PARENT INFORMATION BOOKLET

St Francis Xavier’s School

‘A School For All Minds’
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St Francis Xavier’s Parent Information Booklet January 2014
Dear Parents/Carers,

As your child commences at St. Francis Xavier’s School, I would like to take this opportunity to welcome you to our school community. We hope that this will be the beginning of a long and happy association with St Francis Xavier’s, and one filled with many memorable experiences. The school aims to provide a quality education in the caring, Christian atmosphere of a Catholic community.

Here at St Francis Xavier’s we are committed to supporting you as the first and primary educators of your children and that together we strive to ensure that your time at the school will be spent in co-operation and mutual support. It is in working as partners – in supporting and encouraging each other’s efforts that we benefit in bringing children to a genuine knowledge of themselves and the world in which they live. The staff at St Francis Xavier’s is working to ensure that we have a collaborative approach to teaching, learning and assessment. Together it is hoped that efforts of cooperation and mutual support will complement each other through the sharing of a common vision and common goals.

This booklet has been prepared to provide information for parents about the philosophical and procedural dimensions of the educational process practised at St. Francis Xavier’s School. It has been designed to give you an overview of the function of our school, and we acknowledge that it may not address every area about which you may have questions. Please feel most welcome to clarify any points or to ask questions of the school in relation to the material contained herein.

St Francis Xavier’s offers you many opportunities to participate in our school community. You may wish to be involved in classroom activities, such as Literacy or Numeracy, assist at working bees, tuckshop, reading, assisting in making resources, Library, on excursions or special lunch days. Perhaps on a more formal level you may like working on one of the committees, P & F, or even become a School Board member. Please keep this booklet for your information while your family is a part of the St. Francis Xavier’s School community.

As with any partnership, open, honest and respectful communication is essential. We look forward to working with you to educate your child/ren and sharing the challenge of bringing your children to a greater knowledge of themselves, their world and their God.

Yours sincerely

Brendon Alexander
Principal
ST. FRANCIS XAVIER’S SCHOOL HISTORY

St. Francis Xavier’s Catholic Primary School is an inner city school in the unique tropical north region of Cairns. Our school community gathers from all parts of the Cairns area, including students from Aboriginal and Torres Strait Cultures as well as other cultural groups.

St. Francis Xavier’s School was opened in January 1961 by the Sisters of St. Joseph. This congregation was founded in Penola, South Australia by an Australian woman, Mary MacKillop (now known as Saint Mary MacKillop of the Cross), in 1866. The school continues the traditions and charisms of the Sisters of St. Joseph and celebrates the major feast days of Mary MacKillop, St. Joseph and St. Francis Xavier. ‘Never see a need without doing something about it’ is a motto shared throughout the school.

Originally the building was used as a school during the week and church on the weekends. The school began in the church hall (current administration block) with Years 1 to 4 with an enrolment of 54. All grades were catered for by 1966. Since then, it has grown to its present size with an enrolment of approximately 570 students from Years 1 to 6.

One of our ongoing commitments is to being an Asian Literate School, establishing cultural awareness, understanding and friendship with our Asian neighbours. Our school has established a Sister School relationship with Taketoyo community in Japan. Our year 6 & 7 students are invited to visit their Sister School every second year. Taketoyo School students visit every year. We have a strong relationship with Notre Dame Catholic School in Kyoto who also visit each year. As well as this, St. Francis Xavier’s School has a Homestay program centered mainly on Japanese students and the American Ambassadors.

The last religious principal was Sr Mary Sheridan who completed her principalship with St. Francis Xavier’s in 1994. The first lay principal was Mr Gerard Hore who took up office in 1995. Our last sister of St Joseph to be on staff was Sr Teresa Murray who finished work in 1997 due to illness. She died on December 15, 1997. Mr Brendon Alexander is the current Principal of the school.

Today, St Francis Xavier’s School has a welcoming feel to it and a group of highly dedicated and motivated parents and carers who genuinely assist with the provision of the best educational environment possible for their children, through their hard work and commitment. St Francis Xavier’s is also fortunate to be staffed by a strong group of dedicated teachers and school officers who continue the mission of Catholic Education begun so many years. It is a school which openly reflects through its practices, the philosophy and values of its foundational partners who have over the years helped shape our school community – St Francis Xavier, the Sisters of St Joseph and the priests of the Cairns Diocese.

It’s with strong beginnings and the path of history that our school stands tall today with a sense of pride and tradition. St. Francis Xavier’s School strives to live out its motto – To Know, Love and Serve God and each other.
SCHOOL MISSION STATEMENT

VISION STATEMENT

At St Francis Xavier’s School our mission is to promote an authentic Christianity embracing the person and vision of Jesus. We are committed to working in partnership to provide a welcoming environment that values uniqueness and a respect of everyone.

We are dedicated to the education of the whole person so that individuals recognise and embrace their role in building a better world.

We will bring our vision to reality by working together as a community which reflects the passion and courage of Francis Xavier whose life emulated Christ’s love of teaching and learning, celebrating, building right relationships, and valuing justice for all.

MISSION STATEMENT:

The St Francis Xavier’s community is characterised by:

- Valuing the individual’s relationship with God with the Catholic tradition.
- Building capacity for spiritual, academic, social, emotional, physical, and ethical potential within a caring, stimulating and safe Christian environment.
- A strong community spirit of care, compassion, forgiveness and service.
- Complimentary and well developed relationships between students, parents, staff and the wider community.
- A deep sense of respect of the school’s heritage, history and culture.
- A high quality Catholic Education which helps to develop responsible, ethical, resourceful citizens of the world with a sense of our responsibility and obligation to look after and sustain the gift of creation, assisting in the formation of ecologically conscious minds.
- Upholding the highest standards of academic excellence within an educational foundation built upon social and emotional learning for the purpose of cultivating capable, caring, and responsible young people of strong, faith-filled character.
- Individual and collective strengths and talents being recognized, encouraged and celebrated.
- Inclusive practices where cultural diversity is celebrated.
- Staff who have the desire to improve, innovate and renew through a culture of professional generosity, collaboration and dialogue.
THE DEVELOPMENT OF THE SCHOOL

1961  The School opened. Classes were held in the current Administration Block, which was originally the Church.

1966  Block 4 was added.

1976  Block 1 (the current Mary MacKillop Centre) was opened with the present Staffroom being the Library.

1980  The completion of Block 3 (since demolished for the new Library in 2010) with the breezeway being built in by volunteer labour in 1982.

1985  Block E was opened (Years 4/5) and the Library took up residence in the downstairs section of the building. The area that was the Library became the Staffroom.

1986  Classrooms under the Convent were completed (current Prep block).

1993  The Convent was converted to the Pre-school, Year One classrooms and Learning Support.

1998  Further renovations took place: the library was converted into three classrooms, the administration block was extended and converted into an Information Resource Centre, the three breezeway classrooms (originally church) were converted to administration and staff areas, and the tuckshop took up residence in what was another breezeway classroom.

2002  Saw the conversion of the old Convent (which was used for Learning Support) into two Year One classrooms. The Learning Support Centre was moved to the end breezeway classroom. Internal renovations took place to make this a functional learning centre. Two breezeway classrooms became one Activity space. The Prep area was renovated to accommodate for three Prep groups.

2003  At the commencement of the school year, the whole school was air-conditioned. Full time Prep was established and offered for the first time.

2004  The Activity room in the breezeway was further renovated and air-conditioned.

2005  Planning began for the additional classrooms and bridgeway to be built at the end of the Year 4/5 teaching block as well as redevelopment of the front office.

2006  The addition of two new classrooms on the end of the Year 4/5 block and a joining bridge to the Year 3 and Prep building. The redevelopment of the Prep playground, and Refurbishment of the School Office.

2009  Federal Government Education Stimulus Package saw considerable construction/maintenance occur. This included: repainting of the external area of the School, new Prep Soft-fall, replacement of roof and guttering, carpeting and classroom refurbishment, wireless network upgrade, passive cooling (screens), office repainting and carpeting. New Outside School Hours Care facility was built and opened in March 2010.

2010  Construction and opening of the New Library as well as the refurbishment of the old Library space to include Counselling Room, Learning Support, Performing Arts teaching space and small Music Tuition rooms. New lower school junior toilets were also built, as well as Tuckshop (Health Hut) and P&F BBQ area and all opened March 2010.

2011  New Library, upper school senior toilets, Second Hand School Uniform Shop, Counselling Room, Learning Support, Music Tuition Rooms and the Performing Arts teaching space was opened in January. Removal of the old Presbytery and school house in preparation for the construction of an undercover sports facility.

2012  Official opening and blessing of the new Multi-purpose Undercover Court, 22 October 2012.

2013  Introduction of 4th Prep class in preparation of Shaping the Future where Year 7 become part of secondary schools. New junior playground installed by the school team and parents in the community.

2014  New senior playground installed by the school and P & F Association.
**SCHOOL BADGE & MOTTO**

Our school badge is a combination of a symbol of our school’s patron saint, St. Francis Xavier and the emblem of the Sisters of St. Joseph.

St. Francis Xavier is symbolized by a boat and the cross. The emblem consists of the cross; and the stylised A M for Ave Maria (Hail Mary in Latin). The three J’s stand for Jesus, Joseph and John the Baptist.

**Know – Love – Serve**

Our school motto summarises the Christian view of the purpose of human existence; to know, love and serve God and to live with God forever in this life and the next.

**PATRON SAINTS OF OUR SCHOOL**

**ST. FRANCIS XAVIER (1506 – 1552)**

Born near Pamplona on April 7, 1506, Xavier was educated at the University of Paris. In 1529, while in Paris, he met the Spanish ascetic Ignatius of Loyola. Xavier was one of the group that joined Ignatius to found the Society of Jesus.

Xavier began his work in Portuguese, India in 1542. His preaching also took him to places like Malacca and the islands of Malay Archipelago where he founded many Christian communities. Other countries he introduced Christianity into were Japan and China. He died in Goa, December 3, 1552 and his body is enshrined in “The Church of the Good Jesus” there.

A man of remarkable energy and organizational ability, Xavier ranks among the greatest missionaries of all times. Canonised (officially recognized as a saint) in 1622, he was declared patron of the Orient in 1748, patron of faith in 1904 and with the French nun St. Therese of Lisieux, patron of all missions in 1947. Navigators too, honour him as their patron. His feast day is December 3.

**SAINT MARY MACKILLOP OF THE CROSS (1842 – 1909)**

The life of Saint Mary MacKillop was a long and complex one. She had to face an uncommonly large number of particularly painful trials as she tried to follow faithfully her vocation. Born in Melbourne in 1842 to two Scottish immigrants, Mary was the eldest of seven brothers and sisters.

On St. Joseph’s day 1866 Mary exchanged her ordinary clothes for a simple black dress and dedicated her life to God and to the teaching and care of poor children. She began teaching in a small stable in Penola, South Australia in 1865. She was the first Australian-born foundress of a religious congregation of women – the Sisters of St. Joseph. Mary sometimes found herself misunderstood and opposed by some authority in the church – she was even excommunicated but soon after, this was regretted by the church and she rejoined her sisters.

She died in Sydney in 1909. In January 1995 she was beatified (declared blessed), and on the 17th October, 2010 Mary MacKillop was canonised as Australia’s first Australian Saint at St. Peter’s Basilica, Rome. Pope Benedict XVI proclaimed Mary’s Sainthood during the canonisation Mass. We celebrate her feast on August 8. Today her sisters and members of the Mary MacKillop Association continue her work, not just teaching in schools but also caring for the poor, the sick and the homeless.

**PRAYER OF SAINT MARY MACKILLOP OF THE CROSS**

*God of Love,*

*We thank you for the life of Saint Mary (MacKillop) of the Cross*  
*Who was a friend of children*  
*And of poor people in Australia*  
*May we follow Jesus as Saint Mary MacKillop did,*  
*By loving all those we meet.*

*Amen.*

This prayer is prayed for all the intentions of the school family and especially for the sick.
ENROLMENT INFORMATION

All members of the community are welcome to St Francis Xavier’s School providing they understand and accept the aims of Catholic schooling.

Official enrolment application forms are available from the school office or may be accessed from the school website. These need to be completed before an enrolment interview can take place. Parents are asked to update enrolment/family details regularly so that information remains current.

Reminders to update enrolment details will be circulated via the school newsletter. It is necessary for all families enrolling children at St Francis Xavier’s to attend an interview with the Principal. It is important for the enrolling child to also attend this interview. An interview does not imply enrolment. The school must be able to cater for the needs of the child/children seeking to be enrolled.

Important information to bring to the enrolment interview includes:

- Enrolment form
- Copy of Birth Certificate
- Copy of Immunisation Forms
- Copy of Sacrament Certificates
- Reports from previous schools attended
- Details of anything out of the ordinary in respect to your child’s health
- Questions you may like to ask.

At the interview the Principal will also take you on a tour of the school and show you the facilities St Francis Xavier’s has to offer.

When will my child be eligible to commence Prep at St Francis Xavier’s?
Children must be five by 31st July in the year they commence Preparatory year.

Child’s Birth Date Eligible for Preparatory in

<table>
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<tr>
<th>Birth Date</th>
<th>Eligible for Prep</th>
<th>Eligible for Year 1</th>
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<tbody>
<tr>
<td>Child born 1 August 2009 to 31 July 2010</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Child born 1 August 2010 to 31 July 2011</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Child born 1 August 2011 to 31 July 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>Child born 1 August 2012 to 31 July 2013</td>
<td>2018</td>
<td>2019</td>
</tr>
<tr>
<td>Child born 1 August 2013 to 31 July 2014</td>
<td>2019</td>
<td>2020</td>
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Enrolling in Years P – 6
Enrolments may be taken at the beginning of, or during the school year. Parents are asked to bring along a copy of the documents listed above at the time of enrolment.

Children with Specific Learning Difficulties
Students identified with a disability or significant learning needs are required to be enrolled through a supported enrolment process. This is to ensure that the school is best placed to meet the student’s needs. This process will also include a member of our Learning Support Team and if required also Catholic Education Services.

School Terms 2015

Semester One
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<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>1</td>
<td>Tuesday 26 January to Thursday 2 April (10 weeks)</td>
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<td>2</td>
<td>Monday 20 April to Friday 26 June (10 weeks)</td>
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Semester Two
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<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>3</td>
<td>Monday 13 July - Friday 18 September</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday 6 October - Friday 4 December (Prep students finish on Thursday 3 December)</td>
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PARENT PARTNERSHIP

A PARENT / SCHOOL TEAM APPROACH

Co-operation between home and school is of the utmost importance for the welfare of each child. Parental involvement in school life is a vital demonstration to both staff and students of their interest in the progress and development of the student in particular and of the school in general. Parents are encouraged to:

- Show genuine interest while listening and talking with your child about school activities, friend etc.
- Assist class teachers in helping children with reading, art, sport, excursions etc.
- Attend meetings of the P&F Association and become involved in fund raising, social activities and the Parent Support Group.
- Meet other parents through involvement in working bees, tuckshop etc.
- Members are invited to join the Board.

APPOINTMENTS

The Principal and teachers are very happy to meet with parents throughout the year to discuss their child’s progress, behaviour etc. If you have any queries regarding your child’s schooling, please don’t hesitate to contact the class teacher. A mutually convenient time for an interview can be organized with the teacher or member of the School Leadership Team. If you wish to speak about a classroom matter, please contact the class teacher in the first instance. If it is a matter affecting the school as a whole please communicate directly with the Principal or one of the Assistant Principals.

SCHOOL BOARD

The school has a Catholic School Board, which provides a local level pastoral structure for supporting the Principal in the ministry of Catholic Education.

The School Board is:

- A Vatican II structure for vision making
- A policy making team, building policies based on Gospel values to give direction to the school and promote its distinctive identity
- Guided by the constitution approved by the local Bishop
- The Board has responsibility in the areas of
  - Policy making, review and renewal
  - Maintenance of school

The Board meets monthly or as advertised. An Annual General Meeting is held in November. Membership comprises of 8 to 12 members made up of the Principal, Parish Priest, Staff Member (elected) and Co-opted members. The school’s policy manual is located in the School Office. Parents are invited to read or consult it.

PARENTS AND FRIENDS ASSOCIATION

All parents and carers are a part of the P&F Association at our school. This vital group is the body in which the parent/school partnership is most publicly displayed. Meetings are held monthly or as advertised at 6:00pm at the school. The AGM is held in the month of October. All parents are urged to attend meetings, show an interest and become actively involved in the activities of the Association.
The main areas the P&F assist the school in are:

- Fostering home/school partnership
- Social activities for both parents and students
- Being an advocate for parents in dealing with organizations such as the government, councils, business etc.
- Community building
- Family pastoral care and support
- Financial support for the school through a levy

P&F UNIFORM SHOP

St Francis Xavier’s P&F Uniform Shop sells **second hand uniforms**. Parents can purchase these at a greatly reduced price if they are available. The availability of second hand uniforms depends on the generosity of parents. **School hats, School bags and eskies** are also sold at the Uniform Shop. The Uniform Shop is staffed on a voluntary basis and extra volunteers are always welcome. The Uniform Shop is located opposite to the Mary MacKillop Centre towards the Courtyard. Details of opening times are published in the school newsletter or are available by contacting the School Office. St Francis Xavier's School has a compulsory school uniform which should be worn at all times.

PARENT INFORMATION MEETINGS

Early in the school year, Parent Information meetings are held for each class. At these meetings, parents have the opportunity to meet with class teachers and discuss programs and procedures for the year. Individual class teachers outline ways in which parents and teacher can work together for the good of the child.

SCHOOL NEWSLETTER

The School newsletter is sent home weekly on a Friday and informs the community of up-to-date happenings and information as well as reporting to parents reflections on learning. It is the school’s official medium of communication with parents and thus is very important. This and any other general correspondence is sent home via the intranet or electronically. Families that do not have email receive a hard copy of correspondence.

SCHOOL DIARIES

Children from Year Four to Six are issued with a School Diary at the commencement of each year. Children record homework and special class and school events in these – this helps to teach them about organization and planning. Parents are encouraged to use them as a means of communication to the class teacher. There is a lot of useful information contained in the diary and they are to be kept neat and tidy and free from unnecessary material.

EMAIL COMMUNICATION

Parents may communicate with their child’s Teacher or School Administration via e-mail. It is requested that this communication be kept to a minimum in organising a meeting time or providing brief information necessary to the teacher. Any urgent information pertaining to the day should be communicated via a personally delivered message to confirm receipt of the message, especially if it is in regards to information for the day concerning early dismissal or alternative emergency contact details.

If parents have any concerns, we prefer face to face communication so that we can approach the situation with effective communication processes in order to find a solution to the problem through discussion.
SCHOOL - PARISH LINKS

Our Parish Priest, Fr Frank Gordon plays an important pastoral and liturgical role in our school. Father leads class and school liturgies with the children. He is our pastoral leader and as such is always available to members of the school community.

CONTACT: (07) 4053 1383

MASS

We encourage our families to be active members of the parishes to which they belong. We aim to foster healthy relations between the families of the school and the wider community. Mass times at St. Francis Xavier’s Church are as follows:

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<tr>
<th>SUNDAY MASS</th>
<th>Sunday</th>
<th>8:00am and 6:00pm</th>
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<tr>
<td>PARISH OFFICE HOURS</td>
<td>Monday, Tuesday, Thursday &amp; Friday</td>
<td>9:00am – 1:00pm</td>
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<td>Ph: 4053 1383</td>
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SACRAMENTAL PROGRAM

Initiation into the Catholic community is celebrated in three sacramental moments:

Reconciliation, Confirmation and Eucharist

This initiation, in the case of children, is extended over a number of years and is accompanied by appropriate preparation in the context of the parish.

In this Parish, a Sacramental Team is responsible, along with the Parish Priest, for the organizing of the sacraments of Reconciliation, Eucharist and Confirmation. Reception of the Sacraments is the responsibility of parents via the Parish Sacramental Program. Our school’s Religious Education program supports parents in this role and catechises children in the Sacraments from Prep through to Year 6. Children are eligible for First Reconciliation, Confirmation and First Eucharist in Year 4. To enquire about the Sacramental Program, please contact the Church Office on Ph: 4053 1383.

HOW PARENTS CAN MAKE A GOOD SCHOOL BETTER?

- Make an effort to understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- If at all possible, participate on committees and in discussion groups that consider educational issues and give opinions to staff.
- See the school as YOUR school. Encourage your children to see it the same way.
- By all means offer constructive criticism and suggestions and direct your information to the right people.
- Go to school activities – open days, plays, concerts, picnics, sporting functions, celebrations. Take a friend!
- Join the official parent group and look after the school’s interests.
- Welcome new parents. Help them feel that they belong. Build their confidence in the school.
- Support a broad and balanced curriculum. Resist attempts by any pressure group to narrow the curriculum to things that are purely functional and measurable.
- Encourage your children to co-operate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and the teachers know that you support them, even if sometimes you have to be a friendly critic or a critical friend.
PARENT AND VOLUNTEER CODE OF CONDUCT

This Code of Conduct applies to all parents, volunteers and visitors who interact within our schools and Catholic Education Services in the Diocese of Cairns. It also applies to all parents, volunteers and visitors who are present at school and school sponsored meetings/functions within and outside of school hours. As parents, volunteers and visitors there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Cairns.

CURRICULUM, LEARNING AND REPORTING

LEARNING AREAS

Each of the eleven key learning areas are taught at St. Francis Xavier’s School. These are:

- Religious Education
- English
- Mathematics
- Science
- Geography
- History
- Health and Physical Education
- Language Other Than English (LOTE – Japanese)
- Design and Technology & ICT
- The Arts
- Civics & Citizenship

SEL/Circle Solutions/Peer Mentoring/Buddy Program are interwoven throughout the curriculum. You Can Do It! Education known as ‘Program Achieve’ is used throughout the school to help build the foundations of Getting Along, Organization, Persistence, Confidence and Emotional Resilience. This program aims to increase achievement and emotional well-being of all students.

Curriculum development is an ongoing process at St Francis Xavier’s. Our school curriculum framework is informed by the Syllabus documents developed by the Queensland Studies Authority and ACARA of which QCEC (Queensland Catholic Education Commission) is an active member. Our school curriculum framework is designed to support students in becoming lifelong learners by enabling them to demonstrate the life performance roles of:

- A community contributor
- An active investigator
- A quality producer
- A designer and creator
- An effective communicator
- A leader and collaborator, and
- A self-directed and reflective learner.

Our school based programs are developed to meet the interests, needs and abilities of all our students. Continuous monitoring of children’s progress informs our planning. Teachers are supported in providing an exciting and relevant curriculum through staff professional development, networking and collaborative planning time.

At St Francis Xavier’s School, we recognise the vital role parents play in their child’s education. Our curriculum is learner centred, collaboratively organised, flexibly constructed, ethically aware, community oriented, adequately resourced and strategically linked. Using these principles we hope to equip all our students with the knowledge, skills and attitudes to function effectively now, as well as prepare them for higher level learning later, in a range of contexts including the school, the community and the world of work.

Students from Prep to Year 6 participate once a week in the following Specialist Classes: Health & Physical Education, Performance Arts, Languages Other Than English (LOTE). Japanese is the language incorporated into the school’s programme for students. In addition to providing an opportunity to develop skills in the use of a second language, this programme fosters an appreciation of a different culture. Performance Arts is also an important element of education of St Francis Xavier’s School and is
included in the curriculum of each year level. There is also an Instrumental Programme available for students from Years 3-6 who have the opportunity to learn a variety of instruments through private tutors and through Music teachers from St Mary’s Catholic College. Fees for tuition are paid directly to the music tutor or to St Mary’s Catholic College. Lessons are scheduled during normal class time. The school also has a School Band, which meets once a week for rehearsal. Physical Education is an important part of the curriculum at St Francis Xavier’s School. Modified rules of games are taught and modified equipment is used. It is important that your children are properly attired for physical educational lessons. On sport days children wear their sports uniform for the whole day. To complement the skills we are aiming to develop we also make use of various free trained sporting development officers from local sporting associations.

**RELIGIOUS EDUCATION & FAITH LIFE**

Through St. Francis Xavier’s School Religious Education Program, children grow in knowledge of the Catholic faith and experience an invitation to deepen their relationship with God and to be active members of their faith community.

The development of children’s faith (beliefs, attitudes, knowledge, and participation in parish life) is primarily the responsibility of parents/carers. The school supports parents/carers in their role by providing the Religious Education program. The St. Francis Xavier’s Parish also supports parents through the provision of Sacramental preparation Programs.

The program adopted by St. Francis Xavier’s is the Brisbane Diocesan Religious Education Guidelines, which is formally taught from Prep to Year 6.

Parents are very welcome to be a part of the Religious Education program in the school. There are a number of ways this can be done:

- Talking to your children about what they are learning in class
- Attending class and school liturgies and celebrations
- Talking to teachers at parent-teacher interviews about your child’s progress in Religious Education.

Formal reporting on your child’s progress in Religious Education is based on knowledge, skills and understanding of content taught.

**PRAYER LIFE**

At the centre of the Catholic community is the celebration of the Eucharist. It is from the Eucharist that we remember the life and message of Jesus, which nourishes the way in which each Christian lives this out in their own life.

Therefore the development of the value of prayer is an important part of educating young Christian people. This is easier to achieve when children experience prayer in the home environment as well. Care is taken to ensure that children will be encouraged and led to an appreciation and practice of prayer in such a way that they feel free to develop at their own rate and in their own particular way.

Within that general aim the school:-

1. Teaches the formal prayers of the Church
2. Encourages informal prayer (spontaneous)
3. Makes provision for the Sacrament of Reconciliation to be celebrated
4. Provides a quiet time each day for children
5. Provides a regular prayer time each day

**HYMN PRACTICE**

Hymn practice is held on a regular basis. These practices provide our students with the necessary preparation for liturgies and school celebrations. Full participation in these is a school expectation. All students will be encouraged to be actively involved in the spiritual life of the school.
LITURGY/WORSHIP

Liturgies are advertised through the school newsletter. It is our expectation and a condition of enrolment that all students fully participate in all activities. All parents and friends are warmly invited to share in these celebrations.

DIGITAL CLASSROOM

We are continually exploring fresh ways of harnessing the power of new technologies to improve the delivery of teaching and learning in our classrooms. This multimedia approach is facilitated through the provision of a digital cabled and wireless network which allows students and teachers access to digital tools such as classroom computers, projectors, cameras, laptops and iPads, and iPods for use in their learning. St Francis Xavier’s coordinates in conjunction with parents a one on one digital device program for Year 4, 5 and 6 students.

LEARNING ENRICHMENT

The Staff at St Francis Xavier’s believe that every student is special and unique and therefore has individual needs. Classroom programs are carefully planned in an effort to cater for the majority of students. However, additional support is provided to those students who have been identified by the school as having a specific need. Students with specific needs are usually identified by the classroom teacher. When teachers become aware of children with learning difficulties, they bring this to the attention of the Principal and the Learning Support Team. Appropriate referral forms are then completed. Appropriate intervention is provided in accordance with the school’s capacity to resource. Sometimes parents identify these students. If you, as a parent feel your son or daughter requires additional support you should first speak with your child’s teacher.

The Learning Support Teacher then works together with the classroom teacher to decide what level of support the student requires. Students with specific needs are students who are experiencing learning difficulties in literacy, numeracy or learning how to learn.

EXCURSIONS

Excursions are an important part of the school program. The class teacher will advise you when an excursion is being planned. Such advice will explain the nature of the activity, the time and venue involved, transport arrangements and cost. Children attending excursions are required to wear full school uniform unless otherwise advised. It should be noted that excursions are planned to supplement school activities or fulfill educational outcomes, which cannot be met at school. Such learning experiences are integrated into and therefore form a necessary part of the school curriculum. Should there be any reason for non-attendance at a school excursion, parents are asked to notify the class teacher in writing. Children not attending excursions must attend school on these days. Forms relating to excursions are sent to parents to gain permission for children to attend any activity outside the school grounds during school hours. Parents are asked to return permission forms promptly. Children will not be taken on any outing unless teachers have received signed permission forms.

VISITING PERFORMANCES

Each class has the opportunity to attend performances from various organisations throughout the year. These provide experiences for the children, which enhance the school's curriculum.

HOMEWORK

St Francis Xavier’s believes homework to be a valuable learning experience, which aims to develop sound study habits, responsibility and self-discipline. Homework is set according to the needs, ability and age of the student. Home study does not consist of written work only. Spelling and basic facts may be incorporated into a regular revision task for homework. Reading each night is essential for students
from Prep to Year 6. Homework provides parents with the opportunity to become involved in their child's/children's learning. Teachers communicate expectations about homework to parents, through the parent handbook, parent information meetings and parent interviews. Homework is the responsibility of students and needs to be returned to school on the due date. A short explanation from parents is required if homework is not done. Teachers will consult with parents if homework is regularly not completed. If parents have any questions regarding their child’s homework, please advise the class teacher as soon as possible either by phone or in writing.

STUDENT LEADERSHIP

Year 6 students are invited to form Student Leadership teams. The teams meet informally with the class teacher at least once per term. A Rite of Commissioning Ceremony is held and badges are presented at the beginning of the school year. Encouragement is provided to these students to develop their leadership skills. School leaders are expected to assist the Principal and Staff in providing a supportive school environment. One of the main functions of our school leaders is to commentate and organize our weekly assemblies and sporting events.

REPORTING TO PARENTS

St. Francis Xavier’s Primary School aims to assist with the full development of your child’s spiritual, academic, social and emotional education. Our mission involves rising to the challenges of social, cultural, economic and technological change in the context of gospel values and the teachings of the Catholic Church.

Assessment and reporting to parents is ongoing throughout the year in various forms and opportunities. The cycle of reporting to parents include:

- A general information session for parents at the beginning of Term 1, which informs parents about aspects of curriculum and the forms of assessment that will be used. There are also parent interviews available.
- A full written report will be sent home to parents at the end of Term 2. This report includes Effort and Work Habits.
- At the end of Term 3, portfolios of students work and self-assessment at an oral interview.
- A full written report will be sent home to parents at the end of Term 4. This report includes Effort and Work Habits.

There are many other ways of reporting to parents throughout the year. All major assessment tasks have a description of the task and criteria sheets that give clear targets for students to achieve. These are sent home to inform parents of the journey that students will be taking to reach those targets.

Open days at school are another way of showing aspects of a student’s work. Reporting also occurs when students are involved in National Testing (Years 3, 5 & 7) as well as results from the ICAS competitions that are available. Parents are able to make an interview time with teachers anytime throughout the year if they wish to know more about their student’s progress.

It is important to understand that the traditional end of term reporting is a ‘snapshot’ in time observed at a particular moment of the assessment. Assessment is ongoing and continuous.

FACILITIES AND SERVICES

MARY MACKILLOP CENTRE

In 2010 construction commenced on our new state-of-the art Library and Resource Centre. Opening in Term 1 2011, this facility is a flexible learning centre for the whole school. The Library contains an extensive collection of fiction and nonfiction resources, supporting many Australian authors, containing both Asian and Indigenous perspectives, in its literature choices. A small parent collection is available for borrowing, with a focus on supporting your child’s learning.
The space within the Library includes media rooms, one with a green screen, theatre area with tiered seating, work and reading areas and a flexible learning space upstairs. The technology equipment within this facility is mobile and available for borrowing, supporting the teaching and learning within the classrooms. This equipment includes laptops, digital cameras and flip video cameras, iPod’s, iPad’s and scanners.

Children are encouraged to be regular readers with book borrowing facilities available to all children from Prep up. Loans are limited to one week and children are required to use a cloth or plastic book bag, which protects books in transit. Damaged or lost books are to be replaced by parents. Our students enjoy the Dad’s reading on Thursday mornings. All students are welcome to attend.

**TUCKSHOP**

A fulltime Tuckshop is available at St Francis Xavier’s School. The Tuckshop is open for lunch and snack times. Flexischool lunch orders can be placed at any time online. Additional items are sold across the counter at both lunch times. We welcome any parents who would like to assist in the Tuckshop. Your children love these days and it promotes an opportunity for parents to meet new parents and make friends within the community. The menu and price list is forwarded home early in the school year. Variations to the menu/prices are published in the newsletter as they occur. The menu is also available through the parent intranet.

**BOOK CLUB**

The school participates in the Scholastic Book Club scheme. Brochures outlining details of the books, their appropriateness for the child’s reading level and interests are sent home to enable choices to be made and order forms completed. Correct money and order forms are to be returned to the school promptly in a marked envelope. Cheques are to be made to Scholastic Book Club and not the school.

**EXTRA CURRICULAR ACTIVITIES**

In addition to the set curriculum, St. Francis Xavier’s provides children with the opportunity to be involved in extra activities.

**INSTRUMENTAL MUSIC PROGRAM**

Instrumental group lessons are held during school time, usually using a rotational timetable for students. Group tuition is available for strings, woodwind, brass and percussion. Individual tuition is recommended for piano, drums and some orchestral instruments. Individual lessons are also recommended for those students who wish to prepare for external music examinations.

**INTERNATIONAL HOMESTAY**

Throughout the year a number of International students visit St Francis Xavier’s School to experience life in Australia. Families have the opportunity to have these students live in their homes and share the Australian culture as well as learning about other cultures. This program is linked into our curriculum and also provides valuable funds for the school.

**JAPANESE EXCURSION**

Students in Years 6 have the opportunity to participate in an educational excursion to Japan. This is held each second year. Students travel to Japan as a group with staff and are homestayed with Japanese families for the duration of the trip.
EXCURSIONS AND CAMPS

Excursions and Camps are a part of the School Curriculum. All children are expected to participate in any class excursions/camps. If experiencing financial difficulties associated with these, please contact the School Office to discuss this.

READER’S CUP CHALLENGE

Students in Year 6 are invited to nominate for election for the Far North Qld Regional Reader’s Cup Challenge, held in the month of June on the Tablelands. The school selects a Team of 4 students who will attend the Challenge. Each student will be required to read and learn the content focused on the selected reading texts chosen by the Reader’s Cup Organisers for Qld and provided by the school. Additional copies may be borrowed from the Cairns Libraries.

The expectation of each child is to support their position on the Team by additional reading and preparation at home for the two months before the Challenge.

MARY MILLS CUP

Girls in the upper school are invited to participate in the Mary Mills Netball Championship, competing against opposing Teams from Catholic Primary Schools within the Diocese. The sports teachers and classroom teachers will be organising training sessions during Term 3.

JIM GRAHAM CUP

Boys in the upper school are invited to participate in the Jim Graham Rugby Championship, competing against opposing Teams from Catholic Primary Schools within the Diocese. The sports teachers and classroom teachers will be organising training sessions during Term 3.

SCHOOL SPORTS

Training commences in first term for Cross Country and later for our Inter-House Sports. A School Representative Team competes in the district sports zone comprised of other Catholic schools and Independent schools. Inter-House Sports Days will be advertised early in the year on the finalisation of Regional Sports and State Title requirements. Athletic Carnivals are held in Term 2 or 3, depending on dates for other specific Sports Events throughout Australia. Parent helpers are always welcome to assist our Sports teacher.

PENINSULA SPORTS REPRESENTATIVES

Successful athletes from the school carnival will be selected for the District Trials in Athletics. If successful at this level, students will participate in the Peninsula Trials. Children will represent Cairns at the State level if successful.

SPORTING TEAMS

Throughout the year, representatives from the school will compete against other schools in various sports events. Some of the school sporting teams are Rugby League, AFL, Touch Football, Hockey, Basketball, Netball in which students can compete in.

SWIMMING

Swimming lessons for Year 4 are held in 1st term and for Year 5 in 4th term at the Saint Augustine's Swimming Pool. All students are expected to participate. If, due to sickness, a child cannot attend swimming classes, teachers must be notified by the parents. A bus transports the children to and from the pool.
All items of clothing, towels and carry bags must be clearly marked with the child’s name. Students suffering from infections, suppurating sores or suspected contagious illnesses will be excluded from all swimming activities. A note is required if they are not participating. If a student suffers from a medical condition which might put that swimmer at risk in the water, e.g. epilepsy, diabetes, heart condition, written parental consent, supported by a medical certificate, must be obtained for the student to participate in the swimming programme. The responsibility here rests with the parents.

**SCHOOL ADMINISTRATION ORGANISATION & PRACTICES**

**SCHOOL HOURS**

No child/ren should be in the school grounds before 8:15am or after 3:10pm. Children should arrive at school no later than 8.20am and be in class ready to start at 8:30am.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td><strong>SCHOOL COMMENCES</strong></td>
</tr>
<tr>
<td>10.30am – 11.00am</td>
<td><strong>LUNCH (WHOLE SCHOOL – TUESDAY, WEDNESDAY, THURSDAY)</strong></td>
</tr>
<tr>
<td>10:30am – 11:00am</td>
<td><strong>LUNCH (SPLIT P-3 – MONDAY &amp; FRIDAY)</strong></td>
</tr>
<tr>
<td>11:00am – 11:30am</td>
<td><strong>LUNCH (SPLIT YR 4-7 – MONDAY &amp; FRIDAY)</strong></td>
</tr>
<tr>
<td>1.00pm – 1.30pm</td>
<td><strong>AFTERNOON TEA (WHOLE SCHOOL)</strong></td>
</tr>
<tr>
<td>2:45 pm</td>
<td><strong>WARNING BELL ONLY</strong></td>
</tr>
<tr>
<td>2:50pm</td>
<td><strong>END OF SCHOOL</strong></td>
</tr>
<tr>
<td>8:00am – 3:30pm</td>
<td><strong>SCHOOL OFFICE HOURS (EXCEPT WEDNESDAY WHEN STAFF HAVE PRAYER, THE OFFICE WILL OPEN AT 8:15AM)</strong></td>
</tr>
</tbody>
</table>

**PARENTS SHOULD NOTE THAT:**

**BEFORE SCHOOL**

As classes commence at 8:30am it is not necessary for children to be at school any earlier than 8:15am unless for sports training.

**AFTER SCHOOL**

School finishes at 2:50pm. Parents are asked to ensure that children are collected by 3:10pm. After this time, all children must sit quietly near the Student Services window and parents must collect them from there. Parents should make alternative arrangements if they cannot pick their children up by 3:10pm.

**PLAYGROUND**

Teachers and School Officers are rostered on duty during all recess periods and after school until 3:05 pm.

**LOST PROPERTY**

Lost property is kept at a designated area. Parents need to encourage children to check this collection when items are lost. It is essential that all property, especially hats and jumpers, be marked clearly with the child’s name. Unclaimed items are donated to St Vincent De Paul.
SCHOOL PHOTOS

Class, individual, family and school group photos are taken each year. Parents order and pay for photos before they are taken. Details are sent home as soon as they are received from the photographer. A special Year Six Group photo is taken during Term 3.

STUDENT DETAILS

It is important that parents inform the school of any changes in address, contact names, emergency contact details, telephone numbers or other particulars stated on the original enrolment form. This information must be given to the School Office as soon as a change occurs for the safety and well-being of your children.

ABSENCE FROM SCHOOL

Parent/Carers must place a phone call to the School’s dedicated Student Absentee line (Ph: 4037 9960) on the morning of the students absence advising that their child/ren will be absent for the day, at an appointment or arriving late for any other reasons. This procedure is to ensure that both home and school know the whereabouts of the child/ren. An electronic roll is marked twice each day (8:30am and again at 1:30pm). All students arriving after 8:30am must be scanned in at the Office, they are then given a late slip they must give to their Teacher. All students arriving after 8:30am must enter the School via the Office in order to be marked in. Parents will be contacted via SMS each day if no notification of absence is received, or the school has not been advised of extended absences, this is for your child’s own safety. Please be prompt in contacting the school, the Student Absentee Line is available 24 hrs a day 7 days a week. Student absences from school must be confirmed in writing explaining the circumstances to the class teacher on the child’s return to school. A note to the child’s Teacher or Principal is required if children are to leave school during school hours for any purpose, and Students must be signed out at the School Office.

EXTENDED ABSENCE FROM SCHOOL

If child/ren are going to be taken out of school for over 5 days (e.g. holiday, hospitalisation) an interview is required with the Principal to approve the extended absence. Extended absences are not automatically approved. Extended absences have an impact on the education of the child/ren as well as socially and emotionally. Both the Principal and class Teacher will require in writing an explanation of the absence. We ask for your co-operation in these matters. No school work will be provided for extended absences, and you will be required to complete a Temporary Exit Form for extended periods of absence.

SCHOOL REQUISITES

All belongings need to be clearly marked with the child’s name and class. Each child is expected to have and maintain the requisites listed on the book list for that particular year level.

SICKNESS AND ACCIDENT

In the case of minor accidents, suitable first aid will be administered by the school’s First Aid Officers. In the event of serious injury, parents will be contacted immediately and appropriate medical assistance sought.

Parents are requested to keep children home in times of sickness. Please do not send a sick child to school in the hope that they are recovering or because you can make no other alternative care arrangements. Should a child become ill at school, and in the opinion of the class teacher and/or Administration Staff is unable to continue in normal classes, parents will be contacted and requested to pick up the child. No sick child is sent home unless a parent/carer or other authorised adult comes to collect the child from school.
MEDICATION

If any medication is required to be taken at school, the necessary forms need to be completed at the School Office and the medication stored safely there. The medication must be supplied in the original container with the chemist label on to show the nature of the medication and dosage. Please note that Panadol and other analgesics are not able to be administered by staff unless prescribed by a doctor and the doctor’s instructions are present, and the packaging is labelled by the Chemist. No medication is to be given to students to keep in their bags, all medication must be stored securely in the School Office.

BIRTHDAY CELEBRATIONS

Children are welcome to celebrate their birthday with their classmates by bringing a small treat such as a cupcake etc. Individual serves are preferred rather than whole cakes. We do have a number of children with allergies in the school, therefore please check with the child’s teacher so that you are aware of such allergies. We ask that you have an awareness of allergies and we ask that you do not send nut products to school with children. We also ask that you speak to your children and let them know that we do not allow any sharing of food for this reason. While we cannot legislate on this, we ask all families to be considerate of those who have to manage allergies.

EMERGENCY PROCEDURES

The school has procedures in place for different emergencies that may arise. Occasional drills are held.

- Lock Down Procedures are used in situations involving dangerous intruders or other emergencies that may result in harm to persons inside the school, or at the discretion of the Principal.
- Evacuation Procedures are for any situation requiring the evacuation of school buildings (i.e. fire, bomb threat).

KISS AND DROP ZONE

Your child’s safety is paramount and thus parents are asked to exercise extreme patience and care at all times when dropping of and/or picking up children. Parents MUST obey the parking regulations as stipulated on the signs. No parking is permitted in the school grounds at any time. The designated supervised pick up and drop off points are:

- Atkinson Street
- Sydney Street

When collecting and dropping off students, cars are not to be left unattended in these zones. If the Kiss and Drop zone is full, then cars must continue to drive around the block to avoid a backup of traffic.

BICYCLES/SCOOTERS

A bicycle rack is provided for children who wish to ride their bike to school. Children must dismount when on school grounds and walk to this area behind the Year 1 classrooms. On leaving the school children should walk their bicycles/scooters to the designated exit of the school and ride home. Please note that bicycle helmets must be worn by any person who rides a bicycle.

SCHOOL ASSEMBLIES

Assembly is held every Monday at 8:30am, with our school community gathering in the Multi Purpose Undercover Area. Each assembly is designed so that it is student focused and is informative. The format is a prayer, acknowledgement of country, anthem, weekly awards and other notices. The School Leaders assist with the organisation and running of assembly. Parents are most welcome and encouraged to attend these.
WORKING BEES

Parents are invited to assist with planned school projects when required. Parental assistance helps to keep maintenance costs to a minimum and also builds bonds of friendship and community. Every family is expected to support the school through their participation.

SCHOOL SONG

Our school song aims to develop a sense of pride in our school and feeling of connectedness amongst students and the community. It is sung on assembly and many other special occasions. Parents are strongly encouraged to join in. To assist you, the words are included below on the last page and can also be found in your child/ren’s school diary.

EXITING THE SCHOOL

Parents are required to give notice in writing and complete the required forms if they wish to withdraw their child from the school during the course of the school year.

SCHOOL FINANCES

There are three sources of funding at St. Francis Xavier’s School.

1. Commonwealth & State recurrent funding. The majority of this funding is from the Commonwealth and is calculated on a per child basis.
2. School Fees
3. Small grants from Catholic Education Services

TUITION FEES

A Tuition Fee per student is charged for children attending Catholic schools in the Cairns Diocese. This is determined before the commencement of each year by Catholic Education Services and is the same across all Catholic Schools in the Diocese. Accounts are sent out each term, and payment is made through the School Office. A Statement of Account should accompany payment when paying at the School Office. **School fees are due on receipt of the account and are 14 day accounts.** All parent/carers are expected to make payment of school charges a high priority in their family’s budgeting. Parents experiencing financial difficulties may seek to obtain some remission of fees by contacting the school Principal. If partial or full remission is granted, it is done only on an **annual basis** and must be addressed at the start of each year.

RESOURCE LEVY

A resource levy is charged yearly for each child attending St. Francis Xavier’s. This fee is charged via your quarterly fee statement. The fee is used to purchase resources required for the learning and teaching of students

MAINTENANCE LEVY

A fee is charged each year to employ a Maintenance and Grounds person as well as to purchase and maintain equipment at the school. This fee is charged quarterly and appears on your fee statement.

PARENTS AND FRIENDS ASSOCIATION LEVY

The funds provided through the P&F Levy help to provide more and better educational resources and to develop the sense of school community. The contributions from school fees, levies and Parents and Friends Association are vital to the maintenance of a good educational environment in the school.
EXPECTATIONS & PROCEDURES

BEHAVIOUR MANAGEMENT AND PASTORAL CARE

The St. Francis Xavier’s School community endeavours to exercise pastoral care for each and every child, parent and staff member. All school behaviour management practices aim to develop in our students, self-discipline and a respect for self and others. A high, but fair standard of behaviour is expected at all times.

- Behaviour management is a joint responsibility of parents and teachers. Home and school must work together to develop in the child a Christian respect for self and others and for proper authority and the property of others. We believe in a team approach.
- Where it is deemed necessary, parents will be notified and their support will be expected in helping to find a way of dealing with a behaviour problem.
- Parents are expected to speak privately with the teacher and/or Principal to solve any problems. Questioning the school or teacher’s discipline with, or in front of the child is considered inappropriate.

**OUR ‘BE THE FOUR RULES’ ARE:**

1. Be a Learner
2. Be Respectful
3. Be Safe and
4. Be Responsible

SCHOOL RULES AND STUDENT EXPECTATIONS

Our school rules are designed to help all at St. Francis Xavier’s to live and work together in a happy and safe environment where we can all learn to know, love and serve God.

**IN OUR SCHOOL WE:**

1. Speak to each other in appropriate ways that show respect and care.
2. Do as we are asked immediately.
3. Keep our hands and feet to ourselves.
4. Always wear our correct school uniform. *(Refer to page 25 of this handbook)*
   - **Girls:** Religious medals and watches are the only jewellery permitted. One set only of plain, simple sleepers or studs in pierced ears, no spacers. Only one earing per ear. A signet ring is also permitted. Nail polish is not to be worn to school. **Boys:** Religious medals and watches are the only jewellery permitted. Earrings are **not** permitted at any time.
   - **Girls:** Hairstyles that are natural hair colour, no highlights permitted. Hairstyles that are radical are not acceptable. Wear long hair tied back with bottle green, black, gold or white hair accessories. **Boys:** Hairstyles are to be worn no longer than collar length. Hairstyles that are radical are not acceptable, and hair is to remain the natural colour. No shorter than number 3 gauge.
   - Wear school hat at lunch times, after school while waiting for parents and during outdoor class activities.
5. Move around the school quietly and in an orderly manner. This includes walking on all concrete areas.
6. Stay within the school grounds at all times unless accompanied by a teacher, parent/carer.
7. Stay out of classrooms when the teacher is not present. If your classroom is upstairs, wait downstairs until your teacher is present.
8. Care for our gardens and plants by not playing in them and keeping them free from litter. This includes not climbing in trees or hanging from branches.

9. Play safely on the adventure playground by waiting your turn and following the directions of Teacher’s or School Officers on duty. Playground equipment is only to be used when supervised by a Teacher or School Officer and is out of bounds before and after school.

10. Dismount your bicycles, scooters and rip sticks on entry to the school grounds and walk bikes to the bike racks, scooters and rip sticks to your classroom. Bikes are out of bounds during school time. By law, the wearing of a safety helmet when riding bicycles to school is compulsory.

11. Play safely at all times remembering to play games, which are not dangerous or rough.

12. Keep all own sports equipment, toys and valuables at home where they are safe. Items may be brought for classroom-based activities under the supervision of the Class Teacher. Tennis balls are permitted and are stored in classrooms for play.

13. Wait in the Tuckshop under covered areas before school for Years 2 - 6. Prep and Year 1 students wait outside the classrooms. The adventure playground and school oval is not to be used before and after school and sports equipment is also not permitted at these times.

14. Sit quietly whilst waiting to be picked up in designated areas. After 3:05pm all children must sit quietly outside the Student Services window by the Office.

15. For appointments during the school day, Parents must present themselves to the School Office where they will be required to sign their child/ren out. Parents are then required to wait in the Office while the Office Staff call for their child/ren to come down to the Office.

16. Parent/Carers who are volunteering in their child’s classroom and/or around the school, or on camps or excursions must have first attended a Parent/Volunteer Student Protection Session conducted by the Principal. When volunteering in the school Parent/Volunteers must first sign in at the School Office where they will be presented with a “Volunteer” badge before proceeding to the classroom. When finished you must then sign out at the Office and return your badge. This is a Workplace Health & Safety Policy.

17. Only small amounts of money are to be brought to school at one time. If a larger amount is required, it must be handed to the class teacher for safekeeping.

18. Eat only in the designated eating areas. All children must sit while eating. Once eating is complete and the area is tidy, the duty teacher may release the children to play.

19. Leave all chewing gum at home.

20. Show respect for school and personal property.

21. CD players can only be used when supervised by a teacher.

22. Play equipment may be borrowed from the sports room. Children are to use the equipment safely taking care of it at all times. Any breakages need to be reported to the teachers. All equipment needs to be returned at the completion of play.

23. Children are not permitted to climb on furniture to open and close windows.

24. Cricket bats, softball bats and hard balls are for class use only.

25. Sports equipment is not available for borrowing during wet weather.

26. All children must have a Library bag to borrow books.

27. Books borrowed from the Library must be cared for and any damages or losses will result in replacement which is paid by parents.
28. Mobile Phones and Mobile Devices are to be switched off at all times during school hours and handed to the classroom teacher at the beginning of the day. Items will be returned at the end of the day. No mobile device can be used before or after school whilst on school premises, nor can they be used whilst waiting in Kiss and Drop zones.

**SCHOOL UNIFORM**

The following is the required school uniform and are available at: Uniform Link – McDonnell St. Manunda, Sportscene – Mulgrave Road.

**PREP UNIFORM**
Sports Shirt (Shirts North, Uniform Link, Sportscene)
Bottle Green Skorts/Shorts (girls)
Bottle Green Shorts (**not Sports Shorts**) (boys)
Bottle Green Socks, Black Shoes with Velcro
Gold Prep School Hat (**available only from the SFX Uniform Shop**)

**BOY’S DAY UNIFORM**
Square leg, bottle green shorts
Light green shirt with bottle green collar and pocket trim

**GIRL’S DAY UNIFORM**
Checked dress or checked blouse and green skort

**SPORT’S UNIFORM (BOYS AND GIRLS)**
Green and Gold panelled St Francis Xavier’s polo shirt, bottle green shorts with gold panel.

**FOOTWEAR (BOYS AND GIRLS)**
Day Uniform: black shoes *must* have laces or velcro, bottle green socks or brown/black flat sandals
Sport’s Uniform: predominantly white joggers *must* have laces or velcro with white socks, and to be worn only on allocated Sports Day.

**ACCESSORIES (BOYS AND GIRLS)**
Bottle green jumper
Wide brimmed bottle green wide brim school hat

Prep Shirt & Sports Shirt
<table>
<thead>
<tr>
<th>Appropriate Footwear</th>
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NB: Please note that **canvas and slip on shoes** of any type **are not acceptable to wear to school at any time.**

**COLOUR HOUSE SHIRTS**

On enrolment, children are placed in a colour house for different sport/athletic competitions throughout the year. A plain coloured polo-shirt with sleeves is required in the appropriate house colour for the school athletics carnival.

It is to be noted that:

- As a condition of enrolment, parents agree to provide and supervise the wearing of correct school uniform. Any deviation from this should be explained in writing to the Class Teacher and/or Principal.
- We are a SunSafe School and thus school hats are compulsory. Children who do not have the school hat cannot go into the sun and must sit in the undercover areas. **The school’s policy is ‘no hat, no play.’**
- Sports uniforms are only to be worn on the day stipulated as the class sport’s day, or if specifically requested by the teacher.
- Senior Shirts are only worn on the days stipulated by the class teacher.
- Sport shoes, which are basically white in colour, are to be worn.
- High heeled school shoes are not acceptable for day wear. The heel on the school shoe is to be a minimal height.
- Religious medals and watches are the only jewellery permitted. A signet ring is permitted. For girls only one set of plain, simple sleepers or studs in pierced ear, no spacers. Only one earring per ear. Earrings are not permitted to be worn by boys. No other visible body piercings are permitted.
- Boxer shorts or skins are not permitted to be worn.
STUDENT HEALTH

HEAD LICE

If head lice are observed in a child’s hair, the parents are contacted and would be expected to collect the child and immediately treat the condition. On discovery of infestation, parents are urged to follow this suggested treatment:

1. Kill the lice by using a proprietary treatment shampoo/lotion e.g. KP 24
2. Remove the eggs (nits) by regular combing with a fine toothcomb.
3. Prevent re-infestation by:
   a) Regular checking every week and completing the treatment again in 7 days
   b) Checking and treating other family members.
   c) Cautioning children not to use others’ brushes and combs.
   d) Wash all linen, towels, hats, combs, etc with a germicidal solution.

The child may return to school once the initial head lice treatment has commenced. It is important that the recommended follow up treatments take place as recommended by the Product Supplier.

EXCLUSIVE DISEASES

Please see Appendix A (page 30-31) for a list of exclusion periods for infectious diseases for children and staff of day care facilities, kindergartens and schools published by Queensland Department of Health.

ADDITIONAL INFORMATION

CUSTODY MATTERS

In the case of custody, the school must comply with directions set down by a court of law. It is the duty of the parent to advise the school of decisions handed down by the courts. When the school is given proof that the custody of a child rests with one parent only, the school will do all in its power to ensure that the child returns home to the parent to whom custody has been granted. Parents must make children fully aware of the correct procedure to be adhered to when leaving or being collected from the school grounds. The Principal should be advised immediately if a problem arises in this area. Parents must advise the school by letter if permission has been granted for the child to be collected by a person other than the legal custodian. The school is not the place to settle any family disagreements.

STUDENT PROTECTION

Schools have a responsibility to provide an environment for children and young people that are free from abuse and to protect students within the school environment from abuse and from improper conduct of a sexual nature. Schools play a vital role in recognising and responding to indications of abuse when it is occurring and providing appropriate student protection programs. Cairns Catholic Education has adopted a Protective Behaviour Programme which provides schools with easily recognisable and simple to implement protective processes for students and staff. St. Francis Xavier’s has two child protection contacts available to children. All staff, volunteer helpers and P & F executive are required by law to have a current Blue Card.

RELIEF TEACHERS/VOLUNTEERS/VISITORS

All visitors to the school are requested to sign in upon arrival at the school office. Visitors including Relief Staff will then be issued with an appropriate badge, which they must attach to their clothing to identify themselves to staff, students and parents. Badges should be returned to the school office when the visitor signs out.
CONTACT LIST

Principal                   Mr Brendon Alexander
Acting Assistant Principal of Religious Education Mrs Donna Kitchin
Assistant Principal of Administration/Curriculum Mrs Kim Gubiani
Office Manager/Enrolments Officer Ms Julie Storrs
Finance Manager             Mrs Anna Dalla Pozza
Learning Enrichment Support Teacher Coordinator Ms Kath Porter

SCHOOL SONG

Tropical Paradise
Summer sun and clear blue skies
We celebrate the gifts we share
God’s creation everywhere
Living as a family of God ..

We come to grow, we come to pray
We come to work, we come to play
at St Francis Xavier’s School we
Come to learn –
We want to know, to love, to serve

Jesus’ words guide us on the path
The spirit burns deep within our hearts
We live in peace and harmony
Respecting everyone we see
Building up the family of God ....

Here in Cairns since 1961,
A place of joy and hope for everyone
Mary MacKillop shows the way
Leading us to God everyday
Sharing in the family of God

WELCOME TO OUR SCHOOL
KNOW  LOVE  SERVE