# St Patrick's Primary School
## Wangaratta

## Parent Information Handbook
# 2026

40-52 Ovens St, Wangaratta | P: 03 57215795 | E: admin@spwangaratta.catholic.edu.au

*Living, Loving, Learning in Christ*

# Welcome from the Principal

Dear Families,

On behalf of Catholic Education Sandhurst, Father Nathan Verallo and our Advisory Council, I would like to extend a warm welcome to each of you for the 2026 school year.

Our School is a Catholic school grounded in the rich traditions of the Brigidine Sisters. We seek to model Christ's values in all we do and live out our faith in the relationships we form with each other.

St Patrick's strives to provide a safe learning environment that cultivates each child's skills and abilities. We are committed to the development of the whole child — spiritually, intellectually, physically, emotionally and socially, in providing quality learning and teaching that supports all to reach their full potential.

Our vibrant, welcoming community strives to create a sense of belonging and shared responsibility, where staff work actively in partnership with families for the benefit of all.

This booklet aims to provide relevant information to assist you in preparing your child for the 2026 school year.

Please feel free to contact the school if you have any further questions or queries.

Yours sincerely,

***Arn Gorman***
**Principal**

# Our Identity & Vision

## Identity Statement

St Patrick's is a school community that draws on the traditions of the Brigidine Order, that celebrates life, reaches out to others and actively cares for our world.

## Vision

St Patrick's Primary School strives to:

- Guide and support students on their faith journey through experiences of the Catholic tradition, building a strong sense of belonging, responsibility and wonder within our school, church and global communities.
- Develop an environment that builds on student resilience, self-respect, confidence and empathy – in partnership with families.
- Foster a learning environment that provides a holistic education that nurtures all learners in order for them to realise their full potential.
- Model and foster a safe and supportive environment for students and their families within the school community.
- Provide learning and teaching experiences that promote decision making.
- Conserve God's creation and recognise the traditional owners of the land.

## Graduate Outcomes

We endeavour to create graduates who will:

- Have a dynamic faith
- Be committed to social justice
- Be environmentally aware
- Develop and sustain loving relationships
- Be life-long learners
- Realise their potential
- Be creative problem-solvers
- Be resilient, confident and independent
- Be respectful
- Have courage and integrity
- Be self-aware
- Enjoy their experiences

# Governance & Religious Education

## Governance Structures

St Patrick's Primary School, Wangaratta, is an Australian Catholic Primary School and, as such, it recognises its role within the Australian community to abide by all laws and regulations pertaining to its establishment and ongoing viability as an educational institution. This is achieved by recognising the various governing bodies that affect its everyday operation such as the Federal and State Governments, National Catholic Education Commission (NCEC), the Catholic Education Commission of Victoria (CECV), Catholic Education Sandhurst Ltd (CESL) and the St Patrick's School Advisory Council.

Catholic Education Sandhurst (CES Ltd) is responsible for schools in the diocese of Sandhurst; however, certain responsibilities are delegated to the Principal. In the course of their duties, the Principal ensures that all procedures, policies and protocols as outlined by the various governing bodies are adhered to at all times through interaction with the Sandhurst Catholic Education Office.

## Magnify Sandhurst

All schools under CESL will operate under the new improvement framework, Magnify Sandhurst. The professional learning framework for improvement commenced in 2024 with the official launch at the commencement of 2025.

## Religious Education

The mission of Catholic schools is to work for the development and education of young people, with careful attention to each student intellectually, socially, physically and spiritually. Catholic schools are fundamentally committed to the work of evangelisation entrusted to the Church by Jesus, who came "that they may have life, and have it to the full" (John 10:10).

The aim of the Religious Education curriculum in the Diocese of Sandhurst is primarily to bring students and young people into personal relationship with Jesus. The curriculum also aims to expand a student's spiritual awareness and religious identity through the development of such key skills as discernment, critical thinking, meaning-making, and search for the truth. The Religious Education program then seeks to challenge and inspire a life of service in the Christian community and in society.

## Philosophy

Our motto, 'Living, Loving, and Learning in Christ' underpins all we strive to achieve within our school community. We lay the foundation for the future by providing our students with many opportunities to learn, grow, and succeed.

St Patrick's was founded on the charism of the Brigidine Order of strength and kindliness, goodwill and commitment. This charism is enacted today through our teaching and care for our students. The holistic development of each student — spiritual, academic, social and emotional — is paramount to everyone's growth and development.

# Child Safe School

## Commitment to Child Safety

At St Patrick's Primary School, we hold the care, safety, and wellbeing of children and young people as a fundamental responsibility of our school. This commitment is drawn from, and inherent to, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel (CECV Commitment Statement to Child Safety, 2022).

All children have the right to feel safe and be safe within the confines of St Patrick's environment. St Patrick's School is committed to providing a safe and nurturing environment for all children and young people in its school and has a zero tolerance for child abuse. Child safety is everyone's responsibility.

## Child Safe Code of Conduct

Each member of the St Patrick's Primary School Community is responsible for promoting the safety and wellbeing of students. Members of our community are expected to uphold the Child Safe Code of Conduct and behave as positive role models at all times. The full Child Safe Policy and Code of Conduct is available on our school website.

## Reporting a Child Safety Concern or Complaint

The Principal of St Patrick's Primary and the Leadership team have been appointed as Child Safety Officers with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

# Staff & Class Groupings 2026

## Leadership Team

| | |
|---|---|
| **Principal** | Ms Arn Gorman |
| **Deputy Principal** | Ms Kirsten Leary |
| **Catholic Identity Leader** | Ms Arn Gorman |
| **Learning Leaders** | Ms Kirsten Leary & Ms Nara Nicoll |
| **Learner Diversity / Wellbeing** | Ms Helen Lyons |

## Class Groupings

| | |
|---|---|
| **Foundation** | Ms Grace Patterson / Ms Brigid Malcolm |
| **Foundation** | Ms Karen Bray |
| **Year 1** | Ms Catherine Kittelty / Elise Barry |
| **Year 1** | Mr Thomas McDonald |
| **Year 2** | Ms Nara Nicoll |
| **Year 2** | Ms Markeeta Green / Helen Lyons |
| **Year 3/4** | Ms Elizabeth Hernan |
| **Year 3/4** | Ms Janina Rinaldi |
| **Year 3/4** | Ms Helen Rickard |
| **Year 5/6** | Ms Sharyn Ackerly / Ms Abby Batey |
| **Year 5/6** | Ms Jessica Whitehead |
| **Year 5/6** | Mr Thomas Boyd |

## Specialist Staff

| | |
|---|---|
| **Music / Performing Arts** | Ms Brigid Malcolm |
| **Italian** | Ms Carolyn Levesque |
| **Science** | Ms Katie Pallot |
| **Visual Arts** | Ms Abby Batey |
| **Physical Education** | Ms Leah Cornish |
| **Administration** | Ms Annette Beitzel & Ms Rosemary Pane |

# Term Dates & School Times

## Term Dates 2026

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|---|---|
| **Term 1** | 30th January – 3rd April |
| **Term 2** | 20th April – 26th June |
| **Term 3** | 13th July – 18th September |
| **Term 4** | 5th October – 16th December |
| **Office Hours** | 8.30am – 4.30pm (Monday to Friday) |

## School Times

| | |
|---|---|
| **9:00am – 11:00am** | Class Time |
| **11:00am – 11:05am** | Eating Time (supervised) |
| **11:05am – 11:35am** | Recess |
| **11:35am – 1:35pm** | Class Time |
| **1.30pm – 1.35pm** | Eating Time (supervised) |
| **1:35pm – 2:25pm** | Lunch |
| **2:25pm – 3:25pm** | Class Time |

Fruit breaks are scheduled throughout the day.

# School Information A–Z

## Absence & Attendance

In Victoria, education is compulsory for children aged between 6 and 17. When children are enrolled, they are expected to attend every school day. Staff are legally required to mark the attendance roll twice each day.

Students must be at school by 8.55am. If your child is absent, parents must inform the school of the valid reason for their child's absence via the Simon Everywhere app or by ringing the school before the school day commences. The school will follow up unexplained absences to ensure the safe whereabouts of children.

Term breaks are the legally designated time for families to go on holiday. Permission must be sought from the Principal to go on holidays on gazetted school days. Students must not arrive before 8.30am as there is no student supervision before this time.

## After School Care / Before School Care

The YMCA provides Before School Care (7.00am – 8.30am) and After School Care (3.25pm – 6.00pm) services Monday to Friday on school days only.

| | |
|---|---|
| **Before School Care (Permanent)** | $25.80 per session |
| **Casual Before School Care** | $31.00 per session |
| **After School Care (Permanent)** | $29.30 per session |
| **Casual Booking After School Care** | $34.70 per session |
| **Holiday program** | $86.00 per child per session |
| **Pupil Free Day** | $87.80 per child per session |
| **Coordinator** | Annette Monshing – 0477 449 997 |
| **Email** | stpatrickswangaratta@ymca.org.au |

Centrelink concession is available to eligible families. Please contact Centrelink for further details.

## Allergies & Illness

If your child is affected by a medical condition, families must provide their child's medical plan to the school upon enrolment and each year thereafter. If there is an update to a plan during the school year, this must be provided to the school as soon as the change takes effect.

Several infectious diseases impact the health of both children and staff. Please see Appendix 2 for the Public Health and Wellbeing Regulations regarding the exclusion of children with infectious diseases from school.

## Assemblies

Whole school assemblies are held every second Friday at 2.45pm in the school hall. Each week a class hosts the assembly. During assemblies, the school prays together, celebrates birthdays, distributes awards, and shares school events. Families and friends are always welcome to attend.

## Assessment & Reporting

Teachers will continually observe and assess your child's learning as directed by Catholic Education Sandhurst. Two online reports and two opportunities for parent/teacher/student interviews are provided to families each year. Parent Support Group meetings (PSGs) are held each term. It is an expectation that parents attend these meetings to keep informed on how your child is progressing.

Families may contact the school to arrange additional meetings with their child's teacher if there are any concerns.

## Bikes & Scooters

Road safety authorities recommend that children under the age of 9 are supervised by an adult when riding in public. Children under the age of 12 may ride on footpaths, as can the supervising adult.

Parents must ensure students wear approved safety equipment and that bicycles/scooters are in a roadworthy condition. Students who have been found to have arrived at school without a helmet will not be permitted to ride home. All bikes and scooters are parked in a designated area within the school grounds.

## Car Parking and Safety

Parking is at a premium in Ovens St at the beginning and end of the school day. Cars are not permitted to double park in front of the school, nor are they permitted to park within a certain distance of the school crossing. Please adhere to the two-minute time limits on the signage at the front of the school. Parking is also available in Ryley St for pickups and drop offs.

**Please note: The school has been informed that infringement notices will be issued.**

## Communication

St Patrick's has several platforms to regularly communicate with parents:

- St Patrick's Primary School Wangaratta Facebook – share and celebrate events and distribute information.
- Seesaw – an interactive platform parents can log into to view their child's learning.
- Simon Everywhere App (Parent Access Module) – access attendance, excursion forms, medical forms and school reports.
- SMS Global – text messages sent to families.
- Weekly newsletters emailed fortnightly on Wednesday, also available on our webpage.
- School Website: https://spwangaratta.catholic.edu.au

## Diversity and Inclusion

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this, we promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, linguistically and/or culturally diverse students, and students with a disability and diverse backgrounds.

## Emergency Management

Regular evacuation and lockdown drills are held during the school year to prepare us in the event of an emergency. Emergency procedure posters are situated around the school to inform staff, students, volunteers and visitors of our evacuation meeting points.

## First Aid, Accidents & Illness

When illness or an accident occurs, students are sent to sick bay. Students are monitored for a short period of time. Those showing no improvement are sent home. Those with minor ailments are returned to class.

Staff regularly complete courses in First Aid, Asthma, Anaphylaxis and CPR training.

## Medications

Any parent requesting the administration of medications to their child must inform the school in writing. Medication must be in its original packaging labelled by a pharmacist, showing the child's name, the name of the drug, the use-by date, the name of the child's medical practitioner, the dosage, and the frequency of administration.

In line with WorkSafe laws, we are unable to administer over-the-counter medication that has not been authorised by a medical practitioner. This includes, but is not limited to, Panadol and other analgesics, cough mixtures, motion sickness medication and homeopathic remedies.

## Hats

St Patrick's is a SunSmart school. Children are expected to wear their school hat in Terms 1 & 4 during sports, recess, and lunch. We have a 'no hat no play' rule during these terms. The school provides sunscreen for children to access.

## Head Lice

Head lice outbreaks are common in schools. Please check your children regularly. Head lice must be treated immediately to reduce the risk of spreading. If children are identified as carrying live lice, parents will be notified to collect them and treat their hair before returning to school.

## Homework

Our approach to homework is centred around the development of good learning habits. Reading regularly to your child and listening to them read positively supports their progress. Families will be advised of homework expectations by their classroom teacher at the beginning of the school year.

## Insurance

All students within the Diocese of Sandhurst are covered by Student Accident Insurance. This policy covers students whilst at school, on the school premises during school hours, and whilst participating in school camps or authorised activities away from school. It does not include travel to or from the school.

## iPad Program

Technology is an integral part of education. St Patrick's implements a 1:1 iPad Program for all students from Years 3–6, and a 1:2 iPad program for students from Foundation to Year 2. All students from Years 3–6 must abide by the Acceptable Use of Technology agreement.

## Lost Property

Property found around the school is stored in the lost property cupboard. It is important that all clothing and items such as lunch boxes and drink bottles are marked with your child's name. At the end of each term, unclaimed items are placed in the second-hand uniform supplies.

## Mobile Phones & Smart Watches

Students are not permitted to use mobile phones or smart watches at school. All phone calls must be made via the office. Students who need to bring mobile phones to school for after school events must hand them in to the teacher before school starts.

## Parish Community

Our Parish Priest, Father Nathan Verallo, invites and encourages children and parents to be active members of our Parish. Weekly class masses are held in the Church at 12.05pm each Friday. The school also attends masses on special feast days such as St Patrick's Day. Families and friends are warmly invited to attend.

St Patrick's School engages with St Vincent de Paul to support those less fortunate than us, and several school fundraisers throughout the year are directed towards this cause.

## Parents & Friends & School Advisory Council

The P&F offers an opportunity for families to be involved in the life of the school, supporting community engagement and fundraising. We invite and encourage all parents to become involved.

The St Patrick's School Advisory Council is the leading consultative and advisory group for the Principal. It is an active forum for parent and community participation, providing support and advice in strategic planning and school improvement.

## Positive Behaviour Expectations

Our behaviour mantra is 'respect for self, others, and property'. These values are the basis of our behaviour expectations and assist our children to make safe and positive choices.

## Privacy, Photography and Filming

Families sign a permission form to allow the school to use images for various and specific reasons. Parents/carers, volunteers and visitors are not permitted to photograph or film any student other than their own for any school-associated event. The school's Privacy Policy is located on our website.

## Physical Education

Our Specialist Physical Education program provides students with one hour of Physical Education each week, focusing on physical fitness, fundamental motor skills, confidence, self-esteem, and teamwork. Students also attend Cross Country, Junior and Senior Athletics Day, and a week of Intensive Swimming Lessons.

Selected Year 5 and 6 students may participate in the School Sports Victoria Interleague competition across cricket, soccer, netball, football, basketball and swimming. Year 6 students playing at a representative level may be endorsed to apply for the SSV Team Vic representative program.

## Pupil Free Days

All schools are allocated seven days per year for staff professional development in addition to the first and last day of the gazetted school year. These days are listed in advance in this Parent Handbook. Occasionally these dates are subject to change when circumstances beyond our control arise.

## School Bus

Wangaratta High School is the coordinating school for all buses in the region. One bus collects all students in the morning and at 3.20pm each day to transport them to and from the High School bus exchange to St Patrick's. Bus transport is free if you are attending the closest Catholic school.

Bus routes can be located on the Wangaratta High School web page or by contacting the High School bus coordinator on PH: 57230500.

## School Crossing

All patrons, both children and adults, are expected to use the manned school crossing when crossing Ovens and Ryley Street. The council provides a crossing officer to assist students before and after school.

## Second Hand Uniforms

St Patrick's has a supply of second-hand uniforms at the school for families not wishing to purchase new items. Second-hand uniforms are a great way to support sustainability and save money.

## Supervision

Children are supervised by teachers from 8.30am until 3.40pm. Teachers are rostered for yard duty before school, at recess, lunchtime and after school. Children must not be at school prior to 8.30am. If children have not been picked up by 3.40pm, they will be taken to the Administration Area.

## Sustainability

As part of our Environmental Sustainability program aimed at reducing our carbon footprint, St Patrick's supports reduce, reuse and recycle practice where possible. All food scraps are collected daily to supply food for local farm animals as a way of reducing waste.

## Visitors & Contractors

Everyone who visits the school outside of a pick up or drop off is required to sign into the school via the sign-in register at the front office.

## Wet Day / Hot Day Procedure

On wet days, children are supervised in their classrooms. On days where the temperature exceeds 35°C, children return indoors during lunchtime. Supervision arrangements are the same as a wet day.

# School Fees 2026

Fees and levies are compulsory at St Patrick's school. Fees include the provision of all student requisites for the year. Families do not need to provide any items, but students may bring a pencil case.

## Family Fee (Tiered System)

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|---|---|
| **Tier 1 – One student** | $1,680.00 |
| **Tier 2 – Two students** | $2,000.00 |
| **Tier 3 – Three or more students** | $2,300.00 |
| **Capital Levy** | $ 200.00 |
| **Diocesan Levy** | $ 50.00 |

## Student Fee Breakdown by Year Level

| Fee Item | Foundation | Yr 1 & 2 | Yr 3 & 4 | Yr 5 & 6 |
|---|---|---|---|---|
| 2026 Technology fee | $150.00 | $150.00 | $250.00 | $ 250.00 |
| Tuition Levy | $206.00 | $206.00 | $206.00 | $ 206.00 |
| Swimming levy | $ 75.00 | $ 75.00 | $ 75.00 | $ 75.00 |
| Excursion Levy | $100.00 | $100.00 | $175.00 | $ 40.00 |
| Camp Levy | - | - | - | $ 500.00 |
| TOTAL | $531.00 | $531.00 | $706.00 | $1,071.00 |

Example: A student in Foundation and Grade 3 would pay: $2,000.00 (Family Fee) + $200.00 (Capital Levy) + $50.00 (Diocesan Fund) + $531.00 (Foundation) + $706.00 (Grade 3) = $3,487.00 total for 2026.

We would like to remind families that these are the total costs for the 2026 school year and there are no other additional costs throughout the year for excursions, buses or events.

## Payment Options

Fee invoices will be sent at the commencement of Term 1 2026. The following payment frequencies are available:

- Fortnightly / weekly – direct deposit or direct debit
- Monthly – from February to December
- Triannual – due March, June and September (3 payments)
- Annual – by 31st March (1 payment)

## Fee Assistance & Health Care Card

If parent(s)/guardian(s) believe they may be unable to pay fees in full, please discuss this with the Principal as soon as possible. Fee relief may be available to families in cases of financial hardship.

Families who hold a current Health Care Card will be provided with a fee rebate. Contact: Principal Arn Gorman at agorman@spwangaratta.catholic.edu.au

## Camps, Sports and Excursions Fund (CSEF)

The CSEF provides payment for eligible Health Care Card holders for students to attend activities like camps and excursions. Payment amount is $400.00 per primary school-aged child in 2026. The CSEF is paid directly to the school and allocated towards camps, sports and/or excursion costs.

# Appendix 1 – Uniform Policy

St Patrick's School uniform is compulsory. At St Patrick's, we believe that a uniform:

- Creates a sense of belonging and unity
- Presents an identity to the wider community
- Relieves economic pressure on parents
- Reflects the climate and is appropriate for school activities

**Uniforms can be purchased from** Noone Uniform *https://www.noone.com.au/*
or from Galen Catholic College uniform shop 188 - 244 Phillipson St, Wangaratta

## Girls' Uniform

**ACADEMIC**

- St Patrick's Check Dress/Tartan Skirt
- Navy Skort/shorts
- Green Polo Top (short or long sleeve)
- Navy Pants
- White Socks, Black Shoes
- St Patrick's School Jumpers/Wind Jacket
- Hat (broad brim)/Beanie

**SPORT**

- Sports Green Shorts/Skort and Green Polo Top
- Sports Green Track Pants
- Sports Sneakers, White Socks

Year 6 students may wear their leadership polo shirt throughout their senior year.

## Boys' Uniform

**ACADEMIC**

- Navy Shorts/Trousers
- Green Polo Top (short or long sleeve)
- White Socks, Black Shoes
- St Patrick's School Jumpers/Wind Jacket
- Hat (broad brim)/Beanie

**SPORT**

- Sports Green Shorts and Green Polo Top
- Sports Green Track Pants
- Sports Sneakers

Year 6 students may wear their leadership polo shirt throughout their senior year.

## Accessories

- Hair that is shoulder length or longer must be tied back.
- Plain hair clips and hair bands are permitted only.
- Gold, green or navy ribbons or school material scrunchies are permitted.
- Jewellery must not be worn due to safety issues; however, one set of plain studs may be worn in pierced ears.
- Nail polish is not permitted.

## Uniform Notice Process

The following steps will be taken if a student is regularly out of uniform:

- Discussion with student
- Uniform notice will be issued
- Discussion with parent and staff member
- Discussion with parent and Principal

# Appendix 2 – Infectious Disease Exclusion

Please refer to the Victorian Government's Minimum Period of Exclusion Schedule for information on exclusion periods for primary schools and children's services for infectious disease cases and contacts.

Public Health and Wellbeing Regulations 2019 – Schedule 7 applies to all Victorian primary schools.

For full details visit:

https://www.health.vic.gov.au/infectious-diseases/exclusion-periods-for-primary-schools-and-childrens-services

Key exclusion conditions include:

- Chickenpox – exclude until all blisters have dried (usually at least 5 days after rash appears)
- Conjunctivitis – exclude until discharge from eyes has ceased
- Hand, Foot & Mouth – exclude until all blisters have dried
- Head Lice – exclude until treatment has commenced (live lice identified)
- Impetigo – exclude until appropriate treatment has commenced
- Measles – exclude for at least 4 days after onset of rash
- Mumps – exclude for 5 days or until swelling goes down (whichever is sooner)
- Whooping Cough – exclude for 21 days after onset of cough or until antibiotic treatment completed

For further information, contact the Communicable Disease Prevention and Control Section on 1300 651 160.