



Parent Handbook 2025



St Anthony's Catholic Primary School
St Anthony's Drive
Alexandra Hills Q 4161
07 3820 1200

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School Information

Principal	Mr Peter Kerrins
Assistant Principal: Administration	Mr Scott Murphy
Assistant Principal: Religious Education	Mrs Natasha Galvin
Primary Learning Leader	Mrs Caroline Butterfield
School Telephone	07 3820 1200
School Email	palexhills@bne.catholic.edu.au
Website	www.stanthonysalexhills.qld.edu.au
Office Hours	8am – 3.30pm Monday - Friday
Parish Priest	Fr Regimon Gervasis
Parish Office	07 3820 0100

Welcome to St Anthony's!

Welcome to St. Anthony's, where the rich traditions of Nano Nagle and St. Anthony come alive in our daily practices. Since 1980, our school has proudly served our local area, becoming a place where every child is valued and nurtured, and where the unique spirit of our community shines through in everything we do.

At St. Anthony's, we pride ourselves on being a welcoming and inclusive environment. Our doors are always open, and we cherish the unique contributions each student brings to our school.

Our highly committed and dedicated staff are at the heart of our success. They are passionate about providing engaging, hands-on learning experiences every day. Our students are encouraged to explore, ask questions, and actively participate in their learning journey. Whether it's through dynamic classroom activities, innovative projects, or meaningful interactions, we aim to ignite a lifelong love of learning in every child.



Inspired by the legacy of Nano Nagle and the Franciscan values of St. Anthony, we are committed to fostering a supportive and compassionate community. We strive to instil in our students a deep respect for others, a strong sense of social justice, and a dedication to making a positive impact in the world.

Peter Kerrins

Principal

Mission and Vision



St Anthony's is inspired by the charisms of the Franciscan and Nano Nagle and their values of faith, hope, service and compassion are brought to life in our community. At St Anthony's, we believe the quality learning and teaching allows all students to "live life and live life to the full." (John 10: 10)

Our School's Catholic Identity

Religious Life of our School

With St Anthony as our patron and model, we also nurture the values and charism of Nano Nagle, founder of the Presentation Sisters. Both St Anthony and Nano Nagle, along with St Francis, provide us with a model of living life with faith, hope, service and compassion.

St Anthony



Saint Anthony of Padua was born in Lisbon, Portugal in 1195. Anthony dedicated his life to the service of the Franciscan priests and spoke to people about faith in a simple way so that all could understand. Saint Anthony served the poor and the needy in his time. Saint Anthony's famous words are: Let Our Words Teach and Action Speak.

Nano Nagle



The Presentation Sisters are founded on the work of Nano Nagle and were the order of nuns who began St Anthony's in 1980.

Nano Nagle was born in Ireland in 1718. Nano saw the injustices of the time and worked with the poor and needy. She is portrayed with the lantern, using this light to serve those in need at night.

St Francis



St. Francis of Assisi is one of the Catholic Church's most venerated and beloved saints. St. Francis is known for his ministry to the poor and underprivileged, his care for nature and animals, and founding the Franciscan order.

Religious Education

St Anthony's shares and promotes the Vision for Religious Education and the wider church, to teach students about the Catholic religion and to teach them to be religious in a particular way. Through the Religious Education curriculum, students are offered access to faith development that is rich and life-giving. The Religious Education Curriculum is treated just like any other learning area, with rigorous planning, teaching and assessing.



Christian Meditation

Each day at 12pm, all members of the St Anthony's community (staff, students and visitors) pause to engage in Christian Meditation. The moments of stillness and silence have many benefits which enhance our wellbeing.



- Deepens our relationship with God
- Brings tranquillity and calmness to our mind and body
- Enhances focus and presence in the moment
- Promotes relaxation and reduces stress

Engaging in Christian meditation can be a transformative practice, nurturing both mind and soul.

Sacramental Programs

The opportunity to participate in Confirmation, Eucharist and Reconciliation is provided by our local parish and supported and promoted by the school. Sacrament dates are determined by the Parish.

Teaching and Learning



St Anthony's is committed to high quality learning for every child. We do this through the provision of a holistic, outcome-based curriculum which is responsive to each child's diverse spiritual, social, emotional, learning and developmental needs.

Our classrooms are welcoming places, where children are provided with a variety of rich tasks to support them to achieve the curriculum expectations for their year level. Learning intentions, which are developed using the Australian Curriculum, are on display and referred to during lessons to support student learning and engagement.

Teaching cycles are planned collaboratively throughout the year within and across year levels to promote continuity and consistency.

Specialist Lessons

We have dedicated, specialists staff in the following areas:

- Music and Drama
- Technology
- Physical Education
- Japanese

Reporting

St Anthony's reports to parents and caregivers in the following ways:

- Two written reports each year, issued in Term 2 and Term 4, against achievements levels with clearly identified standard and a 5-point scale.
- An opportunity to meet with the child's teacher at least twice a year
- The provision of NAPLAN reports for Years 3 and 5.

Excursions and Incursion

Excursions and incursions are important part of contextualised learning for our students. Learning experiences beyond the classroom and school allow students to be exposed to different environments, people, expertise and to gain knowledge from a variety of sources. Fees for excursions and incursions are included in the school fees.

Swimming

All classes participate in swimming throughout the school year. A swimming levy is incorporated into the school fees, which covers the cost of coaching and transportation. It is expected that all students participate in swimming lessons unless a medical reason prevents them from doing so. If a child is unable to swim, a letter must be sent to the classroom teacher advising of the reason. Swimming caps are compulsory.

Camps

Both Years 5 and 6 participate in a two-night camp throughout the year. School camps are an important part of the curriculum for the year levels, developing students' independence, teamwork, co-operation and leadership. It is our expectation that all students attend school camp, unless a valid medical reason is supplied.

Our staff are experienced at supporting students and families who may find camp daunting and will work with both you and your child to ensure that your child is able to engage in and enjoy these opportunities.

The costs of camps are included in the school fees and are not refundable.

Homework

Homework is important as it:

- Provides a link to classroom learning and teaching
- Encourages revision of concepts taught in the classroom
- Encourages parental involvement and communication
- Assists student to establish organisation, time management and study skills.

Homework should not cause undue stress of families or students. If you have concerns regarding set homework, please contact your child's teacher.

Recommended time allocations:

Year Level	Reading	Other homework	Example homework activities
Prep	10mins per day	N/A	Letter Sound Knowledge
Year 1	10 – 15 mins per day	Up to 10 mins	Maths Skills
Year 2	10 – 15 mins per day	Up to 10 mins	Literacy Skills
Year 3	10 – 15 mins per day	Up to 10 mins	Physical Activity Tasks
Year 4	15 – 20 mins per day	Up to 20 mins	Design project
Year 5	15 – 20 mins per day	Up to 20 mins	Cooking
Year 6	15 – 20 mins per day	Up to 30 mins	Revision and Study Ongoing project

Book Packs

Book packs are delivered directly to the school and distributed by school staff. These items are charged directly to the school fees.

iPads

St Anthony's uses iPads in the classrooms to support teaching and learning, and to allow students to respond in creative ways.

Our Prep to Year 2 students have shared iPads in the classroom which are supplied by the school, Year 3 to Year 6 have access to one-to-one devices. Students in Years 4 to 6 and their families sign and agree to St Anthony's iPad policy for their take home devices which are included in the school fees

Staff regularly check iPads to ensure students are making appropriate and respectful choices on their iPads. Brisbane Catholic Education's Acceptable Use Policy also outlines the requirements for regulating acceptable use of information systems and resources.

Extra-Curricular Activities

Throughout the year various extra-curricular activities are offered. These are dependent on the availability of external providers and staff, and the interests of the school community. Additional fees may apply for these activities, which *may* include:

Netball	Touch Football
Debating	Opti Minds
Junior and Senior Choir	Drama Club
Technology Club	Running Club
Sport Aerobics	AFL
Cricket	Creative Kidz

Extra-curricular activities are a partnership between school and home and support our students to extend their skills and knowledge. Some of these events will require families to organise transport to and from the event.

Representative sports trials will be conducted at school according to the following:

- For students in the nominated year levels – this will be at the discretion of the event co-ordinators and the school
- With several staff present
- May be based on a student's experience outside of school e.g. at a club level
- Final team decision is made at a school level without consideration of parent input
- Feedback will be provided to students who do not make the team when requested
- Participation in representative sports team may be subject to appropriate behaviour at school.

Student Behaviour and Student Support

Student Behaviour

The teaching and support of behaviour is a core business for all teachers and is an essential partnership between home and school. At St Anthony's we believe effective learning and teaching is supported by positive learning environments. This starts in the classroom, with each individual student, and is supported by the whole St Anthony's community.

The School Matrix is used as a guide for each class when establishing individual year level appropriate behaviour expectations. These 5 Star Achievements are taught explicitly at the beginning of each school year within each classroom setting, focusing on age-appropriate expectations. Furthermore, they are implicitly referred to throughout the school year. Reinforcement and communication of key messages about appropriate behaviour expectations provides students with continual feedback. This is done both at a whole school and individual class level.

Students are recognised for positive behaviour formally within the school by receiving Merit awards, Principal awards, Spirit awards, School Representation awards and Academic awards. Classroom teachers recognise positive behaviour in a variety of ways including, but not limited to, stickers, emails and phone calls to families, certificates, prize boxes and preferred activities.



Benefits of implementing Positive Behaviour for Learning

When Positive Behaviour for Learning (PB4L) is implemented well, teachers and students have more time to focus on relationships, teaching and learning. Students and staff benefit from:

- increased respectful and positive behaviour
- increased time focused on teaching and learning
- improved social and emotional wellbeing
- positive and respectful relationships among students and staff
- increased adoption of evidence-based practices and supports
- a predictable learning environment with improved perceptions of safety and increased attendance.

Roles, Rights and Responsibilities of School Community Members

All members of our community have responsibilities in the successful implementation of our Student Behaviour Support Plan.

Responsibilities of Students

At St Anthony's we expect that students will:

- participate actively in the school's education program
- take responsibility for their own behaviour and learning
- demonstrate respect for themselves, other members of the school community, and the school environment
- behave in a manner that respects the rights of others, including the right to learn
- co-operate with others including staff and others in authority
- demonstrate a willingness to promote behaviours that reflect the Catholic ethos as demonstrated by the role models of St. Anthony and Nano Nagle.

Responsibilities of Staff

At St Anthony's we expect that staff will:

- provide safe and supportive learning environments
- provide inclusive and engaging curriculum and teaching
- initiate and maintain constructive communication and relationships with students, parents/carers and staff
- promote the skills of responsible self-management
- model appropriate behaviours

Responsibilities of Parents

At St Anthony's we expect that parents and caregivers will:

- show an active interest in their children's schooling and progress
- cooperate with the school to achieve the best outcomes for their child
- support the school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff, students and parents within our community regarding their child's learning, wellbeing, and behaviour

- contribute positively to behaviour support plans that concern their child
- model appropriate behaviours including those relating to dress and communication
- demonstrate respect of school policies and procedures including uniform policy, parking procedures, pick up and drop off procedures.

Student Support Services

St Anthony's Student Support Team

The St Anthony's Student Support Team consists of the Leadership Team, Support Teacher: Inclusive Education (ST:IE), Guidance Counsellor and other support teachers.



The team works in partnership with the class teacher, parents and carers and other associated professionals to plan for students with additional learning needs to maximise their engagement and progress at school.

Parents play an important role in this partnership. Co-operation, communication and collaboration are essential for successful outcomes.

Families may be invited to attend meetings to discuss concerns, supports and adjustments for their child.

National Consistent Collection of Data on School Students with Disability (NCCD)

The Federal Government provides funding to schools to assist in providing for the educational needs of students with a disability. To ensure accountability of this funding all school engages in an annual process to collect the following information:

- The number of school students receiving an adjustment due to a disability
- The level of adjustment they are receiving to access education on the same basis as other students

Students are counted in the NCCD if they receive ongoing adjustments at school due to disability. This assistance allows them to access education on the same bases as a child without disability. The NCCD used the definition of disability in the Disability Discrimination Action 1992. Parents and caregivers of a child with disability are informed of this process and included in consultation with staff from the Student Support Team.

St Anthony's Daily Routine

School Hours

St Anthony's school day commences at 8.25am and concludes at 2.55pm. Please note the following:

- Supervision commences at 8am, with before school play beginning at 8.10am.
- Students who need to arrive at school prior to 8am should be enrolled in OSHC.
- All children, including those accompanied by a parent, are required to exit the school grounds promptly at the conclusion of the school day. The playgrounds are not available for play after school.
- All children, including those accompanied by a parent, who arrive before 8.10am are required to gather in the pick-up zone and then at 8.10am all students move to designated play areas

8.00am	Supervision Commences
8.23am	Bell signals beginning of the school day – ready for an 8.25am start
8.25 – 10.35am	First Session
10.35 – 11.05am	First Break
11.05 – 1.05pm	Second Session
1.05 – 1.40	Second Break
1.40 – 2.55	Third Session
2.55	School Concludes

Families can drop off and pick up their children through Babiana and Title Street gates, the gates near the pick-up zone and at the front office. These gates are opened at around 7.45 each morning and closed at 9.15am. In the afternoons they are open between 2.40 and 3.20pm. Outside of these hours, visitors (including parents and caregivers) must sign in via the front office.

Attendance

At St Anthony's we value student attendance. School attendance can have significant impacts on student progress, achievement, wellbeing, and their future success in work and in life. To improve educational outcomes for every student, regular school attendance requires prioritisation by students, parents and schools. When a student attendance falls below 90% student performance at school is impacted. Regular and consistent absences will be followed up by classroom teachers, and where necessary, the Leadership Team.

To support attendance families can:

- Be firm and send your child to school every day unless they are sick
- Develop good sleep and morning routines
- Schedule appointments and extra-curricular activities outside of school hours
- Avoid taking holidays during term time
- Seek support from the school if you have concerns regarding your child's attendance

Absences

If your child is going to be absent from school, please notify the school office. This can be done via the BCE Parent Connect App or the Parent Portal.

Any unexplained absences will be followed up via SMS Message as per our Student Attendance Policy. Following receipt of an SMS, parents and caregivers are required to log the absence via the BCE Connect app or by phoning the office. As per our policy, if an absence is not logged within the required time frame, our office staff will continue to make contact with all noted emergency contacts listed to confirm the reason for a students' absence.

We encourage appointments to be made outside of school hours. Absences of more than 10 days need to be advised in advance to the school office so appropriate government paperwork can be completed.

1 or 2 days a week doesn't seem like much but...



Late Arrivals and Early Departures

Students arriving at school after 8.25am are considered to be late and must be signed in at the school office by a legal guardian. Students will be given a late slip before making their way to the classroom.

Any student leaving early is also to be signed out via the school office, and the office will contact classrooms for students to be directed to the office. Parents and caregivers are not to collect children from their classroom.

School Uniform and Dress Standards

St Anthony's take pride in its school uniform, and it is a highly visible sign of who we are to the wider community. The wearing of a uniform helps create a sense of belonging. It is expected that students wear their uniform with pride and present themselves neatly and tidily. Teachers and school staff assist students in wearing the correct uniform by encouraging and reminding students of uniform expectations.

Uniforms are sold during the week through the school uniform shop (located in the pick-up zone area) and second-hand uniforms are sold through the Parent & Friends Advisory Group.

The uniform is outlined below, and it is expected that all students always wear the full, correct school uniform. No variations will be acceptable.

Girls	Boys Formal Uniform
Formal Uniform Check blouse with St Anthony's tie Presentation skort School socks Black shoes – black leather upper, black shoelaces School hat St Anthony School Bag Winter Variation Microfibre tracksuit pants and navy zippered top Knitted Jumper Navy tights are acceptable under the skorts	Presentation check shirt with St Anthony's pocket Navy blue short, embroidered with school name School socks Black shoes – black leather upper, black shoelaces School hat St Anthony School Bag Winter Variation Microfibre tracksuit pants and navy zippered top Knitted Jumper
Sports Uniform Navy knit shorts with school name Red polo shirt with school emblem School socks School hat Black shoes – black leather upper, black shoelaces	

Hair

Hair should always be neat and tidy. Hair that reaches past the collar must be tied back to comply with WH & S standards, regardless of gender, using an appropriate, school coloured hair tie. Hair that draws undue attention is not permitted. Examples of this would include, but is not limited to, mohawk style hair, tracks, undercuts, or long, coloured braids or coloured hair

Jewellery and Nails

Students may wear one earring in each ear limited to a plain, small stud or plain, small sleeper. One necklace or chain that holds religious or cultural significance is allowed to be worn around the neck but must be tucked within the school shirt for safety reasons. One bracelet that has a religious or cultural significance are allowed to be worn but must be firm fitting for safety reasons.

Makeup, fingernail polish, fake nails are not permitted.

Watches

Watches are permitted, however smart watches must be set to school mode. Any smart watch that can be used to access the internet or send or receive messages is to be handed in to the school office. Students who are using smart watches to make calls or receive messages/calls will be instructed to hand these to the office.

Volunteers and Visitors

All visitors and volunteers to the school must report the school office to sign in and wear their visitor badge when on school grounds.

The partnership between home and school is highly valued at St Anthony's. There are many ways you can get involved in the school community:

- Assisting in the classroom (at the teacher's invitation) with reading, craft, sport
- Library assistance
- School working bees
- Assisting in the tuckshop
- Specific school events – such as Under 8s Day, excursions, Parents & Friends Advisory Group

Safeguarding of students is a priority in all Brisbane Catholic Education schools, and volunteering comes with responsibilities including:

- Completing the Volunteer Training every year – accessible via the school website – and showing evidence of completed training to the school office
- For non-parents, including step-parents, holding a current Blue Card
- Signing in and out of the school office each time you volunteer
- Following the directions of school staff

Parent and Visitors Code of Conduct

Brisbane Catholic Education clarifies and affirms the standards of behaviour expected of parents and visitors in all BCE school through The Parent and Visitors Code of Conduct.

As a parent or visitor, we welcome your involvement in our community, and we know that learning and wellbeing outcomes improve through the active and supportive role of parents, carers and families.


As a community, we are expected to engage with other community members – staff, parents, visitors and students – in respectful ways that value the rights of the individual, prevent embarrassment and fear, where problems are resolved promptly and confidentially, and where others are treated the way we would wish to be treated.

Code of Conduct

for parents and visitors to our community


AT A GLANCE

We all play a part in creating learning and working environments where people feel safe and respected. Behaviour which does not align with our elements of engagement has no place in our community. Thank you for acting in accordance with the Code of Conduct.




Respect

We engage in respectful communication and actions, valuing the rights of others



Collaboration

We promote partnership in your child's schooling journey




Care

We care for our people and learning and working environments


Unacceptable behaviour:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone
- Treating members of the school community differently due to aspects such as their religion or disability
- Inappropriate communication

Artwork: A collaborative mural by Year 3 students, St Augustine's Parish Primary School, Currumbin Waters.



[Review the Code of Conduct here](#)



Brisbane Catholic Education
teaching · challenging · transforming

Communication Protocols

We value a strong connection between home and school. Your child's teacher is best placed to answer concerns regarding:

- Your child's academic progress and their engagement in learning
- Homework
- Physical and social development and wellbeing
- Your child's participation in classroom activities
- Behaviour, including behaviour incidents between your child and another child
- Issues regarding attendance
- We cannot, however, disclose the nature of our conversations or actions regarding any other children with other families.

Appointments

Appointments can be made with teachers by emailing them directly or through the school office. By agreeing to a mutually convenient time, staff can gather necessary information and make the meeting beneficial for all.

Unscheduled Meetings

Teachers use their morning to prepare resources for the day and unscheduled meetings that require detailed discussions are not encouraged before school. The school day commences at 8.25 so any unscheduled meetings after this time, or those that have not concluded by this time, will need to be rescheduled.

Telephone Contact

Teachers will not take phone calls during the school day. Our office staff will pass on any messages to teachers.

Emails

Teachers will provide families with their email address at the beginning of the school year. While emails are welcomed, please note that teachers will not reply to emails sent during the school days, over the weekend, or outside reasonable working hours.

Teachers may take up to 48 hours to reply to an email, particularly if the content requires some consideration or investigation.

Newsletters

A school newsletter is emailed home each Tuesday, and is also available on the Parent Portal and BCE Connect App.

Newsletters are also sent weekly by teachers.

Parent Information Evening

Parents will be invited to attend a parent information evening at the beginning of the school year. These sessions may include information on:

- The educational goals of the class/year level
- The year's Religious Education program
- Classroom procedures and routines
- Requirements for homework, assignments etc
- Information regarding behavioural expectations and student wellbeing
- Answering parent queries

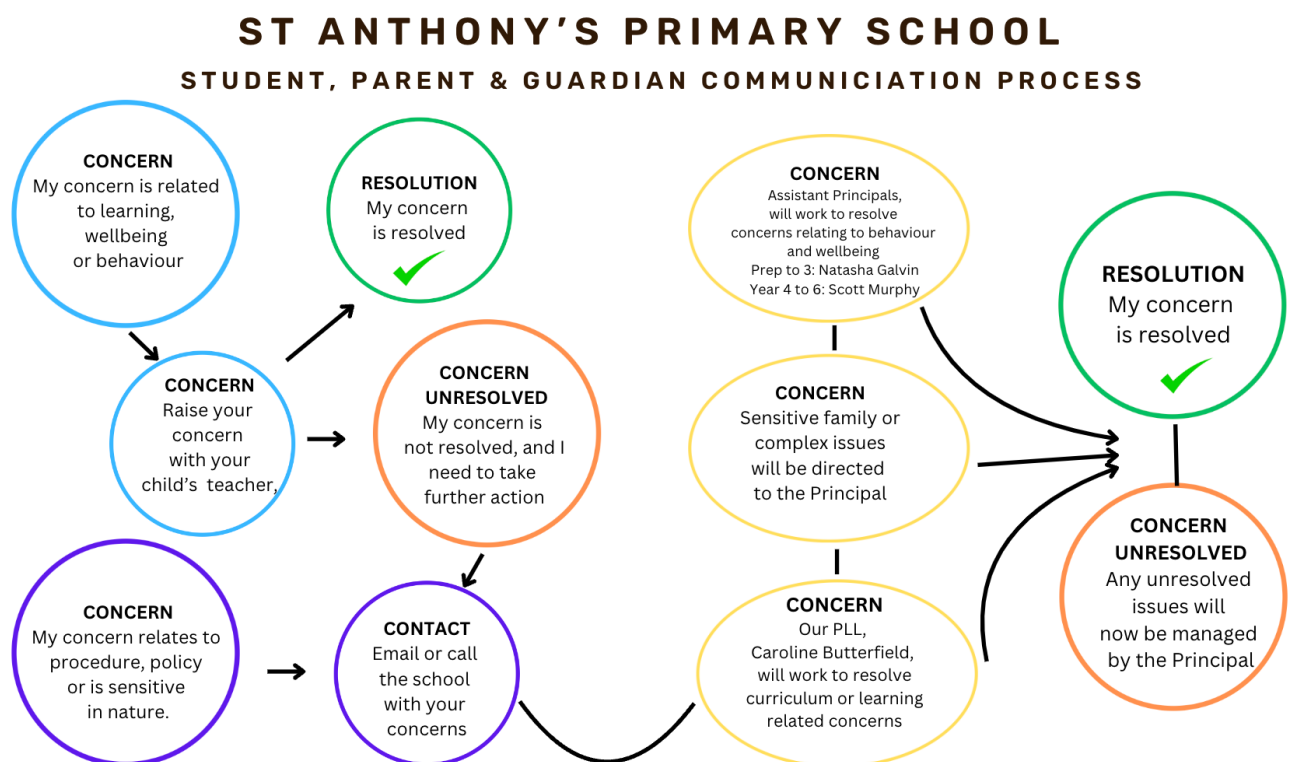
These meetings are not for the discussion of individual student's progress or concerns.

BCE Connect App and Parent Portal

We encourage our families to download the BCE Connect App and to use the parent portal. Through these sites you can log an absence, access report cards and update information such as media consent, medical information and addresses and phone numbers. Parents and caregivers are responsible for ensuring all their contact details are correct.

Reporting and Complaints Procedure

From time to time, families will have concerns about issues that arise at school. It is important that concerns are dealt with in a fair and timely manner. It is also important to acknowledge that as members of Catholic community, certain values and principles guide our behaviour and relationships. The following is a guide for parents and caregivers to follow in addressing and communicating a concern or complaint.



School Library

The library is a vital part of the school's teaching and learning program by providing an up-to-date collection of resources for both staff and students.

Library Access

The library is open before school for all students, and at second break for students in Years 1 to 6.

Borrowing

All students can borrow during their weekly library session, and we

encourage all students to read widely and borrow regularly. Students may borrow the following:

Prep and Year 1: two books of their choice and four home readers

Year 2 to Year 3: two books of their choice to take home, one book for classroom reading and three home readers

Year 4 to 6: may borrow up to five books, including one for classroom reading

All students must have a library bag. The preferred option is the school library bag which can be purchased at the Uniform Shop

Lost and Overdue Books

Overdue notices are printed each month, and students will not be able to borrow if their book is overdue.

Books that are long overdue will be considered lost, and a letter from the library outlining process for paying replacement costs will be send home.

Parent Help

At times, the library may require assistance with covering, mending and returning books. Your support in these times, which will be communicated via the newsletter and social media, is greatly appreciated.



Student Health

Please ensure that student records are up to date – this can be done via the BCE Parent Connect App or Parent Portal. For support with this, please contact the school office.

Students and adults requiring first aid treatment for serious injuries are directed to the office for treatment by First Aid Officer. Parents of sick or injured children will be notified if the First Aid Officer deems it necessary. Details of minor accidents are recorded in the first aid book, with more serious incidents reported to the WHSO for lodgement online with Brisbane Catholic Education. Emergency services may be called if required.

Medication

All medication to be administered (given) to a student by school staff, either at school or at school-based activities such as excursions or camps, must now be medically authorised by a registered health practitioner. Medication includes:

- Over-the-counter medicines – can be purchased from supermarkets, health food stores or on-line retailers. Examples include paracetamol, ibuprofen, antihistamines, alternative medicines, supplements, vitamins, etc.
- Pharmacy medicines – can only be purchased from a pharmacy. Examples include cough and cold medicines, heart burn medication.
- Pharmacist only medicines – can only be purchased from a pharmacy after speaking with the pharmacist. Examples include asthma inhalers, EpiPens, mild steroid creams, glucagon (hypokit).
- Prescription only medicines - can only be purchased from a pharmacy with a valid prescription from a treating health practitioner.
- Controlled drugs – such as Methylphenidate (*Ritalin, Artige, Concerta*), Dexamfetamine sulfate (*Aspen, Sigma*), Lisdexamfetamine (*Vyvanse*), opioid pain medication, etc.

Please ensure you have completed a new Request to Administer Medication form and speak to a staff member if you have any further questions.

For children with serious, ongoing medical condition a Medical Action Plan, signed by a medical practitioner, will need to be provided to the school. A record of your child's condition and/or medication will be recorded at school.

Students are not permitted to keep any medication in their school bag.

Allergies

We are committed to providing a safe and healthy environment for all students and have adopted an allergy awareness policy to protect students at the risk of allergic reaction.

St Anthony's works closely with the students and their parents, so that they can become familiar with their diagnosis and management.

Head Lice

Most families will experience head lice from time to time during their school journey. Prompt and appropriate treatment is required to manage head lice, with instructions for application and follow up treatment following carefully. Families are encouraged to seek medical advice if they require support.

Communicable Disease

At times, students will become sick and need to stay home from school. A child may need to stay away from school or childcare if they are infectious. Staying away can stop the germs spreading to other children or people in the community.

Depending on the nature of the illness, we may notify others member of the community for the protection of their health and wellbeing. This will not identify any members of the community.

[Queensland Government Time Out Poster](#)

Sun Safety

St Anthony's has a no hat, no play policy. We encourage students to apply sunscreen before coming to school and to reapply during the day. Students are welcome to bring their own sunscreen to school however they will need to apply it independently.

Lost property

All items should be clearly labelled with your child's name. Labelled items are more easily returned to their correct owner. Lost property is placed in tubs in the Pick Up Zone.

Bike Riding and Walking to School

Several of our students bike ride, scooter or walk to and from school. All students riding to and from school are required by law to wear a helmet. The school has bike racks for the safe storage of bikes and scooters and helmets are to be stored either on the handles of bikes or scooters, or on back racks. No student is permitted to ride their bike or scooter on school grounds.

For more information on supporting your child to ride, walk or scooter to school please see the following information from the Queensland Government <https://streetsmarts.initiatives.qld.gov.au/parents/safe-school-travel/>

Traffic and Parking

Main Carpark and Pick Up Zone

The safety of our students is paramount when it comes to traffic and parking around the school. Parents are welcome to park in the carpark to collect their child from the waiting area. Students are not permitted to walk through the carpark unattended.

The school pick up zone operates after school until 3.20pm. To use the pick-up zone:

- Have a name tag in your vehicle to assist with collection
- Students are directed to a number where they wait for their car
- The car proceeds to the number where their child is waiting
- Parents are to remain in their vehicle and students are to enter from the passenger side of the car for safety
- All vehicles exit left towards the Parish Hall
- If your child is late to the pick-up zone, staff may redirect you to a carpark while your child is located.

Street Access

Babiana and Title Street are often used for school pick up and drop off. Please ensure that you follow speed limits and are aware of council regulations when using these areas. The gates for these entrances are opened around 7.45am, and closed at 3.20pm.

No Parking

No parking is permitted:

- In front of the Parish Hall
- In bus parking bays
- In Emergency Vehicle bays
- In the disabled parking area (unless you have a permit)
- St Anthony's Drive is a no standing zone

Be aware of our neighbours and respectful of council parking areas.

School Fees

Fees and levies collected at St Anthony's are essential in providing high quality Catholic education. The fees and levies are used for the following purposes which are aligned to our Vision and Mission:

- Provide teaching, administrative, classroom support and facilities
- Provide resources for teaching and learning
- Provide school facilities and equipment
- Provide excursion and incursions and camps for certain year levels
- Maintain buildings, grounds and other facilities

School fee and Levy Collection Process

School fees are charged termly

Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.

Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of school fees, a variety of options are available:

- Extension of time: if an extension is required, please contact the school finance office prior to the due date
- Payment Plan: payment of the school fees and levy account by regular instalments – all payment plans must ensure that the account is cleared by the last day of the school year, unless negotiated with the Principal

School fees may be paid by Direct Debit, BPay, cash, BPoint, or credit card. EFTPOS facilities are available at the school office. Direct Debit is the school's preferred payment method. A periodical payment authority is completed to have fees deducted from a bank account. This facility is lodged with the Archdiocesan Development Fund via the school office and does not attract bank fees.

A 2.5% discount on tuition and capital levy components of school fees will be granted if full payment of the annual fee is made by the end of February of that year.

Families who are transferring to another school or state are required to give written notice (one full school term). If any fees remain outstanding, they will require payment in full prior to departure date and any fee accounts in credit will be refunded

Fee Concessions

In cases of financial hardship, application may be made for financial concessions.

- Concessional applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months. Consideration for a subsequent 12-months will require a new application
- A compassionate and just approach under the mission and values of St Anthony's and Brisbane Catholic Education is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
- A family wishing to apply for a concession should apply to the Finance Officer in the first instance for a concession.
- All matters are dealt with on a confidential basis.

Unpaid Fees

In fairness to families who pay their school fees regularly and timely, our school will follow up all overdue school fees.

- A reminder statement will be issued within 7 days to any families who have not settled their school fee account by the due date if a payment plan or alternative arrangement is not in place
- If payment or suitable response is not received within 7 days of the reminder statement being issued, contact with the parent will be made via telephone, mail or email from the school
- If after 14 days for the second reminder a satisfactory arrangement has not been reached, the account may be sent to the school Debt Collection agency. In serious cases where this is clear capacity to pay outstanding fees, legal options may be pursued by the school.
- Legal costs, direct debit payments and any debt collection costs or other costs incurred will be at the family's expense.

General Information

Assemblies

Assemblies are held on Friday afternoons at 1.45pm in the Antonio Centre. The schedule for Assemblies is published in the school newsletter.

Classes are rostered on once per year to present a Prayer Parade before the commencement of Assembly

Coffee Van

My Coffee Guy is on site on Tuesday and Thursday mornings between 7.15 and around 8.45am. Parents and caregivers are welcome to use their services. All student purchases are to be made by 8.15am, and drinks purchased from My Coffee Guy must be consumed by students prior to 8.25am, and cannot be brought into classrooms.

Evacuation and Lockdowns

Throughout the school year, we practise our evacuation and lockdown processes. All staff, students and visitors (including parents) who may be onsite during a practise are required to follow the directions of school staff and participate in the practise.

Where possible, families will be notified that a practise has taken place.

Healthy Eating

A healthy lunch box is vital for children to focus, learn and stay active during the school day. Children's Health Queensland recommends packing at least one item across the five major food groups, plus a water bottle ([Children's Health Queensland](#))

To take the guesswork out of the daily lunchbox menu, try some of these suggestions from each of the following five food groups (but don't limit your imagination!)



1. **Fruit:** apples, bananas, mandarins, orange quarters, passionfruit or kiwi fruit halves watermelon, melons, grapes, plums, nectarines, peaches, apricots, strawberries, cherries.
2. **Vegetables:** corn cobs, carrot, capsicum, cucumber and celery sticks, green beans, snow peas, cherry tomatoes.
3. **Dairy or dairy alternatives:** milk or calcium-enriched soy/plant-based milks, yoghurt (freeze overnight in hotter months), cheese (cubes, sticks or slices), tzatziki dip.
4. **Meat or meat alternative:** tinned tuna or salmon in spring water, lean roast or grilled meats, falafel balls, patties from lean meats, chicken, lentils or salmon, boiled eggs, canned baked beans, hummus dips, vegetable frittata, homemade pizzas.
5. **Grain and cereal food:** wraps, sandwiches, rolls, pasta dishes, rice or noodle dishes, homemade pizzas, wholemeal savoury muffins or scones, sushi.

Fluids: Water is the only drink allowed in classrooms and should be brought to school in a plastic or metal water bottle.

When packing a lunch box, please ensure that your child can open any packets themselves.

Mobile Phones and Smart Watches

Students are not permitted to have access to mobile phones during the school day. Mobile phones are to be signed in to the office at the beginning of the school day and collected at the end of the school day.

Smart watches are to be turned to school mode or handed to the office at the beginning of the school day and collected at the end of the school day. Students who are using smart watches to make calls or receive messages/calls will be instructed to hand these to the office.

Money

Throughout the year the school will run 'gold coin donation' events as part of fundraising. This money is handed directly to the classroom teacher.

Any other money, such as school fees, should be taken directly to the school office by parents. Please note the school office does not have cash, so correct money is required to settle accounts.

Parent and Friends Advisory Group

We welcome parents' involvement in our Parents & Friends Advisory Group. This group of parents and friends meets regularly each term with the school principal to organise school events and fundraisers. The group is led by a president, treasurer and secretary and in recent years has raised funds for many, valued initiatives around the school.

In 2017, the P&F Association introduced a Community Participation Levy (CPL) of \$200 which is charged on Term One school fees. This levy is fully refundable to those families who are willing to participate in Parent and Friends Advisory Group supported activities.

More details regarding CPL and the contact detail for member of the Parent and Friends Advisory Group can be found on the parent portal.

Student Protection

Student safety and wellbeing is the responsibility of all members of our community. We all have an obligation to recognise, react and report any concerns of harm to ensure our students remain safe. If any parent, student or staff member is made aware of child abuse, or suspected child abuse, they are required to report directly to a Student Protection Contact (SPC).

Student protection posters are visible in all learning spaces. Photos of our SPCs and our process and procedures for reporting concerns can be found on these posters and the school website <https://www.stanthonyalexhills.qld.edu.au/bce-policies/Pages/Student-Protection.aspx>

Tuckshop

The tuckshop operates Wednesday to Friday and orders are completed on the Qkr! app. Students may purchase munch and crunch, first break and second break food items. Volunteers are always welcome in the tuckshop and will earn CPL points. To volunteer please contact the school office.

Workplace Health and Safety

Workplace health and safety is an integral part of our environment, and we work hard to ensure that our school is a safe place for all. St Anthony's complies with all the workplace requirements of legislation and BCE.

Staff and students are encouraged to communicate with school of any issues or concerns that might arise.

Qkr!

Qkr! By Mastercard is an easy-to-use app for school purchases, including tuckshop, uniform and special events. To access Qkr! download the app and register

Outside School Hours Care

Outside School Hours Care (OSHC) is provided on site at St Anthony's. The centre is managed by Catholic Early Ed-Care and the service provides support to families between the hours of 6.30 and 8.30am, and 3.00pm – 6pm.

To access this service please call 0477 550 068 or email alexandrahillssoshc@bne.centacare.net.au

St Anthony's Kindergarten

St Anthony's Kindergarten is managed by Catholic Early Ed-Care and is run by qualified Early Childhood Staff. The school and kindergarten have a strong relationship which promotes and supports the transition between Kindergarten and Prep.

For enrolment information, please contact the centre on 3824 5061 or 0488 665 023 or via alexandrahillsskindy@bne.centacare.net.au

Smoking or Vaping on School Grounds

Smoking laws in Queensland aim to improve health by creating a culture that reduces exposure to tobacco and other smoking products and second-hand smoke, supports smokers to quit and discourages people from taking up the habit.

In education facilities there is no smoking:

No smoking

- at public or private schools or within 5 metres beyond their boundaries
- at all school carparks
- at early childhood education and care facilities or within 5 metres beyond their boundaries, including kindergartens, childcare centres, day care providers and after school hours care.

For more information visit <https://www.qld.gov.au/health/staying-healthy/smoking/laws>