

Parent Handbook

2023



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INTRODUCTION

School Details

St Francis Xavier's School

Street Address: 5 Atkinson Street, Manunda QLD 4870

Postal Address: PO Box 565, Manunda QLD 4870

Phone: (07) 4037 9900

Email: secretary.manunda@cns.catholic.edu.au

Website: www.xaviercairns.qld.edu.au

Parent Portal: <https://extranet16cns.bne.catholic.edu.au/parent/xaviercairns/Pages/default.aspx>

Meet Our Leadership Team



Ms Narelle Harney
Principal



Ms Cathy McCarthy
Assistant Principal Pedagogy and
Wellbeing



Miss Debbie McGuinness
Assistant Principal Religious
Education

Parish Details

Parish Priest: Father Frank Gordon

Parish Secretary: Wanda Musumeci

Phone: (07) 4053 1383

Email: westcairns.parish@cairns.catholic.org.au

Outside School Hours Care (OSHC)

Phone: (07) 4252 5779

Website: <https://ccelc.catholic.org.au/centres/st-francis-xaviers-oshcare-manunda/>

Email: oshc.manunda@ccelc.catholic.org.au

Our Vision and Mission

We are particularly proud of our school Vision and Mission as these have been developed with input from staff, parents and our students.

The vision and mission are important as they help define the 'what, how and why' of St Francis Xavier's School. The document is a detailed account of who we are as a school community.

Our School History

St Francis Xavier's School is an inner-city Catholic primary school in the unique tropical north region of Cairns. Our school community gathers from all parts of the Cairns area, and we are proud to have a diverse school community consisting of families from many different cultural backgrounds.

St Francis Xavier's School was opened in January 1961 by the Sisters of St Joseph. This congregation was founded in 1866 in Penola, South Australia by an Australian woman, Mary MacKillop (now known as Saint Mary of the Cross MacKillop). Our 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 and one that we live and breathe on a daily basis.

The first building on our school site 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 450 students annually.

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 Hoare 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.

In 2021 our school celebrated its 60th anniversary. As part of these celebrations a history wall was installed in the walkway leading into school on the Atkinson Street side. If you are interested in learning more about our school's rich history, more detailed information can be found [here](#).

Today, St Francis Xavier's School is proud to have a strong and welcoming community. We are blessed to have a group of highly dedicated and motivated parents and carers at our school, who work hard to provide a range of activities throughout the year for students to enjoy under the banner of the P&F Association. 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. We are a school that 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 is 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 as well as each other.



School Logo and 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.

Our school motto 'Know Love Serve' 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.



Bell Times

Children should not be in the school grounds (other than OSHC) before 8:00am or after 3:05pm. Children should arrive at school no later than 8:20am and be in class ready to start at 8:30am.

8:30am	School Commences
10:30am – 11:00am	Lunch (Whole School – Monday to Thursday)
10:30am – 11:00am	Split Lunch (Prep to Yr3 – Friday only)
11:00am – 11:30am	Split Lunch (Years 4 to 6 –Friday only)
1:00pm – 1:30pm	Afternoon Tea (Whole School)
2:45pm	Reminder bell only
2:50pm	End of School

Before School

Children are not permitted to be on school grounds any earlier than 8:00am as staff are not on duty until this time. The exception to this is if your child is attending a pre-organised activity, such as sports training, music lesson or choir practice where there will be supervision available. All students are required to remain seated in the Tuckshop Area before their class teacher collects them. Students are not permitted upstairs before the start of the school day.

After School

School finishes at 2:50pm, parents are asked to ensure that children are collected no later than 3:05pm. After this time, any children remaining must sit quietly in our School Office and parents must collect them from there. If you are not able to collect your children by 3:05pm, please make alternative arrangements ahead of time.

Playground Duty

Our staff are rostered on duty during all recess periods and in the two Kiss and Go areas after school until 3:05 pm.

School Calendar

Our school calendar is a great way for families to keep an eye on upcoming events at school. Families can access the calendar by visiting the [News and Events](#) section on our website. The calendar is updated throughout the year on a term-by-term basis. There may be times when event dates are changed to work in with what is happening around the school. We recommend families refer to the calendar on a regular basis (or add to your device) to ensure you always have the most up to date information.

POLICIES AND PROCEDURES

Positive and Wellbeing Policy

Our 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 that children benefit the most when there is a team approach.
- Where it is deemed necessary, parents are 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 inappropriate.



School Rules and Expectations

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

We believe that the most effective discipline results from positive relationships between teachers, parents and students. Behaviour management should be based on the encouragement of constructive and positive behaviour and the molding of aspects of misbehaviour. Through acknowledgement, reward, praise and encouragement, we aim to enhance the development of a self-disciplined student.

We strive to provide a supportive, challenging environment where children develop a sense of self-worth and accept responsibility for their own actions and learning through life. Our school community, students, staff, parents and carers, have resolved to work together to ensure a safe, responsible, respectful, supportive learning environment.

St Francis Xavier's School is committed to providing an environment in which all members are treated with dignity and one in which the rights of others are truly understood and respected.




As a learning community, we value and respect each child's individuality and the gifts and talents they bring to our school. We acknowledge that all students are made in Christ's image and as such, should be loved and cared for even in the face of adversity.

School Uniform

At St Francis Xavier's we are proud of who we are and we encourage our students to also have pride in our school, as well as who they are. A visual way of demonstrating this is through the school uniform. Correct wearing of the school uniform and good grooming demonstrate pride in our school, respect for one's self and respect for others. The school uniform also helps students to foster a strong sense of belonging within our school community.

In partnership with our families, it is an expectation that all students come to school wearing their correct uniform on a daily basis. As a condition of enrolment, parents agree to provide and supervise the wearing of the correct uniform. Any deviation from the uniform requirements must be explained in writing to the class teacher and/or principal.

Prep Uniform Requirements

MONDAY, TUESDAY AND FRIDAY General Uniform Days	WEDNESDAY Little Learner Day	THURSDAY Sports Day
<ul style="list-style-type: none"> SFX sports shirt Bottle green skorts (girls) Bottle green shorts (boys) Bottle green socks Black leather shoes (Velcro) Gold SFX bucket hat 	<ul style="list-style-type: none"> Prep 'Little Learner' shirt Bottle green skorts (girls) Bottle green shorts (boys) Bottle green socks Black leather shoes (Velcro) Gold SFX bucket hat 	<ul style="list-style-type: none"> SFX sports shirt Sports shorts White socks Suitable joggers (Velcro) Gold SFX bucket hat 

Year 1 to Year 6 Uniform Requirements

BOYS FORMAL UNIFORM	GIRLS FORMAL UNIFORM	UNISEX SPORTS UNIFORM
<ul style="list-style-type: none"> SFX formal shirt Bottle green shorts Bottle green socks Black leather shoes Green SFX bucket hat 	<ul style="list-style-type: none"> Checkered green dress; or Checkered green blouse Bottle green skorts Bottle green socks Black leather shoes Green SFX bucket hat 	<ul style="list-style-type: none"> SFX sports shirt Sports shorts White socks Suitable joggers Green SFX bucket hat



Year 6 Senior Shirts

Senior shirts are generously supplied by our P&F. Students and parents will be advised on the days senior shirts can be worn. These days will be communicated with parents by teachers once the shirts arrive.

Hats

With the exception of Prep students who are to wear the gold SFX bucket hat, all students are to wear either a bottle green wide brim hat or SFX green bucket hat to school. St Francis Xavier's is a Sun Safe School which means that school hats are compulsory. Children who do not have a school hat with them will not be allowed to play on the oval or playground equipment and will be required to sit in tuckshop area during the play and eating breaks.

House Shirts

Upon enrolment all children are placed into one of our four house colour groups for different sporting and athletic competitions throughout the year. A plain coloured polo shirt with sleeves in the appropriate colour is required to be worn during the school athletics carnival, cross country and Under 8's Day events. Any other events requiring house shirts will be communicated throughout the year. Our four houses and their respective colours are:









TENISON Red	MacKILLOP Gold	MacDONALD Blue	PENOLA Green
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Footwear

Formal Uniform: Black shoes with laces or Velcro fasteners that are worn with bottle green socks.

Sports Uniform: A pair of suitable joggers with laces or Velcro fasteners that are worn with white socks. Only to be worn on the allocated sports uniform day.

** Please note canvas or slip-on shoes are not acceptable footwear to wear at any time.*

APPROPRIATE FOOTWEAR			INAPPROPRIATE FOOTWEAR FOR FORMAL UNIFORM	
				
Black leather shoes with black soles for formal uniform days.				
				
A pair of suitable joggers are required to be worn on sport uniform days.				
<i>We strongly recommend students in Prep and Year 1 wear shoes with velcro fasteners as opposed to laces.</i>				
			Canvas or slip on shoes are not acceptable to wear as part of the formal uniform.	

Jewellery, Watches, Makeup and Nail Polish

Apart from religious medals, signet rings and watches, the only jewellery permitted to be worn by students is one set of plain sleepers or studs in pierced ears (only one earring per ear is permitted). Dangly earrings, pearls or coloured studs are not permitted.

Neither makeup nor nail polish is to be worn to school. Teachers are to send students found wearing either to the office where they will be required to remove it.

Hair

Students are to wear hairstyles that are sensible and appropriate to primary school aged children. All students with long hair (past shoulder length) must tie their hair back with either bottle green, gold, black or white hair accessories.

Purchasing Uniforms

Our families have the option of purchasing new or secondhand uniforms. Brand new uniforms can be purchased from Uniform Link, located at 5 Macdonnell Street in Manunda.

Quality pre-loved uniform items can be bought from Uniform Shop which is located at the school and run by the P&F. Opening hours for the Uniform Shop onsite will be published from time to time on our Facebook page, alternatively please call the school office. Hats and socks can be purchased from the office during opening hours.

The P&F Uniform Shop is staffed by a parent volunteer and help is always needed. Please let the school office know if you are available to assist.

Custodial 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 and provide a copy of documentation. The principal should be advised immediately if a problem arises in this area. All custody issues are dealt with by our Leadership team and include the necessary stakeholders only when required.

It is also vital that parents advise the school in writing, or through the parent portal if permission has been granted for a student to be collected by a person other than the legal custodian. Please be aware that the school is not the place to settle any family disagreements.

Student Arrivals and Departures

All students arriving after 8:30am must be signed in at the School Office. They will be given a late slip which they must give to their teacher when they enter the classroom. An electronic roll is marked twice each day, once at 8:30am and again at 1:30pm.

In the event where your child is to be collected before the end of the school day, you are to notify your child's teacher in writing. Should your child need to leave school during school hours (e.g.: for a doctor's appointment), you are to collect your child from the school office and sign them out.

Absences

Parent and carers must call our school's dedicated Student Absentee line (Ph: 4037 9960) on the morning of a child's absence and leave a message to advise why your child will be absent. As an alternative, you can inform the school before 8:30am through the Parent Portal.

Notifying the school of absences ensures that both home and school know the whereabouts of our students. Parents will be contacted via SMS each day if no notification of absence is received, or the school has not been advised of an extended absence. This is for your child's own safety. Please be prompt in contacting the school whenever your child is away from school. Both the Student Absentee Line and Parent Portal are available 24hrs a day, 7 days a week.

Extended Absences

Parents are asked to adhere to the school term dates and wherever possible, restrict holidays or other periods of leave to the gazetted holiday periods.

A 'Student Absence Request Form' is required to be completed for any request over five days and an interview with the principal may be required. Extended absences are discouraged as they have an impact on the education of the child/ren as well as socially and emotionally. ***Schoolwork will not be provided for extended absences.***

Attendance Matters

Our goal is to achieve 90% or more of students attending 90% of the time. Attendance really does matter and every minute away from the classroom is another minute of missed learning.

The below infographics highlight the impact various periods of absence can have on a child's educational journey.



ENROLMENT, FEES AND LEVIES

Enrolment Information

St Francis Xavier's School welcomes all members of the community. Providing a distinctive 'Catholic Education' with a real-life and inclusive approach to Religious Education and spiritual formation, St Francis Xavier's strives to live out its motto – To Know, Love and Serve God, as well as each other.

By the time you receive this handbook your child should already be enrolled at our school. If you need to enrol additional children or have family or friends interested in our school, enrolment application forms are available from our school website (<https://www.xaviercairns.qld.edu.au/enrolling/apply-online/>) and can be downloaded or completed online. Applications need to be completed before an interview for enrolment can take place. If you require assistance with your online application, please contact our School Office for help. The office also has paper copies of the application form available.

Parents are asked to update enrolment/family details on a regular basis. Reminders to update your 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 a member of our Leadership Team. It is important for the enrolling child to also attend this interview so that we can get to know them and show them our school. Please note that an interview does not imply enrolment at our school. The school must be able to cater for the needs of the child/children seeking to be enrolled.

Important information to bring with you to the enrolment interview if you haven't already provided these to the school include:

- *Enrolment form (fully completed)*
- *Copy of Birth Certificate*
- *Australian Citizenship Documents for both child & parents (if applicable)*
- *Current Passports and Visas (where applicable)*
- *Copy of Immunisation Forms*
- *Copy of Sacrament Certificates*
- *Previous school reports (students going into Years 1-6) and transfer documentation (if applicable)*
- *Details of anything out of the ordinary in respect to your child's health*
- *Medical / Specialist reports (if applicable)*
- *Copy of any legal documents (i.e., court orders) where applicable*
- *Copy of any verification documents if applicable*
- *Any questions you may like to ask*

During the interview you and your child will be taken on a tour of the school so you can see the facilities and get a feel for the school.

When can my child start Prep?

Children must be five by June 30 in the year they commence Preparatory year.

Child's Birth Date	Eligible for Prep in
1 July 2017 to 30 June 2018	2023
1 July 2018 to 30 June 2019	2024
1 July 2019 to 30 June 2020	2025
1 July 2020 to 30 June 2021	2026
1 July 2021 to 30 June 2022	2027
1 July 2022 to 30 June 2023	2028

Section 15 of the *Education (General Provisions) Regulation 2006* allows early entry to Prep for a child who:

EITHER

- will be at least 5 years and 5 months on 31 December in the proposed year of attendance at school (i.e. a child who turns 5 on or before 31 July); AND
- is considered ready for education in the year of schooling considering the child's attributes;

OR

- had started education in another country, Australian state or territory that is equivalent to Prep; AND
- is considered ready for education in the year of schooling considering the child's attributes.

A July birthday or previous school enrolment in another state or country does not guarantee early entry to Prep in Queensland. A meeting with the school principal is required to apply for early Prep entry.

Children with Diverse Learning Needs

Students who identify 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 Diverse Learning Team and if required, Catholic Education Services.

School Finances

There are three sources of funding at St Francis Xavier's School:

1. Commonwealth and State recurrent funding. The Commonwealth provides the majority of this funding which is calculated on a per child basis. Census funding occurs in February and August and can be impacted by student absences during these times.
2. School Fees and Levies.
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 emailed each term, and payment is to be made through the school office. Payment options are Direct Debit, BPay, Centrepay, Credit Card or Eftpos. A Statement of Account should accompany payment when paying at the school office. **School fees are due within 14 days of the issue date.** All families are expected to make payment of school fees a high priority in their family's budgeting. Families 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.

School Levy

This is a levy that goes towards costs for resources, air-conditioning, technology, activities and capital improvements.

P&F Association Levy

The funds provided through the P&F Levy help to provide better educational resources and more of them as well as develop a sense of school community. The contributions from school fees, levies and the P&F Association are vital to maintaining a good educational environment at our school.

Family Discounts

Family discounts apply for families with more than one child attending Catholic schools in the Diocese of Cairns. Details on these discounts can be found in the annual fee schedule.

Concession Card Tuition Fee Discount

A tuition fee discount of up to 70% may be available for "means tested" government health care or pensioner concession cards. These cards must meet eligibility criteria for this concession to apply. Discounts cannot be backdated and apply only to the tuition fees meaning school and P&F levy amounts are still payable in full.

Card holders are required to advise the school of their concession card at enrolment, or when a card is issued. Once the card is sighted by the school's administration, tuition fees for future terms only will be adjusted. When your concession card has expired, please present a copy of the re-issued card to our school office.

Families who are experiencing genuine financial difficulty but do not hold a concession card are encouraged to make a request to the principal for special consideration. This request will be treated with understanding, sensitivity and confidentiality.

It is the experience of our schools that families who are struggling financially are faithful in paying a contribution to their local school to whatever extent they can afford. It is the expectation that families with the capacity to contribute, do so, so that as near to possible to full realisation of this income source can be achieved and Catholic schools can maintain their outreaching focus to the poor and marginalised.

Exiting the School

Parents are required to complete an Exit Form and finalise school fees if they wish to withdraw their child from the school during the course of the school year.

PARENT PARTNERSHIPS

A Parent and School Team Approach

Catholic schools are all about family and therefore a sense of partnership between home and school is considered vital. When parents, carers, families and teachers share in the common vision of the school, the effectiveness of the school and the child's experience is greatly enhanced.

Our school prides itself on being a welcoming and inclusive community and parents are strongly encouraged to become involved in the life of our school. Often by doing this, support networks and friendships are formed which in turn enrich family life.

There are various ways in which parents and carers can become involved in our school community:

- Parent-teacher communication
- Voluntary support activities, e.g.: tuckshop, library, excursions
- Classroom activities and celebrations
- Attending school liturgies and events, e.g.: fetes, sporting carnivals
- Parents and Friends Association (the P&F)
- School Board
- Other committees

How can parents 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.
- Participate on committees and in discussion groups that consider educational issues and share opinions.
- See the school as YOUR school and encourage your children to see it the same way.
- Go to school activities – open days, plays, concerts, picnics, sporting functions, celebrations.
- Welcome new parents and help them feel that they belong.
- 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 teachers know you support them, be a friendly critic when needed.

Sickness and Illness: Parents, Carers, Volunteers, Visitors, Contractors

In the event where a parent, carer, volunteer, visitor or contractor is unwell or presenting with any cold/flu like symptoms, we ask them to contact the school to reschedule appointments or volunteering time. We require all adults to follow physical distancing and hygiene requirements.

Entering School Grounds

Parents and Carers

Parents or carers (main contacts) visiting the school grounds are not required to sign in when entering school grounds however are required to practice physical distancing and sanitise regularly.

Other Visitors

All visitors are required to sign in and out at our school office. Visitors are issued with a identification label, which they must wear to identify themselves to staff, students and parents. These labels must be returned to the office as visitors sign out. All visitors are required to practice physical distancing and sanitise regularly whilst onsite.

Code of Conduct for Parents, Carers and Visitors

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. A copy of the code of conduct can be found [here](#).

Volunteers

Before being able to volunteer at the school there are a number of steps that must be completed. Volunteers must read the [Code of Conduct for Parents, Carers and Volunteers](#), the [Student Protection Handbook for Volunteers](#) and complete a short online [training course](#) on the Catholic Education Diocese of Cairns website. An application form is also required to be completed for new volunteers which includes a Volunteer Declaration. Copies of the application forms can be found [online](#) and are also available from the school office. In compliance with the Queensland Governments 'No Card, No Start' law, all volunteers (with the exception of parents/carers of current students) are required to hold a Blue Card before commencing volunteering.

Once approved, volunteers are required to sign in upon arrival at the school office at which time an identification label will be issued which must be worn at all times whilst onsite. Upon departure you will need to return the label to the office and sign out.

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 and consultation.
- 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 continuous improvements.

The Board meets every approximately every second month or as advertised. Membership comprises of 6 to 10 members made up of the school principal, Parish Priest and parents/carers.

Parents and Friends Association (P&F)

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 between October and December. 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 organisations such as the government, councils, business and so on;
- Community building;
- Family pastoral care and support; and
- Financial support for the school through a levy.

COMMUNICATION

Parent Permission Slips

Our school sends out permission slips via email. Please look out for an email addressed from SFX Parent Permission Slips and follow the prompts to complete the permission process. If you do not receive an email regarding permissions, please check your junk mail folder and contact our school office if it is not received. It is structured on a 'first in' basis, therefore split families will need to negotiate who is responsible for completing the permission slip. The school is unable to change this process as it is inbuilt within the program.

Parent Portal

The St Francis Xavier's Parent Portal is a secure space where parents can access information regarding their child's progress, parent specific information about the school, manage their own contact details and notify the school of any absences. It is an essential link for parents as it will be your first port of call to obtain forms, documents and general information as well as being where you will obtain your student's **report cards** and for Year 3 and 5 students, their NAPLAN results.

Parent Portal – Access Instructions

Instructions to set up your Portal access are below and a link to our Portal is located on our school website www.xaviercairns.qld.edu.au in the Parents tab or alternatively, in the Quicklinks section at the bottom of the home page.

- 1: Open our school website and click on the Parent Portal link in the Quick Links section or under the Parents dropdown tab. You will be met with a login screen.
- 3: CLICK Diocese of Cairns and then CLICK Forgotten Password/First-Time Login button.
- 4: CLICK the link under the Parents heading titled: "choose your own password online"
- 5: Enter the personal email address that you have provided to the school and click Next once.
- 6: Check your email account for a security code which will be sent within 1 minute (it expires after 15 minutes), enter the corresponding security code in the Verify your Identity form and click Next.
- 7: On the Password Reset form enter your desired password in the boxes then click Next.
- 8: It is important to completely shut down your web browser. This is a critical step to ensure successful access!
- 9: Re-open your web browser. Re-visit the school website and click the Parent Portal link.
- 10: Login using the same email address used during the setup and the password you created.

Important Note:

Parents who share an email account will share access to the Parent Portal. This means that parents will need to have a shared Parent Portal password. Parents who have separate emails can have separate access with unique passwords if the school has been notified of these email addresses.

Parent / Teacher Communications and Appointments

Parents are welcome to meet with classroom teachers or the principal to discuss any matter. If parents are seeking an appointment, they are to contact the classroom teachers to arrange a mutually suitable time to meet (before or after school). Teachers are not permitted to arrange interviews with parents during class time. An appointment with the principal can be arranged by contacting the school office. At this time parents should state the nature of their business so that information pertaining to the appointment can be organised prior to the meeting.

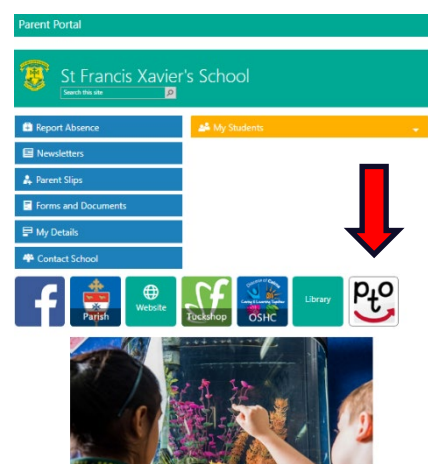
As learning time is paramount, teachers are not required to check emails during the school day, therefore any urgent information pertaining to the day should be communicated to the school office. Please ensure that you notify our school office in the event where your email address is changed. If parents 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.

Parent Teacher Online (PTO)

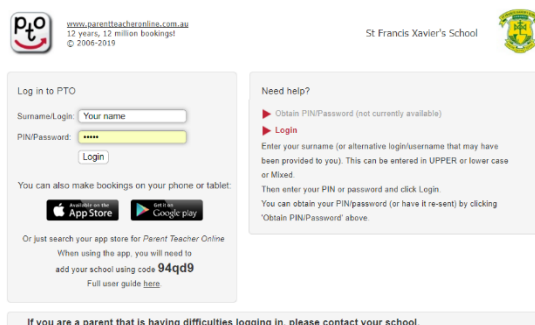
Parent Teacher Online allows parents and carers to log in online from the comfort of your home or office and make bookings for teacher interviews during allocated interview periods. You can immediately view available booking times and make appointments that best suit your needs. The system prevents double booking, ensuring trouble free interview schedules and allows for diverse family structures or situations. The parent login is secure and password protected. Parents or carers can only see students in their care. Parents can also cancel or rebook interviews up until the predetermined cut off time.

Instructions for setting up PTO access are outlined below. PTO can only be accessed when the system is turned on to arrange interviews. Dates when access can commence will be advertised in our School Newsletter.

PTO Access Set Up (Access to our Parent Portal must be set up to access PTO)



1. Visit our school website: www.xaviercairns.qld.edu.au
2. Under the Parents tab select Parent Portal.
3. Select the PTO icon. The following screen will be presented.



4. Click on the "Obtain PIN/Password" option on the right-hand side of the screen.
5. Enter your email address.
6. A message will appear advising whether or not your request has been successful.
7. An email will be sent to your email address containing your login details.
8. After retrieving your login details, return to the Parent Portal and again click on the PTO tab.
9. Select Log in to PTO.
10. Select the "Make booking" tab.
11. Follow the steps to make a booking with your child's teacher by selecting a time from the drop-down box and then click "Make booking".
12. You will receive confirmation through a pop-up dialogue box and the confirmed booking will appear in green.

Assembly

Assemblies in 2023 will be held fortnightly on a Thursday at 1:45pm in the even weeks of term, with our school community gathering in the Multi-Purpose Court (MPC). The MPC can be accessed from the Sydney Street gate. Each assembly is designed so that it is student focused and is informative. The format is a prayer, acknowledgement of country, anthem, weekly awards, birthdays and any other notices. School and House Leaders and some Year 6 students assist with the organisation and running of assembly. Parents are most welcome and we encourage you to attend whenever you are able to.

Seesaw

The Seesaw App is a tool that allows our teachers to integrate parents into classroom learning. The app is a student-driven digital portfolio and learning management system that empowers students to independently document what they are learning and share it with their teachers, classmates and parents. Please see your child's classroom teacher for more information.

School Newsletter

Our newsletter is distributed fortnightly in even weeks of term via the Schoolzine website. The newsletter informs our community of up-to-date happenings and information as well as reporting to parent's reflections on learning. It is the school's official medium of communication with parents and thus is very important. Families that do not have email can receive a hard copy of correspondence, by contacting the school office. To subscribe to our newsletter please visit <https://stfxmanunda.schoolzineplus.com/subscribe>, alternatively a link can be found on our Parent Portal or school website.

Google Classroom

In Years 4 to 6 students complete digital tasks in Google Classroom. Home learning activities are also shared with students in Google Classroom. Please see your child's teacher for more information.

School Diaries

Children from Years 3 to 6 are provided with a School Diary at the commencement of each year. Children are to use their diaries to record homework, special classes and school events in these. Regular use of diaries in this manner helps to teach our students about organisation and planning. There is also a lot of useful information contained within the diary and they are to be kept neat and tidy and free from unnecessary material.

Social Media

Our school has both a Facebook and Instagram account. We regularly share photos, movies and happy memories on these accounts for our families as well as some general information. We recommend our families to follow our social media accounts to keep up to date with happenings around the school. All formal communications will continue to be made using the school newsletter, Parent Portal, permission slips and/or email. Please be reminded that our online platforms are a place for our school community to celebrate life at St Francis Xavier's and as such, visitors to our pages are reminded to please be responsible digital citizens.

RELIGIOUS EDUCATION AND FAITH LIFE

St Francis Xavier

Born near Pamplona on 7th April 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, 3rd December 1552 and his body is enshrined there in "The Church of the Good Jesus".

A man of remarkable energy and organisational 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 of The Cross MacKillop

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 brown 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 re-joined 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. We celebrate her feast on August 8 each year. 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.

Our School Song

Our school song aims to develop a sense of pride in our school and foster a feeling of connectedness amongst students and the community. It is sung at assembly and many other special occasions. Parents are encouraged to join in.

TO KNOW, TO LOVE, TO SERVE *(Composed by Michael Mangan)*

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...

Our School Prayer

*God of Love, we thank you for the life of Saint Mary MacKillop,
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.*

Our Faith Life

Prayer

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 occasionally. 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.

Liturgies

Liturgies and Eucharistic 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.

Sacramental Program

Initiation into the Catholic community is celebrated in three sacramental moments: *Reconciliation, Confirmation and Eucharist*. In this Parish, a Parish based Sacramental Team is responsible, along with our Parish Priest, for the organising 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 catechizes 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 Parish Secretary in the Church Office on 4053 1383.

Social Action and Justice

Being made in the image and likeness of God, comes with the inherent rights and duties to ensure and preserve the dignity of all. Our school each year promotes empathy and solidarity by supporting various causes that promote the common good, help the poor, increase awareness and promote peace. Various causes that we have supported in the past include St Vincent de Paul Christmas Food Drive, Cancer Foundation, Leukemia Foundation, Caritas and Project Compassion, Catholic Missions and Socktober. As a school we cannot do everything, but we do try to support and promote those causes that connect with our community.

What does the Lord require of you?

To act justly and to love tenderly and to walk humbly with your God. (Micah 6:8)

Stewardship

Our view of stewardship is that we are co-creators with God and, as stewards, we are charged with cultivating and caring for creation. In our responsibility as a steward of creation, together as one school community we care for our school environment, classrooms and spaces to reflect a sense of the sacredness of creation and encourages our students to be active and productive participants in the life of society.

Religious Education

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 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.

Our community is made up by a wide variety of faiths and beliefs. It is through our shared dialogue where our own faiths are nourished and deepened. We encourage our students and parents to share with us understandings of their own personal faith backgrounds and traditions. This sharing will help develop students' understanding and appreciation of the global community and increase their capacity to be active and informed citizens, working together to build a harmonious community.

SOCIAL EMOTIONAL LEARNING

Whilst Social Emotional Learning is interwoven throughout the curriculum, our SEL program focuses on the specific teaching of psychological and emotional welfare of all members of the school community. St Francis Xavier's School uses the 'Second Step' (SEL) resources.

Second Step

At St Francis Xavier's School, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. We are committed to teaching them the necessary skills and knowledge to understand and maintain their personal safety and wellbeing. Our commitment is drawn from and inherent to the teaching and mission of the Catholic faith.

The Second Step program forms part of our whole school approach to social emotional learning.

The Second Step program teaches skills in the following four areas:

- **Skills for Learning:** Students gain skills to help themselves learn, including how to focus their attention, listen carefully, and be assertive when asking for help with schoolwork.
- **Empathy:** Students learn to identify and understand their own and others' feelings. Students also learn how to take another's perspective and how to show compassion.
- **Emotion Management:** Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger.
- **Problem Solving:** Students learn a process for solving problems with others in a positive way.

Parents can access resources, information and support via the Second Step website (create an account and visit your Dashboard to enter activation codes below).

SECOND STEP PARENT LOGIN: www.secondstep.org	
Prep	SSPK FAMI LY70
Year 1	SSP1 FAMI LY71
Year 2	SSP2 FAMI LY72
Year 3	SSP3 FAMI LY73
Year 4	SSP4 FAMI LY74
Year 5 and Year 6	SSP5 FAMI LY75

Buddy Program

Our classes are matched with a buddy class. Students are given opportunities to build relationships with an older or younger student. These occasions are determined by teachers, or occasionally as a whole school activity such as liturgies.

Buddy Bench

Our Buddy Bench is located in the mid oval under the shade of the trees. Students who feel alone or in need of a friend it is a great place to meet up with others and make new friends. It is a special space in our school to help foster relationships. This bench was kindly donated by our 2017 Year 6 class.



Daniel Morcombe Child Safety

Our school teaches the Daniel Morcombe Child Safety Curriculum with students in Prep - Year 4. The curriculum is based on principles of best practice in child safety education and centres around three key messages: Recognise, React and Report. Through a series of lessons, students learn how to recognise, react and report when they are unsafe or find themselves in situations that can have a significant detrimental effect on their physical, psychological or emotional wellbeing.

Further information about the Daniel Morcombe Child Safety Curriculum can be found [here](#).

Real Talk Relationships Education

Year 5 and 6 students participate in Real Talk Education lessons. This program is mandated by Catholic Education Services and is designed to teach young adults about relationships and sexuality. Real Talk Education uses a personal approach that educates, equips and empowers students with the skills necessary to navigate these sensitive and difficult areas. Real Talk Education exists to help resource schools with Christian values-based materials that empower young people to live life to the full. The lessons focus on topics that are developmentally appropriate to this age group and are based on the HPE curriculum.

Real Talk Education has a parent portal that can be accessed at: www.realtalkeducation.org/parents. This page is password protected; please use 'parents' to gain entry.

School Counsellor

A school counsellor is employed at our school. Access to this service is determined on a 'case by case' basis to support students in their wellbeing in the academic schooling environment. Please see your classroom teacher for further information.

Story Dogs

This is an initiative that was originally founded at St Francis Xavier's by the Year 6's of 2020. Each week a member of the Story Dog team visits our school to work with some children on their reading skills in a non-judgmental setting. Children read to the story dog and the accepting and loving nature of the dog helps children to improve their focus, increase their literacy skills and build their confidence. For more information about Story Dogs in Schools visit: <https://www.storydogs.org.au/schools>.

CURRICULUM, LEARNING AND REPORTING

Learning Areas

Nine learning areas are taught at St Francis Xavier's School. These are:

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Sciences
- Health and Physical Education
- Languages
- Technologies
- The Arts (Dance, Music, Drama, Media, Visual Art)

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 Curriculum and Assessment 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, self-directed and reflective learners.

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 exciting and relevant curriculum through staff Professional Learning Teams, Communities and Networks.

At St Francis Xavier's 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. The curriculum aims to prepare students to operate 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 and Languages. 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. 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. To complement the skills we are aiming to develop, we also make use of various free trained sporting development officers from local sporting associations.

Home Learning

At St Francis Xavier's we believe that Home Learning is a worthwhile educational activity. Home learning is provided to help consolidate, reinforce and revise student's skills, knowledge and understanding of class work. Home learning does not consist of written work only. Home learning includes:

- Reading and being read to each night
- Numeracy - Number Facts
- Literacy activities – spelling
- Revision activities
- Home based activities

Home learning is the responsibility of students and needs to be returned on the due date. There will be consequences for incomplete, late or untidy home learning are implemented by classroom teachers. Parent questions regarding home learning are to be directed to the class teacher.

Reporting to Parents

St Francis Xavier's 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 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 informs parents about aspects of curriculum and the forms of assessment that will be used. Parent/Teacher interviews are held towards the end of Term 1.
- A full written report can be downloaded from the Parent Portal at the end of Term 2. This report includes Effort, and Personal and Social Development.
- At the end of Term 3, portfolios student work and self-assessment are presented by your child in a Learning Journey Interview.
- A full written report can be downloaded from the Parent Portal at the end of Term 4. This report includes Effort and Work Habits.

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. Parents are welcome to arrange an interview with teachers if they wish to know more about their student's progress.

Year 3 and 5 students also participate in NAPLAN testing. Once available, snapshots of NAPLAN results can be viewed on our Parent Portal. 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.

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 wireless network which allows students and teachers access to digital tools such as classroom interactive whiteboards, Apple TV, projectors, laptops, Chromebooks and iPads for use in their learning. St Francis Xavier's coordinates in conjunction with parents a BYOD iPad program for Year 4, 5 and 6 students.

Diverse Learning

We 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 diverse needs, they bring this to the attention of the Principal and the Diverse Learning Team. The appropriate referral forms are then completed, and intervention is provided in accordance with the school's capacity to resource. Sometimes parents identify these students. If you feel your son or daughter requires additional support you should first speak with your child's teacher. The Leader of Diversity then works together with the classroom teacher to decide what level of support is required. Students with specific needs are students who are experiencing learning difficulties in literacy, numeracy or learning how to learn.

Remote Learning

Our school uses the Seesaw platform from Prep to Year 3 and Google Classrooms in Years 4-6. Parents will be informed of our 'Learning@Home' program should the need for remote learning arise.

Excursions

Excursions are an important part of the school program. Your child's class teacher will advise you when an excursion is being planned and a permission slip will be emailed explaining the nature of the activity, the time and venue, transport arrangements, what students wear and bring and the cost. Parents experiencing financial difficulty in relation to excursion or camps are asked to contact the school.

Student Leadership

Year 5 and 6 students are invited to apply for Student Leadership teams. 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 in providing a supportive school environment. One of the main functions of our Leaders is to commentate and organise our weekly assemblies and sporting events.

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 and are usually advertised in the school calendar.

EXTRA-CURRICULA ACTIVITIES

In addition to the set curriculum, St Francis Xavier's provides children with the opportunity to be involved in extra activities. These are advertised in our school newsletters and at our assembly.

School Choir

Students are invited to join the choir from Years 3 to 6. They participate in choir practise one morning before school each week. They perform at local nursing homes and school events. Please see out school newsletter or speak to our school office for further information.

Instrumental 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 available for piano, drums and some orchestral instruments. Individual lessons are also available for those students who wish to prepare for external music examinations. Private tutors and a teacher from St Mary's Catholic College deliver these programs and fees for tuition are paid directly to the music tutor or to St Mary's Catholic College. Application forms are available from our School Office.

Academic Challenges

Students are invited to nominate to participate in a variety of activities throughout the year. These may include:

- Reader's Cup Challenge
- Mt Sheridan Spelling Bee
- Calanna Public Speaking Competition
- QAMT Mathematics Competition
- Optiminds

School Camp

Students in Year 6 participate in a camp every year. This experience provides an opportunity to develop personal and interpersonal skills such as community living, independence and self-confidence.

*“Good education plants seeds when we are young
and these continue to bear fruit throughout life”
(Pope Francis, Laudato Si’ n 213)*

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 usually 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.

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.

Trinity Coast Central District (TCC) and Peninsula School Sports

Throughout the year, selected athletes from a variety of sporting codes may be selected to represent St Francis Xavier’s at a district level. Students are required to nominate for these trials and details are included in the school’s newsletter.

If successful at District level, students may then be chosen for Peninsula representation. If successful at Peninsula, students may then represent at the State level. For further information about District and Peninsula School Sports please visit: <https://peninsulaschoolsport.eq.edu.au/Pages/default.aspx>.

Outside School Hours Sports

Occasionally a variety of sporting organisations offer training and learning opportunities outside of school hours, but on school site. These are advertised at our weekly assembly, in the bulletin boards and in our school newsletter. Some of these opportunities include Hot Shot Tennis, Netball, AFL Auskick and Soccer.

Swimming

Aligning with the Australian Curriculum we provide swimming lessons for Year 3 are held in Term 4 and Year 4 are held in Term 1 at Tobruk Pool. All students are placed into ability level groups and therefore 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.

HEALTH AND SAFETY

Sun Safety

We are a Sun Safe School and offer a variety of sheltered play options for our students, however, school hats are compulsory. Children who **do not** have their school hat cannot go into the sun and must sit out of play in a designated area. ***The school's policy is 'no hat, no play.'*** We do have numerous water bubblers but we ask parents to ensure that their child brings a labelled water bottle each day to maintain hydration, especially during sport and extreme hot days.

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, appropriate medical assistance is sought and parents will be immediately contacted.

Parents are requested to keep children home if they are presenting with any cold/flu like symptoms or when they are experiencing sickness. Please **do not** send a sick child to school in the hope that they are recovering or because you are unable to make 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.

Infectious Diseases

The school should be contacted in the case of an infectious disease or prolonged absence.

Medication

If medication is required to be taken at school, the Administration of Medication form 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. All medication must be replaced once it reaches its use by date.

If your child has a medical condition, you must supply the school with an up-to-date medical plan from your doctor at the beginning of each school year.

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. For this same reason, we also have some students with pet allergies, therefore we ask that you refrain from bringing pets into the school grounds without prior consent from the principal. While we cannot legislate on this, we ask all families to be considerate of those who have to manage allergies.

Electronic Devices (includes mobile phones and smart watches)

We recognise that electronic devices are an accepted and invaluable part of our modern lifestyle. It is however everyone's responsibility to ensure the use of electronic devices does not interfere with the effective conduct of the school and classroom activities. The use of personal electronic devices, smart watches and mobile phones are therefore limited to outside of school hours.

Apple and other smart watches should not be worn to school. Should your child wear a smart watch to school, please ensure parental controls are enabled to prevent them from being able to take photos and/or videos, make and receive calls and messages, or access online content.

We acknowledge that some students may need to be in possession of a mobile phone at school for reasons relating to their safety travelling to and from school. In such instances, devices are to be switched off and handed to the teacher in the morning. Devices can be collected from the teacher at the end of the day. For more information, please refer to the [Electronic Devices policy](#) found on our Parent Portal.

Parents are reminded that in an emergency all communication is through the school office.

Internet Safety

Our school has measures in place to limit access to various website and online content whilst they are on the school network. This does not guarantee that inappropriate material will not be accessed. We educate our students about protocols and expectations regarding internet access and cyber safety and what to do if they come across inappropriate material. It is also expected that all terms and conditions of social media are followed and respected.

Students in Years 4 to 6 are required to bring an iPad to school to use as an educational tool as part of our BYOD program. Protecting our students and the device itself is a shared responsibility.

Parent Responsibilities:

- Maintain involvement and communication with your child's classroom teacher by attending meetings, discussions and keeping up to date with correspondence with iPad expectations and usage
- Ensuring all equipment is provided for your child and their device meets minimum specifications
- Ensuring that your security processes are in place for passwords and purchasing
- Regularly check the condition of the iPad to ensure safety, protection and security of the device
- Being responsive for repairs and maintenance issues
- Understanding there is no insurance through the school for theft or damage
- Monitoring the use of the iPad outside of school and knowing all passcodes
- Monitoring your child's use of electronic devices outside of school, discerning suitability of its use and encouraging sensible internet usage and awareness of their digital footprint
- Maintaining an interest in your child's education through regular discussion
- Ensuring that there is enough memory available for your child to engage in all educational requirements
- Ensuring that social media forums such as, but not limited to: iMessage, TikTok, Facebook, Instagram, Snapchat, Kik, Facetime, Messenger are NOT downloaded and activated as they are disruptive to school life and violate age restricted, as in most cases users need to be 13+

Student Responsibilities:

- Abiding by the school policy, guidelines and acceptable use agreement at all times
- Ensuring you adhere to the terms and conditions of all app and online activities (i.e., social media, email)
- Ensuring your iPad is brought to school every day, fully charged
- Ensuring the school lock screen remains on your device during school hours
- Ensuring your iPad remains inside a robust protective case at all times
- Ensuring careful handling and transporting of devices
- Removing of unnecessary content that may restrict memory and impair educational usage
- Follow the school's acceptable use agreement
- Keeping passwords and your passcode secure and only sharing them your parents/carers and your teacher
- Report damage and concerns immediately to an adult

Emergency Procedures

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

- 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).

Headlice

Headlice are small wingless biting insects which live and breed in human hair. Outbreaks of headlice are common in children within a school environment. We ask that parents ensure their child wears their own school hat at all times and are vigilant for checking their child for signs and symptoms of headlice. If your child is suspected of having headlice, the school office will contact you and ask that you attend to their immediate treatment.

Student Care Insurance

In the case where your child may have an accident or injury at school or in a school related activity such as inter-school sport or a school camp, you may be entitled to claim for expenses under Catholic Education's Student Care Insurance. It covers expenses such as medical costs (where the law allows), emergency transport, travel, home tuition and school fee relief. For further information visit: <https://ccinsurance.org.au/Insurance/Pages/Student-care-Information.aspx>.

FACILITIES, SERVICES AND GENERAL INFORMATION

Mackillop Inquiry Centre (MIC)

The MacKillop Inquiry Centre is a flexible learning facility for the whole school. This centre contains an extensive collection of both 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 technology equipment within this facility is mobile to supporting teaching and learning. This equipment includes Chromebooks, iPads, virtual reality, robotics and a 3D printer.

Our contemporary Library incorporates flexible learning spaces to accommodate whole class, small group and individual learning. In addition to this, the traditional practice of borrowing literature for reading for pleasure and information will continue.

Loaning items

Borrowing is limited to the following per week:

<i>Prep - Year 2</i>	2 books, 2 decodable books and 2 home readers
<i>Years 3 - 6</i>	Up to 2 books, and home readers as required.

All students are required to use a cloth or plastic book bag. Replacement/costs for damaged or lost books are the responsibility of parents.

Our Library Management System – Oliver, is available online through our Parent Portal. For more information visit: <https://youtu.be/Cg0XyTiXKss>.

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. All orders must be placed online as cash payments are not able to be processed. To order visit: www.scholastic.com.au/LOOP.

Tuckshop and Flexischools

The Tuckshop is open on Wednesday and Fridays for lunch and snack times. Flexischools lunch orders can be placed online by 8:30am on the day of order. Additional snack items are sold across the counter at snack 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 and make friends within the community. If you wish to be involved please be sure to refer to the Volunteers section of this handbook which can be found on page 14.

A copy of the tuckshop menu can be found on the school website and the parent portal, menus are updated periodically, and online copies are kept current. To order visit www.flexischools.com.au.

School Photos

Class and individual school photos are taken each year. Sibling photos are taken upon request. If you do not wish your child to appear in class or school photos, please ensure this is made clear to office staff and the class teacher prior to the photo sessions. Information about photo dates and how to order photos are emailed to parents and explained in our school newsletter.

Lost Property

Lost property is kept underneath the external Library staircase. 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.

Birthday Celebrations

Children are welcome to celebrate their birthday with their classmates. Celebrations may vary from class to class with some ideas being:

- bring in a favourite storybook that can be shared with the class.
- bring in small ice blocks.
- bring in a small treat such as cupcakes. Individual serves are preferred rather than a whole cake. We do have a number of children with allergies in the school so please check with your child's teacher so that you are aware of any such allergies.



OSHC (Outside School Hours Care)

Catholic Education provides an onsite outside school hours care service from 7:00am - 6:00pm Monday to Friday. This service is available for all students from Prep to Year 6. Please note that OSHC fees are separate from school fees and that paperwork must be filled out and completed before families can access this service. For all bookings, contact the OSHC coordinator on (07) 4252 5779.

For more information please visit <https://ccelc.catholic.org.au/centres/st-francis-xaviers-oshcare-manunda/>.

Stop, Drop, Go Zones and Parking

Our children's safety is paramount and 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. Our school is fortunate to have two Stop, Drop, Go Zones. These are identified by the yellow road markings and parking spaces are marked in white.

A reminder that supervising staff are not traffic controllers and are there to support student safety.

The designated supervised pick up and drop off points are:

- Atkinson Street (Prep, Years 1 and 2 and older siblings)
- Sydney Street (Years 3, 4, 5 and 6)



Cars are not to be left unattended in these yellow marked Stop, Drop, Go Zones as per the displayed road signage. If the Stop, Drop, Go Zone is full, cars must continue to drive around the block to avoid a backup of traffic.

At the start of the school year all families will be provided with a name card for their car visor. When collecting students from Stop, Drop, Go Zones, please display this sign on your visor. This helps the supervising staff to get students ready for you to collect, making pick up time faster and smoother for all.

REMINDERS

- Parents and carers are not to access the parish carpark as this is an area where cars are constantly reversing.
- Please do not park in the accessible car parks unless you have a permit. Council regularly carry out spot checks and can hand out fines for people misusing these bays.
- Be patient and courteous to staff, parents, students and other vehicles. Drop off and pick up times are very busy times and can be stressful but if we all follow the directions the process will be smooth for everyone.

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 to the designated exit of the school and ride home. Helmets must be worn by any person who rides a bicycle. Please note, like in all environments, it is the rider's responsibility to ensure that their bicycle is locked securely at the bicycle rack. Scooters can be stored in classrooms if they are unable to be locked at the bike rack.



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