



**ST FRANCIS
XAVIER'S**
CATHOLIC SCHOOL



2024

CALENDAR & PARENT HANDBOOK

Term Dates

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

Term 1	29 th January to 12 th April
Term 2	30 th April to 5 th July
Term 3	23 rd July to 27 th September
Term 4	14 th October to 11 th December

2024 Staff Professional Learning Days (Pupil Free)

Monday	29 th January
Monday	29 th April
Friday	7 th June
Monday	22 nd July
Friday	6 th September
Wednesday	11 th December: Last day of the 2024 school year.

2024 Public Holidays

1 st January	New Year's Day
2 nd January	New Year Holiday
26 th January	Australia Day
11 th March	Adelaide Cup Day
29 th March	Good Friday
30 th March	Easter Saturday
31 st March	Easter Monday
25 th April	Anzac Day
10 th June	King's Birthday
7 th October	Labour Day
25 th December	Christmas Day
26 th December	Boxing Day / Proclamation Day

Key Dates Term 1

Tuesday, 6 February: Parent Information Night and free BBQ - 5:00 pm

Thursday, 8 February: Beginning of Year School Mass

Tuesday, 13 February: Shrove Tuesday

Wednesday, 14 February: Ash Wednesday Liturgy

Monday, 11 March: Adelaide Cup Public Holiday

Tuesday, 12 March: AGM

Wednesday, 13 March: NAPLAN commences.

Thursday, 28 March: Holy Thursday

Friday, 29 March: Good Friday

Monday, 1 April: Easter Monday

Tuesday, 2 April: Parent interviews commence.

Thursday, 4 April: Easter Mass

Friday, 5 April: Sports Day

Friday, 12 April: Last day of term

SPORT EVENT DATES- TERM 1 (all dates subject to change)

Friday, 1 March: TTG District Swimming Carnival – Waterworld

Friday, 22 March: TTG Athletics District Carnival – TTG Little Athletics

KEY DATES FOR THE YEAR- TERMS 2 - 4 (all dates subject to change)

Friday, 10 May: Mother's Day / significant person Liturgy and Breakfast

Friday, 28 June: Pyjackie/ Vinnies Day

Tuesday, 25 July: Young Performers Concert

Tuesday 2, Wednesday 3 July: Year 6 Production

Thursday, 8 August: Mary Mackillop Feast Day

Friday, 23 August: Book Week Parade

Friday, 30 August: Father's Day Liturgy, Stall and Breakfast

Thursday, 5 September: School Disco

Friday, 13 September: Grandparents Day

Tuesday, 17 September: Music Cabaret

Friday, 29 November: St Francis Feast Day and Colour Run

Wednesday, 4 December: End of Year Mass

Tuesday, 10 December: Year 6 Graduation and Dinner

Wednesday, 11 December: Last day of school year

Term 2 Calendar 2024



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	29/4 Pupil Free Day	30/4 Workshop for Communion TTG St David's Church 6:00 pm	1/5	2/5	3/5	4/5	5/5
Week 2	6/5 Year 5 Camp - Mylor	7/5 Year 5 Camp -Mylor	8/5 Year 5 Camp - Mylor	9/5 Mother's Day Stall	10/5 SAPSASA Cross Country Carnival @TTGLAC Mother's Day celebrations from 8:30 am Mother's Day Liturgy 9:15 am	11/5	12/5
Week 3 <i>Catholic Education Week</i>	13/5	14/5 Principal Tour 9:30 am	15/5	16/5 Year 1 Liturgy 2:15 pm Xavier Hall	17/5 Walk Safely to School Day	18/5 TTG Confirmation and First Holy Communion St David's Church 2:00 pm	19/5
Week 4	20/5 Assembly – Year 5 host 2:15 pm Xavier Hall	21/5 School Board Meeting 6:00 pm	22/5	23/5 SAPSASA Soccer Carnival @Modbury Vista	24/5 Community Prayer – Room 2 host 9:00 am Xavier Hall	25/5	26/5
Week 5 <i>National Reconciliation Week</i>	27/5	28/5	29/5	30/5	31/5 Community Prayer – Room 5 host 9:00 am Xavier Hall	1/6	2/6
Week 6	3/6	4/6	5/6	6/6 Year 2 Liturgy 2:15 pm Xavier Hall	7/6 Pupil Free Day	8/6	9/6
Week 7	10/6 King's Birthday Public Holiday	11/6 Term 3 Reception Transition Meeting 6:00 pm	12/6	13/6	14/6 Community Prayer Room 3 host 9:00 am Xavier Hall SAPSASA Boys Football Carnival @TTGFC	15/6	16/6
Week 8	17/6 Assembly – Year 3 host 2:15 pm Xavier Hall	18/6 Term 3 Reception Transition – Visit 1 9:00 am – 12:00 pm School Board Meeting 6:00 pm	19/6	20/6	21/6 Community Prayer Room 1 Host 9:00 am	22/6 Principal Tour 9:30 am Working Bee (TBC pending weather forecast)	23/6 Confirmation/ Holy Communion John XXIII at Para Hills 10:00 am
Week 9	24/6	25/6 Term 3 Reception Transition – Visit 2 9:00 am – 12:00 pm Term 3 Reception Liturgy 9:00 am Xavier Hall Young Performers Concert 5:00 pm	26/6 Year 1 Museum Excursion 9:00 am	27/6	28/6 Pyjackie/Vinnies Winter Appeal Community Prayer Room 4 host 9:00 am Quiz Night 7:00 pm Xavier Hall SAPSASA Girls Football Carnival @ TTGFC	29/6	30/6
Week 10	1/7 Mid-Year Reports sent home SACPSSA (Catholic) Netball Carnival	2/7 Year 6 Concert Performance Matinee – Reception – Year 2 11:40 am start Evening – 6:30 pm start	3/7 Year 6 Concert Performance Matinee – Public & Years 3 – 5 11:40 am start Evening – 6:30 pm start	4/7 Whole School Mass Year 4 host 2:00 pm Xavier Hall	5/7 Last Day of Term 2	6/7	7/7

As of 11th June 2024

Dates and times may be subject to change & will be communicated via email or the SFX newsletter.

Term 3 starts on Tuesday, 23rd July 2024

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



Service



Compassion



Respect



Term 3 Calendar 2024



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1 International Students visiting Years 5/6 Intercultural Week	22/7 Pupil Free Day	23/7	24/7 National Tree Day	25/7 100 Days of Reception	26/7 Reception Excursion – Patch Theatre @ Museum	27/7	28/7
Week 2	29/7	30/7	31/7	1/8 Year 2 Liturgy 2:15 pm Xavier Hall	2/8 STEM Mad Showcase Reception Mini Olympics	3/8	4/8
Week 3	5/8 ICAS Writing Assessment	6/8 Dogs Connect Parent Workshop 9:00 am	7/8	8/8 Mary MacKillop Feast Day 2:00 pm Year 5 Mass	9/8 Community Prayer Room 10 9:00 am SAPSASA Basketball State Championships	10/8	11/8
Week 4 Bullying No Way Week	12/8 ICAS English Assessment Assembly – Year 1 Host 2:00 pm Xavier Hall	13/8 School Board Meeting 6:00 pm	14/8	15/8 Feast of the Assumption Year 3 Liturgy 2:30 pm Xaver Hall	16/8 Community Prayer Room 9 9:00 am SAPSASA Girls Football Showdown Donuts Wear Your Sports Colours	17/8	18/8
Week 5 Catholic Schools Open Week Book Week International Students visiting Years 3/4	19/8 ICAS Science Assessment	20/8 Book Week Performance R-2	21/8	22/8 Reception Liturgy 2:15 pm Xavier Hall Open Week Principal Tour 4:30 pm	23/8 Book Week Parade 9:00 am	24/8	25/8
Week 6	26/8 ICAS Maths Assessment Festival Choir Rehearsal - TBC	27/8	28/8	29/8 SAPSASA Netball Carnival	30/8 Father's Day Celebration 8:00 am Father's Day Stall	31/8	1/9
Week 7 ReLAT Practice Assessment	2/9	3/9	4/9 SACPSSA Touch Football Carnival	5/9 School Disco Years R-2 5:00 – 6:00 pm Years 3-6 6:15 pm – 7:30 pm	6/9 PUPIL FREE DAY	7/9	8/9
Week 8 ReLAT Practice Assessment	9/9 Assembly Year 2 host 2:15 pm Xavier Hall	10/9 School Board Meeting 6:00 pm	11/9	12/9 R U OK? Day Year 1 Liturgy 2:15 pm Xavier Hall	13/9 Grandparents Day/Special Friends 9:00 am – 11:00 am SAPSASA Tennis Carnival	14/9	15/9
Week 9	16/9	17/9 Music Cabaret 6:00 PM	18/9	19/9	20/9 Community Prayer Room 11 host 9:00 am		22/9
Week 10 Festival Choir Performance	23/9	24/9	25/9	26/9 SAPSASA Softball Carnival	27/9 Andrew Chinn Performance Casual Day Last Day of Term 3:05 pm finish	28/9	29/9

Updated as of 22nd August

Dates and times may be subject to change & will be communicated vi email or the SFX newsletter.

Term 4 starts on Monday, 14th October 2024



From our Leadership Team

Dear Families,

Welcome to the St Francis Xavier's Catholic School (SFX) community for 2024. 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, 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 2024.

Kind Regards,



Jason Mittiga,
Principal.



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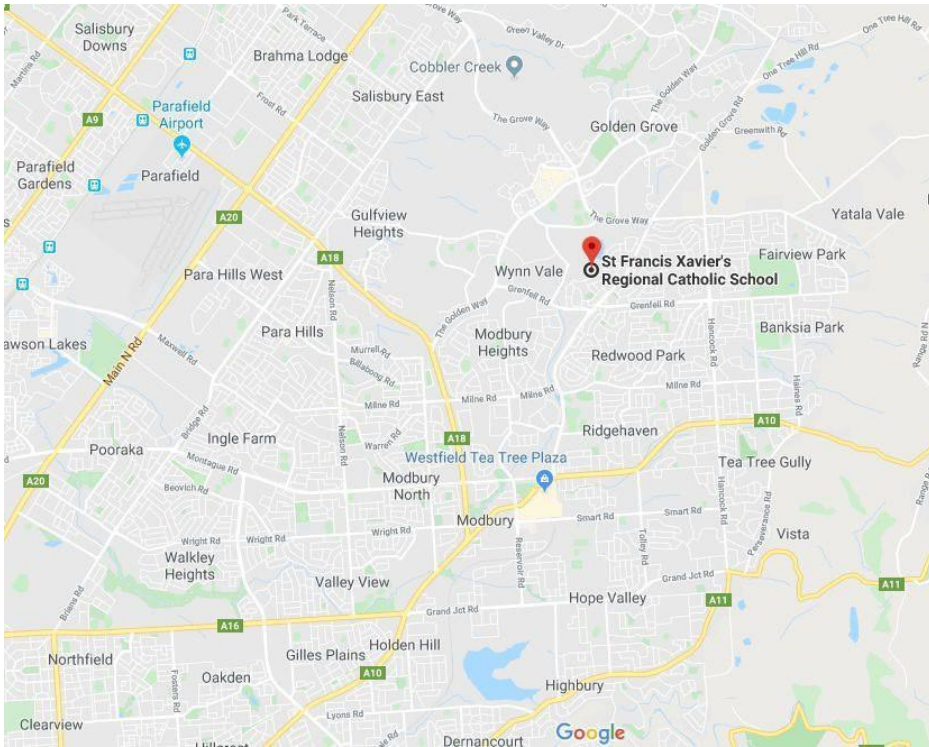
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Please note that all information included in the Parent Handbook was correct at the time of publication but may be subject to change. Please save the link to this Handbook to ensure you have always up to date school information, including calendar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



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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	www.sfx.catholic.edu.au
SFX Facebook	www.facebook.com/sfxcatholicsschool/
SFX Instagram	stfrancisxaviercatholic
Catholic Education South Australia	www.cesa.catholic.edu.au
Child Care Benefit information	www.humanservices.gov.au
Catholic School Parents SA	https://cspsa.catholic.edu.au/
Qkr! App	https://www.sfx.catholic.edu.au/files/d/7079/QKR.pdf
School Card Applications	SA.GOV.AU - School Card scheme (www.sa.gov.au)
Community Portal	https://cesa-portal-auth.civicaed.com.au/



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Key Contacts

General Information	office@sfx.catholic.edu.au
Absences	office@sfx.catholic.edu.au
After School Sport	tkrawczyk@sfx.catholic.edu.au
Appointments with Leadership Team or Counsellor	pa@sfx.catholic.edu.au
Enrolments	pa@sfx.catholic.edu.au
Finance	emessina@sfx.catholic.edu.au
ICT	cwhalan@sfx.catholic.edu.au
Music Tutoring	mainslie@sfx.catholic.edu.au
Out of School Hours Care & Vacation Care	oshc@sfx.catholic.edu.au
Workplace Health & Safety	ndnistri@sfx.catholic.edu.au
Belgravia Apparel Uniform Shop	Michelle Flanigan on 8336 2602

Mission Statement

***St Francis Xavier's is a child-centered,
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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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

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.

2024 Classroom Structure

We will commence 2024 with 22 classes, with a further intake of two Reception classes in Term 3.



2024 School Tours

Term 1

Saturday 17/2 9:30 - 10:30 am

Wednesday 13/3 4:30 - 5:30 pm

Term 2

Tuesday 14/5 9:30 - 10:30 am

Saturday 22/6 9:30 - 10:30 am

Term 3

Thursday 22/8 4:30 - 5:30 pm

Term 4

Tuesday 22/10 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 eg 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).

Office Hours at the school 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, 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. 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.

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 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
08 8251 9536

Sport: 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 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. 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 new 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 and we also have 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

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 practise 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 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 expected to discuss with their children. Students in Year 3 to 6 have an updated and more detailed user agreement inline 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, 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.

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. We ask that you communicate with your child to ensure that they are aware of where you will be picking them up in the afternoon. 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 communicated via the Newsletter and your child's class teacher. 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 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 children 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 – Performing Arts
- 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
- 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.

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.

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, 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 Back 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 – 3:25 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 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 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>

- Prevention and Management of Bullying Policy
- Behaviour Education and Personal Responsibility Policy
- Catholic Schools and Catholic Education Office Archdiocese of Adelaide Privacy Policy and 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

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**. Please refer to The Athletes Foot leaflet for an example of approved sneakers (copy available via the Front Office).

General – All Students

Jewellery

The **only** jewellery items permitted are:

- Wristwatch
- 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 polishes.



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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

Email: office@sfx.catholic.edu.au

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 – eg 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 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 3:05 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**.



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Uniform Shop

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

Belgravia Apparel

10 Newton Road, Campbelltown

Opening hours:

Monday	8:00am – 12:00 noon
Tuesday	1:00pm – 5:30pm
Wednesday	8:00am – 12:00 noon
Thursday	1:00pm – 5:30pm
Friday	Closed
Saturday	9:00am – 12:00 noon
Sundays & Public Holidays	Closed

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

<https://belgraviaportonline.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://belgraviaportonline.com.au/collections/st-francis-xaviers-catholic-school>

For any further queries, please contact the Shop Manager, Michelle Flanigan on 8336 2602

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 (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.



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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.

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, 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 mid-term 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
- 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 rs 1 – 6)