



**St Raphael Greek School**  
Office: 531 Centre Road, Bentleigh 3204  
Contact: 0400 117 438  
straphael@iprimus.com.au



Dear Parents,

Welcome to St Raphael Greek School.  
We look forward to a long and rewarding association with you.  
The following is important information regarding your child's / children's attendance at our school.

#### **Contacting the school**

The contact number is 0400 117 438.  
Please call this number when you wish to communicate with anyone at the school.  
This is also the contact phone number to call during Greek School classes on Friday evenings.

#### **Classes**

Classes are held every Friday, during school terms, 5.00 p.m. – 8.30 p.m. at Brighton Secondary College, Marriage Road, Brighton. 3187.  
We hold classes from Prep to VCE.  
Children must be enrolled in Prep in a day school before they enroll in Prep at St Raphael Greek School.  
We do not hold classes for kindergarten students.  
We are an accredited provider with DEECD and a Single Study Provider with the VCAA.

#### **Dancing classes**

Traditional Greek dancing classes are held for all students.  
Each class has a 15 minute dancing lesson each week.

### **Student break times**

We have a 15 minute break for students to have a drink and a snack to eat. Please provide your child with a water drink bottle and a healthy snack to eat.

**We have a number of students with severe allergies to nuts so nuts in any form should be excluded from snacks.**

**We have a “No Nuts” policy at our school.**

### **Break times:**

Prep and Year 1: 6.25 p.m. – 6.40 p.m.

Years 2, 3 and 4: 6.45 p.m. – 7.00 p.m.

Years 5 – VCE: 7.00 p.m. – 7.15 p.m.

Students are supervised by their classroom teachers during the break.

### **School books**

The school provides most text books at no cost to parents.

Parents are requested to provide stationery for their children. A list is provided upon enrolment.

Parents are also requested to buy a bilingual (Greek – English and English – Greek) dictionary for students who are in Years 3 to VCE.

### **Security**

The school is locked for security reasons.

If you are arriving late or if the doors are locked, please ring the school on 0400 117 438 and we will open up for you.

**Students who need to be picked up earlier than the dismissal time of 8.30 p.m. may be picked up only during the break at 6.30 p.m.**

Please inform your child’s teacher that you are picking up your child at 6.30 p.m. so your child can be ready to leave early.

You will need to sign your child out if leaving before 8.30 p.m.

### **Footwear**

Students wearing inappropriate footwear are not allowed to stay at school or dance.

This is due to School Health and Safety Regulations.

School shoes and sport shoes are appropriate footwear.

### **Notice board**

The white notice board in the corridor is used for communication from the school to parents.

A newsletter is also distributed approximately every term.

### **Parent Teacher Interviews and Reports**

Parent teacher interviews are held at the end of Term 2.

Reports are distributed at the end of Terms 2 and 4.

If you need to talk to your child's teacher about your child's progress, please arrange an appointment time with your child's teacher at 8.30 p.m.

Teachers start teaching at 5 p.m. and it is unfair to staff and students to have classes disrupted once classes have started. Your cooperation is invited.

You may of course speak to the Principal regarding urgent matters as well as any other concerns you have at any time.

### **March 25, Independence Day celebration**

We encourage the whole school community to attend the Independence Day Parade at the Shrine to celebrate Greek Independence Day.

### **Contact details**

Please keep us informed of any changes of address or phone numbers.

If a child is feeling unwell we do ring parents immediately so it is important for us to have your correct contact details.

### **Student dismissal at 8.30 p.m.**

We do not leave the school until all students have been picked up by their parents.

If you are running late please call us on 0400 117 438 and let us know and please also let us know if you have arranged for your child to go home with another family.

### **Student safety**

**Our students' safety is of paramount importance to us just as it is to you. Please take the time to park your car properly when dropping off or picking up your child.**

**There is no parking in the school grounds.**

**The car park next to the Performing Arts Centre is always open for parking.**

**Please do not park across our neighbours' driveways.**

**There have been instances where irresponsible parking and driving has caused problems for us.**

**We all need to set a good example.**

**Is your child's life worth more than the time it takes to park properly?**

**The school urges you to take this matter seriously.**

### **Orphanages**

We support Father John's orphanage and school in Africa.

If you have summer clothing for children aged 0 to 12 that you would like to donate to this orphanage, please bring it along on any Friday.

If you have toys and winter clothing you would like to donate, we will pass on these donations to a refuge for women and children in Victoria.

### **Helping students**

We seek your cooperation with all of the above matters.

We want to provide quality education as well as a safe environment and will continue to do so if our policies are followed by all.

Please help us to do so by also ensuring your child comes to Greek School with the correct school books / equipment and that homework is completed. Speaking Greek at home whenever you can will greatly help your child learn Greek.

Many thanks,  
School Management  
0400 117 438