St Alipius Parish School’s

FOUNDATION INFORMATION BOOK

2016
We welcome you and your child to St Alipius and hope the years spent here will be successful and enjoyable. In particular, we hope that the first year at school will be a happy and exciting experience for both you and your child.

Beginning school is, as you know, an important step in your child’s life.

Every child is different.

Every child is special, with individual needs, special interests and special characteristics.

Your child is important to us and we promise to work with you to help him/her grow, learn and develop as an individual and as a member of our school community.
2016 STAFF TEAM

PARISH PRIEST
Father Adrian McInerney

PRINCIPAL
Eileen Rice

DEPUTY PRINCIPAL AND CURRICULUM LEADER
Roxanne Leed

RELIGIOUS EDUCATION COORDINATOR
Rachel Allan

ADMINISTRATION
Lisa Dixon
Lauren Morris

PHONE/FAX NUMBERS

St Alipius Parish School
Phone: (03) 5331 1816
Fax: (03) 5331 7764
Email: alipius@saballarat.catholic.edu.au
Web: www.saballarat.catholic.edu.au

Fr Adrian McInerney
Phone: (03) 5332 6611
TERM DATES FOR 2016

The School Office is open for from
Wednesday 27th January 2016

Some dates may vary throughout the year and any changes will be in the weekly newsletter

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SCHOOL TIMES

Children may arrive at school when yard is supervised 8.30am
Children can enter main building 8.45am
Classes commence 8.55am
Dismissal 3.25pm
Yard supervision finishes 3.45pm

END OF TERM FINISHING TIMES

The normal finishing time for the last day of each Term is one hour earlier than normal i.e. 2.30pm. You will always be notified in the newsletter when this is to happen.
BEGINNING SCHOOL - DATES FOR PREP STUDENTS

Week One
Monday 1st February 8.55am – 3.25pm *(first school day for students)*
Tuesday 2nd February 8.55am – 3.25pm

**Wednesday 3rd February - NO SCHOOL FOR PREP STUDENTS**
Thursday 4th February 8.55am – 3.25pm
Friday 5th February 8.55am – 3.25pm

Week Two
Monday 8th February 8.55am - 3.25pm
Tuesday 9th February 8.55am - 3.25pm

**Wednesday 10th February - NO SCHOOL FOR PREP STUDENTS**
Thursday 11th February 8.55am - 3.25pm
Friday 12th February 8.55am - 3.25pm

Week Three
Monday 15th February 8.55am - 3.25pm
Tuesday 16th February 8.55am - 3.25pm

**Wednesday 17th February - NO SCHOOL FOR PREP STUDENTS**
Thursday 18th February 8.55am - 3.25pm
Friday 19th February 8.55am - 3.25pm

Week Four
Monday 29th February 8.55am - 3.25pm
Tuesday 1st March 8.55am - 3.25pm

**Wednesday 2nd March - NO SCHOOL FOR PREP STUDENTS**
Thursday 3rd March 8.55am - 3.25pm
Friday 4th March 9.00am - 3.25pm

Week Five
Monday 7th March 8.55am - 3.25pm
Tuesday 8th March 8.55am - 3.25pm

**Wednesday 9th March - NO SCHOOL FOR PREP STUDENTS**
Thursday 10th March 8.55am - 3.25pm
Friday 11th March 8.55am - 3.25pm

Week Six
**Monday 14th March - PUBLIC HOLIDAY**
Tuesday 15th March 8.55am - 3.25pm
Wednesday 16th March 8.55am - 3.25pm
Thursday 17th March 8.55am - 3.25pm
Friday 18th March 8.55am - 3.25pm

*From Monday March 14th Prep Children will attend school for a full five day week.*
ST ALIPIUS PARISH SCHOOL’S UNIFORMS

GIRLS
Summer Uniform
Correct St. Alipius summer dress
White socks
Black school shoes/runners
Navy blue wide brimmed hat
Maroon school tracksuit
Maroon school shorts & short sleeve polo shirt

Winter Uniform
St Alipius school tunic
Skivvy/long sleeved school polo shirt
School Tracksuit
White socks or grey tights
Black school shoes/runners

BOYS
Summer Uniform
Grey shorts
School polo shirt
Navy blue wide brimmed hat
Grey socks
Black school shoes/runners

Winter Uniform
Long grey pants
Skivvy/long sleeved school polo shirt
School tracksuit
Grey socks
Black school shoes/runners

The School Uniform is available from:
Crockers
4 Armstrong Street North, Ballarat
Ph: 5331 3222

ALL CLOTHING MUST BE CLEARLY LABELLED
At the start of the year, you will need to provide for your child:

😊 AN ART SMOCK,
😊 A BOX OF TISSUES and
😊 A DRINK BOTTLE

WHAT YOUR CHILD NEEDS EACH DAY

😊 Hat,
😊 A large school bag,
😊 A water bottle,
😊 A packed play lunch, lunch and drink
😊 Brain food – fresh or dried fruit or vegetables.

PLEASE NOTE:
St Alipius is endeavouring to develop “Nude Food” practices. Your assistance, by sending student’s food in reusable containers, with little or no packaging, would be greatly appreciated.

Again, it is important that all of your child’s items are very clearly named, especially: jumpers, hats, lunch boxes, drink bottles and art smocks.

SCHOOL HATS

All children must wear a wide brimmed school hat during recess and lunch time during 1st and 4th Terms. If the children do not wear their hat, they must stay under shelter.

WHAT NOT TO BRING TO SCHOOL

😊 Expensive and battery-operated toys,
😊 War toys or
😊 Mobile phones and iPods.

We ask that parents/caregivers support us in ensuring that these items are kept for outside school times. If a family decides that a child needs a mobile phone for after school contact, please inform Eileen and the phone can be left in the office during the day and collected at 3.30pm.
PARENTAL INVOLVEMENT

St Alipius Community welcomes and celebrates the involvement of families in the life of our school and there are many ways in which you can become involved:

AS A CLASSROOM HELPER:
Parents/caregivers are invited to train as a classroom helper to assist in literacy and numeracy lessons and other aspects of classroom life.

Please note: It is the policy of the Catholic Education Commission of Victoria that all classroom helpers hold a Working with Children Check.

AS A MEMBER OF OUR SCHOOL ADVISORY COMMITTEE OR COMMUNITY ENGAGEMENT TEAMS:
The School Advisory Committee consists of the Parish Priest, Principal and a group of parent leaders who support the Principal in the management and leadership of the school.

The Alipius School Community Engagement Team ASCET is a group of parents/caregivers who plan for and direct the social, pastoral and fundraising aspects of our school community.

AT WORKING BEES:
At least once a term we have a community working bee to manage some of the maintenance issues that arise in our school. All families are encouraged to attend at least one working bee each year.

GROUNDS ROSTER:
Families are rostered in teams of four for one weekend a year to keep our grounds tidy by sweeping paths and weeding gardens. This is a great way to meet people and help out.

FUNDRAISING SUPPORT:
Fundraising allows us to target specific goals for development at St Alipius. Help us set and reach a new goal by supporting fundraising events in 2012.

Please remember by law you must have a current Working with Children Check (WWCC) card to work or volunteer with children. WWCC Forms are available from, and need to be lodged at Australia Post and are free of charge for volunteers. A passport photo is required and can be purchased from Australia Post if you do not already have one.

We look forward to helping you find your place in our community. Please look out for further information that will be sent home early in 2014.
BEGINNING THE SCHOOL DAY

• At 8.45am students are able to enter their classroom to get ready for their day.  
  Feel free to walk in with your child and talk with them about their day.
• Encourage your child to unpack their own bag, put their drink bottle out, put their diaries in the allocated container and any messages that they have into the Office Bag. 
  Being able to do these things independently shows readiness for school.
• Learning time begins at 8.55am when the music stops.
• Let your child know who will collect them at the end of the day.

Whilst we might occasionally see tears or a child upset, they do settle very quickly once parents/caregivers leave, so please try to make your departure a hasty one! Try not to worry; we really will care for your child!

All classroom teachers mark the roll at 9.00 am and record the names of all absent students on the “Daily Attendance Form”, which is sent to the Office by 9.15 am each school day. Administration Staff will contact the families of all absent students. Parents/caregivers are encouraged to notify the Office in advance of any absence, where practicable.

COLLECTING CHILDREN AT THE END OF THE DAY

We ask all parents/caregivers to support us in ensuring that children are safely supervised coming to and leaving school.

A ‘Travel Arrangements Form’ should be completed and returned indicating how your child will be travelling to and from school each day.

Children who are to travel on a bus will be supervised by a member of staff until the bus arrives.

*If there are any changes to these arrangements, we ask that you let the Office staff know as soon as possible.*

Prep children, like all children in the school, will be dismissed in an orderly fashion from their classrooms. Until the end of Term One, parents/caregivers are to collect their children from their classroom and staff will supervise children until you arrive.

*NO STUDENTS WILL BE ALLOWED TO CROSS THE SERVICE ROAD IN VICTORIA STREET WITHOUT ADULT SUPERVISION.*
COMMUNICATION AT ST. ALIPIUS

APPOINTMENTS WITH TEACHERS

Teachers are always keen to talk with parents/caregivers about their children and like to ensure that they can give such discussions due consideration and attention. To do this most effectively, we encourage you to make an appointment with your child’s teacher at a mutually convenient time.

NEWSLETTER

The newsletter is the major means through which we communicate what is happening at school. It will be sent home Thursday via our skoolbag app. Please go to your app store on your phone or tablet to download this app. Please see Lauren or Lisa for further help.

SCHOOL DIARIES

We issue a school diary to every student at the beginning of the year. We have found it to be an effective way for parents/caregivers to communicate with teachers and vice versa.