ST AUGUSTINE’S PARISH SCHOOL
www.saps.catholic.edu.au

INFORMATION FOR PARENTS

PLEASE KEEP ON YOUR FRIDGE OR NOTICEBOARD

😊 The school gates open at 8.30 am
😊 Classrooms open at 9.00 am
😊 Classes begin at 9.00 am
😊 School finishes at 3.15 pm
😊 Yard duty finishes at 3.35 pm

1. STUDENT INFORMATION:

1:1 ADMINISTRATION

Student Information Details

At the beginning of each year, every student will bring home a sheet with their current DUX (computer database) information. Please review this sheet, make any required changes and return it to the school URGENTLY.

Parent/Visitor Attendance at School

Except when delivering/collection children at the beginning/end of the school day, all parents and visitors MUST report to the Front Office on arrival.

1:2 PASTORAL CARE AND WELLBEING

The following two positions are available to the whole school community (ie students, parents and staff), preferably by appointment:

School Chaplain

The School Chaplain is a voluntary service available one day (currently Monday) per week. This service aims to provide support to all denominations.

School Counsellor

The School Counsellor is available on Tuesdays, Wednesday and Fridays. This position also provides access to a number of programs for the school community, eg Seasons for Growth, Social Skills, and facilitates the Student Representative Council.

1:2 ABSENTEEISM (Phone: 8182 7915)

If your child is absent, please ring the school before 9.00 am. Please provide your child’s class teacher with a written letter or doctor’s certificate when your child returns to school.

1:3 EARLY DISMISSAL

Children cannot be dismissed from school early without an adult collecting them. Sometimes we receive notes from parents indicating that their child has an appointment during school hours and will need to leave early. Children can leave early, but only if collected by a parent or an adult authorised by the parents. In this latter case, we would need to be notified by the parent/custodian of the authorisation. The collection point for all children leaving early is the school office.

1:4 BICYCLES

Children riding bicycles should be extremely vigilant in observing road rules. Helmets must be worn. Once on school grounds bicycles must be walked and then locked in the bike rack behind the Maintenance Shed. The school does not accept liability for damaged/lost bicycles.

1:5 BUSES

Children are expected to use their best behaviour while they are travelling to and from school and preparing to enter buses.

Pride in our school uniform should be shown at all times. If children experience any difficulties while in transit, please notify the bus company and the school as quickly as possible.

1:6 CANTEEN (Contact Phone No. 8182 7986)

Please:

☑ ensure student’s and class teacher’s names appear clearly at the top of lunch order bag - ALL lunch orders must be written on lunch bags ONLY
☑ try to use correct money
☑ do NOT include denominations greater than $5 notes unless you inform your child’s teacher or the Canteen Manager
☑ Reception to Year 2 children may also order ice blocks through the lunch order scheme, using white order bags

1:7 SCHOOL BANKING - TUESDAYS

The Commonwealth Bank is the provider for school banking. Application forms are available through the school office.

1:8 SUPERVISION OF STUDENTS AT SCHOOL

Yard supervision begins at 8.30 am. Students are not permitted to be on the school premises without adult supervision. Should your child/children need to be on the school premises before 8.30 am, then supervision is available through Out of School Hours Care (OSHC). Set rate charges apply. Students found at school before 8.30 am will be taken to OHSC and the normal fee will be charged. Similarly, after school the yard is supervised until 3.35 pm.

If students are still on site after this time then they will be taken to the school office and we will try to contact you. If you have not collected your child by 3.45 pm (the time the school office closes), then your child will be taken to OHSC and charged the normal fee. Please make alternative arrangements with family or friends for ‘emergencies’, or be prepared to pay the child care service fee, should this occur.

1:9 PERSONAL AND SCHOOL PROPERTY

Graffiti – pencil cases, folders, diaries, books, rulers, bags, clothing, hands (body parts), etc must be kept clean and free of graffiti. Children who graffit their equipment or clothing will need to clean or replace graffitied items.

Valuables – all electrical games, CD players, toys, etc should be left at home. Breakages and theft have occurred at school and we do not want children being unnecessarily upset. If children bring special toys for ‘Show and Tell’, then these must be given to the child’s class teacher for safekeeping.

Exception: Electronic games may be brought to school for ‘Games Day’ in the MacKillop Building on Wednesdays at lunchtime. These must be given to the class teacher for safe keeping.

Sports equipment may be brought to school but it must be named. The school does not accept responsibility for loss or damage of personal equipment brought to the school.
Money in excess of $5 must NOT be brought to school without parent notification (phone or letter). Mobile Phones are NOT permitted to be used at school. Should students require them for before or after school travel, then they must be given to their class teacher for safe-keeping during the school day. For children attending OSHC, the same rule applies – mobile phones must be given to the OSHC staff.

1:10 PETS AT SCHOOL / NOTIFICATION OF ALLERGIC REACTIONS
For safety reasons, pets are not permitted on the school grounds unless you have made a prior arrangement with a teacher for show and tell purposes. Before bringing a pet to the school for a classroom visit, a note to the parents of all children in that class needs to be sent home. Therefore, prior arrangements must be made with the class teacher. If a child(ren) in that class is(are) allergic to the particular animal, then the visit will not be permitted.

1:11 PLAYGROUND EQUIPMENT
Children are not permitted to play on playground equipment or on the grass areas before or after school. Exception: Out of School Hours Care or sports sessions, when children’s activities are specifically being supervised.

1:12 UNIFORM – Transition to the new uniform is by the beginning of 2013
School uniform is mandatory. Our policy includes school shoes, jewellery and hair (length, colour and cut). A full copy of the Uniform Policy is available from the Front Office. Students need to feel an integral part of the unified culture and ethos of St Augustine’s Parish School, which means that they are able to feel good about themselves and the smart appearance of the uniform that they wear. If you are having difficulty in outfitting your child/ren with any item of uniform, please discuss your concerns with the Principal, Deputy Principal or APRIM. Children out of uniform will be given a Uniform Notice to enable parents to rectify the situation. If the non-compliance continues, then children will be sent to the school office during recess and lunch.

Summer Uniform is worn during Terms 1 and 4 – Winter Uniform is worn during Terms 2 and 3. A two week changeover period applies in Terms 2 and 4.

2. PARENT/CAREGIVERS INFORMATION
2:1 MEET THE TEACHER/PARENT INFORMATION NIGHT
On Wednesday of Week 3 (16th February) there will be an opportunity for you to meet the classroom teachers, who will provide information about the school year ahead and how you can support your child(ren). This is a valuable time for you to become better informed about your child(ren)’s learning and overall development within the school. All classes will be open from 6.30 to 8 pm.

2:2 PARENTS AND FRIENDS
The P&F meets twice per term in the Caroline Chisholm Centre – meeting dates/times are notified in the school’s Newsletter. All parents are automatically members of the P&F. We encourage you to become involved and attend meetings when possible.

2:3 SCHOOL BOARD
The School Board for 2011 is:
Fr Roderick (President), Les King (Chairperson), Deb Applebee (Vice Chairperson), Eric Roden (Treasurer), Terry Stansfield, Kluzek (Principal), Chris Platten (Deputy), Joyce Mee (APRIM), Jessica Hines (Staff Rep), Liz Polljonker (Business Manager), Veronica Cox (Secretary), an OSHC Rep (Jodie Burk), a P&F Rep (Caroline Parisi), Ron Barnes, Randy Dalton, Sharon Henderson, Kate O’Moore, Cheryne Stansfield.

2:4 SCHOOL NEWSLETTERS
Newsletters are posted on the school’s webpage fortnightly, generally on a Thursday. You may request a printed copy to be sent home with your eldest child by completing the form available from the Front Office. Please ensure that you have access to a copy, as this is the main way of communicating what’s happening at school to all families.

FINANCIAL MATTERS
3:1 ARE YOU ELIGIBLE FOR 2011 SCHOOL CARD???? PLEASE REMEMBER YOU MUST APPLY FOR THIS GOVERNMENT BENEFIT EVERY YEAR
If your income falls below the following you may be eligible for School Card:

<table>
<thead>
<tr>
<th>No. of Dependent Children</th>
<th>Gross Annual School Card Income Limit ($)</th>
<th>Gross Weekly School Card Income Limit ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>33,046</td>
<td>636</td>
</tr>
<tr>
<td>2</td>
<td>33,947</td>
<td>653</td>
</tr>
<tr>
<td>3</td>
<td>34,848</td>
<td>670</td>
</tr>
<tr>
<td>4</td>
<td>35,749</td>
<td>687</td>
</tr>
<tr>
<td>5</td>
<td>36,650</td>
<td>704</td>
</tr>
<tr>
<td>Each additional dependent child</td>
<td>901</td>
<td>17</td>
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</tbody>
</table>

The following table shows the proportional payment of grants for School Card students commencing school during the year including those transferring from another state or country:

<table>
<thead>
<tr>
<th>Term</th>
<th>Primary Student ($)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>139.00</td>
</tr>
<tr>
<td>2</td>
<td>104.25</td>
</tr>
<tr>
<td>3</td>
<td>69.50</td>
</tr>
<tr>
<td>4</td>
<td>34.75</td>
</tr>
</tbody>
</table>

Generous discounts apply to approved School Card families and the school receives reimbursement for each child receiving a school card allowance. School Card Section's phone number is 1800 672 758. Please talk to the Front Office staff if you think you may be eligible. If you are ‘just’ outside the above criteria, School Card also has a ‘Hardship’ form which is available from the Front Office. Also, please see the Business Manager, Liz Polljonker (in confidence) if you are experiencing difficulties meeting your payment requirements.

DEADLINE FOR LODGING “APPLICATION FOR SCHOOL CARD 2011” WITH THE FRONT OFFICE IS: Term 1 - FRIDAY 11 FEBRUARY & 11 MARCH; Term 2 – FRIDAY 6 MAY & 10 JUNE; Term 3 – FRIDAY 29 AUGUST & 2 SEPTEMBER; Term 4 – FRIDAY 21 OCTOBER & 11 NOVEMBER.

3:2 Fees
Fees are due for payment as follows:
- **Annually** (5% discount of Tuition portion only if paid in full)
  - Term 1 - by 11 MARCH (end of Week 6); Children commencing in Terms 2-4 – by the end of the second week of that term
- **Termly**
  - By end of Week 6 (Term 1) and Week 2 (Terms 2-4)
Monthly / Fortnightly
First payment by end of February (Term 1) and Week 1 (Terms 2-4)

Direct Debit
If you currently have a Direct Debit in place, please ensure that your weekly / fortnightly / monthly payments are increased each year to ensure your fees are paid in full by the end of the school year.

Payment options available are:
- Direct Debit (No charge) Please allow 1 week’s notice when beginning and ending Direct Debits
- Credit Card
American Express, Visa, Bankcard, Mastercard & EFTPOS (no cash out)
- Cheque
Business cheques must have family name and address on the back
- Centrepay
Arranged through Centrelink or form available from the school
- Internet Transfer
Using the internet, pay direct to the school’s account – BSB 085 005 Acc No. 461958027, quoting reference ‘Family DUX Code’ – located on the top right-hand corner of your statement.
- BPAY
The school’s Biller Code and your ‘Family DUX Code’ (reference number) is located at the bottom left-hand side of your statement.
- Money Order
- Cash

3:3 UNIFORM / SECONDHAND UNIFORM SHOP / BOOKROOM
Open from 8.30 – 9.00 am on Mondays, Tuesdays and Thursdays during school terms.

4. DATES AND TIMES
4:1 SCHOOL TERMS 2011

| Term 1 | Wed 31 Jan – Fri 15 Apr |
| Term 2 | Mon 2 May – Fri 8 Jul |
| Term 3 | Mon 25 Jul – Fri 30 Sep |
| Term 4 | Mon 17 Oct – Fri 16 Dec |

4:2 SCHOOL TIMES
School gates open: 8.30 am
Classes commence: 9.00 am
Recess: 11.15 – 11.35 am
Lunch: 1.05 – 1.45 pm
Classes finish: 3.15 pm
School gates closed: 3.35 pm

Please ensure that your child/ren is/are at their classroom/s by 9.00 am for a positive start to the day.

4:3 GATES
The gates of the school will be opened and closed during the day for access and security. Please refer to the table for details.

5:1 AFTER SCHOOL SPORTS TRAINING
– If the weather forecast is 33°C or over, sports training is automatically cancelled. It is not beneficial to children’s health to train in hot conditions. Please listen to the radio in the morning so that your child is not left at school unnecessarily. (Please Note – your child would not be left unattended but taken to OSHC, where a service fee will apply.)

5:2 CAR PARKING
Parking in and around schools can be quite a concern, especially at the end of the school day. Please ensure that you obey the signs that are posted to avoid a parking infringement notice and its associated fine. Please do not park outside of a proper parking space or across children’s crossing areas, and only use the disabled parks if you have a permit. The driveway between the church and school can only be accessed in the mornings – in the afternoons it is for pedestrians only.

In particular, do NOT use the staff car park – permits are required and fines will be incurred. Parents collecting children during the school day where special circumstances exist, may park in the ‘Visitors’ parking area in front of the office (short term parking only).

5:3 COMMUNICABLE DISEASES
Please remember that it is important to notify the school if your child contracts a communicable disease (eg head lice, chicken pox).

5:4 EMERGENCY RESPONSE PROCEDURES AT SCHOOL
Either a classroom evacuation or yard evacuation (lockdown) is practised with all children each term.

If you are at school and the firebells sound (continuous bell), please go directly to the main oval. If another assembly point is required, you will be directed from the oval. It is the responsibility of the school to ensure that all people on the school site at the time of an emergency are evacuated safely.

If the emergency is outside (eg gas leak), then on the signal – a repeated low to high volume siren – please move into the nearest building. Instructions will then be provided through the internal telephone system, as to the action required to maintain your safety.

If you are in the vicinity of the school when a ‘lockdown’ occurs, then you will not be permitted access to the school until the drill or emergency is over. If you are outside of the school during a lockdown, please be vigilant for your own safety (ie it could be that an armed person is in the vicinity).

### Gate Open Close Re-open Close
| Carey Street | 8.30 am | 9.00 am | 3.00 pm | 3.35 pm |
| Church Car Park | 6.30 am | 9.00 am | 3.00 pm | 6.15 pm (for OSHC) |
| School Crossing | 8.30 am | 9.00 am | 3.00 pm | 3.35 pm |
| Front Office | 8.30 am | 9.00 am | 3.00 pm | 4.00 pm |
5:5 HAZARDOUS / PROHIBITED SUBSTANCES
Liquid paper, spirit-based textas and marking pens, aerosol cans, etc are legally deemed to be hazardous substances and are consequently banned from school.
While some substances are not illegal to students of the required age, at no time are students permitted to have, while on school grounds or on any school activity, substances which are injurious to their health or the health of others, ie tobacco, alcohol, petrol, spray cans, etc (see Illegal Drugs Policy – available from School Office).

5:6 INCLEMENT WEATHER POLICY (heat, cold or rain)
When it is unsuitable for children to be in the yard during recess or lunch, they are supervised in the sheltered areas of the school or in classrooms. Children will still have access to the canteen and toilets.
Should you have concerns about your child’s welfare because of extreme weather, please collect your child from school when the weather conditions concern you.
All classrooms are air-conditioned.

5:7 MEDICINES AT SCHOOL
School staff are not permitted to give medication to students (legal stipulation) unless the student's medical condition is such that ongoing medication is required to enable the student to attend school.
Parents should consider isolating children who have been ill for at least 24 hours before returning to school, with prescribed medication being given before/after school and in the evening. Analgesics (panadol) are NOT permitted to be given to students, by school staff.
Prescribed and ‘over the counter’ medication (if the child is ill, then the child should not be at school spreading infection) is not to be administered by school staff (eg cough syrup). If students require ongoing medication at school (apart from asthma puffers, which the student may need to keep), this must be given to the school office staff for safekeeping, together with a Medical Plan from your doctor and a signed Authority to Administer Medication (please see Front Office staff). Medication must not be left in school bags, as it poses a potential risk to other students.
If you are unclear about the provision of medication at school, please enquire at the Front Office.

5:8 EMERGENCY CLOTHING
The First Aid Room stocks limited emergency clothing for student use. When your child requires emergency clothing, please wash and return it to the Front Office ASAP. When our stocks diminish because clothing is not returned, parents will be contacted for clothing for their children. New underwear at a cost of $1.50 will be charged to your account, for younger children when they soil their underwear. For hygiene reasons underwear is not re-used. Should you wish to donate uniform, please hand it to the Front Office staff – all donations welcome.

5:9 NO HAT / NO PLAY SUN SAFE POLICY
As an accredited Sun Safe School, children must wear their hats at recess and lunch and for physical education lessons (except from 1st May to 31st August). The Cancer Foundation has now recommended this exclusion period to enable children to receive the appropriate amount of Vitamin D (from sunlight) during late Autumn and Winter. If a child does not bring a hat, then the child must sit out all outdoor activities in a shaded area.
We also encourage all children and parents to wear a hat coming to and from school, as damage leading to skin cancer can be caused whenever it is sunny.
It is recommended that sunscreen is applied before children leave home in the mornings. Sunscreen is available and encouraged at school, however teachers are not permitted to apply it to students.

5:10 ROAD RULES
Please stress the need for your children to comply with all road rules and safety regulations if your children walk or ride to school. This applies particularly to the road safety crossing on Commercial Rd near the main school gates. Children must use the crossing and not cross the road at any other point.

5:11 SMOKING
We would like to remind you that schools are ‘Non-Smoking’ places. Please extinguish any smoking device before entering school property.

6. OUT OF SCHOOL HOURS CARE (OSHC)
(Contact Phone No.: 8182 7987)
Registration forms and OSHC brochure (incorporating current fee information) are available from the Front Office or OSHC.

6:1 FEES and HOURS OF OPERATION
• Annual Registration Fee (single $30; family $40)
• Before School – 6.30 am to 8.30 am (part or full fee applies) – inc breakfast
• After School – 3.15 pm to 6.15 pm (full fee applies) – inc snack
• Vacation – 6.30 am to 6.15 pm (full day fee only applies)

Fees include meals provided (as per OSHC brochure).
Fees need to be paid weekly/fortnightly when using OSHC - please see staff for alternative arrangements.
Child Care Benefit (CCB) is available to all working and non working families. The government will pay a percentage of your OSHC fee, so please contact the Family Assistance Office on 136 150. You will need to quote our provider numbers as follows:

Before & After School Care 555 009 305 k
Vacation Care 555 009 525 H

The main focus of OSHC is to promote and enhance children’s development, including life skills, in a recreational environment that is safe and friendly. A wide range of activities are offered each day, for example, homework, computer, reading, board games, craft, cooking, sport, 8-ball table, sand play, water play and art. Please feel free to meet and talk to OSHC staff if you have any queries. OSHC is located in the eastern end of Siena Hall.

6:2 ACCESS
Families using OSHC should use the Church Car Park gate for dropping off and collecting children.