

# St Dominic's Catholic Primary School

408 Camp Rd, Broadmeadows 93094146  
www.sdbroadmeadows.catholic.edu.au

## 2025 Parent Handbook



Melbourne Archdiocese  
Catholic Schools



*(Updated on a needs basis, in keeping with the overall development and changes at St. Dominic's.)*

**Let Your Light Shine**



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## Principal's Welcome

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Dear Families,

On behalf of the school staff I warmly welcome all children, their parents, extended families and friends to St Dominic's school community.

The diverse multicultural and family environment at St Dominic's is one of caring. We are very aware of the many and varied difficulties facing family life today. As a Catholic School, we aim to promote a learning community that develops the whole child; spiritually, physically, mentally, socially and emotionally. We believe that the uniqueness of each child requires a comprehensive curriculum that enables the child to reach their potential. Involving children in an environment that develops a sense of self-worth enables them to be challenged to accept responsibility for their learning, and to develop a greater awareness of the needs of those around them.

Our world is changing at a rapid pace, and our school curriculum reflects this. The changing nature of learning and teaching assists staff, students and parents to learn and grow together as a community of learners.

We look forward to working with you and your family throughout your years at St Dominic's and invite you to embrace all aspects of our school community.

Yours Sincerely,

Ms Alison Bretag  
PRINCIPAL



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## St Dominic's Catholic School Vision

- St Dominic's is a proudly Catholic community that recognises the Wurundjeri people as the original custodians of our land.
- We recognise and embrace the importance and significance of Catholic religious traditions and the richness of our cultural diversity.
- We aspire to create a welcoming, inclusive environment where staff and families work in partnership to nurture the whole child within a safe and supportive environment.

## St Dominic's Catholic School Mission

- We model, share and celebrate in the Catholic tradition.
- We recognise and embrace the importance and significance of religious traditions and the richness of our cultural diversity.
- We aspire to create a safe, welcoming, inclusive, challenging and supportive environment where students, staff, parents and the wider parish are all active partners in our unique journey as life-long learners.
- We acknowledge and accept the ongoing responsibility to develop ourselves as a community of leaders through the spiritual, educational, social, emotional and physical growth of each individual.

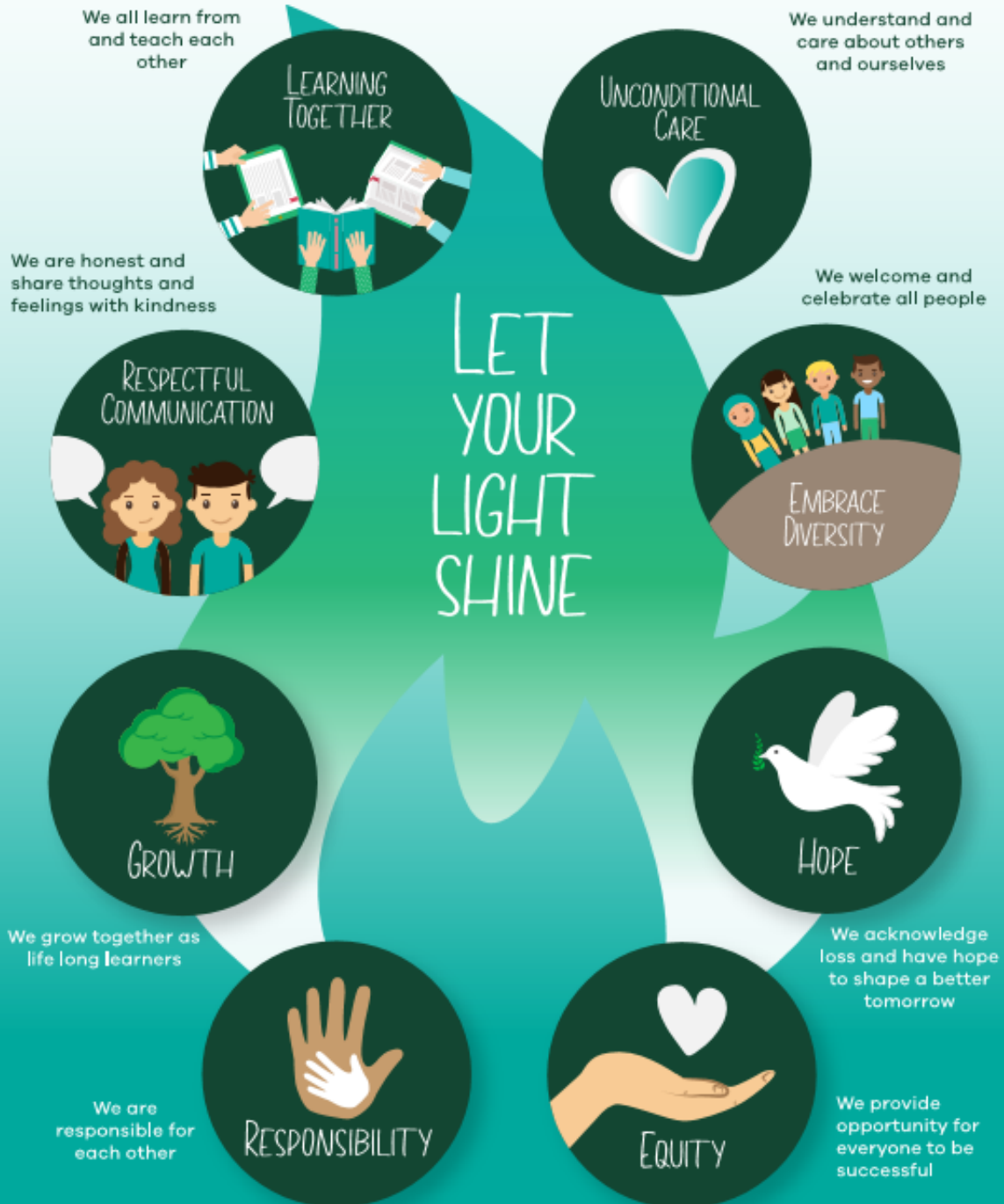
## Child Safety

- St. Dominic's School promotes the safety, wellbeing and inclusion of all children.
- Our school is committed to being a child safe environment and has a zero tolerance to child abuse of any form.

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# St Dominic's Catholic Primary School

## OUR VALUES



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# St Dominic's Catholic Primary School

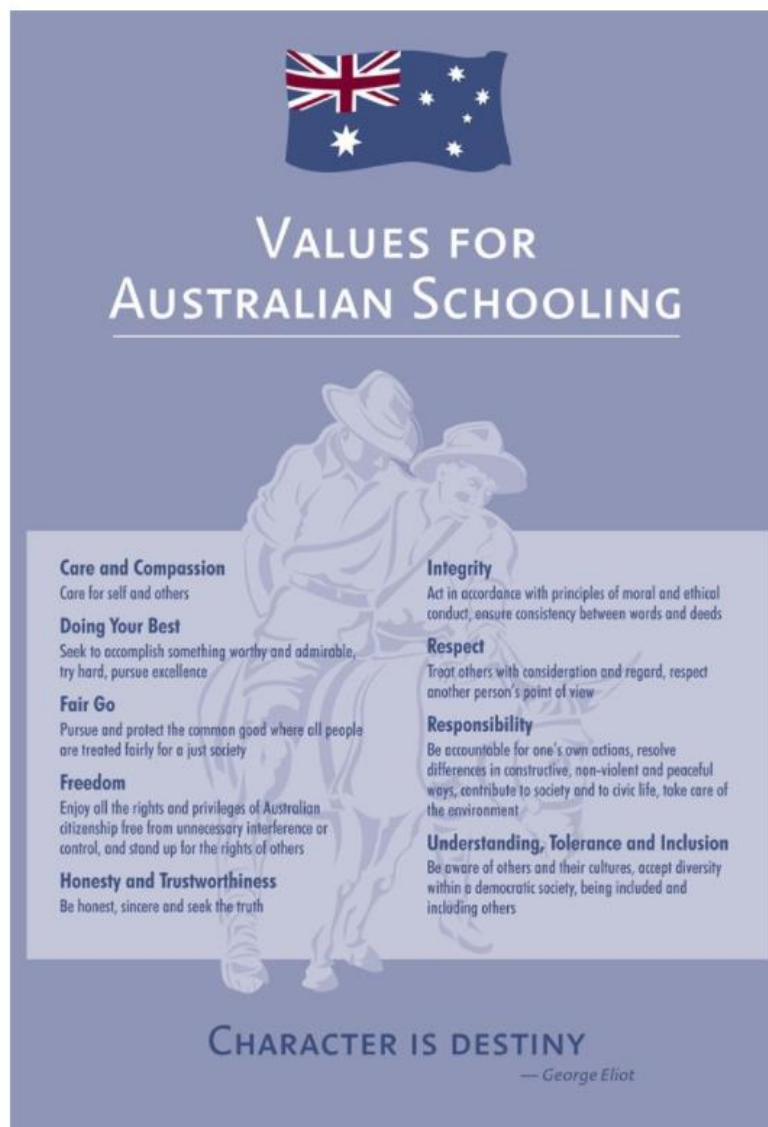
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## Australian Democratic Principles

The VRQA Minimum Standards for School Registration includes a standard concerning the school's adherence to Australian democratic principles and practice. The programs of, and teaching in a school must support and promote the principles and practice of Australian democracy, including a commitment to:

- elected Government;
- the rule of law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association;
- the values of openness and tolerance.



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## School & Parish Contact Details

PRINCIPAL  
DEPUTY PRINCIPAL

Ms Alison Bretag  
Ms Katie Cromie

ADMINISTRATION OFFICERS

Mrs Teresa Ottobre  
Mrs Daphne Borg  
Mrs Deb Livingstone

ADDRESS

408 CAMP ROAD  
BROADMEADOWS 3047

POSTAL ADDRESS

PO BOX 274  
DALLAS 3047

PHONE  
EMAIL  
WEBSITE

9309 4146  
[principal@sdbroadmeadows.catholic.edu.au](mailto:principal@sdbroadmeadows.catholic.edu.au)  
[www.sdbroadmeadows.catholic.edu.au](http://www.sdbroadmeadows.catholic.edu.au)

PARISH ADMINISTRATOR  
PARISH SECRETARY

Fr Peter Njau CSSp  
Mrs Anna Guardado



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## School Routines

<b>8:45-8.55</b>	<b>Bell- Prayer, Roll call, Check in</b>
<b>8.55-10.55</b>	<b>2-hour teaching block</b>
<b>10.55-11.35</b>	<b>First Break</b>
<b>11:35 – 1:35</b>	<b>2-hour teaching block</b>
<b>1.35-2.15</b>	<b>Second Break</b>
<b>2.15-3.15</b>	<b>1 hour teaching block</b>
<b>3:15</b>	<b>Dismissal</b>

### Late Arrivals

If students arrive after 8.55am they are marked late, and the late absences appear on their academic report. Children arriving after the 8.55am bell must have a parent sign them in at the office and collect a late pass before going to their classroom. If you collect your child early from school, please report to the office to sign them out. Please limit late arrivals and early pickups as much as possible.

### Before & After School Supervision

Supervision by staff is provided from 8:30 am. No child should be at school before this time unless registered to attend Before School Care. After school, supervision is provided until 3:30pm. Students should be collected by this time.

From 2025, before and after school care will provided by Melbourne Archdiocese Catholic Schools- Early Years Education (MACS EYE). Hours of operation are:

7 - 8:45am: Before school care

3:15 – 6pm: After school care

All St Dominic's students need to be registered with the service and separate fees are charged for attendance. Please refer to the separate attached information package about this service for further details.

### Absences

- If your child is absent from school, parents are required by law to ring the school before 9:30am on the day or leave a message on the Audiri app (see the next page for details about this app).
- Please inform the Principal if your child will be away for a prolonged period of time e.g., Family holiday.

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## School-Home Communication & Collaboration

### Audiri App

All parents and carers need to download the Audiri app from the App store. This is the main means of communication between the school and home. It is a multi-language app so can be set to the language your family uses (if not English) to help with understanding school messages.



### Communicating with Teachers

We welcome parents and carers communicating with teachers if there is a problem or concern. Parents and carers should always feel welcome to speak to the classroom teachers before or after school (unless there is a teacher meeting). You are welcome to email the teacher if you can or you can call the office to leave a message for them to call you back.

### Newsletters

Newsletters are an important means of communication with families. Newsletters are available each Monday. The weekly newsletter is available on the Audiri app and the school website:

<http://www.sdbroadmeadows.catholic.edu.au>

Every Monday between 2.45 – 3:15pm, the newsletter will be translated into Arabic/Assyrian, during the weekly 'CAFE' in the Community Learning Centre (Hub). Support with other languages is also available.

### Communicating Student Progress: Interviews/information Nights/School Reports

During Term 1 an opportunity is provided for families to meet with their child's teacher to share relevant information.

Written reports will be provided at the end of Terms 2 and 4. Parent-Teacher interviews are held to discuss your child's learning goals at the end of Term 3. Interpreters will be available to assist parents who need it.

### Parent Involvement (Working with Children Check)

Family involvement is strongly encouraged at St Dominic's. Teachers welcome parents to assist in the classrooms. Training sessions for parent helpers will be conducted throughout the year. Parents are encouraged to participate in excursions. There is also the opportunity to assist in the Library area as well as maintaining the grounds. The opportunity to offer support through the Parents and Friends Committee and St. Dominic's School Advisory Board is also available.

In accordance with government directives, everyone supporting the school on-site or on excursions is to provide a valid Working with Children Check which can be applied for online:

<https://www.vic.gov.au/working-with-children-check>

## Lunch & Eating at School

### Healthy Minds & Bodies for Learning

A healthy mind and body for learning requires a good variety of nutritious food; including bread, pasta, fruits and vegetables. Eating breakfast is also an important part of healthy living. Please limit the amount of packaged food, such as chips and chocolates at school and save these for treats on special occasions. All students should have a clearly labelled water bottle.



No nuts of any kind should be brought to school- we have some children who have severe allergies and coming into contact with nuts of any kind can be very dangerous for them.

### Snack Bar

The school currently has available a Snack Bar twice a week.

Lunch can be ordered each week for students in Years 3-6 on Tuesday and for Prep-Year 2 on Thursday. Lunch orders must be given to classroom teachers to place in the classroom lunch order bag. Price lists will be available early in the school year.

On the front of a brown lunch bag, please write:

1. Your child's name and class.
2. List the hot food or sandwich that they would like
3. List the drink
4. Write the total cost.
5. Put the correct money in the bag.

## Medication & First Aid

### Medical Management Policy and Administration of Medication at School Policy

Please ensure all medication is delivered to the School Office

The medication must be in its original packaging with:

- Student's name
- Dose
- Frequency
- Any special instructions

### Medication Authority Form

A 'Medication Authority Form' must be completed at the School Office and accompany the medication so that a staff member is able to administer the medication. NO medication will be administered to students without the original packaging and instructions. Please note that in accordance with MACS policy, Panadol is not able to be administered at any time.

### First Aid

All staff are trained in First Aid each year. The First Aid room is located at the office. If your child is injured or becomes unwell at school, they will be sent to the First Aid office. If your child attends First Aid you will receive a notification to let you know what happened, the first aid that was applied and at what time. In the case of significant injury or illness you will receive a phone call.

### Student is Unwell

If your child is feeling unwell, you are advised to keep them at home. If they are noted to be unwell when at school, you will be phoned to come and pick them up to take them home. This is to ensure the safety of everyone in the community and to minimise the spread of illnesses.

### Immunisation/Infectious Diseases

All students must have their immunisation up to date in accordance with government regulations

### Head Lice

Head lice are a common occurrence for children at any school. If we notice a child with what appears to be head lice, we will contact the family and ask for the child to be treated before returning to school. We ask that all parents/carers be vigilant and check their child's hair regularly. If you find head lice, please let the office know and via the school newsletter we will ask all families to check their children's hair. Advice about the treatment of head lice can be obtained from the office.

### Hygiene

Please make sure your child is able to wipe themselves after going to the toilet and understands the importance of washing their hands with soap as part of the toileting routine.

A change of underwear in a snap-loc bag inside their school bag is a good idea when first starting school.

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## School Uniform

In 2024 we introduced our new school uniform. All new students to the school will wear the new uniform which can be purchased at PSW 71 Potter St, Craigieburn VIC 3064  
<https://www.psw.com.au/>

### Sports Uniform

Class teachers will let you know at the beginning of the year on which days the sports uniform is to be worn. Students at St Dominic's should wear their uniform with pride as it identifies them to the community as St Dominic's students. Students are to wear the school uniform on all school days unless advised otherwise. Please inform the school if your child is out of uniform for any reason.

### Lost Property

All clothing should be labelled clearly with your child's name. Any item that is lost and is named will be returned to the child. Items that are not names will go into Lost Property.

### Additional Uniform Rules

- No students should have their hair coloured or highlighted.
- All students (male and female) with long hair must tie it back for health and hygiene reasons.
- **A watch, one set of earrings (studs or sleepers), or a cross on a chain may be worn.**
- **Make-up or coloured nail polish is not appropriate at school.** Your child will be asked to remove it here at school.



## Curriculum

### Curriculum Overview

St Dominic's promotes equity and excellence by setting classroom conditions for improving outcomes for all students. We ensure all children become successful learners, confident, creative individuals and active and informed citizens.

We aim to equip our students with knowledge, skills and behaviours which will prepare them for success in such a world and enable them to:

- Manage themselves as individuals and in relation to others
- Understand the world in which they live
- Act effectively in that world

These education goals are the basis of the Victorian Curriculum.

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Being a Catholic School, 'Education in Faith' is explicitly taught and provides a Catholic worldview based on the values lived by Jesus in the Gospels. Religious Education is the centre of all teaching and learning at St Dominic's. We work with our Parish Priest and community to develop a deep sense of connection to Church. Families are welcome at our school and class masses.

Students will learn across a range of subject areas including Literacy (Reading, Writing, Speaking & Listening), Maths, Religious Education, Inquiry Studies (includes Science, Technology, History, Geography, Health, Civics & Citizenship), Wellbeing, Sport, Performing Arts and AUSLAN sign language.

## Library

Children are encouraged to read widely and regularly in order to become life-long learners. Each class borrows books from St Dominic's Library weekly. Please support us by encouraging your child to care for their books and to use their library bag. Our reading program is supported by our partnership with the Hume Global Learning Centre.



## Excursions

Excursions and Incursions are an integral part of the educational program at St Dominic's School and enhance the learning opportunities for students. A note will be sent home prior to the excursion or incursion taking place, informing you of details of the event. You will be required to fill in and sign a permission slip for your child to attend. No child will be allowed to leave the school premises without this signed permission note. Please ensure that you have a completed Working With Children Check if you would like to attend as a Parent Helper.



## Homework

Homework is an important part of your child's learning. All children should read every night. Teachers will set homework to support the classroom learning. Homework expectations vary between age groups but will be consistent across your child's year level.

## Additional Supports at St Dominic's

At St Dominic's we celebrate diversity and inclusion for all students. Some students require additional support with their learning. In partnership with families, this additional support can be accessed in a range of different ways through our Learning Diversity Leader, Our Wellbeing Leader, our Literacy and Mathematics Intervention Teachers, our EAL support staff, our Speech Pathologists and our School Counsellor etc.

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St Dominic's Whole-School approach to Wellbeing					
TIER 3: Specialised Supports for Target Individuals					
1:1 support from Wellbeing Leader	1:1 support from School Counsellor	Individual family support from Wellbeing/Principal/Hub leader		Out of Home Care family supports	1:1 support to engage with external services eg. NDIS/Mental health services for parents
TIER 2: Specialised Supports for Target Cohorts					
Social Skills groups	Seasons Program	Responsive Wellbeing groups eg. Girls Can group	Intervention Team Planned supports each term	Intervention groups for language support	PSG meetings
TIER 1: Universal Supports and Whole-School					
Zones of Regulation	School Values	Protective Behaviours unit Evidence-based programs through Daniel Morcombe Foundation and Respectful Relationships	Whole-school wellbeing curriculum scope and sequence	Restorative Practices	School-wide Trauma Informed approach

## Classroom Support:

St Dominic's is fortunate to have a number of different support staff who are called LSOs. LSOs may work in the classroom with a small group of students or individually, at times, with a student needing additional support.

Intervention Specialists: We are very fortunate to have access to intervention teachers who will support the teachers with additional programming, mentoring and/or team-teaching in the areas of literacy and numeracy.

## Student Services

- The Learning Diversity Leader (LDL) will be available to meet with families who have a child who is receiving additional supports.
- Students are identified as having additional supports in a range of different ways. Some students might have a formal diagnosis whilst others might be demonstrating learning difficulties. School-based data and teacher observations are used to determine which students need support across a range of different areas. Supports will vary and might be in the classroom, in the playground, in small groups or through further assessment. Any additional support being provided for students is discussed with the family.
- Personalised Learning Plans (PLPs) are required for every student receiving additional support, as part of the NCCD requirements. The PLP outlines the goals being worked on and the types of supports and adjustments the student is receiving to reach these goals. These goals are written in partnership with your family and progress is discussed at a regular Program Support Group (PSG) meeting.

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- St Dominic's also has Speech Pathology services at school to support students who have language delays, articulation difficulties, and social/play skills concerns too. This is a short term service. Any students identified as having ongoing or complex speech and language needs will be referred for more appropriate community-based supports.

## Student Wellbeing

- The Wellbeing Leader will support staff and students with general proactive wellbeing approaches, as well as those requiring additional support in this area. Teachers and families can discuss their concerns with the Wellbeing Leader who will work in partnership with the teacher, student and family to develop supports to address the presenting concerns.
- St Dominic's also has an experienced Counsellor on Thursdays and Fridays, who works with individual students, their family and staff to support wellbeing initiatives that are targeted to the individual need. This is a short term service. Any students identified as having ongoing or complex counselling needs will be referred for more appropriate community-based supports.

## New Arrivals/EAL support

- Students who are New Arrivals or EAL can benefit from the support of small group learning opportunities with our specialist EAL Teacher. In these small groups they will be explicitly taught the English language, with a focus on reading, writing, speaking and listening.

## Literacy Intervention

- St Dominic's uses the Sounds-Write synthetic-phonics program both in the junior classrooms and to provide small group support for students to develop their early literacy skills. Additional targeted literacy support is also provided by our Intervention Specialist teachers

## Maths Intervention

- St Dominic's provides small group intervention support for students to develop their numeracy skills. Extension groups are also provided for students who excel in the area of Maths and require further challenge. Additional targeted maths support is also provided by our Intervention Specialist teachers

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## Classroom Expectations & Student Behaviour Processes

- **Classroom Behaviour & School Values:** All expectations of behaviour and student engagement at St Dominic's are founded in our school values:

Learning Together	Unconditional Care	Equity	Embrace Diversity
Responsibility	Respectful Communication	Growth	Hope

- Students are explicitly taught what each value means and how each value is to be shown in the classroom, the playground and on excursions when representing the school out in the community.
- In 2025 our 8 core school values will also have 3 clear school-wide expectations overlaid to further help students to understand what is expected at school:
  - Do Your Best (Learning Together/Growth/Hope)
  - Help Others Succeed (Embrace Diversity/Equity/Unconditional Care)
  - Respect Your School (Responsibility/Respectful Communication)
- Student awards are given at assembly each week, recognising student who have demonstrated the school value of the week. These students are also recognised in print, with their names being published proudly in the school newsletter
- When students do not show the school values, the first step is to understand why and what has happened. Staff will explore these key questions as well as discuss with the student who has been impacted by the behaviour. The approach to these situations is about learning, to ensure the concerning behaviour does not happen again.
- When there have been repeated instances of behaviours of concern, the parent/carer of the student will be notified. The student will fill in a Values Reflection Sheet which they will sign, the teacher assisting the situation will co-sign and will be sent home for a caregiver to sign. This is so that St Dominic's continues to work in partnership with families in supporting the growth of all students.

**Junior Reflection Sheet**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date: \_\_\_\_\_

I was not being:

Respectful     Responsible  
 Kind             Safe

Classroom    Playground    Around the school  
 Online    Excursion

What happened:

Who was affected by this:

How are you feeling about what happened?

Happy     Sad     Angry     Embarrassed     Worried

What will you do next time?

Student Signature: \_\_\_\_\_ Signature Staff Member: \_\_\_\_\_  
 Principal's/Leaders' Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

PLEASE SIGN AND RETURN TO SCHOOL

**Senior Reflection Sheet**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date: \_\_\_\_\_

I was not being:

Respectful     Responsible  
 Kind             Safe

Classroom    Playground    Around the school  
 Online    Excursion

What happened:

What rule did you break?

1. I didn't follow instructions.  
 2. I spoke inappropriately.  
 3. I wasn't listening to the speaker.  
 4. I wasn't moving safely.  
 5. I didn't keep my hands, feet and/or objects to myself.  
 6. I wasn't respectful to others, damaged property and/or the environment.

Who was affected by this:

What could you have done differently?

What can you do to make things right?

Student Signature: \_\_\_\_\_  
 Signature Staff Member: \_\_\_\_\_  
 Principal's/Leaders' Signature: \_\_\_\_\_  
 Parent's Signature: \_\_\_\_\_

PLEASE SIGN AND RETURN TO SCHOOL

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## Other School Information

### Visitors

All Visitors must report to the office to sign in and receive a visitor's pass prior to undertaking any activity. The pass must be worn while on the school property. Visitors must sign out when leaving and hand in their pass. Please do not walk straight to a classroom without a pass. For the safety of all students, the student toilets are for student use only – no adults. Adults must use the toilets in the office.



### Car Parking

You may drop off and pick up your children in the clearly marked parking bays or drop-off zone in the car park.

- Please park safely for the safety of all children
- Drive slowly in and out of the car park – speed limit 5km per hour
- All occupants of cars must be wearing seat belts
- Do not park in the disabled parking spaces unless you have a valid permit for someone in your vehicle at the time requiring easy access to the school
- Do not block these spaces with your car



### Assembly

Our school assembly is held each Thursday afternoon in the hall. You are welcome to attend. Each class takes it in turn to conduct the assembly, showcasing some of their learning. Prayer is an important part of our school life, and we open each of our assemblies with an Acknowledgement of Country and a prayer/song. We also have student awards that are handed out at each assembly to students who have demonstrated our school values throughout the week. Parents are notified when their child is receiving an award for that week.

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## SunSmart Policy

"No hat, no play" during Term 1 and Term 4. Please ensure your child has a school hat with their name on it. This hat is to be worn to and from school as well as during breaks. Without a hat during these times your child will need to remain in the shade during play times.

## St Dominic's Community Learning Hub

The Community Learning Hub provides programs aimed at supporting all families including newly arrived families living in the Hume area.

Participation in our programs provides opportunities to effectively engage in activities within and beyond our school community.

## Playground

Everyone has the right to be happy and safe at school. Staff supervise the yard and will remind students how to treat others through their actions and their words. Yard duty staff wear a yellow vest on yard duty.

## Student Property

Please be very careful of students bringing their special toys to school as they can often break- absolutely nothing should be brought that is expensive or sentimental- no electronics.

## Mobile phones

Mobile phones that are required for students to use to/from school need to be brought to the School Office at the beginning of the day for safekeeping. Students are not permitted to access their mobile phones during the school day.

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