

89 Hogarth Road

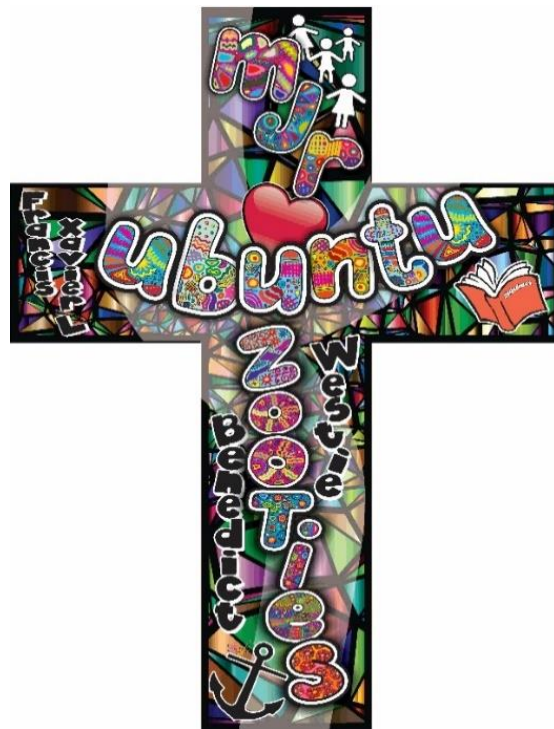
Ferny Grove QLD 4055

Ph: 07 3351 6366

Web: www.standrewsfq.qld.edu.au

Email: pfernycgrove@bne.catholic.edu.au

St Andrew's Parent Handbook 2020



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OUR VISION AND MISSION

St Andrew's is a Catholic Faith Community built on love and openness where we seek to uphold our School Motto:

“ATTEND WITH A LISTENING HEART.”

The motto "Attend with a Listening Heart" comes from the prologue of the Rule of St Benedict. These words reflect the unique culture and ethos that is St Andrew's School. Accordingly, we

strive to ensure Gospel values and teachings of Christ's Church are reflected and witnessed in our prayer, policies, structures and relationships within family, school and wider community;

provide for the development of each person-socially, spiritually, morally, intellectually and physically-through a sense of wonder and striving for excellence are valued; and

welcome all to our community and respect the dignity of each individual- building trust, self-esteem and commitment to reconciliation.

MAKING JESUS REAL (MJR)

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

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

Welcoming
Encouraging
Saying Sorry
Thankful
Interested
Enthusiastic

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

THE VALUES OF ST ANDREW'S SCHOOL

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

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

Benedictine Charisms

Work
Prayer
Conversion
Community
Peace
Obedience
Stability
Hospitality
Compassion
Humility

BEHAVIOUR DEVELOPMENT & MANAGEMENT SYSTEM ...

“Living and Learning Together”

The way we behave at school is one of the most important considerations for all; parents, staff, administration and students. We believe that we all need to develop the skills of living and learning together in productivity and harmony and, when we run into problems, be able to **work it out together**. We believe that behaviour is taught and learned and misbehaviour, our mistaken choices, is an opportunity for us to learn a better way. Schools are to be needs-satisfying places for all of us.

Positive behaviour supports right relationships. At St Andrew's behaviour management is based around a central theme of RESPECT as outlined in the school-wide model for positive behaviour.

Hence the purposes of our behaviour management system are:

- to develop commitment and ownership in our community's respectful behaviour by involving all stakeholders in the development of our expectation of how we will live and learn together
- to enable all students to extend their skills of living and learning together in productivity and harmony by being taught appropriate behaviours
- to create Need-Satisfying Environments for all students
- to allow mistakes to be platforms of learning for all members of the school community and not destructive failure paths

Responsibilities of Children

- Choose behaviours that are life giving and that show respect for self and others
- Develop with their class teacher a plan for living and learning together and live by this plan
- Work out problems in a productive and harmonious way
- Accept that mistakes are part of the learning process
- Admit and apologise when they make a mistake
- Give and accept forgiveness

Responsibilities of Teachers

- Encourage and model positive, life giving behaviour
- Create need satisfying environments for children
- Develop with their student a class plan for working and living together and consistently abide by this plan
- Help student to learn and master life-giving behaviour
- Accept mistakes as part of the learning process
- Work out problems in a productive, harmonious and respectful manner
- Give and accept forgiveness
- Admit and apologise when a mistake is made

Responsibilities of Parents

- Create a need satisfying environment for children
- Model and encourage positive, life giving behaviour
- Help student to learn and master appropriate behaviour
- Accept mistakes as part of the learning process
- Work out problems in a productive, harmonious and respectful manner
- Give and accept forgiveness
- Admit and apologise when they have made a mistake
- Watch for signs that their child may be experiencing behaviour concerns at school

BEHAVIOUR MANAGEMENT

The Step Process

The Step Process is used throughout the school and is a management strategy for students to consider their actions and the way their actions affect others.

Step 1 – Stop and Think

Step 2 – Thinking Time

Step 3 – Time Out

Step 4 - Time Away

BEING SAFE / FEELING SAFE

At St Andrew's **every person has the right to feel safe.** Any person who disregards the safety of another is denying them that right. The school will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps are necessary to stop such behaviour.

What Is Unsafe-Bullying Behaviour?

- It is a deliberate hurtful behaviour
- It is repeated
- It is difficult for those being bullied to defend themselves

The four main types of bullying are-

Physical - hitting, kicking, taking belongings

Verbal - name-calling, insulting, racist remarks

Indirect/ Emotional - spreading rumours and nasty stories, excluding others

Cyber-Bullying - using technology such as mobile phones and the internet to tease or torment others.

At St Andrew's we openly talk about bullying – what it is, how it affects us and what we can do about it.

Responsibilities of Children

- To report incidents or suspected incidents of bullying
- To help someone who is being bullied
- To not bully others

Responsibilities of Staff

- To model appropriate behaviour
- To be aware of potential for bullying situations in specific areas and during recess
- To ensure children are adequately supervised
- To teach appropriate social behaviours as outlined in the school's Behaviour Management System
- To deal with reported incidents of bullying according to school guidelines
- To provide support through day-to-day teaching including liturgies and assemblies where the values of Respect, Contemplation, Shared Responsibility, Joy and Reverencing Creation are taught.

Responsibilities of Parents

- To watch for signs that your child may be bullied
- To advise children to tell a staff member about bullying incidents
- To encourage children to take positive action, not retaliation
- To model appropriate behavior

Parents should not approach other students to rectify situations or talk to students about their behaviour. Whilst we appreciate your support of our school ethos and values, please remember, it is always the teachers' duty, in the first instance, to speak with students about their behaviour and choices in our school.

BANKING

Student School Banking

School Banking is available each week to students with Commonwealth Bank Account folders. Folders are collected each Thursday morning from the classroom. These deposits are processed each Friday morning and the folders returned Friday to each class for distribution. New Accounts are set by contacting the Commonwealth Bank.

BUDDY SYSTEM

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

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

COMMUNICATION WITH PARENTS

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

Absences from School

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

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

Unexplained Absences.

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

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

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

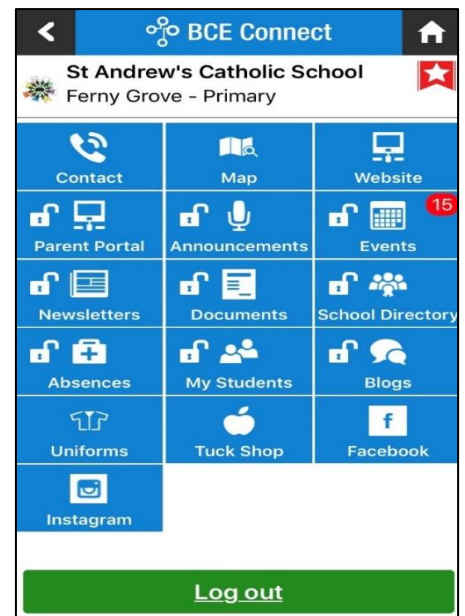
BCE CONNECT APP

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

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

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

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



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

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

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

Emailing

Although a convenient means of communication between parents and staff, emails **MUST** be kept professional and relatively short. Emails are not to be used as an alternative to meeting in person to discuss any issues or concerns. Emails concerning your child's absence are to be emailed to the school: pferyngrove@bne.catholic.edu.au – absence messages must be received by 9am.

Emails: Important and emergency notices and information will be forwarded, from time to time, to parents via email. Fee statements and finance information are emailed to parents.

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

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

Parent Slips – using EdSmart

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

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

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

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

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

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

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

Emergency Contact for a Whole School

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

Facebook Page – School alerts, notices, information and learning snapshots can also be seen on St Andrew's School Facebook page.

Issues Regarding Your Child

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

Late Arrivals and Early Departures - via electronic reporting – ALLE (Arrived Late Left Early)

Late Arrival: any time after 8:30am.

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

Early Departure: any time before 2:45pm.

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

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

Messages

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

For your Child - It is recognised that from time to time, messages are required to be given to your child eg change of pick up arrangement etc. These messages must be given to the office staff by 2pm to allow adequate time to relay the message.

[Newsletter – School](#)

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

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

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

Access to the Parent Portal is restricted to parents of students at our school and a logon is required. An account is created for parents of current students. The initial login requires each parent to verify their identity and setup a password. For privacy reasons, each parent is required to log-on via their own unique email address.

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

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

[Update Family Contact Details](#)

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

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

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

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

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

CURRICULUM

We believe that the person of Jesus gives meaning to life and to learning and that every learner is in some respect, like all others, like some others, like no other. Every person can achieve success in learning and contribute positively to their community.

We follow the Australian Curriculum and use evidence-based pedagogies in a flexible learning environment. Our teachers work collaboratively with co-teachers, the Primary Learning Leader and Support Teacher for Inclusive Education to ensure the learning needs of each student are met.

[Australian National Curriculum](#)

St Andrew's School plans, teaches and assesses using the Australian Curriculum.

The Australian Curriculum is based on the principle that every student can learn and the needs of these students are important. It enables high yet realistic expectations to be set for each student as teachers take into account the current level of learning of each student and the different rates at which students develop. The multiple, diverse and changing needs that are shaped by individual learning histories and abilities, cultural and language backgrounds as well as socio-economic factors are catered for through the implementation of the Australian National Curriculum.

St Andrew's provides opportunities for children to engage in purposeful and real life learning, fostering the capacity within each student for lifelong learning so that they can achieve their potential and play an active role in enriching our world.

In addition, in the Early Years, the five contexts for learning are utilised:

- Play,
- Investigations,
- Real Life Situations,
- Focused Learning and Teaching,
- Routines and Transitions.

Nine Learning Areas form the basis of a holistic curriculum at St Andrew's with a clear focus on demonstrating **learning outcomes** that identify what students know and can do. These Learning Areas have their foundation in the **Early Learning Areas** of Prep.

Students also have the opportunity to engage in specialist programs:

- Information Skills with Teacher Librarian
- Physical Education
- Swimming
- The Arts - Music
- The Arts – Visual Art
- Design and Digital Technologies

The following table shows the links between these areas of the curriculum.

EARLY LEARNING AREAS (PREP)	SPECIFIC FOCUS WITHIN THE EARLY LEARNING AREAS	LEARNING AREAS (YEARS 1-6)
Social and personal learning	Social learning Personal learning	HASS – Humanities and Social Sciences Health & Physical Education (HPE)
Health and physical learning	Making healthy choices Gross-motor Fine-motor	Health & Physical Education (HPE)
Language learning and communication	Oral language Early literacy	English
Early mathematical understandings	Early numeracy	Mathematics
Religious Education	Connections are made to all the early learning areas	Religion

DOGS – not permitted

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

DEFENCE SCHOOL MENTOR (DSM)

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

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

EXCURSIONS

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

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

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

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

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

HOMEWORK

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

Homework set will vary from class to class depending on the teaching strategies of the class teacher and the maturity and learning needs of the children. It may take the form of weekly tasks focussed on the classroom concepts, daily review and completion of class work or individual research and project presentation. Reading is usually an important part of daily homework.

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

INSURANCE – valid coverage period 8.30am – 2.45pm

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

Children are not permitted to play on any equipment, or in the school grounds, BEFORE OR AFTER school, unless it is a school related activity and supervised by staff.

LANGUAGE – Mandarin (Chinese language) is taught at St Andrew's School – Year 5 & 6.

MEDICAL / HEALTH RELATED ISSUES

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

Accidents

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

Allergies

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

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

Be allergy aware – you could save a life!

Head Lice

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

Infectious Conditions

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

<http://www.health.qld.gov.au/>

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

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

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

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

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

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

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

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

Sickness

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

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

ONE-TO-ONE IPAD PROGRAM

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

OUTSIDE SCHOOL HOURS CARE –

- www.catholicearlyedcare.qld.edu.au/st-andrews-outside-hours-care-ferny-grove

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

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

Opening Times: Every Monday to Friday except Public Holidays.

Before School Care: 6:45am – 8:30am

After School Care: 2:45pm – 6:15pm

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

As well as daily before and after school care, OSHC offers Vacation Care for the St Andrew's children during all term holidays. More information regarding costs and procedures can be obtained by contacting OSHC co-ordinator Jayne Browne on (07) 3324 3909 or Email: fernygroveoshc@catholicearlyedcare.qld.edu.au

PARENTAL INVOLVEMENT

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

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

PARENT'S COMMUNITY ASSOCIATION

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

Sub-Committees of Community Association include:

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

Our **Craft Group** meets each Tuesday at the school. The creations made by the craft group are sold at key times during the year such as Mother's and Father's Day, and during our annual Fair. All parents and friends of St Andrew's school are welcome to join this industrious group.

Fair Committee. This committee assists in the co-ordination of our annual Fair. The Fair is the major fund-raising venture for the school during the course of the year and is held on the last Sunday in May.

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

PARISH SACRAMENTAL PROGRAM

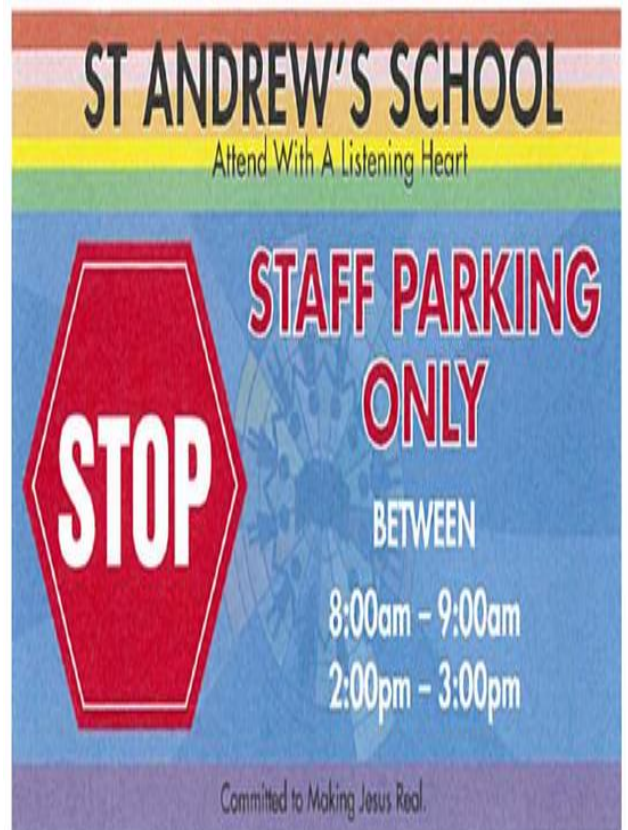
In accordance with the Archdiocesan Sacramental Policy, the Parish is "responsible for and ultimately involved in the Sacramental preparation and presentation of students". The students are properly instructed for sacramental reception through the use of the Religious Education Guidelines here at school.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

PARKING – STAFF CARPARK

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

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

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



DROP OFF AND PICK UP ZONE - **Drop-Off** in the morning is the same as Pick-Up in the afternoon, namely at the entrance to the driveway end not in the middle of the carpark driveway.

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

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



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

POINTS TO REMEMBER:

- Form two lanes
- Display family name on car visor
- Do Not Use Centre Lane unless directed by Duty Staff
- Give way to pedestrians on Crossings – there are TWO
- Do not stop on pedestrian crossings
- Do not park/leave vehicle unattended during Drop Off and Pick Up hours
- Follow directions of Duty Staff
- Remember: Carpark speed limit is 10km/h



Adults and children should not walk through or across the carpark

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

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

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

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

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

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

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

Bicycles and Scooters

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

PASTORAL CARE PROGRAM

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

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

PHOTOS – MEDIA CONSENT

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

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

Please note, St Andrew's School Newsletter is published on our school website.

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

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

Class photos are taken each year by a professional School Photography company.

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

PHYSICAL EDUCATION YEARLY OVERVIEW

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

Program Achieve – Used in the Prep Years

At St Andrew’s, we use Program Achieve, known as “You Can Do It”, to assist students to be more successful in their learning opportunities and life skills development at school. By teaching positive habits of the mind, students, staff and parents can use a shared-vision approach to encourage lifelong learning attributes which build resilient people, able to cope with life’s challenges and issues.

The skills are taught through the use of the Puppet Characters: Gabby Get-Along, Pete Persistence, Ricky Resilience, Oscar Organisation and Connie Confidence.

RELIGIOUS EDUCATION

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

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

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

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

REPORTING AND ASSESSMENT

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

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

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

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

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

Parent Information Night

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

Curriculum Note

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

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

- Term 2 (Semester 1) - Report and parent and teacher interview. Parent Teacher interview times will be available from the PTO section on the Parent Portal.
- Term 4 (Semester 2) - Report and parent and teacher interview (if requested).

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

All School Reports will be uploaded to the Parent Portal. Your child's report cards will only be accessible for 12 months. **The Parent Portal is an access point, not a storage point.** Parents should download these reports and save them externally. Advice as to when the report card is uploaded will be communicated to you. No access to the Parent Portal (or your child's reports) is available once your child leaves St Andrew's School.

SCHOOL FEES & LEVIES

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

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

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

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

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

The School Fees and Levy Policy and Fee Schedule is available on the school website: www.standrewsfg.qld.edu.au and the Parent Portal located under "Finance Pack".

Booklist / Stationery levy

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

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

Camps & Sports Programs

Education camps in Years 5/6 incur separate payments via our school fee statement. Year 5 and Year 6 Camp can be in either Term 3 or Term 4 and full payment of fees is required prior to camp dates. Camp dates will be advised via the school newsletter.

Gala Sports

Gala sport for Years 3 to 6 will be held in Term 3 and will incur a levy to offset the cost of buses to the relevant sporting fields. The Gala Sports levy will appear on the Term 2 fees statement and is due for payment in that quarter. Swimming lessons are included in normal school fees.

Voluntary Contributions

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

SCHOOL FEE PAYMENTS

Payment Options

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

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

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

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

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

There is no provision for cash payments.

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

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

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

SCHOOL HOURS

8:30am:	School begins with Line up and prayer
10:45am - 11:15am:	First Break (Lunch Break)
1:25pm - 1:45pm:	Second Break (Afternoon Tea)
2:40pm	Samford Bus and Pick-Up
2:45pm	Dismissal for Children

SMOKING

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

Smoking is banned within schools and for 5 metres beyond the school boundary. The School Smoking Law applies at all times – during and after school, on weekends and during school holidays. No smoking is permitted in view of students at any time, including during excursions.

STUDENT CODE OF CONDUCT

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

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

Student Rights

Each student has the right to:

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

Student Responsibilities

Each student is expected to:

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

Student Rules

The following are fundamental student rules:

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

In Public

To and From School

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

Using Transport

- Students should wait in the appropriate area until their transport arrives and follow all directions issued by staff.
- On buses, students are expected to act with respect both to the bus driver and fellow travellers. Catching the school bus is a privilege and students must act responsibly when doing so. Any reports of poor behaviour or attitude on the bus will be followed up and students who misbehave run the risk of not being able to use the bus.

Being picked up by a Parent

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

Cyclists

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

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

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

During School

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

ICLT AND MOBILE PHONES:

Information, Communication and Learning Technologies (ICLT) include the use of computers, the school network, the Internet, digital/video cameras and scanners. All students/parents are required to sign and abide by the Acceptable Use Agreement of these technologies.

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

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

TERM DATES – 2020

Term 1	Wednesday	29 January	– Friday	3 April
Term 2	Monday	20 April	– Friday	26 June
Term 3	Monday	13 July	– Friday	18 September
Term 4	Tuesday	6 October	– Friday	4 December

Public Holidays and Pupil Free Days for 2020

Term 1	Monday	27 January	PUBLIC HOLIDAY (Australia Day)
	Tuesday	28 January	PUPIL FREE DAY
Term 2	Monday	4 May	PUBLIC HOLIDAY (Labour Day),
Term 3	Wednesday	12 August	(EKKA)
Term 4	Monday	5 October	PUBLIC HOLIDAY (Queens Birthday)
	Monday	19 October	PUPIL FREE DAY

TUCKSHOP

The St Andrew's "Healthy Choices" Tuckshop strives to cater for the children on Tuesdays and Thursdays during the school term. Both morning tea and lunch are provided on these days. The Tuckshop uses the online ordering system, Qkr! ("quicker"). For further information on Qkr! see above under the section School Fees and Levies – Other Payment Options. **No orders can be processed after 8am.** Discrepancies in orders are to be managed on the day of the order. If your child does not get what they ordered, they are to let their teacher know, or the Convenor at the tuckshop, so arrangements can be made to receive their food.

Parents are encouraged to support the tuckshop whenever possible.

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

Our Parent Portal provides up to date menus.

UBUNTU

While this is an African word, it is universal in its meaning. It speaks to our connection to others, our mutuality, and humanity towards others. UBUNTU. Means: I am what I am because of who we all are/We are who we are because of other people.

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

UNIFORM

Prep

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

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

Years 1 - 6

FORMAL UNIFORM - required 3 days per week

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

SPORTS UNIFORM - required 2 days per week

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

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

St Andrew's school family takes pride in wearing the school uniform as it is a highly visible symbol of who we are. Students are expected to wear the full school uniform neatly and with pride.

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

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

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

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

Orders can be placed using our Online Uniform Shop – the link to which is on the Parent Portal under “School Shops”. Alternatively, order forms are available from the school office and Parent Portal. Orders are processed on a Wednesday afternoon for delivery to your child's class the following school day during term time

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

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

[Uniform Policy - All Students](#)

- | | |
|----------|---|
| SOCKS | - Bottle green turn-down socks to be worn with formal & sports uniform at all times. |
| | - Socks must have at least 5cm visible above ankle. |
| HAT | - Bottle green hat |
| WINTER | Bottle green jacket, jumper and tracksuit pants. |
| | - All fabrics are suitable as long as colour is similar to that in shorts & skirts. |
| | Uniform Shop only supplies a Polar Fleece zip jacket.. |
| SWIMMING | Swimming lessons are in the first and last terms of the school year. |
| | - Prep have swimming in Term 4 only. |
| | - Any coloured swim suit may be worn. |
| | - Girls are to wear a one-piece suit. |
| | - Boy's may wear speedos or swim shorts. (No board shorts) |
| | - A sun-safe rash/swim shirt is required as part of our Sun Safe Policy |
| | - Swimming caps in house colours to be worn. |
| LIBRARY | - A water resistant library bag is required to transport library books to and from school. |

[For Year 1-6 students:](#)

Checked day shirts and polo shirts need to be tucked in for formal occasions and for arrival and departure from school.

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

Hair is to be kept neat. Shoulder length and longer hair (on girls and boys) must be out of the child's eyes, off their collar and away from their ears.

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

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

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

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

Valuables – no valuables are to be brought to school.

Swimming Season (Term One - Years 1-6 & Term Four - Years P-6)

Children are encouraged to wear one-piece swimming togs.

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

A swim cap in Sports house colours.

Hats

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

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

Dress Code for Free Dress Days

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

Second Hand Uniform Shop

Second-hand uniforms are sold through the clothing pool which is operated by volunteer parents. The shop is open each Monday afternoon during the school terms from 2.00pm to 3.00pm.

We ask that all uniforms offered for sale are the current style of uniform. The items must be presented clean and in good condition, have no damage (eg: rips, major stains, missing buttons, or faded material). Further information can be obtained from the parent portal. Please complete a consignment form regarding the items you wish to sell back to the school. Second-hand uniforms returned to the school for sale on consignment or donation can be left at the school office.

Sun Safe Policy

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

This policy is on our website: www.standrewsfq.qld.edu.au

Sunscreen

Students are encouraged to wear sunscreen every day.

VISITORS POLICY

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

VOLUNTEERS

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

<http://www.bne.catholic.edu.au/students-parents/student-protection/Pages/Code-of-Conduct-Training.aspx>

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

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

- All Visitors must sign in at the school – electronically at Reception
- Volunteers/parents who are working regularly in a **particular area** are to be signed in at **that** area eg: Classroom reading, tuckshop, craft group.
- Volunteers who are working generally **throughout the school** must enter their details and sign in electronically at **Reception**.
- Volunteers/parents assisting at school sporting events, and helping teachers, must also complete the Student Protection Volunteers Induction.
- Complete the ONLINE Student Protection and Code of Conduct training for Volunteers. (access information and details are available on the Parent Portal). This must be done every year.

All classroom volunteers (reading helpers etc) must sign in at the classroom. This is important as in the case of an emergency or evacuation we need to know who is on the school grounds.

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

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

WORKPLACE HEALTH & SAFETY

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

Insurance

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

Visitors

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

ZOOTIES

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