

# St Anne's Catholic Primary School Sarina

(Established 1925)

*OFFERING A QUALITY CATHOLIC EDUCATION FOR STUDENTS PREP TO YEAR SIX*

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# Parent Handbook 2020

# A Message Of 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

# St Anne's Catholic Primary School School Mission Statement

(This is currently under review)

The mission of our school community is to live out the hope and compassion that Jesus taught us through the respect we show for each other. Enlivened by our happiness in being a significant part of the St Anne's family; and comfortable in the warm and welcoming atmosphere, our school community will encourage each person's unique contribution. These valued and appreciated contributions will hallmark the ethos of our school.

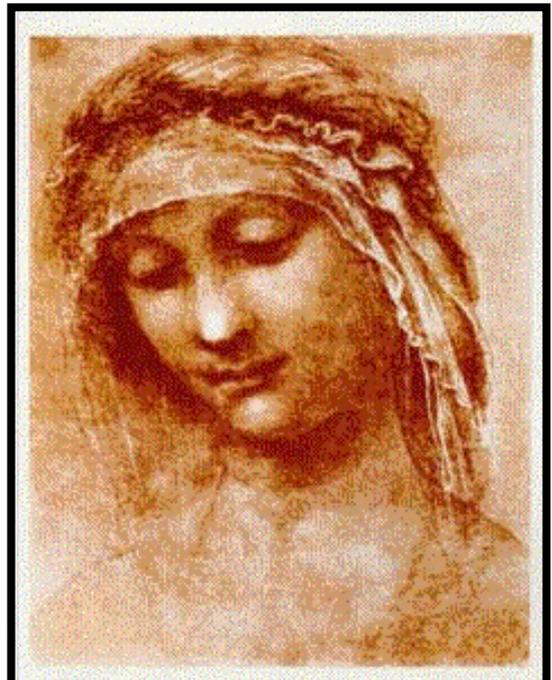
It will be in the truly caring relationships we share, in our gestures, our courtesies, approvals, encouragement and cooperation, that we will confirm each person as special and unique, made in the image of God and especially dignified through the saving death and resurrection of Jesus.

Inspired by the love of Jesus we bring hope in our community for a better world.

- ✠ We will offer compassion to those in need
- ✠ We will look to the wisdom of our Catholic Faith
- ✠ We will practise Christian values
- ✠ We will encourage each other to strive for personal best in all we do
- ✠ We will help each other to learn for life together.

## St Anne's 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*



# St Anne

## 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.*

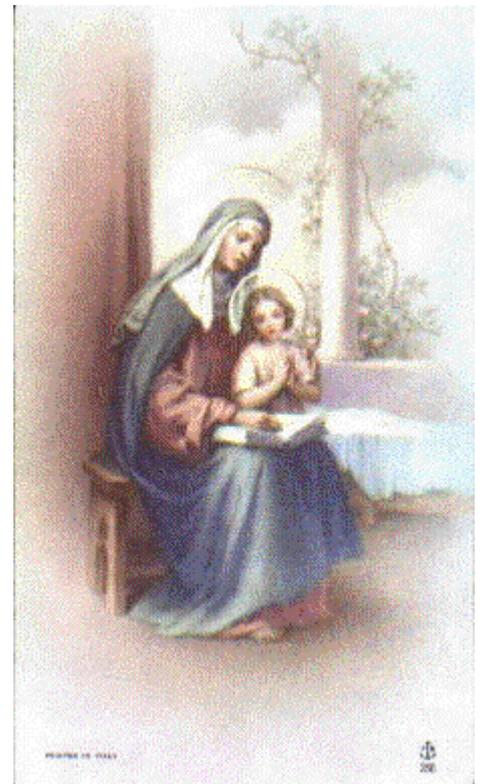
*The learning environment, in both individual classrooms and throughout the school, is underpinned by our lifelong guidelines and lifeskills.*

*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. Our three school rules are about respect.

### **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  
2020**

<b>LEADERSHIP TEAM</b>	
Principal	Mr John Ballinger-Oches
Assistant Principal – RE (APRE)	Mr Stuart Presley
Assistant Principal – Curriculum (APC)	Mrs Linda Holmes
<b>TEACHING TEAM</b>	
PREP V / WHS Advisor	Mrs Lisa Vernon
Year 1D	Mrs Julie Dunn
Year 1W	Mrs Elyse Walsh
Year 2H	Mrs Sue Holmes
Year 3/4E	Mrs Sylvia Eames
Year 4HC	Mrs Linda Holmes Mrs Shannon Campbell
Year 5PM	Mr Stuart Presley Mrs Melissa Morrison
Year 6FP	Mr Howard Frost Mrs Jenny Place
Physical Education	Mrs Jenny Place
Music (P-3)	Mrs Andrea Comin & Mrs Jenny Place
Visual Art (4-7)	Mrs Andrea Comin
Learning Support	Mrs Dawn Goodman
<b>SUPPORT STAFF</b>	
Admin Secretary	Mrs Kathy Grimmond
Finance Secretary	Mrs Helen Barnard
Library Coordinator	Mrs Karen Vella
Teacher Assistants	Mrs Sam Penola Mrs Sheri Douce Mrs Kelly Ozegovic Mrs Donna Brebner Mrs Deb Cameron Mrs Lisa Schulte Mrs Jessica Hazel Mrs Rosemary Rees Mrs Kristy Dickens Mrs Jennifer Taylor Ms Jo Mitchell
Technology Assistant	Mr Jerry Fitzgibbon
School Counsellor	Mrs Dee Trannore
Cleaner	CONTRACT CLEANERS
Grounds	Mr Scott Bisseker
Crossing Supervisor	Mr Scott Bisseker
<b>St Michael's Parish</b>	
Parish Priests	Rev Fr Don White
	Rev Fr Alex
	Rev Fr Sijo
Parish Administration	Mrs Helen Barnard

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/>  
Parish Centre       07 4956 1653

## Application for Enrolment

An application form must be completed in respect of every child for whom enrolment is sought. Before an application can be considered, the following conditions must be met:

- ✓ One Application for Enrolment form completed
- ✓ Application Fee of \$25.00 to be paid.
- ✓ Parents must arrange an interview with the Principal.
- ✓ Parents must be prepared to accept the conditions of enrolment (stated on the enrolment form) full in respect of each child.
- ✓ A copy of Birth and Baptismal certificates must be furnished.
- ✓ Enrolment does not automatically follow as a result of an application.

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

## 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, children 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.

### **WHEN YOU NEED TO SEE A TEACHER**

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.

Periodically your child will bring home samples of work. Please check this work carefully as it will provide an insight into your child's successes and difficulties.

## **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 Parent/Teacher 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.

Prep students have a designated fruit break where a piece of fruit from each child is cut up and shared. All other classes conduct a variation of a snack break where students can consume dry and quick to eat foods such as fruit, vegetables or crackers. Please ensure that you send an appropriate snack along, as it gives the children a much needed "brain break" and energy boost, to see them through until lunchtime.

It is essential that children 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 (avoiding chocolate coated items, items made on condensed milk)

#### **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 – it is preferred that these are **analogue** NOT **digital** as children often have trouble reading analogue times; these watches need to be without sounds and alarms please.
- **Chains** are allowed if a small religious medal is worn on it.
- **Rings** are a dangerous item in a school situation; we do not allow them to be worn.
- **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.

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

## **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**

The role of tuckshop coordinator is Mrs Nina Muller, however we rely heavily upon volunteers to keep the tuckshop operational. Therefore if you can give assistance in any way it would be greatly appreciated

### **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.

In keeping with the vision of the Second Vatican Council the Diocese articulates a vision of pastoral ministry. The *Vision Statement of the Diocese* emphasises the values, beliefs and quality of relationships which bring about the authentic living out of this Vision:

***"As a community of believers,  
we live out the call of Baptism through personal faith in Jesus,  
witnessing together to the Good News of the Kingdom."***

#### **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 *Mission* of the Diocesan Catholic Education Office is encapsulated in the following *Statement*.

***"As part of our search for 'Meaning for Life'  
all involved in Catholic Education and Faith Formation  
from birth to death,  
accept a call from God to serve the communities  
of the Diocese of Rockhampton."***

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.

### **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. The major 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 a Technology Award, 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 Awards & 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. Brothers and sisters would 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. House Teams are used for both Swimming and Track & Field Carnivals each year.

## 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 around fuels.**

**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 Seven Graduation...

### **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

## **Student Absence**

**All student absences must be accounted for.** Please advise the school of the reason for any absence of your child. A brief note to the child's teacher is all that is necessary and is endorsed school practise. For extended absences, please advise the principal through a phone call or note or interview.

## **Visiting Performances at School**

The school has approximately four performances each year. These are usually conducted in the undercover area or hall. The costs for these performances are ***not*** included in the general levy. Other performances from touring groups may also be conducted from time to time but with adequate notification to parents.

## 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.

**NO HAT - NO PLAY**  
**NO HAT - NO GO**

## School Times

8.35am	Morning Bell
8.40am - 10.40am	First Session
10.40am - 11.20am	First Lunch
11.20am - 1.20pm	Middle Session
1.20pm - 1.40pm	Second Lunch
1.40pm - 2.55pm	Afternoon Session
2.55pm	Dismissal Bell

## Supervision

No child should be at school prior to 8.20am as supervision is not available until that time. All students are to leave the school grounds upon dismissal. Those who are waiting to go home by car/bus must wait with the teacher in the designated area.

Students who **persist** in not obeying the 'going home immediately' rule may attract a disciplinary measure.

## Syringe Recovery Procedure

The staff and student body will be informed as to the procedure to follow when a syringe is found. Parental assistance re 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. Please ask the office for a copy of the **MANAGING HEAD LICE AT HOME PACKAGE**.

## **Developing Your Child's Gifts & Talents**

### **CLASSROOM STRATEGIES**

All Teachers' Programs strive to provide opportunities for each child to develop individual gifts and talents. Ways **IN WHICH WE AFFIRM**, and encourage children's gifts and talents include the following classroom strategies: cooperative planning (where Teachers share good ideas), open-ended projects (where children learn to become comfortable with the notion that there is no set correct way, or no one solution to a problem).

### **ACADEMIC COMPETITIONS**

The children receive coaching and encouragement to enter competitions that allow them to further develop their gifts and talents. Competitions we encourage children to participate in include: Australian Schools Competitions (ICAS) - Science, English, Maths (Years 3-7); Problem Solving Competitions and various other competitions offered to children throughout the year - Story Writing, Art, etc. Competitions are selected on a year-to-year basis, taking into account important school commitments and level of interest shown by students.

### **CHOIR AND PERFORMANCE**

The children are given every encouragement to use their dramatic and musical talents for the enjoyment of the whole school community and can choose to enter the annual Mackay Eisteddfod. Each year, depending on interest shown, our school enters a team in the Rock Pop Mime competition held in Mackay.

### **WHOLE SCHOOL ACTIVITIES**

There are occasions where the whole school recognises and is involved in nurturing each child's individual gifts and talents. Children are given public acknowledgement at our weekly assemblies when they receive encouragement awards for Student of the Week. These awards recognise that each of us has gifts and talents.

## **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 School Secretaries, 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 to be 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.

**FURTHER TO THE MATTER:**

All unused medication will be returned to the Parent/Guardian of the student **NOT** the student.

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, safety house, 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**

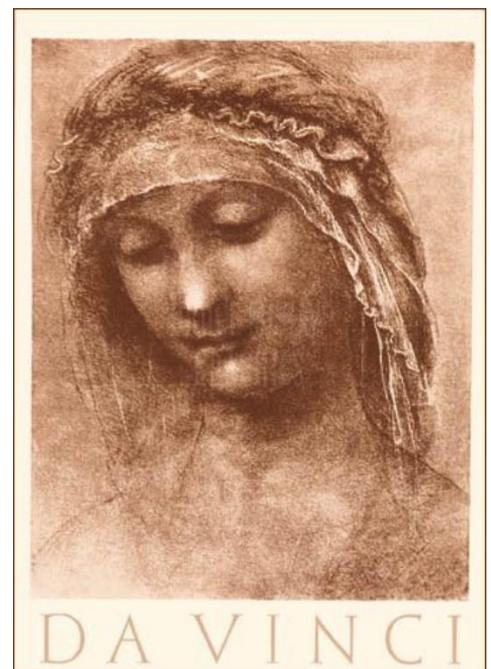
The members of the P&F Association generally work tirelessly throughout the year in an effort to improve the social, environmental and financial standing of the school and it is important that their efforts are rewarded with support from the whole school community. P&F Meetings are held monthly. You 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

## Guidelines for Parents

- ❖ Parents are to ensure the regular attendance of their children. Rolls are marked daily according to the State Department Regulations.
- ❖ As a general rule, students are not permitted to leave the school grounds once they have entered them. If for a very good reason, parents request that their children be permitted to come home for lunch, the request is to be made in writing, signed and dated by the parent, and addressed to the Principal. If a child leaves the school for any reason, the parent must sign their child out at the front office.
- ❖ Dental and medical appointments are to be made out of school time, unless travel is a mitigating factor. If this is not possible a note of explanation is required.
- ❖ The school takes no responsibility for students who enter the grounds prior to 8.20am or who remain behind after the last bus has departed.
- ❖ Parents wishing to take children away for an extended period **must inform the Principal** of their intention.
- ❖ Parents are asked to label all clothing and personal property clearly.
- ❖ Swimming lessons and sporting activities are part of the school curriculum; therefore a written explanation from parents is required to absent a child from these lessons.
- ❖ It is vital that the Principal is informed of any changes of details that would need to be noted on our records eg telephone number, address, medical history etc.

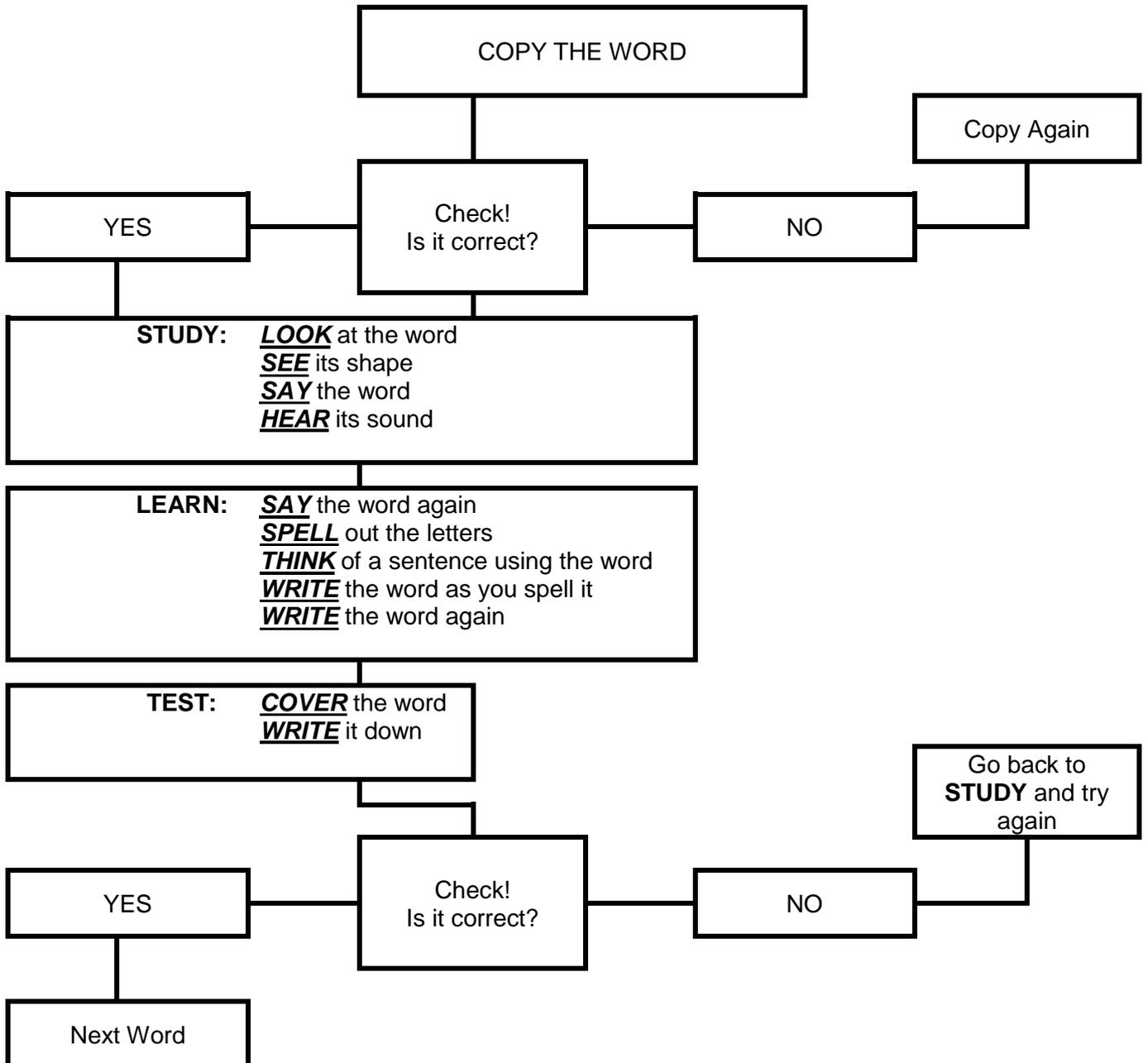


# Spelling

## Helping You to Help Your Child

Here is a simple method that may assist parents in helping their child in spelling difficult words.

### Learn How To Spell a Word



A good speller should have a spelling conscience ie a hatred of spelling works incorrectly at any time. As spelling is mainly visual, nothing is gained by spelling a word over and over if the eyes are not on the word.

# Helping Your Child In Reading

## For Correct Reading

1. Give praise when a sentence is read correctly.
2. Give praise when your child self-corrects after a mistake
3. Give praise when your child gets a word correct after you have prompted.

## For Problem Reading

4. Wait to give your child a chance to solve the problem

### If the mistake does not make sense...

5. Prompt with clues About the meaning of the story e.g. ask a Question

### If the mistake does make sense...

6. Prompt with clues about the way the word looks e.g. ask about one part that is wrong.

### If the child says nothing...

7. Ask your child to read on to the end of the sentence, or ask your child to go back to the beginning of the sentence again.

### If the word is not correct after two prompts...

8. You say: *"The word is..."*