

**ST. LEONARD'S**

CATHOLIC PRIMARY SCHOOL  
349 SPRINGVALE RD  
GLEN WAVERLEY 9560 8491



# ST. LEONARD'S PARENT HANDBOOK



***We asked some Prep children and their Year 6 buddies what they thought about our new playground.***

At the heart of St Leonard's is  
the desire to develop the infinite  
potential of every person.

# THE JOURNEY BEGINS

## **A Student's Prayer for a New School Year**

Lord Jesus, I ask for Your help as I begin this new school year.

Allow me to experience Your presence in the many blessings  
You put before me.

Open my eyes to the new challenges and exciting opportunities  
that this new school year brings.

Open my heart and mind to new friends and new teachers.

Give me a generous spirit to be enthusiastic with my studies and courage to  
accept new opportunities.

Help me to be attentive to my teachers and let me experience Your presence  
in my new friends.

Jesus, inspire me to do my best this year!

Amen



# A message from the Principal

Dear Families,

At the heart of St Leonard's is a desire to develop the infinite potential of every person.

Our vision of '*Aspiring to Excellence*,' underpins our work and is reflected in our outstanding academic results. '*Aspiring to Excellence*' refers to much more than academic outcomes. At St. Leonard's we foster positive attitudes and contemporary programs to engage spiritual, academic, social, emotional and physical development.

In 2020, our whole school theme is, 'Try Everything.'

At St Leonard's we encourage our learners to have a growth mindset so that they can face their challenges courageously and learn from them. We encourage our students to have the mindset to dream, to question, to create and to innovate for the future THEY are going to make for the local community, Australia and the world.

## LEARNING BRINGS EXCITEMENT AT ST. LEONARD'S.

Please feel welcome to visit our school on our Open Days and experience a school tour. I know that you will be impressed by our capable and confident students, our caring and dedicated staff and our amazing facilities.

If you are unable to attend an Open Day, please contact the school office to arrange an alternative time.

I look forward to meeting you.

Rob Horwood  
Principal

# TRY EVERYTHING!





### **VISION**

Aspiring to Excellence

### **MISSION**

In the spirit and tradition of Catholic Education, we aim to provide a safe and caring Gospel based Christian education environment for the children of St Leonard's Parish.

### **SCHOOL MOTTO**

The School's motto "All My Life For God" was established in 1959 and truly reflects our Christian philosophy.



# A Catholic School

Father John Dowling is currently the Parish Priest of St Leonard's Parish, Glen Waverley and was appointed to this position in 2017. St Leonard's Parish was established in 1955 from funds provided by the Parish Community and St Leonard's School was built and began operation in 1959. In 2019, we celebrated our 60th anniversary.

## School and Parish Prayers

### ***School***

This is our school  
Let happiness dwell here  
Let the rooms be full of contentment  
Let love be here  
Love one another  
Love of being alive  
And love of God  
Let us remember that many hands build  
a house  
So all of us together  
Make one happy school  
Amen

### ***Parish***

O God, the creator and giver of all things  
Bless St Leonard's Parish in this our  
united endeavour.  
Strengthen our faith,  
Grant us the spirit of sacrifice so that  
with your grace,  
We will glorify You, grow in love, and  
provide for the needs of our Parish,  
Through Christ, Our Lord.  
Amen

In 2020 our St Leonard's enrolment is 267 children. St Leonard's Catholic Primary School teaches and practices Catholic ideals and attitudes through example, prayer, religious instruction and by offering the students the opportunity to receive the following sacraments;

- Reconciliation (Year 3)
- Eucharist (Year 4)
- Confirmation (Year 6).

Our highly qualified and committed staff provide stimulating and varied learning experiences for all children. Each term, the children are involved in social justice initiatives to make a difference to the world.

We challenge our learners to make a  
difference in the world, inspired by the  
Gospel and led by the Holy Spirit to  
grow in virtue and act for justice and  
the common good.

# Religious Education

The 'religious dimension of the Catholic school' is its identity and mission, always founded in the person of Jesus Christ as it comes to us through the Good News. In very explicit ways the religious dimension ensures a thorough integration of identity and mission into the whole of the educational experience of every learner.

From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith, and having its own unique characteristics. The (Second Vatican) Council summed this up by speaking of an environment permeated with the Gospel spirit of love and freedom. (Congregation for Catholic Education 1998)

These 'unique characteristics' have their foundation in the way the school engages with the story of Jesus Christ: his life, death and resurrection. These events find new expression in the life of the school, bringing the love and joy of the Gospel to all it undertakes.

This love and joy is demonstrated by:

- nurturing each person's development and relationship with God
- bearing witness to this love and joy through the quality of personal relationships
- ensuring that Catholic beliefs, teachings and values permeate learning experiences • bearing witness to the possibility of a truly personal relationship with Jesus Christ
- building community permeated by freedom and love
- inviting learning that integrates the light of faith, the joy of discovery and the richness of diverse cultures
- guiding learners as they make meaning for life and form their identity
- supporting learners to imagine and work towards a world of justice, peace and flourishing for all of creation.

In this way the school lives out a Catholic worldview which sees the world as both holy and broken, finds the face of God in others, and makes love the foundation for action.



(Horizons of Hope, Religious Dimension p.3)

Catholic schools were founded to proclaim Jesus' message of God's love for all. Our Catholic faith calls us to embrace the contemporary world with a Catholic imagination.



# Student Wellbeing

The wellbeing landscape of St. Leonard's incorporates all aspects of students life at school. Our focus encompasses students' physical, intellectual, moral, social, emotional and spiritual wellbeing and the provision of a safe and supportive environment in which they can learn (Horizons of Hope). The connection between the promotion of wellbeing and positive learning outcomes is clear. Children who are happy, confident and able to establish meaningful relationships are better placed to achieve positive learning outcomes. For this reason, the role of Student Wellbeing and Learning Diversity coordination are intertwined.

## **Our Wellbeing approach encompasses three key areas:**

**Tier 1.** The provision of high quality classroom instruction in academic, spiritual and social and emotional learning

**Tier 2.** Targeted early intervention for students who are not meeting expectations

**Tier 3.** Intensive intervention accessing appropriate quality professional support for students deemed at-risk

## **Social and Emotional Learning (SEL) - Tier 1**

Each term, whole school SEL units are developed to build competency in social and emotional skills, attitudes, and behaviours. Units are chosen to respond to demonstrated needs and to provide a vehicle for teaching the Victorian Capabilities Curriculum. Units have a core focus in one of the following competencies:

**Self-awareness:** The ability to accurately recognise one's emotions and thoughts and their influence on behaviour. This includes accurately assessing one's strengths and limitations and possessing a well-grounded sense of confidence and optimism.

**Self-management:** The ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

**Social awareness:** The ability to take the perspective of and empathise with others from diverse backgrounds and cultures, to understand social and ethical norms for behaviour, and to recognise family, school, and community resources and supports.

**Relationship skills:** The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed

**Responsible decision making:** The ability to make constructive & respectful choices about personal behaviour and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, & the wellbeing of self and others.



Nourished by a strong sense of belonging is the foundation upon which our community can flourish.

# Curriculum

## Learning brings HOPE at a Catholic school.

Learning brings hope at our Catholic school, St Leonard's and that hope is based on the experience of God's love and care for all. The curriculum is enriched by the values, beliefs, perspectives and experiences of each member of the learning community and supports the full flourishing of each student across religious, physical, cognitive, emotional and social domains. Learners are empowered to shape and enrich their world with meaning, purpose and hope derived from their encounter with life and the teachings of Jesus.

St Leonard's is committed to high academic standards and to providing rich learning experiences for the children in our care. We ensure that the learning and teaching offered to our students is rigorous, relevant and personalised. Design Thinking is the Inquiry approach used to deliver curriculum in Years P - 6. This approach aims to engage and empower students in their learning, to challenge learners to explore and consider deep questions and big ideas are designed so that all learners have access to quality teaching and learning.

At St Leonard's our Curriculum is based on the Victorian Curriculum and we teach to the Standards and Levels set out in the curriculum document. These are; English and Mathematics, Language, The Arts, Health & Physical Education, the Humanities, Science, Technologies, Critical and Creative Thinking, Ethical Capabilities, Intercultural Capabilities, Personal and Social Capabilities. Our curriculum is differentiated in order to enable personalised learning.

Our curriculum is designed to respond to needs of the local community and it is through meaningful and purposeful teachings that our educators ensure learning is effective for each student. The learning community works together to make clear connections between the curriculum, the world of the learner and the Catholic tradition.



Digital Technologies are integrated into all aspects of the curriculum and are used as a learning tool to enable the students in their learning. The use of G-Suite for Education applications and other applications provides practical opportunities for students to be users, designers and producers of technologies as well as providing a platform for students to connect, collaborate and create.

Our vision for Learning and Teaching at St Leonard's is that at the completion of Year 6 each child will be spiritually, academically, emotionally and socially prepared for the next phase of development in their lives. For their secondary education, children from St. Leonard's attend Avila College, Mazenod College, Emmaus College, Glen Waverley Secondary College and other

Learning is a journey of endless possibilities, where we are energised to seek and explore questions about the world around us.



## CURRICULUM

To enable the children to become life-long learners, we provide a comprehensive curriculum, developed to meet the expectations of the State and Federal Governments.

Our curriculum is tailored to meet the needs of individual students and is designed to allow the children to work with our staff and their parents, to achieve excellence. It encompasses the following:

### Victorian Curriculum

Religious Education and Sacramental Program

“Horizons of Hope” & “Coming to Know Worship and Love”

Integrated Inquiry Learning and Excursions

Social and Emotional Programs

Italian Language, Performing Arts (Drama and Music), Visual Arts, Library

Physical Education and Sport

Literacy and Numeracy Support Programs

Digital Learning Program Years P-6

Individual Learning Plans for children with diverse learning needs

### Special Features/Extra Curricular

Daily Christian Meditation

Year 5/6 Camp—Sovereign Hill and Camp Rumbug (alternative years)

Year 6 Leadership Program—Elected School and Sports Captain, Liturgy Captains by application

Buddies Program: Year 6 and Prep

Chess Program: Years Prep-6 (Kids Unlimited tutors)

Guitar Lessons & Instrumental Program/Vocal Coaching (Years 3-6)

Intensive Swimming Program (Prep-6)

Sport (Interschool Sport in the Wellington District VPSSA and School-based)

School-based Athletics Carnival (Prep-6), School-based Skip-a-thon

Gardened Learning Area

New Sensory Space (Prep)

1:1 device program (Years 3-6)

Interactive Whiteboards in all classrooms and learning areas

Biennial Prep-6 Performing Arts Concert (odd years i.e. 2021)

Biennial Prep-6 Visual Art Show (even years i.e. 2020)

Importantly, our curriculum also includes our Religious Education Program, giving our school a distinctive Catholic nature.

# Parent Partnerships

At St. Leonard's we work in partnership with parents and families. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

Working With Children Checks are essential prerequisites for assisting in classrooms.

## Learning Diversity

Catholic schools in their endeavours to support all students to flourish, intervene as early as possible to meet the individual needs and abilities of each student.

### CHILD SAFETY STANDARDS

At St. Leonard's we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

Our Child Safety Policy and Code of Conduct are on our website.

Diversity encompasses all learners across cultural, academic, social emotional and physical attributes noting these are not mutually exclusive. 'Learning diversity' refers to

the infinite variety of life experiences and attributes a child brings to their formal learning at school.

It is the understanding that all students should be fully active members of their school community and that all professionals in a school share responsibility for their learning. Learning diversity in Catholic schools is enacted through an inclusive pedagogy and a commitment to uphold the rights of all to be:

**welcomed                      valued                      acknowledged**  
**actively engaged in education**

All students regardless of race, age or gender, by virtue of their dignity as human persons, have a right to an education that is suited to their particular needs and adapted to their ability. (Pope Paul VI 1965).

# Parent Partnerships

Parents are also encouraged to take an active role in the Parish Education Advisory Board, Parents & Friends Association and Kids Club.

**The Parish Education Advisory Board** was established during 1989 to represent parental opinion and to offer responsibly informed advice to the Parish Priest and School Principal. The Board is an advisory body set up to assist with the review and development of school based policies and programs to enable school improvement.

Elections for the Board are conducted in March/April of each year and the Board meets on the first Monday of each month in the staff room.

**Parents & Friends Association (P.F.A)** meets on the third Tuesday of each month in the staff room. It has three main purposes:

- (a) To raise funds for the school.
- (b) To arrange social functions for the parents and families. .
- (c) To provide a forum for information exchange and parent education.

**St Leonard's Kids Club** (formerly Boys Club) was founded in 1960 by the fathers at the school. Initially formed to connect the fathers and their sons on a weekly basis (outside of school hours), through social activities organised by the fathers. In 2019, the club decided to broaden its membership to include mothers and daughters. Sessions run weekly on a Thursday from 7.00–8.30pm., in the St Leonard's Community Centre basketball court or offsite.

“At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents.”  
- Jane D. Hull





# Important Dates

## 2020

**TERM 1** – Students return: Wednesday 29th January - Friday 27th March

**TERM 2** – (\*Easter 10 -13 April) Tuesday 14th April – Friday 26th June

**TERM 3** - Monday 13th July – Friday 18th September

**TERM 4** - Monday 5th October – Wednesday 18th December

## Masses/Liturgies/Sacraments-Dates for 2020

### School/Parish Masses

Whole School Commissioning Mass

Sunday 23rd February, 10am

Year 5 & Prep buddies 2020 Welcome Mass

Sunday 15th November, 10am

### Sacraments:

#### Reconciliation Year 3

Parent/Child Reconciliation Info Evening:

Tuesday 18th February, 7pm

Sacrament of Reconciliation

Mon 16th & Tues 17th March, 7pm

#### Eucharist - Year 4

Eucharist Family Info Night Evening:

Tuesday 12th May, 7pm

Commitment Mass:

Sunday 17th May, 10am

Sacrament of First Eucharist:

Sunday 14th June, 10am

#### Confirmation - Year 6

Confirmation Family Info Night Evening:

Wednesday 11th August, 7pm

Confirmation Commitment Mass:

Sunday 16th August, 10am

Rite of Confirmation:

Thursday 17th September, 7pm



# St Leonard's Uniform

<b>Boys Summer - Terms 1 &amp; 4</b>	<b>Girls Summer - Terms 1 &amp; 4</b>
Grey Shorts	School Dress
Short Sleeve Grey Shirt	White Ankle Socks
Grey Ankle Socks	Hair Ties/Ribbons are White/Green/ Gold
Black School Shoes	Black School Shoes
Woollen Knit Jumper (with School Logo)	Woollen Knit Jumper (with School Logo)
<b>Boys Winter - Terms 2 &amp; 3</b>	<b>Girls Winter - Terms 2 &amp; 3</b>
Grey Trousers	Winter Tunic/Bottle Green Trousers
Long Sleeved Grey Shirt/Yellow Skivvy	Long Sleeved Lemon Blouse/Yellow Skivvy
Grey Socks	Green Tights or White Socks
Woollen Knit Jumper (with School Logo)	Woollen Knit Jumper (with School Logo)
<b>Hats</b>	<b>Hats</b>
Legionnaire or Slouch Hats in Terms 1 & 4 (or if UV is higher than 3)	Legionnaire or Slouch Hats in Terms 1 & 4 (or if UV is higher than 3)
<b>Sport</b>	<b>Sport</b>
Bottle Green Shorts/Tracksuit Pants	Bottle Green Shorts/Skirt/Skort/Tracksuit Pants
Gold Short Sleeve Polo Shirt	Gold Short Sleeve Polo Shirt
White Sports Socks & Runners	White Sports Socks & Runners
Sports Windcheater	Sports Windcheater
<b>Optional (both Boys and Girls)</b>	
Bottle Green Rain Jacket	Bottle Green Gloves and Scarf (with School Logo)
Bottle Green Beanie (with School logo)	

# Enrolment Policy

## Rationale

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents or guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

## Enrolment

Parents or guardians are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.

To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.

After lodgement of this form, school staff may need to request further information from you, for example in relation to residency/visas, any parenting orders, medical conditions, or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if you require it.





# Enrolment Policy

## Fees

The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.

The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

At the time of lodging an enrolment application all new families will be required to pay a non-refundable enrolment fee of \$100.00.

## School Fees for 2020

<b>Family Fees:</b>	<b>\$</b>	<b>Student Levies</b>	<b>\$</b>
Family Fee	2100	Prep/Foundation	256
Capital and Building Fee	310	Grade 1	256
		Grade 2	256
		Grade 3	277
		Grade 4	277
		Grade 5	307
		Grade 6	307
		Sacramental Levy Yr 3, Yr 4 & Yr 6	20
		Swimming Program Prep/Foundation - 6 (estimate)	90
		Grade 6 Camp	280
		Excursion Levy	56
		Chromebook Levy (Yr 5 & 6)	80

# Enrolment Policy

*Enrolments shall be consistent with the school's aim in providing a Catholic education and a general education within a Catholic environment.*

Compliance with the School's regulations shall be a condition of enrolment.

Enrolment numbers shall, within reason be controlled so as to:

- Provide optimum learning facilities for each child
- Ensure the size of the school is broadly consistent with the wishes of the school community

Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:

- Catholic children who are residents of the parish OR siblings of current students
- Catholic children who do not reside in the parish but belong to the parish community
- Catholic children from other parishes (for pastoral reasons)
- Children from non-Catholic Eastern churches who reside in the parish
- Children from non-Catholic Eastern churches who reside outside the parish
- Other Christian children who reside in the parish
- Other Christian children who reside outside the parish
- Non-Christian children who reside in the parish
- Non-Christian children who reside outside the parish

## **Procedures**

1. Enrolments are advertised through the school website, newsletter, parish bulletin, and on kindergarten and child-care centre notice boards.
2. To be eligible for enrolment in Prep 2021 your child must turn five years old by 30th April 2021.
3. Parents looking to enroll their child at our school must fill in an application enrolment form. Application forms are available from the school office or alternatively you can download it from the school website [www.leonardsgwav.catholic.edu.au](http://www.leonardsgwav.catholic.edu.au) (application enrolment PDF)
4. Applications close on 31st May 2020. First round offers of a place will be sent in June.
5. Acceptance of offers must be returned within 10 days.
6. Families not successful will be sent a letter of non-acceptance and where relevant an offer to be placed on a waiting list pending enrolment vacancies.



# Enrolment Policy

## Prep Induction Program:

- Written reports from kindergartens and childcare centres are sought for all children enrolled to assist with a smooth transition to school.
- Occasionally teachers visit kindergartens and childcare centres to observe children enrolled who have specific learning needs, or phone the teachers and childcare workers concerned to gather any additional information required.
- Four school transition visits are offered to the incoming Prep/Foundation children.
- Parent Information Sessions will begin in August 2020.
- A chance for the children to meet their new teacher is offered as part of our transition days.
- Current Year 5 students are buddied with new Prep children, in preparation for 2021.
- A special Welcome Mass will be held. Our 2021 Prep children will sing a song.
- Prep/Foundation children are introduced to full-time school on a gradual basis during February.
- Individual Numeracy and Literacy Testing are conducted on Wednesdays during the February transition period when the children do not attend school.



WELCOME