



MARY
QUEEN
OF
HEAVEN

2023

Parent Handbook

‘Let the Light Shine’

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☎ TBA	
✉ principal@mqhgreenvale.catholic.edu.au	
www.mqhgreenvale.catholic.edu.au	
Good Shepherd Parish	
Parish Priest: Fr Dishan Candappa	
☎ 9338-2840	
Office Hours:	
Monday	Close
Tuesday	10.00am - 6.00pm
Wednesday - Friday	10.00am - 3.30pm
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This handbook is subject to change. The most current copy is housed on the school website.

Vision Statement

Mary Queen of Heaven is a learning community that lives the gospel values. We follow the example of Mary in fostering our relationship with Jesus our God.

We are empowered to solve problems, to nurture compassionate and respectful learners who work together for the common good.

Motto

“Let the Light Shine”

FROM THE PRINCIPAL

My name is Renae Gentile and I am very proud to introduce myself as the Foundation Principal of Mary Queen of Heaven Catholic primary school.

I am passionate and driven by the opportunity to build a learning environment where our children will be inspired to be creative, empowered, dynamic learners.

Our motto ‘Let the light shine’ reflects the Gospel centered values of humility and love that resound at our school. Gospel values modelled so eloquently by Mary our Mother and Jesus himself. Jesus, our one source of light and life shines the light on all of us and in turn, we can share His light through our words and actions with the world.

Who our students are as people and the contributions they make to society now and into the future are important considerations for us as educators. We aspire to provide our students with strong faith models, a highly supportive community and a challenging and engaging curriculum that develops them spiritually, morally and ethically as well as intellectually, emotionally and physically.

It is families who breathe life into schools. No school can be truly successful without the active involvement of parents and caregivers in the life of the school. I very much look forward to developing partnerships with our community ahead of our opening next year and getting to know the story of our families and your children.

I encourage anyone interested in learning more about Mary Queen of Heaven to follow our website where we will be sharing all of the exciting news and updates as we build this new learning community for Greenvale.

www.mqhgreenvale.catholic.edu.au

Journey with us, together we can achieve great things!

Renae Gentile

Mary Queen of Heaven

OUR STORY SO FAR

Mary Queen of Heaven is a Catholic Parish Primary School which services the families of Greenvale. The school strives to meet the needs of the community it serves. Our data driven approach ensures that each individual is seen, heard and their own particular needs are met.

Planning for Mary Queen of Heaven began in 2018. The fast growing northern growth corridor called for an additional Catholic Primary school to complement the area. Melbourne Archdiocese Catholic Schools (MACS) responded to this need by putting the wheels in motion for what is now Mary Queen of Heaven.

NAMING OF THE SCHOOL

Mary	As the Parish has one school dedicated to Jesus (School of the Good Shepherd) and another to a Saint (Saint Carlo Borromeo Primary School), a Marian name was chosen.
Heaven	Our true and lasting home; a reminder to orient our lives towards Eternal Life and not to focus our attention solely on earthly matters.
Queen	As Catholics we honour Mary to be the Queen of Heaven (and Earth); having the most exalted position in Heaven-higher than any other Saint or Angel.

SCHOOL COLOURS

Navy/ Powder Blue	Marian colours are traditionally two blues. In the time around 500 AD navy and powder blue began to be used to depict Mary. The blue combination was an expression of devotion and glorification for the Virgin Mary.
White	A colour of purity, a reflection of Mary's sinless existence, encapsulates our Virgin Mother Mary.
Gold	The early church used Gold to glorify Mary and reflect her important role in art and sculpture. Many early images used gold to magnify or illuminate Jesus through Mary. Gold is commonly used as a colour to depict light- the light from Heaven/Jesus/Mary.

MOTTO

'Let The Light Shine'

We are called to see the light, be the light and shine the light of God.

May we turn to Mary, the Queen of Heaven, to help us to let the Light of Jesus shine always in how we live our lives and in the way we treat others!

Mary Queen of Heaven is a school with a powerful student centered learning vision. We continue to strive towards a creative learning environment that is flexible, adaptable and underpinned by high expectations of achievement for each individual, so that they are prepared to face their future with confidence. We ensure all learning is Visible, so students are the drivers of their own learning. The religious nature of our school permeates all aspects of our Parish and school community life.

CATHOLIC ARCHDIOCESE OF MELBOURNE

A wonderful piece of the rich tapestry that makes up our community is the Catholic education system and its ongoing contribution to the mission of Christ in the Church and the world.

Founded in the nineteenth century, during a time of great challenge, the Melbourne Catholic community created an enduring system that now numbers over 300 schools.

The broad spectrum of schools includes local parish primary schools, regional colleges and special education facilities. The field also includes Catholic universities, chaplaincies, teaching colleges and other academic faculties that service an ever-changing educational enterprise.

The commitment to and participation in the Catholic school system by parishioners guarantees its vibrancy and ongoing stability. Christ's promise to be 'with' us until the end of time can be witnessed each and every day through this ministry of Catholic education.

As the governor and operator of Catholic schools in the Archdiocese of Melbourne, Melbourne Archdiocese Catholic Schools (MACS) is responsible for developing and formulating policies that ensure schools are aligned with the vision, mission and strategic direction of Catholic education.

Policies that apply to all MACS-governed schools are available on their website:

<https://www.macs.vic.edu.au/About-Us/Policies.aspx>.

Further school-specific policies will be available to view in our office foyer, on our website www.mqhgreenvale.catholic.edu.au or upon request by emailing info@mqhgreenvale.catholic.edu.au

- School Privacy Policy
- Mary Queen of Heaven Collection notice
- Mary Queen of Heaven Fees and Charges Policy

Education in Faith

Our schools invite and support students to discover God's presence in their daily lives. Within a Gospel-centred environment, students are challenged and supported to understand themselves and the world in which they live through a world view founded in Scripture and in the traditions of the Catholic community – its stories, its worship, its experiences and its teachings. Religious education is at the centre of the Catholic school curriculum, and is reflected in a visible Catholic symbolic culture and active sacramental and liturgical practice. Religious education explores students' life experiences in the context of Church teachings and tradition. Participation in religious education is compulsory for all students in all of our schools.

SCHOOL PROGRAM

The religious nature of Mary Queen of Heaven permeates all aspects of school life. Children participate in Religious Education lessons within the context of a Faith Inquiry approach. Through this approach the children are exposed to Catholic Social Teachings in a real and relevant context.

PRAYER AND LITURGY

The children participate in daily prayer in their classrooms and in whole school prayer at assemblies. They have the opportunity to celebrate class masses and to participate in school Masses throughout the year. Parents are always welcome to attend. Our sacred space provides an opportunity for prayer, reflection and meditation at all times throughout the day.



Education in Faith

SACRAMENTS

The Sacramental program is conducted for Years 3, 4 and 6. The Sacrament of Reconciliation is conducted for children in Year 3, the Sacrament of Communion for children in Year 4 and the Sacrament of Confirmation for children in Year 6. All Sacraments at Mary Queen of Heaven take place in the Good Shepherd Church. Sacramental Family workshops, as well as Sacrament dates will be advised each year.

FAMILY INVOLVEMENT

Opportunities are provided for parents and families to strengthen their faith life through participation in liturgies, information sessions and workshops. Parents are encouraged and welcomed to utilise our sacred space for prayer and reflection.

GOOD SHEPHERD PARISH

Parish Priest Fr Dishan Candappa
Telephone 9338 2840
Email gladstonepark@cam.org.au
Office Hours Monday: CLOSED
Tuesday: 10am - 6pm
(Closed for lunch 1pm -1.30pm)
Wednesday to Friday: 10am - 3.30pm
(Closed for lunch 1pm -1.30pm)



VICTORIAN CURRICULUM OVERVIEW

Learning and Teaching at Mary Queen of Heaven centres on supporting each student to access knowledge, understanding and skills that provide a foundation for successful and lifelong learning and participation in the community.

The curriculum at Mary Queen of Heaven is in line with the Victorian Curriculum. It outlines what is important for students to learn and develop during their time at school. We use these standards to plan programs for learning, assess student progress and report to parents. We make every attempt to integrate the curriculum to maximise this learning. The critical and creative thinking, ethical, intercultural, personal and social capabilities are embedded across all subject areas.

Each child at our school is unique and has their own gifts, talents and areas of challenge and develops at their own rate. The staff at Mary Queen of Heaven create a contemporary teaching & learning environment that enhances student's capacity to be lifelong learners. Student learning is matched to their needs and development enabling them to experience success and develop into confident learners.

We aim to cater for each child's educational needs through the following 4 steps:

Assessment: Assessment is an important and continual part of the teaching and learning cycle. We formally test each student in the areas of maths, reading, writing, speaking and listening at regular intervals throughout the school year. Teachers also continually monitor student skills throughout each term by using a variety of assessment techniques. The information which is gained is then used to plan for student learning. These assessments and teacher observations form the basis of reports for parents.

Analysis: All the data gained from the formal and ongoing assessment is analysed by our staff to identify specific areas of need for each child.

Data Driven Teaching: The identification of the areas of need from the data analysis are used to tailor the curriculum so that your child's needs are met individually in a differentiated manner.

Celebrating Success: Each child is encouraged in a safe environment and given opportunities to experience success throughout each learning area. Celebrations of learning form a pivotal part of nurturing success where teachers, parents and students share the achievements of the students. Mary Queen of Heaven share children's learning through the SeeSaw app.

NAPLAN NATIONAL ASSESSMENT PROGRAM: LITERACY AND NUMERACY

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. NAPLAN tests the skills that are essential for every child to progress through school life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year.

NAPLAN is made up of tests in the four areas (or 'domains') of:

- Reading
- Writing
- Language Conventions (spelling, grammar and punctuation)
- Numeracy.

LITERACY

At Mary Queen of Heaven, Literacy- Reading, writing and oral language is central to the learning and development of all our students. We strategically plan for and work towards creating confident communicators, imaginative thinkers and informed citizens, that are able to transfer skills and strategies learned to any context. We are passionate about preparing our students to reach their full potential, so that they can engage and actively participate in their local and global community. It is through interrelating the Language Modes of: Speaking and Listening, Writing and Reading that this is achieved.

At Mary Queen of Heaven we, like all Victorian schools, are mandated to follow the Victorian Curriculum which provides a Scope and Sequence of Learning for Prep to Year 6. As a data driven school, we use assessment tools such as: Fountas and Pinnell, PAT Reading, RAZ kids and SMART Spelling, to specifically track and target each student's learning needs from Prep to Year 6. Regular assessments are done to track the learning and goals are shared with students and families.

Planning for student learning in Literacy is an important part of what makes our program so successful. Teachers meet regularly with the school Literacy Leader to strategically analyse data and plan focus teaching groups to ensure all student needs are met. This collaboration and sharing of expertise ensures that no student's needs are overlooked.

Each day students are engaged in 2 hours of explicitly planned Literacy, where students engage in focus groups and learning experiences that are targeted to their needs, whether it be individually, in small groups or as a whole class. Students are actively engaged in the learning process as they are working towards achieving their goals.

In addition, the school will offer a Reading Discovery Program and Writing Extension program to further support students who need intervention (See 'School Policies' on website).

Here at Mary Queen of Heaven we value the teacher, student, parent triad of communication and relational trust, we are a team, working together for improved outcomes for our children. We welcome all families to help in classrooms to support teachers in delivering quality English programs to our students.

READING DISCOVERY (PROGRAM TO COME)

Reading Discovery is an early intervention program, which forms part of Mary Queen of Heaven's school based literacy program. Reading Discovery is a program used for students experiencing literacy difficulties. As well as improving the reading and writing skills of students who are experiencing difficulty it develops independence and confidence.

NUMERACY

At Mary Queen of Heaven, our Mathematics program has a strong focus on the individual student, their strengths and areas of need. Through ongoing, strategic assessment these strengths and needs for each individual student across the Mathematics curriculum are identified and planned for by the classroom teachers who meet regularly with the Mathematics Leader.

There is a strong focus at Mary Queen of Heaven on ensuring the teaching of Mathematics is explicit and targeted and that all students are challenged each and every lesson. We believe in a balanced curriculum with a focus on mental arithmetic and number skills as well as developing our students' problem solving and thinking skills around all mathematical concepts.

Each day students are engaged in 1-1.5 hours of explicitly planned Mathematics lessons, where students engage in focus groups and learning experiences that are targeted to their needs, whether it be individually, in small groups or as a whole class. Students are actively engaged in the learning process as they are working towards achieving their goals.

NUMERACY INTERVENTION (PROGRAM TO COME)

Numeracy Intervention is an early intervention program, which forms part of Mary Queen of Heaven's school based mathematics program. Numeracy Intervention is a program used for students experiencing difficulties in mathematics. As well as improving the number and problem solving skills of students who are experiencing difficulty, it develops independence and confidence.

ICT

Children in all year levels have access to information and communication technology (ICT) including Chromebooks and iPads with Internet access. The children engage in a variety of technology programs including Lego Robotics, Beebots and coding software. Our technology programs provide students with experience and skills that are essential for success now and in the future.

We are committed to preparing our students for the world we know now and the one that our students will be living and working within in time. The school will work towards being well resourced in this area and is fully networked.

Every child in Grade Prep will have access to a device to support their learning. Years 1- 6 will have access to Chromebooks which are used to support our learning programs. All students enter into an agreement regarding the safe use of all technology in our school. The Acceptable User Policy & Student Contract is sent home at the beginning of each year. Each student and parent/guardian is required to sign the Policy and return it to school.

The Year 5 and 6 students enter into an agreement that allows the children to take their Chromebooks home under strict guidelines. Parents in Year 5 and 6 must attend a meeting and sign an agreement for this to happen. Cyberbullying programs and safe use of ICT are incorporated into our programs and heavily monitored at school. In Years 3-6 we will be using Hapara (an Instructional Management Suite) to ensure our students learn about important concepts such as digital citizenship. (ICT Take Home Program and 1:1 devices is something our school will work towards)

VICTORIAN SPECIALIST PROGRAMS

At Mary Queen of Heaven we offer a broad and engaging curriculum. The children have weekly lessons with specialist teachers covering the following areas:

Performing Arts

Our Performing Arts Curriculum aims to develop students’:

- confidence and self-esteem to explore, depict and celebrate human experience, take risks and challenge their own creativity through drama;
- knowledge and understanding in controlling, applying and analysing the elements, skills, processes, forms, styles and techniques of drama to engage audiences and create meaning;
- sense of curiosity, aesthetic knowledge, enjoyment and achievement through exploring and playing roles, and imagining situations, actions and ideas as drama makers and audiences; and
- knowledge and understanding of traditional and contemporary drama as critical and active participants and audiences.

Visual Arts

Our Visual Arts program utilises our purpose built Visual Arts Space. The program seeks to provide a platform for expression of self using the arts, capitalising on and building on students imagination and flair. Mary Queen of Heaven holds an art exhibition bi annually. All students from Prep to Year 6 are asked to have an art smock or an “old shirt” for these learning experiences.

Physical Education

Physical Education and being physically active is very important to us at Mary Queen of Heaven. All children participate in a sequential skills development program. In addition to weekly classes with the Physical Education specialist, class teachers reinforce skills through outdoor activities. The Senior School students are involved in inter-school sports and participate in regional sporting events. An Athletics carnival is held each year. The Middle and Senior School students participate in athletics events and the Junior School students participate in Tabloid activities. These events are opportunities for families to participate in school through assisting in the organisation of the event or by supporting their children and the school through their attendance. Our Health and Physical Education program aims to foster healthy, active students. The program develops students’ knowledge in and reinforces the following:

- Teach specific skills and rules that apply to a wide range of sports.

- Provide an enjoyable and pleasant environment that allows all children to progress at their own rate.
- An understanding that health has physical, social and emotional dimensions. Knowledge and skills to plan, implement and evaluate actions to promote wellbeing and safety. An understanding of how food provides nutrients for energy and growth, playing a significant role in people’s social lives, and the importance of selecting food to promote health and growth. Provide children with the opportunity to achieve success in various areas of the Physical Education Curriculum.
- An understanding of the factors that impact directly and indirectly on the health and safety of individuals, families, groups and communities.

Language Other Than English (LOTE) - ITALIAN

At the Mary Queen of Heaven, the children are introduced to the Italian language and culture. Through this basic introduction, we recognise the importance of exposing children to another language and culture. Realistically the LOTE programs offered at most primary schools can only cover a small window into the language. It is at secondary school where the language is developed in earnest, where often the language taught begins from the basics. This is generally the case with our feeder Secondary Schools, where the languages offered are varied. For these reasons, our Italian program, which begins in year 2, has a stronger focus on cultural immersion over language proficiency. We hope to engender a love of learning through our fun and engaging lessons.

Science, Technology, Engineering & Mathematics (STEM)

Students experience learning opportunities in the areas of Design & Technologies and Digital Technologies in a specialist setting. This program is run as part of our specialist program.

LIBRARY

The Mary Queen of Heaven library is an exciting and vibrant resource centre of our school. Each class is timetabled to visit the library each week for library immersion and to borrow books for reading. We ask that parents help to reinforce library rules which we have in place. Our aim at Mary Queen of Heaven is to encourage and inspire our students to develop a love of reading and this is clearly evident when we see the enthusiasm and love with which our students have towards books.

EXTRA-CURRICULAR PROGRAMS

At Mary Queen of Heaven, we offer a diverse range of co-curricular, support and extension activities aimed at enriching student's learning. These may include:

- Camp
- 'Buddies' program
- Choir
- Sustainability Programs
- Transition programs
- Extension & enrichment programs
- Interschool Sports
- Lunchtime activity clubs
- Private Music Program - We offer Private Music Lessons during school time run by Polygon Musicorp. These can be individual or small group sessions. There are a range of musical areas taught which include: Keyboard, Piano, Guitar. This program is at an extra cost to those families wishing to take up this option. Visit the www.polygon.ws/lessons.

HOME LEARNING

At the Mary Queen of Heaven we believe that learning at home, in context and with loved ones, promotes and enhances the learning that takes place in school. It strengthens home-school links, providing the opportunity for parents to support students with their learning in a safe, context appropriate and creative way. Home learning can include planning, organisation, concentration, creativity and self-discipline which are lifelong skills that will serve students for the rest of their lives. Home learning needs to be guided by family circumstances as families have varying schedules, with a range of time and expertise available. We encourage reading every day and the practice of number knowledge and counting, this is supported by the school daily in classrooms. We strongly believe that family driven activities, inspired by student interest, are the most effective and provide rich opportunities for home learning.

Engaging and rich tasks such as:

- Cooking, measuring, reading recipes
- Gardening, planting, waiting and observing seedlings grow
- Building: lego, robotics, etc
- Assisting with shopping, calculating and estimating
- Writing lists, stories and cards
- Reflection on the learning that has occurred at school and sharing thinking
- Family prayer time.

If your family is away from school on an extended holiday, school based learning tasks will not be provided.

The school has developed a comprehensive Homework policy. This policy is available on our website.

EXCURSIONS AND CAMPS

Excursions (visiting venues outside the school) and incursions (held at school) are organised throughout the year to enhance the teaching programs and learning experiences for the children. All children are expected to participate in these educational activities. Parents will be provided with information about forthcoming excursions through the level and school curriculum communication. The cost of these excursions is included in the excursion levy. Closer to the time of the excursion you will be given information in writing informing you of the details of the excursion and your consent will be sought. Children who do not return permission forms will not be able to participate in the excursion.

Children generally wear their uniforms on excursions as it promotes the image of our school in the community and makes the children easier to locate in a crowd.

Camp Program

- Grade Prep Breakfast 'n Pyjamas at School
- Grade 1 Dinner and Activities at School
- Grade 2 Dinner and Activities at School
- Grade 3 Excursion and night activities
- Grade 4 Camp (1 night/2 days)
- Grade 5/6 Camp (2 nights/3 days)

INTERSCHOOL SPORT

School sport offers the school community opportunities to build a strong identity and culture of excellence. Traditional values of respect, fairness, responsibility and resilience are developed as part of students' participation. Mary Queen of Heaven is a member of School Sports Victoria and is a member of the following organisations within SSV:

- District Broadmeadows (West)
- Division Woodlands Region
- Northern Metropolitan Region

In time, the school will compete in a wide variety of sports. We aim to compete as part of the Broadmeadows West district in weekly rounds of a variety of sporting events.

ASSEMBLIES

School Assemblies are held twice a term and all parents are welcome to attend. At each assembly, awards are presented. Special assemblies and recipients of the awards are advertised in the school newsletter. This is a great way we can celebrate our learning with our school community.

PARENT/TEACHER COMMUNICATION

Parents can ask for an interview at any stage of the year to discuss the progress of their child. It is essential that parents make an appointment with their child's teacher to ensure adequate time can be given to the discussion.

Parents are welcome to send a note to the teacher, telephone or send an email. Teachers are not available during class time, but a message can be left at the School Office and your call will be returned.

Teachers are not available for interviews with parents on Monday or Tuesday afternoons, as they are required to attend Staff Meetings and Professional Learning Team meetings. Please allow 24 hours for a teacher to return any communication.

PARENT/TEACHER/CHILD CONVERSATIONS

On a more formal level, the school conducts Parent Teacher interviews for all classes on two occasions each year, and a third by request. These interviews are a vital means of communication between parents and teachers, and we strongly encourage all parents to attend.

Interviews: Two Way Discussion between Teacher and Parent

Interviews held during Term 1 are an opportunity for parents and teachers to meet. These meetings enable parents to share information about their child with the teacher and are advertised via the Skoolbag app.

Interviews are held at the end of Term 3 to discuss the children's progress. All Parents are expected to attend these meetings. If required, Parents can request an interview at the end of the school year. They should make contact with the classroom teacher and negotiate a suitable time when this interview can take place.

REPORTS

A state government designed report on your child's progress is available at the end of Term 2 and Term 4 via the ICON community Portal. In addition to this, SeeSaw App. notifications are published on a regular basis to complement the information contained in the written report.

If at any time throughout the year you wish to discuss any matters with the teachers, please request this directly to the teacher via email and they will schedule a time to meet with you.

Leadership & Management

SCHOOL LEADERSHIP TEAM

The school Leadership Team is comprised of the Principal, Deputy Principal and staff with positions of leadership. The team meets weekly to ensure that the vision and direction of the School is reflected in its daily practices and across all facets of school life. The leadership team works strategically to develop and sustain a culture of continuous improvement.

ENROLMENT/SCHOOL TRANSFERS

Parents are requested to inform the school as soon as possible of any child transferring to another school. This should be done in the form of an email noting:

- the intended last day of school of the student; and
- the intended school the child will be transferring to.

The new school will send a Transfer Note once your child has begun attendance there.

ENROLMENT FOR STUDENTS WITH DISABILITIES

Mary Queen of Heaven is an inclusive school community open to parents who seek enrolment for a student with a disability. This is possible when it's in the best interests of the student and the school community, and where special services or facilities can be reasonably provided by the school.

SCHOOL FEES

School fees are charged per family and can be paid in a variety of ways. Statements are sent home each term to remind parents when payments are due. It is important that families who experience difficulty with school fees, contact the office to discuss this.

Fees payable:

- A Curriculum Levy is charged PER STUDENT and is due in Term 1. The Curriculum Levy covers all the classroom requirements needed, e.g. books, pencils, paper, art equipment, use of technology equipment, Literacy & Numeracy resources, incursions, excursions, RE texts, PE resources and special PE activities and programs etc.
- Capital Fee is charged PER FAMILY due in Term 1. This levy contributes towards the improvement and maintenance of our buildings and grounds.
- School Fees are charged PER FAMILY, and are due in Terms 2, 3 and 4. You can elect to pay school fees per term, monthly or annually in Term 1.
- Camp Fees are charged PER STUDENT are ADDITIONAL to the Curriculum Levy and School Fees.

As a Parish school, we call on the support of the Parish to support our school pastorally throughout the year. It is the responsibility of parishioners and our school community to financially support the Parish. Envelopes, for the purpose of contributing to the Parish, are available at the Parish. These payments are on a donation basis and should be arranged and paid directly through the Parish.

HEALTH CARE CAMPS, SPORTS AND EXCURSION FUND (CSEF)

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) on the first day of the school year you will receive \$125 per child towards the Student Sport Levy, Excursion/Incursion Levy or Camp Levy. Please ensure you contact the school office by the end of February, 2023 or you have the option before the end of the 2022 school year, 20th December, to complete an application and present an HCC or PCC card for the 2023 school year at the office of St Carlo Borromeo, Greenvale.

CONCESSIONAL SCHOOL FEES

Concessional School Fees are available to families who experience financial hardship that meet the eligibility criteria in the Mary Queen of Heaven Concessional Fee Policy, which is included in this documentation. You may also contact the school office for more information.

NEWSLETTERS

Each fortnight a newsletter is available outlining important events happening in the school. The newsletter is available electronically through the ICON Community Portal, our website and Skoolbag App. We encourage parents to access the newsletter online however the newsletter is available in paper form upon request for those families unable to access the newsletter electronically.

CURRICULUM SCHOOL CLOSURE DAYS (PUPIL FREE) DAYS

Mary Queen of Heaven staff participate in a number of Professional Development Days (School Closure student free days) throughout the year. Parents are notified of these days through the school's newsletter very early in the year.

PARKING

Offsite parking is available to families. We ask all families to abide by council regulated parking and traffic conditions around the school. We ask families to be diligent when dropping their children off in the morning or collecting their children from school at the end of the school day. Staff will be on duty in the morning from 8.30am – 8.50am when the bell rings. Each morning and afternoon there will be a staff member on duty at the exit gates. It is important that children walk to school using the crossings available.

SCHOOL CROSSING

A council crossing attendant operates the pedestrian crossing on French Road before and after school. The supervisor has a much-valued role in our community, helping students and parents cross the road safely during peak school times.

ARRIVAL AND DISMISSAL

Children are required to be at school no later than 8.50am to prepare themselves for the day. Teachers are not on Yard Duty until 8.30am, so children arriving prior to this time will be unsupervised. We do not encourage children to arrive at school before 8.30am.

Upon arriving at school, children are to go through the pedestrian gate, on Hillview Road or French Rd. All children must walk through to the back of the school where there is a teacher on duty until the bell rings at 8.50am. When the music begins at 8.50am children are to line up at their designated areas until their teacher arrives to take them to class.

Children are dismissed from their classes Monday and Tuesday at 3pm, and Wednesday - Friday at 3.15pm. During Terms 1 & 2 the Prep students are released from their classrooms and instructed to wait for an adult to meet them before leaving the classroom. Children in Year 1 – 6, exit the school via the side or back gates. Teachers will be on duty at both these areas where children can wait in a safe and supervised area for their parents to collect them.

If you need to collect your child before the end of the day you must notify the office so that this can be recorded.

LOST PROPERTY

Children are encouraged to take personal responsibility for their own belongings. To assist your child to do this, we strongly encourage you to mark each of their belongings clearly with the child's name. If a child has lost something they can check the Lost Property box located near the First Aid Room.

LUNCHES

Students eat their lunch and recess snack under the supervision of their teacher, in the classroom or outside on warmer days. Students must have their own lunch boxes and drink bottles clearly labelled, and **MUST NOT SHARE FOOD** with others due to the fact that many of our students have food allergies.

CANTEEN

We do not have a canteen onsite, however we have engaged with a service called Lunch Mums. This service provided lunch orders for our families, fresh, home made options, delivered to the school each Thursday. All orders are done through an App.

OUT OF SCHOOL HOURS PROGRAM – BIG CHILDCARE

This program is serviced by BIG Childcare and operates each day. Before School program is run 7.00 - 8.30am daily and the After School program runs from 3.00- 6.00pm Monday and Tuesday and 3.15 - 6.00pm Wednesday to Friday. Brochures and further information are available at the school office. Bookings can be made by booking online at www.bigchildcare.com / Enquiries please call 8682 9400

Bookings cannot be made through our school office, however all families are encouraged to register their children so that children can easily access the program in case of emergencies. All families are eligible for government rebates when using the program.

UNIFORM – NOONE

A uniform dress code reinforces in students a pride in their own appearance, instills recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code. All children are expected to wear the school uniform. The uniform provides flexibility with a range of mix and match items. Generally, the Summer uniform is worn during Terms 1 & 4 and the Winter uniform in Terms 2 & 3. However, we recognise the unpredictability of Melbourne's weather and suggest that children wear the uniform that best suits the weather conditions at the time. Kindly note as a SunSmart school we have a sun protection policy that meets the Cancer Council of Victoria criteria. Wearing Hats in Term 1 & Term 4 is compulsory- No hat no play.

The days on which the children will be required to wear their sports uniform for Physical Education classes will be communicated at the beginning of the year.

The uniform can be purchased from:

Noone Uniforms

543 Keilor Road Niddrie – 9379 5037

And/or a new store in Craigieburn (TBA)

Noone will also be selling uniform from the school at times. These times will be communicated via Skoolbag.

It is an expectation that any items worn to school are purchased from the Noone uniform shop



CHILD SAFETY

Mary Queen of Heaven Primary School is committed to providing a safe environment for all students and young people and will take active steps to protect them against abuse. Mary Queen of Heaven Child Safe Policy will be available to view in our office foyer, on our website www.mqhgreenvale.catholic.edu.au/ or upon request by emailing info@mqhgvale.catholic.edu.au

SAFETY AND SECURITY

All schools have an important responsibility for keeping children safe and we are required to develop practices and strategies to embed a culture of child safety at school.

The safety of students and staff is paramount. All parents and visitors are required to report to the School Office when visiting the school. If working as a volunteer, the School Office will provide you with a temporary identification tag and you must sign in and out using our electronic sign in/out system. All exit doors and gates are locked between 9.00am and 3.20pm. The only entrance to the school during these times is through the School Office.

POLICE CHECKS AND WORKING WITH CHILDREN CHECKS

It is now compulsory for all parents working and volunteering with children to have a Working with Children Check. Working with Children Checks can be accessed and processed through any Post Office. These are free for volunteers however it is up to each individual parent to complete the forms required and have them processed. We strongly recommend that ALL families obtain a WWCC.



CUSTODY ARRANGEMENTS

Please inform the school about any custody requirements it is necessary for us to know. If we do not hear otherwise, we presume that both parents have access to the children. A court order or legal document must be given to the school notifying them of the arrangements. Please also let us know if there are any changes to these arrangements.

TRANSITION TO SCHOOL

Now that your child is entering Mary Queen of Heaven we look forward to them continuing to develop spiritually, personally and academically. As parents, you will have the most important part to play in this process, but complete success can only be achieved where there is constant and close co-operation between a child's home and the school. The staff at Mary Queen of Heaven realise that they share the responsibility with parents in the education of their child.

The first day of school can present children with many situations which they have not previously encountered. They will have to make many adjustments and will need help in order to do this successfully. To facilitate a smooth transition to school, parents should spend some time preparing their children for school by using these simple steps as a guide.

PREPARING YOUR CHILD FOR SCHOOL

- Help them to learn to recognise and write their full name.
- Help them to learn their address and telephone number.
- Teach them their birth date.
- Give them opportunities of eating an individually packed lunch and tidying up after they finish.
- Show them how to tie and untie their shoelaces, undo buttons and zips.
- Make sure they know how to use the toilet independently.
- Let them get used to washing and dressing themselves independently as much as possible.
- Take them and show them the way to and from school.
- See that they know how to cross a road safely.
- Help them to see school as a happy place where there are friendly, caring adults to help them in times of need.

Check your child's bag each day for possible messages from school, and to remove any work that has been brought home. Perhaps such work could be displayed somewhere in the house for a short time.

BUDDIES

The Buddy Program is designed to provide support between junior and senior students by creating friendly and caring school communities. Our buddy program involves Year 5/6 students being paired with prep students. Rich activities are planned where the students work together and support each other in their learning. Friendships are developed and authentic leadership opportunities are provided for our senior students. The students learn the values: caring for others, friendliness, respect, valuing difference, including others and responsibility.

POSITIVE BEHAVIOUR MANAGEMENT

Mary Queen of Heaven uses a Positive Approach to Behaviour Management. The Positive Behaviour Management Approach is focussed on using a consistent approach across the school both inside and outside the classroom. At the beginning of each year students spend time exploring what each school rule looks like. Our school rules are very heavily connected to the Christian values we promote and encourage; therefore, there is also a focus on maintaining the dignity of each child. Within this approach there is a restorative aspect. When rules are broken the students are required to complete a Behaviour Management Reflection Sheet where they are asked to name and find alternative choices towards more positive actions. Children are assisted with this process.

STUDENT LEADERSHIP

At Mary Queen of Heaven, we are committed to ensuring every student feels valued and has a 'voice' within our school community. Year 6 students have the opportunity to be elected to leadership roles and play an important role within our school life. Opportunities are provided for students to be actively involved in decision making.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative council is comprised of representatives elected from each of the classes and Year 6 leaders. The SRC meets regularly and takes an active role in the life of the school.

SCHOOL BOUNDARIES

For safety reasons, once children come to school, they are never permitted to leave the school grounds – before or during school hours – unless parents notify the school. Parents are asked to send a note/email to their child's class teacher regarding early departures from school. Parents are required to sign their children in if they arrive late at school, or if they are leaving school early. This ensures that we know who is present at the school at all times.

PLAYGROUND SUPERVISION

Students are supervised by teachers during lunch and recess. Teachers supervise students before school from 8.30am and after school until 3pm Monday - Tuesday and 3.15pm Wednesday - Friday. Any child not picked up from school by 3.15pm (Monday - Tuesday) or 3.30pm (Wednesday - Friday) will be taken to the Aftercare Program (BIG Childcare), unless the office is notified that the parent is delayed and running late.

ABSENCES AND LATE PROCEDURE

Please notify the school via the Skoolbag app and complete the ABSENT, LATE ARRIVAL, EARLY DEPARTURE FORM if your child is sick or otherwise absent from school, late arrival or early departure. Alternatively telephone the school. To fulfil legal requirements, and as a courtesy, we ask that on their return to school, children give their class teacher a note from their parent, guardian or doctor covering the period of their absence. Children who arrive after 9.15am will be recorded late and need to sign in at the office.

FIRE DRILL & EMERGENCY PLAN ROUTINES

Fire drills and emergency plan routines are practised throughout the school year. The School's emergency Management Plans are located in the school Office and in each classroom. We ask parents to observe our late arrival or early departure procedures as they are vital to our Emergency Management plan & procedures.

CLASS PHOTOGRAPHS

Class photographs are taken annually in Term 1. Reminders of the date are advertised through the school's newsletter and on Skoolbag. Parents are asked to order and pay for the photographs prior to the day. There is no obligation to purchase.

SUN SMART

As a Sun Smart school we have a sun protection policy that meets the Cancer Council of Victoria criteria. The purpose is to reduce student and staff exposure to ultraviolet (UV) radiation, to reduce sunburn and the risk of skin cancer. We encourage the wearing of sunscreen and sunglasses year round and enforce the wearing of hats from the beginning of September to the end of April (Term 1 and 4), in accordance with The Anti-Cancer Council guidelines.

DAILY TIMETABLE

Administration hours 8.30am - 4pm.

Music	8:50am
Bell and Admin	8:53am
Session 1	9:00am – 10:00am
Session 2	10:00am – 11:00am
Lunch - eating	11:00am – 11:10am
Lunch - outside	11:10am – 11:50am
Learning Session 3	11:50am – 12:50pm
Learning Session 4	12:50pm – 1:50pm
Recess - eating	1:50pm – 2:00pm
Recess - outside	2:00pm – 2:30pm
Session 5	2:30pm – 3:15pm (Wednesday to Friday)

***** Please note: 3:00pm finish on Monday and Tuesday**

ILLNESS OR ACCIDENT EMERGENCY

If a child falls ill during the day, all possible attempts will be made to contact a member of the family or the emergency contact nominated by you. If this is unsuccessful, and the child needs urgent medical attention an ambulance will be called. In cases of extreme emergency, action will be taken immediately and you will be contacted as soon as possible, that is, we may need to call an ambulance before calling you. We therefore encourage all parents to be members of the Ambulance Fund.

ASTHMA

The school is an accredited 'Asthma Friendly School'. Asthma records are kept for each student in the School Office and must be reviewed and updated at the beginning of each school year. Children who need to use asthma medication are supervised and a record is kept of the time and dosage taken. This Asthma management plan must be signed by a General Practitioner.

ANAPHYLAXIS

Parents of children who are anaphylactic must notify the school. With parent permission, the photos of these children are displayed in the sick bay, as are the labelled Epipens belonging to these children. Their photos are also in the small first aid bags carried by the teachers whilst on yard duty. Mary Queen of Heaven does not promote itself as a nut free school. We believe this gives the anaphylactic child a false sense of security, as we cannot guarantee that all families will abide by this request. We do however, encourage students not to bring to school foods containing nuts and we have a "no food sharing policy" unless for celebrations. At Mary Queen of Heaven we endeavour to make our school environment safe for all our students, and we take all the precautions necessary for students with special health needs to be safe at all times.

It is the responsibility of parents to ensure that all medication stored at school has not reached its use-by date. We check Epipens on a regular basis and ensure that Epipens are sent home with the child at the end of each school year.

MEDICATION

Occasionally some children require medication to manage short-term illness. In such circumstances, parents are asked to complete the MEDICATION AUTHORITY FORM located on the Skoolbag app. Written permission for the medication to be taken is required. The school is unable to administer any medication without written parent permission and does not provide medications for student use. All medication administered by the school should be in its original packaging. All medication is kept at the office and administered to the child by the staff on First Aid Duty.

UNWELL

School is not a good place to be if you are sick. Please keep your child home if they are unwell. We do not have the facilities to care for sick children for long periods and when they are unwell they are far more comfortable at home. It also helps to keep the spreading of illnesses to a minimum. The school needs to be notified if your child has an infectious disease.

ACCIDENT POLICY

All children at Mary Queen of Heaven are protected by a School Care Accident Policy, as part of the School Care Children's Accident insurance program through Catholic Church Insurance Limited. This policy includes cover for school camps, school sports (including sports out of school hours, as long as they are organised by the school), travelling to and from school or school activities. It also includes any activity organised by or authorised by the school. This includes before and after school care, if organised by the school.

ADMINISTRATION OF MEDICATION

Some children need medication to control illnesses such as asthma, epilepsy, diabetes, anaphylaxis etc. In such cases, the school needs to be informed and a management plan documented and presented to the school for the child. Children with these illnesses cannot attend school without the appropriate signed management plans. Management plans, completed and signed by your child's doctor, will be accepted at the end of 2022. Medication can be provided on the first day of school in 2023.

HEAD LICE

Head lice can be contracted and transmitted readily. Infestation is of nuisance value only – there are no side effects other than scratching. Parents will be notified via a letter if there is an occurrence of head lice in your child's class. Under the Health (Infectious Diseases) Regulations, children with head lice are not required to be sent home, however it is strongly recommended by the school to be excluded from school until treatment has commenced. A child with head lice can be treated one evening and return to school the next day. It is important that bedding and any other items that may have come into contact with the child's hair be treated with the solution. Every child entering our school, will be asked to sign a permission form to enable our staff to examine the children should there be ongoing infestation.

INFECTIOUS DISEASES

Chickenpox

Exclusion from school until fully recovered or at least one week after the rash first appears. Not to be excluded from contact.

Conjunctivitis

Exclusion from school until discharge from eyes has ceased. Not to be excluded from contact.

Diphtheria

Exclusion from school until receipt of a medical certificate confirming recovery from infection. Domiciliary contact excluded until investigated by the medical officer of health, or a health officer of the Department of Human Services, and shown to be clear of infection.

Hepatitis B

Exclusion from school until recovered from acute attack. Not to be excluded from contact.

Giardiasis (Diarrhoea)

Exclusion from school until diarrhoea ceases. Not to be excluded from contact.

Hepatitis (infectious Hepatitis)

Exclusion from school until receipt of a medical certificate or recovery from infection or on subsidence of symptoms. Not to be excluded from contact.

Impetigo (School sores)

Exclusion from school until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings. Not to be excluded from contact.

COVID 19

We take every precaution to minimise risk of COVID 19. We follow guidance set down by our governing body MACS. We ask families to exercise caution by:

- staying home if unwell;
- performing regular hand hygiene;
- pursuing strategies to support physical distancing where possible; and
- wearing face masks when recommended in indoor settings.

PARISH ADVISORY BOARD

The Board meets at regular intervals throughout the year. Their primary functions are:

- strong conviction and commitment to the ideals, beliefs & practices that are integral to the Mary Queen of Heaven;
- planning for the future and ensuring that the parish school/s can accommodate future school enrolments;
- developing school/community relationships and encouraging home/school interaction;
- supporting the parish/school in practical ways, such as ensuring that the school facilities & equipment are maintained;
- ratifying school policy in conjunction with the Parish Priest, school staff & parents;
- having representation on the Parish Education Board;
- seeing a wider understanding and support for Catholic Primary & Secondary Schools;
- promoting & supporting parent education;
- assisting the Principal in assessing priorities for spending; and
- each member takes on a role of advocacy, both within the school and wider community & that each member is thereby provided with professional development adequate to support them in this role.

More information on this will be provided.

FAMILY ENGAGEMENT

This is an opportunity for families and the school to work together in the spirit of building community. Throughout the year, a Family Engagement Delegate in consultation with the Community Liaison Officer, will call on volunteers to contribute with school events and activities. We look forward to working with you in this space.

PARENTAL INVOLVEMENT

We value developing a school culture based on building relationships and family partnerships. We encourage community involvement and support in our school as we foster a love of learning for all. This year we are eager to see as many parent helpers in classrooms or supporting specialist classes as possible. If you are able to assist in ANY way (classroom, library, garden, specialist classes, concert etc.) please make contact with a staff member. "Parents are the first educators of the child" we really wish to build a partnership with you.

- Parents can also help out and participate in the life of the school through: Library assistance, Parish Advisory Board, Canteen and at many other special school events. Information on all community participation programs will be available through the school newsletter.
- To be a Parent Helper at Mary Queen of Heaven you need to have attended the Childsafe Volunteer Workshop. It is essential that all parent helpers hold a current Working with Children's Check. Dates for the training programs have been allocated, please check the school calendar and also, look out for expression of interest letters which will go home via Skoolbag.

GRADUATION

Each December we celebrate the completion of Primary School Education for our Year 6 children. This is done through a special Graduation Mass and Ceremony in the Church followed by supper.

BOOK CLUB

At regular intervals, children may order books at reasonable prices through the Book Club. Participation is optional and children are asked to return money with their orders only by the date written on the order form. Our school receives bonus points and can then obtain free resources. The Book Club is coordinated by a parent volunteer at school.

BIRTHDAY CELEBRATIONS

Parents are welcome to send a wrapped treat or a quantity of small cakes to school on the child's birthday to share with classmates. Class teachers will inform parents of classes where food allergies are present. We encourage parents to send single items to share as they are easier to distribute. Please do not send items containing nuts. Parents are encouraged to send a stock pile of treats that teachers can keep in the classroom for children with allergies.

CHANGE OF ADDRESS AND PHONE NUMBERS

It is important that the school is able to contact parents or guardians at all times, particularly in the case of emergencies. Hence, parents must make sure they notify the School of any change of address or telephone number (home, work, mobile and emergency). This can be updated via the ICON community portal or by telephoning/ emailing the office. At the beginning of each year the school requests all families to check and confirm the information that we have listed is correct and to make any necessary amendments. The school records will then be updated.

MESSAGES

If parents need to leave messages for their children, they are asked to contact the school office before 2.45pm to ensure the message is received by the child prior to dismissal. We cannot facilitate children speaking directly to parents on the telephone during school hours unless there is an emergency situation.

NOTICES

Often communication from the school requires a response from parents. When a reply is required, the note will be sent on blue coloured paper.

OFFICE TUBS

Children should place notices and money in the classroom office tub each morning during the administration time. The tubs are delivered to the office each morning and returned to the classroom at the end of day with notes for families.

COMPLAINT/GRIEVANCE

Mary Queen of Heaven's aim is to provide clear, positive and fair processes that allow grievances to be aired and resolved in a timely and effective manner. Positive, clear and effective processes for resolving grievances between the school and community members assists in the building of strong relationships, dispels anxiety, and ultimately provides students with an enhanced learning environment.

A copy of this policy is available from the office.

SKOOL BAG APP

SkoolBag is designed with simplicity in mind, to ensure that our school can quickly and easily communicate instant notifications, school newsletters, absentee and permission forms, photos, documents, events and more to our school community. Please ensure you download this app and log into Mary Queen of Heaven before your child begins school.

ICON COMMUNITY PORTAL

ICON provides Catholic schools across Victoria a common platform for administration, reporting, and learning and teaching. The Parent Portal is a place where we can communicate with parents. What is available:

- My details: View and update personal details - phone numbers, email, addresses, child medical information.
- School Documents: View & download your child's reports.
- Absences: View your child's absences.
- Fees & Finances: View account balance owing and all payment receipts.
- Timetable: View your child's details.

It also offers many other features that will be developed over the coming months.

School Information

Principal Email	Mrs Renae Gentile principal@mqhgreenvale.catholic.edu.au
Telephone Email	TBA info@mqhgvale.catholic.edu.au
Address Postal Address	75 French Road, Greenvale 3059 75 French Road, Greenvale 3059
Website	http://www.mqhgreenvale.catholic.edu.au
School App	Download Skoolbag from App store or Google Play: Mary Queen of Heaven
ICON Community Portal	https://portal.cev.vic.edu.au

Please stay informed in relation to Public Holidays, School Closure Days and Term dates via our Community Portal, website, newsletters & Skool bag app notifications.





**MARY
QUEEN
OF
HEAVEN**

75 French Road
Greenvale VIC 3059

mqhgreenvale.catholic.edu.au