Dear Parents,

We extend a warm welcome to all families for what, we hope, will be a happy and successful partnership.

Our Catholic School prides itself in providing quality education which nurtures each child’s spiritual and educational growth in a warm and supportive environment.

We encourage all families to share in the building of our immediate community and the broader parish community by participating in the many activities promoted throughout the year.

Our fortnightly newsletter will enable you to keep up to date with all school and parish events and this handbook will familiarise you with our school procedures.

Our School Education Board acts as your representative in school affairs and you are encouraged to contact your Board Member should you wish to raise any school policy related matter.

We look forward to your involvement in the enrichment of the life of St Damian’s Catholic Primary School and Parish community.

You are invited to contact the school if you need to discuss your child’s development or other issues.

Yours sincerely

Helen Hannay
Principal
School Prayer

Lord our God, your parish family thanks you for the faith we all share.

Make us a people who care for one another and may we have a genuine concern for the wider community.

Help our parents to give good example;
Give our children the grace of love and respect;
Fill our youth with wisdom, hope and vision;
Their leadership is the future of our Church and our Nation.

To our sick - grant health;
To those of advancing years - serenity;
And to those in sorrow - your peace and joy.

Lord our God, deepen our love and strengthen our faith.
Jesus, nourish us with your Word and Eucharist.
Holy Spirit, direct us in all we do and help us to say always:
“Lord, it is good for us to be here.”

This is our home, be with us as we continue to build your kingdom on earth.

Amen.

Mission and Vision Statement

St Damian’s School is a vibrant, Catholic community of learners. We exist to provide quality Catholic Education for students of St Damian’s Parish. We have concern for all members of our diverse community as unique people who are loved by God and we work to assist each person to fulfil his or her potential in a community centred on the teachings of Jesus Christ and Catholic tradition.

As a Christian community, we are guided by our patron, St Damian, towards lives of service and good example. We foster the values of respect, honesty, compassion, learning, integrity, faith and community.

We strive to be a welcoming and supportive school community as a part of the St Damian’s Parish. We aim to show care and respect for all.

We aim to develop knowledge of, and commitment to, the Catholic faith as an essential part of our school curriculum. This includes meaningful participation in the Sacramental life of the Church and living lives that are centred on the life and teachings of Jesus Christ.

We aspire to create confident, responsible and resilient learners who contribute to the world in a positive way. We aim for meaningful and challenging learning where all students experience success, reaching for excellence by making best use of their talents and abilities.

We aspire to care for the wellbeing of all members of our community. We work to develop the whole person in a healthy and safe environment.

We strive to maintain affirming and professional leadership where clear direction and constructive feedback is given. We acknowledge that all members of our community have a role as we work to enrich and develop the school.

School Motto

“A Community of Learners”
Directory

Parish Priest: Fr. Vincent Le
5 Settlement Road
Bundoora 3083
Telephone: 9467 2797
Fax: 9467 8049

School Principal: Mrs Helen Hannay
5 Settlement Road
Bundoora 3083
Telephone: 9467 8566
Fax: 9467 7495

Zone Educational Services Co-ordinator
Mr John Corkill
CEO Eastern Region
P O Box 1121
Croydon 3136
Telephone: 9724 0200
Fax: 9724 0201

Director of Catholic Education
Mr Steve Elder
Catholic Education Office
James Gould House
228 Victoria Parade
East Melbourne 3002
Telephone: 9267 0228
Fax: 9415 9325

History

St Damian’s Parish Primary School is located in Bundoora, in the North East of Melbourne. It opened in 1968 under the leadership of the Sisters of the Order of the Poor Clares, who withdrew from the parish in 1982.
Learning and Teaching Policy

Rationale
The learning and teaching at St Damian’s develops the students’ capacity to manage themselves, their relationships with others and their connections with the world. A fundamental component is the students’ faith development. Learning is enhanced when teachers and students work within a positive culture that reflects gospel values and respects the human person. Optimum learning occurs when teachers, working in partnership with parents, actively engage students. Monitoring students’ progress and catering for the individual ensures a personalised response to the learning needs of each student. Continuous learning is provided with clear purpose and connections to the real world where students develop the capabilities required to deal with issues and change and to act effectively as responsible members of the twenty-first century.

Principles
At St Damian’s we believe that:

- current and emerging technologies enable student engagement and help students develop their overall knowledge and skills.
- multiple literacies allow learners to access and manipulate information from a wide variety of sources
- building and maintaining a positive partnership between home and school supports student learning
- learners engage in the process of learning by reflecting on what and how they learn and applying it to new contexts
- all students should be provided with the learning opportunities and experiences that cater for individual needs
- as learners we have a responsibility to broaden our educational perspectives and inspire creativity, foster collaboration and promote a climate of mutual respect.

Procedural Guidelines
The following statements reflect our beliefs regarding learning and teaching.

Learning Statements:
Children learn most effectively when:

- learning in a safe, supportive, nurturing and stimulating environment
- actively engaged and immersed in activities and experiences within and beyond the school setting
- provided with opportunities in which they are able to be successful
- learning takes place using a variety of strategies
- encouraged to be responsible for their own learning and actions
- assessment is rich, authentic and part of their learning cycle

Teaching Statements:
Quality teaching occurs when teachers:

- ensure the distinctive mission of the Catholic school is evident in their practice
- cultivate and model positive relationships with students
- cater for the individual needs of each student, incorporating both extension and intervention opportunities
- use formal and informal data to inform teaching
• provide an environment which nurtures creativity, inquiry, risk taking and reflection
• provide opportunities for students to work collaboratively, solve problems, share knowledge and make connections across areas of learning
• include a process of implementation, evaluation and change
• are conversant with current educational practices through involvement in professional learning
• provide knowledge, skills and understanding through a comprehensive and balanced curriculum

Evaluation
The application of this Learning and Teaching policy will be monitored regularly. The policy will be reviewed as part of the school’s review cycle, or earlier as required.

Curriculum
It is expected that we work co-operatively in teams to ensure successful implementation of the Prep to Six program. The staff plan a very comprehensive curriculum program based on the Victorian Essential Learning Standards, and teach through an inquiry approach, utilising effective assessment strategies. Teachers communicate information about the child’s progress regularly to parents throughout the year. Written reports are sent home in June and December.

Strands
Discipline Based Learning
Physical, Personal & Social Learning
Interdisciplinary Learning

Domains
Religious Education
The Arts
Communication
Interpersonal Development
English
Personal Learning
Civics & Citizenship
Humanities
Health and Physical Education
Design, Creativity, Technology
Science
Information/Communications Technology
Mathematics
Languages (Italian)
Thinking

Each of these learning strands are interrelated. Through our learning program it is our aim that our students will be:
• able to develop a knowledge of the Catholic faith and are people who value and respond to the Catholic traditions
• informed citizens who understand and contribute at a local, national and global level
• community members who contribute socially, economically and culturally to society
• responsible individuals capable of relating well with others
Religious Education Program

At St Damian's we have a strong faith community fostered by our Parish Priest, Fr Vincent Le. As teachers we endeavour to engage our students in the exploration of the Catholic tradition through the implementation of the Religious Education Curriculum Frameworks. We facilitate education in faith by utilising an inquiry approach whereby students and teachers are encouraged to work collaboratively, deepen skills, knowledge and understanding. We provide relevant activities which enable students to make sense and meaning of everyday life in light of the Gospels.

Sacramental Program

Students celebrate the Sacrament of Reconciliation in Year Three, the Sacrament of Eucharist in Year Four and the Sacrament of Confirmation in Year Six. Parents and staff are involved in preparing the students and celebrating these Sacraments.

Program Highlights

Literacy

The Literacy Program is a whole school approach to ensuring all students achieve success in literacy. In Years Prep to Four the students are actively engaged in different strategies to enable the desired outcomes to be achieved.

Reading Recovery

Despite good first teaching, a proportion of students will be identified at the end of the Prep year as requiring support with reading and writing strategies. The Reading Recovery Program provides one-to-one intervention to assist such students. These students are given support to bring their skills up to the average level of the class.

Literacy and Mathematics Intervention Program

Our Learning Assistance for our students is co-ordinated by our student Wellbeing Leader, Literacy Leader, Reading Recovery Teacher and Mathematics Leader. Through ongoing assessments students at risk are identified. Appropriate programs are then offered to meet the academic, social and physical needs of our students with a particular focus on Literacy and Numeracy intervention, where qualified teachers and support teachers, work with small groups of students.

Extension

Opportunities are provided to allow the more able students to develop their abilities at a higher level of understanding. This could involve working in a small group with others on a research project, being presented with open ended activities that can be completed in the classroom or participating in competitions.

LNSLN (Integration Program)

This program supports students with special needs who meet the set criteria as set down by the Commonwealth Government. Additional funding is provided to support the educational plan for these students.

Choir (Year Three - Year Six)

Students from Year Three to Year Six are given the opportunity to join our school Choir. Through this experience, their musical skills are developed and they have the opportunity to perform at school and community functions.
Italian - LOTE (Language Other Than English)
A specialist teacher teaches the Italian language to all classes from Years Prep – Six.

Information Communication Technology
St Damian's has excellent resources for e-Learning Education. Computers are installed in all classrooms, which are networked across the school. There is also a Computer Laboratory and interactive whiteboards in every classroom. All students attend e-learning lessons with a specialist teacher.

Contemporary Arts Program
Students are given the opportunity to explore their artistic talents. All students have a Contemporary Arts lesson every week. The Contemporary Arts include dance, drama, music, visual art and media art.

Instrumental Music Program
Primary Music Institute offer our students an Instrumental Music program. This is an optional program as there is an additional fee, but it is very popular with the parents and students.

Interschool Sports Program
Students participate in Athletics, Cross Country and Swimming Carnivals at a District, Zone, State and National level. They also have the opportunity to participate in interschool sports.

Camp Program - Year Six
Students in Year Six are taken on camp every year. This experience provides an opportunity to develop personal skills such as community living, independence and self-confidence. All students are expected to attend.

Buddy Program
Our Buddy Program involves the Year Six students being paired with the Prep students. Planned activities between the classes are held so that the students involved become friends and are there to support each other. This provides a ‘buddy’ for the younger child and gives the older student the opportunity to develop leadership skills and responsibility.

Seasons Program
The Seasons Program is offered each year. This is a support program for those students who have suffered a loss through death or family separation. Our staff are trained as facilitators and some staff every year, conduct the program.

Student Wellbeing Program
Much emphasis is placed on the wellbeing of students, as this impacts highly on their learning and we have an appointed Wellbeing Leader. Incorporated into our curriculum is the “Bounce Back” Program and ‘Circle Time’ which supports this development and assists us in monitoring the wellbeing of all students.

Student Services
Through a school referral process, students have access to services provided by the Catholic Education Office. Such services include Speech Pathology, Psychological assessments and Education assessments.
Out of school Hours Program (OSHC)
Quality care is provided before and after school, by an outside provider. The students are provided with a variety of activities whilst in this program.

School Arrangement
Our school is organised into eighteen class groups with specialist teacher support in the areas of Performing Arts, Information Communication Technology, L.O.T.E., Physical Education and Support in Numeracy and Literacy. In Year One, children may also receive additional support through Reading Recovery. As well as whole school planning to ensure that the curriculum is comprehensive and ongoing, staff also plan in year level teams.

Community Groups

Parents' Committee
The Parents Association works to raise funds for the school and to organise social activities. It is a vital group in developing and maintaining positive relationships within our school community.

Further Information

Absence from School
If your child is absent from school, please send a note explaining the absence upon his/her return. For longer anticipated absences, advance information is appreciated. Medical, dental and optical appointments should be made out of school hours if at all possible. Please notify the class teacher, in writing, if your child is to be absent for any time during the day. Written notification of absences is a legal requirement.

Assemblies
We assemble as a whole school almost every second Monday afternoon, to pray, celebrate and to share events of interest and notable achievements. The assembly timetable is advertised in the school Newsletter at the beginning of each term.

Banking: Catholic Development Fund (CDF)
School banking facilities are available through the Catholic Development Fund. Membership Forms will be distributed at the commencement of each school year. School banking day is Tuesday.

Class Photographs
Class photographs are taken annually. Prepayment envelopes are distributed prior to photographs being taken.

Education Board
Our School Education Board supports and advises the Principal and Parish Priest on matters pertaining to the development of St Damian’s Primary School. The Board membership consists of the Parish Priest, Principal, Deputy Principal, Class Level Representatives and Committee Representatives. The Board meets eight times throughout the year, usually on the third Tuesday of each month. As parents you have access to the Board through the representatives and you are encouraged to contact them with regard to raising school items, prior to the meeting.
Emergency Contacts
Information needed in the case of an emergency is kept in the School Office. This information is updated each year. It is important that any alteration of contact persons, phone numbers or addresses be brought to the attention of the school immediately. It is necessary to supply us with two emergency contact numbers.

Enrolments
Parents are notified about enrolment procedures through the School Newsletter, the Parish Bulletin and other outside sources. A copy of the School’s Enrolment Policy is available from the School. The enrolment process commences at the beginning of the year. Applications are taken from that date and close in late May. These are processed according to the criteria outlined in the Enrolment Policy. Applicants are notified of the outcome in writing.

Excursions
All classes participate in excursions. Excursions are seen as an integral part of the school curriculum as they are a valuable aid to learning, related to students’ interest and are always preceded and followed up by class studies. It is expected that all children will take part in these activities.

Extreme Weather Conditions (Hot, Cold & Wet Weather)
During extreme weather conditions (wet, windy, cold or hot) students will be supervised indoors and be required to engage in quiet activities of their own choosing. During recess and lunchtimes, two adjoining classrooms will be supervised by one teacher. Alternatively students may be supervised in one of the “Open Areas.”

Finances

Source of Income:
Our school’s income is derived from two main sources –

Government Grants, both Commonwealth and State, which cover such areas as salaries, superannuation, work cover, some interest on capital debt and central office levies.

Local contributions, which consist of Parish funds, School fees, levies and parent fund raising efforts.

Governments require school communities to contribute financially to their parish school in order to qualify for government funding.

Our school requires parents to contribute financially in the following ways:

- School Fees which are set by the School Education Board per family per year
- Building Fund - to maintain our commitment to Buildings and Grounds infrastructure
- Curriculum Levies, depending on the child’s year level of education. You will be advised of the amount annually
- supporting the Parents’ Committee, who are our main fund raising group. Various activities are conducted throughout the year which enable our community to enjoy both social and fund raising opportunities.

Annual Accounts are issued early in first term. Alternative payment options are available.

There are Credit Card, Direct Bank Debit and EFTPOS facilities available to assist families with the payment of their Student Levies and School Fees.

The school prepares an annual budget, which is presented to the School Education Board.
The Education Maintenance Allowance is provided to assist low income families with the costs associated with the education of their children. To be eligible you must be a holder of a Centrelink Pensioner Concession Card or Health Care Benefit Card, Veteran Affairs (TPI) Pensioner Card, or a foster parent and submit an application by the due date. EMA constitutes a yearly amount of $230 per primary school child. Application forms are available from the school's Administration Office in February and July. Health cards must be sighted upon application for the allowance.

Health
The Ministry of Education has strict guidelines for exclusion from school in cases of infectious diseases. Please contact the school if the need arises.

Homework
Homework is a valuable aspect of learning and contributes to the development of sound study habits. It gives parents the opportunity to be involved in and informed about their child's development. Homework is given to our students on a regular basis. Homework varies according to age and learning needs. It is the teachers' responsibility to implement and maintain agreed homework procedures. It is the parents' responsibility to support these homework procedures. The amount of homework given per level is in accordance with our Homework Policy.

Insurance
The school holds a Student's Personal Accident and Disability Cover for all students with Catholic Church Insurances Limited (School Activities only cover).

Interview and Reporting Timetable
- Early February: Parent Information Evening
- February / June: Parent / Teacher Interviews
- June: Written report
- December: Written report
- End of Year: Electronic Portfolios are sent home

Interviews at Other Times
The principal and staff are available to meet with parents by appointment. Please contact the school to arrange a suitable interview time as required.

Library Procedures
Our school library is the centre of the school's available resources, contributing directly to students' learning experiences. All students are encouraged to borrow books from the school library regularly throughout the school year. Your child may borrow a maximum of two books for one week at a time. You are asked to encourage the borrowing of books and to take an interest in the literature brought home.
To help protect books when borrowed, students are required to have a library bag (a rectangular draw string material bag). This can be purchased from the uniform shop. If library books are lost or damaged, through carelessness, it is expected that the replacement cost will be met by the student/family concerned.
Volunteers to assist with library tasks are always very welcome. Please do not hesitate to approach our Librarian, if you have any spare time.
Lost Property
Unclaimed property is the Lost Property box which is located in the garage area. We encourage you to check your child’s clothing regularly to ensure each item is clearly labelled.

Medication & Medical Alert
Our school has developed a procedure for the “Administration of Medicines” whilst students are at school. Parents are asked to collect a proforma, complete it and follow the requirements to ensure the safety of each student. Generally, medication should be administered at home, however if it becomes essential that your child will require medication at school, this will be administered by the Office Staff.

Special Medical Needs: - A special “Medical Alert Form” is available for you to complete if your child has any special medical needs or requirements. Completed forms are kept in the First Aid Room and copies are also kept in the classroom, so that all staff may be aware of your child’s specific needs.
If a student has a medical condition of a serious nature (e.g diabetes, asthma) parents are expected to complete an Action Plan, available from the school office. If your child has anaphylaxis an official action plan must be signed by your doctor and forwarded to the school.

Newsletter
A newsletter is compiled fortnightly and distributed via the eldest child every second Thursday. Contributions from families and associated groups are always welcome. Items to be included in the newsletter need to be sent to the School Office by 3.15pm on Tuesday. Parents are encouraged to receive an online copy of the Newsletter.

Parental Assistance & Involvement
Parents are invited to take an active part in all aspects of the school. Volunteer assistance in a variety of ways, in the educational programs undertaken in the classrooms is much appreciated. It is a legal requirement that all volunteer helpers hold a current Working with Children Check. Please contact the school office for details.

Parents’ Committee
The Parents Association works to raise funds for the school and to organise social activities. It is a vital group in developing and maintaining positive relationships within our school community.

Permission to Leave School
Students Leaving During School Hours: Parents wishing to take their children from school during normal hours are requested to:

- provide the class teacher with a written note explaining the reason and the departure time. In the case of more than one family member we will forward the note to the appropriate teachers.
- visit the office at the time stated, where you will be asked to sign the 'Release Book' before taking charge of your child.
Restorative Practices
Over the past years St Damian’s has been implementing Restorative Practices into the school.
The Restorative School believes in the “Three R’s” - Relationships, Responsibility and Relevance.
The philosophy and practice of restorative justice in schools is to promote resilience in both the one who is harmed and the one who causes harm. It is about helping young people become aware of the impact of their behaviour on others through personal accountability and being open to learning from conflict situations.

School Hours/Supervision
Students are supervised from 8.30 a.m. until 3.30 p.m. Parents are expected to ensure that their children are not at school outside those times.

Bell Times:
8.45  Music to assemble
8.50  First Bell
10.55 Recess Eating Bell
11.00 Recess Bell
11.30 Recess concludes
1.30 Lunch Eating Bell
1.40 Lunch Recess
2.15 Music
2.20 Lunch concludes
3.15 Conclusion of school day

School Monies
All school monies should be forwarded to the class teacher in an envelope clearly labelled with Name, Year Level and type of collection.

School Nurse
A school nurse visits the school each year. Preps will be tested for any speech, hearing or visual impairment each year. Students with problems identified in previous years are also examined. On the teacher’s recommendation and with parental consent, students from other classes may be checked for speech, hearing, visual or other medical impairment. In all cases parents are contacted if there are any concerns regarding their child’s health.

Secondary Schools
The following list of secondary schools is provided for your information. Please note that all applications must be directed to the appropriate school and this information is only intended as a guide.

<table>
<thead>
<tr>
<th></th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Co-Ed)</td>
<td>Loyola College</td>
<td>345 Grimshaw Street, Watsonia 9434 4466</td>
</tr>
<tr>
<td>(Boys)</td>
<td>Parade College</td>
<td>Plenty Road, Bundoora 9468 3300</td>
</tr>
<tr>
<td>(Boys)</td>
<td>Marcellin College</td>
<td>160 Bulleen Road, Bulleen 9851 1589</td>
</tr>
<tr>
<td>(Girls)</td>
<td>Our Lady of Mercy College</td>
<td>52 Cape Street, Heidelberg 9459 2511</td>
</tr>
<tr>
<td>(Girls)</td>
<td>Catholic Ladies College</td>
<td>Diamond Street, Eltham 9439 4077</td>
</tr>
<tr>
<td>(Girls)</td>
<td>Santa Maria College</td>
<td>50 Separation Street, Northcote 9489 7644</td>
</tr>
</tbody>
</table>
Staff Professional Learning
As part of the ongoing professional growth of staff, provision is made for teachers to be informed about current educational thinking and practices. Some professional learning takes place during school time and on these occasions a replacement teacher is employed to take the class. On other occasions we have professional learning for the entire staff and on these days the students do not attend school. Notice of school closure days is given to parents well in advance in the school newsletter.

Toys
Parents are asked to discourage their children from bringing to school toys that are expensive, associated with violence or likely to risk injury.

Traffic Management
The Car Park contains an area that is affectionately known as the 'Kiss and Drop' which is designed for parents wishing to simply drop off children without parking. We ask you to follow this procedure carefully as it eliminates the need for ‘backing’, and ensures greater safety for all. If you intend to walk your children to their classrooms, please park on the street or in Coles Carpark.

To ensure the traffic flows smoothly and quickly please adhere to the following procedures when using “Kiss and Drop”:

- if you are the first in line please move to the designated front space
- the two cars following need to also move into their correct spaces
- it is essential that children are organised to move in and out of cars quickly. If a problem occurs please park.

Transfer of Students
Students transferring from St Damian’s to another Primary School are required to take with them a note of transfer. Parents are asked to notify the school office well in advance so that staff may prepare your child’s reports and arrange for a transfer note. These items may be collected from the school on the day of departure.

Tuckshop
The tuckshop is open Monday, Tuesday, Wednesday and Friday. Orders are placed in the morning. Money must be sent in a brown paper / plastic bag clearly marked with the child’s Name, Class and Lunch Order. Price lists are sent out through the school.

Uniform
Students are expected to wear the prescribed uniform at all times unless specified otherwise. On non sport days the correct uniform includes the wearing of black shoes to and from school. Please note that extreme hairstyles and jewellery, apart from watches, sleepers and studs, are considered inappropriate. In terms one and four the prescribed school hat is expected to be worn outside as part of the school uniform. Students without a hat will be required to spend recess and lunch times in a designated shaded area.

Uniform Service
The uniform may be purchased from the Uniform Shop at the school. This Committee is comprised of volunteer parents. The Committee also provides a second hand uniform service. Details of when uniform items may be purchased are advertised in the school newsletter on a regular basis.
Official School Uniform

**Summer**

*Girls:*
St. Damian’s school dress.
Bottle green V neck woollen jumper with the school name embroidered on it.
White socks
Black school shoes
Compulsory Sunsmart bottle green slouch or bucket style hat.

*Boys:*
Grey shorts or trousers.
Gold Polo short sleeve polo shirt with St. Damian’s logo.
Bottle green V neck woollen jumper with the school name embroidered on it.
Black school shoes
Grey socks.
Compulsory Sunsmart bottle green slouch or bucket style hat.

**Winter**

*Girls:*
St. Damian’s Tartan Tunic or bottle green trousers.
Gold long sleeve polo shirt - with logo or gold skivvy.
Bottle green V neck woollen jumper with the school name embroidered on it.
Black school shoes
Bottle green socks or bottle green tights.

*Boys:*
Grey trousers or cords.
Gold Polo Shirt with St. Damian’s logo or gold skivvy.
Bottle green V neck woollen jumper with the school name embroidered on it.
Black school shoes
Grey socks.

**School Bag:**
All students are required to have the St. Damian’s, green school bag with school logo.

**Sports Uniform**

*Girls and Boys*
Red polo shirt with St. Damian’s logo on front
Bottle green shorts
White sports socks
Sport shoes
Bottle green tracktop with St. Damian’s logo and plain bottle green trackpants

*Girls - Optional*
Bottle green netball skirt (not advisable for Prep).

**Visitors**
All parent helpers and visitors to the school are required to call in at the Administration Office to register by signing the visitor’s book. They must collect and wear an identification badge whilst on the school premises. Please remember to return the badge to the Administration Office at the conclusion of your visit and sign out. If during your visit at the school the evacuation siren should sound please stop and listen and then follow the instructions provided over the school’s public address system and assemble at the designated place. Emergency evacuation plans are on display throughout the school buildings.
ST. DAMIAN'S CATHOLIC PRIMARY SCHOOL

FEE STRUCTURE

School Fees
School Fees are set in accordance with the Guidelines sent to school annually by the Catholic Education and are based on the needs of St. Damian's for each particular year. For families experiencing financial difficulties, special arrangements can be made with the Parish Priest or Principal if necessary.

We have credit Card, Direct Bank Debit and EFTPOS facilities available to assist families with the payment of their Student Levies and School Fees.

Family Fees (per family) - annually (as of February 1, 2011)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Fees</td>
<td>$1130</td>
</tr>
<tr>
<td>Building Levy</td>
<td>$ 440</td>
</tr>
<tr>
<td>Total Family Fees</td>
<td>$1570</td>
</tr>
</tbody>
</table>

Options:
- Fees are accounted annually at the beginning of the year.
- Alternative payment options are available.
- 5% discount on Family Fees if paid in full by the first week in March.

Student Fees - (as of February 1, 2011)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Levy</td>
<td>$ 330</td>
</tr>
</tbody>
</table>

(This includes excursions, student resources, art requirements, library resources, IT equipment etc)

Add the following Year Level Levies:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 4 Eucharist Levy</td>
<td>$ 30</td>
</tr>
<tr>
<td>Year 6 Confirmation</td>
<td>$ 10</td>
</tr>
<tr>
<td>Year 6 Interschool</td>
<td>$ 30</td>
</tr>
<tr>
<td>Year 6 Camp</td>
<td>$ 340</td>
</tr>
</tbody>
</table>

The Education Maintenance Allowance
The Education Maintenance Allowance - EMA which is funded by the State Government is paid by cheque in two instalments. 50% is paid directly to assist in the education of your children. The remaining allowance is paid directly to the school. The total EMA per child is $230.00 per annum (as of 2011). This is paid in two instalments during Term One and Term Three. To be eligible a parent must hold a current Pensioner Concession Card or Health/Benefit Card, Veteran Affairs Pensioner Card or be a Foster parent, on the first day of term one for the first instalment and on the first day of Term Three for the second instalment. EMA forms are available from the school office.

School Start Bonus
The School Start Bonus is a one-off payment and is an initiative of the Victorian Government which provides financial assistance for families of Prep and Year 7 students. $300 is paid for each child commencing in these year levels to help them meet the costs of sending their child to school.

Other Costs
Uniform - St. Damian's Uniform Shop and Second Hand Uniform Shop.