LETTER FROM THE PRINCIPAL

Dear Parents/Guardians,

The staff of St Francis of Assisi School hope that this prospectus will provide you with information about the education programme and general procedures of our school. You are also welcome to access our school website: www.sfoa.catholic.edu.au

We trust that it will give you some valuable insight into what we, as a Catholic School Community, aim to achieve in the education of your child.

*Catholic schools exists to provide education in a Catholic Culture where the meaning and message of Jesus Christ is available to students and young people. This message permeates all dimensions of school life. Catholic schools educate for today’s world and are involved in the offer of faith and community in the Catholic Church. Schools are called to be faithful to students and families by providing the best possible education and by offering this in the best possible context of faith and life. (Extract from Catholic School Vision Statement)*

Any questions unanswered by this prospectus and our website will be willingly answered by staff members. You are welcome to contact us at any time.

Paul Forde
Principal
St Francis of Assisi School is a Catholic parish school with a mission to provide a quality education based on Christian values for children in the local area.

The parish has its origins in the early Italian immigrants who came to the district in large numbers during the 1940 and 50s. In 1949 the Archbishop of Adelaide asked the Capuchin Order to assist with pastoral care for the Italian immigrants.

The first Capuchin Friars were accommodated in a tin cottage on what is now Silkes Road. By 1952 four acres of land were acquired, and in October 1953 a Church was opened as an Italian Migrant Centre.

In 1960, the Centre ceased to be part of the Hectorville Parish and the separate Newton Parish of St Francis of Assisi was formed.

In 1965, St Francis of Assisi School, staffed by the Sisters of St Joseph, opened with 70 students in Years 1 to 3. By 1969, St Francis had grown to a Year 1-7 school with an enrolment of just under 200.

In 1975, two stream classes required extra room and the Open Space Unit was opened. In 1981, the Library extension was added. There was major upgrading of the grounds and buildings in 1988, including the unit verandah and brick paving of play areas.

In 1990, the school made a time capsule to celebrate its 25th anniversary. The capsule will be opened in 2015, the 50th anniversary.

The Montevergine Building was opened in 1993 to cater for the rapidly growing student population. By 1994, with an enrolment of 460 children, St Francis of Assisi became a complete two stream R-7 school.

The school continued to grow, with a third stream introduced from Reception in 1997 and the continuing need for more classrooms. The Administration Block was upgraded and extended in 1998.

The original school building on Newton Road was demolished in January, 2003 and has been replaced with the MacKillop Building, a two storey classroom block. Classes commenced in this building in Term 1, 2004.

The Jospeh Building, a second two storey block of classrooms, designed exactly as the MacKillop Building, was then built and commenced use as classrooms in Term 1, 2005.

Next, three classrooms within the Administration building were removed and the area was refurbished as the new Library/Resource area, ready for use at the beginning of 2007.

In 2010, the school received a BER (Building Education Revolution) Grant from the Government and the Multi Purpose Facility was completed in Term 2, 2011. It is used as a gymnasium/concert hall. There is also a new Physical Education Office, a café style area and our updated Canteen.
The current student enrolment is approximately 550 students. For each and every one of these children, the school continues to strive to provide a quality education based on Christian values.

**school goals**

1. An environment in which all learners are enthusiastically engaged in how they learn, create, express, relate and can articulate how their learning has these attributes:
   - The learning has intellectual integrity
   - The learning environment has high standards of engagement and quality
   - The learning is significant to individuals and respectful of individuals and the wider community.

2. A community in which Franciscan Spirituality assists us in the development of our relationship with Christ, and our connectedness with all creation while appreciating the diversity of individuals.

**school philosophy**

St Francis of Assisi School strives to provide a broad based education and caring learning environment that will enable children to realise their full potential in all aspects of their development. Our philosophy is founded on the example of Jesus’ teaching and is articulated in our philosophy which provides a sound foundation and direction for the life and activities of the school.

*Our school should be a place where ...*

- we practise and model the life of Jesus
- we foster the total development of the child
- each child is recognised as an individual with special gifts and talents
- a sense of pride, excellence and self discipline is developed in the children according to Christian values
- a balanced and developing curriculum promotes an understanding of the changing needs of today’s world
- we share in God’s presence
- we respect life and the environment as part of God’s creation
- we actively care for those in need
- people are welcomed and can find support, companionship, happiness and enjoyment
- the family, the school and the parish work together

**narrative**

The students in our school community are facing a rapidly changing world. St Francis of Assisi school, united with the local parish community, provides experiences that enable our students and their families to share, live and further develop their faith journey. We do this through our Catholic tradition, contemporary attitudes, values and an understanding of hope with a capacity to embrace change.

We do this by following in the footsteps of St Francis of Assisi, a man of hope and joy, to instil in our school community a sense of integrity and fraternity. Our school is founded on Franciscan spirituality, which assists us in the stewardship of the world around us. The added ethos of the
Josephite Sisters - the foundation order of our school – gives warmth to our relationships and provides a hope-filled and joyful community. But while we acknowledge and appreciate the past, we are preparing our students for the challenges of today in a range of ways.

**A 21st Century learning environment**
Our school is continuously working towards providing an environment that develops 21st Century skills. From modern learning spaces to the latest technology, we aim to make connections and collaborations in our community that support a curriculum that follows the values we embrace. 21st Century learning also means understanding issues at both a local and global level. Staff, students and parents are rising to our challenge to be engaged in new roles in our school community, involving more responsibility in technology and information-enriched classrooms. It also means being life-long learners who continue to develop and nourish spirituality in a supportive environment.

**St Francis of Assist school – a supportive environment**
Our school community is a supportive environment where everyone has the opportunity and the capacity to grow, learn, and be innovative. Our students have the choice to expand and explore various ways of learning while using a variety of tools and processes. We realize our students have potential beyond just the academic side. We are engaged in developing a capacity of emotional intelligence through our community which is fostered through the building of relationships with each other and with God. We believe St Francis of Assisi shows us how we can develop a deeply meaningful relationship with Christ.

**parent participation**

**We value parental participation and encourage involvement**

Our success in providing quality education for all students depends largely on a lived sense of community; of co-operation between students, their families and school staff members. Parents are encouraged to become involved in school activities. Some areas where parental assistance is vital include:

- Learning Assistance Program (LAP)
- Classroom reading
- Excursions
- Library assistance
- Tuckshop
- Working bees
- Sports coaches, team managers, etc.

If you would like to help, please contact the classroom teacher, Librarian, Canteen Manager, or the School Office.

**The School Board and the Community Connection (Parents and Friends Association) are formally constituted groups with parent membership.**

**School Board**
The School Board is the governing body of the school and is an elected group of people representing the parents, the staff and the parish. The Board’s functions include:

- the support of the school’s Christian ethos
- responsibility for the school’s financial management
The development of school policy.

The School Board meets monthly and operates in accordance with the Guidelines set by the South Australian Commission for Catholic Schools.

The Community Connection (Parents and Friends)
The Community Connection is the co-ordinating body for parent activities within the school. It is the principal social and fundraising group for the school. All parents are welcome and encouraged to attend committee meetings, as well as community building and fund raising activities and functions.

religious education

Religious Education is a formative life long process. At Saint Francis of Assisi School, we support parents, the primary educators of faith, in this process through introducing and inviting the students to participate in the practices, expressions and perspectives of the Catholic faith within the ethos of a Catholic School. Religion is lived and taught to students as an integral part of their life.

The Religious Education Framework, Crossways forms the basis of our school’s Religious Education Programme. The Catechism of the Catholic Church, the Doctrinal Scope and Sequence Document along with teachings informed by contemporary theology provide further valuable resources. We acknowledge sexuality education is an essential aspect of Catholic Education. Sexuality education at Saint Francis of Assisi encompasses education about all aspects of sexuality – physical, emotional, social and moral. It communicates Catholic Church beliefs about the human person and about human sexuality.

We recognise the key role of parents in providing sexuality education for their children. We acknowledge that the role of the Catholic school is to support parents in this area. Made in the Image of God is a human sexuality program that has been developed for use in South Australia Catholic Schools by the Catholic Education Office to support parents in educating their children in this area. The program presents a developmental framework firmly based on Catholic moral terms which are presented in four stands, Being Human, Being Connected, Being Moral and Being Sexual.

The Liturgical Calendar of the Church and Social Justice initiatives are highlighted in many aspects of school life.

Student’s faith is nurtured through various experiences at class, school, parish and community level. These include - daily prayer, both traditional and spontaneous, participation in whole school community prayer twice a week, celebration of Masses, assemblies, special events and involvement in liturgical music. These experiences help students understand, appreciate and integrate their life experiences within the Religious Education Programme.

Our School Core Values of Friendliness, Fraternity, Respect, An Acceptance / Appreciation of Difference, Co operation, Integrity and Support emerge from our Franciscan Spirituality and
gospel teachings. These values underpin the way we interact with each other on a day to day basis.

Outreach programmes and mission work throughout the school encourages students to put faith into action by assisting others in need. We support the work of Caritas Australia and Catholic Charities in particular, whilst other smaller projects are undertaken on a needs basis in conjunction with other groups within the school.

Knowledge of Sacraments is covered each year, with specific preparation for the Sacraments of Reconciliation, Eucharist and Confirmation in Years 3 and 4 respectively. Having the Friars, Parish Sacramental Co-ordinator and the church on the grounds enables us to work closely with the parish at every opportunity.

We work collaboratively in partnership with parents and caregivers in all aspects of the Religious Education Programme. It is our greatest hope and prayer that our journey together provides many opportunities to share, grow and deepen our own understandings in faith, so that we can nurture and direct the students in our care.

**Curriculum:**
You are welcome to access our school website: [www.sfoa.catholic.edu.au](http://www.sfoa.catholic.edu.au) where you will find more Curriculum information.

*We follow the Australian Curriculum, please visit their website for more details: [http://www.australiancurriculum.edu.au/](http://www.australiancurriculum.edu.au/)*

- English
- Mathematics
- Science
- Society & Environment
- Health & Physical Education
- Design & Technology
- The Arts
- Special Programs:
  - Information & Communication Technology
  - Languages Other Than English (LOTE) – Italian
  - English As a Second Language (ESL)

**Resource Centre**
The St Francis of Assisi Resource Centre aims to provide resources to support the students and staff with their teaching and learning. Our collection consists of:

- Easy Fiction [picture books mainly for Junior primary use]
The St. Francis of Assisi Resource Centre provides current information and ideas that are fundamental to functioning successfully in today’s information and knowledge-based society. The Resource Centre helps equip students with life-long learning skills and develops the imagination, enabling them to live as responsible citizens.

Empowering students for life-long learning continues to be an important part of our mission as teachers in a Catholic school. We nurture in our students a value of learning, encouraging them to be discerning in their pursuit of knowledge. A focus on information literacy prepares students for the new demands of the information society of the third millennium.

**personal responsibility**

**RATIONALE**
At St Francis of Assisi School we acknowledge that we are all made in the image of God. Each person is called to follow Jesus’ example and to ‘love one another as I have loved you’ John 13:34. We believe that God has given us free will and the ability to seek forgiveness and give forgiveness when needed.

Our school is a supportive and safe place which builds self esteem and enables children to reflect and accept responsibility for the choices they make. To help children reflect on choices we call on our school core values:

**Friendship/Fraternity**
**Respect**
**AN acceptance of difference**
**Cooperation**
**Integrity**
**Support**

**AIMS**
• To show respect for the self, others and the environment.
• To provide a place where reconciliation can take place and students can learn from their behavioural choices.
• To celebrate the positive choices that students make.
IMPLEMENTATION/STRATEGIES

Classroom
At the beginning of the year, students and class teachers will ensure they spend quality time establishing a supportive classroom environment. With all members of the classroom contributing they will establish the expectations of its members. The expectations (or rules/ code of conduct) will be based on the school core values (see rationale). These expectations will be displayed in the classroom and communicated to the parents of the students. Social skills will be explicitly taught which will enable the students to be active and positive participants in the classroom environment.

Classes will use the Program Achieve resource in establishing classroom environments and in maintaining them. Units such as Core Values, Relationships, Emotions, Bullying and Success will be taught throughout the year. Regular class meetings are also used to promote a positive classroom environment.

When students make positive choices which uphold these values it will be acknowledged in a variety of ways. Some examples of positive praise are:

- Verbal recognition
- Stamps/stickers/certificates
- Newsletter acknowledgement
- Privileges
- Visiting other teachers/leadership for acknowledgement
- SRC awards
- Personal or group achievement charts
- Peer or self-recognition

OTHER

USEFUL REFERENCES
St Francis of Assisi Pastoral Care Policy
Catholic Education Personal Responsibility Policy
Choice Theory
Bounce Back – Dr Toni Noble
Program Achieve – You Can do It
Rock and Water
Australian Government Quality Teaching Programme

school information

Starting School
Starting school is one of life’s milestones and an exciting time for children and parents.

Soon, the time when children start school in schools in South Australia will change.

From 2014, children will start school only at the beginning of Term One each year.

This new policy is called Same First Day Start. It means that children will start school on the first day of Term One each year and that all children will spend the same amount of time in Reception, one full year.

Having the same first day means that there will be fewer changes to class groups during the first year of school.

When can my child start school?
2013: Terms 1, 2 and 3

From 2014 onward, the only start date will be the first day of Term One.

If your child turns five before May 1, they will start school on the first day of Term One in that
If your child turns five on or after May 1, they will start school on the first day of Term One the following year.

The minimum age for starting school will be four years and eight months from 2014.

### School Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Supervision of playground</td>
</tr>
<tr>
<td>8.50am</td>
<td>Lessons commence</td>
</tr>
<tr>
<td>10.40am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.10am</td>
<td>Lessons commence</td>
</tr>
<tr>
<td>1.00pm</td>
<td>Eating time (lunch)</td>
</tr>
<tr>
<td>1.10pm</td>
<td>Play</td>
</tr>
<tr>
<td>1.50pm</td>
<td>Lessons commence</td>
</tr>
<tr>
<td>3.10pm</td>
<td>End of School Day</td>
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<tr>
<td>3.40pm</td>
<td>End of Yard Supervision</td>
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**Supervision**

Our school yard is supervised from 8.30am – 3.40pm

**Out of School Hours Care**

There is an “Out of School Hours Care Program” on site, administered by *Camp Australia*. Parents who need their children to be at school before or after the teacher supervised times must use the OSHC service.

**Kiss & Drop Areas**

There are two designated pick up areas after school and no responsibility will be taken for children waiting in other places. Please ensure your child uses one of these:

- Church car park
- Staff car park - shelter on oval

**Music Tutors**

For the convenience of families St Francis of Assisi School offers private music lessons at school during the school day. If you are interested in your child learning an instrument, forms are available from the school office.

**Tuckshop**

The school has a tuckshop where children may buy their recess and lunch. Lunch bags are supplied. All children eat their lunch under the supervision of their own class teacher. Parents are encouraged to help with Tuckshop service at least once per term.

**No Nut Policy**

Due to a number of our students having allergies to nuts, we ask that no nuts, nut products (eg: Nutella, museli bars, etc) or food with sesame seeds be sent to school at any time.

**Newsletter**

Newsletters are emailed home fortnightly on Fridays. Included in these are notes from staff, children, Community Connection and School Board. Be sure to read them so as to be informed of what is happening.
Hard copies are available from the school office.

school uniform

JS Express Uniform Shop, Shop 5, 272 Montacute Road, Rostrevor
Opening Hours: Mon 8.00am to 12.00pm / Wed 1.00pm to 5.00pm / Sat 9.00am to 12.00pm
Ph Lilly—0438 365 178

GIRLS

Summer
Dress - School Summer Dress. NB Bike shorts can be worn under summer dress providing they are fitted navy blue bike shorts no longer than the length of the dress.
Jumper - Navy school jumper with v neck.
Shoes - Black, flat-heeled leather lace-up shoes with over the ankle navy blue socks OR Brown, flat-heeled

Winter
Pinafore - Navy check pleated pinafore (R-3)
Skirt – Navy check pleated skirt (4-7).
Optional Year 3
Trousers – Navy blue double pleated trousers (R-7)
Blouse – White long sleeved blouse
Tie – School Tie
Jumper - Navy school jumper with v neck.
Socks / Tights – over the ankle navy blue socks or tights
Shoes - Black, flat heeled leather lace-up shoes. NB. No Velcro or Mary Janes

BOYS

Summer
Shirt - Blue open necked, short sleeved shirt
Shorts - Grey school shorts
Jumper - Navy blue school jumper
Shoes - Black, flat-heeled leather lace-up shoes with over the ankle grey socks OR Brown, flat-heeled, sandals (socks optional).
Pants - Middle School ONLY - long or short grey pants

Winter
Trousers - Long grey trousers
Shirt - Blue long sleeved shirt
Tie - School tie
Jumper - Navy school jumper
Shoes - Black, flat-heeled leather lace-up shoes with over the ankle grey socks
Jacket/coats, scarfs, gloves - to be navy blue
Compulsory
School hat is to be worn in Term 1 and Term 4. Hat is brought to school in Term 2 and 3 and worn if UV rating is moderate range or above. Hat - bucket hat or legionnaires hat (available for purchase from School Office as well as the Uniform Shop)

School Bags - A navy blue school bag with emblem
Reader Bags - A reader bag with emblem is required for R-2 students.

Hair - Long hair (on the shoulders or longer) should ALL be tied up off the collar and face. Long hair should be held in place with plain navy, white ribbons or school scrunches or head bands.

Jewellery - Earrings - one pair of studs or sleepers only is permitted, i.e. one stud or sleeper in each ear. Apart from a watch, no other jewellery is to be visible when worn with school uniform.
Underclothing – If worn under a shirt it must be white.

Personal Property
All personal belongings and clothing are to be clearly named. No responsibility is taken by the school for lost or damaged property.

out of school hours care

The Out of School Hours Care Program is run by Camp Australia. Our aim is to provide quality before and after school care for the students of St Francis Of Assisi. The program is available for regular, casual and/emergency use.

HOURS OF OPERATION
The centre will be open on school days during school terms.
BEFORE SCHOOL  7-30AM-8-30AM
AFTER SCHOOL  3.10PM-6.00PM

ENROLMENTS
An OSHC enrolment is required for all children in care for any length of time. Enrolments can be done online at www.campaustralia.com.au.

BOOKINGS
All families that intend to use OSHC are required to have pre-booked session times. Bookings and alterations to bookings are to be done on the parent portal at www.campaustralia.com.au

Please see / contact the OSHC Co-ordinator if you have any queries.

CASUAL EMERGENCY
Phone to leave a message:
OSHC Director at St Francis of Assisi School: 0421 570 679
**CANCELLATIONS**
All cancellations must be made 7 days before the date to avoid a charge for the session.

**COLLECTION OF CHILDREN**
Only the person/s specified on the Enrolment form are to collect the child/children unless written consent is provided by the parent, plus photo ID will be required.

**LATE COLLECTION OF CHILDREN**
A late pick up fee (calculated per minute) applies to the collection of a child/children after 6.00pm.