

St Brendan's School  
Dunnsdown



# PARENT HANDBOOK 2019

# St Brendan's School

## Dunnstown

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# INTRODUCTION

The school staff warmly welcomes your child to St Brendan's School, Dunstowen.

From the beginning you should be aware of the school's desire for your child's school days to be happy and successful.

At St Brendan's we aim to create an atmosphere in which both children and staff can grow and develop as a Christian community loved by God. We aim to extend this to a sense of belonging and welcome within the wider community of home, school and parish.

Our understanding of the real beauty and value of the individual leads us to aim constantly at emphasising those aspects of life and learning which will enable each person to continue to grow as a unique being.

The following information is given to help you understand the general school routine, the ethos and the wider community to help you prepare your child for school.

# The History of St Brendan's School, Dunnstown

Catholic Education has played a prominent role in the development of the Bungaree Parish and the district of Dunnstown for over one hundred and forty one years.

The school had its origins in 1858 in a wooden building known as the Catholic School Shed, situated not far from its present site.

Throughout its history, the school has been staffed by a combination of religious orders and lay teachers. We owe a great deal to the teaching sisters of the Black Josephite Order, who taught here for ten years, the Presentation Sisters for forty four years and the Sisters of Mercy for thirteen years, as well as the dedicated lay teachers who have taught in the school. Above all, as history shows, it has been the continuing support from the community that has enabled the school to endure and prosper for so many years.

The school was named by the Josephites as St. Brendan's around 1900, but when the church was built in the school site in 1905 and the school was moved to an area behind the church, it was renamed St. Mary's.

The old wooden building was replaced by a modern brick structure in 1952 and Bishop O'Collins placed the school under the patronage of St Brendan's.

A newspaper article published at the time of the opening recorded, "The School Committee had made itself responsible for funding the project (an amount of six thousand pounds) and the Mother's Club had furnished the school, and the Children of Mary had given it the finishing touches."

This community involvement continues today and success of the school and Catholic Education depends largely on the partnership between the community and the teaching staff.

# TIMETABLE OF SCHOOL

8:50am	Children arrive
9:00am	School commences with <b>PRAYER</b> Morning program
11.00am	Recess
11.30am	Morning program continues
1.00pm	Lunch
1.45pm	Afternoon program
3:15pm	End of School

\*\* If you wish to speak to teachers they are available daily before school and after School for a quick chat. More in depth discussion may require an appointment.

\*\*\* The timetable alters if guest speakers, excursions etc. are taking place. These are usually notified on the notice sheet.

## Procedures and Response to Student Absences

It is a requirement of the Department of Education and Early Childhood Development that accurate records of students absences are kept by the school. We appreciate parent support in notifying the school of their child's absence.

Parents/guardians are requested to notify the School of the child's absence in one of three ways:

- (Preferred method) **Use FlexiBuzz** App prior to 9.00am to inform the School of their child/children's absence and the reason for the absence. This is preferred because it informs all staff, including the principal simultaneously.
- Telephone the School Office prior to 9.00 am to inform of their child/children's absence and the reason for the absence.
- Alternatively, parents may inform the class teacher/s of the absence.
- If the absence extends beyond one day, parents/guardians are asked to contact the School each day the child is absent.

Office staff will contact parents/guardians by 9.30am each day to ascertain the whereabouts of any child who has not been advised absent by parents/guardians.

Parents/guardians are requested to inform the Principal in advance and in writing of any anticipated extended absences from school, e.g. for health, family or holiday reasons.

A request is made for a Medical Certificate if the student is absent for 2 or more consecutive days or within one teaching week.

## Early Departures

When a student needs to leave the school during school hours, eg. to keep a dental or doctor's appointment, parents are asked to sign the Early Departure Book in the School Office.



*The Bungaree Parish Schools  
encompass the communities of  
St Mary's, Clarke Hill and St Brendan's, Dunnstown*

# Vision

As learning communities who are part of the Christian mission we have the task to promote the full dignity and development of all people. We are dedicated to children learning at high levels within a culture that optimizes learning for all. We will use contemporary teaching practices in all areas - academic, physical, spiritual, emotional and social - as we pass on the beliefs and traditions of our Catholic faith in an environment of care, which reflects the values of the gospel.

# Mission

As a community, which is Christ-centered, we will:

- nurture and build a **RESPECTFUL** community which is engaged in a dynamic, creative learning journey in child safe schools.
- support the development of a community of **INDEPENDENT** and **RESILIENT** citizens where learning is highly valued.
- provide an **INCLUSIVE**, relevant, stimulating and challenging curriculum structured around personalised learning.
- provide relevant and **PURPOSEFUL** feedback to our students and their families so that both school and home work together to support the child's learning.
- build **POSITIVE RELATIONSHIPS** through knowing and valuing each student.
- work in **COLLABORATIVE PARTNERSHIPS** with our families, students and our colleagues across both schools, our Parish, our Diocese and local and wider communities.
- promote **JUSTICE**, **ACCOUNTABILITY** and **HONESTY** through the building of a sense of responsibility to self and others.



**St Mary's School**  
 131 Powells Road  
 CLARKES HILL 3352  
 Phone: 5334 5280 - Fax: 5334 5445 /

# Bungaree Parish Schools

**St Brendan's School**  
 1 Ti Tree Road  
 DUNNSTOWN 3352  
 Phone: 5334 7604 - Fax: 5334 7042



PARISH PRIEST: Fr Shane Mackinlay  
 PRINCIPAL: Mr Chris Kavanagh

## SCHOOL'S PHILOSOPHICAL STATEMENT

St Brendan's School has a strong tradition of educating children from rural communities in the faith traditions of the Church and Catholic Education as a whole. As educators we believe that learning is a life long progress in which we play an integral part in the primary sector.

We also believe that given a sound understanding of the main concepts of learning that our students will be able to make a positive contribution not only to the community they live but also to society as a whole. We hope that through positive learning encounters our students will develop into well-rounded and informed adults who continue to see the integral link between education, faith, gospel values and life.

### SCHOOL'S CURRICULUM

The Arts	✓	English	✓
Health and Physical Education	✓	LOTE (Italian)	✓
Humanities	✓	Mathematics	✓
Religious Education	✓	Technology	✓
Science	✓	Interpersonal Development	✓
Personal Learning	✓	Communication	✓
Design, Creativity & Technology	✓	Information & Communication Technology (ICT)	✓
Thinking Processes	✓		

# CURRICULUM ORGANISATION

The class teachers will send home a classroom timetable at the beginning of the school year outlining time allocations for subjects.



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## TEACHING FOR LEARNING POLICY

### RATIONALE:

At the Bungaree Parish Schools, we believe that for best learning to occur, teaching strategies must be planned remembering that all children are unique and have a need to belong and be accepted. Children's learning is influenced by many factors including learning styles, self esteem, prior experiences, relevance, interest, talents and stage of development. Learning is an active process where children are involved and enjoy exploring and discovering for themselves. All children can learn, particularly in a positive environment where they are encouraged to take risks and explore challenges.

### SCRIPTURAL CONTEXT:

*"The child grew and became strong, filled with wisdom; and the favour of God was upon him:*

*(Luke 2:40-41)*

### POLICY STATEMENT:

It is the policy of the Bungaree Parish Schools that to cater for the overall development of the child, learning and teaching approaches will be adopted that ensure a quality of 'teaching for learning' for all students within the school. Teaching will be innovative and developmentally oriented, reflecting the beliefs of our Catholic Faith community and permeated with the arts, communication technologies, thinking processes, personal learning and interpersonal development skills.

### POLICY GUIDELINES

### GUIDELINE INDICATORS

POLICY GUIDELINES	GUIDELINE INDICATORS
<p>Teaching for learning strategies will:</p> <ul style="list-style-type: none"> <li>• Value the individual differences of children allowing them to feel valued and accepted.</li> <li>• Acknowledge children's learning styles, interests and talents.</li> <li>• Build upon prior experiences of children, so as to provide relevance and meaning.</li> <li>• Give children the opportunity to work individually, in small groups or as a whole class.</li> <li>• Give children the opportunity to apply their skills and knowledge.</li> <li>• Encourage and allow children to be risk takers and encourage them to see mistakes as a valuable part of learning.</li> <li>• Provide children with the opportunity to be involved in their learning and to take responsibility for it.</li> </ul>	<p>To ensure this occurs:</p> <ul style="list-style-type: none"> <li>• Teachers will plan programs which cater for the individual needs of the children.</li> <li>• Programs will indicate the type of teaching for learning approaches being utilized.</li> <li>• Additional avenues of support (finance, staffing, resources, etc) will be explored.</li> <li>• Caring relationships will be developed between teachers and children</li> <li>• Children will be encouraged to see school as the beginning of lifelong learning.</li> <li>• Children will be encouraged to express and discuss their ideas, develop skills in co-operative activities and share responsibilities for common tasks.</li> <li>• Teachers will encourage students to develop new interests and skills while continuing to build on existing strengths and interests.</li> </ul>

<ul style="list-style-type: none"> <li>• Maintain a positive environment where children feel valued and feel a sense of belonging.</li> <li>• Acknowledge and encourage positive support and involvement between peers, teachers, families and the wider community.</li> <li>• Develop skills within children allowing them to access information.</li> </ul> <p><b>Teachers must remember that learning:</b></p> <ul style="list-style-type: none"> <li>• is an interactive process</li> <li>• is active not passive</li> <li>• is a complex process</li> <li>• involves: <ul style="list-style-type: none"> <li>• thinking processes,</li> <li>• organising and re-organising information,</li> <li>• recalling and</li> <li>• storing knowledge.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will use approaches which will foster development of a wide range of thinking skills.</li> <li>• The importance of community, home, school and parish will be recognised and affirmed throughout teaching and planning.</li> <li>• The development of methods of assessment which emphasize the positive aspects of students' work.</li> <li>• Parents and teachers will recognised and affirmed as partners in education, exercising different roles and responsibilities in pursuit of a common vision.</li> <li>• Teachers will be encouraged to enhance and develop their own teaching style through attendance at formal and informal professional development.</li> </ul> <p><b>Teachers will endeavour to provide learning experiences that:</b></p> <ul style="list-style-type: none"> <li>• Are interesting, purposeful, challenging, relevant to each student and geared to ability</li> </ul>
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**REFLECTIVE MATERIALS:**

School Vision and Mission Statements  
Ballarat Diocesan Guidelines  
Relevant State and Commonwealth Legislation

Reviewed:  
Ratified:  
Future Review:

# BUNGAREE PARISH SCHOOLS STAFF

**PARISH PRIEST:** Father Shane Mackinlay

**CLARKES HILL:** Clarkes Hill School Phone Number: 5334 5280  
 Clarkes Hill School Fax Number: 5334 5445

Mr Chris Kavanagh	(Principal)		
Mrs Shelley Ryan	(Deputy Principal / Classroom Teacher)		
Mrs Jenny Curran	(Classroom Teacher)	Mr Callum Stevens	(Classroom Teacher)
Mrs Inez French	(Classroom Teacher)		
Mrs Kelly McGannon	(Education Support Officer)	Mrs Sarah Matthews	(Classroom Teacher)
Mrs Leonie Wray	(Administration)	Mrs Majella Muller	(Administration)

**SCHOOL FEES** \$1,263.00 per family

**STUDENT FEE** \$ 240.00 per student

**EXCURSION/SWIMMING LEVY** \$ 140.00 per student

**FUNDRAISING LEVY** \$ 70.00 per student

**CAPITAL LEVY** \$ 100.00 per family

**TOTAL** **\$1,813.00**

This will increase yearly by approximately 5% to 10%

**DUNNSTOWN:** Dunnstown School Phone Number: 5334 7604  
 Dunnstown School Fax Number: 5334 7042

Mr Chris Kavanagh	(Principal)
Mrs Sue Prendergast	(Classroom Teacher)
Mrs Inez French	(Deputy Principal / Classroom Teacher)
Mrs Majella Lewis	(Classroom Teacher)
Mrs Jo Dash	(Librarian)
Mrs Lyndal Webber	(Education Support Officer/ Risk Compliance Officer)
Mrs Anita Lidgett	(Administration)

**SCHOOL FEES** \$ 1,263.00 per family

**STUDENT FEE** \$ 240.00 per student

**EXCURSION/SWIMMING LEVY** \$ 140.00 per student

**CAPITAL LEVY** \$ 100.00 per family

**TOTAL** **\$ 1,743.00**

This will increase yearly by approximately 5% to 10%

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## UNIFORM POLICY DUNNSTOWN

**VALUE:** Justice, Discipline, Responsibility and Respect

**POLICY:**

Our school has a special identity therefore it is proper that children wear appropriate clothing for the activities they are engaged in and the prevailing weather conditions and which identifies them as members of St Brendan's School.

**GOALS:**

Children wear clothes that identify them as pupils of St Brendan's school. Children wear clothes appropriate to sporting & Physical Education activities, eg shorts, polo shirt, suitable footwear, tracksuits. Children wear clothing suited to weather conditions e.g. cotton type clothes in summer, warm clothes in winter.

**THE DUNNSTOWN SCHOOL UNIFORM IS AVAILABLE FOR PURCHASE FROM "BELEZA UNIFORMS" 2/24 DOVETON STREET BALLARAT. (NEXT TO RACV OFFICE) YOU WILL RECIEVE A 5% DISCOUNT WHEN YOU PURCHASE THE UNIFORM AND THE SCHOOL WILL RECIEVE A 5% DONATION**

**Summer Boys:** St Brendan's Dunnstown Pale blue short sleeved polo with school logo, St Brendan's Dunnstown woollen Jumper

**Available at Beleza**

Navy shorts or trousers, navy socks and black shoes

**May be purchased at Beleza or your choice of store**

**Summer Girls:** St Brendan's Dunnstown check dress, St Brendan's Dunnstown woollen jumper, St Brendan's Dunnstown short sleeved pale blue polo top

**Available at Beleza**

Navy short or skirt and navy socks and black shoes,

**May be purchased at Beleza or your choice of store**

**Winter Boys:** St Brendan's Dunnstown woollen jumper, is worn with both summer and winter uniforms.

**Available at Beleza**

Navy trousers, pale blue skivvy or polo, navy socks and black shoes.

Black shoes **not** sneakers are the requirement footwear

**May be purchased at Beleza or your choice of store**

**Winter Girls:** St Brendan's Dunnstown Checked tunic

**Available at Beleza**

Or Navy dress pants, pale blue polo or skivvy, navy socks or tights and black shoes

**May be purchased at Beleza or your choice of store**

**SCHOOL COAT:**

St Brendan's have a navy blue school coat. It is shower proof with a polar fleece lining with the school emblem on the front.

**Available at Beleza**

**SPORT UNIFORM:**

St Brendan's Dunnstown pale blue polo shirt

**Available at Beleza**

Navy blue striped ruby top

**To be purchased from the school office.**

Navy shorts, navy socks and sports footwear. Navy skirt or shorts for girls. Where tracksuits are worn, a preference is given to the choice of navy blue coloring.

**May be purchased at Beleza or your choice of store**

Please ensure that all school clothing is named with a prominent name tag.

Children's hair should be neatly trimmed, with long hair being tied back to lessen any annoyance it may cause.

In colder weather, children are advised to have a coat to wear, because of the vast difference between temperatures inside the classroom and outside. Jewellery is not to be worn to school. Studs may be worn, but not decorated earrings. Nail polish is not to be worn at school.

# GENERAL INFORMATION

## a) **Accident/Illness**

Your child's enrolment form has the necessary information for emergency contact. If there is any change to this relevant information, please notify the school. If your child has a long-term medical condition, eg. Asthma, anaphylaxis, hearing loss, etc, please notify the school for the records to be updated.

## b) **Discipline**

Teachers cannot take for granted that the pupils will be able, without direction, to attain self-control. Children like to know where they stand and what to expect. It is the teacher's duty therefore, to direct and stimulate proper behaviour according to the best methods. Control exercised by the teachers will be directed towards fostering self-discipline, sense of responsibility for others and honesty in thought and action. In the use of corrective measures teachers will endeavour to be firm, just, consistent and impartial. When necessary, parents will be informed of any unacceptable behaviour.

## c) **Enrolment**

Prep children are admitted to school if their 5<sup>th</sup> birthday is before 14<sup>th</sup> April of their first school year. Immunization status must be made known at this time. Any other certificates must be presented at this time also, eg Baptism.

## d) **Homework**

Prep-Year 2 small amount of reading each night and  
Years 3 – 6 up to 30 minutes of homework in a variety of areas

Purpose of homework:

1. To reinforce skills learned in the classroom
2. to develop independent study skills
3. to involve parents actively in the education of their children
4. to inform parents of what children are learning in school

## e) **Excursions**

Parents are notified of excursions via newsletter. For the school to assume responsibility for each child on the excursion written permission is required before the child will be allowed to partake in the excursion.

## f) **Library**

The school has an operational library. Children may borrow two books on Library Day and keep them until the following week. Children are expected to carry books in a bag brought for this purpose. If a child should lose a book, or damage it beyond repair, you may be asked to donate the amount of the cost of its replacement.

## g) **Lost Property**

It is expected that all children's clothing and belongings be clearly marked with the child's name. Any property collected will be kept in the lost property box in the locker area. Parents are welcome to check this box at any time.

## h) **Lunches**

Children are expected to bring a lunch from home suited to their eating/nutrition needs. On a Thursday in term 2 & 3 we have hot lunch day. Children may bring a lunch which will be heated in the school oven. Please make sure it is not frozen and also clearly name lunches.

- i) Newsletter**  
A newsletter is sent via Flexibuzz each fortnight on a Thursday. Please let the office know if you require a hard copy.
- j) Parent/Teacher Interviews**  
If you are at all anxious about your child do not hesitate to speak to the teacher. Otherwise you will be notified of a time for a discussion about your child's progress via the newsletter.
- k) Formal Written Reports**  
These will be accessible on our parent access module PAM at the end of Term 2 and Term 4.
- l) Prep Timetable**  
Prep children attend school for four days a week for the first four weeks of the school year. This allows for a gradual settling in period – one day will be at home.
- m) School Masses and Liturgies**  
These are held at frequent times during the year and on special occasions, beginning and end of term, Mother's Day, Father's Day, Easter, etc. These are advised on the newsletter and everyone is always welcome.
- n) School Rules**  
These are positive in their approach rather than an emphasis on the negative. Awareness of and concern for others is of utmost importance at all times. Acceptable standards of public behaviour are set and maintained. These standards should help develop the child's respect of him/her self and for his/her fellows and should enable the education program to be carried out in an orderly and pleasant atmosphere.  
Some rules are concerned with matters of the child's personal life.
- o) Term Dates**  
At present the school year is divided into four terms of 10 weeks (approx) with breaks between at Easter, July, September and Christmas/Summer.
- p) School Fees**  
The School Advisory sets the school fees with direction from the Diocesan Education Board, and are payable in a lump sum or in instalments. If there is any difficulty meeting these, please notify the Principal or Parish Priest and arrangements will be made in confidence. Those eligible for Camps, Sports & Excursions Fund and/or Travel Allowance can make arrangements to have these credited to their account if necessary.
- q) Student Levy and Swimming and Excursion Levy**  
The student levy and swimming/excursion levy is charged per student at the beginning of the school year. The student levy supplements the government grant and is budgeted into subject areas for the children.
- r) Infectious Diseases**  
With infectious childhood diseases it is necessary to keep the child home from school. Please contact the school or your family doctor for further information regarding the particular illness.