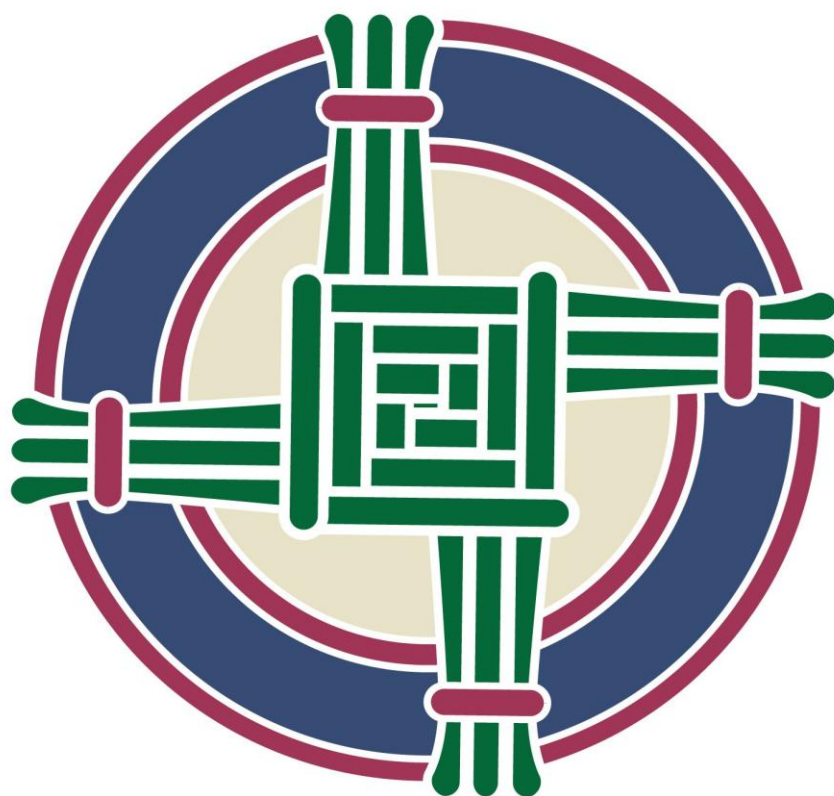


ST BRIGID'S CATHOLIC PRIMARY SCHOOL



2025
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.

God bless,

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 Brigid'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 1P	Mrs Krysten Peebles
Year 1M	Miss Loretta Marks
Year 2P	Miss Brydie Parle
Year 2J	Mrs Esther Jansen
Year 3P	Miss Sarah Pumfrey
Year 3I	Miss Jessica Ivey
Year 4H	Miss Bradley Hay
Year 4R	Ms Gemma Radunz
Year 5C	Mrs Hayley Colwell
Year 5S	Mrs Claire Spence
Year 6C	Mrs Josie Carew
Year 6S	Mr Sean Senini

Learning Support Teacher	Mrs Shannon Butler
	Mrs Anthea Adams
	Mrs Clare Weir
	Mrs Susan Chandler
ESL Teacher	Mrs Tracey Bell
The Arts	Mrs Gwen Connelly
Physical Education	Miss Madison Williams
School Counsellor	Mr Michael Smale
	Miss Kelsey Galloway
	Mrs Fiona Hardgrave

Ancillary Staff

Finance Secretary	Mrs Kristy Matheson
Admin Secretary	Miss Lakyn Brooking-Hodgson
IT Assistant	Miss Jessica Smith

School Officers	Mrs Vanessa Browne
	Mrs Rachel Bennett
	Mrs Sonya Sullivan
	Mrs Renee Mikkelsen
	Mrs Leah Kane
	Miss Halle Goodall
	Miss Tori Kavanaugh
	Mrs Heather Price

Teacher Librarian	Mrs Kristy Strong
Cleaners	Mrs Helen Bonne
	Mrs Iha Finau
Groundsman	Mr Shane Winter

2025 CALENDAR

Term 1

School office opens	Monday 20 th January
Australia Day Public Holiday	Sunday 26 th January
School Resumes 2025	Tuesday 28th January
Parent information sessions	Wednesday 5 th February
Opening Mass & St Brigid's Feast Day	Friday 7th February
Bishop's In-service Day – Pupil Free Day	Friday 21 st February
St Brigid's Cross Country	Friday 14 th March
Parent-Teacher Interviews	24 th – 28 th March
Last Day Term 1	Friday 4th April
Holy Thursday	Thursday 18 th April
Good Friday	Friday 19 th April
Easter Sunday	Sunday 20 th April
Easter Monday	Monday 21 st April

Term 2

Term 2 Commences	Tuesday 22nd April
Anzac Day	Friday 25 th April
Labour Day	Monday 5 th May
School Photos	Thursday 15 th May
St Brigid's Athletics Carnival	Friday 6 th June
Emerald Show Holiday	Wednesday 4 th June (TBC)
Last Day Term 2	Friday 27th June

Term 3

Term 3 Commences	Monday 14th July
Challenge Cup	16 th July – 18 th July
Catholic Education Week	28 th July – 1 st August
Year 6 Camp	Monday 4 th August – Friday 8 th August
Pupil Free Day	Friday 5 th September
Parent-Teacher Interviews	8 th September – 12 th September
Last Day Term 3	Friday 19th September

Term 4

Term 4 Commences	Tuesday 7th October
Leadership Camp (Year 5)	Wed 8 th October – Fri 10 th October
Prep 2024 Orientation Morning	Friday 14 th November
St Brigid's Christmas Concert	Wednesday 26 th November (evening)
St Brigid's Swimming Carnival	TBC
Year 6 Graduation Dinner	Tuesday 2 nd December
Mass of Thanksgiving & Awards Assembly	Wednesday 3 rd December
Last Day Term 4	Wednesday 3rd 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 ParentOrbit on your phones or tablets– school code: sbe
(Please use your parent lounge login details)

ORGANISATION & PROCEDURES

ABSENTEEISM

Parents are required to notify the school using ParentOrbit, 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 will need to be completed through Parent Lounge or ParentOrbit.

FINANCIAL INFORMATION

A simple and transparent fee structure enables families to understand the cost of their child's education. Rather than a tuition fee plus numerous levies and add-on charges, we present our school fees as an All-Inclusive Education fee that covers the curriculum offering of the school. The only other charge is a Building Levy, which funds the capital costs of providing contemporary and educationally engaging spaces for our students and staff. The school may offer some activities that fall outside the curriculum offerings of the school. Should your child choose to participate in these, Specific Purpose charges will apply.

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.

ParentOrbit – 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, school calendar, absentee, personal details, classroom updates and information, and newsletters. The school code is 'sbe' – you will use your Parent Lounge login details to log in to the app. If you do not know this information please contact the school administration.

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 2024 was:

President: Kellie McKenzie
Secretary: Lorrie Brooks
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 Meaghan Tucker
Mrs Gerry Huston Mrs Grainne Cullivan
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 or ParentOrbit.

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 72 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 or on weekend.

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.

Appendix 1

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

Items in italics are only available at the School Uniform Shop

CODE	GIRLS	BOYS
Formal uniform <i>To be worn on Thursday, Wednesday (P-5) and Tuesday (3-6) Monday (P-2 & 6)</i>	Blouse: <i>Checked with embroidered logo on left pocket.</i> Culotte: <i>Navy with red</i> Hat: <i>Wide brimmed navy blue hat with school logo</i> Socks: Short white socks (visible above shoe) Shoes: Black jogger or leather shoe (all distinguishing colour features to be blacked out)	Shirt: <i>Checked with embroidered logo on left pocket.</i> Shorts: Navy, medium length leg (cargo shorts not permitted) Hat: <i>Wide brimmed navy blue hat with school logo</i> Socks: Short white socks (visible above shoe) Shoes: Black jogger or leather shoe (all distinguishing colour features to be blacked out)
Sports Uniform <i>To be worn on Friday and Tuesday (P-2) Monday (3-5) Wednesday (6)</i>	Shirt: <i>Red sports shirt with logo on left chest</i> Sport short: <i>Navy sport short with school logo (only)</i> Culotte: <i>Navy with red (same as Formal uniform)</i> Hat: <i>Wide brimmed navy blue hat with school logo</i> Shoes: Black jogger	Shirt: <i>Red sports shirt with logo on left chest</i> Sport short: <i>Navy sport short with school logo (only)</i> Shorts: Navy, medium length leg (No cargo shorts) Hat: <i>Wide brimmed navy blue hat with school logo</i> Shoes: Black jogger
Cold Weather	The following items may be worn: <ul style="list-style-type: none"> • <i>School Jacket</i> or plain navy blue jumper • <i>School track pants</i> • Plain navy track pants • Plain navy full footed tights, not leggings • Plain navy skivvy under school shirt 	The following items may be worn: <ul style="list-style-type: none"> • <i>School Jacket</i> or plain navy blue jumper • <i>School track pants</i> • Plain navy track pants • Plain navy skivvy under school shirt
Condition of Uniform	<ul style="list-style-type: none"> • Uniform must be clean, neat and in good order. • Damaged uniform items must be replaced. 	<ul style="list-style-type: none"> • Uniform must be clean, neat and in good order. • Damaged uniform items must be replaced.
Sports House Shirt	<ul style="list-style-type: none"> • Students will be encouraged to wear a shirt representing their relevant House colour instead of their school sports shirt at inter-house carnivals. 	<ul style="list-style-type: none"> • Students will be encouraged to wear a shirt representing their relevant House colour instead of their school sports shirt at inter-house carnivals.
Jewellery	Only the following jewellery may be worn: <ul style="list-style-type: none"> • Wrist watch. • Small gold or silver cross / religious medallion on a chain. • Plain small sleepers or studs. One earring permitted per ear lobe. No other body piercing permitted • Medical alert bracelet or necklace 	Only the following jewellery may be worn: <ul style="list-style-type: none"> • Wrist watch. • Small gold or silver cross / religious medallion on a chain. • No body piercing permitted • Medical alert bracelet or necklace
Hair	<ul style="list-style-type: none"> • Hair is to be student's own natural colour. • Hairstyles that vary in length are not permitted. Therefore undercuts, tracks, rat's tails, Mohawks, 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. • Hair, when shoulder length or longer, is to be tied back. • All hair accessories are to be plain in design and navy, red, white, or black. • Hair is to be neat and tidy. • <i>If doubt exists with a style of hair, a student or parent should check with the Principal at time of enrolment or before having a style change.</i> 	<ul style="list-style-type: none"> • Hair is to be student's own natural colour. • Hairstyles that vary in length are not permitted. Therefore undercuts, tracks, rat's tails, Mohawks, 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. • Hair, when shoulder length or longer, is to be tied back. • All hair accessories are to be plain in design and navy, red, white, or black. • Hair is to be neat and tidy. • <i>If doubt exists with a style of hair, a student or parent should check with the Principal at time of enrolment or before having a style change.</i>
'Free Dress' Days	<ul style="list-style-type: none"> • On 'free dress' days, students must wear appropriate clothing which is not revealing and doesn't carry inappropriate images or messages. • Sun safe practices must be followed. • Thongs and scuffs are not permitted. 	<ul style="list-style-type: none"> • On 'free dress' days, students must wear appropriate clothing which is not revealing and doesn't carry inappropriate images or messages. • Sun safe practices must be followed. • Thongs and scuffs are not permitted.
Make-up	<ul style="list-style-type: none"> • Make-up is not permitted to be worn 	<ul style="list-style-type: none"> • Make-up is not permitted to be worn
Fingernails	<ul style="list-style-type: none"> • Fingernails should be trimmed to fingertip length. • Coloured fingernail polish is not permitted. 	<ul style="list-style-type: none"> • Fingernails should be trimmed to fingertip length. • Coloured fingernail polish is not permitted.
Security	<ul style="list-style-type: none"> • All clothing should be clearly marked with student's name. 	<ul style="list-style-type: none"> • All clothing should be clearly marked with student's name.
Acceptable	<ul style="list-style-type: none"> • The Principal retains the right to decide what is acceptable. 	<ul style="list-style-type: none"> • The Principal retains the right to decide what is acceptable.