

**ST FRANCIS XAVIER CATHOLIC  
PRIMARY SCHOOL  
WEST MACKAY**



**PARENT INFORMATION HANDBOOK**

**~ 2014 ~**

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## SCHOOL MISSION STATEMENT

At St Francis Xavier School we will

Learn  
Love  
Live the Gospel  
Witness our Faith  
and  
Celebrate Life

## OUR SCHOOL CREST AND MOTTO



### St Francis Xavier School Prayer

God of Love,

We ask you to bless our community of  
*St Francis Xavier.*



Through the example of your son, Jesus,  
may we *Grow in Christ* through our words and actions.

Help us to live our mission,  
as *St Francis Xavier* did and give us the strength to follow  
his lead in spreading your *Good News.*

May we see your face in everyone and serve one another  
with love.

Amen

## **A MESSAGE OF WELCOME TO OUR NEW PARENTS**



Dear Parents

My name is Nathaniel Rice and I have the privilege of being Acting Principal of Saint Francis Xavier Catholic Primary School, West Mackay.

Academically, the school is recognised for a progressive curriculum aimed at promoting a culture of life-long learning. Our children are moving forward in a world where change is occurring at a phenomenal rate. The children in our early years' classes will be working in careers that do not yet exist. They will be involved in formal learning for much of their adult life and many will live to one hundred years of age. In order for our school to be successful, we must help children to become self motivated, effective learners who enjoy the challenges that the future will bring them.

The sound academic program is supported by keen interest in the Arts. Music and the other areas of the Arts promote a greater breadth of thinking ability as well as an appreciation of these important aspects of our culture. Similarly, the school enjoys a good reputation for involvement in Physical Education activities. As well as promoting the importance of a healthy lifestyle, we are all aware of additional benefits like self-esteem and cooperation that can be developed through an effective program.

The Religious Education program of the school is equally well regarded. An effective program not only helps the children develop their knowledge of Catholic beliefs and traditions, it helps them to live it every day. It is manifest in the courtesy and respect with which members of our community treat each other. It is displayed through our active participation in prayer and liturgy and it is portrayed through the individual faith relationships each child builds with their God.

Our school will continue to move forward, in making technology far more accessible to our students. We have computers, data projectors or Interactive Whiteboards in every classroom, personal computing devices for our upper primary students, a mobile class set of Laptops and a teaching lab with 30 computers. Staff and students are provided with access to the DCEO mysuite applications (online teaching & learning environment) both at and outside school. We intend to continually improve the way our children use technology as an effective learning medium.

A school is a relational environment and its success depends greatly on the quality of the relationships within it. This school has a terrific reputation for community. I am really looking forward to getting to know you and work with you and I would urge you to make every effort to get to know other families and the staff of our school. The better we know and are able to regard each other, the better our school will be.

You and I are very fortunate. We are a part of a school with a great staff, terrific children and a wonderful community. I am sure this Parent Handbook will be very helpful to you as you join us at St Francis Xavier, and I am looking forward to getting to know you and your children.

Thank you for choosing our school.

**Mr Nathaniel Rice  
Acting Principal**

### SCHOOL PROFILE

St Francis Xavier Catholic Primary School is situated in the western suburbs of Mackay, a city of approximately 100,000 people. Established in 1935 by the Sisters of Mercy, St Francis Xavier has a current enrolment of approximately 500 students. We are a two/three stream school with 20 classes from Prep to Year 6.

A Principal, Assistant Principal (Curriculum), Assistant Principal (Religious Education) and Assistant Principal (Administration) administer St Francis Xavier School with the support of two administrative officers.

St Francis Xavier School has 21 classroom teachers, Arts Specialist, Physical Education Specialist, Learning Support Teacher, 16 part-time Teacher Assistants, Library Co-ordinator and Technology Co-ordinator. A Pastoral Care Worker visits weekly.

A groundsman and cleaning staff are responsible for the ancillary services. Outside School Hours Care is also an important facility associated with the school.

### SCHOOL CONTACTS

**School Address:** Cnr Bridge Rd & Mackenzie Street  
West Mackay  
Queensland 4740

**Postal Address:** PO Box 5495  
Mackay Mail Centre  
Mackay 4741

**Telephone:** (07) 49 511861

**Fax:** (07) 49 512910

**Email:** [sfxm@rok.catholic.edu.au](mailto:sfxm@rok.catholic.edu.au)

**Website:** [www.sfxmrok.catholic.edu.au](http://www.sfxmrok.catholic.edu.au)

**OHSC Telephone:** (07) 49 534079

**Principal:** **Ms Olivia Rostirolla**

**Assistant to the Principal:** **Ms Amanda Kidd**  
(Religious Education)

**Assistant to the Principal:** **Mrs Sandra Bayliss**  
(Curriculum)

**Assistant to the Principal:** **Ms Mary Oxenham**  
(Administration)

**OHSC Co-ordinator:** **Mrs Sue Nicholas**

## **TO OUR PARENTS**

Your involvement in your child's education is actively encouraged as it is an exciting time of development and growth for them. At the beginning of the year parents have the opportunity to indicate a preferred area of involvement in the life of the school.

Some of the ways you can be involved in sharing this time with us are:

- Meet your child's teacher. You can meet your child's teacher at any mutually convenient time to discuss your child's progress or any matters of concern. Your interest is essential.
- Assisting by listening to a group reading, assisting in Art & Craft or assisting in the training of a sporting team and so on.
- Attend Parent Information Sessions and Parent/Teacher Interviews.
- Be involved with Parents' and Friends' Association.
- Read the weekly newsletter which is published on Friday of each week.
- Visit the school website on [www.sfxmrok.catholic.edu.au](http://www.sfxmrok.catholic.edu.au)
- Volunteer your help in the Tuckshop.

## **PARENTS' & FRIENDS' ASSOCIATION**

The Parents' and Friends' Association meets each term. An Executive Committee is elected at the Annual General Meeting. Parents are encouraged to attend meetings.

Many of the meetings are an education forum for parents so that they can support their children fully at home. The Association needs a good number of willing people prepared to serve in order to "make things happen" and ensure that the load does not fall on just a few. The Association is an essential element to the successful functioning of our school.

## **SCHOOL BOARD**

The School Board is responsible for the future directions of the school with regards to resourcing, budgeting and reviewing school policies. It is made up of school administrators, staff members, members of our parish and parents. You are welcome to take up any opportunities made available to learn about the goals and functions of our School Board and ultimately contributing to our school community through membership of the Board.



## NEWSLETTER

A School Newsletter is produced on a weekly basis and sent home to parents every Friday. It can also be accessed on [www.sfxmrok.catholic.edu.au](http://www.sfxmrok.catholic.edu.au)

Parents are asked to read the newsletter, as it gives up-to-date information about events and arrangements at school. Surprisingly, sometimes children forget to give these to parents, especially the older children, so you may wish to check your child's port every Friday for the Newsletter. This can also be emailed to parents.

## WEB SITE

The school website can be accessed on [www.sfxmrok.catholic.edu.au](http://www.sfxmrok.catholic.edu.au)  
We encourage parents to access the site as it contains up to date information on recent events, a school events calendar, school procedures and general information regarding the school.



## GENERAL INFORMATION AND PROCEDURES

### ABSENCES

Please advise the school of the reason for any absence of a pupil, for example, because of illness etc. A call to the office or a brief note to the child's teacher is all that is necessary.

### ARRIVAL/DEPARTURE



#### *Before School:*

Parents are requested that children arrive at school after 8.15 a.m. on any day. Prior to this time, there are no teachers on duty and the school assumes no responsibility for the children. From 8:15 a.m. a teacher is rostered on duty until the bell to go into class.

#### *Leaving During School Time:*

Children who need to leave during the day for appointments must give a parent not to the teacher prior to the appointment, then present themselves to the school office at the designated time to be signed out by the person collecting them. If returning to school, the child must be presented at the office once again and signed in before returning to class.

#### *At the End of the School Day:*

Children being collected by car should wait in the Pick-Up Zone in Mackenzie Street. ***This is the only supervised area for the children to wait to be picked up.*** Parents are requested not to leave cars unattended in the "Drop-off/Pick-Up Zone" in the morning or afternoon to ensure the safety of students, avoid congestion and permit a smooth and safe flow of traffic. ***You are requested to collect children by 3.15 p.m.***

Bikes are not to be ridden in the school grounds. When entering or leaving the school grounds, bikes must be walked to the racks or to the gate. Children should have left the grounds by 3.15 p.m.

Children on buses should report immediately to the Bus Area which is located at the front of the Hall on the Holland Street side of the school. A teacher supervises the bus area each afternoon. It is important that children go straight to the bus area as some buses leave at 3.00 p.m.

***Parents are requested not to use the bus area as a pick-up point.*** An obvious exception will perhaps be an occasion when you are collecting your child who normally travels by bus. Even in such circumstances you are requested not to park in the bus stopping area.





## ASSEMBLIES

School parades are held on Mondays at 8:35am at which time sporting and cultural achievements are acknowledged. Parents are welcome to attend.

Weekly assemblies are held each Friday at 8.35am where birthdays are acknowledged and "Student of the Week" awards are distributed.

Class assemblies are held on designated Fridays at 11:30am. The purpose of these is to showcase student work. Different classes give a short presentation of work being covered.

Parents are encouraged to attend these assemblies.



## MONITORING YOUR CHILD'S PROGRESS

Your child's progress is monitored by their class teachers daily in both formal and informal ways for example observations, targeted group activities, projects and tests. You are always welcome to visit classrooms to view your child's work and discuss this with them to see how they are progressing. If you would like to discuss your child's progress with their classroom teacher, please make a mutually convenient appointment. Please keep in mind that teachers have preparation time for classes, duties and staff meetings etc that impact upon their week, so unscheduled 'chats' are often difficult to accommodate.

Formal school procedures for keeping informed of your child's progress include:

- Parent Information Sessions – early Term 1
- Parent/Teacher Interviews – end Term 1/early Term 2
- Student Folios – sent home for perusal at end of Semester 1 & 2
- Report Cards – end of Semester 1 & 2 (Yrs P-6)
- NAPLAN reports (Yrs 3 & 5) – received Sept/Oct.

## BANKING

Commonwealth School Banking is conducted at our school each Wednesday. The parents are asked to open a Commonwealth Account on behalf of the student/s. Children hand the Passbook with their deposit to the class teacher or office in the morning of banking day. After processing, the Passbooks are sent back to the child's class for distribution, usually on the same day.

**Commonwealth**Bank



## BEHAVIOUR

Our aim is to guide and foster the development of each child's mind, body, spirit and character based on a set of Christian principles and beliefs.

We believe that behaviour management is an important part of this process and hence, our school continues to follow a behaviour program based on the Responsible Thinking Process (RTP).

This program, rather than being a set of rules, is an attitude about how a person interacts with others. At its most basic level it is giving a student structure that gives them the opportunity to learn how to participate, obtain their goals and not disturb others in the process.

### ***There Are Three Important Assumptions***

1. Students can expect to learn in a safe environment.
2. Teachers can expect to teach.
3. Individuals are responsible for their own behaviour and actions.

The Planning Room would not be a substitute for teacher classroom management skills. Classroom management is a very important tool in this process. Simple gestures, student placement and quality lessons promote a positive environment; quality relationships and an opportunity for students to self manage their behaviour.

If students refuse to co-operate with the Planning Room Teacher – Parents are contacted to withdraw their child until the child is ready to work with the Planning Room Teacher.

## BOOKS AND MATERIALS

As with all schools - state or independent - pupils require items to operate in the learning program in classrooms from day to day. These operational needs represent the individual consumables needed by each child for a year of schoolwork. These details are provided on the Class Booklist(s) which are provided upon enrolment. We make a sincere effort to keep requirements to a minimum.

As a service to parents, the school uses a local business to supply booklist requirements, at a cost similar to that from retail outlets. Orders are taken in October and November for collection in December. The books come packaged together and the school benefits from parents using this facility. It also ensures your child has the correct requirements for the upcoming year.



## **BUS ASSISTANCE SCHEME**

The Non-Government Schools Transport Assistance Scheme, funded by the State Government, provides financial assistance to families whose children have been assessed as being eligible for travel assistance to attend an approved non-state school. The NGSTAS consists of two programs:

- The Bus Fare Assistance Program (BFAP)
- The Students with Disabilities (SWD) Transport

### **General Eligibility Guidelines Applicable to both programs**

Parents or carers of eligible students submit their application for each semester using the online forms in May and October of each year.

Applicants are required to:

- Submit a separate application for each semester,
- Agree to having selected information referred for confirmation. The information may be referred to:
  1. Centrelink for confirming concession details
  2. Transport provider for confirming fares
  3. Department of Transport to confirm any other payments
  4. School to confirm period attended

If you are unable to agree with any of the above confirmations, your application will not be accepted. Applications received outside of the months of May and October will not be accepted. Students must reside in Queensland and be eligible.

### **Students with Disabilities Transport Assistance Program General Eligibility Guidelines**

In addition to the general eligibility requirements, a student must:

- Have a disability that necessitates transport assistance to and from their school
- Travel to and/or from school by private motor vehicle, taxi service
- Have been verified and deemed eligible for an Education Adjustment Program (EAP) profile
- Have an Individual Education Plan (IEP) and transport needs that are identified as being eligible for travel assistance in the IEP and
- Have an impairment listed in the following 'target group':
  1. Autistic Spectrum Disorder
  2. Hearing Impairment
  3. Intellectual Impairment
  4. Physical Impairment
  5. Social Emotional Disorder
  6. Speech Language Impairment
  7. Vision Impairment

Further information can be obtained by contacting QCEC Executive Officer – School Transport, on telephone No. 07 3336 9286 or by email to:

[schooltransport@qcec.qld.catholic.edu.au](mailto:schooltransport@qcec.qld.catholic.edu.au)



## CALENDAR

Term 1	Tuesday 27 January ~ Thursday 2 April	(10 Weeks)
Term 2	Monday 20 April ~ Friday 26 June	(10 Weeks)
Term 3	Monday 13 July ~ Friday 18 September	(10 Weeks)
Term 4	Tuesday 6 October ~ Friday 4 December	(9 Weeks)

### **Public Holidays:**

Australia Day	Monday 26 January
Good Friday	Friday 3 April
Easter Monday	Monday 6 April
Anzac Day	Saturday 25 April
Queen's Birthday	Monday 8 June
Show Holiday	Thursday 25 June
Labour Day	Monday 5 October

### **Pupil Free Days:**

Term 1:	Thursday 19 February (Bishops Inservice Day)
Term 4:	Monday 19 October



## DAILY ROUTINE

8.15 am	Children are not allowed to arrive at school before 8.15 a.m. on any day as there is no supervision until that time. A teacher is rostered on duty from 8:15am until the bell to go into class.
8.30 am	Bell to begin school. Children should attend toilet, wash hands and line up outside classroom. (A weekly parade is held on the first school day of each week).
8.35 am	Instruction time.
10.45 am	Recess
11.30am	Instruction Time
1.00 pm	Fruit and Veg Break
1.25 pm	Instruction Time
2.50pm	Bus Bell/Pack Up
2.55 pm	Final Bell



## DENTAL CARE

The school dental van visits the school from time to time. Permission forms are sent home to parents and dental work will be carried out at your request. The Dental Clinic service is also available at other times of the year – contact phone number 49 514 745.



## EMERGENCY – ILLNESS OR ACCIDENT

At the time of enrolment, parents are asked to indicate what steps they would like taken in the event of emergency, illness or accident. Children with severe medical conditions must arrange an Emergency Action Plan with the school. Please notify the office as soon as possible if there are any changes to these records.



## EXCURSIONS

At times during the year, tours of educational interest are organised by class teachers. There will be times when parents will be asked to join us on excursions to ensure adequate safety and supervision. We will supply a "Permission Form" for you to complete for each outing.



## FINANCIAL INFORMATION

### ***Fees are levied for attendance at Catholic Schools.***

Regretfully fees are a necessary fact of life for schools such as ours. Our system gets some funds from the State Government and greater support from the Federal Government. These funds account for about 80% of the cost of educating a child. In other words Catholic schools receive only about 80% of the funding which is spent on each child in the State Education system.

We are grateful for the support we receive from governments but it also needs noting that independent schools in Australia - of which group Catholic schools represent the bulk - actually SAVE governments in Australia many millions of dollars every year against what it would cost the government if all of our students suddenly sought state education services, so these subsidies are in no way generous 'handouts' to our schools.

Our system, of necessity, must operate on considerably less expenditure per pupil than the government school systems. That is, we can justly claim to use our limited funds very efficiently.

There are three components which make up the cost of attendance at a Catholic School.

1. ***Tuition Fees***
2. ***Diocesan Levies***
3. ***School Levies***

### TUITION FEES 2015

The rate of school fees is determined by the Diocese. Fees are collected by the school on behalf of the Diocese. The fees are used by the Diocese, together with government grants, to provide staff and operate the system.

The fees are payable to the Diocese irrespective of whether the assessed amount has been collected from parents, that is, the school must make up any shortfall from its own funds.

### ***School Fees – why are they necessary?***

Federal and State governments acknowledge the right of parents to choose the school which best suits their children's needs for educational, religious, cultural or other reasons.

However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of your Catholic school.



## **2015 TUITION FEE SCHEDULE**

### *Tuition fee per student*

Students in Diocesan Schools Discount Percentage	One 0%	Two 12.5%	Three 35%	Four 50%	Five 60%	Six 70%	Seven 80%
PRIMARY – per week	\$28.25	\$24.72	\$18.36	\$14.13	\$11.30	\$8.48	\$5.65
PRIMARY – per term	\$282.50	\$247.20	\$183.60	\$141.30	\$113.00	\$84.80	\$56.50
PRIMARY – per year	<b>\$1,130.00</b>	<b>\$988.80</b>	<b>\$734.50</b>	<b>\$565.00</b>	<b>\$452.00</b>	<b>\$339.00</b>	<b>\$226.00</b>

### **SCHOOL LEVIES**

School-Based Levies are charges for curriculum resources, library books and printing and technology levies. These levies are set by the School Board – to be no greater than 25% of the non-discounted tuition fees per student.

#### **A. GENERAL LEVY**

The Materials & Consumables Levy operates on a per child basis and is charged each Quarter. It represents a partial contribution to the costs of day-to-day consumables and text material etc used by pupils as part of their normal class learning program. An opportunity is provided, through contact with the principal, for families with three or more children to pay less than the total levy amount where they feel these costs are difficult for them to meet. However, as a general principle, this levy is charged on a per-pupil basis as the most equitable way of reflecting actual operational costs of our school.

**Materials & Consumables Levy - 2015**  
**\$30.00 per term per student**

#### **B. GROUNDS & MAINTENANCE LEVY**

The Grounds and Maintenance Levy operates on a basis which recognizes family commitments. A family maximum of \$50 per family per Quarter is charged. It represents a contribution toward the costs associated with building and classroom maintenance as well as grounds care.

**Grounds and Maintenance Levy - 2015**  
**\$25.00 per student per term**  
**Maximum of \$50.00 per family per term**

**C. TECHNOLOGY LEVY:**

Schools may charge a Technology Capital Levy of \$92.50 per student up to a maximum of \$185.00 per family. This levy would not be included as part of the 25% as in general levies.

In situations where a family has two or more children across Catholic Diocesan Primary and Secondary Schools, the priority for payment of the levy will be given to the Diocesan Primary School. The levy is to be used strictly for technology capital purposes at the school level.

The Technology Levy operates on a per student basis with a maximum of \$185.00 per family. It represents a contribution towards the maintenance and replacement of technology hardware and software.

***Technology Levy - 2015***  
***\$93.00 per student per year***  
***Maximum of \$185.00 per family per year***

**D. PARENTS' & FRIENDS' LEVIES:**

Parents and Friends' in consultation with their school community and Board may introduce a P & F levy in lieu of significant fund raising. Such a levy is voluntary and not included in the 25% as for General Levies.

This levy represents a contribution to fund major projects to enhance the quality of facilities offered to students. In 2004, the P & F recognized the many commitments of families and the inability of parents to support major fundraising. They elected to move to a levy system as a way of providing major enhancements to the facilities offered to children at our school. Over recent years, the P&F Association paid to complete air-conditioning to all classrooms, and in 2006 they supported a major technology upgrade.

***P&F Levy - 2015***  
***\$42.50 per family per term***

**E. BUILDING LEVY:**

Families will appreciate that there is a substantial cost to the Diocese in maintaining and developing the existing school buildings. It is necessary to raise capital income to service related debt or to otherwise support capital works. A differential approach is in place to account for capital income as shown below.

Each family will be charged a building levy (Primary) of \$82.50 per term (\$330 per year) per family with normal school fee billings

As this amount forms a collectable part of school fees no tax deduction is possible.

***Primary School Building Levy – 2015***  
***\$82.50 per family per term***



**SPECIFIC PURPOSE CHARGES:**

Additional charges may apply for specific purposes e.g. travel and accommodation related to school field trips and camps, excursions and transport to swimming pools etc. These costs are additional to school based levies.

If you require further assistance, the Diocesan policy states:

***“No students should be excluded from a Catholic school because of the inability of their parents to pay the prescribed fee – in whole or in part.”***

Total or partial exemption from the payment of fees is available on application to the Principal to ensure that confidentiality is maintained.

**TOTAL COSTS**

The total cost of educating each child is calculated by adding up Tuition Fees, Diocesan Levies and School Levies. In addition you will be charged for incidental costs of excursions, Art Council performances etc.

**EXAMPLES** of **total costs per year** is given below:

<b>TUITION FEES</b>	<b>One Child</b>	<b>Three Children</b>
Primary Fees per year	<b>\$1,130.00</b>	<b>\$2,203.50</b> (3 X \$734.50)
<b>SCHOOL LEVIES</b>		
General Levy	<b>\$120.00</b>	<b>\$360.00</b>
Grounds & Maintenance	<b>\$100.00</b>	<b>\$200.00</b>
P & F Levy	<b>\$170.00</b>	<b>\$170.00</b>
Technology Levy	<b>\$93.00</b>	<b>\$185.00</b>
Building Levy	<b>\$330.00</b>	<b>\$330.00</b>
Administration Fee	<b>\$40.00</b>	<b>\$40.00</b>
<b>TOTAL COST PER YEAR</b> (without incidental costs)	<b>\$1,983.00</b>	<b>\$3,488.50</b>

**SCHOOL FEES COLLECTION GUIDELINES**

**SCHOOL FEE ASSISTANCE**

If you require school fee assistance, the Diocesan policy states:

***“No students should be excluded from a Catholic school because of the inability of their parents to pay the prescribed fee – in whole or in part.”***

Parents have a responsibility and an obligation to pay school fees and levies according to Diocesan Policy Guidelines and account procedures.

Our School and Parish are serious about our commitment to the philosophy stated in the Diocesan Policy. If there are genuine financial difficulties we will try to help.

Total or partial exemption from the payment of fees is available on application to the Principal to ensure that confidentiality is maintained. Diocesan policy states that exemptions are made every 12 months. All we ask is that you are also genuine when considering how much you are able to contribute.

### **PROCEDURES**

1. The annual fee will be billed over four school term instalments.
2. Where practical, accounts will be sent out in the second week of each term requiring payment within 14 days.
3. The account must be paid by the due date shown on the fee statement.
4. It is possible - and preferred by many families - to pay on a weekly, fortnightly or monthly basis. Direct Debit is available at no extra cost to parents. See Mrs Hyde for the appropriate form. Parents have an opportunity to indicate the preferred method of payment at the beginning of the year, or upon enrolment. Fees can also be paid by credit card. Other arrangements for payment of fees should be arranged with the Principal.
5. The school Finance Secretary must be contacted to obtain approval for an extension of time if circumstances arise where the account cannot be settled by the due date.
6. All parents with overdue accounts who have not contacted the school and do not have a payment plan will receive an "Urgent Notice - Overdue Account" letter soon after the due date has passed.
7. If no payment is received or contact made with the school within 14 days of sending the "Urgent Notice - Overdue Account" letter, a follow up phone call will be made by the Finance Secretary to ascertain whether the family have received the reminder notice and to inquire as to how the overdue account is to be settled.
8. If no response is forthcoming the matter will be referred to the Principal and the "Final Demand - Overdue Account" letter will be sent.
9. If no response or reply is forthcoming after 14 days the Principal may then place responsibility for collection in the hands of the Diocesan Collection Agency, Pacific Mercantile.
10. If necessary, the Director of Catholic Education may authorise legal action to recover any outstanding debt.

## **HEALTHY FOOD POLICY**

### **LUNCHES**

There is no restriction on what the children bring to school for lunches though we teach and recommend healthy and nutritious food. In general, pack food that is easy to open and eat. Make sure that your child has a wholesome breakfast - otherwise we find them feeling very hungry before recess.

*The following suggestions may be helpful:*

- Sandwiches
- Fruit in plastic containers - please remember to send along a spoon;
- Fruit such as oranges, apples (if necessary) should be peeled and cut up.
- Frozen water or juice in the lunch box to keep the lunch cool.
- Frozen yoghurt

### **Tuckshop**

If your child is having tuckshop, write the order on a paper bag along with your child's name, class and include money in the bag. This is placed in the tuckshop box in the classroom in the morning.

**As we have a number of students who are highly allergic to nuts – we ask that nuts not be brought to school.**

**FRUIT, VEG, H<sub>2</sub>O TO GO BREAK**

The following table lists the foods permitted for consumption during the break.

	<b>Permitted</b>	<b>Not Permitted</b>
<b>Fruits</b>	All fresh fruit and vegetables canned fruit (in natural juice) and dried fruit eg. Whole fruits, chopped melon, sultanas, dried apple rings	Fruit leather, fruit roll-ups fruit metres or similar, jams, jellies, fruit pies or cakes, fruit juices, canned fruit in syrup
<b>Vegetables</b>	All fresh, canned and dried vegetables eg. Cherry tomatoes, celery or carrot sticks, broccoli.	Potato crisps, hot potato chips, vegetable pies, pasties, pastries, vegetable cakes or fritters, vegetable quiches, popcorn and vegetable juices. Nuts and seeds etc.
<b>Beverages</b>	Plain Water	Other beverages eg. cordial, juice, milk, flavoured milk, soft drink

**WATER**

It is quite acceptable for your child to bring a bottle of water into class in hot weather. Frozen water, though, can cause problems with condensation on the desk so it's best not to be frozen or alternatively ensure that the water bottle has a towelling cover to avoid condensation.

There are refrigerated water taps situated near the classrooms so drinking enough water should not be a problem.

**HOMEWORK**

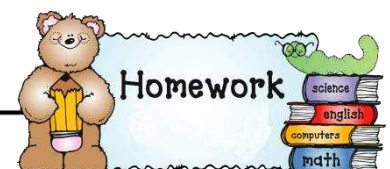
We believe that homework (suited to the child's grade level) is of value because it:

- (a) provides reinforcement of and consolidates the work done at school.
- (b) keeps parents in touch with what their children are doing at school.
- (c) gives children some regular responsibility.

The following times should be used as a guide to expectations regarding the completion of homework tasks.

- Prep 10 – 15 mins
- Years 1 & 2 10 - 15 mins (most homework for Year 1 & 2 students will consist of reading)
- Years 3 & 4 15 - 20 mins
- Years 5 & 6 20 - 40 mins

Homework need not be onerous to be effective and parents are requested to assist by supervising homework. Should any problem arise with homework - and this is quite possible - then contact with the teacher explaining the problem can usually lead to a speedy solution.



## INFECTIOUS DISEASES / ILLNESSES

The school complies with Queensland Department of Health regulations in this regard. If you are uncertain we can provide details of the regulations in respect of a particular illness. If any doubt arises as to the interpretation of regulations it is the written advice of a registered medical practitioner which is accepted, by the school, as the final arbiter.

CONDITION	CHILD WITH THE INFECTION	PERSONS EXPOSED TO THE CHILD WITH THE INFECTION
Chickenpox and shingles	Exclude for at least 5 days after the first appearance of the rash and the last blister has scabbed over.	Exclude children with immune deficiencies (eg leukaemia, or chemotherapy), otherwise not excluded
Conjunctivitis	Exclude until discharge from the eyes has ceased	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours	Not excluded
Glandular fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Hepatitis A *	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes simplex ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the sores are weeping	Not excluded
Human Immunodeficiency virus (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo ('school sores')	Exclude until treatment has started. Sores on exposed skin should be covered	Not excluded
Influenza and influenza-like illness	Exclude until well	Not excluded
Measles*	Exclude for at least 4 days after the rash first appears	Immunised children not excluded. Non-immunised children and staff should be excluded for 14 days after the first day the rash appears in the last infected person. Excluded children may return if immunised within 72 hours of contact with the infected person.
Bacterial meningitis and Meningococcal infection*	Exclude until well	Not excluded
Mumps	Exclude for 9 days or until swelling goes down.	Not excluded
Parvovirus B19 (erythema infectiosum, 'slapped cheek', or 'fifth's disease')	Exclusion not necessary	Not excluded
Ringworm, Scabies, Head Lice	Exclude until day after approved treatment has commenced	Not excluded
Rubella (German Measles)	Exclude for at least 4 days after the rash first appears	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours	Not excluded
Tuberculosis*	Exclude until well and approval to return has been given by a Public Health Unit physician or designate	Not excluded
Typhoid Fever (including paratyphoid fever)*	Exclude until well and approval to return has been given by a Public Health Unit physician or designate	Not excluded unless advised by public health authority
Whooping cough (Pertussis)*#	Exclude for 14 days from onset of coughing or until the child has taken five days of a 7-day course of antibiotics (erythromycin)	Household contacts who have received <3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure

to the infection.

## INSTRUMENTAL MUSIC PROGRAM – Music Corp

An Instrumental Music Program exists and is facilitated by Music Corp and is conducted through a group lesson format of no more than 4 students. The lessons are during school-time for a period of 30 minutes. If no group is available, then an individual lesson may be provided.

Students may start the programs as follows:

- Woodwind & Brass Program from Year 5.
- Strings Program from Year 2.
- Guitar & Percussion from Year 4.



For further information and enrolment forms please contact the school office.

## LIBRARY

St Francis Xavier School Library has a wide range of junior fiction, fiction and non-fiction books which will be available for your child to borrow on a weekly basis. Reference books are also available for use at school.

Children are required to have a waterproof library bag/satchel which has a drawstring or zip fastener. Waterproof satchels are available from the school.

Children who do not have a library bag will not be permitted to borrow.

## LOST PROPERTY

A LOST PROPERTY box is located on the lower level of Block B (near Yr 2 classroom) Any item found, whose owner cannot be identified, will be placed in this box. Parents and students are encouraged to check the contents of the box regularly.

Parents are asked to ensure that all items of clothing and personal belongings are clearly labelled with the child's name.

At the end of each term this area is cleared and items of clothing in good repair are donated to our school secondhand clothing shop.



## MEDICATION

In order to comply with government regulations we are required to comply with the following procedures for administering any medicines to students during the school day.

### **Step 1 - Written Parental Request Required**

Schools require a written request from parents that their child be issued medication at school. For short term periods a letter is sufficient. For long term medications a medication request form must be filled in.

### **Step 2 - Medical Authorisation Required:**

Schools require medical authorisation from a prescribing health practitioner to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).

An original pharmacy label with the appropriate information on it will suffice as medical authority.

Ensure medication is provided in the original container with an attached prescription pharmacy label which constitutes a medical authority, and includes:

- o student name
- o dose
- o time the medication is to be taken
- o any other relevant directions for use e.g. whether medication is to be taken with food.

## MONEY COLLECTION

Every effort is made to include all costs incurred each term on the term account. However, from time to time, children may need to bring money to school. It is appreciated if you send the correct amount whenever possible and enclose it in one of the school money envelopes provided to each family. Extra envelopes are available from the office upon request.

Normally monies go to the class teacher, in the first instance, for recording (unless specifically advised otherwise). Fees can be deposited in the special box located in the office. Please note that we've found from experience that \$2.00 coins can sometimes fall out of envelopes through the edge of the seal!



## OUTSIDE SCHOOL HOURS CARE

We are fortunate to have an outstanding and highly rated Outside School Hours Care (OSHC) facility. St Francis Xavier Outside School Hours Care comprises three programs:

- **Before School Care**
- **After School Care**
- **Vacation Care**

Our philosophy is to provide stimulating and enjoyable activities in a safe and caring environment for school age children whose parents work or have other commitments after school and during school holidays. These programs are structured to ensure that children have a choice of activities suited to their varying interests and capabilities. Opportunities for solitary and unstructured play, as well as group activities, are provided each day.

<b>Operating Hours:</b>	Before School Care	6.45am to 8.45am
	After School Care	3.00pm - 6.00pm
	Vacation Care	7.30am to 6.00pm.
<b>Co-ordinator:</b>	Mrs Sue Nicholas	Ph: 49 534 079
<b>Cost:</b>	<b>Before School Care</b>	<b>\$17.00 per child per day (light breakfast supplied)</b>
	<b>After School Care</b>	<b>\$22.00 per child per afternoon</b>
	<b>Vacation Care/Pupil Free Days</b>	<b>\$47.00 per day</b>
	<b>per child</b>	
<b>Bookings:</b>	Single day or weekly bookings. All booked days must be paid for.	
<b>Fee Relief:</b>	Information booklet available from After School Care. Available from Family Assistance Office (Centrelink). Parents must apply for fee relief percentage upon enrolment. FAO phone 136150 can be rung up to 8.00pm each working day. All booked days must be paid for.	

## PREPARATORY YEAR

St Francis Xavier School offers a full-time Preparatory Year Program for 2015

The preparatory year is not compulsory, and kindergartens and other providers offer programs for families who choose not to enrol their children and/or have children too young to attend the preparatory year.

The Prep-play-based curriculum helps children:

- get along with others
- listen to and speak Standard English
- use their imagination creatively
- do things for themselves
- make sense of words and numbers
- to like school and learning
- to feel good about themselves
- to learn about God

When can children start Prep and Year 1?

**Eligibility Age**

<b>Child's Birthdate</b>	<b>Eligible for Prep Year in</b>	<b>Eligible for Year 1 in</b>
1/7/2010 – 30/6/2011	2016	2017
1/7/2011 – 30/6/2012	2017	2018
1/7/2012 – 30/6/2013	2018	2019
1/7/2013 – 30/6/2014	2019	2020
1/7/2015 – 30/6/2016	2020	2021

**SCHOOL LEADERSHIP**

St Francis Xavier School encourages students in Year 6 to exercise their leadership skills throughout their final year of Primary School and all Year 6 students are presented with Leadership Badges.

There are also designated leadership positions within the school: In 2015, our school leadership will comprise:

- School Captains: 1 male, 1 female (from Year 6)
- Sports House Captains: 1 male, 1 female for each of the four houses which are: (from Year 6)
  - Gowera Eagles,
  - Nunee Dingoes,
  - Gumoo Stingers and
  - Burrie Taipans.

**SCHOOL UNIFORM**

***Boys Day Uniform***

- Shirt:** Official check school shirt.
- Shorts:** Navy shorts medium length. Not below the knee and not cargo style.
- Socks:** Short, white socks. **(Not ankle sports length or with stripes or markings.)**
- Shoes:** Black leather, or leather upper joggers. No marks, brands or stripes. Cut below ankles – not boots. Brown or black leather sandals may be worn during FIRST and FOURTH terms. Velcro on shoes is great for younger children who can't yet tie their own laces.
- Hat:** Official navy school bucket hat with school name on front & embroidered student's Christian name on side. (Available only from Uniform Solutions, Alfred Street.)

**NAMES SHOULD BE CLEARLY MARKED ON ALL ITEMS OF PERSONAL PROPERTY**



***Girls Day Uniform***

- Dress:** School check OR  
**Culottes:** Navy worn with check school shirt OR  
**Skirt:** Navy worn with check school shirt  
**Socks:** Short, white socks. **(Not ankle sports length with stripes or markings.)**  
**Shoes:** Black leather, or leather upper joggers. Shoes are to be enclosed, **not a Mary-Jane style**. No marks, brands or stripes. Sensible heels (no more than 2cm). Brown or black leather sandals may be worn during FIRST and FOURTH terms. Velcro on shoes is great for children who can't yet tie their own shoe laces.  
**Hat:** Official navy school bucket hat with school name on front & embroidered student's Christian name on side. (Available only from Uniform Solutions, Alfred Street.)

**NAMES SHOULD BE CLEARLY MARKED ON ALL ITEMS OF PERSONAL PROPERTY**

***Boys Sports Uniform***

- Shirt:** Red school sports shirt  
**Shorts:** Navy shorts medium length. Not below the knee and not cargo style.  
**Socks:** Short, white socks. **(Not ankle sports length with stripes or markings.)**  
**Shoes:** Black leather, or leather upper joggers. Shoes are to be enclosed. No marks, brands or stripes. Brown or black leather sandals may be worn during FIRST and FOURTH terms.  
**Hat:** Official navy school bucket hat with school name on front & embroidered student's Christian name on side. (Available only from Uniform Solutions, Alfred Street.)

***Girls Sports Uniform***

- Shirt:** Red school sports shirt  
**Culottes:** Navy  
**Socks:** Short, white socks. **(Not ankle sports length with stripes or markings.)**  
**Shoes:** Black leather, or leather upper joggers. Shoes are to be enclosed, not a Mary-Jane style. No marks, brands or stripes. Sensible heels (no more than 2cm). Brown or black leather sandals may be worn during FIRST and FOURTH terms.  
**Hat:** Official navy school bucket hat with school name on front & embroidered student's Christian name on side. (Available only from Uniform Solutions, Alfred Street.)

***In Cold Weather:***

- **BOYS:** School jumpers/cardigans
- May wear plain, navy track pants **over** school shorts.
- **GIRLS:** School jumper/cardigans
- May wear plain, navy track pants **over** culottes or if wearing dresses or skirts, navy tights may be worn.

***Other Uniform Regulations:***

***Hair***

- Hair is to be neatly groomed and, if it is longer than shoulder length, tied back away from the face, with a navy, red or white ribbon or scrunchie.

- Hair may not be dyed in unnatural colours or two toned nor worn in a style that is extreme or inappropriate for school. **(As a guide, rat's tails would be considered inappropriate as would words, symbols or lines shaved onto the scalp).**

### **Jewellery**

#### **Girls**

- A Christian symbol such as a crucifix or medal worn on a plain chain
- One pair of matching studs or sleepers, one worn in each ear lobe. These are to be small, of appropriate colour (eg. gold, silver or white) and inexpensive ( No euro balls)
- appropriate school badges
- a watch
- a plain signet ring

#### **Boys:**

- As for girls except that boys may not wear studs, sleepers or ear-rings of any kind.

#### **Prep Students**

- Prep students follow the same guidelines for uniform, but wear their Sports Uniform on every school day.

***If in doubt, check with the Principal before purchasing items or about hairstyles. Do not rely on your child's advice or rumours about what other students may or may not be wearing. Uniform requirements can be expensive and it is important to purchase the correct items.***

### **Wearing of School Hats**

In accordance with our Sun Safety Policy, hats are to be worn when children are in the open, during certain lessons, during excursions and physical education activities.

Your support is sought by providing your child with the correct school hat and ensuring that he/she brings it to school.

### **Uniform Retailers - Full school uniform is available at:**

#### **Uniform Solutions**

Alfred Street  
Mackay.  
PH: 49 513 549

#### **PSW Schoolwear**

17A Evans Ave  
North Mackay  
PH: 49 514892

**School Hat:** *Available only from Uniform Solutions*

**Second Hand Uniforms:** *Available School secondhand shop*

## STUDENT WELFARE

A School Counsellor as well as a Pastoral Care Worker provides support to students, staff and parents. The counsellor (funded by the school and based at Centacare visits once per fortnight. Our Pastoral Care Worker visits the school for a period of 5 hours per week.

While liaising with teachers, parents and the Principal, the Pastoral Care Worker provides individual and group sessions to cater for specific needs of children in the following areas:

- Self-Esteem
- Bullying and Teasing
- Co-operation
- Confidence
- Social Skills
- Conflict Management
- Self-Discipline
- Behaviour Modifications

Students with behavioural difficulties are assisted to review their behaviour and attain new skills. The Pastoral Care Worker also provides support and a listening ear to students who experience hardship and worry.

The School Counsellor also liaises with teachers, parents and the Principal and while many of the issues above are also dealt with during consultations, concerns of a more serious nature are predominately this person's area of expertise.

## **Guidelines for Prevention of Bullying**

### ***Our Aim:***

To develop a school culture of both concern and support - for both the victim and the bully.

### ***Our Policy:***

Bullying and harassment in any form have no place in our community. All members of the community accept their responsibility to ensure that bullying behaviours are dealt with appropriately and effectively.

This is what we believe about bullying:

- Bullying is NOT a normal part of growing up.
- Any report of bullying reported by students must be taken seriously.
- Teachers are in a position to do more than anyone else about bullying in schools.
- Teachers are the best people to teach the skills for how to stand up for oneself against a bully.
- Bullying in some form happens in every school.
- There is no justification for prolonged, systematic bullying or harassment.
- Non-physical forms of bullying are as detrimental to a student's self-esteem, psychological well-being and academic performance as physical violence.

**Preventing and dealing with bullying and harassment is a partnership between school and home - the teacher, parent and child each having responsibilities.**

**Responsibility of the Class Teacher:**

- Always take any report of bullying seriously.
- Be responsive when a student reports bullying.
- Acknowledge what the child is saying.
- Be familiar with the school procedures for bullying and harassment.
- Establish consistent classroom rules and consequences. This ensures a fair and consistent approach dealing with bullying or behavioural incidents.
- Be a proactive supervisor when on duty at lunchtime and before/after school.
- Don't make public statements about the bullying.
- Report any incidences of bullying to the principal if warranted.

**Responsibility of the Parent:**

- To watch for signs that their child may be being bullied.
- To report the incident to a member of staff if their child is being bullied or they suspect that this is happening.
- To instruct their children to inform the teacher if they are bullied.
- Actively discourage bullying behaviours in your own child/ren and model appropriate behaviour at all times.
- Support the school guidelines and procedures.

**Responsibility of the Student:**

- Always tell a teacher if they are being bullied or if they see someone else being bullied ~ both at school and on the way to and from school.
- To help someone who is being bullied.
- To not bully others.

**Student Protection Officers**

*All children have the right to feel safe all of the time and nothing is ever so awful that they can't talk about it with someone.*

At our school, we have many people who will support students with personal issues that may relate to family or other areas of life.

Mr Nathaniel Rice and Ms Nicole Risson have special roles as Student Protection Officers, to support and protect children.

**SWIMMING**



**Swimming lessons are conducted during Term One. Students in Years 1 – 3 attend these lessons unless written permission is given by parents for the student's exclusion usually due to sickness or a medical condition.**

**TUCKSHOP**

The tuckshop operates every day of the week at school. Parents will receive a voluntary tuckshop helper's form to fill in regarding availability to help out on a roster. Your help and support is much appreciated.

If you can make a commitment to provide voluntary help in the tuckshop, please do so.

Tuckshop Co-ordinators – **Mrs Cam Franettovich & Mrs Maria Hallinan**

