



# ST BRENDAN'S PRIMARY SCHOOL

727 Corangamite Lake Road CORAGULAC VICTORIA 3249



# PARENT HANDBOOK

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# ***Welcome***

We welcome you, as a family, to St Brendan's School and hope your years spent here will be happy ones.

Your child is important to you and to us and we aim always to work co-operatively with you to help your child grow, learn and develop as an individual, and as a member of our School and Parish Community.

We encourage you to participate in the life of our school to ensure that our School Community continues to reflect the Gospel Values.

We look forward to sharing the excitement of this adventure with you.

***Penny Knight***  
Principal

# ***VISION AND MISSION STATEMENT***

## **VISION STATEMENT**

Our vision of Catholic Education at St Brendan's School is based on the person of Jesus Christ

***For you I have a destiny and a hope***

*Jeremiah*

**St Brendan's Catholic School is founded upon Catholic Values and committed to ensuring children realise their full potential within a supportive and nurturing community.**

## **MISSION STATEMENT**

**St Brendan's Catholic School is founded on Catholic values.**

**Our goals are:**

- To celebrate Catholic beliefs, values, practices and traditions.
- To provide a comprehensive and relevant Religious Education Programme.
- To involve children, parents and community members in faith and life celebrations.
- To work in partnership with families and the wider community.

**St Brendan's Catholic School is committed to ensuring children realise their full potential.**

**Our goals are:**

- To provide each child with a stimulating curriculum that will develop him/her to reach their full potential.
- To respect the dignity and integrity of each person, promoting self esteem, hope and positive vision for the future.
- To develop courage, confidence and life skills, enabling each child to become his/her own person.
- To cater for individual learning styles and abilities.

**St Brendan's Catholic School is an active part of a supportive and nurturing community.**

**Our goals are:**

- To provide and maintain support to each child, family and the school and parish communities.
- To encourage the greater school community, present and past to maintain involvement in the life of the school.

# SCHOOL STAFF

**Principal:**

**Class Teachers:**

**Art**

**Literacy**

**L.O.T.E**

**Assistant**

**Integration Aide**

**Administrative Officer:**

Mrs Penny Knight

Miss Kate Parker

Mrs Mandy Sutherland

Mr Michael Cole

Mrs Liz McGuane

Ms Rachel Mann

Mrs Judi Parkhouse

Mrs Judi Parkhouse

Ms Diane Armistead

Mrs Debra Monaco

Mrs Gracesyn Perrett

## BELL TIMES

8.50am			Music
8.55am	to	11.0000am	Line up Class Time
11.00am	to	11.40am	Morning Recess
11.25am			Music
11.40am			Bell
11.30am	to	1.00pm	Class Time
1.00pm	to	1.45pm	Lunch Recess
1.45pm	to	3.15pm	Class Time

## OFFICE HOURS

Monday	8.30am	-	3.45pm
Tuesday	8.30am	-	3.45pm
Wednesday	8.30am	-	3.45pm
Thursday	8.30am	-	3.45pm

## TERM DATES

### 2019

Term 1	Tuesday 29 <sup>th</sup> January	Friday 5 <sup>th</sup> April
Term 2	Tuesday 23 <sup>rd</sup> April	Friday 28 <sup>th</sup> June
Term 3	Monday 15 July	Friday 20 September
Term 4	Monday 7 <sup>th</sup> October	Friday 20 December

### 2020

Term 1	Tuesday 28 <sup>th</sup> January	Friday 27 <sup>th</sup> March
Term 2	Tuesday 14 <sup>th</sup> April	Friday 26 <sup>th</sup> June
Term 3	Monday 13 <sup>th</sup> July	Friday 18 <sup>th</sup> September
Term 4	Monday 5 <sup>th</sup> October	Friday 18 <sup>th</sup> December

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## **ABSENT FROM SCHOOL**

Children are expected to attend school each day unless there is a reasonable excuse for non-attendance. The school must be contacted if your child is absent for any reason. You may phone but a note is also required.

## **AFTER SCHOOL ARRANGEMENTS**

A note is also required if there are any changes to travel arrangements to and from school (e.g. going to a friend's house or going home by car with another person).

## **AMBULANCE**

If your child is involved in a serious accident at school and we cannot contact you, an ambulance may be required to transport your child to the doctor/hospital. Schools are not covered by the ambulance subscription; hence it is advisable for each family to subscribe to a family membership. Teachers are not permitted to transport seriously injured children.

## **ART SMOCK**

All children must have an art smock. These are supplied by the school.

## **ASSESSMENT AND REPORTING**

Our Assessment and Reporting policy focuses on what children learn, on the way they learn and provides information to parents, children and teachers in a clear and concise manner. Each child has a Learning Portfolio that contains samples of work in each subject area. These Portfolios, along with informative teacher comment and child self-assessment will provide parents with an insight into their children's progress. These are sent home at the end of terms 1 and 3 and returned in week one of the next term. Reports contain information on what has been achieved, what still has to be achieved and how we as adults are able to support this process.

Written reports are distributed towards the end of Terms 2 and 4 each year. All reports are treated as confidential documents, and will be sent home in sealed envelopes. Parents have scheduled interview times in Terms 1 and 3. However, parents may make appointments at any mutually acceptable time during the year to discuss their child's progress.

## **BOOK CLUB**

Your child will receive Scholastic Book Club catalogues and order forms throughout the year. These provide you with an opportunity to purchase quality children's literature from Scholastic Australia. There is no obligation to purchase, but if you wish to buy from the catalogues, please return the money with the order form by the due date in a sealed envelope. If paying by cheque please make cheque payable to St Brendan's School. Clearly write your child's name and the amount of money enclosed on the front of the envelope. You can also order directly on line at Scholastic

## **CATHOLIC SCHOOLS NETWORK**

St Brendan's School belongs to the Colac/Coragulac Catholic School's Network, which includes the following schools:

- St Mary's                      Colac
- Sacred Heart                Colac
- Trinity College              Colac

## **CAMPS**

Each year the Grade 5/6 children attend a three day camp. On alternate years they have an urban camp based in Melbourne. All children are encouraged to attend these respective camps. Every year the Grade 4 children attend a one night off campus camp

## **CLEANING OF SCHOOL**

The school employs a cleaner who works on a Wednesday after school to maintain cleanliness in the toilets. Over the weekend it is their duty to vacuum all carpeted areas and maintain cleanliness of toilets. At other times children are asked to maintain cleanliness of their learning areas. Students are rostered on to empty rubbish bins at the end of each school day. From time to time working bees are also held to help maintain tidiness of the school, internally and externally.

## **CURRICULUM AREAS**

The school curriculum at St Brendan's School contains the following key learning areas.

- ◆ Religion
- ◆ Arts Dance, Drama, Media, Music, Visual Arts
- ◆ English Reading, Writing, Speaking, Listening
- ◆ Health and Physical Education
- ◆ LOTE Indonesian
- ◆ Mathematics
- ◆ Science
- ◆ Studies of Society and Environment
- ◆ Technology

Special Education Program: MultiLit, Macqlit, ERIK, Reading Recovery and EMU

## **CURRICULUM DAYS (PUPIL FREE)**

The school is granted up to four (4) pupil free days during the year for the development of Curriculum and Professional Development. Before taking these days, the school must seek the approval of the School Board and the Catholic Education Office. The aims and activities of these days must be clearly stated prior to approval being granted. The dates of curriculum days are circulated to parents via the school Newsletter. Children do not attend school on these days.

## **ENROLMENT PROCEDURE**

- Prospective parents are required to fill in an "Application for Enrolment" form
- Baptismal Certificate (where applicable), Birth Certificate and Immunization Certificate need to be presented
- The Principal will notify parents of child's acceptance
- Children need to be five years of age by April 30.

Non-catholic children are expected to participate in all religious activities.

Prep children do not attend school on Wednesday for the first six (6) weeks in Term 1

## **EXCURSIONS**

At St Brendan's School every child will have the opportunity to take part in an Excursion Programme. Most excursions are covered by funds from a Special Grant we receive. But from time to time a charge may be levied against parents to meet costs incurred through involvement in the activity. This will take place with respect to camps.

## **FAMILY FEE ASSISTANCE SCHEME**

The Ballarat Diocese will continue this year with the Family Fee Assistance Scheme. This scheme offers a Tuition Fee concession to families who are eligible. To be eligible you must hold a current Health Care Card that was valid on **29<sup>th</sup> January 2019**. To receive this you must complete a form which is available at the office.

Families who hold a valid Health Care Card are also entitled to apply for a Camps, Sports and Excursion Fund.

To apply for either of the above schemes you must complete the form and present your Health Care Card at the office no later than 28<sup>th</sup> February 2019

## **FEES**

The school receives funding from the State and Federal Governments. This funding covers approximately 75% of the school's running costs. The school community is expected to raise the remaining amount through school fees and fund raising. School fees assist in meeting the required amount for the general running costs of the school.

Student Fees are for the basic requisites that the children need, such as books, paints, paper etc.

The Capital/Building Fee is used to help meet our repayment commitment for the refurbishment of the school completed 2013

Each family is expected to pay the School Fee, each child's Student Fee and the Capital Fee. A detailed account is sent home at the beginning of the School Year. Reminder statements are sent home each term. This account may be paid:

### ***Annually, per Term, Monthly or Fortnightly.***

Annual payment should be made no later than the first week in March. The Student Fees are payable at the beginning of the year and should be paid by the end of February.

The Catholic Development Fund (CDF) through the school offers a Direct Debit System of payment for all School Fees.

These Direct Debits can be paid Fortnightly or Monthly. Several families have found this to be a very convenient way of paying fees. Please ask at the Office for details if you would like to use this payment method.

## **2019 Fees**

School Fees	\$940	Per Family	\$235.00 per term.
Capital Fee	\$110.00	Per Family	\$ 27.50 per term
Student Fees	\$170.00	Per Child	
Year 5/6 only Technology	\$110.00	Per child	
Swimming Fee	\$70.00	Per child	

**St Brendan's must operate from a sound financial base, however we are also concerned with helping to alleviate pressure when these needs arise. Should any family experience difficulties in this area personal contact can be made with the Principal.**

## **FIRST AID/ACCIDENTS**

- ◆ If minor they will be treated in the staffroom by a teacher.
- ◆ If major the parents will be contacted immediately. If they are not able to be contacted, the emergency number given by the parents at the beginning of the year will be rung and they will take the appropriate action
- ◆ If immediate help is required the doctor stated by the parents will be rung.

All major accidents are recorded in the school accident book, and recorded on CECV website.

## **GRIEVANCES**

At times you may have a grievance and/or concern about the school. The Principal and staff need to know about it so that appropriate action may be taken. The school will only deal with grievances and/or concerns that have been communicated to the Principal and staff by the concerned party. The following procedures are set out to ensure that a fair and just system is available for all parties.

1. Inquiries regarding classroom operations are directed to the class teacher in the first instance.
2. All grievances/concerns regarding the school's teachers, teaching methods, books and materials, etc. are directed to the principal in the first instance. Where appropriate the principal will direct the complaint to the teacher concerned.
3. The classroom teacher and the parent (and where appropriate the principal) will meet to discuss the complaint, where all relevant information is shared. On most occasions the problem is resolved at this level. Where no suitable agreement is made the following steps are taken.
4. The parent approaches the Parish Administrator who will act as an arbitrator in seeking a suitable resolution.
5. Where the parent is not satisfied, he/she has the right of appeal to the Catholic Education Office, where further negotiations will take place.

## **HEALTH CHECK**

The children in Prep receive a complete Health check by the visiting School Nurse. Parents will be notified prior to the School Nurse visiting the school.

## **HOMEWORK**

As a constant contact between home and school and as a valued aid to acquiring good study habits, a small task may be set each evening.

Grades Prep/1/2 are encouraged to spend ten minutes daily reading with their parents.

Grades 3/4/5/6 children are also asked to read, memorise tables and spelling and where applicable complete research assignments.

## **INFECTIOUS DISEASES**

### **Disease or condition**

### **Exclusion from school**

**Chicken Pox**

until 5 days from the appearance of spots

**Diphtheria**

until medical certificate of recovery is produced

**German Measles**

until 4 days from the appearance of spots

**Head Lice**

until effectively treated

**Impetigo (School Sores)**

until sores are being treated and kept covered

**Gastro**

48 hours after last vomit or bowel motion

**Influenza**

until all symptoms of disease have disappeared

**Measles**

until 4 days from the appearance of rash

**Meningococcal Infection**

until medical certificate of recovery is produced

**Mumps**

Nine (9) days after the onset of swelling

**Ringworm**

until a medical certificate is produced stating that anti-scabietic treatment has been carried out

**Streptococcal Infection**

until a medical certificate is produced or until 7 days after the symptoms have subsided (including Scarlet Fever)

**Whooping Cough**

until the expiration of 4 weeks from the beginning of the cough.

Please notify the school should your child contract any of the above diseases. When your child is not well please keep him/her at home until he/she is sufficiently recovered to return to school.

## **INSURANCE**

Our School has an Insurance Policy with Catholic Church Insurance to cover the children in the event of an injury while involved in a school-based activity.

## **LEAVING THE SCHOOL GROUNDS DURING SCHOOL TIME**

No child is allowed to leave the school grounds during school time without written permission unless a teacher or a parent supervises him/her. If you require your child to leave the school grounds and you are not able to supervise him/her, you must send a written note to your child's teacher stating where your child is going, who is to accompany them it must be signed by you. You or the accompanying adult must also sign The Removal of Child from School Register which is in the front entrance

## **LIBRARY**

Our Library/Resource Centre have been established to provide an organised central resource where stimulating, current material is accessible to the whole school community. The primary aim is to offer quality services and support for all children through effective utilisation of resources and programmes that support staff with the implementation of the School's Curricula. The Library is available for children to browse, borrow and for research purposes. The Library is automated with a computerised borrowing system. Children now utilise this facility for accessing information and borrowing books.

The Mobile Library visits the school on a fortnightly basis

## **LOST PROPERTY**

Please make sure your child's property is clearly marked with his/her name, especially school jumpers. All unnamed property is stored in a lost property box for parents and child to recover. Lost property is stored at school for a term only. At the end of the year unclaimed items will be sold or given to St. Vincent's.

## **LUNCH ORDERS**

On Wednesday lunches may be ordered from the Cororooke Milk Bar through the school. A list of appropriate foods and their prices is sent home at the beginning of the school year. You are required to write your child's order on a brown paper bag with his/her name their Year Level and the amount enclosed. (For health reasons the money must be wrapped in either lunch wrap or gladwrap)

The school's Health Programme aims to educate children about healthy food. Please support this programme by only ordering items on the list. (PLEASE NOTE: \$2 coins may slip out of the top of the bag. Please seal and fold them up.)

## **MAINTENANCE OF ST BRENDAN'S SCHOOL**

Through the School Advisory Council a Maintenance Committee meets regularly to ensure that the school is properly maintained. Maintenance items are then brought to the School Advisory Council and a plan of attack is decided. If you notice anything at school that might require attention, please inform the Principal or make an entry in the Hazard Alert Register at the front office.

## **MEDICATION**

Arising from the duty of care that we owe our children and in the interests of the children being able to continue to attend classes there will be occasions when the administration of medication is necessary.

Prescription medication to children of St Brendan's School by staff members will be permitted within specific guidelines.

No medication will be administered with out the written permission of the parents or guardians.

All medicines must be kept in the Staff Room in clearly marked containers.

Where a child needs to be injected a parent or their representative must be present to dispense the injection under the supervision of a staff member.

Any untoward effects of the drugs must be explained to the school by the parents or responsible adult.

## **NEWSLETTER**

The School Newsletter is produced on Wednesday of each week and goes home with the eldest child of your family that afternoon. This letter informs the parents of any activities that may be coming up involving the school.

## **PARENT/TEACHER/SCHOOL RELATIONSHIPS**

The Teachers' first responsibility is to the children in their care; hence they will not be available for discussions during class times. If you wish to discuss your child's progress, or you have a concern regarding the classroom/school behaviour etc you should make an appointment with the Teacher concerned or the Principal. You are most welcome to visit the school during the day. You may join the staff for a cuppa at recess time if you wish. The staff enjoys a break and a chat so please do not expect to conduct a parent/teacher interview at this time.

## **POLICY STATEMENTS**

School policies are very important documents because they set the direction of the school. The School Advisory Council on behalf of the School Community develops and approves School Policy. The Principal is responsible for implementing the policies, and is accountable to the Advisory Council in this regard. Policies are formulated either by the Board or the School Staff. Any policies formulated by the Staff are presented to the Board for ratification. A copy of all policies is kept on display in the school for parent reading.

## **PUPIL RECORDS**

Our records require up-to-date source of information in case of emergency. This information includes telephone numbers, address, doctor's name and telephone number and an emergency contact name and number. You will be asked to complete a new form at the beginning of each year, but it is essential that if any details change throughout the year that the school office be contacted.

## **RELIGIOUS EDUCATION PROGRAMME**

### **Our Religious Education Programme aims to**

- assist the children to recognise the presence of Jesus in their lives, through his message in the Scriptures;
- encourage the children to experience themselves as part of creation and to recognise all creation as a sign of God's goodness;
- provide a climate where the children's faith can be nurtured in trust and freedom;
- lead the children to know, to understand and to appreciate the spiritual and religious dimensions of life as expressed in the Catholic faith tradition;
- assist the children to appreciate belonging to and celebrating with the local parish community.

## **SACRAMENTAL PROGRAMMES**

Children of the Catholic Faith during their Primary School Years are initiated into the Church through the Sacraments of Confirmation and Eucharist. They also receive the Sacrament of Reconciliation. The Sacramental Programmes of initiation are family based. They involve home and Parish Community preparation and are complemented by the school Religious Education Programme. Non Catholic children at the same grade level provide valuable support and input to the Sacramental preparation of their classmates.

## **SCHOOL ADVISORY COUNCIL**

St Brendan's School Advisory Council acts as a forum for consultation, discussion and decision-making concerning education in the Parish School. It aims to contribute to the pastoral role of the school and assists in developing School Policy and Programmes. Membership is made up of the Principal, Parish Council representative and five elected members.

Any parent or member of the Parish Community is eligible to be elected member of the School Advisory Board. Elections are held every November with two members up for nomination one year and three the next year.

Meetings are held at 7.30 p.m. on the second Monday of the month.

Parents who wish any matter to be discussed are encouraged to bring a suggestion to the Principal or any of the members of the School Advisory Board.

## **SICK CHILDREN**

Staff and children care for any child, who is not feeling well. A bed is available for children to rest in the Sick Room. If a child's sickness is of concern to the teaching staff, parents will be notified. If parents are unable to be contacted, emergency numbers will be rung.

## **SELF DISCIPLINE & RESPONSIBILITY**

Pastoral Care at St Brendan's School is vitally concerned with the fostering of children's self-discipline. At the heart of this endeavour, Pastoral Care also contributes to children recognising that their fundamental freedoms and rights are reciprocated by responsibilities.

The following is an expression by the children of St Brendan's School of how Pastoral Care is lived in the everyday reality of their school:

### **How we keep safe in our school**

We need to:

- stay within the school boundaries
- nominate an umpire for competitive games
- tackle bodies fairly
- modify the rules of games to suit all children
- play in designated areas
- play without using violence eg., punching striking
- lookout for children who are hurting
- remember to create a safe environment by not throwing missiles
- use all equipment with safety in mind
- look out for others
- walk, instead of running when we are inside, so that no one gets hurt.

### **How we speak to each other in our school**

We need to:

- listen to the person who is speaking to us
- speak so that we can be heard
- respect all persons in the school, shown by the way we treat them
- speak to each other without put downs
- put our hands up when we need to speak in a big group
- look at the person we are in conversation with
- understand that verbal abuse is not acceptable under any circumstance at our school

### **How we treat each other at school**

We need to:

- give the little kids a fair go
- remember to treat everyone the same
- respect everyone
- watch out for children who are excluded from games
- respect our school buildings and grounds shown by the way we care for them
- respect our school environment, shown by the way we care for it.

### **What we do when there is a conflict.**

We need to:

- try and work out our problem with the person involved
- talk to a teacher if we cannot resolve the conflict on our own
- spend time with the person we are in conflict with rather than walking off and try to be open and non-defensive in our manner.
- challenge each other to be thinking people who are aware of others

### **How we learn at our school**

We need to:

- be mindful of others around us who are working
- respect the working space of others
- respect the property of others
- be enthusiastic about our own learning
- encourage others in their learning

## **SPECIAL ASSISTANCE PROGRAMME**

Our school recognises that all children are unique and that each child will have special needs. To this end we have established a Special Assistance Programme which aims to assist those children who are identified by parents and teachers as possibly requiring some additional assistance so that they may grow to their fullest potential.

The classroom teacher develops an individual programme to meet the needs of such children. This programme is closely monitored through regular Programme Support Group (PSG) meetings to ensure that the needs of these children are met.

## **SPORTS/SWIMMING**

Our school is involved with the Colac Primary Schools' Sports Association (CPSSA)

A House Athletics Programme is conducted in late Term 3 or early Term 4. Our school also offers a Swimming Programme twice a year for one week each time. Senior children participate in School Sports Australia with a Cross-Country and Lightening Premiership for both Football and Netball held annually. Senior grades also participate in Winter Sports with the Colac schools. You will be notified of the dates and training procedures through the Newsletter.

## **SUN HATS**

St Brendan's is a Sun Smart School and as such follow there rules. In first Term and part of Term two also fourth term, if the children are playing outside they need to wear their school hat.

During these terms, no child will be allowed to play outside in the sun without a hat. Please ensure that your child has a sun hat at school. (The regulation school hat with a wide brim.)

## **CONVEYANCE ALLOWANCES**

To be eligible for this allowance, children must live more than 4.8kms from the school (by the shortest practicable route) or the nearest designated bus stop. An allowance is available only if you contact the school and complete the claim forms.

## **UNIFORMS**

### **Summer Uniform**

- **Girls**

School dress  
Black leather shoes or roman sandals.  
White socks (above the ankle)

- **Boys**

Navy blue shorts  
Blue open neck shirt  
Black leather shoes  
Blue socks (above the ankle)

School hats must be worn in 1<sup>st</sup> and 4<sup>th</sup> Terms. **Caps are not acceptable.**

### **Winter Uniform**

- **Girls**

Navy tunic/pinafore.  
Blue blouse or skivvy.  
Black leather shoes.  
Navy socks(above the ankle)/navy tights

**Boys**

Long navy pants/Navy Shorts  
Blue shirt or skivvy  
Black leather shoes.  
Navy socks (above the ankle).

### **Sports Uniform – worn on allocated Sports Day and as directed for special activities**

- **Girls**

Navy skort, shorts or navy netball skirt  
Sports shirt  
School r Rugby top and navy track pants  
Navy socks (above ankle).  
Sneakers.

- **Boys**

Navy shorts  
Sports shirt  
School Rugby top and navy track pants  
Navy socks (above ankle).  
Sneakers.

### **Suppliers**

All uniforms are ordered through the School.

## **SMOKE FREE ZONE**

All areas of St Brendan's School are SMOKE FREE ZONES. The smoke-free policy is available to read at the school.