



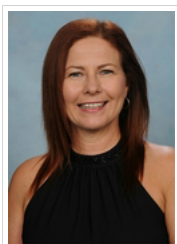
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1 April 2019

Principals Report



We have come to the end of an extremely busy term and need to reflect on the last 10 weeks. At the end of last year with many staffing changes suddenly forced upon us, many decisions outside of our control, it was daunting to say the least as to the direction we could head, what would happen this year and community/parent expectations of how this term would unfold with so many changes. Change is never easy and it is especially harder when you are the one having to find people to fill vacant spaces with little to no notice given, construct timetables with less people to fill the spots, take into consideration a balance in staff expertise when making staffing decisions and fit it all into a very small budget. Very difficult to make things happen and keep everyone happy!!!

I know it is hard in a small community to make comparisons but personally coming from working in many large city schools I can honestly say that we have the most amazing, dedicated staff that would stack up and run rings around staff in any big city school. Our staff work under an enormous amount of pressure, are multi-talented and able to fulfil many job requirements to satisfy the needs of our students. And it is ALL about our students!! We must be able to step in at any time with minimal notice to any position because that is the reality of staffing in a small school. The skillset required to be a teacher or school officer in a small school is to be flexible and multi-talented. I want to congratulate all the staff at St Anthony's on a fantastic ending to the term under some very stressful situations. Thank you to Mr Tomkinson and Mrs Gundersen for assisting in and running all the sport training. Donna Chambers and Maria Ratumaibuca for their expert help on long jump, high jump and shot put. A huge thank you to Ms De Iacovo for her fabulous organization of all the events and ensuring they were so successful. Miss Patsy needs a medal for putting up with me as the Prep,1,2 teacher while we eagerly anticipated the arrival

of Mrs Gundersen. Miss Keele and Miss Lyn are always there day to day answering phones, running errands, getting in the pool for swimming, helping with the car wash etc. And Miss Cathy in our office reminding us of appointments, marking rolls, ordering lunches, coffee maker, the role is endless and keeping us all in line and on time is not easy. You are all 'St Anthony Angels' waiting to help whoever, whenever at a minute's notice, the school is blessed to have you all in our team.

Sports Results

At the end of term 1 our school sports events are over with and the next step is submitting the results and waiting to find out who is going to the District level in Term 2. We will let you know as soon as we know. The results of this term's events will go home as a separate letter after the Athletics Carnival. We are forever grateful for parent help during this time as we cannot run the events without the help.

Working Bee and Car Wash

I would like to thank the parents who helped out on our working bee. The sand pit got rotary hoed and posts were cemented for our green house. There is still lots to be done. Those jobs can be tackled next term.

The Car Wash was a great success, thank you to all the students, parents and especially Ms Lyn who helped with both the working bee and the car wash. The P&F are so grateful for your time and your contribution to our school after hours.

Farewell

We said a sad farewell to the Duminy family last week and thanked them for their time at the school. Leandrie, Jaco, Janu and Vaughn are moving to South Australia. We wish them all the best and will miss them. Leandrie has been a valuable support in the Prep,1,2 classroom assisting Mrs G with our English as a Second Language program. The position has not been filled but we will be looking for another teacher with second language experience to replace Mrs Duminy for the remainder of the year.

Welcome

We welcome the Wessels family who have arrived this week. Jandre, Carla, Heiko and Lisa are settling in at Mutchilba. Heiko will join us in the new term as a new Prep student. In the spirit of St Anthony's please make sure you introduce yourself and make them welcome.

P & F News

Last Monday we held a P and F meeting and filled the position of secretary (with a bit of arm twisting). Thankyou Ms D for stepping into the position and typing the minutes this year as our new Secretary. Our biggest fundraiser is the Wheelbarrow Race Dinner on Friday 17th May, Week 4 next term. Someone from the P and F will be in contact in the first few weeks to ask for your assistance on the night. The success of the event depends on all parents helping on the night. We raise a lot of money with this event so it is always worth us putting in a big effort. Part of the money raised will go towards the Canberra Trip and the rest is to be decided. If you have any suggestions please attend the next P and F meeting or contact Vibeke Gargan, Helen Yelavich, Megan Hatfield or Rachelle De Iacovo.

Wishing you and your family an extraordinary and joyful Easter. We look forward to seeing you all back for the start of Term 2 on Tuesday 23rd April.

God Bless,



Kath Porter
Principal

Upcoming Events

2 Apr	Yr 6 visit to St Stephens All day
3 Apr	STA Cross Country All day
4 Apr	Ducklings Playgroup All day Recurring event
5 Apr	St Anthony's Athletics Carnival All day
6 Apr	School Holidays 06 Apr 2019 - 21 Apr 2019
22 Apr	Easter Monday All day

25
Apr

ANZAC Day

All day

1
May

Tableland District Cross Country at Tinaburra,
Avenue of Honour Course Yungaburra

All day

APRE Report



Dear Parents/Carers,

As we come to the end of the first school term, I would like to take this opportunity to congratulate all our wonderful students on the amazing works they have achieved throughout the weeks...you should all be very proud of your efforts. I would also like to thank you, the parents for all your

support in the everyday routines and aspects of our school life here at Saint Anthony's. It is greatly appreciated by the whole school community – students and staff.

During the school holidays our Church will be celebrating the special events that occurred during Holy Week. Holy Week is the week before Easter. Its main days are named Palm Sunday, Holy Thursday, Good Friday, Holy Saturday and Easter itself.

So, as we approach the Easter season, we commemorate the death and resurrection of Jesus and we reflect on what is good in our lives and how we can make a change. Our students, like always, have been giving generously, their spare monies to Project Compassion and are aware that they are in a very big way, changing the lives of those who are less fortunate. Their kindness is immensely appreciated and this year the students have raised over \$100.00

Palm Sunday

Palm Sunday is the last Lenten Sunday before we celebrate Easter. It is on this day we remember the Lord's joyful entry into Jerusalem. The Gospel tells of crowds laying branches and cloaks on the road for Jesus and announcing him as King.

Why do we have so many ceremonies at Easter?

The Easter Triduum refers to three days in the Church's calendar which express the central mystery of our Christian faith. It begins on Holy Thursday, where Jesus shared his final meal with his Disciples – The Last Supper. During the meal, Jesus established the sacrament of Holy Communion and predicted his betrayal. During this time we also commemorate Jesus establishing the special priesthood for his disciples. Christ washed the feet of his Disciples, who would become the first priests.





Then we celebrate Good Friday, but why do we call Good Friday “good” when it is such a dark and terrible event commemorating a day of suffering and death for Jesus? For Christians, Good Friday is a crucial day of the year as it celebrates an extremely historic event. On this day we remember Jesus who willingly suffered and died by crucifixion as the ultimate sacrifice for our sins. He was buried and then three days later was raised. Christians have proclaimed the cross and resurrection of Jesus to be the pivotal turning point for all creation, hence the reason for the title “good” - Jesus was raised from the dead, heralding his victory over sin and death and pointing ahead to a future resurrection for all who are united to him by faith. During Good Friday ceremonies, it is common for believers to recall on the events leading to Jesus’ crucifixion – The Stations of the Cross.

We then finish with the Easter Vigil where we celebrate the liberation of humankind through Christ’s resurrection. This three-stage sequence of worship allows us to take in an enormous mystery in small parts and to relate it to our own lives – the sorrows, joys, successes and failures. Of all the Church’s celebrations throughout the year, the Easter Triduum is considered the most high-point.

Easter Mass Times – Saint Anthony’s Parish Dimbulah

Holy Thursday 18th April at 10:00am:
Mass of the Lord’s Supper (including the Washing of the Feet)



Good Friday 19th April at 3:00pm:
Celebration of the Lord’s Passion (time of Jesus’ death).

Easter Vigil Mass Saturday 20th April at 5:00pm: (Blessing of the Easter Fire; Lighting of the Easter Candle, Blessing of Easter Water and Renewal of Baptismal Promises)

I would like to wish everyone a very happy and safe Easter. Enjoy spending quality time with your loved ones and I will see you all next term. Have a wonderful week and in words of Saint Mary of the Cross MacKillop...

“Truly wonderful are the ways of God”



May God’s Spirit be with you always
Rachelle De Iacovo

Sporting News

200m & 800m Events

Congratulations to all the students on their efforts in running these past few days. As usual we have seen the true spirit of St Anthony’s come shining through as all our students participate and encourage one another to be part of our sporting activities.



Swimming Carnival

Congratulations to Mulligan on winning the Swimming Carnival for 2019. I’m sure all the students had a fun day at the pool. Thank you to all the staff who organised and ran the day so smoothly. Thank you to Maxine for running the canteen for us, as usual the food was yummy.

Age Champions:

Year 3/4 - Kelly Sivyer and Dustin Hatfield

Year 5/6 - Ricki Sivyer and Cayde Miller

Spirit of the Carnival – Felix Gargan and Jack Yelavich



Peninsula Selection

Congratulations to Cayde Miller for being selected to play in Brisbane for the under 11-12 Peninsula Rugby League Team. Cayde will travel to Brisbane between 27th June and 2nd July. They will be playing against 11 other teams representing all regions from Qld. This year is the 100-year anniversary of the 11-12 year old Peninsula Ruby League Team. From this State Carnival, there will be 2 Qld teams selected and both will compete at the National Exchange held back in Brisbane in August.

We wish Cayde and his team all the very best.



Bob Katter Visit



Community News

Mutchilba Community Centre Family Dinner

FRIDAY 5TH APRIL
Dinner served at 6:30pm

Hosted by
Dimbulah C & K Community Kindergarten

BBQ DINNER & LICENSED BAR

EASTER EGG HUNT - 6pm

RAFFLES

LIVE MUSIC

XTRHEEM TAEKWONDO

STARTING: MONDAY 1 APRIL 2019:
MONDAYS & WEDNESDAYS 6.00PM TO 7.00PM
DIMBULAH TOWN HALL
Yearly Membership \$30.00
Monthly Training Fees \$60.00
No mandatory Gradings every 3 months
Students Graded to next level when ready - Free of charge
No Grading Fees except for Black Belt Test

XTRHEEM TAEKWONDO
PROGRESSIVE TRAINING AT AN AFFORDABLE PRICE!
ANYONE OVER THE AGE OF 5 IS WELCOME! ANY FITNESS LEVEL!
HIGH OR LOW IMPACT...IT'S UP TO YOU...COME ALONG AND TRY!
Contact: Instructors Phil & Goye Ph: 40935357/0428935357
Email: xtrheem.taekwondo@bigpond.com

LOVE TENNIS?

Come and Play Tennis

DCC April Holiday Fun Program

- Monday 15th & Tuesday 16th April 2019
- 9.00am to 12.00pm
- Dimbulah Tennis Courts - Park Avenue - Dimbulah
- FREE for ALL Boys and Girls aged 8 to 12 years (Beginners Welcome)
- Wear closed shoes, hat, sunscreen and bring your water bottle.
- Tennis Rackets and Tennis Balls will be available.
- FREE Sessions by Qualified & Certified Tennis Australia Junior Development Coach - HEROLD PRINS
- To book or for more information, please contact Dimbulah Community Centre on 40935444

Come and Play/Try Tennis

Bone Strength. Playing tennis regularly strengthens the bones of young players and has been proven to help prevent osteoporosis later on in life.

Great for the Kids -

- Hand-Eye Coordination
- Aerobic and Cardiovascular Exercise
- Speed
- Flexibility
- Gross Motor Coordination
- Fine Motor Coordination
- Agility

Early Years place
Supporting children's development

Queensland Government

2019 Safeguarding Children Conference

This year Catholic Education Services is excited to announce that their annual Safeguarding Children Conference theme is **Stronger Communities, Safer Children**

We hope that you are able to join us on Saturday, 27th April, 2019 at the Pullman Cairns International.

Please note that there is no registration cost but places are limited.

Conference information and registration details can be accessed from the 28th February 2019 via the conference website:

www.2019safeguardingchildren.com.au

If you have any further inquiries, please contact Professional Standards:
Michelle Langtree
mlangtree@cens.catholic.edu.au



Well Women's Clinics
(These clinics are available to Medicare eligible clients)

Mareeba Hospital - Thursday 11th April 2019 Ph: 4092 9311
Service includes Cervical Screening Tests (Pap Smears), Sexual Health Screening, Breast Awareness, also info on Contraception, Continence, Menopause, Lifestyle Issues, Bowel Health, Domestic Violence, etc. All services are provided by a specially trained Women's Health Nurse.

Mareeba Tennis Club

is proud to announce the introduction of
"NEW KIDS ON THE COURT"

For Kids that have never played tennis before!

Free Tennis Free Coaching

Program 26th April to 21st June 2019

After School

From Basics to Tournament

Come along and represent your school to compete for
"The Inaugural Perpetual Trophy"

for ages 8-11 years

Contact your HPE Teacher to register by 29th March 2019!



Got a COMPLAINT or GRIEVANCE?

HERE'S HOW TO RESOLVE IT

1. Seek to talk it over with the person or persons concerned. Be respectful, positive and constructive – try and see the other person's perspective.
2. If that doesn't work ask to speak to the school Principal or the person's manager. See if their assistance can help resolve the matter.
3. Still no resolution? You can lodge a formal grievance/complaint. To begin the formal process call the Diocesan Professional Standards Unit on 4050 9705. Note that in a small number of cases the matter might be so serious or sensitive that the first two steps are dispensed with and direct contact with the Professional Standards Unit is warranted.
4. You will be asked to make your complaint/grievance in writing. Your statement should contain:
 - Your contact details
 - Nature of the matter including the details of the particular allegations (what is the problem, who is involved, when it happened, where it happened, any contextual information, names of witnesses or confidants). This is best provided in numbered paragraphs
5. Resolution that is sought (for example an apology or an assurance that certain behaviour will not be repeated)
6. Your complaint/grievance will then be referred to a senior Catholic Education Services staff member to manage. In certain circumstances an external person may be appointed to manage the process. They will keep you and the person(s) who is/are the subject of the complaint informed about the progress of the process.
7. The person managing the process will:
 - Review all relevant material/evidence
 - Make further enquiries if necessary
 - Assess whether the findings reflect the evidence
 - Make a determination and advise the parties of the decision and the reasons
 - Determine what further action (if any) is necessary
8. Not happy with the outcome? You have a right of appeal within 30 days to the Catholic Education Services Executive Director.

Remember:

- You always have recourse through the **legal process**.
 - All parties have a right to expect confidentiality in the management of grievance and complaint processes.
 - If the matter relates to the commission of a crime, you should report the matter to the **Police**.
 - If the matter involves child abuse or reportable conduct there are processes outlined in the **Student Protection Manual**.
 - There are also separate policies on **sexual harassment, bullying and discrimination**.
- Our process for resolving complaints and grievances does not replace, alter or limit your access to legal or police processes or the processes outlined in the documents above.

Policy statement:

Catholic Education in the Diocese of Cairns is committed to developing an educational and organisational culture based on mutual trust and respect. We are committed to providing a safe and supportive work and learning environment for all employees and students.

We acknowledge that employees, students and parents may sometimes have a complaint about a decision, behaviour, act or omission that they feel is unacceptable. While most issues can be resolved through direct discussion between the parties concerned, there may be instances in which this is not possible. This is one of a series of three posters to provide guidance on a process for grievance resolution.



Has someone made a COMPLAINT about you?

HERE'S HOW TO RESPOND

1. The person making the complaint may ask to talk it over with you. You are encouraged to meet with the person, understand the nature of their grievance, and try and reach an amicable settlement. Often complaints are based on a misunderstanding and can be resolved through clarification, and if appropriate, an apology.
2. If the issue is not resolved the complainant may seek the involvement of your Principal or line manager, who will raise the matter with you. Again, you are encouraged to positively engage in this discussion.
3. If these two steps do not resolve the matter the complainant may make a formal written complaint and an independent person (a senior Catholic Education Services (CES) staff member) will be assigned to manage the process. You will be asked to respond with a written statement and may be asked to attend a meeting with or without the complainant.
4. Your statement will be your version of events – who is involved, when it happened, where it happened, any contextual information, names of witnesses or confidants. This is best provided in numbered paragraphs. If you regard the complaint as frivolous or vexatious you should outline your reasons.
5. Once a formal process has begun you should not have contact with the complainant without the endorsement of the process manager.
6. Having investigated the matter the independent person will make a determination on the complaint. If you are not happy with the outcome you may appeal, in writing, to the Catholic Education Services Executive Director, within 30 days.

Remember:

- You are entitled to seek independent legal advice and separate recourse through the legal process, at any stage.
- All parties have a right to expect confidentiality in the management of grievance and complaint processes.
- Our processes do not tolerate frivolous or vexatious complaints.
- If a complaint is upheld there could be consequences under the Catholic Education Codes of Conduct for staff and for parents and volunteers.

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Are you managing a COMPLAINTS or GRIEVANCE process?

THINGS TO KEEP IN MIND...

1. **Be independent, be fair.** Treat both the complainant and respondent with respect and seek to understand their perspective. Do not take sides.
2. **Encourage** the complainant and respondent to resolve the grievance to their mutual satisfaction.
3. **Document the process.** You will have statements from the complainant and respondent, possibly witness statements, and records of meetings. These should be kept on a confidential file – at the end of the process this file should be forwarded to the Diocesan Professional Standards Unit.
4. Ensure the **confidentiality** of the process.
5. **Communicate!** Keep the complainant and respondent informed of the progress in managing the grievance/complaint.
6. **Prepare a report** outlining your findings. This will include:
 - A summary of the nature of the grievance
 - A summary of the process findings
 - Actions required
7. Advise the complainant and respondent of their **rights of appeal**, within 30 days, to the Catholic Education Services Executive Director.

Remember:

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RESOLVING CONFLICT in the workplace

All workplaces have conflict from time to time. Ours is no different. Sometimes quite minor issues can become big issues before we know it. As an employer Catholic Education expects its staff and those in its school communities to seek to resolve conflicts consistent with our obligations under the staff and parent-volunteer codes of conduct and the shared expectation of communities that are grounded in Christ-centred faith.

The following principles should be kept in mind when seeking to resolve workplace conflicts.

1. **Think first – step back, take time to consider the options.** Sometimes the first response, in the heat of the moment, can escalate a conflict.
2. **Location, location, location.** Seek a good space to have a conflict discussion. A place where all parties can feel comfortable. As a guide – quiet, comfortable, private.
3. **Respect confidentiality.** Conflicts that become workplace gossip rarely end well. Parties to a conflict resolution process should agree to keep it confidential.
4. **Listen actively.** If we do not hear what the other person is communicating (words and actions) we cannot resolve a conflict. Active listening is enhanced when you say to the other person 'What I heard you say was...'
5. **Attack the problem – not each other.** When we get emotional we tend to get personal and forget the problem that might be underlying the emotion. Emotionally you might be addressing the symptom rather than the cause.
6. **Accept responsibility.** There's more than enough responsibility for everyone. If we avoid the blame game and accept our share of the responsibility we actively assist resolution.
7. **Use direct communication.** When we use 'I messages' we own what we say, when we use 'You messages' we are projecting our feelings on the other person. For example 'I felt hurt by your actions' owns the emotion whereas 'You made me feel hurt' carries blame or criticism.

8. **Look for common interests.** Don't assume we know what all parties want as an outcome. Identify what is important and why, and steer towards the outcomes that are the important ones.
9. **Mutual gain.** Effective resolution is never about winners and losers. Any gain at the expense of someone else is not likely to resolve the conflict.
10. **Look to the future.** It's likely we will still share the same workplace tomorrow so have we identified a resolution that allows us to move on in a positive way? How are we going to do things differently?

Remember that if you cannot resolve workplace conflicts this way, your employer, Catholic Education, has formal grievance processes in place for all members of the Catholic Education community. Contact your Principal or line manager to discuss your options to initiate a formal process. As a rule we will not embark on a formal process unless the parties have done everything possible to resolve the conflict via an informal process.

As an employer we are committed to the positive resolution of workplace conflicts.

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