We are a welcoming community,
United in faith and centered on learning
Who value and nurture the dignity of each individual.
Dear Parents / Guardians,

On behalf of our school community we welcome you and invite you to enter into the life of our school with your child/ren. One of the prime objectives of St Augustine’s Parish School, is for this school to be a happy, safe and vibrant learning and pastoral environment, for all that join our school community. Our Vision Statement powerfully expresses our prime goals:

**VISION**

*We are a welcoming community,*  
*United in faith and centered on learning*  
*Who value and nurture the dignity of each individual.*

Catholic schools exist to provide education in a Catholic environment where the meaning and message of Jesus Christ is taught and lived by students, staff and families. Our faith, which is lived and modelled through Christian values and beliefs, permeates all dimensions of school life. Therefore, at St Augustine’s we are called to provide the best possible education for our students, within the context of faith and life that is relevant in today’s world.

**Partnership between home and school** is essential to enabling and supporting children to learn and to do their very best. Please let your child’s teacher know if your child has any concerns with school life or if you have concerns with your child’s learning. Current research shows very clearly that the partnership between home and school is a major factor in improving learning outcomes for students. Together we can provide for your child in the best possible way.

This Information Folder contains a ‘snap-shot’ of our Catholic School Community and some valuable insights into the education programs and general procedures of our school. Any questions you have will be willingly answered during the Induction process, or once your child has begun, by Teachers or Administration Staff.

We look forward to getting to know you and your child/ren better and working with you to ensure that St Augustine’s Parish School continues to be a safe, happy and educationally progressive school and family community.

Wishing you every blessing

Leadership Team:  

Georgia Dennis  
Josette Charles  
Joyce Mee
Faith / Community

St Augustine’s School is an integral part of the wider parish community and as such recognises the importance of its role in building a community which is supportive of children, staff, parents and parishioners.

Our mission is to continue the message of Jesus by recognising the value and dignity of each individual within the community.

We provide a welcoming environment where:
- every person feels safe and nurtured
- people have a sense of belonging and an appreciation of their worth
- everyone has the opportunity to contribute to the life of the school and to continue their journey in faith.

Tradition / Values

As a Catholic School we educate and support children to participate in the living traditions and faith experiences of the Catholic Church. We work in partnership with parents and recognise them as the primary educators in nurturing their children in faith. We work in partnership with the parish to initiate children in the sacramental life of the church community.

The inspiration of our approach is found in the Gospels, Love, Truth, Hope, Justice, Equity, Compassion, Joy and Dignity are significant among the values we embrace. To encourage growth in spiritual awareness, we acknowledge many ways of praising God through liturgy and prayer.

Celebration

Celebration is an integral part of our community. At St Augustine’s we celebrate our relationship with each other and our relationship with the world. We celebrate amongst other things, our achievements, diversity, sacramentality, culture, special days, unity, individuality, family and friends, through school and community gatherings and festivities, liturgy, prayer and everyday life.
STAFF 2014

LEADERSHIP TEAM:
Principal—Ms Georgia Dennis
Deputy—Ms Josette Charles
APRIM—Ms Joyce Mee

STUDENT, FAMILY WELLBEING
Chaplain—Ms Charmaine Gillard
School Counsellor—Ms Melanie Stockdale

ADMINISTRATION:
Appointments with the Principal—Principal’s Assistant—Ms Veronica Cox
Business Manager/School Fees—Ms Liz Polljonker
School Card—Ms Chris Ferrell
Enrolments/Volunteer/Police Clearance/School Uniform—Ms Andrea Brown
Reception & General Enquiries—Ms Annette Golebiowski

CURRICULUM:
Please refer to your child’s classroom teacher.

SPECIALIST TEACHERS
Special Education/Adaptive Ed—Ms Melanie Stockdale & Ms Linda McEvoy
Literacy—Ms Colleen Ferguson
Numeracy—Ms Jayne Brown
Library—Ms Jill Heuts & Ms Vicki Nunn
English as an Additional Language—Ms Carol Trebilcock
Physical Education—Mr Nick Skewes
Drama—Mr Roger Hughes
Indonesian—Ms Sue Elliott & Mr Nick Skewes

EDUCATION SUPPORT OFFICERS
Ms Natasha Burdett, Ms Gelse D’Agostino, Ms Louise Davie, Ms Rosa Evans, Ms Jodie Mannix,
Ms Sue McCormack, Ms Sonya Oldfield, Ms Jill O’Leary, Ms Lisa Pullino

OUT OF SCHOOL HOURS CARE
Ms Vicki Blackwell (Director) & Ms Carole Smith (Assistant Director)
Ms Fran Grogan, Ms Michelle Barnett, Ms Trish Case, Ms Eliza Cruse, Ms Kate Golebiowski,
Ms Gelse D’Agostino, Ms Annette Golebiowski, Mr Jayden Evans

CANTEEN
Ms Anthea Dobbin & Ms Karin Norrie

GROUNDSMAN
Mr Tony Caridi

PARENTS & FRIENDS
Chairperson—Ms Wendy Barnes
Other Office Bearers (ie Vice Chairperson, Treasurer, Secretary) to be filled in Term 1.
Meet twice per term on Fridays

PLAYGROUP
Ms Vicki Blackwell & Ms Carole Smith
CLASS STRUCTURE AND TEACHERS
FOR 2014

RECEPTION
R-CG  Ms Catherine Gardner
R-DR  Ms Debra Ricci
R-SS  Ms Sarah Sbroiavacca

YEAR 1
1-CC  Ms Michelle Carr (Mon-Tue & Thu-Fri) and Ms Anne-Maree Carr (Wed)
1-AH  Ms Abbie Heaven
1-JC  Ms Phillis Johnston (Mon-Wed) and Ms Anne-Maree Carr (Thu-Fri)

YEAR 1/2
1/2AF  Ms Amelia Flowers

YEAR 2
2-MS  Ms Anne Malone (Wed-Fri) and Ms Rachel Spry (Mon-Tue)
2-CM  Ms Catherine Morrisson
2-NI  Ms Natasha Impagnatiello

YEAR 3
3-SA  Ms Sophie Augustyn
3-LC  Ms Lucy Centofanti
3-MM  Ms Marnie Moss

YEAR 4
4-RD  Ms Rachael De Tullio
4-DMa Mr David Maguire
4-DMo Mr David Molloy

YEAR 5
5-GR  Ms Giulia Raschella
5-BM  Mr Brian McAvaney
5-RV  Mr Ryan Van Den Brink

YEAR 6
6-AP  Ms Anita Pahl
6-KM  Ms Kathy Martin

YEAR 6/7
6/7SB Mr Sam Benefield

YEAR 7
7-SH  Ms Sally Hoffman
7-ER  Ms Esme Rivas
### SCHOOL HOURS (for Term 1—under review)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 am</td>
<td>Gates open, yard duty begins, children enter school site</td>
</tr>
<tr>
<td>9.00 am – 11.09 am</td>
<td>Learning time</td>
</tr>
<tr>
<td>11.09 am – 11.29 am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.29 am – 12.55 pm</td>
<td>Learning time</td>
</tr>
<tr>
<td>12.55 pm – 1.05 pm</td>
<td>Lunch (supervised eating)</td>
</tr>
<tr>
<td>1.05 pm – 1.40 pm</td>
<td>Lunch (play time)</td>
</tr>
<tr>
<td>1.40 pm – 3.15 pm</td>
<td>Learning time</td>
</tr>
<tr>
<td>3.15 pm – 3.35 pm</td>
<td>Teachers on gate duty</td>
</tr>
<tr>
<td>3.50 pm</td>
<td>Any child/ren not collected from school, will be sent to OSHC and a fee will be charged.</td>
</tr>
</tbody>
</table>

**Note:** Children are to have **water** in drink bottles.

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### 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.

### 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.** All classes are air-conditioned, so ‘weather’ is not a reason for early dismissal.

### UNIFORM:

At St Augustine’s the children wear formal uniform and sports uniform, the days that the sport uniform is to be worn will be advised by class teacher, all other days including excursions formal uniform is to be worn. Please ensure all children’s clothing is **named** for easy return of misplaced items.

### LOST PROPERTY

Lost property is collected from the school front office. At the end of each term un-named lost property will be disposed of. Students are responsible for their own belongings.

### 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 in neighbours’ driveways 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. At all times please consider the safety of the children, be patient and follow the rules. In particular, do **NOT** use the staff car park – permits are required and fines will be incurred. **Visitor’s car park is for visitors only — not a drop off/pick up area before or after school.**

### 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 next to sport Shed. The school does not accept liability for damaged/lost bicycles.
PUBLIC TRANSPORT
For information and timetable please ring Southlink (Elizabeth Depot) on 8287 4099

SCHOOL BANKING - WEDNESDAYS
The Commonwealth Bank is the provider for school banking. Application forms are available from the Commonwealth Bank

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

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.

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).

Parents should consider isolating children 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.

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 current 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 unclear about medication at school, please enquire at the Front Office.

Illegal Drugs/Substances: Please note the Child Abuse Report Line (CARL) telephone number 131478

STUDENT ACCIDENT INSURANCE
St Augustine’s Parish School has accident insurance with Catholic Church Insurances Limited. This policy covers students whilst travelling to and from school, at school and on any school organised excursions or activities. Further information if required, is available from the front office. We also have ambulance cover for students through this policy. Please note pre existing medical conditions are not covered under this insurance policy. If your child has a medical condition please ensure alternative cover is sort.

EMERGENCY CLOTHING
The First Aid Room stocks limited emergency clothing for student use. When your child uses the school’s 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. It is recommended that younger children have spare underwear and socks in a plastic bag in their school bag. If not, new underwear (at a cost of $1.50 charged to your account), is available should they soil their underwear. For hygiene reasons underwear is not re-used. If you wish to donate uniform, please hand it to the Front Office staff — all donations welcome.

SECOND HAND UNIFORM
If you have old uniform in good condition that you wish to sell, please complete the form available from the front office.

INCLEMENT WEATHER POLICY
Our classrooms are air-conditioned, so children are expected to stay at school rather than go home early on hot days. If your child suffers unduly from the heat, please discuss alternate arrangements with your child’s teacher. When the weather is between 33-35°C: children play under shelter areas, 35+°C or above: children remain indoors; wet weather: students will remain indoors at break times.

SUN PROTECTION
Students are to wear school hats with school logo:
- all year round when on excursions
- Must be worn for all outdoor activities including play from 1st September to 30th April
- May be worn but are not compulsory from 1st May to 31st August for all outdoor lessons, recess and lunch.

While every classroom will have 50+ sunscreen available for student use, students are encouraged to bring their own supply.
**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**, please try to use correct money.
- Do **NOT** include denominations greater than $10 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.

*Take Away food can not be delivered to school for student’s lunch, please bring your lunch from home or order lunch through canteen.*

**Food Policy**
St Augustine's Parish School is an Allergy Aware School.

No sharing of food applies to all students. We have a number of students with severe allergies. Parents will be notified of class celebrations or treat days so they may accommodate their child's needs if allergies present a problem for his/her child.

**Personal Property**
The only times toys can come to school is for games day which is held on Wednesdays. Bringing toys from home often causes unnecessary problems by being broken, lost or stolen. There is ample sports equipment for the children to use and play equipment in the playground.

**Photographic Consent**
All students are required to have a Photo Consent signed for photos to be included in the school Newsletter and Promotional material. The Photo Consent form is sent home annually at the beginning of the school year.

**Electronic Devices**
St Augustine’s does not encourage students to have mobile phones in their possession on school premises (including classrooms and grounds) or during off–site school activities (such as excursions or sports activities). Where students need the use of a mobile phone before and after school the student is required to give the phone to their Class Teacher or Out of School Hours Care (OSHC) staff for safe keeping where they will be secured in a lockable container. This would also apply to other electronic devices, eg iPod, Touch, Nintendo, etc.

**Games Day**—Wednesdays at lunch
Children can bring a game to school on Wednesday for Games Day. Children are to give their game to the class teacher at the beginning of the day.

**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 Chaplaincy position is a Federal Government funded position which is a voluntary service available to students, parents and staff. This service aims to provide support to all denominations. While we have received notification that this service will be ongoing, funding has not yet been approved. I will inform you once this occurs and the program begins.

- **School Counsellor**
  The School Counsellor is available each Monday, Tuesday and Wednesday. 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.

**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.
PARENT INVOLVEMENT
We strongly encourage you to support your child’s education by being involved. Parents can become actively involved in the school in many ways, including:

- Parents & Friends Committee
- Building & Grounds Committee
- Assisting in classrooms
- Volunteering for the Learning Assistance Program (LAP)
- Assisting with the Coordination Program (Jellybeans)
- After school sport coaching
- School Functions
- School Canteen

VOLUNTEERS
Volunteers provide a rich environment within any organisation and are welcome to work at St Augustine’s Parish School community.

To ensure the safety and well being of all students in our care, all volunteers, before they begin work at St Augustine’s are required to undergo a Police screening with an update every 3 years, and a volunteer induction session, before they begin any activity. The school processes the paperwork and all information is kept confidential.

Volunteer forms are available through the school office. There is no cost to parents for a Catholic Police Clearance.

SCHOOL FUNCTIONS
It is expected that all children attend important school functions out of school hours e.g. School Concert, Sports Day and End of Year Mass. In the event of a child being unable to participate, parents are requested to contact the Principal in writing prior to the function.

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).

EXEMPTION FROM SCHOOL FOR STUDENTS OF CUMPULSORY SCHOOL AGE (6 to 16 yrs of age)
In the primary years families need to apply for an exemption when their child/ren would otherwise normally be at school – eg family holidays, family work commitments (seasonal farm work) or home schooling. An exemption does not need to be submitted when a child is ill or has an appointment with a doctor/dentist, etc. Normal notification of absence by letter is fine for these circumstances. Exemptions need to be submitted at least two weeks prior to the exemption period for approval that can be granted by the school principal, and preferably one to three months in advance for SA Government approval (to enable approval to be granted and the family notified, or where approval is not granted, for the family to be able to make contact with the authority involved to seek reasons for the non-approval). The school principal is the approval / non-approval authority for exemptions between one day and one month. Any exemption request longer than one month must be returned to the school, which is then responsible for forwarding this request to the Catholic Education Office and then DECD (Department for Education and Child Development), which is responsible for granting or declining approval.

If you have any questions or concerns, please look up the website at http://www.decs.sa.gov.au/community/default.asp?id=navgrp=1637 - as the website has changed you will be redirected.

ADAPTIVE ED/SPECIAL EDUCATION
Reading Rocketeers
Reading Rocketeers is a guided reading program for students in years 1-2, to develop independent reading strategies. The program is run over 4 afternoons a week.

Rainbow Reading
Rainbow Reading is a reading program aimed specifically at year 3—4 students. It is designed to engage student interest in reading. Students work in small groups and attend 2 sessions per week.

Reading Recovery
Reading Recovery is an early intervention program for year 1 students with critical literacy needs. Students are identified by their teachers and must be in at least their fifth term at school. The series of lessons take approx 20 weeks.
Stepping Stones
Stepping Stones is a small group of literacy learning programme aimed to help students from reception to year 7 who are experiencing difficulty in reading and writing. Students work 1:1 with a trained ESO. They are withdrawn from their classroom up to three times a week for 30mins.

LAP Learning Assisted Programme
The LAP programme is a mentor-based programme which caters for children who could benefit from some special one to one time. This is done by a volunteer.

Quick-Smart Numeracy Programme
The Quick—Smart Numeracy Programme is an intervention programme designed to support middle school students with numeracy skill development. Quick-Smart encourages students to become quick with their responses in numeracy and smart in their ability to problem solve.

Mentoring Programme
The Mentoring Programme is based on working with children 1:1. The main aim of the mentoring programme is to build children's self esteem and self regulate emotions.

Language Groups
Language groups consist of 4-5 students and work at explicitly teaching a range of language skills.

Smarties
Is aimed at JP students. This programme is set up in a thematical play environment, explicitly teaching students specific skills pertinent to child development. It allows children to use their imagination, develop speech and language, fine motor, school readiness and social skills. Activities involve role play and guided interaction amongst peers.

Minties
is a recess and lunch time play programme that is designed to provide students who have specific needs with a safe and nurturing environment during break times. Minties aids in developing students social skills and self esteem. Students also have access to games day on Wednesdays. This is a whole school programme which enables students to participate in board games in an open space.

Jelly Beans
The aim of this programme is to support children with developing their fine motor skills. The fine motor co-ordination sessions involve children in a variety of activities ie, cutting, tracing, threading, sequencing and eye-hand co-ordination.

Social Resilience Group
The social resilience group was introduced as an extension to the Smarties programme to cater for Primary students who continue to require support in developing appropriate social skills.

Small Group Language Groups
Are guided by a Speech Pathologist and provide support for students with language disorders / delays. The maximum recommended group size is 6. The aim of the groups is to provide tuition and encourage students to be successful.

Small Group Sensory Support Groups
This programme caters for those students with Autism Spectrum Disorder and require sensory outlets. Depending on the individuals in the group, the sensory activities may focus on gross motor activities or craft activities involving various tactile materials. These groups also encourage students to build relationships with one another.

Mentoring Programme
Special Ed runs a successful mentoring programme which has enabled students with a range of disabilities develop pathways to learning and work. With the help of an adult mentor who has been matched with a child to foster a positive relationship, the student is able to build on their personal successes and therefore develop self esteem. The mentor encourages the student to set personal learning goals and promote strategies for independent learning.

ASD Life Skills Group
Students work on developing life skills. They are involved in activities that help develop adaptive and practical life skills. Students engage in activities like filling out forms, money management, cooking, doing the dishes, healthy food choices etc. This programme is aimed at developing independent skills and initiative.

Morning Motor
This programme operates as morning sessions. It is developed in conjunction with Occupational Therapists and engages students with gross motor activities.

All programmes are co-ordinated by the Special Ed / Adaptive Ed Co-ordinators Linda McEvoy and Mel Stockdale and are supported by the ESO’S. The programmes are developed collaboratively with key stakeholders involved in supporting students with specific needs.
LEARNING CONVERSATIONS (formerly Meet the Teacher/Parent Information Night)
Learning conversations will be held in Term 1 during Week 10 (ie 31 March to 4 April).
The aim of Learning Conversations is to discuss your child’s growth, learning goals and student centred strategies to support learning and development at school and at home. Children attend Learning Conversations with parents. Research has found that children achieve better outcomes from their education when families and the school work together.

PROCEDURE REGARDING FIRST AID
Staff are issued with a first aid bag to use on yard duty for minor first aid requirements. Students who need more specialised first aid are sent to the school front office with a green office slip from referring teacher. All students who visit the sick room shall be given this note to take home, informing parents/caregivers. Minor cuts and abrasions that require a band aid can be taken care of by the teacher on duty or class teacher.

When a child is obviously ill or injured and needs to go home, or may require treatment by a doctor, a parent will be notified by a staff member by phone and requested to collect the child. Hence the necessity of your child’s Information Form being up to date and filled in correctly.

Head lice is a concern for all schools. Parents are asked to check their child’s hair regularly. If symptoms are evident the child is not permitted at school. If head lice is detected at school, the whole class will be notified.

HOMEWORK
We believe homework to have many benefits for older students at Primary School level provided that:
- it is assigned purposefully
- it is relevant to the work in the classroom
- it receives prompt feedback when handed in

We believe that homework in the early years of learning should be specific to supporting the development of literacy and numeracy skills taught through the school program. Teachers and parents need to co-operate in fostering a love of books and a desire to learn by sharing storytelling and reading experiences with their children at these year levels, and by supporting and encouraging any initiatives to do extra work on the part of the child. Students in Year 3 should be gradually introduced to formalised homework activities as they are deemed ready, while structures should be put in place to allow senior students to develop necessary time management skills with regard to due dates.

We also believe that weekends and vacation periods at this level should be reserved for family time and recreational activities.
ST AUGUSTINE’S OUT OF SCHOOL HOURS CARE (OSHC)

is a Child Care Benefit (CCB) approved service (ie. subsidised fees) and is accredited through the National Child Care Accreditation Council

We give you peace of mind by providing a safe and caring facility that offers individual quality care in a recreational setting.

BEFORE SCHOOL CARE
6.30 am – 8.45 am  Includes breakfast (variety available from menu)

AFTER SCHOOL CARE
3.15 pm – 6.15 pm  Includes a snack at 3.30 pm
Programmed activities or free play are offered each day

VACATION CARE
6.30 am – 6.15 pm  Includes Morning and Afternoon tea
Lunch is provided on specific days
A wide range of activities are offered, including incursions & excursions
Vacation Programmes are available each term in Week 6 from the OSHC staff

Bookings for OSHC must be made in person with OSHC staff.
Phone: 8182 7987
PLAYGROUP

EVERY FRIDAY OF THE SCHOOL TERM FROM 9.30 AM TO 11.30 AM
IN THE CAROLINE CHISHOLM CENTRE.

What is Playgroup?
Playgroup is an opportunity for mums, dads, grandparents and caregivers to meet together each week with their babies, toddlers and preschoolers for interaction and fun. Parents and caregivers work together to provide their babies and young children with opportunities to learn through play.

What do we do?
Have fun
★ Learn to share through play
★ Discover how to get along with other children
★ Learn and develop new skills
★ Listen to music and stories
★ Improve children's abilities to solve problems
★ Explore by playing with water and sand, by painting and trying other kinds of art and craft
★ Have fun playing outdoors

What will it cost?
Attendance will cost $1.00 per child to help cover the cost of stationery, tea, coffee and milk.

What else do I need to know?
St Augustine’s Parish School grounds are a SMOKE FREE ZONE. Thank you for not smoking while attending Playgroup.

Coffee and tea are provided
All soiled nappies are to be disposed of outside the school grounds.
Will provide a planned program based on the Early Years Learning Framework (EYLF) which meets the developmental needs of children aged 0-5yrs.

We look forward to seeing you

Vicki Blackwell and Carole Smith
Playgroup Coordinators
SCHOOL UNIFORM POLICY

School Uniform – V.3 R.4 2012
Page 1 of 4

PHILOSOPHICAL BASIS

The uniform policy of St Augustine's Parish School addresses the total appearance of the student travelling to and from school and while at school. The uniform is seen as an external statement of the quality education offered at St Augustine's Parish School. In effect, it presents to the public an image which is in line with the school ethos. In addition, the uniform is a means of helping to develop unity and pride within our community.

The uniform policy is developed by the school community and approved by the School Board. It is an expectation that all students will comply with the policy in all its requirements. Indeed, enrolment at the school is dependent upon parents accepting and supporting the school’s uniform policy and rules.

The uniform is available for purchase at the school uniform shop.

AIMS

To:
- develop a sense of pride and unity within our school
- support and maintain the high standards within the school

OBJECTIVES

To:
- ensure compliance with the School Uniform Code (Appendix 1)
- enforce the consequences of non-compliance (Appendix 2)

OBSERVANCE AND COMPLIANCE

☐ All students are to abide by the full uniform policy, while travelling to and from school, as well as at school.
☐ It is the responsibility of all staff to ensure that students comply with the School Uniform Policy.

FAILURE TO COMPLY

☐ Generally for minor infringements, students failing to comply with this policy will receive one verbal and one written notification (Appendix 2).
☐ A second incident of failing to comply will result in disciplinary action. Parents will again be contacted.
☐ Should the student continue to infringe the School Uniform Policy, then the student will be removed from the school yard for recess and lunch periods, until such time that compliance is achieved.
SCHOOL UNIFORM CODE

SUMMER
(Terms 1 and 4 - Term 4 there is a two week change-over time)

GIRLS / BOYS
☐ School dress (for official purposes) OR
☐ Navy blue school culottes/dress shorts (optional) (Girls)
☐ Grey school shorts OR
☐ Grey school trousers (Boys)
☐ Pale blue long or short sleeved school shirt with school emblem (may be worn tucked in or untucked)
☐ School windcheater or jacket with school emblem
☐ Navy Blue anklet socks (Girls)
☐ Grey anklet socks (Boys)
☐ Black leather lace-up school shoes (no boots, joggers or buckles) or black leather velcro school shoes for JP
☐ Navy Blue School Hat with school emblem (Legionnaire or Bucket style)

WINTER
(Terms 2 and 3 - Term 2 there is a two week change-over time)

GIRLS / BOYS
☐ Tartan tunic/skirt OR
☐ Navy Blue school trousers (no trackpants) (Girls)
☐ Grey school shorts OR
☐ Grey school trousers (Boys)
☐ Pale Blue long or short sleeved school shirt with school emblem (may be worn tucked in or untucked)
☐ School windcheater or jacket with school emblem
☐ Navy Blue tights OR
☐ Navy Blue anklet socks (Girls)
☐ Grey anklet socks (Boys)
☐ Black leather lace-up school shoes (no boots, joggers or buckles) or black leather velcro school shoes for JP
☐ Navy Blue School Hat with school emblem (Legionnaire or Bucket style)

SPORT

GIRLS / BOYS
☐ Plain Navy Blue school sports shorts, skorts OR trackpants (Girls)
☐ Plain Navy Blue school sports shorts OR trackpants (Boys)
☐ School long or short sleeved polo with school emblem
☐ School windcheater or jacket with school emblem
☐ Plain white sport socks covering ankles (no logos or stripes)
☐ Sport lace-up shoes (predominantly white)
☐ Navy Blue School Hat with school emblem (Legionnaire or Bucket style)

NOTE: Year 7's may wear the commemorative windcheater and/or sports polo shirt (optional).

HOUSE COLOURS

For House activities throughout the year, students may wear a plain coloured t-shirt in their House colour (no logos), or the school long or short sleeved polo with school emblem. House Teams and colours are: Dominic (YELLOW), Joseph (GREEN), Thomas (RED), MacKillop (LIGHT BLUE) - competing for the Augustine Shield and Spirit Cup.
DIRECTIVES

Hats - to be worn all year round for excursions
- Must be worn for all outdoor activities including play from 1st September to 30th April
- May be worn but are not compulsory from 1st May to 31st August for all outdoor lessons, recess and lunch (refer to Cancer Council Guidelines)
NOTE: For OSHC, refer to their guidelines

Hair Styles
- Hair colour must be natural hair colour. No extreme hair cuts. Must be kept in a clean, neat and tidy manner.
- All hair longer than top of collar length must be tied back (ie pony tail)

OPTIONAL ACCESSORIES

Sunglasses
- Are encouraged but at the wearer's risk; they must be sun-safe and the lenses made of plastic (not glass)

Winter Coat/Parka/Spray Jacket
- Plain Navy blue
- Bright raincoats/jackets may be worn by students walking to and from school ONLY
- An additional outer garment for extra warmth may be worn if it is plain navy blue

School Bags
- St Augustine's school bags are available through the uniform shop and are encouraged, but are not compulsory

Hair Accessories
- Headbands: Pale Blue or Navy Blue
- Scrunchies: School Tartan / Navy Blue – winter \ Available from the School Check / Navy Blue – summer \ school's Uniform Shop
- Ribbons: Pale Blue or Navy Blue
- Clips/Clasps: Blue, Brown or Black only
- Hair Ties: Pale Blue, Navy Blue or natural hair colour

Other Options
- A thin gold or silver chain with a religious symbol may be worn under clothing, at the child's own risk
- Watches and Medic Alert identification may be worn
- Earrings – only small studs may be worn (birthstone, gold or silver) – limited to ONE per ear
- Scarf, Gloves and Beanie - Navy Blue and/or Pale Blue

NOT PERMITTED

- Unusual cuts/styles, eg rats tails, shaved heads, patterned cuts, colour patterns
- Cuts less than a ‘No. 2’
- Use of coloured gel or hairspray
- Fashion Accessories (including Bangles, bracelets, rings)
- Make-up of any kind (including nail polish)
- Any body piercing jewellery (including clear studs) other than approved earrings
- Acrylic nails
# SCHOOL UNIFORM PRICE LIST

Effective 8th October 2012

## GIRLS

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Cost($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER DRESS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 - 8</td>
<td>$62.00</td>
</tr>
<tr>
<td></td>
<td>10 - 12</td>
<td>$65.00</td>
</tr>
<tr>
<td></td>
<td>14 - 20</td>
<td>$81.00</td>
</tr>
<tr>
<td><strong>HEADGEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scrunchies Summer Check</td>
<td></td>
<td>$5.50</td>
</tr>
<tr>
<td>Winter Check</td>
<td></td>
<td>$7.00</td>
</tr>
<tr>
<td>Headband (assortment of styles available)</td>
<td>from</td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>PINNAFORE</strong> (Winter Check)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 - 10</td>
<td>$78.00</td>
</tr>
<tr>
<td></td>
<td>12 - 14</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td>16 - 20</td>
<td>$85.00</td>
</tr>
<tr>
<td><strong>SKIRT</strong> (Winter Check)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 - 10</td>
<td>$78.00</td>
</tr>
<tr>
<td></td>
<td>12 - 14</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td>16 - 20</td>
<td>$85.00</td>
</tr>
<tr>
<td><strong>SPORT SKORTS</strong> (Navy Blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 - 16</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

## BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Cost($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHORTS</strong> (Summer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Elastic Draw String</td>
<td>4 - 18</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>TROUSERS</strong> (Winter &amp; Summer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fully elastic waist trousers</td>
<td>4 - 14</td>
<td>$25.00</td>
</tr>
<tr>
<td>Elastic Back</td>
<td>4 - 16</td>
<td>$30.00</td>
</tr>
<tr>
<td>Hidden Extendable Waist</td>
<td>8 - 16</td>
<td>$36.00</td>
</tr>
</tbody>
</table>
## SCHOOL SHIRTS

<table>
<thead>
<tr>
<th>SHIRTS (Summer-short sleeve)</th>
<th>COST ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td></td>
</tr>
<tr>
<td>4 - 6</td>
<td>$20.00</td>
</tr>
<tr>
<td>8 - 14</td>
<td>$21.00</td>
</tr>
<tr>
<td>16 - 28</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

| (Winter – long sleeve)                        |          |
| Size                                          |          |
| 4 - 6                                         | $20.00   |
| 8 - 14                                        | $22.00   |
| 16 - 18                                       | $23.00   |
| 20 - 28                                       | $24.00   |

| HATS Legionnaires (Monogram)                  | $12.00   |
| Bucket (Monogram)                             | $14.00   |

| POLO SHIRTS (Summer – short sleeve)           |          |
| Size                                          |          |
| 4 - 14                                        | $30.00   |
| 16 - XL                                       | $33.00   |

| (Winter-long sleeve)                          |          |
| Size                                          |          |
| 4 - 14                                        | $33.00   |
| 16 - XL                                       | $35.00   |

| SPORT SHORTS Navy Elastic Waist (Zip Pocket)   |          |
| Size                                          |          |
| 4 - 16                                        | $24.50   |
| S - XL                                        | $28.00   |

| TRACKPANTS                                    |          |
| Size                                          |          |
| 4 - 14                                        | $34.00   |
| 16 - L                                        | $37.00   |

| WINDCHEATERS                                  |          |
| Size                                          |          |
| 4 - 14                                        | $36.00   |
| 16 - L                                        | $40.00   |

| TRACK & FIELD JACKET                          |          |
| Size                                          |          |
| 4 - 14                                        | $60.00   |
| 16 - XL                                       | $65.00   |

| SPARTAN SCHOOL BAGS                           |          |
| Medium                                        | $47.00   |
| Large                                         | $50.00   |

| Library Bag                                   | $6.00    |

### PAYMENT BY:
Cash, EFTPOS or Cheque
Layby now for the new season

2nd Hand Uniform – must be paid for in CASH only

### TRADING HOURS FOR UNIFORM SHOP

**MONDAY, TUESDAY & THURSDAY**

**8:30 AM - 9:00 AM**

ORDER FORMS ARE AVAILABLE FROM THE FRONT OFFICE FOR PURCHASES OUT OF THESE HOURS
SCHOOL FEES

FEE NOMINATION FORM:
Each family must complete a Fee Nomination Form each year. It is important that this form is completed and returned to the school to ensure that your school fees are charged at the correct fee level and applicable discounts can be given.

SCHOOL CARD:
Have your circumstances changed from last year? You may be eligible to receive school card, if so please contact us to arrange a time to complete the appropriate form.

School Card submission dates are as follows:

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/2/2014</td>
<td>7/5/2014</td>
<td>30/7/2014</td>
<td>22/10/2014</td>
</tr>
</tbody>
</table>

Note: If you applied for school card in the previous year YOU MUST complete another form to receive school card benefits each year. Forms will be sent along with your school fee statement at the beginning of the school year.

FEE PAYMENT DATES:
Stationery Pack - Class Book Packs are payable by Friday (END OF WEEK 2)
Term 1 25% or 1/4 of the annual school fees are payable by Friday (END OF WEEK 6)
   Early payment discounts as listed will only apply if school fees are paid in full by Friday Week 6.
Term 2 The next 25% or 1/2 of the annual school fees are payable by Friday (END OF WEEK 2)
Term 3 The next 25% or 3/4 of the annual school fees are payable by Friday (END OF WEEK 2)
Term 4 The next 25% or Full annual school fees are payable by Friday (END OF WEEK 2)

DIRECT DEBITS:
Please note that each year slight increases in your fees or decreases may occur due to changes in circumstances. It is important that the amount of the direct debit covers the school fees so that they are paid in full each school year. If you currently have a direct debit please review the schedule provided, contact the Business Manager for an appointment to discuss any changes.

FEE ASSISTANCE:
Families who experience undue hardship may apply to the Principal for a further discount. All applications are kept strictly confidential.

NOTIFICATION PERIOD FOR STUDENT WITHDRAWAL:
4) a) Parents whose child leaves the school during a term will generally be charged for the whole term's fees. Normally a full term's notice of intention to leave the school during a school year is required. Failure to provide a term's notice may result in fees being charged for the following term dependent upon the circumstances. This is in recognition of the fact that the school is committed to maintain the employment of teachers on the basis of known enrolments from one term to the next.
   b) Parents who have a child intending to leave the school at the end of the school year are asked to give at least one term's notice – that is by the end of Term 3. This applies to students enrolled in Reception to Year 6 inclusive. As staffing requirements are planned during Term 3 for the following year on known enrolments, parents who fail to provide notice of intention to leave the school before the end of Term 3 will be charged fees for the first term of the following year.

CONFIDENTIALITY
School Finance Committee, Staff and Parents have an obligation to respect the confidentiality if all information relating to school fees.
PARENTS AND FRIENDS ASSOCIATION

PURPOSE

The Parents and Friends Association will participate in the holistic development of students at St Augustine's by:
- Building and fostering a Christian environment within the school
- Promoting and building community spirit
- Leading and working within the school to create a collaborative culture
- Developing and nurturing co-operative partnerships between parents and the school staff
- Working with the parish and school staff in shaping and giving life to the school's vision
- Being represented on and collaborating with other groups within the school, ie. Family Life Overview Committee and School Board
- Providing opportunities for parents to participate in decision making within the school
- Collaborating with and supporting school staff with educational programmes within the school
- Providing a forum for information and the education of parents

RESPONSIBILITIES

As partners in a Catholic School, the Parents and Friends Association will:
- Develop and foster community spirit at St Augustine's Parish School—this includes parents, staff and students
- Be a welcoming and inclusive body for all parents, staff and students of St Augustine's Parish School
- Plan and organize social and cultural functions to strengthen family and community life, these functions may or may not have a fundraising emphasis (fundraising activities are limited to one per term)
- Welcome and encourage new and existing parents to become involved in the life of St Augustine's Parish School
- Provide opportunities for parents to contribute to the formulation of school policies and procedures
- Encourage, affirm and have representation on other groups within the school, eg. School Board and Family Life Overview Committee
- Offer and manage a variety of services which support the school community, these include Playgroup, Sewing and Craft Group, Secondhand Uniform, Coffee Morning, Faith Formation Groups and welcome programmes for new parents
- Communicate information about the work of the Parents and Friends at St Augustine’s Parish School through the school newsletter
- Maintain a communication link between the school community and the Federation of Parents and Friends Associations of SA Catholic Schools.