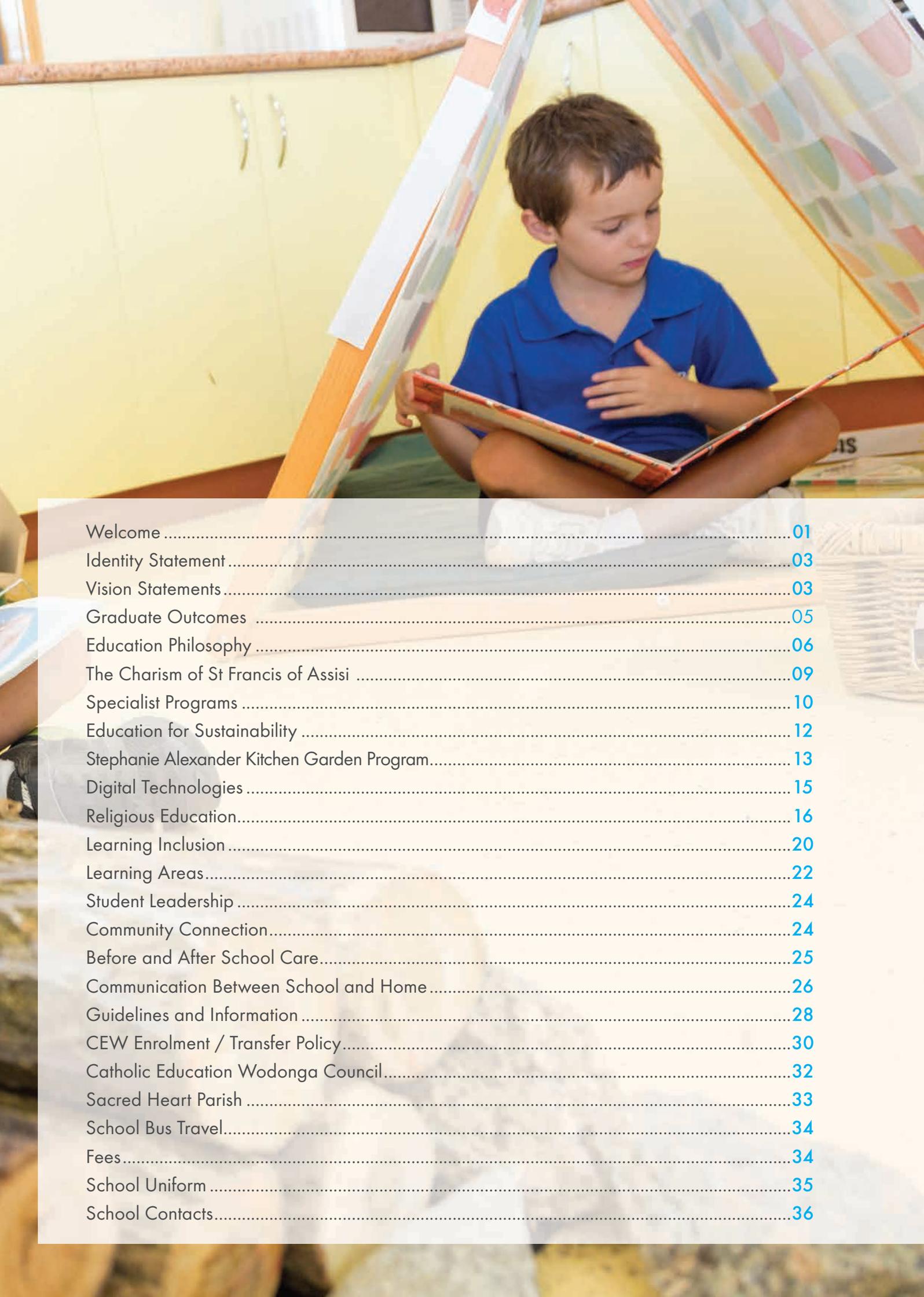




**St. Francis**  
**of Assisi**  
PRIMARY SCHOOL WODONGA

PROSPECTUS





Welcome .....	01
Identity Statement .....	03
Vision Statements .....	03
Graduate Outcomes .....	05
Education Philosophy .....	06
The Charism of St Francis of Assisi .....	09
Specialist Programs .....	10
Education for Sustainability .....	12
Stephanie Alexander Kitchen Garden Program.....	13
Digital Technologies .....	15
Religious Education.....	16
Learning Inclusion .....	20
Learning Areas.....	22
Student Leadership .....	24
Community Connection.....	24
Before and After School Care.....	25
Communication Between School and Home .....	26
Guidelines and Information .....	28
CEW Enrolment / Transfer Policy.....	30
Catholic Education Wodonga Council.....	32
Sacred Heart Parish .....	33
School Bus Travel.....	34
Fees .....	34
School Uniform .....	35
School Contacts.....	36



LIVE JUSTLY,  
LOVE TENDERLY,  
WALK HUMBLLY  
WITH GOD

- MICAH



Jennyne Wilkinson  
Principal

Dear Parents,

Welcome to St Francis of Assisi Primary School. It is our strong desire that our motto "Live Justly, Love Tenderly, Walk Humbly with our God" [Micah 6:8] underpins who we are and how we educate your children.

The core purpose of St Francis of Assisi Primary School is to provide a vibrant fulfilled, faith-filled and curious learning environment; a rigorous and comprehensive curriculum with a strong focus on literacy and numeracy and dedicated and skilled staff to support our children on this wondrous learning journey.

We seek to develop motivated, imaginative, curious and independent learners who demonstrate strong social values, leadership, resilience and self-esteem.

St Francis of Assisi Primary School promotes the development of positive relationships; mutual respect; an understanding of individual and communal rights and responsibilities, which promote inclusiveness and acceptance of individual difference. We are inspired daily by the life of St Francis of Assisi and guided by the four pillars of our Education Philosophy:

Joy is at the heart of our school. The joy of learning comes from the experience of belonging and success, where each child is at the centre of the learning.

Collaboration is fostered by engaging in solution-focussed dialogue where all members of our community have a voice, feel valued and think innovatively. A focus on problem solving, flexible thinking, critical reflection and skill acquisition is key to the collaborative learning process.

Relationship between students, staff, families and Parish is at the heart of our school. We value and respect diversity and together use our strengths to be a welcoming and supportive community.

Contemporary at St Francis of Assisi means providing globally connected, engaging and adaptive learning environments. Our learners make meaning, explore and challenge their thinking in ways, which engender resilience and builds capacity.

The pillars in the Education Philosophy are brought to life by the constant support and encouragement of our dedicated and skilled Teachers and Learning Support Officers. Our students swiftly develop skills and learn to express themselves, as they find a safe and loving place to belong at St Francis.

Children will learn the importance and wonder of faith and prayer as they participate in the whole-school masses and liturgies, as well as daily class prayer.

They learn to walk in the footsteps of St Francis of Assisi as they care for one another and the environment.

Finally, our parent community is a vital and fundamental part of our school. We enjoy a strong and meaningful relationship with parents as we partner in the learning journey of your children. We strongly encourage families to be part of all aspects of school life at St Francis of Assisi Primary School.

We look forward to welcoming you and your children to our school.

Mrs Jennyne Wilkinson  
Principal





START BY DOING WHAT'S NECESSARY; THEN DO WHAT'S POSSIBLE;  
AND SUDDENLY YOU ARE DOING THE IMPOSSIBLE.

ST FRANCIS OF ASSISI

## IDENTITY STATEMENT

St. Francis of Assisi Primary School is a Catholic community providing quality education founded on the gospel values of love, justice and humility, nurturing and challenging all to go forth in hope.

## VISION STATEMENTS

### We believe in ...

- Accepting and learning from our past (personal and cultural) and planning for our future with insight and hope.
- Developing a wider school community founded upon faith, love, trust, tolerance and respect for all.
- The fundamental importance of knowing and acting in line with Catholic family values.
- Respecting the natural environment through understanding, nurturing and improving for a sustainable future.
- Accepting the differences between individual needs and aspirations; fostering these to achieve the best possible outcomes for all members of the St. Francis of Assisi community.
- Providing a challenging learning environment and equipping students with the skills for lifelong learning.



# GRADUATE OUTCOMES

## Faith

Value and live the teachings of Jesus.  
Be inspired by the life of St. Francis of Assisi.



## Joyful

Be a confident, joyful and adaptable individual.  
Be a curious, imaginative and resilient learner.



## Collaborative

Be able to work in a team to solve problems.  
Think creatively and work towards achieving goals.



## Relationships

Have a genuine care and respect for life,  
self and others.  
Sustain and improve the environment.



## Contemporary

Know yourself and how you learn best.  
Be innovative, resourceful and  
technologically agile.



# EDUCATION PHILOSOPHY

ST FRANCIS OF ASSISI PRIMARY SCHOOL IS A LEARNER FOCUSED AND EMPOWERING COMMUNITY ENSURING ALL STUDENTS FLOURISH AND REACH THEIR FULL POTENTIAL. "START BY DOING WHAT'S NECESSARY, THEN DO WHAT'S POSSIBLE AND SUDDENLY YOU ARE DOING THE IMPOSSIBLE".

St Francis of Assisi





## Joyful

Our school is a joy filled learning environment which nurtures the development of optimism, curiosity, resilience, self-motivation and a sense of fun.

The joy of learning comes from the experience of belonging and success where the child is at the centre of the learning.



## Collaborative

Through open and trusting relationships and shared responsibility, individuals work in teams to achieve common goals, solve problems and think innovatively.

Collaboration is fostered by engaging in solution based dialogue where all members have a voice and are valued for their expertise.



## Relationships

Fostering positive relationships between students, staff, families, parish and the wider community is at the heart of our school. We value and respect the diversity of all and together we will use our strengths to be a welcoming and supportive community.

These relationships nurture genuine, unconditional positive regard for all. We challenge individuals to engage in risk taking, empower them to make decisions and inspire all to reach their full potential.



## Contemporary

Our school provides globally connected, engaging and adaptive learning environments. A focus on problem solving, flexible thinking, critical reflection and skill acquisition is key to the collaborative learning process of our school.

Learners make meaning, explore and challenge their thinking in a way which engenders resilience and builds capacity.

Learners are innovative, resourceful, technologically agile and action oriented. Learners understand themselves, how they learn best, and are responsible for their learning in an age appropriate way. Data is used to inform decisions and set goals for the future.



# THE CHARISM OF ST FRANCIS OF ASSISI

The charism of our school is founded on St Francis of Assisi, the patron Saint of animals and ecology.

St. Francis of Assisi was born in Assisi, Italy in 1181, the son of Pietro and Pica di Bernardone. His father was a member of the new merchant class and made money in the textile trade. As a youth Francis lived a life of luxury.

Imprisonment during the war and serious illness brought Francis to see the emptiness of his life. His conversion reached a climax when he embraced a leper he met along the road. Soon thereafter he began to care for the sick and gave his money to the poor.

One day, while Francis was praying in the run-down church of San Damiano, he heard a voice coming from the crucifix that said, "Francis, go and repair my house, for it is nearly falling down. At first, he thought God wanted him to repair the church building. But soon he realised that God wanted him to bring people to the transforming power of the gospel.

Francis committed himself to prayer and to actively preaching the gospel. He really believed what Jesus said, "Announce the kingdom! Don't possess gold or silver or copper in your purses, no traveling bag, sandals, staff." He was, for a time, considered to be a religious fanatic. He was ridiculed by former friends and the community. Francis even had a falling-out with his father. But, eventually, others became inspired by his example.

While Francis had no idea of founding a religious order, his group of followers became known as Friars Minor humble brothers. They dedicated themselves to prayer, humility, the preaching of the gospel, and service to the poor (since Christ was poor). This religious order-of small beginnings-is now the largest in the church.

St. Francis was named by Pope John Paul II as the patron of the environment.

St. Francis of Assisi, our patron Saint continues to provide a strong role model to us of being a peacemaker, and finding the divine in all of God's creation. We look forward to celebrating his feast day on October 4th.

# SPECIALIST PROGRAMS



“CHILDHOOD IS FILLED WITH NATURAL WONDER AND CURIOSITY. THE LEARNING ENVIRONMENT MUST REFLECT A CLASSROOM AND OUTDOOR SPACE THAT INSPIRES A SENSE OF WANTING TO INVESTIGATE, TO FIND OUT AND TO EXPLORE.”

**Kathy Walker**





### Languages (French)

All St Francis of Assisi Primary School students participate in French. The past few years has brought many exciting changes to our school, including the development and implementation of a new Language learning approach. The pedagogy underpinning the approach is 'Content and Language Integrated Learning' (CLIL). CLIL is a flexible approach to dual focused instruction (language and content); essentially students are learning cross-curricular subject matter in a second language. Research has shown that this approach to language education has beneficial linguistic, academic and social outcomes including improved student engagement, a deeper understanding of the content and a more positive attitude to the cultures of others.

### The Arts

At St Francis of Assisi we recognise the importance of the Arts. Learning in the Arts is developed by enabling and fostering imagination and creative activities.

All students participate in Drama, Music and Visual Arts classes. In these classes students independently and collaboratively experiment with, make and share works that communicate observations, personal ideas, feelings and experiences. They explore and use a variety of arts elements, skills, techniques and processes, media, materials, equipment and technologies in a range of arts forms.

Our students participate in a variety of annual and biannual school and community based collaborative programs and performance opportunities. These include:

- **The Sandhurst Arts on Show**, showcased in Shepparton biannually. Students engage with the arts by attending workshops and collaborating with students from other schools to create music, dance and drama performances.
- **Festival of the Sacred** - The Festivals of the Sacred began in 2009 as part of an Arts vision for Catholic Education in the Sandhurst Diocese and an ongoing commitment to expand opportunities for students and teachers through The Arts.
- **Kids on Stage** - Annual celebration of the Arts. Concerts and Art exhibition held over two days for all Wodonga and surrounding independent schools.
- **School Production** (biannual) - students across all year levels take part in staging a singing and dancing stage show.

### Sporting Programs

St. Francis of Assisi Primary School participates in the local Primary School Sports Association and Upper Hume Division. All children from Years 3 - 6 have the opportunity to become involved in a range of sports.

The whole school participates in our own Athletics Carnival and Cross Country. The Years 3-6 students also participate in our school Swimming Carnival.

# EDUCATION FOR SUSTAINABILITY

St Francis of Assisi is a 5 Star certified Sustainable school. We are committed to developing student's knowledge of living sustainably.

Our master plan reflects the emphasis placed upon the St Francis' community's commitment to living sustainably. The buildings are constructed with rammed earth, with a ventilation system to cater for the extreme weather conditions of North East Victoria. Sustainable developments such as water tanks connected to toilets, waste management, solar power generation and energy saving devices such as automatic lights, all assist with lowering the schools eco footprint.

The protection of remnant vegetation and the preservation of existing heritage trees are part of our annual work with Baranduda Landcare. Together we are revegetating the 12.5 hectare school grounds, with over 5000 indigenous and native trees, shrubs and grasses planted over the past 12 years.

As a result of our years of determination and hard work to make St Francis an environmental and sustainable school, we are recognised by Sustainability Victoria's Resource Smart AuSSi Vic program and have been awarded the top honour of 5 Star certification. A huge achievement for our school and community.

"IT IS THE SUPREME ART OF THE TEACHER TO AWAKEN JOY IN CREATIVE EXPRESSION AND KNOWLEDGE."

**Albert Einstein**





## STEPHANIE ALEXANDER KITCHEN GARDEN PROGRAM

- The Stephanie Alexander Kitchen Garden (SAKG) program is a dynamic curriculum program for children in Year 3 to Year 6. The program instills in children the values of growing their own produce and utilising this produce to cook healthy delicious meals. Children learn many valuable life skills through their participation in the program.
- At St Francis of Assisi Primary School, Year 3-6, students participate in the Stephanie Alexander Kitchen Garden Program, focusing on growing, harvesting, preparation and tasting of seasonal vegetables, herbs and fruit grown in the schools organic gardens and orchard.
- At St Francis of Assisi Primary School we have an orchard and vegetable patch where we grow a large variety of fruits, vegetables and herbs. We also house around twenty free range chickens. An important part of our education is the notion of 'Paddock to Plate'. Students and their teachers are responsible for the planting, growth and harvesting of our own produce. We also have a full kitchen and cafe which are used for cooking and sharing a meal.





# DIGITAL TECHNOLOGIES

At St Francis students have many opportunities to use a range of technologies across the school.

Technology is used throughout the school as an important tool in engaging and enhancing learning for all students.

All classes from Foundation to Year 4 have a bank of iPads for use in their learning.

Students in Year 5/6 are issued an iPad as they enter Year 5. These iPads remain the property of the school but for the use of students.

St. Francis of Assisi Primary School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.



# RELIGIOUS EDUCATION

## Prayer

Prayer is an important part of the St Francis School community. In order to encourage staff and children to share prayerful experiences, both formally and informally, we provide the opportunity for prayer. Teachers pray with their students daily by beginning the day with a group prayer and special intention time.

## Learning in Religious Education

Students in all year levels participate in religious Education classes each week. Students learn about the life of Jesus, the gospel values and attend liturgies/Masses.



## The Blessing of the Animals

Each year our School hosts the Blessing of the Animals in early Term 4. This is an opportunity for our families to bring pets to school and have them participate in a liturgy and blessing by our Priest.

On this special celebration day we have a procession of animals, everything from dogs and cats to guinea pigs and even horses.

This custom is a symbolic representation of the life of St. Francis of Assisi's and his love for all creatures. This time is also the culminating conclusion for the Season of Creation.



## ST. FRANCIS OF ASSISI PRIMARY SCHOOL SCHOOL SONG

### Walk Humbly with God

Live justly, love tenderly,  
Walk humbly with God.  
Here in this place, this place of love  
This is our call.

Gathered together here.  
Gathered hopes, and gathered dreams  
though many we are one.  
Spirit of peace, Spirit of love.

Christ in you and Christ in me.  
We are called to love tenderly.  
Heart to heart and hand in hand.  
Young and old, woman and man.

God in the mountains, God in the trees.  
God in the gentle running stream.  
Humbly walking with our God  
God of me, God of all.

### Sacramental Program

Children are introduced to the Sacraments of Reconciliation, First Eucharist and Confirmation in Year 2 through the school curriculum. This is continued into Year 3 and 4 when our students are invited to celebrate their First Reconciliation, First Eucharist and Confirmation. The readiness of each child to participate in the program is determined by parents.

In our Diocese of Sandhurst, the practice of sacramental foundation occurs in a Parish setting. The program is conducted in small groups run by parents outside of school hours.



St Francis of Assisi Primary School is very fortunate to be part of the vibrant Sacred Heart Parish in Wodonga. The Parish Priests and the Church community welcome the opportunity to connect with St Francis of Assisi's families and are very pleased to provide a number of wonderful Special Ministries.

### RCIA

This is a process through which interested adults are gradually introduced to the Catholic Faith and way of life.

The first stage is a period of enquiry during which basic information about the faith and a sharing of stories by people from the Catholic community is presented. There is no obligation in attending these meetings; they are intended to help a person decide whether they want to continue learning more about the Catholic faith.

### Sacred Heart Gift Shop

Located inside the Church. Great books, CDs and religious gifts for all occasions.

Open after weekend Masses.

### Children's Liturgy & Preschool Prayer

Leaders guide children through age appropriate faith and value based activities to help prepare them for the Mass experience.

Children of all ages are blessed by the Priest and are divided into preschool and school age groups. The older children will be taken through the Gospel of the Mass and the homily, at a language level they can understand. The parish also runs a youth led mass on the 4th Saturday or each month, commencing at 6pm.

### Prayer Groups

There are a number of prayer groups run through the Parish. Each Lent several options are available. As well a weekly Scripture group and Charismatic Renewal Prayer Group.



NOT ALL CHILDREN ARE READY TO LEARN THE SAME THING AT THE SAME TIME AND IN THE SAME WAY.

Kathy Walker

## LEARNING INCLUSION

At St Francis of Assisi Primary School our Catholic Identity and Belief is always strong and guiding thus ensuring the self-worth, dignity and diversity of all members in our caring and dynamic school community.

We believe that all of our students should be given equal opportunity to access, participate fully and hence flourish in a diverse, academic, social, emotional and creative curriculum.

We aim for all students to have an enviable and meaningful life where they discover their potential and purpose.

At St Francis of Assisi, we are proud that we provide inclusive education for all our students. We do this by cultivating a safe, positive and robust school culture where:

- All are greeted warmly.
- We have clear structures, processes and policies that support learning inclusion.
- Authentic relationships can be seen and heard throughout the school, at anytime of day.
- Diversity is celebrated. Special talents and unique gifts are developed.
- All staff have unconditional positive regard for all students, families and each other
- Understanding individual differences allows us to use proactive strategies rather than reactive in relation to behaviour
- Unsafe behaviours are met with a clear consistent response
- We have high expectations for all and give individuals the tools they need to succeed
- We embrace our 4 pillars: Joyful, Collaborative, Relationships, Contemporary
- Staff regularly up skill to meet the changing needs in our school community
- The Learning Inclusion Team works alongside staff, students and families to ensure all students feel connected to their peers, school and achieve their personalised learning goals.
- The Learning Inclusion Team support the learning capacity of students through



# LEARNING AREAS



## Foundation - Year 2

Learning in the Junior area of the school is based on an Investigative approach to learning in a highly engaging and interesting language rich environment. The environment and learning reflects the students ideas, interests, strengths and needs. It provides creative and open ended opportunities for learning, is collaborative, promotes choice and belonging and links learning from formal literacy and numeracy instruction.

Children engage in a range of subjects with a clear focus on Numeracy, Literacy and the Arts. Students have access to a bank of iPads to enhance their learning through technology.

### Year 3 - 4

At St Francis of Assisi our Year 3/4 classes work in flexible learning spaces. Year 3/4 marks a transition in our learning philosophy and sees students engaging in a more collaborative and shared style of learning focussing on individuality and social/emotional development.

Students have a bank of Apple laptops and iPads to engage in the digital environment, enhance their technological skills, use technology to enhance learning experiences and learn how to be responsible digital citizens.

Children engage in a range of subjects with a clear focus on Numeracy, Literacy and Science. From Year 3/4 students participate in the Stephanie Alexander Kitchen Garden program whereby students engage in food education in order to form positive and healthy food habits. This program utilises our vegetable patch, orchard and chicken coup alongside a cooking program. Children grow and harvest their own produce and cook it to make healthy, delicious meals to share with their class.



### Year 5 - 6

At St Francis of Assisi we have two Year 5/6 classes. The provision of 1:1 iPads for our senior students has further motivated students and developed students capacity as independent learners and thinkers of the twenty first century.

Our classrooms are places where small groups and individual students are pursuing a range of activities and tasks, enabling students to interact, collaborate and inquire. A focus on authentic personalisation of learning is transforming the way students work and learn.

Children engage in a range of subjects with a clear focus on Numeracy, Literacy and Science. The newest addition to the curriculum in this learning area is the development of C.L.I.L, whereby French and the Arts are integrated in a high energy, language dense Arts curriculum led by our specialised Art and Language teachers.





# STUDENT LEADERSHIP

The Year 5/6 students are part of Leadership Action Group. These groups include; the Wellbeing Team, Catholic Identity Team, Community Outreach Team, Technology Team and the Student Sustainability Team. Each of these teams has two leaders who are St Francis of Assisi Primary School's student leaders. These students lead their action groups in initiatives across the school and wider community.

In recent years, our school leaders have:

- Been invited to be guest speakers at state wide conferences; such as SEED Day and the Resource Smart Award Ceremony
- Organised and run the annual swimming sports carnival
- Led school fundraisers such as Project Compassion and the Drought Relief
- Run assemblies each fortnight
- Responsible for the some maintenance of school technologies



# COMMUNITY CONNECTION

The students and staff at St Francis of Assisi engage in a range of activities to nurture the connections within our wider community.

Our students attend the ANZAC Day and Remembrance Day Ceremonies.

Our Senior Years students participate in Meals on Wheels each week with our school Chaplain.

We also have a growing partnership with Wodonga Council and Baranduda Landcare in our efforts to increase the biodiversity of our surrounding environments.

Our Parish, the Wodonga Catholic Parish is an important connection at our school. Our students participate in liturgies and masses celebrated by our wonderful Priests. Our Year 3-6 students also attend and Mass at Sacred Heart Church twice per term.

Our students also participate in the Baranduda Carols.



# BEFORE & AFTER SCHOOL CARE

At St Francis of Assisi Primary School we offer Outside School Hours Care.

Our aim is to provide quality care in a happy, secure and stimulating environment at an affordable cost. We believe every family has the right to quality care and education services that recognise and value the child as an individual and are responsive to the needs of families. All children and families will have equal opportunity to access this service regardless of income, background or disability.

Students enrolled at St Francis of Assisi also have the opportunity to enrol in Wodonga Catholic Parishes Vacation care during the school holidays. This is located at St Monica's Primary School.

# COMMUNICATION BETWEEN SCHOOL AND HOME

## Email

Email is a very effective way of contacting classroom teachers. It is important that email addresses are current to ensure good communication between home and school. The school newsletter is also emailed home to families that have provided their email address to the office.

## Newsletter

Every week a newsletter is published on the school website and emailed to families.

## Year level Newsletters

Each fortnight a newsletter outlining the activities and key learning's your child will be involved in is sent home via email.

In Foundation, this communication is weekly.

## Parent Teacher Interviews

At St Francis, parent Teacher Interviews are held in Terms 1,2 and 3. These meetings are an important part of the reporting process, enabling clear and effective communication between the student, parents and school. It is expected that each family attend these meetings. We also encourage the communication that is established in these meetings to continue as required throughout the year.

## Facebook Page

A St Francis of Assisi Facebook page is available for communication from school to home. We encourage all families to join our page as it provides regular important updates and information, as well as photos of school life.

## Calendar

Our school calendar, located on our website, is a great resource to keep updated with what is going on during the school year.

## Website

Check out our school website regularly.





# GUIDELINES AND INFORMATION

“CHILDREN MIGHT FORGET WHAT WE MADE THEM THINK,  
BUT NEVER HOW WE MADE THEM FEEL.”

**Sir John Jones**

## **Punctuality**

Students are required to arrive at school prior to 8.50am roll call and class commencement. Students arriving late to school are asked to report to the Administration Office and sign the late register. This requirement applies if your bus arrives late to school or if you are arriving after an appointment.

## **Permission to Leave**

No student should leave the school grounds during the day without permission from their parents and the knowledge of school staff. Students and their parents are required to sign the leaving register at the Administration Office.

## **Absences**

For all absences, we ask that parents phone the school between 8.30am and 9.30am on the day of absence or complete the online form on our website.

Where there is a medical appointment or family obligation necessitating absence, contact with the school can be made. The school will contact families by 10am if we have not been contacted about a student absence.

## **Medication**

If a child is required to take medication whilst at school, parents are asked to bring, written information with clear dosage instructions from the Doctor and the medication (ie: Panadol, antihistamines etc), addressed to the attention of their teacher.

## **No Nuts**

Our school encourages no nuts at school as some children have been diagnosed with nut allergies.





# CEW ENROLMENT AND TRANSFER POLICY

## Vision and Mission

In Catholic Education Wodonga we believe that:

- Catholic education in Wodonga is a living expression of the dynamic and evolving tradition of the Church.
- Catholic schools exist as an integral part of the Church's mission in the world.
- Catholic schools exist as part of Parish and are intrinsically connected with each other.
- Children have a right to education in the faith, and we have a responsibility to provide places for those who seek a Catholic education to the best of our ability.
- Mutual respect, understanding and collaboration in the implementation of this policy are imperative.

## Beliefs & Commitments

Effective transition is the creation of a dynamic network of relationships between child, home, school and community that influence both directly and indirectly.

**We believe transition involves these key elements:**

- Students view themselves in a new context.
- Effective Communication

**Transition is a process that involves:**

- Being responsive
- Pre-transfer experience – to build the relationship.

- Ongoing evaluation.
- Links to CEW Vision and Mission.
- Is inclusive – awareness of the background/family of the students that you have.
- Strength and competency based (not just looking for 'problem/Special Needs/ learning needs children' to transition.
- A planned approach – flexible and adaptable.
- Being collaborative – facilitate family engagement.
- Development of community and relationships.
- Aim for success for all.
- Successful transition will set students up for teaching and learning.
- Lifelong learning

**We strive to fulfil the following commitment:**

- Developing transition practices that actively support the intention of the Enrolment Policy.
- Promoting the wellbeing of each child in each transition stage addressed by this policy.
- Ensuring that the processes for transition are transparent and are clearly identified and publicised.
- Implementing processes and practices that are consistently applied across member schools.
- Building open communication between all stakeholders in the transition process.
- Enabling authentic partnerships with families.



## Rationale and Aims

This policy acknowledges:

- Links among child, home, school, peer, and neighbourhood factors create a dynamic network of relationships that influence children's transition to school both directly and indirectly (An Ecological and Dynamic Model of Transition).
- The link between successful transition and higher student achievement.
- The vital importance of communication between the schools, teachers, students, families and the wider community in enabling positive transition.
- The distinction between orientation activities and the transition processes.
- Transition aims to enhance wellbeing in regards to the organisational, academic, social and emotional spheres of all stakeholders.
- Transition is a process of change from the known to the unknown.
- That transition impacts on the progression of all students as they move through educational settings.
- A 'no surprise' approach.

In Catholic Education Wodonga we are committed to:

- Developing transition practices that actively support the intention of the Enrolment Policy
- Promoting the wellbeing of each stakeholder in each transition stage addressed by this policy
- Ensuring that the processes for transition are transparent and are clearly identified and publicised
- Implementing processes and practices that are consistently applied across member schools
- Building open communication between all stakeholders in the transition process
- Enabling authentic partnerships with families

## Enrolment Commitment

In Australia we have celebrated many years as a Catholic School System. It was a system set up to be alternate to the state school system of schools. Its basis for existence is the firm belief in Christ being central to all we do in educating our children. With this belief comes the responsibility of members of the community to actively participate in the life of both school and parish.

Before accepting enrolment for your child you are asked to reflect on the following expectations which are based on the firm belief in the partnership between home and school.

That as parents you:

- Accept the responsibility for helping your child to respond, as a member of a faith community, to his/ her Baptism by guiding him/her towards fuller participation in the Sacramental life of the Catholic Community.
- Ensure that your child experiences the faith dimension of the Catholic Education Wodonga community.
- Support the ongoing education of your child by participating in school activities such as liturgies and school assemblies where possible.
- Support school policies in the areas of discipline, uniform and behaviour which are designed to reflect the Gospel values on which Catholic Schools are founded.
- Become involved in the school community where possible by attending meetings, functions and projects, assisting the teacher in the classroom, etc.
- Pay school fees as determined by CEW Council.

## Steps for Enrolment

1. Organise a school tour
2. Complete the enrolment form and return to the St Francis of Assisi Primary School Office
3. The school will contact you to organise a meeting time
4. Interview with child, parents and Principal
5. Letter of offer with a request for a non-refundable \$50 enrolment fee will be sent
6. Return your acceptance slip with a non-refundable \$50 enrolment fee.



# CATHOLIC EDUCATION WODONGA COUNCIL

## Catholic Education Wodonga

Catholic schools in Wodonga exist as part of the Wodonga Catholic Parish and the Diocese of Sandhurst. The Catholic schools in Wodonga are:

- St Augustine's Primary School
- St Monica's Primary School
- St Francis of Assisi, Baranduda
- Catholic College Wodonga

They offer:

- faith-centred and hope-filled learning environments
- care and attention to the needs of each child
- outstanding and holistic teaching and learning which builds on student strengths and helps develop their full potential
- strong school communities with full family engagement
- meaningful and engaging pathways through each stage of child's school based learning journey.

The Council was designed to meet the needs of Wodonga Catholic community and it replaces parts of the individual governance structures of the four schools with a single shared structure. It works towards a vision of outstanding Catholic education committed to community.

## Purpose of CEW Council

In Wodonga, the Parish and the four Catholic schools have formed a federation - the Catholic Education Wodonga Council - with the purposes of:

- developing a strong, shared vision for Catholic education in Wodonga
- supporting the parish priest through accepting the delegation of the governance for quality Catholic schools

- providing for mutual needs and solving mutual problems
- providing one voice for Catholic education in Wodonga
- coordinating the long and medium term strategic planning for Catholic education in Wodonga, including the provision of new Catholic Schools
- extending opportunities for students, parents and school staff, with schools working together to offer more between them than they can alone
- becoming an employer of choice
- lobbying Catholic and Government groups on behalf of Wodonga Catholic schools
- supporting innovation and renewal in Wodonga Catholic schools
- providing opportunities for staff to share professional learning and dialogue
- building strong parent and parish support for each school.

In this federation the individual schools are both independent and interdependent. They each have certain characteristics, such as their enrolment, staffing and funding profiles and they maintain powers about their day-to-day operations that may not be exercised by the central council; and at the same time they choose to work together to achieve common goals and serve the broader community.

In the Sandhurst context, this governance model emerges from and in turn shapes a set of complex relationships within the Diocese, parish, schools and communities. In Wodonga each Catholic school is part of a system of schools and part of a parish independent in some respects, but ultimately governed by a larger body; the CEW Council.

The Council acts in concert with the Canonical Administrator in the process of governing and in doing so, draws together stakeholder groups such as parents, principals, parishioners and staff to assist Catholic schools in Wodonga achieve their vision. School governance then is divided between the individual schools and CEW Council.

- Both the systemic relationship and the self-governing status of the individual schools are maintained, but all schools agree to a set of boundaries and common approaches across areas such as:
- Catholic identity
- strategic planning
- enrolment

- policy review and development - this includes the development of CEWC policy; and the ratification of school policies and plans for vision and mission; Catholic Identity, strategic and
- annual priorities, school review, community forums
- annual reporting
- finance budget, including school fees
- maintenance, capital and master planning
- consultation with community, staff, students, parents.

As the Council continues to evolve these areas of mutual interest will change and develop. Adapted from CEO Sandhurst (2010) 'Federated Schools Model'



# SACRED HEART PARISH

## Presbytery

Wodonga Parish

[www.wodongacatholicparish.com.au](http://www.wodongacatholicparish.com.au)

283 Beechworth Rd, Wodonga

(02) 6024 3366

## Parish Facebook page

[www.facebook.com/wodongacatholicparish](https://www.facebook.com/wodongacatholicparish)

## Masses

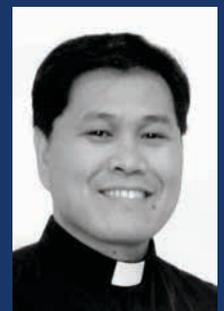
Celebrated at Sacred Heart  
283 Beechworth Road, Wodonga

Daily Mass - 9.10am

Saturday Evening - 6.00pm

Sunday - 8.30am & 10.30am

Reconciliation - Saturdays 9-9.30am



Fr Junjun Amaya  
Parish Priest

Children's Liturgy of the Word & Preschool Prayer now at both Sunday masses.

You can read your School Newsletter for events at the Parish through the year.

# SCHOOL BUS TRAVEL

Free bus travel generally is available to students to the nearest Catholic school where that school is 4.8km or more distant from the student's home.

## Are my children eligible for free bus travel?

Free school bus services are set up under DEECD Bus Guidelines to ensure that a fair and equitable service is available to all families. The DEECD's policy is that a parent may choose to send their children to a school of their choice.

Free bus travel is provided to the nearest appropriate school and where a student resides 4.8km or more from the school (front gate to front gate). The DEECD, not St. Francis of Assisi Primary School, determines if you meet their eligibility criteria.

## FEES

Each year St Francis of Assisi Primary School has more families taking up the option of a payment plan spread out over the year, paying either by EFT transfer (internet banking), Cheque, Cash or EFTPOS. St. Francis of Assisi Primary School's preferred payment methods are Direct Debit, Credit Card or cash and we strongly encourage you to consider these options to pay your school fees. By taking up a payment plan option, it allows you to spread the cost over the year in more manageable amounts, as well as being a convenient hassle-free way to pay.

### Family Fee

There is an annual Family Fee for all Catholic Education Wodonga Schools. The fee schedule is updated annually and is available on our school website.

Please note: the family fee is inclusive of the capital levy, program levy and diocesan land levy.

### Student Fee

The student fee for primary students reflects the cost of the learning and teaching program at different year levels.



### Payment Arrangements

- Fortnightly / Weekly/ Monthly – Direct Debit, EFTP and credit card
- Quarterly – Due in February, May, August and November.
- Annual – Payment by 31 March is requested.
- Centrepay is available for Centrelink recipients to have payments deducted from their benefits

Any other payment arrangement is to be discussed with the School Principal and subject to approval.

### Fee Assistance

It is an obligation binding parent(s)/guardian(s) who believe they may be unable to pay the fees in full, that they discuss this with the School Principal as soon as possible. Assistance is available to families in cases of financial hardship.

For further information, please contact the school.

# SCHOOL UNIFORM

Correct uniform must be worn in its entirety to and from school, with no additional items worn to, from or at school.

Uniform items, other than shoes and socks, must be purchased from the CEW Uniform Shop at the Wodonga Catholic Parish centre on Beechworth Road, Wodonga. All CEW uniforms will carry either a school or CEW monogram. Any items without these monograms are prohibited. All CEW Schools will enforce this policy from 1 January 2015.

## School shoes to be worn with summer or winter uniform

- Shoes must be completely black leather or leather-look: laceup, strap or buckle.
- Unacceptable: boots, slip-on or ballet shoes, coloured laces, soft-soled or slipper-like canvas shoes.
- Boy's shoes must have a solid, rigid sole; no soft-soled or slipper-like canvas shoes and is all black.

## Sports shoes to be worn with sports uniform

- Sports shoes must be principally black, grey or white lace-up and provide support for the student's ankles and cushioning while running and playing sport.
- Unacceptable: lace-up or slip-on canvas shoes, skate shoes, lightweight, slip-on casual shoes. Dunlop volleys are not a suitable sports shoe.

## Socks

- White socks, no lettering or logos (girls only)
- White or Navy ankle socks must be visible above the shoes (girls only)
- Grey socks (boys only), no lettering or logos
- Sport socks, white only, no lettering or logos (unisex)
- Unacceptable: thigh-high socks.

## Jewellery

- One watch, one set of ear studs or sleepers (no pendant earrings)
- One fine-chain necklace with small cross
- One simple ring
- Unacceptable: bangles or bracelets, except school endorsed wristband.

## School Bag

A plain, navy, ergonomic school bag with the CEW lettering is available in two sizes and, although not compulsory, is highly preferred for CEW students.

## Hats and sunscreen

In terms of personal protection from the sun and skin cancer, and in line with Sunsmart regulations, students must wear a school hat during Terms 1 and 4 whilst outside school buildings during recess, lunchtime and physical education classes. The application of sunscreen during the day is recommended.

## Prohibited items

- Hats, beanies (other than school hat or CEW beanie), caps or berets
- Visible tattoos
- Spacers
- Visible body, facial or tongue piercings: students with piercings must wear clear, plastic retainers, not jewellery.

## Hair

Extreme hairstyles including, but not limited to, dreadlocks, spikes, mo-hawks, rats tails and beading will not be tolerated. Whilst CEW recognises that hairstyles are a matter of individual style and taste, adherence to a uniform appearance means that we expect students to keep their hair neat and clean.

Hair colours should remain within the natural variations of brown, black, red or blonde.

Long hair may need to be tied back for safety reasons. Hair bands, ties and ribbons in navy or school colour (sky blue/red/gold) may be worn – no flowers.

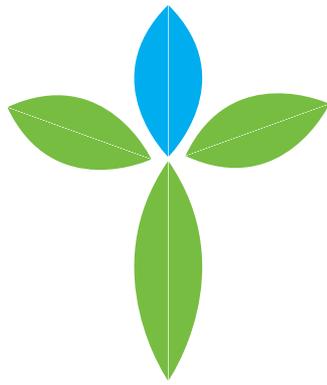
## Make-up

Coloured nail polish; lipstick, blush, eyeliner and eye shadow are not permitted. Girls may wear a light covering of foundation that matches their skin tone.



PREACH THE GOSPEL AT ALL TIMES AND  
WHEN NECESSARY USE WORDS

St Francis of Assisi





**St. Francis  
of Assisi**   
PRIMARY SCHOOL WODONGA

**School Office Hours**

Monday - Friday 8:30am - 4:00pm during the school term and alternative hours during school holidays.

**For further information about our school or to book an enrolment interview please contact:**

**Enrolment and Administration Officer**

Mrs. Chris Nelson

† (02) 6020 9100

e [cnelson@sfwodonga.catholic.edu.au](mailto:cnelson@sfwodonga.catholic.edu.au)

**Principal**

Mrs. Jennyne Wilkinson

e [principal@sfwodonga.catholic.edu.au](mailto:principal@sfwodonga.catholic.edu.au)

**Website**

w [www.sfwodonga.catholic.edu.au](http://www.sfwodonga.catholic.edu.au)