

89 Hogarth Road  
Ferny Grove QLD 4055  
Ph: 07 3351 6366

Web: [www.standrewsfg.qld.edu.au](http://www.standrewsfg.qld.edu.au)  
Email: [pfernysgrove@bne.catholic.edu.au](mailto:pfernysgrove@bne.catholic.edu.au)

# St Andrew's Parent Handbook 2024



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## OUR VISION

At St Andrew's we strive to make Jesus real, through our words and actions in the spirit of St Benedict who invites us to "Attend with a Listening Heart"

## OUR MISSION

Our actions give witness to the gospel values and are reflected in every aspect of school life.

At St Andrew's we provide inclusive, high-quality learning, striving for excellence through collaborative, contemporary pedagogy and environments.

We are a welcoming community and respect the dignity of each individual, building relationships with a culture of trust, and commitment to reconciliation.

## MAKING JESUS REAL (MJR)

Making Jesus Real (MJR) is a way of life that all members of the St Andrew's Family teach and witness to one another in all that we do and say. It has, as its foundation, a positive approach to life and highlights the importance of respectful relationships with all those we encounter during each day.

In summary, the MJR way of life teaches us and encourages us to be:

**Welcoming**  
**Encouraging**  
**Saying Sorry**  
**Thankful**  
**Interested**  
**Enthusiastic**

By adopting the W.E.S.T.I.E approach in our relationships with others, all members of the school community are responsible for **Making Jesus Real**.

## THE VALUES OF ST ANDREW'S SCHOOL

Values are a fundamental component of all educative processes. As a community we are conscious of the role that values play in guiding all that we undertake at St Andrew's School.

Our school community identifies with the charisms that echo the *Benedictine tradition* and enhance the ideals of Making Jesus Real. St Andrew's vision is steeped in valuing relationships and all that encompasses being a follower of Christ. As a community we are conscious of the role that charisms play in guiding all that we undertake at St Andrew's School.

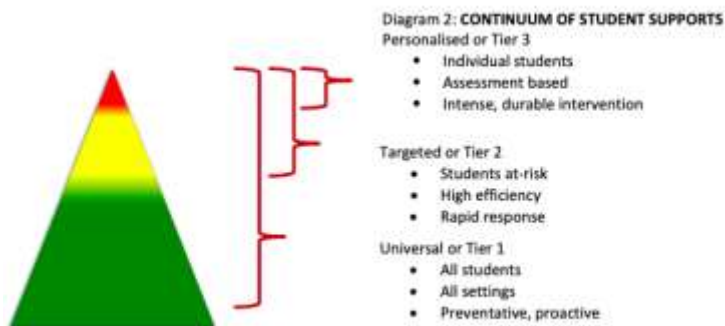
### Benedictine Charisms

**Work**  
**Prayer**  
**Conversion**  
**Community**  
**Peace**  
**Obedience**  
**Stability**  
**Hospitality**  
**Compassion**  
**Humility**

# SCHOOL STUDENT BEHAVIOUR SUPPORT PLAN

Our full School Student Behaviour Support Plan is found on the Parent Portal and School Website.

PB4L is a framework for schools that use a system approach to positive behaviour supports for all students. The aim of implementing the framework is to achieve increased academic and social progress and achievement for all students by using evidence-based practices. One of the focus areas is explicit teaching of behaviours that assists students to access learning – academically and socially - at all stages of development throughout their education.



Our Student Learning Support Team is made up of STI:Es, Guidance Counsellor and a leadership team member. This team meets on a weekly basis and addresses issues that inform the agenda and minutes are placed on the Engage Student Support system.

- Tier 1 - Universal Support Team: is made up of AP, PLL and 4 classroom teachers. This team meets each term to discuss Engage data.
- Tier 2 & 3 Support Teams: is made up of APRE, Guidance Counsellor, ST:IEs and Principal.

PB4L Matrix:

At St Andrew's we keep it REAL					
We respect...	Learning Spaces (Real world and online)	Playground & Eating Areas	Toilets	Transitions (Moving around the school)	Gatherings (Masses, assemblies, events)
<b>R Relationships</b>	Listen and follow instructions Include and encourage Be kind Let others learn	Be a WESTIE Keep hands and feet to ourselves Speak kindly	Wait our turn Allow others privacy Flush toilets	Move quietly and calmly Be considerate Stay together	Listen attentively Be on time Wear uniform with pride Use manners
<b>E Environment</b>	Care for equipment and belongings Clean and tidy up Use an inside voice Be sustainable	Put rubbish and recycling in the bin Care for plants and gardens Put away equipment	Use water, soap, and paper properly Keep the toilet area tidy	Stay on paths	Keep it clean Care for all spaces
<b>A Safe Actions</b>	Stop, Think, Do Keep hands and feet to ourselves Use technology responsibly Be hygienic	Eat our own food only Walk on paths Wear a hat Right place Right time	Ask permission and walk with a buddy Always wash hands with soap	Walk on the left Move with care Wait in lines sensibly	Follow instructions Stay with your group Show self-control Move calmly
<b>L Learning</b>	Show grit and a growth mindset Work collaboratively Be engaged	Respond to bells immediately Include others in our games Follow directions	In-Do-Wash-Out Walk quietly and quickly to play or learning space Go during break times	Be on time Consider others learning	Participate Follow instructions

St Andrew's, Ferry Grove is a school that echoes the Benedictine tradition and enhances the ideals of Making Jesus Real.

Expectations from Parents/Guardians:

We value relationships and partnerships with our families and expect that they support the development of positive behaviours at home and school by:



- Showing an active interest in their child’s schooling and progress
- Cooperating with the school to achieve the best outcomes for their child
- Supporting school staff in maintaining a safe and respectful learning environment for all students
- Initiating and maintaining constructive communication and relationships with school staff regarding their child’s learning, wellbeing, and behaviour
- Contributing positively to behaviour support plans that concern their child
- Adhering to and obeying the rules of “Good Audience Manners” that is expected of the children and staff

## BUDDY SYSTEM

Empowering relationships and building school culture are essential elements in continuing to develop the strong community at St Andrew’s School. To help foster a sense of belonging and to ease the transition into school life, we have adopted a Buddy System between our younger students and our school leaders. Our Year Six leaders support our Prep students, and our Year Five students support our Year One students.

Throughout the year, these relationships are strengthened by spending time together, celebrating special events, praying together in our Buddy Liturgy, and mentoring our younger students through all aspects of school life.

## COMMUNICATION WITH PARENTS

This is most important in establishing the home/school partnership. It is imperative that both school and home fully inform each other of the happenings that affect both elements of this partnership.

### Absences from School

If your child is absent from school on any occasion, it is a requirement under St Andrew’s Attendance Policy that the parent/guardian formally notifies the school of this absence.

This can be done through the “Report Student Absence” link via BCE Connect App or via the Parent Portal. Absences must be reported by 9am to ensure online student attendance rolls are completed accurately.



Just a **little bit late** doesn’t seem much but ...

They are only missing just ...	That equals ...	Which is ...	Over 13 years of school that’s ...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly Half a year
20 minutes per day	1.5 hours per week	Nearly 2.5 weeks per year	Nearly 1 year
30 minutes	Half a day per week	Nearly 4 weeks per year	Nearly 1.5 years
1 hour per day	1 day per week	Nearly 8 weeks per year	Nearly 2.5 years

### Unexplained Absences

ROLLS MUST BE MARKED BY 9.15AM – IF YOUR CHILD IS MARKED AS AN UNEXPLAINED ABSENCE, YOU WILL RECEIVE A TEXT MESSAGE. The Department of Education Queensland has advised that this text message process is a legal requirement to ensure the safety of your child.

If a student is absent without any notification, an SMS text message is sent to parents advising that their child has been marked “Unexplained Absence”, with a request to contact the school to advise the reason why.

**School commences at 8.30am. After 8.30am your child is late for school. If you drop your child off to school after 8.30am and you do not present your child to the office to be signed in, the class roll will not be updated and your child attendance will show as ABSENT UNEXPLAINED. You will receive an “Unexplained” text message.**

A Medical Certificate is required for an absence of more than 2 days due to illness.

## BCE CONNECT APP

Using this application is a wonderful and easy way to strengthen the home/school partnership.

The BCE Connect allows announcements to be sent as a push notification to anyone (staff and parents) who have installed the app and selected **St Andrew's School** and saved as a **Favourite**; eg a bus running late from an excursion. **Make sure you have notifications enabled on your device for the app when you install it.**

The push notification feature may be used by the school to send an emergency announcement or to highlight an important message. The notification presents on a mobile device similar to an SMS text message. You do not have to open the App to see the notification. Other features include:

- Parents can submit an absence at a touch of a button
- View 'private' announcements, calendars, forms, documents and newsletters
- Connect with St Andrew's Social Media sites
- Parents can order uniforms online at the uniform shop
- View the school contact directory
- Parents can respond to Parent Slips (online permission forms)



Parents should log into the App, using the same username and password as your Parent Portal login. The App will enable you to stay logged in for up to a year.

The App is free to use and download, and is free of all advertising.

BCE Connect has been designed to work on both Apple and Android devices.

## Emailing

Although a convenient means of communication between parents and staff, emails **MUST** be kept professional and relatively short. Emails are not to be used as an alternative to meeting in person to discuss any issues or concerns.

Emails to class teachers should not be used for administrative or routine enquiries, such as queries about free dress day, times for masses etc. This information is available through the school calendar, Parent Portal, the school newsletter and notes sent by teachers.

Changes to your child's day to day pick up arrangements that same afternoon or other correspondence relating to that day, should not be emailed and a phone call is to be made to the school office to ensure the message is received and communicated in time to your child. All messages must be received by 2.00pm.

St Andrew's is conscious of creating an environment where families, students and teachers are entitled to technology free time. Therefore it has been recommended that staff not respond to emails after 7pm at night and before 7am in the morning. This will create a better work life balance for all.

During the course of the day and due to the nature of their work, teachers are not able to respond immediately to emails. It is considered reasonable that emails will be responded to within 48 hours of a teacher receiving that email.

In the rare circumstances that parents have an email message which must be responded to quickly, please mark as urgent and email to: [pfernysgrove@bne.catholic.edu.au](mailto:pfernysgrove@bne.catholic.edu.au)

For absences, please notify the school via the BCE Connect App or the Parent Portal, not via email. Absentee messages must be received by 9am.

## Emails

Important and emergency notices and information are emailed to parents, when necessary.

Fee statements and finance information is emailed to each Account Holder.

Newsletters are emailed fortnightly.

Class information is emailed by class teachers.

To receive these emails parents may need to “allow” them – as these emails are sent in bulk.

Access to the Parent Portal is via your supplied email address. If the school record has not been updated, you will not be able to access the portal.

**It is important that your current email address is always up to date** to ensure that you receive all relevant information. Changes to this information can be logged via the Parent Portal and submitted for change. It is important that all parents/legal guardians have a separate and unique email address listed on our records. Brisbane Catholic Education Privacy responsibilities are set out in the following link: <http://www.bne.catholic.edu.au/aboutus/pages/privacy.aspx>

## Parent Slips – using EdSmart

This is an extremely easy-to-use online system that assists with communication between school and home and replaces all paper forms normally sent home to complete and return. Your data is held in a secure database and is only accessed by selected school staff. Any permissions sought that require a payment will use the Qkr! System.

Parents receive email advice when communication has been sent via EdSmart (Parent Slips).

No more paper forms in your child's school bag, you receive an email notification, with a link to click to open a secure web page version of the form to complete and submit. Access this via your phone, tablet or computer. No need to download any apps or register.

The online system is a more efficient way for the school to capture this information from you, and teachers and administration staff can easily keep track of returned forms.

More information about EdSmart is on their web site: <https://www.edsmart.com/about-us/parents>

Slips that require your action can be assessed by logging into the BCE Connect app or Parent Portal and clicking on Parent Slips on the home page.

Parent Slip forms provide permissions from parents to the school. If no permission is received, your child will not be able to participate.

## Emergency Contact for a Whole School

In the rare case of an emergency such as flood, storm etc the entire school community needs to be contacted immediately. This can be via an automated SMS text messaging service, BCE CONNECT APP, Parent Portal, or via email. This message is sent out to the main contact person listed on the school's database and is only used in extreme cases. **Please ensure your contact details (mobile numbers and email addresses) are always up-to-date. Changes can be submitted for change via the Parent Portal.**

## Facebook – Official St Andrew's School page



This social media program shares good news stories, informs our community of certain happenings at school and, at times, releases important announcements. Search for St Andrew's School – Ferny Grove.

## Issues Regarding Your Child

Should parents have concerns relating to their child's education, the expected first step is to **contact the class teacher**, either in person, via phone or email to arrange a suitable time and place to meet and discuss the issue. If parents feel that it is a broader school-based related issue, an appointment should be made to discuss the issue with someone from the Leadership Team. At St Andrew's we work in partnership with a focus on positive relationships.

## [Late Arrivals and Early Departures - via electronic reporting – ALLE \(Arrived Late Left Early\)](#)

### **Late Arrival: any time after 8:30am.**

Students arriving late to school must report to the front office with a legal guardian. It is a legal requirement that a legal guardian sign the student in. Sign In is completed via the electronic ALLE reporting system, which automatically validates and updates the class roll. The student will be provided a Late Slip, which they must give to their teacher. If a child presents to the class without a "Late Slip" they will be asked to report to the office for a Late Slip.

### **Early Departure: any time before 2:45pm.**

If a student needs to leave the school grounds any time before 2:45pm, they must present to the front office and be signed out by a parent/legal guardian/caregiver using the electronic ALLE reporting system which automatically validates and updates the class roll. The child will then meet the parent at the school office.

It is a legal requirement that all students are signed in or out by an adult during school time.

## [Messages](#)

**For Teachers** - At times parents may wish to speak to the class teacher. In this instance, a message may be left with the school office staff, your child's teacher will be notified and they can then contact you at a suitable time. Please note, this might not be until after school, given staff duty commitments during school time.

**For your Child** - It is recognised that from time to time, messages are required to be given to your child e.g. change of pick up arrangement etc. These messages must be phoned through to the office staff by 2pm to allow adequate time to relay the message. Please do not email change of pick up arrangement messages.

## [Newsletter – School](#)

One of our means of communication is via the school's newsletter, which is made available on the Parent Portal and is also emailed directly to all parents fortnightly. As a member of the school community, you are encouraged to take time to read and make note of the news and upcoming events at St Andrew's.

## [Parent Portal – official port for all school/parent communication.](#)

### **Parents are to log in regularly to keep up to date with school happenings.**

Access to the Parent Portal is restricted to parents of students enrolled at our school and a logon is required. An account is created for parents of current students. The initial login requires each parent to verify their identity and setup a password. For privacy reasons, each parent is required to log-on via their own unique email address. This email must be the same as the one recorded on child's student record.

The Parent Portal enables easy access to information about happenings in the school, forms that need to be returned, names and contact details for staff, policy information and much more.

There's also a special section to allow you to check your details (eg: addresses and contact numbers) and details we have recorded in our enrolment system about your children. If necessary, advise us of any changes. You can also check on information about your child's attendance, teachers, timetable, NAPLAN performance and report cards.

## [Update Family Contact Details](#)

All contact details (including work, mobile numbers and email addresses) should always be up to date and phone numbers given for emergency contacts are correct.

## [Access to your child's Semester Report Cards/NAPLAN/other reports](#)

To access your child's semester report card from the Parent Portal it is imperative that your information is up to date, and correct. Your child's report cards will only be accessible for a 12 month period. **The Parent Portal is an access point, not a storage point.** Once available your child's reports should be downloaded and saved externally. No access to the Parent Portal (or your child's reports) is available once your child leaves St Andrew's School.

## Requests for copies of Academic Reports

If you are desperate to gain access to a report for your child and you have not downloaded or saved the report when it was available, you may approach the school to provide the report that you require. A charge per request is payable via the Qkr app prior to the report being handed over to the parent who has made the request.

School website – [www.standrewsfg.qld.edu.au](http://www.standrewsfg.qld.edu.au)

Most school information and forms can be found on the Parent Portal however the public school website is also constantly being updated with current news and events.

## CURRICULUM –

Learning and Teaching at St Andrew's are informed by:

- The Alice Springs (Mparntwe) Education Declaration, 2019
- The Australian Curriculum
- The Brisbane Catholic Education Learning and Teaching Framework
- St Andrew's Vision for Learning
- St Andrew's learning data
- Flexible Learning Metaphors; the Campfire, the Watering Hole and the Cave

## Vision for Learning

Our Vision for Learning supports the Alice Springs (Mparntwe) Declaration goals for all young Australians.



## CURRICULUM

At St Andrew's we implement the Australian Curriculum to collaboratively plan teaching and learning opportunities to meet our students' needs. We implement all Key Learning Areas of the Australian Curriculum from Prep to Year 6 in addition to the Religious Education Curriculum.

## EARLY YEARS' CURRICULUM

In the Early Years, the 5 Contexts for Learning ensure a balanced, developmentally appropriate teaching, learning and assessment programme. Learning with peers through play, investigations, routines and transitions, real-life situations and focused learning and teaching, along with high expectations and support give all students the opportunity to succeed.



## LEARNING AND LEARNERS

The overarching goal for learning at St Andrew's is to 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 (Brisbane Catholic Education Learning and Teaching Framework). We believe that:

- Every learner is created in the image and likeness of God and inspired by the Spirit.
- Every learner responds with passion and creativity to life;
- Every learner seeks to find meaning in life and learning;
- Every learner brings to the learning experience their own richly diverse life journey and we respond creatively, flexibly with a futures orientation to ensure dignity and justice for all;
- Teaching is relational with a shared responsibility to educate for the common good;
- Teaching is visible, explicit and responsive, creating equality and excellence for all learners;
- All classroom environments must be welcoming, disciplined, safe, and supportive, where students and teachers develop positive relationships;
- Teachers hold high expectations for students' academic and future behaviour choices;
- Teaching and learning occurs when learning is explicit, appropriately challenging, and encompasses deliberate practice aimed at attaining mastery of the goal;
- The teacher fosters effort, clarity and engagement in learning, where feedback is given and sought to evaluate and improve outcomes to develop positive dispositions to learning;
- Students actively engage in clearly defined learning goals for both academic and behaviour
- Students are able to describe what they are learning, how well they are going and what they intend to do next; and
- Recognition and encouragement are given to those students who have done their best.

## EFFECTIVE AND EXPECTED PRACTICES

Following the Brisbane Catholic Education Learning and Teaching Strategy, teachers use the following evidence-based pedagogies within learning spaces:

- The Gradual Release of Responsibility
- Whole-Part-Whole
- Strategies that Maximise Impact
- Feedback
- A range of assessment techniques
- Informed by student data

At school level, Leadership and Teachers engage with the Data Wall, Review and Response and Learning Walks and Talks to drive student achievement.

## SPECIALIST TEACHERS

Specialist Teachers at St Andrew's include:

- Physical Education
- Health
- Swimming
- Music and Dance
- Visual Art and Media Arts
- Technologies – Design and Digital
- Languages – Japanese

## DOGS – not permitted

No dogs are allowed on school premises at any time. St Andrew's school grounds is private property. It should also be noted that some children do suffer from allergies from dogs.

## DEFENCE SCHOOL MENTOR (DSM)

Our Defence School Mentor (DSM) assists Australian Defence Force students and their families with changing schools, integrating into the school community and provides support during times of parental absence.

If Defence families need advice, support or connection with our local community you should contact the DCO Defence Family Helpline on 1800 624 608 which operates 24/7.

## EXCURSIONS

Teachers are encouraged to take the educative process outside the classroom whenever it is appropriate to the learning needs of the students.

Excursion expenses are a component of the annual school fees; these are to cater for any special events such as excursions, incursions (at school) and guest presenters.

It is St Andrew's School policy that any bus used for excursions must be "seat belted" if the bus travels at any stage from an 80km/h zone or on a highway.

Occasionally, parents of St Andrew's children may be invited to attend with the class whilst they are involved with the excursion/incursion primarily to lend support and assistance to the classroom teachers and staff attending the excursion. Parents are required to have completed an online Student Protection and volunteer code of conduct training, if volunteering at any time in the school. The mantle of managing student behaviour is always the responsibility of the school staff. Most staff are trained in CPR and First Aid as well as emergency procedures and will communicate these procedures with you.

Permission to attend will be sought from parents via Parent Slips. If a cost is involved, the permission may be sought via Qkr! or included in your fee statement. If no permission has been given, then your child will not be able to participate.

## HOMEWORK

At St Andrew's, homework is viewed as an important part of the learning process. Homework, which is relevant to the teaching and learning that is taking place in the school and which is appropriate to the ability of the learner, assists and supports the learning process.

Homework set will vary from class to class depending on the teaching strategies of the class teacher and the maturity and learning needs of the children. Reading is an important part of daily homework.

Parents can assist their children by taking an active interest in their child's homework as well as setting a regular work time, providing encouragement and promoting a high standard of work.

### **St Andrew's Catholic School, Ferny Grove - HOMEWORK POLICY**

Purpose: Homework is used to build fluency for concepts previously learnt and understood at school.

#### Implementation:

- New content should not be given for homework, unless in the flipped classroom environment.
- Homework should be differentiated for students where appropriate and should not disadvantage any student.
- Equal access to technology must be considered when setting homework; for instance, access to internet connection.
- Feedback should be given on homework to drive learning forward.
- Assessment should take place at school and is not given for homework.
- Reading should occur daily, 4 days per week

## Homework guidelines:

Prep	Homework <i>will</i> include	<ul style="list-style-type: none"> <li>Daily reading with, to and by parents (4x per week)</li> </ul>
	Homework <i>may</i> include	<ul style="list-style-type: none"> <li>Reading of high frequency words</li> <li>Revision of letters and sounds</li> <li>The occasional show and share preparation</li> <li>simple reinforcement tasks associated with classroom activities, eg revising sentence of the week</li> </ul>
	Homework will generally not exceed 10 minutes per day. Reading should comprise most of the 10 minute homework allocation.	
Year 1 & 2	Homework <i>will</i> include	<ul style="list-style-type: none"> <li>Daily reading with, to and by parents (4x per week)</li> </ul>
	Homework <i>may</i> include	<ul style="list-style-type: none"> <li>reading of High Frequency words</li> <li>spelling of High Frequency words and individual words</li> <li>simple reinforcement tasks associated with classroom activities</li> <li>The occasional show and share preparation</li> </ul>
	Homework will generally not exceed 15 minutes per day. Reading should comprise at least 10 minutes of the homework time allocation.	
Year 3 & 4	Homework <i>will</i> include	<ul style="list-style-type: none"> <li>Daily reading with, to and by parents or independent reading (4x per week)</li> </ul>
	Homework <i>may</i> include	<ul style="list-style-type: none"> <li>simple reinforcement tasks associated with classroom activities, eg times tables</li> <li>Spelling high frequency words</li> <li>1 or 2 show and share per term-preparation/practice</li> </ul>
	Homework will generally not exceed 20 minutes per day. Reading should comprise most of the 20-minute homework time allocation.	
Year 5 & 6	Homework <i>will</i> include	<ul style="list-style-type: none"> <li>Daily independent reading</li> </ul>
	Homework <i>may</i> include	<ul style="list-style-type: none"> <li>reinforcement tasks associated with classroom activities</li> <li>spelling of High Frequency words and individual words</li> <li>subject related tasks such as continuation of classroom work, projects, assignments and research</li> </ul>
	Reading 20 minutes daily (4x per week). Other homework will generally not exceed 1.5hrs per week.	

Practise exercises – providing students with the opportunities to apply new knowledge, or to review, revise and reinforce newly acquired skills – such as:

- completing consolidation exercises for Mathematics – memorisation of tables multiplication facts
- practising spelling words
- reading for pleasure
- writing tasks/essays
- practising and playing musical instruments
- practising physical education skills
- preparing for assignments/projects

Parental Responsibility. Parents can help children by:

- encouraging regular nightly reading
- providing a place for their child to do their homework
- allowing time to do it and provide appropriate resources



- encouraging a regular daily session to examine and complete homework, helping to balance the amount of time spent between homework and recreational activities
- establishing a consistent schedule for completing homework
- understanding their child's homework expectations
- discussing homework tasks with their child. Ask questions about their child's understanding of tasks
- communicating to the teacher if homework tasks are too difficult for their child
- monitoring the time taken to complete the homework tasks and give feedback to the teacher as to whether the amount of homework can be completed in the designated time
- sign the Homework Record Sheet as requested by the teacher [nightly or weekly]
- encouraging participation in family activities such as board games
- discussing the texts that have been read by the child.

## ICLT AND MOBILE & ELECTRONIC DEVICES

Information, Communication and Learning Technologies (ICLT) include the use of computers, the school network, the Internet, digital/video cameras and scanners. All parents are required to sign and abide by the Acceptable Use of Computer and Internet Resources Agreement of these technologies. Students in Year 4-6 are required to sign a "Student" Acceptable Use of Computer and Internet Resources and Use Consent Form.

We discourage children bringing mobile phones to school. If it is completely necessary for your child to have a phone, they are to be given to the class teacher when they arrive at school and can be collected at the conclusion of the day.

Whilst smartwatches are a popular gift for children, the camera and video features on both the mobile phones and smartwatches do not comply with the Brisbane Catholic Education / School Policy. Please ensure that your children do not wear these devices to school. If a student is required to attend school with a smartwatch, or mobile phone, it is to be given to the class teacher when they arrive at school and can be collected at the conclusion of the day. Students are not to use their phones or smartwatches to photograph or video other students or staff.

Should you have any questions with regard to any of the above you should contact the School Principal.

## INSURANCE – valid coverage period 8.30am – 2.45pm

The school is insured through Catholic Church Insurances. Coverage is via a Public Liability, Contents and Building Insurance as well as a Student Care Policy for each child when that student is participating in a **school related activity** before school and after school as long as they are supervised by staff, eg. cross country training, athletics training, Instrumental Music etc. For any children **not participating** in school related activities, the coverage of the Student Care Policy is **only valid for the period 8.30am to 2.45pm** (the school bell times). ***Students and other children are not permitted to play on any equipment, or in the school grounds, BEFORE OR AFTER school, unless it is a school related activity and therefore supervised by staff.***

**LANGUAGE** — Japanese is taught at St Andrew's School for Years 5 & 6.

## MEDICAL / HEALTH RELATED ISSUES

The safety of the children in our care is our main priority. Our policies and procedures are focused on providing a safe environment in which the children can learn and develop.

### Accidents

Regardless of the policies developed and the quality of supervision provided, accidents do occur in schools. At St Andrew's, while staff have Senior First Aid certification, no treatment is permitted except for basic First Aid. As such, it is vital that parents provide their current telephone/mobile numbers. In the event of an emergency or if parents are unable to be contacted, the injured child will be transported to hospital by ambulance.

## Allergies

A number of children in our school have life-threatening allergies, particularly to nuts, dairy and gluten products. Please be aware when packing lunches or providing birthday cakes of the need to check with the class teacher about potential problems. If your child has an allergy and requires special dietary needs, you can send in special treats (eg. cupcakes, slices) for them so that they can participate in any special events in their classroom.

Parents should be mindful that there may be “nut” trees on the school grounds/perimeter, eg Candlenut and Macadamia Nut trees. Advice that St Andrew’s School has received from professional practitioners is that “there is certainly a recognised potato allergen to individuals with other tree nut allergies if they are eaten and that the risk of harm is exceptionally low”.

**Be allergy aware – you could save a life!**

## Head Lice

Head lice is an ongoing problem in all schools. If head lice are detected, your child can return to school once treated.

## Infectious Conditions

Health fact sheets are easily available through the Queensland Health Department website:

<http://www.health.qld.gov.au> (Disease prevention in education and care services)

For the safety and well-being of all members of our school community we ask that parents check the exclusion periods for children with infectious conditions. When there is a contagious health issue it will be communicated as soon as possible via email and the newsletter to the school community. The parents of a child with an infectious condition must give permission for us to identify the specific class.

## Medicine - Administered at school – Authorisation to Administer and Management Plan required

Staff are unable to administer any medication (either prescription or over the counter medications) to students without a signed Authorisation from your family doctor, including a Management Plan. This information is to be renewed each year.

If your child requires medication during school time parents must complete, **with the child’s doctor**, a “Student Administration of Medication” form for each medicine including all over-the-counter medicine. *(Forms are available on the parent portal)*

All medication must be forwarded to the school office **in the original packaging** dispensed by a chemist (this includes all over-the-counter medication) with clear instructions for administration.

Brisbane Catholic Education has clear policies in the area of medical administration, and these must be followed to ensure the safety of all.

Students cannot self-medicate, and all medication must be initially presented to the office to be recorded on their student record.

St Andrew’s staff has been trained in the awareness of Asthma and in the dispensing of Asthma medication. St Andrew’s is an Asthma friendly school.

## Sickness

Children who are unwell will be taken to the First Aid room in the school office. If the child’s condition does not improve, parents will be contacted and asked to collect the child as soon as possible. Any child who is unwell should be allowed to recuperate at home until they are able to fully complete a school day.

Please do not send children to school who have experienced vomiting or diarrhoea within a 24 hour period of symptoms, stomach bugs are often highly contagious.

## ONE-TO-ONE IPAD PROGRAM

St Andrew's has a One2One iPad program for Years 4-6. The program provides the opportunity for all students to have access to a device at home and at school. The choice of device may change year to year depending on the needs and availability of products. The cost of leasing this device will appear on your fee statement.

## OUTSIDE SCHOOL HOURS CARE –

- [www.catholicearlyedcare.qld.edu.au/st-andrews-outside-hours-care-ferny-grove](http://www.catholicearlyedcare.qld.edu.au/st-andrews-outside-hours-care-ferny-grove)

OSHC was established at St Andrew's in 1992 and is part of the Catholic Archdiocesan Office and administered by Catholic Early EdCare. OSHC is located in the school grounds and is a separate business to the school which requires parents to provide OSHC with all necessary information when enrolling children in that program. Enrolments, payments of OSHC fees or any other queries regarding OSHC can be made during their operating times.

Bookings can be made by telephone (3324 3909) at any time by leaving a message (including the child's name/class) on the answering machine or by talking directly to the OSHC co-ordinator. Children are eligible to be enrolled once they have commenced Prep through to Year 6. The OSHC Program Policy & Regulations is available upon enrolment

OSHC Opening Times: Every Monday to Friday except Public Holidays

Before School Care: 6:45am – 8:30am

After School Care: 2:45pm – 6:15pm

**If children cannot be collected from school by 2.45pm on any given day, they must be booked into OSHC.** There is no staff supervision for children after 2.45pm. **Likewise, children are not to be at school before the supervised time of 8:10am unless participating in organised training or musical practice with supervision.**

As well as daily before and after school care, OSHC offers Vacation Care for the St Andrew's children during all term holidays. More information regarding costs and procedures can be obtained by contacting OSHC co-ordinator Hayley Browne on (07) 33243909 or 0488041108 Email: [fernygroveoshc@catholicearlyedcare.qld.edu.au](mailto:fernygroveoshc@catholicearlyedcare.qld.edu.au)

## PARENTAL INVOLVEMENT

We encourage parents to be involved in all aspects of school life at St Andrew's. Some of the ways parents can support the education of their children is through:

- Classroom support in all Learning Areas
- School liturgies & celebrations
- Excursions and Gala sports days
- Sports carnivals
- Parent Information Evenings
- Tuckshop
- Community Association
- Pastoral Care
- School Fair
- Working Bees

## PARENTS' COMMUNITY ASSOCIATION

Parents are encouraged to become involved in the St Andrew's Community Association. This association works to provide additional funds for the school as well as providing a great opportunity to meet other parents through the organisation of social functions. The Community Association meet at the school regularly on the **first Wednesday evening of each month** during the school term.

Sub-Committees of Community Association include:

Our *Pastoral Care Team* takes a leadership role in building community. Each class teacher is invited to appoint a Pastoral Care Parent (PCP) to encourage support and provide assistance for children and parents in the living of school life at St Andrew's.

*Fair Committee*. This committee assists in the co-ordination of our annual Fair. The Fair is the major fund-raising venture for the school during the course of the year and is held on the last Sunday in May. The Events Co-ordinators may arrange Mother's Day / Father's Day Stalls.

*Working Bees* are held on an "as needed" basis...all welcome!

## PARISH SACRAMENTAL PROGRAM

In accordance with the Archdiocesan Sacramental Policy, the Parish is "responsible for and ultimately involved in the Sacramental preparation and presentation of students". The students are properly instructed for sacramental reception through the use of the Religious Education Guidelines here at school. It is the parents' responsibility to enrol their students in the appropriate Parish Sacramental Program. The St William's parish sacramental co-ordinator can be contacted on 3355 2667.

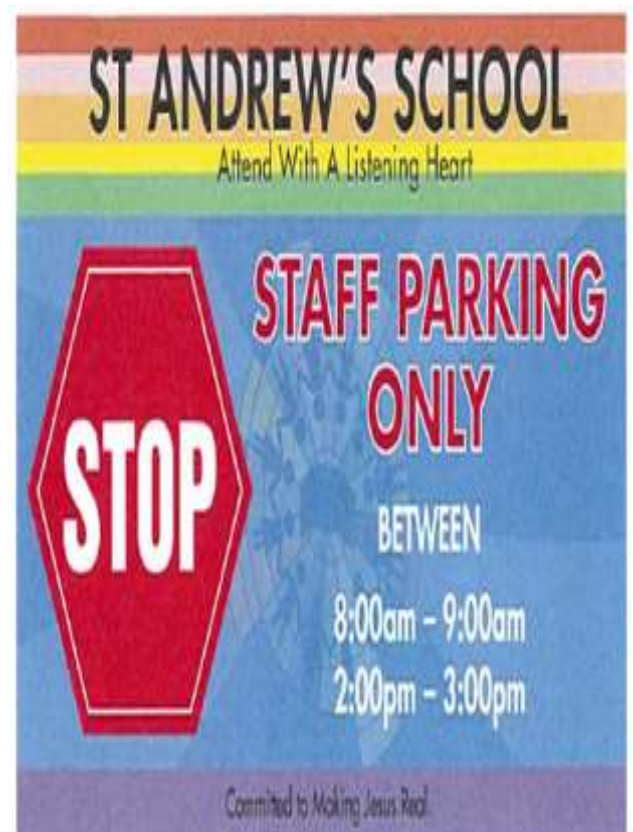
Email: [grovely@bne.catholic.net.au](mailto:grovely@bne.catholic.net.au)

## PARKING – STAFF CARPARK

The carpark is designated a **STAFF CARPARK** not a general carpark and is only open to parents for parking during the hours designated by the signs in and around the carpark.

Parents dropping children to before school care or a before school activity that requires a parent to sign the child in and therefore need to park for a short period (maximum 10 minutes) are allowed to park in the car park between 6am and 7:45am. After this time, parents should park on the road and walk the children to the OHSC facility or activity location.

Parents of children participating in before school training for school related sports, choir or music **should not use** the car park to park. Children can be dropped at the drop-off point (see point below) and walk to the oval (or designated training area) or parents should park on the road and walk the children into the school grounds.





## DROP OFF AND PICK UP ZONE - Drop-Off in the morning is the same as Pick-Up in the afternoon.

Do not park in the drop off/pick up zone during the specified times. **Children are not to be at school before the supervised time of 8:10am unless participating in organised training or musical practice with supervision.**

*Please be mindful of others when you are dropping off children in the morning using the drop-off zone. It is meant to be a “crisp” uncomplicated process whereby the children give you a kiss goodbye, disembark from the car, grab their bag, then move to the footpath and head for the “big shed”. This is not a time to adjust clothing, clean the child's face etc. In addition, please make sure that you advance as far up the zone as possible before you let the children out of the car.*

*SPEEDING in or out of the school grounds, whether as a result of frustration from waiting or as a result of time constraints from not being organised, is not to happen. **Carpark speed limit is 10kpm.***



Parents arriving to do pick-up **should not arrive before 2.45pm**. Arriving before that time simply blocks other vehicles from leaving the property (mainly staff) to go home.

### POINTS TO REMEMBER:

- Form two lanes
- Display family name on car visor
- Do Not Use Centre Lane unless directed by Duty Staff
- Give way to pedestrians on Crossings –
- Do not stop on pedestrian crossings
- **Do not park/leave vehicle unattended during Drop Off and Pick Up hours**
- Follow directions of Duty Staff
- Remember: Carpark speed limit is 10km/h
- **NO RIGHT TURN** on both **entering and exiting** the pick-up area – cars are only to **turn LEFT in and out of** the school grounds between 2.30pm and 3.10pm (afternoon pick-up only).



### Adults and children should not walk through or across the carpark

Please be aware that some staff, especially School Officers, may finish at 2.15pm and should be able to exit at this time. If you need to be in the vicinity early, then it is suggested you park on the street and then make your way into the school grounds. Please be mindful of others.

Entry to the school property for those children and adults who are walking is via the paths and steps adjacent to the Nicola McGovern Centre (lower M Block) or the footpath that leads into the school (Hogarth Road). If children are entering the school grounds from the bus stop side of the school's entrance, please use the zig-zag path.

Children who are members of St Andrew's Instrumental Music Program and play a **large** instrument should be dropped off in one of the carpark bays that face into the front of the school and walk directly to the practice area.

Designated Disabled Parking is available for parents who may be eligible for this. A Disabled Parking Permit sign is to be displayed in your car.

Pick-Up Areas - In the afternoon there are four main pick-up areas.

**If children have not been picked up from these areas by 3:00pm they will return and wait in the specified area adjacent to the school office. This is not to be used as a regular routine as there is no scheduled supervision for this time and space.**

<b>Bus - Samford/ Bunya/ Keperra</b>	<p>Bus Stop – on Hogarth Road (front of school)</p> <p>Students are taken down to the bus area at the appropriate time by a teacher each afternoon.</p>
<b>Glenelg Court</b>	<p>Students can exit the school with their parents via the back entrance of the school to the end of cul-de-sac in Clyde Court. Please note - There should be <b>no parking AT ANY TIME</b> in Clyde Court or Glenelg Place.</p> <p>Please have consideration and respect for our neighbours. This is NOT a supervised pick up location.</p>
<b>Goat Track</b>	<p>Students walk down to the back exit towards Upper Kedron Road (known as the Goat Track) where parents may collect their children. This is NOT a supervised pick up location.</p>
<b>Drop off / Pick Up Zone</b>	<p>Entry via Hogarth Road. Students walk around car park via pathway and wait in the undercover area - there are two zones. Please display the child's first name and family surname clearly on the passenger side sun-visor so the staff member on duty can organise your child for the pick-up. If your child is not present to be picked-up, then <b>you should exit the grounds and return later.</b></p> <p><b>In 99% of cases, the parent should not get out of the car.</b> The staff member on duty will open the door/s for the children and assist them into the vehicle. Parents should have one or both of the passenger side windows wound down so that the staff member can place the child's bag/s into the car through the window/s. Full details of procedures can be found on the Parent Portal under Forms and Documents/Procedures and Policies.</p> <p><b>Cars should not “line up” in either direction on Hogarth Road to enter the school grounds.</b> Not only is this illegal, it blocks through traffic causing great frustration. Local Police regularly monitor this situation.</p>

### Bicycles and Scooters

If your child rides a bike or scooter to school, the bike and scooter is to be WALKED, not ridden, within the school grounds, and parked in the bike rack. Helmets must be worn when riding a bike or scooter.

## PASTORAL CARE PROGRAM

St Andrew's School community recognises and values its Benedictine charism. We work to provide a welcoming atmosphere where care and concern for others is paramount to the spirit of our school community. Throughout the course of the school year children are reminded of the 10 Benedictine charisms and how they can continue to Make Jesus Real through their everyday actions.

Our Pastoral Care Program, under the umbrella of the Pastoral Care Parent (PCP) Group, aims to work with class teachers to contribute to building this spirit of Making Jesus Real by coordinating a caring class response in times of family need and organising social gatherings.

## PHOTOS – MEDIA CONSENT

Parents must choose one type of consent. This form is completed at the time of enrolment. If you wish to change your consent, another consent form is to be completed. Parents should make themselves aware of the types of consent, what this consent is for, and what option best suits your family and your child. This form, with a full description of the options, is available on the Parent Portal.

All students must have a signed Media Consent form on their student record. Brisbane Catholic Education provides this form with the appropriate explanations of the types of consents. There are three options with this consent - Public, Your School Community and None.

Students with **Your School Community** media consent cannot appear in photos that will be used for the Facebook page or the School newsletter as it is distributed electronically.

BCE wording states that students with **no consent** “will not be photographed, videoed or recorded. They will not be photographed for formal school, class or individual photos and will be asked to stand aside for photography, videoing and recording of performances and/or events.”

Class photos are taken each year by a professional School Photography company. You will have the opportunity to purchase these from the photography company.

Parents should not electronically (or otherwise) post or share any photos of their child that contain any other children. This relates to class photos or photos taken at activities (Instrumental Music or Choir), sports carnivals, special school events etc as some families have requested that their child’s photo not be used at all in any media context in the wider community. This is a precaution for your child as well as any other student at St Andrew’s.

## PHYSICAL EDUCATION YEARLY OVERVIEW

All Year:	Fit Club is run two mornings a week for students who wish to develop their fitness and general well-being. Teachers meet students from 7:30am at the school oval and are led through a combination of running and game-based activities that develop strength and physical fitness.
Term 1	Weekly Swimming Classes (Years 3-6) School Swimming Carnival (Years 3-6) Zone 4 Swimming Carnival
Term 2	School Cross Country Zone 4 Cross Country Carnival
Term 3	School Athletics Carnival, Zone 4 Athletics Carnival Gala Sports - AFL (Year 3), Soccer (Year 4), Netball (Year 5), Touch Football (Year 6).
Term 4	Weekly Swimming Classes (Prep – Year 2) Intraschool Volleyball/Newcombe Ball Competition

## POLICIES

**Privacy Policy** – Found on Parent Portal and School Website under BCE Policies

**Privacy Breach Procedure** – In the event of a privacy breach please contact the Principal, or our IT Specialist Teacher.

**Acceptable Use of Computer and Internet Resources Consent Form** – Found on the Parent Portal under Enrolment Documents and on the School Website under Enrol.

**Media Consent Form** – Found on the Parent Portal under Enrolment Documents and on the School Website under Enrol.

## QKR! PAYMENT FACILITY

**Qkr! Payment facility** (other than for School Fees) – eg Tuckshop, School Excursions, school events etc. An online app payment system, Qkr! by Mastercard (“quicker”) has been set up to facilitate the payment of Tuckshop ordering as well as some extra curriculum activities that occur from time to time – eg.. costs for some other school events. Qkr! is a secure app and is facilitated by Mastercard. Advice will be communicated as to which expenses can be paid via this App. Information and FAQs regarding Qkr! Is also available via the Parent Portal.

St Andrew’s Community Association also use Qkr! to facilitate payment of events, such as fundraising -eg: children’s activities at the annual fair; trivia night, disco evening, etc. These events will be communicated via the school newsletter and parent portal.

The Parent Portal contains instructions on how to use Qkr! including instructions on how to download the app and set up a profile for your child(ren). **Please ensure your child’s profile is set up each year with the correct class and year level to ensure accurate delivery of tuckshop orders and event tickets.**

## RELIGIOUS EDUCATION

St Andrew’s School provides a comprehensive Religious Education Program that focuses on the religious and moral development of students within the framework of the Catholic traditions. Religious Education at St Andrew’s encompasses teaching of the Religion Curriculum and the Religious Life of the School.

Our aim is to provide opportunities for each child to develop a close personal relationship with God. We nurture their faith and spiritual development in a Christian environment with its own unique Benedictine spirituality.

Special days and significant religious events are celebrated throughout the year. Parents are encouraged to join with the children in celebrating these special school and class liturgies.

At St Andrew’s, the classroom learning and teaching of Religion aims to develop the religious literacy of students to enable them to participate critically and effectively in the life of their father communities and the wider society. The four strands of the **Religion Curriculum** (Sacred Texts, Beliefs, Church and Christian Life) are interrelated and their content is taught in an integrated way.

## REPORTING AND ASSESSMENT

Assessment and Reporting are vital components of the teaching and learning process at St Andrew’s. Ongoing assessment of each student is made in order to authentically meet the diverse needs of the individual and assist in the development and understanding of concepts in all areas of his/her education.

Assessment and reporting of student’s learning occurs for a variety of reasons:

- to provide information on student's progress;
- to improve the learning processes by providing feedback;
- to keep parents informed of their child’s academic development
- to guide future learning (including the need to re-visit or further develop concepts).



Open communication concerning your child's progress is encouraged throughout the school year. Interviews with teachers may be arranged at any time by appointment to discuss your child's work and progress. At St Andrew's, we believe that true partnership can only be achieved when the communication between home and school is interactive, open and honest.

Reporting to parents throughout the school year is communicated in the following ways:

### Parent Information Night

- held in the first weeks of Term 1 to inform parents of curriculum matters, and class procedures. *We would encourage you to attend this evening, as it is an important information source.*

### Curriculum Note

- sent home in the first weeks of each term: to inform parents of class curriculum for that term and any special events occurring within the term. It will also provide you with valuable information on how you can support and be involved in the classroom and at home

Formal Reporting procedures occur at the end of the following terms:

Term 2 (Semester 1) - Report and parent and teacher interview. Parent Teacher interview times will be available from the PTO (Parent Teacher Online) section on the Parent Portal.

Term 4 (Semester 2) - Report and parent and teacher interview (if requested).

Reporting in Prep - 6 describes individual student progress against standards of the Australian Curriculum.

All School Reports will be uploaded to the Parent Portal. Your child's report cards will only be accessible for a 12 month period. **The Parent Portal is an access point, not a storage point.** Parents must download these reports and save them externally. Advice as to when the report card is uploaded will be communicated to you. No access to the Parent Portal (or your child's reports) is available once your child leaves St Andrew's School. If you no longer have access to the school portal and require a copy of your child's semester reports or NAPLAN report a charge will be incurred per request.

## SCHOOL FEES & LEVIES

The Catholic Parish of St William's Grovely in association with the educational vision of the Archdiocese of Brisbane seeks to offer a Catholic education for its children. St Andrew's school has been established to provide excellence in education that is Catholic in its goal, and all-encompassing in its scope and pastoral in its process.

It is necessary for St Andrew's to collect school fees to cover financial costs in meeting the annual school goals and the needs of the parents who choose Catholic education for their children.

School fees cover basic tuition, maintenance and development of school buildings and the provision of specialist tuition. To sustain quality Catholic education at St Andrew's, it is agreed by parents at enrolment, that full school fees and levies are payable when the school accepts the enrolment of their child.

The St Andrew's Finance Committee set school fees annually taking into account the Archdiocesan recommended minimum fee and the local circumstances of the community.

We recognise that in particular circumstances, from time to time, parents may need an avenue for discussion and mutual decision with school personnel about the procedure and capacity to pay the given fees. The Parish has placed the role of fee management with the Principal of the school. The Principal will access the advice and consult with other appropriate authorities within the school, the Parish and Catholic Education, in determining just decisions about the level of school fees in any particular year and in discussion with any particular parent or family in regard to the payments of fees.

The School Fees and Levy Policy and Fee Schedule is available on the school website: [www.standrewsfq.qld.edu.au](http://www.standrewsfq.qld.edu.au) and the Parent Portal located under "Finance Pack".

## Booklist / Stationery levy

Prep students at St Andrew's do not have a "book list". In lieu of a book list, a levy is charged per term per child. This additional levy appears on each quarterly fee statement.

Years 1, 2 & 3 students will be charged an annual levy in addition to the booklist to cover classroom consumables (pencils, crayons, glue etc.) in addition to their book list. This levy will appear on your **initial** quarterly fee statement and is due for payment in that quarter.

Years 4,5 & 6 have a booklist only.

## Camps & Sports Programs

Education camps in Years 5/6 incur separate payments via our school fee statement. Year 5 and Year 6 Camps can be in either Term 3 or Term 4 with fees for these camps issued in Term 1. Camp dates will be advised via the school newsletter.

## Gala Sports

Gala sport for Years 3 to 6 will be held in Term 3 and will incur a levy to offset the cost of buses to the relevant sporting fields. The Gala Sports levy will appear on the Term 1 fees statement and is due for payment in that quarter. Swimming lessons are included in normal school fees.

## Voluntary Contributions

In addition to the above compulsory fees, the school has a voluntary Library and Building Fund levy per term for each of the two funds, which will appear on quarterly statements. Receipts for tax purposes will be issued upon request to those families who choose to take up this option at the end of the financial year and the calendar year.

**SCHOOL FEE PAYMENTS - Payment Options** - There is no provision for cash payments

Fees are generated quarterly at the beginning of each term. For privacy reasons these quarterly fee statements will sent via email to all Account Holders. Under the Privacy Act any discussions regarding your fees can only be conducted with the listed Account Holders on your statement.

**Direct Debit facility** – direct from your bank account (no bank fees) is available through the Archdiocesan Development Fund. An application form for this is available on the Parent Portal or from the Office. This Authority will remain in place until your child leaves St Andrew's School.

**BPoint facility** – automatic payment from your credit card can be set up to make quarterly or monthly payments. An application form for this is available on the Parent Portal or from the Office. This Authority will remain in place until your child leaves St Andrew's School.

**BPay facility** – for full payment of fees only (the BPay reference and your customer number will appear on your quarterly statements.)

**Eftpos** - may be made at the Office during school hours 8am-4pm.

## SCHOOL HOURS and Bell Times

<b>8.25am</b>	<b>1<sup>st</sup> Bell for start of School Day</b>
8.30am	2 <sup>nd</sup> Bell – School begins – Line Up and Prayer
<b>10.35am</b>	<b>FIRST BREAK</b>
11.00am	1 <sup>st</sup> Bell – Toilet and drink
11.05am	2 <sup>nd</sup> Bell – Eating
11.15am	3 <sup>rd</sup> Bell – Class Resumes
<b>1.15pm</b>	<b>SECOND BREAK</b>
1.30pm	1 <sup>st</sup> Bell – Toilet and drink
1.35pm	2 <sup>nd</sup> Bell – Eating
1.45pm	3 <sup>rd</sup> Bell – Class Resumes
	<b>DISMISSAL</b>
2.40PM	Bell for Bus and Pick Up Zone
<b>2.45pm</b>	<b>End of School Day</b>



## SMOKING

Smoking (including tobacco and electronic cigarettes/vapes) is banned by legislation within schools, school land and for an additional 5 metres beyond the boundary of school land. This includes all structures in this area such as bus shelters and carparks. The School Smoking Law applies at all times – during and after school hours, on weekends and during school holidays. Land where other educational facilities, instruction or activities occur (e.g. sporting fields, OSHC) is designated as school land. On premises that are not designated as school land, smoking is banned in enclosed areas, within 4 metres of any part of an entrance to a building while general access to the building is available and within 10 metres of any part of children's playground equipment.

No smoking is permitted in view of students at any time, including during excursions.

## STUDENT CODE OF CONDUCT

This Code of Conduct applies to all students enrolled within Brisbane Catholic Education.

Brisbane Catholic Education schools have, as a guiding principle, the pastoral care of all within their community and those with whom they interface. This applies to our students. Brisbane Catholic Education continually strives to be a place of quality teaching and learning.

### Student Rights

Each student has the right to:

- Be provided with good teaching within an appropriate curriculum
- Work and play without interference from others
- Feel safe and be protected from ridicule, harassment, and harm
- Be treated with care, courtesy, respect, and fairness
- Be given guidance, help and support when required

### Student Responsibilities

Each student is expected to:

- Be fully informed about school rules, and consequences of misbehaviour
- Make proper use of the learning opportunities provided
- Respect the rights (above) of other students
- Be co-operative and respectful towards all staff
- Take proper care of all school resources and facilities
- Present a positive image of the school to the public
- Must always act in a lawful manner

### Student Rules

The following are fundamental student rules:

- Students must obey all reasonable instructions of staff
- Students must behave in a way which is non-disruptive and safe
- Students must not physically or verbally abuse others
- Students must be in attendance throughout all classes, unless formally excused
- Students must respect the property of the school and of other students
- Students must obey the required school uniform and dress codes

### In Public - To and From School

Students should always remember that they represent St Andrew's School when travelling to and from the school and often this is the only contact the community has with the school. Full school uniform should be worn well, with pride and respect whilst travelling to and from the school.

## Using Transport

Students should wait in the appropriate area until their transport arrives and follow all directions issued by staff.

On buses, students are expected to act with respect both to the bus driver and fellow travellers. Catching the school bus is a privilege and students must act responsibly when doing so. Any reports of poor behaviour or attitude on the bus will be followed up and students who misbehave run the risk of not being able to use the bus.

## Being picked up by a Parent

When parents and/or guardians are picking up students they are requested to drop their children at the designated drop off location.

## Cyclists

All cyclists must wear safety helmets while travelling to and from school. This is the Law.

Once at the school, bicycles/scooters should be stored in the designated area and are out of bounds to all students including their owners until the end of the day.

Any breaches of this Code of Conduct will be dealt with by the school Leadership Team in the first instance and appropriate authorities will be contacted if necessary.

## During School

Children's uniforms are to be the correct school uniform and always worn appropriately and with respect. This includes hats, shoes and winter jackets and track pants. No chewing gum.

## TUCKSHOP

The St Andrew's "Healthy Choices" Tuckshop strives to cater for the children on Tuesdays and Thursdays during the school term. Both morning tea and lunch can be purchased on these days. The Tuckshop uses the online ordering system, Qkr! ("quicker"). For further information on Qkr! see above under the section School Fees and Levies – Other Payment Options. **No orders can be processed after 7.30am.** Discrepancies in orders are to be managed on the day of the order. If your child does not get what they ordered, they are to let their teacher know, or the Convenor at the tuckshop, so arrangements can be made to receive their food.

Parents are encouraged to support the tuckshop whenever possible.

The Convenor operates a fantastic tuckshop with the help of parent volunteers. All volunteers are very welcome and the tuckshop would love to have your support on a rostered basis during the course of the year.

The current menu is visible on the Qkr! app.

## UBUNTU

While this is an African word, it is universal in its meaning. It speaks to our connection to others, our mutuality, and humanity towards others.

UBUNTU means: I am what I am because of who we all are / We are who we are because of other people.

Our challenge is to endeavour to capture the spirit of UBUNTU and allow it to influence our lives in the here and now. The small things, the God Moments, the meet, greet and speak, all the important traits and values of the MJR way of life engender a spirit of UBUNTU in all of us.

# UNIFORM

## Prep –

Polo Shirts (required every day for girls and boys): red, yellow, blue or green polos - screen printed with St Andrew's Logo

Girls' Uniform	Boys' Uniform
Either <b>Skort</b> (bottle green gabardine fabric) or <b>Sports skirt</b> (with bike pants)	<b>Shorts:</b> bottle green gabardine fabric
<b>Bottle Green turn down socks</b>	<b>Bottle Green turn down socks</b>
<b>Black Leather School Shoes (black laces and black soles) or</b>	<b>Black Leather School Shoes (black laces and black soles) or</b>
<b>Black Leather Sports Shoes (black laces and black soles)</b>	<b>Black Leather Sports Shoes (black laces and black soles)</b>

## Years 1 - 6

### **FORMAL UNIFORM** - required 3 days per week

Girls' Formal Uniform	Boys' Formal Uniform
<b>Checked Dress or</b>	<b>Checked Shirt</b>
<b>Checked Blouse and Skort/Sports Skirt</b>	<b>Shorts:</b> bottle green gabardine
<b>Bottle Green turn down socks</b>	<b>Bottle Green turn down socks</b>
<b>Black Leather School Shoes (black laces/velcro and black soles) or</b>	<b>Black Leather School Shoes (black laces/velcro and black soles) or</b>
<b>Black Leather Sports Shoes (black laces/velcro and black soles)</b>	<b>Black Leather Sports Shoes (black laces/velcro and black soles)</b>

### **SPORTS UNIFORM** - required 2 days per week

*Days vary between year levels - some year levels may have back to back sports days.*

Girls' Sports Uniform	Boys' Sports Uniform
<b>Screen Printed Sport Polo Shirt with House Colour</b>	<b>Screen Printed Sport Polo Shirt with House Colour</b>
<b>Skort or Sports Skirt</b>	<b>Shorts</b> - gabardine or micro fibre
Only <b>Black</b> Sports Shoes are to be worn with the Sports Uniform.	Only <b>Black</b> Sports Shoes are to be worn with the Sports Uniform.
<b>Bottle Green turn down socks</b>	<b>Bottle Green turn down socks</b>

St Andrew's school family takes pride in wearing the school uniform as it is a highly visible symbol of who we are. Students are expected to wear the full school uniform neatly and with pride. This is also in accordance with Brisbane Catholic Education's Student Code of Conduct.

Parents are asked to ensure their child is always wearing a clean and correct school uniform. **Substitutes are not acceptable.**

If there is a genuine reason why a student cannot wear the uniform at any time, it would be appreciated if you would send a note to the class teacher.

**Please ensure that all items brought or worn to school are clearly marked with the child's name. Any named items can then be returned to their owners. If you are unsure about any uniform regulations, please contact the school.**

Uniform shop opening times are advertised on the Parent Portal. All money raised from the uniform shop is passed directly to the school. The school in turn utilises the funds for classroom and school educational resources.

Orders can be placed using our Online Uniform Shop – the link to which is on the BCE Connect app or Parent Portal. Orders are processed on a Thursday afternoon during term time for delivery to your child's class the following school day. **Your child's student profile must be updated every year with their correct year and class to ensure accurate delivery of your order.**

Especially for new families, our Uniform Shop will open for extra trading in January during the Christmas school holiday break. Dates and times will be advertised via the newsletter and Parent Portal.

**Representative Sports Shirts** – if your child is selected to represent the school at a Districts or Zone Carnival (swimming, cross country, athletics), they will be issued with a school representative sports shirt. This shirt should be washed and returned to the school as soon as possible after the event.

## Uniform Policy - All Students

For Year 1-6 students:

Checked day shirts and polo shirts need to be tucked in for formal occasions.

Girls checked day dress – the hemline should not be any shorter than 5cm above the knee.

Hair is to be kept neat. Shoulder length and longer hair (on girls and boys) must be out of the child's eyes, off their collar and away from their ears. Hair colouring and hair tracks not permitted.

Hair ties, scrunchies, bows, etc are to be only in school colours.

Jewellery – for Work health & Safety Compliance- no jewellery to be worn with the exception of plain studs or sleeper earrings and a watch.

Students may be instructed to remove all jewellery & watches, when required, for sport.

Make up and nail polish is **not** to be worn.

Valuables – no valuables are to be brought to school.

## Swimming Season (Term One - Years 3-6 & Term Four - Years P-2)

A long or short sleeve rash/swim shirt is required.

A swim cap in Sports house colours.

- |             |   |
|-------------|---|
| SOCKS       | - Bottle green turn-down socks to be worn with <b>formal &amp; sports uniform at all times.</b> |
|             | - Socks must have at least 5cm visible above ankle  |
| SHOES       | - ALL black leather shoes (upper and sole) – laces or velcro – No coloured soles or strips      |
| HAT         | - Bottle green hat  |
| WINTER      | Bottle green jacket/jumper, tracksuit pants or tights.  |
|             | - All fabrics are suitable as long as colour is similar to that in shorts & skirts. No hoodies. |
|             | Uniform Shop only supplies a Polar Fleece zip jacket and tights                                 |
| SWIMMING    | - Swimming lessons are in the first or last term of the school year depending on year level.    |
|             | - Any coloured swimsuit may be worn.  |
|             | - A sun-safe rash/swim shirt is required as part of our Sun Safe Policy                         |
|             | A swim cap must be worn as a BCE requirement  |
|             | - Boy's may wear speedos or swim shorts. ( <b>No board shorts</b> )                             |
|             | Girls may wear a one piece or two-piece swimsuit under their rash/swim shirt                    |
| LIBRARY BAG | - A water-resistant library bag is required to transport library books to and from school.      |



## Hats

As a **sun safety issue**, children are to **wear their school hat at all times** when they are outdoors as well as coming to and from school. School hats are part of the school uniform and students are expected to wear their hat neatly, with pride and in a sun-safe manner (not turned-up or perched on the back of their heads).

**The school's policy is NO HAT – NO PLAY!**

## Dress Code for Free Dress Days

Free dress days are often held in recognition of a particular day or to raise funds for charity and will be advertised in the school newsletter in advance. On these days whilst the children are not required to wear their full school uniform they are still expected to wear **closed in shoes, have a hat and wear clothing that covers their shoulders (no singlets)**. These measures are to comply with Work Place Health and Safety regulations and Sun Safe policy guidelines.

## Second Hand Uniforms

Second-hand uniforms are sold through the Uniform Shop.

All uniforms offered for sale are the school's current style of uniform. Further information can be obtained from the parent portal. Second-hand uniforms donated to the school for sale can be left at the school office.

## SUN SAFE POLICY

St Andrew's is an accredited Sun Safe School. The Sun Safe Policy has been developed to ensure that all students and staff attending this school are protected from skin damage caused by the harmful ultraviolet rays of the sun. It is to be implemented throughout the year with no seasonal variation.

This policy is on the school portal.

## Sunscreen

Students are encouraged to wear sunscreen every day.

## VISITORS POLICY

St Andrew's school is on private property and it is expected that **all visitors** to the school must first report the nature of their business to the Administration Office and sign in and out. This is required under government WHS regulations.

## VOLUNTEERS

All parents/carers who volunteer in the school community need to ensure that they have completed the Brisbane Catholic Education's Student Protection Volunteers Induction. This Induction is updated regularly by Brisbane Catholic Education and you will be required to refresh your induction every year. This can be accessed via:

<https://www.bne.catholic.edu.au/students-parents/student-protection/Pages/Student-Protection-and-Code-of-Conduct-Training-for-Volunteers-and-Other-Personnel.aspx>

Any other volunteers (other than parents) in the school community are required by Legislation to obtain a Volunteer Blue Card eg. Grandparents.

The above conditions need to be completed **before any volunteer work can commence.**

- All Visitors must sign in at the school – electronically at Reception
- Volunteers for classroom reading are to sign in at Reception
- Volunteers/parents who are working regularly in a **particular area** are to be signed in at **that** area eg: tuckshop.
- Volunteers who are working generally **throughout the school** are to sign in electronically at **Reception**.
- Volunteers/parents assisting at school sporting events, and helping teachers, must also complete the Student Protection Volunteers Induction and sign in at **that** area.

- All volunteers must Complete the ONLINE Student Protection and Code of Conduct training for Volunteers (access information and details are available on the Parent Portal). This must be done every year. A copy of the online induction must be forwarded to the school office.

In the event of an emergency or evacuation at the school it is imperative that we are aware of all persons on site.

## W.E.S.T.I.E.

Welcoming, Encouraging, Saying Sorry, Thankful, Interested, Enthusiastic

## WORKPLACE HEALTH & SAFETY

Workplace Health and Safety is an integral part of all work environments, and we work hard to ensure that our school is a safe environment for our children, staff, and parents. St Andrew's complies with all the Workplace Health and Safety requirements of Legislation and Brisbane Catholic Education Office. The school has policies in place regarding safety issues and the school environment is regularly inspected to ensure all safety issues are addressed. Staff, parents, and students are encouraged to communicate with the Workplace Health and Safety Committee if any issues arise and if additional policies are required. St Andrew's school is private property. No bicycles, smoking, skateboards, rollerblades, or dogs are permitted.

### Insurance

The school is insured through **Catholic Church Insurances**. Coverage is via a Public Liability, Contents and Building Insurance as well as a Student Care Policy for each child when that child is participating in a **school related activity** before school and after school as long as they are supervised by staff, for example cross country training, athletics trainings, Instrumental Music. The coverage of the Student Care Policy is **only valid for the period 8.30am to 2.45pm** (the school bell times) therefore **children are not permitted to play on any equipment, or in the school grounds, before or after school, unless it is a school related activity and supervised by staff.**

### Visitors

All visitors must report to the Administration office and sign in. This is a Workplace Health and Safety requirement.

## ZOOTIES

This is a common greeting that you will hear around St Andrew's. The word Zooties comes from communications and well-being expert Amanda Gore and encompasses all the love, kindness, goodness, and care in the world. When you hear someone at St Andrew's say 'Zooties to you,' they are wishing you every blessing of love, joy, peace and happiness in your day!

