

ST AGNES SCHOOL



PARENT HANDBOOK 2018

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Welcome to St Agnes Community.



We strive to develop in partnership with parents a community of learners who gather each day in the shadow of Kaggur Mabbul (Mt Gravatt) and seek to create the environment in which all children may grow as deep learners. We do this within the Catholic tradition. The St Agnes Way becomes a touchstone for our daily practices.

In 2015 we developed from “The Mudpit to the Mountain Top” as a metaphor for learning. It is based on a growth mindset, that all of us given time and the right support can continue to grow in our learning, and the metaphor was inspired by “Mini Mudder” which students participated in the last year. It was an event that stretched us and gave us a tangible experience of a growth mindset.

We acknowledge the traditional owners of the land on which we gather. For thousands of years they gathered here for celebrations, rituals, song, story and learning. May their spirit continue to guide us.

May God bless this community.

Bernadette Judd

Principal

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St Agnes School Vision Statement



In the light of the Gospel,

"To Let Your Light Shine"

through:

Life long teaching and learning

Life enriching relationships, and a

Life giving spirituality.

The St Agnes Way



Awareness

Respect

Active Learning

Acting Safely

Co-operation

Let Your Light Shine

ST AGNES WAY REFLECTION



Awareness emerges from that special human quality of deep reflection, that reflection that explores the meaning and purpose of our life. Awareness heightens our relationship with our habitat, each other and our God. In the Christian context awareness cultivates that relationship with God and particularly Jesus and our response to that relationship as we live our daily lives in community. Awareness cultivates responsibility and compassion. Awareness can be nurtured through moments of silence, reflection, prayer, meditation and contemplation.



Respect is a way of honouring the dignity of each person. This dignity of each person is a recognition of the 'Imago Dei' i.e., that each person is created in the image of God. Because we believe in the dignity of each person we seek ways in which respect is demonstrated in all our relationships. How do we honour the dignity of each other, our own dignity, of those in our care, of those we teach?



Cooperation reflects the Christian belief in communion. As Christians we are called to be in communion with each other. At a deeper level 'communio' is our connection with all who have gone before us and the cosmos in which we live. We are all born of stardust and the energy of our current thought is the very energy of the first moment of creation, a shared energy. Therefore cooperation is one aspect of developing that communion. Cooperation is one way of nurturing our responsibility of living in community. Cooperation may take different forms depending on the age and context of the classroom. It is important that children learn the range of skills that are involved in cooperation.



Acting Safely is an expression of our respect for ourselves and each other and the shared responsibility for the wellbeing of each other both physically and emotionally. It is living out our wholeheartedness. 'We are our brother's (sic) keeper". Safety begins and ends with a state of mind, being aware of each other's' safety through the physical space we create and the emotional space we create and the 'heart space' we create.



Active /Visible Learning

Learning and the power of reasoning to develop knowledge is fundamental to a Catholic understanding of being human. Learning leads to knowledge. Knowledge with reflection on practice leads to wisdom. Active visible learning is an attitude and approach where every child is a visible learner. Every child is aware of their learning journey and is supported in determining their goals, knows and understands the learning intentions, and knows what steps to take to reach their goals in order to celebrate the challenge, the risk and success of the learning journey.

St Agnes School Mission Statement

At St Agnes School our mission is to nurture and inspire our children with a quality education, based on Catholic beliefs and traditions, within a positive community.

Our mission is supported by the following values, which should be visible in our caring community:

Our Values

- Shared responsibility
- Encouragement
- Co-operation
- Mutual respect

Our Charter

The following behaviours reflect our values and will help us to achieve our mission:

As a parent I should:

- Accept my responsibilities as primary educator of my child.
- Support the Catholic ethos of the school through my words and actions.
- Prepare, encourage and guide my child during his/her school years.
- Willingly participate as an active member of the school community.
- Communicate positively and constructively within the school community.

As a member of staff I should:

- Support the Catholic ethos of the school through my words and actions
- Effectively plan, prepare and implement curriculum to meet the needs of children.
- Strive for excellence in my teaching practice.
- Work in a cooperative manner with other members of the community.
- Communicate positively and constructively within the school community.

Children contribute to the achievement of our mission by:

- Accepting responsibilities.
- Showing kindness in actions and words.
- Being enthusiastic and encouraging in work and play.
- Respecting the rights and belongings of other people.
- Taking pride in everything they do.



St Agnes School Symbols

St Agnes School is a Catholic, parish-based, primary school; established by the Sisters of St Joseph in 1962. We belong to a community of schools, which operates under the umbrella of Brisbane Catholic Education.

Within our crest, these symbols show who we are and what we stand for in the community of Mt Gravatt.

The star is a guiding light for us, as it was for kings and shepherds in ancient times.



The Southern Cross appears on our Australian flag. We are proud to be a part of this great nation.

The candle, which is the symbol of Jesus, and the Greek letters alpha and omega, remind us that Jesus is our guiding light for all time. He is both our source and our goal.

'Chi Rho' – the first two letters of the name 'Christ' in Greek.

ST. AGNES SCHOOL PRAYER

**Loving God,
we gather at the foot of Kaggur Mabul
and praise You
for the wonders of Your creation.
We come as learners thanking you
for Your love and hope for us.**

**With our St. Agnes Community,
we thank You for Jesus, our Way,
who calls us to truth and compassion
- to respect each person each day.**

**Holy Spirit guide us to wisdom and courage
in every choice we make.**

**In your Light,
may our light shine
in our learning, faith and goodness.**

Mary, the mother of Jesus, pray for us.

St. Joseph, pray for us.

St. Agnes, pray for us.

Saint Mary MacKillop of the Cross, pray for us.

Fr Rosenskjar, pray for us

Staff Team 2018

PRINCIPAL

Mrs Bernadette Judd

APRE (Assistant to the Principal-Religious Ed. & Deputy Principal)

Mr Liam Beatty

SUPPORT TEACHER- INCLUSIVE EDUCATION

Mrs Tania Avling

PRIMARY LEARNING LEADER

Mrs Rachelle French

TEACHER LIBRARIAN

Mrs Rochelle Rimmer

CLASSROOM TEACHERS

Prep Blue

Prep Red

Prep Gold

1 Blue

1 Red

2 Blue

2 Red

3 Blue

3 Red

4 Blue

4 Red

5 Blue

6 Blue

Ms Esther Bond

Mrs Terri Lucas

Mrs Judy Scott/ Mrs Donna Lechte

Mrs Shannon Gallagher/Mrs Ros Bono

Ms Katie Noonan

Mrs Erica Hughes

Mrs Karen Wilkinson/Mrs Chris Chesmar

Mrs Jamie Dore

Mrs Lesley van Trier

Mrs Marion Hawthorne

Mr Michael Morley

Mrs Rennaye Klein

Mr Lawrie Knott

SPECIALIST TEACHERS

Art

Language Other Than English (LOTE)-Mandarin

Music

Sport

Mrs Maria Barry

Mrs Desiree McInnes

Mrs Rosemary Zorzetto

Mr Patrick Crilly

SCHOOL SUPPORT STAFF

Secretary/Finance

Secretary/Fees/Newsletter/Parent Portal/Library Aide

School Secretary/Enrolments

School Secretary

School Officers

Mrs Lee Rynne

Mrs Colleen Fell

Mrs Karen Matthews

Mrs Sarah Jones

Mrs Vanessa Thompson

Mrs Kerri Anderson

Mrs Janet Athousis

Mrs Jo Bowden

Mrs Meghan Beacham

Mrs Patricia Parr

Mrs Maria White

Mrs Zsoka Gallagher

Mrs Merissa Ryan

Mrs Denise Soden

Mrs Maria Seeto

Mrs Megan Shirley

Mrs Katrina Manahan

Library/Technology Aide

Building & Grounds Maintenance

Cleaning

Tuckshop Convenor

Mrs Irene Lawrence

Mr Stiven Kuss

Mr Tad Sarna

Mrs Julie Kluck

EDUCATIONAL EQUITY SUPPORT ADVISORS

Guidance Officer

Mrs Angela Bromfield

EAL- ENGLISH as an ADDITIONAL LANGUAGE

Ms Guida Cabrita

Private Tutors

Instrumental/Strings

Piano

Tennis

Miss Ara Williamson

Mrs Yolanda Apelt

Mrs Gina Fogarty

0430 003 184

3343 4625

0408 912 289

Term Dates – 2018

Term 1	Tuesday, 23 January	-	Thurs, 29 March
Term 2	Tuesday, 17 April	-	Friday, 29 June
Term 3	Monday, 16 July	-	Friday, 21 September
Term 4	Tuesday, 8 October	-	Friday, 7 December

Term Dates – 2019

Term 1	Wednesday, 30 January	-	Friday, 5 April
Term 2	Tuesday, 23 April	-	Friday, 28 June
Term 3	Monday, 15 July	-	Friday, 20 September
Term 4	Monday, 8 October	-	Friday, 6 December

School Board Members - 2018

CHAIR	
SECRETARY	Mrs Rachael Dunstan
PRINCIPAL	Mrs Bernadette Judd
STAFF MEMBER	Mr Liam Beatty
PARENT MEMBERS	Mrs Angela Cundy Mr Malcom Cole
PARISH	Mr Paul Gallagher

Parents and Friends Executive – 2018

PRESIDENT	Mr Steve Harris
VICE PRESIDENT	Mr Johnny Nohr
SECRETARY	Mr Andrew Lankowski
TREASURER	Mrs Olivia Keegan

Other:

TUCKSHOP CONVENOR	Mrs Julie Kluck
UNIFORM SHOP CONVENOR	Mrs Nelle Griffin

Enrolment Policy

Our mission, at St Agnes School, is to nurture and inspire our students with a quality education, based on Catholic beliefs and traditions, within a positive community. This mission determines our priorities for accepting enrolments.

Where vacancies exist, enrolment preference will be given to the children of:

1. Families who already belong to the school community.
2. Catholic families who belong to the parish community.
3. Other Catholic families.
4. Other families who value the Catholic ethos of our school.

Enrolment Policy - Guidelines and Implementation

1. Availability of a Vacancy

- 1.1 The principal will determine the availability of a vacancy.

2. Enrolment Age

- 2.1 A child is eligible to commence preparatory year provided he/she is five years of age by 30 June of the year enrolled in Prep.
- 2.2 A child's birth certificate and baptismal certificate must be presented at the time of enrolment.

3. Enrolment Applications

- 3.0 It may be necessary to use the date of application to assess applications of equal merit.
- 3.1 The signing of a Confirmation of Enrolment form indicates the intention of parents to support school policies and policy guidelines.

4. Children with Special Needs

- 4.1 Enrolment of children with special needs will be as per guidelines established by Brisbane Catholic Education. These will be outlined to parents at the first interview.

1. Application Fee

- 5.1 An acceptance fee of \$200 is to be paid at the time of Enrolment Confirmation. This fee reserves an enrolment for the start of the year and also covers the costs associated with processing the application. \$100 of the Enrolment Fee will be credited to the first term of school fees for the family.

School Fees Policy

St Agnes School aims to provide a quality education to all students. For this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their student.

Fees and Levies collected at St Agnes are used for the following purposes, which are aligned to the Vision and Mission of St Agnes.

- Provide Teaching, Administrative, Classroom Support and Facilities Staff
- Provide essential resources, materials, facilities and equipment
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements and support of the

St Agnes School building debt

GUIDELINES

Issuing of Accounts

School fees and levies are charged on a term basis during the first week of the term in accordance with the St Agnes Fees and Charges listing (available on our website <http://www.stagnes.qld.edu.au>) and comprise the following charges:

* Tuition Fee and Capital Levy * Resource/ICT Levy * Voluntary Library Fund

* Camps and any other charges applicable to a student activity not covered in the above charges

* A due date is listed on the account and parents are required to make payment by the due date unless a special arrangement has been made with the Principal.

* A Reminder Notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place.

Methods of Payment

- Direct Debit – ADF • BPay • EFTPOS – Debit and Credit cards at the Office • Credit Card deductions
- Credit and Debit Card (Visa or Mastercard) via telephone contact with the School Office
- Cash/Cheque at the Office

Concessional Fees

In cases of financial hardship, a family may apply to the School for a concession. Concessions applications are accepted at the commencement of each year, or when the hardship within the

family occurs. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.

A compassionate and just approach under the mission and values of St Agnes School and Brisbane Catholic Education are used when reviewing applications. The application process uses the Henderson Poverty Line when assessing eligibility for concessions. The process takes into consideration all income including wages, Centrelink payments etc as well as housing costs eg. rent, minimum mortgage repayments. Application forms for concessions are available at the School Office.

Payment Difficulties

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the Principal as soon as possible, preferably before the due date. The School may be able to offer some assistance such as of extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the Principal will consider granting a fee concession.

Overdue Accounts

Every effort will be made by the School to contact any family with an overdue account and to negotiate a payment plan that is in line with the family's current financial position. This may include contact via email, telephone or letter.

Should a family fail to respond to these contacts and fail to negotiate a payment schedule which addresses the school fee account, the family may be referred to a registered debt collection agency which will work with the family to address the debt. Any family on a negotiated payment plan which is broken without consultation with the Principal will also be referred directly to the debt collection agency.

New Students Entering the School

New students entering the school after the commencement of a term may be charged on a pro-rata basis for remaining weeks of a term at the Principal's discretion. The invoice must be paid by the last week of the term.

Students Leaving the School

* Students exiting the school after the commencement of a term may be charged on a pro-rata basis for the number of weeks attended during that term at the Principal's discretion.

* Exited families must settle any outstanding fees within four weeks of exiting the School unless a payment arrangement has been negotiated and approved by the Principal. Any family failing to settle the account or to negotiate a payment plan may be referred to a debt collection agency for immediate recovery action.

* Should an exited family default on a repayment arrangement, the account may be referred immediately to a debt collection agency for recovery action.

Library Fund

This is a voluntary levy and as such attracts a tax deduction. All funds received are spent in providing resources within the library. The recommended contribution is \$110 per year per family. This will appear as a separate item \$27.50 on your term's fees. The contribution of families to this fund allows the continued well resourcing of the library.

Parish Contribution

St Agnes School is part of the Holland Park Mt Gravatt Parish and so by enrolling your child in St Agnes you become part of the parish through your involvement in the school. Our church is a community of disciples and we live out our mission as disciples through providing education, pastoral care, the sacramental program, outreach to others and the Sacramental life of the parish. You may be involved during the years in all of these, or some of these. Those of us who are members of the school and parish community are inheriting the legacy of those who have gone before us. By sending your child to St Agnes you are the beneficiary of this legacy. Ensuring that we continue to have a Catholic presence in Holland Park Mt Gravatt is our shared responsibility. If this is of value to you, and you have said it is by enrolling your child at St Agnes I invite you to consider to express this by giving a financial contribution to the parish. Some of you may already contribute through the Parish Planned Giving Program. I encourage families who are not part of that program to make a regular contribution eg \$10 term or what you can afford. These funds will help us to continue our mission as a community of disciples within Holland Park Mt Gravatt. Of course a far more important contribution is your active involvement in the worshipping community. You are most welcome to join us in our weekly celebrations.

Payment of Fees and Levies

Statement of fees and levies are sent home each term via email. There are numerous ways in which fees can be paid. Please make arrangements with the fees secretary for payment by credit, debit or direct debit.

Fund Raising by the Parents and Friends Association

School fees alone are insufficient for the adequate resourcing of our school. Therefore, parents are requested to make a commitment to the school by assisting with tuckshop, working bees, uniform shop, etc. The school relies upon the efforts of the Parents and Friends Association to raise the additional funds necessary to ensure that it operates efficiently and continues to offer a high standard of education. Parents are encouraged to do what they can to help the P & F achieve its fundraising goals. Commonwealth and State Funding to Catholic Schools is equivalent to approximately 80% of the cost of educating a child in a government school. We rely on school fees, levies and fundraising to make up the difference.

Administrative Matters

Absence from School

Parents are requested to notify the school by 9:00a.m. If your child is away and the school has not already been informed. Please phone the school number 3349 5130 and press option 1.

Pupils' absences are recorded twice daily. Children who arrive after 8:40 a.m. must be signed in at the office by a parent or carer prior to continuing to class. A late slip is generated at the school office for the student in order to accurately record school attendances.

Parents/Carers must accompany a student to the school office if the student is late or coming back from an appointment when returning to school.

In the case of an extended absence, parents should advise the school in writing of your child's anticipated date of return to school.

Children who are leaving school early must be signed out by a parent or carer at the school office.

If your child is to be absent from school for more than ten days then parents have to apply for an exemption from formal schooling. This application form is available from the office.

Accidents & Illness

Should your child suffer from an accident or a sudden illness at school, office staff members will attempt to contact you by phone. If you cannot be contacted and /or if the injury is serious, an ambulance will be called.

Parents should advise the school of any changes to contact telephone numbers so that our records are up-to-date and contact can be made in an emergency.

All children have Ambulance cover.

For the well-being of your child and other children, **please do not send your child to school whilst sick**. Please inform the office if your child has a childhood disease. **If a child has vomited or had diarrhoea, then the child must be excluded from school for at least 24 hours after the last time the incident has occurred. Please check website for Exclusion-Time Out notice for illness and attached.**

Assembly

All are welcome to attend assembly on Friday morning at 8.40pm in the school hall. Assembly timetable advising on the class presenting is published in the school newsletter.

Awards

Awards and certificates are presented at assemblies held on Friday morning. These awards reflect the St Agnes Way. The school has a special award entitled the *"Let Your Light Shine"* award. This award is presented on just a few occasions during the year to children who have been nominated by staff members. Children who demonstrate the essence of the St Agnes Way are nominated for this award.

Banking

Children have the opportunity to bank with the Commonwealth Savings Bank, through the school, each Wednesday. Information on banking is available from the school office or our banking coordinator Mrs Terese Daniel.

Book & Stationery Lists

Lists outlining the book and stationery requirements for each year level are available in Term 4. Parents may either locate and purchase these items independently or purchase the items online through our backpack distributor, OfficeMax packs are home-delivered, payment is direct to the supplier.

Class Configuration Policy

Policy for determination of class configurations and individual student class allocations.

Rationale: The Principal of St Agnes is responsible for the final determination of class configurations and the allocation of each individual student to a specific class on an annual basis. These class configurations or learning groups as they are known now are determined by considering the complex connections between factors such as the identified needs of our students, future expected enrolments, planned staffing levels, staffing allocations to the school and industrial rights of employees and budget constraints.

Guiding Principles: The following principles serve to inform the principal, parents, teachers and students in the determining of class configurations and individual student class allocations.

1.1 St Agnes strives to offer children developmentally appropriate and inclusive learning experiences set within the context of the Gospel vision and Catholic beliefs and traditions.

1.2 The Principal in consultation with the St Agnes School Pastoral Board and Brisbane Catholic Education will determine the total number of classes the school will administer in any one year.

1.3 The Principal is responsible for the allocation of teachers to a specific class level on an annual basis. During their time at St Agnes students may have the same teacher more than once and may experience classes that have teachers working within a job share arrangement. This is an acknowledged right of teachers under their employment agreement with BCEC and is fully supported by St Agnes.

1.4 At some time during their time at St Agnes students may be allocated to a multi-level class configuration, Eg 5/6. This will be the combined level and will be determined each year according to the numbers of students, the staffing schedule and curriculum considerations.

1.5 St Agnes will strive for "balance" in the composition of each class (learning groups) taking into account, gender, cultural diversity, ages and abilities of children (social, emotional and cognitive), inclusivity, learning styles within class groups, students past learning experiences and peer relationships.

1.6 The Principal will consult with teachers in determining individual student class allocations taking into account all known academic and other issues known by the staff at the time of allocation. The Principal makes the final determination.

1.7 **It is outside of these policy guidelines for parents to make specific requests for teachers or particular classes for their child.** However, if parents believe there is specific information relating to their child's learning that the school is unaware of; they may write and inform the Principal of these factors to assist the Principal in the determination of the

student's class allocation. Requests to the Principal from parents for a specific teacher and /or class allocation (e.g. not job share or multi-level class) will not be considered.

Procedures:

- 2.1 Beginning in Term 3 of each year the Principal will commence the process of considering the following year's class configurations. These considerations will take into consideration projected total number of students, number of students by class level and will be endorsed by the St Agnes School Pastoral Board.
- 2.2 Principal will seek from parents an indication if their children will not be attending the school the following year. (Parents are encouraged to advise the Principal as early as possible in this regard as St Agnes acknowledges the rights of parents in determining their children's future schooling options.)
- 2.3 In Term 4 children are grouped according to the principles outlined above.
- 2.4 Placement of children with special needs will be considered during Term 4 wrap around meetings with teachers and parents.
- 2.5 Draft class configurations are developed by early November.
- 2.6 Principal considers any additional specific information related to learning requirements provided by parents.
- 2.7 Principal consults relevant teachers, learning support teachers regarding any further changes.
- 2.8 Principal places any new students commencing in years 1-7, into class groups
- 2.9 Students are informed of their class and teacher in final week of Term 4.

Exemption from school

If for some reason (e.g. extended travelling) your child will be absent from school for more than 10 days then you are required to complete an exemption from school form available from the office.

Dental Clinic

Parents have the option to send their children to the Holland Park Dental Clinic. Dental treatment is free of charge. Application forms for this service are available through the school office. The Queensland State Government provides the funds required for this service.

Health

Information regarding your child's health, which is provided at the time of enrolment, should be kept up-to-date. It is important that we are advised of any changes in your child's health or medical treatment. Some children will require a medical action plan for school. Please notify the school immediately if your child is diagnosed with a contagious illness. See Appendix.

Late Arrivals/Early Departures

Children who arrive late for school must be signed in at the office, by parent/carer. Children who are leaving early must be signed out by a parent/guardian at the office.

Lost Property

Lost Property is currently being kept in a rollaway tub located outside Block E. **PLEASE ENSURE THAT ALL CLOTHING AND SCHOOL ITEMS ARE NAMED.**

Medication at School

The school will not administer medication to children without:

1. written instructions specifying:
 - (i) the name of the medication
 - (ii) the dosage
 - (iii) the times the medication should be administered
 - (iv) the method of administration of the medication, **as prescribed by a doctor or other legally qualified medical practitioner.**
2. and a signed request for the school to administer the medication provided to the school office, by the parent. **(Forms available at the school office or on the Parent Portal. Please keep one on file at home.)**

3. **Staff are not able to administer non-prescribed medication e.g. analgesics or headache tablets, without a medication form.**

Office Hours

Office hours are from 8:15 a.m. – 3:30 p.m. weekdays.

Parent/School Communication

The principal and teachers are available to meet with parents to discuss your child's progress at school and/or other school related matters. If you would like to discuss a classroom issue, please see the child's teacher in the first instance. To do this, please make an appointment, through the office, to ensure that the teacher is free of other commitments. If you would like to discuss a more general school matter, please make an appointment to see the principal. Teachers have commitments on most afternoons. Wednesday afternoons are designated for staff meetings and teachers will not be available for appointments.

School Newsletter/ Parent Portal/ BCE Connect APP

Each Tuesday, a Newsletter is published on the Parent Portal and sent by email. The newsletter is a very important means of communication between school and home. Parents are encouraged to read the newsletter in order to be kept informed of school activities, events and policies. Hard copies are only sent home to those with a special request. The Parent Portal is another form of communications parents can access. It can only be used by current parents and has all kinds of information accessible eg. Tuckshop menus, uniform shop order forms, school calendar and general The BCE Connect APP is another tool used to communicate any notifications urgently needed to be sent out.

School Photos

Class, individual and family photos are taken each year, at school. Parents who wish to purchase -school photos are asked to pay on the day the photos are taken. The money is given direct to the photographers.

St Agnes Pastoral Board

The board consists of staff representatives, parents, and parish representative. The board meets monthly and acts as a consultative group to the principal. The board supports the principal in overseeing the Strategic Renewal Goals of the school.

Supervision before and after school

Supervision of children in the undercover area is scheduled to commence at **8.15 a.m.** each morning. **Please do not leave your child at school prior to 8.15am without supervision.**

Children who arrive before 8:15 am are expected to be enrolled in Before School Care. Children are to sit in the covered area until school begins at 8.35a.m. The first bell rings at **8.35a.m.** for morning messages.

Parents/carers arriving to collect children in the afternoon are asked to assemble at the Logan Road end (adjacent to Church) of the covered area. Please do not gather outside of the classrooms or Penola

Further supervision is provided in the undercover area during drop off and pick up times. Please read the Drop off / Pick up instructions included in this Handbook. It is critical that all parents/carers are familiar with these traffic regulations. Separate instructions for Prep children have been given to parents.

All children must remain with their teacher until 3.05p.m. chimes. Children who remain at school after 3:30 p.m. and are registered with Outside School Hours Care will be sent to After School Care. The usual Outside School Hours Care fee will apply in this instance. Other children not collected by 3.30pm will remain at the office and parents will be contacted. **Please read Traffic Regulations at the end of this Handbook.**

Timetable

Timetable for Prep.

Hours: 8.35a.m – 3.00p.m. (Term 1)

(Please note Prep students will be dismissed 5 minutes before the rest of the school to enable parents to collect children in Prep and proceed to covered area to collect any other children.) **Term One ONLY.** Prep will follow the schedule for the rest of the school after Term 1.

Timetable for Years 1-6

8:30 a.m.	8:40 a.m.	Gathering Bell/ Morning Messages (Please note first bell is 8.30 am)
8:45 a.m. -	9:45 a.m.	Session 1
9:45 a.m. -	10:45 a.m.	Session 2

10:45 a.m.-	11:15 a.m.	1 st Break
11:15 a.m.-	12:15 p.m.	Session 3
12:15 p.m. -	1:15 p.m.	Session 4
1:15 p.m. -	1:55 p.m.	2 nd Break
1.55 p.m.	2.55 p.m.	Session 5
3:00 p.m.	End of Day	

Traffic and Parking

Vehicles are not permitted in the staff parking area between the hours of 8:00 a.m. and 4:00 p.m., without the principal's permission. Parents delivering or collecting children should use the drop-off/pick-up area, which can be accessed via Tudor Street. During school time, short term parking is available on Tudor Street and longer term parking is available in front of the church via Logan Road. Parents/carers need to sign children in or out at the office if they are being delivered or collected within school hours. Gates will be closed between 9.00am and 2.55pm.

Parking within the drive through area and behind the hall is reserved for staff. Only staff are permitted to drive past the Church carpark.

Tuckshop

The purpose of tuckshop is to provide children with an opportunity to purchase nutritious food. Children are encouraged to use this facility. The school tuckshop is open on Monday and Thursdays only. The tuckshop convenor welcomes the assistance of parent helpers. A tuckshop price list is available on the Parent Portal. **Tuckshop does not operate on the first Monday and the last Thursday of each term.** We have an on-line ordering system and tuckshop procedures are given at the beginning of each year. Tuckshop is only ordered online. No child is to buy tuckshop items for other children.

Visitors and Helpers to the School

When visiting the school during school hours, please register your arrival and departure by signing in/out, at the office. When you sign-in, you will be given a badge to wear, e.g. visitor, volunteer, support-a-reader, etc. These procedures assist with school safety and security. Due to a legislative requirement, it is now mandatory that **all volunteers** (including parents of St Agnes students) undergo student protection training. Brisbane Catholic Education has developed a training package to help facilitate this process. All Volunteers must have read and signed the Volunteer's Package, available on the website and office. All volunteers other than parents must have a current blue card.

Curriculum

Activities/Excursions

Class activities/excursions are a means of highlighting school studies and stimulating interest in classroom work. All children are expected to participate in scheduled activities/excursions. An Activities/Excursions Permission form, signed by parents, is required at the start of the year. Parents are advised of scheduled activities through notices that are sent home by the class teacher and/or through the school newsletter. This permission form includes such activities as Sport and Swimming. The costs of such activities are usually covered by the levies.

Assessment & Reporting

As part of our vision for learning, we are committed to keeping parents informed of their child's development. St Agnes has a number of processes and procedures in place to help inform parents and to keep communication open and fruitful. In reporting to parents we are required to adhere to Federal and State Government as well as Catholic Education authority requirements. The following are the many ways through which we continue to inform parents.

Parent-Teacher Meetings

- Parent Information Evenings. These are held in Term 1 and are generally an opportunity to meet your child's teacher, gain an overview of the curriculum for the year, expectations and organizational matters for particular classes.
- Three-Way Conferences are held during Term 1. This is a conference involving your child, parents and teacher. The purpose of these conferences is to discuss, in detail, a child's progress and most importantly, set future goals for the year. These conferences are the most valuable reporting process for the year.
- Further interviews may be requested and arranged at a time convenient to both parties during the year either by parents or teachers.
- Wraparound Meetings. Should a student require more support than the general class curriculum, planning meetings are organized by the Learning Support Teacher- Inclusive Education. Such meetings usually involve parents, teachers, learning support teacher and at times Guidance, Special Education consultant and/or other professionals).

- Ongoing communication is informal, Daily Communication Books (Individual teachers utilize various means to communicate regularly with parents. This may be through diaries, class newsletters, individual communication books or electronically via email)

Written Reports

During the school year there are opportunities to issue written reports:

- Summative Reports are issued at the end of each Semester, June and December. Schools are required to report on a child's achievement against the Australian Curriculum Standards using a 5 point grading system (Years 1-6) as required by Commonwealth Government. A more detailed explanation of these reports is included when the report is issued.
- Student as a Learner, is issued each semester.
- Wraparound Reports for children requiring an individual learning/behaviour plan. These are developed in consultation with parents.
- Conference Sheets are a written record from three way conferences where future goals recorded.
- Individual Reports (At times other professionals, e.g. medical, may require reports on particular children. These are developed in consultation with parents).

Celebrations of Learning

A significant part of the St Agnes learning culture is our celebrations of learning. Children share their learning with parents and carers, school community or wider community, allowing for opportunity to appreciate the context and scope of children's learning experiences. While not exhaustive, the following are examples of such celebrations from previous years:

- Year level open days
- Whole School Open Day during Term 1
- Classes often have a celebration of their learning at the completion of a unit of work
- Displays of work
- Assemblies- Friday assemblies are a celebration of learning
- Liturgies
- Choral Festival
- Debating and Public Speaking
- Swimming/Athletics/Cross Country Carnivals
- Musical
- Robo Cup
- Yr 6 Leadership Day
- Rite of Passage
- Newsletter-Classes often include reports or summaries of their activities.

Curriculum

Learning and Teaching at St Agnes is informed by the Australian Curriculum and Brisbane Catholic Education Religion Education Curriculum.

Our *beliefs* of teaching and learning in respect to learners, learning and learning communities are aligned with the Brisbane Catholic Education's Learning Framework and the Australian Curriculum. Our goal is to empower learners of all ages to shape and enrich our changing world, by living the Gospel of Jesus.

Our Religious Education Program is based on Brisbane Catholic Education syllabus.

General

St Agnes has in place a number of other processes by which we keep parents informed of the curriculum and learning activities, including:

- Website (pmtgravatt@bne.catholic.edu.au)
- Parent Portal
- Class Newsletter (classes generate their own newsletters at intervals to keep parents informed)
- Diary if appropriate
- Homework sheet
- Class noticeboard

Homework

Homework is assigned because:

- (a) the development of a regular home study habit assists children with their learning.

- (b) homework provides parents with an opportunity to become directly involved in the formal education of their child.

Parents are asked to check that homework is completed neatly. If homework is not completed for a valid reason, then a note explaining the circumstances should be sent to the teacher.

Homework Grid

The Homework Grid tries to acknowledge and develop the partnership between home and school. St Agnes recognizes families' busy lives and the myriad of activities and commitments children and families have beyond school. Hence the Homework Grid is an attempt to honour the diversity of family activities and recognize how many of these are aspects of life-long learning e.g. family responsibilities, cultural activities and sporting commitments. Each class will develop their own Grid and give an explanation to parents. Included in this handbook is an example (see the end of the handbook). For upper primary, it is important they begin to learn sound working habits in preparation for secondary schooling.

Individual Differences

Staff value and appreciate the uniqueness and individuality of each student and endeavour to provide opportunities so that each child experiences success at school. We endeavour to provide an environment that allows students to advance at their own pace. Support is provided to those children who require extra help, or who need extra challenges. If you have concerns, please address it with your child's teacher in the first instance.

Private Lessons Held During School Hours Policy

Core curriculum subjects take precedence over private lessons held during school hours. Therefore, parents who would like to enrol a child in private lessons held during school hours should first speak to their child's class teacher. Following careful consideration of their child's educational interests, parents will then be able to make an informed decision about the proposed enrolment.

Instrumental Program

Children in Years 4-6 are eligible to enroll in our instrumental program which is conducted by external providers with parents entering into a contract with them. The cost is borne by parents. Lessons are given in woodwind, brass, percussion, string instruments, guitar and keyboard. The cost of this program is available on application. A student's weekly commitment is to a thirty-minute lesson during school hours and a one-hour band practice outside school hours. Children must supply their own instruments. Children who can play appropriate instruments but who do not learn through the school are welcome to be involved in the school band.

Languages other than English

Children in Years 2 -6 attend weekly lessons in Chinese (Mandarin). This program aims to develop each child's ability to communicate in Mandarin, as well as an appreciation and respect for Chinese culture. The focus of LOTE is cultural literacy through language.

Library/Resource Centre

The Fr John Rosenskjar Resource Centre, named after the first Parish Priest of St Agnes, provides materials to meet the learning needs of our students. Our library provides children with opportunities to develop the ability to co-operate with others by working in an area where reading, listening, viewing and studying can be shared with other children. Through literature children can acquire a love of reading, which will enrich, enlarge and extend their world, stir their imaginations and help them to better understand themselves and others.

Modern technology, in the form of a computerised search and borrowing system, access to the Internet and educational CD-ROM programs are available in the library to allow children to become familiar with the use and benefits of computers in education.

To help children take appropriate care of library books, it is necessary for each child to use a library bag, marked clearly with his/her name. Parents are asked to assist by ensuring library books, when not in use, are kept in the library bag. Books are normally borrowed for a maximum period of two weeks.

Library staff members appreciate offers of help from parents to volunteer to assist with book covering and other tasks. The Library is resourced through the Library Fund Contribution (a tax-deductible fund). Families contribute to this fund through a voluntary levy.

Mobile Phones

Below is a procedural guideline for students who bring mobile phones to school:

- Students bringing a personal mobile phone to school must leave their mobile phone at the office upon arrival at school and collect again at 3.05p.m.
- If a student chooses to leave their mobile phone in their school bag, the school takes no responsibility for the mobile phone.
- The student will be required to sign in their mobile phone and then sign out in the afternoon.
- The parent/s will be asked to sign a form indicating their permission for their child to have a mobile phone at school (available from the office).
- Students are not permitted to use their mobile phone during school hours 8.40a.m. – 3.05p.m.
- No mobile phone is to utilise camera facilities while at school.
- Please refer to the mobile phone policy on the website.

School Camps

In 2018 camps will be conducted in Years 4, 5, and 6. Year 4 is a day camp. Camps have offered a rich context for learning outside the school environment. Camp themes vary from year to year. Typical themes from past years include the following:

Grade 4 – **Belonging**

Grade 5, & 6- **Leadership**

Camp activities focus on working together.

This camp focuses on the skills the children will need as leaders of the school.

Cost of camps is in addition to school fees.

Specialist Teachers

Apart from instruction in general curriculum areas, our students benefit from the expertise of specialist teachers in the areas of Art, Music, Mandarin, Swimming, Motor Skills (Croc Gym) and Physical Education.

Sport & Physical Education

The school endeavours to maintain a balance between the teaching of physical skills and sports competition. Sport is a component of our Physical Education program however we encourage families to enrol their children in local community sporting clubs e.g. the St Agnes netball club.

St Agnes School is a member of the Catholic Primary Schools Sports Association - Zone 2 and the Ekibin District Association. These organisations provide opportunities for children to compete, at a school and representative level, in sports such as netball, soccer, swimming and athletics.

Class swimming lessons are conducted in Terms 1 and 4 and are held at Mt Gravatt State School. Classes participate in one term of swimming.

A Physical Education teacher facilitates class lessons in PE in line with the Australian Curriculum.

Children in Prep, Years 1 & 2 participate in a motor skills program (Croc Gym). Every second year we offer a dance program for all children.

Technology

At St Agnes School, we recognise the tremendous impact technology has in all areas of society. Therefore, we endeavour to expose children to a variety of technologies, particularly computers and information technology. By using computers and related technologies in the classroom, students are able to acquire skills and attitudes that will extend and enrich their learning. They are given opportunities to use on-line information retrieval skills and electronic mailing and to assess, manage and handle information in many forms and on a variety of subjects. The ratio of digital devices to student is constantly increasing.

Year 4-6 are also involved in a robotics program.

Children will be expected to sign a Code of Conduct for accessing technology at school.

Volunteers

Due to a legislative requirement, it is now mandatory that **all volunteers** (including parents of St Agnes students) undergo student protection training. Brisbane Catholic Education has developed a training package to help facilitate this process. It is available at the school office, on the website and the Parent Portal.

Preparatory Year at St. Agnes

Prep in a Catholic school aims to provide an educational experience that is based on an exciting, fun, play-based curriculum in an environment nurtured by faith and values.

Catholic schools are committed to providing a special place for your child in Prep. The Prep Curriculum is based on the Australian Curriculum and Brisbane Catholic Education Religion Education Syllabus and provides:

- An exciting, fun, inquiry and play-based curriculum,
- Specialised facilities and equipment,
- Qualified, dedicated teachers and committed support staff,
- Faith and values development integrated into the curriculum
- Close partnerships with parents, families and community
- Commitment to the growth and development of the whole child – spiritually, intellectually, physically, culturally, socially and emotionally
- A safe environment and caring community fostering the unique beauty of each child
- Integration within the wider school community enabling a smooth transition to year 1 and beyond.

Transition from home to school

National and international research highlights the importance of quality fulltime early education and smooth transitions to formal schooling to aid children's long term educational outcomes.

Home represents the first and the most important avenue of learning in a child's life. The influence of the home continues to be highly significant in the education of the young child. The prep program extends the child's learning environment beyond the home. It provides a transition from home to school.

Building partnerships is a key part of the new early year's curriculum. Making partnerships with families and carers is a key element to a positive learning environment for young children. Prep teachers will be building on these partnerships and involving families in a variety of ways in the prep classroom.

The prep focus is on continuity and the promotion of success for learning as a life long learner. To ensure smooth transitions in all facets of school life schools develop Early Years philosophy and practices to ensure that prep children are immersed in a program that is developmentally appropriate and links into the other early years of school.

Prep Education

Research tells us that children learn best when they actively construct knowledge of their world around them. Therefore your child will be actively involved in an inquiry- based learning program (play-based) where teachers and children work together to explore, observe, ask questions, discuss observations and seek answers about everyday experiences. On a daily basis your child will be developing their physical skills by climbing an obstacle course or building their literacy skills through language games.

An old adage states: "tell me and I forget, show me and I remember, involve me and I understand" – this is the essence of inquiry learning where your child actively constructs knowledge in a meaningful way. Prep programs that are child-centered and play based will improve your child's social and problem-solving skills and encourage them to have a greater interest in learning.

Your child will be participating in a learning program based on Australian Curriculum which is based on active learning, and includes inquiry and play. Each day at prep your child will be:

- actively making choices about what and how they learn
- investigating and learning how to inquire about their interests
- planning collaboratively with the teacher
- participating in music and language experiences
- investigating and playing independently, in pairs, small groups and as a class
- participating in dramatic play to build an understanding of themselves and the world around them
- drawing and painting to encourage oral language, reading and writing skills
- constructing, using blocks and creating collages to develop early mathematical concepts and skills.

Play-based learning

It is important that parents understand that a play-based learning program is an important step in your child's educational journey. When your child plays, they make decisions, solve problems, develop thinking skills, collaborate, communicate and develop a positive sense of self. In Prep, your child will participate in exploratory, directed, fantasy, educational and free play, as well as physical play and games with rules. They will play both indoors and outdoors in different ways at different times of the school day.

When your child plays, they will develop social and personal learning, language and communication, early mathematical understanding, health and physical ability and active thinking processes. These factors have

also been identified in research as the indicators for success in school learning and as the foundations for success in later learning.

What will my child learn about Religious Education?

Religious Education is an important dimension of all Catholic schools. In prep your child will be introduced to the two dimensions of Religious Education; namely the classroom teaching of religion and the religious life of the school. The focus of the classroom teaching of religion is educational as it aims to develop your child's religious literacy. Your child will be introduced to Scripture, Beliefs, Morality and Celebration and Prayer.

As an introduction to the religious life of the school, children will be involved in activities and experiences such as the school's lived Catholic Christian ethos, school and class religious simple prayers and celebrations, simple pastoral care and social justice/mission activities.

Prep Operating Hours

Prep children will attend the same hours of school as the Yrs 1-6:

Monday to Friday: 8.30am – 3.00pm

The school is dismissed at 3.00p.m. Prep will finish at 2.55p.m. in Term 1 to give parents time to collect Prep children prior to the other classes being dismissed. (Term 1)

Term dates as per school calendar.

Rest time

Prep teachers will consider and respond to the needs of the children and make educational decisions about the provision of rest time and appropriate quiet activities for children in the afternoon.

Uniform

Prep children will wear the school sports uniform and a gold school hat. They will wear Velcro black leather shoes. In winter, children wear the school track shirt and track pants. Please ensure that all clothing, including shoes and socks are clearly named. Uniforms can be ordered on Orientation Morning or through the School Uniform Shop. Opening times are published on the website.

Arrivals and Departures

Parents (adult carer) take children to their designated prep classroom at 8.40am and collect them from their classroom at 3.00pm. After Prep, if a child is not collected on time and is enrolled in Outside School Hours Care, they will be taken to O.S.H.C (Outside School Hours Care) and parents charged accordingly. Arrival and departure procedures are formulated in response to the needs of the children and to ensure the safety of the youngest members of our school community. These procedures will be reviewed at the end of term one.

Break times

Please send morning tea packed separately to lunch.

Morning Tea

Please pack your child's morning tea in a plastic container. This will be kept in the morning tea container. Please ensure your child's morning tea is clearly named and keep perishable items for lunch as morning tea is not refrigerated.

Lunch

Please pack your child's lunch separately to morning tea. This will be kept in the fridge. Please provide your child with a small flat plastic lunch box clearly labeled with the name on the lid and base. Flat boxes are easier for the children to stack in the fridge. Lunches stored in cooler containers will not fit in the fridge.

Nutrition

We encourage parents to send a variety of healthy foods in the lunch box. Ideally, the lunch box should include foods from all of the five food groups:

- Breads, cereals, rice, pasta, noodles
- Fruit
- Vegetables
- Milk, cheese, yoghurt
- Meat, fish, poultry, eggs, legumes.

For example:

1st Break: grapes, crackers and cheese

2nd Break: ham sandwiches, carrot sticks, snow peas and sultanas.

Water is the best drink. Snack foods such as lollies, fruit sticks and chips should not be included in lunchboxes. To help parents keep a track of what their child is eating, food not eaten will be returned home in the lunchbox.

The prep room has fridges available to store big lunches. Packing lunch and morning tea in separate, easy to open containers, makes things easier for the children.

Due to a number of children at St Agnes with severe nut allergies (see heading Nut-Free Zone).

Tuckshop is available on Mondays and Thursdays. The menu includes a range of healthy choices.

PLEASE NOTE: Sweets, chocolates, roll ups, chips, dunkaroos, dessert snacks, flavoured milk, etc. are discouraged.

If your child has special dietary needs, please advise the teacher. Prep children may order tuckshop from week 5 onwards, term 1.

Water Bottles

Please provide your child with a drink bottle full of water each day. Containers need to be clearly labeled.

If providing items such as yogurt, please include a spoon in your child's lunch box. Please do not include any food items that require heating.

When appropriate to the developmental needs of the prep children they will eat lunch with other children in the early years and will play in the playground supervised by the teacher on duty.

Parent Participation

Parents are welcome to spend time in Prep. To be part of our program, you may be able to assist by:

- * *reading a story to a child*
- * *playing a game with a small group*
- * *cooking with the children*
- * *helping with the preparation of activities*
- * *printing digital photos*
- * *assisting children with computer programs.*

What do children need for Prep each day?

St Agnes school bag

Gold St Agnes school hat

Spare set of clothes and underclothes (to be left in school bag)

St Agnes library bag

Items for rest time – bath towel and small pillow (cot) stored in a drawstring bag.

Morning tea
Lunch
Drink bottle

Please ensure all personal items are clearly labeled with your child's name.

Nut-Free Zone

Please read the following information under the headings in this handbook. They also apply to Prep.: **ATTENDANCE, HEALTH & MEDICATION, and INFECTIOUS DISEASES.**

Nut Alert

We have a potentially life-threatening situation for several children who are enrolled in St. Agnes, and invite your cooperation and support.

Unfortunately, each of the children has shown signs of a severe allergy to one or more of a range of nuts, including peanuts and/or tree nuts such as macadamia, almond and cashew. In fact, any nuts may trigger such allergies in these children. Potentially, exposure to these food items could lead to an anaphylactic reaction, which is life threatening.

An emergency plan has been put into place to deal with such a situation and all school staff members have been advised as to the correct procedures to follow.

However, we believe that parents should also be given this information so that you can make an informed choice when planning lunches for your own child. Any products containing nuts e.g. Nutella, peanut butter, dried fruit and nut mix, health bars will cause this serious reaction. If we can reduce these children's exposure to these items through your cooperation that would be most appreciated. It is possible that by simply touching one of these food products or a surface that has been in contact with these products a reaction can be induced.

We ask you, if at all possible, not to send food containing these products. While this is not always possible, as many products contain traces, we ask for your support in creating a safe environment for all our children. When you have included obvious nut products please inform your child's teacher so that preventative procedures can be followed. This will help us ensure the safety of these children. Please contact any one of us if you require further information. Thank you, in anticipation, for your assistance.

Sun Safety

St Agnes School is very committed to being a sun safe school. The Parents and Friends have over the years provided, with the help of the Community Gaming Benefit Fund many shade cloths and planted many trees in order to provide shady areas. In addition we have a large covered area for gatherings and activities.

We encourage children to practise sun safe habits. The NO HAT NO PLAY rule applies. This rule also applies for class outdoor activities. Each classroom is also provided with a container of sunscreen and children are expected to apply sunscreen when engaging in outdoor activities. The sunscreen provided is UV Tripleguard SPF 30+ and information required regarding this sunscreen is available in the school office. If there is any possibility that your child is allergic to such products please inform the school and organize alternative sun safety.

Parents are asked to apply sunscreen prior to coming to school as each day there are outdoor activities. Please teach your child how to apply sunscreen to their own face, exposed arms and legs. Children will be expected to apply sunscreen on themselves.

Conduct and Personal Appearance

School Uniform Shop

The school's Uniform Shop is open on Monday mornings from 8:15 a.m. to 8:45 a.m. The Uniform Shop is run under the umbrella of the Parents & Friends Association and is staffed by parent volunteers.

Uniform & Grooming Policy

At St Agnes School students are expected to maintain a high standard of dress and grooming which:

- supports a positive atmosphere where study and learning can flourish.
- promotes school unity.
- presents an appropriate image of our school to the broader community and to each other.
- reflects personal respect and pride.

Guidelines for the Implementation of the Uniform and Grooming Policy

1. Students and parents should note the following:

- uniforms should be clean, tidy and in good repair.
- hair should be clean and tidy. Hair longer than collar length must be tied back with a red ribbon/band or school-checked scrunchie.
- extreme hairstyles, which draw attention to the student, are not permitted.
- fingernails must be clean, well trimmed and unpolished.
- acceptable jewellery may include: a watch, chain and cross or Christian religious symbol or signet ring. Sleepers or studs may be worn in pairs (one only per ear lobe).

2. Students who are in breach of the school's uniform and grooming standards will be:

- given a verbal reminder by a teacher or the principal.
- A note to take home to parents indicating the standard that has been breached, the correction required and the specified period of time in which the correction should be rectified may follow.

3. Ultimately, students must adhere to the uniform and grooming policy and regulations. Failure to do so may result in the need to review a student's continuing enrolment at the school.

4. The final decision regarding the standard of grooming and uniform wear rests with the school Principal or the Principal's nominee.

5. **It is an expectation of enrolment that parents support the school's code of dress.**

SCHOOL UNIFORM (Years 1-6)

Girls

- *Blue checked dress or*
- *Royal blue skirt with blue checked blouse with*
Royal blue cotton sports briefs or Royal blue bike pants
- *Royal blue dress shorts with blue checked blouse*
- *St Agnes socks*
- *Black joggers or black leather shoes*
- *Royal blue hat*
- **Seniors:** *Senior T-Shirt*
- **OPTIONAL:** *St Agnes Jacket (for both girls and boys available for Year 4 to Year 6)*

Boys

- Royal blue Rugger shorts with*
- Blue checked shirt*
- St Agnes socks*
- Black joggers or black leather shoes*
- Royal blue hat*

PREPARATORY UNIFORM

Girls

- *Royal blue stretch shorts*
- *St Agnes sports polo shirt*
- *Blue socks with red stripes*
- *Black joggers with velcro*
- *St Agnes gold hat*

Boys

- Royal blue stretch shorts*
- St Agnes sports polo shirt*
- Blue socks with red stripes*
- Black joggers with Velcro*
- St Agnes gold hat*

SPORTS UNIFORM (Years 1-6)

Girls

- *Royal blue stretch shorts or*
- *Royal blue skirt with*
- *Royal blue cotton sports briefs or*
- *Royal blue bike pants*
- *St Agnes sports polo shirt*
- *Blue socks with red stripes*
- *Black joggers*
- *Royal blue hat*

Boys

- Royal blue stretch shorts*
- St Agnes sports polo shirt*
- Blue socks with red stripes (St Agnes Sports Socks)*
- Black joggers*
- Royal blue hat*

WINTER WEAR

Girls

- *Navy blue tights*
- *Royal blue school tracksuit*
- **OPTIONAL:** *St Agnes Jacket (girls and boys for year 4 to 6 only)*

Boys

- Royal blue school tracksuit*

Services and Organisations

Educational Support Teams

Our school is assisted in its work by a team of qualified consultants employed by Brisbane Catholic Education. Team members specialise in areas such as:

- Religious Education
- Special Education
- Child Guidance
- Curriculum and Teacher Development
- Technology
- Speech Pathology
- E.S.L. (English as a Second Language)

School Pastoral Board

The School Pastoral Board exists to ensure that the school fulfils its responsibility to work towards the achievement of the goals of the Brisbane Archdiocese, Catholic Education and the school's own Mission Statement and Renewal Goals.

The Board has pastoral responsibilities in the areas of:

- (a) Policy-making
- (b) Provision and maintenance of school buildings and plant
- (c) Budgeting
- (d) Communication

The School Board has advisory responsibilities requiring information sharing and discussion in the areas of-

- (e) Curriculum and
- (f) Staffing.
- (g) School Renewal

The School Board has a membership that includes the Parish Priest, the principal and designated members of the school staff, parent body and parish community.

Outside School Hours Care (OSHC)

Parents interested in having their children supervised before school hours (6.45 a.m. - 8.15 a.m.) or after school hours (3:00 p.m. - 6:00 p.m.) may contact the O.S.H.C. Co-ordinator, Mrs Melinda Dry.

Children arriving at school, before the commencement of supervision duties, are expected to enrol in O.S.H.C. Morning supervision by the school does not begin until 8.15a.m.

A Vacation Care Program is also provided. Outside School Hours Care is co-managed by Centacare and the Parish. Enquiries should be addressed to the Coordinator in the first instance on 3343 1334 for more details.

Parents and Friends Association

The P&F Association meets on the second Tuesday of each month at 7:00 p.m. in the library.

All parents are encouraged to attend to be informed about school activities and share in decisions concerning the P&F. Fundraising activities conducted by the P&F provide for many resources and school improvements.

The P&F also have a class network program to support parents and the students within that class. The P&F provide a vital role in developing effective partnerships for the benefit of the children.

Religious Education at School

Our school is an integral part of the parish community. The school religious education program prepares children for full participation in the life of the parish. The Religious Education Guidelines for the archdiocese are followed and teachers avail themselves of regular inservice opportunities in this area.

The Assistant to the Principal-Religious Education (APRE) is a key member of the administration team and plays a major role in the achievement of the school's aims. The A.P.R.E. shares the leadership of the school with the Principal.

Because the Catholic faith is central to our school's aims, Christian values including mutual respect, shared responsibility, encouragement and co-operation, justice and peace are fostered.

The school endeavours to encourage personal commitment and worship through:

- * Liturgies
 - School Masses
 - Class Masses
 - School Prayer Assemblies
 - Paraliturgies
 - Prayer of the Church

- * the involvement of children of other religious traditions in school worship
- * opportunities for the celebration of Reconciliation
- * co-operating with the Parish in the preparation of children for the reception of the sacraments.

Parish Weekend Mass Times

St Joachim's Parish

Saturday 6:00 p.m.
Sunday 7:30 a.m.

St Agnes Parish

Sunday 9:00 a.m.
Sunday 6:00 p.m.

Miscellaneous School Policies

From time to time the School Board, through consultation with the wider school community, develops policies to guide school practice in areas such as enrolment, discipline, curriculum development, and school organisation. While several policies have already been outlined in other sections of this booklet, your attention is also drawn to the following:

Behaviour Policy

Class Configuration Policy

Anti- Bullying Policy

Traffic Regulation Policy

Relationship Policy

Mobile Phone Policy

Resolution Policy

(please access the web page www.stagnes.qld.edu.au for the above policy information)

Homework Grid (Example)

Year 2 Homework Term 1 Week 6

Messages

*Literacy - Sound 'd,dd' Recount genre- who, where, when, what and why. Library borrowing is WEDNESDAY three books each. Please fill in the reading log that has been glued into the HOMEWORK BOOK. Please return all library books the following TUESDAY.

*Literacy – Learning about verbs (Verbs are action words- running, laughing, sleeping)

*Maths — 10 more, 10 less – Addition sums – Doubles (e.g. $7+7=14$, $9+9=18$) – Near Doubles (e.g., $6+7=13$) Simple word problems- Rainbow facts to 10 & 20

Spelling words to learn

1. land
2. bend
3. friend
4. does
5. did
6. dry
7. dried
8. found
9. skidded
10. nodded

Please complete the 4 MUST DO boxes

Choose at least 1 CAN DO box and write a short answer or description in your HOMEWORK BOOK.

MUST DO

Learn how to spell the 10 'd,dd' words.

*Choose 3 words and write 3 interesting sentences in your HOMEWORK BOOK.

MUST DO - Complete the maths page that is glued into the HOMEWORK BOOK

MUST DO – Complete the literacy page in your HOMEWORK BOOK.

MUST DO

Read your 3 library books and complete the reading log that is glued into your HOMEWORK BOOK. You should be reading 10mins every night. (Fill in the log when the book has been completed)

CAN DO

Physical activity – E.g. Sports training, any outdoor games.

CAN DO

Teach your Parents about verbs. Can you think of 5 action words and write them in your HOMEWORK BOOK.

CAN DO

How were you a handy helper around your home this week?

Parent's Signature:

Year 5 Homework Term 1 2018: Due Wednesday 21st March

Homework will be given in cycles of a week and a half. This will give you two weekends to work on tasks as well as weekdays.

Cycle 3: 11 th March to the 23 rd March	Homework will be handed out every second FRIDAY	Homework is due every second alternate Wednesday
Spelling from the 14 th – 18 th March		
sniffle	alphabet	sufficient
fewest	briefly	artificial
farther	comfortable	definite
further	fragile	finally
forgetful	fascinate	affectionate
No spelling due to short week and Easter liturgies		
Spelling revision	Sound Waves online games. Write the spelling words out at least once each week. <ul style="list-style-type: none"> • Year 5 Code: feet682 	
Maths Sheet	One unit to be completed per cycle	
English Sheet	One unit to be completed per cycle	
Reading	15 minutes per night. This must be signed by a parent/guardian each night	
Writing	Task will be given out each cycle relating to what we are learning in class. Write a paragraph using the notes provided. There is an example for you to follow. When you have completed your paragraph, check that you have included all notes and followed the success criteria.	
Curriculum Topic Task	You will be given a task each cycle relating to what we are learning in class: Good memories activity: you can create a memory jar/PowerPoint/poster that contains ten memories of someone that is important to you e.g. a special gift they gave you, a song that you both like, a movie you saw together, a book you both love, a sporting activity you both like, a funny memory, a holiday memory, something you like to talk about together, etc. You will present this to the class during the last week of term. Year 6 will need these completed by Monday 21 st March.	
Housework	Household duty completed:	
Physical Activity	Activity:	
Parent signature:	My child has completed all the areas of the homework:	

School Fees Table 2018

*St Agnes School
Mt Gravatt*



Preparatory to Year 6

29 Tudor Street, Mt Gravatt Qld 4122

Phone: 3349 5130

Email: pmtgravatt@bne.catholic.edu.au

www.stagnes.qld.edu.au

2018 School Fees Schedule

Total Cost per Child	Compulsory Fees including levies	Voluntary Library Fund Contribution	Fees plus Voluntary Library Fund
1 st Child	2,666	110.00	2,776
2 nd Child	1,564		1,564
3 rd Child	1,232		1,232
4 th Child	842		842

Library Fund Contribution is a voluntary donation, not a levy. As such, it is totally tax deductible. These funds are used for much needed library resources. Capital Levy forms part of the school fees and there is an expectation of payment by all families within the school. These funds go directly towards capital loan repayments and capital expenditure on school buildings, grounds and equipment. This levy is compulsory and is not tax deductible.

Additional Fees NOT included in the above table

Prep Resource Levy of \$90 will be added to the Term 1 Fees.

Year 4 and Year 5 Camp Fees. This is a lump sum charged per child, which will be included in the School Fee Statement prior to the camp. Prices for camps are yet to be determined.

Year 6 Canberra Trip. A deposit of \$250 is to be paid in Term 4 of Year 5. In Year 6, further instalments in Terms 1 and 2 of \$250 each term and one further instalment, to be determined once costs have been received, will be required prior to departure. These charges will be invoiced by the school.

Music, Speech & Drama, Chess and Tennis will require additional payments for those students who choose to do these activities and are paid directly to the teachers involved. These are private lessons and therefore will not be included in the School Fee Statements.

SAMPLE INSTALMENT PLAN FOR DIRECT DEBITS to assist you in calculating your yearly fees, which includes the voluntary Library Fund Contribution (please deduct if you do not wish to pay).

If you have three children, one in Year 4, one in Year 2 and one in Preparatory

The first child fees & levies	\$2,756
The second child fees & levies	\$1,564
The third child fees & levies	\$1,232
Total for the year	\$5,552



Total Fees	Number of payments	Instalment Amount	Instalment Type
5,522	÷ 20	277.60	Fortnightly Instalment
	÷ 10	552.20	Monthly Instalment
	÷ 4	1,388	Term Instalment

Payment of Fees

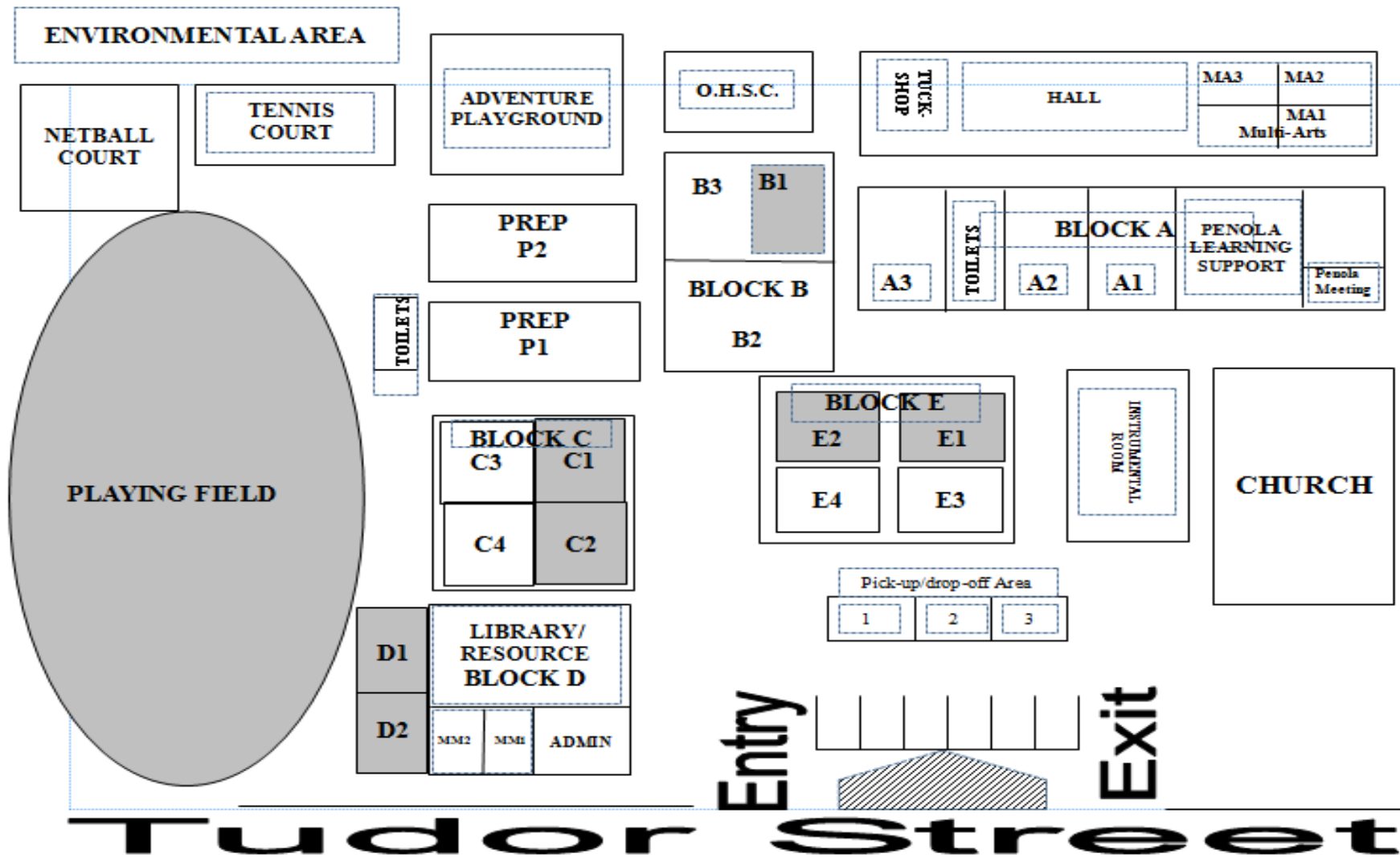
Fees are billed by term (4 times per year) from February to November. Fee Statements are issued via email at the commencement of each term. Parents/Caregivers are requested to pay the School Fees account by the due date, which is shown on your Statement. School preferred method of payment is by direct debit from your bank account or credit card. Payments can also be made by BPay, EFTPOS or Cash.

Fees and Levies

Tuition Fees		Family Tuition Fees
1 st Child	1,626	
2 nd Child	1,034	2,640 (2 children)
3 rd Child	702	3,342 (3 children)
4 th Child	312	3,654 (4 children)
School Levies (per Child)		
Levies	530	
Levies (per Family)		
Capital Levy	510	Non Tax Deductible
Voluntary Tax Deductible Contribution (per Family)		
Library Fund Contribution	110	Tax Deductible

School Levies includes Resources, Activities, Technology, On-line subscriptions for Maths and Reading and other incidental expenses.

School Layout



Logan Road

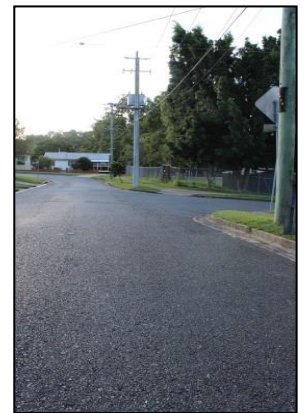
Traffic Regulations

Tudor Street Entrance

1. Traffic flow on Tudor Street for school families should be one way - towards Logan Road, turning left when exiting the drive through.



2. Please **do not enter Tudor Street from Logan Road** during morning drop off time and afternoon pick-up time. There should be no turning right into school from Tudor St. Please tell other family members who may pick up your children as well.
3. Entry to and exit from the drop-off /pick-up area should be only as sign posted.
4. *Within the car park area, the speed limit must be less than 5 km/hr*
5. Vehicles are not permitted to block the driveway. Wait on the road until the driveway is clear.
6. No parking in Tudor Street from the top of the school driveway to the end of Tudor Street (along oval side) from 3.00 p.m. to 3.30 p.m. This is to allow cars to line up for the drop-off/ pick-up area prior to 3.00 p.m.
7. Please do not turn right into Tudor St from southern end of Pitcairn St between 2.30pm to 3.30pm
8. A teacher is on duty in pick-up area until 3.30 p.m.
9. Parking spaces next to industrial bins
 - Parking in front of the industrial bins is reserved for disability parking.
10. Drop off/pick up zone
 - Children may be dropped off / picked-up from the first three car bays (yellow zone) of drop off zone only.
 - Parents may use drop off/pick up zone between 9.00am and 2.30pm for very short parking times e.g. picking up sick child, delivering to office.



Logan Road Driveway Entrance

- Parent parking is available in the bitumen area in front of the church. Drivers, take extra care using the narrow driveway at the busy drop-off / pick-up times.
- Parking off Tudor Street is for staff only and also behind the end of hall.

Middleton Street Car Park

- This car park is for use by parents with Prep. children and OHSC staff.

Other

- All drivers are asked to display their family's name on a large piece of white paper/cardboard on the front windscreen of the car. This would enable the teacher on duty to easily identify the child/ren being collected from school.

Thank you for your cooperation in following these regulations.

Infectious Diseases

Department of Health

Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

Condition	Exclusion of case (person with infection)	Exclusion of contacts ¹ (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea ² and/or vomiting (including • amebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but not norovirus or shigella – see separate section)	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria ³	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
<i>Haemophilus Influenza</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment ⁴ for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A ⁵	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles ⁶	Exclude for four days after the onset of the rash.	Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.

Time out

Condition	Exclusion of case (person with infection)	Exclusion of contacts (person exposed to the case with the infection)
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics ⁴ .	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
Poliovirus†	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ² .	Not excluded unless considered necessary by public health unit.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola	Exclusion not necessary.	Not excluded.
Rubella (German measles)*	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
School sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ⁴ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB)*	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid, paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
 - Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
 - Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
 - Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
 - Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
- For additional information please refer to the National Health and Medical Research Council publication 5th Edition - *Staying Healthy - Preventing infectious diseases in early childhood and education/ care services* http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_children_5th_edition_0.pdf
 - or the Queensland Department of Health website at <http://www.health.qld.gov.au/ndg/index/infocall.asp> for fact sheets about various communicable diseases.
 - For an electronic copy of this poster http://www.health.qld.gov.au/photocopy/ndg/infocall_poster.pdf

For further information
Contact your nearest
public health unit at
<http://www.health.qld.gov.au/CdCg/Contact5.asp>