



Our Lady of Fatima Primary School Rosebud



Happy kids, happy teachers, happy parents



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Our goal is to inspire students to 'dream, believe and achieve' throughout their primary school education. We support students to grow academically, socially and emotionally and to build a view of themselves that establishes a happy and successful path through primary school, secondary school and beyond...



Welcome and introduction

From the School Principal – Ms Sarah McDermott

Dear Parents, Guardians and Families.

I am delighted to welcome you to Our Lady of Fatima, a small private Catholic Primary School dedicated to providing a high quality and holistic education in a welcoming, inclusive and supportive environment.

Through our staff, location and physical resources, we believe that we offer a unique primary school program where students can excel academically and socially while establishing an important foundation for secondary school years and beyond.

With an extensive campus, Our Lady of Fatima offers modern, purpose built learning spaces with extensive playgrounds and sporting fields, located on a quiet street frontage that provides a sense of privacy and security for our students and families.

With a rigorous teaching program, our staff hold a common vision of academic success for all students, where teaching capabilities and relationships are nurtured to support students' academic results, spiritual development and wellbeing.

With a focus on building the highest possible level of care and trust between students, teachers and parents, we place 'learning' at the centre of every day's activities, while ensuring that a strong sense of community and friendship is maintained.

Through our mantra of: dream, believe, achieve, we establish in our students a strong sense of the importance of goal setting and hard work in order for students to achieve their dreams, whatever they may be.

Whether you choose Our Lady of Fatima for the standard of teaching; its dedicated staff; campus resources or location, I genuinely believe that we can offer your child an environment where they will be happy, and able to achieve at their highest possible level.

Why choose Our Lady of Fatima

A well-rounded education, delivered in a happy and supportive environment.

A private Catholic education suitable for students of all denominations & beliefs

Your child does not have to be from a Catholic family to enrol at Our Lady of Fatima. We have a large number of students from non-Catholic backgrounds, and we value the uniqueness and individuality of our students and families and the contribution they make to our school community.

Catholic education is relevant to students of all religions and beliefs as it provides a set of principles that support the development of students' academic, social and emotional lives. These principles play an important role in supporting students' academic achievement, by focussing on their overall happiness and wellbeing as key determinants of their academic success.

An effective learning environment

Our Lady of Fatima provides a holistic education as a foundation for the full development of each student – intellectually, spiritually, socially, emotionally and physically. The school environment is welcoming, inclusive, and focused on respect for self and others.

We offer a favourable teaching and learning environment through the provision of a genuine, safe and caring experience for students and families. Students are encouraged to value diversity, develop a sense of social justice and become valued, contributing members of society.

A teaching program focussed on student engagement

Our teaching program is designed to engage students to drive their learning based on their own needs and preferences. A big part of this is listening to our students, understanding their needs, and helping them to make the right choices about their learning and social development. Through our teaching program, students learn a set of strategies that they will use to create positive outcomes in the classroom and wider community, while building strong relationships with teachers and school leaders.

Focussed teaching through smaller class sizes

As a 'small private school', we aim to maintain smaller class sizes to promote the highest possible level of individual student and teacher engagement. Smaller class sizes play a big role in allowing our teaching staff to understand the needs of each student and work with them in such a way as to meet the needs of each individual student.

A dedicated facility for Intervention and extension programs

Our Lady of Fatima has a centralised learning space called 'The Hub' where students from all year levels can participate in a range of intervention and extension programs for literacy and maths.

The Hub provides a unique learning facility that meets the individual needs of students who need more help to meet their year level standard as well as those with a need to keep learning beyond their year level standard, while promoting a calm and focussed class environment.

- Intervention programs allow students to 'catch-up' to their current year level standard in maths and literacy; while
- Extension programs allow students who are high achievers in maths and literacy to progress beyond their year level as dictated by their own learning abilities.

Designed to cater the individual learning and behavioural needs of students, 'The Hub' also offers a space that allows students to 'take a break' from the class environment and regulate their emotions and behaviour before returning to class.

A modern campus in private and quiet location

Nestled into the hills behind Rosebud, in a quiet street off the main road, our school campus offers modern learning spaces, extensive play areas and sporting fields and a sense of privacy and security. The school location provides a central location for families in our catchment areas from Tootgarook, Capel Sound, Rosebud, Dromana and Safety Beach and up to St Andrews, Fingal, Boneo and Cape Schanck.

Modern Learning spaces support a wide range of individual student needs

Our learning spaces are designed to cater a wide range of learning needs, from students who like to be physically active, or those who like to learn in a social environment, to those who prefer a quiet space with minimal disruptions. The flexibility of our learning spaces means that the classroom is a calmer environment with less disruption – all of which makes for better learning.

A vibrant, welcoming and supportive community

Catholic schools are more than places of learning. They are genuine communities where positive relationships are actively developed and strengthened by the shared beliefs and common goals associated with educating children.

Our Lady of Fatima promotes a community of belonging and 'being known'. Our students thrive in a community where they know they are listened to, and where staff go the extra mile to get to understand each student and their family at the individual level.



Teaching and Learning

Our teaching and learning program is designed to assist your child to develop the knowledge and understanding, skills, capabilities and dispositions necessary for lifelong learning.

Teaching and learning at Our Lady of Fatima is based on delivering a rigorous curriculum in learning groups that allow a focus on individual student needs.

Where primary school learning is guided by the 'Victorian Curriculum F-10', we aim to exceed these requirements and ensure the success of all students across a range of learning areas including:

- Literacy and numeracy;
- Science;
- Technology;
- Humanities (history, geography, economics, civics and citizenship); and ● Religion.

Across each of these learning areas, we strive to ensure that our students develop a range of general capabilities that are so critical to students in the years beyond primary school. These include:

- Critical and creative thinking;
- Ethical understanding;
- Information and Communication Technology (ICT); and ● Personal and social capability.

A positive and supportive learning environment

We provide a safe and secure learning environment that encourages cooperation between teachers and students, and values the contribution made by each student so that they can become confident learners who feel good about themselves and good about their school.

Students are encouraged to 'have a go' across a wide range of learning experiences that are delivered in a meaningful context.

With a focus on individual student needs the responsibility for student outcomes is shared by a dedicated staff at both individual team and whole of school level, who are committed to inspiring students through:

- Interesting and engaging classroom environments;
- Teaching practices designed to support the individual needs of students within the class group;
- A rigorous curriculum that provides the opportunity for all students to reach their full potential; and

- A focus on the social development and wellbeing of students as key drivers of their academic success.

Through processes such as critical thinking; ethical understanding; creativity and initiative, we encourage our students to explore and consider deep questions and big ideas that help them interpret the world around them and make meaning of their lives.

Learning through 'inquiry'

Students are encouraged to work through an inquiry process, where they explore topics, investigate new ideas and put their learning into practice by working, creating and sharing with others. Our approach encourages students to take an iterative approach to problem solving and to dig deeper into problem solving through discussion, collaboration and sharing ideas.

Intervention and extension programs – 'The Hub'

Where social and emotional factors play such a large role in the academic success of students, our intervention and extension facility – The Hub – plays an important role in making sure that all of our students, irrespective of their ability or current academic standard, have the ability to realise their full potential.

Assessment

Our assessment process refers to all the ways we gather information about progress in a student's learning. Assessment always reflects the objectives and criteria of student tasks and we ensure that it is both meaningful and relevant to the area of learning and the student. Methods of assessment include: standardised tests, observations, peer discussions, work samples, presentations / performances; projects and the analysis of student testing data.

Teachers will continually observe and assess your child's learning in class. At different times, an assessment task or test may be set to gain a clearer idea of how well your child understands what has been taught. This important assessment assists the teacher to fine-tune teaching strategies for the individual student.

Reporting

Reporting is the process used to communicate knowledge gained from assessing student learning. The purpose of reporting is to provide relevant information about a student's progress to students, parents, support staff and other teachers.

Our Lady of Fatima provides both formal and informal reporting channels. As well as written documentation and formal parent / teacher interviews, there are a number of ways that parents can be involved in their child's learning such as open days; curriculum information sessions; newsletters; displays; concerts; plays; and special events including Book Week, Sporting Events, and Class Liturgies.

At the end of Term Two and Four you will receive a report of your child's progress. This report reflects the guidelines which are set by the Department of Education and Catholic Education Melbourne. The report provides opportunities for parents and students to review the year whilst reading the report and also to set and discuss future learning goals.



Curriculum

Our curriculum enables students to acquire the knowledge they need to find a place in society. It paves the way to success in secondary school and beyond.

Literacy

Literacy is the foundation of all learning at Our Lady of Fatima, as it is the key skill that allows your children to participate in and enjoy their schooling.

Literacy at Our Lady of Fatima is focused on three general areas of

- Speaking and listening;
- Writing; and
- Reading and viewing.

Across each of these three areas, we focus on growing the ability of our students across the following knowledge areas:

- Grammar – understanding the role of grammatical features as they relate to meaning;
- Text knowledge – understanding how spoken, written and visual texts are composed to meet the requirements of different subjects or areas of study
- Word knowledge – focussing on the increasingly specialised vocabulary and spelling relevant to a wide range of subjects; and
- Visual knowledge – understanding how visual elements add meaning to text.

Literacy intervention

Where literacy forms the foundation of learning at Our Lady of Fatima, we offer a range of intervention and extension programs. Our intervention program is designed as a powerful short term intervention for students that might have difficulty meeting the required reading and writing standards of their year level, while our extension programs are designed to allow students to progress beyond the standard expected of their year level.

Numeracy

At our Lady of Fatima, numeracy is all about developing the knowledge and skills that enable students to use maths confidently across a wide range of learning areas at school and in their day to day lives.

Where our curriculum identifies the wide ranging demands of numeracy across the curriculum, students are encouraged to transfer their mathematical knowledge and skills to contexts outside the maths classroom.

Our approach helps students recognise the interconnected nature of mathematical knowledge in other learning areas and the wider world, and encourages them to use their mathematical skills broadly.

Our mathematics curriculum is based on six interrelated elements:

- Measurement;
- Using and calculating whole numbers;
- Recognising and using patterns and relationships;
- Using fractions, decimals, percentages, ratios and rates;

- Using spatial reasoning / helping students make sense of the space around them through shapes, objects, angles, maps and diagrams; and
- Interpreting statistical information.

Science

At our Lady of Fatima, we teach science so that students learn how to answer important questions about the physical, biological and technical world around them.

The science program provides opportunities for students to develop an understanding of:

- Important scientific concepts and processes;
- The practices used to develop scientific knowledge; and
- The contribution that science makes to our culture and society, and its applications in our lives.

The curriculum encourages students to explore their own questions, develop their own natural curiosity while developing critical and creative thinking skills.

STEM (Science, technology, engineering maths)

Our Lady of Fatima has a brand new STEM space and a specialist teacher who co-teaches with your child's class teacher to deliver a hands-on program where staff and students work together on the design / inquiry process.

With a focus on the umbrella disciplines of science, technology, engineering and maths, students are taught to work through the design thinking / inquiry process as a way of problem solving.

While design thinking is as relevant to the arts, trades and corporate world as it is to the various fields of science – the focus on STEM draws on the natural curiosity of students and keeps them interested and engaged in a very important part of their learning – problem solving.

Humanities

The humanities and social sciences are the study of human behaviour and interaction in social, cultural, environmental, economic and political contexts. Our humanities program is designed to help students to develop an understanding and appreciation of the diversity of places, people, culture, and the many different ways that people do things around the world.

Students will be introduced to the following ideas:

- Historical, geographical, civic and economic knowledge of people, places, values and systems both locally and globally;

- Historical developments, geographic phenomena, civic values and economic factors that shape society, influence sustainability and create a sense of belonging;
- The use of inquiry methods and skills, including questioning, researching using reliable sources, analysing, evaluating and presenting ideas; and
- What it takes to be an effective participant in everyday life, now and in the future, including critical and creative problem-solving, informed decision making, responsible and active citizenship, enterprising financial behaviour and ethical reflection.

Religious education

Catholic school leaders and teachers are committed to an education that integrates and celebrates faith, learning and life. They provide religious education and opportunities for faith development in communities where prayer and sacramental celebrations are integral to life. Students are encouraged to engage in civic and public life, involving community service and working for social justice.

This provides students with the opportunity to become leaders, enhance their interpersonal skills and live out prescribed Catholic Social Teachings. Students are encouraged to collaborate to develop community initiatives that aim to raise awareness of local and global issues, inspire positive change and provide assistance to those in need.

The sacramental education program at Our Lady of Fatima enables baptised Catholic students to prepare for Reconciliation; Eucharist; and Confirmation.

Specialist Lessons

Our Lady of Fatima offers a number of specialist classes including:

- Indonesian Language;
- Visual arts;
- Performing arts;
- Physical Education;
- STEM (Science; Technology; Engineering and Maths)

Physical education

Physical activity is an important part of school life at our Lady of Fatima. The school is on seven acres of land with a large oval, play-grounds and many shaded areas where students can fully explore and challenge themselves physically.

In addition to regular PE classes, whole school activities are designed to integrate physical activity into the school life of students, and celebrate what students have learnt in PE Classes.

For up to date information about School PE and Sporting Activities please visit the PE/Sports Calendar contained in our regular newsletter. Whole School PE activities can include:

- Specialist PE lessons where students are challenged to explore, reflect and develop their participation in ball skills, coordination and agility, movement challenges and games;
- Athletics: District and Regional Sports Day for the whole school;
- Swimming and beach days;
- Year 5 and Year 6 inter-school sports;
- Summer and Winter 'Lightning Premierships';
- Cross country running';
- Outdoor education (senior elective subject);
- Jump Rope for Heart;
- Fitness Circuit and Running Club;
- Participation in sport during lunch breaks;
- House team sports carnival;
- Class fitness, brain breaks and skill lessons run by class teachers; and
- Sporting clinics run by community organisations, allowing students to experience a range of activities that they can then go out and participate in the community.

Swimming Lessons

Students in Prep - Year 6 participate in a water familiarisation program of eight 45 minute lessons, held over two weeks during term 3. The program is conducted at the new "Yawa" swimming centre in Rosebud – a short walking distance from the school - at a cost of approximately \$80 per student which is paid with your school fees. The cost covers pool entry and professional instruction.

Senior students in years five and six also attend a beach program which includes water safety, swimming and beach activities.

Homework & Home learning

Homework through primary school years is not meant to be an onerous task or one that results in stress or anxiety in the home. However, it does play an important role in easing the transition to secondary school and beyond, as it forms an important 'habit' that supports your child's future learning.

At Our Lady of Fatima, the role of homework is to:

- Establish a 'habit' where your child learns to work independently;
- Develop time management and organisational skills; and
- Help parents to understand what their children are learning, and how they are approaching their learning, by making it visible in the home.

Resources for working from home

The home page of our website: www.fatimasrosebud.catholic.edu.au contains a link button to resources for students who may need to work from home from time to time. Clicking this link will take you to a page that contains specific links to content and study resources for each year level.



Student Wellbeing

Students thrive at school when they feel happy, confident and secure. Your child's wellbeing is our first priority.

At Our Lady of Fatima, we work with parents, carers and guardians to strengthen the wellbeing and learning outcomes of all children within a safe, inclusive and respectful environment.

Our approach to student wellbeing supports children to reach their full potential in all areas – spiritual, cognitive, physical, emotional and social, by focussing on the development of strong and healthy relationships between students, teachers and parents.

Our staff are responsible for creating a classroom environment where each student's rights and responsibilities are heard, understood, respected and reflected upon. Positive behaviours and relationships are explicitly taught as part of our Social Emotional Learning program and Personal and Social Capabilities curriculum.

A focus on Social Emotional Learning (SEL) helps students become better learners

We all know that social and emotional factors play a huge role in your child's academic performance. That's why our SEL program plays an important role in preventing problems and promoting the wellbeing and success of our students by focusing on the social and emotional climate of the school. Our SEL program is designed to help students enjoy:

- Academic success;
- Mentally and physical health; ● Positive social relationships; and ● Responsible social engagement.

Our focus on SEL empowers students to recognise and manage their emotions in a constructive way that supports their overall academic performance.

Diversity

We are a diverse school community. With families from more than 40 different Nationalities, our students bring a huge variety of experiences and attitudes towards their formal learning in the classroom. With such a diverse community, we aim to meet the needs of all students.

We make adjustments to suit the needs of individuals so that all students can experience success. We ensure inclusivity and challenge and support all students, teachers and parents to be the best version of themselves.

Wellbeing support

We can provide students and families with access to a wide range of wellbeing and support services including:

- Child protection;
- Student health services;
- Resilience and mental health;
- Behaviour management;
- Anti-bullying education;
- Cyber safety;
- Drug education; and ● Sun protection.

Positive behaviour and anti-bullying

With a deep commitment to the safety and protection of all children in our care, we take instances of bullying very seriously, and seek to work together with parents to ensure an effective approach to both preventing and responding to bullying.

Learning what bullying is and what it is not is the first step in talking about how to prevent or respond to bullying with your child. 'Bullying' is a word that is sometimes used for a

range of incidents and quarrels that may not be bullying. These other behaviours may be just as serious, but require different responses.

We understand that bullying and cyberbullying can make people feel unsafe at school and miserable when they get home. We believe it is important that all children and young people know they are being heard, their feelings matter and their issue will be investigated respectfully.

We typically find that the best outcomes to bullying are achieved when parents and teachers work together to help resolve ongoing conflicts at school. This may include teachers working with parents of other students who may be involved in a particular instance of bullying. With a focus on positive and lasting solutions, we seek to ensure a shared understanding of bullying across the entire school community.

Copies of our 'Positive Behaviours, Behaviour Management Policy' and 'Anti-Bullying Policy' can be found on our school website: www.fatimarosebud.catholic.edu.au.

Buddy system

As part of the Alannah & Madeline Foundation Program, Our Lady of Fatima is a 'Better Buddies' school.

The Buddy Program helps new students to develop relationships across the school community. By encouraging students to look out for each other and make social connections, they are made to feel like a valued part of the Our Lady of Fatima community.

The 'Better Buddies' program:

- Is integral to the development of students social and communication skills;
- Fosters self-esteem and a degree of independence in all students; and
- Provides a sense of safety for Prep children and children in the lower year levels who get to know and get to work with the older children.

All students have a Buddy and teachers organise activities and sessions where the Buddies can build relationships while working on tasks related to the Curriculum.

Prep students are allocated a 'buddy' from Year 6, while other year levels will generally be allocated a buddy from a year level three years above their grade up until year 4 where the mentoring relationship changes, and your child becomes the 'senior' buddy.



Supervision

As a parent, one of your biggest concerns is how your children will cope outside of the classroom in the school yard. That's why we have simple and consistent rules, lots of different activities for students to be involved in, alongside a high level of supervision and monitoring on the playground that includes:

- 5 adults wearing high visibility vests on duty for each yard session;
- A staff member on duty with play equipment available for borrowing;
- Daily POD play encouraging imaginative play and risk assessment by students;
- Library open for lunchtime activities such as chess, drawing and craft; and
- A huge variety of play areas including: sandpit, long jump, garden, shaded pavement areas with games marked on the ground, basketball, bat tennis and handball courts, cricket pitch and two quiet areas where students can go if they would like to be in a more peaceful part of the yard.

Communication

Children thrive when families and school work together. The nature of working together means that a lot of information needs to flow between the school and home. That's why we try and keep it simple and relevant.

Our Lady of Fatima uses a range of tools to communicate with parents. While it may sometimes seem like you are inundated with information, we seek to ensure that we only communicate things that are: relevant and important to your child's education; your family; or that form a legal requirement of your child being in our care.

Electronic communication – 'Skoolbag'

'Skoolbag' (School to Parent): A smartphone 'app' that enables us to push messages to parents' smartphones and generate emails. The types of information you will receive through Skoolbag includes Principal updates; fortnightly newsletter; and level weekly newsletters, and will include things like school events.

Electronic communication – 'Operoo'

Operoo: (School to Parents / Parents to School) A web based app that enables the school to communicate student requirements, and obtain parent permissions for a wide range of activities including; excursions; medical requirements and incidents.

Information sourced through Operoo is stored in a secure web-based environment.

Website

You can find our school website at: www.fatimarosebud.catholic.edu.au. Our website contains the most up to date information about what's going on in the school, including news, events, calendars and community information.

Newsletter

Our school newsletter is published every second Thursday and distributed via Skoolbag, email and our website. The newsletter provides an overview of what's happening in the school, individual learning spaces and the curriculum for each year level.

Email

Occasionally, we will email parents directly about what's happening in the classroom important information, events or activities. We will only send emails to parents who nominate themselves as a primary contact on their child's student enrolment form. As such, it is important to ensure that you keep us up to date with your current email address. You can update your email address by calling our office, or by emailing info@fatimarosebud.catholic.edu.au Emails will not be answered after 7pm or before 8am Monday - Friday

Social media

Our Facebook and Instagram pages contain information about activities and key events relevant to students and families. To find us on Facebook or Instagram, simply go to our school website: www.fatimarosebud.catholic.edu.au and click the relevant icon.

School Policies affecting communications

Each of these communication tools is guided by a formal set of protocols which help parents and teachers understand the appropriate use of each. Please refer to the student, staff & parent codes of conduct available on the school website for further information.



School culture and Parish community

The school is a community whose values are communicated through the strong and authentic relationships between teachers, students and their families.

High expectations and high standards

Our Lady of Fatima has a strong emphasis on engaging students in a faith-based education where high standards are maximised in all areas of the curriculum, particularly in literacy and numeracy. We offer an environment which encourages your child to be confident and excited about their learning – right from the very start of their school life.

Children are at the centre of everything we do. We recognise that students are individuals and that each has diverse learning needs. Our curriculum is based on the dignity of the human person, a culture of community, and a commitment to social justice and service for the common good. It is designed to prepare students to be lifelong learners who can respond creatively to the challenges of the future, including rapid developments in science and technology, the environment, global activity and social change.

Code of conduct

Our Lady of Fatima provides an inclusive, welcoming and supportive environment for students and recognises that parents are valuable contributors and participants in the life of the school.

We provide parents with clear guidelines regarding the conduct expected of them when they are: on school premises; communicating with staff and other parents; engaging in school related activities; attending school events; or in any other way engaging with the school. Parents are expected to uphold the school's core values & expectations at all times. You can find our Code of Conduct on the school website:

www.fatimarosebud.catholic.edu.au.

School values

Our school community recognises that:

- Everyone has the right to learn;
- Everyone has the right to feel safe; and
- Everyone has the right to be treated with respect.

In affirming and adopting these rights as part of our school culture and practices – we acknowledge that we are all called to act responsibly, to be fair and just.

Our teaching practices encourage students to value:

- Knowledge and learning - through encouraging curiosity and questioning;
- Reasoning - by helping students to analyse, probe and question;
- Themselves – by treating each student in such a way that they develop a sense of worth;
- Others, - so that students can both respect and deal honestly with each other; and
- Their own freedom and the freedom of others so that they can grow to make their own decisions while respecting the decisions of others.

Parish Mass

Individual classes attend Mass with the Parishioners on a weekly rotational basis. Other Masses plus prayer celebrations are also organised during the year.

Sacramental Program

Most of our students are baptised and ready to celebrate the Sacraments of Reconciliation, Eucharist and Confirmation as a part of their primary school journey. The Sacramental

program is designed to help students understand and fully participate in the life and special character of our school.

Teachers, parents, and representatives from the Parish work together in partnership to prepare students for the Sacraments.

Sacrament	Year Level	Date
Reconciliation	3	Thursday, 2 June, 2022
First Eucharist	4	Sunday, 11 September, 2022
Confirmation	6	Friday, 13 May, 2022

Information about each Sacrament will be published via the School Newsletter and /or the classrooms during the school year. Families of children who are receiving their Sacraments are required to attend Parish Presentation Masses and Sacramental Information Nights.

If your child is not baptised at the time they start at Our Lady of Fatima, but you would like them to be able to take part in the Sacramental program, please contact the Parish Office (see contact details section) to arrange a meeting with the Parish Priest, Father John Paul Mount.

Celebration days

‘Celebration’ is an important part of our school life because it reflects an overall attitude of gratitude and ‘enjoying what we have’, while promoting a sense of achievement. There are number of days that we celebrate each year including:

- Beginning of the year mass;
- End of the year farewell
- Year 6 Graduation;
- Ash Wednesday;
- Holy Week; ● Resurrection; and ● Advent.

Celebration days are a great opportunity for parents to join the school in recognition of the importance and role of the family in your child’s education.



2022 School Calendar

Term dates

Term	From	To
1	January 28, 2022	April 8, 2022
2	April 26, 2022	June 24, 2022
3	July 11, 2022	September 16, 2022
4	October 3, 2021	December 16, 2022

Victorian Public Holidays

School will be closed on the following Victorian Public Holidays, which occur during Terms one to four:

Holiday	Date
Labour Day	Monday, March 14, 2022
ANZAC Day	Monday, April 25, 2022
Queen's Birthday	Monday, June 13, 2022
Melbourne Cup	Tuesday, November 1, 2022

School Closure days

Each year, there are a number of school closure days / student free days where our staff undertake professional development. These days will be advised well in advance so that you can make appropriate arrangements for the care of your children.

School day timetable

Students are supervised between 8:45 in the morning, until 3:45 in the afternoon.

Teacher supervision of school grounds commences (no supervision prior to this time)	8:45AM
Classrooms open	8:45AM
Class begins	9:00AM
Learning Session 1	9:00AM – 11:00AM
Morning Recess / Play	11:00AM – 11:30AM
Learning Session 2	11:30AM – 1:30PM
Lunch (students eat lunch in class)	1:30PM – 1:40PM
Lunchtime Recess / Play	1:40PM – 2:30PM
Learning Session 3	2:30PM – 3:30PM
Classes dismissed for the day	3:30PM
Teacher supervision of assembly area	3:30PM – 3:40PM

Before and after school care

Before and after school care is available at the school, through Camp Australia during the following hours:

Before School Care	7:00AM - 8:55AM
After School Care	3:30PM – 6:00PM

Before and after school care is located in 'Room 11' and can be used at any time within the hours listed above.



School uniform

Dress code

Our Student Dress Code is designed to:

- Foster a sense of community and belonging while encouraging students to develop pride in their appearance;
- Promote the feeling of equality amongst students while ensuring that they are dressed safely and appropriately for school activities;
- Provide a cost effective means of clothing your children during the school year; and

- Enhance the profile and identity of the school and its students within the wider community.

The dress code is applicable to all students and must be adhered to while travelling to and from school, while students are in school, and while students are participating in school activities outside of school hours.

All students are expected to wear the full school uniform at all times. We have both a summer and winter uniform, as well as a sports uniform. The relevant items of each of these are listed below, and available from Beleza in Rosebud. The school also has a well-stocked second hand uniform shop that sells all pieces for \$3.00 each.

Please refer to the school website: www.fatimarosebud.catholic.edu.au for the full requirements of our dress code policy. Summer uniform – Terms 1 and 4

Girls	Boys
Navy blue school shorts or Summer dress	Navy blue school shorts
Burgundy School jacket or jumper	Burgundy School jacket or jumper
Light blue short or long sleeve school polo shirt	Light blue short or long sleeve school polo shirt
Navy Socks	Navy Socks
Black school shoes	Black school shoes
School hat	School hat

Winter uniform – Terms 2 and 3

Girls	Boys
Navy blue school pants or winter tunic	Navy blue school pants or shorts
Burgundy School jacket or jumper	Burgundy School jacket or jumper
Light blue short or long sleeve school polo shirt	Light blue short or long sleeve school polo shirt
Navy Socks or Navy Tights	Navy Socks

Black school shoes	Black school shoes
School rain jacket (optional)	School rain jacket (optional)

Sports uniform – all students

Polo Shirt in Student's 'House Colour' with school emblem and house name.

House colours:

Besgrove:	Gold
Hinton:	Red
McCombe:	Green
Nepean:	Blue

Navy shorts or track pants

White socks

Runners (only to be worn to school on the day of your child's PE lesson or other nominated sports days)

School hat (Term one and Term four)

Items and availability

All school uniform items are available through our preferred supplier:

Beleza School Uniforms, Shop 5, 855 Nepean Highway, Rosebud.

Fees and discounts

No family will be denied access to a catholic education because of limited financial means.

Catholic Schools strive to keep fees as low as possible, in fact many parents are surprised at how affordable they are in comparison to other independent / private schools.

Family Discounts

Family discounts apply for families with more than one child attending the school. Please see Table 1 on the following page.

Concession Card Discount

In addition to the family discount, Our Lady of Fatima offers a means-tested Family Fee Assistance Scheme. The Scheme is available to Parents, carers or guardians who hold a current means-tested Australian government Health Care Card; Centrelink Pensioner Concession Card; or Veteran Affairs Pensioner Card.

The scheme reduces the cost of the Family Fee (See Table 1) to a maximum of approximately \$540 per annum. Other charges are then added to this reduced maximum Family Fee to determine the total fee amount for the year.

Card holders are required to advise the school of their concession card at enrolment or when the card is obtained. Once the card is sighted by the school's administration, fees for future terms only will be adjusted. This scheme is intended to assist those families who genuinely do not have the financial capacity to pay tuition fees in full.

Financial distress

Families who are experiencing genuine financial difficulty but do not hold a concession card are encouraged to make a request to the principal for special consideration. This request will be treated with understanding, sensitivity and confidentiality.

It is the expectation that families with the capacity to contribute, do so, so that we can maintain a focus of outreach in the community, and look after those who are most in need.

Fee Schedule – 2021

The cost of sending your child to Our Lady of Fatima is the cost of Annual Fees (Table 1) plus the Additional Charges outlined in Table 2. Annual fees are payable each term, when the school sends an invoice to families. Additional charges are billed as separately.

Table 1 - Annual fees

No. Children	Family Fee (per family)	Student Levy \$205 (per child)	Swimming Levy \$85 (per child)	Excursion Levy \$70 (per child)	TOTAL COST PER TERM	Camp Years 3-6 Additional cost
1	\$1,780	\$205 each	\$85	\$70	\$535	See next page
2 or more	\$2,070	\$410 Or \$205 each	\$170 Or \$85 each	\$140 Or \$70 each	\$697.50	

Table 2 - Other Fees and Charges

Description	Amount per annum
School camp: Year 5 and Year 6 2022 (Phillip Island)	\$380 (approx.)
School camp Year 3 and Year 4 2022 (Portsea)	\$305 (approx.)

Visitors to the school

Signing in

All visitors to the school are required to sign-in to the school visitor system when they arrive at Reception. When you sign-in, you will be provided with a lanyard that indicates that you are an authorised visitor.

Working With Children Check (WWCC)

If you would like to volunteer at the school, or work directly with children in our learning spaces, you will need to obtain a current Working With Children Check (WWCC); and also read and sign your acknowledgement of the school's volunteer code of conduct.

Application forms for the WWCC are available from any Australia Post Office or via this web link. www.workingwithchildren.vic.gov.au. Please nominate our school as a place you will be volunteering and the department of human services will provide your WWCC directly to us.

Photography

Parents should be aware that it is forbidden to take photos of students; or record videos of students while they are visiting Our Lady of Fatima, as some parents prefer that their child or children should not appear in photographs or videos. This includes all school based events such as excursions, incursions, celebration days, and sports days, whether at school or off-site.

Our teachers and staff are aware of students who do not have permission to appear in photos or videos, and they are permitted to take photos and videos of children whose parents have provided the relevant permissions.

Contacts

School contact details

Street Address	16 Hinton Street Rosebud Victoria 3939
Office: Monday to Friday 8:30AM – 4:00PM	Phone: 03 5950 0400 Email: info@fatimarosebud.catholic.edu.au
Acting Principal	Ms Sarah McDermott Email: principal@fatimarosebud.catholic.edu.au
Deputy Principal	Mrs. Gillian Carr Email: gcarr@fatimarosebud.catholic.edu.au
After hours child care (Camp Australia)	www.campaustralia.com.au

Parish contact details

Parish Priest	Father John Paul Mount 59 500 499
Parish website	www.fatimarosebud.org

Please refer to the Parish website for a full list of Parish Mass times, events and contacts.

Additional Information

Access to school grounds	School grounds are supervised from 8:30AM in the morning before school starts until 3:45 PM in the afternoon, following the end of class. Students should not be on school grounds before or after these times. Where students arrive before or remain after these times, they will be taken to After School Care, and parents will be charged a fee for After School Care.
School Crossing	A manned school crossing on Hinton Street operates during mornings and afternoons. Students and parents should use the crossing at Hinton Street and are requested not to cross Hinton Street at any other point.
Car Parking	Our school accommodates parking for up to 78 cars while parking is also available on Hinton Street. As a safety measure, when using the school car park, we ask that you reverse park. Please note that the speed limit in Hinton street is 40 kmh at all times, while the speed limit in the school car park is 'walking pace', or less than 5 kmh.

Student drop-off or pickup outside of school hours	If you need to pick your child up outside of school hours, please complete the relevant details in the visitor registration system at reception
Student Absences	By law, you need to inform the school of any instances where your child will be absent from school. You can let us know by: phoning the office on 03 9500 400; emailing your child's teacher; or via your "Operoo" app.
Punctuality	Please ensure that your child / children are ready to commence school by 8.55am. If children come to school late for any reason, parents must go to the school office before taking their child to the classroom and sign the "Late Arrival" book and collect a "Late Pass" to hand to their child's teacher. Children are not permitted to sign themselves in.
Notes, monies, permissions	Notes, monies and permissions should be sent to the school in an envelope clearly marked with your child's name. The envelope should be placed in your child's classroom message tub, and not given directly to office staff or your child's teacher.
School Canteen	The canteen will commence operation again in 2021 and will operate on Mondays. Current price lists will be available online. The canteen provides lunches only and there are no over the counter products sold. All canteen orders are entered on line at www.quickcliq.com.au
Medications, Medication Register, Medical Action Plans	Any child requiring medication at school will need a signed letter from parents indicating the name of the medication and the dosage. All students will sign the medication register after receiving medication. The signed note needs to be sighted by the classroom teacher and it will be sent to the school office showing
	the child's name and correct dosage. Please ensure that all medication is left at the school office and not in your child's bag. For those children who suffer from ANAPHYLACTIC, ALLERGY or ASTHMA conditions; separate, current, signed action plans need to be provided and updated regularly. Medical Action Plans need to be supplied on the first day of each school year along with relevant medication.
Collection of emergency contact information	Every year, parents are asked to update student details in Operoo that details student health needs, home telephone numbers, work numbers, mobile phone numbers and emergency contact numbers. It is crucial that these numbers are kept current and that when addresses, telephone numbers or health conditions change, the office is informed in writing.

Student belongings /
Lost Property

All clothing, stationary and personal items should be clearly labelled. We ask that the children's names be marked on the inside band of jumpers / jackets with a permanent marker. If items are misplaced, check in your child's classroom. School hats are navy blue, we recommend the use of a white correction pen to label the hat on the inside crown.



Notes

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Our Lady of Fatima Parish Primary School

16 Hinton Street Rosebud, Victoria, 3939

Phone: 03 5950 0400

Email: info@fatimarosebud.catholic.edu.au