

ST FRANCIS OF ASSISI  
CATHOLIC PRIMARY SCHOOL  
**PARENT HANDBOOK**





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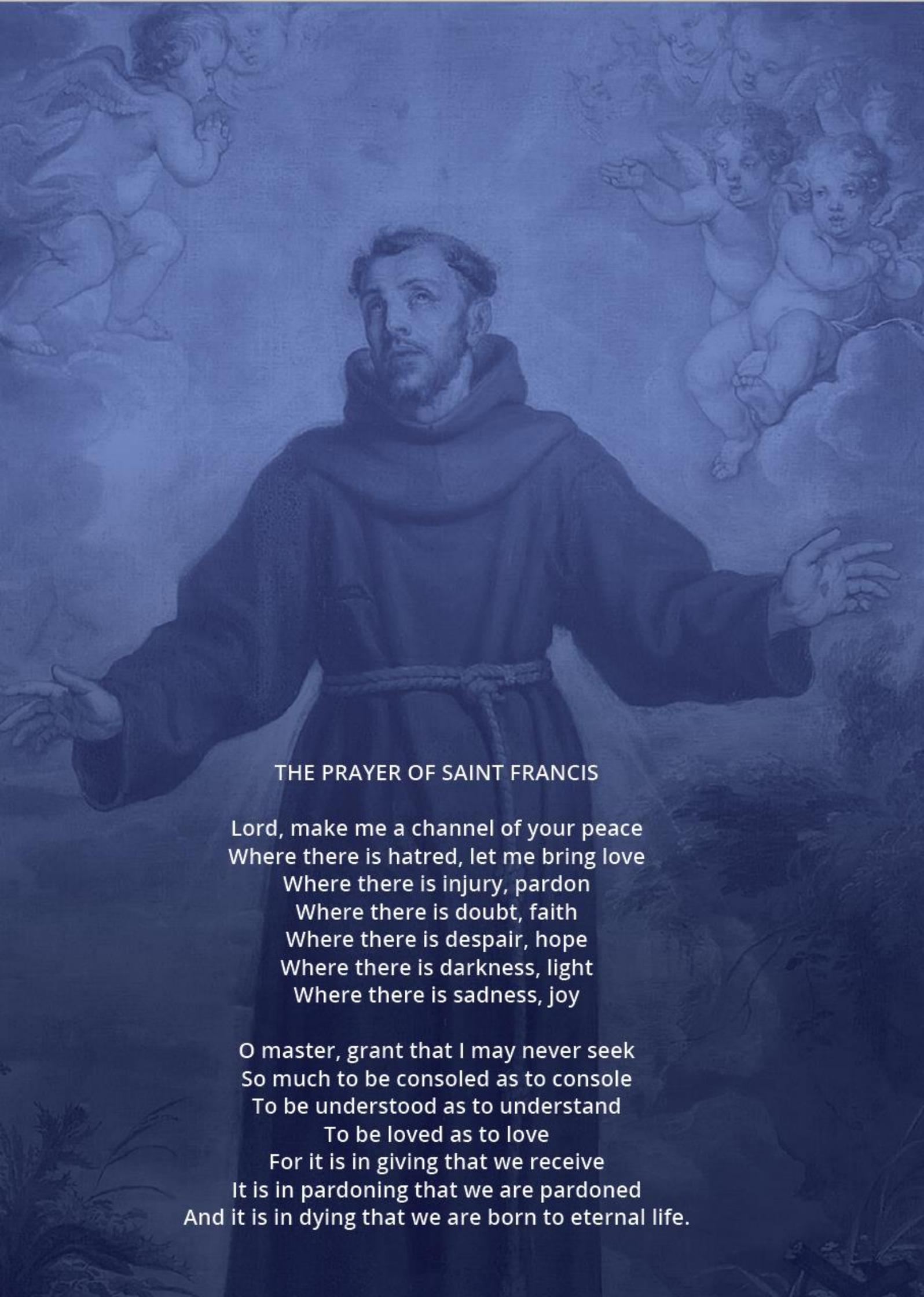
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## THE PRAYER OF SAINT FRANCIS

Lord, make me a channel of your peace  
Where there is hatred, let me bring love  
Where there is injury, pardon  
Where there is doubt, faith  
Where there is despair, hope  
Where there is darkness, light  
Where there is sadness, joy

O master, grant that I may never seek  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love  
For it is in giving that we receive  
It is in pardoning that we are pardoned  
And it is in dying that we are born to eternal life.

## WELCOME

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# Welcome to St Francis of Assisi Catholic Primary

## *Grow in Wisdom and Love*



Dear Parents

Welcome to St Francis of Assisi Catholic Primary. We are proud of our school and embrace families into our school community. We provide a nurturing and safe environment, encouraging family and community engagement. We acknowledge parents as the first and most significant educators of their children and believe that the relationship between school and home is integral to the learning of the children. We also pride ourselves on our relationship that we have with our local rural community.

We recognise students as individuals and our passionate staff place a strong focus on developing the whole child. We believe we need to provide students with the tools and learning experiences so they can flourish in a variety of environments. Through fun and engaging teaching, St Francis of Assisi Catholic Primary equips students to handle the ever-changing demands of society and develops each child's strong personal identity.

We have fabulous outdoor spaces and encourage play and exploration across the years. We nurture the interests of the child and celebrate their creativity.

Our embracing community warmly receives, supports, and befriends new families.

In appreciation

Jen Rudyard

Principal

## SCHOOL LOGO AND MOTTO

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Our logo shows students with a caring adult. The adult figure may indicate parents, teachers or may be seen as representative of the relationship of us all with our loving God.

The stylised cross is symbolic of our Christianity and the leaves of the Livistona Palm remind us of our rural setting. Our motto is indicative of what we all hope for our students, that they may

**“Grow in Wisdom and Love”.**

*Catholic Schools contribute to the Church's mission to proclaim the Good News of Jesus Christ.*

## FROM OUR PARISH PRIEST

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Dear Parents,

I, Fr. Rodrigo Tomala Mujica, parish priest of St Francis of Assisi, welcome you to our Catholic School.

Our school strives to make your children grow in Wisdom and Love. Wisdom, not just human wisdom, which is the fruit of knowledge and experience but also the “grace of being able to *see everything with the eyes of God*. Wisdom is simply this: it is to see the world, to see situations, circumstances, problems, everything through **God's eyes**” (Pope Francis).

Love, the source of our existence, because we have been created by God out of Love, enabling us to see everyone else in the same way God sees us.

You can be sure that the Catholic Identity of our school does not contradict with any aspect of what it means to be human. The school, with the support of the local Church (St Francis), will help your children not only in their academic but also in their human and spiritual growth.

Welcome to St Francis of Assisi Catholic Primary School.

Fr. Rodrigo Tomala Mujica  
Parish Priest  
St Francis of Assisi Parish

# SCHOOL PHILOSOPHY

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*We communicate our vision to our students, parents and our community.*

## **Our Vision**

St Francis of Assisi Catholic Primary School, in partnership with parents, provides a Christian environment where children are educated to take their place in the Church and society.

## **Our Mission**

Saint Francis of Assisi School aims to allow each person to achieve their full potential in a Christian community which values justice, respect and courage.

## **Our Faith**

The celebration of God's love is at the heart of St Francis' school life. As a prayerful community we take time to listen to and reflect on the word of God. Our Catholic ethos and traditions are cherished and promoted. Our School is an integral part of St Francis of Assisi Parish.

## **Our Parents**

We support and involve parents as partners in the education of their children. The participation of parents in the decision-making process is actively encouraged and regular and open communication between home, school and the community is given high priority.

## **Our Students**

The uniqueness and dignity of each child are recognised and honoured. We assist the students in the development of their gifts. We aim to provide a happy, supportive, loving, yet challenging learning environment, which promotes self-esteem and the total development of the child. We foster awareness in the students of their responsibility to love, care for, respect and accept each other.

## **Our Staff**

The staff of St Francis of Assisi Catholic Primary School is a committed and well qualified group of people who have accepted an invitation to be involved in the mission of the Church through their vocation as members of our Catholic School community. They are enthusiastic, approachable and caring and are constantly aware of their pastoral and professional responsibilities.

## **Our Curriculum**

St Francis of Assisi Catholic Primary School's curriculum encourages and supports students to participate, discover and take risks in their own learning. A relevant curriculum provides the students with a range of knowledge, skills, attitudes and understandings that will enable them to live faith filled lives and participate meaningfully and positively in society.

## **Our Tradition**

Catholic Education in the Northern Territory dates back to the 19th Century with a long and proud tradition of service. Today over 5000 NT students are educated in Catholic schools.

St Francis of Assisi Catholic Primary School was established in 1997 by the Catholic Education Council (NT) and the Saint Francis of Assisi Catholic Parish of Humpty Doo. It is situated within the Diocese of Darwin.

# CURRICULUM

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*St Francis of Assisi Catholic Primary School implements the National Australian Curriculum; which is available on the web at [www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au)*

## 6.1 Religious Education

Religious Education (RE) is an integral part of our school program. As a Catholic School we offer Christian religious instruction in the Catholic tradition through a comprehensive and systematic program; called Journey in Faith.

We believe that Religious Education:

- Is concerned with the Good News of Jesus Christ.
- Begins at Baptism and is supported in a Christian family, school and community.
- Uses the sources of scripture, tradition, liturgy and life as expressions of God's revelation.
- Is an ongoing process.

The programme includes:

Religious Education Lessons: these lessons follow the 'Journey in Faith' program, which is a systematic and sequential program. The Religious Education program also implements the 'Made in the Image' units.

Celebrations: in the form of joyful involvement in prayer, mass, events in the Church's liturgical calendar and sacramental celebrations. Each week begins with Monday morning whole School prayer, lead by our School Captains. Each year level celebrates a mass or liturgy each term, celebrated by our Parish Priest. Grades from 3 to 6 also participate in the Sacrament of Reconciliation.

Parish Sacramental Program: the Parish and the School recognise and support the belief that parents are the primary educators of their children. To support students and their families in faith formation the parish has developed a program that involves families in the preparation of the sacraments.

Whilst the school, as part of its RE program, focuses on the sacraments, especially Baptism, Reconciliation, Eucharist and Confirmation, preparation for reception of the sacraments

remains a parish and family responsibility and parents must enrol their children in parish programs if they wish their children to receive the sacraments.

Missionary Works: Catholic schools have a special outreach to the poor and the marginalised. The school endeavours to pray for the poor, fundraise, increase understandings about the poor, and to undertake personal good works to support missionary programs such as Caritas Australia, Project Compassion and Mission Week.

## 6.2 English

The Australian Curriculum: English Transition to Year 10 is organised into three interrelated strands that support students' growing understanding and use of Standard Australian English (English). Together the three strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking and writing. The three strands are:

- Language: knowing about the English language
- Literature: understanding, appreciating, responding to, analysing and creating literature
- Literacy: expanding the repertoire of English usage.

## 6.3 Mathematics

The Australian Curriculum: Mathematics is organised around the interaction of three content strands and four proficiency strands.

The content strands describe what is to be taught and learnt. These include:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

The proficiency strands describe how content is explored or developed, that is, the thinking and doing of mathematics. These include:

- Understanding
- Fluency
- Problem Solving
- Reasoning

## 6.4 Science

The Australian Curriculum: Science has three interrelated strands: Science Understanding, Science as a Human Endeavour and Science Inquiry Skills.

Together, the three strands of the science curriculum provide students with understanding, knowledge and skills through which they can develop a scientific view of the world. Students are challenged to explore science, its concepts, nature and uses through clearly described inquiry processes.

The Science Understanding strand comprises four sub-strands.

- Biological sciences
- Chemical sciences
- Earth and space sciences
- Physical sciences

The content in the Science as a Human Endeavour strand has two sub-strands.

- Nature and development of science
- Use and influence of science

The content in the Science Inquiry Skills strand has five sub-strands.

- Questioning and predicting
- Planning and conducting
- Processing and analysing data and information
- Evaluating
- Communicating

Our methodology aims to provide a supportive learning environment where students are encouraged to take risks in their learning, ask questions, pose solutions and clarify their own understandings.

## 6.5 Humanities and Social Sciences

The humanities and social sciences are the study of human behaviour and interaction in social, cultural, environmental, economic and political

contexts. The humanities and social sciences have a historical and contemporary focus, from personal to global contexts, and consider challenges for the future.

In the Australian Curriculum, the Humanities and Social Sciences learning area includes a study of history, geography, civics and citizenship and economics and business. Through studying Humanities and Social Sciences, students will develop the ability to question, think critically, solve problems, communicate effectively, make decisions and adapt to change. Thinking about and responding to issues requires an understanding of the key historical, geographical, political, economic and societal factors involved, and how these different factors interrelate.

The Humanities and Social Science subjects in the Australian Curriculum provide a broad understanding of the world in which we live, and how people can participate as active and informed citizens with high-level skills needed for the 21st century.

## 6.6 Health and Physical Education

This learning area aims to help students develop accurate knowledge, desirable attitudes and good practices in relation to health and physical education.

Students are equipped to promote and protect their own physical, social and emotional well being and that of others. Health and Physical Education is organised into the following strands:

- Promoting
- Individual and Community Health
- Enhancing Personal Development and Relationships
- Participation in Physical Activity and Movement.

## 6.7 The Arts

In the Australian Curriculum, The Arts is a learning area that draws together related but distinct art forms. While these art forms have close relationships and are often used in interrelated ways, each involves different approaches to arts practices and critical and creative thinking that reflect distinct bodies

of knowledge, understanding and skills. The curriculum examines past, current and emerging arts practices in each art form across a range of cultures and places.

The Australian Curriculum: The Arts comprises five subjects:

- Dance
- Drama
- Media Arts
- Music
- Visual Arts.

## 6.8 Technologies

The Australian Curriculum: Technologies describes two distinct but related subjects:

- Design and Technologies, in which students use design thinking and technologies to generate and produce designed solutions for authentic needs and opportunities
- Digital Technologies, in which students use computational thinking and information systems to define, design and implement digital solutions.

The facilities at St Francis of Assisi Catholic Primary School to support in delivering the Australian Curriculum include; smart boards and digital projectors throughout the school, ipads, touch pads, laptops and desktops.

## 6.9 Indonesian

The Australian Curriculum: Languages is designed to enable all students to engage in learning a language in addition to English. The design of the Australian Curriculum: Languages recognises the features that languages share as well as the distinctiveness of specific languages.

There are aspects of the curriculum that pertain to all languages. The key concepts of language, culture and learning, as described in the Shape of the Australian Curriculum: Languages, underpin the learning area. They also provide the basis for a common rationale and set of aims for all languages.

The Australian Curriculum: Languages includes language-specific curricula for world languages and a Framework for Aboriginal Languages and Torres Strait Islander Languages.

At St Francis of Assisi Catholic Primary School we offer Bahasa Indonesian. It is designed to enable all students to engage in learning a language in addition to English. It also provides the opportunity for students to engage with the linguistic and cultural diversity of the world and its peoples, to reflect on their understanding of experience in various aspects of social life, and on their own participation and ways of being in the world.



# ASSESSMENT



## Assessment and Reporting

Each child's progress is continually monitored and assessed by the teacher. Oral and written work, observation of process, product and attitudes are used to formulate opinions about the child's progress.

St Francis of Assisi Catholic Primary School uses a system of continuous assessment and reporting. Student Learning Portfolios are developed and these form part of the 'Conversations for Learning' which take place twice a year. The Student Learning Portfolio includes work samples. Parents and students are invited to respond to the work sample comments and seek clarification if necessary.

This system is intended to provide parents with up to date, meaningful and relevant information about their child's progress and to ensure that student's learning is monitored frequently and that teachers are catering for the diversity of needs within the classroom. The student's workbooks also form part of Learning and Assessment, with students encouraged to take pride in their workbooks. Other forms of Assessment may include testing, photographs, journals or teacher's anecdotal notes.

Parents are encouraged to discuss their child's progress throughout the year and are invited to make arrangements with the teacher regarding a suitable time or to arrange for a phone interview.

Opportunities for formal reporting to parents occur five times during the year. Reporting is in the form of the Student Learning Portfolios, 'Conversations for Learning' in Term 1 and Term 3 and through written Reports, which are sent home at the end of Semesters 1 and 2.

A termly overview of the work your child will be covering is sent home in week 3 of each term.

All students in years 3 and 5 are required to sit the National Assessment Program (NAP).

# PARENTAL INVOLVEMENT

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## Homework

St Francis of Assisi Catholic Primary School in partnership with families will assist students in developing a habit of being organised and self-disciplined through the process of homework.

At the core of our Homework Policy is an emphasis on home reading. Home reading is a compulsory element of homework for all students, as it is recognised as a fundamental skill necessary for children.

We strive to set homework, which is appropriate to the age and ability of the students. Besides supporting and reinforcing knowledge and skills, homework can also encourage sound home study habits. Parents can assist by providing a suitable area and by showing interest in the child's work. No homework is given over school holiday periods. Homework is only issued from Weeks 2-9 inclusive within a term. If the completion of homework is causing conflict within the home, this needs to be discussed with the class teacher. For further information please refer to our Homework Policy available on our website [www.sfasnt.catholic.edu.au](http://www.sfasnt.catholic.edu.au)

## Parents at School

In a school such as ours the support of parents is vital. Parents are invited to assist at the school with voluntary work in the library, classroom (reading, small groups etc.), excursions, canteen, sports (coaches, transport) as well as other ways that may be requested from time to time. Ochre cards must be obtained.

## School Board

The School Board is an advisory group of involved and dedicated people whose role is to maintain and develop the Catholic ethos of the school, advise the Principal, represent the various stakeholders in our School community and to ensure that a sound, viable and progressive education is provided. They also advise and assist the Principal in ensuring that the school meets its pastoral, professional and financial responsibilities.

The Board membership consisting of the Parish Priest, the Principal, elected parents, an elected representative of the Parents and Friends Association and Staff and from time to time one or two appointed members with special skills or expertise.

## Parents and Friends

The P & F consists of parents, friends of the school and staff. It is responsible for the community events, fundraising and parental support that extends to all aspects of school life. This also includes sharing in accomplishing the objectives of the school.



# POLICIES AND PROCEDURES

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## Admission

On receipt of an Application for Enrolment, families are invited to an initial interview. At this interview the Principal discusses the school's philosophy, programs and procedures, what the school has to offer and talks about the parents' hopes and aspirations for their child/ren. Also the school expectations, policies and procedures are outlined. A \$50 enrolment deposit is also required.

Admission to Transition occurs at the commencement of the school year providing students have their fifth birthday on or before the last day of June of the year they start.

Students transferring into the school at year levels other than Transition will be admitted on a mutually agreed date.

## Assemblies

St Francis of Assisi Catholic Primary School has two weekly assemblies:

Monday: prayer assembly, which includes a prayer, messages and the National Anthem. Friday: general assembly where individual classes host and present assemblies sharing their experiences, celebrations and talents. School awards including from the class teacher and the Principal are also presented at the Friday morning assembly.

Monday at 8.20am and Friday at 8.30am.

## Attendance and Absence

Students are expected to attend school every day that it is open unless sickness or other significant reasons exist to prevent this. The school is legally required to record attendances and absences.

If a child is to be absent on any given day parents are asked to ring the school to explain the reasons for the absence and to provide a note on the student's return to school. School absence can also be advised through the school app. In

the interests of student safety and welfare the school will, at times, contact parents if students are absent from school without notification.

Extended absences, for example family holidays necessitate the parents contacting the Principal and providing a letter informing the school of student absence.

## Banking

School Banking is conducted each week (Wednesdays) by a volunteer teacher. Banking forms may be obtained from the Office.

## Behaviour Management

St Francis of Assisi Catholic Primary School maintains and encourages a strong sense of behaviour management, based ideally on positive reinforcement of appropriate behaviour and logical consequences for inappropriate behaviour. Students are involved in establishing expectations and reminded frequently of school agreements based upon consideration for others and regard for the well-being and safety of the whole school community.

It is expected that students will speak and act courteously at all times. Should repeated wilful breaches of the school rules occur the parents will be contacted and alternatives for improving behaviour will be discussed. As stated on the enrolment application, our school reserves the right to suspend or expel students.

For further information please refer to our Behaviour Management Policy available on our website [www.sfasnt.catholic.edu.au](http://www.sfasnt.catholic.edu.au)

## Bicycles

Students are not permitted to ride bicycles in the school. They must dismount from bicycles and walk bicycles along cement pathways to bike racks. Bike racks are provided at the school and parents are advised to provide a lock for their child's bike. The bike rack area is out of bounds

during the day. All students riding bicycles are expected to do so in a safe and sensible manner.

### **Books and Stationery**

The majority of books, stationery items and other learning resources including PE and computing equipment are supplied through the school. Parents are charged an annual resources levy, which contributes towards the cost of such items (please refer to schedule of fees and charges).

### **Canteen**

Our Canteen operates 5 days per week. We have a qualified chef who provides a healthy and tasty menu for the students. Orders are accepted for morning tea and lunch. Please see the menu for the options.

### **Communication with the school**

Parents are encouraged to maintain close communications with the school either personally, by email or by written notes to the class teacher. The school will also keep families informed through the Newsletter, website-[www.sfasnt.catholic.edu.au](http://www.sfasnt.catholic.edu.au), school app-available through your app store or google play store and our facebook page.

### **Cyclone Procedures**

In the event of a possible cyclone parents are asked to listen to one of the local radio stations. Announcements of school closures will be made in this method.

### **Excursions**

All students are given the opportunity to participate in excursions with educational outcomes being addressed. Details and permission requests for each excursion are sent home at the appropriate time.

### **Fees**

Fees are billed at the beginning of the year. Payment to be completed by Friday Week 4 Term 4. Families can nominate their preferred payment option; annually, termly, monthly, fortnightly or weekly. Reminders will be sent to families twice per term. Eftpos & Credit Card facilities are available or payments directly to the School's bank account are welcomed. Our Bank Account is with the National Bank.

BSB 085-933 Account 396860284. Please remember to put your surname as a Reference. Office hours are from 8:00 to 4:00 Monday to Friday.

St Francis of Assisi Catholic Primary School seeks to ensure that no child is precluded from the school on the basis of the family's genuine financial circumstances. Confidential arrangements can be made with the Principal for part remission of fees on a yearly basis. Contributions to the building fund are voluntary and therefore a tax deduction. The School Board strongly urges 'per family' contributions to this fund.

For further information please refer to our School Fee Policy available on our website [www.sfasnt.catholic.edu.au](http://www.sfasnt.catholic.edu.au)

### **Fire & Emergency Evacuations Drills**

Fire and safety evacuation drills are conducted throughout the year.

### **Late Arrivals and Early Departures**

Students arriving at school late need to advise the Office of their arrival and be signed-in and receive a late slip which is then given to the teacher. Students arriving after 8:30 must be accompanied to the office with an adult. Students who need to leave school before dismissal need to be signed-out.

### **Library**

The school has an excellent library, which is available for use by the entire school community. It fulfils both an educational and recreational role within the school. Volunteer helpers are always welcome and parents should feel free

to browse and to borrow. The cost of any lost book is expected to be reimbursed to the school. Outstanding loans need to be paid before students can borrow again.

### Lost Property

Parents are asked to ensure that all personal items, especially school hats and jumpers, are clearly labelled with the child's name. A lost property box is kept in the Office.

### Mobile Phones and Electronic Devices

Should it be necessary for students to bring mobile phones and/or electronic devices to school then they must be turned off and given to Office staff for safe keeping and collected at the end of the school day.

### Money

Parents are asked to ensure that their children do not bring excessive amounts of money to school. All money for specific purposes (eg book club, etc.) should be handed in at the Office in a sealed and clearly marked envelope.

### Parenting Notices

Should Family Court Parenting Notices be in place parents must declare relevant information to the School. The School must also be advised of changes to access weekends and drop off/ pickup arrangements.

### Parking

Only limited parking spaces are available within the school grounds. Parents are asked, when dropping off or collecting children, to adhere strictly to traffic laws and use patience, courtesy and common sense. Parents are asked to leave the bus drop off zone free for the buses at the beginning and end of each school day. Please note also that traffic flow within the school grounds is clockwise and a strict speed limit of 10kph applies.

### School Hours

St Francis normally operates Monday to Friday during term time according to the following daily timetable;

|              |   |
|--------------|---|
| <b>8:00</b>  | Supervision commences                                     |
| <b>8:15</b>  | Warning bell  |
| <b>8:20</b>  | First session   |
| <b>10:30</b> | Play  |
| <b>10:50</b> | Recess Eating in undercover area                          |
| <b>11:00</b> | Warning bell  |
| <b>11:05</b> | Second session  |
| <b>1:05</b>  | Play  |
| <b>1:25</b>  | Lunch Eating in undercover area                           |
| <b>1:40</b>  | Warning bell  |
| <b>1:45</b>  | Third session   |
| <b>2:45</b>  | Pack up   |
| <b>2:50</b>  | End of day  |
| <b>2:54</b>  | All students must be at Bus, Pickup or After School Care. |

Parents should note the times of supervision and be aware that the school does not accept legal responsibility for the supervision of students outside these stated hours.

Students are not permitted to leave the school grounds during the school day. If parents are collecting children from school during the day for any reason, eg medical appointments, they must arrange to do so from the Office and staff must be notified.

### Sport

St Francis of Assisi Catholic Primary School fields teams in a variety of inter-school competitions. In addition swimming lessons are held for years T to 2 and games skills are included as part of our physical education program. St Francis of Assisi Catholic Primary School is part of the Palmerston and Rural Region Schools (PARRS) Sporting initiative and sends interested students to participate in a variety of sports throughout the year. Our annual Athletics Carnival is held late in term 2.

## Newsletter

The School Newsletter is sent out each *Thursday* and is our main means of communication between school and home. It is important that the newsletter is read thoroughly and kept in a prominent place for easy reference. The newsletter is also available online at the School website, through the School app, on the facebook page or via email upon request.

## Visitors to School

All visitors to school must sign in and out again at the front office. This is a requirement of Health and Safety in all workplaces including schools.



# SCHOOL UNIFORM

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## Expectation

The wearing of full and correct school uniform (including regulation footwear and hat) is a condition of enrolment. Therefore it is an expectation that the uniform be worn at all times. As well as being attractive and practical, the school uniform helps to develop a sense of identity and pride in our School. To facilitate this uniforms are available from the Office.

Importantly we view school uniforms as a social justice issue where the latest fashion, expensive designer wear and brand names or logos are not part of our dress code.

If your child is not wearing the correct uniform a note will be sent home requiring an explanation and signature.

Please note also that our dress code requires that only one pair of stud/sleeper earrings and a watch – rings, chains and anklets are not to be worn to school. Hair should be neat, clean and if below the shoulders, tied back from the face. Painted fingernails and toenails are not permitted.

As part of sun safety awareness, school hats are compulsory and a 'no school hat, no play' policy is strictly enforced.

Our school logo is incorporated into our uniform.

All items of clothing are available at reasonable costs from the Office.

## Girls

School knee-length shorts/skorts. School navy polo shirt.  
School hat.

## Boys

School knee length shorts. School navy polo shirt.  
School hat.

Plain black leather shoes or plain black runners and plain white or plain navy blue socks. Plain black or brown sandals are also accepted.

## Jumpers

School jacket. During the cooler periods of the year, a school jacket is permitted.



# HEALTH AND WELFARE

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## Accidents

If a student is seriously injured or becomes ill at school every care will be taken to inform a parent and to arrange for appropriate treatment, including ambulance transport to a hospital.

Parents are reminded that the responsibility for the cost of necessary ambulance transport or cost of medical treatment rests with them. Accident insurance schemes, which cover the cost of emergency ambulance transport, are advertised through the school early in the year.

**It is essential that parents ensure the emergency information held at school is correct and updated regularly if details change.**

## Asthma

Asthma is a common condition amongst students and its control is therefore a concern for school staff. If parents indicate asthma as a condition on their child's medical information form then the School will also ask the family for more detailed information in relation to the management of their child's condition.

The school also has a policy in relation to the use of puffers or inhalers. For example we ask that a spare puffer be kept at school in case of emergency.

We are an accredited Asthma Friendly school.

## Dental Care

Students at our school are eligible for free dental care through the school dental service. Facilities are available at the local clinic within Humpty Doo Primary School.

Call 89226466 for further information.

## Emergency and Medical Information

At the beginning of each year parents are asked to complete a form detailing medical and emergency information. Further information may be requested in the case of asthma or medication requirements. It is imperative that parents inform the School if any of this information requires updating through the year.

## General Health

If students are sick then parents are encouraged to keep them at home. If a child becomes ill at school they may be cared for in the sick room or, if obviously distressed, we will contact the parents and ask that they collect the child.

While we undertake to comfort and care for sick or injured students as well as we possibly can, we are not permitted to administer any medication without parental permission.



## Infectious Conditions and Exclusion from School

It is possible that some time during your child's schooling they will contract one of a number of common health problems including, but not limited to, chicken pox, measles, mumps, conjunctivitis, head lice and school sores.

These cases may require your child's exclusion from school. Details about recommended exclusion periods for particular infectious conditions are available from the School or Territory Health Services. The more common ones are listed below.

Parents should be aware that the school will insist upon these recommended exclusion periods unless there is medical evidence to support alternative action.

| CONDITION                   | EXCLUSION PERIOD  |
|-----------------------------|---|
| Head Lice                   | To be treated before returning to school.   |
| Chicken Pox                 | At least 5 days after the spots first appear.   |
| Impetigo (School sores)     | Until treatment has commenced and all exposed sores are covered with a watertight dressing. |
| Measles                     | At least 4 days after onset of rash.  |
| Mumps                       | 9 days or until swelling goes down.   |
| Rubella                     | At least 5 days after commencing appropriate treatment.                                     |
| Pediculosis (lice) ringworm | Until appropriate treatment has started.  |

## Sprays and Deodorants (Aerosol)

The above should not be brought to school under any circumstances. Aerosol Sprays and deodorants can trigger asthma attacks and can be harmful to students' health. Roll on deodorants or pump packs are acceptable.

## Student Insurance 24 hour cover

Students are covered by CCI for student insurance. Should a student have an accident at home or at school please phone the school to have a claim form forwarded home.



## OUT OF SCHOOL HOURS CARE

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St Francis of Assisi offers Before School Care Service (BSC) which operates from the Early Learning Centre, beginning at 7am to 8am, an After School Care (ASC) program every afternoon on School days from 2.50pm to 5.45pm and Vacation Care during school holidays and on student free days.

Enrolment forms are available from the School Office for these services. As these are official programs parents are required to register with Centrelink. More information can be obtained from the Office.

## EARLY LEARNING CENTRE

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At St Francis of Assisi Catholic Primary School an Early Learning Centre (ELC) for 2 to 5 year olds also operates. The ELC is licensed as a Long Day Care facility, open from 7am to 5.45pm Monday to Friday for 50 weeks per year.

A Preschool program is also offered through the centre.

Enrolment forms and further information are available from the Office.

## CONTACT DETAILS

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56 Challoner Circuit  
PO Box 921  
HUMPTY DOO NT 0836

**School Phone:** 08 8988 1212

**Early Learning Centre (ELC):** 08 8988 2821 **Outside**

**School Hours Care Mobile:** 0429501507 **Email:**

admin.sfas@nt.catholic.edu.au

**Website:** www.sfasnt.catholic.edu.au



St Francis of Assisi  
Catholic Primary School

St Francis of Assisi  
Catholic Primary School

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**ST FRANCIS OF ASSISI  
CATHOLIC PRIMARY SCHOOL**  
*Grow in Wisdom and Love*

**Address:** 56 Challoner Circuit  
Humpty Doo NT 0836

**Email:** [admin.sfas@nt.catholic.edu.au](mailto:admin.sfas@nt.catholic.edu.au)  
**Phone:** (08) 8988 1212