year in February and June with the specific dates being announced in the newsletter.
- **Reports**  
A formal report for each student will be placed into school's online report system, nPortal, both in June and December. These documents inform parents of their children's progress against the standards set in the Victorian Curriculum.
- **Google Sites**  
Each level has an online Google class site which is updated regularly with information, special activities and homework details.
- **Curriculum Nights**  
Parents will be informed in general terms of the curriculum requirements of each level.
- **Sacramental Preparation Evenings**  
For each of the Sacraments; Reconciliation, Eucharist and Confirmation, an evening information session is presented for parents to attend with their child. This is an essential and compulsory part of preparation for the reception of each Sacrament.





# School Fees & Allowances

## School Fees

It is the aim of St. Patrick's Parish to provide an education to those children who have been baptised into the Catholic Church and who reside in the Parish.

It is the mission of the Church that all families belong, and are supported by the Parish, and in return, families support the Parish and School to develop a responsible and caring community.

In order to achieve our aim, it is necessary to have school fees, without which the Parish School could not function. These fees bridge the gap between the funding provided by both Federal and State governments, and the needs of the school.

1. It is expected that every family with children attending St. Patrick's School pay the designated fee.
2. The minimum fee structure is presented, to enable Catholic education to be made accessible to all who choose it.
3. If a family cannot pay any part of the fees, contact must be made to the School Principal at the beginning of the year, or immediately when the family finds themselves in this financial situation.
4. It is a matter of justice to the parents who regularly pay school fees that all families realise this responsibility, as the fees are based on a minimum. Any loss of fees makes the school budget difficult to manage.
5. All fees are expected to be paid by the specified due dates. Please see payment options on the next page.
6. It is the grave responsibility of the, School Principal and School Advisory Council to ensure there are sufficient funds to finance the school. This responsibility falls on all families whose children participate in the Parish School of St. Patrick's.

### **School Fees:**

The school fees for 2025 are: \$1,530.00

Please see below for payment plans and methods.

### **Maintenance Fee:**

A Maintenance fee of \$100.00 per family.

This fee is to assist in the maintenance of the school grounds.

\$50.00 will be rebated or offset against school fees if families attend at least one of the working bees, which are held each term.



## School Levies

There is a student Levy of \$790.00 per student. This Levy covers most of the classroom requirements, student packs, excursions or incursions, swimming, gymnastics fees, athletics, interschool sports, junior camp experience and information technology costs etc. A small number of items will need to be supplied from home. (please see class list at the back of this book).

All classrooms will be operating on a strict budget, so it is important that all levies are paid as early as possible so that classroom materials can be purchased and maintained. All levies MUST be paid before books are collected.

## School Fee Payment Options

As we all have different financial circumstances, St. Patrick's Primary has adopted several methods of payment to assist with the meeting of school responsibilities.

- Option 1  
Payment in full by 31<sup>st</sup> of January of the new school year (Discount of \$50 for early and full payment)
- Option 2  
Via Direct Debit Request (DDR) with options for weekly, fortnightly or monthly payments  
Forms available from Reception
- Our preferred methods of Payment are:  
EFTPOS  
Direct Debit  
Credit Card (Visa or MasterCard only)

Please Note: Student Levy is to be paid in full or a direct debit form submitted to reception in order to pick up your books for the New Year during last week of school or upon commencement of school for the new year.

Years 3/4 and 5/6 School Camps are not included in the above and must be paid prior to the commencement of the camp. Our Camps – Year 3/4 (1 Night) and 5/6 (3 Nights) take place in Term 1 each year.

A rebate of \$50.00 will be deducted from your fees if you attend one Working Bee during the year.

A monthly statement will be sent home each month and a courtesy reminder call will be given for any outstanding accounts.

Cheques not honoured by the bank are sent back to St. Patrick's. Any charges incurred by the school will be passed on to the parents.

## Government Allowances

### 1. Camps, Sports & Excursions Fund - (CSEF)

Eligibility to receive this allowance:

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The school will advertise in the newsletter when the current forms are available and closing dates for application. Forms will be available from the front foyer of the school.

Last year eligible applications received \$125.00 per student paid directly to the school.

For more information about the CSEF visit [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef).

### 2. Family Allowance Supplement

It is strongly recommended that low-income families lodge a claim or discuss their position with Centrelink as they may be eligible for an allowance for children aged 13 years or under.

Pensioners and beneficiaries receive an amount equivalent to the family allowance scheme as part of their pension or benefit payment and do not get FAS simultaneously.



# Catholic Parish of St. Patrick's Lilydale

## Parish Details

<b>Parish Priest:</b>	Fr Francis Denton	<b>Secretary:</b>	Stephanie Johnson
<b>Office:</b>	97359 5977	<b>Emergencies:</b>	0448 658 418
<b>Email:</b>	<a href="mailto:lilydale@cam.og.au">lilydale@cam.og.au</a>	<b>Website:</b>	<a href="http://www.stpatrickslilydale.org.au">www.stpatrickslilydale.org.au</a>
<b>Parish Office Hours:</b>	Tuesday, Wednesday and Friday's between 10:00 a.m. and 2:00 p.m.		

Weekend Masses:	Saturday Vigil:	6:00 pm
	Sunday:	10:30 am
Weekday Masses:	Tuesday:	9:15 am
	Wednesday:	9:15 am
	Friday:	9:15 am



Reconciliation: Saturday: 10:00 am or by appointment

The family life of our parish: (Please contact the Parish Office for more information)

- The choir is always looking for new members. They sing each Sunday morning at 10.30 am.
- Morning tea for all parishioners is held in the school hall following the 10.30 am Mass on the first Sunday of each month. Please join us.
- Anointing Mass and Care Group Luncheons are held twice yearly. Anyone who would like to receive the Sacrament of Anointing of the Sick is most welcome, including children. No one is too old or too young!
- Care Group visitation is available to support sick or elderly parishioners. Volunteers are always welcome to join the Visitation Team. Please let us know if you are aware of anyone who may appreciate a visit, or may benefit by receiving Holy Communion in the home when unable to attend Mass through ill health.
- Parish groups include: Over 50s Social Groups, Grief and Loss Support Group, the Italian Prayer Group, the Vine and Branches Charismatic Prayer Group, the Rosary Group, the Christian Meditation Group, the Gospel and Life Discussion Group, and the Care Group.
- Sacramental preparation is available for adults and children who may have missed out on any of the Sacraments, including Baptism.
- Adult education is available to anyone who is interested in learning what Catholics believe, or who may wish to become a Catholic. Catholics who wish to refresh their understanding of the Sacraments or of the Catholic Faith in general are also welcome.
- The Parish levy that we ask all school families to pay on a yearly basis assists us to provide all of the services above to our parish family and local community. Thank you for your assistance.



# Frequently Asked Questions

## School Cut Off Date: When Can My Child Start School?

The first year of school in Victoria is called Prep – which is short for ‘preparatory year’.

Victorian children are allowed to start school on the first day of first term as long as they turn 5 by April 30 that year.

If you live in Victoria, your child must be enrolled in a school in the year they turn 6, which is the compulsory school-starting age.

Resource from: <https://kids-first.com.au/school-cut-off-dates-when-can-my-child-start-school>

### Starting School And The Impact Of Age

Every year in households with four-year-olds, there are parents having the same conversation about school cut-off dates and whether their child born close to the cusp should go or wait.

While the cut-off month varies across state lines, the question is always the same: "Should I send my child to school even though they may be one of the youngest in their class?"

The answer isn't simple, as Professor Lionel Page from UTS well knows, but what is now obvious is that there are benefits for children at the older end of their cohort. It's known as "relative age" and the benefits of being at the right part of it can last into adulthood.

"We know from academic studies that relative age has an effect on school achievement: kids who are relatively older tend to perform better. It could be because they are more mature and relatively more confident," Professor Page says. While data from previous studies showed that children with a higher "relative age" received better grades at school than their peers, Professor Page and his colleagues conducted research to see if it had any long-lasting behavioural effects that would have a sustained effect on traits like self confidence, competitiveness, risk tolerance, trusting attitudes and patience – all qualities deemed important for our later success in life.

Their finding? It did. Not only does our relative age at school influence the formation of many behavioural traits and create "long-lasting disparities between individuals born on different sides of cut-off dates", but it even may impact our career success as adults.

"Something we learned is that people who are relatively older are more likely to end up in leadership positions and to succeed in environments which are relatively competitive," Professor Page says.

Resource from: <https://www.firstfiveyears.org.au/>



# Is Your Child Ready For Big School?

## 3 - 4 Years

Are you thinking of enrolling your child into primary school next year? Starting school is a big step for little kids. You might have heard the term 'school readiness' – but what does it really mean? Find out all about school readiness and how you can help your child prepare for big school!

### What is 'school readiness'?

'School readiness' is a measure of the knowledge, skills and behaviours that enable children to participate and succeed in school. Parents sometimes think that school readiness means being able to read, write and do basic maths before starting school. But this isn't the case! School readiness is about the development of the whole child – their social and emotional skills, physical skills, communication skills and cognitive skills. Children cannot thrive at school if they haven't developed the skills to manage things like getting along with other children, following instructions, and communicating their needs.

Research shows that children who start school when developmentally ready to learn tend to do better in school – and it sets them up for further success later in life.

### Ready for school – how can you tell?

'School readiness' in children includes many different skills and behaviours, such as:

#### Social skill

Being able to get along with other children, demonstrate basic manners, assert themselves, and being able to play independently as well as with other children.



#### Emotional maturity

Being able to manage their emotions, cope with minimal adult contact in large groups, focus on tasks, follow directions and instructions from teachers, cope with the stress of the new school environment, and understand the rules.

#### Language skills

Being able to talk and listen to adults and other children, speak clearly, communicate needs, understand stories, and begin to identify some letters and sounds.

#### Cognitive Skills

Basic number sense, basic thinking skills, being able to wait and take turns.

#### Physical health and coordination

Basic health, fine motor skills (such as being able to grip a pencil and turn pages in a book) and physical coordination (being able to run, jump, climb, and play ball).

## Independence

Basic skills to manage their needs without adult supervision, such as going to the toilet, dressing, unwrapping their lunch and managing their belongings.

If you are not sure whether your child is ready to start big school, talk to your child's preschool/ kindergarten teacher or early childhood educator – they will be able to help you with assessing your child's development and readiness for school.

### What can you do to help?

While there has been a rise in popularity for commercial 'school readiness' programs for pre-schoolers – these are not usually necessary, and little kids learn best through play! Here are some easy things you can do to help your little one get ready for starting school.

- Try to arrange play dates with other children starting at the same school. This gives your little one the chance to develop their social skills – and will give them the confidence that they will have a friend to talk to when they start school.
- Let your child practise drawing with a range of different materials, such as pencils, crayons and textas, to help develop their fine motor skills – and remember to praise their efforts!
- Encourage your little one to dress and undress themselves, and use the toilet independently.
- Encourage your little one to have conversations with you – ask them questions, listen to their answers, and encourage them to talk about what they think and feel so they can express themselves with new friends and teachers.
- Read with your child as often as possible. If your little one has some reading skills already, that's great! But if not, don't worry – they will be taught how to read at school. Just enjoying books with you develops early literacy skills and helps encourage a love of reading. When reading with your little one, talk to them about the story, point out new words, and ask questions – this will help with their comprehension, vocabulary and language skills.
- Help your child develop a basic awareness of numbers by helping out around the house – they could set the table and count the plates, match socks from the washing line, or measure the ingredients for some baking.
- Play games with your little one – simple board games (like snakes and ladders) and card games (like snap and go fish) are great for practising turn-taking, sharing, waiting and learning to cope with not winning!

Remember, every child develops at their own pace and has their own strengths, interests, temperament and approach to learning – so don't worry if your child doesn't demonstrate all of the 'school readiness' skills and behaviours described above. If you feel at all concerned with your little one's development, talk to their teacher/early childhood educator or your GP – they will be able to provide assessment and advice.

Resourced from: <https://www.learningpotential.gov.au/articles/is-your-child-ready-for-big-school>

## Developmental Ages



### **3-4 years: preschooler development.**

At 3-4 years, your pre-schooler is interested in playing and making friends with others.



### **4-5 years pre-schoolers development.**

At 4-5 years, your pre-schooler is learning to express emotion and likes to be around people



### **5-6 years child development**

At 5-6 years, expect tricky emotions, friendships and social play, lots of talk, improved physical coordination, and more.



### **6-8 years child development**

At 6-8 years, expect sophisticated play, stronger friendships, tricky emotions, improved thinking and physical skills and more.

Resource for raising children: <https://raisingchildren.net.au/>



# **School Policies and Further Information**

## **School Policies**

All school policies can be found on our website:

<https://splilydale.catholic.edu.au/policies-documents/>

As part of the Melbourne Archdiocese Catholic Schools (MACS) further policies can be found on their website:

<https://www.macs.vic.edu.au/About-Us/Policies.aspx>

## **Other Information**

The State Government website has many articles and guidance information for parents including further information on CSEF.

<https://www.vic.gov.au/school> and

<https://www.vic.gov.au/camps-sports-and-excursions-fund>

Fair Work Act Amendments such as the Right to Disconnect:

<https://www.fairwork.gov.au/about-us/workplace-laws/legislation-changes/closing-loopholes/right-to-disconnect>