



St Leonard's College
An education for life.

Junior School

2023 Handbook





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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 where 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.



Term Dates 2023

Term 1

Monday 30 January – Thursday 6 April 2023
(10 weeks)

Australia Day Public Holiday - Thursday 26 January
Labour Day - Monday 13 March

During term break

Good Friday - Friday 7 April

Easter Monday - Monday 10 April

Term 2

Tuesday 24 April – Friday 23 June 2023 (9 weeks)

Anzac Day - Tuesday 25 April

King's Birthday - Monday 12 June

Term 3

Tuesday 11 July – Friday 8 September 2023
(9 weeks)

Curriculum Day – Monday 14 August

Term 4

Monday 2 October – Tuesday 12 December 2023
(11 weeks)

Mid Term Holiday – Monday 6 November

Melbourne Cup Day – Tuesday 7 November

School Attendance Times Prep to Year 4

Classrooms open: 8.20am

Classes commence: 8.30am

Recess: 10.45am-11.15am

Lunch eating: 1.20pm-1.35pm

Lunch: 1.35pm-2.10pm

Dismissal: Prep and Year 2 - 3.15pm

Years 3 to 4 - 3.20pm

Out of School Hours Care (OSHC) run by TeamKids

Before School Care – 7.00am-8.20am (ELC3 - year 6)

After School Care – 3.15pm-6.00pm (Prep - year 6)



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.

STL Link

Our parent portal, STL Link is a 'one stop shop' for all information you 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.

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

Newsletter

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

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 are up to date.

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

Publications

The College magazine, *Network*, is distributed three times a year to all members of the College community. This publication contains feature articles about the latest innovations at the College and our students' achievements. The *Annual Report* is available on the College website. All College families enrolled in 2023 will receive a copy of our St Leonard's College Calendar and a digital copy of our annual College yearbook *The Leonardian* (complimentary hard copies of the yearbook can also be ordered).

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 which provides a compilation of all feedback reported throughout the semester will be made available to parents.

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 a number of forms, including address, contact details and medical information which can be accessed on STL Link under 'College Data'. These should 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
- Cybersafety User Agreement
- OSHC Registration

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

Parents' 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, Community Sport, Friends of The Hart Theatre, 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 events, please contact our Community Coordinator.

Events for 2023

McMillan House Picnic (ELC to year 4):

Wednesday 6 March – 5.00pm to 6.30pm

Wednesday 6 March – 5.00pm to 6.30pm

Community Day Fair:

Saturday 18 March – 10.00am to 4.00pm

Junior School House Music:

Friday 9 June - 9.00am to 10.00am

McMillan House End of Year Concert:

Thursday 7 December and Friday 8 December

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 child's class.

Other information and workshop sessions are organised for parents to find out more about the learning process in the Junior School. All workshops provide 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 bit.ly/STLVolunteering



Organisation

Routines

Develop good routines for getting ready in the morning, including asking your child to pack their own bag.

Walk to the entrance of the Junior School with your child each day for the first few days, then gradually let your child become more independent. Ask them to carry their own bag, put it in the space provided and follow their classroom's routine.

Display the weekly routine showing Art, Drama, 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 Office.

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. We encourage parents to send 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 to 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 its use 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. We call this 'brain food' and it will be eaten during the longer learning blocks.

Children are seated and supervised by class teachers whilst eating their lunch from 1.20pm - 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 in the Junior School.

Canteen

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 your child 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 Seesaw for years 3 and 4.



Classroom Requirements

Students entering Prep to Year 4 will be provided with a stationery pack at the start of Term 1 containing all necessary items for the upcoming academic year. The stationery packs will be supplied by Champion Books direct to the College and teachers will oversee their distribution and set-up in the first week of classes. Families will be invoiced for the cost of these stationery packs, ranging from \$70 to \$90, in the December fee statement.

All Prep students will be required to bring their own iPad to school each day. Further information regarding the ICT requirements can be found by [clicking here](#).

Physical Education

- St Leonard's College sports bag
- Swimming cap
- Bathers
- Goggles for swimming program in terms 1 and 4

Library

- St Leonard's College Library Bag

The sports bag and library bag are available from the Uniform Shop. Please ensure all articles are clearly named on the outside in a prominent place for easy recognition.



The Program

International Baccalaureate Primary Years Programme (IB PYP)

The International Baccalaureate Primary Years Programme (IB PYP) is an internationally recognised and prestigious program 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 who 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 program, 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 lifelong 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 students 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 care about the issues they have explored. They seek to act in some way, whether personally or more broadly, to make a difference.

Specialist Programs

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

Music

The Junior School Music program is a singing based program which aims to encourage 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, 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 allow students to work collaboratively with other musicians.



McMillan House Minors

McMillan House Minors is open to all students in years 1 and 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 years 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 students learn to read music from the score, build their singing technique and intonation and work collaboratively as an ensemble.

String Maestros

This 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.

Physical Education

The Junior School Physical Education program focuses on developing students' skills, knowledge, values and the 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.

The South Yarra District Sports Association (SYDSA) is a State-based sports organisation. Students compete in Swimming, Track & Field and Cross Country. They are age-based carnivals for students from years 3 to 6 who are chosen by the College to compete based on their school house competitions. Students who perform to a certain level will then qualify for further competitions. Students will train as a team to prepare for these carnivals.

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.

Drama

The Junior School Drama program offers a powerful means of communication and expression and prepares students to understand and participate fully in the world in a fun and interactive way.

Through Drama, students construct a sense of self, build confidence and engage in a creative cycle of communication, collaboration, experimentation, action and reflection. Students will be stimulated to think and articulate their thoughts in new ways and through a variety of activities and play based learning.

Collaboration between the drama and classroom teachers is central to the implementation of the program and provides a richer and more profound integrated learning experience.

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 program of inquiry. Through these experiences, students are guided to gain an appreciation of living within a global community. They learn 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, lifelong learner and the opportunities provided enrich both the classroom program and the Chinese language program.

Library

The McMillan House Librarian works closely with classroom teachers to foster and develop a love of reading. The sessions are dedicated to Literature, Information Literacy and library skills which connect to units of inquiry throughout the year.

Every session the students will share a story. This will enable them to examine literature through storytelling, peer review, reflecting on text, meeting authors, discussing characters, plot analysis, review settings and their personal viewpoints.

The sessions aim to familiarise the students with the various areas of the library and develop the skills to locate resources, as required. Information Literacy will guide the students to evaluate and use their research effectively. These Information Literacy sessions are aimed to encourage students to utilise learned skills at that time, increasing their ability to maintain this valuable information.

Students will be encouraged to be independent borrowers and select books according to their own abilities and interests, allowing them to develop their own literary journey.

Talent Development

The College's Talent Development program provides a variety of extension and enrichment opportunities to cater for the specific learning needs of our highly able students.

The goal of this program is to:

- Promote challenging learning experiences which develop motivation, engagement and autonomy
- Provide students with an environment which will stimulate individual interests and develop abilities in talent areas
- Foster higher order critical thinking, metacognition, problem solving and creative thinking skills

These programs are open to students in Junior School either by invitation or student choice:

- Science Talent Search
- Maths Talent Quest
- Australian Mathematics Competition
- MAV Maths Games
- Writing competitions
- Philosophy

Programs that are by invitation only utilise a wide range of data to assess eligibility. Data considered includes:

- Academic results
- External testing results such as NAPLAN, AGAT/ MYAT, PAT-R and PAT-M
- Teacher/psychologist recommendation
- Observation

Highly able students at the College have an array of opportunities to have their unique learning needs met. This is through individual mentoring, small group withdrawal sessions and involvement in specific programs. Identified students will work closely with relevant staff in the Junior School.



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, speech and drama, and swimming lessons.

Speech and Drama Lessons (Years 3 and 4)

Workshop classes take place during lunchtime in groups. They are fun and lively, with a focus on building confidence, developing imagination and improving drama skills through games and activities. Working in a supportive and nurturing environment, students create characters and develop skills in a group setting. Through a variety of activities, students will explore many areas of performing arts including improvisation, performance skills and character development.

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 - \$184 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 speech and drama lessons, please complete the Speech and Drama Lessons form available on STL Link

learn.stleonards.vic.edu.au/privatedrama

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 for a fee. 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) – \$906 per semester.

Extended lessons – based on sixteen 40 minute lessons per semester (2 terms) – \$1,182 per semester

Instrument hire – \$145 per semester.

Parents are responsible for the first \$500 towards the repair cost in the event of damage to a hired instrument. In the event that an instrument is unrepairable, lost or stolen, the cost of a replacement instrument will be billed to the school fee account. It is recommended you check that your personal home insurance policy covers the instrument you have hired as part of your standard policy as the College will not cover loss due to theft, home fire or malicious damage.

Termination of lessons or missed lessons

Lessons may be terminated at the end of each semester. An online cancellation form must be received by the Music Office no later than:

- 22 May 2023 to terminate lessons for semester 2 2023
- 11 November 2023 to terminate lessons for semester 1 2024.

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 to 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](https://learn.stleonards.vic.edu.au/stlmusic/) on STL Link learn.stleonards.vic.edu.au/stlmusic/

Swimming - Out of Hours Aquatic Program

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: \$20.50 per 30 minute lesson

Squads: Pre Squad/Fitness Squad: \$20.50 per session
Primary School and Junior Squad: \$990 per semester (STL discounted price) plus swimming Australia membership.

Private Lessons: Available on application.

Aesthetic Sport

The Aesthetic Sport program offers Cheerleading, Gymnastics and Dance classes. Teams are available from Primary to Senior and are offered at both beginner and advanced levels.

Refer to the Aesthetic Sport Handbook for more information on the Aesthetic Sport Program.

Cost

Aesthetic Sport lessons are charged each semester and provide each student with access to up to two classes per week during term time.

	Annual Charge Registration Fee	Annual Charge Competition Fee	Semester Charge Class Fee
Cheer	\$50	\$325	\$600
Gymnastics	\$50	\$80	\$300
Dance	\$50	\$325	\$300
Tumble Class	N/A	N/A	\$375



Competition

The College participates in local and national competitions throughout the year. Competition fees cover the cost of attendance at competitions for Cheer, Gymnastics and Dance. Travel and accommodation to attend competitions (for students and carers) are not included in the costs above.

Termination of Lessons

Lessons may be terminated at the end of each semester. Notice in writing must be provided no later than 22 May 2023 for semester 2 2023 and 11 December 2023 for semester 1 2024.

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 College Data (My Details) page on STL Link.

To ensure that the College nurse and staff dealing directly with your child 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 student medical information to enable our nurse to administer medication, as necessary. This should be done on the College Data (My Details) page 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.

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

Children who are sick should be kept at home.

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.

Please include your child's classroom teacher.

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 uniform.shop@stleonards.vic.edu.au

Our uniform provider is Dobsons, please visit their website for further details and to order uniform items online - dobsons.com.au/schools (school name: St Leonard's College, password: STL5315).

Online orders may be collected from the Uniform Shop during opening hours.

A secondhand uniform sale is run by a parent group and is held twice a year. Details are distributed to parents via email.

Expectations of Students

Each student of St Leonard's College is individually responsible for ensuring they are always dressed in the correct College uniform and neatly groomed during every school day. This includes during travel to and from school.

Winter school uniform is the official uniform, however in terms 1 and 4 students are permitted to wear the summer uniform unless notified 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.

Uniform Guidelines

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 skirts and dresses must be on the knee.
- An alternative to wearing skirts and dresses is long pants or shorts. The length of the pants must be level with the top of the heel of the shoe.
- Summer shirts are designed to be worn without a tie and not tucked in.
- Shoes must be black leather, clean and well-polished.
- Socks must be worn with the school stripes showing. Students wearing long socks must have them pulled up.
- The winter shirt (chambray or long-sleeved white) can be worn all year round and is compulsory in term 2 and 3. The long-sleeved white shirt, with navy mini tattersall check, must always be worn with the top button done up and with the tie done up fully other than when actively playing at recess or lunchtime. Shirts must always be tucked into the skirt/long pants or shorts other than when participating in active games at recess or lunch time.

- All buttons, except the top one, on the blue chambray shirt are to be done up.
- Long pants or shorts can be worn throughout the year. There will be certain occasions that require the full College uniform (including long pants) to be worn and students will be forewarned of these occasions.
- Hair must be prevented from covering the face. If hair goes beyond shoulder-length or is deemed to be untidy, it must be tied back when the school uniform or sports uniform is worn.
- Navy, bottle green or white hair accessories are sold at the Uniform Shop. Neutral coloured hair bands and clips can also be used.
- Unnatural hair colours and extreme hairstyles (including undercuts and significant differences in hair length) are not acceptable.
- Neat grooming of hair is expected.
- A student may be requested to have their hair cut if it is deemed that the style does not reflect College expectations of neat grooming.
- Apparent make up of any variety is not permitted, nor is the wearing of visible nail polish.
- Jewellery, with the exception of earrings and watches as described below, is not permitted. Necklaces, bracelets, rings and other items of jewellery can be subject to being held by the College unless express permission from the Principal has been obtained in writing, such as those items with a religious or a cultural significance.
- A single or a 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.



Policies

College policies relating to students and parents can be found on the [Parents > Policies and Guidelines](#) page of STL Link. Parents are asked to read them and discuss the policies and the College's expectations with their children.

Please note: you will need to have your STL Link login to access the policies page. Login information will be provided to new families prior to commencement.

Key policies relevant to students and families are:

- Acceptable Use of Information Communications Technology
- Admissions Policy
- Anaphylaxis Policy
- Anti-Bullying Policy
- Anti-Harassment Policy
- Behaviour Policy
- Child Safe Policy
- Child Safe Code of Conduct
- Community Code of Conduct
- Drug and Alcohol (Student) Policy
- Grievance Policy
- Home Learning Policy
- Privacy Policy
- Restorative Practices
- Student Images Management Policy
- Student Images Management Practices
- Sun Protection Policy
- Uniform Guidelines
- Volunteer Code of Conduct
- Whistleblower Policy



Out of School Hours Care

TeamKids Out of School Hours Care (OSHC) programs are run by committed and caring staff and are available to children in ELC to year 6. OSHC takes place in the Junior School Multi-purpose room which is adjacent to the Junior School Art Room.

Out of School Hours Care

All families must register with TeamKids to access the OSHC program, even if not planning to use the OSHC service. In the case of emergency, students can be taken to the OSHC program for supervision. The OSHC program cannot accept a student without current registration.

To register your child, please go to the website www.teamkids.com.au, select the program and follow the enrolment instructions.

For more information regarding operating hours and associated costs please consult the www.teamkids.com.au website.

If you have used TeamKids before, please contact their Customer Service Team and they will link your account. You will then just need to add your desired bookings.

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 care 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 homework commitments, and are provided with afternoon tea each day.

On curriculum and assessment days a full day program operates for students in Prep to year 6, and a holiday program operates daily during term holidays and for part of the December/January break.

Holiday Program

Team Kids provides all programs over the holidays and on pupil free days. Bookings, fees and payment details can be found at Team Kids via www.teamkids.com.au

The Program accepts both internal (students of St Leonard's College) and external children.

TeamKids' local Customer Service team is always there to help. Please contact their Customer Service team via email info@teamkids.com.au or phone 1300 035 000, press #1 if you have any questions.



Contacts

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Head of Junior School

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Deputy Head of Junior School

Nicole McGrath

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Office hours over the school holidays

The College will be closed from 4.00pm on Friday 23 December 2022 until 8.00am on Tuesday 3 January 2023.

The Junior School Office will be closed from 4.00pm, Friday 16 December 2022 and will reopen on Tuesday 24 January 2023. Please feel free to contact the Junior School Office on 9909 9551 if you have any questions prior to the commencement of school.

Normal office hours during term time are 8.00am to 4.00pm.





St Leonard's College
An education for life.