



ST BRIGID'S PRIMARY SCHOOL MORDIALLOC

PARENT HANDBOOK

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INTRODUCTION

Dear Parents,

The St Brigid's Parent Handbook contains information about school programs, policies, procedures, and parent groups. It is to be read in conjunction with the Foundation Handbook (Foundation parents only), newsletter and webpage as these provide further information.

The information supplied is correct at the time of printing, however as we evaluate and refine what we do, changes will be made. Initially these changes will be noted in the Newsletter.

This information is relevant when there are no COVID-19 restrictions.

If you have any questions, need clarification or would like to comment on any aspect of the Parent Handbook, please contact me at the Office.

Regards,

A handwritten signature in purple ink that reads "W. Sullivan".

Wendy Sullivan
PRINCIPAL

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VISION STATEMENT

We at St Brigid's Mordialloc are a Catholic Faith filled community. We recognise the importance of the safety, wellbeing and global development of the whole person. We accept the challenge to promote, encourage and develop positive attitudes to faith, life and learning.

St Brigid's Mission Statement

To ensure all students learn and experience success, we strive to:

- Support our community in faith development.
- Develop awareness of Christ's presence in the world and its people through compassion, service, wisdom, inclusiveness and love.
- Provide a consistently safe and positive learning environment.
- Foster a love of lifelong learning through a diverse and challenging range of experiences.
- Recognise and celebrate individual learning styles and abilities.
- Build resilience and a sense of wellbeing in all students.
- Empower students to participate in the world with confidence as globally responsible citizens.
- Be witnesses to the value and dignity of each person.
- Respect God's creation and commit to take action and provide environmental education while embedding sustainable practises.



ABSENCE FROM SCHOOL

Attendance is compulsory for all students enrolled at St Brigid's. If your child is unable to attend school, you are asked to telephone the school and notify the Office staff of your child's absence or complete the eForm Absentee notification on the St Brigid's Skoolbag App. When your child returns to school, a note of explanation should be sent to the classroom teacher for inclusion in the attendance roll.

If your child needs to leave school early for any reason, a note informing the teacher, signed by the parent or guardian must be sent to the school in advance, or this can be done through the Skoolbag app. Medical, dental and optical appointments are to be made out of school hours if possible. It would be appreciated if family holidays were arranged within school holidays.

Sick Student

Sick children should not attend school. If a child is sick during the night, or not well enough to go outside to play or concentrate in the classroom, then they are not well enough to be at school.

ACCEPTANCE OF ENROLMENT

St Brigid's Primary School is part of the St Mary of the Cross Catholic Parish Community. The school provides our students with rich learning experiences combining academic, pastoral and social development in a setting of which we can all be proud.

Schools depend on the support of parents in almost every aspect of their operations. St Brigid's is no exception. We invite and encourage involvement of parents in a variety of structured activities, including support in the classroom, general supervision on excursions, walking to Mass and attendance at working bees. The school has an enthusiastic Social and Fundraising Group that plays a vital role in promoting the social development of the families and raising of funds to provide additional resources for the students.

It is expected that every family participates in some of these activities during the year. The school newsletter contains information about up and coming events and regularly includes invitations for parents to support or attend.

Acceptance of enrolment is acknowledgement that the family will participate in school activities during the course of the student's time at school and adhere to the school policies. Acceptance of Enrolment also acknowledges the parent/parents obligation to the full payment of fees and levies unless alternative arrangements have been made with the Principal. The Enrolment Policy is available at the Office and is on the school's website.

ACCESS TO BUILDINGS AND CLASSROOMS

Access to the main building is permitted after 8:30am. Teachers supervise classes in the school building during recess breaks and when the hot or wet day program is operating. All parents must report to the Office to sign in/out when entering/exiting the school between 8.45am and 3.15pm via the electronic sign in/sign out system in the office.

ADVENTURE PLAYGROUND EQUIPMENT

As a safety and legal requirement, students can only use the adventure playground equipment under teacher supervision. Students are not permitted on this equipment before or after school as no supervision is provided at these times. Preschool children are not permitted to play on the equipment at any time. Teachers are not responsible for the supervision of preschool children.

ALLERGIES

We provide a safe and healthy school environment that takes into consideration the needs of all students including those who may suffer from anaphylaxis (a severe and potentially life threatening condition). You will be informed if there is a student in your child's classroom with a severe allergy ie. Nuts/eggs.

Eggs: We realise it is impossible to avoid products baked with eggs in lunchboxes. Therefore, we request that you speak to your child about the importance of not sharing food with other students in their classroom; this message is reinforced by the classroom teachers and in the School newsletter.

Nuts: We also ask parents to avoid sending products containing nuts to school in an effort to limit the chances of children with allergies being exposed to nuts.

We thank you in advance for your consideration in making the school environment safe for all students.

ASSEMBLIES

These take place fortnightly on Friday afternoons commencing at 2.30pm in Brigid Hall. This is a time where we come together as a school community to share our learning and successes with the wider school community and also present important reminders. Families are most welcome to attend. If your child's class is rostered on to present at an assembly, families will be notified via the weekly newsletter and also via the class teacher.

Assemblies assist in the promotion of our school spirit and a sense of belonging to a caring community. School policy, Show Me 5 rules and expectations are positively reinforced at assemblies. Classes are rostered throughout the year for Assembly. Students participate in prayer, presentation of class work and class awards.

BEFORE/AFTER SCHOOL CARE

Before & After School Care is available through Team Kids and operates at St Brigid's Primary School from 7:00 – 8:30am in the morning and 3:15 - 6:30pm in

the afternoon. Enrolment forms are available online from www.teamkids.com.au. Students are permitted to attend Before or After School Care once an enrolment form has been completed.

BICYCLES

Bicycles and scooters must always be walked within the school grounds. They must be placed in the designated bicycle racks. All students who ride or scoot to school must wear protective head gear.

BUDDIES

A buddy system exists at St Brigid's Primary School. Students new to the school receive a buddy to help them with the transition to their new environment. Each Foundation student is allocated a Year 5/6 buddy and the students in the 3/4 year level are paired with students from the 1/2 year level.

BULLYING

Bullying is a form of harassment. It implies a lack of respect for another person. Bullying is an act that is repeated over time and involves the inappropriate use of power by one or more persons over another less powerful person or group.

Bullying has been described as taking on many forms. These forms can be verbal, physical, social or psychological and it is not accepted at St Brigid's School in any form.

"You Can Do It", 'Bounce Back', 'Alanah & Madeline Foundation', 'eSmart', 'Be You' and Restorative Practices and class programs based on the Victorian curriculum assist in teaching students the values and foundations to achieve social, emotional and behavioural wellbeing.

CAMP PROGRAM

The outcomes for our Outdoor Education Program (Camp) focus on relationships, bonding with classmates, developing friendships, teamwork and outdoor adventure activities. This program provides further opportunities to develop the Victorian Curriculum domains and experiences to assist students to consolidate their understandings of specific Learning Units.

The Year 5/6 students are involved in a 5 day Canberra camp and alternating Waratah Bay Surf Camp usually held early in the year (where possible) to lay positive foundations for the year ahead. Year 4's have an overnight stay activity in Melbourne.

As camp activities contribute to the student's overall development and are an integral part of the school curriculum, attendance is compulsory for all students. Camps involve an additional cost to families. These costs are included on the school account. Assistance is available to families experiencing financial difficulty.

CDFPay ONLINE ORDERING SYSTEM

All families will be invited to create an account for our Cashfree Online Ordering System. This system is used for ordering lunch orders through our Tuckshop and it can also be used for ordering uniforms, paying school fees, special orders and fundraising activities.

CHANGE OF CONTACT DETAILS

The school must be notified immediately if there is a change of address or phone number at home or the work place of parents. This ensures that we can contact you at any stage during the day, particularly in the case of an emergency. This can also be done through the Skoolbag App. Families need to make the necessary changes to your child's Operoo profile.

CHILD SAFE SCHOOLS

At St Brigid's we are committed to being a Child Safe School. In response to the requirements of State Ministerial Order 870 (2016) we undertook the compliance process so as to fully address the standards as required by the order. We are committed to the care, safety and wellbeing of students in our school. We are committed to providing a safe and nurturing culture for all of our students by upholding the primacy of the safety and wellbeing of our students, empowering families, students and staff to have a voice to raise concerns and also by implementing a rigorous risk management strategy in our employment practices.

CLASS PHOTOGRAPHS

Class photographs are taken each year. Pre-paid orders are placed for individual, class groups and family photos. These are usually taken in Term 1. Summer Uniform is required.

COMMUNICATION WITH FAMILIES – SKOOLBAG APP

Communication from our school is through our St Brigid's App (powered by Skoolbag) and email. It is important to ensure your email and mobile phone contact details are kept up to date via the school office. If families feel the need to contact the school/teacher about their child – this can be done by phone, email or in person.

DOGS

In the interests of students' safety and for all who use the school, dogs are not permitted on school grounds at anytime.

EARLY/LATE DEPARTURES/COLLECTION OF STUDENTS FROM SCHOOL

It is very important that parents ensure their children arrive at school no later than 8.40am so that they can unpack their bags and get themselves organised in order for school to start promptly at 8.45am. Students who arrive late for school not only miss important instructions, but more importantly, disturb the class and/or school routine.

Students who arrive late for school will be required to sign in via the school's electronic sign in located in the Office. Where records show that students are regularly late, teachers will notify parents to discuss the problem in order to rectify the situation.

In the event of parents wishing to collect their child early from school for dental, medical appointments etc, a written note must be handed to the teacher in the morning and they will be required to report to the school Office and sign their child out via the school's electronic sign out located in the office and present this to the class teacher prior to departure. In this way the class teacher can be assured that appropriate notification has been observed.

The Principal, Deputy Principal or Office staff will be advised of students who arrive well before school or who are waiting long after school. Parents will be notified promptly if their child has not been collected by 3:30pm. It is appreciated if you anticipate that you are going to be late for pick up to please contact the Office.

EMERGENCY CONTACTS

In case of an illness or injury to a student during school hours, it may be necessary to contact parents. It is imperative that these details are kept up to date on Operoo.

It is imperative that parents do not list themselves as the emergency contact person. You will always be notified first. If you are unavailable, we need someone known to your child to act on your behalf. This person must have access to private transport in case the child needs medical attention. Medical Plans are required if the child has a medical condition or allergy, these need to be uploaded to your child's Operoo profile and a copy should also be given to Office.

ENROLMENT FEE FOR NEW FAMILIES

At the time of lodging an enrolment application, all new families will be required to pay a non-refundable enrolment fee of \$100.00 per family. Once a family has received an offer of enrolment, a \$250.00 fee to secure a place in the school is required. This \$250.00 will be deducted from your first years school fees.

EXCURSIONS

Excursions/Inursions are seen as an integral part of the school curriculum. They are organised to promote and develop understandings of the Victorian Curriculum. They are invaluable in stimulating student's interest and are preceded or followed up by class work. All students are expected to attend. Parents will be notified in writing of any excursions prior to the event.

FIRST AID

Accidents at School

In the case of a sudden illness or accident the following procedures will be followed:

Serious Case- a teacher will give assistance and remain with the student until the appropriate help arrives. Parents will be notified immediately. If the school is unable to contact either the parent or an emergency contact person as listed on the Emergency Contact Form, the closest and most appropriate medical help will be sought. An ambulance will be called if necessary. Any costs incurred will be the responsibility of the parent/s.

Minor Case- when a student becomes mildly unwell, or suffers a minor accident, appropriate first aid will be given. The student will be given a written first aid report to take home. The report provides a brief account of the incident and the first aid given. Parents will be rung for all head bumps.

*Please note: All students are covered while engaged in a school activity (including overnight school camps) by CCI Schoolcare Insurance. Ambulance costs are covered by CCI. Please refer to the website www.ccinsurance.com.au for more information or enquire at the school Office.

FOUNDATION ENROLMENT

Parents are notified about the enrolment period through the school newsletter, the Parish Bulletin and on kindergarten noticeboards.

Interviews for families will be conducted during May and letters of offer will be sent to parents in June. (COVID restrictions changed these times for 2020). Children may be enrolled to start school in February of the year in which they turn five, provided that their birthday is on or before 30 April of the year they commence school. Parents must provide Birth, Baptism and Immunisation Certificates with their application.

To assist with class placements, new Foundation students will attend familiarisation sessions at school during November. In addition, contact will be made with feeder kindergartens to build a profile on incoming students. An Information Night is held in October for parents of the new Foundation intake.

GRADUATION

A Graduation celebration takes place in December for all Year 6 students leaving our school to begin their secondary education. The format may vary but includes a Graduation Mass at St Brigid's Church, a formal presentation of certificates by the Principal and a daytime activity.

HOMEWORK

Homework is given to students to train them in purposeful study habits, to consolidate learning taught in everyday lessons and to communicate to parents the types of work undertaken in the classroom. Some grade levels may share a common task/s set on a weekly or fortnightly basis, but individual teachers may vary the approach to homework tasks. As a guideline, formal or informal homework tasks in Prep, 1 and 2 should not exceed 20 minutes per night. Years 3 and 4 should not exceed 30 minutes per night. Year 5 and 6 should not exceed 40 minutes per night. This time will include written work and nightly reading.

IMMUNISATION

Certificate of Immunisation

All Students starting Foundation are required to have a certificate of their immunisation status. This certificate indicates whether that student has been immunised against Diphtheria, Polio, Tetanus, Measles, Mumps, Rubella, Chicken Pox, Hepatitis B and Meningococcal C and is available from the Australian Studenthood Immunisation Register. If an outbreak or a contagious disease occurs in class, where there is a non-immunised student, that student cannot attend school until the outbreak is over.

Several infectious diseases require the patient to be excluded from school for a specified time. Refer to the Appendix II.

HEAD LICE

The outbreak of head lice occurs in most Victorian schools. These insects are up to 2mm long and lay eggs (nits) on hair close to the scalp, usually at the back of the neck and behind the ears. Eggs are up to 1mm in length, oval in shape, off-white in colour and cemented to the hair. Egg cases that remain once the lice have hatched are dull white and generally found on shafts of hair further than 1cm from the scalp.

The Department of Human Services recommends the following as an adequate control program for schools:

- Parents/guardians are responsible for regularly checking their own children's hair for infestation. If head lice are found, parents/guardians should immediately seek treatment, and notify the principal.
- Parents/guardians, particularly those of other students in the same class will be notified of the infestation.
- Principals must exclude infected students according to the Health (Infectious Diseases) regulations 1990.

INTERNET, COMPUTERS AND STUDENT PHOTOGRAPHS

Each student and parent signs a contract regarding the use of Computers, Emails and Internet. This will be sent home in Term 1 of each school year. An authorisation is sent home to parents/guardians at commencement of enrolment

for permission to publish photos of students or students work in the newsletter and/or on the website.

LIBRARY BOOKS

Students are encouraged to borrow books from the library through the correct procedures. A library bag is necessary for the younger students in order to protect the books. If a book is lost, a fee will be charged to cover the expense of its replacement.

LOST PROPERTY

Students are expected to look after their own property. Every effort will be made to return lost items if they are named. All unnamed clothing or other articles will be put in the Lost Property area which is located just inside the double doors near the Artroom. At the end of each term, unnamed items will be offered for sale at a reduced price through the Second Hand School Uniform Shop or will be sent to St Vincent De Paul.

MEDICATION

All medication is to be kept in sick bay with a permission note from parents. Students should never be responsible for their own medication. Parents must inform the class teacher and the office, if their child brings any medication to school so that it can be administered by the Office staff at the appropriate time.

MOBILE PHONES

As a general rule we do not believe that primary school students require the use of a mobile phone at school.

In circumstances where students are making their own way to and from school independently or where students are involved in extra curricula activities after school, parents may consider that a mobile phone is required for personal safety reasons. In this event, parents and students are required to sign the Mobile Phone Acceptable Use Policy Agreement available from the Office. Mobile phones must be handed into the office at the beginning of the day and can be collected at the end of the day when school has finished.

NEWSLETTERS

The newsletter is a major communication link between school and home. The fortnightly newsletter contains details of the wide range of school activities. Various bodies (Social and Fundraising, Uniform Shop and Tuck Shop) may contribute to this newsletter which is under the editorial control of the Principal. Commercial advertising is not included in the newsletter. The newsletter also aims to reduce the number of notices being sent home to parents. The school Newsletter is emailed to all parents and is also available on the Skoolbag App, and the St Brigid's School Website. A fortnightly "What's Happening" Bulletin is published on the alternate week to the newsletter.

A newsletter is produced each term by each year level informing parents of activities, procedures, parent nights, Sacramental Programs and other relevant information.

OPEROO

At St Brigid's we take the health and safety of our students very seriously. We use a health and safety application named Operoo. Operoo is an innovative parent controlled electronic medical form for schools, clubs and other groups with a duty of care. It's an electronic version of the paper based forms you're always having to fill in for excursions, camps, enrolments, etc. It provides parent's the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you. At St Brigid's we use Operoo for all our excursion, camp, information session requests.

Parents can use a PC, laptop, tablet or smart phone to enter the details including:

- emergency contacts
- medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from parents
- and more...

From the schools perspective, this information will only be accessible by the relevant staff for your child.

PARENT/TEACHER INTERVIEWS

Regular times during the year are set aside for parent/teacher discussions. Early in Term 1, Get to Know the Teacher/Information Sharing Evenings will be held for parents at each year level. Teachers and the Learning Diversity Leader will meet with parents of students on Individual Learning Plans, on other scheduled times.

Family Conferences are conducted at the end of Term 2 over two days. School is dismissed at 1.00pm on one of these days.

Parents are welcome to discuss their child's progress with teachers at anytime, but appointment times must be made at a mutually convenient time to ensure uninterrupted discussions may take place.

PARKING

On street parking is available on Albert, Chute and Barkly Street. There is two drop off zones near the corner of Chute and Albert Streets. Parents **may not** leave their vehicle while in this zone and must only remain parked while children are dropped off or picked up from school.

Parents are asked to observe the following rules when picking up their children:

- Be aware of pedestrians

- Show courtesy and consideration for other drivers, be cautious and alert
- Use the crossing at all times.
- Ensure children exit or enter passenger seats from the curb side of the car
- Walk bicycles across the pedestrian crossing
- Ensure children/parents use the school crossing when going to vehicles parked on the opposite side of the road.

PERMISSION NOTICES/OPEROO

Permission notices are issued via email through the Operoo Program. Parents must give their permission via Operoo for all activities and excursions taking place outside the school grounds. Details of the activity or excursion are included in the email sent to parents.

PRAYER

The St Brigid's prayer is prayed at each assembly and school functions. See Appendix 1.

RELIGIOUS EDUCATION

As a Catholic school, it is the teacher's responsibility to support parents in developing their children's faith by offering a life-centered Religious Education program that teaches students about their relationship with God, each other, staff, parents, parish community and the world beyond. Religious Education programs are faithful to the teachings of the Catholic Church and are relevant to the age and faith development of the student.

Parents are expected to support school programs by assisting their children with home activities, attending parent nights at each year level, attending Parish Sacramental Program, supporting the families of children receiving the Sacraments (Penance, First Eucharist and Confirmation) and participating/attending year level masses and special ceremonies throughout the Church/School year.

The Religious Education Curriculum Framework is used and "To Know, Worship and Love" texts are used as a supporting material.

REPORTING STUDENT ACHIEVEMENT

A range of formal and informal (eg. See Saw) reporting procedures occur in the school. Formal Parent/Teacher/Student interviews are conducted at the end of Term 2. Comprehensive formal written reports will be sent home at the end of Terms 2 and 4. Parents can meet with teachers before and after school as required by appointment.

SCHOOL ADVISORY BOARD

The School Board is a forum for discussion on matters relating to the St Brigid's Primary School. It brings together, in a spirit of co-operation, the Principal, parent representatives, teachers, and other groups involved with the education of the school so that responsible and informed advice can be given to the Parish Priest

and Principal. Guidelines for the operation of the School Board are available from the Office.

SCHOOL FEES

School Fees together with Commonwealth and State Government Grants pay for the running costs of the school. These costs include: salaries, building, equipment and grounds maintenance, light, power and heating, insurance, resource development and capital expenditure. School Fees are charged in two levels - single student or two or more students.

School fees are determined in consultation with the Principal, School Accountant and School Board. Fees are reviewed annually.

Any family who is seeking special consideration for a concession on School Fees should make an appointment to see the Principal to discuss the situation and this will remain completely confidential. The appointment needs to be made as soon as financial difficulty arises. It is Parish Policy that no student shall be excluded from school because of family financial difficulty.

The current School Fee Policy includes the Fee Schedule for 2020. These will be reviewed by the Accountant and School Board in Term 4 for 2021.

There is no reimbursement of school fees for families where students are absent from school for a prolonged period due to family holidays as the school is holding an enrolment place open for that student/students.

If a family leaves the school part way through the year, an appropriate proportion of the family fee will be rebated. As costs for camp and swimming are calculated on the basis of all students attending there will be no refund given for non-attendance. All outstanding fees must be paid in full before the student/s leaves the school. At least one month prior to departure, the parent or guardian should notify the Principal in writing of the final date of attendance, if the one-month notification is not adhered to, a penalty equal to one month's school fees may apply.

Fee Payment

School accounts will be sent out at the beginning of Term 1, billed for the full year's fees and levies. Fees are payable over three equal installments, collected in Terms 1, 2 & 3. Levies are billed with Term 1 fees and camp fees are billed separately. Term 1 fees and Levies are due two weeks before the end of Term 1 and fees for Term 2 and 3 are also due 2 weeks before the end of each of these terms. Camp fees will due two weeks prior to the beginning of Camp. We ask that this schedule be adhered to in fairness to all families. The only exception to these due dates is if you have a scheduled payment plan in place. The school offers a range of payment options: cash (payable at the Office between 8.30am-4pm), cheque, direct debit (bank account or credit card), EFTPOS (only credit

card), CDFpay online or electronic transfer (BSB 083-347 Account No 65068 3464).

Student Levies

Student Levies contribute directly towards education costs (with the exception of school camps) and include things such as stationery needs, text books, library books, art and craft materials, class incursions & excursions, Sacramental programs, swimming tuition and inter-school sporting activities. Student levies are charged per student.

SCHOOL HOURS

- 8:30am Principal & Deputy Principal are on yard supervision
- 8:40am Music plays - Students & parents may go to classroom. All students expected to be at school
- 8:45am School commences
- 10:45-11:30am Morning Break
- 1:30 – 2:20pm Lunch Break
- 3:15pm School dismissed
- 3:30pm Principal & Deputy Principal finish yard supervision

SCHOOL MAINTENANCE

Working Bees are held on an as needs basis – at least twice a year. Dates and times are notified via the weekly newsletter. It is important that as many parents as possible attend these days in order for general maintenance and improvements to be carried out. This helps reduce the costs to the school of employing trades people.

SCHOOL POLICIES

In keeping with our School Improvement Plan we revise school policies, write new policies and delete redundant policies over a four-year cycle. This is done by staff and with regard to some policies, the School Board. A number of these policies have been uploaded on to our webpage and can be found in the same location as the Newsletter.

SHOW ME FIVE

At St Brigid's, we have a "Show Me 5" visual of our school rules – A hand (Please see below). These 5 governing and non-negotiable School Rules and Consequences are promoted using the visual representation of a hand with 5 fingers, with each finger representing one rule and consequence. This is a school wide set of expectations.

By implementing a school wide set of positive expectations with clear behaviour expectations, it enables staff to track and record all student behaviour on the playground. The information analysed regularly allows staff to implement and target social skills to teach desired behaviours when inappropriate patterns of behaviour are observed. There are also structures and opportunities to celebrate and reward the students who comply with the St. Brigid's School Rules.



SOCIAL AND FUNDRAISING

Parents volunteer their time to serve the school in many capacities to raise funds for the school. They are also responsible for many successful social events that foster community spirit and participation. Anyone is welcome to join. A meeting early in the year is arranged for all interested parents to share ideas. Becoming a Parent Class Rep is a good way to become involved at St Brigid's. Social and Fundraising events where children are present are alcohol free activities.

SPORT'S DAY

All Students in Foundation to Year 6 participate in the School Sports. The School Sports are held in Term 4 (weather and venue permitting) and parents are invited to act as officials and marshals. These arrangements are made by the Physical Education Teacher.

SUNSMART POLICY

St Brigid's fully supports the Anti-Cancer campaign. The school requires students to wear the school hat in Terms 1 and 4. Students, who are not wearing their school hats will remain in a designated, shaded area during recess and lunchtimes. Students are required to bring their own sunscreen to apply on a regular basis.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

Students will be supervised from 8:30am onwards. Please do not drop off children earlier unless prior arrangements have been made with the Office.

Students will be supervised from 3:15pm to 3:30pm in the afternoon. If you are going to be later than 3:30pm, please contact the Office so that arrangements can be made to ensure adult supervision is available. After 3.30pm your child will be brought to the Office for supervision and parents will be contacted.

If your child needs to be picked up by an adult unknown to the school, please phone or write a letter of permission. Children leaving school before 3:15pm require a letter from parents explaining who will be picking them up. All visitors and parents must enter the school via the Office. No student will be allowed to wait on their own outside the school to be picked up.

TUCK SHOP

St Brigid's parents run the Tuck Shop on a voluntary basis. It operates on Fridays. The maximum amount to be spent over the counter is \$3.00. **All ordering is done by the CDFPay online system.**

UNIFORM

St Brigid's parents run the Uniform Shop. The Uniform Shop is generally open once a month. Opening Times and Dates will be posted in the St Brigid's Newsletter. Uniforms may also be ordered through the CDFPay Online Ordering system and these orders will be filled on a weekly basis. Summer boys and girls uniforms are worn in Terms 1 & 4. Winter boys and girls uniforms are worn in Terms 2 & 3. Sports Uniform is to be worn only on days when classes have Physical Education or a day when notified by classroom teachers. Students are expected to wear their correct school or sports uniform at all times.

WORKING WITH STUDENT CHECK (WWCC)

All parents, friends, trades people and delivery personnel are asked to obtain a Visitor's Pass from the school Office and produce a current Working with Children Check (WWCC) upon arrival during school hours and register their name and time of arrival. This pass must be worn during the extent of their visit. On leaving the school, visitors must sign out and return their Visitor's Pass to the Office. We are a Child Safe School and these processes are in line with the standard.

APPENDIX 1 – PRAYER TO ST BRIGID

Prayer to St Brigid

St Brigid, Mary of Ireland
Ask for us all today
The courage to be God's friend
Whatever the world may say
The grace to be strong and confident
The grace to be kind and true
The grace to be faithful always
To God, God's mother and you.

APPENDIX II – INFECTIOUS DISEASES EXCLUSION PERIOD

Infectious Diseases

Any student who catches Measles, Mumps, Polio, Whooping Cough or Diphtheria will be excluded from school for the time in the Human Services School Exclusion table as attached. All non immunised students will also be notified if there is a case of Measles or Diphtheria in their classroom.

School exclusion table

Statutory rule

A person in charge of a primary school or student's services centre must not allow a student to attend the primary school or student's services centre for the period or in the circumstances:

- A. specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the student is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
- B. specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the student has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or student's services centre, when directed to do so by the Secretary, must ensure that a student enrolled at the primary school or student's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note VPD's are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Schedule 7 Minimum Period of Exclusion from Primary Schools and Student's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised student, but may be less in previously immunised student.	Any student with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.

Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young students unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.

Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the student for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the student has received antibiotic treatment for at least 24 hours and the student feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the student is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.

Verotoxin producing
Escherichia coli (VTEC)

Exclude if required by the Secretary and only for the period specified by the Secretary.

Not excluded.

Worms (Intestinal)

Exclude until there has not been a loose bowel motion for 24 hours.

Not excluded.

The Public Health and Wellbeing Regulations 2019 are available from the [Victorian Legislation and Parliamentary Documents website](#) maintained by the Department of Premier and Cabinet.



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