



**ST FRANCIS
XAVIER'S**
CATHOLIC SCHOOL



2021

PARENT HANDBOOK

St Francis Xavier's Catholic School

2021 Calendar Dates

Term Dates

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

Term 1	27 th January to 9 th April	Term 3	19 th July to 24 th September
Term 2	27 th April to 2 nd July	Term 4	11 th October to 10 th December

2021 Staff Professional Learning Days (Pupil Free)

Term 1	26 th February
Term 2	27 th April
Term 3	16 th August
Term 4	10 th December

2021 Public Holidays

1 st January	New Year's Day	5 th April	Easter Monday
26 th January	Australia Day	26 th April	Anzac Day
8 th March	Adelaide Cup Day	14 th June	Queen's Birthday
2 nd April	Good Friday	4 th October	Labour Day

JANUARY

Thurs 21 st	Welcome Chats
Wed 27 th	FIRST DAY TERM 1

FEBRUARY

Thurs 4 th	Parent Information Evening
	School Picnic
Tues 9 th	Safer Internet Day
	PCC Meeting 6pm
Wed 10 th	Whole School Mass
Fri 12 th	Community Prayer - Yr 2, Rm 13
Mon 15 th	Assembly 2.30pm – Yr 6
Tues 16 th	Shrove Tuesday
	School Board Meeting 6pm
Wed 17 th	Ash Wednesday
Sat 20 th	School Tour 9.30am – 10.30am
Fri 26 th	Pupil Free Day

MARCH

Mon 1 st	Year 3 Camp (1 night) Narnu Farm
Tues 2 nd	Year 4 Camp (1 night) Narnu Farm
Fri 5 th	Clean up Australia Day
Mon 8 th	Adelaide Cup holiday
Wed 10 th	Year 4-6 Mass
Fri 12 th	Community Prayer
Mon 15 th	Assembly 2.30pm – Rm 15, Rm 24

MARCH (Cont'd)

Mon 15 th - 17 th	Year 6 Camp
Tues 16 th	AGM 6pm
Wed 17 th	School Tour 4.30pm – 5.30pm
Sat 20 th	National Day of Action Against Bullying (Fri 19 th @ school)
	Harmony Day Mon 22 nd @ school)
Sun 21 st	Parent Teacher Interviews
23 rd – 25 th	STEM Showcase – Yr 1 & Yr 2 – 8.30am-10.30am & 2.30pm-3.30pm
Fri 26 th	Palm Sunday
Sun 28 th	Holy Week
Mon 29 th	Palm Sunday Liturgy 9.15am
Tues 30 th	Last Supper Liturgies
Wed 31 st	SACPSSA Leadership Workshop

APRIL

Thurs 1 st	Holy Thursday
	Stations of the Cross
Fri 2 nd	Good Friday
Sun 4 th	Easter Sunday
Mon 5 th	Easter Monday
Tues 6 th	Easter Liturgy
Wed 7 th	Yr 5 Excursion – Anstey Hill Walk
	Yr 1 Excursion – Birdwood National Motor Museum

Please note that all calendar dates are subject to change.

You will find the latest edition of our calendar dates in our Parent Information Handbook:

<https://www.sfx.catholic.edu.au/community/parent-handbook>

APRIL (Cont'd)

Fri 9 th	Casual Day (no cost) Last day of term
Mon 26 th	Anzac Day Public Holiday
Tues 27 th	Pupil Free Day
Wed 28 th	FIRST DAY TERM 2
Fri 30 th	SAPSASA TTG District Boys Football Carnival

MAY

3 rd – 9 th	Catholic Education Week
Wed 5 th	School Tour 9.30am – 10.30am
Thurs 6 th	Reception Liturgy - Piazza 9.15am
Fri 7 th	PCC Mother's Day Stall SAPSASA TTG District Cross Country
Tues 11 th	PCC Meeting 6pm
Fri 14 th	Yr 1 History Incursion – Hands on Toys & Games
Mon 17 th	Assembly 2.30pm – Rm 2, Rm 16
Tues 18 th	School Board Meeting 6pm
Wed 19 th	RE Excursion – Art Gallery - My Portrait, My Story workshop
Fri 21 st	Yr 1 Liturgy – Xavier Hall 9.15am 2 nd Rite of Reconciliation, St John XXIII 7pm
Fri 28 th	Community Prayer – R12, Yr 1 9am SAPSASA Soccer Carnival

JUNE

Tues 1 st	Yr 2 Liturgy - Xavier Hall, 9am
Wed 2 nd	Sacrament of Confirmation, St David's 7pm
Thurs 3 rd	Sacrament of Confirmation, St John XXIII 7pm
Sat 5 th	Communion, St John XXIII 6pm
Tues 8 th	PCC Meeting 6pm
Thurs 10 th	Mass – Xavier Hall, Yr 4–Yr 6, 2pm
Fri 11 th	Community Prayer – R10, Yr 1 9am
Sat 12 th	Communion, St John XXIII 6pm
Mon 14 th	Queen's Birthday Public Holiday
Tues 15 th	National Buddy Day School Board Meeting 6pm
Wed 16 th	Parent Information Evening – T3 Reception intake 6pm
Fri 18 th	SAPSASA Football (Girls) Quiz Night
Mon 21 st	Assembly 2.30pm – Rm 3, Rm 18
Tues 22 nd	Orientation Morning – T3 Reception intake 9am – 12 noon
Tues 29 th	Catholic Netball Carnival Orientation Morning – T3 Reception intake 9am – 12 noon

JULY

Fri 2 nd	Assembly 9am – Rm 22, Rm 13 Last day of term
Mon 19 th	FIRST DAY TERM 3
Sat 24 th	School Tour 9.30am – 10.30am

AUGUST

Mon 2 nd	Assembly 2.30pm – Rm 12, Rm 19
Tues 3 rd 9 th – 13 th	PCC Meeting 6pm Religious Education Literacy Assessment Test (ReLAT) (Practice assessment)
9 th – 15 th	Catholic Schools Open Week
Tues 10 th	School Board Meeting 6pm
Wed 11 th	Open Morning 9.30am – 11am
Mon 16 th 16 th – 20 th	Pupil Free Day Religious Education Literacy Assessment Test (ReLAT) (Main assessment)
Wed 18 th	Catholic Athletics Carnival
Fri 20 th	SAPSASA Netball Carnival
Mon 23 rd	Assembly 2.30pm – Rm 10, Rm 17
Fri 27 th Tues 31 st	SAPSASA Tennis Carnival PCC Meeting 6pm

SEPTEMBER

Fri 3 rd	Grandparents & Special Friends Day
Tues 7 th 5 th – 11 th	School Board Meeting 6pm National Child Protection Week
Thurs 9 th	RUOK? Day
Mon 13 th Wed 15 th	Assembly 2.30pm – Rm 14, Rm 23 SAPSASA Basketball Championships
Thurs 16 th Sun 19 th	School Tour 4.30pm – 5.30pm City to Bay fun run (staff, parents and students)
Fri 24 th	Last day of term

OCTOBER

Mon 11 th	FIRST DAY TERM 4
Wed 20 th Fri 22 nd	School Photos School Tour 9.30am – 10.30am
Mon 25 th Tues 26 th	SAPSASA T20 Blast Cricket Assembly 2.30pm – Rm 11, Rm 21 PCC Meeting 6pm

NOVEMBER

1 st – 3 rd	Year 5 Camp
Tues 2 nd	School Board Meeting 6pm
Thurs 4 th	Gleeson Transition Day
Fri 12 th	Colour Run
Mon 15 th	Assembly 2.30pm – Rm 1, Rm 20
Tues 23 rd Tues 30 th	PCC Meeting 6pm School Board Meeting 6pm

DECEMBER

Wed 8 th Dec	Year 6 last day of school Students dismissed at 3.15pm
Thurs 9 th Dec	End of Term 4 (Rec – Yr 5) Students dismissed at 3.15pm
Fri 10 th Dec	Pupil Free Day

Please note that all calendar dates are subject to change.

You will find the latest edition of our calendar dates in our Parent Information Handbook:

<https://www.sfx.catholic.edu.au/community/parent-handbook>

From our Leadership Team

Dear Families,

Welcome to the St Francis Xavier's Catholic School (SFX) community for 2021. 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.

By **Inspiring** a Community of **Innovators**, we hope that our students will question and search, explore and discover as they become self-motivated learners who will view with critical eyes the society in which they live. 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 those questions that our families have each year.

On behalf of the Leadership Team, best wishes for 2021.

Kind regards,

A handwritten signature in black ink that reads "Jason Mittiga". The signature is written in a cursive, flowing style.

Jason Mittiga,
Principal.



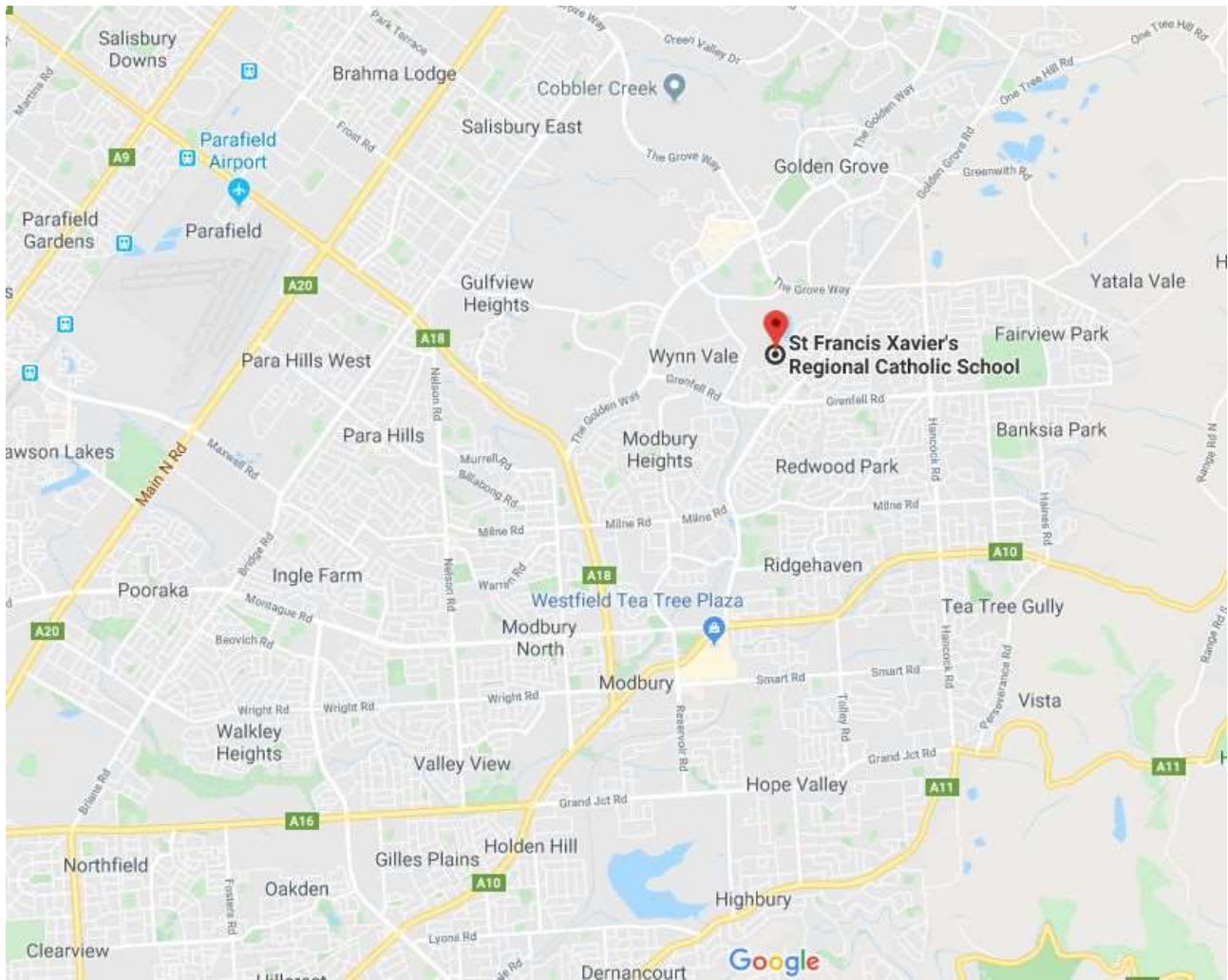
What's Inside

Contents

CALENDAR and Term Dates	
2021 Staff Professional Learning Days (Pupil Free)	
2021 Public Holidays	
Contents	2
St Francis Xavier's Catholic School.....	4
Useful Links	4
Key Contacts	5
Mission Statement	5
Our Logo	5
Our Vision	5
Catholic Identity	6
A Partnership Between School and Home	6
The House System	6
2021 Classroom Structure	7
2021 School Tours and Open Morning.....	8
School Hours	8
Being Involved and Volunteering	9
Booklists/Stationery	9
Camps.....	9
Canteen	9
Classroom Cleaning	9
Co-Curricular	10
Communication	10
Electronic Communication Devices	10
Excursions/Incursions.....	10
First Aid.....	11
Food Allergies.....	11
General Permissions	11
Home Learning (Homework)	11
ICT Usage and Bring Your Own Device (BYOD)	11
Inclusive Education Program	12
Inclement Weather Policy	12
Information Forms and Change of Details.....	12
Learning/Curriculum	12
Learning Principles	12
Curriculum Areas	12

Library/Resource Centre.....	13
Lost Property	13
Medical Information and Administering of Medication.....	13
Out of School Hours Care.....	13
Parking and Picking up Children	13
Photo/Video Consent Form	14
Policies.....	14
School Uniform	14
Student Absences.....	16
Student Accident Insurance.....	16
Supervision of Students.....	16
Uniform Shop.....	17
Toys/Games/Electronic Devices.....	17
Water and Brain Food.....	17
Reception Specific Information	18
Show and Share	18
Morning Routine	18
Independence Days.....	18
Checklist	19

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 up to date school information at all times, including calendar dates.



Google Maps

St Francis Xavier's Catholic School

4 Carignane Street, Wynn Vale SA 5127

Telephone: 08 8251 9500

Facsimile: 08 8251 9599

Email: office@sfx.catholic.edu.au

Website: www.sfx.catholic.edu.au

Useful Links

St Francis Xavier's Catholic School Website

SFX Facebook

SFX Instagram

SFX Twitter

SFX App

Catholic Education South Australia

Child Care Benefit information

The Federation of Catholic School Parent Communities

Qkr! App

www.sfx.catholic.edu.au

www.facebook.com/sfxcatholicsschool/

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

[@sfxcatholic](https://twitter.com/sfxcatholic)

<http://cms.yourphoneapp.com.au/promo/stfranci>

www.cesa.catholic.edu.au

www.humanservices.gov.au

www.parentfederation.catholic.edu.au

https://www.sfx.catholic.edu.au/_files/d/7079/QKR.pdf

Key Contacts

General Information	office@sfx.catholic.edu.au
Absences	office@sfx.catholic.edu.au
After School Sport	tkrawczy@sfx.catholic.edu.au
Appointments with Leadership Team or Counsellor	scarroll@sfx.catholic.edu.au
Enrolments	scarroll@sfx.catholic.edu.au
Finance	caistroke@sfx.catholic.edu.au
ICT	cwhalan@sfx.catholic.edu.au
Music Tutoring	jdavis@sfx.catholic.edu.au
Out of School Hours Care & Vacation Care	oshc@sfx.catholic.edu.au
Workplace Health & Safety	ndnistri@sfx.catholic.edu.au
JS Uniform Shop	Michelle Flanigan on 0451 725 600

Mission Statement

***St Francis Xavier's
is a child-centred,
future-focussed 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.

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!

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 are a regular occurrence, 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.



2021 Classroom Structure

We will commence 2021 with 19 classes (see below), with a further intake of Reception students in Term 3.

- 2 x Reception
- 3 x Year 1
- 3 x Year 2
- 3 x Year 3
- 3 x Year 4
- 3 x Year 5
- 2 x Year 6

2021 School Tours and Open Morning

Saturday, 20 th February	9.30am – 10.30am
Wednesday, 17 th March	4.30pm – 5.30pm
Wednesday, 5 th May	9.30am – 10.30am
Saturday, 24 th July	9.30am – 10.30am
Wednesday, 11 th August	9.30am – 11am (Open Morning)
Thursday, 16 th September	4.30pm – 5.30pm
Friday, 22 nd October	9.30am – 10.30am

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

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



School Hours

8.30am	Morning Yard Supervision commences (designated areas)
8.50am	School lessons commence
11.05am – 11.35am	Lunch 1
1.10pm – 1.40pm	Lunch 2
3.15pm	Dismissal
3.35pm	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 eg sporting practice or Out of School Hours Care.

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

Office Hours at the school are 8am until 4pm, 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, events; Classroom reading; School camps.

To ensure the safety and wellbeing 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. There is no cost involved for you to obtain a Clearance.

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.

Camps

School camps are aimed at providing students with the opportunity to experience learning in an outdoor/away-from-home environment that places emphasis on independence and cooperative learning skills that **are part of the curriculum**.

School camps occur from Years 3 – 6. Years 3 and 4 are involved in an overnight experience and Year 5 and 6 students are involved in a two night camp.

School camps are charged separately to school fees.

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 checks for volunteers 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: jdavis@sfx.catholic.edu.au
08 8251 9536

Sport: tkrawczy@sfx.catholic.edu.au
08 8251 9531

Communication

We use a number of 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, Twitter).

Seesaw is an app which enables us to share learning and experiences with families, and at the commencement of each year, you will be sent an email invitation from your child's teacher, containing a link to join Seesaw. In order 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 very 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, and we thank you for your understanding.

Electronic Communication Devices

SFX recognises the need for some students to have access to a mobile phone at times, however, between 8.50am and 3.15pm, students are not permitted to use their phones. Phones must be kept in their school bag during school hours. Mobile phones will be confiscated if students breach this rule.

This rule also applies to other electronic devices such as smart watches, etc.

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 able to administer basic first aid treatment, however, Senior First Aid officers are located in the school's Front Office.

Children receiving First Aid treatment in the Front Office are issued with a pink slip, which they are asked to take home for the information of parents/caregivers.

Food Allergies

SFX is an allergy aware environment.

We have a number of students with severe allergies, therefore, no sharing of food applies to all students. You will be notified of class celebration days so that children's needs can be accommodated if allergies present a problem.

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 and Bring Your Own Device (BYOD)

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

Students have the responsibility to use the computers and iPads 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 encouraged to discuss with their children.

Students are permitted to bring their own laptops, and further details regarding specifications are available by contacting our ICT Network Administrator: 8251 9566.

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, Class Teacher, Parents and Student.

Inclement Weather Policy

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

Information Forms and Change of Details

Should there be any changes to family details, eg email, address, phone number, please ensure that these details are **communicated to the Front Office and not the class teacher**. Annually in Term 4, families receive a Student Information Check, which we require you to check, update if necessary, and return to the school. This ensures that all details, including emergency contacts and medical information are up to date in readiness for the academic year.

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.

Learning Principles

Our Learning Principles were designed by staff to identify our core commitments to student learning, guiding us to ensure we are producing the best possible outcomes for the child/ren in our care. These four Principles drive our learning. #connections #collaboration #creativity #inquiry

Curriculum Areas

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

ireiss@sfx.catholic.edu.au – jwedmid@sfx.catholic.edu.au

The Library Resource Centre is open:

- Before School from 8.30am
- Lunch 1 closed
- Lunch 2 1.10pm – 1.40pm (Monday – Thursday)
- After School until 4pm

Families are encouraged to organise their own library borrowing card, and this can be arranged with our Library staff.

Lost Property

There are two lost property boxes, one in the Front Office, and another in Xavier Hall. All lost property will be cleaned out at the end of each term.

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 6pm. The service is also open on Student Free days, and is accessible to children aged 4-13 years.

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

For further details regarding enrolling 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 9am and 3pm. For everyone's safety, when parking on site, please ensure you park in a marked park 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 Back Gate (De Castella Avenue), and 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 8.30am - 8.50am and 3.15pm – 3.35pm. **Cars are not to stand in this area for lengthy periods**, and this will be monitored by staff. **Drivers are not permitted to leave the vehicle** when utilising the Kiss & Drop bays.

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
- Prevention and Management of Bullying Policy
- Communication Network Use Policy
- Home Learning and Communication
- Catholic Schools and Catholic Education Office Archdiocese of Adelaide Privacy Policy and Privacy Statement

School Uniform

SFX students are expected to take pride at all times 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

The school has launched a new uniform, and this uniform **is mandatory for all new students to the school, as well as children in Reception in 2021**. Please note that for all other students there is a **two year transition period, with all students to be in the new uniform at the commencement of the 2023 school year**.

NEW UNIFORM

Fittings for the "new uniform" can be arranged via the following link: <https://belgraviaportsonline.com.au/pages/school-uniform-fittings>.

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
- School shorts
- School skirt
- 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

Please note that children wearing the new uniform are expected to wear **predominately white sneakers with white laces**. Please refer to The Athletes Foot leaflet for an example of approved sneakers (copy available via the Front Office).

OLD UNIFORM

For children wearing the old uniform, these students are welcome to continue to wear their formal summer and winter uniform, or may choose to wear their PE uniform every day of the week. Should they continue to wear their formal uniform, they will be required to wear their PE uniform on the days as specified by their class teacher.

When wearing the old formal uniform, black school shoes are to be worn with grey socks or tights, and with their summer uniform, the girls wear plain white socks. With the PE uniform, it is to be **predominately white sneakers with white laces**, and **plain white** or the **new SFX socks**.

Should there be weather extremes or your child experiences discomfort from hot or cold weather, they are permitted to wear their alternative formal uniform, however, it must be worn **in full** (ie summer and winter uniform items cannot be mixed together).

GENERAL – ALL STUDENTS

Jewellery

The **only** jewellery permitted is:

- Wrist watch
- Earrings – sleepers or studs – gold or silver in colour
- One chain with religious symbol, to be worn under clothing

Makeup

- No makeup
- No coloured nail polish.

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.

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. All lost property will be cleaned out at the end of each term.

Student Absences

If your child is not going to be at school due to illness, or will be late due to an appointment, the parent must inform the school by 9am via:

- SMS: 0407 641 153
- Absentee Line: 8251 9500
- Email: office@sfx.catholic.edu.au
- School App

Absences are to be advised by 9am, as parents 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 – eg illness, holiday, medical/dental appointment.

When collecting a child for an early pick-up (prior to 3pm), it is necessary to present at the Front Office to sign out electronically before collecting them from the classroom.

Student Accident Insurance

SFX has accident insurance with Catholic Church Insurances Limited. 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 3.15pm – 3.35pm.

Students who are onsite, unsupervised by their parents outside of these hours, will be placed in Out of School Hours Care. This service is paid for by parents.

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

Uniform Shop

The school's uniform is available offsite only, with the exception of school hats which can be purchased at the Front Office. The Uniform Shop is located as follows:

JS Uniform Shop
10 Newton Road, Campbelltown

Opening hours:

Monday	8am – 12 noon
Tuesday	1pm – 5.30pm
Wednesday	8am – 12 noon
Thursday	1pm – 5.30pm
Friday	Closed
Saturday	9am – 12 noon
Sundays & Public Holidays	Closed

Should you require a uniform fitting, you may book an appointment time by visiting the following:

<https://belgrviasportsonline.com.au/pages/school-uniform-fittings>

Full information regarding the Uniform Shop, including ordering online and collection/delivery options, is available via the link below: <https://belgrviasportsonline.com.au/collections/st-francis-xaviers-catholic-school>

For any further queries, please contact the Shop Manager, Michelle Flanigan on 0451 725 600.

Toys/Games/Electronic Devices

Please do not send toys to school with your child. Bringing toys from home often causes unnecessary problems, eg being broken, lost or stolen.

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 (ie 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 development 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.

Show and Share commences in Week 3, and a roster will be distributed via Seesaw.

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, banking, 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 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'. An 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 at a later date.

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 either drop their child outside the classroom, or at the kiss and drop, so that children enter the classroom on their own. In effect it will be a "**Parent/Caregiver Free**" day.

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

Independence Day will commence mid-term, or when children are ready.

Checklist

For your reference, here is a simple 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 and/or Medicine 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
- Provided 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)