



**ST ANTHONY'S**  
PARISH PRIMARY SCHOOL

# **INFORMATION BOOK**

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# ST ANTHONY'S

PARISH PRIMARY SCHOOL

Dear Parents and Carers,

Welcome to St Anthonys.

St Anthony's School is located at the centre of Tuggeranong in Canberra's south. The school grounds are spacious and well established. The school prides itself on providing a rich and varied curriculum, with a strong focus on Numeracy and Literacy. The school has contemporary learning environments that foster academic achievements in all students and is well resourced in all areas, including learning technologies.

St Anthony's is an inclusive school and we strive to provide the best education for students embracing Catholic faith and values. You may have heard of the ancient proverb that says "...it takes a whole village to raise a child." At St Anthony's we value quality partnerships between families, school staff, our parish and the community. Each and every person works collaboratively to support the education and development of each student at the school. The school provides high levels of pastoral care and has clear and effective behaviour management procedures in place.

In 2017 (pending government approval) St Anthony's will open an Early Learning Centre on the school grounds catering for families from Wanniasa, Kambah, Oxley, Monash, Greenway and Bonython.

Enrolment enquiries are welcome for students from Kindergarten to Year 6 at any time. For more information or a tour of our school please contact the school office. Our school motto is "Tell the Good News" and I would welcome the opportunity to discuss our Catholic school or any aspect of your child's current education with you.

Yours sincerely,

Greg Walker

Principal

***St Anthony's Parish Primary School is part of St Anthony's Parish Wanniasa. The school began in 1978 in the buildings of Padua Catholic High School Wanniasa. As a result of the rapid increase in enrolments the school soon had an annex at Erindale College. The whole school finally came together during mid 1982 on the present site and was officially opened on the 7<sup>th</sup> May 1983. It is a Kindergarten to Year 6 co-educational Catholic Systemic School. St Anthony's follows the guidelines and policies set down by the Catholic Education Commission of the Archdiocese of Canberra and Goulburn.***

## **MISSION STATEMENT**

**The community of St Anthony's Parish Primary School Joyfully:**

**Follows Christ,  
Treats others justly,  
Celebrates individuals,  
Loves learning  
And looks to the future with enthusiasm,  
confidence and optimism.**

The School Crest is a shield depicting the Bible and a Lily, two powerful symbols representing our patron Saint, St Anthony of Padua. Our School Motto is "Tell The Good News".

A major part of the school's philosophy is to help children develop academically and personally within a Catholic atmosphere. In doing so, students will be guided by teachers in acquiring and using the desired skills, knowledge and values so that each child is able to adjust to today's changing lifestyle.

St Anthony's recognises that each child is unique. Appropriate learning situations, adequate resources and professional teacher guidance will be given to each child to develop her/his potential.

At St Anthony's we offer and promote:

- A happy, fair, kind and safe learning environment where Christian values are articulated and all members of our school community; students, parents and staff are valued and respected as individuals
- A comprehensive curriculum that covers all Key Learning Areas
- A just and caring school community that looks to care for our families and friends, and those in the world who need our help, compassion and understanding
- An environment where students are encouraged to take responsibility for their own actions and where courtesy, good manners and consideration for others is emphasised
- An exciting environment where students are given the opportunity to participate in sports, games, competitions and cultural activities
- Excellent out-of-school-hours facilities

## **ENROLMENT**

### ***Application and Criteria for Enrolment***

St Anthony's is a Parish School and as such its purpose is to serve the parishioners. Consequently first preference is given to the baptised Catholics who live within the parish and whose parents have a commitment to the faith.

Kindergarten children must have turned five years of age by 30 April in the year of enrolment. Proof of age will be required. If there are less places than the demand in any year the following priorities will apply:

- Baptised Catholic children who are members of the designated local parish communities.
- Siblings of children already attending the primary school.
- Baptised Catholic children from other parishes who cannot obtain places in their local parish primary school.
- Baptised Catholic children from non-Catholic primary schools whose residential address is in the designated priority local parish communities.
- Baptised Catholic children whose parents/guardians seek to enrol them in a parish primary school outside their own parish but who can obtain places in their own parish primary school.
- Other children whose parents/guardians desire and are committed to a Catholic Education.

The process of enrolment involves the school and parents working together to provide an effective educational environment. The following processes will normally occur:

1. The parents attend, ring or write to the school requesting an Application for Enrolment Form.
2. On receipt of the completed form, along with a copy of the birth certificate, baptismal certificate, and immunisation records, together with an enrolment fee of \$25.00, the school will contact parents to arrange an enrolment interview.
3. The interview provides an opportunity for the Parish Priest, Principal, and parents to discuss your child's / children's needs and the enrolment of the child.

Parents of children transferring from other schools will be asked to sign a form allowing us to check the background of their child. Where there is evidence of learning or behavioural difficulties, the child's case will be examined by an Integration Committee to assess the degree to which the child will be able to be catered for at St Anthony's. This Committee may comprise of the Principal, Learning Support teacher, class teachers and Catholic Education Special Needs Education Officer.

Although the students in the school will be predominantly Catholic, children from other faith backgrounds are most welcome to attend St Anthony's.

## **KINDERGARTEN**

Kindergarten children will commence school at the beginning of the year a day later than the other students in Year 1 to Year 6.

### ***Kindergarten - Year 6 Buddies***

At the orientation program Kindergarten children will be matched up with a Year 5 child who will be their special buddy for the following year. This relationship assists with creating a smooth transition into primary school. The system eases the Kinder child's anxiety during the first few weeks by knowing a familiar face. This relationship is fostered throughout the year by working together in many ways.

## **CURRICULUM**

### ***Religious Education***

We aim for the children to be nurtured in the Catholic Faith and Tradition within a Catholic Christian Community. They are greatly influenced by the Christian responses they give and receive. The love, joy, peace, patience, goodness, fidelity, gentleness and self control which they should experience in a community united in Christ, is where the most learning occurs.

Every class sets aside 30 to 45 minutes each day for formal Religious Education. Programming is based on units from our Archdiocesan guidelines Treasures New and Old. Each day at midday we pray the Angelus and take a short time to share in Christian Meditation. This practice provides an opportunity for everyone to take time out and reflect.

Whole school assemblies are held, to which parents are most welcome. Each year takes responsibility for sharing their learning at these assemblies. Many of these assemblies are Focus assemblies. These are liturgies that focus on particular values being encouraged in the school. Christian values dominate our entire school program and are not merely 'taught' in an RE lesson.

Class Masses and Liturgies are conducted throughout the year.

#### **Sacramental Programs**

- Reconciliation Year 3
- Eucharist Year 4
- Confirmation Year 6
- 

The above year levels are the usual practice. Children from interstate, overseas or who are considered not to be ready for a particular Sacrament can receive the Sacrament at a later date.

At present, the parish and school support the family in helping their child receive the gifts of the Sacraments. This is done through a Commitment Ceremony where the candidates are presented and prayed over to support them in their preparation. The prime responsibility for the children's preparation lies with the example and Catholic practice of the family. The school and parish will do their utmost to aid the families in any way they can. All our Sacraments are celebrated in St Anthony's Parish Church.

### ***Other Key Learning Areas***

**The first phase of the *Australian Curriculum* was approved by all Australian Ministers for Education in 2011. St Anthony's currently implements all phase one subjects of the Australian Curriculum and later subjects as and when they are approved by the Minister for Education in the ACT. For all other subjects, St Anthony's continues to the ACT curriculum document *Every Chance to Learn*.**

The Australian Curriculum identifies essential content that all students should be taught and ensures that there is time to pursue deep learning of that content. The Australian Curriculum also allows flexibility for schools and teachers to include local and topical content. Achievement standards have been set to ensure they are challenging and contribute to all students receiving a quality education.

#### **Literacy**

A student's ability to read and write is crucial to their overall success at school. At St Anthony's, we support the development of reading and writing from the very beginning of their schooling. Kindergarten to year 2 classes have uninterrupted literacy blocks each morning and classroom teachers are supported by either a learning support teacher or assistant throughout the year. Students in Kindergarten and year 1 are supported in their reading and writing through a literacy intervention program run at various stages during the year. Students from years 3 to 6 continue to develop their literacy skills through integrated programs around topics related to the Australian Curriculum.

#### **Numeracy**

As the world becomes more reliant on technology and new fields in the area of science and maths develop, Australia will require more people with a deep knowledge of mathematics. At St Anthony's we are committed to supporting students to develop a strong foundation in numeracy both through the teaching of Mathematics and by integrating numeracy through other subjects such as Science. St Anthony's supports students at all levels through its Numeracy Intervention Program (NIP) and its participation in the Maths Olympiad competition.

## **Inquiry Learning**

A key element pervading all areas of the Australian Curriculum is inquiry learning. St Anthony's recognises that learning continues beyond the classroom and when students have ceased formal schooling. Through inquiry learning students are encouraged formulate their own questions and to use skills explicitly taught in class to investigate and respond to these questions. It is through inquiry that students will not only be guided toward a greater understanding of the world around them, but develops students as life-long learners.

## **PROGRAMS OCCURRING ACROSS ALL YEAR LEVELS**

### ***Gifts, Talents and Special Needs***

As stated in our School Mission Statement, all children at St Anthony's are considered to be special. As such, each is given the very best opportunities to develop their gifts and talents. The school acknowledges that all children have been given unique talents and all children possess areas of weakness that require special nurturing.

Our school endeavours to cater for this broad spectrum of strengths and weaknesses in all children by good, solid, contemporary teaching practice. The school focuses on giving all children the opportunity to discover that there are many different ways of thinking about any given problem or situation.

At St Anthony's we endeavour to identify those students who may be working to a capacity well beyond those of their age group in one or a number of different areas of the curriculum. We recognise the specific needs of these students and utilise a number of strategies, such as enrichment, extension and types of acceleration, to meet their unique developmental needs.

### ***Learning Support***

Early intervention is provided for children who have difficulty in acquiring the skills of literacy and numeracy. This assistance is provided for children throughout the school, with a concentration on children demonstrating difficulties in lower primary classes. All students take part in rigorous assessment. Students are tracked and monitored from Kindergarten to Year 6 according to our school based benchmarks.

### ***Italian***

Children participate in 'Languages Other Than English' (LOTE) classes to experience Italian language and cultural activities through the teaching of a second language. We provide instruction each week from Kindergarten to Year 6.

### ***Library***

Children visit the Library on a regular basis each week with their class teacher for borrowing and returning books. The Library is fully automated and children from years 3 to 6 have access to the Resource Centre's inquiry computers. Each child's borrowing records are kept on the computer system.

The Library is opened at lunchtimes to join in games, or to sit quietly and read, or share a book with a friend. Children also have access to technology, on request, during this time.

The teacher librarian conducts regular information literacy lessons with all classes. These sessions are not isolated lessons but form part of a cooperative program plan with the class teacher.

### ***Excursion Policy***

This policy is designed to give all classes at St Anthony's progressive involvement in activities that enrich and support classroom learning. In years 4 to 6 students participate in overnight excursions linked to their learning.

## **HOMEWORK**

St Anthony's has a policy of regular weekly homework. We strive to make homework 'family friendly'. All students in Kindergarten to Year 6 will be expected to read each night with appropriate levels of supervision. From Year One on the children will be expected to follow up the reading with enjoyable short activities to consolidate literacy and numeracy skills. Written homework occurs from Years 2 to 6. Time set aside for this should gradually increase each evening from 10 minutes for children in Year 2 through to approximately 30 minutes each evening for Year 6.

### **Teaching Staff**

All teaching staff are qualified teachers and are employed by the Director of the Catholic Education Office on behalf of the Archbishop of the Archdiocese of Canberra and Goulburn.

St Anthony's teachers have developed a style of teaching that incorporates the best features of the traditional teacher-directed mode with the cooperative teaching and learning method. This self-directed and highly motivating approach to learning caters for individual differences and is also ideally suited to the talented and gifted students in our school. Our staff are skilled and actively seek to utilise teaching aids and technology to assist student development.

### **EXTRA CURRICULA ACTIVITIES**

St Anthony's prides itself in being a place where each child is able to become involved in a wide variety of educational pursuits. Interested staff and parents ensure that cultural, academic, as well as sporting activities are available to all students. Some of these activities are listed below:

#### **Choir and Drama**

St Anthony's School choir is open to children in various year levels. They perform at school functions and local events. At times, different groups of students prepare to perform musicals, dance and drama presentations to entertain different audiences and to participate in different competitions,

#### **Rostrum and/or Debating**

Children from Years 4-6 are invited to further develop their public speaking skills through club activities, inter-class and inter-school competitions.

#### **Tournament of Minds**

Participation in Tournament of Minds is offered to children in Years 4-6. This competition provides the children with an opportunity to develop their problem solving skills.

#### **Peer Support**

Children in Year 6 are given an opportunity to develop and enhance their leadership skills by taking part in a social skills program. The program is aimed at providing young people with leadership experiences.

Every child from Kindergarten to Year 5 are organised into multi-age groups and assigned a Peer Support Leader (a Year 6 child). The Peer Support Groups meet on a regular basis. During this time, the Leader works through a number of formal and informal activities focussing particularly on the older students helping our younger students.

#### **Information and Communication Technology (ICT)**

It is the aim of St Anthony's school to provide all children with "hands-on" experience with technology. Through working with various forms of software and hardware, children not only discover exciting new ways to learn but also learn how to utilise the technology.

ICT is not taught as an isolated subject but is an integrated part of most areas of learning. For further information, please visit our Website at [www.stanthonys.act.edu.au](http://www.stanthonys.act.edu.au) or email [Office.StAnthonysWanniassa@cq.catholic.edu.au](mailto:Office.StAnthonysWanniassa@cq.catholic.edu.au). Computers and iPads are located throughout the school including in the library, breakout spaces and in most classrooms. All classrooms have either interactive whiteboards or large interactive touch-screen monitors.

#### **Competitions**

We encourage and support students in participating in many educational competitions throughout the ACT and Australia. Selected students of Year 6 participate in the Mathematics Olympiad, students from Years 3-6 have an opportunity to complete CSIRO Crest projects and students have an opportunity to enter the ACT Science Fair. We like to encourage and celebrate children's achievements and participation in such events.

#### **Parliament & Year 6 Leadership**

The School Parliament is a body of elected student representatives who meet regularly to deal with various issues and to organise functions. The children vote at the beginning of Terms 1 and 3 for a Prime Minister (School Captain) and Deputy Prime Minister (Vice-Captain). All Year 6 students are inducted as school leaders and work in portfolio groups to take an active leadership role in the school.

### **Chess Club**

Children of all ages are invited to participate in our school Chess Club. The club operates at lunch times in the Library under the supervision of a teacher. It is an opportunity to learn or further develop the skills for those students interested. These students can also participate in regional and ACT tournaments.

### **Sport**

St Anthony's provides the students with many other opportunities to participate in sport representing the school. These sports include:

netball	swimming	cricket	aussie rules
basketball	soccer	cross country running	rugby league
rugby union	athletics	touch football	

Parent volunteers run Aussie Sports for students in Kindergarten to Year 2 on a number of Saturday mornings throughout the year. Parents are urged to become involved in this program. It is an excellent way for your child to not only learn the positive aspects of team sport, but also to improve hand/foot/eye co-ordination.

### **Parental Involvement**

Many activities at our school require parental involvement, which we see as being of great assistance to our students. At this age children love to see Mum and Dad doing something with them or supporting them in some of their educational adventures. To help us provide the best possible education for your children, your involvement as parents is always welcome.

Help can be in many forms:

#### **At home:**

- helping children come to know and love God by taking children to Mass and celebrating the sacraments,
- ensuring that homework is completed;
- ensuring that your child is happy at school;
- ensuring that your child is enjoying reading and/or being read to each night (or regularly); and talking with your child about school (highlighting the positive aspects).

#### **At school:**

- participating in the Sacramental Program;
- assisting the class during Literacy and Numeracy sessions or any area of the curriculum that you enjoy or have competency in;
- assisting when transport is required;
- attending Working Bees;
- attending Parents' & Friends' Association meetings;
- helping with Year Level curriculum electives;
- support and attendance at school functions;
- offering to serve a term on the School Board;
- offering to help in our library;

Parents' participation in the life of the school community is strongly invited and warmly welcomed at all levels.

### **Activities Available at St Anthony's Outside the School Curriculum**

Children attending St Anthony's have the opportunity to learn in specialised areas such as music with lessons within or outside school hours at the school itself. These lessons are offered by specialists in their respective fields and are billed separately. Activities will be advertised in the newsletter or information can be gained by contacting the front office.

### ***Visitors & Volunteers Policy***

Visitors and volunteers are welcome to the school but are required to obtain and wear a 'Visitor' label during school hours whilst on school property and observe the sign in/out policy and procedures. This includes parent helpers, canteen volunteers, visiting tradespeople, CEO staff, teachers and parents.

Volunteers are required to have a Working With Vulnerable People Card from November 2013 prior to working with students. The school offers guidelines to volunteers, coaches and managers for working with students in order to provide positive learning experiences.

## **COMMUNICATION**

### ***Newsletter - (Bringing the Good News to You)***

The Newsletter is issued weekly. It contains information from the Principal and staff, School Board, P&F and a variety of notices from the wider community. Notices for the newsletter should be sent to the front office no later than 10:00am Monday morning. This newsletter can be accessed on the school [website](#); parents are emailed notification that the newsletter is ready for viewing. An alert is also sent out on the Skoolbag app.

### ***Contact with the School***

Parents are always welcome to visit St Anthony's to speak to the Principal, Assistant Principal, Learning Support Teacher or class teachers. It has been our experience that, when free and open communication is maintained, any perceived problems are more readily resolved.

For practical reasons it is essential that an appointment be made for all such meetings, except in an emergency. The school secretaries can arrange an appointment with the Principal or Assistant Principal at a time convenient to both parties. Parents can be assured of the principal's interest in any aspect of school life that is of concern.

Appointments to see one of the teachers should be made for out of teaching hours, which are before 9:00am or after 3:30pm, and can be done via a note, email or by contacting the teacher directly.

### ***Formal home-school contact***

Formal reports on student progress will be sent home towards the end of Semester 1 and Semester 2 each year. In addition, you will be given the opportunity to attend Parent/Teacher Interviews or 3 Way Conferences throughout the year.

### ***Reporting to Parents***

This is accomplished in the following ways:

- Early in the school year parents will be given the opportunity to meet their child's teacher and to familiarise themselves with the class routines and curriculum.
- Parent Teacher Interviews and conferences, known as 'Three Way Interviews', which involve parents, the student and the teacher, are held during the year. Written reports are provided at the end of each semester and follow the Government's A-E reporting format.
- Please feel free to approach your child's teacher regarding his/her progress. Open lines of communication assist both parents and teachers and ultimately benefit the child. Quite often a word from parents can help teachers to understand marked changes in behaviour and attitude.

### ***Attendance at School***

In accordance with the requirements of the Education Act students are required to regularly attend school. Generally, each day's work builds upon the previous day's work and loss of time may upset the teaching/learning situation for the student and teacher. However, a child when ill, or disturbed through family trauma, does not participate well and should be kept at home to receive the care needed for recovery.

For many reasons, teachers are concerned if a child is absent from school and no explanation is received. When a child returns to class after an absence, a note of explanation, stating the day and date of the absence must be presented to the class teacher. This is a legal requirement for the school.

The school will always endeavour to contact parents or an emergency contact in the event of illness. It is most important that all our information on your child is up to date and accurate. An information card is sent home at the commencement of each year to allow parents to update our records. If a change occurs during the year, a note to the office or a phone call will allow us to ensure our records remain accurate.

When families are moving on from our school community, formal notification to the Principal is required. For school records and schooling transfer requirements, this notification needs to include a forwarding address, the name and location of the child / children's new school and the date of departure. Parents are asked to please ensure that all library books and classroom readers are returned and school fees are paid.

### **IF AN EMERGENCY OCCURS**

In the interests of your child please ensure that the school always has up-to-date information about:

- your current address
- your current phone contacts - home, work and at least one emergency contact
- If medication is to be taken by your child, the school requires written permission.

### **STUDENT HEALTH**

#### ***Medical Information***

Immunisation Information: It is an ACT Government regulation that all children attending schools in the ACT be immunised. The school is obliged to formally collect from parents, duly completed forms that verify immunisation. Where parents object to immunisation, a formal letter indicating this objection must be provided. In such cases, the ACT Health Department will be notified about your child's lack of immunisation. In the event of a contagious illness being reported at school, children without the appropriate vaccinations will be excluded from school. We strongly urge all families to fully immunise their school age children.

#### ***Medical service***

ACT Health visits the school each year. Only Kindergarten will receive a thorough medical screening. Other children will be seen on request. After consultation with parents any child with a specific need is referred to appropriate specialist services.

#### ***Accidents and Illness***

Every care is taken to make sure that children are attended to in the event of an accident. Minor accidents, cuts and bruises are treated by staff who are first aid trained. Any bumps to the head are treated and the parents are contacted. Parents are also contacted where the injury is considered to be of a more serious nature. In the event that a serious accident occurs, parents are immediately contacted and, if necessary, medical attention is sought. The school will, in extreme circumstances, ring directly for an ambulance whether the parents can be contacted or not. Parents should note: it is Ambulance Service policy to provide free transportation for any accident occurring on the school grounds or on a school excursion within the ACT. Any child who becomes ill at school is taken to the First Aid room and parents or emergency contacts will be called. This highlights the importance of having Information Cards up-to-date.

### ***Anaphylaxis***

The school aims to work with parents with the management of those children who have a severe form of allergic reaction to certain triggers, which is life threatening if not treated immediately.

The school understands that it must take reasonable steps to promote the health of students at risk of severe allergic reactions including arranging emergency care when it is needed.

The school can help by assisting the student in the avoidance of allergens and ensuring that an emergency response plan is in place for all activities. The early recognition of the signs and symptoms may save lives by allowing the earlier administration of first aid and contact of the appropriate emergency services. Planning to assist staff to deal with unexpected situations forms part of the school's and parents of children who have severe allergic reactions responsibility.

In an emergency, all staff have a duty of care. Staff are to exercise common sense which dictates that in an emergency, while they should not act beyond their capabilities and qualifications, they are expected to do what they can to take appropriate action.

### **Sun Smart**

The school recognises the danger posed by exposure to ultra violet solar radiation and has developed a Sun Smart Policy in accordance with recommended guidelines.

The "No Hat, No Play" policy is strictly enforced between August to May. In accordance with Cancer Council guidelines students do not have to wear hats in June or July. All children are to wear uniform hats. Children who do not have hats are to play in the library, another indoor area or to sit in the shade.

### ***Nut Free Policy***

Nuts have been identified as a major trigger for an allergic reaction by students in our St Anthony's community. Your support in refraining from sending peanut butter and nut products to school in lunches and snacks is sought. The staff will talk to the children and it is most important that you also impress upon your child the importance of following this request. All children need to be aware that they must only eat from their own lunchbox.

### ***Illness Exclusion Table***

The following illnesses are common in early childhood. This is a guide to the time which the child should be away from school should an illness occur.

<b>Chicken Pox / Mumps:</b>	Exclude until fully recovered. Contacts not excluded.
<b>Measles:</b>	Should be excluded for at least 7 days from the appearance of rash or until a medical certificate of recovery is produced. Contacts not excluded.
<b>Ring Worm:</b>	Re-admit when appropriate treatment has commenced, supported by a medical certificate upon request. Close contacts should be inspected regularly.
<b>Conjunctivitis:</b>	Until the discharge from eyes has ceased.
<b>Impetigo:</b>	Until sores have fully healed. The child may be allowed to return, provided appropriate treatment is being applied and sores on exposed surfaces such as scalp, face, hands or legs are properly covered with dressings.
<b>Head Lice:</b>	Exclude until hair is completely cleaned; neither eggs nor lice being present.
<b>Diarrhoea:</b>	Exclude until diarrhoea ceases.
<b>Rubella:</b>	Exclude until recovered or for at least 4 days after the appearance of the rash.
<b>Whooping Cough:</b>	Exclude for at least 5 days after starting antibiotic treatment.
<b>Hepatitis A:</b>	Exclude for at least 7 days after the onset of jaundice and a certificate is furnished by a medical practitioner stating that the person is no longer infectious.

### ***Accident Insurance***

Catholic Churches Insurances is now providing students' personal accident and disability cover for all primary school children. This will cover medical expenses up to \$5,000 (provided no Medicare benefit is payable for the service or treatment), emergency transport up to \$1,000, home tuition if the child is unable to attend school for more than 5 days, up to \$1,000, school fee relief in the event of the accidental death of the person who pays the child's school fees, and monetary amounts for death and certain bodily injuries

### ***Counsellor***

CatholicCare and the Catholic Education Office provide the school with a Counsellor 1 day a week. The Counsellor will be available to parents, students and teachers who seek advice or help for the emotional, social and educational well being of students. Parents may request an interview with the Counsellor, whilst teachers may at times refer students to the Counsellor with parent permission. As a general rule, all parents are contacted before their child sees the Counsellor. This service is a positive aspect of the school community. Before contact with the Counsellor can be arranged, parents are requested to contact the office for a referral to be returned to the Principal.

## **STUDENT WELFARE AND SCHOOL WIDE POSITIVE BEHAVIOUR PROGRAM**

Our School Wide Positive Behaviour Program aims at safeguarding the rights of students and teachers to learn and teach in a safe, supportive environment. The main objective is that students will recognise their responsibility both for their own behaviour and for the natural and logical consequences that flow from it, empowering them to become responsible community members.

To achieve this we endeavour to create an environment within the classroom that is warm, encouraging and consistent. We involve the students in formulating, communicating and understanding our rules 'Be Safe Be Fair Be Kind' and how these rules transform into acceptable behaviour.

We strive for a consistent approach to behaviour management with continued inappropriate behaviour and all serious matters of unacceptable behaviour reported to the parents.

Students are encouraged to restore the harm when an incident occurs. All teachers have been trained in Restorative Justice. Incidences that can be resolved by a 'corridor conference' are conducted by the teachers on the spot. Other incidences will be dealt with by the Assistant Principal and a restorative session will take place with all those involved.

## **SCHOOL HOURS**

### ***Supervision***

Supervision by teachers is provided daily from 8:30am until 3:30pm.

The school day commences at 8:55am when the students are required to line up for assembly. Students arriving at school after 8.55am must report first to the front office with their parent /carer where they are required to complete a late arrival form.

Morning tea is at 11:00am – 11:45am. Lunch is at 1:15pm – 2:00pm. A 10 minute supervised eating time occurs at the start of these breaks. Children catching early buses, walking home from Wheeler Crescent or picked up from the government oval car are dismissed at 3:10pm and all other children are dismissed at 3:25pm.

**For legal and safety reasons, children should not be on the school premises before 8:30am and must depart the school grounds as soon as they are released from school, unless they are attending our Out of School Children's Activities (OOSCA) facility or are involved in sports training.**

**No child is permitted to leave the school grounds during school hours. Parents wishing to collect their child early must first report to the front office where they will sign the child out and receive an early departure slip. This must be presented to the class teacher. This note is required for legal purposes.**

### ***Out of School Care (OOSCA)***

Commonly known as OOSCA (Out Of School Children's Activities) friendly and qualified staff provide stimulating craft and sport activities in an atmosphere that is relaxed and homely. The School Board manages OOSCA. It aims to provide a service to the parents and children of St Anthony's. The OOSCA Centre is located behind the Resource Centre.

OOSCA provides both casual and permanent bookings. It is open from 7:30am - 8:45am when school supervision commences, then from 3:30pm until 6:00pm at night. Vacation Care from 7:45am to 6pm is also available for selected weeks in school vacation periods. Please ring the Director during operating hours for bookings and any queries. Phone 6296 2261 in the hours outlined above.

### ***Wet Weather***

In the event of rain children proceed to the school hall where they will be supervised by teachers. If your child/ren would normally be collected from the oval car park on wet days, students should be collected from the front of the school where they will remain undercover. Please discuss this in advance so there is no confusion on the days of wet weather.

### ***School Buses***

ACTION Bus Service runs special school buses to and from the school. Timetables for these and normal route service information, are available from ACTION offices. Whilst the school has no direct control over the services, parents may advise the school of any problems and support will be given using the assistance of ACTION bus supervisors.

If there is to be any variation from normal travel arrangements for your child, please send a note, not a verbal message. This is most important with small children. Bus routes are normally published in the Canberra Times the week before school resumes or on ACTION website.

## **SCHOOL ASSOCIATIONS**

### ***Parents' and Friends' Association (P&F)***

The P & F Association exists to support the school in the following ways:

- Provide a meeting ground for parents and friends;
- Provide an educational forum for parents;
- Provide the opportunity for the Principal to report on the school's activities;
- Organise social activities for the parent body;
- Organise Working Bees; and
- Conduct fundraising.

Meetings are held regularly in the library (refer to the School Calendar).

### ***Canteen***

The Canteen is operated by the Parents' and Friends' Association. We employ staff to manage the canteen, but your help is always requested to allow us to maintain our canteen service. The canteen is open from Tuesday to Friday.

### ***Sports***

The Parents & Friends Association also support the school and provide sporting activities for students. Their aim is to promote the positive aspects of team sports and to provide opportunities for all our children to participate in a wide variety of Aussie Sport events. For the Kindergarten to Year 2 grades this involves providing the opportunity for parents to be involved with their children in Aussie Sports activities at the school on Saturday mornings. This enables the children to gain the basic skills of running, hitting, kicking and catching.

### **St Anthony's School Board**

The Board advises on the formulation of broad policy matters, assists in the setting of fees and acts as the governing body of the school. The School Board meets monthly.

#### *Membership*

- Parish Priest
- Principal
- P & F Association representatives
- Four elected members
- Two Staff representatives

### **SCHOOL FINANCES**

The school draws its finances from various sources. It is important that parents understand the need to pay fees in a Catholic school.

Traditionally Australian Catholic schools have been built and operated with money provided by the parents whose children are enrolled in the schools. The Federal, and to a far lesser extent, the ACT governments contribute to the economic viability of our schools, but we still rely heavily on school fees collected from parents to ensure a level of staffing and resources comparable with the government schools. Additional funds need to be raised through the P&F Association to ensure that our school is appropriately resourced.

#### **Fees**

The Catholic Education Commission sets school Tuition and Building Fund fees for all ACT Catholic Schools annually. As well as these payments, the St Anthony's School Board sets an Operations fee, Resource fee, an Excursion/Activities fee, ICT fee and a Year Book fee. These payments are part of the process of setting the annual school budget.

**The Resource fee** refers to all stationery, text materials, classroom paper, art & craft materials and sundry items purchased for the children and the classes.

**The Operations fee** refers to the costs associated with running the school itself. These include cleaning, groundsman, electricity, phone, mowing, waste disposal, loan repayments, administration costs, office stationery, etc.

**Excursion Fee** covers all excursions, special school activities, Book Week guests, visiting performers, and costs of St Anthony's athletics, swimming and cross country carnivals.

#### **Payment of Fees**

Fees may be paid annually, by term, month or fortnight. Credit Card, Direct Debit, EFTPOS and Bpay arrangements are an ideal way to make regular payments. Please contact the school early in Term 1 to discuss your fee situation if you wish to pay by instalments.

A schedule of school fees is provided by request from the school office. It is the policy of the Catholic Education Office that no child will be denied a Catholic School education due to the inability of parents to pay school fees.

#### **School Uniforms**

Enrolment at St Anthony's indicates that each child will abide strictly with our school's dress code. This code dictates that each child will wear full and correct uniform to school each day. The only exceptions to this are when the school holds an "out of uniform" or "tombola" day for fundraising purposes. Parents are asked to strongly support this rule, making sure that shoes are of the correct type and kept clean.

Children are generally expected to wear their full school uniform three days per week and their sports uniform two days per week. This may be amended according to a particular year's programming and timetabling needs for sport and gymnastics. The Physical Education program requires some sporting activity every day so older children should bring their gym shoes in their school bags and wear the correct shoes to and from school. At times children are asked to bring in football boots, mouth guards etc for sports teams. These should be kept in separate bags.

### **Clothing Pool**

The P&F operates a second hand clothing pool. Opening times are advertised through the School newsletter.

All items of uniform MUST be marked clearly with your child's name.

<b>Girls' Sport/PE (compulsory)</b>	Skorts	Green skorts with school logo
	Polo shirt	White with green collar and school crest
	Socks	White (ankle not anklet)
	Gym shoes	White with white soles
	Tracksuit	Green
	Hat	Navy blue all round brim or School Bucket Hat
<b>Boys' Sport/PE (compulsory)</b>	Shorts	Green with school logo
	Polo shirt	White with green collar and school crest
	Socks	White (ankle not anklet)
	Gym shoes	White with white soles
	Tracksuit	Green
	Hat	Navy blue all round brim
<b>Girls' Summer</b>	Dress	Drop waisted blue, maroon & white check.
	Shorts/shirt	Royal blue tailored shorts/pale blue polo shirt
	Socks	White (ankle not anklet)
	Shoes	Black school shoes (no platforms) or leather sandals
	Hat	Navy blue all round brim or School Bucket Hat
<b>Girls' Winter</b>	Tunic	Navy tartan – Clearon fabric 9046 (new style)
	Shirt	Long sleeve – Peter Pan collar – Sky Blue
	Skivvy	Sky Blue
	Slacks	Navy
	Socks	White OR Navy (ankle not anklet) with slacks
	Shoes	Black school shoes (no platforms or high heels)
	Tights	Navy
	Jacket	Navy
	Beanie	Navy School Beanie
<b>Boys' Summer</b>	Polo shirt	Sky Blue
	Shorts	Navy
	Socks	White or Navy (ankle not anklet)
	Shoes	Black school shoes or leather sandals
	Hat	Navy blue all round brim or School Bucket Hat
<b>Boys' Winter</b>	Long sleeve shirt	Sky Blue open neck
	Polo neck skivvy	Sky Blue
	Long slacks	Navy
	Socks	Navy (ankle not anklet) or white (ankle not anklet)
	Shoes	Black school shoes
	Hat	Navy blue all round brim or School Bucket Hat
	Jacket	Navy
	Beanie	Navy School Beanie

**ACCESSORIES:** Hair ribbons/bands (in school colours) should be used to tie back hair.

All school uniform items are available from SAVVY School & Formal Wear, Homeworld, Tuggeranong. Families at St Anthony's receive a 10% discount at SAVVY.