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 incidents
- To encourage children to take positive action, not retaliation
- To model appropriate behavior

**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.
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.

Updated Information
Please ensure all your contact details (including work, mobile numbers and email addresses) are always up to date and that phone numbers given for emergency contacts are immediately accessible and responded to, at all times. Parents will always be contacted in the first instance.

Contact for a Whole School Emergency
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.

Absences from School
Should your child be absent from school on any occasion, it is the school’s policy that the parent/guardian phones the school, or notifies the school via the school app, on the morning of the day in question. This is necessary to ensure online rolls are completed accurately.

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 during school time.

Phone Calls
At times parents may wish to speak to the class teacher or want to give a message to their child. 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 playground duty commitments.
School Newsletter
Our main vehicle of communication is via the school’s weekly newsletter, which is available electronically each Thursday. As a member of the school community, you are encouraged to take time each week to read and make note of the news and upcoming events at St Andrew’s.

Newsletter Options

- **Website** – available to view on the web: [www.standrewsfg.qld.edu.au](http://www.standrewsfg.qld.edu.au)

  Subscribing is free and simple and not bulky in terms of kilobytes.

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

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

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

**ST ANDREW’S SCHOOL APP**
The St Andrew’s School App is available free for Apple and Android devices. The App provides easy access to the newsletter, absentee line, tuckshop, uniform shop and alerts. Go the App Store and enter “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 as well as 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.

<table>
<thead>
<tr>
<th>EARLY LEARNING AREAS (PREP)</th>
<th>SPECIFIC FOCUS WITHIN THE EARLY LEARNING AREAS</th>
<th>LEARNING AREAS (YEARS 1-6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and personal learning</td>
<td>Social learning</td>
<td>History and Geography</td>
</tr>
<tr>
<td></td>
<td>Personal learning</td>
<td>Health &amp; Physical Education (HPE)</td>
</tr>
<tr>
<td>Health and physical learning</td>
<td>Making healthy choices</td>
<td>Health &amp; Physical Education (HPE)</td>
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<tr>
<td></td>
<td>Gross-motor</td>
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<td></td>
<td>Fine-motor</td>
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<tr>
<td>Language learning and communication</td>
<td>Oral language</td>
<td>English</td>
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<tr>
<td></td>
<td>Early literacy</td>
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<tr>
<td>Early mathematical understandings</td>
<td>Early numeracy</td>
<td>Mathematics</td>
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<tr>
<td><strong>Active learning processes</strong></td>
<td>Thinking</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Investigating</td>
<td>History and Geography</td>
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<tr>
<td></td>
<td>Imagining &amp; responding</td>
<td>Technology</td>
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<tr>
<td></td>
<td></td>
<td>I.T. lessons available for all classes</td>
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<tr>
<td></td>
<td></td>
<td>The Arts – Music, Visual arts, Drama, Media, Dance</td>
</tr>
<tr>
<td>Religious Education</td>
<td>Connections are made to all the early learning areas</td>
<td>Religion</td>
</tr>
</tbody>
</table>

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

**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 a 60km/h zone.

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. The mantle of managing children’s behaviour is always the responsibility of the school staff. All staff are trained in CPR and First Aid and emergency procedures and will communicate these 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.

INSURANCE

The school is insured through Catholic Church Insurances. Coverage is via a Public Liability, Contents and Building Insurance as well as for each child when that child is participating in a school related activity.

LAPTOP PROGRAM

St Andrew’s has a one2one tablet (IT) program from Year 5-6. 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 and dairy products. Please be aware when packing lunches or providing birthday cakes of the need to check with the class teacher about potential problems. A number of parents have formed a support group to educate the school community about life-threatening food allergies at St Andrew’s. If you wish to know more please contact the school office.

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 school office and then to the sick room. 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 24-hour period of symptoms, stomach bugs are often highly contagious.
**Medicine** – Staff are unable to administer any medication (either prescription or over the counter medications) to students without a signed letter of authorisation from your family doctor, including a management plan.

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 from the office or on the school website)* 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.

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.

**OUTSIDE SCHOOL HOURS CARE**

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:** 7.00am – 9.00am  **After School Care:** 2.30pm – 6.00pm

As well as daily before and after school care our service offers Vacation Care for the St Andrew’s children during all term holidays. More information regarding costs and procedures can be obtained by contacting OSHS co-ordinator Jayne Browne on (07) 3851 0043
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 regularly on the **first Wednesday evening of each month** during the school term. These meetings are held in the Community Room, located next to the Uniform Shop.

Sub-Committees of Community Association include:-

- **Our Pastoral Care Team** takes a leadership role in building community. Each Year Level 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, during our annual Fair and at the annual Art and Craft weekend. 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

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 7.45am in the morning and after 3.15pm in the afternoon.
2. Parents dropping children for before school care and needing to park for a short period (10 minutes maximum) are allowed to park in the car park up until 7.45am. After this time, parents should park on the road and walk the children into the OHSC facility.
3. 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).
4. 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.
5. Parents arriving to do pick-up should not arrive before 2.30pm. Arriving before that time simply blocks other vehicles from leaving (mainly staff) the property to go home.
6. Entry to the school proper for those children and adults who are walking is via the paths and steps adjacent to the Nicola McGovern Centre (library and hall) or the footpath that runs past the school's letter box if children are entering the school grounds from the bus stop side of the school's entrance. Adults and children should not walk through the car park.
7. Children who are a member of the great St Andrew's Band group 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.
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.

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge</td>
<td>Students walk down the bridge which is on Hogarth Road. The children wait at the bottom of the stairs behind the fence until they are picked up.</td>
</tr>
<tr>
<td>Bus</td>
<td>Students are taken down to the bus area at the appropriate time by a teacher each afternoon.</td>
</tr>
<tr>
<td>Glenelg</td>
<td>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.</td>
</tr>
<tr>
<td>Goat Track</td>
<td>Students walk down to the back exit towards Upper Kedron Road (known as the Goat Track) where parents may collect their children. The School Crossing in Upper Kedron is supervised each morning 8am-8.45am and each afternoon 2.40pm-3.25pm by authorised School Crossing supervisors.</td>
</tr>
<tr>
<td>Drop off / Pick Up Zone</td>
<td>Entry via Hogarth Road. Students walk around car park via pathway and wait in front of the bike cage. 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 ready to be picked-up then a small loop of the car park is to be taken. 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 school web-page. <a href="http://www.standrewsfg.qld.edu.au">www.standrewsfg.qld.edu.au</a></td>
</tr>
</tbody>
</table>

The school has an expectation that all children not attending the Out of School Program be collected by 3.00pm. Those children not collected by this time will be asked to gather in a specified area adjacent to the school office.

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 in the bike cage.
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.

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.

PHYSICAL EDUCATION YEARLY OVERVIEW

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Weekly Swimming Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School Swimming Carnival (Year 1-6)</td>
</tr>
<tr>
<td></td>
<td>Zone 4 Swimming at Chandler</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th>School Cross Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Zone 4 Interschool Competition (Year 4-6)</td>
</tr>
<tr>
<td></td>
<td>Touch Football, T-Ball, Netball &amp; AFL.</td>
</tr>
</tbody>
</table>

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

| Term 4       | Weekly Swimming Classes                      |

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 students 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.

**Beginning Term Letter** - 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
- Term 4 (Semester 2) - written report with parent and teacher interview by arrangement

Reporting in the Early Years describes students’ learning and development measured against a progressive series of steps, as developed from QSA Early Learning Areas and the Australian National Curriculum.

Reporting in Prep -6 describes individual student progress against levels of the Queensland Syllabus and Australian National Curriculum.
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 has been developed and is available on the school website. www.standrewsfg.qld.edu.au

The Fee Schedule can also be found on the website: www.standrewsfg.qld.edu.au

Prep students at St Andrew’s are not having a “book list”. In lieu of the book list a levy charged per term per child is required. This will appear on each quarterly statement.

Year 1 & 2 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.

Camps & Sports Programs

Education camps in Years 5/6 incur separate payments via our school fee statement. Yr 6 Camp is usually in Term 1 with Yr 5 Camp 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 4 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.
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 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.

BPay facility will also be available (the BPay reference and your customer number will appear on your quarterly statements.) A Direct Debit facility (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.

**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

**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 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 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.
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 – 2016
Term 1  Wednesday 27 January – Thursday 24 March
Term 2  Monday 11 April – Friday 24 June
Term 3  Monday 11 July – Friday 16 September
Term 4  Tuesday 4 October – Friday 2 December

Public Holidays and Pupil Free Days for 2016
Term 1  Monday 25th and Tuesday 26th January
        Friday 25th March
Term 2  Friday April 25th and Monday 2nd May
Term 3  Wednesday 13th August
Term 4  Monday, 3rd October and Monday 17th 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 ordering process with St Andrew's Tuckshop is via a brown paper bag system and o. This process will be explained to the children in the first week of school. 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 school website provides up to date menus. www.standrewsfq.qld.edu.au
UNIFORM

GIRL’S Uniform

Prep – every day
Polo shirts : red, yellow, blue or green screen printed with St Andrew’s logo
Culottes : bottle green with pleats front and back
as supplied by the uniform shop

Years 1 - 6
required 3 days per week
Checked Day Dress
Black leather closed in school shoes
or Black leather closed in sports shoes

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BOY’S Uniform

Shorts : Bottle green Gabardine or Micro fibre Shorts

Sports Uniform
required 2 days per week
Days vary between Year levels, some year levels may have back to back sports days.

Printed green & gold St Andrew’s polo shirt
Bottle green culottes
Black sports closed-in shoes

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 sent a note to the class teacher.

Uniform shop opening times are advertised in the school newsletter and the school website. 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.

Our Uniform Shop will open for extra trading in January during the Christmas school holiday break.
Date and times will be advertised on the school website.

Alternatively you can access the school uniform shop and place orders via the St Andrew’s school App.

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 surf or bucket hat
WINTER - Bottle green jacket, jumper and tracksuit pants. All fabrics are suitable as long as colour is similar to that in shorts & culottes. 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.
- Boy's may wear speedos or swim shorts. (No board shorts)
- A sun-safe rash/swim shirt is encouraged 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 – black, white, green and gold (not rainbow). Boys must have their hair out of their eyes, off their collar and away from their ears.
- Jewellery – no jewellery to be worn with the exception of plain studs or sleeper earrings and a watch.
- 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 bathing 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. Schools 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!

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 everyday.
Please apply at home, and bring to school for re-application by students.
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.

**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 tops or dresses). 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 term - 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 our website. Please complete a form regarding the items you wish to sell back to the school.

**VISITORS POLICY**
All visitors to the school must first report the nature of their business to the school office and sign in and out. This is required under 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 facilitated by the APA. 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 electronically to sign in at Reception.
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.

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!