



**ST FRANCIS  
XAVIER'S**  
CATHOLIC SCHOOL



**2025**

**CALENDAR & PARENT HANDBOOK**

Compassionate action for a caring and sustainable world





## Term Dates

The following term dates have been approved by the South Australian Commission for Catholic Schools (SACCS).

<b>Term 1</b>	29 <sup>th</sup> January to 11 <sup>th</sup> April
<b>Term 2</b>	28 <sup>th</sup> April to 4 <sup>th</sup> July
<b>Term 3</b>	22 <sup>nd</sup> July to 26 <sup>th</sup> September
<b>Term 4</b>	13 <sup>th</sup> October to 10 <sup>th</sup> December

## 2025 Staff Professional Learning Days (Pupil Free)

<b>Tuesday</b>	28 <sup>th</sup> January
<b>Friday</b>	7 <sup>th</sup> March
<b>Friday</b>	6 <sup>th</sup> June
<b>Monday</b>	21 <sup>st</sup> July
<b>Friday</b>	5 <sup>th</sup> September
<b>Wednesday</b>	10 <sup>th</sup> December: Last day of the 2025 school year

## 2025 Public Holidays

<b>1<sup>st</sup> January</b>	New Year's Day
<b>2<sup>nd</sup> January</b>	New Year Holiday
<b>26<sup>th</sup> January</b>	Australia Day
<b>10<sup>th</sup> March</b>	Adelaide Cup Day
<b>18<sup>th</sup> April</b>	Good Friday
<b>19<sup>th</sup> April</b>	Easter Saturday
<b>20<sup>th</sup> April</b>	Easter Sunday
<b>21<sup>st</sup> April</b>	Easter Monday
<b>25<sup>th</sup> April</b>	Anzac Day
<b>9<sup>th</sup> June</b>	King's Birthday
<b>6<sup>th</sup> October</b>	Labour Day
<b>25<sup>th</sup> December</b>	Christmas Day
<b>26<sup>th</sup> December</b>	Boxing Day / Proclamation Day



### Key Dates Term 1

<b>Thursday, 20 February</b>	Beginning of Year School Mass
<b>Tuesday, 4 March</b>	Shrove Tuesday
<b>Wednesday, 5 March</b>	Ash Wednesday
<b>Friday, 7 March</b>	Pupil Free Day
<b>Monday, 10 March</b>	Adelaide Cup Public Holiday
<b>Wednesday, 12 March</b>	NAPLAN Commences
<b>Wednesday, 12 March</b>	Year 6 Camp
<b>Tuesday, 18 March</b>	AGM
<b>Wednesday, 19 March</b>	Year 4 Camp
<b>Monday, 31 March</b>	Parent / Teacher Conversations Commence
<b>Friday, 4 April</b>	Sports Day
<b>Friday, 11 April</b>	Last day of term
<b>Thursday, 17 April</b>	Holy Thursday
<b>Friday, 18 April</b>	Good Friday
<b>Monday, 21 April</b>	Easter Monday

### Sport Event Dates - Term 1 (all dates subject to change)

- Friday, 28 February: Soft Ball Carnival (TBC) @ GGDBC
- Monday, 3 March: TTG District Swimming Carnival (Yr 4-6) @ Waterworld
- Friday, 28 March: TTG Athletics District Carnival (Yr 4-6) @ TTG Little Athletics

### Key Dates For The Year: Terms 2 - 4 (all dates subject to change)

<b>28th April:</b>	Term 2 Commences
<b>16th May:</b>	Walk to School Day
<b>5th June:</b>	School Disco (R-2 5:00pm, Years 3-6 - 6:15pm)
<b>24th June:</b>	Young Performers Concert
<b>27th June:</b>	Pyjackie Day (St Vincent DePaul Winter Appeal)
<b>1st and 2nd July:</b>	Year 6 Production
<b>4th July:</b>	Last day of term 3:05pm dismissal
<b>22nd July:</b>	Term 3 Commences
<b>22nd August:</b>	Book Week Parade 9:00am
<b>12th September:</b>	Grandparents Day 9:00am-11:00am
<b>16th September:</b>	Music Cabaret
<b>26th September:</b>	Last day of term 3:05pm dismissal
<b>13th October:</b>	Term 4 Commences
<b>24th October:</b>	St Francis Feast Day celebrations
<b>25th November:</b>	School Christmas Concert
<b>4th December:</b>	End of Year Mass
<b>9th December:</b>	Graduation Mass
<b>10th December:</b>	Last day of term 3:05pm dismissal

# Term 2 Calendar 2025



**ST FRANCIS  
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Inspiring a Community  
of Innovators

"Compassionate Action for a Caring and Sustainable World"

As of 10th April 2025

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Week 1</b>	28/4 First Day of School Term 2 2025	29/4	30/4 Whole School Easter Mass @ 9:15am 	1/5	2/5 Rm 32 Community Prayer @ 9:00am	3/5 Election BBQ	4/5
<b>Week 2</b>	5/5 Year 5 Camp 	6/5 Year 5 Camp 	7/5 Year 5 Camp 	8/5 Mother's Day Stall @ 9:00am 	9/5 Mother's Day Celebration  Cross Country Carnival @TGLAC	10/5	11/5 Mother's Day 
<b>Week 3 Catholic Education Week</b>	12/5	13/5  Real Schools Parent Evening @ 6:00pm	14/5 SACPSSA Student Leadership Day @ 9:00am	15/5	16/5 Rm 33 Community Prayer @ 9:00am National Walk Safely to School Day 	17/5	18/5
<b>Week 4</b>	19/5 Whole School Assembly Yr 4 Host @ 2:15pm	20/5  School Board @ 6:00pm	21/5	22/5	23/5 Coffee Chat @ 9:00am Soccer Carnival @ Modbury Vista 	24/5	25/5
<b>Week 5 National Reconciliation Week</b>	26/5 National Sorry Day	27/5	28/5	29/5	30/5 Rm 4 Community Prayer @ 9:00am	31/5	1/6
<b>Week 6</b>	2/6	3/6	4/6	5/6 Twilight Nature Play Festival	6/6 Pupil Free Day	7/6	8/6
<b>Week 7</b>	9/6 King's Birthday Public Holiday 	10/6 Mid-year Reception Parent Information Meeting @ 6:00pm	11/6	12/6	13/6 Rm 3 Community Prayer @ 9:00am Football Carnival (Boys) @ TTGFC 	14/6  Confirmation and Communion @ St David's	15/6
<b>Week 8</b>	16/6 Whole School Assembly Yr 3 Host @ 2:15pm	17/6 Mid-year Reception Transition 1  School Board @ 6:00pm	18/6	19/6	20/6 Coffee Chat @ 9:00am Rm 2 Community Prayer @ 9:00am Quiz Night @ 7:00pm	21/6	22/6
<b>Week 9</b>	23/6	24/6 Mid-year Reception Transition 2  Young Performers Concert @ 5:00pm	25/6 Whole School Mass – Sacramental Students @ 9:15am	26/6	27/6 Rm 5 Community Prayer @ 9:00am Football Carnival (Girls) @ TTGFC	28/6	29/6
<b>Week 10</b>	30/6	1/7 SACPSSA Netball Carnival @ Netball SA Stadium	2/7	3/7	4/7 <b>Pyjackie Day</b> Rm 1 Community Prayer @ 9:00am School Disco 12:00-3:00pm Last Day of Term 3:05pm dismissal	5/7 Happy Holidays! 	6/7

Dates and times may be subject to change & will be communicated via email or the SFX newsletter.  
Term 3 starts on Tuesday, 22<sup>nd</sup> July 2025

8251 9500 Front Office  
8251 9560 OSHC & Vacation Care  
<https://www.sfx.catholic.edu.au/>



Service



Compassion



Respect

**Playgroup**  
9:00 am - 10:30 am  
Every Mon, Wed & Thurs







## From our Leadership Team

Dear Families,

Welcome to the St Francis Xavier's Catholic School (SFX) community for 2025. For those new to the school, we extend a very special welcome as your child commences their learning journey with us.

We look forward to working in partnership with you, as we challenge students to aim for their highest possible level of achievement in all areas of their school life: academic, spiritual, cultural, and sporting.



Our School Values of Service, Compassion and Respect highlight what we wish for all students attending SFX and for them to become thriving people, capable learners and leaders for the world God desires.

By **Inspiring** a Community of **Innovators**, we hope that our students will question, search, explore, and discover as they become self-motivated learners who will view the society in which they live with critical eyes. This process, we trust, will allow them to contribute to the growth of a more just, peaceful, and forgiving society.

In this Parent Handbook, you will find valuable information specific to our school, which we trust will answer many of the questions our families have each year.

On behalf of the Leadership Team, best wishes for 2025.

Kind Regards,

**Jason Mittiga,**  
Principal.





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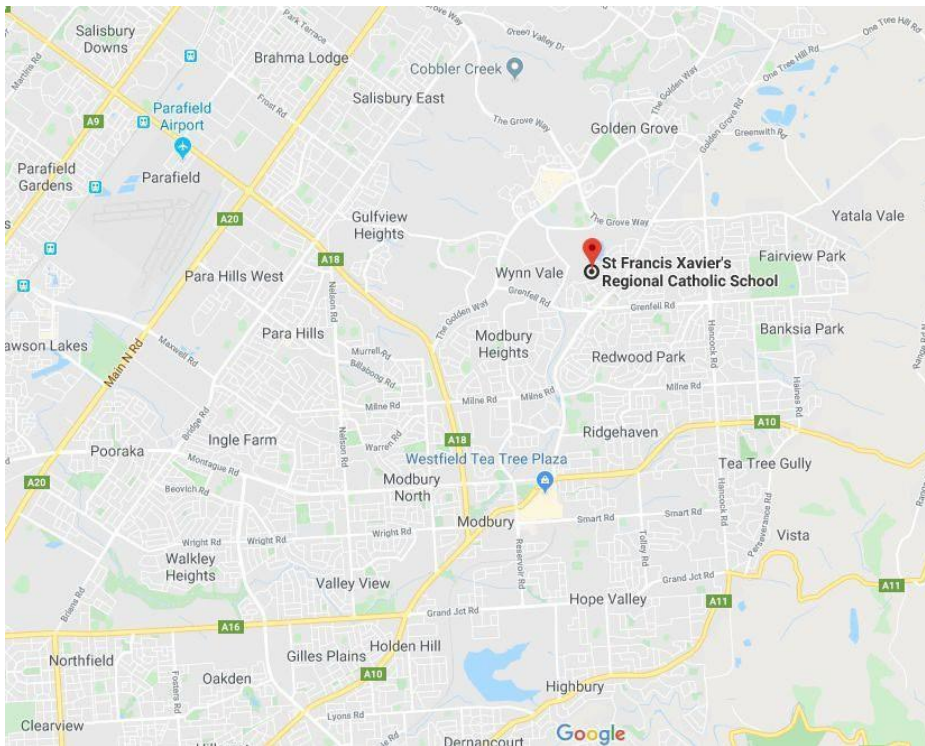


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**Please note** that all information included in the Parent Handbook was correct at the time of publication but may be subject to change. Please save the link to this Handbook to ensure you have always up to date school information, including calendar dates (please remember to refresh each time you open the document).



## Google Maps



## Contact Information

St Francis Xavier's Catholic School  
4 Carignane Street, Wynn Vale SA 5127

Telephone: 08 8251 9500

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

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

## Useful Links

St Francis Xavier's Catholic School Website

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

SFX Facebook

[www.facebook.com/sfxcatholicschool/](https://www.facebook.com/sfxcatholicschool/)

SFX Instagram

[stfrancisxaviercatholic](https://www.instagram.com/stfrancisxaviercatholic)

Catholic Education South Australia

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

Child Care Benefit information

[www.humanservices.gov.au](http://www.humanservices.gov.au)

Catholic School Parents SA

<https://cspsa.catholic.edu.au/>

School Card Applications

[SA.GOV.AU](http://SA.GOV.AU) - School Card scheme ([www.sa.gov.au](http://www.sa.gov.au))

Community Portal

<https://cesa-portal-auth.civicaed.com.au/>

Qkr! App

[St. Francis Xavier's Wynn Vale | Payment App \(sfx.catholic.edu.au\)](https://www.sfx.catholic.edu.au)





## Key Contacts

General Information	<a href="mailto:office@sfx.catholic.edu.au">office@sfx.catholic.edu.au</a>
Absences	<a href="mailto:office@sfx.catholic.edu.au">office@sfx.catholic.edu.au</a>
After School Sport	<a href="mailto:tkrawczy@sfx.catholic.edu.au">tkrawczy@sfx.catholic.edu.au</a>
Appointments with Leadership Team or Counsellor	<a href="mailto:pa@sfx.catholic.edu.au">pa@sfx.catholic.edu.au</a>
Enrolments	<a href="mailto:pa@sfx.catholic.edu.au">pa@sfx.catholic.edu.au</a>
Finance	<a href="mailto:emessina@sfx.catholic.edu.au">emessina@sfx.catholic.edu.au</a>
ICT	<a href="mailto:sfxict@sfx.catholic.edu.au">sfxict@sfx.catholic.edu.au</a>
Music Tutoring	<a href="mailto:mainslie@sfx.catholic.edu.au">mainslie@sfx.catholic.edu.au</a>
Out of School Hours Care & Vacation Care	<a href="mailto:oshc@sfx.catholic.edu.au">oshc@sfx.catholic.edu.au</a>
Workplace Health & Safety	<a href="mailto:ndnistri@sfx.catholic.edu.au">ndnistri@sfx.catholic.edu.au</a>
Noone Imagewear Uniform Shop	08 7095 2535

## Mission Statement

St Francis Xavier's is a child-centred, future-focused and dynamic Catholic school.

In partnership with the community and our unique environment, we flourish in a culture of learning.

- We believe that children learn best in a caring, accepting environment.
- We believe that when children are encouraged and supported, they will experience success.
- We believe that all children have a natural curiosity and desire to learn and that this should be nurtured.
- We believe that education should be directed toward preparing children for the future so they can effectively contribute and constructively change the society in which they live.
- 

Our school values success and relationships that are based on trust, respect, and cooperation.

## Our Logo

Our school logo complements the school vision - Inspiring a Community of Innovators.

- The colour green represents our environment and how we strongly value our link to nature in all we do.
- The blue signifies our Catholic tradition and is also a link to our past logo.
- The white symbols have been interpreted in many ways, but originally the linked lines indicate the symbol of three - the Triune God - Father, Son, and Holy Spirit.
- As well, the symbol of three represents our community - child, parent, and staff, with the child at the centre.



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*Inspiring a Community  
of Innovators*



## Our Vision

### Inspiring a Community of Innovators

Our Vision leads SFX into the future by inviting all our community – child, parent, staff - to dream and wonder of new ideas for learning and living into the future.

We wish to inspire and encourage our children not to be afraid of mastering new skills. See a future that none of us can imagine!

## Our Values



Service



Compassion



Respect

The St Francis Xavier's School Values were developed in conjunction with Staff, Students and Parents. Each year one of the three values is selected and a theme based on that value is created to focus on across the school.

**Service:** Showing God's love by helping others in need.

**Compassion:** Feeling empathy for others and having the desire to help.

**Respect:** Knowing God has created all people in his image, we show kindness to everyone.



## Catholic Identity

Catholic Identity means inviting children into a deeper understanding of God's presence in their lives. Each year our community embraces an inspired message through a number of initiatives including staff formation, liturgical celebration, social justice and immersion programs, community connections and opportunities to share in the life of the Church.

## A Partnership Between School and Home

At SFX, we believe that a strong partnership between home and school is the key to success. We recognise that as parents and caregivers you play a vital role in both your child's education and our school community.

## The House System

At SFX, all students and staff belong to a House. House challenges occur throughout each term, and these challenges are a wonderful way of building relationships, teamwork and cooperation, as well as instilling a sense of House pride amongst our students. There are 4 Houses:

**Xavier (Blue)** - St Francis Xavier was a Jesuit missionary. Xavier travelled far and wide and worked side by side within other cultures to spread the word of Jesus. He is the patron of the Archdiocese of Adelaide.

**Chisholm (Red)** - Caroline Chisholm worked tirelessly to help others. She found work and shelter for many families and new arrivals to Australia. She stood up against early social conventions and was an imposing woman in colonial Australia.

**de Mazenod (Gold)** - Eugene de Mazenod and his family were forced to flee their wealthy home during the French revolution. Eugene developed a strong faith and love of the Church and was a positive advocate for the messages of Jesus.

**MacKillop (Green)** - St Mary of the Cross MacKillop is our first Australian Saint. She founded the Sisters of Saint Joseph and worked for the community helping the poor and neglected. Mary never saw a need without doing something about it.







## 2025 Classroom Structure

We will commence 2025 with 24 classes, with a further intake of two Reception classes in Term 3.





## 2025 School Tours

### Term 1

Saturday 15/2 9:30 - 10:30 am

Wednesday 26/3 4:30 - 5:30 pm

### Term 2

Tuesday 13/5 9:30 - 10:30 am

Saturday 21/6 9:30 - 10:30 am

### Term 3

Thursday 21/8 4:30 - 5:30 pm

### Term 4

Tuesday 21/10 9:30 - 10:30 am



Bookings are essential, and can be made via the school website:

<https://www.sfx.catholic.edu.au/enrolment/school-tours>

## School Hours

8:30am	Gates open, and morning Yard Supervision commences (designated areas)
8:50am	School lessons commence
11:05am – 11:35am	Recess
1:05pm – 1:35pm	Lunch
3:05pm	Dismissal
3:30pm	Gates close, and afternoon Supervision ceases (designated pick-up zones)

No children are to be on the school grounds outside of these hours unless at a school-organised function, e.g. sporting practice or Out of School Hours Care.

Parents wishing to contact their children during school hours can contact the Front Office, who will pass on the message (8251 9500).

SFX Front Office Hours are 8:00 am until 4:00 pm Monday – Friday.





## Being Involved and Volunteering

We strongly value the support and connections we make with our families. There are so many ways that you can assist at the school, and this involvement helps to create and strengthen our community and build a culture of collaboration and shared commitment.

All contributions make a difference, and here are just a few of the ways that people contribute. Sports Coaching, School Excursions, Incursions, Class or School Events and Classroom reading.

To ensure the safety and well-being of all students in our care, all volunteers are required to hold a current Working with Children Check (Police Clearance). These can be easily obtained through the school and are mandatory to be involved in any activities at the school. All checks are free for volunteers.

As Clearances can take a lengthy period to be processed, we recommend you apply as soon as possible. Please visit the Front Office to obtain all relevant paperwork. For any enquiries, please contact our WHS Coordinator on 8251 9557.

Please note that at any time you are entering the school grounds to assist, you must sign in and out electronically at the Front Office.

## Booklists/Stationery

Booklists are distributed in Term 4, and ordering is completed online. For children commencing school in the mid-year intake, booklists are distributed in Term 2.

## Breakfast Club

Breakfast is available for all students every Wednesday in Xavier Hall. Breakfast Club commences at 8:30 am and is run by teaching staff and parent volunteers.

## Camps

School camps occur from Years 3 –6. These camps are aimed at providing students with the opportunity to experience learning in an outdoor environment. Emphasis is placed on the same independence and cooperative learning skills that are being developed in the classroom and, indeed, at home.

Please Note: School camps incur an additional cost to families.

## Canteen

Our canteen is run by Rory's School Lunches and is available each school day. The menu is available on the school's website. The method of ordering is online through the QKR app. For more information, please visit: <https://www.sfx.catholic.edu.au/community/canteen>

## Classroom Cleaning

You may receive communication from your child's class teacher regarding assistance with classroom cleaning. The police check for volunteer's process provides the opportunity for parents and caregivers to volunteer on 7 occasions per year without the requirement for a Police Clearance (where the volunteering does not include directly working with children). Classroom Cleaning is considered one of these occasions.

You will need to sign in and out electronically at the Front Office if assisting with Classroom Cleaning.



## Co-Curricular

Co-Curricular opportunities are available for students in both Music and Sport. For further information on what your child is able to access, please contact:

Music: [mainslie@sfx.catholic.edu.au](mailto:mainslie@sfx.catholic.edu.au) 08 8251 9536

Sport: [tkrawczy@sfx.catholic.edu.au](mailto:tkrawczy@sfx.catholic.edu.au) 08 8251 9531

## Communication

We use several different methods to communicate with families, such as email, handouts sent home in satchels, phone calls, as well as an app called 'Seesaw' and social media (Facebook & Instagram,).

Seesaw is an app that enables us to share learning and experiences with families. It is used by classes from Reception to Year 4. At the commencement of each year, you will be sent an email invitation from your child's teacher, containing a link to join Seesaw. To use the Seesaw app, we require your signed "Photo/Video Consent Form" permission to be returned.

Important information is disseminated to the school community frequently, and where appropriate, a copy of this is accessible via our school website.

Mornings are a busy time in classrooms, and in fairness to the children, teachers, and parents, we ask that if you have an issue you wish to discuss, you make a mutually convenient appointment time to do this. This will ensure that the teacher has the space and optimal environment to listen. We thank you for your understanding.

## Electronic Communication Devices

SFX recognises the need for some students to have access to a mobile phone before and after school. However, between 8:50 am and 3:05 pm, students are not permitted to use their phones and other communication devices (Smart Watches). In line with our Mobile Phone and Wearable Device Policy, students are required to give their mobile phones to be stored by class teachers between 8:50 am – 3:05 pm. For more information, please refer to the school website under the Policies and Procedures Tab.

[2024 - Mobile Phones Smart Devices Policy.pdf \(sfx.catholic.edu.au\)](#)

## Excursions/Incursions

School excursions/incursions are part of a student's education and development. These experiences are an opportunity to extend learning beyond the classroom, and therefore, it is expected that all children will attend.

No student will be allowed to participate in an excursion unless the appropriate Consent Form is signed by the parent and returned to school.

The funding of excursions/incursions forms part of the classroom budget, and therefore, families are not required to pay for these as they occur.



## First Aid

All staff are trained to administer basic first aid treatment with Senior First Aid officers located in the school's front office.

Parents/Caregivers will receive an email should their children receive First Aid treatment in the Front Office.

## Food Allergies

St Francis Xavier is an allergy-aware school. We have numerous children across our school who have severe allergies to items (foods) such as tree nuts, peanuts and, if exposed, can become extremely ill. Many of you will know someone who is affected by anaphylaxis, a life-threatening allergic reaction.

Our school does its best to be an allergy-aware school. Staff have had training in severe allergy management, and we have implemented lots of strategies to help keep students at risk of anaphylaxis as safe as we can. While we cannot eliminate nuts products in our school, we seek to minimise, under our duty of care to our students, potential exposure and reactions.

To support students with allergen needs, we are asking parents that any peanut or nut containing products (for example – peanut butter, Nutella, some muesli bars) are NOT sent to school with your child in lunch boxes and or as snacks that will be eaten in the classroom, during play or during school activities.

As many products also state foods may contain traces of nuts, we discourage the sharing of foods between children to minimise student risk and highlight safe practices such as washing hands after eating.

## General Permissions

Upon commencement at SFX, we require a General Permissions Form to be signed by families. The General Permission Form covers permission for Medical Emergency, the Privacy Policy and Local Excursions.

## Home Learning (Homework)

At SFX, we know learning happens in many situations, both at school and at home. Often students will be asked to complete tasks to practice basic knowledge and skills at home to support their learning. This home learning relies on the partnership between families and schools to support student achievement.

We believe that reading skills are important in connecting learners with the world around them, and we encourage students to engage in daily reading at home, both independently and with families. We also encourage the achievement of students' individual learning goals by asking students to either finish incomplete classroom tasks at home, or complete activities that support classroom program.

We believe that successful learning requires students to develop positive self-management and organisational skills in collaboration with school and families. To achieve this, we continue to work together with families to ensure students are supported in their learning.

## ICT Usage

Information and communication technologies provide a valuable source of learning and communication.

Students have the responsibility to use computers, iPads and other technology devices as an educational tool, not for recreational purposes, or in ways that do not respect the dignity and rights of others. Upon commencement at the school, students and parents are asked to sign a "Student and Parent ICT Agreement", which parents are expected to discuss with their children. Students in Year 3 to 6 have an updated and more detailed user agreement in line with more complex use of ICT's.



## Inclusive Education Program

The Inclusive Education Program aims to adapt areas of the curriculum, curriculum materials, teaching methodologies and classroom practices to meet the needs of students to improve individual learning outcomes. This is achieved through a consultation between the Deputy Principal, Leader of Well-Being and Inclusion, Class Teacher, Parents and Student.

## Incllement Weather Policy

When the weather is 36 degrees or above, or deemed unsuitably wet for outdoor play, students remain indoors at break times.

## Independence Day

We have a school-wide Independence Day (morning drop-off only). The purpose of this is to build on the children's independence and resilience. Family members who need to come into the school on the designated Independence Day are asked to send the children in independently, and then proceed to the Front Office to sign in. Staff members will be on the gates to assist. The designated day will be Wednesdays and commence from Week 6 during Term 1, for the remainder of the year. We thank you for your support.

## Information Forms and Change of Details

Should there be any changes to family details, e.g. email, address, phone number, please ensure that these details are communicated to the Front Office by email at [office@sfx.catholic.edu.au](mailto:office@sfx.catholic.edu.au) and not the class teacher.

Parents can check current student details including emergency contacts and medical information on the Community Portal at any time. All families are sent an invitation to the portal from [noreply@civica](mailto:noreply@civica) at the beginning of the school year. Once registered families can check details by selecting the icon on the top left of the screen on a mobile device. If you need the invitation resent or you did not receive an email, please email [accounts@sfx.catholic.edu.au](mailto:accounts@sfx.catholic.edu.au).

## Learning/Curriculum

As a school we work with families to live out Catholic Education's Living Learning Leading Framework. We desire to see each student flourish as a thriving person, capable learner and a leader for the world God desires.

Our pedagogy for learning is based on the belief that students actively shape and give personal meaning to knowledge based on current and past understandings. We encourage students to construct their own learning in a safe and flexible learning environment. Teaching and learning at SFX is meaningful and relevant for all students.

### Curriculum Areas

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Science (HASS)
- Languages - Italian (Reception – Year 3); Chinese (Years 4 – 6)
- The Arts – Dance, Drama, Music, Visual Arts, Media Arts
- Technologies
- Health and Physical Education



## Library/Resource Centre

The Library/Resource Centre is an integral part of the school's daily life. It is an accessible learning environment where students, staff and the wider community are welcomed, valued and assisted with their information needs. For further information, please contact Lynda or Jan on 8251 9532 or:

[reiss@sfx.catholic.edu.au](mailto:reiss@sfx.catholic.edu.au) – [jwedmid@sfx.catholic.edu.au](mailto:jwedmid@sfx.catholic.edu.au)

The Library Resource Centre is open:

- Before School from 8:30am
- Recess - closed
- Lunch - 1:05pm – 1:35pm (Monday – Thursday)
- After School until 4:00pm

Families are encouraged to organise their own library borrowing card, and this can be arranged with our Library staff. Classes are booked in to visit the library on a weekly basis to borrow and return their books.

## Lost Property

To ensure that all lost property can be easily identified and returned to its rightful owner, all uniform items are to be clearly named. The school is unable to take responsibility for student's belongings. There are two lost property boxes, one in the Front Office, and another in Xavier Hall. At the end of each term all unclaimed property will be donated to the St Vincent de Paul society or disposed of.

## Medical Information and Administering of Medication

Families are required to keep the Front Office up to date with regards to students' medical information, including Medical Action Plans.

Please note that we are unable to administer medication without the appropriate permission forms being completed. Further information regarding the process is available from the Front Office.

## Out of School Hours Care

Our Out of School Hours Care program provides children with a safe and engaging environment, where they are supervised by qualified and experienced staff.

Before School Care begins at 7:15am each day, and After School Care closes at 6:00pm. The service is also open on Pupil Free days and is accessible to children aged 4-13 years.

Vacation Care is open in the school holidays, except for the two-week period over Christmas/New Year. A variety of experiences including incursions and excursions are offered.

For further details regarding enrolment and the booking process, please contact OSHC direct on 8251 9560.





## Parking and Picking up Children

The school has visitor parking available in our Carignane Street Carpark (adjacent the Front Office). The Front Office is the only access point to the school during the hours of 9:00 am and 3:00 pm. For everyone's safety, when parking on site, please ensure you park in a designated parking bay and follow car park speed restrictions.

At school drop off and pick up time, there are 3 areas that families can utilise:

- The gate adjacent the Front Office
- The Oval Gate (De Castella Avenue)
- The Park Lake Drive Carpark and Kiss & Drop zone. The Kiss & Drop zone may be used for pick-up and drop-off of students between 8:30 am – 8:50 am and 3:05 pm – 3:30 pm.

Drivers are requested not to stop at the carparks closest to the school exit gate, but please move down to the first available carpark closest to the Wynn Vale Kindy.

Drivers are also not permitted to leave the vehicle when utilising the Kiss & Drop bays. If you wish to leave your car, please park in the centre angle carparks, or the carpark on the corner of Park Lake Drive and Carignane Street.

Parents are asked to actively encourage children to use the marked walking paths and not cut through the carparks.

## Photo/Video Consent Form

Upon commencement at SFX, we require a Photo/Video Consent Form to be signed by families. The Photo/Video Consent form enables children's photos/videos to be taken and included in welcome and graduation presentations, the school newsletter, promotional material, Seesaw, etc.

## Policies

The following school policies can be found on our website: <https://www.sfx.catholic.edu.au/our-school/policies#8363>

- Behaviour Education and Personal Responsibility Policy
- Catholic Education South Australia (CESA) Privacy Policy
- Catholic Schools and Catholic Education Office Arch Diocese of Adelaide Privacy Statement
- Complaint Response and Resolution Procedure
- Responding to Discrimination, Bullying and Harassment in the Workplace – Procedure
- Home Learning and Communication Policy
- Grievance Policy
- Code of Conduct, SACCS
- Mobile Phone and Wearable Device Policy
- Restorative Practices Procedure
- Census Privacy Notice



## School Uniform

SFX students are expected to always take pride with their grooming and presentation. It is essential that parents support their child/children in the correct wearing of the school uniform.

The SFX uniform is designed to:

- Identify our school as Catholic
- Exclude competition
- Provide equality of dress
- Instil a sense of pride in our school
- Ensure cost effectiveness
- Ensure practicality for various activities
- Maintain a neat and attractive appearance

School uniforms can be purchased direct from Belgravia Uniform Shop, ordered online, or fittings can also be arranged. Please see our [school website](#) for full details.

The pieces within our new uniform collection are interchangeable and can be worn all year around:

- School polo – short sleeve
- School polo – long sleeve
- Soft shell jacket
- Mid-layer jumper
- School shorts
- School skort
- School track pants
- School legionnaires or bucket hat (no hat, no play policy applies)
- SFX School socks

Optional accessories:

- School beanie (outside only)
- School scarf

Children are expected to wear **predominately white sneakers with white laces.**

### **General – All Students**

#### Jewellery

The only jewellery items permitted are:

- Wristwatch
- Earrings – sleepers or studs – gold or silver in colour (one pair only)
- One chain with religious symbol, to be worn under clothing

#### Makeup

- No makeup
- No coloured nail polishes.



## Hair

Hairstyle is also a part of the school uniform:

- Shoulder length hair or longer is to be tied back and away from the face. Accessories are to be minimal, and navy or white only in colour (no Jo-Jo style bows).
- Any change to hair colour should be in natural toning only. Highlights are permitted but should not be excessive.
- Hairstyles are to be moderate and not extreme – no lines or patterns cut into the hair.

## **Second-hand Uniforms**

The school does not sell second-hand uniforms, however, there is a Facebook group attached to the school's Facebook page where parents can buy and sell items: <https://www.facebook.com/groups/588612728239972/>

## **Consequences**

Parents will be informed if their child is not complying with the school uniform.

## Student Absences

If a student is not going to be at school due to illness, or will be late due to an appointment, the parent/caregiver must inform the school by 9:00 am via:

- Absentee Line: 8251 9500
- SMS 0484 959 003
- Email: [office@sfx.catholic.edu.au](mailto:office@sfx.catholic.edu.au) (please also cc in class teacher)

## **Absences are to be advised by 9:00am.**

Parents/caregivers will be contacted by SMS if students are marked on the class roll as unexplained. Please ensure that when advising the school of the absence, you include the reason – e.g. illness, holiday, medical/dental appointment.

When collecting a child for an early pick-up (prior to 3:00pm), it is necessary to present at the Front Office to have them signed out electronically. Where possible, please give the office notice of your intent to collect your child early.

## Student Accident Insurance

SFX has accident insurance with AIG Insurance. This policy covers students whilst travelling to and from school, at school, and on any school organised excursions or activities. Further information if required, is available from the Front Office. We also have ambulance cover for students following an accident only.

## Supervision of Students

Children are supervised in designated areas in the yard before school from 8:30am – 8:50am, and after school from 3:05 pm – 3:30 pm.

Students who are onsite, unsupervised by their parents/caregivers outside of these hours, will be placed in Out of School Hours Care and a fee will be charged accordingly.

Playgrounds **are not** supervised by staff before or after school and are **out of bounds at these times**.



## Uniform Shop

Our uniform is available for purchase at the Noone Imagewear Uniform Shop, 10 Newton Road, Campbelltown.

The Noone Uniform Shop is open as follows, and families can order online with delivery once a week to the school:

- Monday 9:00 am – 5.00 pm
- Tuesday 9:00 pm – 5.00 pm
- Wednesday 9:00 am – 5.00 pm
- Thursday 9:00 pm – 5.00 pm
- Friday 9:00 am – 5.00 pm
- Saturday 9:00 am – 1.00 pm

The school hat, beanie, scarf and satchel are available for purchase at the school.

Full information regarding the Uniform Shop, is available via the link below: [St Francis Xavier Catholic School | Noone](#)

For any further queries, please contact the shop on 08 7095 2535.

## Toys/Games/Electronic Devices

Please dissuade your child from bringing toys, games, or electronic devices to school. Such items can rise to unnecessary problems and run the risk of being lost or damaged.

## Water and Brain Food

Water hydrates the brain and body and gives substance for optimal learning. Children are encouraged to keep a water bottle (containing water only) in the classroom, and to drink at their leisure throughout the day. Similarly, brain research informs us that there are specific foods that improve brain function (i.e. fresh fruit/vegetables), and children are asked to bring along some "brain food" (**fresh fruit/vegetables only**), each day, to eat in the classroom.



## Reception Specific Information

In the first few weeks, the focus of our Reception teachers is on getting to know your child and your family. We work hard to develop positive relationships between home and school.

### **Show and Share**

'Show and Share' is valued as an important tool in the development of children's oral language, listening skills, and confidence. Family assistance in preparing children for this experience is greatly appreciated. Where appropriate, families may email photos pertinent to their child's topic, which can be used as a visual to assist.

Individual class teachers will communicate specific information with families about when children will be doing their show and share.

### **Morning Routine**

Children are encouraged to come into their classroom and organise themselves for the day:

- **Drink bottles** placed in designated area in the classroom
- **Lunch boxes** placed in designated area in the classroom
- **Blue Satchel** in basket
- Any **notes, library books** etc. put away in their storage containers in the classroom

Children will experience the classroom setting at their Orientation visits and will commence learning where items are placed.

After the children have organised themselves, they then take part in Play during Weeks 1 and 2. As Early Childhood Educators, our teachers are passionate about providing your child with a Play Based Curriculum. Play based learning will be the focus, and further information will be shared via Seesaw.

From Week 3 onwards, Play will take place at a different time throughout the day, and mornings will begin with unpacking bags and the roll at 8:50am.

As you can appreciate, it takes some time to establish our routine, so we ask for your patience and support with your child attempting to get organised independently. You can support your child by prompting them to do one step at a time and praising them for their effort and persistence shown.

### **Independence Days**

To encourage independence and organisation, our Early Years classes have 'Independence Days'. Independence Day is a day where children come into the classroom on their own and manage their own morning routine. Further information will be communicated later.

An "**Independence Day**" looks like this:

**What:** Children bring themselves into the school or class and are responsible for their own belongings: drink bottles, library books, notes, etc. On this day parents/caregivers either drop their child outside the classroom, or at the 'Kiss and Drop', so that children enter the classroom on their own.

**Why:** To increase children's independence in classroom routines and to help develop self-responsibility, confidence, risk-taking, organisational skills, and initiative within a safe and supportive environment.

"Independence Day" will commence in WEEK 6 of the term they commence school.





## Checklist

For your reference, here is a checklist to ensure that the lead up to your child's commencement at SFX is as easy as possible:

- Uniform purchased
- Books/Stationery ordered
- Medical Information Forms submitted - and medicine, if required - organised with the Front Office
- Photo/Video Consent Form completed and returned to the Front Office
- General Permissions Form completed and returned to the Front Office
- Acceptable Use of ICT's Form completed and returned to the Front Office
- Provide any other reports to the school about your child's learning needs
- Provided previous school reports to Admissions (for children commencing in Years 1 – 6)
- Provided most recent NAPLAN results to Admissions (for children commencing in Years 1 – 6)