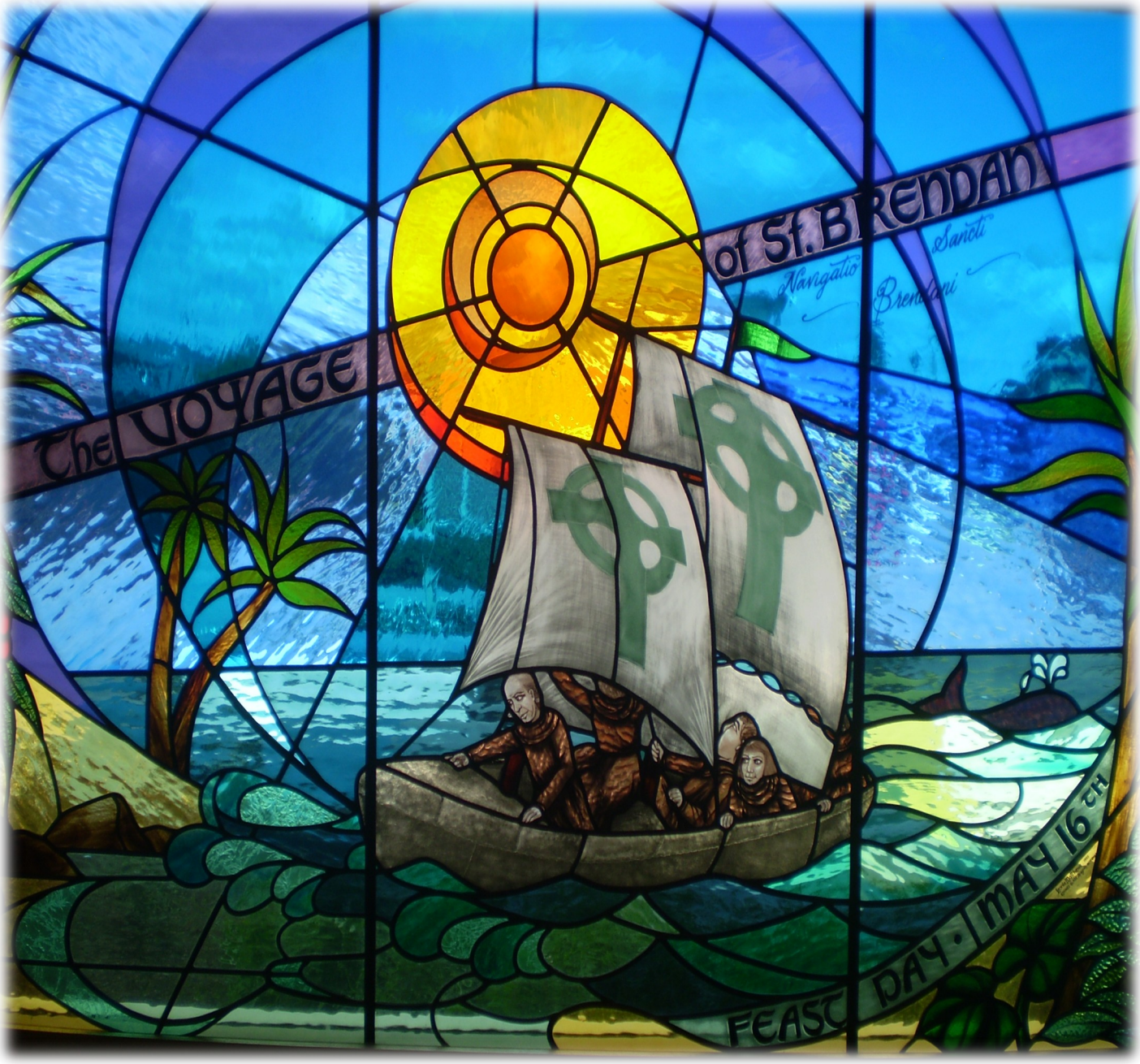
"Our Catholic Identity"
St. Brendan's is a Catholic School embracing our diverse community with faith and courage in the spirit of the Mercy tradition".

St. Brendan's is a Child Safe School.
We promote the safety, wellbeing and inclusion of all children.

St. Brendan's Primary School Shepparton

2026 Parent Handbook



A MESSAGE FROM MR BRIAN

Dear Parents and Carers,

On behalf of the staff and leadership team, I would like to extend a warm and heartfelt welcome to you and your family as part of the St. Brendan's Primary School community. We are delighted to have you with us, and we look forward to embarking on a journey of learning, growth, and faith together.

At St. Brendan's, we are a Catholic school that embraces the rich diversity of our community with faith and courage, following in the spirit of the Mercy tradition. As we live out our Catholic identity, we are united by a shared commitment to nurturing the individual talents, creativity, and resilience of each child, while upholding the values of equality, collaboration, and success.

Our vision at St. Brendan's is to build a community centered on God, where we follow the teachings of Jesus and integrate faith with everyday life. We are dedicated to creating an environment that invites inquiry, exploration, and discovery. Through this, we foster collaborative learning, where students work together to reach their full potential. We strive to nurture the individual strengths of every child, empowering them to become confident, compassionate, and capable learners.

We believe that education is a partnership - one that involves not only our school staff but also our parents, parish, and the wider community. Together, we share the responsibility of guiding each child towards be-coming a thoughtful, ethical, and engaged member of society.

As a community, we embrace our core values: equality, creativity, collaboration, and success. These values are at the heart of everything we do, and they guide us in creating a positive, inclusive, and supportive environment where all children can learn and flourish.

Our school motto, *"With Faith and Courage,"* is a reminder to all of us: students, staff, and families alike that with God's grace, we can face challenges with resilience and move forward with hope and confidence.

I invite you to join us in this exciting adventure of learning and growing as a community of learners. Together, we can make St. Brendan's a place where every child feels safe, valued, and inspired to reach for their full potential. We are grateful for your partnership and look forward to a year filled with faith, joy, and discovery.

Kind regards,



Mr Joel Brian (Principal)

St. Brendan's
Primary School Community
Identity Statement

REVIEWED 2015





"St. Brendan's is a Catholic School embracing our diverse Community with faith and courage in the spirit of the Mercy Tradition."

St. Brendan's
Primary School Community

Vision







St. Brendan's strives to...

- Nurture a diverse community centred on God, following the teachings of Jesus, and integrating faith and life.
- Nurture the individual talents, creativity and resilience of each child.
- Create collaborative learning environments that invite learners to inquire, explore and discover.
- Foster partnerships between school, parents, parish and wider community in sharing the responsibility to educate children.
- Create a safe and positive environment where all children can learn and flourish to their full potential.

St. Brendan's
Primary School Community
Our Beliefs and Values

REVIEWED 2015



Equality

We believe that we will treat all with dignity, respect and value individual differences.

Principles
We will welcome and include individuals and differentiate learning opportunities to cater for all.

Practices
Provide differentiated learning tasks to cater for and extend all students.

Develop Individual Learning Plans for students on modified programs.

Acknowledge and provide pastoral support for our diverse school community.

Collaboration

We believe that students, parents and staff collaborate and contribute to each other's learning.

Principles
We value parents as partners in education and believe that parent involvement has a positive influence on learning outcomes.

Practices
Classroom seating arranged flexibly to allow for ease of group and individual work.

Teach group process skills to enable peer learning and working together on set tasks.

Professional Learning Teams will collaborate to analyse and improve classroom practice.

Provide multiple opportunities for all families and teachers to work together to support each child's learning.

Success

We believe all students can learn.

Principles
All students are given the opportunity and the right to succeed in their learning.

Practices
Clear and specific teaching, which will incorporate defined learning intentions, success criteria and appropriate feedback.

Encourage all to take responsibility for their own learning and set achievable goals.

Acknowledge and provide for different learning styles.

Creativity

We believe in and value creativity.

Principles
We will provide opportunities for creative expression

Practices
Provide real life and open-ended tasks to support students in their learning.

Through the Arts and Inquiry Learning we will encourage and develop creative expression.

HISTORY OF OUR SCHOOL

- St. Brendan's is a Parish Primary School providing a Catholic Education for families.
- St. Brendan's opened in 1891.
- Sisters of Mercy arrived at St. Brendan's in 1899.
- St. Brendan's has a rich history of providing a quality Catholic Education.
- St. Brendan's has grown significantly over the years and has had a number of large building projects to accommodate increasing enrolments.
- Full history of the school is available on www.sbshepparton.catholic.edu.au
- Virtual Tour of our School is on our Website.

WHO WAS SAINT BRENDAN?

- St. Brendan The Navigator is the Patron Saint of our School.
- St. Brendan was a navigator who originated from Ireland.
- He sailed the seven seas in a carrach made from oxen hide.
- He sailed the seas for seven years.
- We celebrate St. Brendan's Feast Day on 16th May.

We have a beautiful stained glass window of The Voyage of St. Brendan in the Library.

OUR EXPECTATIONS OF SCHOOL COMMUNITY MEMBERS

STUDENTS

- Participation in all school activities, including those of a spiritual nature
- Respect for each other, adult or child, as demonstrated by the use of good manners, appropriate dress (including the correct wearing of school uniform) and compliance with school rules and regulations as set by the Principal and Staff
- Pride in their personal contribution to the community
- Loyalty to the school community

PARENTS

- Encouragement, understanding and support for the school's programs
- Active participation in the life of the school
- Co-operation with other members of the school and parish community
- Acceptance and active support of the Catholic ethos of the school community
- Participation in the child's spiritual, sacramental and pastoral education processes
- The fulfilment of all financial obligations to the school community

STAFF

- Commitment to the Catholic faith and ethos
- Loyalty to the school/parish community
- Integrity and professionalism
- An overriding personal commitment to each individual child in their care
- Sensitivity to the needs of families and parents
- Commitment to professional and personal development
- Commitment to school and personal 'review and development'

CHILD SAFE

St. Brendan's are committed to Child Safety. We have a moral, legal and mission driven responsibility to create a nurturing school environment where our students are respected, their voices are heard and where they are safe and feel safe. Our Student's wellbeing and safety must be at the forefront of all the decisions we make. All parents and volunteers at St. Brendan's are required to read, understand, and support the Child Safe Code of Conduct. St. Brendan's parents who wish to assist in classrooms, attend excursions, need to have a Working with Children's Check. Child Safe Policies are available on our Website under Child Safe.

ST. BRENDAN'S PRIMARY SCHOOL
Parent/Carers/Guardians—School
CODE OF CONDUCT

Introduction

At ***St. Brendan's*** we are committed to nurturing respectful relationships and active partnerships with you as ***parents/carers/guardians***. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As ***parents/carers/guardians***, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships within a Catholic faith tradition

This Code of Conduct will guide your interactions and communications with staff, other ***parents/carers/guardians***, students and the wider school community. It articulates the school's key expectations of both staff and ***parents/carers/guardians*** with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- Occupational Health and Safety Policy
- Complaints Policy and procedure
- Child Safe Policy

Our Culture of Respectful Relationships

*Among students, staff and **parents/carers/guardians** we strive to develop the following:*

- A respect for the innate dignity and worth of every person;
- An ability to understand the situation of others;
- A cooperative attitude in working with others;
- Open, positive and honest communication;
- The ability to work respectfully with other people;
- Trusting relationships; and
- Responsible actions

In Promoting & Upholding this Culture, **we expect that STAFF will:**	In Promoting & Upholding this Culture, **we expect that PARENTS will:**
• Communicate with you regularly regarding your child's learning, development and wellbeing; • Provide opportunities for involvement in your child's learning; • Maintain confidentiality over sensitive issues; • Relate with and respond to you in a respectful and professional manner; and • Ensure a timely response to any concerns raised by you.	• Support the school's Catholic ethos, traditions and practices; • Treat staff, students and other parents/cares/ guardians with respect and courtesy; • Support the school in its efforts to maintain a positive teaching and learning environment; • Understand the importance of healthy parent/teacher/ child relationships and strive to build the relationships; • Adhere to the school's policies, as outlined on the school website.

RAISING CONCERNS AND RESOLVING CONFLICT

(Refer also to our Complaints Policy)

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, *we expect that you will:*

- Listen to your child, but remember that a different 'reality' may exist elsewhere;
- Observe the school's stated procedures for raising and resolving a grievance/complaint;
- Follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner; and
- Refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.

In responding to your concerns or a complaint, *we expect that staff will:*

- Observe confidentiality and a respect for sensitive issues;
- Ensure your views and opinions are heard and understood;
- Communicate and respond in ways that are constructive, fair and respectful;
- Ensure a timely response to your concerns/complaint; and
- Strive for resolutions and outcomes that are satisfactory to all parties.

SAFETY AND WELLBEING

The school places high value and priority on maintaining a safe and respectful working environment. We regard certain behaviours as harmful and unacceptable if they compromise the safety and wellbeing of a member of our school community. These behaviours include, but are not limited to:

- Shouting or swearing, either in person or by other means
- Physical or verbal intimidation and or threats
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a member of the school community (emails/social media);
- Racist, sexist or other denigrating comments or images
- Acts of violence; or
- Damage or violation of possessions/property.

When an adult behaves in such unacceptable ways, the Principal or Principal's nominee will seek to resolve the situation in one or more of the following ways:

1. Repair relationships through discussion and/or mediation.
2. Exercise our legal right to impose a temporary restriction or permanent ban from the school premises report the incident to the police.

This Code of Conduct is endorsed by Catholic Education Sandhurst Ltd.

ENGAGEMENT OF VOLUNTEERS

If you would like to help in and around our school, please read this section:

It is now legislation, that all volunteers fill out he Engagement of Volunteers paperwork.

This Victorian Government recently introduced the Child Safe Standards, along with Ministerial Order No. 870 which set out the minimum requirements for schools in relation to child safety. Child Safe Standard 4 and clause 10 of Ministerial Order No. 870 relates to staff screening, selection, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel including employees, volunteers and contractors.

All volunteers must have a 'Working with Children's Card (WWCC) which is accessed online for free and a current driver's licence.

Please go to the link to apply for a WWCC: https://service.vic.gov.au/services/working-with-children



RELIGIOUS EDUCATION

- As we are a Catholic school we use "The Source of Life program" which is approved by the Diocese of Sandhurst.
- Religious Education is primarily concerned with the good news of Jesus Christ. It occurs in the context of a community in which the Parish, Family and School are essential elements. The sources of Religious Education are Prayer, Scripture, Tradition, Liturgy and Life.
- Religious symbols form an important part of each classroom. These help create an atmosphere for daily spontaneous and formal prayer.
- Preparation for the Sacraments of Reconciliation, Eucharist and Confirmation provide a special opportunity for Home, Parish and School to be renewed in faith as we face the challenge of helping the children in understanding these beautiful traditions of our faith. Parental assistance is sought and encouraged at these times. Reconciliation, Confirmation and Eucharist are received and is open to all Catholic Students. The program starts in Year Three.

SACRAMENTS AND LITURGY

- At St. Brendan's our preparation for Sacraments is in line with Sandhurst Diocesan Policy and is seen as a task that should be the responsibility of Parishes and families, while being actively supported and assisted at school.
- The Catholic Church believes that the primary task of preparing children for Sacraments belongs to parents. This has led to a Sandhurst Diocesan Policy called 'Steps In Faith' that has been in operation for several years. The 'Steps In Faith' Policy has meant a shift from school based sacramental programs to parish based sacramental programs with a strong emphasis on parental commitment and involvement. The school still supports the sacramental preparation of the children in its regular Religious Education lessons.
- Throughout the year we attend Mass as a school community. The classes from Year 3 -6 regularly attend the week day Parish Mass as part of their Religious Education Program.

CHRISTIAN MEDITATION

- Christian Meditation is a way to impart knowledge about God and to provide first hand experience of God's love through the experimental process of 'doing' meditation. It is a practice that is deeply embedded within our Christian tradition of prayer. Christian Meditation is a lifelong strategy to assist children to cope with day-to-day relationships and the pressures of life, along with building their relationship with God. The essence of this ancient practice could be summed up with the three Ss – silence, stillness and simplicity.

- At St. Brendan's each class participates in Christian Meditation on Mondays at 11.50am and on Fridays at 11.50am. On these two set days the whole school is meditating it is a very peaceful, prayerful and spiritual time.

MAKING JESUS REAL

Our whole school is following the "Making Jesus Real" program that is centered around the belief that we are the image of Jesus to all those people around us. The values that children work on are showing care and compassion, respect, honesty, trustworthiness, understanding, tolerance and inclusion.

We have a mural in the Courtyard depicting the values of Making Jesus Real - Welcoming, Encouraging, Sorry and Thanks. MJR Awards are presented to children who display these values at Assembly.

SCHOOL CURRICULUM

At St Brendan's, we believe every child deserves the very best opportunities to learn and grow. That's why we are proud to be part of Magnify Sandhurst, a four-year program designed to strengthen teaching and learning across our schools. This initiative ensures that our students experience growth that meets or exceeds Victorian standards, while remaining true to our Catholic identity and values.

We believe in nurturing the whole child—spiritually, academically, and socially. Magnify Sandhurst supports this by deepening our commitment to the Source of Life Religious Education curriculum and providing opportunities for staff formation. At the same time, it focuses on academic excellence through evidence-based approaches. Teachers are learning more about how the brain works and how students learn best, creating classrooms that are calm, supportive, and "brain-friendly."

We believe strong literacy and numeracy skills are the foundation for lifelong learning. Through Magnify Sandhurst, we are implementing a Structured Literacy Approach using programs like MultiLit, ensuring every child has the tools to become a confident reader and writer. In partnership with OCHRE Education, we are introducing a knowledge-rich curriculum in English, Mathematics, and Science, aligned with the Victorian Curriculum. This means students will experience consistent, high-quality learning that builds deep understanding.

We believe in creating safe and positive learning environments where every child can thrive. Magnify Sandhurst includes a common Behaviour Curriculum and wellbeing programs to support this goal. Teachers are also supported through instructional coaching, helping them to continually improve their practice and deliver the best possible outcomes for students. Regular assessments and targeted interventions ensure that every child's progress is monitored and supported.

At St Brendan's, we believe education is a partnership between school and family. Magnify Sandhurst reflects our commitment to providing a curriculum that is rich, engaging, and aligned with the Victorian Curriculum 2.0, so that every child can flourish academically and personally.

SCHOOL FACILITIES

McAuley Centre (named after Sr. Catherine McAuley, who founded the Sisters of Mercy):

STEAM: (Science/Technology/Engineering/Arts/Mathematics)

Performing Arts Studio
Includes a sound shell and stage area, open wardrobes and facilities for multiple key boards and instruments.

Languages Centre
A refurbished learning space for the teaching of Languages.

Science Lab
Our Science Lab is a modern, well-equipped space designed to inspire curiosity and hands-on learning. It provides students with access to quality resources and materials, creating opportunities for practical experiments and scientific discovery in a safe and engaging environment.

Community Information Centre
The Community Information Centre is a welcoming space for both parents and students to enjoy reading and quiet time. It offers a comfortable reading lounge where books can be explored and shared. To support a positive start to the day, the Centre is open before school from 8:30 to 8:50 am for morning reading.

Learning Enrichment Centre
- A shared learning space for small groups of children on Individual Learning Plans.
- A purpose built kitchen for children to learn cooking and associated life skills.
- An assessment and counselling room.
- A Staff Room working space for Specialist Staff; ie. Speech Pathologist, Occupational Therapist, Wellbeing Officer and Koorie Educator.
- An office for Learning Support Staff.
- Lego Club
- Zones of Regulation

Mercy Wing (named after the Mercy Nuns) - Year 3-6
This facility has been carefully designed around flexible learning spaces that ensure the delivery of our curriculum is of the highest quality possible with an emphasis of maximising learning opportunities and engagement for our students. The facility includes:

· 12 learning spaces for students in Year 3-6 in three home base groups linked via a number of additional learning studios.
· A gathering space via an amphitheatre area.
· Wireless infrastructure
· Drop down screens in gathering spaces.
· Student toilets.
· Storage areas
· Staff work offices
· Innovative and flexible classroom furniture

Savio Wing (named after Domenic Savio—Patron Saint for children)

Foundation area:
· One large Learning area with four teachers
· Wet area.
· Staff Office

O'Connor Wing (named after Father O'Connor who purchased the land for St. Brendan's School in 1891)

Year 1 and 2 area:

· Four Learning Areas with two teachers in each double room.
· Wet area.

PARENT TEACHER INTERVIEWS AND REPORTS

Term 1: Parent Teacher Interviews are conducted during the latter stage of the term. interviews are conducted after school hours. On-line booking for parent/teacher interviews are available.

Term 2: Student Progress Reports are provided for all students at the end of Term 2.

Term 3: Parent Teacher Interviews are conducted during the latter stage of the term. Interviews are conducted after school hours. On-line booking for parent/teacher interviews are available.

Term 4: Student Progress Reports are distributed to families during the last fortnight of the school year.

HOMEWORK

Homework is published in our fortnightly newsletter under each year level and is designed to give students the opportunity to practise key concepts taught at school. These tasks are optional; however, we strongly recommend daily reading at home. We encourage parents and carers to listen to their child read each day to support their learning and foster a love of reading.

STUDENT DISCIPLINE POLICY

- The Management of Student Discipline Policy aims to ensure that everyone is treated with respect and that everyone has the right to feel safe at all times.
- Students are to use appropriate manners at all times.
- Discipline incidents are documented and followed through by the appropriate staff member.
- The school endeavours to maintain close contact with parents of students who are displaying inappropriate behaviour.
- Our students work through “We care for ourselves”, “We care for others”, “We care for our property”.
- The Act (s 4.3.1(6)) (CECV Guidelines ref 4.5) requires that our policies relating to the discipline of students are to be based on principles of procedural fairness and must not permit corporal punishment.
- Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.
- The Student Discipline Policy sets the framework through which St. Brendan’s manages student discipline. Parents can obtain a hardcopy if requested.
- Suspension or expulsion may occur as a consequence of a serious breach of School rules, or serious disobedience.
- A suspension is a temporary removal of a student from all classes that a student would normally attend at school for a set period of time.
- Expulsion is the permanent removal of a student from one particular school. This is a last resort.
- It is our policy that our procedures for the suspension or expulsion of a student are based on the principles of procedural fairness.
- This policy sets out the procedures to be followed when making a decision about the suspension or expulsion of a student.

ANTI – BULLYING POLICY:

- The school has clear guidelines and practices in relation to issues associated with bullying.
- All known incidents of bullying are documented and processes are put in place to support both students who are targeted and those who display inappropriate behaviour.
- The policy is reviewed on a regular basis.
- An audit is conducted each year

ICT

- All classroom areas have access to Windows Surface Laptops
- Students have supervised access to the Internet at school.
- Students are encouraged to use the computers to support their learning.

COMMUNITY INFORMATION CENTRE

- Students borrow books from the Community Information Centre regularly.
- Students are able to research information via the technology available in this Centre.
- The stained glass window of The Voyage of St. Brendan on the front cover of this Handbook is located on the eastern wall of the Community Information Centre.
- The Community Information Centre has a home theatre area.

STUDENT LEADERSHIP TEAM

We believe all Year 6 students play an active role in leadership within our school. Each student participates in projects that promote engagement and community spirit. This includes helping to run school events and supporting wellbeing initiatives that make a positive difference for their peers.

SCHOOL HOUSE TEAMS

The school has four house teams:

McAuley: (Blue)
Xavier: (Green)
Gorreti: (Red)
Savio: (Yellow)

All students are in a house team with family members being placed in the same team. Staff are assigned to a house team.

CAMPS AND EXCURSIONS

There is a sequentially developed excursions program for Years Foundation – 6.

- Foundation to Year 2: Day Excursion and Incursions at School
- Year 3 : Day Excursion and Incursions at School
- Year 4: Overnight Camp and Incursions at School
- Year 5: Excursion to Melbourne and Incursions at School
- Year 6: Two Night Camp at Airey's Inlet and Incursions at School
-

CLASS SIZES

- The class sizes are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.

FOUNDATION ATTENDANCE – TERM 1

- Preps commence with full day program
- Preps students have Wednesdays off for the first five weeks of the Term.
- They commence a full day program after this period of time.

PARENT CONCERNS

- Parents or guardians who have concerns about their child are asked to contact their child's teacher.
- Parents need to make an appointment to discuss concerns with the teacher.
- If the concerns are very serious please contact the Deputy Principal or Principal.

INFECTIOUS DISEASES REGULATIONS

- Infectious diseases should be reported to the school as soon as is practicable.
- Full details of infectious diseases are included below.
- In some cases students or contacts need to be excluded from school.

AMOEBIASIS: Exclude until diarrhoea has ceased.

CAMPYLOBACTER: Exclude until diarrhoea has ceased.

CHICKEN POX: Until fully recovered or at least one week after the first eruption

CONJUNCTIVITIS: (Acute Infection) Until discharge from eyes has ceased.

CYTOMEGALOVIRUS INFECTION: Exclusion is not necessary.

DIARRHOEA: Until diarrhoea ceases

DIPHTHERIA: Exclude until medical certificate of recovery is received following at least two negative through swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.

GLANDULAR FEVER: Exclusion is not necessary.

HAND, FOOT AND MOUTH DISEASE: Until all blisters have dried.

HAEMOPHILUS TYPE B (Hib): Exclude until medical certificate of recovery is received.

HEADLICE (PEDICULOSIS): Appropriate treatment recommended.

HEPATITIS A: Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.

HEPATITIS B: Until recovery from acute attack.

HEPATITIS C: Exclusion is not necessary.

HERPES ("Cold Sores"): Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.

HOOKWORM: Exclusion is not necessary.

HUMAN IMMUNO-DEFICIENCY VIRUS INFECTION (HIV/AIDS virus): Exclusion is not necessary unless the child has a secondary infection.

INFLUENZA: Exclude until well.

LEPROSY: Exclude until approval to return has been given by the Secretary.

MEASLES: For at least five days from the appearance of the rash or until a medical certificate of recovery is produced.

MENINGITIS: Exclude until well.

MENINGOCOCCAL INFECTION: Until a medical certificate is produced stating that the child is receiving appropriate treatment.

MOLLUSCUM CONTAGIOSUM: Exclusion is not necessary.

MUMPS: Until fully recovered.

POLIOMYELITIS: Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.

RINGWORM: Until a medical certificate is produced stating that the child is receiving appropriate treatment.

RUBELLA: Until fully recovered or at least five days from the onset of the rash.

SALMONELLA, SHIGELLA: Exclude until diarrhoea ceases.

SCHOOL SORES [IMPETICGO]: Until sores have fully healed. The children may be allowed to return provided appropriate treatment has commenced and sores are kept covered.

SLAP FACE (Parvovirus): Exclusion from school not necessary unless student is feeling unwell.

STREPTOCOCCAL INFECTION: Until a medical certificate of recovery has been produced.

TRACHOMA: Re-admit the day after appropriate treatment has commenced.

TUBERCULOSIS: Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.

TYPHOID FEVER: Exclude until approval to return has been given by the Secretary.

WHOOPING COUGH: Exclude the child for 5 days after starting antibiotic treatment.

WORMS (Intestinal): Exclude if diarrhoea present.

EPIPENS: Children who require an epipen are required to have one stationed at Student Reception during school hours.

INJURIES: Serious injuries including suspected breaks to bones, severe lump on head lead to parents being notified.

GENERAL RULES REGARDING SICKNESS

Parents/Guardians should inform the School of the reason for your child's absence. If a child is sick, going on a family holiday or has an appointment, please advise the school office. You can do this by calling the School Office on 58211926 after 8.30am or by using the School App, Simon Everywhere, via email, via PAM.

Parents/Guardians are required to provide the date, time and reason for the absence. All student absences are reported on your child's Semester Report, as well as to relevant authorities.

Students with serious colds, flu or other debilitating illnesses should always be kept home.
When students become ill at school they will normally be sent to the sickbay first and observed for a little while before parents or guardians are called to collect them.
In cases of serious illness or accident, the school will either call an ambulance or will arrange other emergency medical assistance. Parent or emergency contacts will be notified as soon as possible.

In order to make sure we can always ring parents or another emergency person, please ensure that you immediately notify us if there are any changes in address or telephone numbers [both work and home]. Unlisted numbers will be respected. It is essential you inform us about any potentially serious medical conditions and/or children's medication. This information is confidential.

CHILDREN AND MEDICATION

As part of the Medication Policy, we are only permitted to give out medications that have been prescribed by a Doctor.

This requires:

- The type of medication
- Dosage rates
- Time of last dosage
- Time of dosage
- Parents/Guardian's signature.

All medications are to be sent to Student Reception. Under no circumstances are students to have medication in their school bags during the day. Medications such as Panadol, Hay fever tablets or similar products cannot be given to students unless a Doctor prescribes and the medication is properly labelled.

ASTHMA

- The school adheres to the Victorian Schools Asthma Policy.
- Students with asthma are expected to have their 'puffers' with them at all times.
- Parents are expected to complete an Asthma Management Plan on an annual basis. on . A copy of the plan is given to the classroom teacher and one is kept at Student Reception.
- Parents are expected to complete an Asthma Management Plan for camps.

ST. BRENDAN'S PRIMARY SCHOOL ADVISORY COUNCIL

- The Advisory Council meets once each Term.
- The main role of the Council is to oversee the development and implementation of the school's three year plan.
- The Advisory Council is comprised of Principal, Deputy Principal and appointed parents.

PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Committee plays an important role in building a strong sense of community within our school. Its purpose is to support the school through fundraising, volunteering, and organising events that bring families together. The committee also provides opportunities for parents and carers to be actively involved in their child's education and to contribute to initiatives that enhance student learning and wellbeing.

CODE OF PRACTICE FOR PARENTS IN SPORTING ACTIVITIES

SPORTING PURSUITS

- The school has a number of sporting clubs and teams.
- Each club has its own Executive which takes responsibility for co-ordinating the relevant sporting activities. All details are provided in the school newsletter.
- Students are provided with every opportunity to be nominated for state teams.
- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful play by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of gender, ability, cultural background or religion.

OFFICE HOURS

Monday to Friday from 8.30am—4.30pm

SCHOOL HOURS

- Start: 8.55am
- Lunch: 11am—11.50pm
- Recess: 1.50pm—2.20pm
- Finish: 3.20pm

Note: Supervision of students commences at 8.30 a.m. in the courtyard. Students are not permitted at school prior to this time. All students are to be picked up from school by 3.30pm.

UNITING - OUTSIDE SCHOOL HOURS CARE

Before School Care operates daily from 7:00 am to 9:00 am, and After School Care runs from 3:20 pm to 6:00 pm. Vacation Care is also available on pupil-free days and during school holidays, with programs offered from 8:00 am to 5:00 pm. For bookings or further information, please contact Uniting at earlylearning@vt.uniting.org or call 1800 183 103.

NOTICES AND NEWSLETTERS

- A Newsletter will be emailed every second Wednesday to families with internet access.
- Items for inclusion should be at the office no later than 12noon Tuesday.
- Notices will be sent home with the eldest child from each family.
- Newsletters are on the School website

PAM

St. Brendan's Primary School's Parent Access Module (PAM) is the home of your school-related student information.

Once you have set up your account this will give you access, in real time, to:

- Notify of student absences
- Update student medical information
- Consent to excursions & camps
- School Calendar
- Student Reports
- Medical profile
- Parent Teacher Interview Bookings

PAM accounts will be sent out to new families in the year their child commences their schooling at St. Brendan's Primary School.

ASSEMBLY

- Our weekly Assembly are held each Friday at 9.00am.
- Assembly is a time when we pray together as a whole school.
- It is also a time when we share our pride in the special achievements of children. Awards are handed out, sporting achievements are celebrated and general announcements are made.
- Parents and visitors are always welcome at assemblies.

VISITOR SIGN IN

- All visitors to the School must sign in at the School Reception area.

SUBWAY

- Children can order Subway through CDF pay by Wednesday for Thursday and Friday Subway orders. Subway deliver the orders to School.

ABSENCE FROM SCHOOL

- Children who are absent from school for any reason must bring a note detailing the reasons for the absence when they return. This is a legal requirement that all schools must follow.
- If your child is going to be away for an extended period of time we would like parents to inform the school rather than wait until the child resumes school.
- All notes are kept as an Appendix to the Attendance Roll and are part of the official documentation of the school.
- Absenteeism is recorded on the Schools Admin system and is reported on Student Progress Reports.
- Parents need to contact the School in the morning if their child is absent, otherwise under the Child Safe Regulations, the School will need to contact parents regarding unexplained absences.

LEAVE PASSES

- Students are not permitted to leave the school grounds without a leave pass.
- Parents need to request a leave pass in writing to the classroom teacher.
- Parents are to collect child from Office and complete details in Leave Pass Booklet.

CHILDREN GOING HOME AT LUNCH TIME

- Students are not encouraged to go home for lunch because of the importance of informal social interaction at this time.

CHANGE OF FAMILY CIRCUMSTANCES

- If any changes in family circumstances occur which might affect a child's emotional, physical or academic well-being [e.g. serious illness, bereavement, divorce or separation, prolonged unemployment or other financial distress] it may be useful to inform the child's teacher and/or the Principal so that we may discreetly support the child. Such information will be kept confidential.

PLAYGROUND SUPERVISION

- A teacher is on supervision duty each morning from 8.30 a.m. in the courtyard.
- During recess and lunchtime up to four staff members supervise the playground, courtyard, toilets and canteen area, western end of oval and eastern court area.
- Learning support staff provide additional assistance to teachers on duty.
- On wet days children are supervised in their classrooms.

AFTER SCHOOL SUPERVISION

- Staff members are on duty each day after school until 3.30pm.
- Supervision occurs in Barker Ave, Knight St., Crossing and Courtyard.
- Staff members are also rostered on late bus duty in Skene St.
- Students are not permitted to go to the shop in Knight Street on their way to and from school or to their late bus.

AFTER SCHOOL USE OF SCHOOL GROUNDS

- Students are to be picked up from school by 3.30 p.m.
- The playground area is not supervised after 3.30 p.m. and therefore is out of bounds after this time.
- Students who are attending Sports Training Nights need to move to the courts/oval area by 3.30 p.m. as the back gate is locked at 3.40 p.m. each night.

BICYCLE/SCOOTER SAFETY

- Children who ride their bicycles or scooters to school are expected to abide by all laws governing the use of bikes and scooters.
- We recommend that children do not ride their bikes or scooters unattended by an adult until they are at least 9 years of age.
- They must wear approved safety helmets and bikes and scooters must be locked up in the area reserved for bikes and scooters which is beside Savio 3/4 rooms.
- Riding of bicycles and scooters in the school grounds is not permitted.

TOYS AT SCHOOL

- We certainly do not object to children bringing appropriate toys to 'Show and Tell' or to share with other children. However such toys are clearly the responsibility of the child and the school does not take responsibility for their loss or damage.
- Toy guns, including water pistols or any other toy which is deemed to be part of a culture promoting violence or aggression, should not be brought to school.
- Electronic games are not permitted to be brought to school.

PARKING

- The car park at the south end of the Mercy Learning Centre (Knight St) is for staff only.
- The car park in the eastern area of the school is for staff only. The car park gate is locked each morning at 9 a.m. and re-opened at 3.20 p.m.
- Parents can park in the appropriate areas in Knight Street, Barker Ave and the Parish car park next to the church.
- The Parking Attendants are very vigilant in the area and parents are asked to adhere to parking signs.

MOBILE PHONES:

- Students are not permitted to have mobile phones or smart devices at school. If it is necessary for a student to bring a device, it must be handed in at the office before school and collected at the end of the day. This policy helps maintain a focused learning environment and ensures the safety and privacy of all students.

SCHOOL BUS ARRANGEMENTS

Conveyance / Contract Bus:

- You could be eligible if you live more than 4.8 km by the shortest practicable route from the front of your nearest Catholic school or travel 4.8 km from your home by the shortest practicable route to the nearest bus stop.
- Contact the school office for more details.

Town Bus:

- You could be eligible if living within the Northern Boundaries of St. Brendan's Primary School depending on bus routes and stops.
- Contact the School Office for more details.
- There is a Town Bus Levy [See separate sheet]

SECOND HAND UNIFORM SHOP

- Second Hand uniforms are available.
- Details are provided in the fortnightly Newsletter.

SUNSMART PROCEDURES

- The school is a Sun Smart School and accredited by the Anti-Cancer Council.
- All students and staff are expected to wear hats during Terms 1 & 4.
- A large shade area is provided for protection from sun.
- Students stay indoors on days of extreme heat.
- Sunscreen is available in all classrooms.
- Sunglasses recommended.

HAIR & JEWELLERY

- Hair accessories: Bottle green
- Students with shoulder length or longer hair are expected to have their hair tied up at all times. No extreme hairstyles.
- The school encourages students to have natural hair colour and artificially coloured hair is not acceptable.
- Students are not permitted to wear jewellery or nail polish.
- Students are able to wear studs in pierced ears. Sleepers are not permitted due to reasons of safety.
- Body piercing is not acceptable due to safety reasons.

STUDENTS CLOTHING AND BELONGINGS

All items of clothing are to be named.

LOST PROPERTY

We do not have a lost property. All named items are returned to the child. Unnamed items are sent to the Second Hand Uniform Shop.

SCHOOL UNIFORM

Our School has a Second hand Uniform Shop. Please contact the School Office for current opening hours. A parent volunteer looks after the Second hand Uniform shop.

If you wish to order brand new uniforms, any School Uniform Shop retailer in Shepparton will have stocks available, or the School Uniform Shop in Corio Street, Shepparton have a full stock of items for sale.

GIRLS' UNIFORM

Summer
Check dress with check collar
Bottle green V neck windcheater with logo
Bottle green broad brim hat with logo
Grey Skort
Black leather school shoes
Bottle green socks

Winter
Kilt/Tartan trousers
Gold long sleeve polo shirt
Bottle green V neck windcheater with logo
Bottle green socks/tights
Black leather school shoes

BOYS' UNIFORM

Summer
Grey Shorts
Bottle green short sleeve polo shirt with logo
Bottle green V neck windcheater with logo
Bottle green broad brim hat with logo
Grey socks
Black leather elastic sided boots/leather school shoes

Winter
Grey tailored trousers
Bottle green long sleeve polo shirt with logo
Bottle green V neck windcheater with logo
Grey socks
Black leather elastic sided boots/leather school shoes

SPORTS UNIFORM

SCHOOL BAG: St. Brendan's has a bottle green school bag (compulsory)

Boys and Girls
Black Shorts
Bottle green short sleeve polo shirt with logo [summer]
Bottle green long or short sleeve polo shirt with logo [winter]
Bottle green tracksuit pants
Bottle green V neck windcheater with logo
White socks
Runners

(All uniforms are available from School Uniform retail stores in Shepparton)

Sunglasses are optional. No brand labels permitted. Sunglasses are available from the School Uniform Shop in Corio Street.

St. Brendans Primary School

BUDDY PROGRAM

GOALS

- To support the Foundation students with their transition to Primary School
- To ensure that the Foundation students have a positive start to their Primary School at St. Brendan's.
- To provide a sense of security for each individual child.
- To hear reading on a daily basis
- To be together for the start of recess and lunchtime.
- To ensure that each child is familiar with the school site.
- To provide an opportunity for all Year 6 students to develop responsibility at a senior level.
- For Tear 6 students to be role models for the younger students.

