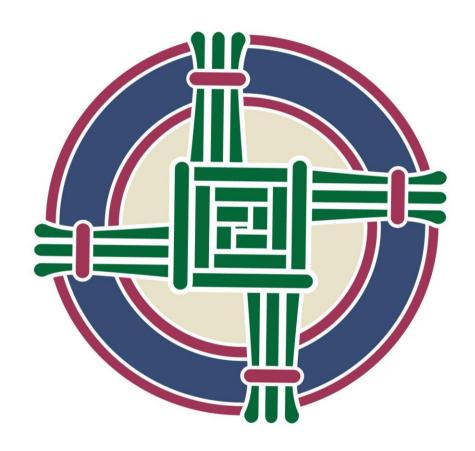
ST BRIGID'S CATHOLIC PRIMARY SCHOOL



2024
PARENT HANDBOOK



Welcome

Dear Parents

Thank you for your interest in becoming part of the St Brigid's family. I understand choosing a school for your child is a very important decision. Here at St Brigid's, we provide a safe and supportive faith-filled environment for your children to learn and develop. We are committed to providing a welcoming, family atmosphere that fosters the Gospel values, student well-being & academic excellence.

An effective education requires open and honest communication. At St Brigid's, we acknowledge parents as the primary educators for their children and recognise that the partnership between parents and staff is crucial to the successful education and happiness of our children.

Our faith is central to all that we are. Following the way of St Brigid, we strive to see the Spirit of Jesus in our actions and the actions of others. Our School Motto, "Gentleness and Strength" encourages our whole school community to act with gentleness but with strength in what we know to be right.

As a community, we are committed to working together to ensure that all children can develop to their full potential socially, academically, and spiritually.

If I can be of assistance in any way, please don't hesitate to contact me.

I look forward to sharing your child's educational journey with you.

Tegan Green PRINCIPAL

"I would like an abundance of peace. I would like full vessels of charity. I would like rich treasures of mercy. I would like cheerfulness to preside over all."

- St. Brigid of Kildare

St Brigid's Mission Statement

Inspired by the Gentleness and Strength of St Brigid we are called to:

Act in the spirit of Jesus
Embrace a passion for learning
Respect and celebrate uniqueness
Work in partnership with the community

The St Br<mark>igi</mark>d's School Mission Statement was created by the 2014 School Board. Our students say the Mission Statement every morning to start their day.

St Brigid's Vision Statement

To empower all students to be the best version of themselves

To live out the values of Jesus Christ

To make positive contributions to the community and the Catholic

Church

The St Brigid's School Vision Statement was created by the 2019 by the staff and School Board

School Motto

"Gentleness and Strength"

Our school's motto, 'Gentleness and Strength', is a variation of the Brigidine Sisters motto. This spirit encourages our whole school community to act with gentleness but with strength in what we know to be right.

STAFF 2024

Administration

Principal Mrs Tegan Green
Assistant Principal – Religious Education Mrs Meaghan Tucker
Assistant Principal – Curriculum Mr Mark Francey

Teaching Staff

Prep Red Miss Emma-Leigh Rutherford

Prep Blue Mrs Kelly Ambrey Year 1C Mrs Hayley Colwell Year 1P Miss Brydie Parle Year 2P Miss Sarah Pumfrey Year 2S Mrs Clare Weir Year 3C Mrs Susan Chandler Year 3R Ms Gemma Radunz Year 4S Mr Bradley Hay Year 4C Mrs Claire Spence Year 5W Mrs Evelyn Walker Year 5M Miss Loretta Marks Year 6C Mrs Josie Carew Year 6G Miss Krysten Green

Learning Support Teacher Mrs Shannon Butler

Mrs Anthea Adams Mrs Tracey Bell Mrs Gwen Connelly Miss Madison Williams Mr Michael Smale

> Miss Kelsey Galloway Mrs Fiona Hardgrave

Ancillary Staff

Teacher Librarian

Cleaners

ESL Teacher

Physical Education

School Counsellor

The Arts

Finance Secretary Mrs Kristy Matheson

Admin Secretary Miss Lakyn Brooking-Hodgson

IT Assistant Miss Jessica Smith
Prep Assistants Mrs Paula McPhail
Mrs Kylie Gilmour

School Officers Mrs Vanessa Browne

Mrs Rachel Bennett Mrs Sonya Sullivan Mrs Renee Mikkelsen Mrs Leah Kane

Mrs Stephanie Black Miss Halle Goodall Mrs Kristy Strong Mrs Helen Bonne

Groundsman Mrs Iha Finau Mr Shane Winter

2024 CALENDAR

Term 1

School office opens Monday 15th January **School Resumes 2023**Australia Day Public Holiday Friday 26th January

St Brigid's 10 Years Celebration, Opening Mass & St Brigid's Feast Day

Friday 2nd February

Thursday 28th March

(all families are invited to join us for mass and a shared lunch after)

Parent information sessions Wednesday 31st January
Bishop's In-service Day – Pupil Free Day Friday 16th February
St Brigid's Cross Country Friday 8th March
Parent-Teacher Interviews 18th – 22nd March

Last Day Term 1

Holy Thursday

Good Friday

Easter Sunday

Friday 29th March

Sunday 31st March

Monday 1st April

Term 2

Term 2 Commences Monday 15th April

Anzac Day Thursday 25th April Labour Day Monday 6th May School Photos Thursday 23rd May St Brigid's Athletics Carnival Friday 31st May

Emerald Show Holiday Wednesday 5th June (TBC) Year 6 Camp Monday 10th – 14th June

Last Day Term 2 Friday 21st June

Term 3

Term 3 Commences Monday 8th July

Challenge Cup 10^{th} July -12^{th} July Catholic Education Week 21^{st} July -7^{th} July Pupil Free Day Friday 30^{th} August

Parent-Teacher Interviews 2nd September – 6th September

Last Day Term 3 Friday 13th September

Term 4

Term 4 Commences Monday 30th September

Leadership Camp (Year 5) Week 1: 2nd October – 4th October

King's Birthday HolidayPrep 2024 Orientation Morning
Monday 7th October
Friday 8th November

St Brigid's Christmas Concert Wednesday 27th November (evening)

St Brigid's Swimming Carnival Friday 29th November
Year 6 Graduation Dinner Tuesday 3rd December
Mass of Thanksgiving & Awards Assembly Wednesday 4th December

Last Day Term 4 Wednesday 4th December

SCHOOL CONTACT DETAILS

Phone: (07) 49820411 Absentee line: (07) 4994 8366

Email: sbe@rok.catholic.edu.au
Website: www.sberok.catholic.edu.au
Address: 6311 Gregory Highway, Emerald

Postal: PO BOX 438

Emerald QLD 4720

Phone App: Download the SZapp app on your phones or tablets—St Brigid's Emerald

(Please see the front office for the school pin)

ORGANISATION & PROCEDURES

ABSENTEEISM

Parents are required to notify the school using Parent Lounge, by phone (4994 8366) or email (sbe@rok.catholic.edu.au) to inform of a child's absence from school.

Students who leave school for any reason must be collected from the school office by a parent or responsible adult nominated by the parent. The student must be signed out at the admin by an adult.

APPOINTMENTS WITH TEACHERS

Parents are encouraged to maintain contact with class teachers for the purpose of discussing their children's progress. Teachers should be given sufficient time to prepare for interviews to make them as productive as possible. Appointments with the teaching staff may be obtained either directly or by contacting the school office. Appointments with teachers cannot be between the hours of 8:22am – 2:50pm or on a Wednesday afternoon due to staff meetings.

ARRIVAL / DEPARTURE

Before School

- No children are to arrive at school prior to 8.00am
- Children arriving at school between 8:00am and 8:15am will be unsupervised. They may move
 to their classroom area and place bags on the racks. They are to proceed to the eating area
 beside the MPA. They must be seated, talking quietly only.
- At 8:15am a leadership team member commences duty to supervise the children in the MPA
- At the 8:30am bell children move to their classrooms to begin the day. (Assembly is held on Thursday mornings)
- **Please note:** Classrooms open at 8.22am. Prep students must initially be taken to the Prep classroom by an adult (or older sibling after confirmation with the class teacher). Following consultation with the teacher, prep students can walk to the prep room themselves.

After School

- Students may proceed to the library and wait for the supervising teacher if being collected
 from the bottom car park, other students are to proceed to the MPA with their class teacher
 to await collection. Parents are to collect children from the MPA or back carpark. Students
 are seated at the designated area and are under the supervision of a teacher. Students are to
 remain seated while waiting and are not permitted to play during this time.
- School concludes at 2:50pm and students are to be picked up at this time. At 3:05pm any students still waiting move to the office and parents will be contacted.

ASSEMBLIES

St Brigid's hold an assembly every week. The purpose is to enable us to gather as a community to pray, greet, to inform and to celebrate as one.

Assemblies are held on *Thursday mornings* commencing at 8.30am in the MPA. The assembly commences with the Acknowledgement of Country and school prayer, followed by the singing of the National Anthem, presentation of 'Champion of the Week' awards, other academic and sporting awards, and any relevant notices. Student successes occurring outside the school day and birthdays are also celebrated at this assembly. Each week the students will conclude the assembly by joining in singing a song used during masses and liturgies.

ASSISTANCE

During the year, teachers may invite parents to assist with class or school activities. If you would like to volunteer your help, please feel free to approach your child's teacher/s. To support parents in this task the school provides a brief induction sheet which is located at the office. Each class teacher will outline procedures for relevant tasks. If you have any talents that you would like to share with the school community, please make this known to the staff.

It is mandatory that all volunteers other than parents of our school who work with students at St Brigid's have a Suitability Card for 'Working with Children'. Applications can be made through the Blue Card Services website.

All volunteers and parents who offer to assist in class must sign in at the office using our sign-in system.

BICYCLES

Bicycle racks are provided for use by students who ride their bicycles or scooters to school. Students are required to walk their bicycle or scooter to and from the bicycle racks, located beside the Year 2 and 5 rooms. Students must wear helmets when riding or scooting to school.

BUSES

There are two bus companies that service St Brigid's. Any town enquiries and the Capricorn Highway are through Emerald Coaches. Capricorn Highway and Blackwater enquiries are through L&F Transfers. Bus operators are responsible for all matters pertaining to bus travel. Children are expected to abide by the "Code of Conduct" issued by Queensland Transport.

Cars are not permitted to use the bus turn-around area.

DENTAL SERVICES

Dental services are available through the School Dental Services conducted by Queensland Health. Regular, free dental care for all primary school children can be obtained the Queensland Health at the Emerald Hospital during a specified time each year. Information about this service will be sent to parents via email.

DRESS CODE

Please see our Dress code that relates to uniforms, jewellery and hairstyles attached to the back of this handbook (appendix 1).

Sports uniform is to be worn on Friday (whole school), Wednesday (Yr 6), Tuesday (P-2) Monday (Yrs 3-5). The formal uniform is to be worn Thursday (whole school), Wednesday (P-5), Tuesday (Yrs 3-6) and Monday (P-2 & Yr 6).

EXCURSIONS

Throughout the year, children may be given the opportunity to enhance their learning through real-life learning activities offered beyond the school site. All excursions and camps are based on educational programs and have appropriate pre-tour and post-tour learning activities. Information is provided for parents prior to any excursion. Permission notes (and payment, if required) will need to be completed through Parent Lounge.

FINANCIAL INFORMATION

Fees are levied for attendance at Catholic Schools. Federal and State Governments acknowledge the right of parents to choose the school which best suits their children's needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. We can justly claim to use our limited funds very efficiently. Your contribution through school fees is essential to the continued operation of St Brigid's.

There are three components that make up the cost of attendance at a Catholic School:

- 1. <u>Tuition Fees</u> ~ these are set by the Diocese and apply to every Catholic School in the Rockhampton Diocese.
- 2. <u>Diocesan Levies</u> ~ Levies set by the Diocese to help fund Capital projects at schools throughout the Diocese.
- 3. <u>School Levies</u> ~ these are levies applied by the school to help cover the operational cost of running the school.

Please find associated costs for the current school year on the school website. Payment methods include PayWay (through Parent Lounge), direct debit, EFTPOS, cheque and cash.

Tuition discount is available for parents (or students) who hold concessions cards, or families that may need financial assistance. Please contact the office for further information in relation to discounts.

HOMEWORK

St Brigid's expectation is that homework is part of the curriculum. Homework will not be exhaustive.

PURPOSE

- To encourage children to choose to use and organise their time in a healthy balance.
- To consolidate and reinforce work given at school.
- To develop a healthy attitude towards study time.
- To allow children to develop positive study habits.
- To inform parents of student progress.
- To allow parents the opportunity to be partners in their child's continuing education.

TIME ALLOCATIONS (To be used as a guide only)

Prep 10 mins Years 1/2/3/4 10 – 15 mins Years 5/6 15 – 20 mins

Teachers will outline their homework procedures at their Parent Information Sessions held in Week 2, Term 1 of each year. At other times parents should consult their child's teacher in order to familiarise themselves with the procedure in each class.

LIBRARY BORROWING

All children have opportunity to borrow resources from the library. All classes visit the library once a week, on a roster basis. Parents accept responsibility for books issued in their child's name - lost or damaged books must either be replaced or paid for.

LOST PROPERTY

Lost property is kept in a box inside the office until claimed. At the end of each term, any unclaimed items are discarded or donated to St Vincent de Paul.

MEDICATION

Prescribed medication will be administered as directed by the child's doctor or as set out on the original bottle labelled by the pharmacist. Panadol and other non-prescription medicines must have a pharmacist label pertaining to the student.

Where children are required to take medication, a "Letter of Authorisation" must be completed. Any medication to be administered must be directly sent to the office to be kept in a secure area. Only office administration staff or leadership team members can administer medication. Please Note: Staff members are not permitted to administer the initial dose of any medication.

Medication relating to asthma, anaphylaxis and allergies will be kept in the school sick bay/ first aid room **only**. Parents must provide the school with an Action Plan, written and signed by a doctor. If you have any queries about this process, please contact the office to arrange a meeting to discuss this.

NEWSLETTER

The newsletter is distributed 3 times a term (Weeks 2, 5, and 10). This is electronic only. Please ensure the school has your current email address for distribution.

SZApp – SCHOOL APP

The school has an app that can be downloaded on phones and other devices. This app contains links to information such as uniforms, Parent Lounge, classroom updates and information, and newsletters. For the school PIN to access the app please contact the school office or ask your classroom teacher.

NO SMOKING

All Rockhampton Diocesan Catholic Education Schools are designated non-smoking areas. Smoking and vaping are not permitted on any part of the school grounds, including the carparks.

NOTES / MONEY ETC. TO SCHOOL

Messages, notes, money, etc can be delivered to the school office via the 'class message bag'. The class message bags provide 'bulk delivery' of messages from the classroom to the office by 9.00am each day.

NUT PRODUCTS

As we have a number of students enrolled with severe allergies to nuts, parents are asked not to send along nut products (Nutella, nut muesli bar etc.) in lunch boxes. This, along with a number of other strategies, will be implemented to minimise risks for these students.

PARENTS AND FRIENDS ASSOCIATION (P&F)

St Brigid's P&F Association are an active group in our school community that encourage all parents to be involved. The P&F meeting dates are decided at the AGM. The AGM is held at the first meeting of the year. Our executive for 2023 was:

President: Kellie McKenzie Secretary: Kirra-Lee Neal

Treasurer: School finance team

PARKING

Parents may set down children of a morning or collect children of an afternoon in the designated 'drop and go' zone off Gregory Highway and Vale St. Please move along this area as the vehicles in front of you leave.

To use the "drop and go" zone in the afternoon for pickups, your child must be able to buckle their own seatbelt. Please DO NOT park and leave your vehicle or stop to chat with other parents while in this zone, you place the safety of our children at risk. Parking is permitted in the designated bays (in the middle of car park and along fence line). We ask that parents and students use the zebra crossings when moving between the main school area and the parking areas.

REPORTING

Parent Information Sessions – Week 2, Term 1

Parent Teacher Interviews – Week 9, Term 1 and Week 9, Term 3 - bookings made through Parent Lounge.

Report Cards – Final day of Term 2 and Final day of Term 4 – accessed through Parent Lounge.

SCHOOL BOARD

School Board membership is discerned from members of the school community. The Board formulates policies that set direction for the school and provides support to the principal through shared decision-making processes. Our School Board meets on the second Wednesday of the month at 7pm.

Chair: John McDougall

Members: Mrs Tegan Green Mrs Amanda Matusch Mrs Meaghan Tucker

Mrs Gerry Huston Mrs Grainne Cullivan Ms Kasey Wilson

Fr Truc & Fr Francois

SCHOOL RECORDS

It is important that the administration retains up to date records of each family in the school. Therefore, we ask that the school office be informed of any variation in any of the information we have on record. In particular, the following variations should be notified:

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

Changes to personal details can also be made through Parent Lounge.

SCHOOL TIMES

8:30am - 10:45am	Session 1
10:45am – 11:25am	First Lunch
11:30am – 1:00pm	Session 2
1:00pm – 1:20pm	Second Lunch
1:25pm - 2:50pm	Session 3

SCHOOL SPORT

St Brigid's is a member of the Central Highlands School Sports Association. Relevant information is provided prior to selection trials. St Brigid's also has teams that compete in many sports' specific carnivals throughout the school year. Mr Mark Francey is the sports coordinator for the school and will send out information for trials and teams throughout the year.

SPECIALIST AREAS

All students receive specialist lessons in Physical Education and The Arts delivered by teachers with qualifications specific to these areas. Our PE teacher is Miss Madison Williams and our Arts teacher is Mrs Gwen Connelly. Students in Prep-Year 2 have these lessons on Tuesday, Years 3-5 have their specialist lessons on Monday, and Year 6 students will have their specialist lessons on Wednesdays.

STAFF MEETINGS

Our staff gathers on Wednesday afternoons from 3:15pm for their weekly staff meeting. Please note that teachers are unavailable during this time and are required to attend these gatherings. Thank you for your support in allowing us this important time.

STUDENT PROTECTION

Catholic schools are committed to the holistic care of all students. We believe that all persons are created in the image and likeness of God and have inherent dignity. Catholic Schools aim to be communities of care where the safety and well-being of all students are promoted and protected.

Many parents seek enrolment in Catholic Schools because the care and protection of the students are embedded in our ethos and values. Parents are encouraged to work in partnership with the school to establish a child-safe culture and associated procedures. All students have a right to expect that the school will always protect them from any kind of harm. Student protection and well-being is paramount in all Catholic schools. St Brigid's Student Protection Officers are Mrs Green, Mrs Tucker, Mrs Carew, Miss Galloway and Mr Smale.

TECHNOLOGY

Students are provided with all technology required at St Brigid's. Students are NOT permitted to bring their own iPad's or computers to school. If students bring personal devices to school, they will be confiscated until the end of the day.

Students are NOT permitted to have mobile phones or smart watches during the hours of 8.15am and 2.50pm. If your student needs to bring a phone, it must be handed to reception on arrival at school. Smart watches must be set to "school mode" during these hours.

TEACHER MEETINGS/CALL AND RESPONSE TIME

Please note that routine calls to teachers should be restricted to non-class times as teachers will not be called away from their classes to answer the telephone. Messages for children will be taken regarding their transport / collection from school and emergency situations only. Please note that these messages must come through the office.

We understand the importance of timely communication. Teachers will make every effort to respond to parent inquiries within 48 hours. We kindly ask for your patience and understanding as our dedicated educators prioritise the needs of our students during the school day. We also remind everyone that teachers have the right to disconnect and therefore will not respond to emails or phone calls outside the hours of 7:30AM – 4:00PM.

TUCKSHOP

The tuckshop is operated through the school, with the assistance of parent volunteers. This is an online canteen only and operates on Wednesdays. Subway is available through the online canteen on Friday. Further information about how to join and order online can be found on our website or on the school app.

If you wish to volunteer to help with the tuckshop, please contact the office or tuckshop coordinator. Families who volunteer their time will receive a tuckshop voucher as a thank you.

ST. BRIGID'S CATHOLIC PRIMARY SCHOOL EMERALD - STUDENT DRESS CODE

Items in italics are only available at the School Uniform Shop

CODE	CODE GIRLS BOYS		
Formal uniform	Blouse: Checked with embroidered logo on left	Shirt: Checked with embroidered logo on left pocket.	
a community community	pocket.	Shorts: Navy, medium length leg (cargo shorts not	
To be worn on	Culotte: Navy with red	permitted)	
Thursday,	Hat: Wide brimmed navy blue hat with school logo	Hat: Wide brimmed navy blue hat with school logo	
Wednesday (P-5)	Socks: Short white socks (visible above shoe)	Socks: Short white socks (visible above shoe)	
and Tuesday (3-6)	Shoes: Black jogger or leather shoe (all distinguishing	Shoes: Black jogger or leather shoe (all distinguishing	
Monday (P-2 & 6) Sports Uniform	colour features to be blacked out) Shirt: Red sports shirt with logo on left chest	colour features to be blacked out) Shirt: Red sports shirt with logo on left chest	
Sports Chijorin	Sport short: Navy sport short with school logo (only)	Sport short: Navy sport short with school logo (only)	
To be worn on	Culotte: Navy with red (same as Formal uniform)	Shorts: Navy, medium length leg (No cargo shorts)	
Friday and	Hat: Wide brimmed navy blue hat with school logo	Hat: Wide brimmed navy blue hat with school logo	
Tuesday (P-2)	Shoes: Black jogger	Shoes: Black jogger	
Monday (3-5)			
Wednesday (6) Cold Weather	The following items may be wern:	The following items may be wern:	
Cota weather	The following items may be worn: • School Jacket or plain navy blue jumper	The following items may be worn: • School Jacket or plain navy blue jumper	
	School track pants	School track pants	
	Plain navy track pants	Plain navy track pants	
	Plain navy full footed tights, not leggings	Plain navy skivvy under school shirt	
	Plain navy skivvy under school shirt		
Condition of	Uniform must be clean, neat and in good order.	Uniform must be clean, neat and in good order.	
Uniform	Damaged uniform items must be replaced.	Damaged uniform items must be replaced.	
Sports House	Students will be encouraged to wear a shirt	Students will be encouraged to wear a shirt	
Shirt	representing their relevant House colour instead	representing their relevant House colour instead	
	of their school sports shirt at inter-house	of their school sports shirt at inter-house	
711	carnivals.	carnivals.	
Jewellery	Only the following jewellery may be worn: Wrist watch.	Only the following jewellery may be worn: Wrist watch.	
	Wrist watch.Small gold or silver cross / religious medallion on	Small gold or silver cross / religious medallion on	
	a chain.	a chain.	
	Plain small sleepers or studs. One earring	No body piercing permitted	
	permitted per ear lobe. No other body piercing	Medical alert bracelet or necklace	
	permitted		
	Medical alert bracelet or necklace		
Hair	Hair is to be student's own natural colour.	Hair is to be student's own natural colour.	
	Hairstyles that vary in length are not permitted. The first of the state of t	Hairstyles that vary in length are not permitted. The first of the state of t	
	Therefore undercuts, tracks, rat's tails, Mohawks, mullets etc. are not permitted. Other similar	Therefore undercuts, tracks, rat's tails, Mohawks,	
	cuts/styles require the approval of the principal at	mullets etc. are not permitted. Other similar cuts/styles require the approval of the principal at	
	time of enrolment or before having a style change.	time of enrolment or before having a style change.	
	Hair, when shoulder length or longer, is to be tied	 Hair, when shoulder length or longer, is to be tied 	
	back.	back.	
	All hair accessories are to be plain in design and	All hair accessories are to be plain in design and	
	navy, red, white, or black.	navy, red, white, or black.	
	Hair is to be neat and tidy.	Hair is to be neat and tidy.	
	If doubt exists with a style of hair, a student or property the style of hair, a student or property the style of hair and	If doubt exists with a style of hair, a student or payout the old which with the Principal at time of	
	parent should check with the Principal at time of enrolment or before having a style change.	parent should check with the Principal at time of enrolment or before having a style change.	
	enrouncem or before naving a style change.	enrouncia or before having a sigle change.	
'Free Dress' Days	On 'free dress' days, students must wear	On 'free dress' days, students must wear	
	appropriate clothing which is not revealing and	appropriate clothing which is not revealing and	
	doesn't carry inappropriate images or messages.	doesn't carry inappropriate images or messages.	
	Sun safe practices must be followed. The state of t	Sun safe practices must be followed. The state of t	
Make un	Thongs and scuffs are not permitted. Meles up in not permitted to be yearn.	Thongs and scuffs are not permitted. Make up is not permitted to be yearn.	
Make-up Fingernails	Make-up is not permitted to be worn Fingerpoils should be trimmed to fingertin length.	Make-up is not permitted to be worn Fingerpoile should be tripped to fingertin length.	
ringernaus	Fingernails should be trimmed to fingertip length.Coloured fingernail polish is not permitted.	Fingernails should be trimmed to fingertip length.Coloured fingernail polish is not permitted.	
Security	All clothing should be clearly marked with	Coloured ingernal poils is not permitted. All clothing should be clearly marked with	
Security	student's name.	student's name.	
Acceptable	The Principal retains the right to decide what is	The Principal retains the right to decide what is	
	acceptable.	acceptable.	
	sp.moze.		