

St Anthony's Catholic School, Marsfield

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Parent Handbook

“Let Your Light Shine”.



Welcome to St Anthony's Catholic School, Marsfield

Dear Parents,

The community of St Anthony's bid you and your child a very warm welcome. We trust that your association with us will be an enjoyable and rewarding one.

Our school motto is "Let Your Light Shine". This motto reflects our belief that every child is encouraged to develop their talents and use these talents to help build the school and local community.

Parents and teachers share the responsibility of assisting the child to grow and develop into the best possible person the child is capable of being. In a Catholic school, parents and teachers also share the responsibility of educating the child in the Catholic faith, upholding Christian values and Catholic traditions.

Important though schools and teachers are, it is parents who are the primary educators of their children. The home is where the child's most important learning takes place, and the most important learning has already taken place in the pre-school years through parents' teaching and example at home. Parents continue to play a vital educational role right through the years of schooling, and their attitudes towards learning will be reflected in the child.

We aim to provide the best possible education for your child and look forward to a close and fruitful association with you.

Kevin Turner

Principal



School Prayer

This is our school, let peace be found here
May the rooms be full of happiness
Let love abide
Love for one another
Love for life itself
And the love of God
Amen

Prayer to St Mary of the Cross MacKillop

Leader: St Mary of the Cross
Response: Pray for us.

Prayer to St Anthony

Leader: St Anthony
Response: Pray for us.

“Let Your Light Shine”



The School Motto

St Anthony's school motto is taken from Matthew 5: 14 – 16

“You are like light for the whole world. A city built on a hill cannot be hidden. No one lights a lamp and puts it under a bowl; instead he puts it on the lamp stand where it gives light for everyone in the house. In the same way you must let your light shine before people, so that they will see the good things you do and praise your Father in heaven.”

These verses come from the Sermon on the Mount in which Matthew summarises Jesus' teachings. It therefore needs to be understood in the context of the Beatitudes in particular Matthew 5: 3-7.

“Let your light shine” reminds us of the parable of the talents where Jesus shows that we are expected to use and develop our God given gifts as Jesus said, **“I am the light of the world”**. He is the source of our light.

The School Crest

St Anthony's school crest consists of the circle which is a symbol of wholeness and eternity. Our growth to wholeness is a life long task. It also contains our source of light which is symbolised by the shining light behind the cross, representing both Bethlehem and Calvary. Bethlehem and Calvary also represent the incarnation and redemption which are the central mysteries of our faith.

Our crest reflects our school and community living in the light of Jesus.

St Anthony

St Anthony was a man of tremendous zeal with an ardent love for and knowledge of the scriptures. He wanted to express his zeal and love by undergoing martyrdom. However, God seemed to have other plans. Anthony spent most of the years of his life with Franciscans in preaching. He let his light shine and for the last 700 years people have praised God for his good deeds.

It may take us many years to discover our particular light but we can be assured that each of us does have some particular gifts which we are meant to develop. Our motto calls us to be open to opportunities and strive for excellence.

School Hours:



Onsite Before School Care:	7:00-8:30am
Morning Supervision:	8:30-9:00am
Learning Session 1	9:00-11:00am
Recess	11:00-11:30am
Learning Session 2	11:30-1:30pm
Lunch	1:30-2:10pm
Learning Session 3	2:10-3:10pm
	<i>Kindergarten students are dismissed at 3:05pm</i>
Afternoon Supervision	3:10-3:30pm
Onsite After School Care:	3:05-6:00pm

Parent Involvement

Children love to see their parents involved at the school. Parent involvement contributes to the building of the school community and helps to create a happy learning environment for our children.

Research has shown that:

- ◆ Parents are the first and most important educators of their children.
- ◆ Parents and teachers working together positively affects the educational performance of students, increases self esteem and creates an environment where home and school are seen to operate in partnership.

How can parents be involved?

- ◆ Reading to and with children
- ◆ Helping with Reading or Numeracy Support
- ◆ Participating in the Parents and Friends Association
- ◆ Helping on excursions.
- ◆ Covering library books
- ◆ Responding to surveys sent from the school
- ◆ Attending class and school events
- ◆ Welcoming new parents
- ◆ Committee participation
- ◆ Helping on Colour Days or special school events
- ◆ Becoming a class parent

Remember every small amount of involvement contributes to the building of school community.

School Uniform

Children are expected to wear the correct school uniform at all times. Wearing a clean and neat uniform is an important expression of a student's pride in themselves and their school. The Sports uniform must only be worn on the child's class sport day each week. The regular school uniform must be worn at all other times. No other styles or colours are permitted.

Jewellery must not be worn at school. Watches may be worn. Plain sleepers or studs for pierced ears are permitted. Students with pierced ears may wear only ONE earring in each ear.

Coloured Nail Polish is not to be worn. Clear polish is acceptable.

Grooming: Hair should always:

- **be clean, neat and tidy. Long hair must be tied back.**
- **be of its natural colour.**
- **be free from extremes of length or fashion.**
- **be free from steps, undercuts, scalp designs, rat tails, wedges or number one or two blades.**

Hair ribbons should match the school colours of blue and / or gold.

The school hat bears the school crest. All children must wear the school hat. The rule regarding hats is: **No hat, no play.**



Note

It is important to label all your child's clothes and other school items.

Purchasing Uniforms

Information regarding the purchase of uniforms will be available to parents at the Kindergarten Orientation. All uniform requirements may be purchased from Lowes.

Second Hand Uniform Clothing Pool (coordinated by parent volunteers)

The second hand uniform clothing pool is run by a volunteer parent committee. Dates and times of opening are published at regular intervals during the year. You may purchase second hand uniforms if required.

If clothing is required urgently, please contact the School Office.



SCHOOL UNIFORM:

Girls Uniform - Summer

Item	Colour / Style	Available at
Dress	Blue and white checked A-line dress	Lowes
Socks	Sky blue	Lowes
Shoes (not runners or joggers)	Black (polished)	Any shoe shop
Zip Jacket	Royal blue jacket with school crest	Lowes
Hat	Royal blue with school crest	Lowes / School

Girls Uniform - Winter

Item	Colour / Style	Available at
Tunic	Royal blue and gold checked Pinafore style dress	Lowes
Blouse	Pale blue long sleeved blouse with Peter Pan collar	Lowes
Socks / Tights	Navy blue Socks should be Knee Hi	Socks – Lowes Tights – Lowes
Shoes (not runners or joggers)	Black (polished)	Any shoe shop
Zip Jacket	Royal blue jacket with school crest	Lowes
Pullover	Plain royal blue pullover	Lowes
Hat	Royal blue with school crest	Lowes / School

A royal blue school scarf (optional) is also available from Lowes, for wear during the colder months. No other colour scarf is acceptable.

Girls Uniform - Sports

Item	Colour / Style	Available at
Shirt	Gold and blue panel polo sports shirt with embroidered school crest	Lowes
Skirt	Royal blue skirt OR microfibre unisex shorts	Lowes
Socks	Short white	Lowes
Shoes	Sandshoes / Joggers (mainly white) in colour	Any shoe shop
Tracksuit	Royal blue micro fibre tracksuit	Lowes

Boys Uniform - Summer

Item	Colour / Style	Available at
Shirt	Blue short sleeved shirt (with school crest)	Lowes
Shorts	Grey “blockers”	Lowes
Socks	Short grey	Lowes
Shoes (not runners or joggers)	Black (polished)	Any shoe shop
Zip Jacket	Royal blue jacket with school crest	Lowes
Hat	Royal blue with school crest	Lowes / School

Boys Uniform - Winter

Item	Colour / Style	Available at
Shirt	Blue long sleeved shirt	Lowes
Pants	Long or short grey winter pants	Lowes
Tie	Royal blue tartan	Lowes
Socks	Long grey socks with shorts or short grey socks with the pants.	Lowes
Shoes (not runners or joggers)	Black (polished)	Any shoe shop
Pullover	Plain royal blue pullover	Lowes
Zip Jacket	Royal blue jacket with school crest	Lowes
Hat	Royal blue with school crest	Lowes / School

Boys Uniform – Sports

Item	Colour / Style	Available at
Shirt	Gold / blue panel polo sports shirt with embroidered school crest	Lowes
Shorts	Royal blue micro fibre unisex shorts	Lowes
Socks	Short white	Lowes
Shoes	Sandshoes / Joggers (mainly white) in colour	Any shoe shop
Tracksuit	Royal blue micro fibre tracksuit	Lowes

School Bag

A blue regulation back-pack with school crest is available for purchase from Lowes.



Note

A plain royal blue woollen / acrylic knitted jumper may be worn during winter for both boys and girls.

Below is an outline of when each uniform is worn:

Uniform	Term
Summer	Term 1 to mid Term 2 (you will be advised of the date to change over to winter uniforms – usually mid May). Term 4
Winter	Mid Term 2 to end of Term 3.
Sports	On class sports days.

General School Information



The following information is listed in alphabetical order.

A

Absences

For all absences, including illnesses, a written note must be supplied to the class teacher upon return to school. Alternatively you can notify the school in person, by phone, COMPASS or email. An explanation is required for ALL absences. Notes are retained with Class Roll documentation.

Parents can apply for an "Application for Exemption from Attendance" form (available from the office and school website for planned absences of TEN or more days (e.g. family overseas travel etc.). Parents are actively encouraged not to plan holidays during school term time.

Extended Absence

- ♦ through illness - the school office should be advised by telephone. A medical certificate may also be provided. A written note is required upon return to school.
- ♦ any other reason – written notice should be given to the Principal in advance.

Children absent for extended periods (e.g. overseas holidays) will continue to be charged fees.

Anti-Bullying Policy

The school's Anti-Bullying Policy can be accessed via the school website. Parents are asked to familiarise themselves with this policy. Students from Years 3-6 also engage in cyber bullying education.

Assemblies

School Assemblies are held on a Friday at 2:30pm in the school hall. Across the year class assemblies occur as a component of the whole school assembly. Class groups usually present ONE assembly item per year. Parents are welcome to attend. The Assembly dates and times are advised in the School Newsletter.

B

Behaviour Management Policy

St. Anthony's has a school Behaviour Management Policy as a component of the Pastoral Care Policy. This policy contains:

- (a) expectations about children and their behaviour
- (b) the responsibilities of teachers, parents and children in regard to school behaviour and discipline;
- (c) school rules
- (d) discipline strategies and consequences

The school implements the School Wide Positive Behaviour for Learning (SPBL) framework to support our work in student management / pastoral care.

Parents are requested to support the school in promoting school rules and encouraging children to become responsible for their own behaviour. The school expects that parents will support the discipline strategies and any sanctions that may be necessary to impose on children from time to time.

Before and After School Care

KIDZ KLUB MARSFIELD offer ONSITE **Before and After School Care** at St Anthony's School. Vacation care is also available. Enrolment forms for Kids Klub are available from the School Office.

For more information email: marsfield@kidsklub.com.au

BYODD (Bring Your Own Designated Device)

A BYODD program operates in Year 3-6. The designated device is a Chromebook. This program is optional and students who do not bring their own device have access to school provided chromebooks and computers. N.B. School owned devices cannot be taken home.

C

Canteen

A canteen facility operates FIVE days per week (Monday- Friday) and is managed by an external provider (APPLE Canteen) who is a member of the NSW School Canteen Association. The Canteen operates according to the guidelines of the NSW Government Fresh Tastes Healthy School Canteen Strategy. Online ordering is available via Munch Monitor accounts.

A seasonal menu and price list is issued throughout the year as required.

ST ANTHONY'S ENDEAVOURS TO BE A NUT AWARE SCHOOL

Lunch orders

Online ordering is available via a Munch Monitor account. Cashless canteen purchases can be made with a student "key tag" linked to a Munch Monitor account. Lunch orders can still be written on a paper bag with your child's name, class and correct money enclosed. Do not include ice creams or ice blocks in a lunch order. Fold the bag so that the money cannot be lost. Lunch orders should be placed in the basket provided at the Canteen before school. The orders are delivered to the classrooms at lunchtime.

Car Park

The car park is a dangerous area. All children entering this area must be supervised. The following rules apply to the use of the car park:

- ♦ **Morning Drive Through Drop Off:** In the morning children may disembark from cars at the drop off point. This is located in the driveway between the church and Administration Block / Front Garden area, adjacent to the side gate entry to the school.
- ♦ Children must not walk or run through the car park unattended.
- ♦ **There is no pickup point in the afternoon.** There is NO ACCESS and NO PARKING in the car park after school. Boom gates are positioned on both parish car park driveways to prohibit access at designated times.
- ♦ For afternoon pick up of students, parents are requested to park in nearby streets and collect their children from inside the school grounds. Students are NOT permitted to wait for parents / carers outside the school grounds.
- ♦ **Double parking is a dangerous practice that should be avoided at all times.** Police and Council Rangers regularly patrol school zone areas.
- ♦ Students will wait for their parents INSIDE the school grounds (near the verandah / flagpole area until they are collected.

Carnivals

Children participate in a number of Sport Carnivals throughout the year. These may vary from year to year but usually include Swimming, Athletics and Cross Country. Netball and Soccer Gala days are offered for Year 3-6 students. Parents are invited to assist at these events. Information relating to each carnival is published in the Newsletter.

The school consists of 4 colour teams; **Green (De Marillac)**, **Blue (Padua)**, **Gold (Vincent)** and **Red (Bennelong)**. Kindergarten children will be placed in a colour team. Siblings are allocated to the same colour house. Parents will be notified early in the year of their child's colour team.

Child Protection

Child Protection, safety and wellbeing are high priority and a shared responsibility. This [link](#) outlines procedures for addressing allegations.

Children's Safety

Children should be alerted to safe ways to travel to and from school e.g. follow a familiar route, travel with others, don't stop off to play alone in parks, always go straight home before going off to play, know the location of nearby safe areas.

Class Parents

Each year at least two parents (Dads and/or Mums) from each class are invited to volunteer to assist in planning social / service / fundraising activities within the school. During the year each class / grade organises one activity. These activities are determined annually. Class Parents act as co-ordinators for these events. Class Parents are also asked to welcome new families to the class, provide resource information (or direct you to the right person!) and help organise a morning tea after 9am mass one Sunday per year. The funds raised from the various activities are used to support the needs of the school.

Class Masses

Children will participate in Masses as arranged with the Parish Priest, Religious Education Co-ordinator (REC) and class teachers. These celebrations may vary according to the time schedules and availability of the priest to assist. Various classes are rostered to attend the Parish Mass on Friday mornings.

Collection of Money

Money sent to school is collected by classroom teachers and sent to the office for accounting. Any money sent to school should be in a securely sealed envelope on which is written:

- ♦ **the child's name**
- ♦ **class**
- ♦ **and what the money is for i.e. Soccer Gala Day**

Colour Days

Each year the children celebrate four major feast days. These feast days have been linked to a team colour. The captains of the respective teams and the teachers plan

activities for all children to participate in on the day and a cake stall is held at morning tea. The four colour days are:

Term 1	St Louise de Marillac (Green)
Term 2	St Anthony's Feast Day (Blue)
Term 3	St Vincent's Feast Day (Gold)
Term 4	Catholic Mission (Red)

On these days children wear **MUFTI i.e. casual clothing in the appropriate colour**. For example, on St Patrick's Day the children dress in green casual clothing. Monies raised on these days are donated to various Catholic charities as part of the school's outreach and social justice initiatives.

Computers / Technology

All classrooms are equipped with Promethean ActivPanel Boards. Each classroom also has access to a bank of laptops, chromebooks, computers and iPads. Apple TV, iPods and digital cameras are also available for student use. There are many varied educational programs appropriate to each year's level of skill and learning. A wireless network operates throughout the school. Students engage in Cyber safety / digital citizenship lessons to learn the responsible use of technology.

Crunch and Sip

Crunch and Sip is when students eat ready cut fruit or vegetables and drink water in the classroom. This happens daily at 10:00am in all classes. It assists students to refuel, hydrate and assist their physical wellbeing and mental concentration during lessons.

Curriculum Overview

At the beginning of each term an overview of the curriculum for each subject that your child will be studying is distributed to parents. If you have any questions relating to the curriculum please make an appointment with the class or specialist teachers.

D

Discipline

See Behaviour Management / Pastoral Care.

E

Email

To contact the school office, Principal or any staff member via email, please use the following email address: info@stamarsfield.catholic.edu.au

Excursions

Excursions are a normal part of school life and are planned from time to time to assist children in understanding the subject matter they are studying.

Incursions (in-school visits) by guest speakers and performing artists are arranged from time to time. The cost of such events is kept as low as possible.

F

Family Support

Many agencies are available to support families and offer a variety of services. Some are listed on the next page. If further assistance is needed please contact the school.

Centacare

Catholic Community Services	
Central Office	(02) 9390 5377 (02) 9390 5366
Family Services	(02) 9793 7522
Children and Youth Services	(02) 9793 7522
Employment Services	(02) 9822 7722
Ageing and Disability Services	(02) 9821 3499

Ryde Community Health

51-53 Blaxland Road Top Ryde 21129448 6877

Early Childhood Health Centre	(0 – 5 years)
Hearing Clinic	(8 months – Adult)
School Health Service	(4 – 8 years)
Child Guidance Counselling	(birth – 18 years)
Occupational Therapy	(4 – 12 years)

Feast Days

Refer to “Colour Days” section of this booklet.

First Aid

Children occasionally have minor injuries from their play. They are referred to the office for first aid care and attention to their injuries. The staff is well trained in first aid. Any serious accident/injury or head injury is immediately treated and parents are contacted. If parents cannot be contacted, emergency numbers will be used and, if necessary, emergency measures will be taken by the Principal or Assistant Principal.

Fundraising

As St Anthony’s is a growing parish school we rely on fundraising for much needed resources and equipment. Each class / year level is responsible for one fundraising activity per year and all families are asked to assist the Class Parents with the event. Also throughout the year there are various activities for example, sausage sizzles and colour days which you will be notified of in the School Newsletter. *The fundraising model is currently under review.*

Head Lice

Periodically, students may present with a case of head lice. If lice or nits are found parents are contacted and information is provided to help treat the problem. Children must not attend school if lice or nits are present in their hair.

It is advisable that parents regularly check their children's hair and report any infestation to the school. Advice on treatment can be obtained at any time from the local chemist or school office.

Health Issues

Regular attendance is most important during these first years as it maintains continuity of learning experiences and helps social adjustment. Home however, is the place for a sick child. If in any doubt about your child's health it is wise to keep them at home. If a child becomes ill at school, parents are contacted and asked to come and collect the child. External treatment is given for cuts and bruises, **but schools do not administer oral medication of any kind without written permission from parents.**

Some children attending school need medication to control illnesses such as asthma, epilepsy and conditions causing hyperactive behaviour. The children's continued attendance at school and benefit from education is dependent on this therapy. Under these circumstances the school may be agreeable to administering medication. A request in writing should be made stating the name of the medication, the time it is to be taken and the dosage. An "Authority to Administer Medication form" is available at the school office.

N.B. All medications must be in their original packaging with the label clearly affixed.

An alternative is for parents to come to school to administer the medication themselves. If medication is required for such things as flu or gastric upset it is advisable that the child be kept home until the course of medication has been completed.

Under no circumstances should children be in possession of, or administer, their own medication at school. An exception may be made for older children with asthma who are able to administer their own Ventolin puffers after consultation with the teacher.

The Health Department publishes an "Exclusion Table" for contagious diseases like Chicken Pox, Measles, Mumps, Ringworm etc. This sets out the time the child is to be excluded from classes. Please notify the school if your child contracts an infectious disease.

For information on Infectious Diseases - Isolation and Exclusion please refer to Appendix A.

Keep your child at home if he or she has:

- ◆ A temperature over 37.5°C in the morning
- ◆ A severe cold (fever / sneezing, nasal discharge)
- ◆ Vomited or had loose bowel motions (diarrhoea) during the previous 24 hours
- ◆ Conjunctivitis (until all discharge has stopped)
- ◆ Bronchitis
- ◆ Unidentified rashes (unless cleared by a doctor)
- ◆ Impetigo (infected sores)
- ◆ Head lice or Scabies
- ◆ Any contagious disease (measles, German measles/rubella, mumps, chicken pox, whooping cough).

Home Readers

Children in the Infant classes (Years K-2) are usually given readers to take home over two or three nights. Parents are asked to listen to their child read and to encourage them in their reading.

Homework

Homework is set to complement and reinforce what children are learning at school. Homework provides an opportunity for children to review and practise what they have learned. As children grow older it provides an opportunity to explore topics in more depth than classroom timetables would allow. Most importantly homework helps students to develop time management, study and organisational skills.

The amount of time spent doing homework will vary according to each child. The following times are guidelines for how long students should spend on homework each night.

- * Year Kindergarten:
No more than 10 minutes.
Children will develop some homework over the year usually based on home reading, sounds and sight words. The teacher will inform the parents as to when this will begin.
- * Grades 1-2:
No more than 20 minutes.
Children usually practise their reading at home, supervised by a parent and complete spelling and at times mathematics activities.
- * Grades 3-6:
No more than 20 – 40 minutes.
- * Primary classes may be expected to read daily, complete written homework on mathematics such as timetables, spelling, writing and finish off work not completed during the day.

Homework is the children's responsibility - supervised by parents. If parents do not constantly supervise homework, teachers will not be responsible for following up the child's work at school. The time spent correcting homework at school should be minimal, as ongoing teaching / learning activities are the focus of the school day timetable.

Parents play a valuable role by supervising their children's homework and providing assistance when necessary, and in the case of the younger children by reading to them daily. From 2020, Homework is delivered online via Google Classroom.

I

Immunisation

Student immunisation records need to be provided prior to commencing school.

Infectious Diseases

For information on Infectious Diseases - Isolation and Exclusion please refer to Appendix A.

K

Key Learning Areas

Instruction is given in Religious Education and in the Key Learning Areas mandated by the Australian Curriculum and NSW Education Standards (NESA): English, Mathematics, Science, History, Geography, Personal Development, Health and Physical Education, Creative and Practical Arts.

L

Late Collection of Children

After school playground supervision occurs from 3.10pm to 3.30pm. Students who attend after school care go directly to the after school facility (located in the school hall). Parental cooperation in collecting students promptly is important.

Late Arrivals

All students should be at school by 8.50am ready to begin class at 9.00am. Any child who is late to school (i.e. arriving after 9am.) must present to the office so their arrival can be electronically entered into the COMPASS portal before attending class. If students are consistently late parents will be contacted.

Leaving School Early

No child is permitted to leave the school grounds during school hours unless collected by a parent or other authorised person. If a person, other than the parent, collects a child, the parent must contact the school and inform office personnel. The authorised person collecting the child must electronically "sign out" the child before the child leaves the school premises.

In the case of children leaving early to attend medical or dental appointments, a note / email should be written to the teacher. Parents are requested to make medical or dental appointments outside school hours where possible, rather than disrupt their child's school routine.

Legalities

Parents are not to approach students on the playground in an aggressive or confrontational manner. Any incident must be reported to the teacher who will deal with the incident.

Library

Students access the library for class borrowing time. For borrowing purposes, students require a bag with handles.

The library is supervised at lunch times and students are free to read, play board games or access technology.

Lost Property

The lost property tub is located on the verandah outside the Administration Block (near noticeboard). It is amazing how much property, mainly clothing, remains unclaimed and is eventually sold at the second hand sale. Parents are invited to make regular checks and are reminded that all articles should be clearly marked with the child's name.

Lunch Orders

The Canteen operates 5 days a week. Lunch orders can be lodged online or written on a paper bag with the child's name and class clearly marked with the money enclosed. All lunch orders need to be lodged by 9am. (including online orders).

M

Mobile Phones

Mobile phones, like many expensive items, are not permitted at school. Generally primary school children do not have a need to contact their parents during the day and if they do, the school office will coordinate this. If students require a mobile phone for extenuating reasons (e.g. circumstances involving after school activities) the student is required to deposit and sign the phone in at the office immediately upon arrival at school. The phone is then kept securely until 3.10pm when it is collected and signed out by the student.

P

Parents As Educators

Each year the school will run a course to skill parents to help with the teaching of reading or numeracy. This course is publicised through the School Newsletter early in the year. The course is usually held during the morning and involves practical instructions and techniques to teach reading and numeracy. Parent assistance, especially in the early years, is a wonderful way to guarantee success for children in their reading.

Parent Advisory Group

The parent Advisory Group are volunteer parents who meet as a committee with the Principal and Assistant Principal in week three of each term. This group meets to support and assist the school in helping meet the educational needs of the children.

A general parent meeting is held in week 5 of each term to discuss school related matters and provide parent education workshops.

Parent Information Evenings

Parent information Evenings will be held for all grades in the first four weeks of Term 1. This will be an opportunity for each class teacher to set out expectations and programs for the year.

Parent Newsletter/Notices

The school Newsletter is distributed via the COMPASS portal in Weeks 3,5,7 and 9. Notes are sent home via the eldest child attending the school. Please make a habit of checking your emails and your child's school bag.

Parent / Teacher Interviews

All parents will be requested to attend a Parent/Teacher interview in Term 2 to discuss their child's progress. Students may also be present at these interviews to discuss their progress and attitude to school work. Student work samples may also be discussed during these interviews. Teachers will endeavour to be available out of class times to meet with parents by appointment. Parents or teachers may request an interview at any time during the year.

Parish

The Parish provides a children's Liturgy on Sundays at 9am Mass. Parents are encouraged to attend this celebration of the Eucharist so that children engage in a meaningful Liturgy. For Parish programs/services or for more information: contact the Parish Centre on 9888 5222.

Pastoral Care Policy

The school has a Pastoral Care Policy based upon the Sydney Catholic Schools Policy. The Policy is accessible on the internet. www.sydneycatholicschools

Punctuality

A role of the school is to promote in children attitudes and habits associated with responsible citizenship. Punctuality is one such habit. Lateness in arriving at school means a poor start to the day and disrupts the class, teacher and lesson.

R

Reports

A written report is issued twice a year with an optional interview at the request of either the parent or the teacher.

S

School Hours

8.30am	Playground supervision commences
9:00 am	Assembly bell - children line up on playground
9.00am	School commences. Session 1
11.00am – 11.30am	Recess
11.30-1.30pm	Session 2
1.30pm – 2.10pm	Lunch (includes supervised eating time)
2.10pm – 3.10p.m	Session 3
3.05p.m.	Kindergarten Dismissal
3.10pm	Year 1-6 dismissal
3.10pm – 3.30pm	After school supervision

No child is to be on the school premises before 8.30am **No responsibility is taken for children who arrive prior to 8.30am as there is no playground supervision before this time.** Supervision after school concludes at 3.30pm. All children are expected to have left the school grounds by then. In the event of an emergency where the parent or carer is unable to collect a student by 3.30pm they are asked to make arrangements for collection, contact the school and /or arrange for the student to attend on-site After School Care (Kids Klub)

School Photographs

School photographs are taken each year. The date is published in the School Newsletter.

School Policies

Included in this handbook is the school's policy and information on infectious diseases.

School Programs

St Anthony's offers classes from Kindergarten to Year 6. In 2024, we will have two Kindergarten classes. Class groupings for Years 1-6 are presently being finalised. We aim to address individual needs amongst our children through the provision of special programs. These programs are outlined in Appendix B.

School Uniform

Refer to "School Uniform" section of this booklet.

Second Hand Uniform Shop

A second hand uniform shop operates at the school. Clothing can be donated, left for sale or purchased.

Smoking

Smoking is not permitted anywhere on the school premises or grounds.

Social Events

Social events occur throughout the year. They are advertised in the School Newsletter.

Staff Development

In accordance with the Board of Studies requirements, the Staff participate in FIVE Staff Development days each year. Notice of these days is given in the School Newsletter. The first day of the school year and the last two days of Term 4 are always designated as Staff Development days.

Student/Parent Information Forms

These forms are issued each year. Please fill in all particulars and return the form to the school. It is important to inform us of any physical or emotional problems which your child may have. Please inform us of any alterations to the Student/Parent Information forms which may occur from time to time, **especially changes in address, email and phone numbers for home and work.**

Student Representative Council

Students from Years 3-6 have the opportunity to be elected by their peers to serve on the Student Representative Council (SRC). These students attend meetings and lead fundraising initiatives within the school.

Sun / Extreme Weather Policy

St Anthony's Primary has a sun / extreme weather policy which requires each child to wear the school hat at all times when outdoors. This means daily at all recess / lunch times, on excursions, visiting the local park, etc. When children are in the sun for any

length of time, e.g. sports days, they are expected to also use sunscreen. On extreme heat / wet weather days, students remain indoors at recess and lunch time.

Supervision

Adequate supervision of pupils is an important and demanding task of the school. While the child is at school, the Principal and staff assume a custodial role. The following rules and procedures apply:

- ◆ Teachers are rostered to supervise children from 8.30am in the playground and at recess and lunch times.
- ◆ The school accepts no responsibility for accidents before 8.30am or after 3.30pm.
- ◆ Children are not permitted to be in the school buildings unless supervised by a teacher.
- ◆ Children will remain in the classroom, under supervision, during recess and lunch when it is raining or during extreme weather events.
- ◆ No child will be permitted to leave the school during school hours unless
 - (a) picked up by an identified member of the family or
 - (b) a note of permission is received from a parent.

Swimming Carnival

Children in Years 2-6 (and age appropriate capable Year 1 swimmers) attend the Swimming Carnival each year. This carnival provides the opportunity for students 8 years and over to be selected for the cluster, regional and zone carnivals. The Swimming Carnival is held at the Ryde Aquatic Centre.

T

Telephone Calls

Students are not called to the office telephone (except in emergencies). Telephone messages to students will not be received and delivered unless of a highly urgent nature. Teachers are not available for telephone calls during class time and may not be contacted on their mobile or home phone.

Toys

Expensive toys or valuable items are **not** allowed at school. Important family items or toys can be broken and children become upset. It is best to leave expensive items at home.

U

Uniform

Refer to "School Uniform" section of this booklet.

V

Valuables at School

We discourage children from bringing valuables to school as there is no guarantee of protection from breakage or loss.

W

Working Bee

The school employs a maintenance person for 4 hours a week to attend to ongoing repairs and maintenance. Working Bees are only ever held on a needs basis.



Note

There is **no** bike riding, roller skating/blading or skateboard riding permitted in School or Parish grounds.



NO DOGS ALLOWED

NO PETS / ANIMALS ARE PERMITTED ON SCHOOL PREMISES.

Dogs (even if on a leash) are not permitted to enter the school grounds. They must be supervised OUTSIDE the school gates.

Glossary

Below is a glossary of abbreviations used in the school.

Term / Abbreviation	Description
AP	Assistant Principal
AGM	Annual General Meeting
CAPA	Creative and Practical Arts
CCI	Catholic Church Insurance
CEC	Catholic Education Commission
EAL/D	English and Additional Languages / Dialects
G & T	Gifted and Talented
IAP	Individual Adjustment Program
ICT	Information and Communication Technology
LBOTE	Language Background other than English
P & F	Parents & Friends
PP	Parish Priest
PD/H/PE	Personal Development, Health, Physical Education

RE	Religious Education
REC	Religious Education Co-Coordinator
RFF	Release from Face to Face Teaching
SCS	Sydney Catholic Schools
SIP	Sensory Impairment Program
SPBL	School-wide Positive Behaviour for Learning
S & T	Science and Technology
SDD	Staff Development Days
SP ED	Special Education (also known as Diverse Learning Needs)

Appendix A - Infectious Diseases

Isolation and Exclusion

Disease	Incubation Period (time between infection and illness)	Description
Chicken Pox	13-17 days	<p>Signs & Symptoms Groups of small raised rose-pink spots may appear one after the other on the scalp, face, arms, legs and inside the mouth. Spots are followed by small blisters which then form crusts.</p> <p>Exclusion from School For at least 5 days after the first spots appear or when blisters have all crusted.</p>
Conjunctivitis (Viral & Bacterial)	1 - 3 Days	<p>Signs & Symptoms Red, watery eyes – may be painful. Eyelids may stick together.</p> <p>Exclusion from School See your family doctor. Keep child at home until discharge from eyes has stopped. It is not necessary to keep contacts at home.</p>
COVID 19 (Viral)	5-14 Days	<p>Signs & Symptoms Fever, headache, cough, sore throat, shortness of breath (difficulty breathing) , runny nose, fatigue</p> <p>Exclusion from School Children are not allowed back on site without evidence of a negative COVID-test result</p>

Diarrhoea (Gastro-enteritis)	Variable – up to 72 hours	<p>Signs & Symptoms</p> <p>Loose, frequent bowel motions – sometimes with stomach pain, often with vomiting.</p> <p>Exclusion from School</p> <p>Give child plenty of drinks. Only some are suitable, and most must be diluted. Ask a health professional for more information. Keep child at home until diarrhoea has stopped. If severe, see your family doctor, particularly if the child is passing less urine.</p>
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Disease	Incubation Period (time between infection and illness)	Description
German Measles (Rubella)	14 to 23 days (average 16 – 18 days)	<p>Signs & Symptoms</p> <p>Usually begins with swollen lymph nodes, headache, slight sore throat, runny nose and a slight fever (high temperature). Small pink spots are seen first on face, rapidly spreading over arms and body, and to a lesser extent, the legs. The rash usually lasts only a short time.</p> <p>Exclusion from School</p> <p>Until child has fully recovered, or for at least 4 days after the rash appears.</p>
Glandular Fever (Infectious Mononucleosis)	4 to 6 weeks	<p>Signs & Symptoms</p> <p>Fever, headache, sore throat, swollen lymph nodes and spleen, mental and physical fatigue.</p> <p>Exclusion from School</p> <p>It is not necessary to keep your child home, but some children with glandular fever are too sick to attend school.</p>
Hand, Foot and Mouth disease	3 – 5 days	<p>Signs & Symptoms</p> <p>Blisters in the mouth and on the palms, fingers and soles of feet. May have low fever and loss of appetite.</p> <p>Exclusion from School</p> <p>Wash hands after toileting. It is not necessary to keep child at home.</p>
Head Lice (Pediculosis)	Nits of lice usually hatch in a week and reach sexual maturity in about 2 weeks.	<p>Signs & Symptoms</p> <p>The scalp itches. Lice and nits are found on the hair, especially behind the ears and at the back of the neck. Scratches may become infected, and swelling of the neck glands may occur. Nits look like tiny white specks stuck to the base of the hair shaft.</p> <p>Exclusion from School</p> <p>Your child need not be sent home from school. Treatment can be carried out that night, and the child can return to school the next day. You can buy an appropriate solution from your pharmacist – you don't need a prescription. Everyone living in the same house should be treated at the same time you are treating the affected person. Notify the school.</p>

Disease	Incubation Period (time between infection and illness)	Description
Hepatitis A (infectious Hepatitis)	15 – 50 days (average 28 – 30 days)	<p>Signs & Symptoms</p> <p>Onset is usually sudden, with fever (high temperature), loss of appetite, nausea and possible jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.</p> <p>Exclusion from School</p> <p>Until child has recovered (usually 7 days from the first signs of jaundice).</p>
Hepatitis B (infectious Hepatitis)	6 weeks – 6 months (average 2 – 3 months)	<p>Signs & Symptoms</p> <p>Onset is slow with loss of appetite, nausea, vomiting and often jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.</p> <p>Exclusion from School</p> <p>It is not necessary to keep your child home, but some children with Hepatitis B are too sick to attend school.</p>
HIV (Human Immunodeficiency Virus)	Seroconversion (when a person becomes HIV antibody positive) is usually 1 to 3 months after infection. The time from seroconversion to illness (AIDS) is highly variable and may be more than 10 years, though most infected children have symptoms much earlier than this.	<p>Signs & Symptoms</p> <p>Once the AIDS virus begins to affect the immune system, the person may have swollen lymph glands. Later, one or more of a range of infectious diseases such as pneumonia, thrush, diarrhoea disease or TB, or cancers, such as lymphoma, may develop.</p> <p>Exclusion from School</p> <p>It is not necessary to keep your child home (unless she or he has a secondary infectious disease, such as TB).</p>
Impetigo	Variable-commonly 1 to 10 days	<p>Signs & Symptoms</p> <p>Flat, yellow, crusting or moist patch on the skin. When a scab falls off, a temporary scar remains. Tenderness and swelling of the lymph nodes in the groin, armpit or neck may occur.</p> <p>Exclusion from School</p> <p>See your family doctor. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. It is not necessary to keep contacts at home.</p>

Disease	Incubation Period (time between infection and illness)	Description
Influenza	1 to 3 days	<p>Signs & Symptoms Rapid onset of fever (high temperature), headache, muscle pains, runny nose, sore throat and cough.</p> <p>Exclusion from School For 5 days after the appearance of the first symptoms.</p>
Measles	7 to 18 days (average 10 days)	<p>Signs & Symptoms Fever (high temperature), cough, runny nose, and red watery eyes. A rash appears 3 to 7 days after early symptoms.</p> <p>Exclusion from School For 4 days after the appearance of rash.</p>
Meningitis	2 to 10 days	<p>Signs & Symptoms Sudden onset of fever (high temperature), headache, nausea, vomiting and tiredness, may indicate that the child has meningitis. Some children also develop purple or pink spots.</p> <p>Exclusion from School Child should be seen by a doctor IMMEDIATELY.</p>
Mumps	12 to 25 days (average 18 days)	<p>Signs & Symptoms Pain or soreness in jaw and neck area. Swelling and tenderness start just below, and in front of, one or both ears. There may also be fever (high temperature), headache and loss of appetite.</p> <p>Exclusion from School For at least 9 days after the appearance of the swelling.</p>
Ringworm	4 to 14 days	<p>Signs & Symptoms Can occur on the scalp or the skin. If on the scalp, it begins as a small bald scaly patch. The hairs in the affected area break off, leaving only the stumps or fall out. Ringworm of the skin is a spreading small scaly patch with a faint pink ring around the edge. Inflammation with crusting is quite common.</p> <p>Exclusion from School Keep your child home until you have seen your pharmacist and begun treatment. Notify the school. It is not necessary to keep contacts at home, but you should inspect them regularly for signs of ringworm.</p>

Disease	Incubation Period (time between infection and illness)	Description
Scabies	Days to weeks	<p>Signs & Symptoms</p> <p>Severe itchiness for days or weeks, becoming worse at night. Tiny mites burrow under the skin, usually in warm parts of the body such as wrists, armpits, buttocks, the groin, around the genitals and between the fingers and toes. Scratching may cause pus-filled sores like impetigo. Spreads quickly from person to person by close contact.</p> <p>Exclusion from School</p> <p>Keep your child home until you have seen a pharmacist and begun suitable treatment. Notify the school. You do not need to keep other children at home, but you should inspect them regularly for signs of scabies.</p>
Slapped Cheek Syndrome (Fifth disease)	1 to 2 weeks	<p>Signs & Symptoms</p> <p>Red cheeks with an itchy lace-like rash on the body and limbs.</p> <p>Exclusion from School</p> <p>It is not necessary to keep child or contact at home.</p>
TB (Tuberculosis)	Variable	<p>Signs & Symptoms</p> <p>Slow onset. Child feels generally unwell. Fever (high temperature) particularly in evening, with sweating at night. May start with a dry cough which becomes a persistent, moist cough.</p> <p>Exclusion from School</p> <p>Child should be seen by a doctor.</p>
Whooping Cough (Pertussis)	6 to 20 days	<p>Signs & Symptoms</p> <p>Starts as a short dry cough, which becomes more severe. Characteristic “whoop” follows a series of rapid short coughs, as child attempts to draw breath. Child may vomit or go red or blue in the face at the end of each bout of coughing.</p> <p>Exclusion from School</p> <p>Child should be kept home for 14 days from the start of illness, or until they have had 5 days of a 10 day course of antibiotics.</p>

Appendix B – School Programs

The school programs available at St Anthony's are outlined below:

Dancefever

Specialist Dance teachers facilitate a one term dance program for all classes K-6. Students from Years 3-6 also have the opportunity to participate in an Inter-school Dance Challenge to showcase their dance skills.

English and Additional Languages / Dialects

The school has developed a whole school English language profile for each student. A designated teacher works collaboratively with class teachers to support children who have English as a Second Language or other language backgrounds.

Gifted and Talented Program

All classrooms operate as Gifted and Talented inclusive classrooms. Class teachers differentiate learning tasks to cater for the diversity of student need and talent. Occasionally students have opportunities to participate in internal and/or external enrichment days in various areas including creative and practical arts, dance, drama, literature and science.

Hearing/Vision Impaired Support

Itinerant Specialist teachers visit to provide assistance to hearing/vision impaired children, as required.

Music / Drama Lessons

Students participate in Music / Drama lessons under the tuition of an accredited Music / Drama teacher. This teacher also trains the school choir.

Musical Instrument Tuition

TSA Music offer on-site tuition for students interested in learning to play a musical instrument. Tuition fees apply. This is an optional activity.

New Arrivals Support (on a needs basis)

An English teacher working with an individual or small group of children who are newly arrived in Australia with no experience of English receive support in the development of English Skills.

Physical Education (P.E.)

A specialist P.E. Teacher is employed 2 ½ days per week and gives lessons to each class. The Sports Uniform is worn on this day.

Reading Recovery

Reading Recovery is an intensive reading program offered to at-risk students in Year 1 only. Its aim is to support and develop the reading skills of students who are struggling to learn to read. Rigorous assessment is undertaken to identify candidates for this program.

School Band

Students who engage in music tuition (either at school or externally) are welcome to join the School Band, which is coordinated by TSA (Teaching Services Australia).

School Choir

Students from Years 3-6 may join the school choir. The Music Teacher trains the choir once a week, usually during the lunch break. Participation in the choir entails a serious student commitment to attend all training sessions and a willingness to perform at liturgies and special events.

School Counsellor

Sydney Catholic Schools assigns a Catholic Care Counsellor to work across a cluster of schools. The School Counsellor works with individual students for a variety of reasons including: social, emotional, psychological and behavioural needs. Students are referred for issues / concerns presenting at or impacting at school. The class teacher completes a referral which is ratified by the Principal. Written parental consent is required for a student to meet with the Counsellor. All information is confidential. The Counsellor attends St Anthony's two days per week.

Special Education Support / Diverse Learning Needs

Specialist teaching for children with identified physical, behavioural or intellectual disabilities and in certain cases for children with particular learning difficulties is available.

Tennis (External Program)

Experienced tennis coaches provide lessons for St Anthony's children after school at the parish tennis courts (Tuition fees apply).