

CARDIJN
COLLEGE
GALILEE CAMPUS

PARENT HANDBOOK

General Information





Welcome to Cardijn College Galilee – A place where your child will thrive

We take this opportunity to welcome your family to the Cardijn College Galilee community. In enrolling your child at Galilee, you have joined a wonderful community where learning is valued and children are recognised as capable individuals. The vision for Cardijn College Galilee is that, like the Galilee of Jesus' time, it is a place of ministry and growth, where people welcome and learn from each other, respect each other's uniqueness, grow in understanding and are compelled to act, with the help of God's Holy Spirit, in ways that build a sustainable, hopeful, compassionate and just world.

We create an environment where learning is stimulating and fun. We produce opportunities to explore, try and participate. As a result, our students grow in faith, knowledge and in character.

Our values

Our motto *See, Judge, Act* is pivotal in the life of the College. It keeps us focused on:

- Seeing the full perspective of community
- Judging according to our Christian principles
- Acting to make a difference in the lives of the community and wider world

We encourage you to read through this handbook to enable you to support your child and your family as you join our community. Keep it as a resource for the future and remember the staff and parents are around to assist you in your transition and throughout your time at Cardijn College Galilee.

We look forward to getting to know you and your family.



Learning is a gift

Learning is a precious gift. Each person has the right and ability to learn. We all learn in different ways and times but each of us needs the environment, care, encouragement, and support to be the very best learner.

Cardijn College Galilee is committed to high-quality learning. Opportunities will be provided for students to explore the joys of learning by observing, listening, experimenting and developing an understanding of the world by using both imagination and reason. Creativity and intellectual rigour will both be valued. Literacy, numeracy, the arts, science and in particular, environmental education will be the focus of an engaging and meaningful curriculum that will help students acquire knowledge and develop the skills, attitudes and confidence to be lifelong learners.

At Cardijn College Galilee we recognise that education is critical to community and personal development. We believe that learning to live together in a more global sense begins with us working hard in our own school to understand and accept each other. We hope that guided by faith, traditions and a spirit of empathy, we will help each other build skills and attitudes that will help make the world a better place.



About Galilee

Galilee Catholic Community
A vision for life for all
As in the Galilee of Jesus' time,
People were called to discipleship,
People experienced God's love,
Healing and forgiveness,
People were nurtured.
This too is our hope
For Galilee.
Sr. Bernie Sontrop

Many people comment about our name; it is a special name. For Sr. Bernie, who wrote the reflection above, the name for our school and community came to mind almost instantly. Galilee, like Aldinga, is a beautiful place by the sea. It was the place where Jesus went out and served others, performing miracles of healing and forgiveness.

After experiencing God's love through Jesus, people gathered around him to hear his teachings. At Galilee, Jesus called his first disciples. Our hope for Cardijn College Galilee is that like the Galilee of Jesus' time, it is a place of ministry, where people learn from each other and then act from their learning in ways that make a difference. Caring about the environment is an important focus of our school. It is about much more than doing our best to take care of the natural world. It is a way of helping our students to engage in deep and meaningful learning. By connecting with the natural world and its systems, students will find opportunities for discovery, stimulating curiosity and commitment to action. Also, they will come across issues and questions involving them in a broad, real and challenging curriculum. Caring about the environment brings together our school, parish and the wider Aldinga community towards the common goal of providing our students with a unique setting in which they can learn, thrive and develop an appreciation of our world.



Cardijn College offers an education that is inspired by St Marcellin Champagnat, who, when training his young brothers to be educators of youth, stressed to them that "to educate a child, first you must love them, and love them all equally". This was his golden rule, which shaped all that we do when educating our own students. This approach is shaped by the five pillars of the Marist ethos: namely Presence, Simplicity, Family Spirit, Love of Work and being inspired by Mary, the mother of Jesus (often referred to as 'In the way of Mary').

At its core, Marist education is meant to inspire young people to know the love of Jesus, and to model their lives on that of his mother, Mary, by emulating her humility and sense of duty towards others. Its goal is to help our young people within our care to grow into being responsible citizens and good Christians.

Curriculum and Learning

Cardijn College Galilee provides opportunities for students to develop an understanding of the world through an engaging and meaningful curriculum that helps them to acquire knowledge and develop the skills, attitudes and confidence to be lifelong learners. Religious Education, Literacy, Numeracy, Art, Music, Indonesian, Science, PE & Health, HASS and Environmental Education are the focus of learning at Galilee.

At Galilee we have a strong focus on educating the whole child and ensuring each child has the skills and capabilities to be thriving people of the future. Through our Literacy and Numeracy blocks, students explore their knowledge and understanding of how we interact with the world. Our use of explicit direct instruction ensures every child has success across all areas of their learning.

Learning is provided inside and outside in spaces and places that are inviting, intriguing and flexible in design, leading to deep learning and supporting student wellbeing. Cardijn College Galilee takes a sustainable approach to learning based on an understanding that there is a reciprocal relationship between the physical and psychological environments.

At Cardijn College Galilee we hold a strong image of each child as full of potential and born with enormous capacity. We believe that learning to be fully ourselves begins with a commitment to encouraging ability, providing opportunities and allowing the potential in each one of us to unfold.

Our Academic excellence and curriculum development continues to ensure our students thrive as learners in the Middle School. Our use of explicit instruction continues to be applied to our Middle School curriculum which consists of a combination of Core Subjects; RE, English, Maths, Science, HASS, Health and PE and Language - Indonesian, and topics from the Enrichment Program; Arts, Food Technology, Tech, Eco-Literacy.

For more information on learning and curriculum at Galilee please contact us in the front office or speak with your child's homeroom teacher.

Partnership

Partnership with parents and families is important to us at Cardijn College Galilee. Central to this partnership is communication. Our main forms of communication are email, Consent2Go, the newsletter (weeks 3, 6 and 9 of term), and the Seesaw app for documenting learning. We encourage parents to read all correspondence to keep informed about school events and news. We also invite you to like our Facebook page and Instagram to keep up to date with day-to-day Cardijn College Galilee life.

Your child's Homeroom teacher is the first point of contact for you as parents to discuss issues concerning your child's education. To assist the teacher to provide quality time to their homeroom and to your questions, we ask that you please make an appointment time to speak with them. This way the teacher can give full attention to you and your needs.

If you find that an issue cannot be resolved through contact and discussion with the teacher, please contact the front office for direction on the best person to assist further.

Beginning of the year

At the beginning of the academic year, you will be invited to attend a Parent Welcome evening. This gathering sets up the year of learning, and we strongly encourage all parents to take up this opportunity to begin building that partnership between home and school.

Learning Conversations

Learning Conversations are held with your child's homeroom teacher twice yearly. It provides an opportunity to discuss your child's learning. Of course, parents are welcome to request a discussion with the teacher at any time. Teachers are happy to discuss with you any issues about your child's development or school experience.

Student Reports

Our school culture is based on partnerships between teachers, students and parents/caregivers. Our assessment and reporting processes will reflect and support these partnerships. Student reports will be provided in terms two and four. These are a way to share information regarding your child's learning journey. After receiving your child's report you will have the opportunity to discuss reports with your child's homeroom teacher.

Consent 2 Go

All consent 'forms' for school activities will be distributed via Consent2Go. All families will receive an email prior to your child starting school asking them to sign up and update their details. Please ensure you do this as soon as possible when you receive this email. Please ensure you update any changes to your child's health, medical or contact details. All incursions, excursions and camps will use this system.

Community Prayer

Each Wednesday morning at 8.50am we gather in the church for Community Prayer. This is a quiet time together, where we reflect on and pray about the events of our lives. Each week prayer is hosted by different homerooms. We then invite parents and friends to stay for a coffee in our Piazza area from our Coffee machine served by our Middle School Baristas.

Galilee Gathers

Galilee Gathers, which is the Galilee assembly, is held throughout the term on Friday mornings at 9am in weeks 3, 6 and 9. This is a time for the R - 6 Campus to gather and share their learning celebrations and actions that arise from our student executive forums.

You are welcome to attend Galilee Gathers. Certificates are presented to students at this gathering for achievement in demonstrating being Welcoming, Compassionate, Respectful and Committed in their learning.

Willunga Catholic Parish

Cardijn College Galilee is part of the Willunga Catholic Parish and part of a vision for family-centred church. It is a place where families, school, church and other agencies work together to celebrate life as a learning community.

Fr Domenick Okwadha is our Parish Associate, supported by Fr Julius Philip Ouma Nyandiga and Fr Tom Gleeson. Mass Times at Mary of Galilee are Tuesday 9.15am, Saturday 5.30pm.



Family Involvement and Parent and Carer Engagement (PACE)

Working in partnership with families is central to Cardijn College Galilee. Regardless of your age or situation we welcome your involvement in the community. Volunteers are always needed to support the growth of the school. Our PACE group is open to all parents and carers and your commitment can be as much or as little as your schedule allows.

Our Leadership hosts regular Town Hall meetings which aim to bring parents together, share key information, seek feedback and relationship building and our Head of Campus, Kerri Gould, holds regular PACE gatherings throughout the term. Keep an eye out for notification of these events and let us know if you are keen to be involved.

At times we need support to plan events, organise fundraising, host special lunches, listen to reading, support in the library or the garden and many other activities. If you are interested in being part of our volunteer community, please contact the school on 8550 2200 to receive more information. All volunteers in our school are required to complete a working with children check and volunteer screening process. To keep up to date with PACE gatherings, Town Hall meetings and other school events Click here for our Events Calendar.

Office Hours

Office hours are 8am until 4pm and Administration staff are available in the front office during these times Monday to Friday.



School times

Primary School	**Reception - Year 6**	8.45am start 3.00pm finish
Middle School	**Year 7 - 9**	8.40am start 3.10pm finish (2.25pm on Wednesdays)

We recommend arriving at least ten minutes early if possible, which gives children some time to make the adjustment from home to school, to orientate and organise themselves for the day and to have time with their friends. Students can arrive from 8.30am, when the gates open, and supervision is provided on the figure 8 lawn until classes open. It is very important that children are on time each morning and establish a positive learning culture at the beginning of the day. School grounds will be supervised until 3.30pm.

If your child is going to be absent, late, or leaving early for an appointment etc, please send either an **SMS text message on m) 0438 631 312 (Preferred)** or call the front office by 9.00am, on p) 8550 2200 If you ring before the office is staffed, please leave a message that will be listened to by our office staff. It is important that you leave/send the following details:

- **Campus, ie Galilee**
- **Your child's First name and Surname**
- **The reason for your child being absent – this is a requirement for our record keeping**

If your child is unwell and needs an extra day or two to recover, please contact the school each morning or inform the school of the number of days a doctor has recommended your child stays home.

Attendance at school is vital for your child's learning development. Your child's attendance has a positive impact on their learning and also in maintaining strong connections with their peers and teachers.

Uniform

Our uniform represents Galilee's commitment to providing high-quality, comfortable, and durable uniform items for our students. We believe the uniform will not only enhance the sense of pride and community among our students but also provide practical benefits for daily school life. All uniform items except bags and shoes are available at LOWES store at Colonnades. **Click here** for more information.

Second-hand Uniform

Our second-hand uniform shop is open on Wednesday morning from 8.30am - 9.15am and by appointment at other times.

School bags and hats

It is expected that all children will have the correct school bag. School bags can be purchased from the front office for
$73.00.

Every student must also have a navy-blue bucket or broad brim hat with the Cardijn College Galilee logo for outside learning. These are available in the front office or from Lowes School wear Colonnades p) (08) 8326 2528.



Lost property

Lost property is collected in the Lost Property boxes located in the admin area. Students and parents are encouraged to check the box for any lost items. Please ensure that all items of children's clothing, hats and other belongings are clearly marked with your child's name. Items are kept for a limited time before being donated.

Fees

School fee information has been included as a tab on this information page. If you have any Finance queries, please do not hesitate to contact our Finance Officer on 8550 2200 or finance@galilee.catholic.edu.au

We recognise that there are times when families experience financial difficulty. Should the need arise parents are encouraged to meet with the Finance Officer to discuss ways to manage fee payment. Families are advised of the Tuition Fees and levies prior to the beginning of each year.

Healthy Eating

We model and support healthy eating at Galilee. We encourage you to pack healthy, easily accessible food and snacks. Please consider re-useable containers to minimize waste. All uneaten food and wrappers will be sent home in your child's lunchbox.
Water is the preferred drink for school. Students are expected to have a water bottle at school at all times. There are water taps available for students to refill if necessary.

Sun Protection and Hot Weather

All students and teachers will be required to wear hats whenever the UV rating is predicted to be 3 or higher as per the SunSmart Primary School guidelines. Students are encouraged to wear sunscreen to school and will be given time to apply sunscreen before outside learning time at school. We supply sunscreen in each of the homerooms, however if parents would like to supply their own, please clearly

mark the student's name on it. When the outside temperature has been forecast for 35 or above, the Hot Weather policy will apply (ie. students will play under verandas or indoors where there is air-conditioning). Students will be encouraged to drink water throughout the day and will be permitted to access their water bottles during class time.

Student wellbeing

Cardijn College considers the holistic development of all students to ensure that their physical, social, and emotional well-being is fostered and nurtured. Providing and establishing an atmosphere of 'safety' and belonging is seen as necessary to facilitate individual growth and expression.

At Cardijn College Galilee

- We explicitly teach social and emotional learning incorporating the Berry Street Education Model, Zones of Regulation curriculum, circle time and personal and social capabilities
- Each homeroom visually represents a Homeroom Agreement
- We actively affirm and celebrate respectful behavior across the school (positive postcards and certificates)
- We measure inappropriate behaviour in line with the Homeroom Agreement
- We use whole school practices
- We offer counselling: Sometimes students need support and professional advice in dealing with their growing and ever-changing world. We are fortunate to have a counsellor and a social worker on site covering every day of the week, offering assistance and support to students. If you would like your child to have some extra support, please ask for a referral form from your child's homeroom teacher or admin staff.
- We offer breakfast club three mornings per week on Monday, Tuesday and Thursday.

Behaviour Education and Nurturing Respectful Relationships

At Cardijn College Galilee, we believe that sound behaviour education increases positive learning opportunities, enhances independent learning and creates a safe, orderly and caring school environment. Click here further information.

No Bullying, Anti-Harassment

Cardijn College Galilee is committed to providing an environment in which students, staff and visitors feel safe. As a community we all work together to eliminate all forms of bullying and harassment. We teach anti-bullying behaviours to all students.

"Safety, a basic human right, is a pre-requisite for the Catholic school to be able to carry out its mission to educate" (SACCS Child Protection Policy 2000).

At Cardijn College Galilee we have a clear commitment to building a community in which everyone feels safe based on the beliefs that:

- We are all created in the image of God.
- We all have the right to feel safe.
- We all have the right to learn and work in a safe environment.
- We all have the right to feel happy about who we are.
- We all have the responsibility to keep ourselves and others safe.
- We all have the responsibility to respect ourselves, others and the property of others.



Zones of regulation

The *Zones of Regulation* is a systematic, cognitive-behavioural approach used to teach us how to regulate our feelings, energy, and sensory needs to meet the demands of the situation around us and be successful socially. This curriculum is used school wide from Reception through to Year 9, including OSHC. Children are first taught how to identify feelings and emotions in themselves and others and what Zone each of these emotions relate to.

We then explore how to regulate our emotions and what tools each of the children respond to; for some it will be using a fidget tool to help with attention, for others it is using breathing to help move into the Green Zone or taking a movement break to move out of the Yellow Zone. We will also look at positive problem solving, how our behaviour affects others and what behaviours are expected or unexpected in different situations.



Student voice and leadership



Every student at Cardijn College Galilee is offered the opportunity to develop their leadership skills. At regular homegroup meetings, students share their thoughts and ideas about their school and the way that it operates, its issues and challenges, celebrations and highlights. The ideas are shared at student executive meetings by representatives from each homegroup. Student representatives change every meeting to provide leadership opportunities to as many students as possible.

There are also many opportunities for students to represent our school, participate in tours, engage in decision making and practise their presentation skills in front of the school community at Galilee Gathers assemblies and Community Prayer. Each year School Ambassadors from Middle School and Vice Ambassadors from year 6 are chosen to represent Cardijn College Galilee.

First Aid and Medication Management

Administering of Medication Procedures

Cardijn College Galilee staff are generally trained to supervise and administer oral and measured dose medications. The supervision and administration of medication to students is strictly monitored to ensure their safety and welfare, where staff make sure that all medication rights are met each time medication is administered to a student. Cardijn College Galilee staff will accept and agree to store, supervise, and administer medication upon request by a parent/guardian. However, whether prescribed or over the counter medication, due to the dangers of an adverse reaction, it is the parent/ guardian's responsibility to ensure that their child takes the first dose of a new medication under their supervision or that of a health professional.

To further assist staff with safe supervision of medication, a 'Medication Agreement Form' must be completed. Students cannot take the requested medication at school without a parent/guardian, and health professional where applicable, having signed and returned this agreement prior to the medication being administered on site. Please ensure that medication along with this document is given directly to the front office and not left in the child's bag or locker.

Prescribed, Non-Prescribed, Over the Counter and Alternative Therapy Medication will only be administered by staff if:

- it is prescribed by a doctor
- the parent/guardian has completed and returned a 'Medication Agreement Form' and 'Action/Care Plans' where applicable, either before or on the day that the medication is to be administered.
- it is in the original pharmacy container with a pharmacy label that provides the following information: child or young person's name, date of dispensing, name of medication, strength of medication, dose (how much to give), when the dose should be given, other administration instructions (ie to be taken with food).
- the information provided on the pharmacy label accurately matches the medication administration details on the child or young person's Medication Agreement or Action/Care Plan.

Unmedicated sunscreen, nappy rash cream, moisturising lip balm, lubricating eyedrops or moisturizer, and products that <u>cannot</u> be purchased from a pharmacy will only be administered by staff if:

- it is in the original packaging and is clearly labelled with the child's full name
- the parent/guardian has completed and returned a 'Medication Agreement Form' either before or on the day that the medication is to be administered.

Generally, medication that requires administration 3 times per day can be administered outside of school hours. At home in the morning, after school and in the evening. Wherever possible, we request that medication be administered by parents/guardians at home to minimise the quantity of medication held on site.

Action Plans and Care Plans

For students diagnosed with a health condition where medication needs to be administered in response to a medical emergency, the parent/guardian in collaboration with the student's health professional, will also need to provide the school with further relevant documentation, which may include the following: ACSIA Action Plan, Asthma Care Plan, Seizure Management Plan, or Individual Health Care Plan.

Communication

Please note that it is important that parents/guardians communicate changes to information that has been provided in any of the above documentations as soon as possible to ensure that the school always has accurate and up to date information.

Medications and unmedicated products carried and self-administered by a child or young person

Medications and unmedicated products must not be carried or self-administered by a child or young person at Cardijn College Galilee. Upon arrival, any person delivering a student to the school must give all types of medications and unmedicated products directly to a staff member at the front office for appropriate storage in the first-aid room. All types of medication and unmedicated products cannot be left in the student's bag. This decision is made by the Head of Campus to ensure that:

- responsible and safe procedures are followed for where and how medication is administered;
- medication and unmedicated products cannot be accessed by other students for potential misuse;
- medication that may be potentially harmful to other students is stored securely;
- medications, equipment, and packaging are disposed of safely and with the appropriate confidentiality.

Custody/Access

We respect the confidentiality of family situations. However, we ask parents to inform the Head of Campus at enrolment and at any subsequent time of relevant details regarding the family situation (eg. custody and/or access orders). This is important if we are to be sensitive to and caring of children. We ask that you please provide copies of any custody documentation to be filed in your child's student files which remain completely confidential and kept in a secure location. It is important that we are kept up to date with changes to any documentation as soon as possible.

Playgroup

Our Playgroup is held each Monday and Friday morning during school terms by our Early Learning Specialists. This currently operates on Mondays and Friday from 9.00am – 10:30am.

Playgroup offers an opportunity to engage in learning and play activities with your child in a supported and nurturing environment. It is a great way to connect with other families and for your child to be a part of the community well before starting school.

Arts, crafts, literacy, numeracy, story time and gardening activities are just a few of the things we offer each week.

We are delighted to welcome all families to join playgroup. More information is available from the school office on 8550 2200.



Out of School Hours Care

We offer a high-quality service where children are cared for in an inclusive, safe and fun environment. Our program is engaging and diverse, catering to all children's capabilities and interests from Reception to Year 6.

To enrol your child into our OSHC service please email our OSHC Director Katie on OSHC@galilee.catholic.edu.au

Galilee utilises a software program called Xplor to manage booking for the OSHC service.

Before school care is offered from 6.30am -8.30am (breakfast is provided until 8am) After School Care is offered from 3.00pm -6.30pm (afternoon snack is included)
For all reception students an OSHC educator will collect them from class.
Vacation Care is offered from 7am -6pm



Visitors

At Cardijn College Galilee we believe that:
Visitors include parents/caregivers, community members and hired contractors.
Parents/caregivers and community members are very welcome in our school.
All visitors to the school need to feel welcome.

Parents/caregivers, community members and visitors to the school need to be in a safe environment at all times.

We therefore aim to:

- Provide a safe environment for all students, staff members, parents/caregivers and visitors at all times.
- Provide ways of identifying staff members, parents/caregivers at all times.
- Provide ways of identifying visitors to our school (including contractors, etc.).

In order to fulfill this process school gates are locked between 9.05am and 2.45pm. To enter you will need to press the intercom, and the gate will be unlocked by front office staff. Please ask admin staff for information on how to exit the school grounds when the gates are locked.

Reception children starting school



The first day, week, term and year of school is exciting and sometimes overwhelming and especially tiring. School is very different to kindy, learning centres and day care even for those who have been attending full days. There are new routines to learn and the excitement of starting school can evolve into your child being tired and overwhelmed.

If you find that your child is getting tired you are welcome to organise a rest day for them, in consultation with their teacher. All children are different, and you know your child best, so please don't hesitate to discuss their needs with their homeroom teacher.

We recommend that your child is sent to school with a change of underwear. Starting school is a big time of change for children and even the most continent children can have accidents. Being prepared helps our staff to assist your child in a discreet and efficient way to keep everybody safe and comfortable. If you have any concerns or queries, please contact the front office, or speak to your child's home group teacher. We also recommend labelling all your child's belongings. That way they are more likely to return to you if they are misplaced.

Questions?

If you have any further questions at any time, please do not hesitate to speak with us. We are here to support your family as you join Cardijn College Galilee Community.

