WELCOME

St Laurence's was established in 1913 by the sisters of St Joseph. The school was officially opened in February 1914 with 42 pupils. The first premises were in the original church building, a weatherboard structure which was moved to the present school site in 1913 by bullock wagon so that a new brick building could be constructed on the original site. Parish Priest, Father P. Coyne, who is buried in the church grounds, spent the sum of 750 pounds in remodelling the old church building to serve as a school.

Pupil numbers increased rapidly from the original 42 to 70 students a few months later. In 1915 the enrolment was 104 children. The majority came from in and around the township. Some pupils from Meeniyan and Fish Creek would board with relatives in Leongatha and return by train on the weekends.

The original wooden structure served the Parish as a school until 1957 when it was demolished and the present building erected on the same site. In March 1957, the present brick building consisting of four classrooms was opened. In the 1960’s two more classrooms were added, followed by another larger classroom in the 1970’s. In the past decade two more rooms, canteen, staffroom and staff amenities were completed.

St Laurence’s is located in a beautiful rural setting. Students enjoy excellent facilities with spacious classrooms and library. Our recently completed Performing Arts and Sports Centre, comprises a gymnasium, stage and dance/drama/music area. This facility is used for Physical Education lessons, choral and drama activities, assemblies and performances. The wider community also take advantage of our facilities, using them for Gymnastic and Dance Lessons.

PROFILE

Leongatha is a settled, rural community with dairy farming the main industry of the region. Many of the children attending school travel by bus and live in the country region. They bus in from Ruby, Foster, Fish Creek, Mirboo North, Buffalo and Tarwin. The population of Leongatha is approximately 5,500.

Presently the enrolment is of 206 students. Staffing includes nine classroom teachers, Reading Recovery Teacher, Extending Mathematical Understanding Teacher (EMU), Religious Education Coordinator, Physical Education Specialist, Science Specialist, ICT Specialist, French lessons, Dance/Drama/Music Specialist, Librarian, Integration Aides, Teacher Aide, Principal, Bookkeeper and Clerical Assistant.
CURRICULUM

RELIGIOUS EDUCATION

Religious Education is an integral part of Catholic Education. We promote Christian values and encourage these to be evident throughout all learning and social situations.

Children are given an opportunity to build on their relationship with God, Jesus and the Holy Spirit through a variety of activities and experiences. Children are brought to an awareness of themselves, of others, of the world and of the Christian faith and tradition. Religious Education is taught every day and topics are chosen from the Diocesan Religious Education Program ‘Journeying Together’.

Children at St Laurence’s participate in daily prayers, class paraliturgies and school masses. Children are prepared to receive the Sacrament of Reconciliation in Grade 2, the Sacrament of the Eucharist in Grade 3 and the Sacrament of Confirmation is conferred in Grade 6. These sacraments are taught in conjunction with the parents, school and parish.

Class Masses and reconciliation celebrations are an integral part of teaching our children within an environment of faith. Classes prepare and attend these sacramental celebrations regularly.

MULTI-DOMAIN LEARNING

The St Laurence’s curriculum is based on the Australian Curriculum in the areas of Literacy, Numeracy, Science and History and the Victorian Essential Learning Standards which describe what students should know and be able to do at different stages of learning throughout their primary schooling and beyond. Students develop knowledge and understanding in traditional subject areas, such as English, Science, Mathematics, The Humanities, Languages and The Arts. These learning areas are closely linked to other key learning areas of physical, personal and social skills development and the ability to apply knowledge in the real world. Students are also given opportunities to build social relationships, develop communication and thinking skills.
**LANGUAGE**

At St Laurence’s, we aim to develop in the children confidence and skills in speaking, listening, reading and writing. We believe that by developing competence in these areas students can have better access to the full range of opportunities offered by society. Competence in language means an appropriate and effective use of language in an increasing range of situations.

As language acquisition is developmental, the aims of the language curriculum include:

- that children will speak, listen, read and write both effectively and confidently
- that children will develop their knowledge of the ways in which language varies according to context, purpose, audience and content.
- that children will experience a broad knowledge of media, relating it to aspects of contemporary society and personal experience.

**LIBRARY**

Each week the children have the opportunity to borrow books from the school library. Children need to have a library bag, so that books are kept in good condition during transit between home and school. Some senior classes also access the town library. This is one way of children utilising other sources for information and leisure reading.

**READING RECOVERY**

The Reading Recovery Program is an intensive program that assists children in Grade 1 with reading difficulties. Mrs Kate Browne selects children for this program after intensive testing and are those students who have the most difficulty in reading and writing after one year of schooling.

The program is different for every child. The child’s competencies are the starting point and the program is developed according to each child’s individual needs. The teaching program is individually designed and individually delivered. Each child has an intensive program of daily instruction, which supplements the regular class instruction.

Reading Recovery helps children acquire efficient patterns of learning, to enable them to work at the average level of their classmates and to continue to progress satisfactorily in the schools instructional program.
**SPEECH GROUPS**

Our Speech Groups are support and guidance by a professional Speech Therapist, who visits 3 times per term to work with the children and to set goals for the group coordinators to continue on with between visits. This program allows more children to have access to Speech Therapy activities, at a greater rate of contact. These groups comprise of 3 or 4 children who come together 3 times per week.

**LOTE**

Mrs Gatehouse is our teacher of French and classes have weekly lessons with an emphasis on an awareness of language, customs and culture. Children engage in role-plays and play games, demonstrating appropriate rhythm, intonation and gestures. Students also learn to read and understand simple French texts and write simple sentences.

**MATHEMATICS**

The Mathematics Program aims to develop proficiency in numeracy operations, measurement and spatial relations. This is achieved through the use of concrete learning aids, active involvement in discussions and problem solving and by making mathematics relevant to everyday life.

The components of the program provide graded and sequenced lessons that compliment concepts taught. Maths is taught on a daily basis in each class and parents are welcome to assist in the implementation of the maths program.

**EXTENDING MATHEMATICAL UNDERSTANDING (EMU)**

The EMU (Extending Mathematical Understanding) Program is an intensive program that develops grade one students’ understanding of number. Children are selected by the specialist EMU teacher for this program after intensive testing and in consultation with class teachers. The program involves children working in small groups with the EMU teacher. The children's demonstrated understandings are the starting point and the program is developed according to children’s individual needs in areas such as counting, place value and the four processes. In each EMU session the specialist EMU teacher develops an individual learning plan for each student. Children have the opportunity to practise and extend their understanding of number concepts through activities, games and tasks. Each child participates in an intensive program of instruction four days a week, which supplements the regular class instruction.
IMFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Information and Communications Technology is an integral part of the learning and teaching process at St Laurence’s. In our increasing technological society it is important that students see ICT as a practical tool which aids their learning and performs worthwhile and beneficial functions. ICT, incorporating access to internet, email and network facilities, is currently used across all year levels to enhance the learning and teaching in most learning areas. The learning strategies and skills introduced in the junior levels are continued and extended into middle and senior levels using additional resources that enable more complex and sophisticated projects.

DANCE/DRAMA/MUSIC

Mrs. Bronwyn Kalos is our Dance/Drama/Music/Specialist and classes have weekly lessons with an emphasis on an awareness on musical concepts such as: beat, rhythm, pitch, form, tempo and dynamics. At St Laurence’s the children participate in a biennial school concert and in alternate years an Art Show. Class teachers also use music, rhymes and dance as part of the learning in many other subjects and experiences. Dance/Drama focuses on an awareness on movement, voice and gesture. Children incorporate dramatic forms such as mime into their work experimenting with materials such as costumes, props and sound effects. St Laurence’s School Choir regularly perform at community events.
PHYSICAL EDUCATION

At St Laurence’s we aim to develop an enthusiasm for Physical Education and Sport so that children will continue the same enthusiasm and become committed to pursuing an active lifestyle. Experiences reflect variety, vigour, vitality, challenge, achievement and joy. The physical education program provides opportunities for the children to:

- develop knowledge and skills related to physical activity, growth & development, aesthetics and body movement.
- attain higher levels of fitness.
- participate in physical activity that promotes the development of personal values, social skills and interpersonal relationships.
- have fun and to participate in active and healthy leisure time activities.

The importance of physical well-being and participation in a sporting lifestyle is emphasised at St Laurence’s through the children’s participation in an Intensive Swimming Program, Physical Education Lessons, Interschool Sports and their involvement in a wide range of other sporting activities.

SWIMMING

During the year, children participate in an Intensive Swimming Program. Children in Grade Prep & Grade 1 participate in lessons in the heated pool at Leongatha in Term 4 and children in Grades 2 - 6 have lessons at the heated pool at Leongatha in Term 1. Early in the year children in Grades 3 - 6 participate in St Laurences’ Swimming Carnival.

BIKE EDUCATION

Children in all grades participate in a safety program relating to good pedestrian behaviour and road skills. Children from grades 3-6 participate in a Bike Education Program which teaches children how to care for their bikes, how to handle them with good coordination and road skills. Volunteers help us in implementing the program. Grade 6 children as part of the Bike Education Program ride to Inverloch, sleepover and return.
CAMPS

During the year, children in Grades P - 6 participate in the school Camping Program. The Camp Program provides children with educational opportunities outside of the classroom and the time to interact socially with their classmates and class teacher.

Children in Grades P/1/2 attend an excursion and have afternoon tea at school. Grade 1 and 2 stay for tea and Grade 2's sleepover in the Shed. Children in Grades 3/4 attend an excursion camp to Wilson’s Promontory in odd years and Walhalla in every even year. In odd years children in Grade 5/6 attend an excursion camp to Melbourne and in even years attend a rural camp.

SCHOOL OPERATIONS

ABSENCE

Parents are expected to inform the teacher or Principal of the reason for a child’s non attendance. When a child returns to school after an absence he/she should bring a written explanation from his/her parents. No child is to leave the school grounds without written permission from his/her parents and the Principal's approval. Parents are asked to sign the in/out book at the office.

ACCOUNTS

School Fees are determined by the Principal, Parish Priest and School Board. School fees may be paid on the receipt of account. The fee also covers the cost of books/paper/materials/excursions etc. required by each student. There are several options for payment available including direct debit, fortnightly, monthly on account, net banking or BPAY and as arranged with the Principal.

ASSESSMENT/ REPORTS

Parents are invited to the school for Parent Teacher interviews to discuss their child’s progress. This happens twice during the year. They are individual interviews and allow for a positive discussion of your child’s efforts and achievements. Reports are written for each child twice a year - in June and in December.

We hope the parent communication is not restricted to this occasion - if you feel your child is experiencing an academic or social problem, contact the school immediately and arrange to speak to the teacher before or after school.

MONEY

When sending money to school with your child, please ensure that it is well sealed in an envelope with your child's name, class and reason for money, marked clearly on it. (printed money envelopes are available from the office).
**BUSES**

Many of our children travel to school by bus. Some children have considerable distances to travel and spend much time on a bus. Bus buddies are assigned to new students to assist with children gaining confidence in catching the bus. We stress to the children that they must follow the bus rules for the safety and well-being of all children and those who use the roads. We ask that any bus problems be reported to school, so that we can follow up on concerns with the bus co-ordinator at the Secondary College. If your child does not follow the bus rules and becomes a constant rule breaker, then your child runs the risk of being excluded from bus travel for a set number of days.

**WORKING WITH CHILDREN CERTIFICATE**

Parents assisting in excursions, camps, sporting program, individual reading and other activities are required to have a working with children certificate/policing certificate. Forms are available from the office or post office. Checks for volunteers are free. A passport photo is required.

**PARENTS AND FRIENDS ASSOCIATION**

St Laurence’s supports a very hard working, successful P. & F. Association. Meetings are held regularly. New families are invited to come along to any function and meet other parents from the school. Some activities that have been held include: School Ball / Mother's Day Luncheon / Father's Day Breakfast / Hot Lunches/ Raffles.

The money raised from these functions benefits all children in the school providing resources and greater educational opportunities; therefore we look forward to the support of all families in the school. The Annual General Meeting is in November each year. All parents are welcome to attend as the Committee for the coming year is elected at this meeting.

**PARENT ASSISTANCE**

Within the parents of children in any school there lies a fund of knowledge, experience and many skills. We encourage our parents to be actively involved in our school community, whether it is participating in the reading program, supervising children during the swimming program, maintenance work around the school or sharing some special skill they have with the children.
SCHOOL BOARD

St Laurence’s has established a School Board. The Board comprises of Parish Priest, Principal, Teacher Representative, Parents & Friends Representative and four elected parent representatives.

The School Board is a body that provides advice and support to the Parish Priest and the Principal of the school by:

- Listening to parents/guardians, children, staff, parish and wider community.
- Being proactive.
- Assisting in the development and implementation of our Schools’ Mission Statement.
- Assisting our school in achieving its educational aims.
- Fostering co-operation, communication and collaboration between all groups in our school and parish community.
- Planning for future needs.
- Fostering effective communication in the wider parish community.

SCHOOL NEWSLETTER

Newsletters are sent home every second Wednesday.

SCHOOL HOURS

Children are not supervised before 8:40 am or after 3:35 pm.

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School commences</td>
<td>8:55am</td>
</tr>
<tr>
<td>Morning snack</td>
<td>10:55-11:05am (supervised eating)</td>
</tr>
<tr>
<td>Morning recess</td>
<td>11:00-11:25am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:55-1:05pm (supervised eating)</td>
</tr>
<tr>
<td>Lunch Break</td>
<td>1:05-1:45pm</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3:15pm</td>
</tr>
</tbody>
</table>

Parents are asked not to interrupt classes to speak to the teacher. Teachers happily speak with parents concerning their child at a time arranged before or after school.

TRAFFIC

Unauthorised vehicles are not permitted in the school grounds between 8:00 am and 4:00 pm. School and church driveways - must be kept clear at all times.
**STUDENT LEADERSHIP**

All students in Grade 6 are involved in the student leadership program. The program develops student’s leadership skills, co-operative behaviour, and group management skills.

Leadership training enables students to learn about organisation, decision making, responsibility, self awareness, trust, goal setting, awareness, empathy and communication. Grade 6 leaders have helped run assemblies, welcomed families at school masses and at special events, organised sports, written stories and taken photos for the newsletter and displays. All grade 6 leaders have a prep buddy. They act as role models for our younger students, creating a friendly family atmosphere. They sit with the preps at assembly and at mass and encourage them at play.

**PASTORAL CARE POLICY**

Pastoral Care as an expression of the ethos of St Laurence’s school and our vision statement, endorses Gospel values of respect, justice, tolerance, reconciliation and compassion. At St Laurence’s, our behaviour management policy adopts a whole school approach to bring about and support positive behaviour. Our school rules and behavioural expectations are based on Core Catholic values, Respect, Service, Justice, Hope and Celebration.

All students have the right to be free from bullying. Any form of bullying is contrary to St Laurence’s philosophy and will not be tolerated. Bullying is the inappropriate use of power by an individual or group, with intent to injure either physically or emotionally. It is always deliberate and repetitive. Inappropriate behaviours may result in classroom or playground consequences or an office referral.

Bullying is regarded as a serious offence; the school will view the matter seriously and will take appropriate action, which may include punishment and counselling.
**UNIFORMS**

The St Laurence's School Uniform is set below. It is our School Policy that all children wear this uniform. A note from home is expected if a child is out of uniform.

### GIRLS

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Laurence’s School Check Dress/Shorts (white, blue, grey check)</td>
<td>Grey pinafore/Midford grey school pants (basic style)</td>
</tr>
<tr>
<td>St Laurence’s White Polo Shirt (short/long sleeved)</td>
<td>St Laurence’s White Polo Shirt (short/long sleeved)</td>
</tr>
<tr>
<td>St Laurence’s School Rugby Windcheater</td>
<td>St Laurence’s School Rugby Windcheater</td>
</tr>
<tr>
<td>White school ankle socks</td>
<td>Grey tights/grey school ankle socks</td>
</tr>
<tr>
<td>Black (traditional leather type) school shoes/boots</td>
<td>Black (traditional leather type) school shoes/boots</td>
</tr>
<tr>
<td>Royal blue school hat</td>
<td>Hair ribbons – blue/white</td>
</tr>
<tr>
<td>Hair ribbons – blue/white</td>
<td></td>
</tr>
</tbody>
</table>

### BOYS

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midford grey school shorts - basic style</td>
<td>Midford grey school pants - basic style</td>
</tr>
<tr>
<td>St Laurence’s White Polo Shirt (short/long sleeved)</td>
<td>St Laurence’s White Polo Shirt (short/long sleeved)</td>
</tr>
<tr>
<td>St Laurence’s School Rugby Windcheater</td>
<td>St Laurence’s School Rugby Windcheater</td>
</tr>
<tr>
<td>Grey school ankle socks</td>
<td>Grey school ankle socks</td>
</tr>
<tr>
<td>Black (traditional leather type) school shoes/boots</td>
<td>Black school shoes/boots</td>
</tr>
<tr>
<td>Royal blue school hat</td>
<td></td>
</tr>
</tbody>
</table>

### SPORTS UNIFORM

- St Laurence’s polo shirt (short/long sleeved)
- Royal blue rugby knit shorts
- St Laurence’s School Rugby Windcheater
- Royal Blue School tracksuit pants
- White school ankle socks
- Blue school hat
- Runners

All articles of clothing must be **MARKED CLEARLY WITH CHILD'S NAME**. All lost property is stored for a short time. If clothing is clearly marked it can be returned to the owner. Unclaimed articles may be sold or given to needy families.

- Jewellery - earring sleepers/studs are permitted.
- ‘Nicks’ Clothing, Leongatha are the local uniform stockists
### SCHOOL FEE SCHEDULE 2013

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Fees</td>
<td>$880 per family</td>
</tr>
<tr>
<td>Levies</td>
<td>$220 per child</td>
</tr>
<tr>
<td>Excursion Levy</td>
<td>$20 per child</td>
</tr>
<tr>
<td>Building Levy</td>
<td>$150 per family</td>
</tr>
<tr>
<td>Swimming</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

**Payment Options:**
- BPAY
- Internet Transfer
- Direct Debit (see Kylie)
- Cash & Cheque

If at any time you are experiencing difficulties with payment please make an appointment to see Chris.

Please note: **Camp fees** have not been included in your school fees account.

During the course of the year some children from grades 3 - 6 may be selected to participate in District/Division/Zone or Regional Sporting Activities and other extra curricular activities such as Choir. Most of these activities incur a cost to cover bus/entry fees etc. and will be payable before the activity.

Fee schedule is still not set for 2014
PARENT CHARTER

As a parent of a child enrolled at St Laurence O’Toole Primary School, I/we will;

1. Value and respect the Catholic identity of the school and the expression of its Catholic ethos through rituals, traditions, symbols and the teaching of the Religious Education Program.

2. Actively support my child’s participation in the school’s Catholic rituals, traditions and outreach programs.

3. Support of Catholic values in word and deed with all members of the school community.

4. Actively support the school in implementing the policies including those on behaviour and uniform.

5. Give a positive example to all pupils and other community members who might be present, in such matters as common courtesy, polite manners and appropriate language.

6. Consider the prompt payment of school fees to be a high priority within the family’s budget, and that serious problems with fees will be discussed with the Principal.

7. Discuss any serious concerns I might have about any aspect of my child’s education with the appropriate school staff in the appropriate manner.

8. Ensure that all correspondence and conversations with school staff related to my child’s education be undertaken in a polite and respectful manner.

9. Support the parent groups established to assist in the improvement of learning opportunities for all students, e.g. School board, Parents & Friends.