ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL
PARENT HANDBOOK

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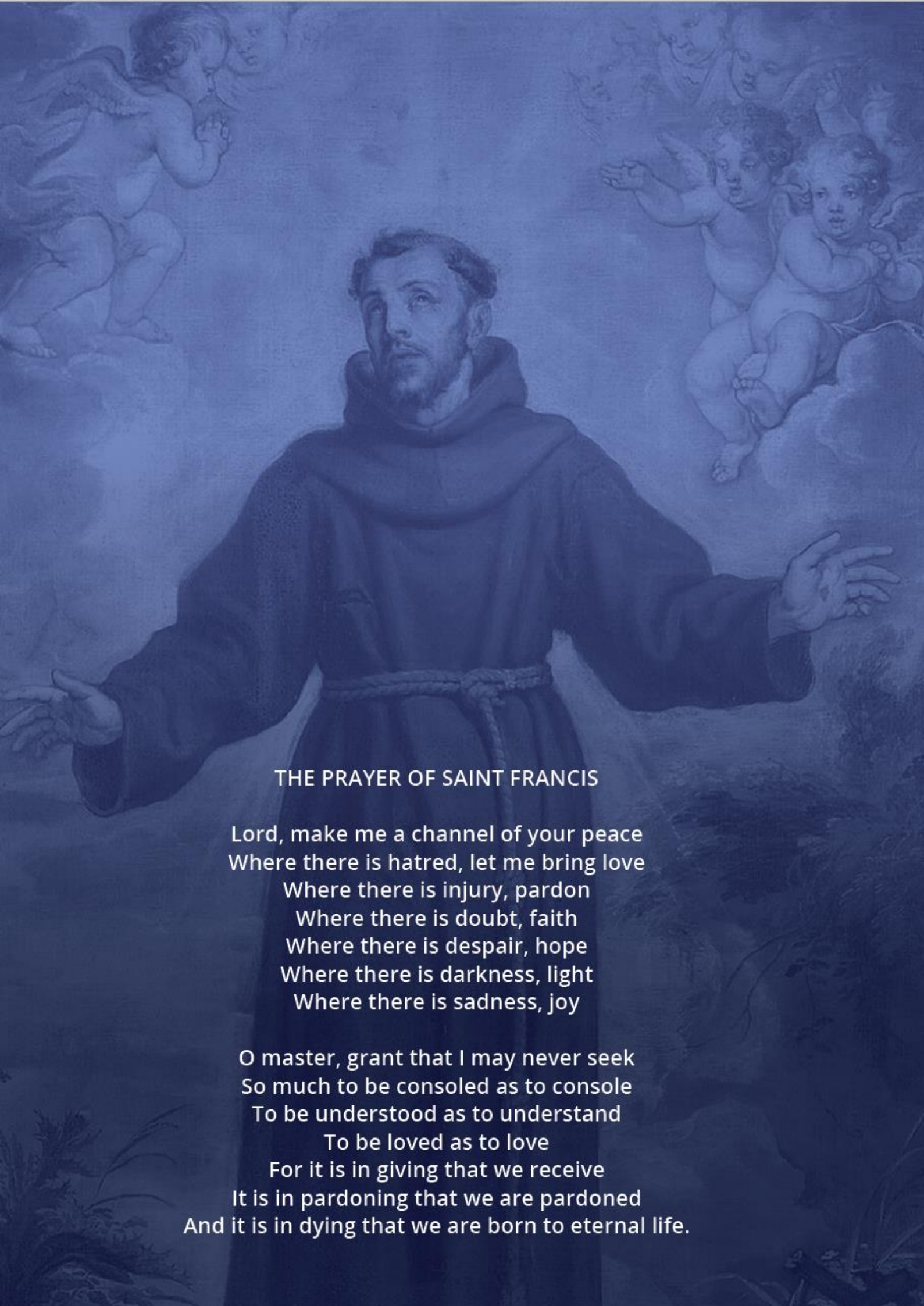


THE PRAYER OF SAINT FRANCIS

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

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.

With Faith in their Future

Chris McAloon, Principal

SCHOOL LOGO AND MOTTO

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.

SCHOOL PHILOSOPHY

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.

TEACHING AND LEARNING

Curriculum

St Francis of Assisi Catholic Primary School implements the prescribed Australian Curriculum in all areas of the curriculum, recognising that children are different: they develop at different rates, have different learning preferences and areas of interest and have different aspirations. Our curriculum is innovative and contemporary and is designed to respond to the needs and interests of our students.

"The Australian Curriculum sets consistent national standards to improve learning outcomes for all young Australians. It sets out, through content descriptions and achievement standards, what students should be taught and achieve, as they progress through school."

Source – The Australian Curriculum, https://www.australiancurriculum.edu.au

Religious Education

As a Catholic school, all students participate in regular Religious Education lessons. The school follows the 'Journey in Faith' program, which is a systematic and well-developed sequential program. Life experiences and a raised awareness of God's presence in ourselves, others, the world and our faith community form the basis of our program.

'Made in the Image of God' (MITIOG): is the human sexuality component of our Religious Education program. There are four strands within Made in the Image of God. These strands are Being Human, Being Moral, Being Connected and Being Sexual and are taught in conjunction with 'Journey in Faith'.

Assessment and Reporting

Each child's progress is continually monitored and assessed by their teacher. Comprehensive assessment informs teaching and learning programs, aids in establishing open communication, guides student learning, assists in establishing future directions, and helps to identify areas of exemplary performance, as well as those in need of support and assistance.

Conversations for Learning are held twice a year in Terms One and Three and provide an opportunity for teachers and families to discuss children's progress and future ideas of focus. Formal academic reports are provided to families in Terms Two and Four. Ongoing communication between school and home is encouraged throughout the year.

St Francis of Assisi
Catholic Primary School

PARENTAL INVOLVEMENT

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.

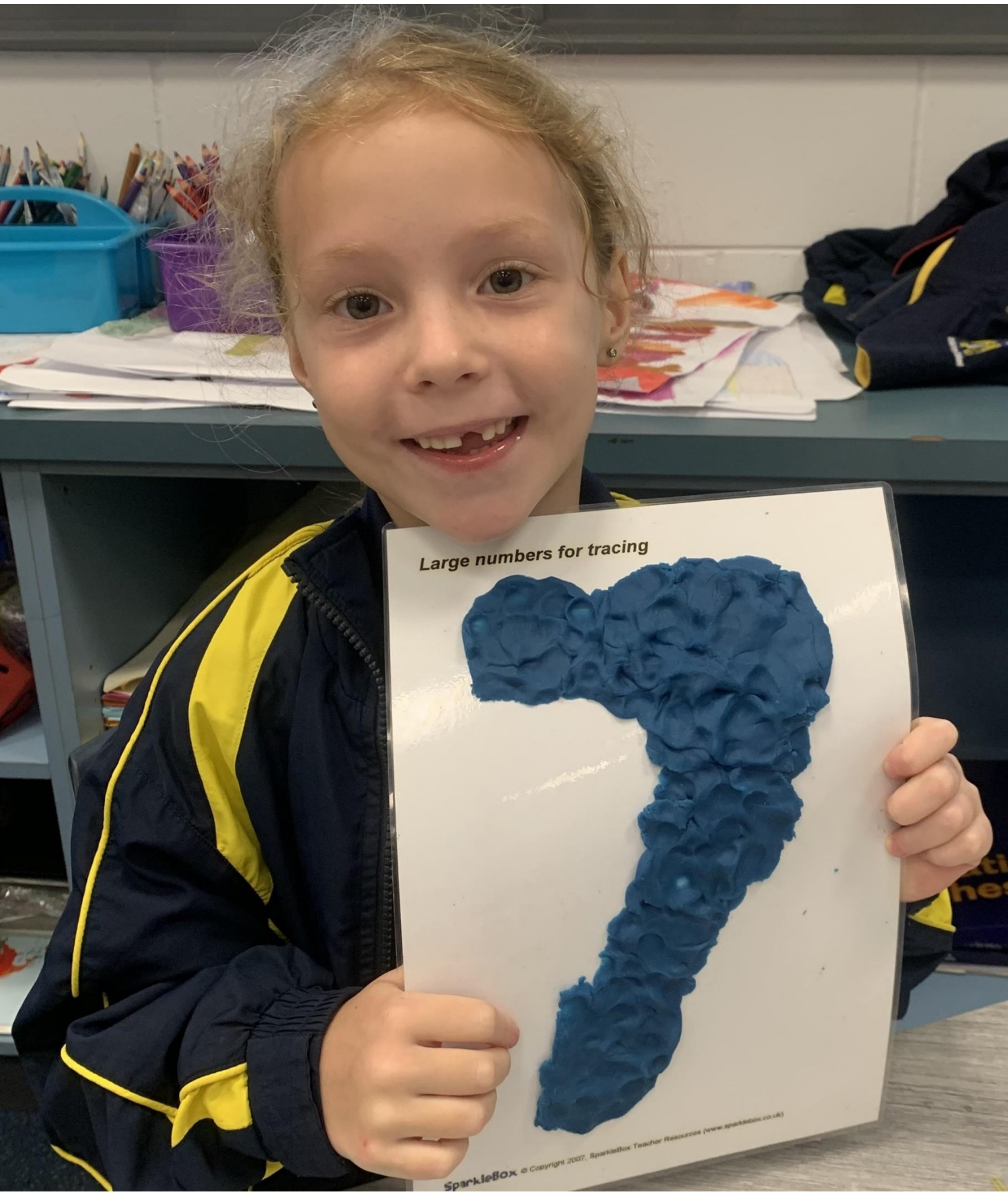
School Board

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 stake holders 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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POLICIES AND PROCEDURES

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 a weekly 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 assembly.

Friday at 8.25am

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 email or ring the school to explain the reasons for the absence. 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.

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.

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

Happy Canteen operate our food services. Orders for recess and lunch are done via the Spriggy App. Orders need to be submitted prior to 8.30am each day.

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, via Class dojo, the website - www.sfasnt. catholic.edu.aue 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

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 freeto 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;

8:00 Supervision commences
8:15 First bell
8:20 First session
10:30 Play
10:50 Recess eating time
11:05 Second session
1:05 Play
1:25 Lunch eating time
1:45 Third session
2:45 Pack up
2:50 End of day

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 Two.

Newsletter

The School Newsletter is sent out fortnightly via email. The Newsletter is also available on the School website.

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

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

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.

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

Children in the NT who are attending school are entitiled to free public dental services. 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.

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.

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.

OUT OF SCHOOL HOURS CARE

St Francis of Assisi offers Before School Care Service (BSC) beginning at 7am to 8am. An After School Care (ASC) program runs every afternoon on School days from 2.50pm to 5.45pm and Vacation Care during school holidays and on student free days.

Please contact the school office to organise enrolment into these services.

EARLY LEARNING CENTRE

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.

For further information please contact the school office.

CONTACT DETAILS

56 Challoner Circuit
PO Box 921
HUMPTY DOO NT 0836

School Phone: 08 8988 1212
Early Learning Centre (ELC): 08 8988 2821
Early Learning Centre (ELC) Mobile: 0427 459 156
Outside School Hours Care Mobile: 0429 501 507
Email: admin.sfas@nt.catholic.edu.au
Website: www.sfasnt.catholic.edu.au

5+5
2+6
St Francis of Assisi
Primary School

ST FRANCIS OF ASSISI
CATHOLIC PRIMARY SCHOOL

Grow in Wisdom and Love

Address: 56 Challoner Circuit
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Phone: (08) 8988 1212