



**ANNUNCIATION PRIMARY SCHOOL**

**BROOKLYN**



## ADMINISTRATION

SCHOOL ADDRESS	4 – 14 Nolan Avenue BROOKLYN 3012
CORRESPONDENCE	PO Box 431 ALTONA NORTH 3025
TELEPHONE	9314-6271
EMAIL	<a href="mailto:principal@asbrooklyn.catholic.edu.au">principal@asbrooklyn.catholic.edu.au</a>
OFFICE HOURS	Monday - Friday (8.30a.m. – 3.30 p.m.)
STUDENT HOURS	8.45 am - 3.30 p.m.
PARISH PRIEST	Fr. John O'Connor 376 Geelong Road KINGSVILLE 3012
PRINCIPAL	Mrs. Robyn Kelly
DEPUTY PRINCIPAL	Ms. Katy Hall
ADMINISTRATION OFFICER	Mrs. Connie Cornwill



# WELCOME

Dear Parents

A very warm welcome to those families that are joining the Annunciation school community for the first time. We trust that your child's journey at our school will be a happy and rewarding one for you all.

Annunciation has a very proud history and I am impressed by the great love that our families have for the school. The children are happy and secure here and have a deep sense of 'belonging'. As a Catholic school, we have Jesus as our model and our decisions, our actions, our relationships and our curriculum are all based around Gospel values. We continually instil these values in our children as they progress in their educational and faith journey.

Our dedicated staff members have high expectations for each child and we emphasise that every child matters to every teacher. Please ensure that you support the teachers in their work with your child. A strong partnership between the teacher and the parent is fundamental to your child developing a positive attitude to their learning and to school. The teachers are all extremely approachable, so if at any time, you need to discuss any school matter with them, please arrange a time to do so.

I encourage each of you to reach out and take every opportunity to become involved in school activities, social activities and most of all, your child's learning. Your child's development will be enhanced through your involvement, and you will make many wonderful new friends.

We look forward to getting to know you and your family during your time here.

Mrs. Robyn Kelly  
PRINCIPAL



The Latin words printed on our crest "Omnia Pro Deo" translated means "everything we do, we do for God".

## **CHILD SAFETY STATEMENT**

**Annunciation Catholic Primary School  
promotes the safety, wellbeing and inclusion of all children.**

At Annunciation Catholic Primary School we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.

All students enrolled at Annunciation have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

At Annunciation Catholic Primary School community, we expect school employees, volunteers, contractors and clergy to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school. All school staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements. We have developed a Child Safety Code of Conduct, which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations for all adults working at/or visiting our school.

### **SAFETY**

Annunciation Catholic Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

Our school Code of Conduct aims to protect children and reduce any opportunities for harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel. A copy of the Code of Conduct is available to view on the school website.

## VISION STATEMENT

*Annunciation – a faith community  
striving for excellence and  
personal growth while providing  
an education that focuses on the  
future and meets the needs of today.*



## **SCHOOL HOURS**

Children should be in the school grounds by 8.45 a.m. when the school bell sounds.

### **MORNING RECESS:**

10:55A.M. Children eat their play lunch inside  
11.05 a.m. – 11.30 a.m.

### **LUNCH RECESS:**

1:30 p.m. – children eat their lunch inside  
1.40 p.m. – 2.30 p.m.

### **DISMISSAL:**

Children are dismissed at 3.30 p.m.

## **AFTER SCHOOL CARE**

The Annunciation After School Care Program operates every school day between 3:30p.m. and 6:00p.m. except for the last day of each school term. Registration forms are available at the office.

## **ASSEMBLY/PRAYER**

We meet as a whole school every Monday morning for Prayer. All families are most welcome to join us in our open learning space at 8:45am.

A whole school assembly is held at 3:10p.m. each Friday. All community members are encouraged to come along, if possible, to help us celebrate the achievements of the week.

## **LATE ARRIVALS / EARLY DEPARTURES:**

Children arriving late or leaving early must have their parent/guardian complete a late arrival / early departure notification at the office. This notification must be handed to the child's teacher.

## **ABSENCE FROM SCHOOL/CLASS:**

If a student is absent from school due to illness or other problems, parents should notify the school by phone and then write a note to the class teacher on the child's return. No child is permitted to leave the school premises at any time unless a note is provided.

## **CERTIFICATE OF IMMUNISATION**

It is a requirement of law that you provide the school with a certificate of your child's immunization status before he/she commences school. You can obtain this certificate from your local council.

## **SICKNESS**

Children suffering from an infectious disease will be excluded from school until a medical certificate is produced or the period of exclusion as stated in the Public Health and Wellbeing Regulations 2009.

For further information, please visit:

[www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table)

## **EXTENDED HOLIDAYS:**

Prior to children being absent from school for extended holidays outside normal school holidays, parents are requested to inform the Principal as to the arrangements. During this time it is strongly recommended that children keep a diary concerning their travels and experiences and be encouraged to read their own books.

Teachers do not provide homework for holidays.

## PARKING YOUR CAR

A school crossing is provided in Nolan Avenue for the use of children and parents when arriving and departing from school. Parents bringing their children by car, can drop them off in the appropriately signed areas in surrounding streets, or use the car park alongside the church to drop off and collect their children. **Parking bays are provided.** Please adhere to the following rules when dropping off children: Parents are expected to park on the church side of the car park and should **drive forward** into the parking bay before letting children out of the car. Children are to walk to the front of the car and along the church to their classrooms.

These safety rules will ensure no child, or adult, will walk through the centre of the car park while cars are backing out. Please observe these car park rules with your children.  
Please observe the PARKING signs clearly displayed in Nolan Avenue and the crossing area.

## EMERGENCY INFORMATION

Parents should provide up to date information for contact numbers and places of employment for both parents, guardians and emergency contacts.

Please make sure your second emergency contact details are up to date in the event of a child's illness or injury. Please ensure the emergency contact person is aware that they are listed in the event that we are unable to contact you if your child is ill or injured. If any contact details change at any time please notify the school office immediately.

## NOTIFICATION OF INJURY

In the event of your child being injured at school, you will be informed of the nature of the injury and the treatment your child received. You will also be notified if your child was ill during the school day, or suffered an injury which may require further attention at home. This will be done via '*Illness/Injury Parent Notification Form*' which will be sent home with your child.

In the event of a serious injury all efforts will be made to contact you immediately, or to contact the nominated emergency contacts. Should your child receive a head injury of any kind, you will be advised immediately by telephone.

## FIRST AID AND MEDICAL

First aid is available for students who become ill during the course of the school day. All staff are trained in this area and will administer first aid where necessary. We are unable to administer medication unless the parent/guardian has provided the school with signed consent with dosage and time to be given.



It is very important that we have accurate and up to date information regarding your child's medical needs. If there are any changes to your child's medical information, please notify the School Office so files may be updated.

Annunciation has clear guidelines to ensure that all students with severe allergies are in a safe environment to minimise the risks. For students with allergies or anaphylaxis an Individual Anaphylaxis Plan is required and is to be completed by your Medical Practitioner. A comprehensive Emergency Management Safety and First Aid Policy is available from the school office or on our website.

## NO SMOKING POLICY

Annunciation School is a **SMOKE-FREE** environment and smoking is banned from all buildings and grounds within the school and church boundaries.



## EXPECTATIONS OF PARENTS

Included among these expectations are the following:

- a) That parents will support the School's Catholic Ethos and Religious Education Program.
- b) That parents will support the school in implementing positive behaviour/discipline consistent with our School Policy.
- c) That parents will observe rules relating to:
  - 1. Careful driving in car park.
  - 2. Not smoking in the buildings/grounds.
- d) That while at Annunciation School, parents will give positive example to all pupils who might be present, in such matters as common courtesy, polite/appropriate language.
- e) That parents will consider the prompt payment of school fees to be a high priority within the family budget, and that problems with fees will be discussed with the principal.
- f) That parents will attend Parent/Teacher interviews.
- g) That parents will ensure that their children wear the uniform with pride and are well groomed in accordance with school policy.
- h) That parents will assist the school in such matters as working bees at least once per year.
- i) That parents will discuss any serious concerns that they might have about any aspect of their child's education, with appropriate school authorities - e.g. the Principal.
- j) That parents encourage the support of Sacramental Celebrations of all children through whole school participation at these special occasions.

## PARENTS & FRIENDS COMMITTEE

We truly value parent voice and input and one of the ways that we can achieve this is through our Parents & Friends Committee. We meet once or twice a term and discuss social and fundraising events. Everyone is most welcome to join.





## COLLECTION OF MONEY

### SCHOOL FEES / LEVIES

Payments should be made at the school office during office hours.

Parents may send a **cheque** to school with their child if they are unable to make their payment in person, or alternatively they can be made via internet banking. However, all payments by cash should be made directly to the office. Please make cheques payable to Annunciation School. On receiving payment at school, a receipt will be issued.

Methods of payment:

- School fees can be paid in full at the beginning of the school year.
- By term – usually the first week of each term.
- By weekly instalments (agreed amount)
- Direct debit from your bank account.
- Via internet banking

**School Levies should be paid during the first week of the school year.**

If your family is experiencing difficulty making payments of school fees please contact the office to arrange an appointment with the Principal to discuss alternate payment arrangements.

### GENERAL MONIES

**All money coming to the school must be placed in an envelope with child's name; class and purpose of money clearly marked and handed by the child to the class teacher.** Money falling into this category may include: Parents' & Friends' Association Fundraising (raffles, etc.), Missions (Project Compassion), Student Photos.

### UNIFORM

Our School Uniform can be purchased through the school office. A strict Uniform policy will operate as it is imperative that students wear the school uniform with pride. Parents are asked to support the school ensuring that children are always in full school uniform.

### JEWELLERY & HAIR

The only earrings permitted are plain silver or gold studs or sleepers. No diamantes, no fancy gold hoops. The only other jewellery permitted is a watch, and a thin unobvious religious medallion. Necklaces with cultural or religious significance may only be worn, and these should be kept inside the student's shirt. If the chain is seen around the student's neck it is not permitted. Students should not be wearing rings or bracelets to school and nail polish should not be worn.

All students with collar length hair or longer will have their hair tied up using hair ties of the appropriate school colours. Hair dyes or extremes of style are not acceptable.

**Parents are also reminded of the need for appropriate footwear (runners) for sport that will offer the child support during the Physical Education program. Slip on runners, platform sole runners or runners with a low-cut back (heel) do not offer appropriate support during exercise.**

### ALL CLOTHING NEEDS TO BE CLEARLY MARKED FOR IDENTIFICATION

### HAT POLICY

- School hats (only) are to be worn by all students while outside during Terms 1 and 4.

## **MOBILE PHONES**

Children are permitted to bring a mobile phone if they walk to and from the school by themselves. However the phone must be handed to the office at the beginning of each day and collected at 3:30pm only.

## **SUNSCREEN**

As some children have allergies to some sunscreens, we ask that each family be responsible for their own children's sunscreen needs. Children may carry sunscreen in their bag and apply it before playtimes

## **EXCURSIONS**

Children will be taken on excursions at various times during the year. All excursions will require your written permission. A note will be sent home explaining details and will require your signature upon return to the class teacher.

## **STUDENT WELLBEING**

The school should be notified early of any concerns regarding your child's health, including sight, hearing, behavioural, learning or social-emotional problems, in order that provisions may be taken to assist your child's welfare in the school setting. The school will assist parents with referrals to a range of services including assessment and counselling.

Annunciation Catholic Primary School actively promotes a healthy, supportive and secure environment for all children. Through a whole school approach we raise awareness of what makes students resilient, develop strategies to reduce vulnerabilities and increase coping skills. Student Wellbeing at Annunciation Catholic Primary School is enhanced when students feel connected, have positive and respectful relationships and are confident with their social and emotional skills.



## VICTORIAN CURRICULUM

The Victorian Curriculum F-10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F-10 incorporates the Australian Curriculum and reflects Victorian priorities and standards. Further information available at

**Learning and Teaching at Annunciation Catholic Primary School-** We take a personalised approach to learning enabling all children to learn at their appropriate developmental stage whilst taking into account individual learning needs.

**Prep –Year 4** – Laying the foundations in these years the curriculum focuses on developing the fundamental knowledge, skills and behaviours in literacy and numeracy. Other areas include physical and social capacities which underpin all future learning. Children have as their main focus Literacy and Numeracy and other areas of the curriculum are integrated into these. Their social and personal skill development is important at this stage.

**Year 5 / 6** – Building breadth and depth in these years the student’s progress beyond the foundations as their literacy and numeracy becomes more developed. An expanded curriculum program provides the basis for in depth learning within all domains in the strands.

## PARENT TEACHER INTERVIEWS (Reporting to Parents)

The reporting process is an integral part of the teaching and learning process. Reports are based on a range of assessment data and evidence such as teacher observations, annotated student work samples, tests, portfolios, exhibitions and presentations. These practices along with the *Student Report* enable regular monitoring of student learning and ongoing constructive feedback, with the explicit intention of improving student learning over time.

Key reporting elements include:

- Check in Chats with Parents will be held early term one
- Goal setting for students
- School events such as assemblies.
- Term Overviews sent home to parents
- Formally through reports in June and December

## NEWSLETTER

A fortnightly newsletter is sent home with the eldest child in the family. This informs you as to what will happen during the coming fortnight and includes revised parts of the School Policy as the need arises. Parent groups contribute as well, along with reports made by children of particular events or experiences. The newsletter can be sent home in paper form or via the SKOOLBAG APP. We will ask for your preference when your child begins school.

## SCHOOL VISITORS

All visitors to the school must have the permission of the Principal. School visitors are required to sign in at reception, collect a Visitors Pass, list their name, time of arrival, reason for visit and sign out on departure. A Working with Children Check is required by parents as classroom volunteers, excursions etc. To apply visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) and download application, which is available at no cost. Once received please bring a copy into the office. All volunteers, contractors and visitors are required to sign the ‘Code of Conduct’ which outlines safe principles and expectations for the appropriate behaviour towards and in the company of children

## STAFF PROFESSIONAL LEARNING DAYS

The school is closed for some days throughout the school year to enable all staff to participate in staff development days. We endeavour to give parents as much notice as possible for these days. Please check the newsletter for dates

## HOMEWORK

Homework encourages positive work habits and gives an opportunity for parents to be involved in their child's education. Homework should normally be such that children can complete it independently and confidently. It is meant to revise and extend the child's knowledge of the work covered at school.

- **Daily reading is essential**, throughout the primary years, in building confidence and fluency. It is expected that Reading Diaries are signed by parents each day.

A guide to what will usually be set for homework:

Years Foundation to Year 2: (not more than 10 minutes each day)

- Reading
- Spelling Words

Year 3 and Year 4: (not more than 15 minutes each day)

- Reading
- Times Tables
- Vocabulary Activities

Year 5 and Year 6: (not more than 30 minutes each day)

- Reading
- Times Tables
- Varied Tasks

**No written homework will be given in the first and last week of each term.**

# ANNUNCIATION BEHAVIOUR MANAGEMENT

(Based on Learnings from CASEA)

## GUIDING PRINCIPLES.

The following principles are guiding our thinking and actions in this work.

- Behaviour is about making good choices or poor choices. Part of growing up is learning about those choices.
- Teaching, encouraging and praising good behaviour choices is the foundation of helping children develop positive and successful personal and social management skills. Facing the consequences of poor decisions is also part of the process.

## OUR SCHOOL RULES.

With these principles in mind, we have adopted the following as our **school rules**;

- Follow directions
- Listen to others
- Speak appropriately
- Move and behave appropriately
- Keep hands, feet and objects to yourself
- Care for all property

Incidences of not following rules or instructions will be subject to the following consequence chain;

1. Reminder
2. 1<sup>st</sup> Warning
3. 2<sup>nd</sup> Warning
4. Time-out in the classroom
5. Sent to the Principal.

These consequences are consistently taught and reviewed in all classrooms. Parents will be contacted if staff believe that the rules are not being followed on a regular basis.



## **PROCESS FOR DEALING WITH INCIDENTS**

**Sometimes incidents arise that require staff and parents to work together to solve an issue. At Annunciation we encourage all parents to follow the correct procedures in order to solve a concern in a pastoral and positive manner.**

### **Step 1**

Identification of problem or difficulty by teacher or parent. An initial discussion takes place between relevant parties to attempt to resolve the issue.

Teachers are required to document these meetings if deemed necessary. A copy of the minutes of the meeting is to be placed in the students file to be sent to the teacher the following year. A duplicate copy should be sent to the office file.

### **Step 2**

Teacher discusses with Principal, concerns that have been raised. A decision is made as to whether:

a) the issue has already been satisfactorily resolved.

or

b) future developments are required.

### **Step 3**

If a) then monitor the issue.

If b) further action may include:

- interview between relevant parties
- bring to staff attention at a staff meeting
- referral (to Special Education Coordinator) for program support or assessment.
- referral for counselling or assessment
- referral to outside agencies e.g. Paediatrician
- trial of classroom and/or schoolyard strategies
- setup of Program Support Group Meetings (PSG)
- or a combination of the above

The Program Support Group caters for children with social, physical, emotional, intellectual and academic needs. Minutes of PSG meetings are recorded on a “Pro Forma” and a copy of these minutes is filed in the office.

### **Step 4**

Ongoing review – usually through PSG meetings each term or when otherwise stated.

Confidentiality is integral from all parties to the Student Welfare process.

Address problems through the correct channels - that is, through the school. If your child has a difficulty with another child, DO NOT take matters into your own hands and deal with the child or parent yourself as this approach often inflames the situation.