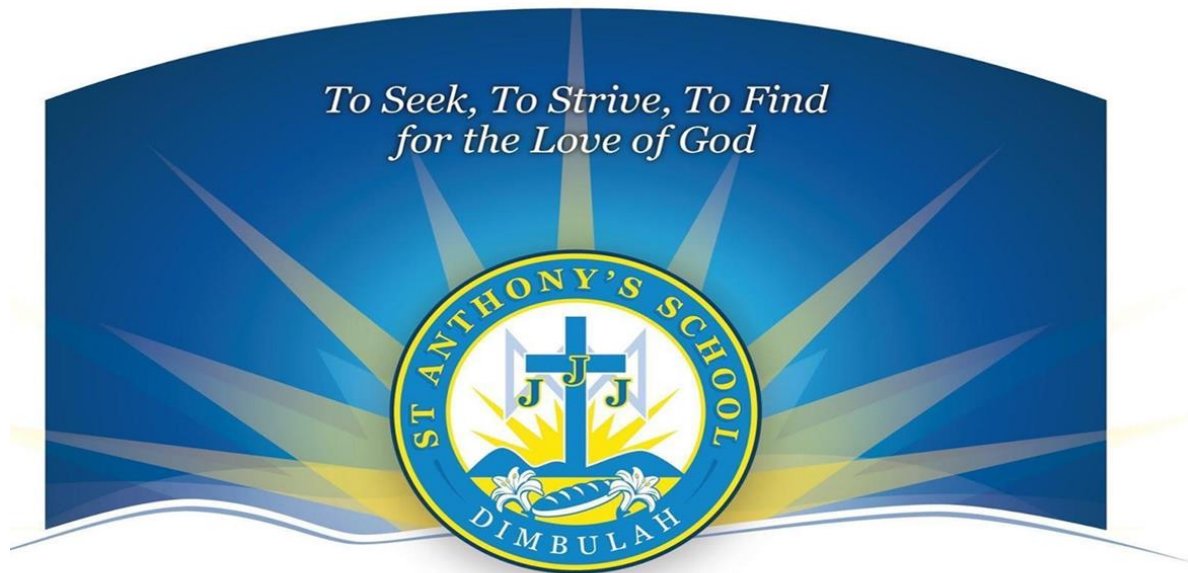


# Parent Handbook



**ST ANTHONY'S SCHOOL**  
DIMBULAH



<b>C</b>  <b>Community</b> Let us be concerned about one another in order to promote love and good works. <small>Hebrews 10:24</small>	<b>H</b>  <b>Humility</b> Be completely humble and gentle; be patient, bearing with one another in love. <small>Ephesians 4:2</small>	<b>R</b>  <b>Respect</b> So in everything, do to others what you would have them do to you. <small>Matthew 7:12</small>	<b>I</b>  <b>Integrity</b> For we are taking pains to do what is right, not only to the eyes of the Lord but also in the eyes of man. <small>Colossians 3:1</small>	<b>S</b>  <b>Service</b> Each of you should use whatever gift you have received to serve others. <small>Peter 4:10</small>	<b>T</b>  <b>Tolerance</b> Bear one another's burdens, and so fulfill the law of Christ. <small>Galatians 6:2</small>
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## General Information

PARISH PRIEST:	Fr Saju
PRINCIPAL:	Rachelle De Iacovo
APRE:	Maria Ratumaibuca
STUDENT PROTECTION CONTACTS:	Rachelle De Iacovo/Maria Ratumaibuca/Catherine Favaro
OFFICE HOURS:	8:30am – 3:15pm
ADDRESS:	3 Hyde St Dimbulah, Qld 4872 PO Box 128, Qld 4872
TELEPHONE:	(07) 40946900
EMAIL:	<a href="mailto:secretary.dimbulah@cns.catholic.edu.au">secretary.dimbulah@cns.catholic.edu.au</a>
WEBSITE:	<a href="http://www.sta.qld.edu.au">www.sta.qld.edu.au</a>





## A Word from The Principal

Dear Parents,

St Anthony's School delivers students a high-quality education that prepares them with the knowledge, skills, personal attributes and values needed to become global, ethical citizens in an ever-changing society.

21<sup>st</sup> Century education requires an innovative approach! At St Anthony's we embrace an Innovative Learning Environment where all our students access modern technology, highly individualised programs based on accurate data, and quality teachers who deliver a curriculum using the latest research and best practice. We teach students to be critical, creative thinkers in a digitised society to prepare for tomorrow's world.

We also nurture our students to become responsible, caring and contributing members of society in a contemporary and modern world. The words "To Seek, To Strive, To Find for Love of God" that form our school motto are embedded in our everyday practices. It is our mission to excite and empower all learners to enjoy, shape and enrich their own journey, inspired by their personal faith in a changing world.

Catering for the diversity of all learners and promoting inclusiveness by supporting those around us is all part of what makes St Anthony's the proactive school that it is.

We ask our students and families to uphold the values of the school. They are called to participate actively in maintaining the special character of the school through supporting our faith and multi-cultural identity. They are part of a community of learners who are seeking knowledge of the world in which we live.

What we endeavour to offer is far more than just 'another education' or merely an academic one. Our commitment is to bring together a person's faith and learning, in ways that are real and meaningful to every individual's life.

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

Yours in education,

Rachelle De Iacovo

Principal





## ***Our School Purpose***

*As a Catholic school, our purpose is to inspire and live out the Gospel of Life to encounter Christ in all that we do.*

In the spirit of Christ and faithful to the examples of St Anthony and St Mary MacKillop we are a school community in which:

### ***Our Vision:***

Our vision is to foster a positive and welcoming school community focusing on the development of the wellbeing and learning for every student as a lifelong learner.

### ***Our Mission:***

Our mission is to offer a quality Catholic education where each individual is encouraged to:

- Aspire to reach their full potential
- Develop their moral decision making
- Seek out their Faith journey - through our school motto "To Seek, To Strive, To Find for Love of God"

### ***Our Values:***

Our values are centred around the Gospel and Christ:

***Community*** - Be concerned about everyone and promote kindness in our community. *Hebrews 10:24*

***Humility*** - Be humble, gentle and patient in the words we say to one another. *Ephesians 4:2*

***Respect*** - Show respect to others as you would have them show respect to you. *Matthew 7:12*

***Integrity*** - Always do what is right even when no one is watching you. *Corinthians 8:21*

***Service*** - Use your unique gifts and talents to serve others. *Peter 4:10*

***Tolerance*** - Be mindful that everyone is different and needs to be valued equally. *Galatians 6:2*

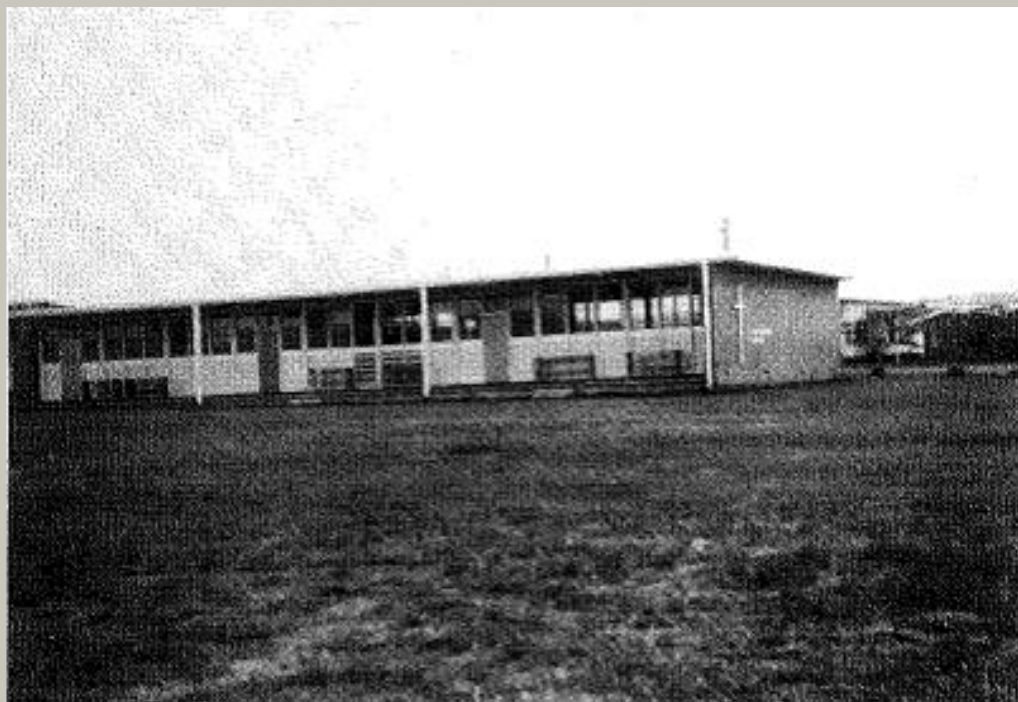
## History of Saint Anthony's Parish School

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 40 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 as P, 1/2, 3/4 and 5/6.

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.







## Enrolments

Parents requesting enrolment of their child/ren should first contact the School Office for an appointment to view the school. Enrolment forms are available from the school's office at any time or online through the school's website ([www.sta.qld.edu.au](http://www.sta.qld.edu.au)). An enrolment interview will be scheduled with the Principal.

## Enrolment Policy

St Anthony's 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:

Community, Humility, Respect, Integrity, Service, Itolerance (CHRIST)

### Policy:

St Anthony's School welcomes children whose families value a 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 the 'Enrolment of students in Catholic Schools Policy' which can be located on the school and Catholic Education websites.

### Procedures:

Enrolment procedures are modelled on Diocesan guidelines, are inclusive and accepting of all students with diverse needs. At a school level:

- ❖ Parents/guardians and students must be given adequate information about the Mission Statement and its application at the school;
- ❖ Parents/guardians and students undertake to support school policies, behaviour expectations and education requirements consistent with a positive and supportive partnership between families and the school;
- ❖ Families must make themselves aware of, endorse and where appropriate, undertake to participate in all activities of the school curriculum and community;
- ❖ Families must undertake to contribute their time and support to the various active groups in the school community, for example, P & F meetings, parent engagement activities, fund-raising efforts and school maintenance activities;
- ❖ Families must permit their child/children to take part in all the activities of the school, including all aspects of the formal religious education program, school liturgies and celebrations;
- ❖ Parents/guardians must agree to pay in full, all fees and levies in accordance with the Fees Schedule detailed in the school Handbook, as a minimum contribution to the running of the school.



## Enrolments

All children enrolling must meet the Queensland Government age requirements:

### ENROLMENT PROCEDURES

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 as well as any other necessary documentation required.

In keeping with the enrolment policy of this school, non-Catholic students are welcome on the grounds that they are committed to the Gospel 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 open about these matters.


## 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.

## 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 Christ, 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. 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 those children wishing to participate within the Parish life.
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**

Mass and Liturgies are advertised through the school newsletter and parent Bulletin. It is our expectation and a condition of enrollment 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. Children must first be Baptised into the Church to receive these Sacraments.

**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 - Japanese

## 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. A school calendar is published each term for more accurate dates as the year progresses.

## School Term Dates For 2025

Term Dates		
Term	Dates	Duration
1	Wednesday 29th January - Friday 4th April	10 weeks
2	Tuesday 22nd April - Friday 27th June	10 weeks
3	Monday 14th July - Friday 19th September	10 weeks
4	Tuesday 7th October - Friday 5th December	9 weeks

Pupil free days will be published on the Term Calendar.

## School Times

8:20 am	Staff supervision begins
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 / Bus Duty / Supervision ends

Supervision by the staff of the school is defined as being between 8:20am and 3:00pm. No responsibility will be accepted by the school in case of injuries or accidents outside these supervised times.

## Bus Contacts

Leafgold Weir/Boonmoo	Frank Delacovo	0417 601 455
Almaden/Eureka Creek	Berto Favaro	0427 944 161
Springmount Rd/Mutchilba	Michael Panetta	0459 132 246
Wolfram/Leadingham Creek Rd	Domenic Bambino	0400 314 431



## Arrivals & Departures

Unless there is some prearranged reason, children should not arrive at the school before 8:20am. 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 in writing through the secretary email address: [secretary.dimbulah@cns.catholic.edu.au](mailto:secretary.dimbulah@cns.catholic.edu.au)

## 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 Visitor 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. 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 the Administration to sign them out.

## Absentees

If a student is absent, please inform the school before 8:45am either by the MyCE App, telephone or email explaining the reason for absence. This is a Student Protection requirement. The school absentee line is 40 946900 or email [secretary.dimbulah@cns.catholic.edu.au](mailto:secretary.dimbulah@cns.catholic.edu.au)

The school is not in the habit of providing work when a child is absent as teaching the curriculum is the responsibility of the classroom teacher. If it is a prolonged absence please make arrangements with your class teacher for revision materials.

## 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 including COVID -19	Exclude until well or in the case of COVID-19 report to Queensland Health immediately for further advice
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.

### Parent Portal

In an endeavour to keep parents fully informed regarding events, happenings and programs occurring in our school, it is an expectation that parents will access the Parent Portal on the school's website – [www.sta.qld.edu.au](http://www.sta.qld.edu.au)

### Weekly Bulletin

Each Friday afternoon a weekly bulletin is emailed to parents informing of events the following week. This is a one page week outline that can be placed in a hand spot for reminders.

### Interviews – Teachers

Parents wishing to speak to a class teacher 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 in 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. All parents are welcome and encouraged to attend. An email invitation will be sent out to all parents regarding the dates.



## Information Evenings

At various times throughout the year special meetings may be held in order to explain changes to processes within the school.

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 mornings, commencing at 8:45am. 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 Administration Fees

Each year, a school administration fee will be charged for **each student**. This fee assists us to maintain our facilities and resources. The fee is \$100 per child per term.

## Parent and Friends Levies

Each year, a levy will be charged for **each family**. This levy assists the Parents and Friends Association in providing valuable resources for the education of your child/ren. The levy is \$100 per family per term.

\*\*\*Please note that there are NO concessions/Health Care Card/Pension relief available as our school does not charge school levies.

## Bus Levies

St Anthony's School has a School Parent Agreement (SPA) through the Non State Schools Transport Assistance Scheme. Where any parent has to pay for transport to school, the school can claim the rebate on your behalf and only invoice you the balance. Please ask at the school office about Bus Fare Assistance should your child travel and is required to pay for the bus.

# School Uniform

Our uniform is a representation of the pride we show for our school. Uniforms are to be worn respectfully to and from school everyday (unless specified). Lack of uniform or part thereof, is to be explained in a note to the classroom teacher.

## HAT

- Navy blue wide-brimmed hat (available from office)
- No caps

## SOCKS

- Plain navy socks that must be visible above the ankle
- **NO** anklets

## SHOES

- **ALL** black closed in leather/vinyl shoes with black laces/Velcro
- Volley/Converse/Vans brands (canvas) are **NOT** acceptable
- **NO** sandals, thongs or bare feet

## SCHOOL SHIRT

- School Polo Shirt (available from office)
- Sport Shirt is optional on Friday only (available from office)

## SHORTS/SKORTS

- Plain navy blue shorts (available from office)
- Plain navy blue skort with full shorts underneath with **NO** splits (available from office)

## WINTER UNIFORM

- A plain navy blue jumper, vest and tracksuit pants
- School Jacket (available from office) not compulsory
- **NO** variation eg. white stripes, fashion labels, etc

## HAIR

- Hair must be kept off the face for personal hygiene
- Long hair **MUST** always be tied back
- Hair accessories must be **navy blue/black**

## JEWELLERY

- A watch
- **PLAIN** Sleepers (NO hoops) or **PLAIN** studs (less than 3mm in diameter) for pierced ears (in the ear lobe)
- Signet ring only
- For safety/security reasons, other forms of jewellery are not allowed
- No nail polish allowed





## Homework Policy

At St Anthony's School, Dimbulah we believe that fostering a love for reading and developing foundational skills in basic facts are essential components of a well-rounded education. Therefore, we have implemented a homework policy that focuses primarily on home reading and practicing basic facts to support students' academic growth and literacy development.

### Rationale:

1. **Promotion of Oral Language:** It is through oral language that students can develop broader literacy achievement when they build their oral language competency. Through these oral interactions students build knowledge of sounds or phonological awareness. They also develop understanding of word and sentence structure, meaning, connections between words as well as vocabulary, and their capacity to use flexible language structures.
2. **Promotion of Literacy:** Reading is a fundamental skill that plays a crucial role in academic success and lifelong learning. By encouraging home reading, we aim to instill a passion for literature, expand students' vocabulary, and improve their comprehension abilities.
3. **Reinforcement of Basic Skills:** Proficiency in basic facts, such as addition, subtraction, multiplication, and division (based on year level), forms the foundation for more advanced mathematical concepts. Regular practice of basic facts at home helps students build fluency and confidence in arithmetic operations, which are essential for success in mathematics and everyday problem-solving.
4. **Parental Involvement:** Homework assignments focused on home reading and basic facts provide opportunities for parents/guardians to actively engage in their child's education. Parents can support their child's learning by reading together, discussing texts, and practicing basic math skills in a supportive home environment.



## Expectations:

1. **Oral Language:** Students are expected to engage in oral conversations with adults on a daily basis.

Parents could use the Learning Walks and Talks that are engaged with at school:

- What are you learning at school? Why?
- How are you doing at school?
- How do you know?
- How can you improve your learning?
- Where do you go for help?

Other ideas could include conversations around the dinner table, while going for a walk, while playing a game, while cooking dinner, while driving to and from places, doing the house chores, etc.

2. **Home Reading:** Students are expected to engage in home reading for a minimum of 10 minutes each day. They should select age-appropriate books, novels, magazines, or other reading materials based on their interests and reading level. Parents/guardians are encouraged to read with their child, ask questions to check comprehension, and provide encouragement and support.
3. **Basic Facts Practice:** In addition to home reading, students are required to practice basic facts for 10 minutes per day. This may involve reviewing flashcards, completing worksheets, using online math games, or participating in other interactive activities designed to reinforce arithmetic skills.

While home reading and basic facts practice are essential components of our homework policy, formal assessment is not conducted for these activities. Instead, teachers may periodically check in with students to discuss their reading habits, monitor progress in basic facts mastery, and provide positive reinforcement and encouragement.

At St Anthony's School, our homework policy prioritizes home reading and basic facts practice to promote literacy development, strengthen foundational mathematical skills, and encourage parental involvement in students' education. By providing meaningful and manageable homework assignments, we aim to support students' academic growth and cultivate a lifelong love for learning.

Date Created: July 2024

Date for Review: July 2027





## Behaviour Management Policy

### **Gospel Values:**

Community, **H**umility, **R**espect, Integrity, **S**ervice, **T**olerance (**CHRIST**)

### **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 Values

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

Teachers use these values when developing individual classroom plans and refer to them during preventative, corrective and supportive actions of behaviour management.

 <b>Community</b>	 <b>Humility</b>	 <b>Respect</b>	 <b>Integrity</b>	 <b>Service</b>	 <b>Tolerance</b>
<p>Community – be concerned about everyone and promote kindness in our community (Hebrews 10:24)</p>	<p>Humility – be humble, gentle and patient in the words we say to one another (Ephesians 4:2)</p>	<p>Respect – show respect to others as you would have them show respect to you (Matthew 7:12)</p>	<p>Integrity – always do what is right even when no one is watching you (Corinthians 8:21)</p>	<p>Service – use your unique gifts and talents to serve others (Peter 4:10)</p>	<p>Tolerance – be mindful that everyone is different and needs to be valued equally (Galatians 6:2)</p>
<p>St Anthony showed community by preaching to all those who wanted to listen.</p>	<p>St Anthony showed humility by being generous with his time for others.</p>	<p>St Anthony showed respect by accepting all those who came to listen to what he had to say.</p>	<p>St Anthony showed integrity by not judging others for their own decisions.</p>	<p>St Anthony showed service by preaching the word of God.</p>	<p>St Anthony showed tolerance by showing perseverance with spreading his message of God.</p>
<p>St Mary of the Cross MacKillop showed community by seeking out and supporting all those in need.</p>	<p>St Mary of the Cross MacKillop showed humility by placing others before herself.</p>	<p>St Mary of the Cross MacKillop showed respect by treating everyone as equals.</p>	<p>St Mary of the Cross MacKillop showed integrity by ensuring all children had access to education.</p>	<p>St Mary of the Cross MacKillop showed service by helping everyone without expecting anything in return.</p>	<p>St Mary of the Cross MacKillop showed tolerance by being patient with those who were not supportive of her vision.</p>
<p>At St Anthony's we demonstrate being part of a community by:</p> <ul style="list-style-type: none"> <li>• Participating in events</li> <li>• Greeting everyone politely</li> <li>• Celebrating everyone's successes</li> <li>• Keeping areas clean and tidy</li> </ul>	<p>At St Anthony's we demonstrate our humility by:</p> <ul style="list-style-type: none"> <li>• Being humble</li> <li>• Praising others for their efforts</li> <li>• Maintaining privacy</li> <li>• Acts of kindness</li> </ul>	<p>At St Anthony's we demonstrate respect by:</p> <ul style="list-style-type: none"> <li>• Following instructions</li> <li>• Taking turns</li> <li>• Using manners</li> <li>• Keeping your opinions to yourself</li> </ul>	<p>At St Anthony's we demonstrate integrity by:</p> <ul style="list-style-type: none"> <li>• Telling the truth</li> <li>• Playing fairly</li> <li>• Moral decision making</li> <li>• Doing the right thing (even when no one is watching)</li> </ul>	<p>At St Anthony's we demonstrate service by:</p> <ul style="list-style-type: none"> <li>• Putting others first</li> <li>• Volunteering my time</li> <li>• Being a willing participant</li> <li>• Being faithful stewards of the earth</li> </ul>	<p>At St Anthony's we demonstrate tolerance by:</p> <ul style="list-style-type: none"> <li>• Being patient</li> <li>• Being understanding</li> <li>• Treating others equally</li> <li>• Welcoming everyone</li> </ul>



## 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

### **Learning Support Concerns**

1. Classroom Teacher
2. Learning Support Teacher
3. Principal
4. Director Student Wellbeing and Diversity

### **RE/Faith Concern**

1. Classroom Teacher
2. APRE
3. Principal
4. Parish Priest
5. Director Identity and Mission

### **School Issues and Concerns**

1. Individual
2. Principal
3. Director School Effectiveness

### **Curriculum Concern**

1. Classroom Teacher
2. Curriculum Coordinator
3. Principal
4. Director School Effectiveness

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

All 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 Term 4 for P-6. The Program promotes water confidence, awareness and safety.

## **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 will occur in Semester one and Semester two, as a whole school. The school 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 can be either paid with cash through the office or credit card online at [scholastic.com.au/LOOP](http://scholastic.com.au/LOOP)

## **Tuckshop**

The school arranges the purchase of lunches from local businesses. Price lists are available from the school. Price changes are notified whenever necessary. Orders are picked up and delivered to the school.

## **Healthy eating**

We ask that you pack a healthy lunch for your child each day. A small piece of fruit, a healthy sandwich and a snack for last lunch is sufficient. A water bottle is all that is required, no sugary drinks. We talk to the children about healthy choices and ask that you also follow through with this.

## **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.



