

St Anne's Catholic Primary School Sarina

(Established 1925)

OFFERING A QUALITY CATHOLIC EDUCATION FOR STUDENTS PREP TO YEAR SIX



Parent Handbook 2022

Principal's Welcome



Dear Parents,

I would like to welcome you to St Anne's Catholic Primary School at Sarina, or back to our school again, as the case may be. This booklet is designed to let you know something about the culture of our school. We are proud of the fact that ours is a "great family school". Parents are always welcome and encouraged to participate as much as they can in the excitement of their children's primary education. By taking a few moments to read this booklet, you will discover not only some of the great things that your children will be participating in, but also, ways in which you, the parents and friends of our school, can get involved to make this the educational experience of a lifetime for you and all your family.

Our school Mission Statement stresses the need for a partnership to be forged between parents and school. If we are to be effective in the education of your child then we must encourage this co-operative teacher-parent relationship. Education, and Catholic Education in particular, is a three-way process of communication involving teachers, child and parent. I challenge you as a partner in this educational enterprise to contribute your time, energies and talents in furthering the aims of St Anne's Catholic Primary School.

You are encouraged to become involved in your child's education. Parents are always needed in classrooms and within the general school. Our teachers are always willing to discuss your child's development, learning needs and any problems with you.

St Anne's Catholic Primary School is well known for the family atmosphere it has created and continues to nurture. This is due to the smaller size of the school, the welcoming nature of the students, staff and parents, and the fact that we emphasise the importance of family and our priority of family values. We celebrate the lives of all of those in our school community – not just the children! This atmosphere has to be experienced – the words are not hollow ones. We are justly proud of this school we have!

Please do not hesitate to contact me if you have any further questions. I am sure you will find or continue to find your association with this school to be a most rewarding experience.

Yours in Christ
Mr John Ballinger-Oches
Principal

School Mission Statement



Our Vision

At St Anne's Catholic Primary School, the teachings of Jesus guide us in our everyday lives.

We are inspired by the charism of Catherine McAuley to be faithful, to serve others and learn for life together.

Our Mission

At St Anne's Catholic Primary School, we follow in the footsteps of Jesus through demonstrating **Respect, Responsibility, Kindness and Compassion**

January 2021

St Anne's School Prayer

SCHOOL PRAYER

Dear Lord,

Please help us to make our school a friendly place.

May we love and care about each other because we all belong to you.

Help us to smile back when people smile at us.

To give help when people need it.

And most of all, help us to accept each other as we are.

AMEN



"Life is a gift from God. We are God's work of art ... as we take responsibility for life, work and the mission"



St Anne's Feast Day 26 July

Saints are significant today because –

- ✘ They authenticate our Christian living
- ✘ They show us what we might become
- ✘ We admire and honour their values and achievements
- ✘ They are true heroes of life
- ✘ They shared their special gifts from God with others

St Anne – A Special Saint

- ✘ Patron for mothers
- ✘ Patron for carpenters
- ✘ Patron for homemakers
- ✘ Patron for miners
- ✘ Patron for pregnant women and women in labour
- ✘ Patron for seamstresses
- ✘ Patron for against poverty

Profile

- ✘ Mother of Our Lady
- ✘ Grandmother of Jesus Christ
- ✘ Wife of Saint Joachim
- ✘ Probably well off
- ✘ Believed to have given Mary to the service of the Temple when the girl was three years old



Canonized

- ✘ 1584

Name Meaning

- ✘ Gracious one; grace

Prayer to St Anne

"Good Saint Anne, you were especially favoured by God to be the mother of the most holy Virgin Mary, the Mother of our Saviour. By your power with your most pure daughter and with her divine Son, kindly obtain for us the grace and the favour we now seek. Please secure for us also forgiveness of our past sins, the strength to perform faithfully our daily duties and the help we need to persevere in the love of Jesus and Mary. Amen."

St Anne – A Brief Biography

Of St. Anne we have no certain knowledge. She is not mentioned in the New Testament, and we must depend on apocryphal literature, chiefly the Protoevangelium of James, which dates back only to the second century.

In this document we are told that Anne, wife of Joachim, was advanced in years and that her prayers for a child had not been answered. Once as she prayed beneath a laurel tree near her home in Galilee, an angel appeared and said to her, "Anne, the Lord hath heard thy prayer and thou shalt conceive and bring forth, and thy seed shall be spoken of in all the world." Anne replied, "As the Lord my God liveth, if I beget either male or female, I will bring it as a gift to the Lord my God; and it shall minister to Him in holy things all the days of its life." And thus Anne became the mother of the Blessed Virgin Mary.

The devotion of St Anne was known in the East in the fifth century, but it was not diffused in the West until the thirteenth. A shrine at Douai, in northern France, was one of the early centres of the devotion. In 1382 her feast was extended to the whole Western Church, and she became very popular, especially in France. Her two most famous shrines are at St. Anne d'Auray in Brittany and at St. Anne-de-Beaupre in the province of Quebec.

She is patroness of housewives, women in labor, cabinet-makers, and miners. Her emblem is a door. St. Anne has been frequently represented in art, and the lovely face depicted by Leonardo da Vinci comes first to mind in this connection. The name Anne derives from the Hebrew Hannah, meaning "grace."

History of St Anne's Catholic Primary School at Sarina

St Anne's Catholic Primary School was founded by the Sisters of Mercy and officially opened 23 May 1925. The unique community of faith engendered by the Mercy Sisters continues today in an atmosphere enhanced by faith development, prayer and worship. The success of the school is complemented by the close, complementary relationships between staff, students, parents and the parish community.

Our school provides the students from Prep to Year Six with a contemporary and well-balanced education in a family atmosphere. The school family consists of a caring and willing group of parents, students and staff.

We are committed to the ongoing development of curriculum that focuses on an integrated approach to learning. This model of curriculum delivery is based on extensive research into how the human brain learns most effectively. A central theme is used to link areas of learning and advantage is taken of the real life experience of the students to provide meaningful educational opportunities for all.

The learning environment, in both individual classrooms and throughout the school, is underpinned by our lifelong guidelines and lifeskills.

Behaviour management procedures stem from this platform of expectations. They form the basis for creating a 'non-threatening' environment that is conducive to effective teaching and learning. In conjunction with the basic skills and core academic learning of the school the students also participate in a wide range of physical education and cultural activities. We encourage the achievement of a personal best standard as a key measure of success for each student and assess on that basis. The school is particularly proud of the achievements of past students who have taken the opportunity to develop their gifts and talents to full potential.

St Anne's reached a milestone in 2000 with the establishment of the inaugural School Board. This body is responsible for the development of School Policy and provides a vital link to all community members.

The school enjoys an active Parents and Friends Association which provides most valuable assistance, both socially and financially. St Anne's School recognises its role as a local identity in the community and, in conjunction with the P&F Association, responds enthusiastically to the needs and activities of the local area.

Our school, working in co-operation with parents, strives to ensure that the children at St Anne's School have the opportunity to grow towards a firm faith commitment and develop their full potential as preparation for further education and participation as responsible members of society.



School Song

Paul Castelli - 1995

Verse 1

Working together, everyday.
God is watching, on our way.
Working hard will see us through.
Love and kindness and be true.

Chorus

We're sheltered in the arms of the Mother of Mary.
We've got St Anne watching over us.
We've got the spirit of our God the Father
And Jesus' promise to be with us.

Verse 2

Reading and learning, make us smart.
Prayers and Religion, good for the heart.
Running, catching everyday.
Learning our lessons, all the way.

School Motto

The motto, "Faith and Knowledge", has been long held by many Catholic schools as summarizing two key aspects that underpin our existence. We invite children to develop their faith and encourage them to grow in knowledge. Our school also has a sub-motto, "Learning For Life Together". This reflects our strong community focus and our shared responsibility to help each other learn for life.

School Emblem

The school emblem displays the cross and the open bible surrounded by our school name and motto. It reflects our Christian foundations and religious focus expressed through the Catholic Faith.



Because We Care For Each Other...

ST ANNE'S CATHOLIC PRIMARY SCHOOL SEEKS TO BRING TOGETHER KEY COMPONENTS OF OUR CATHOLIC CHRISTIAN SCHOOL WITH:

- Encouraging effective partnership where teachers and parents work together and are actively involved
- Endeavouring to provide effective education in the Learning Areas, including Religion Education
- Developing effective communication
- Furthering the provision of a joy-filled, learning-focused, secure Christian environment
- High priority given to the commitment to character by effective core virtues education that promote good conduct and citizenship and which permeate throughout all aspects of school community.

...we follow these Rules

1. *Be safe*
2. *Be Responsible*
3. *Be Respectful*
4. *Be a good learner*

...we follow these Lifelong Guidelines

At our school I can know Jesus and he knows me.

At our school I am trusted and I can trust others.

At our school I am honest and people are honest with me.

At our school I am a good listener and people listen carefully to me.

At our school I care about other peoples' feelings and they care about my feelings.

At our school I do the best I can and help other people to do their best.

...we practise these Virtues

Respect.....

We show respect by speaking and acting with courtesy. We treat others with dignity and honour the rules of our family, school and nation. Respect yourself, and others will respect you.

Responsibility.....

Being responsible means others can trust you to do things with excellence. You accept accountability for your actions. When you make a mistake, you offer amends instead of excuses. Responsibility is the ability to respond ably and to make smart choices. Responsibility means that you also say sorry when you do the wrong thing.

Compassion.....

Compassion is understanding and caring when someone is hurt or troubled, even if you don't know them or aren't friends with them. It is also wanting to help, even if all you can do is listen and say kind words. You forgive mistakes. You are a friend when someone needs a friend.

Kindness.....

Kindness is showing you care, doing some good to make life better for others. Be thoughtful about people's needs. Show love and compassion to someone who is sad or needs your help. When you are tempted to be cruel, to criticize or tease, decide to be kind instead!

**Staffing
2022**

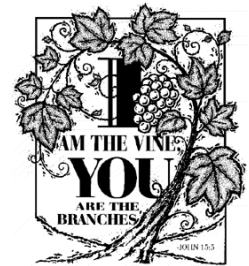
LEADERSHIP TEAM	
Principal	Mr John Ballinger-Oches
Assistant Principal – RE (APRE)	Mr Stuart Presley
Assistant Principal – Curriculum (APC)	Mrs Linda Holmes
TEACHING TEAM	
Prep	Mrs Julie Dunn
Year 1W	Mrs Shona Gibson
Year 2H	Mrs Sue Holmes
Year 3O	Miss Fiona O’Farrell
Year 4HC	Mrs Linda Holmes Mrs Shannon Campbell
Year 5W	Mrs Elyse Walsh
Year 6L	Miss Tahlia Lymbery
Year 6PF	Mr Stuart Presley Mr Howard Frost
Physical Education	Mrs Leigh Ford
The Arts	Mrs Ally Grech
Learning Support	Mrs Dawn Goodman
SUPPORT STAFF	
Admin Secretary	Mrs Kathy Grimmond
Finance Secretary	TBA
Library Coordinator	TBA
Teacher Assistants	Mrs Sam Penola Mrs Donna Brebner Mrs Deb Cameron Mrs Jessica Hazel Mrs Kristy Dickens Mrs Jennifer Taylor Ms Jo Mitchell Mrs Jillian Cotter Mrs Nicola Gill Mrs Susan Martin Mrs Yanina Muller Mrs Tamara Cox Mrs Amanda Maikler
Technology Assistant	Mr Troy Day
School Counsellor	Mrs Wilma Dixon
Cleaner	CONTRACT CLEANERS
Grounds	Mr Scott Bisseker
Crossing Supervisor	TBA
CLERGY	
Priests	Fr Don White
	Fr Alex
	Fr Gasper

In order to fulfil our Mission Statement and School Prayer, our school is made up of the following -

- ▲ *Faith Education*
- ▲ *Intellectual Goals*
- ▲ *Personal Development of Students*
- ▲ *Community Building*
- ▲ *Organisation & Administration*

Faith Education

“Learning for Life Together” is our school motto. Through this we emphasise the witness of the members of our school community – priest, parents, staff and children – the sequential and developmental Religious Education Program, and the presence of Christ with us in our school life.



Religious Education in the school extends beyond the RE lessons and the classroom. We see our role in religious education as working in partnership with the parents to lead the children closer to God and closer to an understanding of how God wants us to live our lives. We use MJR (Making Jesus Real) by showing them how to live like Jesus every day. We give them all the tools they need feel the Spirit of Jesus each day and find the God Moments that are always happening around them.

As John wrote in his gospel –

“By the love you have for one another
everyone will know that you are my disciples.”
(John 13:35)

Intellectual Goals

Our aim is for academic excellence, while keeping in mind the different rate of learning of individual children. Assistance will be provided for both the learners who need extra support and the higher achievers, but all students will be expected to work to the best of their ability at all times. All children will be educated in the use of computers and encouraged to use the Library for research and pleasure. While sound education in the basics will be provided, opportunities for the children’s development in the cultural, social, creative and physical aspects of their education will be made available.

Personal Development of Students

We will strive to develop a healthy self-esteem in the children, encouraging them to take pride in their gifts and achievements, while recognising that each child is unique and should be treated accordingly. Because of the respect due to individuals and property, consistent and fair discipline will be maintained while allowing the children to develop and display self-discipline.

Community Building

At St Anne’s School parents and teachers work together in the overall education of the children. All parents are encouraged to be active members of our school community; thereby maintaining a close family atmosphere. With trust and co-operation, the community of St Anne’s will grow in its witness to Gospel values.

Organisation & Administration

It is the task of the school, but in particular the Administration team, to ensure that communication within the school is open and two-way. Two major tools for this will be the production of a regular newsletter to which all members of the school community can contribute, and our school assemblies, to which parents are invited. To ensure the efficient running of the school, administration procedures will be organised and accountable.

Contact Details

PO Box 85
3 Range Road
SARINA QLD 4737

School Phone 07 4994 8285
Email sas@rok.catholic.edu.au
Website <http://www.sasrok.catholic.edu.au/>

Preparatory Year

St Anne's Prep operates out of an early childhood philosophy, which sees the prep as an integral part of our school. Therefore, as well as undertaking the Prep program, these children will have the benefit of working with other students from time to time. Our small number of Prep children also benefit by working with a teacher and an assistant. This early childhood philosophy has the advantage of helping the children to progress at their own rate, offering extension when needed and also enabling an easy transition into the more formal curriculum of Year One.

At Prep, students learn by participating in activities in an environment planned by the teacher. The most natural way for a child of this age to learn is through play. The program will be flexible in order to cater for the interests, needs and abilities of the children.

Our goals for the year are:

- ✓ To develop in each child an active curiosity about the world and an enthusiasm for learning based on their own personal satisfaction and involvement.
- ✓ To provide opportunities for the children to build fundamental skills and acquire new information and knowledge.
- ✓ To provide opportunities to enable children to be expressive and creative through the use of language, physical activity, play materials, art and music.
- ✓ To allow meaningful and rewarding social relations to develop with other children and adults in the school.
- ✓ To foster the development of a healthy self-image which will enable the children to regard themselves as good friends of classmates, good learners and eager participants in Prep and whole school activities.
- ✓ To make a smooth transition from Prep to Year One.

Punctuality:

Children worry if they are left after finishing time. Please notify us if you are likely to be **or** have been delayed.

Contact With The School

Parents are always welcome to visit St Anne's to speak with the Principal, APRE, APC or teachers. It has been our experience that, where free and open communication is maintained, any perceived problems are more readily resolved. **It is vital that the school is informed of any changes of details that would need to be noted on our records eg telephone number, address, medical history etc.**

Parents are never to engage a teacher in an interview while the teacher has a duty of care for the whole class. For general contact with your child's teacher it is preferable that an appointment be made either with the teacher or through the school secretary. Appointments should be as convenient a time as possible for both parties. Parents are encouraged to view their child's classwork during scheduled meetings with their child's classroom teacher. This will provide you with an insight into your child's learning growth.

Who to see when

Staff Member	Reason / Inquiry
The class teacher	Class programs, class behaviour, friendship issues, issues outside of school that may impact learning and homework
Mr John Ballinger-Oches (Principal) Mr Stuart Presley – (Assistant Principal RE) Mrs Linda Holmes – (Assistant Principal Curriculum)	School matters including behaviour management, social and emotional support for students, student conduct,
Mr Stuart Presley <i>Assistant Principal – RE</i>	The school's Religious Education Program, sacramental program, spiritual development of children and parents, school masses and celebrations
Mrs Linda Holmes <i>Assistant Principal – Curriculum</i>	The school's teaching and learning program covering all key learning areas, classroom learning, academic programs, NCCD, NAPLAN, PAT testing
Mrs Dawn Goodman <i>Learning Support Teacher</i>	Concerns about your child's learning (after firstly seeing the class teacher), support programs and educational assessments, NCCD
Mrs Wilma Dixon <i>Guidance Counsellor</i>	Social and emotional issues, educational assessments and support for families, student counselling
Pastoral Support Team (Mr Oches, Mr Presley, Mrs Linda Holmes, Mrs Dixon)	Student learning and wellbeing, student support in times of need, support and development of student groups within the school, social and emotional support
Mr John Ballinger-Oches <i>Principal</i>	Matters to do with the overall procedures, policies and functioning of the school, issues with school fees, bullying, general matters when you are not sure who to see, or you have seen of these people and there seems to be no resolutions.



Leadership Team



Mr John Ballinger-Oches
Principal



Mr Stuart Presley
Assistant Principal - Religious Education



Mrs Linda Holmes
Assistant Principal - Curriculum



Student Protection Contacts



Mr John Ballinger-Oches
Principal



Mr Stuart Presley
APRE



Mrs Linda Holmes
APC



Mrs Wilma Dixon
School Counsellor

Positive Relationship Development Procedure for Parents

If a parent has a particular problem or complaint relating to school staff members or situations within the school, the following steps are recognised as being appropriate in bringing the grievance to the attention of the school and in working constructively towards having the problem managed.

The responsibility for dealing with staff and school issues rests with the Principal in conjunction with the school staff.

Communication Procedures

Should a parent wish to raise a concern or problem then ...

1. If the matter is of a general nature in regard to school policy or practice, an appointment should be made with the Principal.
2. If the matter concerns a specific staff member, an appointment should be made to see that person at a time most convenient to both parties to discuss the problem and manage the matter at hand.
3. If the issue concerning the specific staff member has been unable to be managed by the above step, an appointment should then be made with the Principal and the person concerned to further explore the matter and to seek management.
4. If the above steps cannot find a resolution or management of the problem, then the Principal will contact the Catholic Education Office and an appointment made with the Assistant Director: Schools (Northern Region) to facilitate some form of management. Arrangements will be made for a separate interview for the parent and the staff member with the Supervisor; then all three parties will gather for further exploration of the grievance.

Management/Resolution Process

It is important that a sense of mutual respect, honesty and a willingness to search for an equitable resolution/management be uppermost in the minds of all who engage in seeking solutions to a problem.

The following guidelines should be used when meeting to discuss a problem or complaint:

1. Establish the facts of the matter and isolate the problem.
2. Focus on the facts and offer solutions to the problem.
3. Listen to answers and don't jump to conclusions. Remain calm and work to manage the problem.
4. Decide on a solution or management process.
5. Agree on the implementation and fix a review date.

It is important that you make contact with the school as soon as possible so that the issue can be managed at the earliest possible stage. It can't be fixed if we don't know about it.

Learning Support

The Learning Support Teacher at St Anne's provides a service to children with special needs by assisting the classroom teacher.

Members of the Learning Support Team under the teacher's direction, may teach children individually or in small groups within the classroom, or withdraw children for individual or small group work.

Curriculum Meetings

Each teacher will have a Curriculum Meeting with parents early in the school year to outline their aims and expectations in each subject and to offer advice on how you can best help your child with his/her progress. At this meeting the teachers will outline the homework procedure and expectations, so that guidelines may be established for parents as to how much time children should be putting into homework each night.

Reporting to Parents

We officially report to parents about their child's progress each term. In First and Third terms we conduct student led Interviews and in second and fourth terms we send home report cards. Both parents and teachers are encouraged to contact one another when the need arises and not necessarily wait until official reporting procedures. If parents wish to discuss their child's progress with the teacher, this should be done by arranging a mutually suitable time, in advance and outside of school hours. ***Under no circumstance will interviews be conducted during school time.*** This time is allocated to the teaching of children.

Lunches and Lunch Boxes

St Anne's encourages a healthy lunch packed with a variety of fruit, vegetables, sandwiches, wraps, crackers, dairy foods and home bakes. Please refrain from bringing packet foods as these are not brimming with nutritional value. Limited supplies of these in lunch boxes are acceptable but not desirable. DO NOT include chips, roll-ups, soft drinks, cordial, milk, lollies, chocolate or chewing gum.

All other classes conduct a variation of a snack / fruit break where students can consume quick to eat foods such as fruit, vegetables or crackers. Please ensure that you send an appropriate snack along, as it gives the students a much needed "brain break" and energy boost, to see them through until lunchtime.

It is essential that students eat a healthy diet in order to provide the daily nutrients required for the growth and development of a healthy body.

A balanced lunch could include.....

- Bread (preferable wholemeal/wholegrain)
- Other carbohydrates (potato, rice, pasta salad)
- Protein (lean meat, low fat cheese, yoghurt, egg, tinned fish)
- Fresh fruit & vegetables

Lunch Box Suggestions.....

- Vegetable sticks
- Cherry tomatoes
- Cheese slices/cubes
- Dried fruit
- Tuna
- Baked beans
- Boiled eggs
- Pizza (for the base you could use pocket bread or English Muffins halved)
- Zucchini slice
- Quiche
- Rice Cakes
- Savoury Biscuits
- Yoghurt
- Sunflower seeds
- Corn on the cob either cooked or raw
- Bananas
- Rissoles, salami, ham
- Homebaked goodies

Sandwich Tips.....

- Sandwiches are great but can easily become a boring item if the same filling is used often
- Choose fillers that don't make the sandwich soggy
- Small or flat bread rolls are perfect for younger children
- Bread alternatives include – pocket/pita breads, lavash bread, pizza
- Alternative spreads to margarine or butter include – cottage cheese, tomato sauce, chutney
- Children may also enjoy having their sandwiches cut into smaller pieces or shapes – cookie cutters are awesome for this
- Lunch boxes can harbour unpleasant odours and food poisoning bacteria, it is vital to clean them daily. This includes reusable tuckshop bags.
- Involve your child/ren in the lunch-making process. They are much more likely to eat their lunch if they have had some input in the process.

At times we may ask your children to take home their empty packets or left over food so that you as parents are aware of your child's eating habits. We do provide bins for recycling and general rubbish. Wherever possible, please send your child/ren to school with "nude food" to limit the amount of rubbish which needs to be disposed of. If it is necessary for you to wrap the food, please consider using foil or greaseproof paper for children who may have trouble taking off plastic wrap or opening snaplock bags.

All classrooms are equipped with fridges; because of this we request you supply your child with a lunch box only. Cooler bags take up too much room and do not allow all lunch boxes to fit.

The school has multiple drink taps, including refrigerated taps available for children to drink from. The children are encouraged to use these throughout the day. It is also permissible for reusable drink bottles to be brought to school, so that children remain well-hydrated throughout the day. These need to be taken home daily and washed before reuse.

Due to workplace health and safety regulations, we cannot reheat food for your children.

Please note that there are students who have been diagnosed with severe food allergies attending the school. Children are not to share lunches! Please reinforce this with your child/ren at home.

Uniform

There is little point having a school uniform if it is not worn correctly, so we encourage parents to support us by sending their children to school in the correct attire.

St Anne's school uniform is available from The Uniform Shop which is run by The P & F Association and volunteers

Uniform Order Forms are always available from the school office.

UNISEX ITEMS BOYS & GIRLS:

Dress Shirt

Approved school unisex dress shirt

Sports shirt

Approved school unisex sports shirt

Socks

Cobalt blue socks

Shoes

Black only runners for both **Day & Sports Uniform**.

Students are not to wear Dunlops/Volleys as these provide little to no support for them.

Hat

Approved school hat

Winter

Royal blue only jumper, cardigan or tracksuit

BOYS ITEMS

Shorts

Royal blue shorts

GIRLS ITEMS

Skorts

Royal blue skorts

OTHER ITEMS

- The **hair accessories** listed are to be in royal blue or white or gold (the colour in the uniform) only – *hair scrunchies, ribbons and headbands* - nothing that is out of the ordinary for school wear - the simpler the better eg Alice Bands; glittery hair accessories are not acceptable.
- **Watches** are allowed for all levels – these watches need to be without sounds and alarms please.
- **Chains** are allowed if a small religious medal is worn on it.
- **Bracelets** are not permitted.
- **Nails** must always be cut and tidy and not long. Nail polish is not part of our uniform.
- **Earrings** are to be studs or simple unadorned sleepers. Girls who wear sleepers may be required to tape them during certain activities. Boys are not permitted to wear earrings.
- **Long hair** (shoulder length or longer) on boys and girls is to be tied back for hygienic and safety reasons and cuts must be conservative.
- Hair must not be dyed or coloured or worn in a style that is deemed to be inappropriate for primary school.
- Hairstyles should be appropriate to this expectation – extreme hairstyles are not acceptable.
- Hair should be clean, brushed and generally neat – not unruly.
- Haircuts must be neat and tidy in appearance and not falling into eyes or around the face.
- Hairstyles are to be appropriate for a primary school student.
- Students attending St Anne's are expected to wear their uniform in a way which reflects pride in their school and in their own personal appearance. Accordingly,

A copy of this School's Uniform Policy, as developed by the School Board is available upon request.

Parents are asked to label all clothing and personal property clearly.

Funding

'The Costs of Educating Your Child'

Fees are levied for attendance at Catholic Schools.

Regretfully fees are a necessary fact of life for schools such as ours. Our system gets some funds from the State Government and greater support from the Federal Government. Our school must furnish very detailed accountability records to the Federal Government in order to gain and maintain that support.

We are grateful for the support we receive from governments but it also needs noting that independent schools in Australia – of which group Catholic Schools represent the bulk – actually SAVE governments in Australia in excess of \$1,000,000,000.00 annually against what it would cost these governments if all of our students suddenly sought state education services. So these subsidies are in no way generous 'handouts' to our schools. Our system, of necessity, must operate on considerably less expenditure per student than the government school system. That is, we can justly claim to use our limited funds very efficiently. Costs for attendance at St Anne's are as follows:

1. Diocesan School Fees
2. Primary Levy
3. Parents & Friends Association Levy
4. Other Levies
5. School Building Fund Levy

If you anticipate any genuine difficulty with the payment of fees, a concession to payment is available on application to the Principal. This process is confidential.

Bookclub

Books are offered to parents at very reasonable prices through Book Club. The school also benefits from each purchase – we are allocated points (according to our order size) with which we are able to purchase free resources for the school.

Tuckshop Services

St Anne's has a Tuckshop Coordinator and we rely heavily upon volunteers to keep the tuckshop operational. Therefore if you can give assistance in any way it would be greatly appreciated. Please contact the school if you are able to assist.

Diocesan Catholic Education Office

The Diocese of Rockhampton covers an area of approximately 415 000 square kilometres. The Diocese stretches from Bundaberg in the South to Mackay in the North and West to Longreach and beyond to the Northern Territory border. Bishop Michael McCarthy was ordained as bishop of the Diocese of Rockhampton on 29 May 2014.

MINISTRY OF EDUCATION IN THE DIOCESE

The *Diocesan Catholic Education Office* is a Ministry of the Catholic Diocese of Rockhampton, from which it derives its purpose and meaning. The Diocesan Catholic Education Office plays an essential role in the Church's mission, to live the challenge of the Gospel and to be welcoming and inclusive of all.

The Diocesan Catholic Education Office was opened in 1966 and was the First Catholic Education Office in Queensland. Prior to this various priests had toured the Diocese as Inspectors of Religious Education in schools. The *Rev Dr Cecil Ballard* was appointed as the First Director 1966 - 1975. After Dr Ballard's death in 1975, *Rev Dr Kevin Castles* was appointed as the Second Director 1975 - 1988. When *Dr Castles* retired from the position *Mr Joe McCorley* was appointed as the Third Director of Catholic Education for the Rockhampton Diocese 1988 - 2001. *Mr McCorley* accepted the position of Executive Director for Queensland Catholic Education Commission in early 2001 and in July of that same year *Miss Leesa Jeffcoat* was appointed the fourth and current Director for Catholic Education in the Rockhampton Diocese.

The Diocesan Catholic Education Office covers three areas of Ministry; **Catholic Schools, Adult Faith Education and Formation** and **Religious Education in State Schools**.

Hazard Identification Procedure

Whenever an employee or supervisor notices a health or safety problem, which they are not able to put right, they must straightaway inform the principal and must complete a **Hazard Report Form**. **This is also the case for students and parents of the school.**

It is the responsibility of the total community to bring hazards to the attention of the principal. When advised of the hazard, the Principal will take steps to eliminate or control the hazard.

Newsletters

Our aim is to produce a newsletter weekly. The aim of this newsletter is to keep parents informed of what is happening at the school, so we appreciate that you take the time to read it. It will be sent home via email.

All newsletters are also published on the St Anne's school website for viewing.

Assemblies

There is a formal school assembly each Friday morning at 8.35am.

As well, messages are also given at the assembly. The school leaders will also be instrumental in conducting these assemblies. Assemblies are seen to be important parts of our school culture where we celebrate the lives of the students, parents and staff. Parents are encouraged and invited to come along to join in!

Students of the Week Awards

These are presented weekly to at least one child from each class and are celebrated at each Friday assembly. These awards are given for many reasons; improvements in work, sporting or cultural endeavours, behaviour etc. These awards are not to be confined to academic achievement only and teachers should keep their own record of who has already received an award, when and what for. Also an Arts Award and a PE Student of the Week Award is also celebrated and chosen by the teachers of these subjects.

As well, Principal and McAuley Awards will also be given out, as these awards also help to celebrate the reason that *we exist*.

Office Displays

Classes will be timetabled to display their work– please make sure you drop in to have a look.

Wearing Of Hats

We require the students to wear a hat when they play outside in the sun. When a class is going on an excursion away from school it is expected that they will wear a hat.

NO HAT – NO PLAY
NO HAT – NO GO

Library

Library Rules

- ✓ Each child is to have a MATERIAL LIBRARY BAG for borrowing. This was on the booklist and the bags from the uniform shop protect our precious resources fittingly.
- ✓ Food is not allowed in the library.
- ✓ Silence is not insisted upon, but out of consideration for others, quiet respectful behaviour is important.
- ✓ Damaged or torn books must not be repaired at home. Please return the damaged or torn book, sheets/pieces immediately to the library and notify the library assistant. If beyond repair, the book must be replaced or the value of it paid to the library.
- ✓ A lost book must be replaced or the value of same paid to the school office.
- ✓ At all times please encourage the students to use *shelf markers*.

Excursions & Trips

Classes will occasionally be required to attend field trips and excursions away from the school. Notice will be given and permission will be sought from parents before this occurs. Any costs involved will be made known to you.

Sports Houses

Students will be allocated a sports house at the time of enrolment for their entire time at this school. Houses are Coolock (*Blue*) and McAuley (*Gold*). Students will be encouraged to develop loyalty to their team and actively participate to their personal best level. Family members will be in the same house.

Staff members are assigned to houses especially as we prepare for sports carnivals to assist with the running of these days.

Student Leadership

Student leadership is encouraged through the appointment of students to a variety of formal positions of responsibility:

- ✓ **School Captains** are elected by the students whom they will serve.
- ✓ **Sports House Captains** are elected by members of the Sports Houses.
- ✓ **The Student Council** will consist of all those elected to the above positions and the rest of Year Six. Occasionally there may exist a need to elect some Year Five students to the Student Council. This body will meet on a regular basis to discuss issues and concerns of students. These are then taken to the principal for discussion and action where necessary. The Student Council will also make its presence felt in a way that adds to the culture of the school.

Working Bees

Ten Commandments for Volunteer Safety:

1. On arrival report to the person in charge to be allocated a job. This lets people know you are there so that they can keep an eye out in case you have an accident.
2. Only volunteer for work you are capable of doing. You should never take on a job you are not capable of performing.
3. Make sure you know the safety procedures for any plant or machinery you intend to use.
4. Check to see if the equipment/machinery/tools you intend to use are in a safe working condition.
5. Clear the area you intend to mow of any loose objects, which may be thrown out by the mower.
6. **Do not mow in close proximity to other people.**
7. Report all hazards you may encounter to the person in charge.
8. Always wear a hat and sunscreen when working outdoors. Wear substantial footwear and any other personal protective equipment such as goggles, gloves or earmuffs.
9. Don't lift anything that is too heavy for you. Know the right way to lift!
10. If you need to use chemicals, check the label for any hazards that you face when using the chemical. Ask for the material safety data sheet if you are still not sure.

**Smoking is prohibited on school property which includes the carpark.
Never fool around or play pranks on your fellow volunteers; someone could get hurt.**

This list is in no way a comprehensive safety manual. Its purpose is to raise your awareness about safety.

Parent Help

Parents are always welcome to assist in and around the school in any capacity. Numerous opportunities exist in the classrooms; the school in general needs help with library, grounds etc; working bee assistance is an invaluable way of helping the school with maintenance and repairs. Any assistance you can give will be welcomed. Children love to see parents, grandparents and friends in and around the school! However under legislation all visitors **MUST** sign in at the front office before proceeding into the school. As well it is a school regulation that all parents and visitors must wear a visitors badge in order to be easily identifiable to staff and students – these are available upon signing in.

Liturgies

St Anne's Catholic Primary School celebrates Mass within our Parish celebration on a Sunday Morning, with each class conducting the Liturgy on one occasion a year. Teachers and students also prepare and attend special liturgies to celebrate feast days and other special occasions eg Opening School Mass, St Anne's Feast Day, Year Six Leadership, Ash Wednesday, Holy Week Celebrations, Baptisms, Reception into the church, Year Six Blessing...

RECONCILIATION:

The First Rite of Reconciliation is celebrated when possible

PRAYER:

Staff Prayer – Friday morning 8:05am

Student Prayer – each day in class for morning, meals, afternoon and assemblies

MISSIONS:

Students are encouraged to support the Missions in their classrooms throughout the year. During Lent and Missions Week, Project Compassion is our particular focus.

SACRAMENTS:

Reconciliation:

Parish and home-based preparation

Confirmation/Eucharist:

Parish and home-based preparation

Attendance at school

Parents are to ensure the regular attendance of their children. Rolls are marked daily according to the Catholic Education guidelines.

All student absences must be accounted for. Please advise the school of the reason for any absence of your child. Communication with the school is essential. For extended absences, parents must advise their child's teacher through a phone call, email, note or interview.

Students are not permitted to leave the school grounds once they have entered them. If a child leaves the school for any reason, the parent must sign their child out at the front office.

Groups visiting our School

The school from time to time will have visiting groups to work with students. These are usually conducted in the undercover area or hall. If a cost is involved, this will be communicated to parents and caregivers. Parents will be notified in advance of these group visits to St Anne's.

Student Use of Facilities

BEFORE SCHOOL

- No school equipment

FIRST LUNCH

- Equipment is able to be borrowed from the sports shed. Students on roster are responsible for recording borrower's name and details of borrowing; and checking the equipment upon return.

We require the students to wear a hat when they play outside in the sun. When a class is going on an excursion away from school it is expected that they will wear a hat.

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School Times

8:20am	First Bell – students leave from hall grid area under teacher directions
8:35am	Morning Bell
8:40am – 10:40am	First Session
10:40am – 11:15am	First Lunch and Play
11:20am – 1:20pm	Middle Session
1:20pm – 1:35pm	Second Lunch and Play
1:40pm – 2:55pm	Afternoon Session
2.55pm	Dismissal Bell

Supervision

No child should be at school prior to 8.00am as supervision is not available until 8:20am. If parents do need to drop their children at school before this time, this must be done in arrangement with the principal. All students are expected to be sitting on the blue grid outside the school hall waiting for direction from the teacher on duty.

At the end of the school day, all students are to leave the school grounds upon dismissal. Those who are waiting to go home by car or bus, must wait with the teacher in the designated areas.

Responsible Thinking Process (RTP) at St Anne's

Teachers have the right to teach and students have the right to learn in a safe environment

The Responsible Thinking Process (RTP) is designed to teach the students to take responsibility, not only for their actions and behaviour but also for their learning. It is created to help teach them to get what they want without causing a disruption within the classroom. Every student has the right to learn in an environment that is calm and peaceful. **No student has the right to disrupt learning time at St Anne's, or to threaten the safety and rights of others.**

When a student disrupts, they are asked a series of questions that provides the opportunity for the student to settle. This is outlined in the steps below:

Step 1: First Disruption Warning - Questions

*What are you doing?
Is that OK?
What should you be doing?
What happens the next time you make the wrong choice?
Is this what you want to happen?*

It is important to note that at the beginning of each session, the 'slate is wiped clean', and the process is started from Step 1.

Step 2: Second Disruption Student to move to Thinking Mat (in classroom)

*What are you doing?
What did you say would happen the next time you made the wrong choice?*

Complete the Happy Sad Choices Sheet on the thinking mat

Student to negotiate with their teacher the return to the learning environment.

If continual disruptions occur in one session, they are choosing to go to the Responsible Thinking Classroom (Planning Room) with a referral form, indicating the disruption that took place in the classroom.

The Planning Room is where the student can make a plan to work on how they can better improve their actions/behaviour in their classroom. Planning is the central activity in the RTC. This is led by a member of the leadership team or experienced classroom teachers.

When writing a plan, students reflect on their actions and the effects this had on others. They also identify what they are going to do when they return to their class in order to be more successful in the learning environment. The plan helps them set themselves achievable goals in which they can strive toward.

Step 3: Further Disruption Planning Room or withdraw from class

What are you doing?

You have already been to the thinking mat.

What did you say would happen the next time you make the wrong choice?

AUTOMATIC WITHDRAWAL FROM CLASS

hitting, kicking, pushing, throwing items, damaging property, deliberately defying teacher's instructions, spitting, back-chatting, choking, touching in the private parts, verbal abuse such as name calling, harm to others.

CONSEQUENCES FOR BEHAVIOUR CAN INCLUDE:

Meeting with Principal, Teacher and Parents

Cancellation/exclusion of specialist subjects, excursions, school camps, classroom events

Negotiated restrictions on lunchtime / playground conditions.

Being sent home to reflect on behaviour choice

Being sent to the Planning Room is not a consequence. It is an opportunity for the student to reflect on their behaviour and set goals for success.

Parents are informed via SMS if their child has been referred to the Planning Room. If there are any concerns about behaviour, parents are encouraged to speak with the classroom teacher first then either Mr Oches, Mr Presley or Mrs H.

Syringe Recovery Procedure

The staff and student body will be informed as to the procedure to follow when a syringe is found. Parental assistance regarding education in this matter is of the highest urgency:

- Never touch or pick up the needle
- Call immediately for assistance
- Send a message to the office that a needle has been found
- Someone must remain close to the syringe to prevent others from touching it
- A nominated teacher/adult locates syringe recovery kit and will recover the needle and then dispose of the sharp's container in an appropriate manner eg via the hospital

Ambulance

Where a serious accident has occurred, the school's first priority is for the medical attention and welfare of the injured person. If the accident is serious enough to warrant the calling of an ambulance for a child, the school will do this prior to telephoning the parents.

Infectious Illnesses & Diseases

The school complies with the Queensland Department of Health regulations in this regard. Certain illnesses have recommended exclusion times when a child should be kept at home and away from contact with other children. If you are uncertain we can provide details of the regulations in respect of a particular illness and the exclusion periods necessary.

Head Lice

It is not the end of the world to find head lice in your child's hair! Preparations for treatment are available at any chemist. **Health regulations require that a child with lice be excluded until treatment has been completed.** Please advise the school if and when you discover head lice on your child. Treatment should begin immediately.

Administration of Medication to Students at School

Under Queensland Poisons Regulations, adults appointed by the Principal can act as a carer and administer medication at the request of a parent or guardian. Parents must make a written request to the school to enable us to administer the medication. Forms for this purpose are available from the school office; this form will outline the name of the child, name of medication, state specific times and dosages.

The medication must be in the original container obtained from the pharmacist/medical practitioner and must have the original instructions on it.

In order to comply with Queensland Poisons Regulations, schools are not permitted to stock any over the counter medicines including panadol. Medication may only be administered in the manner outlined.

At St Anne's Catholic Primary School:

1. The Administration Staff, APRE, APC and Principal are the only people authorised to administer medication on receipt of a written and signed request from you as parent. Forms are available from the School Office to make this easier for you.
- 2. The medication is kept at the office and not by the student.**
3. An exception is permitted, in selected cases, in relation to inhalers used for Asthma. The school needs to be notified in writing each year if your child needs to have an inhaler with them constantly throughout the school day. We have also been given an exemption to stock Asthma inhalers in cases of emergency.
4. At no time will medication for one person be administered to another.
5. Parents must keep the school informed of any serious medical conditions from which their child may suffer.
- 6. All unused medication will be returned to the Parent/Guardian of the student NOT the student.**
- 7. Non-prescribed oral medications (such as analgesics and over-the-counter medications) cannot not be administered by anyone on School Staff.**

Adopt-A-Cop

Our school has the service of the local police force for such activities as explaining road safety, rules and laws.

School Board

St Anne's Catholic Primary School's Board was formed during 2000. The Board is a policy-making body that draws on the whole school community to set directions for the school. It operates on the model of Shared Wisdom which is based on the belief that:

**No one person has all the wisdom;
Everyone has a different piece of wisdom;
Everyone has some wisdom.**

At different times during the year you will be asked to respond to different issues and policies that the Board is working on and it is hoped that all parents will take this opportunity to participate in the process. Membership of the School Board is taken from a cross section of our school community; Principal, Staff Representative, Priest and Parent Representatives.

Why have them? It is a Vatican 11 directive that we take more responsibility for decision making in Catholic Schools. It ensures a continuity of our school's mission and policies.

What are they? They are a structure for effective shared decision-making. They are a policy making team.

What do they do? The School Board co-operates with the School Staff in the living of the Mission Statement; specifically in the area of policy development.

Parents & Friends Association

The members of the P&F Association generally work tirelessly throughout the year in an effort to improve the social, environmental and financial standing of the school and it is important that their efforts are rewarded with support from the whole school community. P&F Meetings are held monthly. You will be notified of the exact time at a later date. The annual General Meeting is held early in the year at which election of office bearers takes place.

The aim of the P&F is four-fold:

1. Environmental
2. Educational
3. Social
4. Financial