

*St Stephen's
Catholic
School
Pittsworth*

ST STEPHEN'S
Catholic School - Pittsworth



2016 HANDBOOK



From the Principal's Desk...

Dear Parents,

Welcome to St Stephen's School, Pittsworth.

The decision to enroll your child in school is an important one, which cannot be taken lightly. The need to be informed and make an informed decision is a responsibility you carry. I hope that this handbook will be an aid in this process for you and that you have an honest and true idea of our school and its operations.

St Stephen's School is a Catholic school and belongs to the systemic schools of Toowoomba Catholic Education as a Parish School. As such it is committed to the Gospel values and the development of a Catholic ethos in the context of Pittsworth Parish.

Our school aims to develop the whole person in each child – intellectual, emotional, physical, social and spiritual. This is done in an atmosphere of care and support, with a concept that learning is enjoyable and motivates students. We believe that the learning environment we establish nurtures the gifts your child has.

Schools do not succeed by themselves. All research indicates that parents have a critical role to play in the education of their child. To this end we like to work in partnership with parents; with teachers providing the lead due to their professional expertise. A co-operative relationship between home and school is extremely important.

Our school is diverse in almost all aspects. Differing religious faiths are present, not just Catholics or Christian. Families of all economic backgrounds are members of our school. We are proud of this diversity and willingly cultivate it. Tolerance is not taught but lived here at St Stephen's School.

The school is small and develops the strengths a small school has to offer. Our quality staff know each child by name and character. The personal approach is a strong feature of the teaching and learning process.

Our website, www.pittsworth.catholic.edu.au, contains important information about St Stephen's School. I encourage you to refer to it regularly. We intend to keep the site regularly updated however should you have something you would like to see added please do not hesitate to **contact us**.

I trust you will enjoy a long-standing relationship with St Stephen's School.

Yours sincerely,



Madonna Sleba
Principal



School Mission and Vision

To Know Jesus:

We encourage our children and the school community to live the Gospel Values: equality, compassion and respect in the light of the Josephite charism where we aim to become lifelong learners and celebrate Jesus' spirit through faith.



To Inspire Learning:

We foster a vibrant environment that equips children with a desire for learning to think critically and creatively to interact and participate in faith contexts and wider society.

To Respect Each Other:

We encourage children to strive for success and be confident risk-takers, who are valued for their individual abilities, background and aspirations in order to respect themselves and others.

Strive for Success - Celebrate our Spirit

IMPORTANT DATES FOR 2016

Monday 18 th January	School Office Opens	
Monday 18 – 22 January	Professional Development Days for Teachers	
Monday 25 January	Pupil Free Day	
Tuesday 26 January	Australia Day Public Holiday	
Wednesday 27 January	First day of school for students	
Thursday	Toowoomba Show Holiday	
Thursday 24 March	Last Day of Term 1	
Friday 25 March	Good Friday	
Sunday 27 March	Easter Sunday	
Monday 28 March	Easter Monday	
25 March – 10 April	Easter Holidays	
Monday 11 April	First day Term 2	
Monday 25 April	ANZAC DAY	
Monday 8 June	Queen's Birthday	
Friday 24 June	Last day of Term 2	
25 June – 10 July	June/July Holidays	
Monday 11 July	First day Term 3	
Saturday 6 August and Sunday 7 August	School 100 years Celebrations	
Friday 9 th August	Bishop In-Service Day (Student Free Day)	
Friday 16 September	Last day Term 3	
19 September – 4 October	September/October Holidays	
Monday 3 October	Public holiday	
Tuesday 4 October	First day Term 4	
Monday 17 October	Student Free Day	
Friday 2 December	Last day of school year	
Friday 9 December	School Office Closes	
TERM	DATES	LENGTH
TERM 1	Wednesday 27 January – Thursday 24 March	9 weeks
TERM 2	Monday 11 April – Friday 24 June	11 weeks
TERM 3	Monday 11 July – Friday 16 September	10 weeks
TERM 4	Tuesday 4 October – Friday 2 December	9 weeks

2016 STAFF

Prep Teacher: Miss Kylie McMahon

Prep Aide: Mrs Allana Adams and Mrs Simone Porter

Year 1 Teacher/s: Mrs Anne Maree d'Abadie (2 days) and
Mrs Michelle Arnold (3 days)

Year 2 Teacher: Mrs Lisa Cavanagh (Semester 1: 4 days a week); Mrs Claire Carlaw (1 day, Friday) Semester 2: Mrs Cavanagh (5 days class teacher);

Year 3 Teacher: Mrs Suellen Dennis (Semester 2: 5 days a week); Semester 2: Mrs Suellen Dennis (4 days class teacher); Mrs Claire Carlaw (1 day, Friday)

Year 4 Teacher: Mrs Anna Lee

Year 5 & 6 teacher/s: Mr Keith Blaikie (2 days) Mrs Kirsty Ostwald (3 days)

General Teacher Aides: Kathleen Follington, Jodie Ferguson

Teacher Librarian: Mrs Claire Carlaw

Health and Physical Education Teacher: James Doherty (Friday)

Music/LOTE teacher: Mrs Suellen Dennis (Semester 1 only)

Dance/Drama/ Technology: Mrs Lisa Cavanagh (Semester 2 only)

Learning Support Teacher: Mrs Deanne Olischlager

School Officers: Mrs Kathleen Follington and Mrs Jodie Ferguson

School Officer Administration: Mrs Kate Rojek

School Officer: Finance: Mrs Karen Miller

School Gardener: Mr Howard Schefe

School Cleaner: Mrs Gretchen Thomson

APRE & Middle Leader: Mr Keith Blaikie

Acting Principal: Mrs Janine Butlin

FEES & LEVIES

Fees are used for administration costs for the general running of the school, such as rates, electricity, telephone, insurance, contract cleaning, security, salaries etc.

Building Fund Levy (\$120 per family) is used to finance loan repayments as part of our Master Plan. The on-going improving and refurbishing of the school environment is a necessary and a mandatory part of school life today to enable St Stephen's to continue to offer quality education in a supportive learning environment. The level of contribution has been set at \$120 per annum for 2015, as we continue to improve and "future-proof" our school in line with up to date learning and physical environments for our children in the 21st century.

Excursion and Incursion Levy (\$90 per student) provides a budget to engage the many services required as part of school life, eg:
 Swimming tuition
 Incursions (programs at school) e.g. Arts Council, Cultural infusions program,
 Excursions

Parents and Friends Levy (\$120 family) covers:
 Playground upkeep/ projects
 Library projects
 Reading books
 Technology resources
 Support school's strategic plan
 Accounts are sent home monthly for 10 months of the school year.

	Fees	Incursion and Excursion Fee	Building Levy	P & F Levy	TOTAL for YEAR
1 child	\$965	\$90	\$120	\$120	\$1,295
2 children	\$1,800	\$180	\$120	\$120	\$2,220
3 children	\$2,500	\$270	\$120	\$120	\$3010

PROCEDURES & REGULATIONS

ABSENTEEISM

Regular attendance by each child is necessary for satisfactory results. Therefore, parents and school assume responsibility for regular attendance. In the event of absence, parents are asked to make a **telephone call** on the morning of the child's absence or **write a note** to the child's class teacher if the absence is known in advance.

A note signed by a parent/guardian is necessary if you wish your child to leave the school early for any reason, as the school has a moral obligation to be able to account for each child during the school day.

ACCIDENT AND SICKNESS

The school has a First Aid Kit to deal with minor accidents, which occur in the playground. In cases of more serious accidents, the parents/guardians of the child involved will be notified by telephone. If the parent wishes, the child can be transported to the doctor by Ambulance. In the school office, there is a Medical Record consisting of information such as home, work and emergency telephone numbers, illnesses and disabilities, etc, for each child. Parents can help their child and assist staff members greatly by keeping these records up-to-date and immediately informing them of any changes. The School requires school action plans issued by doctors for example: Asthma and Anaphylaxis, please ensure that these are kept up to date.

ASSEMBLY & PARADE

The mornings start with the bell ringing at 8.45am and the students assembling for parade and saluting the flag. On **Wednesday afternoons at 2:40pm**, the students will gather for a weekly Assembly at which ribbons are presented for "Student of the Week". Parents are welcome to attend Assembly in the MacKillop Hall.

BANKING

The Commonwealth Bank offers banking at school. This is recorded electronically at school, then taken to the bank and processed. Banking day is WEDNESDAY. Information is distributed to Prep and Year 1 children at the beginning of the year. Account Opening Kits are available from the school office or contact can also be made at the Pittsworth branch to arrange an account.

BUSES

There is a designated bus zone for the drop off and pick up of students. Children remain with a teacher on duty until their bus arrives. Please ensure your child is aware if they will not be on the bus. A bus roll is taken at the end of the day and given to the teacher on duty to avoid any confusion.

EVALUATING & REPORTING

We report formally using a Report Card twice a year – at the end of Semester I and at the end of Semester II. There are Parent/Teacher interviews during Terms 1 and Term 3.

If any other concerns arise during the year, the classroom teacher will contact the parents to discuss action, which needs to be taken. Parents are always welcome to make a time to see the classroom teacher if they have anything they would like to discuss.

EXCURSIONS, CAMPS, TRIPS

Classes may go on an excursion to supplement work, which is being explored in the classroom.

Each year the Leaders of the school (Year 5 & 6) students attend a four-day camp. The cost for this is usually about \$400. During the year the students fundraise to supplement this.

GRADUATION

Each year we celebrate the Year 6 students' Graduation with an end-of-year Mass and Dinner. All School families are invited to the Graduation Mass held at the St Stephen's Church.

FAITH EDUCATION

Our Education in Faith programs for Prep to Year 6 follow the guidelines approved by the Bishop of Toowoomba.

Prayer and liturgy are part of our school life. Religious Education forms an integral part of our school curriculum. St Stephen's Catholic School has its own school-based Religious Education Program, which was developed by the teachers at this school and based on the approved guidelines. Co-ordination of the Program is the specific responsibility of the Assistant to the Principal – Religious Education: Mr Keith Blaikie.

Because we believe that our faith affects every aspect of our lives and those of the children we teach, our Religious Education permeates through all subject areas. Participation in school liturgies, class Masses, Sacramental programs and local community functions assist us in linking our faith and culture. Our school policies are based on the gospel values of love, honesty, justice, reconciliation, forgiveness, compassion and charity.

Each class celebrates a prayer liturgy at least once a term. All children are encouraged to participate in the liturgical celebration in some way. Parents are invited to join in these celebrations.

Whole-school celebrations are planned for major Church feasts and school events:

Beginning of the School Year; School family masses,
Easter, School Feast Day, End of Year

Prayer is said at the beginning of each school assembly and throughout the day in class:

Eg. Morning Prayer
Prayer before and after Lunch
Dismissal Prayer

HEAD LICE

If you find your child has head lice, you will need to check with the chemist on the full treatment. You will also need to let office staff know so that we can alert other parents.

HEALTH/DENTAL CARE

A Queensland Government Dental Van visits St Stephen's Catholic School usually every year.

HOMEWORK



Homework may be set for all year levels but the work itself and its frequency will be geared towards the capabilities of the children and range in difficulty from the collection of pictures for charts to the compilation of written reports supported by pictures, maps, diagrams, etc. The School Board has developed a Homework Policy, which can be found in the Policy Manual.

INFECTIOUS DISEASES

Listed below is a table for procedure to be adopted by parents in the case of your child contracting these various diseases or infections:-

DISEASE	PERIOD OF EXCLUSION FOR SUFFERERS
Chicken Pox	Should be excluded for 7 days after the beginning of the illness or until the last lesion has healed.
Measles	Should be excluded for at least 7 days from the appearance of the rash or until a Medical certificate of recovery is issued.
Rubella (German Measles)	As for measles.
Ringworm & Impetigo (School Sores)	If suitably covered, may attend school.

KEY LEARNING AREAS

The curriculum followed by St Stephen's Catholic School is guided by the Australian Curriculum Key Learning Areas (KLAs) of: Religious Education; English; Mathematics; Science; History; Geography; The Arts; Technology; Languages Other Than English; and Health and Physical Education. The setting and maintaining of high academic standards are the shared responsibility of the Class Teachers and the Principal.

LEARNING SUPPORT

A Learning Support Teacher is available to help students by:-

- Diagnosing learning problems
- Planning for individual children and small groups
- Planning with classroom teachers
- Planning and organising resources
- Referring students through the Principal to other agencies for specialist help.

LIBRARY

At St Stephen's, the Library is a resource centre which enriches the educational development of the students and aids the teachers in resourcing units of work.



Children are encouraged to borrow from the Library and are requested to bring and use a borrower's bag. A material drawstring bag, approximately 36cm by 38cm offers protection to the many different sized books. School vinyl bags, which can be used for library books, are available at the school for a cost of \$12.00. There is also a Parent Library for parent/guardian use.

LOST PROPERTY

Lost property is kept in the Sick Bay near the front Administration area.

MEDIA CONSENT

During the school year, we take photographs of the children for different reasons. Sometimes we use these photos for news items in the newspapers, for projects, or to show children working & playing, etc. Some of these photos may appear on our school website. Photos are also used for our school display at the Pittsworth Show in March. If for any reason you don't wish for your child's photo to be used in the various forms of media mentioned above please contact the school office.

NEWSLETTERS and NOTICES

Newsletters and notices are sent home with the oldest child in the family. Newsletters are sent home every fortnight on Wednesdays via email. It is also published on our school website:

www.pittsworth.catholic.edu.au

Special news from home is always welcome, eg. the birth of a new baby or a child receiving a special sporting/cultural award.

PARENTS and FRIENDS ASSOCIATION

St Stephen's Catholic School is fortunate because it is greatly assisted by a strong and interested P and F Association. All parents are invited to participate in this association whose aims are the care, maintenance and development of St Stephen's Catholic School and the promotion and furtherance of the interests of the school and of the children attending. Meetings are held on the second Thursday of each month at 6:30pm in the school Library.

SCHOOL PICK UP

All children should be collected from the undercover eating area, we ask that no parent stands outside of the classrooms before the end of school bell goes as this is very distracting to students. If you have a child in Prep parents are to wait in the

eating area until the bell goes and then walk over to the Prep playground for collection.

SCHOOL BOARD

The purpose of a School Board is to ensure that the school is working towards the achievement of the vision and goals of the Diocese of Toowoomba Catholic Education and the school's own Vision and Mission Statements.

The Board has specific decision-making responsibilities in the areas of.

- (a) Policy-making
- (b) Provision and maintenance of school buildings and plant
- (c) Budgeting
- (d) Communication

The School Board has advisory responsibilities requiring information sharing and discussion in the areas of-

- (e) Curriculum
- (f) Staffing.

The School Board has a membership that includes the parish priest, the principal and elected members of the school staff, parent body and parish community.

RETENTION OF STUDENTS

Children are usually promoted at the end of the year, however, there may be times where, in the best interest of a child, it is recommended to repeat a year. Children learn in different ways and at different rates. If it is in the best interests of a child that more time is needed for him/her to complete a year, your child's teacher will discuss this with you as soon as possible.

WEEKEND ACCESS

The school is private property and as such, NO child should use the school or its facilities on the weekend, or during holiday time. This protects our school from any legal liability that might arise should an accident occur.

SCHOOL UNIFORM

It is expected that a correct and neat school uniform be worn at all times. A school uniform can help instil in children a sense of pride and identity with the whole school community.

Please note:

- Children are encouraged to take pride in their own personal appearance. There must be neatness of uniform, shoes cleaned etc.
- School uniforms, including hats, are to be worn by the children when outdoors.
- Hair below collar length is to be tied back
- Ribbons, hair bands, slides, etc, are to be green or gold.
- Jewellery is to be kept to a minimum (eg a wrist watch). Apart from medical reasons, bracelets, necklaces and rings should not be worn at school.
- If ears are pierced, one small, plain stud or sleeper per ear may be worn in the lower ear lobe.
- No other facial rings are to be worn.
- No lipstick, nail polish or eye make-up is to be worn.
- Manners should reflect our Christian concern for one another.

A full uniform list can be found at the back of this handbook.

TUCKSHOP

Tuckshop is held each Wednesday. The parents run it voluntarily. A roster is made up of parents to work or donate. This is sent home and it is printed in the Newsletter. A tuckshop price list will also be sent home early in the year. Students give their lunch order, written on a brown paper bag, with their money to parent collectors in the morning. The students buy their morning tea.



SPORT

At St Stephen's, all children from Years Prep – 6 participate in a school-based physical education program which will occur on Fridays. Students are to wear their school uniform. We offer a wide range of sports in order to develop basic skills and interests in a variety of areas. Children participate in intra

and inter school competitions including swimming, athletics, cross country, tennis, netball, touch football, basketball, soccer and rugby league. Swimming lessons are held during school in Term One and Term Four. Emphasis will be on participation rather than winning.

Students are allocated a sporting team at the time of their enrolment. The teams and colours are **MacKillop** (Green) and **Ryan** (Gold). Teams are for both swimming and athletics carnivals each year. Brothers and sisters are in the same team.

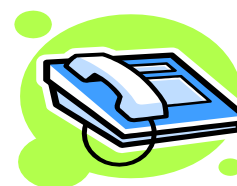
TELEPHONE / FAX / EMAIL

Telephone: 07 4693 1627

Fax: 07 4693 2156

email: pittsworth@twb.catholic.edu.au

website: www.pittsworth.catholic.edu.au



TRANSFER TO ANOTHER SCHOOL

If your child is transferring to another school you will need to collect a Transfer Note from the school office.

CLASS TIMES



First Bell	8:45am
Classes Begin	8.50am
Morning Tea	10.50am – 11.10am
Lunch	1.10pm – 1.50pm
Classes finish	3.10pm

Children are welcome to come to school at 8.30am when playground supervision begins.

GIRLS SUMMER UNIFORM

Daily Uniform (*Monday, Tuesday & Wednesday*)

- ❑ Green check overblouse with action back
- ❑ Bottle green skort (if sewing this yourself use *Sutton's Pattern No 202*)
- ❑ All white ankle socks
- ❑ All black leather jogger or all black leather school shoes
- ❑ School Hat (available only at school)

Sports Uniform (*Thursday, Friday*)

- ❑ Bottle Green skort (if sewing this yourself use *Sutton's Pattern No 202*)
- ❑ Yellow & green school polo shirt with school name (available from RK Thomas)
- ❑ Bottle Green "Gliders" Bike Shorts - Cotton/Lycra. Available from Hannas (Toowoomba) - \$29.95
- ❑ All white ankle socks
- ❑ All black leather jogger
- ❑ School Hat (available only at school)

Optional: St Stephen's Catholic School Sunglasses – only available from St Stephen's School Office - \$12

BOYS SUMMER UNIFORM

Daily Uniform (*Monday, Tuesday & Wednesday*)

- ❑ Green school shirt
- ❑ Grey Stubbies shorts
- *Stubbies Style BCS37NO or BCS5700*
- ❑ Grey ankle socks
- ❑ All black leather jogger or all black leather school shoes
- ❑ School Hat (available only at school)

Sports Uniform (*Thursday, Friday*)

- ❑ Bottle Green Stubbies shorts
- *Stubbies Style BCS37NO or BCS5700*
- ❑ Yellow & green polo shirt with school name (available from RK Thomas)

- Bottle Green “Gliders” Bike Shorts - Cotton/Lycra.
Available from Hannas (Toowoomba) - \$29.95
- All white ankle socks
- All black leather jogger
- School Hat (available only at school)

Optional: St Stephen’s Catholic School Sunglasses – only available from St Stephen’s School Office - \$12

GIRLS WINTER UNIFORM

Daily Uniform (*Monday, Tuesday & Wednesday*)

- Green check overblouse with action back
- Bottle Green skort (*Sutton’s Pattern No 202*)
- Bottle Green tights
- Bottle green tracksuit pants - *Stubbies Pants Style BCP11*
- Bottle green v-neck fleecy pullover with school crest
(available from RK Thomas)
- All white ankle socks
- All black leather jogger or all black leather school shoes
- School Hat (available only at school)

Sports Uniform (*Thursday, Friday*)

- Bottle Green skort (*Sutton’s Pattern No 202*)
- Bottle Green tights
 - Yellow & green school polo shirt with school name
(available from RK Thomas)
- Bottle green tracksuit pants - *Stubbies Pants Style BCP11*
- Bottle green jacket with school crest
 - *Can only be ordered through the school, order form available at the front desk.*
- Bottle green v-neck fleecy pullover with school crest
(available from RK Thomas)
- Bottle Green zip-up vest (optional)
 - *Can only be ordered through the school, order form available at the front desk.*
- Bottle green skivvy to be worn under shirt (optional)

- All white ankle socks
- All black leather jogger
- School Hat (available only at school)

BOYS WINTER UNIFORM

Daily Uniform (*Monday, Tuesday & Wednesday*)

- Green shirt
- Grey Stubbies shorts
 - *Stubbies Style BCS37NO or BCS5700*
- Bottle green tracksuit pants - *Stubbies Pants Style BCP11*
- Bottle green v-neck fleecy pullover with school crest
(available from RK Thomas)
- Grey ankle socks
- All black leather jogger or all black leather school shoes
- School Hat (available only at school)

Sports Uniform (*Thursday, Friday*)

- Bottle Green Stubbies shorts
 - *Stubbies Style BCS37NO or BCS5700*
- Yellow & green school polo shirt with school name
(available from RK Thomas)
- Bottle green tracksuit pants - *Stubbies Pants Style BCP11*
- Bottle green jacket with school crest
 - *Can only be ordered through the school, order form available at the front desk.*
- Bottle green v-neck fleecy pullover with school crest
- Bottle Green zip-up vest (optional)
 - *Can only be ordered through the school, order form available at the front desk.*
- Bottle green skivvy to be worn under shirt (optional)
- All white ankle socks
- All black leather jogger
- School Hat (available only at school)