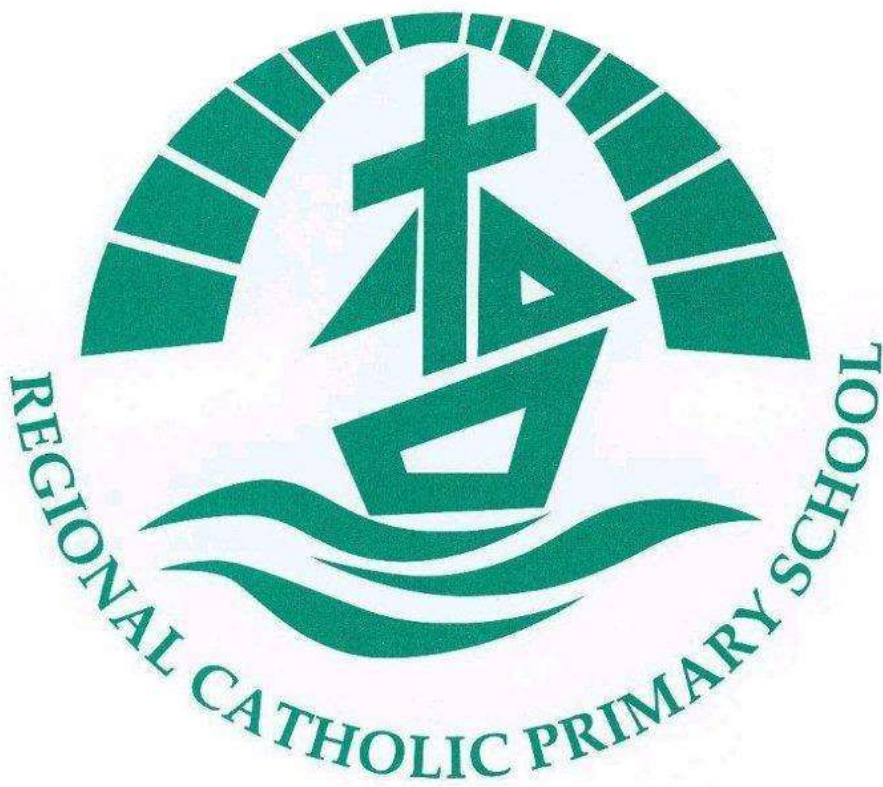


Parent Information

Booklet



2017

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Our Vision

At Galilee we provide a rich Catholic culture based on Gospel values and, foster a safe, inclusive and contemporary learning environment where everyone reaches their full potential.

GALILEE LOCATION

301 - 319 Bank Street, South Melbourne.

TELEPHONE

School	9699 2928
Galilee Out of School Hours Program	0402 274 921

PRINCIPAL

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

ADMINISTRATIVE OFFICERS

Wendy Dalton and Tegan Stuart
wdalton@gsmelbournesth.catholic.edu.au
tstewart@gsmelbournesth.catholic.edu.au

CAMP AUSTRALIA (GOSH) Galilee Out of School Hours Care

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

Galilee School Parent Information Book 2017

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

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

If you need to contact GOSH please ring the GOSH number, the school number cannot transfer you to GOSH. An answering service operates when GOSH is unattended. 0402 274 921

TERM DATES - 2017

Term 1	Tuesday 30 th January - Thursday 29 th March
Term 2	Wednesday 19 th April – Friday 30 th June
Term 3	Monday 17 th July – Friday 22 nd September
Term 4	Monday 9 th October – Tuesday 19 th December

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

PREP 2017 TERM DATES

As above except for Term 1.

Prep 2017 testing will take place on Tuesday 31st January, Wednesday 1st February, 8th February, 15th February, 22nd February. Your child will be booked in for one of these days for approximately one hour.

Preps 2017 will not attend school on Wednesdays in February.

SCHOOL HOURS

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

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

OFFICE HOURS

8am to 4pm

SCHOOL CURRICULUM

BEING PREPARED FOR SCHOOL

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

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

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

CAMPS

Year 3 students participate in a one night Zoo sleepover.

Year 4 students participate in a two night/three day adventure camp at a country location close to Melbourne (Angahook in 2017).

Students in Years 5 and 6 participate in a three-night/four day camp (Valley Homestead in 2017). Year Six will travel to Canberra in 2018.

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

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

EXCURSIONS

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

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

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

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

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

***All parent helpers require a current Working With Children Check**

HOMEWORK

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

LIBRARY AND LIBRARY BORROWING

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

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

The children need to transport their books in clearly labelled library bags. If a book is lost or damaged it must be replaced, as is the usual custom in all libraries.

SWIMMING

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

Swimming dates:

3-6 Swimming Lessons: 13th February to 17th February at MSAC

Prep-Year 2 Swimming Lessons: 30th October - 3rd November at MSAC

Whole school swimming carnival: 18 November at MSAC

SCHOOL TRANSITION

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

2018 Prep transition dates:

Story Time: 22/8 and 23/8

Orientation Day 1: 16/10 and 17/10

Orientation Day 2: 20/11 and 21/11

Orientation Day 3: 14/12

GENERAL INFORMATION

ABSENCES FROM SCHOOL

If a child is to be absent from school, the parent or caregiver is asked to ring the school by no later than 9:15 a.m. on the day of absence or fill in the absentee form on the Galilee website, so that teachers are aware of the child's whereabouts.

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

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

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

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

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

LATE TO SCHOOL

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

PUNCTUALITY

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

LEAVING SCHOOL EARLY

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

The process for leaving is as follows:

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

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

DISMISSAL

Students are dismissed at 3.25pm except for the last day of each term, where they are dismissed at 1:30pm.

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

LOST PROPERTY

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

LUNCH ORDERS

Lunch order days are Wednesday and Friday. Lunch orders can be ordered online or written out on an envelope and put into the blue box in the classroom.

<https://www.flexischools.com.au/>

FOOD

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

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

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

FOOD ALLERGIES AND ANAPHYLAXIS

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

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

HEAD LICE

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

ILLNESSES/INJURIES

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

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

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

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

MEDICAL HISTORY

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

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

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

MEDICATION

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

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

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

RIDING OF BICYCLES, SCOOTERS OR SKATEBOARDS

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

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

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

PARENTS, VISITORS AND VOLUNTEERS

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

CODE OF CONDUCT

As part of the Child Safe Standards, each person who enters the school on a visitor or volunteer basis must read, agree to and sign Galilee's Code of Conduct. The Code of Conduct can be found in the office and a copy will be kept on file for the school year. The Code of Conduct will be reviewed at the start of each school year by the staff.

PARKING

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

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

SCHOOL CROSSINGS

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

SUN SMART

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

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

WATER BOTTLES

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

WET DAYS & EXTREME HEAT DAYS

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

UNIFORMS

ALL items of school uniform need to be clearly named.

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

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

UNIFORMS - GIRLS

Summer

Check dress
White socks (short)
Black school shoes
Track top when needed

Winter

Winter Tunic
Navy blue knee high socks or tights
Black school shoes
Long/short sleeved polo top
Woollen Jumper
Microfibre Track top

Maroon, forest green (colour of tunic) or navy hair ties, scrunchies or headband

UNIFORMS - BOYS

Summer

Navy blue shorts
Navy blue socks (short)
Black school shoes
Track top when needed

Winter

Navy blue trousers with navy socks or
Navy blue shorts with long navy socks
Black school shoes
Long/short sleeved polo top
Woollen Jumper
Microfibre Track top

School bags are compulsory for all students

UNIFORMS - SPORT GIRLS and BOYS

Short sleeved school polo top
Maroon shorts/netball skirt
School Tracksuit
White socks
Track shoes (any colour)
School Hat

COMMUNICATION

COMMUNICATING WITH YOUR CHILD'S TEACHER

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

CONCERNS

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

CHANGES TO STUDENT DETAILS

Keeping the school informed of changes is **vital**.

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

CONTACT PHONE NUMBERS

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

MESSAGES

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

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

ASSEMBLY

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

TERM OVERVIEWS

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

REPORTING TO PARENTS

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

End of Term 2: Written reports are sent home

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

End of Term 4: A written report is sent home

*Please note that interview times are booked through PTO.

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

NEWSLETTERS

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

Limited hard copies of these Newsletters will be made available and can be obtained from

Galilee School Parent Information Book 2017

the front desk.

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

SCHOOL WEBSITE

Information for parents is also provided on the school website

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

PARENT CALENDAR

You can access the parent calendar through the school website or download the following link to your smartphone: <http://www.gsmelbournesth.catholic.edu.au/page/179/Calendar>

Keep up to date with important dates and events using the calendar.

PARENT PARTICIPATION

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

Ways to be involved in the Galilee Community

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

WORKING WITH CHILDREN CHECK

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

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

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

SCHOOL FEES

ALL fees must be paid in full by September 7th 2017.

In 2017 you will have various options to pay for school fees. Please select the one that suits you best.

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

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

http://www.gsmelbournesth.catholic.edu.au/uploaded_files/media/school_fees_2017_letter.pdf

ENROLMENT PROCEDURE

ENROLMENT INFORMATION

- Children must turn 5 years of age before the 30th April in the year they are commencing school. Permission to grant an exemption is on the basis of a number of conditions which must be understood and accepted by the parents and carers. These conditions include:
 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 enrolment fee of \$500.00 per family to secure a place in the school, which will be deducted from 2018 school fees if enrolled.*
- An immunisation certificate must be provided for all children, prior to their commencement at school, this can be obtained from your local council.
- Individual interviews will be conducted for all new enrolment applicants after enrolments close usually during the month of May. Times will be arranged by the school.
- A School Familiarisation Program will be held in Term 4 for all new Prep students.

- An Information session for parents will also be held in Term 4.

GENERAL POLICY REGARDING ENROLMENTS

The following points will be considered when accepting any enrolment:

Priority of Enrolment:

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

INFECTIOUS DISEASES TABLE**SCHOOL INFORMATION MANUAL: SCHOOL OPERATIONS**

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

	supported when requested by a medical certificate.	
Strepto-coccal Infections (inc. Scarlet Fever)	Until a medical certificate of recovery is produced.	Not to be excluded.
Tuberculosis	Until a medical certificate is produced stating that the patient is no longer infectious.	Not to be excluded.
Typhoid and Paratyphoid Fever	Until three successive negative faecal and urine cultures obtained at 24-hour intervals, commencing at least 72 hours after cessation of specific therapy.	Not to be excluded unless directed by the Medical Officer of Health.