



Dear Parents / Caregivers,

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 310 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 flourish.

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 gospel 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 Primary School

a welcoming community within the Catholic tradition

Lumen Christi Vision:

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

Lumen Christi Mission:

We are committed to:

- Supporting each others ***faith journey*** while drawing inspiration from the life and teachings of Jesus as we engage in actions of justice, hope and peace
- ***Respecting the dignity of the individual*** and nurturing the gifts and potential of all
- Nurturing the development of the whole person by providing a ***rigorous and engaging curriculum*** that inspires creativity and lifelong learning; empowering students to be responsible citizens in the world.
- Ensuring a ***safe, supportive and inclusive*** environment that celebrates achievements and promotes a community spirit reflective of gospel teachings.
- Developing ***strong partnerships*** with families, parish and the wider community to enhance student learning and wellbeing.

Lumen Christi supports child safety with policies and procedures in place to protect wellbeing and to ensure that all children are protected from harm.

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 '***New 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.



12 months growth for 12 months learning

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.

SCHOOL HISTORY

Lumen Christi was officially opened and blessed 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 2020, the student population has grown to over 300.

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 environmental development of the Doug Dean Reserve links to the Environmental Studies of Lumen Christi. Significant tree planting within and beyond the school boundaries has taken place, in partnership with the Ballarat City Council.



Current facilities include 14 Learning areas within two contemporary flexible learning areas, a Visual Arts / STEM wing, the Administration building and an Activity Centre. The school has developed a master plan to redesign the school grounds to provide a stimulating and engaging environment for the children to play in. Stage One of this plan began in 2019 with the installation of our undercover artificial turf soccer pitch.

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 2020

Murray Macdonald	- Principal
Carmel Hanley	- Deputy Principal
Megan Walton	- Learning Diversity Leader
Liz Postlethwaite	- Curriculum & Literacy Leader
Michelle Anderson	- Foundation Teacher
Jacqueline Stahl	- Foundation Teacher
Jessica Wallis	- Grade 1 Teacher & Wellbeing Leader
Louise Allan	- Grade 1 Teacher
Kate Snow	- Grade 2 Teacher
Olivia Elder	- Grade 2 Teacher/ PE & Sport
Coordinator	
Jessica Reynolds	- Foundation - Grade 2 Team Leader
Leonie Leviston	- Grade 3/4 Teacher (O.8) / RE Leader
Sarah Daly	- Grade 3/4 Teacher (O.2)
Cathy Crameri	- Grade 3/4 Teacher (O.8)
Myra Romeril	- Grade 3/4 Teacher (O.2)
Mark Ryan	- Grade 3/4 Teacher
Alice Marquand	- Grade 3/4 Teacher / PE & Sport Coordinator
Belinda Chiswell	- Grade 3/4 Team Leader
Carla Walker	- Grade 5/6 Teacher
Tracey Farrar	- Grade 5/6 Teacher
Rose Murphy	- Grade 5/6 Teacher
Rebekah Black	- Grade 5/6 Teacher
Peta Ikeda	- Languages Teacher - Japanese
Patrick Grace	- ICT Coordinator & S.T.E.M Specialist
Teresa Skrypko	- Visual Arts Teacher
Haydi Matthes	- Performing Arts Teacher
Kerryn Mullane	- Reading Recovery Teacher
Christine Smale	- Administrative Officer
Narelle Lewis	- Administration Officer
Bernadette Martin	- Finance Officer
Tina Handley	- Wellbeing / Pastoral Care Worker
Annelies Butcher	- Learning Support Officer
Maria Grace	- Learning Support Officer / Library Support
Leanne Groch	- Learning Support Officer
Michelle Baxter	- Learning Support Officer
Helen O'Brien	- Learning Support Officer
Jacqui King	- Learning Support Officer
Sharon Pearce	- Learning Support Officer
Kirsty Parker	- Learning Support Officer
Silvana Peters	- Learning Support Officer
Angela Jeffrey	- Learning Support Officer
Narelle Hand	- Learning Support Officer
Joanne Steenhuis	- Learning Support Officer
Julia Murdoch	- Learning Support Officer
Greg Morrison	- Learning Support Officer
Laura Meikle	- Learning Support Officer
Meredith Brown	- Learning Support Officer
Darren Gillespie	- Grounds/Maintenance





THE CHILDREN AT LUMEN CHRISTI

Lumen Christi children are encouraged to participate fully in school life and have the opportunity to be engaged in a number of activities outside of the classroom to foster this:

- School Masses and Liturgies
- Inter school sport
- School camps (Grades 3, 4, 5 & 6)
- Grade 2 sleepover
- Foundation – Grade 2 Big Day Out
- Excursions
- Parish Sacramental programs
- Supporting Catholic Social Teaching through raising awareness and Fundraising e.g. Caritas Project Compassion, Mini Vinnies, Mission Day Stalls
- Competing in various Sporting and Cultural competitions e.g. South Street Debating, South Street Choir, Golf Tournament

GRADUATE OUTCOMES

Our **Graduate Outcomes** are the values and qualities we aspire for the children who graduate from our school.

In the words of Lumen Christi's distinctive school vision, our graduates will go forth to 'Shine the Light of Christ in the World,' enabled to be the very best person they can be, with a genuine care and respect for life, self, others and the environment.

At Lumen Christi we commit to educating students to be:

- nurturing of their spirituality, faith development and relationship with God
- empathetic, with an understanding of social justice
- accepting of and valuing diversity
- responsible and active citizens in the world
- literate and numerate
- critical and reflective thinkers
- technologically proficient
- motivated to strive for personal excellence
- adaptable and resilient
- problem solvers
- independent and collaborative
- effective communicators



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, social evenings, working bees

Attending social events

Being active in the Parents & Friends teams

Attending Parent/Teacher/Child

Conversations and information sessions

Helping with Lunch Orders

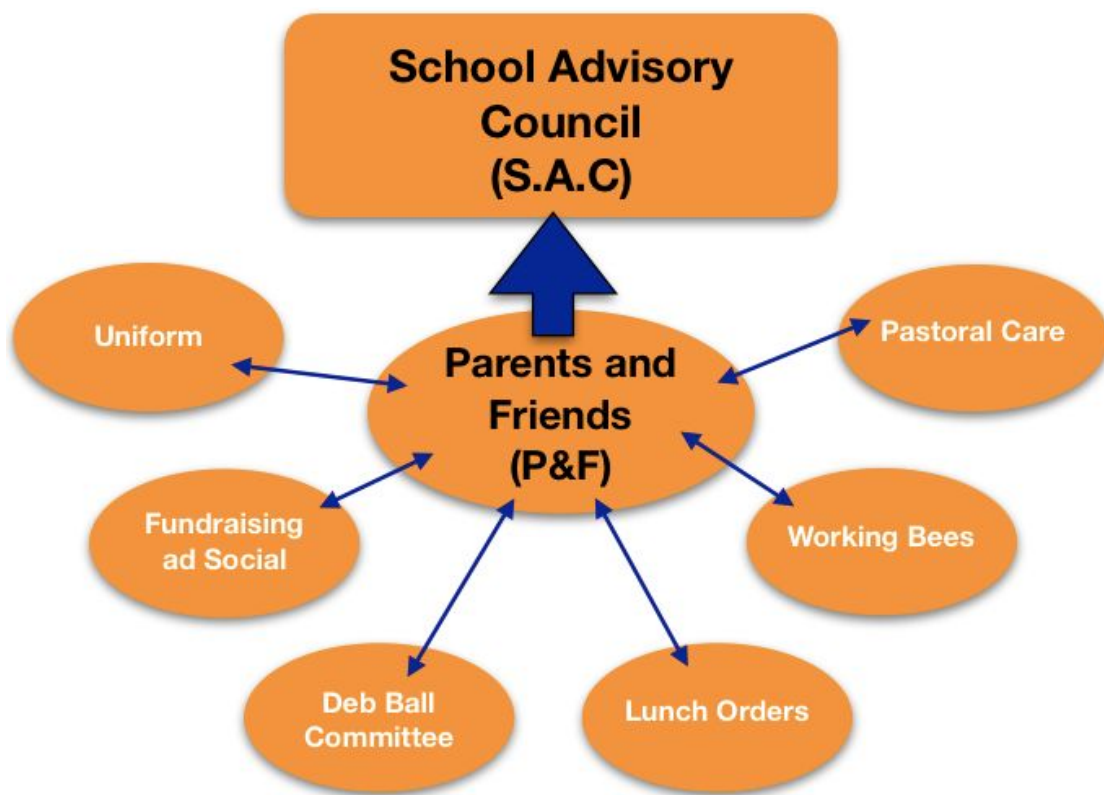
Taking an interest in your child's homework

Coming on Learning Walks throughout the school

Attending Celebrations of Learning days or evenings



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SCHOOL ADVISORY COUNCIL

The **School Advisory Council** is an elected group of parents who acts as a consultative group to the Principal in matters of school improvement and policy.

Under the umbrella of the SAC, are the various active groups that make up the Lumen Christi Parents and Friends.

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 our Parents & Friends group.

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.

Parents & Friends meetings are scheduled and advertised through the school newsletter and school calendar (accessible through our Parent Access Module (P.A.M)).

INTRODUCING OUR CURRICULUM

CLASS STRUCTURES

Our school has straight grades in Foundation to Year 2 (Junior school) with multi – age groupings for Grades 3 & 4 (Middle school) & Grades 5 & 6 (Senior school).

Within this structure we are able to cater for the needs of individuals and supports children's learning at the level that best suits them emotionally, spiritually, academically and socially.

CURRICULUM

Our Curriculum is developed in accordance with government guidelines, including the Victorian Curriculum.

Our Curriculum is organized into Learning Areas and Capabilities:

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none">DanceDramaMedia ArtsMusicVisual ArtsVisual Communication Design EnglishHealth and Physical EducationThe Humanities <ul style="list-style-type: none">Civics and CitizenshipEconomics and BusinessGeographyHistory LanguagesMathematicsScienceTechnologies <ul style="list-style-type: none">Design and TechnologiesDigital Technologies	Critical and Creative ThinkingEthicalInterculturalPersonal and Social



GOAL SETTING and FEEDBACK:

At Lumen Christi we see Feedback and Goal Setting as being essential in helping children to flourish in their learning. This opportunity is part of daily learning in the classroom.

We know that happy children make fantastic learners. Our aim is to provide an environment that is conducive to fostering a love of learning and a sense of belonging and safety.

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 "Foundation Buddy Program" brings children from different year levels together. In Buddy pairs, children work through social activities in order to establish positive and productive relationships, and to support the transition to Primary School.

Our new Foundation children will meet their buddy before they start school at one of their Transition Days.

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

STAFF

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 whole staff and professional learning team meetings. These collaborative meetings are designed to enhance teacher practice and improve student outcomes.

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 and shared with families, where possible, early in the year.



LEARNING SUPPORT

At Lumen we are committed to student growth, aiming for a minimum of 12 months growth for 12 months learning time. Support is provided for each and every child through their classroom teachers, Team Leaders and Learning Support Officers.

In each year level, there are Team leaders who collaborate closely with classroom teachers to provide the support required in order for all children to learn. When children have additional needs or require individual programmes our Learning Diversity Leader works with school staff and families to see that these needs are met.

RELIGIOUS EDUCATION

At Lumen Christi, Religious Education is central to the life of the school. The Religious Education guidelines, 'New 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.

More information on the new Awakenings curriculum can be accessed via this link:

<https://awakenings.ceob.edu.au/>

In Religious Education the teacher will draw upon the children's own experiences, understandings and 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

From Foundation through to Grade 6 children are 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.

For children needing extra assistance in English, they are supported with specialist programs such as Reading Recovery (Yr 1) All additional learning supports are 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. As children engage in learning mathematical skills and processes they will acquire mathematical skills that will enable them to use Maths practically and confidently in a variety of situations.

Children's learning is assessed 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 program.

LEARNING AT LUMEN INCLUDES:

- Weekly whole school prayer
- English and Mathematics teaching that is focused, explicit, needs based and closely monitored.
- Children with individual needs are identified and may be supported through additional programs.
- Yearly Arts event School Art Show or School Concert.
- The use of Seesaw, providing a digital portfolio and evidence of student learning.
- Weekly Specialist lessons in Visual Arts, Performing Arts, Japanese and STEM (Science, Engineering, Mathematics & Technology).
- 'Buddy' activities, linking Grade 6 and Foundation students
- Camps & Outdoor Education – This follows a sequential program –
 - o Foundation, Year 1 and Year 2 students will have a Big Day Out
 - o Year 2 will have a sleepover at school
 - o Year 3 will go on an overnight camp, Year 4 will go on a two night camp
 - o Year 5 and Year 6 will go on a two night / three day camp
- The use of Technology - iPads and Chromebooks, Robotics and Coding



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. In the junior years, Inquiry is supported in the Genius Hub.



REPORTING TO PARENTS

Reports will be available via our Parent Access Module (PAM) in the latter part of the 2nd and 4th Terms. These written reports along with the Seesaw app (which provides digital portfolio of student learning) combine to form part of our Informing and Reporting process.

Formal Parent / Teacher /Child Conversations will be held twice per year. These conversations provide a forum to celebrate learning goals achieved, and set goals for future learning.

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 Rights, Resilience and Respectful Relationships initiative in enhancing and strengthening the mental and emotional health of our children.

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 do not meet our expectations, or cause harm to others take part in a restorative conversation. It is through this 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 and for students to be empowered as problem solvers.

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. Tina Handley fills this role and she is involved in providing wellbeing support and advice for students, families and staff. Tina is onsite 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. Nominated Grade 6 students will lead the following 5 portfolios. Their role is to coordinate the events for their portfolio and encourage other students across the school to join in with preparing and running of day to day activities and events.

- 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.
- Sports 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.
- Sustainability Group–these children raise awareness of environmental issues that exist within our school, and community. They encourage children to be "thrifty with water", to keep our environment clean, encourage 'nude food' and to "recycle" as much as we can. These students develop school wide sustainability initiatives in partnership with staff and our Green Team. Children in Yrs 3-6 are welcome to join this group.

SCHOOL ORGANISATION

A typical day at Lumen Christi

8:30am	Supervision commences
8:40am	Classrooms are open
8:50am	Prayer and Roll taken
9:00am	Classes begin
10:50am	First break - play
11:20am	Children eat in class
11:30 am	Classes resume
1:30pm	Second break - eat then play
2:20pm	Classes resume
3:20pm	Dismissal

N.B. Yard supervision commences at 8:30 a.m. and for their safety children are not encouraged to 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 3:40 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 affects our local contribution. School fees are set in accordance with the Catholic Education Office Diocesan Policy.



OUR SCHOOL FEES FOR 2020

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 \$940 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 6 \$320 per child

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 Year 3 children attend an overnight camp each year. (New in 2021 - cost to be confirmed)

Our Year 4 children attend a two night camp each year. (New in 2021 - cost to be confirmed)

Our Year 5 children attend a two night camp each year. (New in 2021 - cost to be confirmed)

Our Year 6 children attend a two night camp each year. \$240

The costs of these camps vary according to where we go.

SCHOOL CAPITAL FEE - A levy of **\$300** is set to assist with loan repayments on the school and to create a financial resource to make provision for future capital expenditure.

UNIFORM

The Lumen Christi school uniform can be purchased from Beleza School Uniforms on Doveton Street in Ballarat (Opposite Target).

BOYS

Summer

Sky blue polo shirt with logo
Navy shorts (not rugby/sports type)
White or navy socks (no brand Labels)
School regulation v-neck woollen jumper

Winter

Sky blue polo shirt (long or short sleeve) with logo, or sky blue skivvy
Navy school trousers (not tracksuit type)
School regulation v-neck woollen jumper
White or plain navy socks (no brand labels)

GIRLS

Summer

Regulation royal/navy/white gingham dress
or sky blue polo shirt with logo & navy shorts (not rugby/sports type)
White socks
School regulation v-neck jumper
Hair ties – simple navy blue, powder blue or white ribbons and plain hair clips

Winter

Sky blue polo shirt with logo or sky blue skivvy
Regulation royal/navy tartan tunic or Long navy pants (not tracksuit type)
School regulation v-neck jumper
Navy tights or knee length navy socks
Hair ties – simple navy blue or white ribbons and plain hair clips

1st & 4th Terms: Lumen Christi Hat

SPORTS UNIFORM

(Worn on regular Phys. Ed. Lesson Days, Sport Days Only - with an option to wear on Specialist Days)

Navy sport shorts or pants & navy/ sky blue stripe rugby top, sky blue polo shirt with logo OR navy sports polo, white or navy sports socks (no brand labels) and runners.

SCHOOL JACKET

A soft shell school jacket and/ or soft shell vest can be purchased. They are able to be worn as an addition to the uniform, but not as a replacement for the jumper or rugby top. A plain navy blue scarf, navy blue beanie and/ or navy blue gloves are also permitted.

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, 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/PAM, before 8:40 am 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, if your child is absent, but unaccounted for, we will send an SMS to you to ascertain their whereabouts. All children arriving after 8:50am must enter the school via the office and be signed in.

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 sign them out at the office if you are taking your child to an appointment or home.

COMMUNICATION

The school communicates with families in different ways; newsletter, email, Facebook, 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 Country Buses to and from school and by bus to After School Care Programs.

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 Country 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 & Seesaw, 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', and other camp experiences in other Grades.

For the school to assume responsibility for each child on the excursion, written permission is required, this is usually requested via the Parent Access Module (PAM).

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.

HEAD LICE

"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 will 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.

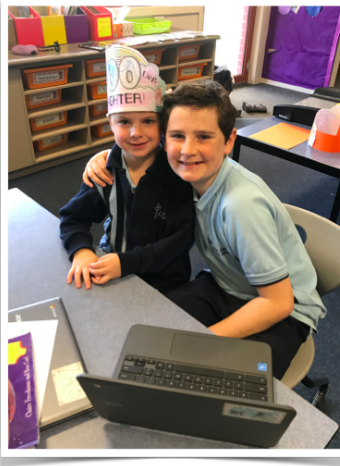
Purpose of homework

- 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 in their child's learning

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 within the learning spaces. 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 Boxes 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 via FlexiSchools and cannot be taken after Wednesday 9am. Assistance with the lunch orders is always welcome.

WRAPPER FREE SCHOOL

At Lumen Christi we aim to encourage children to be environmentally aware. We encourage children to bring snacks, 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 and families are informed as soon as possible (early in the school year) to allow for planning child care/ family holidays.

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, photos /video recordings are NOT to be taken during this time.

FOUNDATION TIMETABLE

To gently ease Foundation children into school life, Foundation children will only attend school four days a week until the Labour Day long weekend. Wednesdays until this week are their "rest" days.

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 and scooters are kept in the racks provided and are not ridden in the playground. All children riding a bike/scooter 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.
- ❖ To assist in the prevention of head lice all shoulder length (and longer) 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 or their own sporting equipment from home to school. If a toy is broken, lost or damaged, it generally causes a great deal of upset.
- ❖ To prevent accidental burns or injuries, adults and children are asked to refrain from carrying hot drink cups around in our yard, play spaces and learning spaces.

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 the appropriate sticky label. Side doors and gates are closed and locked 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 any form for the school, 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 the condition is treated and clear.
Viral Hepatitis	Until a medical certificate of recovery is produced, or where no medical certificate is available may be readmitted on subsidence of symptoms.
Hand, Foot & Mouth Disease (<i>blistering in these areas</i>)	Until discharges from the 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
Ringworm	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.

We welcome you and your child to Lumen Christi and hope the years spent here will be successful and enjoyable. Every child is unique. Every child is special, with needs, special interests and particular characteristics. Your child is important to us and we need to work together in partnership to help him/her to grow, learn and develop both as an individual and as a member of our Lumen Christi school community.



