

# Stella Maris

Catholic Primary School



## School Information Book

54-70 Innisfail Drive  
Point Cook Victoria 3030

Tel: 03 9395 8411

Email: [info@stellamaris.catholic.edu.au](mailto:info@stellamaris.catholic.edu.au)

Web: [www.stellamaris.catholic.edu.au](http://www.stellamaris.catholic.edu.au)

## **OUR VISION**

*'Creating a learning community  
nurturing and integrating faith and life  
in a spirit of openness'*

## **OUR MISSION**

*Developing positive relationships  
in a connected community,  
where Gospel Values, an inquiring attitude,  
and personalising learning are nurtured  
as all aspire to experience success.  
We cultivate passion, spirit, creativity, innovation,  
stewardship and global mindedness,  
as we engage in learning together.*

## **CONTACTS**

54 –70 Innisfail Drive  
Point Cook 3030

PO Box 6405  
Point Cook 3030

Telephone: 9395 8411  
Fax: 9395 9640

Email: [info@stellamaris.catholic.edu.au](mailto:info@stellamaris.catholic.edu.au)  
Website: [www.stellamaris.catholic.edu.au](http://www.stellamaris.catholic.edu.au)

# Contents

<b>LAVERTON PARISH .....</b>	<b>4</b>
<b>ENROLMENT POLICY .....</b>	<b>5</b>
<b>SCHOOL FEES AND LEVIES .....</b>	<b>10</b>
<b>LEARNING AND TEACHING .....</b>	<b>11</b>
<b>EXPECTATIONS OF PARENTS .....</b>	<b>12</b>
<b>RELIGIOUS EDUCATION .....</b>	<b>13</b>
<i>Sacraments .....</i>	<i>13</i>
<i>Prayer Nights and Parent Meetings .....</i>	<i>13</i>
<b>COMMENCEMENT DATES 2017.....</b>	<b>14</b>
<b>TERM DATES 2017 .....</b>	<b>14</b>
<b>GENERAL INFORMATION .....</b>	<b>15</b>
<i>Visitors to the School .....</i>	<i>15</i>
<i>Early Dismissal .....</i>	<i>15</i>
<i>Student Absence .....</i>	<i>15</i>
<i>Sick Children.....</i>	<i>15</i>
<i>Student Banking .....</i>	<i>15</i>
<i>School Newsletter.....</i>	<i>15</i>
<i>Riding Bikes/Scooters .....</i>	<i>15</i>
<i>Playground Supervision.....</i>	<i>16</i>
<i>Parent Participation .....</i>	<i>16</i>
<i>Working with Children Check.....</i>	<i>16</i>
<i>Out of School Hours Care.....</i>	<i>16</i>
<i>Parents and Friends.....</i>	<i>16</i>
<i>Weather Procedures.....</i>	<i>16</i>
<i>Picking up Children .....</i>	<i>16</i>
<i>Secondary School Transition .....</i>	<i>17</i>
<i>Emergency Management Plan: .....</i>	<i>17</i>
<i>Communicable Diseases .....</i>	<i>18</i>

## **LAVERTON PARISH**

The school is an integral part of the Laverton Parish; the parish office can be contacted on Telephone 9369 6877 or Fax 9369 6761.

Children and their families are encouraged to demonstrate their Catholic faith by participating in the life of the Laverton Catholic Community.

Mass times at **Queen of Peace Church** are as follows:

Wednesday and Friday: 9:15 am

Saturday: 9:15am & 6:00 pm

Sunday: 8:00am and 11:00am

Reconciliation

Saturday: 10:00am- 10:30am

Mass times at **St. Martin De Porres Church** are as follows:

Tuesday and Thursday: 9:15 am

Sunday: 10:00am

Reconciliation by request

Mass time at **Stella Maris Catholic Primary School Hall**

Friday: 9:15 am

Sunday: 9:00am

Mass time at **Lumen Christi Catholic Primary School**

Thursday: 9:15 am

Mass time at **St. Mary of the Cross**

Wednesday: 9:00am

It is also recommended that parents support the Church by way of weekly Thanksgiving Envelope Contributions, which go towards the repayment of the Queen of Peace Church building loan and Church up-keep. Further information regarding Thanksgiving Envelopes may be obtained from any usher at the weekend Masses or our Parish Priest, Father John Healy. He may be contacted by phone on 9369 6877 [Monday and Tuesday from 9:30 am to 2:00 pm]. Thanksgiving envelopes can be handed into the school office and they are handed onto the Parish Office.

Sometimes [usually in the evening] Catholic children attending Government Schools in the area are given Religious Education lessons at Preca House [39 Talbot Street, Altona Meadows] or at one of the Catholic schools by members of the Society of Christian Doctrine.

## ENROLMENT POLICY



**St Martin de  
Porres  
Laverton**



**Queen of Peace  
Altona Meadows**



**Lumen Christi  
Point Cook**



**Stella Maris  
Point Cook West**



**St Mary of The  
Cross  
Point Cook**

## LAVERTON CATHOLIC EDUCATION COMMUNITY

### PARISH ENROLMENT POLICY



### PREAMBLE

The Parish of Laverton is unique in that it currently has five Catholic primary schools located within the parish boundary. The Parish is in a major growth corridor in the Western suburbs of Melbourne. This means that Catholic families may not be able to attend the Catholic school of their first choice.

To ensure that every effort is made to support the enrolment of baptised Catholic children into our parish primary schools, Application for Enrolment into Prep will be undertaken through a central Parish Enrolment process.

### GUIDING PRINCIPLES

This central Parish Enrolment Policy has been developed with the following principles in mind:

- Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ.
- All Catholic schools in our Parish offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- The Parish of Laverton is in a major growth corridor in the western suburbs. New families move into the area on a weekly basis.
- The Parish of Laverton is unique, in that it has five Catholic primary schools located within the Parish boundary.
- Every baptised Catholic child living in the Parish of Laverton is entitled to a place in a Catholic school within the parish.
- At times, there may not be enrolment places available at the school of first choice.

## **DEFINITIONS**

### **School Catchment Area**

The school catchment area is the parish or group of parishes, as defined by the Catholic Education Office Melbourne (CEOM), from which the school draws the majority of its enrolments and to which the school gives priority of enrolment. For the majority of primary schools this will be the parish to which the school belongs. In those parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with the CEOM.

**CEOM Enrolment Policy 2009**

### **Parish Enrolment Committee**

A committee comprising the Primary School Principals, or their nominees, and the Parish Priest, (where appropriate), who meet and consider enrolment issues in the Parish and applications for consideration of special circumstances.

## **ENROLMENT CRITERIA**

Due to the large number of baptised Catholic children applying for enrolment in the Parish, enrolment applications will be dealt with according to the following priority order:

#### **First Intake:**

- Baptised Catholic children resident in the designated zone/catchment area of the Laverton Parish.
- Brothers and sisters of currently enrolled students in the school

#### **Second Intake:**

- Baptised Catholic children resident in other parishes (special circumstances only).

#### **Third Intake:**

- Baptised children from Christian religions which share a special relationship with the history and traditions of the Catholic Church.

#### **Fourth Intake:**

- Non-Catholic children (providing acceptance of enrolment is consistent with the limits approved by the Archbishop of Melbourne. CEOM Policy 2.3. Clauses 3.4, 3.6)

**The Parish Priest, as manager of all five Parish schools, reserves the right of veto over the criteria for enrolment, in consultation with the Parish Enrolment Committee.**

## ENROLMENT PROCESS

### NEW ENROLMENTS – PREPARATORY (FOUNDATION)

Applications will be taken from the commencement of Catholic Education Week (Third week in March) and will be accepted for a period of six weeks. Application for Enrolment Forms may be collected from any of the Schools in the Parish, or the Parish Office.

Applications received after the closing date (even if siblings are already enrolled in a Parish school) will be placed on a waiting list and considered according to date received.

Application for Enrolment Forms are to be completed and submitted to the Parish office or one of the Parish primary schools, together with all required documentation. Failure to submit copies of all required documentation will result in the application being returned to the parents, and will not be accepted until all documentation is submitted.

Parish Office: PO Box 68, Laverton, 3028  
62A Everingham Road, Altona Meadows

Schools: St Martin De Porres Primary School  
13-25 Bellin Street (PO Box 153) , Laverton, 3028

Queen of Peace Primary School  
62 Everingham Road, (PO Box 1259), Altona Meadows, 3028

Lumen Christi Primary School  
260-278 Point Cook Road, Point Cook 3029

Stella Maris Primary School  
54-70 Innisfail Drive, (PO Box 6405), Point Cook West 3030

St Mary of The Cross  
1 Hiddick Road, Point Cook, 3030

Once applications have closed, the Parish Enrolment Committee will meet to consider all applications in accordance with the enrolment criteria and the number of positions available in each of the parish schools.

Following consideration by the Parish Enrolment Committee, parents will be advised, in writing, of the school to which their application has been allocated. Parents will then be contacted by the allocated school to continue the enrolment process (i.e. Interview etc)

Each school **follows a common** Enrolment Procedure and Timeline that supports the family's application and entry into their school.

## **NEW ENROLMENTS – YEARS ONE TO SIX**

1. Enrolment Enquiries/Applications must be made at the school closest to the family's residential address.
2. If the school is able to offer a position in the requested grade level, normal enrolment processes continue.
3. If the school is unable to offer a position, the school will offer to contact other schools within the parish. If a suitable vacancy exists, the family will be referred to the new school for enrolment.

## **EXISTING ENROLMENTS - EXCEPTIONAL CIRCUMSTANCES**

1. Where a family is enrolled at a Parish Primary school, but during the course of the child's primary years of schooling, the family moves to another part of the Parish;
  - 1.1. The family may wish to remain in the school they are enrolled in for the duration of their child's primary years of schoolingOr
  - 1.2. The family may wish to transfer their child to the Catholic primary school nearest to their residential address.
2. Due to family, or educational reasons, the family may seek consideration for a child to be enrolled in another Parish primary school.

## **PROCEDURE FOR CONSIDERATION OF EXCEPTIONAL CIRCUMSTANCES**

Where a family is moving from one residence to another within the parish but who wish to remain at their current school:

- The family should inform their current school of their intention to remain at the school.
- In most cases, as long as another Catholic family is not being disadvantaged by the request, the family will be advised of their ability to remain and complete their Catholic schooling.

Where a family is moving from one residence to another within the parish and wishes to transfer their child to the Catholic school closest to their new residential address:

- A letter should be written to the Catholic Primary School where they are currently enrolled.
- The letter should state the reason for the transfer request, as well as confirmation of the new residential address.
- The Principal will present the letter at the next meeting of the Parish Enrolment Committee.
- The decision on the outcome of the enrolment request will be relayed to the applicant family by the Principal of the school where the child is currently enrolled. In most cases, as



long as another Catholic family is not being disadvantaged by the request, the family will be advised of their ability to transfer the new Catholic school.

- Normal enrolment procedures for the new school would follow in due course.

Where a family, for family or other reasons, seeks consideration for a child to be enrolled in another Parish school, not close to their current residential address:

- A letter should be written to the current Catholic Primary School closest to their residential address.
- The letter should state the reason for the transfer request.
- The Principal will present the letter at the next meeting of the Parish Enrolment Committee.
- The decision on the outcome of the enrolment request will be relayed to the applicant family by the Principal of the school where the child is currently enrolled.

#### **ENROLMENT ENQUIRY TO THE PARISH PRIEST**

Any enrolment enquiries made directly to the Parish Priest will be re-directed to the school nearest to the residential address. These enquiries will be processed using the same procedure as above.

## SCHOOL FEES AND LEVIES

There are three components to our Fee structure:

- The Family Levy (one per family)
- The Capital Fund (one per family)
- The Individual Student Curriculum and Camp Levy

The **Family Levy** component of our School Fees will be \$1300.

The **Capital Fund** component is a family fee of \$250 per year.

In an attempt to minimize the number of times that parents are asked to pay for extra-curricula things, (Excursions, Incursions, Book Week activities, Athletics Carnival, Sacramental levies, Interschool Sports Levies etc.) these are incorporated into an Individual Student Curriculum Levy.

The **Individual Student Curriculum Levy** is a tiered system:

Individual Student Curriculum Levy		Estimated Camp Cost	Total
Individual Student Curriculum Levy for Prep to Year 2	\$407.00		\$407.00
Individual Student Curriculum Levy for Year 3	\$420.00	\$195	\$615.00
Individual Student Curriculum Levy for Year 4	\$420.00	\$195	\$615.00
Individual Student Curriculum Levy for Year 5	\$431.00	\$290	\$721.00
Individual Student Curriculum Levy for Year 6	\$455.00	\$290	\$745.00

### Example of School Fees for one Child in 2015:

	Family Levy	Capital Fund	Student Curriculum Levy	Camp Levy	Total
Prep to Year 2	\$1,300.00	\$250.00	\$407.00		\$1,957.00
Year 3 and Year 4	\$1,300.00	\$250.00	\$420.00	\$195.00	\$2,165.00
Year 5	\$1,300.00	\$250.00	\$431.00	\$290.00	\$2,271.00
Year 6	\$1,300.00	\$250.00	\$455.00	\$290.00	\$2,295.00

When parents accept enrolment at Stella Maris, they agree to their child being involved in the whole school curriculum and the related programs. **Every child is charged for attendance at their Year Level Camp Program as part of their annual Fees & Levies. Should a parent decide to withdraw their child from attendance, please note that NO REFUND** will be offered as the individual cost for Camp is based on attendance of all students in accordance with the Enrolment Acceptance Agreement.

In order for the school to sustain its current standards and continue to offer increasingly high educational opportunities for your children, payment of your school fees is essential; payments are accepted by cash, cheque, credit cards and direct debit. Payment of fees can also be accepted weekly or fortnightly. Please see Mrs Jo-Ann Buysen at the School Office and she will organise these arrangements with you.

## **LEARNING AND TEACHING**

Stella Maris has been designed around a philosophy of providing an educational environment that prepares students for a world in which work, society, community and personal relationships are of equal importance.

At Stella Maris, we believe in personalising learning for effective learning and teaching in the 21st Century. We believe that personalising learning is a highly structured and responsive approach to learning and teaching, where learners are encouraged to be active, curious, engaged and reflective participants. We strongly believe that Parents are partners in the learning journey of their children.

Our curriculum, based on the Victorian Essential Curriculum, is presented using an inquiry approach to learning. The focus is on informing our learners of the process that authentic learning requires, explicitly teaching them a range of strategies and presenting them with a variety of tools to assist in organising, analysing and reflecting on their learning. The skills of questioning and reflection have a high profile as we encourage our learners to delve deeper into issues that motivate and engage them.

Stella Maris Catholic Primary School implements the Victorian Curriculum. This implementation includes teaching, assessment and reporting on student achievement standards in the curriculum.

Our curriculum includes many opportunities for learning and includes specialist lessons in The Arts (Music and Visual Arts), Language (Japanese), and Physical Education. Other extra curricular activities offer opportunities such as Lunch Time Clubs, Keyboard/Guitar lessons, and Sporting clubs.

Learners are encouraged and supported to become self-managed and self-directed in their learning journey. They reflect upon experiences to set new goals and create personalised learning pathways. Through a process of inquiry, they engage in their passions, and discover the amazing world around them. They seek to make a difference in the world with their new learning.

One of the most striking aspects of our school is the first glimpse of the large central learning areas. These areas are the hub of active learning with a variety of resources being developed which are accessible to the learners when and where they need them. Tools available for learners include book resources, online resources using wireless technology in notebook and desktop arrangements, arts materials, flexible furniture arrangements, mathematics manipulative, projectors, audio resources and access to telephones.

The central areas are surrounded by open learning spaces (traditionally separate classrooms), which provide spaces for learners to gather as a whole class, work together in smaller and larger groups, work independently, attend explicit teaching lessons and to move in and out of seamlessly from the class area to the central resources area as needed. The open spaces allow our learners to be independently utilising the most effective resources for authentic learning at the time of need.

## **EXPECTATIONS OF PARENTS**

At Stella Maris Catholic Primary School we believe that parents are an integral part of the children's education. By developing school, family and community partnerships we believe that we can improve school programs and school climate, provide family support and services, increase parents' skills and leadership, connect families with others in the school and in the community, and help teachers with their work. Most importantly we believe that when parents, teachers and students view one another as partners in education, a community forms around students that is caring and supports learning which in turn helps the students to succeed in school and in later life.

We encourage the parents to take an active part in the educational environment of our school community by:

- Respecting and supporting the School's Catholic Ethos and Religious Education Program and all policies and guidelines of the school and the Catholic Education Office, Archdiocese of Melbourne.
- Support the school in implementing positive behaviour/discipline consistent with the elements of our Vision Statement
- Making themselves available for assisting in class programs and activities or in areas which may benefit or promote the school
- Ensuring that their child wears the correct school uniform at all times as directed by the school
- Giving a positive example to all children who might be present, in such matters as common courtesy, polite and appropriate language whilst at Stella Maris School and events.
- Observing rules relating to: Careful driving in the car park; parking restrictions in the local area; and not smoking in the buildings or grounds
- Attending Parent/Teacher interviews and other information sessions offered by the school community that relate to their child's personal development and learning.
- Parents are advised to contact their child's teacher or the Principal if any problem exists concerning his/her welfare. Note: Parents must not attempt to sort out issues with other people's children or approach other parents.
- Considering the prompt payment of school fees to be a high priority and that any problem with fees should be discussed with the Principal.

## **RELIGIOUS EDUCATION**

At Stella Maris Catholic Primary School, all children are given the opportunities to learn about Christ and the Church through Religious Education. School Masses, Class Masses, Liturgies and Reconciliation are held at a time arranged between the class teacher and the Parish Priest. Prayer is an integral part of school life.

### **Sacraments**

Sacramental preparation is continuous throughout the school. However, preparation for the actual administering of Sacraments takes place as follows:

Year 3: Reconciliation

Year 4: Eucharist

Year 6: Confirmation

While the school takes much of the responsibility in the preparation of children for the Sacraments, parents and guardians are also expected to become deeply involved. Special Information Sessions have been organised at the Parish level to include the family in Sacramental preparation. Families of children preparing for a Sacrament are expected to attend these sessions.

Any queries regarding Religious Education at Stella Maris Catholic Primary School may be directed to the Religious Education Coordinator or the Principal.

### **Prayer Nights and Parent Meetings**

Each year, different Year Levels hold a Family Prayer Night where families come for an evening time where they have the opportunity to experience prayer in a variety of forms. From time to time, parents of children in particular Year levels will be invited to attend evening meetings where information about Sacraments or other aspects of Religious Education will be given.

## COMMENCEMENT DATES 2017

### WEEK 1:

Wednesday 1<sup>st</sup>, Thursday 2<sup>nd</sup>, Friday 3<sup>rd</sup> February 8:50am – 1:00pm

Foundation children only – they will need a snack and drink for these days and will go home for lunch.

### WEEK 2

Monday 6<sup>th</sup> February 8:50am – 3:15pm (whole school commences)

Tuesday 7<sup>th</sup> February 8:50am – 3:15pm

**Wednesday 8<sup>th</sup> February - NO SCHOOL FOR FOUNDATION CHILDREN (student free day)**

Thursday 9<sup>th</sup> February 8:50am – 3:15pm

Friday 10<sup>th</sup> February 8:50am – 3:15pm

**All Wednesdays in Term One (except for the last week of term) are student-free days for Foundation Students. Students do not attend school for the first seven Wednesdays.**

**These days are used to book in individual students for interviews based around assessment tasks. Foundation children commence full weeks from Monday 23<sup>rd</sup> March 2015.**

## TERM DATES 2017

**Term 1** – Monday 30<sup>th</sup> January – Friday 31<sup>st</sup> March

**Term 2** – Tuesday 18<sup>th</sup> April – Friday 30<sup>th</sup> June

**Term 3** – Monday 17<sup>th</sup> July – Friday 22<sup>nd</sup> September

**Term 4** – Monday 9<sup>th</sup> October – Wednesday 22<sup>nd</sup> December

### School Hours

Classes commence: Monday to Friday - 8:50 am

Classes end: Monday to Friday - 3:15 pm

The last day of each school term is a **1:00pm** dismissal

### Class Times:

First teaching session 8:50 – 10:45 am

Snack eaten in classroom 10:45 – 11:00am

Recess Break 11:00 - 11:30 am

Second teaching session 11:30 - 1:15 pm

Lunch eaten in the class 1:15 - 1:30 pm

Lunch Break 1:30 - 2:15 pm

Third Teaching Session 2:15 - 3:15 pm

**If children need to be picked up early it is preferred this is done at the start or finish of break times to minimize disruptions during learning times.**

## **GENERAL INFORMATION**

### **Visitors to the School**

All visitors to the school must first call at the Office and enter their name in the Visitor's Book and be issued with a Visitor's Pass. This applies to all adults whether they are part of the Parent helper Programs or dropping off items for their children. All trades people and visitors to the school must wear a Visitor's Pass. This tells staff and children that the person is authorised to be on the school site.

### **Early Dismissal**

If children are to be picked up before the official finishing time e.g. for medical/dental appointments parents are required to complete an early dismissal form at the office.

### **Student Absence**

If your child is absent for any reason, you are required to email our office ([rpascal@stellamaris.catholic.edu.au](mailto:rpascal@stellamaris.catholic.edu.au)) with the dates of absence and the reason. This email is then forwarded on to the appropriate staff. This communication is kept as a legal requirement. If a child is going to be away for an extended period e.g. overseas holiday, please email the Principal well in advance to discuss the options for your child.

### **Sick Children**

**If children are feeling sick, they should be kept at home.** Parents are able to give more adequate care and rest to sick children. If your child becomes sick at school, you will be notified of their illness and appropriate action will be determined. If the parent cannot be contacted, the school will ring the nominated emergency contacts to arrange pickup of the child. It is important to note that our sick bay is only for temporary purposes. A note will be sent home with your child if they have attended sickbay during the day. For Infectious Diseases Cases and Contacts, please refer to the minimum period of exclusion from school, found at the end of this booklet.

### **Student Banking**

The Catholic Development Fund operates banking for the children through the school. The Catholic Development Fund [which helps schools and parishes throughout Melbourne] has information brochures on its services, which are available on request from the School Office. You will be notified about the designated day for school banking at the beginning of the school year.

### **School Newsletter**

The school produces a regular Newsletter, which is currently distributed on Fridays each fortnight.

### **Riding Bikes/Scooters**

Children who wish to ride their bike/scooter to school must have the permission of their parents. Parents are responsible for ensuring that their child knows the rules and can behave responsibly. Bikes/scooters are brought into the school at the owner's risk. A bike rack is provided. Bikes are not to be ridden anywhere in the school grounds. Helmets must be worn. If a child is reported for inappropriate behaviour with their bike, the parents/guardian will be notified.

### **Playground Supervision**

At all recess and lunch breaks there is supervision of the areas where children play. Children report problems or medical needs to the staff on duty, and may be sent inside to First Aid if the need occurs. Supervision of the yard begins at 8:30 am each day. Students and families may enter the school at this time. Supervision ends at 3:30pm each day.

### **Parent Participation**

Stella Maris welcomes parent participation. We believe that children learn best when there is partnership between home and school. Parents/carers play a vital role in supporting the school program. We welcome help in a range of ways including: joining the Parents and Friends committee, assisting children in writing tasks, listening to reading and sharing books together with small groups, making and playing maths games, helping at working bees, covering new books, sharing an interest or skill with groups of children, cleaning and organisational tasks, helping in the classes and joining us to raise funds.

### **Working with Children Check**

The *Working with Children Act 2005* (WWC) requires a person who works or volunteers in connection with "child-related work" to pass a WWC Check. We require you to have this if you wish to assist in our school or help on excursions. Applications are available online at: [www.workingwithchildrencheck.vic.gov.au](http://www.workingwithchildrencheck.vic.gov.au)

### **Out of School Hours Care**

The Out of School Hours program, which operates every school day, is coordinated by Camp Australia. Enrolment forms are available at our school office. Children participate in a range of supervised activities in the multipurpose room and the playground. The Before Care program runs from 7:00am to 8:45am. The After Care program runs from 3:15pm until 6:00pm.

### **Parents and Friends**

The Parents and Friends group is open to all parents/guardians who have children enrolled at Stella Maris Catholic Primary School and any interested members of the Parish community. The following shall be ex-officio members: The Parish Priest and the Principal.

### **Weather Procedures**

Stella Maris Catholic Primary School has SUNSMART Policy for when children are playing outside. From September to April, all children are expected to wear a hat when going outside – we have a NO HAT! NO PLAY! policy. All children are permitted to wear sunglasses, but we remind you that they should have the child's name on them and the child is responsible for their care. Please encourage your child to wear sunscreen. Again, this is left to the discretion of each family, as you know your child's skin type and their possible reactions to the various sunscreens available.

On days of extreme heat parents should use their own discretion about sending their children to school. If your child suffers in the heat (blood noses, headaches etc) or they haven't slept the night before due to the heat, you may consider it a good idea to keep them home. On wet days, children play under shelter or, in the case of heavy rain, inside the building.

### **Picking up Children**

If you ask a friend or relative to pick your children up on your behalf at any time, please remind them that they must go to the school office first. School policy does not allow children to leave the school premises without a dismissal form being completed.



**Secondary School Transition**

Generally, enrolments in Catholic Secondary Colleges are finalised before the end of Term One for children in Year Six. Transition arrangements begin in May. Parents are advised that attendance at Stella Maris Catholic Primary School in no way guarantees enrolment at any Catholic secondary school. Each Catholic Secondary College conducts its own enrolment procedure. Stella Maris Catholic Primary School will always endeavour to support the application by parents for their child's enrolment in either Catholic Secondary Colleges or local Government Secondary Colleges. Parents are advised that it is their responsibility to enrol their child into any local secondary school and not that of the school.

**Emergency Management Plan:**

Stella Maris Catholic Primary School has developed an Emergency Management Plan to assist our school community meet our emergency planning obligations. As a staff we will regularly familiarize ourselves with management elements dealing with the prevention of, preparedness for, response to and recovery from emergencies. It is important that we consider tasks and responses that are likely to arise in different emergency situations and how we handle them. Emergency drills will be practiced at least once a term.

Prompt communication with all school parents/guardians following an emergency will help you to understand what has happened. It would be our intention to send home an information letter within twenty-four hours of the emergency so that you have the correct facts about the emergency, you will know what the school has done, what our plan of action will be, how your child might respond at home to the emergency and how you can get support if needed.

In the case where we might be evacuated or are contained on the school site and you are unable to contact us, we will have contacted the Catholic Education Office – Western Region to give them information regarding our emergency.

**You can contact our Regional Manager, Mr Robert Aron, at the Catholic Education Office in the case of an emergency on 9731 3900**

# Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

(Public Health and Wellbeing Regulations 2009)

## Statutory Rule

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

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

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

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

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

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
<b>Measles*</b>	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria — other than meningococcal meningitis)	Exclude until well	Not excluded
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
<b>Pertussis*</b> (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
<b>Poliomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

## Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visit the [www.health.vic.gov.au/ideas](http://www.health.vic.gov.au/ideas).

January 2010

Department of Health