



LUMEN CHRISTI PRIMARY SCHOOL

Information Booklet



“Preparing today’s children to shine in tomorrow’s world”



Dear Parents / Care Givers,

We welcome all families to Lumen Christi Primary School. We look forward to working with you in the partnership of educating your child in a Christian atmosphere of love, trust and responsibility.

Lumen Christi was officially opened in 1990 with a total enrolment of 73 students. In that time Lumen Christi has served the community and we are proud of what we have achieved. Today we boast a total enrolment of over 330 children, in a learning environment that strives to provide a challenging, supportive and engaging curriculum.

We see your child's education as a partnership between school and home, and therefore, strongly encourage parent participation in school activities. This not only provides assistance to classroom teachers, but also provides a positive role model for your child as you show interest in their learning.

We look forward to working with you to create an atmosphere which fosters your child's social, emotional, physical and intellectual growth in a Christian community enlivened by Gospel values and allowing your child to reach their full potential.

I believe that our school recognises and responds to the dynamic nature of the community it serves. The school holds the basic tenets of delivering a comprehensive education program with a strong focus on the teaching of values. I believe we offer an excellent academic program in modern and comfortable facilities in an open, safe and spacious environment.

The purpose of this booklet is to allow you to become more familiar with our school. Whilst it contains a great deal of information, it in no way covers everything we do at Lumen Christi. I hope you enjoy reading about our school and I would hope that if you have any questions that you will not hesitate to make contact with me.

Murray Macdonald
Principal

Lumen Christi Vision:

We are Called to Shine the Light of Christ in the World



Lumen Christi Mission

It is our goal to be a welcoming, learning community, reaching out to the wider world.

United we can show the Light of Christ to the world

In community, we strive to create and support a physical and social environment where relationships are genuine, pastoral and respectful.

Members feel safe, secure, happy and valued.

Unique qualities, talents and contributions are recognised, accepted, valued and celebrated

We support the development of well-balanced, self-confident, responsible individuals.

The Light of Christ is recognised in all members of the community

As a community, we strive to invite, introduce, initiate and lead each other into a deeper commitment to the gospel message of Jesus within the Catholic tradition and draw upon the seeds of The Word present in our lives. We seek and embrace opportunities for spiritual and faith experience and expression.

The Light of Christ is the focus of our faith and tradition

Our community is committed to ensuring that all have access to the education process. We aim to provide a broad and rich curriculum within a challenging learning environment that nourishes self-expression, encourages the process of inquiry and provides structures for independent life-long learning. Extending communication and thinking skills are encouraged.

The Light of Christ enables us to experience and learn of the world

We focus on justice and citizenship at local and global levels. We accept the challenge to be inspired by Gospel values and to be a community where equity, compassion, forgiveness and service are fostered at all levels. We encourage responsible and responsive citizenship as well as adaptability and resilience in a changing world.

We believe that God is the source of all light and goodness

"Preparing today's children to shine in tomorrow's world"

Lumen Christi is a Catholic School

As a Catholic school, our core purpose at Lumen Christi is concerned with the spiritual development and education in the Catholic Faith of our children. Education promotes the formation of the whole person and complete education within a Catholic school necessarily includes this religious dimension.

Within our school, Religious Education, under the leadership of the Religious Education Leader and with the support of school leadership, aims to offer a Religious Education curriculum which is both academically rigorous and innovative bringing into dialogue faith and life. The teaching model used to ensure this is Shared Christian Praxis, as mandated through the Ballarat Diocesan '*Awakenings*' core document.

The religious orientation or 'Catholic Identity' of our school is highlighted in our Vision, Mission, education policies and curriculums, as well as in our everyday activities and Social Justice practices within the wider community.

Lumen Christi is a PROFESSIONAL LEARNING COMMUNITY

At Lumen Christi our Mission for learning is,

'We are committed to developing lifelong learners empowering all to succeed and to SHINE in the Light of Christ.'



At Lumen Christi our Vision for learning is,

To work collaboratively and share responsibility for all student learning which is child centred and data driven. We aim to excite and engage students to take ownership of learning where excellence and success are highly valued.

As a PLC school, we believe that:

- All students can learn to high levels and it is our responsibility to ensure they do so
- Collaboratively we can achieve more than we can by working in isolation.
- It is vital that teachers share their expertise based on the learning results students achieve.
- It is vital that teachers make clear within the classroom the learning goal and success criteria for all children.
- PLC's focus on **Learning**; identifying what students learning needs are, will drive our teaching.
- Success will be judged on student learning results not on the fact that we've taught it.

Our Commitment to Child Safety

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

"FROM LITTLE THINGS BIG THINGS GROW"

SCHOOL HISTORY

Lumen Christi was officially opened and blessed by Bishop Ronald Mulkearns on 29th April 1990, becoming the second Catholic school in St Aloysius Parish, Redan, when Delacombe was in its infancy as a suburb. The building of this new school was the realisation of the vision of Parish Priest, Father Barry Ryan, supported by St Aloysius parishioners, who saw the need to cater for the education of the Catholic children in every part of the parish. Delacombe was in its infancy as a suburb. Father Barry had a vision of this new school as one that would offer excellence in education within a strong faith environment.

Barry James, a Ballarat businessman, donated a 5-acre site on Whitelaw Avenue. A Federal grant enabled the building of the new school. When it opened with an enrolment of 73 students and a completely lay staff led by Principal Fiona Tonkin, it was the first Catholic school in the Ballarat diocese to be established without staff members from a congregation of Religious since the pioneering days of the 19th century.

From these small beginnings the school has grown steadily. By 2017, the student population has grown to over 330.

SCHOOL DESCRIPTION

The school's name - Latin for "the Light of Christ" - underscores the biblical description of Jesus as the light of the world and his challenge to his disciples to be the same. Now, by preparing today's children to shine in tomorrow's world, the school continues to take up the original challenge to offer excellence in religious, social, physical, intellectual and psychological education. Modern, well-appointed facilities assist in the provision of an environment that enhances such education.

Flanked by the Ballarat City Council land and the Delacombe Kindergarten to its east and the Doug Dean Reserve to its south, the school has an open feel. The Ballarat City Council plans environmental development of the Doug Dean Reserve in a way which will link to the Environmental Studies of Lumen Christi and neighbouring Delacombe Primary School. Significant tree planting within and beyond the school boundaries has taken place, in partnership with the Ballarat City Council.

Current facilities include 14 classrooms, (including a purpose built Junior Learning Centre) the administration building, an Activity Centre, a Library and Technology Centre and an Art Room. The school has an attractive outdoor environment featuring young trees, garden beds, tables and bench seating, basketball courts, rebound wall, oval, play equipment and an outdoor giant chess garden.

In 2017 we commence a major refurbishment of existing buildings to create 8 contemporary flexible learning areas.



PHILOSOPHY



At Lumen Christi, students are immersed in a Christian ethos and educated in the Catholic faith tradition. Upon enrolling their children at Lumen Christi, parents choose to support their children's education in a Catholic faith environment. An aim of the school is to deepen students' knowledge of the Catholic faith and to provide opportunities for expression of faith through worship and celebration. Jesus calls himself the light of the world (John 8, 15 & 9, 5) and reminds us that we should be salt of the earth and light of the world.

Students are provided with a safe, supportive environment where they experience success as learners and are challenged to achieve personal excellence.

Families of Lumen Christi students are embraced as members of the school community.

Pastoral Care in the Lumen Christi school community is seen to be the genuine care in thought and action shown by and towards each other. Pastoral Care has as its focus the life of Jesus Christ. It is concerned with the dignity and integral growth of the person. A force for healing, reconciliation and liberation, an expression of and a commitment to justice, Pastoral Care is a responsibility entrusted to all members of the community.

At Lumen Christi, our Vision and Mission statements, our Student Inclusion and Engagement Policy and Teaching and Learning Policies commit us to embrace difference and provide equity of access to education for all - to support all students to grow and develop.

MEET THE STAFF OF LUMEN CHRISTI

At Lumen Christi we have a staff comprising of teachers, administration staff and learning support officers.

STAFF 2017

Murray Macdonald	- Principal
Julie Orr	- Deputy Principal / Numeracy Coordinator
Rosie Porter	- Special Needs Coordinator / Literacy Coordinator
Jessica Wallis	- Foundation Teacher
Michelle Anderson	- Foundation Teacher
Sarah Hoebergen	- Yr 1 Teacher
Mark Ryan	- Yr 1 Teacher
Liz Postlethwaite	- Yr 2 Teacher / Curriculum Coordinator
Rose Murphy	- Yr 2 Teacher
Leonie Leviston	- Yr 3/4 Teacher / RE Coordinator
Cathy Crameri	- Yr 3/4 Teacher
Myra Romeril	- Yr 3/4 Teacher
Clare Bugg	- Yr 3/4 Teacher
Jacob Dalli	- Yr 5/6 Teacher / PE Coordinator
Catherine Dean	- Yr 5/6 Teacher
Carmel Hanley	- Yr 5/6 Teacher / Curriculum Coordinator
Alice Marquand	- Yr 5/6 Teacher
Patrick Grace	- ICT Coordinator
Teresa Skrypko	- Visual Arts Teacher/Yr 3/4 Teacher
Petra Barclay	- Performing Arts Teacher
Olivia Elder	- Literacy and Numeracy Support/ Yr3/4 teacher
Peta Ikeda	- Japanese Teacher
Kerryn Mullane	- Reading Recovery
Nicole Brightly Cord.	- Literacy & Numeracy Support/Yr 1/2Tr/Numeracy
Melita Corfee	- Literacy & Numeracy Support / Yr 5/6 Teacher
Christine Smale	- Administrative Officer
Bernadette Martin	- Finance Officer
Suzanne Beaver	- Pastoral Care Worker
Annelies Butcher	- Education Support Officer
Maria Grace	- Education Support Officer / Library Support
Leanne Groch	- Education Support Officer
Barbara Hall-Duggan	- Education Support Officer
Michelle Baxter	- Education Support Officer
Helen O'Brien	- Education Support Officer
Jacqui King	- Education Support Officer
Sharon Pearce	- Education Support Officer
Kirsty Parker	- Education Support Officer
Silvana Peters	- Education Support Officer
Natasha Hawker	- Education Support Officer
Angela Jeffrey	- Education Support Officer
Anne-Maree Haintz	- Education Support Officer
Darren Gillespie	- Grounds/Maintenance/OH&S

THE CHILDREN AT LUMEN CHRISTI

All children at our school are encouraged and challenged to reach their full potential. Children are placed into multi-age groupings where their needs are met through small focused group teaching in the areas of Literacy and Mathematics.

The children are encouraged to participate fully in school life and are engaged in a number of activities outside of the classroom to foster this.

Children take part in activities such as;

School Masses and liturgies

Inter school sport

School camps (Yr 4 & 6)

Grade 2 sleepover

Foundation - 2 Big Day Out

Excursions

Sacramental programs

Fund raising for the poor and marginalised

Competing in Soccer, Netball & Swimming competitions



PARENT PARTICIPATION

We recognise that a strong partnership in learning exists between parents, children and teachers. We encourage parents to join us at any time as you too journey through your child's education. This means that we want you to feel actively involved in the school. There are many opportunities to be involved through;

Classroom helpers

Special events such as liturgies, Masses, fun days, working bees etc.

Attending social events

Volunteer help on excursions and camps

Being active in the Parents & Friends teams

Attending Parent Information Sessions at the beginning of the year

Attending Parent/Teacher/Child Interviews

Helping with Lunch Orders

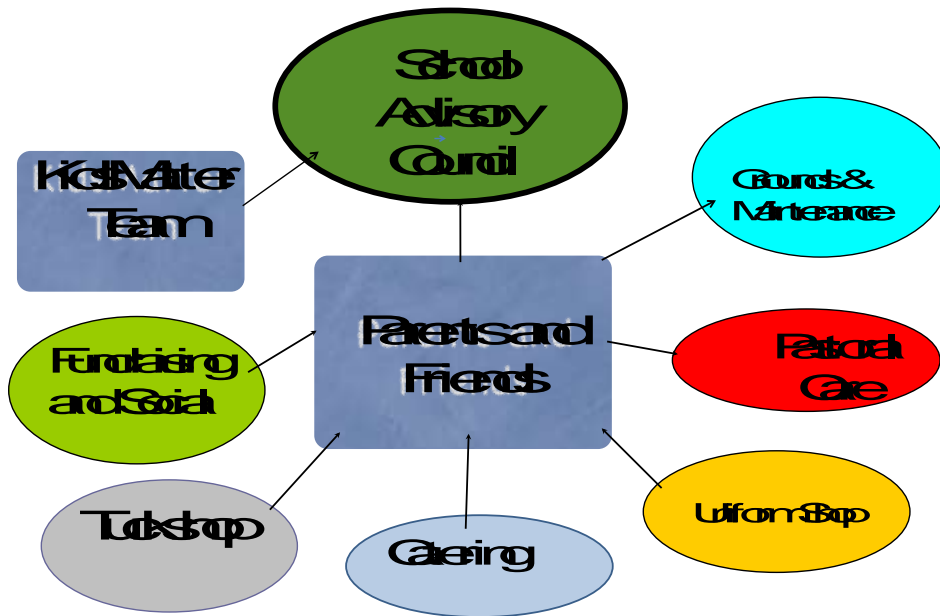
Taking an interest in your child's homework

Parents play a vital role in the life of our school

Attending Celebrations of Learning days or evenings



Parent Involvement



Parents & Friends provides a valuable forum for parent participation at Lumen Christi.

Parents & Friends welcomes all new families to our school and invites their participation in the activities of the various support groups.

All adults (parents, friends and staff of Lumen Christi) form the Parents & Friends.

Parents & Friends has an important function in planning and implementing social, fundraising, pastoral, practical and educative activities, which support the many aspects of the life of the school.

Team Meetings and General Parents & Friends meetings are scheduled and advertised through the school newsletter and term calendar.

INTRODUCING OUR CURRICULUM

CLASS STRUCTURE

Our school generally operates under a "multi - age" structure though during 2017, there are straight grades in Foundation to Year 2.

Within this structure we are able to cater for the needs of individuals and teach the children at the academic level that best suits them.

From year to year class structures may change based on systemic staffing funding availability and the balance of numbers of children in various year levels.

Our curriculum enables us to

- Form quality relationships between teachers, children and families
- Provide challenge for all students
- Empower children to be problem solvers and risk takers
- Support for all learners
- Have high expectations for teachers and children
- Create a sense of belonging and ownership
- Learn through Inquiry
- Develop self - responsibility
- Promote active citizenship
- Actively engage students in their learning



CURRICULUM

The Curriculum is in accordance with regulations and is built around the Victorian Curriculum. Beyond the classroom experiences, including camps, sporting, arts, environmental, parish and civic involvements augment students' education. As they leave Lumen Christi, our aim is that students have a sense of self-assurance; see themselves as reflective, lifelong learners and capable contributors as citizens of their local communities and the world.

Victorian Curriculum

Australian Curriculum in Victoria has been fully implemented at Lumen Christi. It provides an approach to curriculum from Foundation to Year 10 that is designed to engage students, build their confidence, offer varied approaches to learning and challenge them to achieve.

Children will continue to develop knowledge in the traditional subject areas of English, Mathematics, Science, Humanities, Languages, Health and Physical Education and the Arts. The Victorian Curriculum also links these traditional subject areas more closely to other important areas of learning

such as the development of physical, personal and social skills and the ability to apply knowledge across a broad subject range.

Our Curriculum is organized into Learning Areas and Capabilities:

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design English Health and Physical Education The Humanities <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History Languages Mathematics Science Technologies <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	Critical and Creative Thinking Ethical Intercultural Personal and Social



At Lumen Christi we see Feedback and Goal Setting as being essential in helping children to excel in their learning. This opportunity is part of daily learning in the classroom and to enhance this opportunities, we provide more formal 1-1 time weekly to allow for children to set themselves goals for the next stage of their learning.

We know that happy children make fantastic learners. Our aim is to provide an environment that is conducive to making happy learners.

Forming positive relationships is the key to making happy children.

In our school setting it doesn't take long for all children to get to know each other. Our "Buddy Program" brings children from different year levels together. In Buddy Groups, children work through social activities in order to establish positive and productive relationships.

Our new Foundation children will meet their buddy before they start school.

This ensures they know a "big person" who will help take care of them in their first year.

Children who need special assistance are also taken care of to ensure they remain happy at school. If necessary, they are provided with a Learning Support Officer (LSO) to support them in their daily work.

STAFF PROFESSIONALISM

As a staff we are committed to maintaining a high level of professionalism. This is achieved by ensuring all staff receive adequate professional development. Our staff collaborate in weekly professional learning team meetings.

These meetings are designed to enhance teacher practice through direct discussion about the children they work with thus enabling teachers to share ideas and explore new ways of learning and teaching to best meet individual student learning needs

In each year level, there are support teachers who collaborate closely with the classroom teachers to provide as much extra support as possible for those children who need a little more time to grasp a skill or concept. This is proceeded by communication between the parent and the classroom teacher

RELIGIOUS EDUCATION

At Lumen Christi, Religious Education is central to the life of the school. The Religious Education guidelines, 'Awakenings', form the core of what we teach. The aim of this program is to enrich and deepen the child's relationship with God, self, family, Parish and wider community.

In Religious Education the teacher will draw upon the children's own insights in order to create relevant learning experiences to develop a range of skills, including reflecting, communicating, inquiry and decision making.

SACRAMENTAL PROGRAM

The St. Aloysius Sacramental Program is family based, parish coordinated and school supported. The order of receiving the Sacraments is Baptism, Confirmation, Penance and Eucharist. Over the course of the sacramental program, Year 3 (and above) children and their families are involved in a one year 'catechumenal' like journey commencing with enrolment for Confirmation which is celebrated in Term 3 each year. In Lent of the following year these families prepare their children for the sacrament of Penance, with the Sacramental program culminating in the Easter season when the children prepare for and receive their First Eucharist. A second Penance program called 'Turning Around' is also offered for those in senior primary who have celebrated Confirmation, Reconciliation and Eucharist. The school strongly supports the Parish program through the teaching of sacramental units of work across the school throughout the year.

ENGLISH

The English program at Lumen Christi runs as a two hour uninterrupted block of learning throughout the school. It is divided into a reading focus and a writing focus with oral language weaving in and out of each focus.

From Foundation through to Yr.6 the children will be exposed to a wide variety of literacy experiences that will build their oral language, reading and writing skills. The key to success in Literacy is understanding what the children need to know and providing them with a sequential and differentiated curriculum that is carefully monitored and scaffolded to develop and extend their knowledge.

At Lumen Christi our beliefs and understandings in teaching English are reinforced by the strategies used in DAILY 5 and CAFE for reading and writing and OLSEL, (Oral Language) for developing the children's oral language. These beliefs and understandings are shared from Foundation through to Gr.6 with a developmental and sequential approach.

The Victorian Curriculum is the key foundational framework used to drive the content, skills and assessment used in English.

For children needing extra assistance in English, they can be accelerated with specialist programs such as Reading Recovery (Gr.1) and **Mini Lit** ('Meeting Initial Needs In Literacy') Both programs being researched based Intervention Programs.

MATHEMATICS

The Mathematics program is flexible and sequential providing children with easily managed developmental steps allowing them to experience continued success.

The Mathematics program at Lumen Christi is developed through levels and strands and experiences that will move from the concrete to the abstract. Work at each level will be based on the integration of mathematical activities relating different areas of study in common settings. As children engage in learning mathematical skills and processes they will acquire mathematical skills that will enable them to use maths sensibly and confidently in a variety of situations.



Children are tested at regular intervals to fully gauge and map out the full extent of mathematical understanding therefore allowing teachers to plan focused learning for each individual child. Problem solving and hands on activities are integral in our Maths programs.

SPECIAL FEATURES OF THE CURRICULUM INCLUDE

- Weekly whole school prayer
- English and Mathematics teaching that is focused, explicit, needs based and monitored
- Yearly Arts special focus or event (Alternate years Visual/ Performing)
- Children with individual needs are identified and may be supported through programs, including:-
 - Reading Recovery
 - Mini Lit
- The use of Learning Journals as part of the Informing and Reporting process
- Specialist weekly Visual Art, Performing Art, Japanese (Grades 3-6), Physical Education (F-2) and Technology
- 'Buddy' activities, linking senior and junior students
- Staff Team Planning
- Camps & Outdoor Education - This follows a sequential program -
 - Foundation (Prep), Year 1 and Year 2 students will have a Big Day Out ("camp experience")
 - Year 2 will have a sleepover at school (no charge)
 - Year 4 will go on an overnight camp
 - Year 6 will go on a two night / three day camp
- Children across the school have access to technology in classrooms to support their learning with 1-1 iPads and with CHROME books for Yr 5/6



INQUIRY LEARNING

Inquiry Learning forms an important aspect of our school curriculum. An Inquiry approach supports the idea that students are actively involved in learning throughout the Inquiry process and continually reconstruct understandings in the light of their experiences. It encourages students to



participate in active investigation, critical reflection, and to integrate, rather than separate knowledge as they move from the gathering of facts to the development of deep understanding.

REPORTING TO PARENTS

The students bring home their Learning Journals at the end of each term. Written Reports will be sent home in the latter part of 2nd and 4th Terms. The Learning Journals and Reports form part of the Informing and Reporting process and are to be read together.

Formal Parent / Teacher /Child Interviews will be held twice per year.

We do emphasise that parents are encouraged to make a time to chat with their child's classroom teacher about their child's progress at any time throughout the year.

WELLBEING AT LUMEN CHRISTI

Wellbeing forms a crucial and extensive part of the school curriculum at Lumen Christi.

It is important that all our children feel safe, happy and have a sense of belonging to our school. We recognise that all children need to learn how to deal with conflict situations in a way that is appropriate and has positive outcomes for all.



We embrace the principles and practices of the Kidsmatter initiative in enhancing and strengthening the mental and emotional health of our children.

The foundation of our wellbeing programs can be found in the Gospels, and in all situations we must reflect and ask, "How would Jesus want us to deal with this?"

STUDENT & FAMILY SUPPORT SERVICES

The school is supported by specialists in many fields. Psychologists, Social Workers, Speech Pathologists, an Occupational Therapist, Special Education Consultants and School Medical Services who can be utilised when necessary.

These specialists will be consulted as various needs arise with specific students. Parents are always contacted and advised if it is considered necessary to refer a student to a specialist for advice or further assessments. Likewise, parents are encouraged to contact the classroom teacher as the first point of reference or the Principal if they feel their child is in need of specialist support.

STUDENT ENGAGEMENT AND INCLUSION POLICY

Everyone should be treated with respect. Everyone needs to feel safe and secure. Students need an environment that supports their learning, personal growth and positive self-esteem. Members of the school

community (staff, parents and children) work in partnership to uphold this safe and respectful environment.

At Lumen Christi the procedures used to maintain a disciplined, yet secure, healthy and respectful community, will assist in protecting the rights of each member and prevent behaviour that is inappropriate and likely to lead to future problems. We aim to promote self-discipline and positive approaches to the development of acceptable behaviour in students. A united and consistent approach to behaviour by staff, students and parents will ensure the effectiveness of the policy.



Our school community has identified the following school wide expectations, SHINE, to teach and promote our high standards of responsible behaviour:-

- Safe
- Have Respect
- Inclusive of Others
- Never Give Up
- Excellence

RESTORATIVE PRACTICES

In many cases, children who break our school rules, or cause harm to others take part in a restorative interview. It is through this interview process that children are able to "work through" difficult situations and arrive at solutions to "make right" harm that has been caused.

Circle time in classrooms is also used to discuss matters of behaviours that need to be addressed. It allows for a whole class to set agreements about appropriate ways to behave.

Anyone who infringes the rights of others will be attended to in a manner consistent with the Student Engagement and Inclusion Policy.

PASTORAL CARE WORKER

Through funding accessed through the Commonwealth Governments School Chaplaincy Program, Lumen Christi has a Pastoral Care Worker present in our school two days per week. Suzanne Beaver fills this role and she is involved in providing wellbeing support for students, families and staff. Suzanne is available on a Monday and Tuesday.

STUDENT LEADERSHIP

We consider Student Leadership as an important part of a child's development. At Lumen Christi, children are invited to take on leadership roles in their classroom, in the playground and across our school. Children are given responsibilities in their classroom that go beyond the "normal curriculum" in order to build these skills at an early age. Children in Year Six belong to our Student Representative Council. The children form four active groups within our school, consisting of;



- Justice Group -they are involved in raising awareness and money for those in our community and across the world who are not as fortunate as we are.
- Celebrations Group -these children are involved in organising celebrations of learning within our school. They will coordinate "fun days" and special events.
- Sporting Group -these children organising "sport days" and events. They will also be involved in the coordination of days such as "Footy Colours Days".
- SHINE Group - these children organise SHINE events at Lumen Christi. They will encourage others to demonstrate our SHINE positive behaviours to ensure our school is a positive place.

In addition we have a Sustainability Group -these children raise awareness of environmental issues that exist within our school. They encourage children to be "thrifty with water", to keep our environment clean and to "recycle" as much as we can. These students develop school wide sustainability initiatives in partnership with staff. Children in Years 3-6 are welcome to join this group.

CHILDREN'S VOICE

The Children's Voice consists of representatives from Years Three to Five. They are involved in making whole school decisions and are invited to raise staff awareness of whole school issues that may exist.

Part of their role is to regularly meet with the junior children (P-2) of the school to gather their thoughts about anything they would like raised at the Children's Voice meetings.

SCHOOL ORGANISATION

A typical day at Lumen Christi

8:30am	Supervision commences
8:40am	Classrooms are open
8:50am	School commences
10:50am	Recess
11:30am	Classes resume
1:30pm	Lunch
2:20pm	Classes resume
3:20pm	Dismissal

N.B. Yard supervision commences at 8:30 a.m. and for their safety children should not be at school before then. Families are asked to ensure that children are at school before 8:45 a.m. so that everyone is ready to start school promptly at 8:50 a.m. Once children arrive at school they must remain on the premises.

Bus children are supervised till the last bus leaves at approximately 3:35 p.m. *It is requested that parents notify the school if they are picking up children later than this.*

Please observe parking regulations when collecting children. Please do not park inside the school grounds unless you have a "Disabled Sticker".

After dismissal all children and families needing to cross the school driveway are asked to do so at the crossing, waiting to be ushered across by the staff member on duty. Cars are not permitted to move within the school grounds between 8.25am & 9.10am and 3.10pm & 3.40pm.

WHAT DOES IT COST TO SEND MY CHILD TO LUMEN CHRISTI?

It is compulsory for Catholic Schools to supplement Commonwealth and State Grants as part of the General Recurrent cost incurred in the running of the school. Hence it is necessary to have school fees and student fees as well as fund-raising efforts to raise money on the local level.

It is important to stress that **no student will be excluded because of an inability to pay fees**. In these cases, a suitable fee structure will be negotiated with the Principal.



It is the expectation that all families make every effort to meet their financial commitments. It is a matter of justice to all students and families that the financial burden is equally distributed.

FAMILY FEE ASSISTANCE SCHEME

The Diocese of Ballarat through the Catholic Education Office offers a Family Fee Assistance Scheme to assist families to send their children to Catholic primary schools.

The scheme is available to families eligible for a means tested Health Care Card, Centrelink Pensioner Concession Card or Veteran Affairs Pensioner Card. This scheme reduces the cost of the Family Fee and Capital Fee to a maximum of \$520 per year. The Student Levy, Swimming Levy and Outdoor Education costs are then added to this to give a total fee amount for the year.

Catholic schools have always welcomed families of all financial means. We hope that this scheme will make sending your child to a Catholic school even more affordable.

Fee accounts are issued monthly. Fees may be paid each week, fortnight, month, term, half-yearly or annually. Fees may be paid in cash, by cheque, Eftpos or through Direct Debit.

The costs of these fees are decided annually by the School Advisory Council as it is necessary to review and assess the inflation rate which in turn effects our local contribution. School fees are set in accordance with the Catholic Education Office Diocesan Policy.

OUR SCHOOL FEES FOR 2017

TUITION LEVY - This levy is charged to each family and remains the same regardless of the number of children you have in our school. This fee is to assist in meeting the shortfall in government funding to allow us to meet our running costs.

Tuition Fee \$920 per family, per year

STUDENT LEVY - An all-inclusive levy is charged per child at the beginning of the year. This levy covers purchase of classroom requisites and other classroom costs throughout the year e.g. books, library, art and craft etc. This provides the classes with what they need, saves you inconvenience and reduces costs generally. The cost of this fee is decided in each yearly budget and our aim is to keep this as low as possible.

Student Levy F-Year 5 \$260 per child

Student Levy Year 6 \$362 (iPad Levy)

SWIMMING LEVY - This levy is charged to cover an intensive swimming program for all students. These costs alter in accordance with bus and swimming costs.

FOUNDATION/1 & 2 EXTENDED DAY OUT EXCURSION -

This fee is charged to cover a 'Big Day Out' excursion.
i.e. to the Marine Discovery Centre in Queenscliff, the Melbourne Zoo etc.
It covers the cost of the buses and admission/program costs

CAMP FEE -

Our Yr 4 children attend an overnight camp each year.
Our Yr 6 children attend a two night camp each year.
The costs of these camps vary according to where we go.

PARISH CAPITAL FEE - A levy of **\$250.00** is set by the Parish Council to assist with loan repayments on the Parish Schools and to create a financial resource to make provision for future capital expenditure.

UNIFORM

BOYS

Summer

Polo shirt with logo
Navy shorts
White or navy socks (no brand Labels)
School regulation v-neck jumper

Winter

Polo shirt with logo or Skivvy
Navy school trousers (not tracksuit type)
School regulation v-neck jumper
White or plain navy socks (***no brand labels***)

GIRLS

Summer

Regulation royal/navy/white gingham dress
Polo shirt with logo & navy shorts
White socks
School regulation v-neck jumper
Hair ties - simple blue ribbons and plain hairclips

Winter

Polo shirt with logo or Skivvy
Regulation royal/navy tartan tunic Long navy pants (not tracksuit type)
School regulation v-neck jumper
Navy tights or knee length navy socks
Hair ties - simple blue ribbons and plain hairclips

1st & 4th Terms: Lumen Christi Hat

SPORTS UNIFORM

(Worn on regular Phys. Ed. Lesson, Bluearth & Sport Days Only)

Navy sport shorts or pants & Rugby top, Polo shirt with logo, white or navy sports socks (no brand labels) and runners

SCHOOL JACKET

A fleecy blue coat is available from the School Uniform Shop. It is able to be worn as an addition to the uniform, but not as a replacement for the

jumper or rugby top. Navy blue scarf, beanie and gloves are also available from the School Uniform Shop. These are to be the only scarf, beanie and gloves worn with the School Uniform.

SHOES: Plain Black regulation school shoes or boots
(Runners only if they are completely black with no other colour)

GENERAL INFORMATION

ACCIDENT, ILLNESS OR EMERGENCY

Your child's enrolment form has the necessary information for emergency contact. Parents are asked to advise the school without delay of any changes in their own or their emergency contact's address or telephone number.

If your child has a serious accident at school, it may be necessary for us to call an ambulance. In the meantime, we will attempt to notify you immediately.

If your child has a long term medical condition, e.g. asthma, allergies, epilepsy etc. please notify the school for the records to be updated, indicating the likelihood of an 'episode' at school and supply us with the appropriate Management Plan. If your child is required to take medication at school, parents are required to complete an Administering Medication Form. No medication will be administered without this form.

ATTENDANCE

All students are expected to attend school every day unless there is a reasonable excuse. If your child is going to be absent from school, please advise either by phone or via the Absentee Note on the Skoolbag App, before 8:40am on the day of absence, and send along a written note (legal requirement) when the child returns to school.

When the classroom teacher marks the attendance roll, they complete a daily attendance form which is sent to the school office. If your child is absent, but unaccounted for, we will attempt to make contact with you to ascertain their whereabouts.

COLLECTION OF CHILDREN

If your child is being collected at the end of the school day by a person other than parent or regular collector, notification by parent/guardian is essential.

If children are collected during school hours, please inform classroom teachers and the office staff. You are required to complete the 'Temporary Absence Book' at the office if you are taking your child to an appointment or home.

COMMUNICATION

The school communicates with families in different ways; newsletter, classroom blogs, email, Skoolbag app, school website and Parent/Teacher/student conversations.

The Lumen Christi Facebook page allows the school to celebrate the events and learning that are a part of school life.

The office can be emailed at office@lcdelacombe.catholic.edu.au

COUNTRY BUSES & AFTER SCHOOL CARE PROGRAM BUS

A number of students travel on the Rural Contract Buses to and from school, and by bus to the After School Care Program. A teacher marks off each child on the bus roster after school.



Parents are asked to complete a bus roster slip for their children at the beginning of the year, and if any change is made to these details, prompt notification by phone or in writing is requested so that there is no confusion for the child and/or teacher at bus time.

If you would like to make an enquiry about the Rural Contract Buses, please ask at the school office for information and an application form.

CROSSING

For safety reasons children and adults crossing the driveway are expected to cross at the crossing. After school, adults are asked to enter the school grounds and escort your children across the crossing, rather than have children crossing any service roads unsupervised.

Parents of senior children may wish to stand on the immediate opposite side of the crossing.

Please do not wait in cars expecting your child to cross the service road alone.



ENROLMENT

Lumen Christi welcomes families who wish to have their children educated in a Catholic environment. In accepting the enrolment of an individual child, the school undertakes to accept the enrolment of siblings. When the school accepts the enrolment of the student, the family acknowledges its obligation to be supportive of the Catholic ethos of the school.

When enrolling a child with Special Needs which would impact on the child's learning (i.e. speech, hearing, eyesight, intellectual or physical disability) it is advisable for the school to have this information as early as possible, as submissions for applications of support funding must be completed by September in the year prior to the child starting school.

EXCURSIONS

Excursions are part of the educational process, where education takes place outside the school environment and where a similar experience cannot be duplicated within the classroom.

Parents will be notified of excursions via the newsletter, where the aims and educational purpose of the excursion will be listed, as well as time, requests for parent supervisors and financial details, if applicable. An excursion levy is included in the Student Fee. However, there is a charge for the junior major excursion ("big day out") which is officially their 'Camp Experience'.

For the school to assume responsibility for each child on the excursion, written permission is required.

WORKING BEES

We have a Grounds and Maintenance Man who keeps our school grounds looking very neat and tidy however on occasion we call a Working Bee to allow us to accomplish a larger task or to develop a particular area.



HEADLICE

"A nuisance, not a disease." Every now and then we have cases of head lice in school. Lice spread from person to person by hair-to-hair contact. They cannot fly or jump; they only crawl. It is therefore most important that long hair be tied back and hats are not shared.

Infested children may be asked not to return to school until they have been treated.

Pharmacies stock the necessary lotions and combs. Parent's need to ensure that there are no live lice or nits (eggs) remaining in the child's hair before the child returns to school.

HOMEWORK

Homework time will be variable and will reflect the classroom program and individual children's needs. Homework expectation may range from junior children taking home books for reading to project and assignment work done by senior children.

An overview of homework expectations will be provided to families at the beginning of the school year.



Purpose of homework

- 1) To reinforce skills learned in the classroom
- 2) To inform parents what children are learning at school
- 3) To provide opportunities for parents to be involved

INSURANCE

Students at school are covered by insurance through Catholic Church Insurance for accidents which involve breakage of teeth or bones. You are encouraged to take advantage of this cover should your child have such an accident at school.

All medical documentation, including a medical certificate must be provided at the time of submitting the claim.

LIBRARY

The school has an operational library. Children may borrow a book during their weekly library session. Children may borrow books for two weeks at a time. Extensions of time are then given, if desired, upon their return.

Children are expected to carry books in a bag made for this purpose. If a child should lose a book, or damage it beyond repair, you may be asked to contribute to the cost of its replacement. If a book is damaged, please return it to the library with a note so that the book can be repaired at school.

LOST PROPERTY

It is expected that every child has his/her clothing and belongings clearly marked with his/her name.

Any lost property collected will be put in the Lost Property Box outside the Community Room.

When the box is overflowing, unclaimed & unnamed clothing will be offered to anyone who wishes to make use of it, after due notice through the newsletter.

LUNCHES

The Parents & Friends organise Bakery lunch orders for Fridays, relying on volunteer help from the School Community.

Orders are made online and cannot be taken after Wednesday 9am.

Assistance with the lunch orders is always welcome.

RUBBISH FREE SCHOOL

At Lumen Christi we our aim to encourage children to be environmentally aware. We encourage children to bring play lunch and lunches that are wrapper free. Any wrappers or drink containers in their lunch box are to be taken home.



Our classrooms have a two-way system of dealing with waste where we recycle what we can i.e. cardboard and paper recycle /earth fill.

We also encourage the children to shut doors to keep rooms warm/cool and to turn lights off when they leave the room

PUPIL FREE DAYS FOR STAFF PROFESSIONAL LEARNING

In addition to staff days at the beginning and end of the year, Pupil Free days are held throughout the year while staff undertake Professional Learning. These dates are approved by the School Advisory Council.

SCHOOL PRAYER

Whole School Prayer is held each Friday at 8.50am in the Activity Centre, planned by the teachers and classes. Parents and friends are always welcome and are encouraged to participate in prayers and singing.

A Eucharistic celebration (Mass) generally takes place once a term at either our Parish Church, St Aloysius or at Lumen Christi.

Quiet music to prepare for Prayer is an indication for 'Silence Please' from all adults and students in attendance. As it is a time for Prayer and reflection, cameras are not welcome.

FOUNDATION (PREP) TIMETABLE

To gently ease Foundation (Prep) children into school life, Foundation (Prep) children will only attend school four days a week until the Labour Day long weekend. Wednesday will be their "at home" day.

SAFETY ISSUES TO BE CONSIDERED

- ❖ We ask that children do not bring chewing gum to school. It is a hazard that may cause choking and it can be very messy when not disposed of properly.
- ❖ Bicycles are kept in the racks provided and are not ridden in the playground. All children riding a bike to and from school must wear an approved safety helmet. It is strongly recommended that appropriate locks are used on bikes.
- ❖ For safety, only studs or small sleepers are to be worn in pierced ears.
(No tattoos, temporary or otherwise are to be visible)
- ❖ To assist in the prevention of head lice all shoulder length hair is to be tied back.
- ❖ Glass drink bottles and cans should not be brought to school by children or parents.
- ❖ Children are not to bring toys from home to school. If a toy is broken, lost or damaged, it generally causes a great deal of upset.



VISITS TO SCHOOL

If School Community members or other visitors enter school premises, they are asked to sign in at the front office and wear an appropriate badge. Side doors and gates are closed at 9am and parents are asked to leave the school via the office.

WORKING WITH CHILDREN CHECKS

It is now a government regulation that all adult volunteers / helpers over the age of 18 undergo a Working With Children Check. If you help out in the classroom or are a coach of one of our school sport teams, it is necessary that you have a Working With Children Card. Applications can be submitted online or collected from any Post Office. There are no application charges involved in lodging the forms.

YELLOW SHEETS

Anything which needs to be filled out and returned to school will be sent home on a yellow sheet. ***If it's yellow, please complete it, and return it by the due date!***

INFECTIOUS DISEASES

EXCLUSION OF CHILDREN FROM SCHOOL

Disease	Patient shall be excluded from school
Chicken Pox	Until blisters have dried and crusted, or at least 5 days after the eruption first appears.
Conjunctivitis	Until condition is treated and clear
Viral Hepatitis	Until a medical certificate of recovery is produced, or where no medical certificate is available may be re-admitted on subsidence of symptoms
Hand, Foot & Mouth Disease (<i>blistering in these areas</i>)	Until discharges from nose and mouth cease. A viral disease that takes 7-10 days to run its course.
Head Lice	Children who have an infestation may return to school once treatment has commenced and there are no nits remaining in their hair. If they have live lice, they may not attend school. Parent's need to ensure that there are no live lice or nits (eggs) remaining in the child's hair before the child returns to school.
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing. Once blisters crust, children can attend school.
Measles	For at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced.
Mumps	Until fully recovered
Ring Worm	To be treated and area covered. Child may attend school.
Rubella (German Measles)	Until fully recovered and at least 4 days from the onset of the rash.
Whooping Cough	For 4 weeks or until a medical certificate of recovery is produced.
Scabies	Once treatment has begun, children may return to school.
Scarlet Fever	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well
Slapped Cheek (Parvovirus B19)	Most contagious before onset of rash, so children not to be excluded because of rash. Spread by coughing and sneezing

These are the official recommendations, but as parents you may feel more comfortable keeping your children home while they have obvious signs of these conditions.

As schools do provide an environment for the spreading of viruses and contagious diseases, please don't send children to school if you suspect they are incubating anything which others may catch.