

# St Francis de Sales

Catholic Primary School

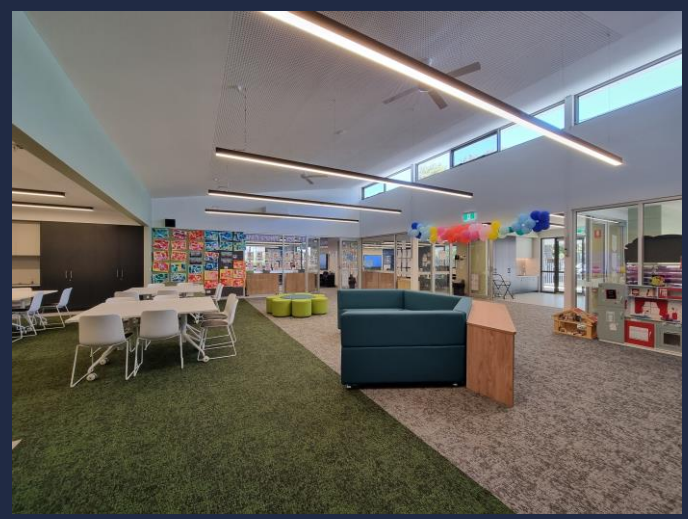
626 Pascoe Vale Road Oak Park Victoria 3046 | Tel: 03 9306 9444  
principal@sfoakpark.catholic.edu.au | www.sfoakpark.catholic.edu.au

Principal: Aoife McCarthy | [aofe.mccarthy@sfoakpark.catholic.edu.au](mailto:aofe.mccarthy@sfoakpark.catholic.edu.au)

**Bloom where you are planted | Be who you are and be that well**



## 2025 Information Handbook

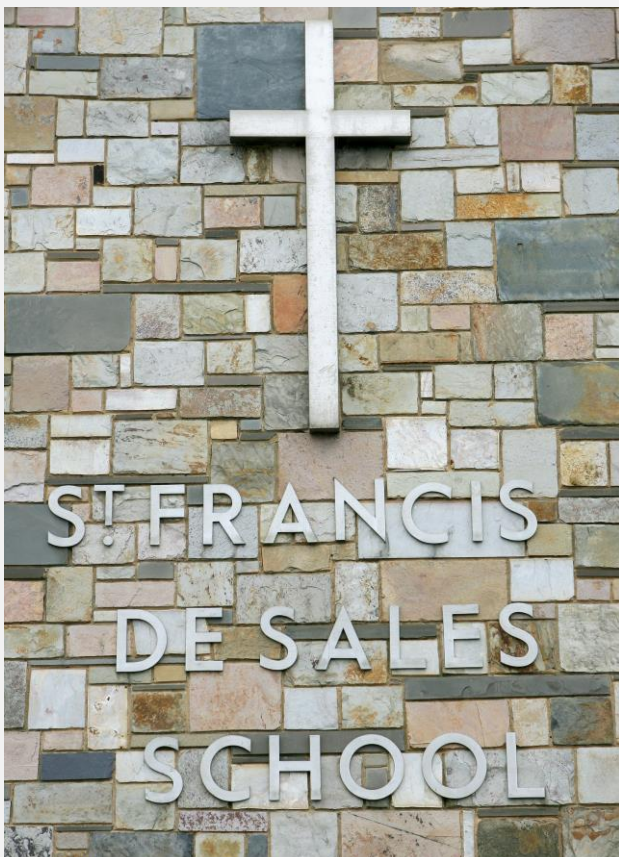


## Acknowledgement of Country

In the spirit of reconciliation St Francis de Sales Primary School acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.



St Francis de Sales Catholic Primary School | Bloom where you are planted | Be who you are and be that well

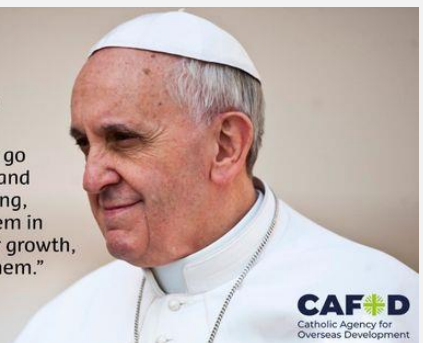


On behalf of our Parish Priest, Father Thien, the Teaching Staff of St Francis de Sales and myself, we are very much looking forward to continuing to share your child's primary school journey in 2025 and beyond and fulfilling the important task of your child's educational needs so that they may continue to grow and develop into the future.

Aoife McCarthy | Principal

"Educating isn't a profession but an attitude, a way of being. In order to educate you must go out of yourselves and be amidst the young, accompanying them in the stages of their growth, standing beside them."

Pope Francis



**CAFOD**  
Catholic Agency for  
Overseas Development

## Vision Statement



St Francis de Sales  
Unlocking our collective  
potential to inspire positive  
and lasting change

## Mission Statement

We are a Catholic primary school where the education and wellbeing of our students is central to everything we do. Through a supportive faith filled learning environment we embrace diversity and empower all to be the best they can be. Together we develop hopeful and resilient life-long learners who are able to thrive in a rapidly changing world.

## Values

Through the charism of the Sisters of Charity and St Francis de Sales we uphold the values:

- Courage
- Inclusiveness
- Respect
- Compassion
- Love
- Excellence



### St Francis de Sales Parish

626 Pascoe Vale Road Oak Park VIC 3046

Tel: 03 7064 5162

Email: [OakPark@cam.org.au](mailto:OakPark@cam.org.au)

<b>Parish Priest</b>   Fr. Thien VO	<b>Parish Secretary</b>   Janine Kent
<b>Weekend Masses</b>	Saturday: 6:00pm (Vigil) Sunday: 8:00am, 9:30am and 11:00am (Italian)
<b>Weekday Masses</b>	Monday - Saturday: 9:15am
<b>Reconciliation</b>	Saturdays: 10:00am & 5:30pm
<b>Baptisms &amp; Marriages</b>	Contact the Parish Secretary
<b>Rosary</b>	Monday - Saturday: 8:50 am
<b>Chaplet of the Divine Mercy</b>	Monday - Saturday: After Mass
<b>Eucharistic Adoration and Marian Devotion</b>	Thursday: 6:00pm - 7:00pm
<b>First Friday of the month</b>	After Mass, Benediction and Exposition until 12pm
<b>Morning Tea</b>	Wednesday: After Mass

## Meet our Team

Listed below is a list of our 2025 Staffing. To get to know our staff a little more, please be sure to visit the school website under 'Our School' and you will find our 'Meet our Team' profiles.

### 2025 Leadership Team

Principal	Aoife McCarthy	<a href="mailto:aoife.mccarthy@sfoakpark.catholic.edu.au">aoife.mccarthy@sfoakpark.catholic.edu.au</a>
Deputy Principal   Learning Diversity	Penny Sutton	<a href="mailto:penny.sutton@sfoakpark.catholic.edu.au">penny.sutton@sfoakpark.catholic.edu.au</a>
Education in Faith	Simon Maltese	<a href="mailto:simon.maltese@sfoakpark.catholic.edu.au">simon.maltese@sfoakpark.catholic.edu.au</a>
Learning and Teaching   Literacy Leader	Amelia Morse	<a href="mailto:amelia.morse@sfoakpark.catholic.edu.au">amelia.morse@sfoakpark.catholic.edu.au</a>
Wellbeing Leader (Semester 2)	Belynda Horne	<a href="mailto:belynda.horne@sfoakpark.catholic.edu.au">belynda.horne@sfoakpark.catholic.edu.au</a>
Mathematics Leader Year Prep–Year 6	Kerry Dougherty	<a href="mailto:kerry.dougherty@sfoakpark.catholic.edu.au">kerry.dougherty@sfoakpark.catholic.edu.au</a>
Learning Technologies	Emily Pereira	<a href="mailto:emily.pereira@sfoakpark.catholic.edu.au">emily.pereira@sfoakpark.catholic.edu.au</a>
Mental Health in Primary Schools (MHIPS)	Madi Trompf	<a href="mailto:madi.trompf@sfoakpark.catholic.edu.au">madi.trompf@sfoakpark.catholic.edu.au</a>

### 2025 Specialist Teachers

Literacy Intervention Support [Year Prep-6]	Elizabeth Camilleri	<a href="mailto:elizabeth.camilleri@sfoakpark.catholic.edu.au">elizabeth.camilleri@sfoakpark.catholic.edu.au</a>
Numeracy Intervention Support [Year Prep-6]	Kerry Dougherty	<a href="mailto:kerry.dougherty@sfoakpark.catholic.edu.au">kerry.dougherty@sfoakpark.catholic.edu.au</a>
Visual Arts	Simon Maltese	<a href="mailto:simon.maltese@sfoakpark.catholic.edu.au">simon.maltese@sfoakpark.catholic.edu.au</a>
	Sharon Paxman	<a href="mailto:sharon.paxman@sfoakpark.catholic.edu.au">sharon.paxman@sfoakpark.catholic.edu.au</a>
Physical Education and Sport	Deborah Boyle	<a href="mailto:deb.boyle@sfoakpark.catholic.edu.au">deb.boyle@sfoakpark.catholic.edu.au</a>
(LOTE) Italian	Pierina Schiavello	<a href="mailto:pierina.schiavello@sfoakpark.catholic.edu.au">pierina.schiavello@sfoakpark.catholic.edu.au</a>
STEM	Madi Trompf	<a href="mailto:madi.trompf@sfoakpark.catholic.edu.au">madi.trompf@sfoakpark.catholic.edu.au</a>

### Learning Support Officers

Sally Anderson    Liliane Assouni    Adriana Bof    Teresa Lafontaine    Janice Neagle    Thuy Nguyen

Administration | Tel: 9306 9444 | [admin@sfoakpark.catholic.edu.au](mailto:admin@sfoakpark.catholic.edu.au)

Business Office Manager	Connie Lapworth	<a href="mailto:connie.lapworth@sfoakpark.catholic.edu.au">connie.lapworth@sfoakpark.catholic.edu.au</a>
Office Administration Assistant (Tue, Wed, Thur)	Lisa Hunter	<a href="mailto:lisa.hunter@sfoakpark.catholic.edu.au">lisa.hunter@sfoakpark.catholic.edu.au</a>
Executive Assistant   Community Communication (Monday and Friday)	Jodie Wishart	<a href="mailto:jodie.wishart@sfoakpark.catholic.edu.au">jodie.wishart@sfoakpark.catholic.edu.au</a>



## 2025 Classroom Teachers

### Year Prep

Class name	Classroom Teacher	Email Address
Prep MB	Mikaela Borg	<a href="mailto:mikaela.borg@sfoakpark.catholic.edu.au">mikaela.borg@sfoakpark.catholic.edu.au</a>
Prep AL	Anna La Terra	<a href="mailto:anna.latterra@sfoakpark.catholic.edu.au">anna.latterra@sfoakpark.catholic.edu.au</a>

### Year 1

Class name	Classroom Teacher	Email Address
Year 1LN	Lauren Nisi	<a href="mailto:lauren.nisi@sfoakpark.catholic.edu.au">lauren.nisi@sfoakpark.catholic.edu.au</a>
Year 1JS	Judy Springfield	<a href="mailto:judy.springfield@sfoakpark.catholic.edu.au">judy.springfield@sfoakpark.catholic.edu.au</a>

### Year 2

Class name	Classroom Teacher	Email Address
Year 2MG	Mia Georgandas	<a href="mailto:mia.georgandas@sfoakpark.catholic.edu.au">mia.georgandas@sfoakpark.catholic.edu.au</a>
Year 2IO	Irene O'Keefe	<a href="mailto:irene.okeefe@sfoakpark.catholic.edu.au">irene.okeefe@sfoakpark.catholic.edu.au</a>

### Year 3/4

Class name	Classroom Teachers	Email Address
Year 3/4AB	Áine Bric	<a href="mailto:aine.bric@sfoakpark.catholic.edu.au">aine.bric@sfoakpark.catholic.edu.au</a>
Year 3/4EP	Emily Pereira	<a href="mailto:emily.pereira@sfoakpark.catholic.edu.au">emily.pereira@sfoakpark.catholic.edu.au</a>
Year 3/4LR	Liz Rutherford	<a href="mailto:liz.rutherford@sfoakpark.catholic.edu.au">liz.rutherford@sfoakpark.catholic.edu.au</a>

### Year 5/6

Class name	Classroom Teachers	Working Days	Email Address
Year 5/6TA	Tara Amici		<a href="mailto:tara.amici@sfoakpark.catholic.edu.au">tara.amici@sfoakpark.catholic.edu.au</a>
Year 5/6LT	Audrey Lotter-Thompson	Monday, Wednesday and Thursday	<a href="mailto:audrey.lotter-thompson@sfoakpark.catholic.edu.au">audrey.lotter-thompson@sfoakpark.catholic.edu.au</a>
	Sharon Paxman	Tuesday and Friday	<a href="mailto:sharon.paxman@sfoakpark.catholic.edu.au">sharon.paxman@sfoakpark.catholic.edu.au</a>
Year 5/6MT	Michael Thompson		<a href="mailto:michael.thompson@sfoakpark.catholic.edu.au">michael.thompson@sfoakpark.catholic.edu.au</a>

# Term and School Closure Dates

## Term Dates

The below dates are provided as a guide only and may be subject to change beyond our control

### Important Beginning of Term 1 Dates

Tuesday 28 January 2025	School Office Opens and Classroom Teachers Onsite   [No students onsite]
Wednesday 29 January 2025	Years Prep-Year 6 Student Assessment Appointments
Thursday 30 January 2025	Years 1-6 Student Assessment Appointments
Friday 31 January 2025	Year Prep first day of school
Monday 3 February 2025	All students on site

Term	First Day of Term	Last Day of Term
Term 1	**as per above important dates	Friday 4 April 2025

### Easter | Friday 18 April 2025 – Monday 21 April 2025

Term 2	Tuesday 22 April 2025	Friday 4 July 2025
Term 3	Monday 21 July 2025	Friday 19 September 2025
Term 4	Monday 6 October 2025	Tuesday 16 December 2025

On the last day of term school finishes at 1:00pm

## Student Free School Closure Dates | Staff Professional Development and Learning

The below dates are provided as a guide only and may be subject to change beyond our control

Student Free School Closure Days enable our Teaching Staff to attend Professional Learning to further develop our expertise in education.

Term	Student Free School Closure Day
Term 1	Monday 3 March 2025
Term 2	Friday 6 June 2025
Term 3	Friday 22 August 2025
Term 4	Monday 3 November 2025
Term 4	Monday 1 December 2025

## Student Assessments | Years 1-6 | Wednesday 29 January and Thursday 30 January

To mark the beginning of the year, we are pleased to offer in-person assessment appointments between your child and their teacher for 2025. The purpose of these assessments is to provide a one-to-one opportunity for students and teachers to meet, and for teachers to conduct primary assessments with your child, which will inform the development of the learning sequences that your child is engaged in.

## Making an online Booking for Student Assessment Appointments | Years 1-6



MAKE A BOOKING

To book your school interview please go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)

Enter code

4t3rg

Once you have selected your child's class and desired interview appointment, click FINISH and your selected booking will be emailed to you immediately. If you do not receive your email, please check your junk mail, or enter the event code again and check your email address spelling.

The email you receive is your confirmation. DO NOT DELETE this email as you may need to refer back to it at a later date. Please remember to add appointments to your calendar, as confirmation emails are generated once only through our booking platform. In the case that you are unable to locate details, you are always welcome to contact the school office as a point of last resort.

## Education in Faith | Sacrament Dates

The below sacrament dates are a guide only and due to unforeseen circumstances, may be subject to change.

Sacrament of Reconciliation	Date	Time
Commitment Mass for Reconciliation	Saturday 9 August 2025	6:00pm
Faith Evening (organised by school and run at school)	Tuesday 19 August 2025	6:30pm
Sacrament of Reconciliation	Wednesday 10 September 2025	7:00pm

Sacrament of Eucharist	Date	Time
Commitment Mass for Eucharist	Saturday 24 May 2025	6:00pm
Faith Evening (organised by school and run at school)	Tuesday 3 June 2025	6:30pm
Sacrament of Eucharist	Group 1   Saturday 28 June 2025	6:00pm
	Group 2   Sunday 29 June 2025	9:30am

Sacrament of Confirmation	Date	Time
Commitment Mass for Confirmation	Saturday 22 March 2025	6:00pm
Faith Evening (organised by school and run at school)	Tuesday 29 April 2025	6:30pm
Sacrament of Confirmation	Saturday 10 May 2025	11:00am



# 2025 School Fees

A Statement of Fees is sent to all families at the beginning of Term 1. School fees must be finalised by 30 September 2025.

## 2025 Fees and levies

Family fees	Curriculum levy (per student)	Building levy
\$2,100.00	\$550.00	\$200.00

## School Levies

<b>Swimming Levy</b>	Year 1-4	\$95.00 per student (Year 1 - 4 Students only)
<b>Technology Levy</b> The Technology Levy is heavily subsidised by the school. This levy supports funding updated Chromebooks and related technology.	Year 3-6	\$100.00 per student (Year 3 - 6 Students only)
<b>Interschool Sport</b> The Interschool Sport Levy is heavily subsidised by the school and eliminates the need for families in Year 5/6 to make interschool sport payments throughout the year.	Year 5/6	\$65.00 per student (Year 5/6 Students only)
<b>Camp Levy</b>	Year 5/6	\$425.00 per student (Year 5/6 Students only)

## Payment Options

<b>Payment Options</b>	<p>A Statement of Fees will be sent to all families at the beginning of Term 1. For ease of payment, families can pay their school fees electronically. Payment can be made by either:</p> <ul style="list-style-type: none"><li>• Directly depositing funds into the SFdS Bank Account.</li><li>• A regular automated credit card payment. (The School is not permitted to keep credit card details on file, they are tokenised which allows the school to securely store the details). A fees, levies and charges credit card agreement will need to be completed. Please see Connie Lapworth, Office Business Manager to arrange this.</li><li>• If you would like to pay your fees by direct debit you will need to arrange this directly with your Bank.</li><li>• Eftpos payments can be made via the School Office eftpos machine. Please see Connie Lapworth or Lisa Hunter in the School Office.</li></ul>
<b>Payment by Instalments</b>	Payments can be made in instalments either weekly, fortnightly, or monthly until finalised by September 2025.

## Contact

<b>Special Arrangements</b>	For special arrangements for paying your child/children's school fees, please see Aoife McCarthy, Principal or Connie Lapworth, Office Business Manager.
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## Year 1 – Year 4 Swimming Program



The Year 1-4 students will take part in an intensive swimming program at Oak Park Swimming Pools.

The swimming program is progressive and designed to allow students to work through a series of aquatic based skills at their own pace. The students will be grouped according to their ability which will be assessed by instructors on the first day of the program.

The swimming program will run for 8 days and will be spread across 2 weeks. At the completion of the program, all children receive a certificate.

### Term 1 | Year 1/2 Students

Year 1/2 Monday 24 March to Friday 28 March 2025 (inclusive)

Monday 31 March to Wednesday 2 April 2025(inclusive)

### Term 4 | Year 3/4 Students [Tentative]

Year 3/4 Monday 10 November to Friday 14 November 2025 (inclusive)

Monday 17 November to Wednesday 19 November (inclusive)

More details regarding the program will be circulated in 2025.

## Year 5/6 School Camp



The Year 5/6 School Camp will be held at Camp Weekaway from Wednesday 12 March to Friday 14 March 2025 (inclusive).

More details regarding Camp will be circulated in 2025.

## School Photos



Advancedlife Photography is the School's provider for our school photos. Advancedlife specialises in primary and high school photography. Our School Photos will be taken in Term 2. Orders are made via an online ordering system.

**The scheduled date for 2025 is Tuesday 24 February 2025.**

A portrait and a class group photograph will be taken of every student at the school, regardless of purchase. Photographs of your children taken as part of a class group are only permitted to be distributed within their own class. Your child's name will appear on the class group photo. If you do not wish your child to be photographed, we ask that you please contact the school office, [admin@sfoakpark.catholic.edu.au](mailto:admin@sfoakpark.catholic.edu.au) or 9306 9444 with your instructions prior to our Photo Day.

Subject to availability, our Whole School Photo will be taken in Term 2 or Term 3.

## School Day

Children are expected to arrive at school between 8.30am and 8.40am, giving them ample time to greet their teachers and friends and organise their materials for the day. The first bell goes at 8:45am to allow the children to set up and get ready for the day. All of this is great settling behaviour and allows the students to be ready for the business of the day. Students arriving before 8.30am cannot be adequately supervised as teachers are engaged in other duties. Families of students consistently arriving before 8.30am are advised to enrol in Before School Care.

Children arriving after 8.45am experience difficulties settling into the days' learning as they miss the important 'tuning in' that happens at the beginning of each school day. Being at school on time helps children to learn and assists them in developing good habits which will benefit them throughout their schooling and throughout their lives.

<b>Morning Bell</b>	The first bell is at 8:45am and the final bell to be in class is at 8:50am.
<b>Late arrivals</b>	Students who arrive to school late i.e. after 8:55am must be signed in at the front office by a family member or an adult.
<b>Absences</b>	All absences need to be notified to School by completing an eForm in Operoo. If you experience technical issues with Operoo, absences can be notified by telephoning the School Office on 9306 9444 or by emailing your child/children's Classroom Teacher. Failing to notify the School will result in our School Administration Staff contacting families to ensure the absence is genuine.
<b>Contacting families</b>	Contacting Families of any unexplained absences is a mandated requirement for Catholic Primary Schools.
<b>End of School Day Dismissal</b>	<p><b>End of Day transitions</b>   Students are <b>not</b> permitted to exit the building through the office at pick up time. This allows staff to continue their duty of care in a more cohesive manner.</p> <ul style="list-style-type: none"> <li>• <b>Prep-Year 4 students</b>   Exit from the basketball court. Students are accompanied by their teacher, and if arranged with their parents, students are permitted to walk down to the front of the office safely to meet the person collecting them.</li> <li>• <b>Years 5 and 6 students</b>   may exit from the basketball court or the back gates. Students are accompanied by their teacher to the middle yard.</li> </ul>

## Daily Learning Schedule

8:55am - 11.00am	Learning Session 1
11.00am - 11.40am	First Break
11:40am - 1:30pm	Learning Session 2
1.40pm - 1.50pm	Supervised eating time
1.50pm - 2.30pm	Second Break
2.30pm - 3.30pm* (*Except Fridays when school finishes at 3.00pm)	Learning Session 3


## Timetable | Recess and Lunch

Morning Recess Break	11.00am - 11.40am
Eating Lunch	1.25pm-1:40pm
Lunch Recess Break	1.40pm-2:30pm
Dismissal	*3.30pm (Except Fridays when school finishes at 3.00pm)

# Positive Behaviour for Learning

Positive Behaviour for Learning (PBL) is a process that supports school leadership teams to create positive learning environments that enable student learning and wellbeing. It brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The framework assists schools to improve social, emotional, behavioural and academic outcomes for children and young people.



 ST FRANCIS DE SALES OAK PARK	Learning Spaces	Yard	Transitions	Online	Our community will...
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Track the speaker</li> <li>Consider the learning rights of others</li> <li>Show active listening</li> <li>Speak kindly</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Share equipment and materials</li> <li>Include others</li> <li>Put rubbish in the bin</li> <li>Think before acting</li> <li>Speak kindly</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly</li> <li>Let others pass</li> <li>Be aware of our surroundings</li> <li>Consider others</li> </ul>	<ul style="list-style-type: none"> <li>Say and type kind things</li> <li>Be an up-stander</li> </ul>	<ul style="list-style-type: none"> <li>Model respectful language with staff and other parents</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Do my best</li> <li>Work together, be fair, kind and share</li> <li>Be honest</li> <li>Help others</li> <li>Be organised</li> <li>Be a role model</li> <li>Be ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>Decide on the rules of games together</li> <li>Stand up for others</li> <li>Find a teacher if you or someone else needs help</li> <li>Keep the bathrooms clean</li> </ul>	<ul style="list-style-type: none"> <li>Move around the classroom and school quietly</li> <li>Go straight to line when the music starts</li> <li>Return straight to class after using the bathroom</li> <li>Report any problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Treat equipment carefully</li> <li>Use only teacher/parent directed websites</li> <li>Ask an adult if you're unsure</li> <li>Take screenshots of unsafe or unkind things</li> </ul>	<ul style="list-style-type: none"> <li>Encourage children to be responsible for their belongings</li> <li>Encourage children to set homework routines</li> <li>Encourage independence</li> </ul>
<b>Resilient</b>	<ul style="list-style-type: none"> <li>Give it a go</li> <li>Take on feedback</li> <li>Try my best</li> <li>Use positive self talk</li> <li>Celebrate and learn from mistakes</li> </ul>	<ul style="list-style-type: none"> <li>Use strategies to manage emotions</li> <li>Take turns</li> <li>Be prepared to compromise</li> </ul>	<ul style="list-style-type: none"> <li>Ignore distractions</li> <li>Share line spots</li> <li>Take on feedback</li> </ul>	<ul style="list-style-type: none"> <li>Speak to a trusted adult if you are unsure of something</li> <li>Have a go and try again</li> </ul>	<ul style="list-style-type: none"> <li>Encourage problem solving</li> <li>Help our children see different perspectives</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>Use equipment safely</li> <li>Stay with my class</li> <li>Push in our chairs</li> <li>Let the teacher know if there's a problem</li> <li>Seek teacher permission before leaving the room</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to ourselves</li> <li>Find a teacher if there's a problem</li> <li>Be aware of our surroundings</li> </ul>	<ul style="list-style-type: none"> <li>Always walk on the left</li> <li>Stay in a line</li> <li>Hold sports equipment</li> <li>Follow teacher instructions</li> </ul>	<ul style="list-style-type: none"> <li>Keep our passwords and personal information private</li> <li>Use age appropriate websites</li> <li>Tell a trusted adult if there's a problem</li> </ul>	<ul style="list-style-type: none"> <li>Identify trusted adults and where children can go for help</li> <li>Be aware of online age limits</li> <li>Monitor use of devices at home</li> </ul>
<b>Our Staff will...</b>	<ul style="list-style-type: none"> <li>Explicitly teach and model</li> <li>Allow for wait time</li> <li>4:1 positive feedback</li> <li>Set and maintain routines</li> <li>Be consistent</li> <li>Follow the behaviour flowchart</li> </ul>	<ul style="list-style-type: none"> <li>Actively supervise and monitor</li> <li>Provide redirection and support</li> <li>Follow the behaviour flowchart</li> <li>4:1 positive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Be consistent</li> <li>Actively model and reinforce expected routines and behaviour</li> <li>Redirect and reteach as needed</li> <li>Be prompt</li> </ul>	<ul style="list-style-type: none"> <li>Actively supervise</li> <li>Explicitly teach help seeking strategies</li> </ul>	<ul style="list-style-type: none"> <li>Maintain open and respectful dialogue between home and school</li> </ul>

## Operoo



Operoo is the primary means of communication at SFdS. Operoo provides a simple way for parents, carers and/or guardians to sign forms and safely share emergency and medical data with the school. Operoo eliminates the need for paper forms being sent home and found in the bottom of backpacks and filling in the same information repeatedly.

## Absences

All absences need to be notified to School by completing an eForm in Operoo. If you experience technical issues with Operoo, absences can be notified by telephoning the School Office on 9306 9444 or by emailing your child/children's Classroom Teacher.

Failing to notify the School will result in our School Administration Staff contacting families to ensure the absence is genuine. Contacting Families of any unexplained absences is a mandated requirement for Primary Schools.

## Change of Details

If you have a change of address, phone number or email address please complete a 'Change of Details' eForm in Operoo and/or email the School Administration Office [admin@sfoakpark.catholic.edu.au](mailto:admin@sfoakpark.catholic.edu.au)

## Seesaw



At St Francis de Sales we have made a commitment to using a digital portfolio tool called 'Seesaw'.

Seesaw is a platform for student engagement that inspires students of all ages to do their best. Seesaw creates a powerful learning loop between teachers, students, and families.

### Seesaw:

- Makes your child's thinking and learning visible so we can see and celebrate their growth over time
- Opens communication between home and school, so we can share ideas to best support your child's learning at home and at school
- Gives your child an authentic audience for their work which motivates them to do their best

At the beginning of Term 1 your child/children's Classroom Teacher will share with you login details and instructions on getting started with Seesaw.

## Social Media



To share more of what we do and who we are at SFdS with the local community, you can follow us on **Facebook:** *Saint Francis de Sales Primary School* and/or **Instagram:** *saintfrancisdesalesoakpark*. You'll see our logo to make you feel at home!

Please note that first names or surnames of children will never be referred to on our social media pages. For now, we do not have any faces of children published online. Please keep an eye out at the start of Term 1 2025, as we will be sharing photo permission forms to everyone, and we will be respectful of parent preference in terms of publishing photos online.

## House Teams



Our mission for establishing House Teams at St Francis de Sales is to provide a lifelong learning experience for our students. The House Team System brings the school's Vision Statement alive. Each House team has a value that is drawn from our Vision Statement attached to it. We would like to provide opportunities for friendly competition within the school. The House Team System provides a simple framework for such competition.

We aim to emphasise the importance of teamwork, sportsmanship, fair play, excellence and respect for one another.

The entire school, including staff, is divided into four house teams. The four house teams are named after people who made a significant contribution to the establishment of our parish and local community.

The House names are:

NATHAN	Green	Patrick Nathan
WELCH	Red	Gerry Welch
WHITE	White	Ken White
NELSON	Blue	John Nelson

Family members are always in the same house and we ensure a fair balance of girls and boys, but otherwise the groups are chosen randomly. Sporting events and other school events are arranged using the House Team system. Through this system we hope to provide enjoyment and fun by learning and working together as a team.

## House Teams Sports Uniform Polo Top



## School Uniform Suppliers



The wearing of school uniform is compulsory. It is neat, attractive and long wearing. It gives a child a sense of belonging and helps in developing a school tradition.

We encourage all children to take pride in their school by consistently wearing the correct school uniform. If a child is unable to wear a complete school uniform for any reason, a note is required.

The school's official supplier of uniforms is Noone Uniform Suppliers. SFdS Uniforms are only available for purchase directly from Noone. Uniforms can be ordered online and delivered to the school free of charge. A current price list is attached.

### Noone Uniform Suppliers

543 Keilor Road Niddrie | Telephone 9379 5037

Trading hours Monday to Friday 9.00am - 5.00pm and Saturday 9:00am - 1:00pm

<https://www.noone.com.au/school/st-francis-de-sales-oak-park-2>

**Please ensure that all clothing is clearly marked with your child's name.**

## Term 1 and Term 4 Uniform Policy - No Hat - No Play Policy



During Term 1 and Term 4, students are required to wear sun-safe school hats, which are designed to protect the face and neck.

As a means of encouraging our students to practise preventative over-exposure to the sun measures, St Francis de Sales School implements a 'No Hat - No Play Policy'.

## 2025 Class Requisites



A Government Grant covers most of the materials needed by your child. A levy is needed though to cover other costs e.g. excursions, additional art materials, physical education equipment and music equipment. Stationary requirements will be supplied by the school. There is no need to bring pens, pencils cases etc.

There are some items that are not provided by the School. By the end of Week 1, we kindly ask that all families please bring the following items to school with them:

- 1 1x pair of headphones (over the head only, not wireless. These can be purchased from either Kmart or Big W).
- 2 art smock (clearly marked with your child's name).
- 3 library bag (clearly marked with your child's name).
- 4 2x boxes of tissues.

## Assembly

Each Second Friday we come together in assembly as a whole school community and invite our parents, grandparents and friends to come along too.

Our school assemblies are some of the most important aspects of the school's curriculum. We believe the assembly nurtures positive school ethos that stresses care for self and others.

Our classes take turns to be responsible and to showcase their learning. Certificates of Achievement and Positive Behaviour for Learning Awards are often awarded at these special gatherings.

## Celebrating Birthdays

We all enjoy celebrating our birthdays with our friends, however, please note that families are asked **not** to send birthday cakes and/or party bags to school. Birthdays will be acknowledged in the classroom by the Classroom Teacher.

## Before and After School Care



Kelly Club provides OSHC before and after-school care programmes throughout Victoria. Kelly Club's aim is to provide not just 'a childcare facility', but to create a safe environment where children can have fun and benefit from in a number of ways.

Kelly Club is closely aligned with Kelly Sports. Kelly Sports has been providing a range of curricular and extra-curricular sporting programs for children in Australia since 1994.

Kelly Club's OSHC programmes are focused on sports, cooking, art and craft activities as well as structured 'free-time' around a busy day at school. These activities are incorporated into themed subjects each week that give children the opportunity to extend their learning outside of the school classroom. Kelly Club believe it is important that children get the opportunity to enjoy play and engage with friends, while being under the supervision of quality staff, during out of school care programs.

### Operating Times

Before School Care: 7:00am to 8:30am | After School Care: 3:30pm to 6:15pm (Except on Friday when School Finishes at 3:00pm).

For more information and fees payable, please visit

<https://www.kellyclub.com.au/sfoakpark..>

## ABC Music Program



ABC Music makes music in schools as simple as ABC. ABC Music Guitar and Keyboard lessons are available as an extra curriculum activity for students in Year 1-Year 6. ABC Music Group offers music lessons during school hours on a Thursday.

For more information visit [ABC Music website](#) or contact the ABC office via email: [info@abcmusicgroup.com.au](mailto:info@abcmusicgroup.com.au) or call 0403 493 861.



## Kelly Sports



Kelly Sports provide a range of fun and stimulating programmes that develop children's fundamental sporting skills in an environment that encourages children to give sport a go.

Kelly Sports offer a fantastic range of organised activities for children outside of the school curriculum after school on our school grounds.

<https://www.kellysports.com.au/>

## Participating in Excursions and Classroom Activities | Working With Children Check



St Francis de Sales values volunteers as they are a vital aspect of school life. In light of our school's continued promotion and focus on Child Safety, we place importance on the rigorous selection process of volunteers performing child connected work in our school. This stance reflects school policy around Child Safety, current community expectations and is in line with Victorian legislation; Ministerial Order No. 870 (Child Safety Standards). As such, SFdS holds Workshop Training Sessions for all Year Prep-Year 1 new Parents and Carers (all families are welcome to attend) wishing to undertake Volunteer work at the school. Examples of Volunteering at School include:

- Excursions
- Parent helper/In class support (Reading, Mathematics etc)
- Interschool Sports support
- In school assistance (canteen, sausage sizzle, school etc)
- Any activity that involves the individual to work with or in the presence of children at St Francis de Sales, Oak Park.

When participating in any events, excursions or classroom activities you will need to hold a current Working with Children Check. The Working with Children Check assists in protecting children from sexual and physical harm by ensuring that people who work with, or care for, them are subject to a screening process. For further information, please visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

**Please ensure you have listed St Francis de Sales Primary School Oak Park as the organisation you wish to volunteer at. This ensures the school is notified of your application. You can update the organisation details online.**

Once you have received your 'Working with Children Check', please provide your Working with Children Number to the School Office.

## Entry to School via Back Entry - Bike Walking Path Gate

The back gate opens around 8:30am each day and is securely locked again around 8:50am. The back gate re-opens in the afternoon approximately 20 minutes before the bell goes. On a Friday, the back gate closing time is 3:10pm and on Monday-Thursday, the back gate closing time is 3:40pm.

## Keeping everyone safe in the School Car Park



## Traffic Management Policy and Parent Code of Conduct within School Grounds

As a school community the health and safety of students, parents /carers, parishioners, visitors and staff is of paramount importance. We need to have traffic arrangements in place which always ensure the safety of all and smooth traffic flow. School car parks are a major risk for children, everyone is in a hurry and many, especially children are tired in the afternoon. They are very busy places, with many distractions. Pedestrian injuries can be severe and are a significant cause of child disability.

Traffic control on public roads is the responsibility of the Police and the Local Government Authority.

Those drivers who enter our property do so in agreement with our Parent Code of Conduct Policy.

Please be patient and courteous in our school car park to ensure that all children are safe when arriving and leaving school.

## Traffic Arrangements at SFdS

The safety of the children at SFdS is always given high priority. I ask all families and parents to ensure they are following SFdS Code of Conduct and are treating each other with respect and empathy. Use of profanities, aggression and bad language is never acceptable particularly in a setting where there are young children present. Adults engaging in this type of behaviour will be asked to leave the school premises. For further information on SFdS Code of Conduct, please go to the School's Website or please do not hesitate to ask our Office Administration Staff to print a copy for you.

**End of Day transitions** | Students are **not** permitted to exit the building through the office at pick up time. This allows staff to continue their duty of care in a more cohesive manner.

- **Prep-Year 4 students** | Exit from the basketball court. Students are accompanied by their teacher, and if arranged with their parents, students are permitted to walk down to the front of the office safely to meet the person collecting them.
- **Years 5 and 6 students** | may exit from the basketball court or the back gates. Students are accompanied by their teacher to the middle yard.

**No cars should be double parked at any time** | If there are not enough car spaces in the main car park, you need to park in the Parish car park located behind McDonalds, or in Bailey Crescent/Park Street. Alternatively, you can park off site and walk your child into the school. Teachers are on yard duty to supervise children at pick up and drop off times.

**Kiss and Drop car spaces become NO STANDING zones at pick-up time** | I ask all families not to park cars here at pick-up time as this causes congestion and confusion in the car park. Please do not exit your car as this is not only dangerous but also impacts the flow of traffic through the car park.

**Children should NOT be walking across any car park without the supervision of an adult** | Children are not permitted to walk unattended across the car park to their family's car. This is dangerous and unacceptable.

**Disabled Parking** | Unless you have a valid disabled parking sticker you are NOT permitted to park in the allocated disabled parking spaces.

**NO RIGHT TURN onto Pascoe Vale Road from SFDS car park** | There is **NO RIGHT TURN** onto Pascoe Vale Road from SFdS car park. This causes significant congestion in SFdS car park.

Serving on the School Advisory Council of a Catholic school is a form of Church lay ministry. It is a response to the call to support the local Catholic Parish and School communities in a particular way. It is also a means for members of our community to share their skills and talents for the common good. A well-functioning Council provides rich sources of wisdom and insight as well as a means of strengthening community links and potential for partnerships. The School in conjunction with the School Advisory Council have adapted the [MACS Terms of Reference](#) in establishing effective operating procedures for the Council. The MACS Terms of Reference is available on the school website under the 'Community Partnerships' tab.

#### Advisory in nature

The School Advisory Council provides a forum for discussion and discernment, where the parent/guardian voice and perspective are available to inform and support the decisions made by the Principal and Parish Priest for the good of School and Parish where the wellbeing and outcomes for students is paramount.

The School Advisory Council is made up of dedicated parents and staff from St Francis de Sales School. The School Advisory Council meets monthly to advise in a spirit of cooperation with the Parish Priest and School Principal regarding the operation of the School. The School Advisory Council's function is to make recommendations, in an advisory capacity.

Please feel free to contact the School Advisory Council at any time with any questions or comments you may have via email or please feel free to approach any one of our members.

#### Our 2025 School Advisory Council members are:

<b>Parish Priest:</b>	Father Thien VO
<b>Principal:</b>	Aoife McCarthy
<b>Staff Representative:</b>	Penny Sutton
<b>Chair:</b>	Michelle El Khoury
<b>Secretary:</b>	Peter Pennicott
<b>Parent Representative:</b>	Elise Chandler
<b>Parent Representative:</b>	Kane Marinko
<b>Parent Representative:</b>	Kate Mansell
<b>Parent Representative:</b>	Alicia Xerri

St Francis de Sales continues to be a community that is both welcoming and inclusive. Our school has a strong sense of community where you are welcomed with warmth into a caring environment. We recognise that the partnership between home, school and the wider parish is vital to the school's continued success.

Our parents continue to be incredibly supportive through action that assist the school such as being parent helpers in the classroom, attending fortnightly school assemblies and other school events.

The role of Parents and Friends is to work to support the staff and the school which their children attend. This is vital work because it is only through the co-ordinated active involvement and interest of parents, along with dedicated staff, that the School will become a 'faith community, which not only encourages learning but leads children to God and living a Christian life' (*Parents and Friends Federation of Western Australia Inc*).

The aim of Parents and Friends is to assist in the planning and organising of functions associated with the social, sporting, cultural and educational life of the school community.

At times, the Parents and Friends Group fundraise for particular projects which assist or enhance teaching aids and equipment or improvements to facilities within the school grounds, buildings etc. In order to achieve its aims, Parents and Friends arrange a variety of events throughout the school year.



**NOONE**  
BEST IN CLASS SINCE 1947

Official supplier of uniforms to



**ST FRANCIS DE SALES  
OAK PARK**

## ST FRANCIS DE SALES SCHOOL, OAK PARK

PRICELIST VALID TO 30<sup>TH</sup> JUNE 2025

ALL PRICES INCLUDE GST

Academic Uniform		Academic Uniform	
<b>Shirt - Short Sleeve (Illawarra Blue )</b> All sizes	\$ 31.95	<b>Blouse - Short Sleeve (Illawarra Blue )</b> All sizes	\$ 31.95
<b>Shirt - Long Sleeve (Illawarra Blue )</b> All sizes	\$ 32.95	<b>Blouse - Long sleeve (Illawarra Blue)</b> All sizes	\$ 32.95
<b>Shorts (short231) – (Biz Charcoal)                      From</b>	\$ 28.50	<b>Summer Dress</b> All sizes	\$ 59.95
<b>Trouser 301 ½ elastic back – (Biz Charcoal)</b>	\$ 46.95	<b>Tartan skirts/Pinafore</b> All sizes	\$ 60.50
<b>Pullover (Navy)</b> 60-80 85+	\$ 84.95 \$ 89.95	<b>Navy Pants - Tailored</b> All sizes	\$ 68.00
<b>Windcheater - V Neck (Navy)</b> All sizes	\$ 36.50	<b>Skort – SKORT (Navy Bermuda)</b> All sizes	\$ 27.50
<b>Skivvy (Sky Blue)</b> 4-16	\$ 17.50		
Sports Uniform		Accessories	
<b>Rugby Top</b> 6-14C 12-16A	\$ 39.95 \$ 43.95	<b>School Bag</b>	\$ 59.95
<b>Polo Shirt – Short Sleeve</b> <b>House Colours - Red, Blue, White, Green</b> 6-14C 12-16A	\$ 36.95 \$ 37.95	<b>Beanie</b>	\$ 19.95
<b>Netball Skirt - Navy</b>	\$ 32.00	<b>Scarf</b>	\$ 15.50
<b>Sport Shorts</b> 6-14	\$ 27.50	<b>Sun Hat</b> Slouch Style Legionnaire Style	\$ 19.50 \$ 17.50
<b>Track Pants - Double knee/Straight leg</b> All sizes	\$ 31.95	<b>Socks - Navy Cotton Anklets - 3 Pack (Girls)</b> <b>Socks - Grey Cotton Anklets - 3 Pack (Boys)</b>	\$ 17.50 \$ 17.50
		<b>Tights – Navy Cotton</b>	<b>From</b> \$ 19.00
		<b>Name Labels</b>	\$ 25.00

### Trading Hours

Monday to Friday 9.00am till 5.00pm, Saturday 9am till 1pm

543 Keilor Road, Niddrie Phone: 9379 5037

All prices are subject to change without notice.

HEALTHY, INTERESTING AND AFFORDABLE LUNCH PACKS, DELIVERED TO SCHOOL

COMMENCING WITH ST FRANCIS DE SALES - AVAILABLE ON A MONDAY & FRIDAY!



Order from our ENTIRE MENU until 8.30am on the Day!

**2 COURSE LUNCH PACK from \$6.45**

Choose a Main Course Item, then select 1 or 2 Items from the Snack/Drink Menu to make up a TWO or THREE Course Lunch Pack.

Standard Choice Lunch Pack Prices

2 Course Lunch From \$ 3 Course Lunch From \$

Standard Choice Snack/Drinks included in Pack Prices  
\*Premium Choice Snack/Drink + \$1.00 each

MAIN COURSE MENU

**SUSHI HAND ROLLS (2pc)**

(GF Soy Sauce provided with Sushi)

Teriyaki Chicken Hand Rolls (H)	\$11.50	\$13.75
Crispy Chicken (Schnitzel) Hand Rolls (H)	\$11.50	\$13.75
Cooked Tuna Hand Rolls (GF)	\$11.50	\$13.75
Avocado Hand Rolls (GF)	\$11.50	\$13.75
Cucumber Hand Rolls (GF)	\$11.50	\$13.75
Vegetarian Hand Rolls (GF)	\$11.50	\$13.75
Tofu Hand Rolls (GF)	\$11.50	\$13.75

**RICE PAPER ROLLS (2pc)**

Chicken Rice Paper Rolls (GF)	\$13.45	\$15.45
Vegetarian Rice Paper Rolls (GF)	\$13.45	\$15.45

**BAKERY** (All items freshly baked this morning!)

Cheese and Vegemite Scroll	\$6.45	\$8.95
Savoury Bite 'Little Frank' Roll	\$6.45	\$8.95
Topped with Only Cheese Roll	\$6.45	\$8.95
Cheese and Bacon Roll	\$7.45	\$9.95
Semi-dried Tomato, Olive & Cheese Roll	\$8.95	\$11.45
Scroll with Ham and Cheese	\$9.95	\$12.85
Spanakopita	\$10.95	\$13.65
Frankfurt 'in a blanket' with Sauce & Cheese (2)	\$10.95	\$13.65

**PIZZA & GOZLEME**

(Served at Room Temp)

Margherita Pizza Twist (New Version T3, 2024)	\$8.95	\$11.45
Ham & Pineapple Pizza Slice	\$10.95	\$13.65
Spinach and Cheese Gozleme	\$13.45	\$15.45
Lamb and Beef Gozleme	\$13.45	\$15.45
Mushroom and Spinach Gozleme	\$13.45	\$15.45

**SANDWICHES/ ROLLS/ WRAPS**

Strawberry Jam Sandwich (1.5)	\$7.45	\$9.95
Vegemite Sandwich (2)	\$8.95	\$11.45
Plain Cheese Sandwich (2)	\$9.95	\$12.85
Simple Salad Roll	\$9.95	\$12.85
Cheese and Salad Roll	\$10.95	\$13.65
Wholegrain Ham & Cheese Sandwich (1.5)	\$10.95	\$13.65
Roast Chicken and Salad Roll	\$11.50	\$13.75
Roast Beef, Chutney, Cheese & Lettuce Roll	\$11.50	\$13.75
Turkey, Cranberry, Lettuce & Cheese Sandwich (1.5)	\$11.50	\$13.75
Mild Salami and Salad Roll	\$11.50	\$13.75
Wrap w/ Chicken, Tzatziki, Lettuce, Tomato Cucumber	\$12.75	\$14.95
'Banh Mi' Style Roast Chicken Long Roll	\$12.75	\$14.95

**SALADS/ PICNIC BOXES/ FRUIT & VEG**

Steamed Corn Wheels, Broccoli & Carrot (GF)	\$9.95	\$12.85
Fresh Fruit Salad - Main Course Size (GF)	\$11.50	\$13.75
Vegetarian Picnic Box	\$11.50	\$13.75
Ham Picnic Box	\$11.50	\$13.75
Greek Style Salad with Feta and Olives (GF)	\$12.75	\$14.95

**GF SANDWICHES & WRAPS**

GF Ham & Cheese Sandwich (1.5)	\$10.95	\$13.65
GF Cucumber & Ham Sandwich (1.5)	\$10.95	\$13.65
GF Wrap - Ham and Salad	\$12.75	\$14.95
GF Wrap - Garden Salad	\$12.75	\$14.95

SNACK / DRINK MENU

**FRESH FRUIT & VEGETABLES**

Apple pieces, Lemon juice, Cinnamon & Brown Sugar*	+ \$1.00 each
Cantaloupe and Honeydew Pieces*	+ \$1.00 each
Fresh Fruit Combo*	+ \$1.00 each
Freshly Chopped Orange Segments	Std Inc.
Freshly Chopped Strawberries with Grapes	Std Inc.
Freshly Chopped Watermelon Pieces	Std Inc.
Whole Fruit - Apple	Std Inc.
Whole Fruit - Banana	Std Inc.
Carrot, Cucumber, Red & Yellow Capsicum	Std Inc.
Celery and Carrot Sticks with Sultanas	Std Inc.
Cherry Tomatoes, Tasty Cheese & Rice Crackers	Std Inc.
Corn Wheels & Lightly Steamed Broccoli	Std Inc.
Edamame (Lightly Salted)	Std Inc.
Sugar Snap Peas, Beans and Cherry Tomatoes*	+ \$1.00 each

**BAKERY - SWEET**

Choc Chip Cookie	Std Inc.
Finger Bun with Sprinkles	Std Inc.
Fruit Bun	Std Inc.
Cinnamon Doughnut	Std Inc.
Cornflake Cookie	Std Inc.
Choc Cup Cake (GF/DF)*	+ \$1.00 each
Blueberry Muffin*	+ \$1.00 each
Jam Drop Biscuit (GF)*	+ \$1.00 each
Banana Slice (GF)*	+ \$1.00 each

**SUSHI** (1 GF Soy Sauce)

1pc Tuna Sushi (GF)*	+ \$1.00 each
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**POPCORN**

Slightly Sweet, Lightly Salted	Std Inc.
Lightly Salted	Std Inc.

**DRIED FRUIT/ LEGUMES**

Lime & Black Pepper Chickpeas	Std Inc.
Roasted Chickpeas	Std Inc.
Balsamic & Sea Salt Fava Beans	Std Inc.
Dried Fruit Medley with Yoghurt Sultanas*	+ \$1.00 each

**DIPS WITH MINI RICE CAKES**

Tzatziki Dip with Mini Rice Cakes*	+ \$1.00 each
Spring Onion Dip with Mini Rice Cakes*	+ \$1.00 each
Spicy Capsicum Dip with Mini Rice Cakes*	+ \$1.00 each
Avocado Dip with Mini Rice Cakes*	+ \$1.00 each

**YOGHURTS/ BOWLS**

Strawberry Yoghurt (Dairy Farmers)*	+ \$1.00 each
Classic Vanilla Yoghurt (Dairy Farmers)*	+ \$1.00 each
Chia Bowl with Banana, Coconut & Strawberries*	+ \$1.00 each
Stewed Rhubarb and Apple with Custard*	+ \$1.00 each

**DRINKS**

Apple Juice (Nippy's)	Std Inc.
Orange Juice (Nippy's)	Std Inc.
Chocolate Milk (Nippy's)	Std Inc.
Strawberry (Lactose Free) Milk (Nippy's)	Std Inc.
So Good Soy Milk	Std Inc.
Full Cream Milk	Std Inc.

We are a NUT FREE Kitchen. Descriptions, Dietary and Allergen Information available on our Website.

[WWW.CLASSROOMCUISINE.COM.AU](http://WWW.CLASSROOMCUISINE.COM.AU)

# St Francis de Sales



## St Francis de Sales Primary School

626 Pascoe Vale Road Oak Park Victoria 3046 | Tel: 03 9306 9444

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