

Galilee Parent Information

Contents

1. General Information: (pages 4-5)
 - School Vision
 - Location
 - Contact
 - Website
 - Principal
 - Deputy Principals
 - Administrative Officers
 - Office Hours
 - Location of Parishes
 - GOSH (Galilee Out of School Hours) information

2. School Processes: (pages 6-10)
 - School Hours
 - Specialist Classes
 - Early Leavers Times and Process
 - Late to school
 - Absences
 - Dismissal
 - Communication
 - School fees
 - Appointments
 - Concerns
 - Assembly
 - Term Overviews
 - Reporting To Parents
 - Important Dates
 - Policies on school website

3. Staffing: (page 11-13)

4. Medical: (pages 14-15)
 - Allergies
 - Head lice
 - Illness and Injuries
 - Medication

6. Community Partnerships: (pages 16-18)
 - Parent Involvement
 - Classroom Helpers
 - Parents, Visitors and Volunteers
 - Parents, visitors and volunteers policy - extract.
 - Excursions and Incursions

7. Uniform: (pages 19-21)
 - Summer Uniform Options
 - Winter Uniform Options
 - Sports Uniform Options
 - Accessories
 - Shoes
 - Hair
 - Jewellery
 - Nail Polish
 - Purchasing of Uniform

8. Enrolment and Exit Procedures: (pages 22-23)
 - Enrolment Procedures
 - Exit Procedures

6. Miscellaneous: (pages 24-28)
 - Being Prepared For School
 - Transport to School
 - Mobile Phones
 - Lost Property
 - Sun Smart
 - Wet Days and Extreme Weather
 - Extra-curricular activities
 - Library
 - Homework
 - Home Readers
 - Swimming
 - Sporting Events
 - Camps
 - Extra-curricular music program
 - School Musical
 - Intervention
 - Buddy Program
 - Building Program

Term Dates 2020
Key dates for 2020
School Closure dates for 2020
Open Day Dates 2020

10. Food: (29-30)

Lunch orders

Eat indoors

Water bottles

Healthy Food

What if I forget to pack my child's lunch or their lunch order doesn't arrive?

Nude Food

Class Parties

Birthdays

Galilee general information

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 mind.

Location

301-319 Bank St, South Melbourne 3205

Contact

Phone: (03) 9699 2928

Website

<https://www.gsmelbournesth.catholic.edu.au/>

Principal

Mr Simon Millar

Deputy Principals

Mrs Danielle Gerecke

Mr Carlo Martello

Administrative Officers

Wendy Dalton: wdalton@gsm.vic.edu.au

Tegan Stuart

Office Hours

The school office is open Monday to Friday 8.00am - 4.00pm.

Location of the Parishes

St Peter and Paul's Catholic Church

377 Dorcas St, South Melbourne 3205

Our Lady of Mount Carmel

210-218 Richardson St, Middle Park 3206

St Joseph's Church

274 Rouse St, Port Melbourne 3207

GOSH (Galilee Out of School Hours) information

Galilee's out of school hours care is facilitated by a company called TheirCare. We commonly refer to out of school hours program as "GOSH".

Hours of operation

Monday to Friday 7am – 8.35am and 3.25pm – 6pm.

Phone

0487 009 626

Website

www.theircare.com.au

TheirCare also provide school holiday programs and care for school-closure days. Please contact TheirCare for more information.

School processes

School Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
8.35am	Front gate opens	Front gate opens	Front gate opens	Front gate opens	Front gate opens. Students move upstairs. Open Morning with parents.
8.45am		Students move upstairs	Students move upstairs	Students move upstairs	
8.50am	School begins. Brief morning Assembly.	School begins.	School begins.	School begins.	School begins. Open Morning ends.
9.00am	Classes commence	Classes commence	Classes commence	Classes commence	Classes commence
11.00am	Recess commences	Recess commences	Recess commences	Recess commences	Recess commences
11.40am	Recess ends and classes recommence	Recess ends and classes recommence	Recess ends and classes recommence	Recess ends and classes recommence	Recess ends and classes recommence
1.50pm	Lunchtime commences	Lunchtime commences	Lunchtime commences	Lunchtime commences	Lunchtime commences
2.30pm	Lunchtime ends	Lunchtime ends	Lunchtime ends	Lunchtime ends	Lunchtime ends
2.40pm	Classes recommence	Classes recommence	Assembly commences	Classes recommence	Classes recommence
3.25pm	School finishes	School finishes	School finishes	School finishes	School finishes

*Please note: this timetable is subject to change. Prior notice will be given.

Specialist Classes

Galilee's specialist timetable run on Tuesday, Wednesday and Thursday. Each year level receive weekly specialist classes of Performing Arts, Italian (LOTE), Visual Arts and Physical Education.

Please see below weekly lesson allowance for each year level and specialist.

	Performing Arts	Italian (LOTE)	Visual Arts	Physical Education
Preps	1 x 1 hour class	1 x 1 hour class	1 x 40 minute class	1 x 40 minute class
Year 1	1 x 1 hour class	1 x 1 hour class	1 x 40 minute class	1 x 40 minute class
Year 2	1 x 1 hour class	1 x 1 hour class	1 x 40 minute class	1 x 40 minute class
Year 3	1 x 40 minute class	1 x 40 minute class	1 x 1 hour class	1 x 1 hour class
Year 4	1 x 40 minute class	1 x 40 minute class	1 x 1 hour class	1 x 1 hour class
Year 5	1 x 40 minute class	1 x 40 minute class	1 x 1 hour class	1 x 1 hour class
Year 6	1 x 40 minute class	1 x 40 minute class	1 x 1 hour class	1 x 1 hour class

Early Leavers Times and Process

We understand that sometimes appointments during school hours are unavoidable, however, in order to keep classroom interruptions to a minimum, we ask that you adhere to the following early leaver pick up times:

10.50am

11.45am

1.40pm

2.35pm

The process for leaving is as follows:

Parents must write a note to the classroom teacher and send this with the child in the morning. The child will bring their bag to the foyer and can be picked up at the above times.

Late to school

Please ensure that your child arrives on time to school.

Please call the school if you know your child is going to be late and press 1 to leave a message.

If your child arrives past 8.50am, you will need to sign your child in at the office.

Please be aware that arriving late to school does not only affect your child's learning time but also disturbs the class when they arrive in their classroom.

Please do not take your child directly into 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.

Absences

In alignment with the *Victorian Government's School Attendance Guidelines (2017)*, the requirements below are a legal expectation of schools and parents/guardians.

- Parents/guardians are responsible for contacting the school to inform the school and provide an explanation for their child's absence OR late arrival (after 9am).
- This must be done prior to the commencement of the school day at 8:50am.

This may only be done by contacting the school on (03) 9699 2928 directly, and leaving a message on the school answering machine.

If the school has not received an explanation for a child's absence by 8:50am, they will make all reasonable attempts to contact the parents/guardians that morning. This will in the first instance be done via an automated email message.

Dismissal

The school gate opens at 3.25pm and students will be dismissed from the outside areas. Preps are dismissed from their classroom. **Staff are on yard duty until 3.40pm only. After this time, students will be taken to the office or to TheirCare. Parents will need to pay TheirCare any fees incurred for late pick ups.**

Communication

Galilee uses a range of ways to communicate with parents. Each communication method has a different purpose. Please see below:

PTO – appointments, parent teacher interviews.

Caremonkey – Emergency contact information, medical information, permission forms and surveys.

Newsletter / bulletin – general information about the school, important dates and what's happening at Galilee and reports from different classes. Newsletter and bulletins are sent out alternative weeks.

School calendar – dates (<https://www.gsmelbournesth.catholic.edu.au/page/179/Calendar>)

Dojo – classroom teachers use this for communication / informing parents about classroom learning. Announcements & information are also shared on Dojo.

Email – unforeseen changes or reminders, communication with teachers and parents.

Phone – urgent matters.

Please be aware that although staff are contactable in many different forms, they are not required to read or respond to communication outside of: 8.30am - 4.30pm Monday to Friday. Staff may not always be able to check and respond to communication throughout the school day, however, will endeavour to get back to as soon as possible.

School Fees

School fees are billed to families in February of each year. There are various installment choices available for families. If you wish to have the bill split between two parents, please let the office know via email to wdalton@gsm.vic.edu.au by February 1st of the school year. At the end of each year, families are given a detailed letter of the school fees and levies for

the following year. There are due dates for school fees and if you are unable to keep to these due dates, please notify the office on wdalton@gsm.vic.edu.au before the due date. For more information on school fees please visit the school website under the 'enrolment' tab.

Appointments

If you require an appointment to see a class teacher or member of staff, please either email or see them face-to-face to organise a mutual time.

If you require an appointment to see a member of leadership - ie: principal, deputy principals, please contact Wendy Dalton or Tegan Stuart in the office.

Concerns

If you have any concerns regarding your child, please speak to the classroom teacher first and then you can decide together if it needs to be referred to another member of staff.

Assembly

Galilee run assemblies every Wednesday from 2.40pm - 3.25pm. Each week, a class or a learning area is assigned to present at assembly. Class awards are given out to a student from each class each week.

Term Overviews

Term Overviews are sent out at the beginning of each term. Term Overviews explain what will be taught in each learning area, including specialist classes. They will be sent home electronically. Please ensure you read these Term Overviews as they have important information about your child's year level in them.

Reporting to parents

Formal reports will be written and distributed at the end of Term 2 and Term 4. Reports are sent home electronically.

A 'Meet the Teacher' meeting is scheduled in Term 1 and is a chance for you as the parent/guardian to provide the teacher with information about the student.

Student Led Conferences are scheduled in the last week of Term 2, once the report has been emailed home. It is expected that the students attend these conferences and lead a discussion based on their achievements and goals so far.

Important Dates

Please ensure you read the Newsletter and Bulletin each alternative week for important news and dates.

Policies on the Website

Learning and Teaching Policy

Digital Technology Policy

Religious Education Policy

English Policy

Mathematics Policy

Number Intervention at Galilee

Health and Physical Education Policy

Medical Consent Form

Pastoral Care Policy

Child Safety Policy

Code of Conduct

Child Protection: Mandatory Reporting Obligation Policy

Antibullying Policy

Unexplained Student Absence

Attendance Policy

Parents, Visitors and Volunteers Policy and Procedures

Privacy Policy

Data Breach Policy

Grievances and Complaints Policy

Enrolment Form

2019 Schedule of Fees and Charges

Galilee Parent Information Booklet

Uniform Policy

Uniform Note

Enrolment and Exit Policy

Staffing in 2020

Principal
Simon Millar
Deputy Principals
Danielle Gerecke (Learning and Teaching Leader)
Carlo Martello (Wellbeing and Digital Technology Leader)
Prep
Cassandra Smith (Junior Level Leader and STEM leader)
Sheridan McAuliffe
Year One
Laura Cox (Literacy Leader)
Lauren Bland
Samantha Bamford
Year Two
Annabel Coome (P-6 Maths Leader)
Holly Evans
Year Three
Laura Mason
Bianca Latto (Middle Level Leader and STEM leader)
Year Four
Brighid Fahy
David McLeish
Year Five
Dorothy Hall

Helen Rochecouste (Religious Education Leader)
Year Six
Charlotte Biggs (Senior Level Leader and STEM leader)
Julie Ferguson (NCCD Leader)
Classroom Teachers
Colleen Giles
Julianne Price
Performing Arts (Specialist)
Carmen Carnovale (Community Partnerships and Marketing Leader, Performing Arts Leader and Extra-Curricular Instrumental Program Coordinator)
Visual Arts (Specialist)
Mal Orr (Specialist Leader)
Italian (Specialist)
Anna Petrarca
Physical Education (Specialist)
Kingsley Hill (Physical Education & Sport Leader)
Learning Support Officers
Sharon Cameron
Annmaree Prinner
Pauline Semmens
Rosa Serratore
Bianca Trewhella
Jack Sandow

Learning Diversity
Jane Ferris
Occupational Therapist
Shelley Blignaut
Speech Pathologist
Brooke Perrin
Reading Recovery and Literacy Levelled Intervention
Linda Florenca-Grillo
Administration
Wendy Dalton
Tegan Stuart

Medical

Allergies

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**.

If your child has an allergy, we do ask that you supply your class teacher with suitable treats for when the class is having a party or it is someone's birthday. This is to ensure they don't miss out on the treat due to their allergies.

At Galilee, we try to reduce risks by asking for your support. Therefore we request that you **contact your child's class teacher if you wish to bring in birthday treats or cakes** for your child's class. 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 few cases are found in a particular class, a notification is 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 can be informed to minimise the impact. Confidentiality is maintained at all times.

Illness and injuries

While every care is taken, staff at Galilee are not 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 'pink slip' sent home with the child.

All staff at Galilee are first aid trained, 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 etc, it is advised to keep them away from school until the symptoms subside.

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

Medication

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students and fulfils the duty of care of staff.

- Children who are unwell should not attend school.
- All parent requests for the Administration Officers to administer prescribed medications to their child must be in writing on the **GALILEE REGIONAL CATHOLIC PRIMARY SCHOOL - MEDICATION REQUEST FORM**
- All parent requests for the Administration Officers to administer prescribed medications for example epipen and ventolin to their child must be in writing **and must be** supported by specific written instruction from the medical practitioner on a valid action plan.
- Classroom teachers should be informed by the parents of prescribed medications for students in their charge. The classroom teachers will endeavour to release students at prescribed times so that they may visit the school office and receive their medications from the Administration Officers.

Community Partnerships

Parent Involvement

At Galilee we have many ways in which parents can be involved. Parents are encouraged to be involved in and work cooperatively with the school as part of a school community. Parent participation enriches our school programs, improves the environment and enhances student growth and learning.

You may like to be involved by being a **year level representative**. Year level representatives are responsible for bringing the year level together, distributing a year level contact list and other communication, putting on one event per year (with the assistance of the Parents Association) and liaising with the Community Partnerships Leader.

We also have a **Parents Association** who come together termly to discuss the events of the year and fundraisers and assist in the implementation of various initiatives throughout the school.

At Galilee, we have a group called **DOGS** (Dads of Galilee School). This is made up of Dads at Galilee who are interested in our school community. Events include Bunnings BBQ, an overnight camp and more!

Parents are also able to join the **School Education Board** which is an advisory group of parents who supports the Principal in pursuit of education and the development of Galilee.

Classroom Helpers

We encourage our parents / guardians to be active members of our school community. As part of that, we love to have **parent helpers in our classrooms**, assisting at school excursions and incursions and special days. All parent helpers must have a valid Working With Children's Check with a copy given to the school office.

Communication will be sent home at the end of Term 1 regarding being a regular classroom helper.

Parents are also able to be a helper on incursions and excursions, sporting events, classroom resource preparation, sacramental preparation, school and parish liturgies, volunteering around the school and classroom helpers.

Parents, Visitors and Volunteers

All parent helpers, visitors and volunteers must have a valid Working With Children Check.

Visitors and volunteers must present their Working With Children Check upon arrival.

Upon arriving at Galilee, parents, visitors and volunteers must come straight to the office and sign in on the ipad at the office. When signing in, parents, visitors and volunteers will read and sign our Child Safety Policy.

Parents, visitors and volunteers policy - extract.

Parents, Volunteers, Visitors, Contractors and other members of the School community will:

- behave in a manner that supports Galilee's values and treat people with respect, dignity and courtesy;
- behave in a professional manner; not discriminate, harass, bully (including intimidation), act or threaten to act violently towards staff, students, associates and other members of the School community;
- strive to ensure their child/children are punctual to school everyday;
- vacate the school grounds once classes commence;
- allow staff to supervise, investigate and manage students without interference;
- discuss issues or concerns about Galilee, staff, other parents or students through the correct school procedures.

Galilee places a high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable in so far as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone;
- physical or verbal intimidation;
- aggressive hand gestures;
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media);
- racist or sexist comments; and
- damage or violation of possessions/property.

Excursions and Incursions

Galilee's excursion/incursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement and are an important aspect of the educational programs offered at Galilee.

Excursions and incursions aim to reinforce, complement and extend learning opportunities beyond the classroom. We hope that by involving students in excursions and incursions, we develop an understanding that learning is not limited to the classroom and school and that valuable and powerful learning takes place in the real world.

Prior to any child attending an excursion, parents/guardians must have signed a permission form via CareMonkey.

Parents of children involved in excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the teacher in charge will take into account:

- The need to include both male and female parents.
- The need to give opportunities to all parents.
- The special needs of particular students.

The requirements that all assisting parents and volunteers must have a current WWCC.

Uniform

All children at Galilee Regional Catholic Primary School must wear the Galilee school uniform on a daily basis. Wearing the correct uniform is in keeping with our aim of developing in our students, a feeling of belonging and a sense of identity. The positive image that the school presents to the community is given high priority. Students must wear the uniform on each school day and the uniform must be presentable at all times.

The school appreciates every effort made by families to ensure that the correct uniform is worn by all students.

- The approved school uniform, appropriate to the occasion, is to be worn by all students attending Galilee Regional Catholic Primary School. Students need to wear the correct uniform to school on a daily basis, and to and from excursions unless otherwise stated on a permission note.
- The standard uniform must be worn to and from school each day. Teachers will notify students of any occasions where the standard uniform is not required such as special events and sporting activities.
- The Sports Uniform needs to be worn on days that the students have Physical Education, Sports Day and on Fridays. On all other days the School Uniform needs to be worn.
- If there is a genuine reason for a child to be out of uniform on any particular day, a signed note must go to the student's classroom teacher at the start of the day stating: the student's name, the date, the reason and when the student will return to wearing the correct uniform.
- Where a student is unable to wear an item due to allergies or health issues a doctor's certificate is required for or an agreement to be made between the Parent and the School. In such cases the parent will contact the Deputy/Principal.
- A uniform note will be sent home from school, if a child is not in correct uniform, without written communication from a parent or guardian. If it continues, further actions may apply to ensure the correct uniform is worn.
- Families experiencing difficulty in the purchasing of uniform items are encouraged to contact the School Office for support.

PLEASE ENSURE THAT ALL THE FOLLOWING ITEMS OF CLOTHING ARE CLEARLY MARKED WITH THE CHILD'S NAME.

Summer Uniform Options

BOYS Navy blue shorts worn with navy up and down anklet socks Short sleeve polo - striped collar	GIRLS Summer dress worn with white socks Navy blue shorts worn with navy up and down anklet socks Short sleeve polo - striped collar
---	--

Wool blend maroon jumper with embroidered logo Black leather school shoes (velcro or lace-ups)	Wool blend maroon jumper with embroidered logo Black leather school shoes (velcro or T-bar)
---	--

Winter Uniform Options

<p>BOYS</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>	<p>GIRLS</p> <p>Winter tunic worn with navy turnover knee-high 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>
--	--

Sports Uniform Options

<p>BOYS</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>	<p>GIRLS</p> <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>
---	--

*** PLEASE NOTE: a new uniform will be transitioned from 2020-2021 ***

Accessories

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

Shoes

Children need to wear black 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. Coloured, mohawks, and razor lined hair artwork hairstyles are unacceptable. Long hair must be tied back. 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. 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 St, Port Melbourne.

Enrolment and Exit Procedures

In accordance with the Enrolment Policy Guidelines for the Archdiocese of Melbourne, the following criteria for accepting enrolments have been implemented:

1. Children with siblings at the school.
2. Catholic children who are residents within the parish boundary in the areas of South Melbourne, Port Melbourne, Middle Park, Albert Park, Southbank and Docklands.
3. Catholic children who do not reside in the parish boundary 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 boundary.
6. Children from non-Catholic Eastern churches who reside outside the parish boundary.
7. Other Christian children who reside in the parish boundary.
8. Other Christian children who reside outside the parish boundary.
9. Non-Christian children who reside in the parish boundary.
10. Non-Christian children who reside outside the parish boundary.

Enrolment Procedures

- 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:
 1. Permission from the Director of Catholic Education,
 2. Approval by the school given class sizes,
 3. 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* enrollment fee of \$800.00 per family to secure a place in the school. This deposit will be deducted from your school fees.
- Acceptance of enrolment includes an agreement to follow relevant school policies.
- 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. Times will be arranged by the school.
- A school Orientation Program will be held in Terms Three and Four for all new Prep students.
- An information session for parents will also be held in Term Four.
- Where places exist in classes OTHER THAN the Foundation Year, enrolment will be accepted at any time in accordance with the enrolment policy guidelines.

Exit Procedures

Please ensure you follow the procedures below if you intend to remove your child/ren from Galilee. We require 10 weeks notice prior to departure.

- Provide written confirmation of departure to the Principal. The written letter will contain information regarding the reason for departure and transfer details of the

new school that your child/ren will attend.

- Schedule an *Exit Interview* with the Principal or Deputy.
- If less than ten week's notice is given you may be charged additional fees to factor in pre-ordering of resources and camps, excursions, extracurricular programs, classroom related costs, school fees etc.

Miscellaneous

Being prepared for school

Items to be supplied from home and brought to school. Please ensure these are clearly labelled:

- Galilee school bag
- Lunch box
- Drink bottle
- Box of tissues to share with the class
- Galilee school hat
- Galilee library bag
- Blue Galilee reader bag
- **Prep only:** a pair of clearly labelled socks, undies and shorts in a plastic bag. Please ensure these are replaced when used in an emergency.

Transport to school

Students are permitted to bring bikes, scooters or skateboards to school providing bikes, scooters or skateboards are not ridden in the school grounds and a helmet is worn. Bikes, scooters and skateboards can be placed in the bike shed between 8.35am and 8.50am and collected from the bike shed between 3.25pm and 3.40pm.

Mobile Phones

Students may bring a mobile phone to school, however, it must be kept in their bag and not be used between 8.50am and 3.25pm.

Lost Property

Lost property is located in the sick bay. Please check this area regularly for any lost property. At the discretion of the school, at the end of each term, the lost property will be donated to the second hand uniform shop.

Sun Smart

Galilee is proud to be a SunSmart School. This means that it is compulsory during Terms 1 and 4 that students must wear the Galilee school hat when outdoors between the hours of 9.00am and 3.25pm.

Galilee employs the “No hat, no play” understanding. If a child does not have their hat at school they will need to sit out in the shade, during recess and lunch.

Students who do not have their hat during this time will also not be able to participate in Physical Education lessons.

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

Wet Days and Extreme Weather

If it is deemed that the weather is too hot or too wet for the students to go outside at recess and lunchtime, students will spend their break time in allocated areas and are supervised by teachers.

Extra-curricular activities

Galilee runs the following extra-curricular clubs and activities during break times:

- SRC (Student Representative Council)
- Chess (private contractor)
- Maths Olympiad
- Robotics
- Choir
- Debating
- Garden Club
- Craft
- Sports
- Drama (private contractor)
- Offsite sport

Library

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 or Friday. The students are encouraged to borrow a range of texts.

Students need to carry their library books in clearly labelled library bags.

A note will be sent home at the end of each term for lost or damaged books. The cost of a replacement is borne by the student/student's family.

Homework

Year-level appropriate homework is given out in all year levels. Homework will vary depending on the year level, however, usually includes reading each night. It should be noted that homework is not always formal in nature. Galilee values the support of parents who regularly share reading with their children, make time for home learning and take an interest in their child's work.

Home Readers

Home readers are usually given out towards the end of Term 1 for most students.

Swimming

The student will have an opportunity to participate in the swimming program, run at MSAC. When details become available, we will advise parents. Swimming is a component of our Physical Education Program and is compulsory for all students to attend.

These lessons will take place at the Melbourne Sports and Aquatic Centre (30 Aughtie Drive, Albert Park, VIC, 3206). Students in Prep -2 will be bussed to and from the venue and students in Year 3 - 6 will walk to and from the venue.

Sporting Events

Galilee participates in a multitude of sporting events throughout the year. We also have a number of out of school basketball teams who train regularly on the school grounds and play regularly at MSAC. Some of the sporting events we participate in are:

Athletics (Whole School Athletics Carnivals and Dendy Athletics)

Swimming (Whole School Swimming Carnivals and Dendy Swimming)

Cross Country (Year 3-6 School Cross Country Carnivals and Dendy Cross Country)

Interschool Sports (Netball and Football)

Hooptime (Basketball Year 3&4 and 5&6 competition)

PMP (Prep, Year 1 and Year 2 internal program)

Dendy Soccer

Communication will be sent home, usually via Caremonkey, when parents and volunteers are required for sporting events.

Camps

Camps will involve:

Year 1: Extended day at school (currently onsite)

Year 2: One night sleepover at school (currently onsite)

Year 3: One night camp at an external provider (currently at The Royal Melbourne Zoo)

Year 4: Two night camp at an external provider (currently at Anglehook)

Year 5: Three night camp at an external provider (currently at Merricks)

Year 6: Four night camp at an external provider (currently to Canberra)

More information will be given to the respective year levels when necessary. Camps are compulsory for all students. Camps are paid for as part of the school fees. Camp locations are subject to change.

Extra-Curricular Music Program

Galilee has regular Instrumental Music Tutors providing music lessons to its students. Galilee offers drums, keyboard / piano, voice and guitar lessons during school hours. For more information please contact Carmen Carnovale ccarnovale@gsm.vic.edu.au. Please note: Prep students are encouraged to commence from Term 3 onwards or in Year 1.

School Musical

All students at Galilee perform in our bi-annual school musical. Students learn the music and movement / dance for the musical in Performing Arts Classes. Students from Years 4-6 are invited to audition for main roles, while the remaining year levels and students in 4-6 create the chorus for the musical. In 2017, Galilee performed The Lion King Jr at Firbank Grammar in Brighton.

Intervention

Galilee provides support to our students in many different ways, both extending and enabling students. Current interventions at Galilee include Reading Recovery, Spelling Intervention, Number Intervention, Occupational Therapy, Speech Therapy, in-class Learning Support and additional English and Mathematics assistance in targeted year levels. The Maths Olympiad for Years 5 and 6 and our Year 1-2 Problem Solving Club are excellence/extension programs. Our Learning Support Officers facilitate a range of additional programs with our students, including Reading and Mathematics extension and enabling sessions, Social Skills, Seasons for Growth and Peaceful Kids.

Buddy Program

Galilee promotes the Buddy Program throughout the school where a senior / middle class is buddied up with a junior class. In 2019, the current buddy year levels are:

Prep with Year Five and Six

Year One with Year Three

Year Two with Year Four

Classes are encouraged to do buddy activities throughout the year including shared learning.

Building Program

Galilee recently received a \$5 million grant from the State Government. In conjunction with a dedicated team of parents and staff, an architect has been appointed for the building project. Over the next few years, in consultation with staff, students, parents and the council, Galilee will be looking to create a building that increases playground space, modernizes our learning spaces and creates more flexible learning areas for the Performing Arts and Sports Programs.

Term Dates 2020

Term 1: Friday 31st January – Friday 27th March

Term 2: Tuesday 14th April – Friday 26th June

Term 3: Monday 13th July – Friday 18th September

Term 4: Monday 5th October – Tuesday 15th December

*Please note: Preps are not at school on Wednesdays in February. They begin full weeks of school in March.

Key Dates 2020

Wednesday 29th and Thursday 30th January – testing days. Times for your child TBA

Friday 14th February, Friday 21st February – Teeth on Wheels – School Dental Visit

Tuesday 24th March – School Photos

Monday 3rd August – Friday 7th August – School Musical Week, details TBA

Monday 24th August – Friday 28th August – Book Week & Book Fair

Other dates to be advised. Please check the school calendar available on www.gsmelbournesth.catholic.edu.au

School Closure Days 2020

Thursday 4th March – Staff PD

Friday 6th March – Staff PD

Monday 9th March – Labour Day (public holiday)

Friday 14th August – Staff PD

Monday 2nd November – Report Writing Day

Other dates to be advised. Please check the school calendar available on www.gsmelbournesth.catholic.edu.au

Open Day Dates 2020

Dates to be advised. Please check the school calendar available on www.gsmelbournesth.catholic.edu.au

Food

Lunch orders

Lunch orders are available on Mondays and Fridays. Galilee uses a company called Renatta Catering. To order lunch please write your order clearly on an envelope or paper bag and enclose the correct money as no change will be given. This envelope or paper bag will be put into the blue box by the student. Alternatively, you can order online at www.flexischools.com.au. All orders must be in no later than 10.00am.

Eat in doors

At Galilee, students eat their recess and lunch food indoors. There is no eating on the school yard. There are also no external bins on the school property.

Water bottles

Families are asked to supply a reusable water bottle for their child to bring to school everyday throughout the year. Teachers allow students to have their water bottles in class. Please be aware only water is allowed in the bottles.

Healthy food

Families are encouraged to supply their children with healthy food for their snack and lunch. This includes fruit and vegetables, yoghurt, sandwiches or wraps etc. We try to discourage families from supplying their children with lollies, sweets, chips and soft drinks. We ask that parents send food that their children can open and eat independently. We also ask that parents do not send food that needs to be heated.

What if I forget to pack my child's lunch or their lunch order doesn't arrive?

All classrooms have Salada biscuits for students whose lunch orders have not been processed or lunch was forgotten at home.

Please note: these are for children who have **no** lunch and are not for children who do not have enough food or are still hungry. Please ensure you pack enough food for your child throughout the day.

Nude Food

Galilee encourages Nude Food and are hopefully on their way to being a totally Nude Food school. Nude Food means food that does not have packaging. Many students at Galilee have 'bento boxes' or reusable containers to separate their food rather than bringing packaged and glad-wrapped food.

Class parties

Classes may have end of term / end of year parties or a party when someone is leaving the school. At this time, you may be asked to provide a treat to contribute to the class party.

Birthdays

Families at Galilee tend to celebrate their child's birthday with a treat or cake for the class. Please do be aware if you decide to bring something, please coordinate with your class teacher and are mindful of allergies..