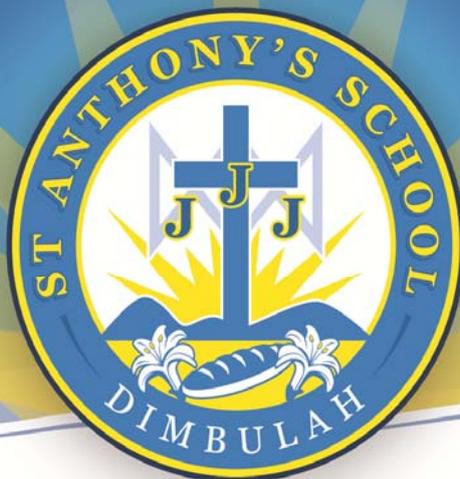


*To Seek, To Strive, To Find
for the Love of God*



ST ANTHONY'S SCHOOL

DIMBULAH



PARENT'S HANDBOOK



Index

| | |
|---|-------|
| General Information..... | 3 |
| A Word From The Principal | 4 |
| Our School Mission Statement | 5 |
| Our School Vision Statement..... | 5 |
| History of Saint Anthony’s Parish School | 6 |
| Enrolments..... | 7 |
| Enrolment Policy..... | 7-8 |
| Prayers – Mass – Sacraments..... | 9-10 |
| Curriculum – General | 10 |
| School Year..... | 11 |
| School Term Dates For 2017 | 11 |
| School Times | 11 |
| Arrivals & Departures | 12 |
| Leaving School Grounds..... | 12 |
| Absentees | 12 |
| Custody Issues | 13 |
| Illness and Accidents..... | 13 |
| Exclusive Diseases | 14-15 |
| Head Lice | 15 |
| Communication..... | 16-17 |
| School Levies | 18 |
| School Fees..... | 189 |
| School Fee Discounts | 20 |
| Uniform Policy | 21 |
| School Uniform | 22 |
| Homework..... | 243 |
| Behaviour Management Policy | 24 |
| Code of Behaviour | 25-28 |
| Code of Conduct School Parents and Volunteers | 29-32 |
| General..... | 32-35 |
| Information and Communication Technologies Acceptable Use Policy..... | 36-37 |

General Information

| | |
|----------------|--|
| PARISH PRIEST: | Fr John Sullivan |
| PRINCIPAL: | Kath Porter |
| APRE: | Rachelle De Iacovo |
| OFFICE HOURS: | 8:30am – 3:15pm |
| ADDRESS: | 3 Hyde St Dimbulah, Qld 4872 PO Box 128, Qld 4872 |
| TELEPHONE: | (07) 40935 319 |
| FAX: | (07) 40935 413 |
| EMAIL: | secretary.dimbulah@cns.catholic.edu.au |
| WEBSITE: | www.sta.qld.edu.au |



A Word from The Principal

Dear Parents,

It is with my greatest pleasure that I welcome you and your family to our school. We hope that your association with St Anthony's will be long and lasting, and one filled with many memorable experiences of it not only as a school of learning dedicated to providing a quality education, but also as a community of faith which openly recognises Christ and seeks to live and proclaim His Gospel message.

St Anthony's delivers a balanced education that equips our students with the knowledge, skills, personal attributes and spiritual foundations needed to become well-rounded, active participants in society.

We achieve this in the context of the wider Catholic community and in partnership with parents and other members of the community.

We aim to nurture our students to become responsible, caring and contributing members of society in a contemporary and modern world. This is why the words, **'To Seek, To Strive, To Find, For Love of God'** form our school motto.

We strive, each day to model Jesus to others through our actions. It is our mission to excite and empower learners to enjoy, shape and enrich our changing world, inspired by the Gospel of Jesus Christ.

Promoting inclusiveness, supporting others, and being the best that we can be is all part of what makes St Anthony's the great school that it is.

Students and their families are expected to uphold the values of the school. They are called to participate actively in maintaining the special character of the school's faith and cultural identity, and support becoming a part of a community of learners who are seeking knowledge of the world and of its Creator.

What we endeavour to offer is far more than just 'another education' or merely an academic one. Our commitment is to bring together faith and learning in ways that are real and meaningful to each individual's life and which ultimately reflects the life and message of Jesus Christ.

We look forward to journeying with you and sharing the challenge of bringing your children to a greater knowledge of themselves, their world and their God.

Yours in providing the very best in Catholic Education,



Kath Porter

Principal



Our School Mission Statement

Our mission at St Anthony's Parish School is to be a community of faith, fostering fellowship and responding to the needs of those entrusted to our care. Each individual member is respected and led to growth through an education which fosters the development of the 'whole' person.

We therefore recognise the importance and value of:-

- ⊕ Supporting parents in their role as primary faith educators of their children.
- ⊕ Developing the child to his/her full potential academically, spiritually and emotionally.
- ⊕ Nurturing the child's growth towards a personal friendship with Jesus and a deeper knowledge of His teachings.
- ⊕ Respecting the individuality and uniqueness of each child.
- ⊕ Guiding individuals to grow towards self-discipline and social responsibility.
- ⊕ Caring and dedicated staff members.
- ⊕ Fostering genuine relationships among students, staff, families and the wider community.

While aiming at the highest standards, St Anthony's will always be a listening place where each child's feelings are recognised and valued. Each child will be challenged to achieve according to his/her ability. Our hope is that parents will also feel listened to and involved in the life of the school.

Strengthened by worship and prayer, supported by a committed community and challenged to become whole persons, we will strive together to live out our Catholic faith.

Our School Vision Statement

Through their involvement in the Catholic Faith community, students are able to reach their full potential through the enhancement of their educational, personal and spiritual dimensions. They and the communities in which they live and study are sustained and enriched by the life-giving relationships that they develop.

(Strategic Priorities for Catholic Schooling, Diocese of Cairns 2005-09).

History of Saint Anthony's Parish School

St Anthony's Parish School is an integral part of the Cairns Diocese and the Parish of St Anthony's, Dimbulah. Located one and a half hours drive from Cairns, Dimbulah sits within an agriculturally diverse farming district. Despite its many changes over the years, St Anthony's has remained committed to providing its students with a well-balanced and relevant education and curriculum.

In 1966, the first sixty-four students were enrolled at the school and the Sisters of St Joseph remained in the school for the next twenty-two years. Over the following years, enrolments fluctuated, the peak being in 1973 when the school had 143 students, many of whom were from migrant families.

Today there are 54 students enrolled at St Anthony's in years Prep to Year 6 and the school continues the goal of Catholic Education; to foster a Christian community and a belief in the message of Jesus Christ alongside a balanced and quality education. Classes are generally composite with the grouping of grade levels varying from year to year with changing circumstances brought on by student enrolments and staffing needs.

St Anthony's has a welcoming feel to it and a group of highly dedicated and motivated parents who truly assist with the provision of the best educational environment possible for their children, through their hard work and commitment. St Anthony's is also fortunate to have a skilled staff who see their role as nurturers of the faith and are committed to their role as Catholic Educators.



**ST ANTHONY'S CELEBRATED 50 YEARS OF CATHOLIC EDUCATION IN
DIMBULAH**

1966 - 2016



Enrolments

Parents requesting enrolment of their child should contact the Principal for an appointment. Official enrolment forms are available from the school's office at any time.

Enrolment Policy

Preamble:

St Anthony's Parish School is a faith community that maintains a Catholic identity and serves the mission of Christ. Students are nurtured in their faith in Christ and assisted in their total development.

Gospel Values:

Faith, Truth, Learning, Service, Justice, Respect, Witness/Commitment

Policy:

St Anthony's Parish School welcomes children whose families value Catholic Education and demonstrate a willingness to support the school's Mission Statement. Every effort will be made to maintain the Catholic ethos of the school. Enrolment is dependent upon discernment.

Procedures:

Enrolment procedures will reflect the need to maintain the Catholic spirit and identity of the school.

Enrolment procedures, modelled on Diocesan guidelines, are inclusive and accepting of students with diverse needs.

- 🌐 Parents/guardians and students must be given adequate information about the Mission Statement;
- 🌐 Families are encouraged to make themselves aware of, endorse and where appropriate, undertake to participate in all activities of the school curriculum and community;
- 🌐 Families are encouraged to contribute their time and support to the various active groups in the school community, for example, P & F meetings, fund-raising efforts and school maintenance activities;
- 🌐 Non-Catholic families are strongly encouraged to permit their child/children to take part in all the activities of the school, including religious education and Mass;
- 🌐 Parents/guardians must agree to pay in full, all fees and levies in accordance with the Fees Schedule detailed in the School's Handbook, as a minimum financial contribution to the running of the school.
- 🌐 Enrolment is dependent upon the capacity of the school to provide the physical and human resources necessary for the education of the student. A discerning group consisting of Principal, Parish Priest, Professionals, Parents, Staff, CES Officers will assist the Principal in discernment.



Enrolments

All children enrolling must meet the following Queensland Government age requirements:

FOR PREPATORY YEAR

Children born 1 July 2011 – 30 June 2012 are eligible for Prep Year in 2017. The amended Education Act has allowed the **possibility** of early entry for students who will turn five by July 31st in the year they are in Prep. Entry is conditional on the principal being satisfied that the student is ready for schooling in terms of aptitude and ability, social and emotional competence, physical development and level of knowledge and understanding.

Preparatory year will be offered as full-time for five (5) days per week. Unless there are exceptional circumstances, parents will be required to send their children for the full-time (five (5) days a week) experience.

For the purpose of enrolment, documentary evidence of the date of birth is required.

To assist in future sacramental preparation, we also require an extract or a copy of the child's Baptismal Certificate (if applicable).

ENROLMENT PROCEDURES – OTHER YEARS

Enrolments may be taken at the beginning of, or during the school year. Parents are asked to provide a copy of their child's birth certificate at the time of enrolment.

However, in keeping with the enrolment policy of this school, non-Catholic students are welcome on the grounds that they are committed to the values of the Catholic Church and are willing to take part in all school activities, including Religious Education and Mass.

In addition to the information contained on the enrolment form, parents should notify the school of:

1. Reports from the previous school attended.
2. Details of anything out of the ordinary in respect to the child's health e.g. any special allergies, treatment, etc.
3. Details of any disability, impairment or syndrome the child has.
4. Details of any medicine to be taken while at school.
5. Any reasons why the child cannot participate in sporting activities.
6. Any reasons why the child may not be performing as well as he/she should.

It would be appreciated if parents would be quite open about these matters.



Prayers – Mass – Sacraments

At the centre of the Catholic community is the celebration of the Eucharist. It is from the Eucharist that we remember the life and message of Jesus, which nourishes the way in which each Christian lives this out in their own life.

Therefore the development of the value of prayer is an important part of educating young Christian people. This is easier to achieve when children experience prayer in the home environment as well. Care is taken to ensure that children will be encouraged and led to an appreciation and practice of prayer in such a way that they feel free to develop at their own rate and in their own particular way.

Within that general aim the school:-

1. Teaches the formal prayers of the Church
2. Encourages informal prayer (spontaneous)
3. Makes provision for the Sacraments of Reconciliation, Confirmation and First Eucharist to be celebrated by the children
4. Provides a quiet time each day for children
5. Provides a regular prayer time each day
6. Gives the example of staff praying together
7. Ensures it prays for particular people or for particular events
8. Follows a planned sequential program of formal Religious Education
9. Sees religion as part of every facet of school life
10. Involves pupils in planning their own liturgy for the Mass and for other forms of liturgical celebration
11. Provides opportunities for whole school and class Masses

Religious Education

Formal Religious Education lessons are taught throughout the week with 2 ½ hours being mandated by Catholic Education Services.

They are aimed at helping children to come to a sound understanding of God, the Holy Spirit and the person of Jesus Christ. They also aim to give students knowledge of the Church's tradition and teaching. "As a Catholic Christian community we educate all to live the gospel of Jesus Christ as successful, creative and confident, active and informed learners empowered to shape and enrich our world." These lessons are guided by the new Brisbane Guidelines for teaching Religious Education. A curriculum, which encompasses "The classroom teaching and learning of religion" and "The Religious Life and Catholic Christian ethos of the school community."

Mass/Liturgy/Worship

Masses and Liturgies are advertised through the school newsletter. It is our expectation and a condition of enrolment that all students fully participate in all activities. All parents and friends are warmly invited to share in these celebrations.



Sacraments

Students are prepared in Year 4/5 for the Sacraments of Reconciliation, Confirmation and First Eucharist.

The Sacramental Program is being held in 2017.

ALL STUDENTS WILL BE ENCOURAGED TO BE ACTIVELY INVOLVED IN THE SPIRITUAL LIFE OF THE SCHOOL

Curriculum – General

The primary school program aims at the growth and development of the total person. The school includes in its goals, not only the development of knowledge, but also the spiritual, physical, intellectual and emotional skills and values necessary for participation and leadership in a rapidly changing world.

Learning Areas (LAs) to be covered each year include:

- a) English
- b) Mathematics
- c) Religious Education
- d) Humanities and Social Sciences
- e) Science
- f) Technologies
- g) The Arts
- h) Health and Physical Education
- i) Languages Other Than English - Italian

St Anthony's offers a number of specialist programmes

-  SEL – Social Emotional Learning to help foster better Social and Emotional Intelligence
-  Health and Physical Education



School Year

In accordance with the Queensland State Government Department of Education, all school programs and student assessment programs are divided into two, six monthly periods called semesters. Semester One finishes in June and Semester Two finishes in December. Each semester is broken into two terms ending in April, June, September and December. Specific dates are supplied well in advance for parents' information.

School Term Dates For 2017

| Term Dates | | |
|------------|---------------------------------------|----------|
| Term | Dates | Duration |
| 1 | Monday 23 January – Friday 31 March | 10 weeks |
| 2 | Tuesday 18 April - Friday 23 June | 10 weeks |
| 3 | Monday 10 July - Friday 15 September | 10 weeks |
| 4 | Tuesday 3 October - Friday 1 December | 9 weeks |

Pupil free days will be published in the fortnightly newsletter.

School Times

| | |
|----------|------------------------------|
| 8:30 am | Staff supervision |
| 8:45 am | School commences (Session 1) |
| 10:45 am | Morning-tea |
| 11:15 am | School resumes (Session 2) |
| 1:15 pm | Lunch |
| 1:45 pm | School resumes (Session 3) |
| 2:55 pm | Dismissal |

Supervision by the staff of the school is defined as being between 8:25am and 3:15pm. No responsibility will be accepted by the school in case of injuries or accidents outside these supervised times.



Arrivals & Departures

Unless there is some extraordinary reason, children should not arrive at the school before 8:30am. Any student who arrives before 8:30am is required to sit in the undercover eating area until the supervising teacher comes on duty. It is very important that the children are at school in time for the 8:45 am bell. Children who arrive late must call into the office to collect a late slip. The late slip advises the teacher that the Roll has been amended.

Children are obliged to leave the school grounds immediately upon dismissal, unless waiting for the arrival of parents or buses.

If, at any time, your child's normal routine for departure is interrupted (eg, has to be picked up by a neighbour or relative, or has to walk to someone's place), please ensure that the school is aware of these changes.

Dropping Off and Collecting Children from School

To ensure the safety of students, parents dropping off students before school and collecting students after school by car are asked to use Hyde Street. Please drop children off as close to the "garden path entry" as possible. Students are reminded that access to the school grounds is via the "garden path" and that no access to grounds is available via the school's Visitors' Car Park.

Parking

Parents are also reminded to use Hyde Street, or the school car park when visiting the school during the day.

Leaving School Grounds

Children are not permitted to leave the school grounds during school hours without the permission of the Principal. In the event of necessity, a note indicating parental permission must be presented.

Should you need to pick up your child early, please report to administration to sign them out.

Absentees

If a student is absent for whatever reason, please inform the school either by telephone, email or a note to the class teacher on returning, explaining the absence. This assists the class teacher in cases where children are suffering from some ailment which may affect performance in the classroom. A note is also required if a child is unable to participate in any aspect of the school program (eg sports, physical education, etc).

If your child is to be away for a number of days and requires school work, please give the class teacher at least overnight notice. We ask for your co-operation in this matter.



Custody Issues

Where the school is provided with documentation regarding particular court orders that are in place, the school will make every effort to ensure that such orders are adhered to in accordance with the conditions outlined. Parents are advised that the school will under no circumstances take sides in such matters and can only act on the directions given by a court of law. It is up to parents concerned to resolve the legal aspects in such cases and to provide the school with written proof of any alterations to decisions as handed down by the courts.

Illness and Accidents

When your child is enrolled at school, we will seek information from you which will enable us to act, as far as possible, in accordance with your wishes should the necessity arise. There is a responsibility on the part of parents to see that our school records are up to date as far as addresses and telephone numbers are concerned. In the case of an accident, whether at school or on an excursion, we will firstly attempt to contact a parent.

The school is supplied with First Aid Kits to deal with minor accidents which occur in the playground. In cases of severe accidents or serious illness, the school will contact the ambulance and endeavour to contact parents as soon as possible. If a parent is unavailable at home or by phone, the school will take steps to have the ambulance transport the child to hospital if necessary.

Illness at School

If a child falls ill at school, the Principal will be notified and after a short period of observation, a decision will be made regarding resumption of normal classes or the contacting of parents/caregivers.

Medication Policy

The school has the following procedure should your child have prescribed medication by their medical practitioner:

1. Parents or guardians must make a written request to the principal.
2. The student's medication, with the pharmacist's written instructions on the container must be lodged with us for security purposes.
3. Administration of that medication will be carried out by a staff member designated by the Principal.
4. **NON-PRESCRIBED MEDICATIONS SHOULD NOT BE BROUGHT TO SCHOOL AND WILL NOT BE ADMINISTERED BY SCHOOL STAFF.**

Exclusive Diseases

The school is obliged to follow the Health Department's exclusion regulations. Information on exclusion from school periods is as follows:

| | |
|--|--|
| Chicken Pox | Excluded for at least five (5) days AND until all blisters have dried. |
| Mumps | Exclude for nine (9) days or until swelling goes down |
| Rubella (German Measles) | Exclude until fully recovered for at least four (4) days after the onset of rash |
| Measles | Exclude for at least four (4) days from the appearance of the rash or until a medical certificate of recovery is produced |
| Whooping Cough | Exclude for fourteen (14) days from onset of coughing or until child has taken five (5) days of an appropriate course of antibiotics |
| Diphtheria | Re-admit after receipt of a medical certificate of recovery from infection |
| Hepatitis A | Exclude until a medical certificate of recovery is received. But not before seven (7) days after the onset of jaundice or illness |
| Hepatitis B and C | Exclusion not necessary |
| Influenza & influenza-like illness | Exclude until well |
| Ringworm/Scabies/Head Lice | Exclude until day after approved treatment has commenced |
| Impetigo (School Sores) | Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing. |
| Conjunctivitis (acute infection) | Exclude until discharge from eyes has ceased |
| Meningitis (bacterial) | Exclude until well |
| Meningococcal infection | Exclude until adequate carrier eradication therapy has been completed |
| Cytomegalovirus | Exclusion not necessary |
| Diarrhoea (amoebiasis, campylobacter, cryptosporidium, Giardia, rotavirus, salmonella, shigella) | Exclude until diarrhoea has ceased for 24 hours |
| Worms (intestinal) | Exclude if diarrhoea present |

| | |
|-------------------------------|---|
| Glandular Fever | Exclusion not necessary |
| Hand, Foot and Mouth Disease | Exclude until all blisters have dried |
| Herpes (cold sores) | Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with a dressing where possible) |
| Human immune-deficiency virus | Exclusion is not necessary unless the child has a secondary infection |
| Parvovirus | Exclusion not necessary |
| Streptococcal infection | Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well |
| Tuberculosis | Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate |
| Typhoid Fever | Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate |

Head Lice

The occurrence of head lice is the most common insect infestation in humans throughout the world.

In Queensland, infestation occurs mainly in children of primary school age. However, head lice infestation may affect people of any age, nationality, gender or socio-economic status. It is as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development.

Head lice do not pose any serious health risks but they can be difficult to manage.

Schools have a responsibility for minimising risk to school community members of being affected by head lice while at schools, but parents have responsibility for prevention, detection and treatment of head lice among their own children.

The guidelines for minimising the presence of head lice at school and managing head lice incidents:

1. Kill the lice by using an appropriate shampoo / lotion
2. Remove the eggs (nits) by regular combing with a fine tooth comb
3. Prevent re-infestation by:
 - a) regular checking every week
 - b) checking and treating other family members
 - c) cautioning children not to use others' brushes and combs

Further information on head lice and its treatment is available at the School.



Communication

A vital component of our work together as partners in education is the building and maintenance of good communication. The following procedures are utilised to ensure good two-way communication.

Newsletter

In an endeavour to keep parents fully informed regarding events, happenings and programs occurring in our school, a digital newsletter is distributed each fortnight on a Friday. Printed black and white copies are available on specific request. The newsletter is also available on the school's website – www.sta.qld.edu.au. Parents are requested to read the newsletter each fortnight – as well as check with your children in case other notes are sent home between newsletters.

Interviews – Teachers

Parents wishing to speak to class teachers are requested to contact the teacher to arrange a suitable time. Teachers are unable to arrange or conduct interviews with parents during teaching time. They are also unable to come to the telephone during class hours, but a message will be taken. Parents should feel welcome to contact the class teacher when any concern or query presents itself.

Student Assessment

Schools have always had a responsibility to assess the achievements of their students. The main purpose of assessment is to provide guidance of one form or another; to the student, so that she/he can identify her/his areas for growth and strengths; to parents, so that they are aware of their child's progress and to teachers to assess the effectiveness of teaching programs and techniques.

At this school, assessment is of the cumulative type, with evaluation taking place throughout the school year.

To supplement the Student's Assessment, opportunities to meet in regards to reporting will be provided twice a year. During these sessions, teachers and students will confer with parents regarding the attainments and behavioural patterns of students. A written report card will also be issued at the end of each semester.

Parents and Friends' Association

The schools' Parents and Friends' Association exists to enrich the education and learning of our children through active participation between families, students and teachers.

The objectives of the Parents and Friends' Association are that it:

- ⊕ promotes the educational, cultural, spiritual and material welfare of the students
- ⊕ recognises that every parent has the right to choose the kind of education that shall be given to his/her child
- ⊕ exists to help the school in a number of ways and to provide for it things the school administration may not be in a position to provide
- ⊕ develops collaboration between parents and school staff
- ⊕ promotes the principles of Catholic Education
- ⊕ fosters a distinctive Christian environment in the school

- 
- ⊕ provides a medium of support, information and involvement of parents and school staff
 - ⊕ provides a medium for parents to participate the Diocesan, State and National levels

We have a very progressive P&F Association. They are a small, but dynamic group and have achieved a lot for the school. The school relies heavily on the interest and involvement of parents in so many ways if it is to develop and improve the school. The best way to achieve this is to have every family represented at P&F functions.

ALL parents belong to this association and are invited to come to the meetings during the school year. The school newsletter advertises the date and time of each meeting. All parents are welcome and encouraged to attend.

Information Evenings

At various times throughout the year special meetings may be held in order to explain particular aspects of the curriculum.

Early in the new school year, an open night or parent information session is conducted. This is an excellent opportunity for parents to discuss aspects of the curriculum and various expectations for the year ahead.

Assembly

A whole school assembly is scheduled for Monday afternoons, commencing at 2:30pm. This is an important point in the week where we join as a community, celebrate student success, sing the National Anthem and pass on important notices.

Parents are always most welcome to attend.



School Fees

As our school is part of a system, our need to charge fees arises from the policy of successive governments over the years that significantly lower per capita grants provided for students in non-government schools compared to students at Education Queensland schools. This means tuition fees and levies must be charged, but at the same time, ensures we are able to maintain some independence as a system and achieve the ideals of the Catholic Church in operating schools.

It is appreciated that some families may face hardship in meeting these fees. It is important that families who want to access Catholic education for their children are not excluded because they do not have the means to pay fees. It is our expressed policy to assist any family in this situation. Families who will experience personal financial hardship in meeting school fees should contact the principal to discuss fee concessions.

A school fee is charged for children attending a Catholic school in the Cairns Diocese. These fees are fixed by the Catholic Education Services (CES) and are reviewed annually.

Accounts are sent out each term. Fees can be paid on a weekly/fortnightly/monthly or term basis according to your preference. Payment should be made at the school office, by Internet Banking or BPay. Statement of account must accompany payment. School fees are due two weeks after the date of issue.

Parents experiencing financial difficulty may seek to obtain some remission of fees by contacting the school Principal or Parish Priest. If full or partial exemption is granted, it is done only on an annual basis.

Diocesan Education Services Levy

A part of our school fees goes to Catholic Education Services (CES) which helps to pay teachers' wages and to support staff with in-service courses to keep the teaching staff up to date on current education initiatives. Every school pays a percentage of their fees to the CES for this purpose.

School Levies

Each year, levies will be charged for each student. These levies assist us to maintain modern, up-to-date facilities and resources. The 2017 levies are as follows:-

| Description | Annual Fee | Family/Student | Charged - Term/Annual |
|-----------------------|------------|----------------|-----------------------|
| Facilities Levy | 120.00 | Student | Term – 4 x \$30 |
| Student Resource Levy | 180.00 | Student | Term – 4 x \$45 |
| General Levy | 140.00 | Student | Term – 4 x \$35 |
| Maintenance Levy | 120.00 | Family | Term – 4 x \$30 |
| | | | |

School Fees For 2017

2017 per Student Schedule is as follows

Catholic Diocese of Cairns 2017 Per Student Tuition Fee Schedule

| TUITION FEE PER STUDENT | | | | | | | |
|--|----------------|----------------|----------------|---|----------------|--------------|--------------|
| Number of Students In Parish & Diocesan Schools | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| PREP & PRIMARY - YEARS P-6 | | | | No additional charge for 4 or more siblings | | | |
| Discount Percentage | 0% | 15% | 30% | 48% | 58% | 65% | 70% |
| PREP & PRIMARY - per week (40 wks) | 37.50 | 31.88 | 26.25 | 19.69 | 15.75 | 13.13 | 11.25 |
| PREP & PRIMARY - per term | 375.00 | 318.75 | 262.50 | 196.88 | 157.50 | 131.25 | 112.50 |
| 2017 - PREP & PRIMARY - per year | \$1,500 | \$1,275 | \$1,050 | \$788 | \$630 | \$525 | \$450 |
| LESS COUNTRY DISCOUNT @ 10% | -\$150 | -\$128 | -\$105 | -\$79 | -\$63 | -\$53 | -\$45 |
| 2017 - PREP & PRIMARY AFTER COUNTRY DISCOUNT | \$1,350 | \$1,147 | \$945 | \$709 | \$568 | \$474 | \$406 |
| 2017 - MIDDLE SCHOOL (St Andrew's College Year 6) | \$1,904 | \$1,481 | \$1,169 | \$876 | \$701 | \$584 | \$502 |
| LOWER SECONDARY - YEARS 7-9 | | | | | | | |
| Discount Percentage | 0% | 15% | 30% | 48% | 58% | 65% | 70% |
| LOWER SECONDARY - per week (40 wks) | 64.32 | 54.67 | 45.02 | 33.77 | 27.01 | 22.51 | 19.30 |
| LOWER SECONDARY - per term | 643.19 | 546.71 | 450.23 | 333.67 | 270.14 | 225.12 | 192.96 |
| 2017 - LOWER SECONDARY - per year | \$2,573 | \$2,187 | \$1,801 | \$1,351 | \$1,081 | \$900 | \$772 |
| LESS COUNTRY DISCOUNT @ 10% | -\$257 | -\$219 | -\$180 | -\$135 | -\$108 | -\$90 | -\$77 |
| 2017 - LOWER SECONDARY AFTER COUNTRY DISCOUNT | \$2,315 | \$1,968 | \$1,621 | \$1,216 | \$972 | \$810 | \$695 |
| UPPER SECONDARY - YEARS 10-12 | | | | | | | |
| Discount Percentage | 0% | 15% | 30% | 48% | 58% | 65% | 70% |
| UPPER SECONDARY - per week (40 wks) | 78.93 | 67.09 | 55.25 | 41.44 | 33.15 | 27.62 | 23.68 |
| UPPER SECONDARY - per term | 789.25 | 670.86 | 552.48 | 414.36 | 331.49 | 276.24 | 236.78 |
| 2017 - UPPER SECONDARY - per year | \$3,175 | \$2,683 | \$2,210 | \$1,657 | \$1,326 | \$1,105 | \$947 |
| LESS COUNTRY DISCOUNT @ 10% | -\$316 | -\$268 | -\$221 | -\$166 | -\$133 | -\$110 | -\$95 |
| 2017 - UPPER SECONDARY AFTER COUNTRY DISCOUNT | \$2,841 | \$2,415 | \$1,989 | \$1,492 | \$1,193 | \$994 | \$852 |

Schools Qualifying as Country Discount

St Joseph's School, Atherton
 St Michael's School, Gordonvale
 St John's School, Silkwood
 St Clare's School, Tully
 Good Counsel Primary School, Innisfail

St Rita's School, Babinda
 St Augustine's School, Mossman
 St Rita's School, South Johnstone
 St Teresa's School, Ravenshoe
 St Joseph's Parish School, Welpa

St Anthony's School, Dimbulah
 Mount St Bernard College, Herberton
 St Stephen's Catholic College, Mareeba
 Our Lady of the Sacred Heart School, Thursday Island

In addition to the above schools the 2017 Tuition Fee Schedule applies to:

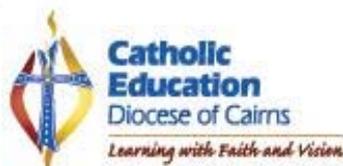
Our Lady Help of Christians School, Earlmile
 St Thomas' School, Mareeba
 Mother of Good Counsel School, North Cairns
 St Joseph's School, Parramatta Park
 St Augustine's College, Cairns

St Therese's School, Bentley Park
 Holy Cross School, Trinity Park
 St Gerard Majella School, Woree
 St Monica's College, Cairns
 St Mary's Catholic College, Woree

St Francis Xavier's School, Manunda
 St Andrew's Catholic College, Redlynch
 Good Counsel College, Innisfail
 Mackillop Catholic College, Mount Peter

Revised July 2016

2



CATHOLIC EDUCATION DIOCESE OF CAIRNS - 2017 TUITION FEES

Catholic Education Diocese of Cairns

CATHOLIC SCHOOL FEE DISCOUNTS



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

For families with more than one child in primary and/or secondary Catholic schools in the Cairns Diocese, attend a country school, or hold a Health Care or Pensioner Concession card.

Why do Catholic schools have fees?

To provide quality learning environments, Catholic schools have fees to help meet the shortfall in Government funding. Catholic schools strive to keep fees as low as possible.

The term 'school fees' includes tuition fees and levies. Each school assesses the school levies necessary to meet their individual school and community operation requirements.

In doing this they are firstly guided by the diocesan tuition fee set by Catholic Education Services.

How do I enrol my child in a Catholic school?

Parents/carers are encouraged to contact the Principal of their preferred Catholic school to find out about their enrolment procedures and what information is required to complete the enrolment application (eg: birth certificate, baptism certificate, school reports and academic records if applicable). Enrolment applications are accepted at any time.

Schools may not always be able to accept every family who applies, due to the availability of places.

In these cases, the Principal is guided by the Cairns Catholic Education enrolment policy that has been set by the Diocesan Education Board of Governance. Many schools have waiting lists if this occurs.

Multi-student/school family discount

Families with more than one child in the same or other primary or secondary Catholic schools in the Cairns Diocese receive fee discounts for the second, third and subsequent children.

This information is collected by the school at the time of enrolment and the discount is automatically applied.

Country area discount

Schools in more remote, country areas also qualify for a further Country discount. This discount automatically applies at the time of enrolment. Country schools are listed on the Cairns Catholic Education schedule of fees.

Pensioner and health care card holder fee discount

In addition to these family and country school discounts that have historically been offered, Cairns Catholic Education has introduced means-tested concession card discounts.

Parents/carers with a means-tested Australian government health care or pensioner concession card are automatically eligible to receive a 70% discount to tuition fees (does not apply to school levies). Card holders are required to advise the school of their concession card at enrolment or when the card is gained. Once the card is sighted by the school's administration, tuition fees will be adjusted.

Special consideration

Families without a means-tested concession card who are experiencing genuine financial hardship in paying fees should speak with their school Principal or Parish Priest to apply for special consideration.

No child will be denied enrolment due to financial difficulty. The school Principal or Parish Priest will treat the situation with understanding, sensitivity and confidentiality.

Catholic Education Services
PO Box 5296 Cairns Qld 4870
Tel: 4050 9700
office@cns.catholic.edu.au
www.cns.catholic.edu.au



Uniform Policy

Gospel Values:

Community, Justice, Respect, Compassion

Policy:

Because we are equal before God, Saint Anthony's will require that all students wear the prescribed uniform as set down in the Parent Handbook.

Consequences:

Each child will feel part of a faith family where a sense of unity and pride is extended through the wearing of a school uniform.

Class, economic and social distinctions will be minimised through the wearing of a uniform, eliminating inequity brought about by competition and fashion.

All pupils will adhere to a prescribed summer and winter uniform.

Changes to the uniform will be rare and undertaken only after due consultation and in the interest of economy, suitability and durability.

Personal neatness and grooming will be encouraged through our personal development program.

Implementation:

Communication to the school must accompany any deviation from the prescribed uniform by a pupil from a parent/guardian.

All clothing and apparel should be clearly marked with the child's name.

A watch, two sets of studs or sleepers in the ear lobe are the only jewellery allowed to be worn. Rings, necklaces, earrings, chains, etc. are not allowed due to safety and security.

Only clear nail polish (for strengthening) is permitted. Dyed hair, make-up, and other cosmetics are not appropriate in our school.



School Uniform

School uniform is to be worn to and from school. Lack of uniform or part thereof, is to be explained in a note to the class teacher.

Bare feet, thongs or reef sandals are not allowed.

| | |
|-----------------------|---|
| HAT | Navy blue wide-brimmed hat. No caps. |
| SOCKS | Plain navy socks that must be visible above the shoe (no anklets) |
| SHOES | All Black closed shoes with laces or Velcro. Bare feet are not acceptable at any time. |
| SCHOOL SHIRT | School Polo Shirt |
| SHORTS | |
| <i>Boys</i> | Plain navy blue shorts (No cargo style) |
| <i>Girls</i> | Plain navy blue shorts (no cargo style shorts) Or Plain navy blue skort with full shorts underneath. No splits. |
| WINTER UNIFORM | A plain navy blue jumper, vest and tracksuit pants. (No variation eg, white stripes, fashion labels, etc) |

Uniforms are available from our supplier in Mareeba (Credit Card and Layby Facilities)

Tina's Fashions

10a Herberton Street, Mareeba

Telephone: 40924 096

HAIR

Hair must be kept off the face for personal hygiene.

Long hair must always be tied back.

Hair accessories must be navy blue or sky blue

JEWELLERY

A watch, two sets of sleepers or stud earrings (in the ear lobe) for pierced ears;

For safety/security reasons, other forms of jewellery are not allowed.



Homework

It is important that students consolidate their day's work by doing regular homework and revision. Homework does not consist of written work only. It includes the study of all that has been taught during the day, and regular revision of past work. Depending on the child's age and level of reading, a period (eg. 15 minutes) should be spent on supervised reading.

A suggested guideline is:

- ***Prep** Generally students will not be set homework
- ***Year 1, 2 & 3** Could be up to-but generally not more than an hour each week.
- ***Year 4 & 5** Could be up to-but generally not more than 2-3 hours each week.
- ***Year 6** Could be up to-but generally not more than 3-4 hours each week.

The parents' role is to provide support and encouragement and above all, to take an interest in the work being done. This does not mean that they do the homework for their child.

WHY IS HOMEWORK SO IMPORTANT?

1. It encourages independent learning skills which are so important for later schooling.
2. It establishes good work habits. A regular and consistent approach to study prevents last-minute panic.
3. Homework, which involves practise and revision of what is known, helps to consolidate learning. Students need to exercise skills that are already acquired.

HOMEWORK TIPS FOR PARENTS

1. Help your son or daughter to find a quiet place where noise is not intrusive, lighting is adequate and where there is a suitable surface for spreading out books and papers.
2. There is no ideal time. However help your child establish a time when he or she can work best and keep this time consistent so that a routine develops.
3. Balance the amount of time spent on homework with other needs such as sport, having fun, watching a television program and spending time with the family. Alienation from school can grow if your child never seems to be finished with homework.
4. Provide support for project work by helping to find materials such as books, maps, pictures and websites.
5. Take an interest in what homework is being given and discuss this with your child.
6. Remember, praise and taking pleasure in your child's efforts and achievements is a much better motivator than punishment and fear.



Behaviour Management Policy

Gospel Values:

Justice, Love, Hope, Forgiveness, Compassion, Understanding

Policy:

Our discipline is based on Christ's central theme of love for God and one another. We endeavour to develop in our students a positive self-image and a sense of self-discipline featuring tolerance and forgiveness.

Consequences:

- Each child will experience a loving faith atmosphere where common sense and mutual respect guide behaviour
- Forgiveness, understanding and positive guidance will be the foundation for the handling of unacceptable behaviour in our school.

Implementation:

In order to promote self-discipline good/appropriate behaviour will be reinforced and rewarded, both in and out of the classroom.

The process to correct errant behaviour will follow these steps:

1. Teacher addresses within the classroom setting
2. Persistent misbehaviour will result in student interview with the APRE and /or Principal
3. The child may be required to write a letter home explaining the describing inappropriate behaviour, accompanied by notification by the school
4. Parents will be invited to discuss any further or continual unacceptable behaviour
5. At the Principal's discretion a meeting will be held involving parent/guardian, student, teacher and Principal

In accordance with Diocesan Policy, suspension may be implemented and expulsion as a last resort, if it is felt that continued enrolment would be detrimental to the individual child and/or the school community.

School Rules

- RULE 1 RESPECT MYSELF AND OTHERS
- RULE 2 TRY TO DO MY BEST AND ALLOW OTHERS TO DO THEIRS
- RULE 3 KEEP MY SCHOOL SAFE
- RULE 4 KEEP MY ENVIRONMENT PLEASANT AND CLEAN

The following flow chart outlines the basic steps followed when dealing with behaviour that is inappropriate and contrary to the values and expectations of St Anthony's.

At all stages, students are listened to and provided with support in an endeavour to promote and encourage positive behaviour.



Code of Behaviour

All parents are requested to ensure their child's behaviour upholds the values of the school at all times whilst wearing the school uniform.

The School's Code of Behaviour is based on four rules. Teachers use these four rules when developing individual classroom discipline plans and refer to them during preventative, corrective and supportive actions of behaviour management.

Management of student behaviour is based on a whole-school approach ensuring consistency and fairness throughout the school.

IN OUR SCHOOL, I RESPECT MYSELF, OTHERS AND THE ENVIRONMENT

All Members Of Our Community Have The Right:

1. To be treated with respect.
2. To develop his/her potential to its fullest in a positive learning environment free from disruption.
3. To be safe.
4. To work in a clean & pleasant environment.

To protect these rights I have certain responsibilities:-

Respect:

1. Respect myself and others by:

- a) Keeping ourselves neat and tidy
- b) Wearing the required school uniform
- c) Taking care of our bodies by eating healthily and being sunsafe
- d) Speaking politely and kindly using our manners and appropriate language
- e) Listening to others and being sensitive to their feelings
- f) Caring for our belongings and the belongings of others
- g) Following instructions given by an adult or leader straight away
- h) Allowing others the right to work or play without interruption
- i) Keeping hands and feet to ourselves
- j) Acting in a way that doesn't encourage conflict or violence
- k) Treating others as we would wish to be treated

Learning:

2. Try to do my best and allow others to do theirs by:

- a) Taking responsibility for our actions and learning
- b) Allowing others to learn without interruption
- c) Giving all learning situations the benefit of our best effort
- d) Approaching our learning positively and with an open mind
- e) Persisting with learning situations that may be challenging and not always easy
- f) Following the classroom rules



Safety:

3. Keep my school safe by:

- a) Working and playing sensibly and safely
- b) Choosing not to be involved in situations of conflict
- c) Choosing not to be involved in bullying behaviour and reporting where we see or know of bullying occurring
- d) Staying in supervised areas unless special permission has been given
- e) Walking on cement areas
- f) Following bell procedures as required
- g) Following rules and procedures when using and crossing roads
- h) Remaining alert and aware in areas of traffic
- i) Wearing hats in the playground and during outside class activities
- j) Tying back or plaiting long hair
- k) Refraining from bringing personal toys and valuable items to school (unless for a specific purpose)
- l) Obeying instructions given by an adult or leader straight away

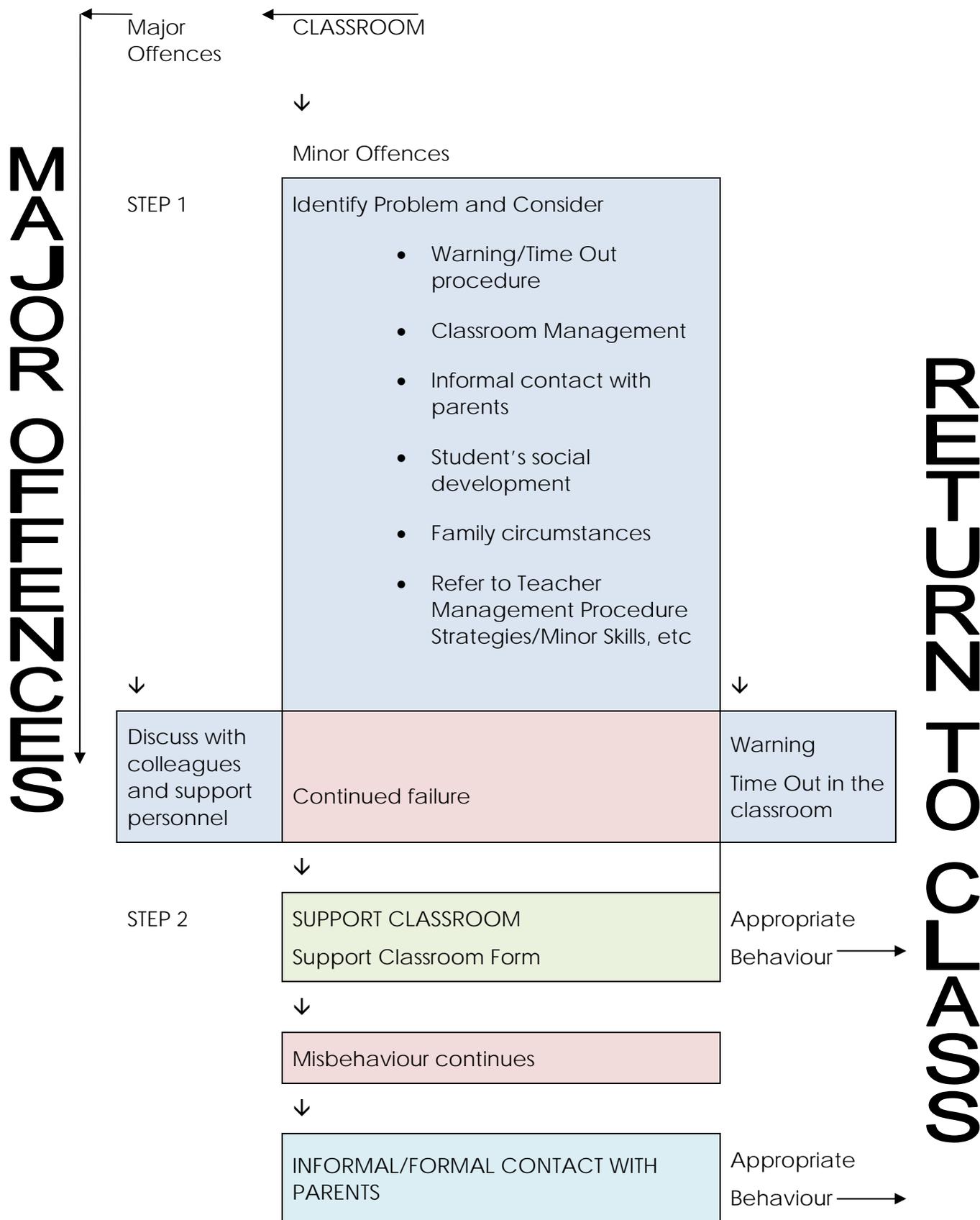
Environment:

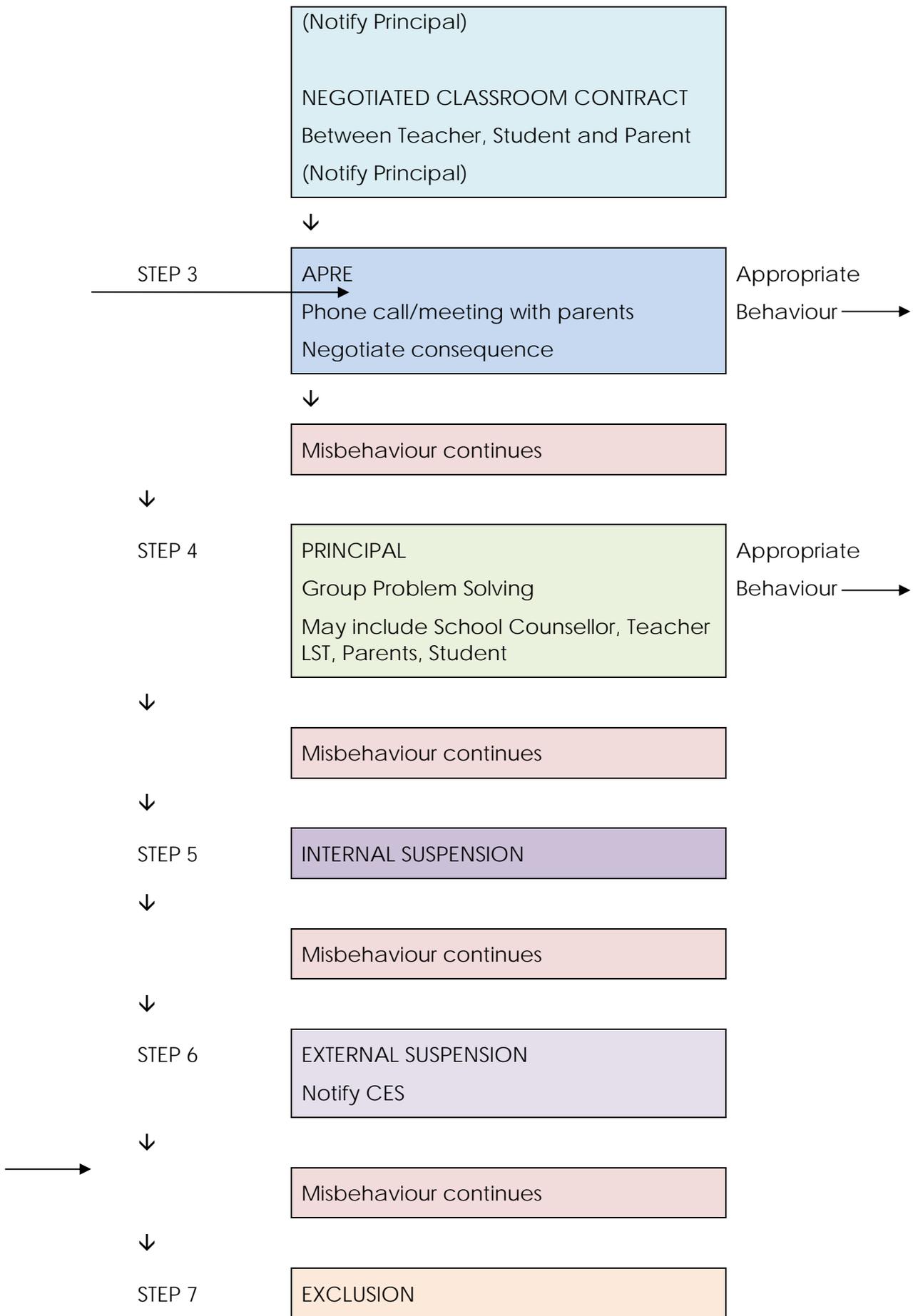
4. Keep my environment pleasant and clean by:

- a) Keeping our grounds and buildings neat and tidy
- b) Keeping our books and desks neat and organised
- c) Keeping our work and play areas a nice place to be
- d) Taking pride in how our school looks
- e) Keeping classrooms, library and toilets free of food
- f) Keeping chewing gum/ bubble gum out of the school

Flow Chart

Management of Student Behaviour







Code of Conduct School Parents and Volunteers

Parents and Volunteers have a significant role in the work of the school. Parents and volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

Parents and volunteers are expected to follow the principles of:

- ⊕ Safety
- ⊕ Respect
- ⊕ Support
- ⊕ Ethical Communication
- ⊕ Ethical Conduct

Parents and volunteers should think and act safely:

- ⊕ Put safety first in all activities
- ⊕ Follow the safety procedures outlined in the school's operational guidelines to the best of your ability, as outlined in the volunteer induction process
- ⊕ If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible
- ⊕ Work only according to your level of competency. Contact and report to the classroom teacher or school administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility

Parents and volunteers should treat students and staff with respect:

- ⊕ Respect the rights of individuals and maintain a high level of confidentiality
- ⊕ Treat everyone with courtesy, sensitivity, tact, consideration and humility
- ⊕ Assist in the creation of a supportive Christian environment where safety, security, acceptance, inclusiveness and justice exist
- ⊕ Respect the cultures, beliefs, opinions and decisions of others although you may not always agree
- ⊕ Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties and responsibilities
- ⊕ Report any illegal activity to the school's administration or school protection contact officers
- ⊕ As a parent/volunteer, you must follow all instructions from the staff and school administration. You should NOT engage directly with students but refer all concerns to school administration



Parents and volunteers should use positive communication skills when engaging with students:

- ⊕ Acknowledge the needs and concerns of the individual
- ⊕ Practice effective listening eg ask open questions, be alert to non-verbal communication, stay calm and relaxed
- ⊕ Be aware of the young person's physical space
- ⊕ Be aware of your own body language
- ⊕ Be judicious in making physical contact with young people
- ⊕ Stay calm and relaxed
- ⊕ Be clear and consistent
- ⊕ Use non-discriminatory respectful and non-judgemental language
- ⊕ Seek advice whenever appropriate
- ⊕ As a parent/volunteer, you must follow all instructions from the staff and school administration.

You should NOT engage directly with media representatives, but refer all enquiries to school administration

Parents and volunteers must not:

- ⊕ Smoke and use tobacco products while on duty (all Catholic school and colleges are smoke free)
- ⊕ Use, possess, or be under the influence of alcohol at any time while volunteering
- ⊕ Use, possess or be under the influence of illegal drugs at any time
- ⊕ Verbally harass or abuse any person or use profanity while volunteering
- ⊕ Utilise your position as a volunteer to take advantage of any young person

Any breach of this 'Code of Conduct' will be dealt with by the School Principal in the first instance.

Copies of the *Code of Conduct for Parents and Volunteers of Catholic Education, Diocese of Cairns* are available in the front office.

RIGHTS & RESPONSIBILITIES

All members of the school community have:

RIGHTS something to which you are entitled

RESPONSIBILITIES things you should do for others and yourself without being asked

These are listed below:

| RIGHTS | RESPONSIBILITIES |
|--|--|
| Communication Everyone has the right to speak and to be heard | To listen to others To seek others' opinion To allow others to have different opinions |
| Treatment Everyone has the right to be treated with respect | To respect others and their property To earn others' respect by your actions To respect school property and the property of others To treat others fairly |
| Education Everyone has the right to be educated | To learn To allow others to learn To allow others to be different To show respect for others' views |
| Safety Everyone has the right to feel safe | To create a safe environment To act in a way to ensure the safety of others |

Process for parents with concerns

St Anthony's School Dimbulah wants what is best for your child and wants to sort out any issues or concerns quickly. The following process has been developed to assist us to better communicate with you. It is important that all parties maintain a sense of goodwill and the school respects that parents need to be listened to and supported.

Depending on the concern that a parent may have, the following process should be used as a guide.

Classroom Concern

1. Classroom teacher
2. Principal
3. School Development Officer

Learning Support Concerns

1. Classroom Teacher
2. Learning Support Teacher
3. Principal



RE/Faith Concern

1. Classroom Teacher
2. APRE
3. Principal
4. Parish Priest
5. School Development Officer
6. Identity and Mission Officer CES

School Issues and Concerns

1. Individual
2. Principal
3. School Development Officer

Curriculum Concern

1. Classroom Teacher
2. Curriculum Coordinator
3. Principal
4. School Development Officer

When there is concern from a parent at St Anthony's in relation to the school or their child, we encourage parents to address their concern to the school in the first instance. This helps facilitate a full and informed discussion of all sides of an issue and leads to a satisfactory outcome for all involved.

Staff at St Anthony's are committed to positive, open and caring relationships which are important to our school community. When anyone in this community has a cause for concern, we are committed to dealing positively with concerns quickly, fairly and as harmoniously as possible.

General

School Library

An excellent library and resource centre has been established at the school.

Borrowing facilities are available to the children and parents. Loans are limited to two books for two weeks. To protect books in transit children are expected to have a school issued library bag. It is expected that books damaged, or lost through careless handling will be replaced by parents. A fee of \$15 will apply to each lost or damaged item.

Internet and Electronic Mail – Catholic Schools In The Diocese Of Cairns

We are pleased to offer students of St Anthony's Dimbulah access to the CENet computer network for electronic mail. Access to e-mail and the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any



disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St Anthony's School supports and respects each family's right to decide whether or not to apply for access.

St Anthony's School Internet User Agreement

St Anthony's School actively supports students accessing information resources with the development, by staff, of appropriate skills to analyse and evaluate such resources. We recognize that technology continually changes and evolves and with that student instruction and learning will change and evolve as well. The school recognizes that electronic information research skills are now required as essential tools.

St Anthony's School expects staff to incorporate appropriate use of information technology throughout the curriculum. Teachers will provide both guidance and instruction to students in their daily use of this resource. Teachers will facilitate and support students when accessing information to help enrich their learning while taking into account the various learning styles, abilities, needs and development levels of students. Access is a privilege, not a right. Access entails responsibility!

Students must have signed a permission form before being allowed to access the internet. This form is given to parents who enrol their child/ren. Parents are asked to discuss the guidelines of usage as stated on the Information and Communication Technologies Acceptable Use Policy.

School Computer Network

Students are responsible for good behaviour on school computer networks just as they are in a classroom. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The network is provided for students to conduct research and to communicate with others in our collaborative learning community. Access to network services is provided to students who agree to act in a considerate and responsible manner. Access entails responsibility. Individual users of the school computer network are responsible for their behaviour and communications over the network. It is presumed that users will comply within school standards. Network storage areas may be treated like school lockers. Network administrators may review student documents to maintain system integrity and ensure that users are using the system responsibly.

The following are not permitted:

- 🚫 Sending or displaying offensive messages or pictures
- 🚫 Using obscene language
- 🚫 Harassing, insulting or attacking others
- 🚫 Damaging computers and computer networking equipment
- 🚫 Violating copyright laws
- 🚫 Using another's password
- 🚫 Trespassing in another's folders, work or files
- 🚫 Intentionally wasting limited resources
- 🚫 Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary action.



Sport

All children are given the opportunity to participate in the school's sporting program. Organised games and skills development are a regular and important component of the school curriculum. Participation in these programs is compulsory and we confidently anticipate your support in encouraging your child to take part. A note must be given to teachers which details reasons if a child is to be excused.

Swimming

A Water Safety Awareness program is conducted in both Term 1 and Term 4 for P-6. Further information will be sent home early in Term 1. The Program promotes water confidence, awareness and safety. For this program to function effectively, parents are asked to assist with taking small groups.

School Photos

Class, individual and family photos are taken each year. Parents who wish to purchase photos must order and pay for them before they are taken. Details are sent home as soon as they are received from the photographer.

School Excursions

Excursions form an important part of the school program. These are usually class-based and are designed to reinforce and consolidate what the students have been learning. The school newsletter keeps parents abreast of any up-coming excursions, always seeking their support and assistance.

Lost Property

It is inevitable that, from time to time, children's belongings will be mislaid or lost. All found items are placed in the Lost Property Box which is located in the school office. Parents should encourage children to check there when items have been lost. Parents are invited to check it at their own convenience. It is essential that all property, especially hats and jumpers, be marked clearly with the child's name. Regular checks are necessary to ensure that the name is still visible.

Bookclub

The school participates in the Scholastic Australia Book Club scheme. Brochures outlining details of the books, their appropriateness for the child's reading level and interests, are sent home to enable appropriate choices to be made and order forms completed. Orders must be handed to the office in an envelope with the correct money or cheques made payable to the school by the due date.

Tuckshop

The school arranges the purchase of lunches from Foodworks and the Dimbulah Sunshine Bakery each day. Price lists are available on the School Website. Price changes are notified whenever necessary. Orders are picked up and delivered to the school by Foodworks and the Dimbulah Sunshine Bakery.

Music Lessons

The school has a visiting private music instructor, Lynda Irvine on Wednesday/Thursday. Lessons are available for student's wishing to learn piano, ukulele, clarinet, guitar and saxophone. Parents are encouraged to call the school for more information.



School Buses

Bus services to most outlying areas transport children to and from school each day. A teacher supervises the boarding of the buses each afternoon. Bus services drop-off and pick-up children from Raleigh Street each day.

Emergency Procedures & General Evacuation Drill

The school has an evacuation procedure in place in the event of fire, bomb threat or natural disaster. The staff and students are aware of the procedures and regular practices are carried out. Evacuation maps and procedures are displayed in all areas of the school.

Sun-Safe Policy

At St Anthony's School, we have a 'Have Hat, Will Play' Policy to reduce the risk of sun-related skin damage. This applies to all playground activities including Physical Education lessons, sports activities, etc.

Pupil Details

It is important that parents inform the school of any changes in address, contact names, telephone numbers or other particulars stated on the original Enrolment Form. This information must be given to the school as soon as a change occurs for the safety and well-being of your children.



Information and Communication Technologies

Acceptable Use Policy

Definition:

Information and Communication Technologies (ICT) refers to any

- ④ computer hardware and associated equipment e.g. Computers, cameras, scanners, video
- ④ computer software
- ④ school internal network
- ④ school internet – world wide web and email

Educational Rationale:

St Anthony's Parish School is committed to providing a technology rich environment for our students. We see the inclusion of ICT as a valuable resource across the curriculum.

The Internet provides a tool for students to research and discover information from around the globe. It provides students with learning opportunities that may not be possible in the traditional classroom as well as catering for different learning styles. The Internet allows our students to link instantly with students from other nations and to discover more about the world in which we live. It provides students with an opportunity to publish their own work for others to share and the opportunity to work collaboratively with others.

Student Access to ICT:

Students from P – 6 have individual logins to the local area network as well as the internet. The individual login consists of a username and password. Students are able to access their 'myclasses' pages and email at home using this login.

Security and Safety Measures:

- ④ Filtering software is in place to prevent access to inappropriate web sites. No filtering is fail-proof, so students are instructed on the process to follow if inappropriate content appears.
- ④ Emails are filtered. Unacceptable language and content will be redirected to the Principal.
- ④ Students are expected to inform teachers of bullying or inappropriate emails they receive or unacceptable websites they find.

School Responsibilities:

- ④ Provide and maintain adequate computer technology.
- ④ Offer a curriculum where ICT is integral and allows for the development of skills which students will use in the future.
- ④ Provide a monitoring, filtering and virus protection service.
- ④ Monitor the use of ICT, ensuring students and staff rights to privacy and personal wellbeing are maintained.

- 
- Ⓢ Ensure that information published on the internet by students or the school meets legal requirements and standards in relation to copyright and safety.

Students have the right to:

- Ⓢ Use the internet and network for educational purposes.
- Ⓢ Send and receive emails for educational purposes.
- Ⓢ Send and receive emails for personal use provided they comply with the ethos of St Anthony's school.

Student Responsibilities:

- Ⓢ Students will remember their personal password for access and will not give this information to another student.
- Ⓢ Students will respect the work of others that may be saved and shared via the network or the internet.
- Ⓢ Students will send emails with appropriate language and content.
- Ⓢ Students will use the Internet to access appropriate content.
- Ⓢ Students will notify staff should inappropriate content appear on screen.
- Ⓢ Students will notify staff should they witness a student using the Internet for a purpose which breaches school rules and student responsibilities.
- Ⓢ Students who receive inappropriate email must notify their teacher immediately.

Parent Responsibilities:

Parents are asked to support the school:

- Ⓢ In the selection of suitable sites.
- Ⓢ By discussing privacy and safety issues with their child.
- Ⓢ By discussing with their children copyright laws.

Staff Responsibilities:

- Ⓢ To supervise Internet usage and email.
- Ⓢ Monitor and teach responsible use of printing.

Breaching The Acceptable Use Policy:

If a student misuses the resource provided, a number of steps can be taken:

- Ⓢ Withdrawal of use of computers in the school for a period of time as deemed appropriate.
- Ⓢ Withdrawal of internet access for a period of time as deemed appropriate.
- Ⓢ Parents notified.

Students and parents must sign the 'Internet and Network Services User Agreement' contract before students can access the school network and Internet.

