ENROLMENT COMMITMENT

In Australia we have celebrated many years as a Catholic School System. It was a system set up to be alternate to the state school system of schools. Its basis for existence is the firm belief in Christ being central to all we do in educating our children.

With this belief comes the responsibility of members of the community to actively participate in the life of both school and parish.

Before accepting enrolment for your child you are asked to reflect on the following expectations which are based on the firm belief in the partnership between home and school.

That as parents you:-

• Accept the responsibility for helping your child to respond, as a member of a faith community, to his/her Baptism by guiding him/her towards fuller participation in the Sacramental life of the Catholic Community.

• Ensure that your child experiences the faith dimension of the Catholic Education Wodonga community.

• Support the ongoing education of your child by participating in school activities such as liturgies and school assemblies where possible.

• Support school policies in the areas of discipline, uniform and behaviour which are designed to reflect the Gospel values on which Catholic Schools are founded.

• Become involved in the school community where possible by attending meetings, functions and projects, assisting the teacher in the classroom, etc.

• Pay school fees as determined by CEW Council.
Catholic Education Wodonga (CEW) through its schools:
  St Monica’s Foundation – Year 6
  St Augustine’s Foundation – Year 6
  St. Francis of Assisi Foundation – Year 6
  Catholic College Wodonga Years 7-12

Aims to produce four diverse learning experiences whilst providing a Catholic education.

CEW believes that:
- Catholic education in Wodonga is a living expression of the dynamic and evolving tradition of the Church.
- Catholic schools exist as an integral part of the Church’s mission to the world.
- Catholic schools exist as part of Parish and are intrinsically connected with each other.
- Staff at all schools embrace the singular ownership of the school and are integral to the furtherance of the CEW vision.
- Children, by virtue of Christian Baptism, have a right to education in the faith.
- We have a responsibility to provide places for those who wish to experience our Christian approach to education.

CEW is committed to:
- Providing for all Catholics who seek a place where their faith may be nurtured.
- Accepting all who seek a place subject to their confirming their support and respect for the Catholic nature and practices of the schools.

Upon enrolling at any of our schools, it is expected that under normal circumstances students will remain at that school until the natural exit point ie: Year 6 for St Monica’s Primary School, St Francis of Assisi Primary School and St Augustine’s Primary School.

Enrolment at Catholic College is guaranteed for Year 6 students from St Augustine’s, St Monica’s and St Francis of Assisi Primary Schools.
BELIEFS AND COMMITMENTS

We believe that:

- Catholic education in Wodonga is a living expression of the dynamic and evolving tradition of the Church.
- Catholic schools exist as an integral part of the Church’s mission in the world.
- Catholic schools exist as part of parish and are intrinsically connected with each other.
- Children have a right to education in the faith and we have a responsibility to provide places for those who seek a Catholic education to the best of our ability.
- Mutual respect, understanding and collaboration in the implementation of this policy are imperative.

We strive to fulfil the following commitments:

- Providing for all baptised Catholics who seek a place where their baptismally-seeded faith may be nurtured.
- Accepting all who seek a place in, and confirm their support and respect for, the Catholic nature and practices of the schools.
- Welcoming, accepting and supporting those who are poor, marginalised and most in need (SSEB, 2004).
- Observing any State or Federal laws and Catholic Education Commission or Diocesan Guidelines and Policies in relation to school enrolment.
- Working together on areas of common interest and concern regarding enrolment, including transfer between CEW schools and provision of learning opportunities and environments that are relevant to the individual needs of each student.

Enrolment will be at the discretion of the principal of each school. Given that there are limitations created by philosophic, financial, physical, and industrial factors - decisions regarding enrolment will be directed by this policy and the policies and procedures of the Sandhurst Schools Education Board.

In particular the following guidelines will be applied in order and in combination when selecting students for enrolment:

- Catholic identity
- Sibling attendance at the relevant school, another CEW school or, if relocating, another catholic school
- Affinity with the Catholic church, other Christian churches or other faiths
- Expressed willingness to fully participate in the life of the school and to support school policies.
- Those with specific personal, educational and wellbeing needs.
- Under represented groups in our school community.
**IDENTITY STATEMENT**

St. Francis of Assisi Primary School is a Catholic community providing quality education founded on the gospel values of love, justice and humility, nurturing and challenging all to go forth in hope.

**VISION STATEMENTS:**

We believe in …

- Accepting and learning from our past (personal and cultural) and planning for our future with insight and hope.
- Developing a wider school community founded upon faith, love, trust, tolerance and respect for all.
- The fundamental importance of knowing and acting in line with Catholic family values.
- Respecting the natural environment through understanding, nurturing and improving for a sustainable future.
- Accepting the differences between individual needs and aspirations; fostering these to achieve the best possible outcomes for all members of the St. Francis of Assisi community.
- Providing a challenging learning environment and equipping students with the skills for lifelong learning.

**GRADUATE OUTCOMES:**

The aim of St. Francis of Assisi Primary School is for our students to develop the following attributes:

<table>
<thead>
<tr>
<th>PERSONAL</th>
<th>SOCIAL</th>
<th>SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To be creative, innovative and resourceful problem solvers.</strong></td>
<td><strong>To be a positive team member</strong> &lt;br&gt;(Qualities: co-operative, a contributor, trustworthy, shows respect, listener, adaptive, enthusiastic, loyal)</td>
<td><strong>Be literate and numerate.</strong></td>
</tr>
<tr>
<td><strong>To develop qualities including:</strong> &lt;br&gt;Fun-filled, humour, resilience, optimism, self-confidence, self-respect, courage, critical thinking, self-discipline, independence, self-motivation.</td>
<td><strong>Acts to make a difference.</strong>&lt;br&gt;Works to sustain and improve the natural and social environment.</td>
<td><strong>Be a discerning and effective user of ICT.</strong></td>
</tr>
<tr>
<td><strong>To be life long learners.</strong></td>
<td></td>
<td><strong>Demonstrate scientific logic, reasoning and analytical thinking.</strong></td>
</tr>
<tr>
<td><strong>To attain an understanding of the Christian way of life.</strong></td>
<td></td>
<td><strong>Have an appreciation of the Arts.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Have effective communication skills.</strong></td>
</tr>
</tbody>
</table>
The charism of our school is founded on St Francis of Assisi, the patron Saint of animals and ecology.

St. Francis of Assisi was born in Assisi, Italy in 1181, the son of Pietro and Pica di Bernardone. His father was a member of the new merchant class and made money in the textile trade. As a youth Francis lived a life of luxury.

Imprisonment during the war and serious illness brought Francis to see the emptiness of his life. His conversion reached a climax when he embraced a leper he met along the road. Soon thereafter he began to care for the sick and gave his money to the poor.

One day, while Francis was praying in the run-down church of San Damiano, he heard a voice coming from the crucifix that said, "Francis, go and repair my house, for it is nearly falling down. At first, he thought God wanted him to repair the church building. But soon he realised that God wanted him to bring people to the transforming power of the gospel. Francis committed himself to prayer and to actively preaching the gospel. He really believed what Jesus said, "Announce the kingdom! Don't possess gold or silver or copper in your purses, no traveling bag, sandals, staff." He was, for a time, considered to be a religious fanatic. He was ridiculed by former friends and the community. Francis even had a falling-out with his father. But, eventually, others became inspired by his example.

While Francis had no idea of founding a religious order, his group of followers became known as Friars Minor-humble brothers. They dedicated themselves to prayer, humility, the preaching of the gospel, and service to the poor (since Christ was poor). This religious order-of small beginnings-is now the largest in the church.

During the last years of his relatively short life (he died at 44) he was half-blind and seriously ill.

St. Francis was named by Pope John Paul II as the patron of the environment.

St. Francis of Assisi, our patron saint continues to provide a strong role model to us of being a peacemaker, and finding the divine in all of God's creation. We look forward to celebrating his feast day on October 4th.
THE BLESSING OF THE ANIMALS

Each year our School hosts the Blessing of the Animals in early Term 4. This is an opportunity for our families to bring pets to school and have them participate in a liturgy and blessing by our Priest.

On this special celebration day we have a procession of animals, everything from dogs and cats to guinea pigs and even horses.

This custom is a symbolic representation of the life of St. Francis of Assisi’s and his love for all creatures. This time is also the culminating conclusion for the Season of Creation.

ST. FRANCIS OF ASSISI PRIMARY SCHOOL SCHOOL SONG

Walk Humbly with God

Live justly, love tenderly,
Walk humbly with God.
Here in this place, this place of love
This is our call.

Gathered together here,
Gathered hopes, and gathered dreams
though many we are one.
Spirit of peace, Spirit of love.

Christ in you and Christ in me.
We are called to love tenderly.
Heart to heart and hand in hand.
Young and old, woman and man.

God in the mountains, God in the trees.
God in the gentle running stream.
Humbly walking with our God
God of me, God of all.
UNIFORM

GIRLS
F – 6
- White socks (summer), navy tights (winter) with either black lace up or strap & buckle shoes.
- White socks and runners with the sports uniform.

BOYS
F – 6
- Grey socks, black lace up school shoes
- White socks and runners with the sports uniform.

JEWELLERY
F – 6
- One watch, one set of ear studs or sleepers (no pendant earrings), one bracelet, one simple ring, one fine chain necklace with small cross or equivalent.

SCHOOL BAG
A plain navy ergonomic school bag with CEW logo will be available in two sizes and although not compulsory is highly preferred.

HATS & SUNSCREEN
For personal protection from the sun and skin cancer and in line with the Sunsmart regulations, students must wear one of the school hats during Term 1 and 4 whilst outside school buildings, during recess, lunchtime and physical education classes. The application of sunscreen during the day is recommended.

CEW UNIFORM SHOP

SACRED HEART PARISH CENTRE
CNR MARK & BEECH STREETS,
WODONGA
PH: (02) 6024 1727

Shop Hours:
- Tuesday 8.30am – 11.30am
- Thursday 2.30pm – 5.30pm
- Saturday 10.30am – 1.30pm

Note: The Uniform Shop does offer extended hours during school holidays.
The Uniform Shop offers a LAY-BY SERVICE.

Purchase uniforms online at http://cew.vic.edu.au/cew-shop/
<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>Colour</th>
<th>Season</th>
<th>Who</th>
<th>Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRE690</td>
<td>Summer Dress Junior</td>
<td>Check</td>
<td>Summer</td>
<td>F - Yr 8</td>
<td>4J-10J</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>12J-16J</td>
</tr>
<tr>
<td>DRE691</td>
<td>Summer Dress Senior</td>
<td>Check</td>
<td>Summer</td>
<td>Yr 5 - Yr 8</td>
<td>8A-14A</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>16A-22A</td>
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<tr>
<td>TUN690</td>
<td>Winter Tunic Junior</td>
<td>Check</td>
<td>Winter</td>
<td>F - Yr 4</td>
<td>4J-8J</td>
</tr>
<tr>
<td>SKT690</td>
<td>Winter Skirt</td>
<td>Check</td>
<td>Winter</td>
<td>Yr 5 - Yr 6</td>
<td>8J-10J</td>
</tr>
<tr>
<td></td>
<td>Mid calf length</td>
<td></td>
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<td></td>
<td>12J-16J</td>
</tr>
<tr>
<td>SKT691</td>
<td>Winter Skirt</td>
<td>Check</td>
<td>Winter</td>
<td>Yr 7 - Yr 6</td>
<td>8A-14A</td>
</tr>
<tr>
<td></td>
<td>Ankle length</td>
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<td>16A-22A</td>
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<tr>
<td>SLK690</td>
<td>Girls Bootleg Pants</td>
<td>Navy</td>
<td>Winter</td>
<td>F - Yr 4</td>
<td>4-10</td>
</tr>
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<td></td>
<td>w’emb CEW logo</td>
<td></td>
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<td></td>
<td>12-16</td>
</tr>
<tr>
<td>SLK691</td>
<td>Slacks Senior Stretch</td>
<td>Navy</td>
<td>Winter</td>
<td>Yr 5 - Yr 6</td>
<td>8-14</td>
</tr>
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<td>SLK692</td>
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<td></td>
<td></td>
<td>16-22</td>
</tr>
<tr>
<td>GSH690</td>
<td>Girls Shorts - Corded elastic</td>
<td>Navy</td>
<td>Summer</td>
<td>F - Yr 6</td>
<td>4-10</td>
</tr>
<tr>
<td></td>
<td>waist</td>
<td></td>
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<td></td>
<td>12-16</td>
</tr>
<tr>
<td>SHT690</td>
<td>Shirt Short Sleeve, layback collar</td>
<td>Vic Blue</td>
<td>Summer</td>
<td>F - Yr 6</td>
<td>4-14</td>
</tr>
<tr>
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<td>w’emb CEW logo</td>
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<td>16-28</td>
</tr>
<tr>
<td>SHT691</td>
<td>Shirt Long Sleeve Deluxe</td>
<td>Vic Blue</td>
<td>Winter</td>
<td>F - Yr 6</td>
<td>4-14</td>
</tr>
<tr>
<td></td>
<td>w’emb CEW logo</td>
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<td></td>
<td>16-28</td>
</tr>
<tr>
<td>BTR690</td>
<td>Boys Trousers - Corded elastic</td>
<td>Grey</td>
<td>Winter</td>
<td>F - Yr 6</td>
<td>4-10</td>
</tr>
<tr>
<td></td>
<td>waist</td>
<td></td>
<td></td>
<td></td>
<td>12-16</td>
</tr>
<tr>
<td>BTR690B</td>
<td>Boys Trousers - Corded elastic</td>
<td>Grey</td>
<td>All year</td>
<td>Yr 5 - Yr 6</td>
<td>2XS-4XL</td>
</tr>
<tr>
<td></td>
<td>waist - CEW logo</td>
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<tr>
<td>BSH690</td>
<td>Boys Shorts - Corded elastic</td>
<td>Grey</td>
<td>Summer</td>
<td>F - Yr 6</td>
<td>4-10</td>
</tr>
<tr>
<td></td>
<td>waist</td>
<td></td>
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<td>12-16</td>
</tr>
<tr>
<td>BSH690B</td>
<td>Boys Shorts - Corded elastic</td>
<td>Grey</td>
<td>All year</td>
<td>Yr 5 - Yr 6</td>
<td>2XS-4XL</td>
</tr>
<tr>
<td></td>
<td>waist - CEW logo</td>
<td></td>
<td></td>
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<tr>
<td>JUM690</td>
<td>Jumper Vee neck</td>
<td>Jnr Navy</td>
<td>All year</td>
<td>F - Yr 6</td>
<td>4-8</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Colour/Style</td>
<td>Season</td>
<td>Age</td>
<td>Size</td>
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<tr>
<td>SWT690</td>
<td>Sport Windcheater</td>
<td>Navy</td>
<td>All year</td>
<td>F - Yr 4</td>
<td>4-16</td>
</tr>
<tr>
<td>TRP690</td>
<td>Sport Trackpants</td>
<td>Ink</td>
<td>All year</td>
<td>F - Yr 4</td>
<td>4-16</td>
</tr>
<tr>
<td>TRT691</td>
<td>Tracktop Zip Jacket</td>
<td>Navy/Wht/Gld</td>
<td>All year</td>
<td>Yr 5 - Yr 6</td>
<td>All sizes</td>
</tr>
<tr>
<td>TRP691</td>
<td>Trackpant</td>
<td>Navy</td>
<td>All year</td>
<td>Yr 5 - Yr 6</td>
<td>All sizes</td>
</tr>
<tr>
<td>JKT690</td>
<td>Spray Jacket</td>
<td>Navy</td>
<td>All year</td>
<td>F - Yr 6</td>
<td>4-16</td>
</tr>
<tr>
<td>VEST690</td>
<td>Polar Fleece Vest</td>
<td>Navy</td>
<td>All year</td>
<td>F - Yr 4</td>
<td>4-16</td>
</tr>
<tr>
<td>HAT690</td>
<td>Wide Brim Hat</td>
<td>Navy</td>
<td>Terms 1 &amp; 4</td>
<td>F - Yr 6</td>
<td>All sizes</td>
</tr>
<tr>
<td>HAT693</td>
<td>Bucket Hat</td>
<td>Navy</td>
<td>Terms 1 &amp; 4</td>
<td>F - Yr 6</td>
<td>All sizes</td>
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<tr>
<td>HAT694</td>
<td>Girls Senior &quot; Straw Hat &quot;</td>
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<td>Yr 7 - Yr 6</td>
<td>All sizes</td>
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<tr>
<td>SCF690</td>
<td>Scarf</td>
<td>Navy</td>
<td>All year</td>
<td>F - Yr 6</td>
<td>One size</td>
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<tr>
<td>BEANIE690</td>
<td>Beanie</td>
<td>Navy</td>
<td>Winter</td>
<td>F - Yr 6</td>
<td>One size</td>
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<tr>
<td>SOX692</td>
<td>Socks Anklet (Girls)</td>
<td>Navy or White</td>
<td>Winter - Summer</td>
<td>F - Yr 6</td>
<td>All sizes</td>
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<tr>
<td>SOX692</td>
<td>Socks Anklet (Boys)</td>
<td>Grey</td>
<td>Summer</td>
<td>F - Yr 6</td>
<td>All sizes</td>
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<tr>
<td>SOX691</td>
<td>Socks Knee-hi (Girls)</td>
<td>White</td>
<td>Summer</td>
<td>F - Yr 6</td>
<td>All sizes</td>
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<tr>
<td>SOX691/3Pk</td>
<td>Sock Knee-hi 3 pack (Girls)</td>
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<td>Summer</td>
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<td>All sizes</td>
</tr>
<tr>
<td>SOX690</td>
<td>Sport Socks</td>
<td>White</td>
<td>All year</td>
<td>F - Yr 6</td>
<td>All sizes</td>
</tr>
<tr>
<td>HOS999</td>
<td>Tights</td>
<td>Navy</td>
<td>Winter</td>
<td>F - Yr 6</td>
<td>All sizes</td>
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<tr>
<td>BAG690</td>
<td>Bag -Omnipak Lge 23 lt w/CEW print</td>
<td>Navy</td>
<td>All year</td>
<td>F - Yr 6</td>
<td>One size</td>
</tr>
</tbody>
</table>

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The Uniform Shop offers a LAY-BY SERVICE.
LEARNING AND TEACHING PHILOSOPHY

St Francis of Assisi Primary School is a learner focussed and empowering community ensuring all students flourish and reach their full potential. “Start by doing what’s necessary, then do what’s possible, and suddenly you are doing the impossible”.

ST FRANCIS OF ASSISI

LEARNING AREAS

At St Francis of Assisi we have four classes in the Junior Learning Community. Two Foundation classes and two Year 1/2 classes. The learning in this area of the school is based around an Investigative approach to learning in a highly engaging and interesting language rich environment. The environment and learning reflects the students ideas, interests, strengths and needs, provides creative and open ended opportunities for learning, is collaborative, promotes choice and belonging and links learning from formal literacy and numeracy instruction.

Children engage in a range of subjects with a clear focus on Numeracy, Literacy and the Arts. Students have access to a bank of iPads to enhance their learning through technology.
Year 3 - 4

At St Francis of Assisi we have two Year 3/4 classes in a flexible learning spaces. Year 3/4 marks a transition in our learning philosophy and sees students engaging in a more collaborative and shared style of learning focussing on individuality and social/emotional development.

Students have a bank of Apple laptops and iPads to engage in the digital environment, enhance their technological skills, use technology to enhance learning experiences and learn how to be responsible digital citizens.

Children engage in a range of subjects with a clear focus on Numeracy, Literacy and Science. From Year 3/4 students participate in the Stephanie Alexander Kitchen garden program whereby students engage in food education in order to form positive and healthy food habits. This programs utilises our vegetable patch, orchard and chicken coup alongside a cooking program. Children grow and harvest their own produce and cook it to make healthy, delicious meals to share with their class.

Year 5 - 6

At St Francis of Assisi we have two Year 5/6 classes in an open and flexible learning space. The provision of 1:1 Apple Mac Airs for our senior students has further motivated students and developed students capacity as independent learners and thinkers of the twenty first century.

Our classrooms are places where small groups and individual students are pursuing a range of activities and tasks, enabling students to interact, collaborate and inquire. A focus on authentic personalisation of learning is transforming the way students work and learn.

Children engage in a range of subjects with a clear focus on Numeracy, Literacy and Science. The newest addition to the curriculum in this learning area is the development of I.F.L.E Integrated French Language Education whereby French and the Arts are integrated in a high energy, language dense Arts curriculum led by our specialised Art and Languages teachers.
STAFF

Leadership Team

Mrs Jennyne Wilkinson  
Principal

Natalie Pierce  
Deputy Principal

Mrs Suzie Patrala  
Education for Sustainability Leader

Miss Michelle Unsworth  
Learning Technologies Leader

Junior Years Learning Community

Mrs Teresa Ellison and Miss Sarah Lehmstedt  
Foundation Teachers

Mrs Tara Thompson and Miss Michelle Unsworth  
1/2 Teachers

Middle Learning Learning Community

Miss Beth Roseby and Mrs Suzie Patrala  
3/4 Teachers

Senior Learning Learning Community

Mrs Natalie Pierce, Emily Sarroff and Mrs Bernadette Todd  
5/6 Teachers

Specialist Subject Team

Ms Sharon Tobin  
Visual Arts Teacher

Mrs Pam Stosic  
Languages (French) Teacher

Captain Peter Klein  
Creative Music Teacher

Learning Inclusion Team

Mrs Belinda Lingham  
Learner Inclusion Leader

Miss Josette Godde  
Speech and Language Pathologist

Mrs Anne Tremethick  
School Chaplain/ Defence Liaison

Mrs Paula Mobach  
School Counsellor

Ms Gillian Neill  
Learning Support Officer

Mrs Rebecca Curtis  
Learning Support Officer

Mr Shane Laracy  
Learning Support Officer

Ms Delia Keogh  
Masters of education (student)

Administration

Ms Tracey Frauenfelder  
Finance Officer

Mrs Christine Nelson  
Enrolment and Administration Officer

Grounds and Maintenance

Mr Keith Ainsworth
Languages (French)
All St Francis of Assisi Primary School students participate in French. The past few years has brought many exciting changes to our school, including the development and implementation of a new Language learning approach. The pedagogy underpinning the approach is ‘Content and Language Integrated Learning’ (CLIL). CLIL is a flexible approach to dual focused instruction (language and content); essentially students are learning cross-curricular subject matter in a second language. Research has shown that this approach to language education has beneficial linguistic, academic and social outcomes including improved student engagement, a deeper understanding of the content and a more positive attitude to the cultures of others. CLIL is broadly acknowledged as a contemporary and successful approach to languages learning for students at both the primary and secondary level and is at the core of many school languages programs.

Sporting Programs
St. Francis of Assisi Primary School participates in the local Primary School Sports Association and Upper Hume Division. All children from Years 3 - 6 have the opportunity to become involved in a range of sports. The whole school participates in our own Athletics Carnival and Cross Country. The Years 3-6 students also participate in our school Swimming Carnival. In recent years, we introduced the BluEarth Program that focuses on mind, body and spirit, and this has become a huge success within our school.

Library
At St Francis of Assisi, students visit the library each week to read, borrow books and learn about research and library skills.

Private Music Tuition
Musical specialists are available on an individual basis at extra cost with a range of instruments.

- Vanessa Delaine - singing, guitar and piano.
At Saint Francis of Assisi we recognise the importance of the Arts. Learning in the Arts is developed by enabling and fostering imagination and creative activities.

All students participate in Drama, Music and Visual Arts classes. In these classes students independently and collaboratively experiment with, make and share works that communicate observations, personal ideas, feelings and experiences. They explore and use a variety of arts elements, skills, techniques and processes, media, materials, equipment and technologies in a range of arts forms.

Our students participate in a variety of annual and biannual school and community based collaborative programs and performance opportunities. These include:

- The Sandhurst Arts on Show, showcased in Shepparton biannually. Students engage with the arts by attending workshops and collaborating with students from other schools to create music, dance and drama performances.
- Festival of the Sacred - The Festivals of the Sacred began in 2009 as part of an Arts vision for Catholic Education in the Sandhurst Diocese and an ongoing commitment to expand opportunities for students and teachers through The Arts.
- Kids on Stage - Annual celebration of the Arts. Concerts and Art exhibition held over two days for all Wodonga and surrounding independent schools.
- School Production (biannual) - students across all year levels take part in staging a singing and dancing stage show.
- School Assemblies, Liturgies and Masses provide a wonderful opportunity for students to perform for their peers and the wider school community.
St Francis of Assisi is a 5 Star certified Sustainable school. We are committed to developing student’s knowledge of living sustainably.

Our master plan reflects the emphasis placed upon the St Francis’ community’s commitment to living sustainably. The buildings are constructed with rammed earth, with a ventilation system to cater for the extreme weather conditions of North East Victoria. Sustainable developments such as water tanks connected to toilets, waste management, solar power generation and energy saving devices such as automatic lights, all assist with lowering the schools eco footprint.

The protection of remnant vegetation and the preservation of existing heritage trees are part of our annual work with Baranduda Landcare. Together we are revegetating the 12.5 hectare school grounds, with over 5000 indigenous and native trees, shrubs and grasses planted over the past 12 years.

Students in Foundation to Year 2 participate in weekly Education for Sustainability (Efs) lessons, whereby students explore the importance of water conservation, recycling, energy from renewable resources and biodiversity in the local region.

Students in Years 5/6 have the opportunity to develop their leadership skills through becoming members of the Student Sustainability Group (SSG). They plan, organise and implement school activities for national events such as ‘Clean Up Australia Day’, ‘Earth hour’ and Planet Ark Tree Planting Day, along with school programs such as ‘Nude Food’ competitions. They make presentations at school assemblies and are enthusiastic presenters at the Student Environmental Day, where 200 students from local schools come to experience and learn how they can become more sustainable at their schools.

The Parent Sustainability Group is an active group of parents who make a practical and important contribution to the development of living sustainably at St. Francis. Over the past two years they have planned and built a 1.2 km nature trail through the school grounds. The nature trail is an amazing resource for school and local community members.

As a result of our years of determination and hard work to make St Francis an environmental and sustainable school, we are recognised by Sustainability Victoria’s Resource Smart Au$Si Vic program and have been awarded the top honour of 5 Star certification. A huge achievement for our school and community.
The Stephanie Alexander Kitchen Garden (SAKG) program is a dynamic curriculum program for children in Year 3 to Year 6. The program instills in children the values of growing their own produce and utilising this produce to cook healthy delicious meals. Children learn many valuable life skills through their participation in the program.

At St Francis of Assisi Primary School, Year 3-6, students participate in the Stephanie Alexander Kitchen Garden Program, focusing on growing, harvesting, preparation and tasting of seasonal vegetables, herbs and fruit grown in the school’s organic gardens and orchard.

At St Francis of Assisi Primary School we have an orchard and vegetable patch where we grow a large variety of fruits, vegetables and herbs. We also house around twenty free range chickens. An important part of our education is the notion of ‘Paddock to Plate’. Students and their teachers are responsible for the planting, growth and harvesting of our own produce. We also have a full kitchen and cafe which are used for cooking and sharing a meal.
Students in Year 5/6 are issued a MacBook laptop as they enter Year 5. These laptops remain the property of the school but for the use of students. Students in Years Foundation to Year 4 have a bank of iPads for access during school time.

St. Francis of Assisi Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

At St. Francis of Assisi Primary School we:
• have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
• provide a filtered internet service
• provide supervision, monitoring and direction in online activities and when using digital technologies for learning;
• support students in developing digital literacy skills;
• have a cybersafety program which is reinforced across the school
• use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
• provide support to parents/carers to understand this agreement (e.g. language support)
• provide support to parents/carers through information evenings and the document attached to the agreement for parents to keep at home
• work with students to outline and reinforce the expected behaviours in an online environment
• provide explicit teaching around the exclusive use, care of and management of a leased Macbook computer
• Strive to ensure that digital technologies are used in an authentic and Educationally beneficial way.

Acceptable Use:
While St. Francis of Assisi Primary School will endeavour to ensure that students do not access material that is inappropriate and offensive on the Internet and will instruct students in the proper and responsible use of the Internet. The school cannot be held liable for the actions of students who deliberately contravene the school’s policies, guidelines and agreement.
STUDENTS WITH ADDITIONAL NEEDS

We strive to meet the individual needs of all our learners so that every student at St. Francis of Assisi can experience success at school. Our ‘Learning Inclusion Team’ at St. Francis’ consists of the following members who work alongside students, teachers and families, offering support, guidance and specialised skills.
• Principal and Deputy Principal
• School Chaplain
• School Counsellor
• Learning Inclusion Specialist
• Speech and Language Pathologist
• Literacy Specialist Leader
• Catholic Education Office Learning and Teaching Specialist
• Learning Support Officers

Do you have a Special Needs Child?

You will need to:

At the time of submitting an Enrolment Application:
• Indicate on the Enrolment Application whether your child has physical needs / medical needs / educational needs / behavioural needs / allergies / other special needs.
• Provide full details of those needs and any assessment/intervention/support that he/she has previously received or may currently be receiving. [supporting documentation ie: Speech/ Occupational Therapy Reports must be provided]

Then:
• Parents, therapists and the Special Education Co-Ordinator will meet to look at best ways of meeting these needs at St. Francis of Assisi Primary School.
• St Francis of Assisi Primary School staff will visit your child (if possible) in their kinder setting.
• In consultation with the Principal, a decision will be made as to whether St. Francis of Assisi Primary School is able to meet the needs of your child.
• A transition plan is agreed to by parents, therapists and teaching staff.
• A submission for funding will be forwarded to the Catholic Education Office.
COMMUNITY CONNECTION

The students and staff at St Francis of Assisi engage in a range of activities to nurture the connections within our wider community. Our students attend the ANZAC Day and Remembrance Day Ceremonies. Our Senior Years students participate in Meals on Wheels each week with our school Chaplain. The choir also make regular visits to Westmont Retirement Village. We also have a growing partnership with Wodonga Council and Baranduda Landcare in our efforts to increase the biodiversity of our surrounding environments. Our Parish, the Wodonga Catholic Parish is an important connection at our school. Our students par take in liturgies and masses celebrated by our wonderful Priests. Our Year 5/6 students also attend and lead the readings and music at Mass at Sacred Heart Church once per month.

STUDENT LEADERSHIP

The Year 5/6 students are part of a Leadership Action Group. These groups include; the Wellbeing Team, Catholic Identity Team, Technology Team and the Student Sustainability Team. Each of these teams has two leaders who are St Francis of Assisi Primary School’s student leaders. These students lead their action groups in initiatives across the school and wider community. In recent years, our school leaders have:
- Been invited to be guest speakers at state wide conferences; such as SEED Day and the Resource Smart Award Ceremony
- Organised and ran the annual swimming sports carnival
- Led school fundraisers such as Project Compassion and the Nepal Fundraiser
- Run assemblies each fortnight
- Responsible for the maintenance and updating of Apple TV’s across the school.

AFTER SCHOOL CARE

At St Francis of Assisi Primary School we offer Outside School Hours Care. Our aim is to provide quality care in a happy, secure and stimulating environment at an affordable cost. We believe every family has the right to quality care and education services that recognise and value the child as an individual and are responsive to the needs of families. All children and families will have equal opportunity to access this service regardless of income, background or disability.
Free bus travel generally is available to students to the nearest appropriate school where that school is 4.8km or more distant from the student’s home.

Does St. Francis of Assisi Primary School use geographical location as part of its enrolment policy?
Each school; St Augustine’s, St Monica’s, St. Francis of Assisi Primary School and Catholic College, Wodonga; whilst under the umbrella of Catholic Education Wodonga, hold separate school registration and, under Education Department guidelines, are considered four separate schools.

Are my children eligible for free bus travel?
Free school bus services are set up under DEECD Bus Guidelines to ensure that a fair and equitable service is available to all families. The DEECD’s policy is that a parent may choose to send their children to a school of their choice.
Free bus travel is provided to the nearest appropriate school and where a student resides 4.8km or more from the school (front gate to front gate). The DEECD, not St. Francis of Assisi Primary School, determines if you meet their eligibility criteria.

How do I know if my children are eligible?
Non-government school students will be granted permission to travel to the nearest registered school of the appropriate denomination offering a program at their level.
There will be circumstances that may warrant special consideration where the student does not meet the rules for eligibility to travel. In such cases the parent must seek the approval from the Regional Director, DEECD (Hume Region Office 03) 5761 2100 to travel on the school bus service. If the approval is given, these students would be treated as “eligible” in future decisions about that bus service.
Students looking to travel from Wodonga to St. Francis of Assisi Primary School or past St. Francis of Assisi Primary School to one of the Wodonga schools will be subject to the 4.8km criteria. In that situation, a student would not be eligible for free bus travel if there is a closer Catholic School to that of enrolment, though may be able to use the bus service upon payment of a fare if there is room on the bus and no suitable public transport is available to the student.

What if my children are not eligible for free bus travel?
The current policy is that spare capacity on a school bus can be used for fare paying passengers. Permission to travel is subject to stringent conditions including the requirement of parents to make alternative arrangements if, at any stage, there is insufficient capacity on the relevant bus. The Department will only make arrangements for fare paying students on a term to term basis once free bus student numbers are known for that term.
**Arranging bus travel**

If you believe your child is eligible for free (conveyance) travel, obtain and complete an Application to Travel form, available from the school. Return this form to the school. Administration will forward this travel application form to the appropriate bus company/Co-ordinator. Your child will then be allocated a seat on the relevant bus.

If you consider that your child is ineligible for free bus travel and you still require them to travel to and from school by bus, contact the St Francis of Assisi Office for assistance. We will assist you in identifying a Bus Company that operates along your child’s travel route and provide a contact number of that company for you to ring and make arrangements /check paying seat availability.

Which bus travel application form do I need?

If your child is travelling to Baranduda from the Wodonga area, then it is very likely that they will need to catch a Dysons “town” Bus.

- If you believe your child meets the Conveyance Allowance eligibility criteria (as outlined above) then you need to seek a DYSONS CONVEYANCE ALLOWANCE application form from the school office.
- You will need to complete and return this form to the Office asap.
- If you know that your child will not be eligible for conveyance allowance, but will still need to catch a Dysons bus to school, then you will need to call into Dysons [18-20 Moloney Drive, Wodonga] to purchase daily tickets or a term pass. They can be contacted on (02) 6056 3100.

If your child is travelling from anywhere between Killara, Bellbridge, Yackandandah, Patricevale, Kiewa, Tallangatta or Mt Beauty, this means that they will be catching a “country” bus.

- We suggest you contact the North East Bus Co-ordinator, Eric Saros to directly arrange a seat on the correct bus which services Eric Saros (02) 6043 7500 at the Wodonga Senior School.
FEES

Each year St Francis of Assisi Primary School has more families taking up the option of a payment plan spread out over the year, paying either by EFT transfer (internet banking), Cheque, Cash or EFTPOS. St. Francis of Assisi Primary School’s preferred payment methods are Direct Debit, Credit Card or cash and we strongly encourage you to consider these options to pay your school fees. By taking up a payment plan option, it allows you to spread the cost over the year in more manageable amounts, as well as being a convenient hassle-free way to pay.

Family Fee

There is an annual Family Fee for St Monica’s Primary School, St Augustine’s Primary School and St Francis’ Primary School. Please refer to the table below for the 2017 payment frequency options (the 2018 schedule will be available at the end of the 2017 school year):

PLEASE NOTE: THE FAMILY FEE IS INCLUSIVE OF THE CAPITAL LEVY, PROGRAM LEVY AND DIOCESAN LAND LEVY.

Student Fee

The student fee for primary students reflects the cost of the learning and teaching program at different year levels. A table showing payment frequency options is included below for your convenience.

Payment Arrangements

- Fortnightly / Weekly/ Monthly – Direct Debit, EFTP and credit card
- Quarterly – Due in February, May, August and November.
- Annual – Payment by 31 March is requested.
- Centrepay is available for Centrelink recipients to have payments deducted from their benefits

Any other payment arrangement is to be discussed with the School Principal and subject to approval.

Fee Assistance

It is an obligation binding parent(s)/guardian(s) who believe they may be unable to pay the fees in full, that they discuss this with the School Principal as soon as possible. Assistance is available to families in cases of financial hardship.

For further information, please contact the school.
## 2017 Fee Schedule

<table>
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<tr>
<th>PRIMARY STUDENT ENROLMENT</th>
<th>ANNUAL FEE</th>
<th>Fee per Term (4)</th>
<th>Fee per Month (10)</th>
<th>Fee per Fortnight (20) D/Debit</th>
<th>Fee per Week (40) D/Debit</th>
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<td>$164.80</td>
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<td>$55.30</td>
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<td>$13.85</td>
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<td>$47.80</td>
<td>$23.90</td>
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</table>
GENERAL EXPECTATIONS

At all times it is the expectation that as members of the St Francis of Assisi community, we will:

- Be respectful;
- Be responsible;
- Be a Learner.

Our school expectations have a GLOBAL APPLICATION; we follow them whether at school, at Liturgies, on an excursion or camp, or at a St Francis family get-together to ensure we provide a safe and supportive environment.

STUDENT RESPONSIBILITIES

Punctuality
Students are required to arrive at school prior to 8.50am roll call and class commencement. Students arriving late to school are asked to report to the Administration Office and sign the late register. This requirement applies if your bus arrives late to school or if you are arriving after an appointment.

Permission to Leave
No student should leave the school grounds during the day without permission from their parents and the knowledge of school staff. Students and their parents are required to sign the leaving register at the Administration Office.

Absences
For all absences, we ask that parents phone the school between 8.30am and 9.30am on the day of absence or complete the online form on our website. Where there is a medical appointment or family obligation necessitating absence, contact with the school can be made. The school will contact families by 10am if we have not been contacted about a student absence.

Medication
If a child is required to take medication whilst at school, parents are asked to bring to the school office written information with clear dosage instructions from the Doctor and the medication (ie: Panadol, antihistamines etc), addressed to the attention of their teacher.

Personal Grooming
Students are expected to maintain a standard of neatness and to take pride in their school uniform.Whilst the school recognises that hairstyles are a matter of individual style and taste, we ask that students keep their hair neat and clean; hair colours should remain within the natural variations of brown, black, red & blonde and extreme styles, including but not limited to dreadlocks, spikes, mohawks and beading, should be avoided. Coloured nail polish, lipstick, blush, eye shadow and mascara are not permitted.
What should my Child bring to School?
The CEW School Bag (see school uniform list). Make sure the school bag is well labelled and has visible attachments to assist children to identify their bag. Also needed are a lunch box and drink-bottle (label outside case with your child’s name and [for younger students] a familiar sticker/ picture glued on to make recognition easier).
All outer clothing which children may be required to remove must be clearly labelled with the child’s name. This will ensure your child does not lose any part of his/her uniform or any costly personal property. Please check label periodically to ensure the name has not washed off and that in fact it belongs to your child.

SunSmart Policy
St Francis of Assisi Primary School is a pro-active school in support of SunSmart awareness. For personal protection from the sun and skin cancer, students must wear their school hats during Terms 1 and 4, whilst outside school buildings, during recess, lunchtime and Physical Education classes.
St. Francis of Assisi Primary School adheres to a “no hat – play in the shade” policy throughout the school. We recommend that the College hat be worn when walking to and from school and whilst waiting for buses.

Custody Orders
The School would appreciate you sending a certified copy of a Court Order if you have sole custody of your child/children. If you delegate a friend or relative (unknown to us) to take the child/children from school for you, a phone call or a note from you advising us of this saves us and your friends or relatives from an embarrassing situation when permission has to be refused or permission sought.
1:1 LAPTOP PROGRAM

Students in Years 5-6 are provided with a laptop computer for their use both at school and at home [leasing arrangements are in place]. Families pay a laptop maintenance and service fee per laptop annually for the time period their child is using a laptop as part of our program. The laptop hire fee is reviewed annually.

SCHOOL NEWSLETTER & TERM CALENDAR

A newsletter to parents is distributed to each family on a Thursday. The newsletter is emailed directly to parents who provide their email address to Administration and is also available to view online at www.sfwodonga.catholic.edu.au (just follow the prompts directing you to Current Newsletter). Year 5/6 students also download the newsletter onto their laptops each week to be viewed. The School Yearly Calendar is also located on this website.

PARENT TEACHER INTERVIEWS

In Term One and Term 3, our school hold Parent Teacher Interviews and Student Led Conferences. Students are invited to attend these meetings to discuss current learning and set future learning goals. We also invite our families to make regular contact with the classroom teacher and organise meetings as the need arises.

SCHOOL OFFICE HOURS

Monday - Friday 8:30am - 4:00pm during the school term and alternative hours during school holidays.
For further information about our school or to book an enrolment interview please contact:

Enrolment and Administration Officer
Mrs. Chris Nelson
(02) 6020 9100
cnelson@sfwodonga.catholic.edu.au

Principal
Mrs. Jennyne Wilkinson
principal@sfwodonga.catholic.edu.au

Website
www.sfwodonga.catholic.edu.au