

ST BRIGID'S PRIMARY SCHOOL

PARENT HANDBOOK



Location: 39 - 49 McLaren Road **Postal:** PO Box 880
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Email: pnerang@bne.catholic.edu.au

Website: www.sb.qld.edu.au

Parish: 5596 2632 **OSHC:** 5596 3912

School Office Hours: 8:00am to 4:00pm (Monday to Friday)

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MISSION STATEMENT

Vision Statement:

Our vision is to nurture and sustain a safe and compassionate community in which the gifts of each person are encouraged to flourish in order to offer each person opportunities to be life long and life giving learners and leaders.

Mission Statement:

In the Spirit of the Gospel
St Brigid's School will endeavor
To provide excellence in educational opportunities
Within a community
Where all persons are valued and respected

TERM DATES 2017

TERM 1:	Tuesday 24 January to Friday 31 March
TERM 2:	Tuesday 18 April to Friday 23 June
TERM 3:	Monday 10 July to Friday 15 September
TERM 4:	Tuesday 3 October to Friday 1 December

PUPIL FREE DAYS: Monday 23 January
Monday 16 October

STAFF LIST

PARISH PRIEST:	Fr Isidore Enjinnaya
PRINCIPAL:	Mr David Sewell
ASSISTANT PRINCIPAL - ADMINISTRATION:	Mrs Julie Rey
ASSISTANT PRINCIPAL - RELIGIOUS EDUCATION:	Mrs Belinda Kingston
LEARNING SUPPORT TEACHERS:	Mrs Chris Flannery Mrs Trish Fearnley
TEACHER LIBRARIANS:	Mrs Sue Cole / Mrs Melissa Coman
PERFORMING ARTS TEACHER:	Mrs Maryanne Sandstrom
HPE TEACHER:	Mrs Bronwyn Messenger
LOTE TEACHER:	Mrs Mariko Saito
PASTORAL CARE:	Sister Brigid Frawley rsm
GUIDANCE COUNSELLOR:	Ms Danae Ford
ESL SUPPORT TEACHER:	Mrs Trish Fearnley

CLASS ROOM TEACHING STAFF

Mrs Carmel Clout
Mrs Clare Parker
Mrs Tracy Pledge
Mrs Marianne Franks
Mrs Heidi Jacobs
Mrs Trish Gibbs
Mrs Michelle Neville
Miss Hannah Burtenshaw
Mrs Lauren Essing
Mrs Nicole Anderson
Mrs Monica Purdon
Ms Wendy Buckley
Ms Lea Dempster
Mrs Kate Vekaci
Mrs Sally Thompson
Mrs Vanessa Chappell
Mrs Kelly Klos
Mrs Kate Willmot
Ms Lisa Zabiela
Ms Keldie Bray
Mr Justin Caldwell
Mr Matthew Lewis
Mrs Cynthia Lincoln

OFFICE AND ANCILLARY STAFF

SECRETARY - Finance
 - Reception

SCHOOL OFFICERS:

GROUNDSMAN:

TUCKSHOP CONVENOR:

UNIFORM SHOP CONVENOR:

Mrs Jo Duran
Mrs Lisa Stewart
Mrs Tracey Andrew
Mrs Leanne McCarthy
Mrs Lisa Lunardelli
Mrs Vickie Temple
Mrs Kandi Ryan
Mrs Jacqui Sutherland
Mrs Yvette Underwood
Mrs Lyn Bray
Mrs Anne McLeish
Mrs Lyn Gentle
Mrs Lee Hile
Mrs Debbie Laurie
Mrs Sue Kennedy
Mrs Annette Malanaphy
Mr Colin Simpson
Mrs Helene Fahey
Mrs Debbie Laurie

WELCOME TO ST BRIGID'S SCHOOL

St Brigid's is a Catholic Primary School serving the families of the local Catholic Parish of Nerang.

St Brigid's offers a quality education within the context of Catholic values and traditions. The school aims to be a true community of learning and faith – one which recognises the uniqueness and dignity of the individual and operates on the Gospel values of respect and care for one another.

Through its curriculum and courses, its celebration and worship rituals, its cultivation of the aesthetics and its Religion Program, the school attempts to give witness to the essential wholeness of the human experience – social, moral, physical, spiritual and intellectual development.

SCHOOL HISTORY

St Brigid's School opened in 1994 with an Administration block, Preschool and six classrooms, catering for an initial enrolment of 135 students from Preschool to Year 4.

A second building stage was completed in 1996, extending the school's size by four more classrooms and by the end of 1998, our library, covered area and tuckshop were completed. The school reached "two stream" capacity in 1999 and became a "three stream" school in 2006. C Block, including the current Outside School Hours Care facility was constructed in 2008. In 2010 and 2011 the covered area was converted into a Multipurpose Area (MPA) and the Eco-Enquiry building was constructed. Both projects were funded through the Federal Government's Building the Education Revolution Program. In September 2011, a sports floor was installed in the MPA which was funded by a grant from the Gambling Community Benefit Fund and the balance donated by the Parents and Friends' Association. In 2012 the original Administration building was extended and refurbished.

SPIRITUAL DEVELOPMENT

Faith development is considered an essential component for education of the whole person. The school's formal Religion Program is based on the Archdiocesan Religious Education Curriculum documents. Students participate regularly in liturgies, celebrations, prayer times and assemblies which help develop the community of faith.

SOCIAL AND MORAL DEVELOPMENT

At St Brigid's we acknowledge that children are growing up in an era in which they are exposed to a new range of social pressures, choices and technology which did not exist in other times.

At St Brigid's we shall provide a seven-year program, from Prep to Year six which is designed to equip our young people to confront social, moral and digital issues in the light of Gospel teachings.

PHYSICAL DEVELOPMENT

At St Brigid's we promote good health and wellbeing. Students can experience the challenge and fun of physical activity while developing the skills necessary for lifelong participation. Our specialist Physical Education teacher designs and implements lessons, based on physical activity, that allow students the opportunity to develop their interpersonal skills, enabling them to understand and use their capacities for learning and functioning in varied situations. These activities will encourage students to appreciate and value their involvement and to continue their active participation in personal and community activities in their adult life.

Our Sport and Physical Education programs are aligned with the Australian Curriculum.

The Australian Curriculum: Health and Physical Education (F – 10) aims to develop the knowledge, understanding and skills to enable students to:

- Contribute to healthy and active communities
- Understand movement
- Move their bodies
- Learn through movement
- Be healthy, safe and active
- Communicate and interact for health and wellbeing

As well as learning experiences organised by the Physical Education teacher and accessed by all children each week, the school offers a range of other sporting activities to cater for various needs and abilities. Each year students are given opportunities to participate in athletics training, cross country training and a variety of afterschool programs. The success of these programs is evident through the great results that participants have achieved personally and at representative levels.

ACADEMIC DEVELOPMENT

St Brigid's has fully implemented all core subjects of the Australian Curriculum.

Australian education ministers endorsed the content for Foundation Year to Year 10 Australian Curriculum at the end of 2015. The Foundation year referred to in the Australian Curriculum aligns to our Preparatory program in Queensland schools.

St Brigid's uses the Australian Curriculum in Mathematics, Science, English, History and Social Sciences (HASS), The Arts, Technologies, Health and Physical Education and Languages (Year 4 – 6). We deliver the Religious Education Curriculum as approved by Brisbane Catholic Education.

Curriculum planning takes place within the beliefs and values of the BCE Learning and Teaching Framework and seeks to achieve the Goals for Education outlined in the *Melbourne Declaration on Educational Goals for Young Australians* –

- As a Catholic Christian community, we educate all to live the gospel of Jesus Christ as successful, creative and confident, active and informed learners; empowered to shape and enrich our world.

SCHOOL BOARD

St Brigid's operates a Pastoral School Board. A Pastoral School Board is not a Management Board as found in commercial or civil organisations. It is a unique structure that allows collaboration between Brisbane Catholic Education, the local Parish Priest, staff and parents to assist the school to operate according to its Mission Statement. The Board has elected members; four parent members, two staff members, one Parish member as well as non-elected Ex-Officio members – Principal and Spiritual Leader. The Board can co-opt additional members to provide required skills not evident in the current membership. The Board has broad responsibility; for policy development, oversee financial management, oversee the prudent provision and maintenance of building and plant, to promote communication within and beyond the school community and to offer advice to the school Principal on matters referred to it by the Principal. The School Board has no role to play in the implementation of policy or regulations; this is the responsibility of the Principal.

BEHAVIOUR SUPPORT

The role of the school is to provide an atmosphere which encourages respect for others and fosters healthy attitudes towards self-esteem. Our policy and practice, therefore, is based on explicit teaching of expected behaviours, encouragement, affirmation and acceptance of the individual – to enable our students to develop the capacity to take informed responsibility in their own lives.

ENROLMENT PROCEDURES

Parents considering enrolments can obtain application forms and a copy of the various school policies from the school's website – www.sb.qld.edu.au or by contacting the school during office hours.

Conditions and priority for enrolment do apply and offers of places are contingent upon vacancies in particular year levels.

RELIGIOUS EDUCATION

At St Brigid's School the Brisbane Catholic Education Religion Curriculum forms the basis for planning to teach Religion. We make links with the Religious Life of the School to help children understand how belief informs the daily lives of a faith community.

The Religion curriculum is implemented alongside the other subject areas of the Australian Curriculum and it is planned, implemented, assessed and reported on according to the same framework. The inquiry based curriculum involved students from Prep to Year six in the study of:

- Sacred Texts including the Bible and both modern and ancient spiritual writing and wisdom
- Beliefs about God, Jesus, Spirit, human existence and other world religions, including Judaism
- Church as expressed in liturgy and sacraments, community and church history, particularly in this region
- Christian life and how faith is lived through moral formation, mission, service, prayer and spirituality.

The Religion Education Program at St Brigid's seeks to provide opportunities for believers to grow in relationship with God, for all to develop knowledge and understanding of God as revealed through his son, Jesus and critical participation in society and its transformation in light of the Gospel. We aim to foster each child's full participation in the life of the community by helping each to develop an understanding of Catholic traditions and beliefs.

Further information about St Brigid's Religion Education Program can be found on the school website or parent portal.

Religious Life of the School

At St Brigid's, we seek to nurture the faith development of students, ever mindful of the diversity of religious backgrounds and understandings represented in our community. With Christ at the centre of all we do, our staff take every opportunity to be the face of the Catholic Church for families at our school, realising that many families will experience the formal life of the Church exclusively through their connection with our school. Hospitality, authenticity and inclusivity inform decisions made with and for learners and their families during their time in our community.

A Community of Faith

St Brigid's is a safe and supportive learning community, where harmonious relationships with God, each other and the environment are nurtured and valued. As parents, teachers, students, parishioners, and community members we take responsibility to ensure Christ is truly present in all of these relationships.

Each person within St Brigid's community will:

- Strive for harmonious relationships.
- Commit to reconciling broken relationships.
- Celebrate our relationships.

School Ethos and Charism

The word charism, in the tradition of the Church, refers to spiritual gifts used for the service of the whole community. These gifts or graces of the Holy Spirit are given to individuals and groups for the sake of others.

The central influence on the charism of our school is the person of Jesus Christ. At St Brigid's, we draw inspiration, direction and spiritual energy from the stories of our founding patron saint, St Brigid. Brigid exemplified the particular gifts of welcome and hospitality in living out the gospel of Jesus Christ.

School Prayer

St Brigid's Prayer

Loving God,

You helped St Brigid to become a strong and gentle person.

Help us to see you in the people that we meet each day.

And to serve you as St Brigid did – with joy, courage when things get hard and love for those in need.

AMEN



School Song

Making Christ Present

For St Brigid's School, Nerang.

Words & Music: Michael Mangan

Surrounded by creation, God's beauty all around:
The river, the mountains and the trees.
We gather here together on this ancient holy ground,
A special place for all the world to see.

**And we are making, making Christ present,
Everybody, every day.
We are making, making Christ present,
In all we do and say.
We are courageous, joyful, gentle, strong.
We love to learn, we love our God.
St Brigid's, make Christ present every day.**

We follow in the footsteps of Jesus, God's own Son,
We live in peace and care for those in need.
Inspired by St Brigid, we serve each and every one
With charity and hospitality.

Everyone is welcome here in our community.
We celebrate our gifts and let them shine.
Respecting all our differences, we live in harmony.
We proudly stand together, side by side.

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MUSIC PROGRAM

Students at St Brigid's Primary School receive music lessons on a weekly basis, provided by a specialist music teacher. For all year levels, music is to be a positive and fun experience for students, providing opportunity for group participation, development of social skills, expression of emotion and the satisfaction and self-worth that comes from improving their performance and musical understanding.

During music lessons students are involved in a variety of activities including:

- singing
- playing classroom instruments
- listening
- moving
- composing / creating music

Prep to Year 3

Students in the younger years engage in musical play to explore and develop musical skills and understandings. They will make music by themselves and with others, learning a repertoire of rhythms, songs and singing games. Some of this will relate to units being studied in the general classroom.

Years 4 to 6

Older students continue to develop and practice those musical understandings and skills of the early years at a more sophisticated level. For example, in Year 4 all students are given the opportunity to learn the recorder and in Years 5 to 6 the guitar / keyboard is explored.

Extra-curricular music opportunities

Students are presented with several options for involvement in musical groups and lessons beyond the classroom:

- singing club
- band and group instrumental lessons
- guitar lessons
- violin lessons
- drumming lessons
- piano lessons

Guitar, violin and drumming lessons are available both as private or group but piano lessons are only available as private.

Details and costs associated with these extra-curricular lessons are available on request.

INSTRUMENTAL MUSIC PROGRAM

All Year 3 students are included in an Instrumental Music Program at no additional cost. Once these students are in Year 4 they can continue in the program but at an additional cost and each student is required to supply the necessary instrument.

LANGUAGES AT ST BRIGID'S

Years 4 to 6 students at St Brigid's Primary School learn Japanese in line with the Australian Curriculum – Languages.

Students gain social and cultural benefits through learning languages, which helps them to participate in and engage with an increasingly globalised world. Learning a language also has a positive impact on a student's intellectual development. It provides them with analytical and communication skills that enhance their learning in other areas. There is academic evidence that learning a second language has benefits for young people in their first language. For example, learning a second language improves students' literacy skills because they gain a better understanding of grammar and sentence construction.

Students learn to speak Japanese as well as to read and write Japanese characters. They also learn about Japanese culture through their involvement and celebration of some Japanese festivals.

Class activities are based on:

- singing songs in Japanese
- playing games for Japanese vocabulary
- using iPads with Japanese apps and making a movie in Japanese
- origami and kendama
- skype calls and letters to Musashino Gakuen Primary School in Tokyo
- St Brigid's hosts a group of students from a primary school in Japan annually and this gives our students a great chance to use Japanese language and to experience the culture
- students are selected as school representatives to give a Japanese speech at the MLTAQ annual speech contest

PARENT INFORMATION

School times

School begins	8:40 am
First break	11:00 to 11:30 am
Second break	1:30 to 2:00 pm
School concludes	3:00 pm

Before school

Parents are reminded that school begins at 8:40 am. Staff members are rostered on duty from 8:20 am in the MPA and junior oval. From 8:20 am children in years Prep and 1 may play on the adventure playground, children in years Prep to 4 may play on the junior oval and students in years 5 and 6 may play in the MPA where all children will be required to assemble when the bell chimes to signal the start of the school day. It is unsafe for children to be at school unsupervised prior to 8:20 am. The services of OSHC must be utilised for children arriving before this time.

Afterschool pick up

School concludes at 3:00 pm each day unless parents are otherwise notified. All children, except those attending OSHC, will be walked by their teacher to the designated pick up areas in the car park where they will be supervised by staff until they are collected. During this supervision time the children should be seated and refrain from eating, moving about or playing games. Children walking or riding home should report to the teacher on duty to be dismissed in a safe manner. Bicycle riders should always walk their bike whilst in the school grounds.

Drivers who arrive before 3:00 pm are requested to park and wait until the children arrive. The areas immediately in front of the Administration building and the Church are **NO PARKING** zones; these can be used by vehicles in the process of collecting children. Map of driveway – Appendix 2 page 32.

Children who remain at school after 3:30 pm will be taken to the school office and parents will be contacted.

Student Absences

When a child is absent the school requires either a message left on the Student Absentee phone line or email using the attendance variation function on the parent portal or a note handed to the classroom teacher explaining the reason for the absence upon return to school. If your child is marked as absent on the roll and no advice has been received before 9:30am you will receive an SMS notification of absence.

Parent portal

The parent portal is the digital communication interface between school and home. Access to the parent portal is via the school website www.sb.qld.edu.au under Community Access. Under this tab is the information and links required for the parent portal, BCE connect app, student portal and Parents and Friends committee.

The parent portal has announcements, calendar, notes and forms as well as links to the school newsletter, policies, staff directory as well as links to other organisations affiliated with St Brigid's.

HOME MY SCHOOL MY DETAILS

Home ▶ Home
St Brigid's Catholic Primary School Parent Portal Site

Search this site... ?

parent portal

- Announcements
- Calendar
- Help and How Tos
- Report Student Absence
- Online School Services
- Parish
- School Community Groups
- School Directory
- Newsletter
- Forms and Documents
- Update Details
- School Website
- Library
- Pictures
- School Shops
- Contact Us
- School Fees
- OSHC
- Sports
- Catholic Education

This Week

Monday, 27 July 2015
7:00 AM - 8:00 AM: [Week 3](#)
9:15 AM - 10:15 AM: [UNSW English Test with Mr Clurey](#)

Tuesday, 28 July 2015
8:00 AM - 9:00 AM: [AST BREAKY TUESDAY 28TH JULY](#)

Thursday, 30 July 2015
12:00 AM - 11:59 PM: [BACK UP St Brigid's Senior Athletics Carnival](#)

Announcements

Friday, 28 November 2014
[1:1 Tablet parent info night](#)
[1:1 tablet program movie](#)

Tuesday, 26 May 2015
[Park and Stride Map Active School Travel](#)

Thursday, 28 May 2015
[Year 6 Canberra Explorers Trip Parent Information Night Notes](#)

Tuesday, 02 June 2015
[My Details](#)


Forms


- [Year 4 2015 Learning Tool program.pdf](#)
- [2015 Fee Schedule.pdf](#)
- [2015 Parent Handbook.pdf](#)
- [St Brigid's Acceptable use terms 2014.doc](#)
- [YEAR 6 CANBERRA EXPLORERS TOUR PARENT INFORMATION NIGHT DETAILS.docx](#)

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Your username will be the email address that you provided to the school upon enrolment. Users need to select the BCE blue box then 'Forgotten Password / First Time Login' icon from the login screen identified in the screen shot below.

LOGIN

Brisbane Catholic Education


Diocese of Cairns

BCE staff and students:
Please your BCE username (e.g. jsmith)..


Other users:
Please add your full email address as your username (e.g. jsmith@hotmail.com).

Username

Password



By accessing and using the ICT resources provided by Brisbane Catholic Education (BCE), you are agreeing to abide by the [Conditions of Use of ICT Resources statement](#)



[Web Disclaimer](#) | [Brisbane Catholic Education](#) | [Privacy Policy](#)

Once you have accessed the parent portal, you may like to download our BCE connect app from any App store. You will need your log on details from the parent portal to access the app. The app contains the same information as the parent portal but may be more accessible being on your mobile phone. Search for St Brigid's Nerang once you have downloaded the app.

Classroom teacher contact

If you require an appointment with a teacher, please send a note with your child to be handed to the teacher or leave a message on the class direct voicemail line. These telephone numbers are located on the parent portal under school directory.

During the school day, telephone calls to classrooms or teachers will only be put through in **CASES of EMERGENCY.**

Late arrival

Students who arrive at school after 9:00 am will be required to first report to the school office and obtain a Late to School notice as shown below which is then handed to the class teacher. If a student arrives at class after 9:00 am without a Late to School notice they will be referred to the Student Reception window to obtain one. In line with legislation, a parent or guardian must sign students in when arriving late.

DATE	TIME	REASON	NAME	CLASS
<p>This student has arrived late to school. Please advise teacher to class.</p>				
<p>Authorised by: _____</p>				
<p>Signature: _____</p>				
				
LATE TO SCHOOL				
St Brigid's Catholic Primary School				
No. 5497				

Early departure / Illness

No student will be permitted to leave the school grounds during the school day without authorisation from the Principal. A student will be released from school only to parents or to persons authorised who have completed the Permission to Leave School Grounds notice as shown below at the school office. The Principal will determine the validity of the claim made by any person requesting the release of the child. Custodial matters must be discussed with the Principal.

Whenever a student leaves the school grounds prior to the normal conclusion time, a Permission to Leave School Grounds notice must be completed at the school office and handed to the classroom teacher before the student is released.

Where a student displays symptoms of illness, injury or is distressed by a health related condition, the teacher or school office will contact a family member to advise them of the situation.

DATE	TIME	REASON	NAME	CLASS
<p>This student has been given permission to leave the School Grounds.</p>				
<p>Authorised by: _____</p>				
<p>Signature: _____</p>				
				
Permission to Leave School Grounds				
St Brigid's Catholic Primary School				
No. 5611				

Administering of medication

Student Medication Request forms must be completed by a parent/caregiver and handed to the **school office** in order to authorise the administration of medication to a student. These forms are available from the school office and the parent portal.

Students are not to keep medication in their school bags (except for asthma sprays).

ALL MEDICATION, including paracetamol, store bought creams etc must be current (not past its expiry date) and provided to the office in the original container with a pharmacy label stating the student's name and the required dosage.

Please see below an extract from Brisbane Catholic Education's Medication Policy:

Medication to Students: Routine, Emergency and Over the Counter

For any prescribed medication, the following information is to be provided on the pharmacy label:

- name of the person authorised to take the medication
- dosage
- date and time to be taken, and
- medical practitioner

Assemblies

Assembly is held every Monday afternoon in the MPA commencing at 2:30 pm. A different class each week will conduct and lead the prayer.

Extra assemblies occur on special occasions or to organise an important event. We use assemblies for the sharing of "good news". Parents and family members are welcome to attend.

Interschool sport

During Term 2 students from Years 5 and 6 will participate in a weekly interschool sports competition against other schools in the area. Running for ten weeks, this program takes place on Friday afternoons and allows students to take part in team sports such as netball, rugby league, soccer, oztag and leisure activities. Students are also given opportunities to train for these sports during and after school with training sessions being run by the teachers. All Year 5 and 6 students look forward to their Friday interschool sport and over the past years we have proven to be very competitive throughout all sports.

Swimming lessons

Each year students from Year 1 to 6 participate in swimming lessons to ensure that all students are able to swim at a basic level. This program caters for beginners through to squad level swimmers. Students are educated and trained in swim survival techniques, safety, stroke development / correction and endurance swimming. These lessons assist students in preparation for all the leisure activities that the Australian summer has to offer.

Newsletter

Our newsletter is published weekly on a Tuesday / Wednesday and made available via the internet. The newsletter serves as a very important communication link between school and home and a great deal of time and effort is invested into its preparation. Parents should register a current email address with the school office to access the newsletter and are encouraged to read and note its content.

Uniform shop

The uniform shop is open on Tuesday and Friday between the hours of 8:30 am to 9:30 am and is located below the Administration building. Additional times will be arranged for Prep orientation day and the commencement of the new school year. We accept cash, cheque and EFTPOS facilities are available.

Tuckshop

The tuckshop is open on Wednesday, Thursday and Friday. Ordering is available online from the Flexischools website and you can order for first and second break. Full details and the link are published on the parent portal. Online ordering avoids the need for children to bring cash and lunch bags to school and saves our volunteers spending time handling and counting cash. Volunteers are always welcomed.

Student banking

Wednesday is student banking day via the Commonwealth Bank. Banking books are either handed into the school office or your child's classroom. Information for opening a Youth Saver account can be obtained from the school office. No personal cheques accepted, **CASH ONLY**.

School records

When a child is enrolled at a school, certain information is obtained and recorded. Should there be a change in circumstances it is essential that the school be advised. The school should be informed of the following:

- change of address
- telephone numbers
- email address
- emergency contact person
- family circumstances that may affect the child (births, separation, etc)
- custody orders

These changes can be made in person at the school office by completing a Change of Details form or via the parent portal.

PARENTAL INVOLVEMENT

Why be involved

Research studies show that those parents who:

- show a **genuine interest** in the school
- display **keen support** for the school
- **encourage** teachers
- **speak** well of the school

have children who are more likely to be **happy** at school and achieve at high levels. As a school community, we see the child's life as a shared responsibility. Parents have the key role in character making, extolling philosophy, building attitudes, values and self-esteem. Teachers have the key role in teaching skills for life and providing experiences that children can build on for the future. We need your vital back up, support and involvement.

As a school community, we believe strongly in parental involvement and we invite parents to develop a close link with the school. In this way, parents can be kept well informed of school developments and of the progress and welfare of their child. We see parental involvement as an integral part of school life. Parents are not only seen as library assistants, tuckshop helpers or reading helpers, you have a real contribution to make. Any parents who feel concerned about any matter relating to their child at school should seek an appointment in the first instance with their child's teacher. The Principal will always be available after this initial contact has been made. Unfortunately, misunderstandings do occur, often because of second-hand or inaccurate information. We believe that if teachers and parents are to work together for the benefit of their shared responsibility, honest open communication is vital.

Hence we wish to:

- **extend** an open and welcoming attitude towards all parents
- **encourage** parent participation and involvement in the ongoing process of the education of the child
- **communicate** to parents that, although suggestions and new concepts are welcome, the teachers of St Brigid's must have the professional freedom to formulate and execute the school's educational program
- **inform** parents of the need teachers have for an uninterrupted teaching period, thus necessitating parent teacher interviews outside school hours

We warmly welcome members of our school community to school Masses that are held throughout the year. Your involvement is valued especially on special occasions such as ANZAC Day or Buddy Masses.

The dates for Liturgies and Masses can be found on our school website.

Parent information night

In the early part of the school year, parents are invited to join the teachers to discuss the program planned for each year level. The teachers' expectations of the students will be outlined along with issues related specifically to each particular class.

Students' reports and interviews

The school year is divided into two semesters, January to June and July to December. Student reports are issued towards the end of each semester. Formal interviews will be offered on two occasions throughout the school year. At all times it is essential that parents feel free to discuss any aspect of their child's growth, with either the classroom teacher or the Principal. All appointments with the Principal should be made through the school office.

Parents and Friends' Association

The Parents and Friends' Association (P&F) of St Brigid's works tirelessly to support our school in many ways. They meet on the 3rd Wednesday of each month at 7:00 pm in the staff room and all parents are welcome to attend. You are encouraged to become involved in the activities of the Parents and Friends as the funds raised by the P&F Levy and various fund raising activities are applied directly towards benefiting your child.

School fees and levies 2017

	Tuition fee	Capital Levy	P&F Levy	Technology Levy	VCCC	Total
One child	\$1720.00	\$602.00	\$120.00	\$140.00	\$24.00	\$2606.00
Two children	\$3096.00	\$602.00	\$120.00	\$140.00	\$24.00	\$3982.00
Three or more children	\$3936.00	\$602.00	\$120.00	\$140.00	\$24.00	\$4822.00

VCCC – Voluntary Catholic Community Contribution

Tuition fee

Tuition fee is used to pay for recurrent expenses including insurance, council rates, electricity, telephone, office computers, photocopiers, student supplies including text books and stationery. The tuition fee also pays for the employment of "above schedule" staffing, contract payments associated with cleaning, security, fire protection and pest control, as well as repairs and maintenance of grounds, plant equipment and furnishings. A component of the tuition fee is passed directly to Brisbane Catholic Education Office as an **Archdiocesan Education Levy** and **Futures Fund Levy**. While these levies constitute a small percentage of overall income to Brisbane Catholic Education, it is a major item of expenditure to be met by the school.

Capital levy

Families are expected to contribute towards the school's capital levy account. All funds collected are used to service loans taken out to construct and maintain the school's buildings, fittings and equipment and to meet all other capital expenses of the school.

P&F levy

The P&F levy was introduced in 1997 by the school's Parents and Friends' Association. The purpose of this levy is to guarantee the association a regular income without the constant demand on parents to raise funds. The levy enables the P&F to continue to provide resources for our school, while spending the majority of its time concentrating on social events for parents or other issues that may arise. The levy once received from parents is remitted to the P&F each month.

Technology levy

The technology levy is collected to meet the costs of developing and maintaining information and communication learning technology including but not limited to student computers, tablets, wireless network infrastructure, interactive whiteboards, data projectors and digital photographic equipment.

Student 1:1 tablet levy

Every student in Year 4 is issued with a school purchased tablet which they will keep for the final three years at St Brigid's. Parents may choose to rent this device and leave it at St Brigid's at the end of Year 6 or purchase it over three years and the student will assume ownership at the end of Year 6. Current costs for rent or purchase are available from the school office. The school meets the cost of the extended warranty and insurance. Further information is made available at the time of commencing the scheme.

VCCC

The voluntary Catholic community contribution was introduced in 2012. The local Catholic Parish is the original sponsor and patron of St Brigid's Primary School. With declining numbers of families actively involved in the life of the Parish, it struggles to finance its pastoral activities. To assist the viability of the Parish and to ensure the presence of a local Parish Priest in the life of the school we collect a voluntary contribution from families and pass it on to the Parish. Parents who already financially support the Parish by other means are not expected to make this donation.

Payment of school fees

It is imperative, financially, that all school fees are paid promptly each term in order to provide an adequate cash flow to meet expenditure as detailed above. Prompt payment also ensures continuity of the provision of adequate resources to educate our students and provide them with every opportunity for planned educational, sporting and cultural activities.

Facilities are available for payment of fees at the school office by cash, cheque or eftpos. Forms are available from the school office, school website or the parent portal for those families wishing to set up a direct debit or credit card payment plan. We also offer payment via BPAY with the Biller Code and Reference number located on your term fee statement. Families with a genuine reason for not being able to meet their financial commitment, by prompt payment of school fees, must contact the Finance Secretary as soon as possible.

Consideration for a reduction in school fees can only be made within the parameters of the school budget and by the application of strict but fair criteria. Concession application forms are available from the school office and the parent portal.

Notice of leaving the school

One whole term's notice is required if leaving the school during the year. If the required period of notice is not received then one full term's fees plus the balance of the value of books and other items issued will be invoiced. There will be no pro-rata refund of a term's fees already paid if leaving during the term.

SCHOOL BEHAVIOUR PLAN

The school's goals emphasise the importance of the development of the whole person. As a Catholic school, the aim is to develop responsible citizens who consciously attempt to live the Gospel values in their encounters with others.

In a truly supportive Catholic school environment, then the frequency and severity of behavioural problems should be significantly diminished. Such an environment ensures that all students have a right to a socially just education and are able to achieve their full potential.

A truly supportive Catholic school environment would ideally be characterised by:

- an ethos centred on the person of Jesus and the values exemplified in the Gospel
- a curriculum that caters for all learners
- a clearly stated and consistent school wide discipline plan which encourages students to make choices and accept responsibility for their own behaviour
- non-discriminatory organisation and administration procedures
- an emphasis on the development of high quality interpersonal relationships
- regular opportunities for the monitoring and review of general school wide practices, plans and procedures
- a high level of co-operation and collaboration amongst staff, parents and students to achieve improved behaviour for both group and individual cases
- an increasing intensity of behavior support for problematic behaviours

Whole school behaviour support

St Brigid's has adopted a School Wide Positive Behaviour for Learning philosophy (PB4L). We have three basic behavior expectations which need to be known to every member of our school community:

- respect for self and others
- respect for learning
- respect for property

Each week a more specific behavior from the PB4L matrix – see next page – is taught in all classrooms from Prep to Year 6. Children who then demonstrate the expected behavior may receive a PB4L token which they place in the PB4L box for the weekly draw held at assembly.

POSITIVE BEHAVIOUR FOR LEARNING

ST BRIGID'S POSITIVE BEHAVIOUR MATRIX

	Respect for self and others	Respect for learning others	Respect for property
R esource technology	<ul style="list-style-type: none"> access appropriate material use only your own password log off when finished 	<ul style="list-style-type: none"> acknowledge your source of information listen to instructions leave equipment ready for use 	<ul style="list-style-type: none"> sit on computer chairs safely keep equipment clean handle equipment carefully
E ating areas	<ul style="list-style-type: none"> remain seated while people are eating respect different food choices wash your hands 	<ul style="list-style-type: none"> make healthy eating choices keep food and drinks away from books and equipment 	<ul style="list-style-type: none"> place rubbish in bins put away your lunch box take home your own rubbish
S chool gatherings	<ul style="list-style-type: none"> applaud appropriately move and sit quietly greet others appropriately be respectful during prayers and in the church wear the correct uniform with pride 	<ul style="list-style-type: none"> active listening participate in responses 	<ul style="list-style-type: none"> help with set up / pack up wipe your feet care for school property and surroundings
P laygrounds	<ul style="list-style-type: none"> keep hands and feet to yourself wear your hat take turns / share / be fair everyone can join in follow teacher directions be in the right place report inappropriate behavior immediately 	<ul style="list-style-type: none"> speak to please, not to tease be a good sport follow the rules encourage participation 	<ul style="list-style-type: none"> use equipment safely return equipment correctly report missing or damaged equipment wear your own hat
E xcursions	<ul style="list-style-type: none"> be safe follow instructions wear sunscreen and a hat be considerate of others' feelings and needs 	<ul style="list-style-type: none"> active listening join in acknowledge the work of others 	<ul style="list-style-type: none"> leave the venue as you found it be aware of your surroundings follow venue rules
C lassrooms	<ul style="list-style-type: none"> take turns value others' opinions make Christ present use good manners keep your space clean and tidy follow teacher instructions 	<ul style="list-style-type: none"> active listening put your hand up and wait ask questions have the tools you need take pride in your work / do your best be on time contribute to the learning 	<ul style="list-style-type: none"> pack up look after school resources use equipment correctly move safely return equipment neatly
T ransitions	<ul style="list-style-type: none"> walk when on concrete stay on the paths walk bikes and scooters to the school boundary keep left hands and feet to yourself respect personal space 	<ul style="list-style-type: none"> go to the toilet, wash your hands, have a drink be aware of your surroundings be in the right place at the right time move quietly and quickly 	<ul style="list-style-type: none"> keep verandahs clear clean up after yourself leave toilets clean and tidy

Classroom behaviour support

Each classroom will have a clearly communicated procedure to highlight expected behaviours, but which also discourages inappropriate behaviours. As such, natural or logical consequences for inappropriate behaviours are to be clearly articulated to all members of the class. Obviously, consideration of children's age and individual needs and sensitivity to particular backgrounds is critical.

Individual behaviour support

Where a child's behaviour is persistently unproductive to learning, particularly that which disrupts the learning environment or is considered dangerous the Principal and the child's parents are to be informed. The child, class teacher, parents and other appropriate personnel will meet to negotiate a plan of action which is in the best interests of the child and all other members of the school community. This may require the development of an individual behaviour support plan to address specific unproductive chronic behaviours.

PLAYGROUND

Our playground rules at St Brigid's:

- we do not use violence – St Brigid's is a **VIOLENCE FREE** school
- we wear hats and footwear when we are outside
- we walk sensibly on pathways, steps and around buildings
- we keep out of garden areas, out of bounds areas and unsafe places
- we care for our school property and equipment
- we sit down to eat our snacks and lunches and put rubbish in a bin

Out of bounds areas include all gardens, unsupervised rooms and all rock walls. Students without hats should play in the MPA.

OPN room (off playground now)

Children will be given an OPN notice for "time out" for transgressions of playground rules which involve hurting or intimidating other children. Students will be referred directly to the School Leadership team in Administration at the time of the incident. The purpose of OPN is firstly, to give the offending child an opportunity to reflect on their behaviour and secondly to ensure the continued safety of other children on the playground.

HOMEWORK

Rationale

This community recognises the value of homework as a worthwhile learning experience. Effective homework fosters communication, supports the development of study habits and provides ongoing reinforcement of class activities.

Guiding Principles

Homework should not be stressful to the student or the family. Its implementation should be understanding of the needs of family life. Homework should be a revision of class activities. Activities should be achievable for the individual. The understanding of homework is a team approach involving the teacher, family and student.

Guidelines

Individual classroom practice remains at the discretion of the teacher. Quality is an expectation in the preparation and completion of homework. Recommended time allocations per night:

Preparatory	No formal homework is set. Parents are encouraged to read to their child daily.	
	Written	Non written
Year one	5 minutes	10 minutes
Year two	10 minutes	10 minutes
Year three	10 minutes	10 minutes
Year four	15 minutes	10 minutes
Year five	15 minutes	15 minutes
Year six	20 minutes	15 minutes

UNIFORM POLICY

We at St Brigid's School community values its identity, student dress standards should promote a positive image of the school within the community and encourage students to uphold and enhance that image. It is by and through the maintenance of dress standards that the school community can express a sense of belonging for its students. In formulating this policy, the school community has experienced a wide range of consultation. The policy therefore, reflects the common values prevalent, but is informed by current laws, regulations, community standards and Gospel values.

General principles

Student dress standards will:

- be sensitive to the maturity of students, gender, disability, religious and cultural beliefs and socio-economic circumstances
- maximize access to and participation in, all educational experiences for both male and female students
- ensure health and safety according to relevant legislation and policy
- minimize harassment attributed to and accentuated by dress

Approaches which encourage and reward students for upholding dress standards are worthwhile, and these should reflect the broader school philosophy, especially aspects which relate to student welfare.

All members of the school community have responsibility for ensuring that dress standards are maintained, but it is the role of the Principal who is aware of and sensitive to family circumstances, to address individual cases.

Uniform requirements

Footwear:

- St Brigid's logo white ankle socks
- totally black shoes (may be leather shoes or sports style) – coloured stripes or high ankle boots are not permitted

Hats

- school surf hat with St Brigid's emblem
- yellow band on Preparatory hats
- no hat – no play rule applies

Sportswear

- gold sports shirt with St Brigid's emblem
- bottle green sports shorts with St Brigid's emblem
- black sports style shoe
- bottle green skort with St Brigid's emblem
- bottle green swimmers with St Brigid's emblem

Cold weather wear

- bottle green track pants, jacket and / or V neck jumper with St Brigid's emblem may be worn over both sports and day uniforms
- alternatively, bottle green tights may be worn under dresses or shorts
- bottle green fleecy vest with St Brigid's emblem may be worn with both sports and day uniforms

Day dress wear

- check dress with St Brigid's emblem
- check shirt and bottle green rugger style shorts both with St Brigid's emblem

Hair

- hair which extends beyond normal collar length or which affects the child's participation in school activities is to be secured with school coloured ribbons or scrunchies – bottle green, white, school check colours for day dress and lemon or bottle green coloured for sports days
- hairstyles should comply with standards of neatness, practicality and safety

Jewellery

- wrist watches and ear studs are permitted as items of jewellery, for safety reasons, ear studs only are to be worn, as ear rings can be accidentally pulled through the ear lobe

Policy statement

- the wearing of non-uniform items is not permitted without the permission of the Principal

Changes to uniform items

Given the cost and energy expended in establishing the current uniforms, and with reference to current contractual arrangement, changes will only be considered where the following procedures are followed:

- the proposed changes are specified and reasons are clearly justified and addressed in writing to the uniform committee or as suggested by the uniform committee
- if the uniform committee view the proposal as warranted, they will then be charged with the responsibility to investigate issues such as cost practicality, availability and adherence to the general principle
- the proposed changes are then discussed at a P&F meeting after giving the school community at least one week's notice

ACTIVE SCHOOL TRAVEL

Introduced in 2012 **Gold Coast City Council's Active School Travel Program** aims to change travel behaviour to and from school. Families are encouraged to walk, cycle, scooter, car pool or use public transport to reduce traffic congestion around schools.

Key achievements

In 2012, the program's pilot schools achieved an average of 11 per cent reduction in school travel car trips. This result shows the Active School Travel Program educates and motivates parents, teachers and students to leave the car at home and actively travel to and from school.

Participating schools work with a Council AST officer who provides guidance and assistance to develop an Active School Travel plan and activities which may include:

- walking and wheeling Wednesdays
- student active travel reward program
- bicycle education training
- park and stride
- walking school bus
- road and personal safety performances

More information is available at:

<http://www.gcparks.com.au/activites.aspx?page=168>

CHILD AND ADOLESCENT ORAL HEALTH SERVICE

Gold Coast Child and Adolescent Oral Health Service provides a government funded oral health program for eligible children and adolescents. Queensland children from four years of age through until they finish Year 10 are eligible to receive government funded oral health services.

A qualified team of dentists, oral health therapists, dental therapists and dental assistants work together to provide a range of oral healthcare services to meet your child's specific oral health needs.

All schools are offered oral health care services on a rotational basis. Each student will receive an offer of oral health care pack via the school. It is the responsibility of parents / guardians to accept this offer of care by contacting the Oral Health Call Centre on 1300 300 850 to schedule an appointment for their child.

SMOKE-FREE POLICY

In the interests of the health and safety of students, staff and visitors, the following procedures are to be followed:

- smoking is not permitted on the school grounds and within 5 metres of the school boundary
- applicants for staff positions are to be informed of this policy
- suitable signs are displayed to bring this policy to the notice of all

OUTSIDE SCHOOL HOURS CARE

St Brigid's OSHC is managed by Centacare Child Care Services for and on behalf of Catholic Parishes at Parish Schools and in agreement with Brisbane Catholic Education at Archdiocesan Schools.

OSHC is an approved child care service and receives Child Care Benefit (CCB) funding through the Department of Education, Employment and Work Place Relations.

The service provides care for school-aged children attending the program for before and after school and during school holidays.

Hours of operation

Before school care	6:30am until 8:30am Breakfast is provided before 8:00am
After school care	3:00pm until 6:00pm Afternoon tea is provided
Vacation care	7:00am until 6:00pm Afternoon tea is provided

Enrolment forms are available on the school's website www.sb.qld.edu.au or email OSHC on nerangoshc@bne.centacare.net.au. Children must be enrolled to attend OSHC. For enquiries please contact OSHC on 5596 3912.

ADDITIONAL SCHOOL BASED ACTIVITIES

Co-curricular music program

This program offers instrument tuition and is conducted at the school for your convenience. The purpose of this program helps to complete the total education of your child, in at least three ways:

- by achieving new skills and the positive effect this has on the individual
- by being involved in music activities with others and the positive social interaction this involves
- by commencing a worthwhile recreational activity which can add enjoyment to life

Lessons on offer

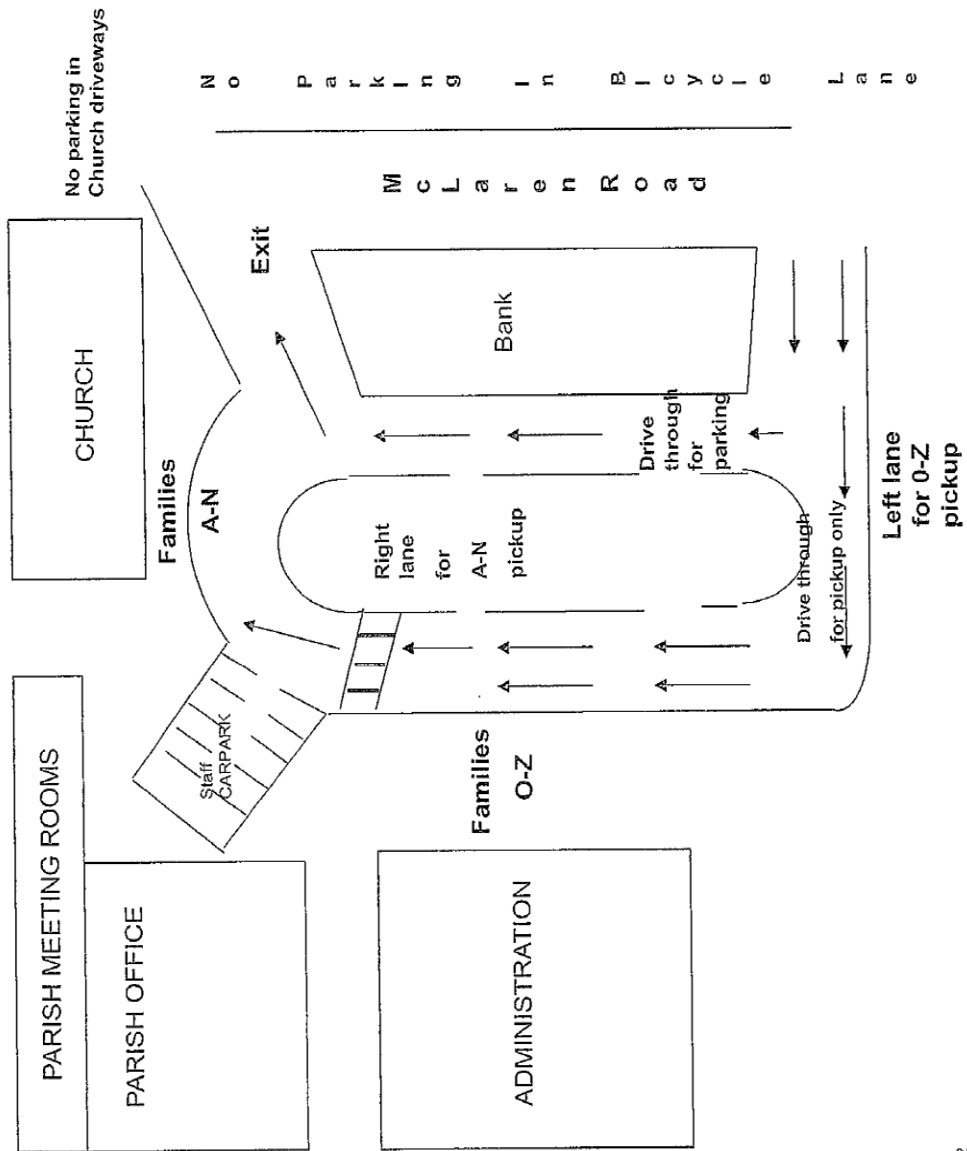
Guitar Group tuition (5 students) Years 3 – 6
Piano / keyboard Individual tuition Years 1 – 6
Percussion Years 2 – 6

Contact information

Instrument	Teacher	Day of lesson	Venue	Contact
Piano	Andrea Palmer	Monday	Music room	5573 5203 andiepalmer@hotmail.com
Guitar	Stuart Humphrey	Friday	LOTE room	0403 645 045 info@qldguitarlessons.com
Percussion	Scott Davey	Tuesday & Thursday	OSHC	0401 873 410 scott-davey@hotmail.com

Contact can be made directly with individuals above to enrol students and information is also available from the school office.

ST BRIGIDS – After school drive through plan



Last modified in OCT 2012