

Parent Information Booklet



5 Star Achievements

Be respectful

Be inclusive

Be safe

Be a learner

Be honest

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BRISBANE CATHOLIC EDUCATION <u>www.brisbanecatholicschools.com.au</u>

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL ALEXANDRA HILLS

OUR MOTTO - "ALWAYS FAITHFUL"



Dear St Anthony's Families,

Welcome to Saint Anthony's school! We are a vibrant, close knit learning community that is part of the Alexandra Hills Catholic Parish. Saint Anthony's seeks to cater for the spiritual, intellectual, social, emotional, and physical growth of boys and girls from Prep to Year 6. Our beautiful school boasts of a spacious natural environment with exceptionally large fully fenced grounds (including two large ovals), promoting safety and adventure for our students. A spirit of care



and harmony is indeed obvious within the community and you will witness this experience when you first enter the school as indicated in our mission: "Our school is a vibrant, special place where loyalty, belonging and school spirit are actions that speak".

St Anthony's offers an excellent holistic and educational program for the students built on individual student centred learning as well as taking pride in our arts and sporting traditions. Our school has a commitment to provide a wide range of spiritual, educational, and cultural activities for our students. We recognise that parents are the "first and foremost educators of their children" and we offer a range of opportunities to engage the parents as partners in student learning and achievement, from Prep right through to Year Six.

The vision of St Anthony's is tied to the Christian values espoused by the spirituality of the Franciscans, through St Anthony. These values are at the heart of our student's educational experience and a strong part of the school's Mission.

In essence they are:

- Service to others, especially those who are marginalised
- Compassion
- Being just
- Learning in and through community

Through our Strategic Renewal Framework, we focus on the quality of the curriculum that is offered and ensure that this curriculum is aligned to our new Mission statement. These structures and processes are designed to ensure accountability and to promote quality education. Furthermore, they assist St Anthony's in reflecting on and celebrating the high quality of current practice. At the same time, these renewal practices help with development of areas that will better meet the needs of our students to take their place as leaders in a rapidly changing world.

Our staff is a dedicated group of caring professionals who work together to ensure a sound education is provided for the children.

All staff are highly qualified and trained, coming to St Anthony's from various Universities and learning organisations around Australia. They bring to our school a wide range of educational backgrounds and a wealth of innovative and creative teaching strategies. Recognition of student efforts and achievements are valued and highlighted. Each week the children participate in a Prayer Parade and a Student Merit Award Assembly, where children are recognised for their efforts in all aspects of their learning.

Whilst we are a school steeped in the traditions of the Catholic Church, enrolment at St Anthony's School is open to students of all faith backgrounds, who wish to experience the values and warm caring relationships that St Anthony's has to offer. To be eligible for enrolment, children need to turn five by June 30 in the year that they start preparatory class. As a member of our community at St Anthony's Catholic Primary School, your child/ren will grow in a culture of lifelong learning to become a resilient, self-managed and creative learner who will be gifted with the skills and confidence not only to engage with the wider world, but to shape it for the generations to come.

partners in education, we ask for your full support in As our with you over look forward to working the coming years together and strengthen partnership for benefits of future leaders. we the

In these current times with emphasis on success, may we help each other appreciate that "success" in the eyes of God, lies not so much in what we have, as it does in what we are.

Peter Kerrins

Principal



OUR MISSION

St Anthony's School is a Catholic community, energised by the Holy Spirit and challenged by Jesus, that engages in the transforming Reign of God.

Our school is a vibrant, special place where loyalty, belonging and school spirit are actions that speak.

We value and nurture partnerships where responsibility for leading, including and supporting is shared.

We provide quality education based on an all-embracing curriculum that is engaging and empowering.

Our commitment to learning for life enables individuals to build confidence by developing their gifts and talents in our happy, safe, and secure community.

HISTORY AND COLLABORATIVE PARTNERSHIP OF ST ANTHONY'S CATHOLIC PARISH PRIMARY SCHOOL

(a) Historical Perspective:

In the mid-1970s, 5.974 hectares of land had been bought by the Archdiocese of Brisbane. This was to be the site of St Anthony's Catholic Parish Primary School. In mid-1979, plans were announced for the school to be built for the start of the 1980 school year. Work started on stage 1 on September 27th after a Federal Government grant of \$280,000. The school consisted of two blocks containing six classrooms, one for possible use as an administration office. Grades 1-5 were catered for with a maximum of 150-160 children. The first Principal appointed to St Anthony's was Presentation Order Sister Kieran McNamara. Other teaching staff in that first year were Sister Suzanne Walpole, Mrs Eunice Barry, Mrs Kate Mitchell, Mrs Jan Trinder, Mr Mark Gilroy and relief teacher Mrs Kerri Hurford. The initial enrolment was 157 students.

When St Anthony's Catholic Parish Primary school opened in 1980, it had little equipment and few resources. However, it had plenty of willing parents and workers who were determined to make the school a first-rate place for the parish children. St Anthony's first Parents and Friends Association President was Peter Tanner. At the time the P & F was formed the school consisted of the present covered lunch area and amenities block and the classrooms blocks to the east, each consisting of three classrooms. The school was surrounded by bush and had no oval or playground equipment. Peter, Principal of Rochedale South State School at the time, says that the first two school priorities were to construct an oval and to start fundraising. A parent, Graham Ramsden, who had contacts with the Army, was able to organise Army engineers who did a lot of the work on the oval, which was a tremendous help at that stage. Graham is now a Deacon in the Star of the Sea Parish and Chaplain to the Queensland Police Force.

St Anthony's Catholic Parish Primary School's first principal, Sister Kieran McNamara, says she will always remember the pioneering feel that the school had when it first opened. The school's new buildings were surrounded by scrub country dotted with big gum trees. There was very little equipment and no playground for students. Mostly the children made cubby houses in the bush during lunch hour. "It was really lovely surrounded by the entire bush", Sister Kieran says. "The children used to make the most fantastic little houses. We really encouraged them. St Anthony's had such a lovely atmosphere then, like a real outback school." When the school opened in January 1980 it took approximately 150 students up to grade five. Sister Kieran, originally from Ireland, quickly became a much-loved figure. The school's enrolment exceeded 700 students in Years 1 to 7 and a further 90 in Preschool in the early nineties, prior to other Catholic Schools being introduced into the Redlands.

On Sunday March 9 1980, His Grace Archbishop Francis Rush officially blessed and opened St Anthony's Catholic Primary School.

The following Principals have led St Anthony's over the years:-

Sister Kieran McNamara BVM 1980 - 1982

Sister Patricia Williams 1983 - 1986

Mr Neville McDonald 1987 - July 1997

Mr George Kendall July 1997 - December 1997

Mr David Greig 1998 - 2004

Ms Judith A Seery 2005 - June 2011

Mr Martyn Savage July 2011 - December 2019

Mr Peter Kerrins January 2020 - present



Staff 2020

PARENTS' AND FRIENDS' ASSOCIATION

The school culture also includes an expectation that parents become actively involved in their child's education. Evidence of this is a result of a highly active Parents' and Friends' Association who raises comprehensive amounts of money to provide resources to complement the curriculum.

A P & F levy and a Community Participation Levy is charged by the Parents' and Friends' Association to provide for special projects within the school. Funds are used to provide Technology Resources, special grounds projects, contribution towards cost of the loan for air conditioning and to subsidise student activities. Participation hours could include but are not limited to activities such as Tuckshop, Fete stall convenor, Class Representative, etc.

After completing a voluntary task, the Participation Record Card (available on the Parent Portal) must be signed by the Coordinator of the activity. The "participation period" runs until the end of Term 3 each year and any family that completes the required hours of volunteered time may receive a refund of some or all the volunteer levy. Volunteer hours do not carry from one year to the next.





CRITERIA FOR ENROLMENT:

(a) St Anthony's initial point of enrolment is at the Prep Year. From 2017, it is compulsory for Queensland children to undertake Prep prior to Year 1. Prep is a full-time program and children attend Monday to Friday during normal school hours.

The population of the Redlands continues to grow rapidly. The Catholic Primary Schools of the Redlands, which include St Anthony's Alexandra Hills, St Luke's Capalaba, Star of the Sea Cleveland, St Mary MacKillop Birkdale, and St Rita's Victoria Point, were established by the Catholic Parishes of the Redlands to provide for the educational needs of the children of parish families. The primary purpose of these schools is to nurture and educate the whole child through the principles, traditions and teachings of the Church and within a community of faith.

In recognition of the importance of the relationship between the Catholic School and the Parish Community and with due reference to Archdiocesan Policies and Practices, the following criteria (1-6) will establish the priority for accepting enrolment:

APPLICATION FOR ENROLMENT

- 1 The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of this Parish with a preference to those who have siblings already enrolled.
- 2 The child is a baptised Catholic whose family can demonstrate involvement in the life, worship, service of another parish and now seeks to participate actively in the life, worship and service of this parish.
- 3 The child, is currently enrolled in another Catholic School.

Prior consultation with the Principal will need to occur where a transfer is being considered.

- 4 The child is baptised Catholic whose family resides in a Redlands Catholic Parish and whose family is committed to and guided by the values of the Gospel and the traditions of the Catholic Church.
- 5 The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of the parish community other than a Redlands Catholic Parish and has appropriate reasons for not enrolling in their own parish school.
- 6 The child, though not baptised a Catholic, belongs to a family that can demonstrate some meaningful relationship with a Christian tradition and is committed to and guided by the values of the Gospel and accepting the traditions of the Catholic Community.

The Principal, in consultation with the Parish Priest, may exercise discretion regarding applications where pastoral considerations apply and therefore, may determine a child's eligibility beyond the stated criteria.

- b) Enrolment will be accepted as per the Brisbane Catholic Education Centre enrolment criteria.
- c) Where families have given little or no support to St Anthony's Catholic Parish School and have demonstrated a lack of commitment to its ethos, the Principal will discuss with such families after consultation with the Parish Priest, the merits or otherwise of the continuation of the enrolment.
- d) All enrolments will be made in accordance with criteria 1-6 as outlined above, however, it is practice at St Anthony's to accept siblings of children already enrolled, although where issues referred to in (c) and (g) apply, discussion with the Principal will occur.
- e) Children will not be excluded from St Anthony's Catholic Parish School for financial reasons related to the inability of the family to pay fees. Such commitment from St Anthony's is conditional upon the family adhering to the terms of the school fee remission process managed by the Principal and the School's Financial Secretary. The process is characterised by justice and equity for all and pastoral care of the family in need according to the School's Fee Policy. It is an expectation that all families on concessions make a reasonable contribution towards fees.
- f) Notwithstanding the criteria detailed in (a), students with special needs will be enrolled in accordance with Brisbane Catholic Education's Policy on 'Enrolment and Support Procedures for Students with Special Needs.'
- g) Failure to disclose enrolment information will result in the enrolment ceasing at St Anthony's i.e. non-disclosure of reports, learning and behaviour issues.

The Enrolment policy takes into account and is in accordance with Brisbane Catholic Education Administration Handbook Guidelines regarding the Enrolment of Students.



Ash Wednesday Ceremony

BEHAVIOUR SUPPORT AND BULLYING POLICY

At St Anthony's, School Behaviour Support is a process involving children, staff and parents and forms part of our community's pastoral care of students and those adults with whom they interact. Through this process, the individual will learn justice, responsibility and ownership, care and concern for others, a readiness to forgive and a willingness to start again.

By focusing on the teaching and learning of positive behaviour, our community aims to reinforce and encourage acceptable behaviour with the ultimate goal of teaching students to take responsibility for their own behaviour.

For a Behaviour Support policy to be effective, it requires full cooperation between parents and school staff, and consistency in implementation. Communication between home and school is an integral component of a successful behaviour management program.

As a school community, we promote our 5 Star Achievements:

- ➤ Be Respectful
- ➤ Be Inclusive
- ➤ Be Safe
- ➢ Be a Learner
- ➤ Be Honest

The School Matrix is used as a guide for each class when establishing individual year level appropriate behaviour expectations. Various programs may be used by individual teachers to promote positive behaviour (examples include Magic 123, Steps, Traffic Lights etc.)

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.

Staff have access to a range of strategies located on the staff portal for the teaching of our 5 Star Achievements.

POSITIVE RECOGNITION: 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, notes to parents, certificates, prize box and preferred activities.

STUDENT PROTECTION

Your children and their safety and wellbeing are our priority. St Anthony's is committed to the protection of all our students from harm and abuse. There have been some recent changes to legislation in relation to reporting of student protection matters by schools.

Reporting of Concerns: At St Anthony's any concerns or reasonable suspicions we have about a student's safety and wellbeing or the behaviour of a staff member or volunteer which a student considers to be inappropriate will continue to be managed in accordance with Brisbane Catholic Education Student Protection Processes. All our staff recently undertook training on their reporting responsibilities. A link to the Brisbane Catholic Education Student Protection Processes can be found on our school website or they can be accessed on Brisbane Catholic Education's public website www.bne.catholic.edu.au Under the 'Students and Parents' tab select 'Student Protection' from the drop down menu and click on the relevant button.

Complaints Procedure: Brisbane Catholic Education has published a Complaints Procedure for Non-Compliance with BCE Student Protection Processes. Parents or students may make a complaint via the Record of Complaint about Non-compliance with Brisbane Catholic Education Student Protection Processes which can be accessed on Brisbane Catholic Education's public website www.bne.catholic.edu.au Under the 'Students and Parents' tab select 'Student Protection' from the drop down menu and click on the relevant button.

Family and Child Connect Services: The Department of Communities, Child Safety and Disability Services, has now established Family and Child Connect services to provide support to families. Please make contact with the school if you feel your family may benefit from contact with a Family and Child Connect Service or a local support service.

BULLYING POLICY

As per Brisbane Catholic Education guidelines, bullying is defined as **repeated** verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons (National Safe Schools' Framework, 2011).

Statement of Belief:

At St Anthony's we believe that all members of our school community have an equal right to feel safe and secure at school.

Guidelines:

Staff are encouraged to educate students about respectful relationships and to identify with their students how to report a concern about bullying behaviour.

If parents or students feel bullying behaviour is occurring at St Anthony's School, they are encouraged to take the following steps:

- 1. Talk to the classroom teacher.
- 2. Complete a record of concern in writing to be given to a member of the leadership team.
- 3. Organise a meeting with relevant staff.

Staff are encouraged to use the following steps when dealing with bullying behaviour as per Brisbane Catholic Education guidelines.

- Prevent, de-escalate and/or stop any continuation of harmful behaviour
- React to incidents in a reasonable, proportionate and consistent manner
- Protect the student who has experienced the bullying behaviour and provide appropriate support for the student
- Apply the appropriate Student Behaviour Support procedure for the student/s who has/have engaged in bullying behaviour and ensure that there is a positive outcome, adequate follow up and that relationships are restored for all involved.

Further information can be obtained from Brisbane Catholic Education Policies and Procedures.

REPORTING INDIVIDUAL STUDENT ACHIEVEMENT TO PARENTS

St Anthony's holds the position that reporting is a process made up of a number of practices that apply in a cyclic approach. Some of these practices include reporting summaries of achievement in a report format; teacher/parent interviews about learning achievement and progress; portfolio reporting that includes overall statements of achievement or progress in learning areas; and opportunities for parents to participate in assessment opportunities where students demonstrate their learning through end of Unit presentations. The purpose of reporting in primary school is to report individual student progress against the curriculum intent, designed as essential learnings for all students in the schooling process. The purpose of reporting in the early phase is to describe students' development against a learning continuum. Currently there are a number of Commonwealth, State and local regulations and guidelines for reporting student achievement to parents. The Queensland Government, through the Department of Education and the Arts, has provided principles to guide reporting individual student achievement to parents. At this time there are no regulations from legislation for this process. In summary, incorporating regulations and guidelines from both Commonwealth and State bodies, St Anthony's School:

- Provides parents with the NAPLAN reports on standardised literacy and numeracy testing.
- Provides an opportunity for the parents to meet with the child's teacher at least twice a year.
- Reports are accessed via the Parent Portal.
- Provides written reports to parents at least twice yearly, including assessment against achievement levels for subjects studied. This is reported using a five point scale.
- Provides information on a child's achievement relative to the child's peer group.

SACRAMENTAL PROGRAMS

Sacramental programs are parish programs with obvious school involvement and support. Sacrament dates will be advised early in the year.

RELIGIOUS EDUCATION/LITURGIES

The Religious Education program of the school is that prescribed by the Religious Education Guidelines of the Archdiocese of Brisbane. The Assistant to the Principal – Religious Education oversees the implementation of such programs. Part of this role is also to facilitate the prayer life of the school and to co-ordinate liturgical celebrations with the Parish Priest. Religious Education is an area of learning that promotes the knowledge, skills, attitudes and values that enable students to participate as active and informed members of the Church and society. Students are actively involved in gaining knowledge and understanding of the Catholic tradition, an awareness of other religious traditions and the place of religion in human life and Australian society. This learning takes place in a number of different contexts. For the primary school child the main contexts for learning are:

Family School Parish

These three environments are at one in promoting the overall faith development of the child. Although there are necessarily no clear lines of demarcation with regard to the respective roles of the family, school and parish, there is a specific focus for each.

In the Family - the child learns to live his/her faith. In the School - the child learns to know his/her faith. In the Parish - the child learns to celebrate his/her faith.

TEACHING AND LEARNING FRAMEWORK

POLICY STATEMENT

St Anthony's Catholic Parish School Alexandra Hills, as part of the Brisbane Archdiocese Catholic primary schools, is committed to continuity of learning for every child. This will be achieved through the provision of a holistic, outcome-based curriculum which is responsive to each child's diverse and unique spiritual, social, emotional, learning and developmental needs and circumstances. Continuity of learning will be enhanced through the establishment and maintenance of effective, collaborative partnerships within the learning community together with the incorporation of relevant and meaningful active learning experiences.

See www.stanthonysalexhills.qld.edu.au re Early Years and Primary Policies.

TECHNOLOGY:

We will be introducing the Specialist Area of Technology for students in Prep to Year three in 2021. The Key Learning Area of Technology will comprise two strands of the Technology syllabus: Digital Technologies and Design Technologies, and one strand from the Creative Arts syllabus: Media Arts.

A one to one iPad program commences in Year 4 for students and continues through to Year 6.

SPECIALISTS:

The Arts: Beginning in 2021, our Arts Program will focus on four aspects of the Creative Arts curriculum for all children from Prep to Year 6.

- Music
- Drama
- Dance
- Visual Arts

This does not necessarily mean that the children will be undertaking a term of each discipline. It may be that a number of these disciplines are combined into one culminating device such as the performance of a musical, which would combine all four elements of the Creative Arts Program.

Health & Physical Education: Lessons with a specialist teacher are offered to all Year levels. Swimming is offered to Year 3 – 6 (Term 1) and Prep – Year 2 (Term 4). Class teachers supplement these programmes with other H & PE activities.

Japanese: Japanese is offered in certain year levels and concentrates on the culture of our Asian neighbour as well as the language.

Instrumental Music: Music lessons are offered on a user pays basis by Creative Kidz on Stage. Students in Year 1 & 2 can learn guitar, drums and keyboard. Students in Years 3 to 6 can take lessons on flute, keyboard, clarinet, saxophone, trumpet, trombone, euphonium or drums/percussion. Creative Kidz on Stage also offers a weekly band rehearsal free of charge to students of woodwind, brass and percussion instruments when they are ready to participate. The school band performs at a large variety of school functions, events and assemblies as well as at the Queensland Catholic Colleges Music Festival each year.

For more information contact Creative Kidz on Stage - 0421 022 818 or email info@creativekidz.com.au

Year 3 Immersion Program: In 2019, St Anthony's introduced an instrumental music immersion program involving Year 3 to further the implementation of the Arts component of STEAM (Science, Technology, Engineering, Arts and Mathematics). Each year, all students across Year 3 will be involved in a 30 minute lesson in either percussion, keyboard, guitar and vocals for a term duration of each. There will be four teachers, one taking each class for the duration of that term. This timetabling ensures that students will not be withdrawn from class time to learn an instrument while in Year 3. The cost associated with this program will be included in school fees, and has been generously subsidised by our hardworking Parents and Friends Association.

PRAYER ASSEMBLY

All students participate in the Wednesday Whole School Prayer Assembly. Each class has an opportunity to prepare a Prayer Assembly. Parents are encouraged to attend Prayer Assemblies held each Wednesday.

MERIT AWARDS

All students participate in the Friday Whole School Merit Assembly. Students are selected each week for a Merit Award. St Anthony's believes in the recognition of efforts and achievements of individual students. Parents are encouraged to attend Merit Award Assemblies held each Friday.

INTERVIEWS WITH THE TEACHERS

Interviews can be arranged at any time but must be by appointment at a time convenient to both teacher and parent. Teachers will advise parents of preferred arrangements for negotiating interview times at the Parent/Teacher interviews in Term 1 and Term 3. Parents will be advised when to book interviews via the Parent Teacher Online system.

SCHOOL HOURS

The school day commences at 8:25am (first bell 8:20am to prepare for class) and concludes at 2:55pm.

- Supervision by a member of the school staff commences at 8.00am each day (parents who need to deliver children to school prior to 8.00am are expected to use the services of the School Age Care facility).
- All children, including those accompanied by parents, arriving after 8.00am are required to gather and be seated in the undercover area near the Uniform shop.
- Children not enrolled at School Age Care should not arrive until after 8.00am. In exceptional circumstances, e.g. to accommodate bus travellers, exceptions are made.
- Under no circumstances should children enter the school grounds before 8.00am except to access the School Age Care programme or to engage in extra curricula activities organised and supervised by a staff member.
- Parents/Guardians can drop off and pick up students from our Babiana and Title Street gates. The gates are opened at 8.00am and closed at 9.15am. In the afternoon the gates are opened at 2.30pm and closed at 3.15pm.

The children are supervised during morning tea and lunch. Teachers also supervise the children as they board the buses in the afternoon from 2.55pm and at the car park pick up area at the bottom covered area until 3.20pm. After 3.20pm children will be referred to School Age Care. (See section on SAC in this booklet for more information).

If your child's normal pick up routine is different on a particular day, a note to the teacher informing them of the change is most beneficial. In an emergency, a telephone message can be left with the school office staff, however, no responsibility can be taken by the school for messages left after 2.30pm or when students are engaged in activities away from the school in the last session of the school day, e.g. sport or excursions. Please do not plan to pass on messages to students through the office staff, except in exceptional circumstances.

SCHOOL AGE CARE (SAC)

Phone: 0477 550 068 Email: alexandrahillsoshc@bne.centacare.net.au

School Age Care is available to all children. This program is managed by the Centacare Child Care Services on behalf of the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane. The service supports families and children within a Christian environment, with qualified and experienced staff providing care in our Antonio Centre.

Operating Hours

Before School Care - 6.30am - 8.30am After School Care - 3.00pm - 6.00pm Vacation Care - 6.30am - 6.00pm

- Children may enrol in any component of the service Before school, After school and Vacation Care.
- Prior to the commencement of each new school year an enrolment update must be completed for continuing children.
- Children can attend Outside School Hours Care from January 1 in the year they start Prep. (Proof of enrolment for Prep is to be provided with enrolment application for new prep children).

ST ANTHONY'S KINDERGARTEN

St Anthony's Kindergarten is managed by Centacare Child Care Services on behalf of the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane. Children who turn 4 years of age before June 30 in the year prior to starting school can attend Kindergarten.

The Kindergarten is run by an early childhood qualified teacher who adheres to the Queensland Kindergarten Learning Guidelines which is aligned with the National Early Years Learning Framework.

St Anthony's Kindergarten children are invited to explore a natural setting that has been ergonomically designed. All equipment and resources have been created especially for kindergarten children to engage in various learning and play opportunities.

For more information contact St Anthony's Kindergarten Phone: (07) 3824 5061 Mobile 0488 665 023 Email: alexandrahillskindy@bne.centacare.net.au

ABSENTEES/LATE ARRIVALS/EARLY DEPARTURES

Please contact the school by 9am if your child/ren will be absent from school. Please leave an explanatory message on the absentee line 3820 1200 press 1 or via the Parent Portal/BCE Connect App. Students arriving late to school (after 8:25am) must be signed in by a legal guardian at the school office. A SMS message will be sent to parents for any unexplained absences.

The student will be given a late slip to be presented to the teacher. If a student has a habit of arriving late or is late for three consecutive days, the school office will contact the student's legal guardian.

All students leaving early must be signed out at the school office by a legal guardian.

Please try to ensure that medical and dental appointments be made, as far as possible, outside school hours. Holidays taken outside school holiday times for more than 10 consecutive days will require parents to apply to the Non-State School Accreditation Board (NSSAB) for an exemption from compulsory schooling.

These application forms are available from the school office or on the Parent Portal and once filled in are to be returned to the school to be processed and forwarded to the NSSAB.

ATTENDANCE POLICY

RATIONALE

St Anthony's Catholic Primary School believes that regular attendance at school increases the opportunity for children to participate in the life of the community and to optimise students' learning. The Education Act requires that children of school age are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Education Department.

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.

Absenteeism contributes significantly to student failure at school.

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.

If Students are missing from school for more than 10 consecutive days (due to illness or holidays). Parents are required to apply to the Non State School Accreditation Board (NSSAB) for an exemption from compulsory schooling. These application forms are available from the school office and once filled in are to be returned to the school to be processed and forwarded to the NSSAB.

AIMS:

This policy aims to maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

IMPLEMENTATION:

Electronic Rolls are marked twice daily, and all absences noted.

These records are kept for the period prescribed by the Education Act.

Parents are required to contact the school by phone 3820 1200 press 1 by 9am or via the Parent Portal/BCE Connect App to advise the school of a child's absence. If no absentee message has been received, the parent will receive a text message from the school.

Phone messages, letters and emails are passed onto the relevant teacher. Phone messages must be followed up with a written note on the child's return.

If concerned about a student's attendance history, a teacher will inform the Principal or Assistant Principals or Student Secretary who will endeavour to contact the parents by phone to discuss the child's absences. If absences continue, a letter is sent advising the parents of the legal requirement to attend school on a daily basis. A date is given by which time the parent needs to respond. If attendance remains a problem, a notification is sent to Brisbane Catholic Education Centre - Student Protection Officer to report the poor levels of attendance. A meeting will be set up to meet with the parent, staff and a member from Brisbane Catholic Education. Brisbane Catholic Education will then write to the parent setting a date by which the parent needs to respond. If no improvement in attendance is made, Brisbane Catholic Education and the School will notify the Non–State School's Office. If a student is absent without notification over an extended period of time, attempts will be made to contact the parent. The roll will be marked as absent until the students returns or until the school is notified that the child has enrolled at another school.

OUR EXPECTATIONS

- Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note to the school explaining why an absence has occurred.



OUR COMMITMENT

- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon by teachers.
- Brisbane Catholic Education Centre, Non-State Schools Accreditation Board, DEERW auditors as well as the Courts may seek student attendance records.
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.
- Unresolved attendance issues may be reported by the Principal to the Department of Child Safety.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to Brisbane Catholic Education,
 Non-State Schools and the wider community each year as part of the annual report.

PHYSICAL EDUCATION / SPORT

Physical Education / Sport are an integral part of school life, and as such, every child is expected to participate. If a child is to be exempted from some PE/Sporting activity, notification in writing must be received from the parent/caregiver stating the reason. Regular Interschool Sport is generally limited to certain year levels. A rotational selection of both sport and non-sporting options is offered to students from Year 4 in Term 2 and Term 4. The Sports program is as follows (arrangements may vary from year to year)

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Swimming Year 3 to 6

2nd Term Touch Football Representative Team

Netball Representative Team Soccer Representative Team

Cross Country Representative/Intraschool Competition

3rd Term Athletics from Prep 4th Term Swimming Prep to Year 2

Tennis Representative Team
Cricket Representative Team
Softball Representative Team
Oztag Representative Team
European Handball Representative Team

Children with expertise in any sport will be encouraged and supported in their participation at district, zone and state level of the Primary School Sports Association of Queensland. St Anthony's has a proud record in this area with children having competed at all levels in various sports including Australian championship winners and place getters.

ATHLETICS CARNIVAL

An Athletics Carnival is held in the first half of the year. The date is set in accordance with the schedule for District, Regional and State Championships.

SCHOOL UNIFORM

Students have 2 different uniforms they are required to wear each week. The Sports Uniform is generally worn 3 days per week (teachers will advise timetable) and a Formal Uniform that is worn on other days or when undertaking non-sporting excursions away from the school.

Prep students wear the Sports Uniform every day.



UNISEX SPORTS UNIFORM

- Navy Rugby knit shorts, embroidered with school name, (long line)
- Red Polo Shirt with navy tab/collar and St Anthony's emblem
- School Socks
- Navy broad brimmed or bucket hat (both with St Anthony's name)
- White joggers/sandshoes with **white shoelaces or velcro** (non-marking sole). Predominantly **White shoes** (as a guide over 80% white are only acceptable with the **Sports Uniform**. (Hi-tops and basketball boots are not acceptable footwear).

FORMAL UNIFORM

Boys

- Presentation Check Shirt with St Anthony's Pocket Tab
- Navy Blue Midford Ruggers (long line)
- School Socks
- Navy broad brimmed or bucket hat (both with St Anthony's name)
- Black shoes with leather upper, black shoelaces. (Lynx brand meeting this description are
 acceptable). Completely black shoes (100% black) are the only acceptable shoes with
 Formal Uniform (some versions of Nike shoes have been worn and are not acceptable)

Girls

- Presentation Skort and check Blouse with St Anthony's tie
- School socks
- Navy broad brimmed or bucket hat (both with St Anthony's name)
- Black shoes with leather upper, black shoelaces (Lynx brand meeting this description are acceptable. Mary Jane style black shoes are also acceptable. Completely black shoes (100% black) are the only acceptable shoes with Formal Uniform (some versions of Nike shoes have been worn and are not acceptable)

WINTER VARIATIONS

Micro fibre Tracksuit with navy pants and navy zippered top with school emblem. The tracksuit is worn with sports uniform and formal uniform. Girls can wear navy tights/opaque instead of track pants with the formal/sports uniform. Knitted Jumper with St Anthony's emblem. The jumper can be worn with both the sports and formal uniform and under the tracksuit top. **Other jackets, jumpers and tracksuits are not acceptable.** The school hat is to be worn when students are walking to and from school as a protection against the sun.

All items are to be marked with child's NAME (e.g. John Brown). The lost property boxes are located in the bottom undercover area (near the uniform shop). They can be viewed every morning until 9.30am and every afternoon from 2.30pm. Items marked with the child's name are returned to the classroom.

SCHOOL BAGS

The St Anthony's school bag or trolley bag with the school emblem is available for purchase from the St Anthony's Uniform Shop. We expect all children to have a school bag. **No other bags are to be used and bright colours or brand names are not permitted.** School bags are a means of safety and identification in public places should it be required.

St Anthony's Homework/Library Satchels are available at the uniform shop. We expect all students to use the satchel for library and homework books.

JEWELLERY AND MAKEUP

Rules concerning jewellery are to protect against injury during physical education and general play, to avoid loss and to also maintain our dress codes. At all times we would ask that you not allow children to bring any jewellery items to school. No ear jewellery should be worn. If children have pierced ears however, they may wear small gold or silver studs (one per earlobe).

Students are not to wear necklaces of any type. Also no eyeliner, eye shadow, mascara or lip gloss (lip moisturiser is exempted) should be worn; however girls may wear a tinted moisturiser that does not attract undue attention. NB. Rings/Bangles, Chains/Necklaces: These should not be worn to school at any time. Watches are accepted as a normal part of dress.

HAIR

Hair should be neat and tidy at all times and should not hang across the eyes or in front of the shoulders when leaning forward. Girls and boys with hair longer than shoulder length should wear it tied back at all times. Hair accessories must be in school colours. Hair needs to be school appropriate and therefore extreme hair styles (no shaved tracks) and extreme coloured hair is not permitted. A small amount of gel which enhances neatness is allowed.

HATS

School regulation hats are compulsory. A 'NO HAT NO PLAY' rule is enforced throughout the year. Children not wearing the school hat must remain undercover during breaks. ALL school hats should be clearly labelled with your child's name. To reduce the incidents of head lice, each child needs to wear his/her own hat. (No lending or borrowing).

UNIFORM SHOP

St Anthony's Uniform Shop operates in the bottom covered area adjacent to the car park each Monday, Wednesday and Friday from 8.00am to 10:00am. Days and times are subject to change.

St Anthony's Uniform Shop accepts EFTPOS and cash only.

2nd Hand Uniforms can also be purchased from our P & F Committee who run the 2nd hand shop from the P & F room. Days and time are located on the Parent Portal.

BOOKPACKS

Bookpacks are delivered directly to the school and distributed to all students by the teachers. These items are charged directly on the school fees.

LOST PROPERTY

Please make sure that all personal property is clearly marked. The lost property boxes are located in the bottom undercover area (near the uniform shop). They can be viewed every morning until 9.30am and every afternoon from 2.30pm. Items marked with the child's name are returned to the classroom. For all other items (watches, wallets etc.) please enquire at the school office.

PHOTOGRAPHS

Individual and class photos are taken each year. Payment for school photos is incorporated into the school fees. There is an option for family photos to be taken on the day but the cost is paid by the family directly to the photographer.

HEALTH

In the case of minor ailments, parents are asked to use their own judgment about whether a child is fit to attend. Children who become ill during the day will be removed from the class to rest. Parents or other emergency contacts will be notified if the child has not recovered in reasonable time. In the case of a serious injury, parents will be contacted immediately.

It is important that Student Medical Records be kept up to date. Please notify the school office regarding any changes in contact/emergency details. It is essential that we know of any allergies or special circumstances that could make the playgrounds a possible danger area for children.

The Queensland Ambulance Service is called upon from time to time to assist in the treatment of injuries. Staff attending to injured students make the decision to call the ambulance as part of their assessment of the injury, capacity to provide suitable first aid and accessibility of parents. An appropriate number of staff are First Aid trained.

STUDENT CARE INSURANCE

Brisbane Catholic Education schools are now covered by CCI School Care Insurance. All students are now covered for bodily injury whilst at school or at a school event. The insurance covers all non-Medicare medical costs - the Medicare Gap is not claimable under this policy. In most cases, the policy will provide cover for items such as: Physiotherapy, Private Hospital Accommodation and Theatre fees, Chiropractor, Dental, Ambulance, Massage, Hydrotherapy, Podiatry, some MRI's and ancillary benefits. For more information visit: www.ccinsurance.org.au.

School Care Insurance Policy and claim forms are available from the school office.

HEAD LICE

St Anthony's School recognises the need to respond to the community's need for education and support in the management of head lice. Ultimately the detection and treatment of head lice is the family's responsibility, however the school can play an important part in promoting a comprehensive and coordinated approach to the problem. For further information please refer to the Department of Health website: www.health.qld.gov.au

EXCLUSION PERIODS

The current Queensland Health regulations concerning readmission of students who have had an infectious disease will be followed.

For details of these regulations, please contact the school office.

MEDICATION

PROCEDURES FOR ADMINISTRATION OF MEDICATION TO STUDENTS:

1. The Student Medication Request Form must be completed for medication to be administered to your child during school hours. It has been designed to ensure the safety of your child and to protect school staff who do not have medical training.

Parents:

- Notify the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in original pharmacy labelled container to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- Ensure the student has received a dose at home without ill effects.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Complete a new form if the student is prescribed a change in medication, and/or if the regime is re-started after the conclusion date of the initial instructions and/or at the beginning of each new calendar year.

Section 1 is to be completed by the parent/guardian or your child's medical practitioner.

Section 2 is to be completed by the parent/guardian.

Please return the completed form to the school.

Where possible, medication should be administered to your child at home at times other than during school hours.

- 2. In some cases it may be necessary for students to keep the medication in their possession e.g. asthma medication. Where this is the case, a parent or a person with the legal responsibility for the student should include this instruction in their written advice.
 - The Principal approves student's self-medication on receipt of information and written authorisation from the parents and medical practitioner. The student, parents/guardians and school agree on where medication is stored, and where and how it is administered.

It is the parents'/guardians' responsibility to ensure the medication is within expiry date.

- 3. The parent or person with the legal responsibility for the student must ensure that the medication:
 - a. is provided in sufficient quantities for the student's needs; and
 - b. is collected from the school at the completion of the student's treatment.

4. **PARACETAMOL** - Before giving Paracetamol, the school shall attempt to contact the parent/guardian to obtain specific consent regarding whether a dose of paracetamol may be given.

If paracetamol is to be given for fever, it is only given when the student's temperature is above 38 degrees or if the student is in discomfort or pain.

- Only one dose of paracetamol shall be given. The dose is in accordance with the instructions on the package, or the advice of parent/guardian, doctor or pharmacist.
- 5. Other forms of medication should be discussed on a case-by-case basis with the school.
- 6. Unless approval is granted by the Principal for a student to keep medication in his/her own possession, all medication is to be securely stored in the Administration Block. If required, it will be refrigerated.
- 7. Students who require medication at school are responsible for coming to the school office at the prescribed time. The school staff will endeavour to do their best to remind students regarding the administration of medication but ultimately it is the student's responsibility.
- 8. **SCHOOL CAMPS** The parent/guardian must complete a student medical information form, before a staff member can administer any medication.

ALLERGIES

In most schools some children are anaphylactic. We are committed to providing a safe and healthy environment for our students and have therefore adopted an allergy awareness policy to protect the students who are at risk of an allergic reaction, particularly those with an allergy to seafood, peanut and nut products.

St Anthony's policy is to work closely with the student and their parents, so that they can become familiar with their diagnoses.

CHANGE OF STUDENT/FAMILY DETAILS

Any change of address, phone number or any other details should be updated via the Parent Portal. It is vital that this information is always current.

Family circumstances change from time to time. Please advise the school of matters that may impact on the educational provision for your child. Please also advise the school of any Court Orders which may apply to the care of your child or access rights by various parties to your child and his/her personal details.

PARENTAL INVOLVEMENT

We ask for a great deal of support from the parents – especially as classroom helpers. We consider your assistance to be of great value and we are grateful for any help given.

Please ensure you have completed the Brisbane Catholic Education volunteer forms before commencing volunteer work at the school.

ANY PROBLEMS

If your child is experiencing a specific problem, e.g. learning, medical, emotional, home difficulties etc., please contact the school. We cannot provide support if we are unaware of the situation. The class teacher is usually the first point of contact for parents. The office staff will place parents in contact with the appropriate Administration Team member for issues that cannot be handled by the class teacher.

EXCURSIONS

School excursions are part of the school curriculum, and as such all children are expected to participate. Excursions are generally limited to one per term. Teachers may find it more educationally advantageous to undertake a more extensive excursion covering a two-term period.

Excursion costs are included in the school fees. Permission from parents will be necessary before a child may participate in any such outing.

SCHOOL CAMPS

Certain year levels participate in an overnight camp programme each year. Students participate in a two night camp aimed at developing self-esteem, cooperation skills and leadership. Parents pay for these camps through a levy across the first three terms of the school year, with adjustments made, if required, to Term 4 fees.

HOMEWORK

Our Education has changed in recent years to a more child centred approach and the Education Systems and Governments have really supported and encouraged this move to enhance what is happening in society.

One area that we are focussing on around the nation is homework, which has to change to fit in with our educational changes.

It may be the case that too much repetitive, needless and/or the wrong type of homework is given. This has mainly been the result of parents wanting to prepare their children for future study. We need to broaden the definition of homework. Homework needs to include some practical aspects which includes housework, shopping, physical activity such as sports training, and engaging in family outings such as walking, fishing and exploring their world – activities which enhance family life. It also covers areas such as reading, being read to, playing a game with parents, research on the computer, music practice, finishing off uncompleted work from class and many others.

The time involved will vary from year level to year level; however, a guideline for primary age children would be 30 minutes to 1 hour per night. If your child has more than one hour of homework per night on a regular basis, please consult the class teacher to discuss reasons and adjustments. Reading is encouraged at all times.

MOBILE PHONES

Acceptable Use of Mobile Phones: Students should use mobile phones mainly to call parents or family members. Mobile phones have created new problems for schools, including phone theft, cyber bullying and breaches of our privacy obligations.

Mobile phones should not be allowed to disrupt school activities. In terms of student safety, mobile phones should not be used as a substitute for adult supervision. If your child requires a mobile phone at school, it is to be signed in at the school office at the start of the day and signed out after school. **No other electronic devices should be brought to school.**

Some children have recently started wearing 'smart watches' to school. If these watches are equipped with a Sim Card and are able to make and receive phone calls, they will be treated the same as a mobile phone and must be signed in at the office. If children are found to be accessing applications, texts or websites via their smart watch during school hours, they will be in breach of our Acceptable Use policy and may be asked to surrender their watch until school concludes for the day.

Smart watches are valuable items, not always compatible with the games children play. St Anthony's accepts no liability for loss or damage to these items if they are brought to school.

Students will be exempt from this rule if the wearing of the smart watch is required as part of their approved Health Management Plan.

TRAFFIC AND PARKING

We are a large school and as such need to impose some order on the procedure for traffic. The procedure is set down to ensure the **safety of your child.**

- After dismissal <u>all children being collected within the school grounds</u> (by car or on foot) assemble in the <u>bottom covered area</u>.
- Parents, please cooperate with us by directing your children to <u>wait in the bottom covered</u> <u>area</u> in order that they are supervised by our staff. Also inform those acting on your behalf exactly where the bottom covered area is. Children should not wait unattended in other locations around the property.
- Parents may use the pick-up zone, with children walking unescorted to the car (THE PICKUP ZONE IS A STRICTLY NO PARKING AREA) PLEASE MOVE TO THE TOP/FRONT OF THE PICK UP/DROP OFF ZONE AS CARS MOVE ON or
- Parents may park their cars, walk to the covered area, collect children and walk them back to their cars.
- Pedestrians are to use the marked pedestrian crossing.
- Students and younger siblings should not be allowed to walk through the car park unescorted.
- Always follow the speed limit.
- Please observe the **Stop Sign** leading out of St Anthony's School car park.

• **Title Street:** cars cannot stop in the cul-de-sac as it restricts other vehicles turning safely to ensure students safety.

We would ask parents to follow this process as quickly as possible, as conversations during pick up time in this area create problems with crowding an already congested area by occupying car space and in the extra supervision duties resulting.

Children whose parents who make arrangements to pick them up at Babiana or Title Streets are excluded from the above arrangements.

These students may proceed straight to these areas after dismissal but must walk around the car park area. Parents using these pick up points are asked to be considerate of resident neighbours by not parking in driveways or double parking.

UNDER NO CIRCUMSTANCES ARE CARS PERMITTED TO PARK IN THE FOLLOWING AREAS

- Directly in front of the Parish Hall
- No stopping or parking on pedestrian crossings
- Church and the far side of the bitumen car park opposite the Hall
- In the bus parking bays
- In the Emergency Vehicle bays
- In the Disabled Parking bays (unless you have a permit)
- St Anthony's Drive (leading up to St Anthony's Kindergarten), grassed areas or footpaths.

These areas are to be kept free as a bus thoroughfare at all times between 8.00am and 4.00pm. Entry to the bottom car park is via the Western side of the hall. Rose Rainbow Day Care Centre and St Anthony's Kindergarten are not parking or pick up areas.

The carriageways in and out must at all times be left clear. Please drive carefully and slowly in the grounds – children's lives are at stake.

Crossing Supervisors are in attendance from 8.00am to 8.45am and 2.35pm to 3.20pm each day to supervise children crossing Babiana Street.

NEWSLETTERS

A school newsletter will be sent home each Tuesday electronically via the preferred email address. The school newsletter is also available on the Parent Portal and BCE Connect App.

MONEY

Any money sent to school should be enclosed in an envelope stating:-

- Child's name
- Class
- Amount enclosed
- Purpose of the money

Other monies and notes should be passed onto the class teacher who will forward it to the office.

SCHOOL FEES

PAYMENT METHOD

School fees may be paid by Direct Debit, BPay, cash, BPoint, or credit card (Bankcard, MasterCard, Visa). 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.

REFUND POLICY

All requests for refunds must be made in writing (email or written). The request should outline the details of the initial payment including the date, amount, name of the donor/payee, and the nature of the error.

Refunds due to overpayment of fees will need to include the customer's bank account details for processing the refund.

SCHOOL FEE COMPONENTS

An all-inclusive fee consisting of the cost of all items and resources including school photos, school magazine, swimming lessons and most excursions. Not included in the all-inclusive school fee are Capital Levy, Year Levies, IT Levies, Camps, P & F Levy, Community Participation Levy, Uniforms, optional programs - eg instrumental music, competitions.

BUS TRAVEL

When children travel to and from school, they represent our school and families and we expect from them the very best behaviour on the buses.

The school has adopted the Department of Transport's code of behaviour for bus transport and these rules must be followed at all times. If there is consistent misbehaviour on the buses, the matter will be dealt with very seriously – the safety of all travellers is at risk.

Routes and schedules are available by contacting Transdev Transport on 3248 6100 www.transdevqld.com.au or email qld.admin@transdev.com.au

PARENT INFORMATION EVENINGS

These are held in February of each school year to enable parents to meet teachers and to become familiar with the program and procedures for that year.

CHILDREN'S REQUIREMENTS - PREP YEAR

- ➤ Healthy lunch for school (be allergy aware no peanut, nut products or seafood) no lollies or chocolate please
- > St Anthony's school or trolley bag (available at Uniform Shop)
- > School hat to be brought every day no hat, no play
- > Spare underwear and change of clothes to be kept in their bag at all times accidents do happen in Prep Year!
- Library bag (Library/Homework Satchel available at the Uniform Shop)

Please name EVERYTHING - including shoes and socks!

CHILDREN ARE NOT TO BRING THEIR OWN TOYS TO EARLY YEARS CLASSES UNLESS IT IS THEIR BIRTHDAY!

St Anthony's Drive

