



# GLOWREY

CATHOLIC PRIMARY SCHOOL



# Glowrey Catholic Primary School Parent Handbook

## Glowrey Catholic School Vision

*Glowrey Catholic School is a dynamic and progressive learning community illuminated by the teachings of Christ. We collaborate in building a culture strongly intended to make our world a better place. Service, Love and Justice underpins all that we value and do.*

Glowrey Catholic Primary School is a Child Safe School

## 2022 STAFF

Parish Priest:	Father Anh Ngyuen
Principal:	Mr Tim Kelly
Deputy Principal:	Mrs Leanne Daquino
Office Manager:	Mrs Elisa Rizzo
Registrar/Office:	Mrs Emilia Barresi
Numeracy Leaders:	Dr. Bern Long / Mrs Janelle Reid
Literacy Leader:	Mrs Nancy Italia
Learning Diversity Leader:	Mrs Amanda Billington
School Counsellor:	Mrs Kaye Lock

Prep:	Miss Melissa Scalia
Prep:	Miss Fran Praussello
Prep:	Miss Alanah Casamento
Year 1:	Mrs Yolanda Grillo (3 days) Mrs Michelle Ray (2 days)
Year 1:	Mrs Poppy Alexopoulos
Year 1:	Miss Molly Pitcher
Year 1:	Miss Melanie Brotto
Year 2:	Mrs Sarah Bazzano
Year 2:	Mrs Michelle Harris (3 days) Mrs Fiona Fahey (2 days)
Year 3:	Miss Natalie Severino
Year 3:	Mrs Janelle Reid (3 days) Mrs Amanda Dean (2 days)
Year 3:	Miss Carla Scobel
Year 4:	Miss Julia Rocca
Year 5:	Miss Cassandra Abeynaike
Year 6:	Mr Frank Catalano
LOTE (Japanese):	Mrs Hiroko Coleman
Physical Education:	Mrs Rhonda Cadoni
Visual Arts:	Mrs Cath Vear/Mrs Mara Sambucco

Library:	Mrs Linda Cerra
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Learning Support Officers:	Mrs Melissa Cerra
	Mr Ben Hall
	Mrs Linda Cerra
	Mrs Linda Bowler
	Mr Joe Gravina
	Mrs Lisa Nassios
	Miss Rose Shannon
	Mrs Sarum Diver



# WELCOME TO GLOWREY CATHOLIC PRIMARY SCHOOL

Dear Parent/Caregiver,

Welcome to Glowrey Catholic Primary School,

Glowrey is a Catholic Parish School which opened in 2019 under the Parish of St Peter's in Epping. All that we do is underpinned with the Gospel Values and we are very proud of this welcoming, faith filled community.

Glowrey Primary School prides itself on striving to reach the full potential of each child in a supportive and safe environment. We have an outstanding and very dedicated staff who work very hard to ensure that not only is school a challenging and rewarding place to come, but it is also fun.

We offer a broad range of programs including specialist staff in Physical Education, Japanese and Visual Arts.

Our school motto; "Service, Love, Justice" inspired by our school patron Dr. Sr. Mary Glowrey, really captures the spirit of our new school as we aim to prepare our students to face an ever changing world and develop qualities that will remain with them always.

It is with greatest of pleasure that I commend our school to you and I am delighted to welcome you to our wonderful community.

With best wishes.



Tim Kelly  
Principal



# GLOWREY CATHOLIC PRIMARY SCHOOL

Glowrey Catholic Primary School is situated in the growing community of Wollert and is part of the St Peter's Parish of Epping.

Glowrey is a vibrant Catholic community, committed to providing an excellent all-round education for the children in our care.

We provide access to a wide range of educational opportunities in order to develop and challenge each child. We aim to have each child reach their full potential in a friendly, secure, engaging learning environment.

Glowrey Catholic Primary School provides a nurturing Catholic environment based on gospel values.



## CHILD SAFETY STATEMENT

At Glowrey 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 Glowrey have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. 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 Glowrey 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 of school employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect.

## SAFETY

Glowrey 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 child abuse or 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 apply to staff and other personnel. A copy of the Code of Conduct is available to view on the school website.





## DR. SR. MARY GLOWREY

Mary was born in Birregurra in 1887 in regional Victoria. She was described as a “shy, quiet and humble” child. She won scholarships to secondary school and the University of Melbourne and graduated in medicine in 1910.



In 1916 Mary became the first president of the Catholic Women’s Guild (now the Catholic Women’s League of Victoria and Wagga Wagga).

In 1920 Mary gave up her career as a doctor in Australia to go to India to care for the poorest women and children. She became a religious Sister with the Society of Jesus Mary Joseph in Guntur and for many years ministered to thousands of patients who could not otherwise have received care.

She founded the Catholic Health Association of India, whose members today care for 21 million people a year. Mary is only the second Australian to be considered for official recognition as a saint.

She was declared a Servant of God in 2013.



*Reference:*

*Mary Glowrey Heritage Limited  
Mary Glowrey Museum webpage*

## THE 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 Glowrey 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.



# GENERAL INFORMATION

## SCHOOL TERM DATES 2022

### Term 1

Friday 28th January (**Staff only return**)

Monday 31<sup>st</sup> January and Tuesday 1<sup>st</sup> February (**Students Year 1 to 6 Testing Days**)

**Prep Orientation Monday 31<sup>st</sup> January and Tuesday 1<sup>st</sup> February 9am-12pm (All Preps)**

Term One Ends Friday 8<sup>th</sup> April

### Term 2

Monday, 26<sup>th</sup> April – Friday, 24<sup>th</sup> June

### Term 3

Monday, 1<sup>st</sup> July – Friday, 16<sup>th</sup> September

### Term 4

Monday 3<sup>rd</sup> October – Friday 16<sup>th</sup> December

## SCHOOL STRUCTURE

- 3 x Prep Classes
- 4 x Year One Classes
- 2 x Year Two Classes
- 3 x Year Three Class
- 1 x Year Four Class
- 1 x Year Five Class
- 1 x Year Six Class



## CLASSROOMS

Classrooms open at 8.30 a.m. Students arrive to school before 8.45 a.m. and the students are expected in class by 8.45 a.m. It is important to leave your child in the care of their teacher promptly. **Children who need to be dropped off before 8:30 a.m. are required to go to Before School Care.**

Yard supervision commences at 8.30a.m.

## BELL TIMES

<b>First Bell</b>	8.45 a.m.
Eating time	11:00 a.m. to 11:10 a.m.
<b>Recess</b>	11:10 a.m. to 11:40 a.m.
Eating	1.40 p.m. to 1:50 p.m.
<b>Lunch</b>	1:50 p.m. to 2:30 p.m.
<b>Dismissal</b>	3.30 p.m.



On commencement of the school year all Prep students will have a rest day on Wednesdays for the first four weeks.





## PARENT PARTICIPATION

At Glowrey Catholic Primary School we endeavour to provide parents with the opportunity to become actively involved in a structured way in supporting the School and to share in some expression of the parental “voice” in education.

### **We at Glowrey Catholic Primary School believe:**

- Parents are the first educators of children.
- Parents and staff are partners in the process of education.
- Parental participation is an effective way of joining home and school and that a “team approach” is the best method for achieving success.
- Our school is a warm environment where we genuinely welcome parents.
- That when parents express confidence in our school and are involved in some way, their children are likely to be happier and perform better in the classroom.
- Parental participation in the life of Glowrey Catholic Primary School is of great importance. We are grateful for all levels of support and all are valued.
- Decision-making is a shared responsibility between the school and parents. We encourage planning and policy making. We openly invite consultation in the development of school policies and evaluation of the school’s curriculum.
- The total school community is able to participate in the responsibility for the success of each student.

The Principal and staff warmly encourage parental participation in all aspects of school life. In curriculum planning, classroom assistance, clerical/library assistance, special projects e.g. reading, excursions, creative leisure activities and a wide variety of Physical Education activities.

School programs are not dependent upon parental participation in learning activities. However, where parents are prepared to make a commitment, teachers may introduce and develop programs to maximise the benefits of extra assistance. Police Checks and Working with Children Checks are required before parents can help in classrooms or on excursions.

Information regarding parental participation will be distributed to the whole school community during Term One.



## STUDENT LEADERSHIP

These roles will include meeting with the Principal and staff in making decisions about our school. Student voice will be strongly promoted and all students will have an opportunity to be involved. In 2022 student leadership roles will include School Captains, House Captains and Classroom Student representatives. We openly encourage all students to take leadership and assume responsibility in our school.

## COMMUNITY PORTAL

The ICON Community Portal is a web-based portal that allows parents/guardians to view information that is relevant to them. Information includes financial receipts and transactions, Parent/teacher bookings, reports and documents relating to students.

Parents and guardians are able to update contact details, print student reports and print receipts via the portal. Each member will be issued with a user name and password via email. This email will be coming from the Catholic Education Office, Melbourne.

## ASSEMBLY

Each Friday at 3p.m. in the Multi-purpose Hall the whole school will gather. Parents are warmly invited to join us. At these assemblies' individual student awards will be presented and classes will highlight their learnings. The Principal will address staff and students at this time.

## SACRAMENTAL PROGRAMS



Children are prepared for First Reconciliation in Year Three, First Eucharist in Year Four, and Confirmation in Year Six. Detailed information will be provided to parents prior to them making the Sacraments. Sacraments are Parish based and students from the three Parish Schools join in celebration together.



## ATTENDANCE

Regular attendance and punctuality are extremely important. Please aim to have your child at school by 8.45 a.m. each day. If your child is absent from school, please contact the school office prior.

**As part of government requirements, parents must advise the school of their child/ren's absence on the day of the absence prior to 9:30 a.m.**

## LATE ARRIVAL/EARLY DISMISSAL

If your child arrives to school after 9.00a.m. a late pass is required from the Office before entering the classroom.

If your child/children need to be collected early from school for an appointment, an early leave pass is required before leaving the school building. Please **do not** collect during: **Recess 11.10 a.m. - 11.40 a.m. or Lunch 1.50 p.m. - 2.30 p.m.**



## BEFORE & AFTER SCHOOL CARE



Before & After School Care is conducted by Big ChildCare, a quality provider of outside school hour's care. They provide structured activities in the safe school environment. Please visit [www.bigchildcare.com](http://www.bigchildcare.com) for further information.

## 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, behavioral, 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.



Glowrey 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 Glowrey Catholic Primary School is enhanced when students feel connected, have positive and respectful relationships and are confident with their social and emotional skills.

## 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.

## CHILD AND FAMILY HEALTH SERVICE

The School Medical Service of the Health Department of Victoria is authorised to conduct medical examinations with parental permission in preparatory grade.

## 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)



## 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.

Glowrey 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.



## MEDICATION

Should your child need to take any form of medication at school, you will need to complete a *Medication Authorisation* form which are available from the school office. Your child cannot be administered any medication unless written authorisation has been received. Medication needs to be handed in to the school office, clearly marked with child's name and year level and dosage.



If your child is asthmatic, an asthma plan is to be completed by the child's doctor and kept in First Aid for future reference and correct administration.

## MOBILE PHONES

It is school policy that on arrival, children must hand their phone to the classroom teacher and collect it at the end of the day.

## NOTICES



Please check your child's bag each night for notices. Our school newsletter is published and emailed fortnightly on Fridays, it contains information about forthcoming events. Please inform the Office or remember to update your email should there be any changes, to ensure you are fully informed at all times.

## SCHOOL CROSSING/PARKING

Parental assistance in ensuring children use school crossings would be greatly appreciated. Parental assistance in obeying parking signs around the school area is also appreciated. Please do not double park or park across the school crossing.

Please note that on Baltrum Drive, at the front of the school, a 3 minute **'kiss and drop'** zone applies. Parents are not able to leave their vehicles in this zone. Children will move straight into school with the assistance of staff on yard duty.

In 2022 another **'kiss and drop'** zone will open in the staff carpark. We kindly ask that parents do not leave their car to ensure that this operates smoothly. Staff will be on hand to assist students in this zone.

## COVID SAFE PRACTICES

In 2022 we will continue to promote Covid Safe Practices including social distancing of adults, additional cleaning in high touch points, promotion of hand hygiene etc. Glowrey has a detailed 'action plan' to meet all of the regulatory requirements.





## STUDENT SUPERVISION

Children are supervised by teachers before and after school and also throughout recess and lunch periods. On wet days and days of extreme heat they are supervised by teachers in their classrooms.

It is requested that children not arrive at school before 8.30 a.m. Those who do arrive before that time are required to enrol in Before School Care.

## REPORTS AND ASSESSMENTS

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:

- Getting to know you Parent/Teacher meeting will be held early term one
- Electronic student reporting will be used where parents will be able to access student reports via the Parent Portal.
- Goal setting for students
- Term Overviews sent home to parents
- Formally through reports in June and December



## 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. Advanced notice of these days is provided to parents and care is available for children from Big Childcare on site at school. Parents need to book children in prior to the staff professional day.

## SCHOOL UNIFORMS

Our School Uniform can be purchased at Academy Uniforms; *(no alternative items of clothing will be accepted)*. 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. Classroom teachers will notify families which is their child's nominated sports day in which children need to wear the school sports uniform.



## SCHOOL HATS

Children are required to wear the SCHOOL HAT during terms one and four whilst outdoors. This includes during recess and lunch breaks and during physical education lessons. We do follow the 'no hat, no play' rule to ensure that students are following Sun smart protocols.

## LIBRARY

Children have the opportunity to borrow books from the school library each week. Students need to bring their library bag on the day they will be borrowing.

## 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, inconspicuous 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 (maroon and blue). Hair dyes and extreme hairstyles are not acceptable.

## BIRTHDAYS

Parents often like to acknowledge their child's birthday by providing treats. Due to allergies, we ask that water icy poles be bought along to have at school or a lollypop to take home.

## SCHOOL VISITORS

All visitors to the school must have the permission of the Principal. School visitors are required to sign in electronically 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 who are classroom volunteers, canteen, 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 sight the 'Code of Conduct' which outlines safe principles and expectations for the appropriate behaviour towards and in the company of children. Parents are also asked to register using our QR code.



## STUDENT STATIONERY

All of the stationery requirements will be ordered by the school and provided to the students. There is no additional payment required as this is all covered in the student levies. The only extra items required by



students in Years One to Six is their own pencil case, and two boxes of tissues.

## LEARNING DIVERSITY

Glowrey values the diversity of its students and in doing so, strives to accommodate the strengths and learning needs of the students with learning difficulties and learning disabilities, in accessing the regular curriculum, engaging in the learning process and demonstrating learning outcomes within a supported learning environment.

The school will have in place a program of support and extension to meet the individual needs of its students, by offering specific programs to students with talent as well as those who experience difficulty.

The establishment of school-based processes includes:

- identification and referral processes which identify the learning needs of students with learning difficulties and learning disabilities.
- appropriate educational provision including curriculum adjustments, special considerations and enrichment strategies.
- monitoring, reviewing and reporting processes to inform appropriate educational provision.
- collaborative processes between the Student Diversity Leader, Learning Support Officers, and class teacher(s) about the curriculum adjustments and special considerations and their effectiveness in accommodating the students with learning difficulties and learning disabilities to access the curriculum.
- communication processes to ensure that all personnel including student, parents and teachers are informed.
- record-keeping processes to ensure that school-based records, including student files, and database entries are maintained.



## SCHOOL COUNSELLOR

Our qualified, experienced and registered School Counsellor provides confidential, targeted support to students and their families who may be experiencing challenges.

Common topics explored in the Counselling Space include:

- worries/fears
- friendships
- strengths/challenges
- emotions
- separation/divorce
- grief and loss

## Student Support

### Layer One:

#### All Students

Whole school student wellbeing programs and initiatives. (Wellbeing - Prevention Strategies)

### Layer Two:

#### Some Students

Learning Diversity, School Counselling, Targeted Wellbeing groups.  
(Wellbeing Prevention/Early Intervention Strategies)

### Layer Three:

#### A Few Students

Referrals to external allied health services e.g. psychology, occupational therapy, speech therapy, general practitioner, paediatric specialist.  
(Wellbeing Intervention/Assessment/Treatment Strategies)

Our counsellor works within her expertise at Layer 2. More complex issues will be referred to a relevant, external allied health professional who works at Layer 3.

Written parental consent must be given for students to participate in one-to-one counselling sessions. As a registered teacher, our counsellor may also, at times, lead wellbeing sessions with whole classes or small groups.

## SCHOOL FEES & LEVIES

Accounts for fees will be sent to parents at the commencement of the school year.

School fees can be paid by direct debit, EFTPOS, cheque, cash, or credit (MasterCard, Visa). Arrangements can be made to pay by instalments. If you wish to take up this option, please advise the office of your intention to do so. All fee enquiries should be directed to the school Office Manager, Mrs Elisa Rizzo.

The school website is available for updates on school activities and events and has all school policies.

<https://glowrey.catholic.edu.au/>