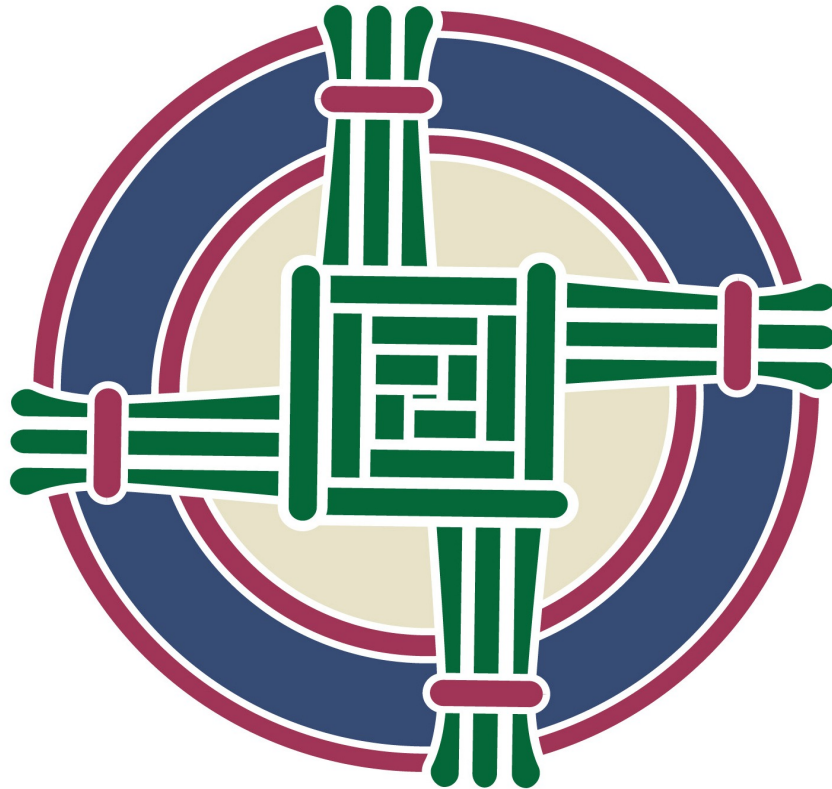


# ST BRIGID'S CATHOLIC PRIMARY SCHOOL



## 2017 PARENT INFORMATION

# Welcome

Dear Parents

Thank you for your interest in becoming part of the St Brigid's family. I understand choosing a school for your child is a very important decision. Here at St Brigid's we provide a safe and supportive faith filled environment for your children to learn and develop. I believe an obvious strength of our school is our positive, family atmosphere. The children are loved, respected and taught well. We offer our students a well-rounded education that supports personal growth based on catholic values.

An effective education requires open and honest communication. At St Brigid's we believe that mutually supportive and trusting relationships between the school and home provide the foundation for optimal student learning and development.

Our faith is central to all that we are. Following the way of St Brigid we strive to see the spirit of Jesus in our actions and the actions of others. Our School Motto "Gentleness and Strength" encourages our whole school community to act with gentleness but with strength in what we know to be right.

It is my hope that your time with us at St Brigid's will be both enriching and rewarding. If I can be of assistance in anyway please don't hesitate to contact me.

I look forward to sharing your child's educational journey with you.

**Mick Roach**  
**PRINCIPAL**



***"I would like an abundance of peace. I would like full vessels of charity. I would like rich treasures of mercy. I would like cheerfulness to preside over all."***  
***- St. Brigid of Kildare***

# SCHOOL MISSION STATEMENT

Inspired by the Gentleness and Strength of St Brigid  
we are called to:

**Act in the spirit of Jesus  
Embrace a passion for learning  
Respect and celebrate uniqueness  
Work in partnership with the community**

*The St Brigid's School Mission Statement was created by the 2014 School Board. Our students say the Mission Statement every morning to start their day.*

## SCHOOL MOTTO

**“Gentleness and Strength”**

*Our School's motto, 'Gentleness and Strength', is a variation of the Brigidine Sisters motto. This spirit encourages our whole school community to act with gentleness but with strength in what we know to be right.*

**STAFF 2017**

## Administration

Principal

Assistant Principal – Religious Education

Assistant Principal - Curriculum

Learning Support Teacher

Mr Mick Roach

Mrs Tegan Green

Mrs Libby Norris

Mrs Shannon Butler

Mrs Gwen Connolly

## Teaching Staff

Prep Red

Prep Blue

Year 1U

Year 1G

Year 2GL

Year 2M

Year 3H

Year 3B

Year 4

Year 5

Year 6

Music

Physical Education

Miss Erika Small

Mrs Maggy Sihlberg

Mrs Sharon Upton

Mrs Shona Gibson

Mrs Tegan Green

Mrs Sally-Anne Lankowski

Ms Stacy Mills

Mrs Liz Hopkinson

Mr Rion Banks

Mrs Libby Norris

Miss Evelyn Campbell

Mrs Clare Weir

Mrs Katie Bain

Mrs Evelyn Campbell

Mrs Shannon Butler

## Ancillary Staff

Finance Secretary

Admin Secretary (Monday-Wednesday)

Admin Secretary (Thursday-Friday)

Prep Assistants

Teacher Assistants

Librarian

IT Assistant

Cleaner

Groundsman

Mrs Tracy McIndoe

Mrs Tracy McIndoe

Mrs Brooke Mitchell

Mrs Paula McPhail

Mrs Lisa Waddell

Mrs Wendy Gaskin

Mrs Jan Gurney

Mrs Michelle Kirton

Mrs Kristy Strong

Mrs Wendy Gaskin

Mrs Esmae Edwards

Mr Alan McIndoe

# 2017 CALENDAR

## Term 1

School office opens

**School Resumes 2017**

Monday 16<sup>th</sup> January

**Monday 23<sup>rd</sup> January**

Australia Day Holiday  
St Brigid's Feast Day  
Parent information sessions  
St Brigid's Day Parish Mass  
Bishop's In-service Day  
2016 Opening Mass  
St Brigid's Welcome BBQ  
Ash Wednesday  
School Disco  
St Brigid's Cross Country  
Parent-Teacher Interviews  
**Last Day Term 1**

Thursday 26<sup>th</sup> January  
Wednesday 1<sup>st</sup> February  
Thursday 2<sup>nd</sup> February (evening)  
Sunday 5<sup>th</sup> February (5pm)  
Wednesday 8<sup>th</sup> February (Pupil Free Day)  
Friday 10<sup>th</sup> February  
Friday 10<sup>th</sup> February (evening)  
Wednesday 1<sup>st</sup> March  
Friday 3<sup>rd</sup> March  
Friday 10<sup>th</sup> March  
20<sup>th</sup> March – 24<sup>th</sup> March  
**Friday 31<sup>st</sup> March**

Holy Thursday  
Good Friday  
Easter Sunday

Thursday 13<sup>th</sup> April  
Friday 14<sup>th</sup> April  
Sunday 17<sup>th</sup> April

### **Term 2**

#### **Term 2 Commences**

Anzac Day  
Emerald Show Holiday  
School Photos  
St Brigid's Athletics Carnival  
**Last Day Term 2**

**Tuesday 18<sup>th</sup> April**  
Tuesday 25<sup>th</sup> April  
Wednesday 7<sup>th</sup> June  
Thursday 1<sup>st</sup> June  
Friday 2<sup>nd</sup> June  
**Friday 23<sup>rd</sup> June**

### **Term 3**

#### **Term 3 Commences**

Catholic Education Week  
Canberra/Sydney Camp (year 6)  
School Disco  
Parent-Teacher Interviews  
**Last Day Term 3**

**Monday 10<sup>th</sup> July**  
23<sup>rd</sup> July – 29<sup>th</sup> July  
4<sup>th</sup> August – 11<sup>th</sup> August  
Friday 18<sup>th</sup> August  
4<sup>th</sup> September – 8<sup>th</sup> September  
**Friday 15<sup>th</sup> September**

### **Term 4**

#### **Queen's Birthday Holiday**

#### **Term 4 Commences**

Pupil Free Day  
2018 Prep orientation morning  
Christmas Concert  
St Brigid's Swimming Carnival  
**Last Day Term 4**

**Monday 2<sup>nd</sup> October**  
**Tuesday 3<sup>rd</sup> October**  
Monday 17<sup>th</sup> October  
Thursday 16<sup>th</sup> November  
Wednesday 22<sup>nd</sup> November  
Friday 24<sup>th</sup> November  
**Wednesday 29<sup>th</sup> November**

## **SCHOOL CONTACT DETAILS**

Phone: (07) 49820411  
Fax: (07) 49820422  
Email: [sbe@rok.catholic.edu.au](mailto:sbe@rok.catholic.edu.au)  
Website: [www.sberok.catholic.edu.au](http://www.sberok.catholic.edu.au)  
Address: 6311 Gregory Highway, Emerald  
Postal: PO BOX 438

# **ORGANISATION & PROCEDURES**

## **ABSENTEEISM**

Parents are required to contact the School office by phone (49820411) or email (sbe@rok.catholic.edu.au) to inform of a child's absence from school.

## **APPOINTMENTS WITH TEACHERS**

Parents are encouraged to maintain contact with class teachers for the purpose of discussing their children's progress. Teachers should be given sufficient time to prepare for interviews in order to make them as productive as possible. Appointments with the teaching staff may be obtained either directly or by contacting the school office.

## **ARRIVAL / DEPARTURE**

### **Before School**

- No children are to arrive at school prior to 8.00am
- Children arriving at school between 8:00am and 8:20am will be unsupervised. They may move to their classroom area and place bags on the racks. They are to proceed to the Multi-Purpose Area (MPA). They must be seated, talking quietly only.
- At 8:20am a teacher commences duty to supervise the children.
- At the 8:30am bell children move to their classrooms to begin the day. (Assembly is held on Thursday mornings.)
- **Please note:** Prep classrooms open at 8.15am. Prep students must initially be taken to the Prep classroom by an adult (or older sibling after confirmation with the class teacher). Following consultation with the teacher, prep students are able to walk to the prep room themselves.

### **After School**

- Students are to proceed to the MPA to await collection. Parents are to collect children from the MPA, there is simply not enough space outside classrooms for families to wait there. Students are seated in this area under the supervision of a teacher. Students are to remain seated while waiting and are not permitted to play during this time.
- At 3:10pm any students still waiting move to the office.

## **ASSEMBLIES**

We hold an assembly every week. The purpose is to enable us to gather as a community to pray, greet, to inform and to celebrate as one.

**Thursday morning** – 8.30am in the undercover area. This assembly will often commence with a Liturgy led by one class (roster basis). 'Champion of the Week' awards are presented during the assembly along with any relevant notices. Student and staff birthdays are also celebrated at this assembly.

## **ASSISTANCE**

During the year, teachers may invite parents to assist with class or school activities. If you would like to volunteer your help please feel free to approach your child's teacher/s. To support parents in this task the school provides a brief induction sheet which is located at the office. Each class teacher will outline procedures for relevant tasks. If you have any talents that you would like to share with the school community, please make this known to the staff.

It is mandatory that all volunteers other than parents of our school who work with students at St Brigid's have a Suitability Card for 'Working with Children'. An application form is available from the school office.

## **BICYCLES**

Bicycle racks are provided for use by students who ride their bicycles to school. Students are required to walk their bicycle to and from the bicycle racks, located beside the year 2 and 5 rooms.

## **BUSES**

There are two Bus companies that service St Brigid's. Any town enquiries are to Emerald Coaches. Capricorn Highway and Blackwater enquiries are through Knight's Busses. Bus operators are responsible for all matters pertaining to bus travel. Children are expected to abide by the "Code of Conduct" issued by Queensland Transport.

*Cars are not permitted to use the bus turn-around area.*

## **DENTAL SERVICES**

Dental services are available through the School Dental Services conducted by Queensland Health. Regular, free dental care for all primary school children can be obtained at the Mobile Clinic during a specified time each year.

## **DRESS CODE**

Please see our Dress code that relates to uniforms, jewellery and hair styles attached to the back of this handbook (appendix 1). Sports uniform is to be worn on Tuesday (whole school) and Thursday(P-2) Friday (years 3-6). The formal uniform is to be worn Monday and Wednesday (whole school), Thursday (years 3-6) and Friday (P-2).

## **EXCURSIONS**

Throughout the year, children may be given the opportunity to enhance their learning through real-life learning activities offered beyond the school site. All excursions and camps are based on educational programs and have appropriate pre-tour and post-tour learning activities. Information is provided for parents prior to any excursion.

## **FINANCIAL INFORMATION**

Fees are levied for attendance at Catholic Schools. Federal and State Governments acknowledge the right of parents to choose the school which best suits their children's needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. We can justly claim to use our limited funds very efficiently. Your contribution through school fees is essential to the continued operation of St Brigid's.

There are three components which make up the cost of attendance at a Catholic School:

1. Tuition Fees ~ these are set by the Diocese and apply to every Catholic School in the Rockhampton Diocese.
2. Diocesan Levies ~ Levies set by the Diocese to help fund Capital projects at schools throughout the Diocese.
3. School Levies ~ these are levies applied by the school to help cover the operational cost of running the school.

Please find associated costs for the current school year in the application package. Payment methods include EFT, EFTPOS, Cheque and cash.

## **HOMEWORK**

St Brigid's expectation is that homework is part of the curriculum. Homework will not be exhaustive.

### **PURPOSE**

- To encourage children to choose to use and organize their time in a healthy balance.
- To consolidate and reinforce work given at school.
- To develop a healthy attitude towards study time.
- To allow children to develop positive study habits.
- To inform parents of student progress.
- To allow parents the opportunity to be partners in their child's continuing education.

## **TIME ALLOCATIONS (To be used as a guide only)**

**Yrs 1/2/3/4     10 – 15 mins**

**Yrs 5/6            15 – 20 mins**

Teachers will outline their homework procedures at their Parent/Teacher information meeting held in Week 2, Term 1 of each year. At other times parents should consult their child's teacher in order to familiarise themselves with the procedure in each class.

## **LIBRARY BORROWING**

All children have opportunity to borrow resources from the Library. All Classes visit the library on a roster basis. Parents accept responsibility for books issued in their child's name - lost or damaged books must either be replaced or paid for.

## **LOST PROPERTY**

Lost property is kept in a box inside the office until claimed. At the end of each term any unclaimed items are discarded or donated to St Vincent de Paul.

## **MEDICATION**

Prescribed Medication will be administered as directed by the child's doctor or as set out on the original bottle label by the pharmacist. Panadol and other non-prescription medicine must have a pharmacist label pertaining to the student. Where children are required to take medication a "Letter of Authorisation" must be completed. Any medication to be administered must be directly sent to the office to be kept in a secure area. Only office staff or leadership team members can administer medication.

Please Note: Staff members are not permitted to administer the initial dose of any medication.

## **NEWSLETTER**

The newsletter is distributed fortnightly. This is electronic only. Please ensure the school has your current email address for distribution.

## **NO SMOKING**

All Rockhampton Diocesan Catholic Education Schools are designated non smoking areas. Smoking is not permitted on any part of the school grounds.

## **NOTES TO PARENTS**

Accounts, notices etc are sent home periodically. The eldest child in each family will be given such notices and parents should regularly check that important notices are not left in children's school bags. We aim to send most notes to families electronically.

At times a return slip or response is required and your immediate response to such requests is greatly appreciated.

## **NOTES / MONEY ETC. TO SCHOOL**

Messages, notes, money, etc can be delivered to the school office via the 'class bag'. The class bags provide 'bulk delivery' of messages from the classroom to the office by 9.00am each day.

## **NUT PRODUCTS**

As we have students enrolled with severe allergies to nuts, parents are asked not to send along nut products in lunch boxes. This, along with a number of other strategies will be implemented to minimise risks for these students.

## **PARENTS AND FRIENDS ASSOCIATION (P&F)**



St Brigid's P&F Association are an active group in our school community who encourage all parents to be involved. The P&F meet on the first Wednesday of the month at 3:30pm in the Activity Room. The AGM is held at the first meeting of the year. Our executive for 2017 are:

President: Mrs Belinda Newby  
Vice President: Mrs Allison Towler  
Secretary: Mrs Kristy Peters  
Treasurer: Mrs Kellie McKenzie

Parent Representative Groups:

Community: Mrs Melanie Tambling  
Service: Mrs Carly Kiely  
Teaching and Learning: Mrs Cass Pickard

## **PARKING**

Parents may set down children of a morning or collect children of an afternoon in the designated 'drop and go' zone off Gregory Highway. Please move along this area as the vehicles in front of you leave. Please DO NOT park and leave your vehicle or stop to chat with other parents while in this zone, you place the safety of our children at risk. Parking is permitted in the designated bays (in the middle of car park and along fence line). Parking is also permitted in the Vale St car park.

## **REPORTING**

Parent Information Sessions – Week 2, Term 1

Parent Teacher Interviews – Week 9, Terms 1 and 3 (or as required)

Report Cards – Final day of Term 2 and 4

## **SCHOOL BOARD**

School Board membership is discerned from members of the school community. The Board formulates policies that set direction for the school, and provides support to the Principal through shared decision making processes. Our School Board meets on the second Wednesday of the month at 6:30pm in the Staff Room.

**Chair:** Marsha Krawczyk

**Members:**

Fr Raj Kodavatkianti	Mr Mick Roach
Mrs Marsha Krawczyk	Mrs Amanda Matusch
Mr Aaron McKenzie	Mrs Meghan Tucker
Mr Ross Gooley	Mrs Tegan Green
Mr Rod Devlin	Mrs Lyn McGuire

## **SCHOOL RECORDS**

It is important that the administration retains up to date records of each family in the school. Therefore, we ask that the school office be informed of any variation in any of the information we have on record. In particular, the following variations should be notified:

- Change of address or email
- Change of telephone contact numbers
- Change of emergency contacts
- Change of family doctor or dentist
- Serious health conditions

## **SCHOOL TIMES**

8:30am - 10:45am	Session 1
10:45am – 11:15am	First Lunch
11:20am – 12:50pm	Session 2
12:50pm – 1:15pm	Second Lunch

## **SCHOOL SPORT**

St Brigid's is a member of the Central Highlands School Sports Association (CH). Relevant information is provided prior to selection trials. St Brigid's also has teams that compete in many carnivals throughout the school year.

## **SCHOOL UNIFORM**

The Student Dress Code is at the end of this document (appendix 1). Please see the below guide for the correct uniform for certain days:

Monday	All formal uniform
Tuesday	All sports uniform
Wednesday	All formal uniform
Thursday	Prep, - Year 2 sports uniform Year 3 – Year 6 formal uniform
Friday	Prep, - Year 2 formal uniform Year 3 – Year 6 sports uniform

## **SPECIALIST AREAS**

All students receive specialist lessons in Physical Education and Music delivered by teachers with qualifications specific to these areas. Our PE teacher is Mrs Shannon Butler and our Music teacher is Miss Evelyn Campbell. Students in Prep-year 2 have these lessons on Thursdays and years 3-6 have their specialist lessons on Fridays.

## **STAFF MEETINGS**

On Tuesday afternoons from 3.15pm teaching staff are involved in their weekly meeting.

Please note that teachers are unavailable during this time and are required to attend these gatherings. Thank you for your support in allowing us this important time.

## **STUDENT PROTECTION**

Catholic schools are committed to the holistic care of all students. We believe that all persons are created in the image and likeness of God and have inherent dignity. Catholic Schools aim to be communities of care where the safety and wellbeing of all students is promoted and protected. Many parents seek enrolment in Catholic Schools because the care and protection of the students is embedded in our ethos and values. Parents are encouraged to work in partnership with the school to establish a child safe culture and associated procedures. All students have a right to expect that the school will always protect them from any kind of harm. Student protection and wellbeing is paramount in all Catholic schools. St Brigid's Student Protection Officers are Mr Roach, Mrs Green and Mrs Upton.

## **TELEPHONE CALLS**

Please note that routine calls to teachers should be restricted to non class times as teachers will not be called away from their classes to answer the telephone. Messages for children will be taken regarding their transport / collection from school and emergency situations only.

Please note that these messages must come through the office.

## **TUCKSHOP**

The tuckshop is operated by our Parents and Friends Association. This is an online canteen only and operates on Fridays. Please see Mrs McIndoe for more information.

## APPENDIX 1

### ST. BRIGID'S CATHOLIC PRIMARY SCHOOL EMERALD - STUDENT DRESS CODE

*Items in italics are only available at the School Uniform Shop*

CODE	GIRLS	BOYS
<b>Formal uniform</b>  <i>To be worn on Monday, Wednesday and Thursday (3-6)/ Friday (P-2)</i>	<b>Blouse:</b> <i>Checked with embroidered logo on left pocket.</i> <b>Culotte:</b> <i>Navy with red</i> <b>Hat:</b> <i>Wide brimmed navy blue hat with school logo</i> <b>Socks:</b> Short white socks (visible above shoe) <b>Shoes:</b> Black jogger or leather shoe (all distinguishing colour features to be blacked out)	<b>Shirt:</b> <i>Checked with embroidered logo on left pocket.</i> <b>Shorts:</b> Navy, medium length leg (cargo shorts not permitted) <b>Hat:</b> <i>Wide brimmed navy blue hat with school logo</i> <b>Socks:</b> Short white socks (visible above shoe) <b>Shoes:</b> Black jogger or leather shoe (all distinguishing colour features to be blacked out)
<b>Sports Uniform</b>  <i>To be worn on Tuesday and Thursday (P-2)/ Friday (3-6)</i>	<b>Shirt:</b> <i>Red sports shirt with logo on left chest</i> <b>Culotte:</b> <i>Navy with red (same as Formal uniform)</i> <b>Hat:</b> <i>Wide brimmed navy blue hat with school logo</i> <b>Shoes:</b> Black jogger	<b>Shirt:</b> <i>Red sports shirt with logo on left chest</i> <b>Shorts:</b> Navy, medium length leg (No cargo shorts) <b>Hat:</b> <i>Wide brimmed navy blue hat with school logo</i> <b>Shoes:</b> Black jogger
<b>Cold Weather</b>	The following items may be worn: <ul style="list-style-type: none"> <li>• <i>School Jacket</i> or plain navy blue jumper</li> <li>• <i>School track pants</i></li> <li>• Plain navy track pants</li> <li>• Plain navy full footed tights, not leggings</li> <li>• Plain navy skivvy under school shirt</li> </ul>	The following items may be worn: <ul style="list-style-type: none"> <li>• <i>School Jacket</i> or plain navy blue jumper</li> <li>• <i>School track pants</i></li> <li>• Plain navy track pants</li> <li>• Plain navy skivvy under school shirt</li> </ul>

<b>Condition of Uniform</b>	<ul style="list-style-type: none"> <li>Uniform must be clean, neat and in good order.</li> <li>Damaged uniform items must be replaced.</li> </ul>	<ul style="list-style-type: none"> <li>Uniform must be clean, neat and in good order.</li> <li>Damaged uniform items must be replaced.</li> </ul>
<b>Sports House Shirt</b>	<ul style="list-style-type: none"> <li>Students will be encouraged to wear a shirt representing their relevant House colour instead of their school sports shirt at inter-house carnivals.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be encouraged to wear a shirt representing their relevant House colour instead of their school sports shirt at inter-house carnivals.</li> </ul>
<b>Jewellery</b>	<p>Only the following jewellery may be worn:</p> <ul style="list-style-type: none"> <li>Wrist watch.</li> <li>Small gold or silver cross / religious medallion on a chain.</li> <li>Plain small sleepers or studs. One earring permitted per ear lobe. No other body piercing permitted</li> <li>Medical alert bracelet or necklace</li> </ul>	<p>Only the following jewellery may be worn:</p> <ul style="list-style-type: none"> <li>Wrist watch.</li> <li>Small gold or silver cross / religious medallion on a chain.</li> <li>No body piercing permitted</li> <li>Medical alert bracelet or necklace</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>Hair is to be student's own natural colour.</li> <li>Hairstyles that vary in length are not permitted. Therefore undercuts, tracks, rat's tails, Mohawks etc. are not permitted. Other similar cuts/styles require the approval of the principal at time of enrolment or before having a style change.</li> <li>Hair, when shoulder length or longer, is to be tied back.</li> <li>All hair accessories are to be plain in design and navy, red, white, or black.</li> <li>Hair is to be neat and tidy.</li> <li><i>If doubt exists with a style of hair, a student or parent should check with the Principal at time of enrolment or before having a style change.</i></li> </ul>	<ul style="list-style-type: none"> <li>Hair is to be student's own natural colour.</li> <li>Hairstyles that vary in length are not permitted. Therefore undercuts, tracks, rat's tails, Mohawks etc. are not permitted. Other similar cuts/styles require the approval of the principal at time of enrolment or before having a style change.</li> <li>Hair, when shoulder length or longer, is to be tied back.</li> <li>All hair accessories are to be plain in design and navy, red, white, or black.</li> <li>Hair is to be neat and tidy.</li> <li><i>If doubt exists with a style of hair, a student or parent should check with the Principal at time of enrolment or before having a style change.</i></li> </ul>
<b>'Free Dress' Days</b>	<ul style="list-style-type: none"> <li>On 'free dress' days, students must wear appropriate clothing which is not revealing and doesn't carry inappropriate images or messages.</li> <li>Sun safe practices must be followed.</li> <li>Thongs and scuffs are not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>On 'free dress' days, students must wear appropriate clothing which is not revealing and doesn't carry inappropriate images or messages.</li> <li>Sun safe practices must be followed.</li> <li>Thongs and scuffs are not permitted.</li> </ul>
<b>Make-up</b>	<ul style="list-style-type: none"> <li>Make-up is not permitted to be worn</li> </ul>	<ul style="list-style-type: none"> <li>Make-up is not permitted to be worn</li> </ul>
<b>Fingernails</b>	<ul style="list-style-type: none"> <li>Fingernails should be trimmed to fingertip length.</li> <li>Coloured fingernail polish is not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>Fingernails should be trimmed to fingertip length.</li> <li>Coloured fingernail polish is not permitted.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>All clothing should be clearly marked with student's name.</li> </ul>	<ul style="list-style-type: none"> <li>All clothing should be clearly marked with student's name.</li> </ul>
<b>Acceptable</b>	<ul style="list-style-type: none"> <li>The Principal retains the right to decide what is acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>The Principal retains the right to decide what is acceptable.</li> </ul>