



ST FRANCIS CATHOLIC PRIMARY SCHOOL TANNUM SANDS



PARENT HANDBOOK

2023

'Journey as Family in Peace through Love'

St Francis Catholic School

Prep – Year 6

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ABOUT ST FRANCIS

St Francis is located on 10.5-hectares off Hampton Drive in Tannum Sands. The site includes areas of beautiful native vegetation adjacent to the Boyne River. As such, it provides tranquil surrounds and a special serenity ideal for a school. It also affords opportunities for environmental learning and recreation.

The school leadership team maintains open lines of communication with the Star of the Sea Parish community. The Parish Priest and a member of the parish are members of the School Board. This arrangement ensures that two-way communications take place.

The school has an active policy of inclusivity and children with identified needs are accepted into the school after it has been established that the school is able to cater for their needs. Parents are encouraged to be involved in school life at all levels, including assisting in classrooms, School Board and Parents and Friends Association.

The school enrolment in 2023 is 210 with 10 classes from Prep to Year 6.

St Francis offers an Outside School Care Program. Families of St Francis can access Before School Care, After School Care and Vacation Care. Please contact OSHC_SFTS@rok.catholic.edu.au for information.



BOOK CLUB

Parents may order books for their children through **Scholastic Book Club**.

Order forms will be distributed to children during the school term. If you wish to order any books you should return the order form and the money in a sealed envelope with your child's name, class and BOOK CLUB clearly marked or via the online ordering system.

CAMPS

Camps are held biennially for senior classes. Camps are funded by parent payment. Consent for camps is accessed via Parent Lounge under 'Events and Payments'.

EXCURSIONS

Excursions, performances and invited tuition from outside agencies (e.g. Swimming Instruction, Environmental Learning Centre and Arts Council) occur throughout the school year. Since all approved excursions are relevant to the school curriculum, students are expected to participate. A general consent form is completed on enrolment to cover your child's participation in all activities conducted by or with the approval of the school.

Information regarding the activity will be emailed home with your child well beforehand. A Specific Purpose Levy is included in your child's school fees which covers all excursions, performances and bus fares.

FIRST AID

When a child is injured at school, every care will be taken to ensure the child's safety. The normal procedure will be:

1. Basic first aid will be administered to minor injuries.
2. In more serious cases the school will endeavour to notify the child's parents/guardian and seek their advice.
3. If the parents/guardian cannot be contacted or the situation warrants it, the Principal will take whatever action he deems necessary to ensure the safety and well-being of the child, eg. Call an ambulance to take the child immediately to a doctor, dentist or the hospital.

INFECTIOUS DISEASES

The following Health Department Information is provided for your information and guidance.

For all information regarding Coronavirus COVID-19, please refer to

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Timeout information for infectious conditions that may require exclusions of children from school, please refer to

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

INSTRUMENTAL MUSIC PROGRAM

St Francis has a School Band, Choir and where possible offers other instrumental tuition. Lessons take place during school time each term and tuition is available for Brass, Woodwind, Percussion instruments (Years 3 – 6) and Piano (Prep – Year 6).

St Francis does have a limited number of instruments for hire however use of a school hire instrument cannot be guaranteed. The teacher will provide information for parents on where to hire or purchase instruments. Information regarding the cost and times of lessons is distributed to interested families at the beginning of each school year or on arrival for new families. Please see the Office for more information.

KISS AND DROP

The Kiss and Drop Zone is an area near the school gates that enables you to drop your child off safely and quickly. The intention is that drivers do not wait in these zones and that they stay in the vehicle so that traffic is streamlined and queues are minimised. Duty teachers will indicate movement through the Kiss and Drop zone. ***In line with our school expectations, parents and carers are requested to be always patient and respectful.***

Orange witches hats are placed along the lane for safety and cars are asked to proceed all the way through the Kiss and Drop zone to merge with other traffic.

**SPEED
LIMIT**



STUDENT DROP OFF AND COLLECTION RULES:

- Kiss & Drop is a 'No Parking' zone.
- Drive all the way to the Tuckshop (#1 spot).
- Drivers must stay in the vehicle. Students must be able to buckle themselves independently in order to use Kiss & Drop.
- Ensure children have their school bags and are wearing their hats to ensure a safe and efficient exit from the vehicle.
- Staff can assist with student backpacks if they are in the car boot.
- Children must ONLY leave and enter the vehicle from the footpath side door not the road side.
- To ensure safety and flow of traffic, do not park in the Staff Car Park opposite the office.
- The teacher on morning and afternoon Kiss & Drop duty will assist your children in getting out of the car.
- Parents are welcome to park in the designated parking areas and meet their children in the Undercover Area.
- Children must use the school crossing to cross the road and must be accompanied by an adult.

2.45 pm PICK-UP PROCESSES:

Drive slowly into the school keeping to the right, make your way around the centre island and stop. Traffic duty staff will direct cars to the Kiss and Drop zone proceeding the 2.45 pm school bell.

**ALL traffic signs and signals are to be followed.
Police will be notified if traffic rules are not adhered to.**

LIBRARY/RESOURCE CENTRE

The children have the opportunity to use the Resource Centre each week for research information, communication and technology purposes. It is a requirement that the children use their school folio to keep their school library books in good condition and make them easier to find. Students may borrow up to five books at a time for a period of one. Books must be returned at the end of the one week borrowing period. At the end of each term all books must be returned.

Where books are either damaged or lost by a student, replacement or cost recovery may be required.

LITURGIES AND MASSES

Celebration of our Catholic Tradition embraces all through regular whole school, class, Sacramental and shared Parish Masses and Liturgies. Families, friends and visitors are encouraged to join children in these celebrations. These events are advertised through the school newsletter and other communication platforms.

LOST PROPERTY

All lost property items are stored in our Lost Property Box situated in the undercover area, students are reminded regularly to check this venue if they have lost any items. Items with clearly marked labels are returned to students via their class teachers. All remaining items will be given to the uniform shop for sale as second hand items at the end of the term.

MEDICATION

Where possible medication should be taken at home, however when it is necessary for medication to be taken at school you will need to complete an **'Administration of Medication During School Hours' form**. This is available via the school office or on Parent Lounge. Only medication prescribed by a doctor in its original packaging with the doctor/chemist label will be administered.

No School/Staff Member is to administer Panadol, (a schedule 2 poison) or similar product, to a student unless the Panadol has a chemist label or written instruction from that person's medical practitioner. Parental request/permission alone without the chemist/doctor's label is not sufficient to meet the requirements of legislation.

Children are allowed to carry Ventolin inhalers for use in an emergency. All other medication must be stored in the Sick Bay.

MOBILE PHONES

The office phone is used for all interactions with family throughout the school day. We understand that some children may have mobile phones as a safety measure for travelling to and from school walking or by bike. Mobile Phones must be handed to the office staff and collected daily. This is the family responsibility in the same way as any electronic equipment is if it is lost/missing. Devices are not to be used at Kiss and Drop.

MONEY

Please send all money to school in an envelope clearly marked with your child's name, year, the amount enclosed and purpose (eg. Bookclub). Children hand all money to their teacher who will forward it on to the school office.

PARENTAL INVOLVEMENT

The building of Community at St Francis is a shared responsibility. It involves actively nurturing the relationships between students, families, staff, parish and the wider community. Integral to this is the development of a welcoming and supportive culture.

We welcome parent participation in:

- School Board
- Parents and Friends
- Classroom Volunteers
- Sports Coaching
- Assemblies
- Class and School Masses
- Social Events
- Sporting Activities

PARENTS AND FRIENDS (Queensland Catholic Schools Parents – QCSP)

The QCSP (P&F) is responsible for fostering a sense of community within the school. They are also very active with their social activities and fundraising events. The QCSP meet regularly throughout the year with notices through the School Newsletter.

PASTORAL CARE

Pastoral Care at St Francis sees a lived, tangible environment of love and care. Students, staff and families share in the responsibility for themselves and others so that everyone feels safe and happy. It is characterised by a strong sense of belonging to family.



POSITIVE BEHAVIOUR AND WELLBEING FRAMEWORK



We each have an opportunity to contribute to positive whole school community relationships.

Every day, we have the opportunity to:

- Be respectful
- Be a learner
- Be safe
- Be thankful

***'He counts the stars and calls them all by name.'* (Psalm 147.4)**

As a Franciscan school, we embrace and value the dimensions within a person - physical, cognitive, social/emotional, spiritual, cultural, psychological/personal. Individual identity is fundamental; in the Franciscan Intellectual Tradition it is the unique, different and specific which is important to us. Witness to the Gospel values of our greatest teacher, Jesus Christ, is central as we *'journey as family in peace through love'*. As educators at St Francis, we provide a loving environment and a supported social context in which each child can grow.

'When you belong, you connect, when you connect you can learn.'

Authentic relationships among students, staff and families are key to building positive behaviours within a learning environment. "Young children experience their world as an environment of relationships, and these relationships affect virtually all aspects of their development." Building relationships does not happen in a perfect world; it happens in the ordinary-ness and messy-ness that days can bring. The models informing the Positive Behaviour and Wellbeing Framework reflect the unique daily contexts within which we learn and grow.

'Schools that do behaviour well create calm, respectful learning environments, student engagement and respect the rights of students.'

Three statements underpin our pedagogical practices at St Francis:

- We are learner centered.
- We are caring and supportive.
- We are communities of thinking and learning.
- Supporting students beyond simply addressing their behaviours provides a student-centered, family-community approach.

PREP

St Francis offers the full-time preparatory year program.

Enrolment in the preparatory year is open to children who turn five before 30 June.

Online calculator for when your child starts prep: <https://earlychildhood.qld.gov.au/early-years/kindergarten-programs/enrolment-and-preparation>

The Prep class follow the Australian Curriculum and The Early years Guidelines which is tailored to the individual needs and development of each child.

The Prep Curriculum Guidelines describe the essential elements of an effective Early Childhood Curriculum. The Foundation Learning Areas in Prep provide a link between the prior learning experiences of children and later learning that children will engage in as they follow their schooling.

Further information on the Early Years of learning may be obtained either from the school or by reference to the Diocesan Catholic Education Website.

Catholic Education schools within the Diocese of Rockhampton accept the responsibility to promote learning in the preparatory year that reflects their Catholic ethos and provides flexible learning environments based upon the contexts of learning appropriate to the preparatory year. These contexts for learning are identified as play, real life situations, investigations, routines and transitions, focused teaching and learning, teachable moments.

Catholic Education in the Diocese of Rockhampton acknowledges the importance of the preparatory year as a significant part of life long and life wide learning. Learning in the early years is the foundation of a child's cognitive, spiritual, emotional, social, creative and physical self. Through nurturing a love of learning and inquiry, children make meaningful relationships and connections with their world. Central to learning in the early years is relationships – relationships with self, with families, with the world and with God.

Each Prep class has a teacher and an Educational Support Officer. Children wear the same school uniform as the rest of the school so they are part of the school identity.

SCHOOL BOARD

The philosophy of collaborative ministry and the principles of shared decision making continue as the essential elements of the St Francis Catholic Primary School Board. The Board is discerning and supportive to the Principal regarding the operational and strategic directions of the school. Pastoral Care is a ministry that the Board extends to the whole school community, students, parents and staff.

SCHOOL ROUTINE

8:25am	School Begins
10:30am - 11:10am	First break
1:10pm - 1:30pm	Second break
2:45pm	Dismissal

SICK BAY

Students unable to continue classes due to illness will be taken to the school office sick bay where parents will be notified. The child's parents and family doctor and/or an ambulance are all contacted should a child require urgent medical attention.

STUDENT RECORDS

It is important that the school office retains up to date records of each family in the school. Please ensure that you advise the office of any changes to the information on record. These can be changed by logging into 'Parent Lounge'. In particular, the following variations should be notified.

- Change of address
- Change of telephone contact numbers
- Change of emergency contacts
- Change of family doctor or dentist
- Serious health conditions

TUCKSHOP

Our school has introduced an online ordering system for the **tuckshop** called FlexiSchools. This system allows parents or students to place orders from home, work or school at any time before the cut-off in the morning.

Go to www.flexischools.com.au and click on "**Register**".

Tuckshop operating days: Tuesday 1st Break only and Friday 1st & 2nd Break.

Cut-off time for orders is 8:10am.

With limited hours and resources allocated to our tuckshop convenor, it is our vibrant and generous parents who are central to this service for our children. The benefits of volunteering extend also to parents in building friendships and connections with other parents. Class parents are assigned particular weeks throughout the school year to assist in the tuckshop. This will be communicated on SeeSaw. Regular volunteers are also greatly welcomed.

UNIFORM

The St Francis school uniform is available from the Uniform Shop. The shop is currently located in the Emerald Pod Room K with signage to indicate its location. The hours of opening are Tuesday 8.30 – 10.30 am. Online orders can be done from the link on the St Francis school website and distributed to students.

Second-hand uniforms are available for purchase from the Office and the P&F stall which operates on Assembly mornings.