



**ST. ANTHONY'S**  
Parish Primary School  
Glen Huntly

**Information  
for  
Prospective  
Families**

**2026**

*“Every child matters.  
Every moment counts.”*

172 Neerim Road  
Glen Huntly VIC 3163  
Telephone: (03) 9563 6780  
Email: [principal@santglen.catholic.edu.au](mailto:principal@santglen.catholic.edu.au)  
[office@santglen.catholic.edu.au](mailto:office@santglen.catholic.edu.au)  
Website: [www.santglen.catholic.edu.au](http://www.santglen.catholic.edu.au)

## ***School Values***

***In FAITH we will show: RESPECT, EMPATHY, INCLUSION and practice EXCELLENCE.***

## ***Vision Statement***

Our Catholic school invites families to journey together with their faith,  
based on the Catholic story and traditions.

We develop deep understanding of self and others through engaging with the local and global world.

We provide an environment that is safe and secure, values each person and promotes excellence in learning for the 21<sup>st</sup> Century.

As a learning community, opportunities are presented for all to experience success and to be resilient in diversity.

## ***School Motto***

***“Every child matters.  
Every moment counts!”***

We believe that this inspires the partnership between parents and the school to seek the potential in all students to achieve their personal best.

# School Philosophy

At St. Anthony's Primary School, we aim to develop attitudes and skills which will equip the children to participate fully in the world of the 21<sup>st</sup> Century. We believe that children learn best when they are active participants in their own learning. The school caters for individual differences and believes that children should proceed at individual rates and be successful in what they do.

The curriculum is developed so that the children are taught to their point of need and to achieve their personal best.

The following needs of the students are developed and nurtured:

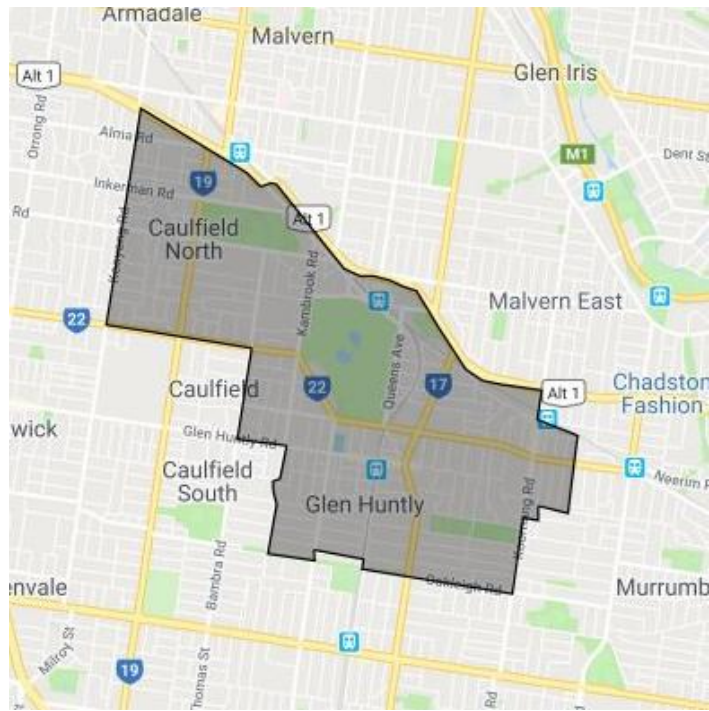
- Intellectual Needs - skills in communicating, computation, logical thought, reading, problem solving, stimulation of curiosity and knowledge acquisition.
- Social Needs - a sense of acceptance, companionship, belonging and participation in activities with others.
- Moral and Spiritual Needs - a desire for equality and acceptance of race, religion, gender and ability; a valuing of faith.
- Emotional Needs - a feeling of self-worth and success; a sense of security and recognition.
- Physical Needs - appropriate physical activities, rest and leisure; health and safety.

At St Anthony's School we believe that:

- We provide a safe, stimulating and accepting environment for all children
- Children's prior knowledge, interests, background, needs and expectations are taken into consideration when planning
- Each child is capable of successful learning and achieving their personal best
- Children have individual learning styles and our teaching practice caters for these differences
- Students learn from each other and need to be given opportunities to do so
- Children work in classrooms, where risk taking is seen as an important part of learning
- Children need to receive and give ongoing constructive feedback in relation to their learning
- Children need to feel confident and be valued members of the class
- Children need to engage in purposeful, challenging and relevant activities
- In order for children to be independent learners they need to be given the skills and time to achieve this
- Opportunities are provided where student voice is promoted and celebrated



# School Zone



## Profile



**St. Anthony's School** is located in the south eastern suburbs of Melbourne. St. Anthony's School was established by the Presentation Sisters in 1912 and has had a lay Principal since 1977.

St Anthony's is a welcoming Catholic Parish Primary School that embraces all within the community. Our school imparts the Catholic faith tradition based on the teachings of Jesus Christ and participation in the sacramental life of the Church.

The school is mainly housed in a two-storey building which over a number of years has had refurbishments to cater for a contemporary style of teaching and learning. The Padua Pavilion serves as an area for assemblies, shows and social gatherings.

The curriculum of St Anthony's school is based on the Science of Learning with English and Mathematics the major focus for developing the most relevant curriculum for the children of this area. This approach also focuses on integrating the curriculum areas of Religious Education, Technologies, Science, Geography, History, Civics & Citizenship, Economics & Business, Health & Physical Education, The Arts and an extensive Specialists' program.

St. Anthony's School is a unique community that prides itself on its caring family atmosphere based on the Catholic values which exists with the common belief that it should be "Christ-centred". The children are encouraged to care for others by understanding that they as individuals are cared for and valued and have the potential and duty to reach out to the wider community through our Social Justice Program.

Parental involvement is encouraged in many ways by offering possibilities to attend school functions and programs: Masses, School Assemblies, Information Nights, Gardening and Sustainability groups, Parent Reading Helpers Program, The Arts Program, belonging to the School Advisory Council or belonging to the Parents and Friends' Association. All parents are asked to obtain a Working With Children Check Card.

In partnership with the parents, we ensure that all children are given the possibility to reach their full potential by being taught to their point of need.



## Religious Education



St Anthony's School is a Catholic School which endeavours to be a faith community, living the Gospel values.

The Principal is responsible for the leadership within the school with respective school curriculum leaders. The Parish Priest tends to the pastoral needs of the Parish Community entrusted to him by the Archbishop, and the Parish School is one part of this community.

At St Anthony's, Religious Education promotes the message of Jesus and develops the children's understanding of living as a person of faith.

Our Catholic beliefs and School Values permeate all aspects of the integrated inquiry approach and into all curriculum areas, focusing on critical thinking and an understanding of our Catholic faith in a changing world.

We strive to foster students with a rich understanding of their faith and as leaders in Social Justice issues guided by the Catholic Social Teaching Principles. Each student is unique, and we provide experiences for rich dialogue with others allowing them to form their own understandings and make deep connections with their faith.

The contemporary Religious Education Curriculum includes teaching about Catholic Social teachings, Catholic Traditions, Stories, Scriptures, the Sacraments, Symbols and Beliefs, the Liturgical Seasons and special Feast Days.

Prayer is an important part of the children's development of their relationship with God and is particularly encouraged through their participation in daily classroom prayers, Prayer Celebrations and School Masses. Spiritual Meditation is practised daily.

School Masses and Prayer celebrations are held during the year to celebrate special occasions e.g. St Anthony's Feast Day, Mother's Day, Father's Day and Grandparent's Day. Whole school masses are celebrated each fortnight where children in their class groups host the Mass by taking part in special roles during the celebration.

### **SACRAMENTAL PROGRAM:**

The Sacramental Programs are structured to encourage participation of families with other members of the parish through Family Activity Nights, Home Masses and the celebration of the Sacraments.

The Sacrament of Penance (Reconciliation or First Confession) is received in Year 3 and Eucharist (First Communion) is received in Year 4 each year whilst the Year 5 & 6 students make their Confirmation every second year).





# Curriculum Overview

St Anthony's School believes that students learn best when they are:

- Confident and secure and have high self-esteem
- Acknowledged, recognised and respected and valued for who they are individually
- Able to develop deep relationships between those involved in the education process
- Recognised and acknowledged for their individuality
- Provided with opportunities for student voice to co-design the curriculum
- Guided to see a clear purpose for their learning
- Interested, involved and motivated in the learning process
- Provided with strategies and frameworks which enable them to become independent learners
- Set tasks to their stage of development in order to facilitate further learning
- Engaged in interaction in a variety of social contexts and groupings across the curriculum
- Given scaffolds through examples and models
- Challenged and encouraged to take risks
- Engaged in reflection and given feedback on their learning
- Experience success and are acknowledged for their efforts
- Provided with a variety of teaching strategies based on the child's learning styles
- Encouraged to give and receive feedback



Victorian Schools use the Victorian Curriculum F-10. The *Standards* define the students' need to develop a set of knowledge, skills and behaviours which will prepare them for success in a world which is complex, rapidly changing, rich in information and communications technology, demanding high-order knowledge and understanding and increasingly global in its outlook and influences.

**The Learning Areas:** The Arts - Dance, Drama, Media Arts, Music, Visual Arts, Visual Communication Design; English; Health and Physical Education; The Humanities - Civics and Citizenship; Economics and Business; Geography, History, Mathematics, Science, Languages; Technologies - Design and Technologies; Digital Technologies.

**The Capabilities:** Critical and Creative Thinking; Ethical, Intercultural Personal and Social

To succeed, all students need to develop the capacities to:

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

# English

English programs at St. Anthony's are based on several key underlying assumptions. English learning is best when:

- Children are involved and engaged in a wide variety of purposeful and meaningful activities
- Expectations of success are high
- English learning is integrated across all curriculum areas when appropriate
- Children are encouraged to recognize and achieve their person best

We provide the students with a variety of opportunities to share, use and experiment with language. They see it modelled and demonstrated by adults and are given helpful feedback. They have time and opportunities to practise and reflect on their learning in their daily activities.

## **READING**

*InitialLit* is an evidence-based whole-class literacy program providing all children with the essential core knowledge and strong foundations to become successful readers and writers. InitialLit is a three-year program, covering the first three years of school (Prep to Year 2).

InitialLit offers an explicit and effective model for teaching reading and related skills to children in their first years of school in a fun and engaging way.

InitialLit focuses on two main components:

1. **Phonics:** to systematically and explicitly teach the basic alphabetic code in a set sequence. In addition to learning letter-sound correspondences and how these are applied to reading and spelling, children will be introduced to common morphemes and simple grammatical concepts.
2. **Vocabulary, oral language and listening comprehension** through quality children's literature. Detailed lessons, including writing tasks, are provided for each of the storybook titles selected for use with the program.

### **Intervention Programs:**

- Reading Tutor Program
- MiniLit Program

## **WRITING**

**Explicit evidence-based strategies** enable students to develop writing skills, as well as read critically and think analytically, so they will have enhanced opportunities to succeed in school, in the workplace, and in life.

The method builds from word phrases to sentences to paragraphs and is embedded in curricula across all content areas and year levels.



**St Anthony's focus on writing ensures that:**

- Students are given explicit instruction in writing, beginning in the early years.
- Sentence fluency is the building block of all writing.
- When embedded in the content of the curriculum, writing instruction is a powerful teaching tool.
- The content of the curriculum drives the rigor of the writing activities.
- Grammar is best taught in the context of student writing.
- The two most important phases of the writing process are planning and revising.

### ***LIBRARY:***

The library, in its multifunctional role, is an integral part of our approach to English teaching, acting as a resource centre and a learning and teaching environment aiming to serve all members of the school community.



It provides quality resources, and is centrally catalogued, accessible to all members of the school community.

Our Library is fully automated using the Bookmark library system.



## ***Mathematics***

Mathematics is an important part of a child's education.

At St Anthony's we pride ourselves on providing a rich and targeted approach to the teaching and learning of Mathematics. We believe that Mathematics is an essential life skill that will enable our students to participate confidently in Mathematical situations both now and in the future.



We provide sequential learning opportunities for all our students covering the three strands of:

- Number & Algebra
- Measurement & Geometry
- Statistics & Probability

Features of our Mathematics program include:

- Structured Mathematical session held daily
- Use of "Tool Time" games to enhance positive and growth mindsets in Mathematical education

- Students are provided with opportunities to complete real life mathematical challenges and problem-solving tasks
- Access to a range of engaging resources and materials that provide hands on learning
- A wide range of assessment strategies to measure progress
- Regular and ongoing professional development for staff
- The development of individual programs to help children at risk in the Maths area
- Open-ended tasks to extend children to a greater capacity of learning
- Mathematics Intervention

## ***Science***



Science is an area of the curriculum which aims to develop in the children the ability to experiment, explore, discover, observe, question and draw conclusions while developing a sense of wonder and curiosity about their world.

This is achieved through investigation of the science disciplines of Biological, Chemical, Earth Environmental, Physical and Space Sciences.

Scientists use the tools of scientific investigation to help us understand our world and it is becoming increasingly important for children to recognise the role of science in caring for our natural environment and the practicality of its use in our lives at both a local and global level- now and in the future.

At St Anthony's, Science is a major focus for all year levels. The teacher plans units of work which involve simple experiments and observations. Students work in co-operative groups to perform investigations and they record their results using digital, oral or written reports. They are encouraged to draw conclusions about science concepts using appropriate science language and to see their applications in our world.

A range of equipment is used during these 'hands-on' activities and relevant incursions or excursions are planned to enhance the program, for example, Scienceworks, CSIRO, Rickett's Point Sanctuary and local parks.

## ***Humanities***

The Humanities curriculum involves the study of human societies and environments, people and their cultures in the past and the present and of their urban and natural environments.

The goals of Humanities are to:

- Educate children to be responsible citizens and to provide them with an understanding of Australia's systems (e.g. Legal, Political, Electoral)
- Provide children with an understanding that Australia is a multi-cultural country where all people live and work together
- Develop in the children a sense of respect, care and responsibility for the stewardship of the environment
- Provide children with the knowledge of the major aspects of Australia's economy
- Teach children enterprise skills, which can be used in a wide range of situations
- Analyse and understand the characterises of places

Integrated units incorporate English, Science, Geography, Economics & Business, History, Civics & Citizenship, Technology, Health, The Arts and Religious Education when possible.

Each Unit Plan follows an inquiry process and students are involved in a wide range of activities, which assist in building information skills vital to independent learning for life. We believe that we are at our 'learning best' when engaged in the powerful act of inquiry.

## ***Language Other Than English (LOTE) Program***

LOTE learning is an integral part of a broad and balanced education for all learners. The language of Italian is taught in Years Prep - Six.

The program encourages enjoyment of learning another language through a variety of activities and teaches skills in all areas of the curriculum.

Our Italian teacher is responsible for teaching weekly Italian lessons across the school. Through the study of Italian, students have the opportunity to learn not only another language, but also find out about Italian culture. They are immersed in the culture through stories, songs, food, customs and traditions that form part of the Italian language gaining direct insights into the culture which gives the language its life and meaning.



## ***Health and Physical Education***

The Health and Physical Education curriculum provides students with knowledge, skills and behaviours to enable them to achieve a degree of autonomy in developing and maintaining their physical, mental social and emotional health. This focuses on the importance of a healthy lifestyle and physical activity in the lives of individuals and groups in our society.



### ***HEALTH***

The Health program at St Anthony's School aims to assist the children's awareness of themselves as developing people in a changing environment. It aims to develop skills so that they know how to care for themselves both in mind and body, to promote healthy lifestyle and to recognise the inter-relationship between the physical, social and the emotional aspects of individuals and the society in which they live. Some of the topics include safety, personal and community health, nutrition and healthy choices.

## **PHYSICAL EDUCATION**

Movement and physical activity focus on the important roles that physical activity, sport and recreation need to play in our students' lives by providing opportunities for challenge, personal growth, enjoyment and fitness.

At St Anthony's School Physical Education is the process through which sport, outdoor adventure activities, dance, gymnastics, aquatics and games are used by Physical Education teachers to help children learn motor skills and to learn about physical fitness. The program also encourages children to be involved in and gain enjoyment from physical activities.

The fundamental motor skills of catch, kick, run, vertical jump, overhand throw, ball bounce, leap, dodge forehand strike and two-hand side-arm strike are taught to the children.

The acquisition of these skills will provide the children with the dexterity required to effectively participate in team sports.

St. Anthony's School has an Annual School Sport's Day. The essence of this day is participation in House events and enjoyment both for the children and their families.



During Terms Two and Three, the Years Five and Six students participate in a weekly Interschool Sports Program. The students choose between Football and Netball and play matches competing against other Catholic schools in the Association which culminates in a Lightning Premiership.

Children in Years Three to Six also participate in Swimming Carnivals, Cross Country, T-Ball, T20 Cricket, Hoop Time and Athletics events held with the Holt District.

All students take part in an intensive two weeks Swimming Program to develop and expand their swimming skills.



# *Technologies*

## **DESIGN AND TECHNOLOGIES**

In the Design and Technologies curriculum, students build knowledge, skills, and confidence to approach design challenges creatively, exploring how technology can positively impact society and the environment.

Students participate in activities, which include using their knowledge of scientific facts to plan simple designs, select appropriate materials, produce a model and then evaluate their designs to ensure they meet their needs.

By working on projects from start to finish, students practice problem-solving, decision-making and hands-on skills, gaining a deeper understanding of the ethical, practical and functional aspects of design.

## **DIGITAL TECHNOLOGY**

The Digital Technologies curriculum challenges students to become creators of digital solutions by developing their understanding of digital systems, data and information processes. Through hands-on projects, students apply computational, design and systems thinking to transform data into digital solutions. This curriculum encourages critical thinking, developing the students' abilities to make informed decisions about the use of digital systems. By learning to manage and use digital tools safely and ethically, students gain valuable skills to create and share information, preparing them for a technologically rich future.



While recognizing there are some specific computer skills which need to be developed in the primary school, we see technology as an important aid to enhance learning in all areas of the curriculum.

All children at St. Anthony's have access to computers, iPads and laptops in their classroom on a daily basis; there are also mobile computer trolleys available for classroom use. All devices are networked with staff and students accessing information across all Key Learning Areas through the use of the Internet.

All students and staff have a Google Workspace for Education account which provides a set of Google tools and services that are tailored for schools to collaborate and keep learning safe.

Students from Years Three to Six are provided with their own laptop to use at school which they are responsible for throughout the year.

# *The Arts*

The Arts program at St. Anthony's is a very important part of the overall education of our children. It consists of Performing and Visual Arts and is taught across all year levels.

The Arts have a high visual profile at St Anthony's through our classroom and corridor displays and performances at assemblies, where parents are encouraged to see their child's work on display or to see them perform.

The school is equipped with facilities such as an art room filled with art materials used for Visual Arts, a kiln and a multipurpose room for Music and Drama which enables teachers to provide a wide range of creative experiences for the children.

## **PERFORMING ARTS**

The Performing Arts are given high priority where children are given the opportunities to take part in music, drama, dance and singing classes.

Each alternative year a concert is held to celebrate the diversity of talents amongst our students and provide a reflection of their learning.



## **VISUAL ARTS**



Art lessons provide a range of creative experiences for students. Students explore their own works and works of other artists. They use a variety of materials and tools to produce pieces of work which are exhibited at an Art Exhibition and Soiree night, which is held every two years.

Whenever possible, we supplement and enhance our programs with excursions and incursions which include plays, dance/music performances, visits to art galleries and exhibitions and visiting speakers.

We provide students with extra curricula activities, such as Art Exhibitions, Music and Performance, which are on a yearly rotational basis.



## ***Inclusive Curriculum***



At St Anthony's School we cater for all students by developing and implementing a Differentiated Curriculum for students who need adjustments to teaching and learning strategies and programs. Appropriate programs and intervention strategies are planned and implemented by the classroom teacher in consultation with the Student Diversity Leader. Personalised Learning Plans (PLPs) are developed, implemented and evaluated by teachers and parents to support student learning and success.

The Student Diversity Leader coordinates the additional support some students require in the teaching and learning process. This may entail referrals for further assessment, the implementation of support programs, liaising with other professionals (Speech Therapists, Psychologists, etc.), and the organisation of Program Support Group Meetings (PSGs) which involve all stakeholders in the student's education. These are held each term.

## ***Student Wellbeing and Pastoral Care***

At St. Anthony's School we promote a safe and friendly environment where all members of the school community take an active and positive interest in each other. Student behaviour is monitored and positive reinforcement is provided.

At St Anthony's School we are committed to the nurturing and development of each individual child by providing an environment in which students are supported in growth towards feeling healthy and safe. The development of self-confidence and high self-esteem are seen as the prerequisites for success in life. The programs that are implemented at St Anthony's School strive to support our students to become responsible members of the community.

At St Anthony's our approach to wellbeing is grounded in evidence-based practice which draws on research and the science of positive psychology. We use a variety of resources, strategies, physical spaces and opportunities to ensure that our students develop a healthy mind and body.

The Resilience Project key themes of Gratitude, Empathy, Mindfulness and Emotional Literacy drive the wellbeing program throughout the school. These themes are interconnected, complementing each other in individual lessons and across the entire curriculum.

Christian Meditation, Lunchtime clubs, Growth Mindset and Protective Behaviors - Daniel Morcombe Program all interrelate so that students have a rich exposure to the ways of developing wellbeing.

St Anthony's School aims to facilitate the development of responsibility and self-discipline among students. Code of Conduct and school rules seek to promote the well-being and good order of the school community in a positive way. This also supports the fostering of self-discipline and responsibility, particularly for students as they grow in their capacity to exercise moral judgment, democratic values and a concern for the common good.

## ***Year 6 Leaders and Buddy Program***

In their final year of Primary Schooling the Year 6 students take on Leadership roles and responsibilities with great pride and honour. In particular, they are most proud of being Buddies to the students in their first year of schooling. Throughout the year the Year 6 and the Preps classes come together in numerous activities that are filled with learning, companionship but most importantly lots of fun. The two groups come together the year prior to school starting for the Preps during the Orientation sessions.



## ***Extra-Curricular Activities***

In addition to the core curriculum the following activities are offered to our children:

- Swimming Program
- Buddies Program
- Student Representative Council (SRC)
- Reading Club
- STEAM Program (Science, Technology, Engineering & Mathematics)
- Coding Club
- Premiers' Reading Challenge
- Chess
- Tennis
- Instrumental Music Lessons
- Transition to Secondary College

## ***Before and After School Hours Program***

The school operates an Out of School Hours Care Program that is situated in the library /art area. The program is run by Youth Leadership Victoria in collaboration with the school. Care can be arranged on a permanent or part time basis by contacting the Coordinator on 0402 347 432. The program runs from 7.00a.m. to 8.45a.m. in the mornings and from 3.30p.m. to 6.00p.m. in the evenings on Monday to Friday during the school terms.

For more information contact Youth Leadership Victoria via email at [admin@ylv.com.au](mailto:admin@ylv.com.au)  
A Holiday Program is also available through their network.

## ***School - Home Partnership***

The partnership between school and home is important in the overall development of children. As such, it is essential that parents/guardians understand and uphold the policies of this school. Compliance with these and co-operation between adults will present an exemplary model for the children.

### ***NEWSLETTER - NOTICES:***

A School Newsletter, including the PFA newsletter, is emailed to each family every month. The Newsletter is also posted on our school's website [www.santglen.catholic.edu.au](http://www.santglen.catholic.edu.au) should you wish to refer to it electronically. The school calendar is also available on our website.

Other formal letters or notices are sent home either electronically or in hardcopy. These are our main channels of communication to all parents and contain matters of importance that you should know of. Replies should be forwarded promptly to the classroom teacher.

Some of the items you may expect to find are:

- Information about the curriculum and classroom activities
- Notice of an excursion
- Religious Education information
- Reports from children
- Reminders of upcoming events

### ***OPEROO***

At St Anthony's School we take the health and safety of our students very seriously. As a result, we have adopted the Operoo system. We use Operoo in the best interest of the children whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year. You will be required to complete the information on Operoo when requested via email. Operoo is also used when parents need to make a response e.g. Excursion Permission. Every family must be part of this system.

### ***MEET n GREET***

The teachers will hold a Meet n Greet Night at the beginning of the year so that parents can share information about their child and become familiar with the teacher their child will have for the year ahead.

### ***CURRICULUM NIGHTS:***

The staff will conduct curriculum nights throughout the year. The purpose of these nights is to inform families about educational issues which directly relate to your child's schooling and to inform you about new approaches in teaching and learning. Details of these nights will be communicated throughout the year. These are generally fun activity nights and parents can learn about new approaches in teaching and learning.

# ***Enrolment***

Parents as first educators of their children, enter into a partnership with the Catholic School to promote and support their child's education in faith.

Once a child becomes a member of the Catholic Church through Baptism, the parents and the Church have a commitment towards its new member. One of the obligations is to give the child the opportunity to be educated as a Catholic. The Church exercises its commitment and responsibility through providing Catholic schools to support parents in educating their children in the Catholic faith.

Catholic education is based on an educational philosophy in which faith, culture and life are brought into harmony. The Catholic School has the freedom to proclaim the Gospel and to offer a formation based on the values to be found in Christian education. Achieving the educational aims of the school should be an equal priority for teachers, students and families alike, each according to their role.

Education in the Christian faith as lived within the Catholic tradition is one of the primary concerns of the parish school. The Christian values and educational aims are written in our Vision Statement.

## **Principles:**

1. The Enrolment Policy is based on the Melbourne Archdiocese Catholic Schools (MACS) Guidelines.
2. Enrolment provides the right for a child to complete their primary education at the Parish Primary School but does not imply automatic acceptance at another Catholic Primary or Secondary School.
3. Once a child is granted enrolment, this applies automatically to any further siblings.
4. No Catholic child will be denied enrolment because of their parent's inability, as opposed to unwillingness, to pay school fees.

## **The order of priority for MACS primary schools is:**

1. Catholic children who are residents of the parish
2. Siblings of children already enrolled in the school
3. Catholic children who are not residents of the parish but are recognised as parishioners by the parish priest
4. Catholic children from other parishes (for pastoral reasons)
5. Children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who are residents of the parish
6. Children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who reside outside the parish
7. Other Christian children who are residents of the parish
8. Other Christian children who reside outside the parish
9. Non-Christian children who are residents of the parish
10. Non-Christian children who reside outside the parish

## **Requirements:**

1. Children are eligible to start school in the year they turn five years of age by 30<sup>th</sup> April.
2. The following documentation must be provided: Birth Certificate, Baptismal Certificate, Immunisation Certificate, any existing Court Orders and any other

medical or educational reports deemed appropriate. A Passport and current Visa must be supplied if the child is not born in Australia. **The Immunisation certificate must be an *Immunisation History Statement from the Australian Immunisation Register*.** No other immunization documentation is acceptable.

3. At the time of lodging an enrolment application all new families will be required to pay an enrolment application fee of \$50.00. Once an offer is made a non-refundable deposit of \$500.00 is to be paid to secure a place in the school. This amount will be credited towards the first term school fees.
4. Change of surname will only be accepted when appropriate legal documents are provided to the school.
5. The enrolment form must be signed by both parents if possible. The parent responsible for paying the school fees must sign the form.

#### **Procedures:**

1. Enrolments are advertised through the school newsletter, parish bulletin, the local kindergartens and childcare facilities.
2. Enrolment tours for the following year will be held in Term 1. Applications will close by the end of April in the year prior to your child commencing school.
3. New families will be interviewed by the Principal and existing families will be given the opportunity of an interview during May.
4. Following interviews, first round offers of a place will be sent out at the end of May.
5. Acceptance of offers must be returned by the end of Term 2.
6. Families not successful with enrolment will be informed and where relevant an offer made to be placed on a waiting list, pending further enrolment vacancies.

#### **Prep Induction Program:**

1. Written reports from kindergartens and childcare centres are sought for all children enrolled to assist with a smooth transition to school.
2. Occasionally teachers visit kindergartens and childcare centres to observe children enrolled who have specific learning needs, or phone the teachers and childcare workers concerned to gather any additional information required.
3. Three Orientation sessions are offered to the incoming Prep children in November/December. It is expected that the incoming Prep students attend each session.
4. A Parent Information Night is held in November. Parents receive an information package on this night.
5. Current Year 6 students are Buddies with new Prep children.
6. Prep students will commence the school year full time from their first day. The children may have each Wednesday off during February should they require it but must attend each other day from 8.40am - 3:30pm.
7. Numeracy and Literacy Testing are conducted at the beginning of the school year.

## ***Enrolment Timeline***

1. Group school tours to be conducted on a day in mid-March or by appointment
2. Enrolment Form to be completed and lodged at school office complete with a copy of:
  - a. Birth Certificate (or Passport & Visa if born outside of Australia)
  - b. Baptism Certificate (if applicable)
  - c. Immunization Certificate
  - d. Any Medical Management Forms (e.g. Asthma, Anaphylaxis, Diabetes, etc.)
  - e. \$50 application fee to be included
3. Applications must be received by the end of April to be eligible for consideration for the following year. Late applications will be accepted but may have to go on a waiting list.
4. Parents and child to meet with the Principal for 20-minute interview in May
5. A letter offering child a placement at St. Anthony's for the following year to be mailed in the first week of June
6. Families to confirm child's enrolment in writing to Principal, with \$500 nonrefundable deposit by the end of Term 2. The deposit will be deducted from Term 1 Fees the following year.
7. School Enrolment policy states:
  - a. Catholic children in the Parish first & siblings
  - b. Catholic children outside the Parish next
8. Getting to know school sessions September - optional
9. Foundation Information Night for Parents early in November at 7.00pm
10. Orientation Sessions for children to be held over two weeks in November from 9.00 - 11.00am (children to attend both sessions)



## ***Fees and Levies 2025***

Please see below an outline of school fees & levies charges for 2025. The family fee and the capital levy are charged per family. The student levies and camp levies are charged per child.

### **2025 FEES – (charged per family)**

#### **ANNUAL FAMILY FEES**

Capital Levy per Family -	-	\$425
1 child family fee	-	\$1800
2 child family fee	-	\$1800 + \$560 = \$2360
3 or more child family fee	-	\$1800 + \$560 + \$160 = \$2520
Additional \$60 maintenance levy refunded if your family attends a working bee.		

### **2025 LEVIES – (charged per child)**

LEVIES	Years P - 2	Years 3 & 4	Years 5 & 6
Curriculum	995	995	1050
Excursions/Incursions Swimming & Sport	340	390	495
<b>Annual Levy Totals</b>	<b>1335</b>	<b>1385</b>	<b>1545</b>

CAMP LEVY YR 3/4	CAMP LEVY YR 5/6
315	460

Accounts will be distributed at the beginning of the school year.

The fees and levies are payable in three equal instalments which are due on the following dates:

- Instalment 1: Due Friday, 7<sup>th</sup> March 2025
- Instalment 2: Due Friday, 16<sup>th</sup> May 2025
- Instalment 3: Due Friday, 1<sup>st</sup> August 2025

If, for convenience, you wish to pay the full amount in advance by Friday, 7<sup>th</sup> March 2025 you may.

If you are unable to pay in three instalments, arrangements may be made to pay via regular payments (Weekly, Fortnightly or Monthly) with the account to be finalized by November. *Please contact the office to arrange this.*

Fees and Levies may be paid by any of the following methods:

1. Direct Bank Transfer to National Australia Bank (*preferred method*)  
Bank details are: BSB 083347 Acct No 657736581 –  
*Please ensure deposit includes school fee account number or family name, and email [office@santglen.catholic.edu.au](mailto:office@santglen.catholic.edu.au) to advise of payment*
2. EFTPOS / Credit Card
3. Cash

## CONCESSIONAL SCHOOL FEE POLICY

The MACS (Melbourne Archdiocese Catholic Schools) Board has approved the concessional fee policy to provide fee concessions across all MACS primary schools.

Eligibility for Concessional School Fees includes:

- Aboriginal or Torres Strait Islander heritage
- Holding a health care card and eligible for CSEF
- Family experiencing severe financial hardship
- Family holding a DVA Gold Card
- Any family identified as refugees and holding an ImmiCard

In 2025 the school fees payable for eligible students are:

- 1 child – \$15 per child per week, direct debit (\$780 per annum)
- 2 children – \$23 for the family per week, direct debit (\$1,196 per annum)
- 3 + children – \$30 for the family per week, direct debit (\$1,560 per annum)

Qualifying families are required to enter a direct debit arrangement with the school.

The form should be submitted together with an application for the Camps, Sports and Excursions Fund (CSEF). If you are eligible please contact the school office for the application forms.

If you are not eligible for concessional school fees as per the policy and are experiencing financial difficulties please contact the Principal to discuss a payment plan.

*“Every child matters.  
Every moment counts.”*