St Bernard’s Primary School
East Coburg

Information Booklet
36 Patterson Street
East Coburg Vic 3058
Phone: 9384 8500
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### SCHOOL HOURS

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00am</td>
<td>School Commences</td>
</tr>
<tr>
<td>11.00am - 11.30am</td>
<td>Morning Recess</td>
</tr>
<tr>
<td>1.00pm - 2.00pm (1.00-1.10pm lunch supervised)</td>
<td>Lunch Recess</td>
</tr>
<tr>
<td>3.30pm (Tuesday 3.15pm)</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

The Patterson Street gate is opened at 8.30am. Children are supervised in the playground until 8.45 am. At this time, the children move into their classrooms to prepare for classes at 9.00 am. The Patterson Street gates are opened at 3.15pm. The bell rings at 3.30pm for dismissal.

### PLAYGROUND SUPERVISION

**Before School:**
Supervision of children begins at 8.30am, when the school gate is open into the main yard. The children are supervised in the yard by a staff member until 8.45am and then in their classrooms by their teacher.

**Playtime/Lunchtime:**
During play time and lunchtime, the children are supervised by two teachers in the Barrow Street and Patterson Street yards. There is also a staff member on First Aid duty during these breaks. On wet/hot days the children remain inside their classroom under supervision.

**After School:**
Children are supervised at the front of the school (Patterson St) between 3.30pm –3.45pm. It is expected that all children are promptly collected before 3.45pm.

### OUT OF SCHOOL HOURS CARE PROGRAM

This program aims to provide quality, affordable and accessible Before and After School Care for the children at St Bernard’s School. The program is designed to provide a variety of activities to meet their needs. The children are collected from the school and provided with afternoon tea and a range of activities. Children, who prefer a quiet time, or the opportunity to complete homework at the end of the day, will also be catered for.

**CO-ORDINATOR:** Carmel Carpinteri

**TELEPHONE:**
9386 8498
Mobile: 0427 383121

**LOCATION:**
40 Patterson Street
East Coburg
(Adjacent to school)

**HOURS OF OPERATION:**
Before Care: 7.00 am – 8.45 am
After Care: 3.30 pm – 6.00 pm
At St Bernard’s, an Integrated Approach is taken to the teaching of various subject areas.

VICTORIAN ESSENTIAL LEARNING STANDARDS (VELS)

The curriculum offered at St Bernard’s is designed to be both engaging and inclusive. The VELS are used to plan student learning, assess student progress and report to parents. The VELS are organised into 3 main strands:

Physical, Personal and Social Learning
- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

Discipline-based Learning
- Religious Education (RE)
- The Arts
- English - Reading, Writing, Speaking, Listening
- The Humanities
- Languages other than English (LOTE)
- Mathematics
- Science

Inter-disciplinary Learning
- Communication
- Design, Creativity and Technology
- Information and Communications Technology
- Thinking Processes

Parent/Teacher Communication

An opportunity to meet with staff in February allows the parents of children in Years 1-6 to share information regarding their child with the classroom teacher. A Parent/Teacher interview is held in June to discuss reports. Prep families have the same opportunity, earlier in the year, during the first two days of 1st term. Reports are sent home twice a year in June and December.

Curriculum Newsletters

Curriculum Newsletters are sent home each term to provide an outline of what will be covered throughout the term in all areas, highlighting particular events. A timetable for the level is also included.
SACRAMENTAL PROGRAMS

The children are prepared for the sacraments of Reconciliation and Eucharist in Years 3 and 4 and the sacrament of Confirmation in Years 5 and 6 on a bi-annual rotation. Each year, programs are offered at each level for parents and children to share experiences of faith. Information about these sessions is sent home prior to programs.

SPECIAL PROGRAMS

Reading Recovery (Year 1)

The Reading Recovery Program provides one to one intervention, at the year one level, for children who are deemed “at risk” in reading. These students are supported with an intensive daily program to improve their reading skills.

Library Classes

Each grade has a weekly library class. Children are encouraged to borrow books regularly to take home and share with their family. You will be notified of your child’s library day in the first week of the year. The school will provide a library bag for your child.

Music Classes

Each grade attends a specialist music lesson once a week.

Italian Classes

Each grade has a weekly Italian class.

Physical Education

Each grade has a weekly physical education lesson with the sports teacher. Children are expected to wear full sports uniform on these days. You will be notified of your child’s P.E day in the first week of the year. An additional sports lesson is taken with the child’s classroom teacher.

Interschool Sports

We are members of the Northern Central Catholic School Sports Association. Students in Years 5 & 6 have the opportunity to compete against other local Catholic Schools in football, netball, soccer, bat tennis, volley ball and softball.

Social Emotional Program

We believe that the social and emotional well being of all children is vital. We implement a program called ‘You Can Do It’, which fosters the important ‘keys of life’ of confidence, persistence, resilience, getting along and organisation.
Rationale

The school's camp program enables students to further their learning and social skills development in a non-school setting. Camp experiences complement, and are an important aspect of the educational programs offered at our school.

Aims

• To reinforce, complement and extend learning opportunities beyond the classroom.
• To develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the real world.
• To provide shared class experiences and a sense of group cohesion.
• To provide a program that promotes self-esteem, resilience, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
• To provide all children with the opportunity to participate in a sequential camping program.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>CAMPING PROGRAM</th>
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<tbody>
<tr>
<td>PREP</td>
<td>Breakfast and pyjamas at school - 7:45am arrival.</td>
</tr>
<tr>
<td>1/2</td>
<td>Dinner and after school activities at school - 8:00pm finish.</td>
</tr>
<tr>
<td>3/4</td>
<td>One night stay at school.</td>
</tr>
<tr>
<td>5/6</td>
<td>One night / two day camp or two night/three day, each alternate year, off the school premises.</td>
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</tbody>
</table>

BUDDY GRADES

Buddy grades involve the older children being paired with the younger children in the school. Planned activities between the classes are held, so that the students involved become friends and support each other. Throughout the year buddy grades also attend Parish Mass together. This provides a ‘buddy’ for the younger child and gives the older student the opportunity to develop leadership skills and responsibility.

INFORMATION TECHNOLOGY

St Bernard’s is well established in the area of Information Technology. We have a computer laboratory that allows all children access to a networked computer centre on a weekly basis. In addition to this, all classrooms have networked computers within them and interactive whiteboards.

STUDENT REPRESENTATIVE COUNCIL

The SRC gives students the opportunity to develop leadership qualities, gain a sense of service and to have the opportunity to raise, discuss and solve issues.

SCHOOL GARDEN

The school has a fruit, vegetable and flower garden in the presbytery back yard. Children, through both the classroom and garden club, participate in a variety of activities, such as planting, watering, weeding and picking. Produce is enjoyed by the community in a variety of ways.
GENERAL INFORMATION

School Uniform

St Bernard’s School uniform is available to purchase at school. The uniform shop is open on Monday mornings from 9:00am to 10:00am. Alternatively, uniforms may be ordered at any time. If money is paid at the time of order, the uniform will be sent home. If not, the uniform can be picked up from the office upon payment.

BOYS

Summer

grey shorts
school polo shirt
grey socks
black school shoes (no sneakers)

Winter

long navy pants (no jeans)
school windcheater
school polo shirt
black school shoes (no sneakers)

GIRLS

Summer

school dress
white socks
black school shoes (no sneakers)

Winter

navy pants or navy skirt
school polo shirt
school windcheater
navy tights or white socks
black school shoes (no sneakers)

Sports Uniform

school tracksuit
school polo shirt
navy shorts
white socks
predominantly white runners

- Please ensure that all items of clothing are clearly labeled with your child’s name.
- Appropriate school shoes are not only a school expectation, but are recommended by podiatrists.
- School uniform must be worn at all times.

School Hats

All children at St Bernard’s school are expected to wear their school hat during 1st and 4th term, at recess, lunch and during all outdoor school activities. Parents are encouraged to apply sunscreen to their children before school and to supply sunscreen for use throughout the day.

Hats may be purchased from the uniform shop or at the office.
Sun Smart

As a Sun Smart school, we have a sun protection policy that meets the Cancer Council of Victoria criteria. The purpose is to reduce student and staff exposure to ultra violet (UV) radiation, to reduce sunburn and the risk of skin cancer. We encourage the wearing of sunscreen and sunglasses and enforce the wearing of hats in 1st and 4th Term.

Canteen

Children are supervised eating their lunch from 1.00pm – 1.10pm each day. The school canteen operates three days a week for lunch orders. Lunches are available on these days and can be ordered by writing your child’s name, grade and teacher’s name, along with the lunch required, on a paper bag with money inside. The classroom teacher will collect these orders each morning. If no paper bag is provided, we will provide one with a cost of 10¢.

Excursions

Through shared excursions, children learn from first hand experience. Excursions are relevant to the curriculum, therefore the children are expected to attend.

Permission to participate forms are sent home to parents well before the planned activity.

Newsletter

The weekly school newsletter, the ‘Bernardo’, is published and sent home with the eldest child in the school. This is the main communication between the school and home, so please ensure you read this. The newsletter is also available online at www.stbernardscoburg.catholic.edu.au.

Visitor’s Book

All visitors to the school, including parents, are asked to sign the visitor’s book located at the main desk in the front office.

Pupil Free Days

Every year, the school is closed at different times to enable the staff to take part in Professional Development activities. Families are given prior notice of these days, through the Bernardo.

ADMINISTRATION

Payment Of Money

At various times parents are asked to pay for school photographs, school fees, etc. We ask that monies be paid by the due date. Money (exact change if possible) should be sent to the school in an envelope with child’s name and grade clearly marked and the reason for payment.
School Fees

School fees are set each year and parents are notified. No child will be refused an education on financial grounds. If you have difficulty with the payment of school fees, contact the principal.

Receipts will be issued for the payment of school fees, levies and other items. Please check with the school secretary if you do not receive a receipt.

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MEDICAL AND HEALTH REQUIREMENTS

Absence From School

Attendance rolls are marked twice daily. On return to school after an absence, a written explanation by the child’s parent/guardian is required.

If children are collected during the school day for any reason, a written request is required, so that the classroom teacher can prepare your child to be ready on time. The child must be signed out of the school in the “Absence During School Hours” book located at the office. Students who arrive late, need to be signed in, using the “Absence During School Hours” book also.

Medication

Where children bring medication to be administered during school hours, it should be accompanied by the school prepared note of instruction from the parents. The note must include name of the child, name of the tablets, dose and time medication is to be given.

School Nurse

The school nurse visits the school each year. Prep children are tested for any speech, hearing or visual impairment each year. Children who are already in the school can be referred to this service as well. Parents are contacted if there are any concerns regarding their child’s health.

Anaphylaxis

Anaphylaxis is a severe allergic reaction to a substance, most commonly nuts, eggs, milk, wheat, soy, seafood, some insect stings and medications. We have an Anaphylaxis Management Policy in place, to provide a safe and supportive environment in which children diagnosed at risk of anaphylaxis can participate equally in all aspects of schooling.

The Policy contains individual management plans for each child at risk, a communication plan to inform staff, parents and students about anaphylaxis and the school’s policy and procedures to ensure staff training and emergency responses.
Asthma

We are an accredited ‘Asthma Friendly School’. This program aims at improving the quality of life, health outcomes and well-being for school children with asthma. Asthma education is provided to all staff. Asthma Action Plans/Student Asthma Records are kept centrally and plans and protocols are in place regarding medication and sharing of information with the community.

School Entry Requirements For Immunisation In Victoria

As a result of recent changes to the Health Act, all children starting school at Prep level will need to have an Immunisation Certificate. At present in Victoria, only local governments are authorised to issue the certificate, which must be in the form specified in the regulations. Copies of the child’s health record or letters from doctors are not acceptable.

The Immunisation Certificate is obtained from the Health Department of your local council. As parents or guardians, you must give this certificate to the primary school when you enrol your child in Prep.

Infectious Diseases

The school should be contacted in the case of an infectious disease, head lice or prolonged illness.

Unless a medical certificate of recovery is produced, exclusion from school is as follows:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Until at least 5 days from the appearance of rash or until receipt of medical certificate.</td>
</tr>
<tr>
<td>German Measles</td>
<td>Until fully recovered or at least 5 days after onset of rash.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Until sores have fully healed. May be allowed to attend school, but sores must be treated and kept covered.</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
<td>Until treated. If you find head lice in your children’s hair, please advise the school.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered or at least 7 days after the eruption first appears.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has stopped.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until medical certificate is supplied.</td>
</tr>
</tbody>
</table>