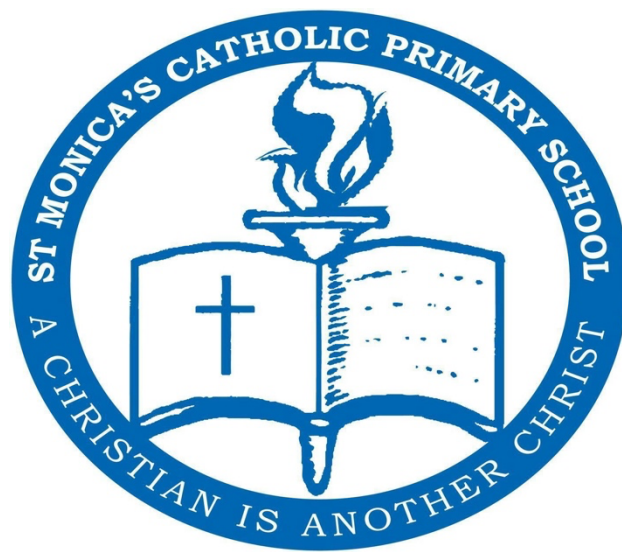


St Monica's Primary Kangaroo Flat



Parent Handbook 2025

Identity Statement

St Monica's is a Catholic school embracing faith and learning together, as a community, reflecting Christ

Vision Statement

- We believe in a Catholic community that fully develops the whole child and celebrates their faith journey with Jesus.
- We believe that the community, families, teachers and students are partners in the learning process challenging each other to grow and be the best we can be.
- We acknowledge our founders who started our school and chose St Monica's as our patroness enabling us to provide a Catholic education whose faith, compassion and love we seek to reflect.
- We are committed to promoting a curriculum that promotes self-worth and recognises the dignity and uniqueness of each individual.
- We are stewards of our environment who respect, care for and maintain the resources that God has provided us.

Graduate Outcomes

At St. Monica's, Kangaroo Flat, we endeavour to develop students who:

- follow Christ in their care and respect for life, self, others and the environment.
- are able to develop and sustain relationships with a sense of justice and empathy for others.
- have the academic confidence to develop the skills and strategies to succeed in an ever-changing society.
- follow their ideals with confidence and resilience.

St Monica's story

August 27: Saint Monica—The Patron Saint of Mothers c. 332–387

St Monica is the Patron Saint of homemakers, married women, mothers, abuse victims, alcoholics, and widows.

From a young age, St Monica loved praying, going to church, and helping those in need. She helped her husband to start believing in God. Her biggest worry, however, was her son Augustine. She never stopped praying for him, and he eventually converted to Christianity and became a doctor of the church preaching that love is the basis of every community to live in harmony. It is through St Monica's faith and prayer that Augustine was sainted and as a result, St Monica was also sainted.

Mercy- Red

The Mercy Sisters with Sr. M Clare and Sr. M. Magdalen were requested to take over the running of the school in 1920 by Bishop McCarthy with 58 students enrolled and grew to 220 students by 1959. The Mercy sisters were founded by Catherine McAuley. The Mercy sisters continued with their dedicated service to the community of Saint Monica's until the end of 2002, when the first lay principal was appointed. "The charism of Mercy empowers a Christian to be a channel of God's love through hands-on, practical deeds of compassion that relieve the distress of those who suffer and help them to experience God's love."

Augustine- Blue

Augustine is one of Monica's 3 children (Augustine, Navigius and Perpetua). Augustine was Monica's wayward son, but Monica believed in her son and he turned his life around, making many good choices. He became a doctor of the church and a saint. "The Rule of Augustine insists that the community must live in harmony, "being of one mind and heart on the way to God. The most fundamental message of the Rule is this: Love -- love of God, love of neighbour -- is the centre of Christian life.

Backhaus- Yellow

George Henry Backhaus was the first Catholic priest in Bendigo. He came from Paderborn, Ireland. He organised for the first church to be built in Bendigo (St Killian's) and the building of St Monica's school in 1860. The school had a bark roof and was also used as a church until St Monica's church was built in 1926.

McAuley- Green

Catherine McAuley was born in Dublin, Ireland, in September 1778. She had a love for those who were poor, sick, uneducated and neglected. Catherine set up the Sisters of Mercy in 1831, promising to care for others in the way God would want. Over the next few years Catherine opened many more houses to help the poor.

STAFFING STRUCTURE – 2025

Principal	Matt Knight
Deputy Principal	Anthony Chalkley
Admin Office & Finance	Renee Burnham, Paige Cartwright, Kirsty Magee & Stephanie Knight
Catholic Identity Leader	Anthony Chalkley
Learning & Teaching Leader	Belinda Christy
Pastoral Wellbeing & MHiPs Leader	Daniel Boulton
Learning Diversity Leader	Tammy Goggin
Year 5/6 Class Teachers	Stephanie Freemantle, Colm Feeney, Carina Johns, Tammy Goggin, Daniel Boulton, Rebecca Wildman
Year 3/4 Class Teachers	Kerri Bowman, Lauren Miller, Belinda Christy, Cassie Polonowita, Kim Townrow
Year 2 Class Teachers	Angela Flood-Dickson, Zoe Sheean, Kara Jury
Year 1 Class Teachers	Jessica Mangan, Leonie Wolfe, Rachelle Collins
Foundation Teachers	Stacey Pinto & Tanya Balcke

Specialist Teachers

Physical Education Lauren Miller

STEM Nicole Knight

Visual Art Adrienne Stokes

Performing Arts Bree McAlpine

Health Sue-Ellen Warren

Intervention

Teacher Denise McCarthy

Support Di Allison, Melinda Christie

Speech Therapist Vikki Stone

Learning Support Officers Noah Furlong, Max Goggin,
Will Graham, Polly Hughes,
Julie Richardson, Ethan Roberts,
Mikaela Toman

Family and Community Officer Bronwyn Fieldew

Uniform Shop Bronwyn Fieldew (Tues, Thurs)

Canteen Marie Haddow, Bronwyn Fieldew

Technology Support George Egan

Parish Priest Fr. Jackson Saunders

Democratic Principles

The programs of, and teaching in our school supports and promotes the principles and practices of Australian democracy, including a commitment to:

1. elected government; and
2. the rule of law; and
3. equal rights for all before the law; and
4. freedom of religion; and
5. freedom of speech and association; and
6. the values of openness and tolerance.

Our Identity Statement articulates important values for Catholic Education at St Monica's Catholic Primary School.

Our Curriculum Scope and Sequence outlines the importance of Civics and Citizenship within the curriculum.

Source of Life and the Victorian Curriculum form the base for our school's curriculum.

Our throughlines encompass a study of democratic principles through Personalised Learning.

Our Senior Leaders respectfully raise and lower the Australian and Aboriginal flags each school day.

Catholic Values and Values for Australian Schools are displayed in the Administration Area.

The National Anthem is led by the students at fortnightly assemblies.

Commitment to child safety

All students enrolled, and any child visiting, have a right to feel safe and be safe all of the time. The wellbeing of children in our care will always be our first priority and we have zero tolerance for child abuse. At St Monica's we strive to maintain a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety. We are committed to continually reviewing our Child Safe policies and practices to ensure that every effort is made for ongoing improvement of our Child Safe environment.

CARE, SAFETY AND WELFARE OF OUR STUDENTS

Our school has a number of policies and procedures to ensure the safety and wellbeing of students at all times, these include:

- First Aid
- Medication Distribution
- Emergency Management Procedure
- Critical Incident Procedure
- Accidents and Incidents Procedure
- Appropriate use of internet (staff and students) policy.

A number of these items are addressed further in the handbook. All policies and procedures are available upon request from the school office.

ABSENCE & ATTENDANCE

Children are expected to attend school every day that the school is open unless there is a reasonable excuse for absence. A phone call to the school on the day of absence or using our Parent Access Module (PAM) platform. By law, the school must follow up all unexplained absences by contacting the parents (via SMS). Our Attendance Monitoring Policy can be found on the St Monica's Website:

<https://www.smkangarooflat.catholic.edu.au/downloads/>

ADMINISTRATION HOURS

- Monday: 8.30am – 4:00pm
- Tuesday: 8.30am – 4:00pm
- Wednesday: 8.30am – 4:00pm
- Thursday: 8.30am – 4:00pm
- Friday: 8.30am – 4:00pm

ALLERGIES

Some children's health can be affected by being allergic to particular products, foods, plants, animal bites or stings. If your child is affected by an allergy, we ask you to inform your child's teacher at the beginning of the year of all relevant documentation and treatment procedures. In this way we can inform all staff of the special needs of particular students with regard to allergies.

ASSEMBLIES

Whole school assemblies will be held fortnightly on Friday afternoon at 2:45pm.

ASSESSMENT & REPORTING

Teachers will continually observe and assess your child's learning in class. At different times a task or test may be set to gain a clearer idea of how well your child understands what has been taught. These are important feedback strategies for the individual student. In Victoria, NAPLAN is administered by the Victorian Curriculum and Assessment Authority. Various opportunities are provided during the year to let you know your child's progress;

- Two written reports are provided to families each year (via PAM).
- Two face to face sessions (Parent / Student / Teacher) where you can discuss your child's progress.

In addition to this, you can contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

BEHAVIOUR MANAGEMENT POLICY AND PROCEDURES

Our school has policies and procedures in place for behaviour management, anti-bullying and harassment. Please see the school website for the documentation.

BICYCLES

Students riding bicycles to school are the responsibility of parents. The age of children, the distance to be covered and the path to be taken should be taken into account before a child undertakes this activity. Students must wear approved safety equipment and bicycles must be in a roadworthy condition.

CAMPS AND EXCURSIONS

Camps and excursions are considered to be an important part of the school curriculum, in which all children are expected to participate. School Camps provide for an ongoing development in independence and responsibility as each child moves through the primary school.

CHILD SAFEGUARDING

St Monica's is a Child Safeguarding school. Parents and Carers are required to read our Child Safeguarding Policies and Procedures, available on our school website [www.smkangarooflat.catholic.edu/our school/ Child safety](http://www.smkangarooflat.catholic.edu/our%20school/Child%20safety) as part of your acceptance of enrolment. These policies and procedures **must** be adhered to.

CATASTROPHIC FIRE DAYS

The school will close on declared **Catastrophic Fire Danger Rating** days by the Country Fire Authority (CFA). With the safety of our community in mind, the school will be closed with **no staff or students on site**. Alerts and information will be provided to families as soon as they become available to the school.

COMMUNICATION

The school communicates formally with parents through PAM (Parent Access Module), newsletters, notes, and Facebook. Parents are encouraged to speak with their child's teacher on a regular basis. A Communication Framework outlining the process can be found on the school's website.

COMMUNITY INVOLVEMENT

St Monica's Primary School prides itself on being an active member of the Kangaroo Flat Community. St Monica's staff & students are encouraged to participate in community services.

CURRICULUM

The Victorian Curriculum is used by staff to plan and implement the school curriculum. Unit Notes are provided to parents at the beginning of each term and parents are encouraged to become actively involved in their child's learning journey.

ENROLMENT

Enrolment Forms and an Information Booklet are available at the Office. Children are admitted at the beginning of the year in which they are five years of age, on or before April 30th of that year. It is encouraged that children previously attend Pre-School. Parents are asked to present their child's Birth Certificate and Baptismal Certificate upon enrolment. All children enrolling at St. Monica's Primary School will be required to present a "Certificate of Immunization Status for Primary School Enrolment".

The St Monica's Enrolment policy can be viewed on our school website.

EMERGENCY MANAGEMENT PLAN

Regular evacuation and in-vacuation drills are held during the school year to prepare all at St Monica's in the event of danger.

EARLY LEAVERS AND LATE ARRIVALS

In the event of parents and carers wishing to collect their child/ren early from school, or if they arrive late they will be required to report to the School Office to complete the "Student Sign In/Sign Out" via the PassTab iPad system. Parents can also update student attendance via the PAM site.

EMERGENCY INFORMATION

Information needed in the case of emergency is kept in the School Office. This information needs to be updated constantly. It is therefore important that any alteration of contact persons, phone numbers or addresses be brought to the attention of our school immediately.

EXCURSIONS & INCURSIONS

Children are often exposed to educational opportunities through class excursions to local attractions. Incursions are when we bring experts into the school to work with the children.

FEES & LEVIES

Payment can be made by Cash, Cheque, Direct Credit, Direct Debit or via the EFTPOS machine.

Direct Credit Details:

St Monica's School Kangaroo Flat.

BSB: 083 543 Account No: 456892393

Reference: Family Name or student reference number

FEE RELIEF

Families who experience significant financial difficulty are encouraged to contact the school/principal, as fee support is available.

FIRST AID / ACCIDENTS

Our school is equipped with a sick bay. When illness or accident occurs, parents are notified and when necessary, are asked to take their child home or to a doctor. All Staff regularly complete courses in Level 2 - First Aid with specific Asthma, Anaphylaxis and CPR training. If a student is injured or sick at school, parents will be notified by the school.

FUNDRAISERS

Occasionally fundraisers are held at school to raise money for the disadvantaged (i.e. *Caritas*) or for student initiatives. (i.e. specific charities).

HATS

St Monica's is a SunSmart school. Children are expected to wear their school hat during high risk times (from 1st September to 30th April).

HEAD LICE

Please check children regularly. Head lice must be treated immediately to reduce the risk of it spreading.

HOMEWORK

Catholic schools usually advise parents of any homework expectations at the beginning of the school year. You can assist your child with his/her work at home in a number of ways.

INFECTIOUS DISEASES EXCLUSION FROM SCHOOL

In the interest of all students and families, children with infectious diseases are asked to be isolated from school in accordance with health authority guidelines.

INSURANCE

Our school has taken out a blanket Student Accident Insurance with Catholic Education Sandhurst Ltd's Insurance covering the total school enrolment. This policy covers students "whilst at school" only—that is, on the school premises during school hours only and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school. There is no additional cost to parents as this expense is built into the fee structure. Full policy details are available from the school upon request.

MICROSOFT SURFACES

Technology is an increasingly integral means of education in our 'changing world' at St Monica's Primary School. As part of our commitment to empowering every learning to serve and enrich our changing world, the school has implemented a technology program for all our students in Years 3-6. The program provides students with a device to enable a student-centred experience-rich education relevant to the 21st Century.

TRANSITION PROGRAM

During Term 4 the Preschool children attending St. Monica's the following year are invited to participate in the 'Jump Start' program, a series of visits to ensure a smooth transition to school. Dates and times of the program will be given closer to Term 4.

LIBRARY

St Monica's has a well-stocked library for the use of all. Children are encouraged to borrow on a regular basis.

LUNCH ORDERS

St Monica's Primary School has its own school canteen running on:

Thursday: First break

Friday: First and Second break

CASH Please write your child's name, class & order and place inside your lunch bag/container and place in the canteen tub in your child's classroom by **9am Thursday**. Please try to include correct money (no change given under 20c) Please don't use gel pens or fluoro texta.

CDF PAY Order online via CDF Pay (QR code on school website) Please provide a clearly named lunch bag/container and place in the canteen tub in your child's classroom by **9am Thursday**. Lunch orders are packaged in the bag you provide and delivered to the classroom for eating time at 11.30am.

LOST PROPERTY

Lost property is located in the Administration area and may be inspected by parents at any time. It is important that all clothing is clearly marked with the child's name. This makes it much easier to identify articles of clothing in the first instance.

MEDICATION

All parent requests for the administration of prescribed and non-prescribed medications to their child must be in writing on the Medication Request Form provided and must be supported by specific written instructions from the medical practitioner or pharmacist. The medication must be provided in the original packaging with the medical practitioner or pharmacist's instructions.

NOTES

Any school notes / information to families will be sent out via hard copy or emailed as our preferred method. Additionally, reminders and information may be placed on our social media platforms such as PAM or Facebook. Please read the notes carefully.

OCCUPATIONAL HEALTH & SAFETY (OH&S)

At St Monica's we are committed to the safety and wellbeing of all. It is important that our play and learning spaces around the school are safe for all. Parents are asked to report any dangers they may see around the school to the front office.

OPEN DOOR POLICY

At St Monica's we always welcome parents/guardians into the school. The Principal and admin staff are available by phone or visitation. Classroom teachers are available outside normal classroom hours.

PARISH COMMUNITY

Our school could not exist without our Parish. Our Parish Priest invites and encourages children and parents to be active members of our St Monica's Parish. Masses are held in the Church through the term and for Feast Days.

PARENT CODE OF CONDUCT

At *St Monica's Primary Kangaroo Flat* we are committed to nurturing respectful relationships and active partnerships with you as *parents/carers/guardians*. 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.

PARENT / SCHOOL PARTNERSHIP

St Monica's welcomes opportunities to work with you in educating your child. The partnership between parents and school is crucial to ensuring that your child has the best opportunities to enjoy the school experience and to learn effectively. As a parent you can contribute your own knowledge and skills at all levels, to assist your child's learning, to support the school's goals and to promote the principles of Catholic education.

POSITIVE BEHAVIOUR INTERVENTION & SUPPORT (PBIS)

PBIS gives our school community a common language and pathway when dealing with behavioural management. The expectation to Care for Self, Others and the Environment is generally well known and a lived reality amongst the students and staff. At the beginning of the year all classes spend time around the expectations and develop behavioural mantras.

POLICIES & PROCEDURES

Are available on the St Monica's School Website or parents may request hard copies from the school office.

PUPIL FREE DAYS

All schools are able to take closure days during the year for staff professional development. Parents will be given advance notice of such days.

RELIGIOUS EDUCATION

St Monica's is a Catholic School within the Parish of St Monica's Kangaroo Flat. Children are instructed in Religious Education, participate in prayer and Sacramental programs, attend Mass and liturgy.

SCHOOL HOURS DAILY TIMETABLE

Classroom Open	08:50am
Session 1:	09:00am - 11:00am
Break 1:	11:00am - 11:30am
Supervised Eating	11:30am - 11:45am
Session 2:	11:45am - 1:45pm
Break 2:	1:45pm - 2:15pm
Session 3:	2:15pm - 3:15pm

SCHOOL ADVISORY COUNCIL

Our School Council is advisory and provides advice in areas such as school improvement and the development of policy. The School Council meets on a termly basis.

SOCIAL MEDIA (FACEBOOK) - St Monica's Primary School has a Facebook page. This page is for parents and carers to stay up to date with school news, events, fundraising and activities. The

Facebook page is a positive page designed to assist parents & carers with keeping up to date with the happenings at this school. Any form of negative comments, harassment or bullying will not be tolerated and posts deleted.

STUDENTS WITH ADDITIONAL LEARNING NEEDS

St Monica's adopts the Nationally Consistent Collection of Data on Students with Disability Program to improve participation and learning outcomes of educationally disadvantaged students and students with disabilities, particularly in literacy and numeracy.

SPORTS DAY

A whole school sports & athletics day is held during the year. Children have the opportunity to participate in various track and field events & many other fun activities.

ST MONICA'S PARENTS & FRIENDS

The St Monica's Parents and Friends Group is a vital organisation in the life of St Monica's, offering an opportunity for parents to gather and become involved in the life of the school. Our group provides support for the school in areas such as social functions for the school community, fundraising for particular needs in the school and voluntary support for educational programs. We invite and encourage all parents to become involved.

SUPERVISION

Children are supervised by teachers from 8:30 am until 3:15 pm. Teachers are rostered for yard duty before school, at recess and lunchtime, and after school. Children who arrive prior to 8:30 am are required to wait in the Administration Area. If children have not been picked up by 3:30pm, they will be taken to the Administration Area. During extreme heat and wet weather periods children are supervised in their classrooms/and or air-conditioned rooms at recess and lunch times.

SURVEYS/DATA COLLECTION

Parents & students are sometimes asked to complete surveys. The information gained from these surveys is used for school improvement.

STUDENT WELLBEING

At St Monica's, we have a Wellbeing Officer. This contact works in conjunction with our School Wellbeing team.

SWIMMING

All children take part in a swimming and water safety program annually.

TERM DATES - 2025

Term 1	28 January - 4 April <ul style="list-style-type: none">▪ Gr 1 – 6 start Thursday 30th Jan▪ Foundation start Friday 31st Jan
Term 2	22 April - 4 July <ul style="list-style-type: none">▪ Students begin on Monday 28th April
Term 3	21 July 1 - 9 September
Term 4	6 October 17 December

TRANSITION DAY

Is held in Term 4. On this day all children spend time with their next year's teacher. Year 6 students spend the day at their new secondary college and the new Foundation students join us for the morning.

UNIFORMS

Children are expected to wear our school uniform. St Monica's uniforms are available from the Uniform shop. Second hand uniforms are available from the school.

VISITORS & CONTRACTORS

Everyone who visits the school is required to sign in at the Assisi Administration front office.

VOLUNTEERS PROGRAM

Anyone who works with students at St Monica's is required to complete the Volunteers Program. Information is available at the front office. All Volunteers must have a current Working With Children Check.

WORKING WITH CHILDREN CHECK

All adults who work with students; classrooms, excursions, camps etc. must have a Working with Children Check. These forms are available online at www.workingwithchildren.vic.gov.au.