

St Andrew's Parent Handbook 2018



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OUR VISION AND MISSION

St Andrew's is a systemic **Catholic** primary school and is administered by Brisbane Catholic Education. Our tradition lies with the spirit of St Benedict. St Andrew's school enjoys a unique arrangement that includes St Williams School, Grovely and Our Lady of Dolours School at Mitchelton under the umbrella of the Grovely parish. Specifically, the philosophy of St Andrew's school centres on a way of life that Makes Jesus Real in the lives of all those who are the St Andrew's family. The unique ethos that is St Andrew's school finds its foundation and fulfilment in a way of life that **Makes Jesus Real** (MJR).

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. These values are as follows:

- Work
- Prayer
- Conversion
- Community
- Peace
- Obedience
- Stability
- Hospitality
- Compassion
- Humility

MAKING JESUS REAL (MJR)

This 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 and right relationships with all those we come in contact 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**



W.E.S.T.I.E. people are the positive winners and grinners of the world and are known as Happy Chappies/Chickies. 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. We believe that the following values, along with our Benedictine traditions and way of life (MJR) underpin the vision of our school and encourage a flourishing community.

- **Respect.** We value and respect each person's uniqueness.
- **Reverencing Creation.** We give praise and are thankful that all things are gifts from God and promote environmental stewardship.
- **Contemplation.** We are reflective people who understand that life-giving growth comes from recognising the God moments in our lives
- **Shared Responsibility and partnerships.** Collectively we share the responsibility for the development of each member of our school family.
- **Joy.** We embrace a joyful, fun, enthusiastic attitude that is forever grateful for God's gifts.
- **Hospitality.** We welcome all members of the school community in friendship.
- **Compassion.** We recognise the dignity and individuality of each person. We reflect on the ways in which we can make a difference to the lives of others both within and beyond our school community.

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

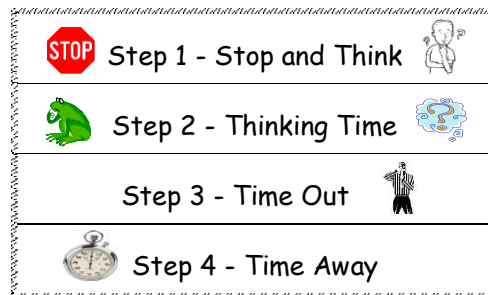
- Create a need satisfying environment for children
- Model and encourage positive, life giving behaviour
- Help student to learn and master appropriate behaviour
- Accept mistakes as part of the learning process
- Work out problems in a productive, harmonious and respectful manner
- Give and accept 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.

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 incident
- 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

Students are able to participate in School Banking each week. Students should send in their Commonwealth Bank Account folders each Thursday to the class. The bank deposits will be processed each Friday morning and the account folders returned to the class for distribution Friday. New Accounts can be set up by contacting the Commonwealth Bank.

BUDDY SYSTEM

Establishing smooth transitions for the children entering St Andrew's school is an important aspect of our Empowering Relationships benchmark. Our Prep students will be partnered with children from Year Six. This buddy relationship continues throughout the year.

COMMUNICATION WITH PARENTS

This is the most important ingredient in the establishment of 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.



Absences from School - Emailing notifications

Should your child be absent from school on any occasion, it is the St Andrew's Attendance Policy that the parent/guardian notifies the school **using the "Report Student Absence" via the Parent Portal** or phones the school on the morning of the day in question. This is to be done by 9am. This is necessary to ensure online attendance rolls are completed accurately.

In the case where a student is absent without any notification to the school, an SMS text message will be sent to parents advising them that their child has been marked as an Unexplained Absence and asking you to contact the school to advise the reason why. **ROLLS MUST BE MARKED BY 9.15AM – IF YOUR CHILD IS MARKED AS AN UNEXPLAINED ABSENCE, YOU WILL RECEIVE A TEXT MESSAGE.** The text message process is a legal requirement to ensure the safety of your child.

For an absence of more than 2 days due to illness, a medical certificate is required for the student record.

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 should be cc'd to the school's email address: pfernygrove@bne.catholic.edu.au – to ensure that the message is received in time to mark your child's class roll by 9.00am.

Parents are to send advice via email to the office regarding students who will be away for any length of time (eg holidays/personal and family reasons) be noted as a Notified Absence on the student record and a copy is required to be kept on the student file.

Emails: Important and emergency notices and information will be forwarded, from time to time, to parents via email. Fee statements and finance information will also be emailed to parents. 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. For privacy reasons, each parent is required to have their own email address.

Parents will also receive email advice when communication has been sent via ParentPaperwork.

ParentPaperwork has been implemented to assist with communication between school and parents. ParentPaperwork is an online system that replaces all the paper forms we send home for you to complete and return. By moving to an online system the school anticipates making good savings in time and cost compared with managing a paper process.

The online system is extremely easy for parents to use. Instead of paper forms coming home in your child's school bag, you will be sent an email notification, with a link to click that opens a secure web page version of the form to complete and submit. You can do this on your phone, tablet or computer. You do not need to download any apps or register.

The online system is a much more efficient way to capture all this information from you, and means teachers and the administration staff can easily keep track of who has returned their forms.

All of the data you submit in the forms is held in a secure database and is only accessible to selected school staff.

You can read more about ParentPaperwork on their web site:

<https://www.parentpaperwork.com/parents>

You will be able to view any slips that require your action by logging into the Parent Portal and clicking on Permission Forms on the home page.

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 is done either via an automated SMS text messaging service, or via email. This message will be sent out to the main contact person (usually the mother) and is only used in extreme cases. Please ensure your contact details are up-to-date.

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 related 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 the Principal or alternatively with one of the Assistant Principals. 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)

If children arrive late for class, the parent and child first report to the school office and enter in a "Late for School" notice via the electronic ALLE reporting system. This information is automatically uploaded to the class roll in the form of a note next to the child's name. Once the legal requirement of signing in is completed the parent and child should move to the child's designated classroom. If a child presents to the class without a "Late Notice" they will be asked to report to the office for a Late Notice.

For early departures parents should report to the school office and enter a "Leave Early" notice via the electronic ALLE reporting system. Office staff may ring to inform the teachers of the child's class, if teacher is not aware of this departure. The child will then meet with 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 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 weekly newsletter, which is 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.

Occasionally, inserts will be sent home with the eldest child regardless of how you choose to access the newsletter.

School Website: www.standrewsfq.qld.edu.au

Most school information and forms can be found on the parent portal along with the weekly newsletter. The website is constantly being updated with current news and events. Please check regularly.



PARENT PORTAL – Initial log-on information/process will be forwarded to new parents via email. The initial login requires you to verify your identity and setup a password. This document will run you through the process. For privacy reasons, each parent is required to log-on via their own email address.

The Parent Portal is an integral part of school/parent communication. **Parents are encouraged 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 has been created for you.

The Parent Portal will enable 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 the details we have recorded in our enrolment system about your children, and 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.

We will be making increasing use of the Parent Portal to provide a range of information to parents in the future.

Some of the features and abilities of the Parent Portal include:

Update Family Contact Details – via Parent Portal

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 your child's Semester Report Card/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 while your child attends St Andrew's. 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.

CURRICULUM

Our Goal for learning at St Andrew's School is to empower learners of all ages to shape and enrich our changing world by living the Gospel of Jesus. We believe that the person of Jesus gives meaning to life and to learning. Therefore we strive to develop life-long, reflective, self directed learners who are becoming:

- community contributors,
- quality producers,
- active investigators,
- effective communicators,
- designers and creators, and
- leaders and collaborators.

As Catholic educators we have a tradition and vision built on our values and beliefs. These values and beliefs are foundational to our action and engagement in learning and teaching with our students, parents and colleagues.

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

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. 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)
EARLY LEARNING AREAS (PREP)	SPECIFIC FOCUS WITHIN THE EARLY LEARNING AREAS	KEY LEARNING AREAS (YEARS 1-6)
Language learning and communication	Oral language Early literacy	English
Early mathematical understandings	Early numeracy	Mathematics
Active learning processes	Thinking Investigating Imagining & responding	Science HASS – Humanities and Social Sciences Technology The Arts – Music, Visual arts, Drama, Media, Dance
Religious Education	Connections are made to all the early learning areas	Religion

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

DOGS

No dogs are allowed on school premises at any time. St Andrew's school grounds are private property.

It would also be noted that some children do suffer from allergies from dogs.

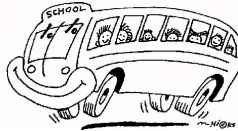
DSTA-Defence School Transition Aide

This role in the St Andrew's school community is funded by the Department of Defence and is there to assist children and families adjusting to a new area and school community.

The Defence School Transition Aide's role at St Andrew's is to provide on-site, direct and flexible assistance to Defence children, their families, and also their teachers, to assist in the transition to their new school.

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.

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 sheets 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. The school's homework policy will be sent home at the commencement of the school year.

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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, 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.

ONE2ONE DEVICE PROGRAM

St Andrew's has a one2one tablet (IT) 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.

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 class room.

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 potation 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!

Infectious Conditions – 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.

Health fact sheets are easily available through the Queensland Health website:
<http://www.health.qld.gov.au/>

Sickness – Children who are unwell will be taken to the sick 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.



or

Medicine – Staff are unable to administer any medication (either prescription over the counter medications) to students without a signed Authorisation from your family doctor, including a management plan. This information is to be updated yearly.



At times, some children may need to receive medication at school. 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 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.

Head Lice - Head lice is an ongoing problem in all schools. St Andrew's policy in regards to head lice can be found on the school web page.

M.J.R.

Making Jesus Real – Seeing the good and God in myself and others everyday.

OUTSIDE SCHOOL HOURS CARE – www.standrewsoshc.com.au

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

Bookings can be made by telephone (3851 0043) at any time by leaving a message (including the child's name/class) on the answering machine or by talking directly to OSHS 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 – 6.00pm

If children cannot be collected by 3pm 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) 3851 0043
or Email: fernygroveoshc@bne.centacare.net.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
- Sports carnivals
- Parent Information Evenings
- Tuck-shop
- Community Association
- Pastoral Care
- School Fair
- Craft Group
- Working Bees



PARENT'S COMMUNITY ASSOCIATION

Parents are encouraged to be 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 3354 1826.



PARKING – CARPARK, DROP OFF AND PICK UP ZONE

1. The car park always has been designated as a **STAFF CARPARK** not a general car park, however short term parking (10 minutes) is allowable up to 8.00am in the morning and after 3.00pm in the afternoon.



Staff will display a sign on their car to enable them to park here.

Parents dropping children to before school care and needing to park for a short period (10 minutes maximum) are allowed to park in the car park between 6am and **8.00am**. After this time, parents should park on the road and walk the children into the OHSC facility.

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.

2. Parents of children participating in before school training for school related sports 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).
3. The Drop-Off point in the mornings is at the same place that Pick-Up happens in the afternoon, namely at the entrance to the driveway end not in the middle of the car park driveway.
4. 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.

Please be aware that some staff, especially School Officers, finish at 2.15pm and sometimes have to wait until 3.00pm before they are able to leave the school grounds. 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 at 2.30pm. Please be mindful of others.

5. 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. Adults and children should not walk through or across the car park.
6. 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 car park 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 should be displayed in your car.

Drop-Off And 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 are to return and wait in the specified area adjacent to the school office. Children will be supervised in this area until 3pm. There will be no supervision after this time.

Bus	Students are taken down to the bus area at the appropriate time by a teacher each afternoon.
Glenelg	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. We ask this out of respect and consideration for our neighbours.
Goat Track	Students walk down to the back exit towards Upper Kedron Road (known as the Goat Track) where parents may collect their children.
Drop off / Pick Up Zone	Entry via Hogarth Road. Students walk around car park via pathway and wait in the undercover area - there are two zones. It is an expectation that parents 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. <u>In 99% of cases, the parent should not get out of the car.</u> 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. Cars should not "line up", in any direction, on Hogarth Road, to enter the school grounds as this blocks through traffic causing great frustration.

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

All students must have a signed Media Consent form on their student record.

It is recommended that you do 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.

Photos used in the school newsletter will only be of children whose parents have given the appropriate consent for this photo to be used in this electronic venue.

Class photos are taken each year.

PHYSICAL EDUCATION YEARLY OVERVIEW

Term 1 Weekly Swimming Classes
School Swimming Carnival (Year 1-6)
Zone 4 Swimming at Chandler



Term 2 School Cross Country
Zone 4 Interschool Competition (Year 4 -6)
Gala Sports (Year 3 – 6)
Touch Football, T-Ball, Netball & AFL.



Term 3 School Athletics Carnival, Zone 4 Athletics and Ball Games

Term 4 Weekly Swimming Classes (Prep – Year 6)

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.

All classes take part in Christian meditation. Christian meditation time provides an opportunity for all members of the school community, including teachers and school officers to be still and reflect of their relationship with Christ.

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



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

All School Reports will be downloaded to the Parent Portal. Your child's report cards will only be accessible while your child attends St Andrew's. 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. Advice as to when the report card will be available will be communicated via the newsletter.

SCHOOL FEES & LEVIES PAYMENT OPTIONS

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.

A Fee Policy and Fee Schedule has been developed and is available on the school website: www.standrewsfq.qld.edu.au and the Parent Portal located under "Finance Pack".

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 will appear on each quarterly statement.



Years 1, 2, 3 & 4 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 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 are usually early in Term 4 and full payment of fees is expected prior to camp dates. Camp dates will be advised via the school newsletter.



Gala sport for Years 3 to 6 will be held in Term 2 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.

In addition to the above 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.

PAYMENT OPTIONS:

Fees are issued quarterly at the beginning of each term. For privacy reasons we are required to issue quarterly statements via email, unless advice regarding postal arrangements have been given. Under the Privacy Act any discussions regarding your fees can only be conducted with the listed Account Holders on your statement.

FEE PAYMENT OPTIONS:

BPay facility (the BPay reference and your customer number will appear on your quarterly statements.)

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 from the Office. A new Authority form needs to be completed each year.

Cheque/Eftpos and other payments may be made manually at the Office during school hours 8am-3pm. If paying by cash, please ensure that the correct amount is provided as no change can be given.

OTHER PAYMENT OPTIONS (other than for School Fees) – eg Tuckshop, School Excursions, school events etc

An online App payment system, Qkr! (“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 register your child(ren). You are required to update your child/ren’s profile each year.

New families to St Andrew’s will receive an email with details about the Parent Portal, Qkr! And ParentPaperwork.

SCHOOL HOURS

8:30am:	Line up
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 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.
- Students are to travel directly to and from school and are not permitted to congregate at shops or shopping centres waiting for friends.

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 travelers. Catching the school bus is a privilege and students must act responsibly when doing so. Any reports of poor behavior 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 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.

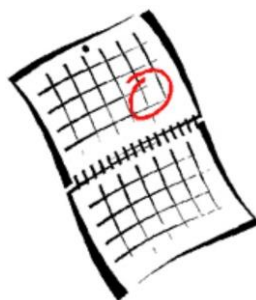
We discourage the bringing of mobile phones to school. If it is completely necessary for your child to have a phone, they are to be given to the class teacher when they arrive at school and can be collected at the conclusion of the day.

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



TERM DATES – 2018

Term 1	Tuesday 23 January – Thursday 29 March
Term 2	Tuesday 17 April – Friday 29 June
Term 3	Monday 16 July – Friday 21 September
Term 4	Tuesday 8 October – Friday 7 December



Public Holidays and Pupil Free Days for 2018

Term 1	Monday 22 nd & Friday 26 th January (Australia Day)
Term 2	Wednesday 25 th April, (ANZAC DAY) Monday 7 th May (Labour Day)
Term 3	Wednesday 15 th August (EKKA)
Term 4	Monday, 1 st October (Queens Birthday) & Monday 22 nd October

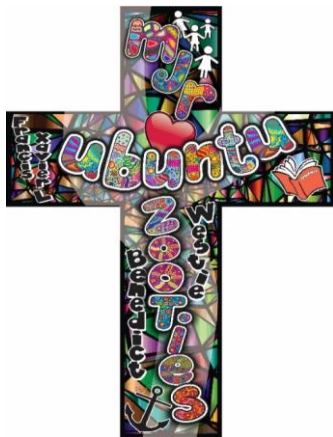
TUCKSHOP

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 taken 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

UBUNTU. While this is an African word, it is universal in its meaning. It speaks to our connection to others, our mutuality. UBUNTU. Literally it means "I am, because you are".



UNIFORM

GIRL'S UNIFORM

Prep

REQUIRED EVERY DAY

Polo Shirts: red, yellow, blue or green polos - screen printed with St Andrew's Logo

Either **Skort** (bottle green gabardine fabric) or
Sports skirt (with bike pants)

Bottle Green turn down socks

**Black Leather School Shoes (black laces and
black soles) or**

**Black Leather Sports Shoes (black laces and
black soles)**

BOY'S UNIFORM

Shorts: bottle green gabardine fabric

Bottle Green turn down socks

**Black Leather School Shoes (black laces and
black soles) or**

**Black Leather Sports Shoes (black laces and
black soles)**

Years 1 - 6

FORMAL UNIFORM - REQUIRED 3 DAYS PER WEEK

Checked Dress

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 Sports Shoes (black laces and
black soles)**

**Black Leather School Shoes (black laces and
black soles) or**

**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.

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.

Bottle Green turn down socks

Only **Black** Sports Shoes are
to be worn with the Sports Uniform.

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.

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. O

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 REQUIREMENTS - ALL STUDENTS

- | | |
|-----------------|---|
| SOCKS | - Bottle green turn-down socks to be worn with day & 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.
Polar fleece jackets are available at the uniform shop. |
| SWIMMING | - Swimming lessons are in the first and last terms of the school year.
- A dark coloured swim suit is required.
- Girls are to wear a one-piece suit.
- Boys 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, longer hair should be tied back with hair ties, only in school colours. Boys must have their hair out of their eyes, off their collar and away from their ears.
- 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 dark 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!**

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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.

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.

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.standrewsfg.qld.edu.au

Sunscreen

Sunscreen is included on the booklist. Students are encouraged to wear sunscreen every day.

VISITORS POLICY

St Andrew's school is 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.

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.

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, eg. cross country training, athletics trainings etc. Instrumental Music etc. 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.

Smoking –

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.

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!

