

Parent Information

Booklet



2019

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Our School Vision

At Galilee students, staff and parents:

- LIVE as faith-filled global citizens who purposefully contribute to the world,
- LOVE by fostering a safe, inclusive, active and positive community,
- LEARN and teach collaboratively, using evidence to empower inquiring minds.

GALILEE LOCATION

301 - 319 Bank Street, South Melbourne.

TELEPHONE

School 9699 2928

Galilee Out of School Hours Program 1300 105 343 or 0487 009 626

PRINCIPAL

Mr. Simon Millar smillar@gsmelbournesth.catholic.edu.au

ADMINISTRATIVE OFFICERS

Wendy Dalton and Tegan Stuart

wdalton@gsmelbournesth.catholic.edu.au

tstuart@gsmelbournesth.catholic.edu.au

TheirCare (GOSH) Galilee out of School Hours care

Operates each day from 7.00 am — 8.35 am and 3.25pm - 6.00 pm.

Enrolments can be submitted online at www.campaustralia.com.au

It is advisable to enrol all children in After Care, even if you only use it once a year. Children must be enrolled in order to attend.

If you need to contact GOSH please ring the GOSH number, the school number cannot transfer you to GOSH. An answering service operates when GOSH is unattended. 0487 009 626

GALILEE STAFF 2019

Prep - Sammy Bamford, Holly Evans & Cassandra Smith
Year 1 - Laura Cox & Brigid Fahy
Year 2 - Holly Burke & Annabel Coome
Year 3 - Bianca Latta & Laura Mason
Year 4 - Joss Coaley & Colleen Giles
Year 5 - Lauren Bland & Julie Ferguson
Year 6 - Charlotte Biggs & Helen Rochecouste
Physical Education - Shaun Tobin
Italian - Anna Petrarca
Visual Art - Mal Orr
Performing Arts - Carmen Carnovale
Library Technician - Tegan Stuart
Learning Support Officers - Sharon Cameron, Maree Santamaria, Pauline Semmens, Rosa Serratore, Tegan Stuart, Sandra and Annmarie
Administration - Wendy Dalton & Tegan Stuart
Reading Recovery - Linda Florenca-Grillo
Number Intervention - Jane Ferris
Principal - Simon Millar
Deputy Principals - Danielle Gerecke (Learning & Teaching) & Carlo Martello (Student Wellbeing & Digital Technology/eLearning)
Religious Education Leader - Helen Rochecouste
English Leader - Laura Cox
Mathematics Leader - Jane Ferris (Semester 1) & Amy Burns (Semester 2)
Junior Level Leader - Cassandra Smith
Middle Level Leader - Bianca Latta
Senior Level Leader - Charlotte Biggs
STEM Leaders - Holly Evans & Brigid Fahy
Learning Diversity Leaders - Jane Ferris & Julie Ferguson
Sport Leaders - Holly Burke (Prep-2) & Shaun Tobin (Year 3-6)
Community Partnerships/Marketing Leader - Carmen Carnovale

TERM DATES - 2019

Term 1 Jan 31 Years 1-6 Students begin & Feb 1 Prep begin - Friday April 5, 1.40pm

Term 2 Tuesday April 23 - Friday June 28, 1.40pm

Term 3 Monday July 15 - Friday September 20, 1.40pm

Term 4 Monday October 7 - Tuesday 17, 1.40pm

These dates are also subject to change. In the event of any alterations to the above mentioned dates the school will endeavour to give as much notice as possible ensuring as little inconvenience as possible.

PREP 2019 TERM DATES

As above except for Term 1.

Preps will begin school on **Friday 1st February**.

Preps 2019 **will not** attend school on **Wednesdays in February**.

Prep 2019 testing will take place on Thursday 31st January, Wednesday 6th February, Wednesday 13th February, Wednesday 14th February, Wednesday 20th February and Wednesday 27th February.

Your child will attend one of these days for approximately one hour.

SCHOOL HOURS

School gates open	8:35am (supervised by a staff member)
Commencement Bell	8:50am
Session 1	9:00am - 11:00am
Recess	11:00am - 11:40am (supervised by staff members)
Session 2	11:40am - 1:40pm
Lunch	1:50pm - 2:30pm (supervised by staff members)
Session 3	2:30pm - 3:25pm
Dismissal	3:25pm (supervised by a staff member until 3:40pm)

Note: Children need to be punctual each morning. The first bell rings at 8.50 am.

OFFICE HOURS

8am to 4pm

SCHOOL CURRICULUM

BEING PREPARED FOR SCHOOL

ITEMS TO BE BROUGHT TO SCHOOL FROM HOME – CLEARLY LABELLED PLEASE

- School bag (bought from PSW or second hand uniform shop).
- Lunch box.
- Drink bottle.
- Large box of tissues (to share with the class).
- School hat (Bought from PSW).
- Library Bag (Bought from PSW).
- Blue reader bag (Bought from PSW).
- Each Prep child needs to bring a pair of socks and undies, shorts (clearly marked in a plastic bag). Please ensure that these are replaced when used in an emergency.

Please make certain all your child's clothing is clearly labelled.

CAMPS

Year 3 students participate in a one night Zoo sleepover.

Year 4 students participate in a two night/three day adventure camp at a country location close to Melbourne (Angahook in 2019).

Year 5 will participate in a three night four day camp to Merricks.

Year 6 will travel to Canberra in 2019 for a three night camp.

All students are encouraged to actively participate in these activities as they provide excellent opportunities for team building, independence and communication skills.

If your child is unable to attend a camp, please write a letter to the Principal the year before or as early as possible. Please note that non-attendance will not result in a reduction of school fees.

EXCURSIONS

First hand experiences are a vital part of our educational program. Participation in these group outings is a valuable aspect of the education of your child.

The type of excursion will vary from class to class and depends on the learning happening in class.

Predominately, we use an online system called 'Care Monkey' for excursion permission requests. You will receive these requests via email and any request that is not completed will result in your child not being able to attend the excursion. Information on how to enrol in Care Monkey will be in the email sent from them.

Sometimes it is necessary to send a paper permission request form home in your child's bag. If a child does not bring the form signed by a parent to school he/she cannot be taken on the excursion. Please read the notice carefully, sign and return the form.

Parental assistance is frequently needed for excursions, if you are able to assist please let the class teacher know as soon as possible.

*All parent helpers require a current Working With Children Check

HOMEWORK

All grades have some form of homework appropriate to their level. It should be noted that homework is not always formal in nature. The school values the support of parents who regularly share reading with their children, make time for home learning activities and take an interest in their child's work. The Homework Policy is currently being revised.

LIBRARY AND LIBRARY BORROWING

The Galilee library has an extensive selection of book and non-book materials including a computer centre. All classes are timetabled for library sessions on a Monday. The children are encouraged to borrow a range of texts.

Please encourage your child to take care of their books, enjoy reading them together and return books each library borrowing day.

The children need to transport their books in clearly labelled library bags.

If a book is lost or damaged it must be replaced, as is the usual custom in all libraries.

SWIMMING

The children will have the opportunity to participate in the swimming program. When details become available, we will advise parents. Swimming is a component of our Physical Education Program and we encourage all children to attend.

Swimming dates:

3-6 Swimming Lessons: 14th October to 18th October at MSAC

Prep-Year 2 Swimming Lessons: 28th October – 1st November at MSAC

Whole school swimming carnival: 22nd November TBC

SCHOOL TRANSITION

The Prep Transition Program has been designed to gradually introduce children to the classroom and the broader school community.

2019 Prep transition dates will be confirmed at the beginning of the school year.

GENERAL INFORMATION

ABSENCES FROM SCHOOL

If a child is to be absent or late to school, the parent or caregiver is asked to ring the school by no later than 9:15 a.m. on the day of absence. Please leave a message clearly stating the child's name, class and reason for absence or lateness so that teachers are aware of the child's whereabouts.

It is unfair to your child, other children and teachers to send a child who is obviously ill or not fully recovered from illness to school. Such children are not receptive to learning or school routine and our facilities for caring for them are limited.

After an absence from school, every child must bring a written note to their teacher to be kept on file. If your child is absent because of a serious illness the school needs to be informed of the reason as soon as the parent becomes aware of the illness.

If a child becomes unwell at school, every effort will be made to contact parents or caregivers. We ask that parents ensure that the School Office is kept up to date with emails, home, work and emergency phone numbers.

If a child needs First Aid at school, parents will be notified by means of a small note outlining the nature of the illness.

A copy of the infectious diseases exclusion form is included later in this booklet.

LATE TO SCHOOL

All children who arrive to school late in the morning, after their class has moved from the assembly area, need to come into the school office. Please do not take your child directly to their classroom or allow them to go to their classroom by themselves. Their class may be in a specialist lesson or the normal timetable may have been altered for some reason. They will be directed where to go from staff in the office.

Good behaviour patterns should be established as soon as possible and punctuality is one of the most important. Latecomers can miss valuable class time and disrupt both teacher and other children. Please see that you allow plenty of time in the morning to arrive at school punctually.

LEAVING SCHOOL EARLY

We understand that sometimes children may need to leave school early. In an effort to keep classroom interruptions to a minimum, we have scheduled times for children to leave before 3.25pm.

The process for leaving is as follows:

Parents need to write a note to the classroom teacher and send this with the child in the morning. Children will bring their bags to the foyer and can be picked up at either 1.40pm or 2.30pm.

No student will be permitted to leave the school at any other time. We understand that circumstances, important appointments or emergencies may occur; allowances will be made in these cases.

DISMISSAL

Students are dismissed at 3.25pm except for the last day of each term, where they are dismissed at 1:40pm.

We stress the importance of collecting your child promptly at the end of the school day. If however circumstances delay you, please notify the school regarding arrangements. Staff are on yard duty until 3.40pm only. After this time, children will be taken to the office or to GOSH.

LOST PROPERTY

Lost Property is located inside sick bay. Please ensure clear labelling of all uniform items, lunchboxes and water bottles.

LUNCH ORDERS

Lunch order days are Monday and Friday. Lunch orders can be ordered online or written out on an envelope with correct money enclosed and put into the blue box in the classroom. www.flexischools.com.au

FOOD

All children are required to bring a small snack such as yoghurt and fruit for recess and items such as a sandwich or wrap, fruit and water. Children will be encouraged to let you know if they need more food or if what was provided was too much for them to manage. We ask that parents do not send food that needs to be heated.

To encourage healthy living we try to discourage the children from eating lollies and soft drinks. We ask parents to support us in assisting their children to eat well by sending healthy snacks and food where possible.

At Galilee Regional Catholic Primary School, we are committed to provide a safe and supportive learning environment to ensure children with chronic conditions have the same educational opportunities as do other students.

FOOD ALLERGIES AND ANAPHYLAXIS

There are a number of students throughout the school with Anaphylaxis (a severe and potentially life-threatening allergic reaction) and food allergies. All schools are legally required to implement strategies to prevent these students' exposure to allergens. Allergens can include eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat and other grasses, soy, certain insect stings, animal hair and medications. Shared food and food brought from home can unwittingly pose a severe risk. It is critical that the school community understands that contact with or ingesting these allergens is **life-threatening for some of our students**.

At Galilee we try to reduce the risks by asking for your support. We request that you **contact your child's class teacher should you wish to bring in birthday treats or cakes** for your child's class. Parents of students with anaphylaxis are asked to provide their students with their own special treats to have when celebrating a special occasion. All students are asked **not to share food** and to only eat food that their family has prepared for them.

HEAD LICE

From time to time, students are found to have head lice and should be treated before coming back to school. Usually when a case is found in a particular class, a note is immediately sent home to each family in that room. However, all students should be checked regularly at home. It is very important to notify the school when head lice are found so that other families may be informed to minimise their impact. Confidentiality is maintained at all times.

ILLNESSES/INJURIES

While every care is taken, we do not profess to be medical experts. If your child is unwell, we will contact you. If we are not able to make contact, we will inform you with a note sent home with the child.

We have First Aid trained staff. However, if a child sustains a head injury, or has a severe fall, we will contact you immediately.

If your child appears unwell - flushed, heavy cold, stomach upset, it is advised to keep him/her away from school until the symptoms subside. A list of Infectious diseases is outlined later in this booklet.

Note: children have a 24 hour exclusion period from school after vomiting.

MEDICAL HISTORY

At all times, the school staff are working in association with you in the best interests of your child. Please ensure that you inform the class teacher of any illness, emotional stress or worries that your child might have in order that due consideration may be given. Such information is kept confidential.

Parents and caregivers should ensure that current information is provided for home and work telephone numbers, together with the name of two people to act on behalf of parents, in case of sickness or emergency.

Please inform us immediately of any change to student details. Please ensure that the contact details are updated regularly on Caremonkey.

MEDICATION

If children need to be given medication at school, please ensure that the child's teacher knows and that the medication is taken to the office.

Medication can only be given to children if a Medical Request Form is filled in at the School Office. These forms are valid for one week only.

If the complaint is highly infectious, please inform the School Office.

RIDING OF BICYCLES SCOOTERS OR SKATEBOARDS

Students are permitted to bring bikes, scooters or skateboards to school providing:

- bikes, scooters or skateboards are not ridden in the school ground
- an approved helmet is worn

Bikes, scooters and skateboards can be placed in the bike shed.

PARENTS VISITORS AND VOLUNTEERS

At Galilee, we have a Parents, Visitors and Volunteers Policy. This can be found in the office and has been sent home via Caremonkey. All Parents, Visitors and Volunteers are required to adhere to the policy.

CODE OF CONDUCT

As part of the Child Safe Standards, each person who enters the school on a visitor or volunteer basis must read, agree to and sign Galilee's Code of Conduct through the iPad when signing in. The Code of Conduct will be reviewed at the start of each school year by the staff.

PARKING

Please use either Bank Street or Park Street entrances and obey all parking signs, as the traffic officers often visit before and after school.

Safety of the children is paramount and so, we ask that parents do not block driveways or park too close to the school crossing, even in wet weather. Parents are asked to make mention of the parking issue to others who may collect their children.

SCHOOL CROSSINGS

Students should use the marked crossings where flags are displayed on Bank St and Montague St.

SUN SMART

The Galilee school hat is compulsory during Term 1 and 4. Children must wear the Galilee hat when outdoors between the hours of 9.00am — 3.25pm. If a child does not have their hat at school they will sit and play in a shaded area during break times.

Note: Sunscreen is not supplied by the school. However, students are encouraged to bring their own.

WATER BOTTLES

Students are encouraged to bring a plastic water bottle to school to ensure they do not become dehydrated during the day. Teachers allow students to have their water bottles in class. Water only is allowed in the bottles.

WET DAYS & EXTREME HEAT DAYS

Children remain in classrooms on wet/extreme heat days and are supervised by teachers. They are involved in passive, indoor games on these occasions.

UNIFORMS

ALL items of school uniform need to be clearly named.

The correct school uniform needs to be worn each school day. Sports uniform is only to be worn on sports days. Parents will be notified of sports days as soon as possible. The school uniform includes black school shoes, NOT sneakers or runners. If your child is not in the correct uniform, please give a note to the teacher with the reason and the duration of time. Purchasing of school uniforms is made through the school's uniform shop PSW, which is located in Port Melbourne.

SUMMER UNIFORM OPTIONS

GIRLS	BOYS
Summer dress worn with white socks	Navy blue shorts worn with navy up and down anklet socks
Navy blue shorts worn with navy up and down anklet socks	Short sleeve polo - striped collar
Short sleeve polo - striped collar	Wool blend maroon jumper with embroidered logo
Wool blend maroon jumper with embroidered logo	Black leather school shoes (velcro or lace-ups)
Black leather school shoes (velcro or T-bar)	

WINTER UNIFORM OPTIONS

GIRLS	BOYS
<p>Winter tunic worn with navy turnover knee-hi socks or navy tights</p> <p>Navy blue shorts worn with mid length navy socks with embroidered stripe</p> <p>Navy blue pants worn with navy up and down anklet socks</p> <p>Short or long sleeve polo - striped collar</p> <p>Wool blend maroon jumper with embroidered logo</p> <p>Microfibre jacket (to be worn over the top of the wool blend jumper for extra warmth)</p> <p>Black leather school shoes (velcro or T-bar)</p>	<p>Navy blue shorts worn with mid length navy socks with embroidered stripe</p> <p>Navy blue pants worn with navy up and down anklet socks</p> <p>Long sleeve polo - striped collar</p> <p>Wool blend maroon jumper with embroidered logo</p> <p>Microfibre jacket (to be worn over the top of the wool blend jumper for extra warmth)</p> <p>Black leather school shoes (velcro or lace-ups)</p>

SPORTS UNIFORM OPTIONS

GIRLS	BOYS
<p>Maroon microfibre shorts</p> <p>Maroon netball skirt with embroidered logo</p> <p>Navy blue tracksuit pants with embroidered logo</p> <p>Short or long sleeve polo - striped collar</p> <p>Plain white up and down anklet socks</p> <p>Rugby jumper with embroidered logo</p> <p>Microfibre jacket</p> <p>Running shoe - any colour</p>	<p>Maroon microfibre shorts</p> <p>Navy blue tracksuit pants with embroidered logo</p> <p>Short or long sleeve polo - striped collar</p> <p>Plain white up and down anklet socks</p> <p>Rugby jumper with embroidered logo</p> <p>Microfibre jacket</p> <p>Running shoe - any colour</p>

ACCESSORIES

<p>Maroon microfibre hat with embroidered logo (Term 1 and 4)</p> <p>Maroon raincoat</p> <p>Navy Bookbag (Reader)</p> <p>Maroon Bookbag (Library)</p> <p>Explorer School Bag with embroidered logo</p> <p>Maroon acrylic beanie</p> <p>Maroon acrylic scarf</p>

SHOES

Children need to wear black leather school shoes (velcro, lace up or T-bar) with the Summer and Winter uniform. Any colour running shoe can be worn with the Sport uniform.

HAIR

Children are asked to keep their hair neat and tidy. Hair ties, headbands and hair clips need to be navy blue, maroon or forest green (Winter only).

JEWELLERY

For safety reasons no jewellery is to be worn to school e.g. bracelets, rings, necklaces.
Earrings -

Students may wear plain, small sleepers or; studs, but no more than one per ear lobe.

NAIL POLISH

Nail polish is not to be worn to school.

PURCHASING OF UNIFORM

The school uniform is to be purchased from:

**PSW SCHOOL UNIFORMS
UNIT 1, 128 BERTIE STREET
PORT MELBOURNE**

SECOND HAND UNIFORM SHOP

The Second Hand Uniform Shop is located in the Prep building.

OPENING HOURS

Friday - 8:35am - 8:50am

Friday - 3:30pm - 3:40pm

COMMUNICATION

COMMUNICATING WITH YOUR CHILD'S TEACHER

We encourage parents to get to know their child's teacher and communicate directly with them. However, we request that you do not speak at length to the class teacher before or after school, and also please do not interrupt a class to speak to the teacher. If you need to discuss something regarding your child, please arrange a mutually convenient time to catch up or send an email. Email addresses will be supplied in term overviews.

CONCERNS

If you have any concerns about your child, please come to the school and discuss them. You should firstly contact your child's class teacher to discuss your concerns. They will advise you if further discussion is needed with a staff member in the relevant leadership role.

CHANGES TO STUDENT DETAILS

Keeping the school informed of changes is vital.

Any alterations to student details need to be forwarded in writing to the School Office. Changes include address, phone numbers, work changes and emergency contacts. Please keep your CareMonkey details up to date.

CONTACT PHONE NUMBERS

It is vital that we have at least two contact people we can phone if we cannot reach you in the case of your child being ill or injured. If there are any changes to these, please let the School Office know.

MESSAGES

Everything sent to school for teachers or the office should be clearly marked in an envelope with the child's name and class. If money is sent, the envelope should have the amount enclosed and the purpose as well.

Any urgent messages that need to be conveyed to a child during the day need to be phoned through to the School Office before 3.00 pm and it will be passed on. Please do not email the teachers or the office with this information, as time does not always allow us to check emails for messages at the end of the day.

CLASS DOJO

ClassDojo is a classroom communication app used to share reports between parents and teachers. Teachers track student behavior and upload photos or videos to allow for real-time feedback to parents about their child's learning.

ASSEMBLY

School assembly is held every Wednesday at 2.40pm in the school hall. Assembly is an opportunity to share important news items, presentations by individuals or classes, celebrations of achievement by students receiving class awards and sharing of sporting results and house points. Our school leaders play an active role in its delivery. Parents are welcome to attend.

TERM OVERVIEWS

Each term, classroom teachers provide a term overview for parents regarding the curriculum topics being undertaken, timetable and special dates. This is to keep parents informed, to strengthen the home/school partnership and to enable parents to discuss what their children are learning. These overviews can be found on the school website.

REPORTING TO PARENTS

Early Term 1: A parent teacher interview will held each year in February or March. This enables parents and teachers to share information on how children are settling into their new class and for parents to share information about their child.

End of Term 2: Written reports are sent home

End of Term 2: Parent teacher interview and student-led conferences take place.

End of Term 4: A written report is sent home

*Please note that interview times are booked through PTO.

If you feel that there is an issue which could affect your child's schooling, or if you have a concern or query, please do not hesitate to discuss the matter with the class teacher.

NEWSLETTERS

Galilee's Newsletters are a vital link between home and school. Each family on the school's emailing list will receive a Galilee School Newsletter fortnightly and a Bulletin every other week. We ask parents to consistently check their email inboxes, so that you can keep up with school happenings.

The school's newsletter is also posted on the school website.

SCHOOL WEBSITE

Information for parents is also provided on the school website
<http://www.gsmelbournesth.catholic.edu.au/>

PARENT CALENDAR

You can access the parent calendar through the school website or download the following link to your smartphone: <http://www.gsmelbournesth.catholic.edu.au/page/179/Calendar> Keep up to date with important dates and events using the calendar.

PARENT PARTICIPATION

Parents are encouraged to be involved in and work cooperatively with the school as part of a team. Parent involvement at Galilee is welcomed and encouraged. There are many ways, big and small, for you to become involved in the school and ultimately enrich our school programs, improve the environment and facilities and enhance your child's growth and learning.

Ways to be involved in the Galilee Community:

- School Education Board (School Education Board acts as an advisory support to the Principal and parents in the pursuit of education and the development of Galilee)
- Parent Helper in the classroom (parents need to complete a Classroom Helper Program)
- Parent Helper on Excursions and Incursions
- Classroom resource preparation (e.g. laminating, displays)
- Sacramental preparation
- School and parish liturgies
- Sporting activities - coaching and organisation
- Working Bees
- Galilee Social and Fundraising Committee (The Galilee Social and Fundraising Committee is involved in a wide range of activities essential to the good working of the school, and in providing contact persons available to assist the Principal wherever possible)
- DOGS (Dads of Galilee School) social group meet approximately twice a term and are coordinated by James McGann who can be contacted on:
dogs@gsmelbournesth.catholic.edu.au
- Volunteering around the school (e.g. watering the gardens, helping cover books for the library Class Representative).

WORKING WITH CHILDREN CHECK

All parent helpers must have a current Working with Children Check. These forms are available online <http://www.workingwithchildren.vic.gov.au/> and if you apply as a volunteer there is no cost.

The Working with Children (WWC) check assists in protecting children. The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked).

All new parents are encouraged to apply for the Working with Children Check as soon as possible. It is our policy at Galilee to wait until you have received your card before allowing volunteers to help in the classrooms and attend school excursions

SCHOOL FEES

In 2019 you will have various options to pay for school fees. Please select the one that suits you best.

For EFT payments our banking details are: BSB 083 347 Account Number: 547 063 902 Please make sure you identify the student you are paying fees for in the reference; as we do have some families with the same surname.

For further information about school fees and the relevant payment dates, please follow the link below.

http://www.gsmelbournesth.catholic.edu.au/uploaded_files/media/school_fees_2019.pdf

ENROLMENT PROCEDURE

ENROLMENT INFORMATION

- Children must turn 5 years of age before the 30th April in the year they are commencing school. Permission to grant an exemption is on the basis of a number of conditions which must be understood and accepted by the parents and carers. These conditions include:
 - Permission from the Director of Catholic Education,
 - Approval by the school given class sizes,
 - Readiness of the child.
- A copy of the child's Birth and Baptism Certificates must be provided. This should be attached to your Enrolment Form.
- Non-Catholic families lodging an enrolment will need to include a personal letter clearly stating the reasons they are seeking enrolment in a Catholic school.
- At the time of accepting an enrolment all new families will be required to pay a non-refundable enrolment fee of \$500.00 per family to secure a place in the school, which will be deducted from 2020 school fees if enrolled.
- An immunisation certificate must be provided for all children, prior to their commencement at school, this can be obtained from your local council.
- Individual interviews will be conducted for all new enrolment applicants after enrolments close usually during the month of May. Times will be arranged by the school.
- A School Familiarisation Program will be held in Term 4 for all new Prep students.
- An Information session for parents will also be held in Term 4.

GENERAL POLICY REGARDING ENROLMENTS

The following points will be considered when accepting any enrolment:

Priority of Enrolment:

1. Children with siblings in the school.
2. Catholic children who are residents of the South Melbourne, Port Melbourne and Middle Park Parishes.
3. Catholic children who do not reside in the parish but belong to the parish community.
4. Catholic children from other parishes (for pastoral reasons).
5. Children from non-Catholic Eastern Churches who reside in the parish.
6. Children from non-Catholic Eastern Churches who reside outside the parish.
7. Other Christian children who reside in the parish.
8. Other Christian children who reside outside the parish.
9. Non-Christian children who reside in the parish.
10. Non-Christian children who reside outside the parish.

INFECTIOUS DISEASES TABLE
SCHOOL INFORMATION MANUAL: SCHOOL OPERATIONS

Disease	Patient shall be excluded from school:-	Contacts
Chickenpox	Until fully recovered. <u>Note</u> : Some remaining scabs are not an indication for continued exclusion.	Not to be excluded.
Diphtheria	Until at least two negative nose and throat swabs have been obtained at intervals of not less than 48 hours, the first swab taken not less than 24 hours after cessation of antimicrobial therapy.	If domiciliary, to be excluded and released after investigation by the Medical Officer of Health.
Viral Hepatitis	Until a medical certificate of recovery is produced, or subsidence of symptoms but not before 7 days after onset of jaundice.	Not to be excluded.
Impetigo	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.	Not to be excluded.
Leprosy	Until a medical certificate satisfactory to the Department of Health is produced.	Not to be excluded.
Measles	For at least 7 days from the appearance of the rash or a medical certificate of recovery is produced.	To be excluded for 13 days after last contact unless medical documentation of prior infection or immunisation is provided.
Meningo-coccal Infection	Until a medical certificate of recovery is produced.	If domiciliary, to be excluded until they have been receiving appropriate chemotherapy for at least 48 hours.
Mumps	Until fully recovered.	Not to be excluded.
Pediculosis	Until appropriate treatment has commenced, supported when requested by a medical certificate.	Not to be excluded. Close contacts should be inspected regularly for signs of infestation.
Pertusis (Whooping Cough)	For 4 weeks or until a medical certificate of recovery is produced.	Not to be excluded.
Poliomyelitis	For at least 14 days from the onset and also until a medical certificate of recovery is produced.	Not to be excluded.
Ringworm	Until appropriate treatment has commenced, supported when requested by a medical certificate.	Not to be excluded.

Rubella (German Measles)	Until fully recovered and at least 4 days from the onset of the rash.	Not to be excluded.
Scabies	Until appropriate treatment has commenced, supported when requested by a medical certificate.	Not to be excluded.
Strepto-coccal	Until a medical certificate of recovery is produced.	Not to be excluded.