



ST BEDE'S  
S C H O O L

# 2026 Handbook

2 Marwal Avenue, North Balwyn, VICTORIA 3104

Phone: (03) 8851 4651

Web: [www.sbedesbn.catholic.edu.au](http://www.sbedesbn.catholic.edu.au) Email: [info@sbedesbn.catholic.edu.au](mailto:info@sbedesbn.catholic.edu.au)

VISION STATEMENT.....	2
OUR PATRON SAINT.....	2
ST BEDE'S SCHOOL - HISTORY.....	3
OUR LOCATION.....	4
CONTACT INFORMATION.....	4
ENROLMENT.....	5
STUDENT ENROLMENT POLICY.....	5
ENROLMENT PRIORITIES.....	6
ENROLMENT PROCEDURES.....	6
ELIGIBILITY.....	7
OFFERS OF PLACES.....	7
PREP TRANSITION PROGRAM.....	8
SCHOOL UNIFORM.....	9
UNIFORM REQUIREMENTS.....	9
SCHOOL BAGS.....	9
HATS.....	9
.....	
SCHOOL UNIFORM SUPPLIERS.....	9
SECOND HAND UNIFORM.....	9
EDUCATION IN FAITH.....	10
SACRAMENTAL PROGRAM.....	10
LITURGY.....	10
SOCIAL JUSTICE.....	10
STUDENT WELLBEING.....	11
BULLYING AND HARASSMENT.....	11
CURRICULUM.....	12
LITERACY.....	12
NUMERACY.....	12
CURRICULUM INFORMATION.....	12
ASSESSMENT AND REPORTING.....	13
SCHOOL ORGANISATION.....	14
ATTENDANCE TIMES.....	14
PUNCTUALITY.....	14
ABSENCE.....	14
SCHOOL CLOSURE DAYS.....	14
EMERGENCY INFORMATION.....	14
STAFF MEETINGS.....	15
SCHOOL ACTIVITIES.....	15
EXCURSIONS.....	15
SCHOOL CAMP.....	15
CHOIR.....	15
COMMUNICATION.....	15
HEALTH & SAFETY.....	16
IMMUNISATION.....	16
INFECTIOUS DISEASES - EXCLUSION FROM SCHOOL.....	16
LIFE THREATENING.....	16
ASTHMA.....	17
MEDICATION.....	17
FIRST AID.....	17
HEAD LICE.....	17
DELIVERY/COLLECTION OF CHILDREN.....	17
.....	
PLAYGROUND SUPERVISION.....	18
USE OF PLAY EQUIPMENT BEFORE AND AFTER SCHOOL.....	18
PARENT PARTICIPATION.....	18
PARENTS ASSOCIATION.....	18
SCHOOL BOARD.....	19
CLASS PARENTS.....	19
TUCKSHOP.....	19
MISCELLANEOUS INFORMATION.....	20
EDUCATION MAINTENANCE ALLOWANCE.....	<b>Error! Bookmark not defined.</b>
INTERNET POLICY AND EXPECTATIONS.....	20
SCHOOL FEES AND LEVIES.....	21
HOW YOU PAY FOR SENDING YOUR CHILD TO ST BEDE'S SCHOOL, 2014.....	21
PARISH STEWARDSHIP PROGRAM.....	22

## VISION STATEMENT

*Bede was a committed scholar and educator  
in the service of God  
With Bede as our model and Christ as our everlasting light,  
we strive to build a Catholic school community  
where each is given time and support to learn, to know, to do,  
to live together and to be.*

Christus Dies Aeterna Nostra

## OUR PATRON SAINT

### ***THE VENERABLE BEDE***

The Venerable Bede is a Saint of special importance to English speaking people, for it is largely due to him that we know as much as we do about our early history.

Bede was born in 673 in the English kingdom of Northumbria, close to the Benedictine monastery of St. Peter at Wearmouth. When he was seven years old he was sent to Wearmouth Abbey to be educated. He was a brilliant scholar, and when he was made a deacon at the early age of nineteen, he was already famous for his learning. In the monastery at Jarrow he composed many books, writing until his last illness. He directed the studies of over six hundred monks.

Until his death in 735, Bede travelled no further from his monastery than the isle of Lindisfarne and the city of York. His monastery of Wearmouth/Jarrow, however, was a centre of learning and civilisation that gave Bede a vision that reached far beyond the monastery confines.

Source. The Illustrated Bede Marsden, John. London: Macmillan 1989.

We are proud to have St. Bede as our patron saint.

## ST BEDE'S SCHOOL - HISTORY

Saint Bede's Primary School opened in 1945. Mother Mary St. Malchus and Sister Mary St. Stephen of the Sisters of Our Lady of the Missions began the first classes in the Hall with 17 children.

*Planning for additions to the school took place in 1952, resulting in the 'new school', costing 20,000 pounds.*

In 1981 the first Lay Principal was appointed to St. Bede's ending an era of dedicated service by the Sisters.

The current student population is approximately 231, accommodated in 11 class groups. Our current class structure is:

- Prep
- Year 1 (2 classes)
- Year 2
- Year 3/4 (4 classes)
- Year 5/6 (3 classes)

The work of classroom teachers is complemented by teachers of Visual Arts, Physical Education, French, Individual Needs, STEM and Performing Arts.

A systematic refurbishment and rebuilding program ensures that St. Bede's is able to offer a modern well equipped learning environment. All learning areas are fully air conditioned.

## OUR LOCATION

St Bede's Primary School is situated in North Balwyn which is one of Melbourne's most beautiful eastern suburbs located within 10 minutes of Melbourne's CBD.

St Bede's Primary School is located quietly away behind the North Balwyn Village retail area, close to Doncaster Road.

It is set in beautifully landscaped gardens and lawns, with numerous play areas surrounding the school that allow both passive and active play.



## CONTACT INFORMATION

Office Hours: 8:30am to 3:50pm  
Telephone: 8851 4651  
Email: [info@sbedesbn.catholic.edu.au](mailto:info@sbedesbn.catholic.edu.au)  
Web: [www.sbedesbn.catholic.edu.au](http://www.sbedesbn.catholic.edu.au)

Parish Priest  
Principal  
Deputy Principal  
Religious Education Leader

Fr. John Salvano  
Ms Kathryn Murphy  
Mrs Amanda Martin  
Mr Justin McFarlane

## ENROLMENT

St. Bede's Primary School was established, and is supported and maintained by the parishioners of St. Bede's Parish, North Balwyn.

Through the School, the Parish provides a Catholic Education for the children of parish families. Enrolment is open to parishioners, ie any Catholic living within the Parish boundaries.

The Parish is bounded by the freeway at the North, the creek and Burke Road at the West, Belmore Road at the South and Balwyn, Tuxen, McShane, Robert, Harrington and Sylvander Streets at the East.

Catholics living outside the Parish boundaries may become registered as St. Bede's parishioners, and therefore be eligible to enrol their children at the School. In such cases parents are expected to be regular participants in the life of St. Bede's Parish and commit themselves to support the Parish through the Thanksgiving program.

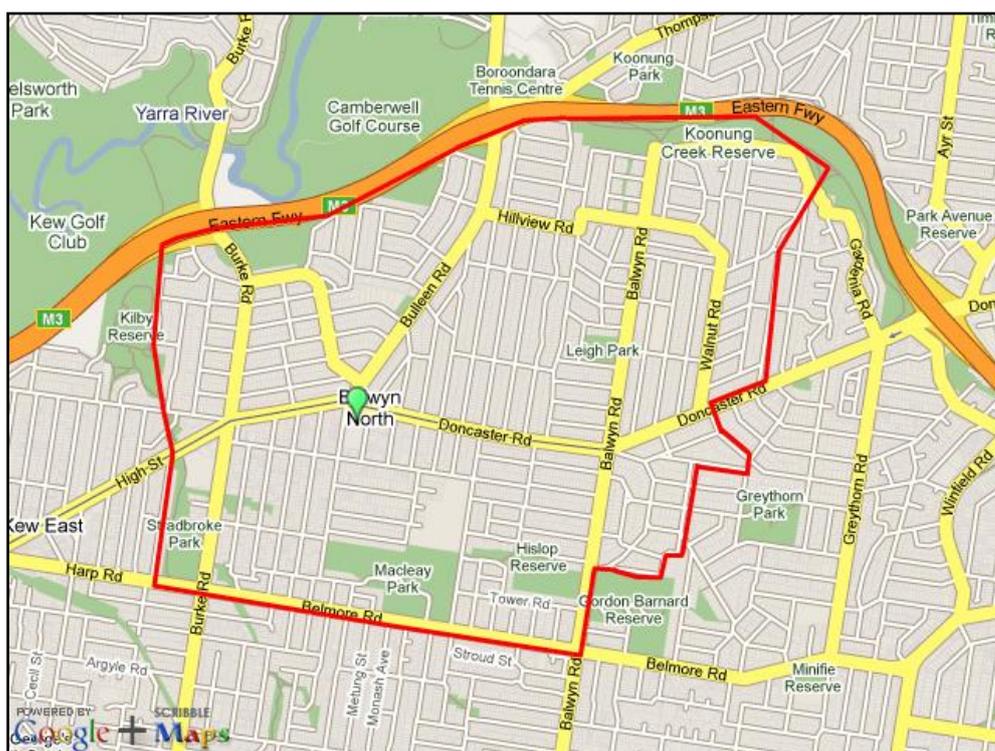
Applications for enrolment will be received by the Principal and the Parish Priest and will be accepted on their approval.

### STUDENT ENROLMENT POLICY

*Reviewed and Ratified:* 20 October 2009

*Effective as of:* 29 January 2009

St. Bede's Primary School was established, and is supported and maintained by the parishioners of St. Bede's Parish, North Balwyn. The primary purpose of the school is to provide a Catholic education for Catholic children who reside within the St. Bede's Parish boundaries.



## ENROLMENT PRIORITIES

Offers of enrolment are allocated using the following order of priority:

1. A child baptised in the Catholic Church whose family resides within the boundaries of St. Bede's Parish and are considered Parishioners by the Parish Priest as evidenced by:
  1. Formal registration with the Parish
  2. Regular participation in Sunday worship
  3. Inclusion/involvement on a Parish roster
  4. Membership of Thanksgiving.
2. A child baptised in the Catholic Church whose family resides within the boundaries of St. Bede's Parish.
3. A sibling of a current enrolment at St. Bede's Primary School whose family has demonstrated a strong commitment to the school and fulfilled its obligations.
4. A child baptised in the Catholic Church whose family resides outside the boundaries of St. Bede's Parish, but who are considered Parishioners by the Parish Priest as evidenced by:
  - Formal registration with the Parish
  - Regular participation in Sunday worship
  - Inclusion/involvement on a Parish roster
  - Membership of Thanksgiving.
5. A child baptised in a non-Catholic Eastern Church whose family resides within the boundaries of St. Bede's Parish.
6. A child baptised in a non-Catholic Eastern Church whose family resides outside the boundaries of St. Bede's Parish.
7. A child baptised in another Christian tradition whose family resides within the boundaries of St. Bede's Parish.
8. A child baptised in another Christian tradition whose family resides outside the boundaries of St. Bede's Parish.
9. A non-Christian child whose family resides within the boundaries of St. Bede's Parish.
10. A non-Christian child whose family resides outside the boundaries of St. Bede's Parish.

While bearing in mind the above priorities, the Parish Priest and the Principal may exercise discretion with enrolment applications for pastoral reasons.

## ENROLMENT PROCEDURES FOR PREP STUDENTS

- Enrolment applications from parents/guardians for children to attend St. Bede's Primary School will be accepted up to two years prior to commencement.
- Enrolment application forms are available from the school office or by emailing the Principal at [enrolment@sbedesbn.catholic.edu.au](mailto:enrolment@sbedesbn.catholic.edu.au).

The Application consists of:

- Enrolment Form
  - Supporting documents including:
    - Baptism Certificate
    - Birth Certificate
    - Immunisation Schedule
  - Agreement Form
  - Parish Census.
- Applications for prep enrolment are accepted by the School Office for consideration by the Principal and Parish Priest and should be received no later than by March 31 in the year preceding commencement. Consideration will be given to late enrolments.
  - In April/May of the year prior to commencement, the Principal will meet with all enrolled families. Applicants will be advised in writing of their allocated time for this interview.

## **ELIGIBILITY**

To be eligible for enrolment in Prep, a child must have had his/her fifth birthday by April 30 in the year in which he/she commences school.

## **Enrolment: Years 1- 6**

Applications for enrolments for Years 1-6 can be made at any time.

## **OFFERS OF PLACES**

1. After the interview successful applicants will receive a Letter of Offer in the year preceding commencement. A complete application, with all supporting documentation, and a enrolment fee of \$200 will be required for confirmation of enrolment this is non-refundable. This must be received no later than 14 days following the date of offer to secure the placement.
2. Following lodgement of a complete application and the payment of the deposit, parents will be given details about the St. Bede's Transition Program.

## PREP TRANSITION PROGRAM

The St Bede's Prep Transition Program aims to ensure that starting school is a positive experience for prep children and their families. It includes:

- An interview with the Principal and Parish Priest
- A visit to the kindergarten or long day care centre by a teacher
- Orientation visits to the school by incoming prep children
- A Welcome Mass for prep children and families
- A *Transition Learning and Development Statement* (where parents and kindergarten teachers can share information about the child to assist in helping the child settle into school); and
- Information Sessions for the parents
- Testing session at the beginning of the prep year
- Buddy Program. Allocation of a Year 6 Buddy to each prep student.

# SCHOOL UNIFORM

## UNIFORM REQUIREMENTS

<b>Girls</b>	<i>Summer</i>	Green checked dress; white socks, black shoes (lace ups, buckle or velcro) green or gold hair ribbons.
	<i>Winter</i>	checked tunic, white blouse, school jumper, white socks, black shoes
	<i>Physical Education</i>	Bottle green sports skirt or shorts, gold polo neck shirt, white socks, runners and a bottle green polo fleece.
<b>Boys</b>	<i>Summer</i>	Lightweight grey shorts, open necked grey over-shirt; grey socks, black shoes (lace ups, buckle or velcro).
	<i>Winter</i>	Long or short grey pants, grey shirt, school tie, school jumper, grey socks, black shoes
	<i>Physical Education</i>	Green shorts, gold polo neck shirt, white socks, runners and a bottle green polo fleece.

All children are to wear green tracksuit pants with the polo fleece in Winter. Sports uniform is to be worn on designated Physical Education days and class sports day.

## SCHOOL BAGS

A back-pack style bag which features the school logo is to be used by all children.

## HATS

It is school policy that school hats be worn throughout Terms 1 and 4 in order to protect children from the harmful effects of sunlight. Students who do not have hats at school will be required to stay in the shade.

## SCHOOL UNIFORM SUPPLIERS

Bob Stewart of Kew 205 High Street, Kew  
9853 8429

## SECOND HAND UNIFORM SHOP

The clothing swap shop is a service run by the Parents' and Friends' Association and is housed in the foyer of the Parish Hall. It is open at the discretion of our volunteers during term time but it can be accessed anytime through the office staff. We stock a wide variety of school clothing at very reasonable cost. Donations are always welcome.

## EDUCATION IN FAITH

As a Catholic School, St Bede's aims to be a Christian community in which nurturing in faith is integrated within full human growth and development. The task of education in faith is to nourish and develop this gift, integrating it with life experiences, enabling students to live and interpret their lives according to Christian values.

Religious Education provides the structure through which the Catholic school in partnership with parents and the parish, offers students experience in, and understanding of, Catholic heritage and tradition.

Religious Education at St. Bede's is based on the Melbourne Archdiocesan guidelines which seek to develop in children a growing awareness of themselves, in relationship with others, with God's created world and in a community of faith.

### SACRAMENTAL PROGRAM

St. Bede's School, in partnership with parents and the Parish prepares children for the following sacraments:

- Reconciliation
- Eucharist
- Confirmation

### LITURGY

The celebration of our life and faith through liturgy is an important and integral part of the life of our community.

Important school events along with significant days in the church's liturgical calendar are celebrated through whole school liturgies. Non Eucharistic liturgies are a regular part of religious education. Families are welcome at all liturgies. We particularly encourage families to take part in the family masses held regularly throughout the year.

### SOCIAL JUSTICE

We believe it is important for students to develop an awareness of social justice issues and to understand that as Christians we have a responsibility to be involved in action that promotes justice.

St. Bede's supports a number of charitable organizations and parents, along with our Student Representative Council, take active leadership in this area.

## STUDENT WELLBEING

A Student Wellbeing Program and Policy which encompasses behaviour management and anti-bullying approaches has been developed to ensure that student's attitudes and behaviours are consistently positive and mutually supportive.

Aspects pertaining to matters of student care and wellbeing are co-ordinated by our Student Wellbeing Co-ordinator.

A uniform Code of Conduct which sets out expectations of students' behaviour and consequences of inappropriate/unacceptable behaviour is developed each year with the children. The prime emphasis is on students' safety, and the rights of all students to learn without disruption by others.

## BULLYING AND HARASSMENT

At St Bede's we promote a community of mutual respect. Every member of our community has the right to feel and be safe. We prioritise the safety and wellbeing of all and aim to create an environment which is safe and respectful and everyone is given the opportunity to flourish. Effective learning depends on confidence and self-esteem. Any "put down" remarks or behaviour including verbal bullying, victimisation and deliberate social exclusion, which undermine any child/ren's feeling of happiness and confidence at School, will not be tolerated.

The School's commitment to preventing bullying or harassment is supported by legal obligations on education providers to take all reasonable steps to prevent harassment.

Every member of St Bede's Catholic Primary School is expected to uphold the principle that any form of bullying or harassment is wrong and will not be tolerated. The School will take every reasonable measure to provide a supportive and harassment free educational environment.

Please talk with a member of staff if you are concerned about an aspect of your child/ren's peer relationships.

## CURRICULUM

At St. Bede's we are committed to the development of the whole person, and recognise the uniqueness of each child. Our concern is to provide an environment and learning experiences which will:

- build each person's self-esteem
- foster quality relationships
- ensure opportunities for each child to achieve success
- and actively assists students to reach their full potential

Our school provides a comprehensive curriculum for all students encompassing development of skills, attitudes, values, knowledge and understanding in a full range of learning areas.

### LITERACY

To maximise the opportunity for children to become competent readers and writers a daily two-hour literacy block is a major focus in the junior years P-2. The students are initially assessed and continually monitored so that the teaching strategies and targets set for each child are focused and effective.

Early intervention is utilised when necessary. Strong Links between home and school are important for the children's learning and the classrooms are supported by parental help.

### NUMERACY

As with Literacy a similar approach is taken with our Numeracy.

Children upon entry in year Prep are assessed to determine their growth point in numeracy. Programs are developed based upon the data collected and through ongoing assessment.

NB. Assessments in Numeracy and Literacy take place each year Prep-Year 6. The data collected helps to ensure programs developed are set to meet individual needs.

### CURRICULUM INFORMATION

Parent information sessions are held during the school year. These sessions will focus on various aspects relating to curriculum development and implementation. Information about curriculum topics and classroom activities is reported regularly in the school newsletter and via the Curriculum Newsletter which is published once a term by each level.

## LANGUAGE OTHER THAN ENGLISH (LOTE)

At St Bede's Primary school, we learn French everyday within the classroom. All teachers teach French functional vocabulary with the support of a language assistant. In our French lessons, we focus on acquiring functional language to be able to communicate. Students are encouraged to use French as much as possible for classroom routines, social interactions, structured learning tasks, and language experimentation and practice. Functional language is taught with accompanying gestures to assist students in retaining vocabulary.

The Languages curriculum aims to develop the knowledge, understanding and skills to ensure that students:

- communicate in the language they are learning
- understand the relationship between language, culture and learning
- develop intercultural capabilities
- understand themselves as communicators

## ASSESSMENT AND REPORTING

Student's achievement and progress is assessed on an ongoing basis as an integral aspect of planned teaching and learning activities.

Formal reporting program consists of:

1. Parent/teacher interviews at the end of Terms 1 and 3.
2. Formal written reports at the end of Terms 2 and 4.
3. Meetings with teachers at anytime via appointment

Where Additional Needs are identified parents will meet more frequently. All parents are encouraged to maintain ongoing contact with teachers throughout the year.

# SCHOOL ORGANISATION

## ATTENDANCE TIMES

**School hours: 8:45am – 3:15pm.**

Time	Description
8.30am	Teachers on playground duty.
8:40 am	First Bell. Classrooms are open for students to get ready for the day
8:45 am	Second Bell. School day commences
10:40am	Bell. Eating time
10:50 am	Morning recess
11:15 am	Bell: Students line up in playground.
1:15 pm	Bell: Lunch usually eaten in classrooms
1:25 pm	Bell: Lunch recess
2:15 pm	Bell: Students line up in playground.
3:15 pm	Bell: Dismissal. Teachers on duty until 3.30 pm

## PUNCTUALITY

Punctuality in arriving at school is important for the smooth functioning of school programs, for developing the child's organisational skills and for the child's feeling of security. Late arrivals must be signed in via the iPad in the office.

## ABSENCE

Please notify the school when children are absent. Please provide the classroom teacher with an email explaining this absence. Please also download a free app named nForma for Parents or via the nForma website, through which you can advise the school office of your child's absence. Both of these forms of communication are appreciated if possible. If you need help to set up nForma please ask at the office, and please turn on notifications for it too.

When children become unwell at school, parents or their nominee will be contacted and requested to take them home.

When taking children out of the school during the day for any reason, parents are requested to sign the iPad kept in the school office.

## SCHOOL CLOSURE DAYS

Whenever the school is closed to enable all staff to participate in professional development and to acquit Time in Lieu, ample notification will be given in the school newsletter.

## EMERGENCY INFORMATION

All student details including emergency and medical information can be updated at any time via the nForma for Parents app or website. Please inform the school immediately of any changes in telephone numbers etc that may occur during the year.

## **STAFF MEETINGS**

Staff meetings involving all teachers are held each Tuesday and Wednesday commencing at 3.30 pm. Generally teachers will be unavailable to talk with parents on these days.

## **SCHOOL ACTIVITIES**

### **EXCURSIONS**

All students participate in a variety of excursions and school-based activities throughout the year to enhance curriculum programs or to celebrate special events. These activities are designed as a stimulus or culmination to school/class topics being studied. Information regarding these, and permission notices, are sent home as the need arises.

### **SCHOOL CAMP**

Students in Year Five and Six, and Year 3 and 4 participate in a camp program designed to foster relationships, promote self-esteem and independence, and provide a range of enjoyable and challenging physical activities. We have a school sleep over program from Year 2.

### **CHOIR**

Students from grades three to six may volunteer to be members of the school choir. The choir's repertoire includes both liturgical and secular music. The choir sings at major school celebrations as well as events in the community.

## **COMMUNICATION**

Effective communication between the school and its families is regarded as vital for the welfare of our students and in building a strong and mutually supportive community.

All staff members welcome discussion with parents on matters of education and student welfare and any matters of interest to the school community.

Parents and teachers are encouraged to meet either individually or in groups whenever necessary to discuss matters of mutual concern and interest.

St. Bede's School Newsletter is emailed each Thursday to parents.

## HEALTH & SAFETY

### IMMUNISATION

All children entering the school are required to present a valid immunisation certificate.

Current legislation does not make immunisation itself compulsory. However, **certification of immunisation status is compulsory, and this must be in the prescribed form, issued by the local council.** Doctors' letters, photocopies of infant welfare records and statutory declarations cannot be accepted by the school.

Details on how to obtain a school entry immunisation certificate may be obtained by contacting The Australian Childhood Immunisation Register (ACIR) on 1800 653 809 or [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

The certificate is issued in two forms - either immunisation is complete against the prescribed diseases, or it is not complete. Certificates indicating that immunisation is incomplete are issued in three circumstances:

1. Where the failure to complete the immunisation schedule has been an oversight, and the parent signs an undertaking to complete the schedule within a specified period of time. Note that on completion of the schedule, a new certificate would be issued by the municipality indicating that immunisation is now complete, and the old certificate discarded.
2. Where a medical declaration has been provided indicating that there is a genuine medical reason why the child cannot receive a particular vaccine.
3. Where a statutory declaration is provided indicating that the parent is a conscientious objector to immunisation.

Note that all children in the class level involved who have a certificate marked incomplete will be excluded from school in the event of a case of measles or diphtheria.

### INFECTIOUS DISEASES - EXCLUSION FROM SCHOOL

There are specific regulations covering exclusion of children with infectious diseases from school. Full details are available from the school office.

### LIFE THREATENING

Some children suffer from conditions which could be potentially life threatening. Parents must notify the Principal prior to commencing school so that management plans can be prepared.

## **ALLERGIES/NOTIFICATION OF ILLNESS**

### **ASTHMA**

Students who suffer from asthma and need regular medication should have their “puffer” at school at all times. These should be named and be carried, at all times especially during sport and physical education. All students with Asthma must have a authorised Asthma Management Plan.

### **ALLEGIES AND ANAPHYLAXIS**

All students the suffer form Allergies and Anaphylaxis must provide the school with an authorised Allergy, and Anaphylaxis Management Plan. Antihistamine and Adrenaline injectors must be provided to school before your child commences. A meeting will also be organised with parents and a school representative to develop a Health Support Plan for students with Anaphylaxis.

### **MEDICATION**

Medication can be administered at school. Please talk to your doctor about obtaining prescriptions that allow for doses to be administered before school, after school and at bed time.

If medication must be administered at school, please obtain Medication Authority documentation from the school office prior to visiting your child’s doctor. All medication to be administered at school must be handed to the office with the Medication Authority document. All medications administered are recorded in the Medications Register.

### **FIRST AID**

All members of staff have been trained in First Aid. All classrooms have First Aid supplies and a full range of supplies is kept in the Sick Bay. A First Aid Co-ordinator ensures that adequate First Aid supplies are stocked. First Aid is administered as required but parents will be contacted immediately if there is cause for concern or if it is judged that the child would be more comfortable being cared for at home. It is policy that all head injuries will be reported to you as soon as possible.

### **HEAD LICE**

Head lice sometimes are found in children of school age. Immediate treatment is necessary. Parents are asked to check their children’s hair regularly - twice weekly is recommended. If detected please notify the school in order that other parents may be alerted to the need to carry out regular checks.

### **DELIVERY/COLLECTION OF CHILDREN**

Parents are urged to take the utmost care when delivering and collecting children at school. Please park only in designated parking zones in the streets around the school, or in the parking lot in Marwal Avenue. A crossing supervisor is stationed at the crossing in Marwal Avenue from 8.15 - 9.00 am and 3.00 - 4.00 pm. ***(Cars are NOT permitted to enter any of the school or church driveways for the purpose of delivering or collecting children AT ANY TIME OF DAY.)***

## **PLAYGROUND SUPERVISION**

The playground is supervised by a staff member before school from 8.30am-8.40am and staff members supervise the Severn & Marwal exits after school from 3.15pm – 3.30pm. To assist us in providing protection for your child it is important that you make every attempt to drop off and pick up your child whilst teacher supervision is in place. **Any children remaining after 3.30pm will be sent to the office.**

## **USE OF PLAY EQUIPMENT BEFORE AND AFTER SCHOOL**

For safety reasons, playing on any piece of playground equipment is not permitted before or after school. Children who are not students at St Bede's are also asked to follow this rule and all parents are asked to observe this requirement.

## **PARENT PARTICIPATION**

Education is a partnership between the school and the family. At St. Bede's, parent support is considered to be vital and parents are encouraged to involve themselves as fully as possible in the life of the school.

**It is a requirement that all parents wishing to be involved with school activities must have a current Working with Children Check.**

Avenues for participation include:

Parents' and Friends' Association

Parish Education Board

Literacy assistance

Tuckshop

Classroom teaching/learning activities

Sacramental preparation

School and parish liturgies

Sporting activities - coaching and organisation

Working Bees, Excursions & Library

## **PARENTS' ASSOCIATION**

The Parents' Association exists to actively promote the building of St. Bede's School community and to provide financial support for the school's activities.

The PA Committee is elected annually at the general meeting of the Association. The Committee works in close liaison with the Principal and Staff. Priorities for funding initiatives are determined by consultation based on the needs of the school.

Throughout the year the Social Sub-Committee of the PA organises a variety of functions to bring parents, families and friends together for social and/or fundraising activities.

## SCHOOL ADVISORY COUNCIL

In recent years, the parishes of St Anne's, East Kew and St Bede's, North Balwyn have developed a partnership and as a result of this, a combined School Advisory Council operates. Each school along with members of the local parishes meet regularly to develop and profile the role of education in our community.

Membership of the Parish Education Board incorporates:

- The Parish Priest
- School Principals
- Staff Representatives
- St Bede's Parent Representatives
- St Anne's Parent Representatives

This is an advisory board which supports the Parish Priest, School Principals and parishioners in the education and development of all community members. Membership of the Council is open to any parents interested in discussing and promoting education. Nominations and elections for the School Advisory Council take place in February of each year.

## CLASS REP PARENTS

This is a valued role in our community. Each year two or more parents from each class are asked to take on the role of class parents. Their role may include:

- acting as liaison persons between the PA and the parent body
- supporting teachers eg. organising parents for excursions, rosters, helping with activities
- welcoming new families
- organising class social functions/informal 'get togethers'
- assisting with activities to celebrate First Communion etc.

## TUCKSHOP

Parents assist in the tuckshop from the kitchen adjacent to the art room. This service is available on Fridays only. A list of food available and prices and instructions for how to order online is sent home at the beginning of each school year. The tuckshop is staffed by a manager and volunteer parents who assist on a roster basis.



## MISCELLANEOUS INFORMATION

### CONCESSIONAL FEE POLICY

Parents who hold either a Commonwealth Pensioner Health Card, Commonwealth Health Care Card or Commonwealth Health Benefits Card are entitled to apply for the Concessional Fee Policy. The policy allows reduced fees for eligible families as well as access to the Camps, Sports and Excursions Fund (CSEF) which is paid directly to the school to allocate funds.

### INTERNET POLICY AND EXPECTATIONS

The Internet and Email are frequently used by the students. In order to maintain safe use of both the Internet and Email at school we carefully monitor each student and his/her access with a software program.

For this reason all student users of the Internet and Email are required to sign our **Acceptable User Policy**. This policy has been modified using language the students will understand. We ask that you read through this policy carefully with your child/children and discuss its meaning and implications for use.

# SCHOOL FEES AND LEVIES

## 2026

Dear Families,

Please find below the fee structure for 2026. The first priority of our Catholic school is the provision of an affordable Catholic education for all families, as we continue to aim to effectively deliver on our school's goals of maintaining educational excellence in a Catholic context.

At St Bede's we are mindful of keeping our fees as low as responsibly possible and to this end the MACS Finance Business Partner, on consultation with the Parish Priest, School Principal and the School Administration has tried to do this, whilst still maintaining academic and extra-curricular activities that the school facilitates for the students.

**It is essential for all families to pay school fees, so that the costs of running and maintaining the school can be met. Your cooperation is required in paying each account when issued.**

Our fees and levies are set on current enrolment numbers.

### **SCHOOL FEES 2026**

Fees for the year are charged on the basis of the number of children each family has at the school, and are made up as follows:

#### **FAMILY FEES**

1 child	\$3120
2 children	\$4095
3+ children	\$4460

#### **CAPITAL LEVY**

There is also a capital levy of \$540 for the year to be paid once for every school family. This is not tax-deductible as it is classified as a compulsory levy.

#### **STUDENT FEES**

Student Fees include all levies for Curriculum, Religious Education, Arts, Sport, Incursions and Excursions.

Curriculum Levy Prep	\$440
Curriculum Levy Year 1/2	\$440
Curriculum Levy Year 3/4	\$625
Curriculum Levy Year 5/6	\$5670
Chrome Book Year 3-6	\$170
Camp 3/4	\$415
Camp 5/6	\$520
Swimming Prep – Year 5	\$115
Interschool Sport	\$50

## **ENROLMENT/ADMINISTRATION FEE FOR NEW STUDENTS**

There is a fee of \$200 for new enrolments to secure your child's place which is non-refundable.

- 1. Families experiencing difficulty with payment must make early arrangements to meet with the Principal.*
- 2. Families in default are notified that the School will use the services of a Debt Collection agency.*
- 3. All bank dishonour fees and charges (howsoever caused by a lack of funds in the transferring account) will be added to the total amount owing to the school.*



# Playgroup

## PreSchool Group Gatherings

The St Anne and St Bede weekly Preschool Gatherings are informal and purely social. All are welcome. It is an opportunity for preschoolers and their families to meet and get to know other families in the Parish community.



## St Bede's

Where: School / Parish Hall  
2 Marwal Avenue, Balwyn North, 3104  
When: Every Monday (except school & public holidays)  
Time: 9.15am ( or after school drop off ) - 10.15am  
BYO - Snack & drink for child  
Cost: NIL



## St Anne's

Where: School / Parish Hall  
17 Beresford Street, Kew East, 3102  
When: Every Friday (except school & public holidays)  
Time: 9.15am ( or after school drop off ) - 10.15am  
BYO - Snack & drink for child  
Cost: NIL



## Parish Stewardship Program

It is our hope that families will recognise the importance and value of supporting the parish community across all age groups not only during the years of primary school. So, once again, we ask that you independently contribute to the parish stewardship program.