



St Leonard's College

An education for life.

Junior School Handbook 2019







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Introduction

Welcome to McMillan House, the Junior School of St Leonard's College.

Our Junior School provides a welcoming, safe and nurturing environment whereby students are encouraged to be innovative in their thinking, active in their learning journey and responsible citizens.

We look forward to working with you to develop a strong home-school partnership and in supporting your child/ren as they commence their education journey at the College.



Communication

The College Website

St Leonard's College communicates with families in a range of ways. First and foremost, we communicate with families each and every day at both drop off and pick up. Staff meet and greet students and their families each morning and dismiss students at the end of the day. Staff are available during these times for matters of a brief nature; however, for matters that require greater time, we ask that you contact the relevant staff member to make a mutually convenient meeting time. Staff are happy to conduct meetings with parents before and after class times.

Our parent portal, STL Link is a 'one stop shop' for all information you will need to manage your child's education at St Leonard's College. Information located on STL Link includes calendars, timetables, staff contact information, your child's grades, newsletters, year level information, news events and more.

Each Friday afternoon parents receive STL News, an email digest tailored to each parent and containing their child/ren's latest grades, notices from teachers and news articles relevant to them and their children.

When your child starts at St Leonard's College, you will be issued a unique username and password to access STL Link. Students in year 3 and above will also have an individual STL Link access as well as a College email address. Parents are encouraged to visit the home page of STL Link for updates regularly.

Contact Details

Parents can access 'College Data' for additional information such as student absences, report archives and finance information.

Parents are responsible for notifying the College of any change in contact details. It is extremely important that contact details of parents, including phone number and email address is up to date.

Changes can be made in the College Data section in STL link or by email to enrolment@stleonards.vic.edu.au.

Twice a year, our magazine, Network is distributed to members of the College community. This publication contains feature articles about the latest innovations at the College and our students' achievements.

All current students receive a copy of our annual student magazine, The Leonardian and all school families receive a copy of our full colour St Leonard's College calendar.



Reporting to parents

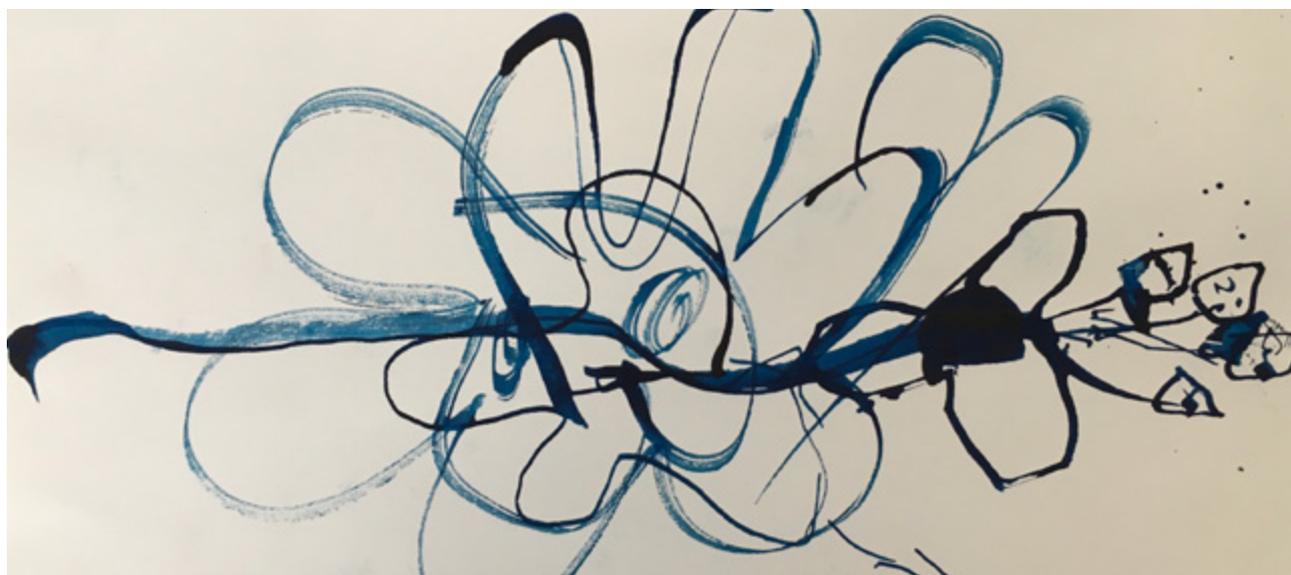
The College communicates student progress in a continuous manner via STL Link. The Junior School provides regular feedback on the actual learning and growth of each student and what they can do to move forward. Parents and teachers are able to see where the child sits with their learning at a particular point in time. Importantly the student will understand what they know, can do and where they are heading.

The following opportunities are provided each year.

- Pastoral parent teacher interviews with class teacher
- Parent Teacher interviews with class and specialist teachers
- Student-led conferences
- Open mornings and afternoons

At the end of each semester an Academic Transcript will be made available to parents which provides a compilation of all feedback reported throughout the semester.

There are also opportunities to see teachers during other times. Please make an appointment with your child's class or specialist teacher if you have any concerns.



The College requires families to complete one or more forms; including address, contact details and medical which can be accessed on STL Link under 'College Data'. These can be updated throughout the years.

Other required forms to fill out can be accessed on STL Link under 'Forms'. These are as follows:

All families of students in ELC to year 6

(Prior to commencement and annually)

- Annual General Excursion Consent Form: Junior School
- Out of School Hours Care (OSHC) Registration Form
- Cybersafety User Agreement

All families must complete this form even if they are not planning to use the OSHC service, as in the case of emergency students can be taken to the OSHC for supervision. The OSHC program cannot accept a student without a current registration form.

The OSHC form can be found on the St Leonard's website and STL Link.

Families of students new to the College

(Prior to commencement)

- Primary Years Programme Permission Form (all ELC to year 4)

Optional

(Prior to commencement)

Individual application forms are required for the following optional activities:

- Music Tuition
- Drama and Voice Tuition
- Aquatics Program (swimming lessons/squad)
- Bus Travel
- Hawkes Sports Centre Pool and Gym Family Access



Parental Involvement

Parent involvement with the College is welcomed in many different ways. Each Junior School class has class representatives who organise events such as coffee mornings, parent dinners and family functions. Parents can also become part of the College Community by joining the Community Choir, International Friends, Friends of Hart Theatre, Community sport, book Club and the Community Day Fair.

If you are interested in becoming a class representative, helping out at the many events at the College during the year or would like more information about community vents, contact Brownyn Betro, Community Coordinator.

browyn.betro@stleonards.vic.edu.au

9909 9495



Events for 2019

Junior School Picnic (ELC4 to year 4): Friday 15 February

- 5.30pm to 7.30pm

Community Day Fair: Saturday 16 March - 10.00am to 4.00pm

Junior School Cocktail Party: Friday 29 March 7.00pm

Junior School House Music: Thursday 4 April - 8.40am to 9.50am

McMillan House Concert - Term 3

Christmas Festival of Giving - Sunday 1 December

If you are interested in becoming a class rep, helping out at the many events at the College during the year, or would like more information about community events, contact Bronwyn Betro, Community Coordinator: bronwyn.betro@stleonards.vic.edu.au or 9909 9495

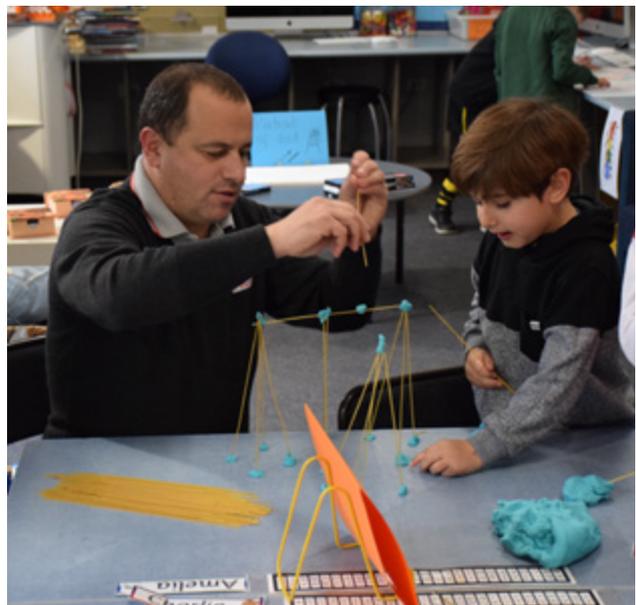
There will be numerous opportunities for you to meet with your class representatives and attend social functions so that you can get to know the parents of the children in your class.

Other information and workshop sessions are organised for parents to find out more about the learning process in the Junior School. All workshops give suggestions

on how you can help your child at home. Parents are invited to help in the classroom in a range of learning areas. Parental help is also requested for other special occasions such as sports days, swimming, cooking and excursions. Parental involvement is appreciated by the staff and allows a valuable opportunity for parents to work with their child and others in an educational setting.

All parents will be required to supply a Working With Children Check (WWCC) and complete a volunteer registration form online at:

<http://bit.ly/STLVolunteering>



Term Dates 2019

Term 1

Thursday 24 January – Friday 5 April (11 weeks)

Australia Day Holiday: Monday 28 January

Labour Day Holiday: Monday 11 March

Term 2

Tuesday 23 April – Friday 28 June (10 weeks)

ANZAC Day: Thursday 25 April

Queen's Birthday Holiday: Monday 10 June

Term 3

Tuesday 16 July – Friday 13 September (9 weeks)

Curriculum and Assessment Day (student free day):

Friday 9 August

Term 4

Monday 7 October – Tuesday 10 December (9 weeks)

MidTerm Holiday: Monday 4 November

Melbourne Cup Day: Tuesday 5 November

School Attendance Times Prep to Year 4

Start: 8.30am

Finish: 3.20pm

Classrooms open: 8.20am

Classes commence: 8.30am

Recess: 10.45-11.15am

Lunch eating: 1.20-1.35pm

Lunch: 1.35-2.10

Dismissal: 3.20pm

Out of School Hours Care (OSHC)

Before School Care – 7.45-8.20am

After School Care – 3.20-6.00pm

Contacts

Junior School Reception

9909 9551

jsadmin@stleonards.vic.edu.au

absenteejs@stleonards.vic.edu.au

Head of Junior School

Mrs Felicity Hutton

9909 9552

felicity.hutton@stleonards.vic.edu.au

Deputy Head of Junior School

Mr Chris Stickman

9909 9436

chris.stickman@stleonards.vic.edu.au

OSHC Manager

9909 9408, 0409 406 991

oshc@stleonards.vic.edu.au

Organisation

Routines

Develop good routines - getting ready in the morning, packing the bag.

Walk into the classroom with your child each day for the first few days, then gradually let your child become more independent. Ask him/her to carry his/her own bag, put it in the space provided and follow his/her classroom's routine.

Display the weekly routine showing Art, Physical Education (PE), Chinese, Library, Music, after school activities and other special events on the fridge or bedroom door. The class timetable will be made available in the first week of each term.

Punctuality

Punctuality is important from the onset of school to set good standards for the future. Often, if late, a child will feel embarrassed and have cause for unnecessary discomfort. It also disrupts the class and children already seated.

Students arriving late or leaving early will need to sign in or sign out at the self-service kiosk located near the Junior School reception.

Birthdays

We do not hand out birthday invitations or become

involved in after school parties as this can cause anxiety with other students who are not invited. The most enjoyable parties for children and parents are those where a small number of guests are invited and which are held at home or in a local park for an hour or so. We encourage parents to post birthday invitations via Australia Post or email.

Hot Days

As we are concerned with all aspects of safety for your child, the children will be required to wear a school hat every day in terms 1 and 4, regardless of cloud cover. Please apply sunscreen on your child prior to coming to school. Sunscreen can be sent in your child's bag to be applied before lunch on hot days, however, students are responsible for applying it at school. The policy of 'No Hat No Play' applies during term 1 and term 4. The children are also encouraged to drink plenty of water throughout the day and should have a named water bottle at school.

Food

Children will need a snack for morning tea and a packed lunch. It is preferable that children store their lunch in sealable containers. Parents are encouraged to cut up fruit ready to eat. Striving for sustainability, St Leonard's College encourages 'nude food' or rubbish-free lunches and snacks. We also encourage children to bring an

extra container of fresh fruit or vegetables for the extended morning time. This we call 'brain food' and will be eaten during the longer learning blocks.

Children are seated and supervised by class teachers whilst eating their lunch from 1.20 - 1.35pm. Please make sure lunch boxes and drink containers are clearly named. Sending anything to school in glass containers should be avoided.

We ask that you do not include any food with nuts as there are children with serious nut allergies.

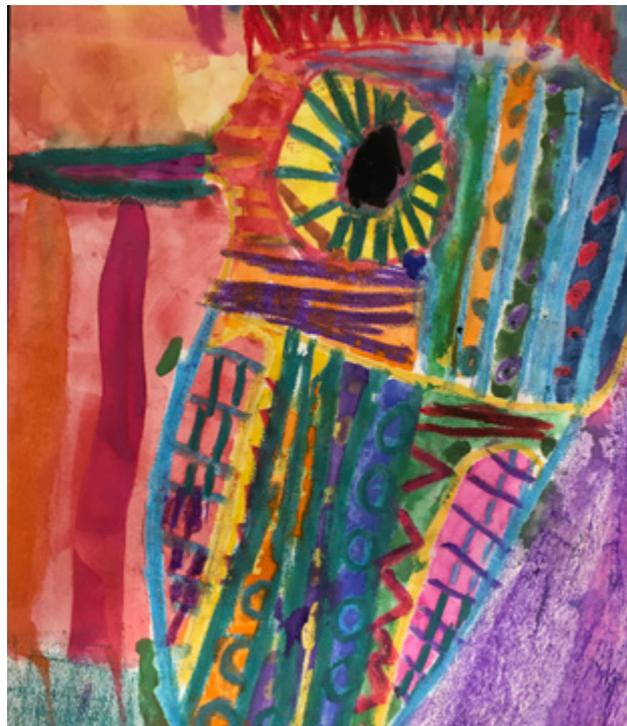
Canteen Online Order

A list of food available for purchase from the canteen can be found on STL Link. Lunches ordered from the canteen will be delivered to the Junior School prior to the beginning of lunch. You can order your child's lunch online at flexischools.com.au

Home Learning

At the Junior School level, developing the home-school partnership is of prime importance. Reading to and with your child each night is essential for language development. Both children's literature and take home books can be shared each night. We encourage you to set up a regular time to read at home to help establish routines.

There may be special tasks for home learning to do at home each week, which will reinforce the English, Mathematics or Inquiry focus for the week. Classroom teachers will publish the homework expectations via STL Link and App 4.



The Program

International Baccalaureate Primary Years Programme (IB PYP)

The International Baccalaureate Primary Years Programme (IB PYP) is an internationally recognised and prestigious programme that provides the framework for our Junior School educational experience. Developed over many years, the IB PYP is designed specifically for children aged 3 to 12. It is a curriculum framework, based on international best practice and informed by decades of evidence-based research. The IB PYP prepares students for the intellectual and emotional challenges of further education and employment on the global stage, encouraging them to be life-long learners that can transfer their learning across many contexts.

The IB PYP is responsive to the world around us and incorporates local and global issues into the curriculum, ensuring it remains relevant, significant, engaging and challenging for each student. Students explore six related, transdisciplinary themes across the years of the programme, building a depth of knowledge, understanding and skills within each theme over time. They also consider the links between them. These units of inquiry foster academic, social and emotional growth, and focus on international-mindedness and the development of strong personal values. The development of life-long learners who can make the world a better place is the core mission of

the IB and something that we identify with strongly. Importantly, the PYP values independence, initiative and self-motivation, encouraging every student to take responsibility for their learning.

The IB PYP is concept based and inquiry driven, built around understanding big ideas of significance in our world. It nurtures the development of student agency where learners are seen as equal partners in their learning with the independence to attend to their learning with teacher facilitation and guidance. This encourages students to take risks and develop both confidence and resilience. Providing students with an environment that promotes agency also enables them to take meaningful action because of their learning. Students become truly interested in and caring about the issues they have explored and seek to act in some way, whether personally or in some way more broadly, to make a difference.

Specialist Programs

The Junior School specialist program provides students with rich and varied experiences within each discipline area. The specialist team includes a teacher librarian, music, art and physical education teachers, school counsellor, learning enhancement teachers and a specialist language teacher (Chinese).

Music

students to listen, perform and create. The musical growth and development of every student is realised as they become proficient music-makers who sing comfortably in tune, are musically literate, can play an instrument, improvise and compose music. The curriculum matches the child's developmental stages on a spiral continuum as basic musical skills and concepts are sequenced and expanded and enriched as the child grows in understanding.

There are many musical groups within the Junior School which rehearse and perform regularly throughout the year. These ensembles foster a love and enjoyment of music in a variety of settings and allows students to work collaboratively with other musicians.



McMillan House Minors

McMillan House Minors is open to all students in year 1 and year 2. This beginner choir fosters a love and enjoyment of singing in a choral setting. McMillan House Minors allows students to develop their singing skills and work collaboratively within an ensemble.

McMillan House Choir

McMillan House Choir is open to all students in year 3 and 4. This ensemble allows students to further develop their overall musicianship skills through singing and a range of choral activities. During choir sessions we learn to read music from the score, build our singing technique and intonation and work collaboratively as an ensemble.

Percussion Maestros

This ensemble will cater for students learning piano or percussion privately but also students looking for an extra challenge and extension outside the classroom music program. Students will learn new skills on tuned and untuned percussion instruments and work collaboratively within an ensemble.

String Maestros

This newly formed string ensemble is open to all students in year 4 and those students learning a string instrument privately. This ensemble allows students to further develop their string playing and work collaboratively within an ensemble. Students will learn new skills such as watching a conductor and playing multi-part pieces. This ensemble is designed to extend students beyond their learning in the Year 4 Program and supplement private instrumental tuition.

Guitar Maestros

This ensemble allows students to work collaboratively with other guitar players in an ensemble and further extend their skills in a group context. Students will learn a variety of repertoire throughout the year and have opportunities to perform

PE

The Junior School Physical Education program focuses on developing student's skills, knowledge, values and attitudes needed for establishing and enjoying an active and healthy lifestyle.

The program focuses on developing students' ability to coordinate body actions and adapt motor skills to participate in games, activities and sports.

The students are involved in many sporting and learning opportunities through our swimming, netball, athletics, basketball, dancing and gymnastic programs. One Physical Education lesson each week in terms 1 and 4 is a dedicated swimming lesson.

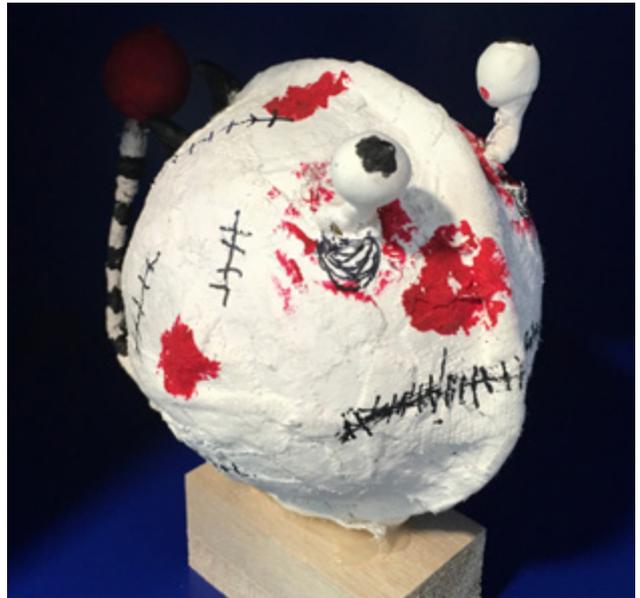


Visual Arts

The Visual Arts program allows students to experiment and explore whilst developing significant artistic skills. Building upon their Early Years learning, students will develop confidence when working with a range of materials and developing new skills. They will learn different techniques, processes and ways to manipulate tools and media in the areas of drawing, painting, printmaking and collage, ceramics and sculpture.

Students will respond to art works by communicating their creative ideas, developing opinions, analysing and interpreting art. They will be able to identify and describe art elements and concepts as well as the key

features of art works from Australia and other cultures. Above all the Visual Arts program allows students to have fun, get their hands dirty and take creative risks in creating their unique art works.



LOTE Chinese

The Junior School Chinese language program aims to develop each of the core communication skills of listening, speaking, reading and writing. This includes experience with the Chinese language through interactions with Chinese people, singing songs, ICT activities, note taking, book work, games, quizzes, craft and other opportunities related to the programme of inquiry. Through these experiences, students are guided to gain an appreciation of living within a global community through comparison with their own language and the Mandarin Chinese language, as well as the associated cultural values, beliefs, traditions and customs. Language learning is promoted as an important part of developing the modern, life-long learner and the opportunities provided enrich both the classroom programme and the Chinese language programme.



Library

The McMillan House Library program comprises of a combination of curriculum areas such as Literature, Information Literacy, Library skills and connections to units of inquiry throughout the year.

Students are provided with the opportunity to respond and examine literature by reflecting on text, studying characters, plot, settings, viewpoints, emotions and authors; and evaluating and expressing preferences.

Through Information Literacy, students learn research skills which enable them to locate, evaluate and use research effectively. Students become familiar with the areas of the library and using the OPAC system to locate resources.

Students will learn to be independent borrowers and select books according to their own abilities and interests to foster a love of reading. ICT will also be embedded in all aspects, where possible, to engage and enhance student learning.



Cocurricular Program

The Junior School Cocurricular program provides opportunities for students from prep to year 4 to participate in a diverse range of activities aimed at furthering each student's intellectual, personal, physical, social and emotional growth and development.

Each term the activities on offer will be communicated via STL Link. It is recommended that parents discuss the options available with their child/ren and select activities that are of interest to them and fit into their schedule. Bookings for the cocurricular program are completed online.



Private Lessons

Students can participate in a variety of private lessons including private music, voice and drama, swimming and tennis lessons.

Voice and Drama Lessons (Years 3 and 4)

Private Voice and Drama lessons provide students with the opportunity to develop effective communication skills and learn techniques in drama and speech in a supportive and nurturing environment. Interested students can participate in external speech and drama examinations and competitions. Classes are held in small groups on a rotating schedule. In the Junior School, private lessons are open to students in years 3 and 4.

Fees

The charges below apply for eight lessons per term. Class sizes may determine when lessons are held.

Years 3 to 4 drama workshop - 40 minute lesson per week - \$145 per term

Termination of lessons and missed lessons

Once enrolled in private lessons, a student is expected to attend for the entire school year. If there is a genuine reason to withdraw part way through the year, four school weeks' notice in writing must be given to the teacher. Verbal cancellation will not be accepted. A refund will be paid only if a student is absent for four consecutive weeks and a medical certificate is supplied.

If you would like to request private drama and voice

lessons, please complete the Voice and Drama Lessons form available on STL Link.

Music Tuition (Prep to Year 12)

St Leonard's College offers private music tuition in a wide range of musical instruments. There are approximately eight private music lessons each term, a total of 32 for the year. The timing of lessons is organised according to the Allocation of Private Music Lessons policy, found on STL Link.

It is the student's responsibility to inform their music teacher in advance if they are unable to attend a lesson due to classroom activities, sports, or any official College function. Lessons cannot be made up if insufficient notice is given. In the case of sudden illness please inform the sessional music teacher directly before 8.15am. Please note that rescheduling of lessons may not always be possible.

Instrument hire

Some instruments are available for hire. Students should acquire their own instruments as soon as possible after one year. In some cases special arrangements may be made for students to practise after school on instruments unavailable for hire. Piano and keyboard applicants must have access to their own instruments.

Fees

Standard lessons – based on sixteen 30 minute lessons per semester (2 terms) – \$760 per semester

Extended lessons – based on sixteen 40 minute lessons per semester (2 terms) – \$990 per semester

Instrument hire – \$110 per semester

Whilst all instruments are insured against theft and fire at all times, parents must meet the first \$300 of any claim resulting from damage or loss while a hired instrument is in their child's custody. Books and accessories where required will be charged to school accounts.

Termination of lessons or missed lessons

If there is a genuine reason to withdraw part way through the year, four school weeks' notice in writing must be given to the Music Office. Verbal cancellation will not be accepted. A refund may be considered only if a student is absent for four consecutive weeks and a medical certificate is supplied with appropriate notice.

Please refer STL Link for further information.

Junior School music program

Music is part of the core curriculum from ELC3 to year 8 and is then offered as an elective subject through to year 12 IBDP and VCE.

In years 2 to 4 students receive vocal/tuned percussion tuition during their classroom music lessons. Year 3 and 4 students also receive tuition in violin, viola, cello or double bass in small groups on a weekly basis. Cocurricular music and ensemble programs are also offered, including the McMillan Maestros and McMillan House Choir.

If you would like to request private music lessons please complete the Music Tuition Form on STL Link.

Swimming - Out of Hours Aquatic Program

The program will: St Leonard's Swimming offers professional lessons for swimmers from three years of age through to national level squad training and fitness squads. Lessons are 30 minutes in length and run Monday to Thursday afternoons and Saturday mornings. Squad days and times vary from weekday early morning sessions to evening and Saturday mornings, depending on the group and level. A detailed squad outline and fee structure can be obtained from the Swim Office.

Before commencing any Learn to Swim class or squad program, new students will be assessed to allow our instructors to gain a better understanding of each individual's swimming needs. Assessments normally last 10 minutes and bookings are essential. Please contact the Swim office on (03) 9909 9454 to arrange an assessment.

Fees

Learn to Swim: \$16 per 30 minute lesson

Squads: Pre Squad Fitness Squad/District Squad: \$16 per session

State Development Squad/State Squad: Free Squads are by application or invitation.

Private Lessons: Available on application, \$44.00 per 30 minute lesson

Tennis Lessons

Tennis lessons are conducted at the St Leonard's College Tennis Club located in Wolesley Grove, Brighton East by Fromberg Tennis. Visit www.frombergtennis.com.au for more information or email

frombergtennis@optusnet.com.au

Health and Attendance

Health and Attendance

Regular attendance is important for all children as it provides continuity in their learning and development. However, a child who is ill recovers best at home. If your child contracts an infectious disease, please let us know, as we will inform you of the length of time your child is required to stay at home. If a child has an ongoing condition or allergy, please note this on the Medical Profile and Information Form available on STL Link.

To ensure that the College nurse and staff dealing directly with your son or daughter can provide the best possible care in the event of illness or accident, it is vital that current medical information is available. As part of the enrolment process, new families are required to complete the Medical Profile and Information Form and Authorisation to enable our nurse to administer medication, as necessary. This form is on STL Link and should be completed and returned as soon as possible.

Up-to-date medical information is important in helping teachers to know how best to care for their students. It is made available to staff dealing directly with your child, and to other staff on a need to know basis, and hence treated with the appropriate level of confidentiality. This information will be accessed for excursions and activities scheduled on the College calendar, without requiring parents to complete a separate medical form each time the student leaves the College. For camps and extended trips, a separate form will be required.

Immunisations

Protect your child's health by visiting your family doctor or health clinic to get required immunisations and boosters. These include diphtheria, tetanus,

poliomyelitis, measles and mumps. The certificate of immunisation should be brought to school on Orientation Day. This can be obtained from your local Council health department or you can register online at www.medicareaustralia.gov.au/

Medication

If your child needs medication to be taken at school, please note the following:

- Inform the College in writing of the medication, dosage and time it is to be taken
- The medicine needs to be in its original container with the label clearly displaying the child's name and required dosage
- Medicine will then be stored in the Junior School fridge or sick bay and administered from there
- Medicines must not be left in children's bags to be self-administered. This includes paracetamol and asthma medication.

This procedure is designed to ensure the correct dosage is administered at the right time.

If your child is sick at school, you will be contacted. Please make sure the school has your current home/business addresses and phone numbers and an alternative emergency number in case parents are unable to be contacted.

Absentees

To notify the College if your child will be absent please phone the absentee line on 9909 9599 or email absenteesjs@stleonards.vic.edu.au

Uniform

St Leonard's College Uniform Shop

The Uniform Shop sells uniforms as well as College bags and merchandise. Location details and opening hours can be found on STL Link.

Individual appointments can be made by contacting the Uniform Shop: on 9909 9595 or stl@dobsons.com.au

A second hand uniform sale is run by a parent group and is held twice a year. Details are distributed to parents via email. Second hand uniform can also be bought and sold online via www.uniformswapshop.com.au by searching for 'St Leonard's College'. You will be able to contact the seller directly to arrange the sale.

Expectations of Students

Each student of St Leonard's College is individually responsible for ensuring that he or she is dressed in the correct College uniform and neatly groomed at all times during every school day. This includes the period travelling to and from school.

Winter school uniform is the official uniform, however in terms 1 and 4 students wear the summer uniform unless notified that they should wear the official uniform.

Students must not wear an item of school uniform combined with casual clothes in the street.

Students must wear blazers to and from school throughout the year. On days where temperatures exceed 30 degrees celsius students will not be required to wear their blazer. This will be communicated to families by the Heads of School.

St Leonard's College Uniform

The following should be noted in relation to the wearing of the uniform:

- The blazer must be worn as the outermost garment when travelling to and from school. The jumper must never be worn as the outermost garment outside the school grounds.
- There will be certain occasions that require the blazer to be worn and students will be forewarned of these occasions.
- The length of girls' skirts and dresses must be on the knee.
- The girls' winter shirt must be tucked into the skirt at all times other than when participating in active games at recess or lunch time.
- All buttons, except the top one, on the girls' blouse are to be done up.
- If girls' hair is longer than shoulder length it all must be tied back off the face with regulation navy, bottle green or white hair accessories as sold at the Uniform Shop or by means of neutral coloured hair clips.
- Girls hair that is shorter than shoulder length must be prevented from covering the face. Hair must be tied back at all times when the school uniform or sports uniform is worn.
- Extreme hairstyles and colours are not acceptable. Apparent make up of any variety is not allowed.

- Jewellery, apart from girls' earrings as described below and watches, is not permitted.
- For girls only one pair of earrings is permitted and these must be either small plain gold or silver sleepers or studs of not more than 3mm diameter worn centrally in the earlobe – nowhere else.
- The official school bag is to be used and must not be decorated with stickers or writing on the outside. Jewellery, apart from girls' earrings as described below and watches, is not permitted.
- For girls only one pair of earrings is permitted and these must be either small plain gold or silver sleepers or studs of not more than 3mm diameter worn centrally in the earlobe – nowhere else.
- The official school bag is to be used and must not be decorated with stickers or writing on the outside.



Summer uniform

Girls - prep to year 12	
Compulsory	Optional
<p>Striped polyester/cotton dress</p> <p>Wool/polyester worsted navy blazer with crested pocket</p> <p>White ankle socks with navy and green stripes</p> <p>Long trousers or shorts may be worn</p> <p>Prep to year 4: 'Mary Jane' shoes</p> <p>Years 5 to 12: black leather lace-up school shoes (no T bars)</p> <p>Prep to year 4: Navy sunsmart hat with embroidered crest</p> <p>Years 5 to 12: Navy sunsmart hat with embroidered crest or College cap</p> <p>Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required)</p>	<p>Navy jumper with green trim</p>

Boys - prep to year 12	
Compulsory	Optional
<p>Wool/polyester worsted striped blazer with crested pocket</p> <p>Prep to year 4: navy pull-on or fly front shorts</p> <p>Years 5 to 12: navy trousers with plain black belt or tailored navy shorts with tab sides</p> <p>Open necked polyester/cotton, short sleeved white shirt with navy mini tattersall check, with straight hem to be worn untucked</p>	<p>Navy jumper with green trim</p>

Boys - prep to year 12 (continued)	
Compulsory	Optional
Navy ankle socks with narrow bottle green and white stripes	
Black leather lace-up school shoes	
Prep to year 4: Navy sunsmart hat with embroidered crest	
Years 5 to 12: Navy sunsmart hat with embroidered crest or College cap	

ELC	
Compulsory	Optional
Navy shorts (boys and girls) or skort (girls, combination shorts and skirt) with white piping	Navy rugby top with crested vertical green and white stripe
Navy polo top with navy sleeves and vertical green crested band	St Leonard's D-Tech navy sport jacket
Shoes: runners	St Leonard's navy fleecy track pants
Navy skivvy	
Plain white sports socks	
Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required)	
Navy bucket hat with embroidered crest	

Winter uniform

Girls - prep to year 12	
Compulsory	Optional
<p>Wool/polyester worsted navy blazer with crested pocket</p> <p>Years 5 to 12: wool/polyester worsted blend skirt, navy with green and white overcheck, adjustable waistband</p> <p>Prep to year 4: Plaid tunic, same fabric as skirt, convertible to skirt</p> <p>Long sleeved sky blue polyester/cotton blouse</p> <p>Navy knee high socks with narrow bottle green and white stripes or navy tights</p> <p>Shoes: as for summer</p>	<p>Navy jumper with green trim</p> <p>Navy and green scarf (years 5 to 12 only) or small navy scarf (ELC to year 12)</p>

Boys - prep to year 12	
Compulsory	Optional
<p>Wool/polyester worsted striped blazer with crested pocket</p> <p>Prep to year 4: navy trousers with elastic back, fly front, double knee or lined navy winter shorts</p> <p>Years 5 to 12: navy trousers, with plain black belt or shorts (as per summer)</p> <p>Prep to year 4: Polyester/cotton, classic long sleeved white shirt with navy mini tattersall check</p> <p>Years 5 to 12: Polyester/cotton, classic long sleeved or short sleeved white winter shirt with navy mini tattersall check</p>	<p>Navy jumper with green trim</p> <p>Navy and green scarf (years 5 to 12 only) or small navy scarf (ELC to year 12)</p>

Boys - prep to year 12 (continued)	
Compulsory	Optional
Crested dark green tie with navy diagonal stripe	
Socks: as for summer	
Shoes: as for summer	

ELC	
Compulsory	Optional
St Leonard's navy fleecy trackpant	Small navy scarf
Navy rugby top with crested vertical green and white stripe or St Leonard's D-Tech navy sport jacket	Long sleeved navy skivvy
Runners	
Plain white sports socks	
Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required)	

Sport uniform

Compulsory ELC to year 12	Navy polo top with navy sleeves and vertical green crested band
Compulsory prep to year 4	St Leonard's navy D-Tech sport jacket
Compulsory prep to year 12	St Leonard's fleecy navy tracksuit pants Navy shorts with green stripe and white piping Plain white sports socks – for PE and sport, except football, soccer and hockey (see below) Good quality sports shoes
Compulsory year 3 to year 12	Girls: navy bathers with green side panels Boys: Speedo style navy bathers with green stripe
Compulsory year 5 to year 12	St Leonard's navy D-Tech sport jacket or soft shell jacket
Compulsory year 7 to year 12	House polo shirt: block colour all over with crest
Compulsory all year levels	Sports bag
Compulsory for interschool sport	Netball dress Navy football, soccer and hockey socks with green and white cuff
Optional year 5 to 12	Navy aths shorts with green stripe and white piping (for athletics or running club) Boys: green board shorts with navy stripes and white piping
Optional all year levels	Swimming/beach towel – green and blue stripes

Miscellaneous

Compulsory all levels	School bag (backpack)
Compulsory ELC to year 4	Navy art smock Library bag

Policies

All College policies relating directly to students can be found on STL Link. Parents are asked to read them and discuss the policies and the College's expectations with their children.

Sunsmart Policy

Community expectations – parents/guardians and volunteers

Acceptable use of Information Communication Technology

Behaviour Policy

Uniform Guidelines

Drug Education and Support Program Policy

Home Learning Policy

Grievance Policy

Anti-Harassment Policy

Pastoral Care and Student Wellbeing Policy

Anti-Bullying Policy

Anaphylaxis Policy

Privacy Policy



Out of School Hours Care

St Leonard's College is committed to offering quality Out of School Hours Care (OSHC) for students in the form of before and after school care. Before and after school care programs are available to children in ELC to year 6. Care is available on a permanent, casual or emergency basis.

Before school care prepares children for the day ahead by creating an informal but well supervised environment with a variety of quiet activities. The after school program provides a variety of stimulating, creative and recreational activities within a safe and supportive environment. Children can also take the opportunity to spend some of their after school care time meeting their homework commitments. Children are provided with afternoon tea each day.

The Out of School Hours Care (OSHC) program is held in the Library (McMillan Resource Centre) before school and in the Music room after school. Children from McMillan House are accompanied to the OSHC Program each day.

The Before School Care Program operates between 7.45am and 8.30am.

The After School Care Program operates between 3.20pm and 6.00pm and afternoon tea is served on arrival. Should parents collect their child after 6.00pm an additional \$1 per minute is applicable.

A signed registration and permission form must be completed annually and returned to the Director of Out of School Hours Care before a child may attend the Program. All families must fill in this form in case of any unforeseen delay at pick up time.

Holiday programs operate during most holiday times and is available to students in prep to year 6.

Registration forms for all programs are available on STL Link under 'Forms'.

To make or cancel a booking please call 9909 9408 or email oshc@stleonards.vic.edu.au

For further information please contact the Out of School Hours Care Manager on 9909 9408, Monday – Friday, 2.00pm – 6.00pm.

Fees

Before school care (from 7.45am to 8.30am): \$20.00

After school care early session (3.00pm to 4.30pm): \$20.00

Late session (3.00pm to 6.00pm): \$28.00

Should parents collect their child after 6.00pm, an additional charge of \$1.00 per minute is applicable.

ELC children are not eligible for the holiday program or programs run on student-free days.

Contacts

Junior School Reception

99099551

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absenteejs@stleonards.vic.edu.au

Head of Junior School

Mrs Felicity Hutton

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Deputy Head of Junior School

Mr Chris Stickman

chris.stickman@stleonards.vic.edu.au

Office hours during holidays

The College will be closed from 4.00pm on Friday 21 December 2018 until 8.30am on Monday 7 January 2019.

During January the switchboard will operate from 8.30am to 4.00pm.







St Leonard's College