

2020

Parent Information Handbook



Contents

Introduction	4-7
School Details	4
Our Vision and Mission	5
Our School History	5
Our Logo and Motto	6
School Bell Times	6
School Calendar.....	7
2020 Key Dates.....	7
Policies and Procedures	8-11
Positive and Wellbeing Policy	8
School Rules and Expectations	8
School Uniform.....	9-10
Custodial Matters	11
Student Arrivals and Departures	11
Absences	11
Extended Absences	11
Enrolment, Fees and Levies	12-13
Enrolment Information.....	12
School Finances.....	13
Tuition Fees	13
School Levy	13
Parents and Friends (P&F) Association Levy.....	13
Family Discounts.....	13
Concession Card Tuition Fee Discount.....	13
Exiting the School	13
Parent Partnerships	14-15
A Parent and School Team Approach.....	14
Visiting and Volunteering	14
Volunteer Student Protection Declarations	14
Code of Conduct of Parents, Carers and Visitors	14
Appointments	15
School Board.....	15
Parents and Friends Association (P&F)	15
P&F Uniform Shop	15
Communication	16-20
Email	16
Parent Portal	16
Parent Permission Slips (EdSmart).....	18
Parent Teacher Online (PTO)	18
Assembly	19
Parent Information Meetings.....	19
School Newsletter	19
Facebook	19
School Diaries	19
Seesaw	20
Teacher Email Communication	20
Religious Education and Faith Life	21-24
Our School Song and Prayer	21
St Francis Xavier.....	21
St Mary of the Cross MacKillop.....	22
Prayer Life.....	22
Hymn Practice.....	22

Liturgy	22
Sacramental Program	22
Social Action and Justice	23
Stewardship	23
Religious Education	23
Social Emotional Learning.....	24
Circles	24
Smiling Minds.....	24
Second Steps.....	24
Buddy Program	24
Buddy Bench.....	24
School Counsellor	24
Curriculum, Learning and Reporting	25-26
Learning Areas.....	25
Home Learning.....	25
Reporting to Parents	26
Digital Classroom	26
Diverse Learning.....	26
Excursions	26
Visiting Performances	26
Student Leadership	26
Extra-Curricula Activities.....	27-28
Instrumental Program.....	27
School Choir.....	27
International Visitors.....	27
Academic Focussed Challenges	27
Mary Mills Cup	27
Jim Graham Cup.....	27
School Sports.....	27
Trinity Coast Central District (TCC) and Peninsula School Sports.....	27
Outside School Hours Sports	27
Swimming	28
Health and Safety	28-29
Sunsafety	28
Allergies	28
Headlice	28
Sickness and Accidents	28
Medications.....	29
Emergency Procedures.....	29
Internet Safety.....	29
Student Care Insurance	29
Facilities, Services and General Information	30-31
MacKillop Inquiry Centre (MIC)	30
Tuckshop and Flexischools.....	30
Bookclub	30
School Photos	30
Lost Property.....	30
Birthday Celebrations.....	31
Kiss and Drop Zones and Parking	31
Walk Bus.....	31
Bicycles and Scooters.....	31

SCHOOL DETAILS

St Francis Xavier's Primary School

Address

5 Atkinson Street
Manunda Qld 4870

Postal Address

PO Box 565
Manunda Qld 4870

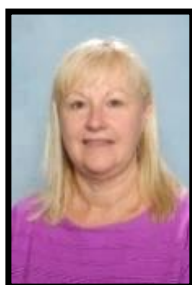
Phone: 07 40 37 9900

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

Website: www.xaviercairns.qld.edu.au

Parent Portal:

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



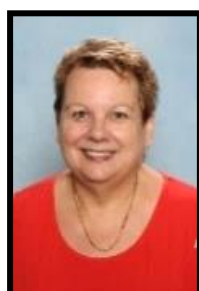
Kim Gubiani
Principal



Donna Kitchin (APRE)
Assistant Principal Religious Education



Cathy McCarthy
Leader of Learning and Teaching



Anna Dalla Pozza
Finance Officer



Rebekah Wegner
Diverse Learning Coordinator

Parish Priest: Father Frank Gordon

Parish Secretary: Wanda Musumeci

Church Office: 40 53 1383

OSHC: 40 37 9950

OUR VISION

Together in faith we grow and nurture our students to be compassionate, creative and critical thinkers for the future.

OUR MISSION

Spirituality

What it is to Know, Love and Serve God by following the traditions of St Francis Xavier and the charism of our Josephite heritage.

Inclusiveness

What it is to Know, Love and Serve God by being Inclusive and celebrating cultural diversity.

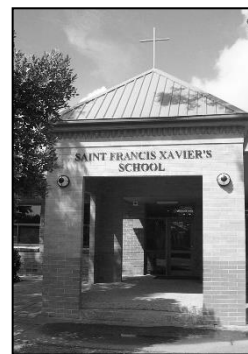
Learning

What it is to Know, Love and Serve God by a love of learning that is authentic and challenging and inspires them to be compassionate, critical, creative thinkers for the future.

OUR SCHOOL HISTORY

St Francis Xavier's Catholic Primary School is an inner-city school in the unique tropical north region of Cairns. Our school community gathers from all parts of the Cairns area, including students from Aboriginal and Torres Strait Cultures as well as other cultural groups.

St Francis Xavier's School was opened in January 1961 by the Sisters of St. Joseph. This congregation was founded in 1866 in Penola, South Australia by an Australian woman, Mary MacKillop (now known as Saint Mary of the Cross MacKillop). Our school continues the traditions and charisms of the Sisters of St. Joseph and celebrates the major feast days of Mary MacKillop, St. Joseph and St Francis Xavier. '*Never see a need without doing something about it*' is a motto shared throughout the school.



Originally the first building was used as a school during the week and church on the weekends. The school began in the church hall (current administration block) with Years 1 to 4 with an enrolment of 54. All grades were catered for by 1966. Since then, it has grown to its present size with an enrolment of approximately 520 students.

One of our ongoing commitments is to being an Asian Literate School by establishing cultural awareness, understanding and friendship with our Asian neighbours. Our school has established a Sister School relationship with Taketoyo community in Japan. Taketoyo School students visit every year. We have a strong relationship with Notre Dame Catholic School in Kyoto, and the schools of Taketoyo, who also visit every second year. As well as this, St Francis Xavier's School has a Homestay program centred mainly on Japanese students and the American Ambassadors.

The last religious principal was Sr Mary Sheridan who completed her principalship with St Francis Xavier's in 1994. The first lay principal was Mr Gerard Hore who took up office in 1995. Our last sister of St Joseph to be on staff was Sr Teresa Murray who finished work in 1997 due to illness. She died on December 15, 1997.

Today, St Francis Xavier's School has a welcoming feel to it and a group of highly dedicated and motivated parents and carers who genuinely assist with the provision of the best educational environment possible, through their hard work and commitment. St Francis Xavier's is also fortunate to be staffed by a strong group of dedicated teachers and school officers who continue the mission of Catholic Education begun so many years ago. It is a school which openly reflects through its practices, the philosophy and values of its foundational partners who have over the years helped shape our school community – St Francis Xavier, the Sisters of St Joseph and the priests of the Cairns Diocese.

It's with strong beginnings and the path of history that our school stands tall today with a sense of pride and tradition. St Francis Xavier's School strives to live out its motto – To Know, Love and Serve God and each other.



School Logo

Our school badge is a combination of a symbol of our school's patron saint, St Francis Xavier and the emblem of the Sisters of St. Joseph.

St Francis Xavier is symbolized by a boat and the cross. The emblem consists of the cross; and the stylised A M for Ave Maria (Hail Mary in Latin). The three J's stand for Jesus, Joseph and John the Baptist

School Motto

Our school motto 'Know Love Serve' summarises the Christian view of the purpose of human existence; to know, love and serve God and to live with God forever in this life and the next.

Bell Times

No child/ren should be in the school grounds before 8:15am or after 3:05pm. Children should arrive at school no later than 8.20am and be in class ready to start at 8:30am.

8:30am	School Commences
10.30am – 11.00am	Lunch (Whole School – Monday, Tuesday, Wednesday)
10:30am – 11:00am	Split Lunch (P-3 – Thursday & Friday)
11:00am – 11:30am	Split Lunch (Yr 4-6 – Thursday & Friday)
1.00pm – 1.30pm	Afternoon Tea (Whole School)
2:45 pm	Reminder bell only
2:50pm	End of School

Before School

As classes commence at 8:30am it is not necessary for children to be at school any earlier than 8:15am unless for organised sports training, music lessons or choir.

After School

School finishes at 2:50pm. Parents are asked to ensure that children are collected by 3:05pm. After this time, all children must sit quietly near the Student Services window and parents must collect them from there. Parents should make alternative arrangements if they cannot pick their children up by 3:05pm.

Playground Duty

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

School Calendar

Each term a school calendar is emailed to our parent community and is available to download from our Parent Portal. This calendar includes term times, special events, P&F meetings etc. From time to time adjustments to the calendar are required after its initial publication, and parents are notified of these changes in the school newsletter and via email.

2020 Key Dates

Term 1 2020, 10 Weeks	
January 27 th , Monday	Australia Day Public Holiday
January 28 th , Tuesday	Term 1 commences Year 1 – Year 6. Prep Group 1 Transition Day
January 29 th , Wednesday	Prep Group 2 Transition Day
January 30 th , Thursday	Whole school attendance
February 3 rd , Monday	P&F Meeting 6pm
February 10 th , Monday	Beginning School Liturgy Assembly and Badge Presentation 1:45pm Prep students finish school at 2:50pm
February 12 th , Thursday	Parent Information Evening 5:30pm & 6:15pm
February 20 th , Thursday	Arts Council “Before You Know It, You’ll Be A Poet”
February 21 st , Friday	P&F Meet and Greet Sausage Sizzle
February 26 th , Wednesday	Ash Wednesday Mass 9am: Year 3 – 6 & Liturgy 11:15am: Prep – Year 2
March 2 nd , Monday	P&F Meeting 6pm
March 13 th , Friday	Crazy Hair Day – gold coin donation
March 25 th , Wednesday	Annunciation of the Lord Mass 9am Year 5 & 6
April 3 rd , Friday	Year 3 – Year 6 attend Cross Country on the Cairns Esplanade and End of Term 1 at 2:50pm
Term 2 2020, 10 Weeks	
April 20 th , Monday	Term 2 commences
April 27 th , Monday	ANZAC Day Liturgy and Assembly 1:45pm and P&F Meeting 6pm
May 4 th , Monday	Labour Day Public Holiday
May 12 th – 22 nd	NAPLAN
June 1 st , Monday	P&F Meeting 6pm
June 15 th -17 th	NFS Puberty Talks (Year 5 & 6)
June 25 th , Thursday	StFX Athletics Carnival at Barlow Park
June 26 th , Friday	End of Term 2 at 2:50pm
Term 3 2020, 10 Weeks	
July 13 th , Monday	Term 3 commences
July 16 th , Thursday	Pupil Free Day
July 17 th , Friday	Cairns Show Public Holiday
July 24 th , Friday	Under 8’s Day, P – 2 Obstacle Course & Olympic Games begin
July 27 th -31 st	Catholic Education Week
July 31 st , Friday	Grandparents Day
August 3 rd , Monday	P&F Meeting 6pm
August 5-7 th	Year 6 Camp to Echo Creek, Tully
August 10 th , Monday	St Mary of the Cross MacKillop Feast Day Mass 9am
September 4 th , Friday	P&F Father’s Day Breakfast
September 7 th , Monday	P&F Meeting 6pm
September 10 th & 11 th	School Photo Days
September 11 th , Friday	P&F Disco
September 17 th & 18 th	Prep Vision Testing
September 18 th , Friday	End of Term 3 at 2:50pm
Term 4 2020, 9 Weeks	
October 5 th , Monday	Queen’s Birthday Public Holiday
October 6 th , Tuesday	Term 4 commences
October 9 th , Friday	Year 5 Leadership Day (TBC)
October 12 th , Monday	P&F Meeting 6pm
November 2 nd , Monday	P&F AGM and Meeting 6pm
November 20 th , Friday	StFX Annual Awards Ceremony 9am
December 3 rd , Thursday	St Francis Xavier’s Feast Day Mass & Leadership Ceremony 9am and Preps last day of Term 4
December 4 th , Friday	End of Term 4 at 12:00pm





Please Note: These key dates are subject to change throughout the year.

POLICIES AND PROCEDURES

Positive and Wellbeing Policy

Our St Francis Xavier's School community endeavours to exercise pastoral care for each and every child, parent and staff member. All school behaviour management practices aim to develop in our students, self-discipline and a respect for self and others. A high, but fair standard of behaviour is expected at all times.

- Behaviour management is a joint responsibility of parents and teachers. Home and school must work together to develop in the child a Christian respect for self and others and for proper authority and the property of others. We believe in a team approach.
- Where it is deemed necessary, parents are notified and their support will be expected in helping to find a way of dealing with a behaviour problem.
- Parents are expected to speak privately with the teacher and/or Principal to solve any problems. Questioning the school or teacher's discipline with, or in front of the child is considered inappropriate.

Our 'Be the Four Rules'			
			
Sally Safety	Rosie Respectful	Larry Learner	Riley Responsible

School Rules and Expectations

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

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




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

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

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

School Uniform

Prep Uniform

3 Days per week	Wednesdays	Sports Day (Mondays)
New version of the Sports shirt Bottle green skorts (girls) OR Bottle green shorts (boys) Bottle green socks Black leather shoes, preferably Velcro Gold STFX Prep hat	Prep 'Little Learner' shirt Bottle green skorts (girls) OR Bottle green shorts (boys) Bottle green socks Black leather shoes, preferably Velcro Gold STFX Prep hat	New version of the Sports shirt <i>New version of the Sports shorts</i> <i>White leather joggers, velcro/white laces</i> <i>White socks</i> <i>Gold STFX Prep hat</i>
		

Year 1 to Year 6 Uniform Requirements

Boy's Day Uniform

Square leg, bottle green shorts
 Light green shirt with bottle green collar and pocket trim

Girl's Day Uniform

Checked dress or checked blouse and green skort



Prep to Year 6

Sports Uniform (Boys & Girls)

Sublimated STFX Sports shirt (with house coloured panels) and shorts (bottle green with coloured panel)

Winter Uniform - Bottle green jumper

Accessories (Boys & Girls)

Wide brimmed bottle green wide brim/bucket school hat. No caps permitted.

Hair

Wear hairstyles, which are sensible and appropriate to Primary School aged children (colouring in natural tones may be acceptable as long as appropriate). Wear long hair tied back with bottle green, black, gold or white hair accessories. Gold hair accessories are acceptable when the school sports shirt is being worn.

Jewellery & Nail Polish

Apart from religious medals, signet rings and watches, the only jewellery permitted is one set only of plain simple sleepers or studs in pierced ears (one earring in each ear) for the girls. Earrings are not permitted for the boys. NB Dangly earrings, pearls, coloured studs or bling are not permitted. Nail polish **is not** to be worn to school, teachers are to send students to the office where they will be required to remove it.

Colour House Shirts


















On enrolment, children are placed in a colour house for different sport/athletic competitions throughout the year. A plain coloured polo-shirt with sleeves is required in the appropriate house colour for these particular sporting events. The following are the four sports houses and their corresponding colours:

Tenison Red	MacKillop Gold	MacDonald Blue	Penola Green
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Footwear (Boys & Girls)

Day Uniform: black shoes **must** have laces or velcro, bottle green socks or brown/black flat sandals

Sport's Uniform: predominantly white joggers **must** have laces or velcro with white socks & worn only on allocated Sports Day. **NB:** Please note **canvas and slip on shoes are not acceptable to wear at any time.**

Appropriate Footwear		Inappropriate Footwear
 Boys School Shoe 	 Boys School Shoe 	 
 Girls School Shoe 	 Brown Sandal 	 
 Girls Sport Shoe		 Boys Sport Shoe 
		 

Please Note:

- As a condition of enrolment, parents agree to provide and supervise the wearing of correct school uniform. Any deviation from this should be explained in writing to the Class Teacher and/or Principal.
- We are a SunSafe School and thus school hats are compulsory. Children who **do not** have the school hat cannot go into the sun and must sit in the undercover areas. **The school's policy is 'no hat, no play.'**
- Sports uniforms are only to be worn on the day stipulated as the class sport's day, or if specifically requested by the teacher.
- Senior Shirts are only worn on the days stipulated by the class teacher.
- Sport shoes, which are predominately white in colour, are to be worn. Laces and soles must be white.
- High heeled school shoes are not acceptable for day wear. The heel on the school shoe is to be a minimal height.
- Religious medals and watches are the only jewellery permitted. A signet ring is permitted. For girls only one set of plain, simple sleepers or studs in pierced ear, no spacers. Only one earring per ear. Earrings are not permitted to be worn by boys. No other visible body piercings are permitted.
- Boxer shorts or skins are not permitted to be worn.

Custodial Matters

In the case of custody, the school must comply with directions set down by a court of law. It is the duty of the parent to advise the school of decisions handed down by the courts. When the school is given proof that the custody of a child rests with one parent only, the school will do all in its power to ensure that the child returns home to the parent to whom custody has been granted. Parents must make children fully aware of the correct procedure to be adhered to when leaving or being collected from the school grounds. The Principal should be advised immediately if a problem arises in this area. Parents must advise the school by letter if permission has been granted for the child to be collected by a person other than the legal custodian. The school is not the place to settle any family disagreements.

Student Arrivals and Departures

All students arriving after 8:30am must be scanned in at the Office, they are then given a late slip they must give to their Teacher. An electronic roll is marked twice each day, 8:30am and again at 1:30pm.

In the event where your child will be collected before the end of the school day, a note to the child's Teacher or Principal is required if children are to leave school during school hours for any purpose, and students must be signed out at the School Office.

Absences

Parent/Carers must place a phone call to the School's dedicated **Student Absentee** line (Ph: 4037 9960) on the morning of the student's absence advising that their child/ren will be absent for the day, at an appointment or arriving late for any other reasons, alternatively you can inform the school before 8:30am via our Parent Portal. This procedure is to ensure that both home and school know the whereabouts of the child/ren. Parents will be contacted via SMS each day if no notification of absence is received, or the school has not been advised of extended absences, this is for your child's own safety. Please be prompt in contacting the school, the Student Absentee Line and Parent Portal are available 24 hrs a day, 7 days a week.

If you are collecting your child before the dismissal bell at 2:50pm, they must be signed out and collected from the School Office.

Extended Absences

Parents are asked to adhere to the school term dates and wherever possible, restrict holidays or other periods of leave to the gazetted holiday periods. A 'Student Absence Request Form' is required to be completed for any request over five days and an interview with the Principal may be required. Extended absences are discouraged as they have an impact on the education of the child/ren as well as socially and emotionally and **no school work will be provided for extended absences**.

ENROLMENT, FEES AND LEVIES

Enrolment Information

All members of the community are welcome to St Francis Xavier's School providing they understand and accept the aims of Catholic schooling. Official enrolment application forms are available from the school office, the school's website or via the Cairns Catholic Education website. These need to be completed before an enrolment interview can take place. **Parents are asked to update enrolment/family details regularly.**

Reminders to update enrolment details will be circulated via the school newsletter. It is necessary for all families enrolling children at St Francis Xavier's to attend an interview with the Principal. It is important for the enrolling child to also attend this interview. An interview does not imply enrolment. The school must be able to cater for the needs of the child/children seeking to be enrolled.

Important information to bring to the enrolment interview includes:

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

At the interview the Principal will also take you on a tour of the school and show you our facilities.

When will my child be eligible to commence Prep at St Francis Xavier's?

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

When can my child start Prep?

Child's Birth Date	Eligible for Prep Year in
1 July 2014 to 30 June 2015	2020
1 July 2015 to 30 June 2016	2021
1 July 2016 to 30 June 2017	2022
1 July 2017 to 30 June 2018	2023
1 July 2018 to 30 June 2019	2024
1 July 2019 to 30 June 2020	2025

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

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

OR

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

A July birthday or previous school enrolment in another state or country does not guarantee early entry to Prep in Queensland.

A meeting with the School Principal is required to apply for early Prep entry.

Children with Specific Learning Difficulties

Students identified with a disability or significant learning needs are required to be enrolled through a supported enrolment process. This is to ensure that the school is best placed to meet the student's needs. This process will also include a member of our Diverse Learning Team and if required also Catholic Education Services.

School Finances

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

1. Commonwealth & State recurrent funding. The majority of this funding is from the Commonwealth and is calculated on a per child basis. Census funding occurs in February and August and therefore any student absences may impact school funding during these times.
2. School Fees and Levies
3. Small grants from Catholic Education Services

Tuition Fees

A Tuition Fee per student is charged for children attending Catholic schools in the Cairns Diocese. This is determined before the commencement of each year by Catholic Education Services and is the same across all Catholic Schools in the Diocese. Accounts are emailed each term, and payment is made through the School Office. Payment options are Direct Debit, BPay, Centrepay, Credit Card or Eftpos. A Statement of Account should accompany payment when paying at the School Office. **School fees are due on receipt of the account and are 14 day accounts.** All parent/carers are expected to make payment of school charges a high priority in their family's budgeting. Parents experiencing financial difficulties may seek to obtain some remission of fees by contacting the school Principal. If partial or full remission is granted, it is done only on an **annual basis** and must be addressed at the start of each year.

School Levy

This includes a levy for resources, air-conditioning, technology, activities and capital improvements.

P&F Association Levy

The funds provided through the P&F Levy help to provide more and better educational resources and to develop the sense of school community. The contributions from school fees, levies and Parents and Friends Association are vital to the maintenance of a good educational environment in the school.

Family Discounts

Family discounts apply for families with more than one child attending Catholic schools in the Diocese of Cairns.

Concession Card Tuition Fee Discount

A 70% tuition fee discount may be available for "means tested" government health care or pensioner concession cards. These cards must meet eligibility criteria for this concession to apply. Discounts can not be backdated and do not apply to school levies.

Card holders are required to advise the school of their concession card at enrolment or when the card is issued. Once the card is sighted by the school's administration, tuition fees for future terms only will be adjusted. All Concession Cards must be presented annually at the beginning of each school year.

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

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

Exiting the School

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

PARENT PARTNERSHIPS

A Parent and School Team Approach

Co-operation between home and school is of the utmost importance for the welfare of each child. Parental involvement in school life is a vital demonstration to both staff and students of their interest in the progress and development of the student in particular and of the school in general.

Parents and Carers are encouraged to:

- ✓ Show genuine interest while listening and talking with your child about school activities, friends etc.
- ✓ Volunteering to assist class teachers in helping children with reading, art, sport, excursions etc.
- ✓ Attend meetings of the P&F Association and become involved in assisting with organising and volunteering for community events
- ✓ Meet other parents and carers through involvement in classroom activities, tuckshop etc.
- ✓ Members are invited to join the Board.

How Parents Can Make A Good School Better?

- ❖ Make an effort to understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- ❖ If at all possible, participate on committees and in discussion groups that consider educational issues and give opinions to staff.
- ❖ See the school as YOUR school. Encourage your children to see it the same way.
- ❖ By all means offer constructive criticism and suggestions and direct your information to the right people.
- ❖ Go to school activities – open days, plays, concerts, picnics, sporting functions, celebrations.
- ❖ Join the official parent groups and look after the school's interests.
- ❖ Welcome new parents. Help them feel that they belong. Build their confidence in the school.
- ❖ Support a broad and balanced curriculum. Resist attempts by any pressure group to narrow the curriculum to things that are purely functional and measurable.
- ❖ Encourage your children to co-operate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole.
- ❖ Let the Principal and the teachers know that you support them, even if sometimes you have to be a friendly critic or a critical friend.

Visiting and Volunteering

All visitors and volunteers are requested to sign in upon arrival at the school office. Visitors, volunteers (including Relief Staff) will be issued with an appropriate badge, which they must attach to their clothing to identify themselves to staff, students and parents. Badges should be returned to the school office when they sign out.

Volunteer Student Protection Declarations

In the interest of keeping our children safe, all volunteers are required to read our Student Protection Handbook and sign the two declaration forms before undertaking volunteering within the school. These forms and handbook are available on our school website www.xaviercairns.qld.edu.au. Please read the handbook carefully, print and sign the declarations and hand in to our school office. We also ask our parents to obtain a Volunteers Blue Card. This card is free and application forms are available at our school office or <https://www.bluecard.qld.gov.au/applications/applications.html>.

Code of Conduct of Parents, Carers and Visitors

This **Code of Conduct** applies to all parents, volunteers and visitors who interact within our schools and Catholic Education Services in the Diocese of Cairns. It also applies to all parents, volunteers and visitors who are present at school and school sponsored meetings/functions within and outside of school hours. As parents, volunteers and visitors there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Cairns. A copy of this code of conduct can be found on our website.

Appointments

The Principal and teachers are very happy to meet with parents throughout the year to discuss their child's progress, behaviour etc. If you have any queries regarding your child's schooling, please don't hesitate to contact the class teacher. A mutually convenient time for an interview can be organised with the teacher or a member of the School Leadership Team. If you wish to speak about a classroom matter, please contact the class teacher in the first instance. Please note that our staff are required to attend a staff briefing on a Tuesday morning from 8am, staff prayer on a Wednesday morning and 8am and staff meetings on a Wednesday from 3:10pm. If it is a matter affecting the school as a whole, please communicate directly with the Principal or our Assistant Principal.

School Board

The school has a Catholic School Board, which provides a local level pastoral structure for supporting the Principal in the ministry of Catholic Education.

The School Board is:

- A Vatican II structure for vision making and consultation
- A policy making team, building policies based on Gospel values to give direction to the school and promote its distinctive identity
- Guided by the constitution approved by the local Bishop
- The Board has responsibility in the areas of policy making, review and continuous improvements.

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

P&F Association

All parents and carers are a part of the P&F Association at our school. This vital group is the body in which the parent/school partnership is most publicly displayed. Meetings are held monthly or as advertised at 6:00pm at the school. The AGM is held between October and December. All parents are urged to attend meetings, show an interest and become actively involved in the activities of the Association.

The main areas the P&F assist the school in are:

- Fostering home/school partnership
- Social activities for both parents and students
- Being an advocate for parents in dealing with organisations such as the government, councils, business etc.
- Community building
- Family pastoral care and support
- Financial support for the school through a levy

P&F Uniform Shop

St Francis Xavier's P&F Uniform Shop is located opposite to the MacKillop Inquiry Centre towards the Courtyard. Parents can purchase second-hand uniforms at a greatly reduced price if they are available. The availability of second-hand uniforms depends on the generosity of parents. School hats, School bags, eskies and accessories are also sold at the Uniform Shop. The Uniform Shop is staffed on a voluntary basis and extra volunteers are always welcome. Details of opening times are published in the school newsletter or are available by contacting the school office.

COMMUNICATION

Email

Most school communication is via email and therefore it is essential that email addresses are kept up to date with our school office.

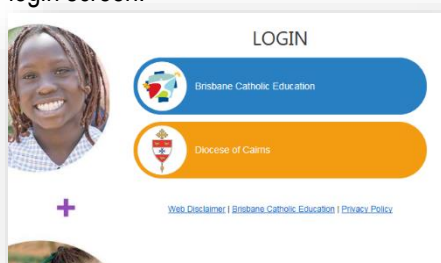
Parent Portal

The St Francis Xavier's Parent Portal is a secure space where parents can access information regarding their child's progress, parent specific information about the school, manage their own contact details and notify the school of any absences. It is an essential link for parents as it will be your first port of call to obtain forms, documents, information and to check our school calendar.

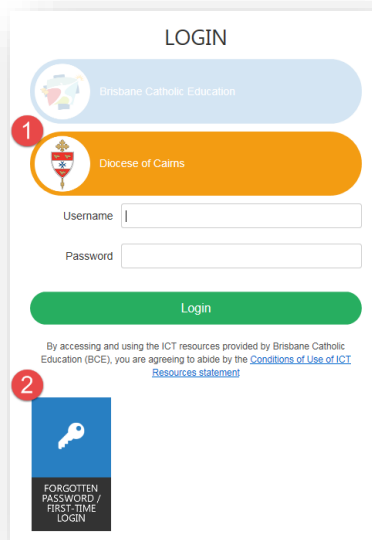
Parent Portal – Access Instructions

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

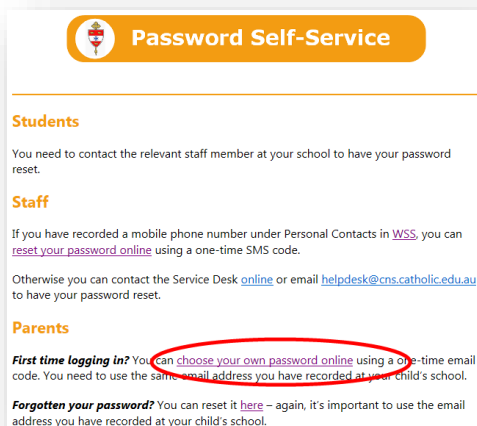
- 1: School Website: www.xaviercairns.qld.edu.au
- 2: Click the Parent Portal link in the Quick Links section or under the Parents dropdown tab. You will be met with a login screen.



- 3: CLICK **Diocese of Cairns** and then CLICK **Forgotten Password/First-Time Login** button



- 4: CLICK the link under the **Parents** heading titled: “choose your own password online”



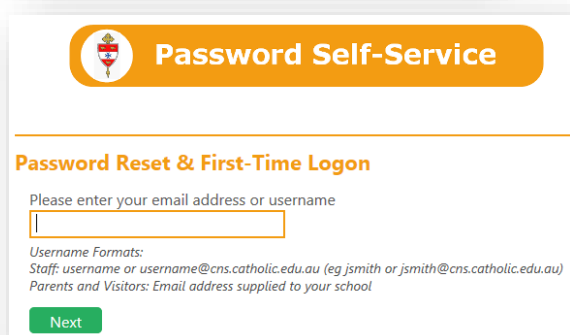
Password Self-Service

Students
You need to contact the relevant staff member at your school to have your password reset.

Staff
If you have recorded a mobile phone number under Personal Contacts in WSS, you can [reset your password online](#) using a one-time SMS code.
Otherwise you can contact the Service Desk [online](#) or email helpdesk@cns.catholic.edu.au to have your password reset.

Parents
First time logging in? You can [choose your own password online](#) using a one-time email code. You need to use the same email address you have recorded at your child's school.
Forgotten your password? You can reset it [here](#) – again, it's important to use the email address you have recorded at your child's school.

- 5: Enter the personal email address that you have provided to the school and click **Next once**.



Password Self-Service

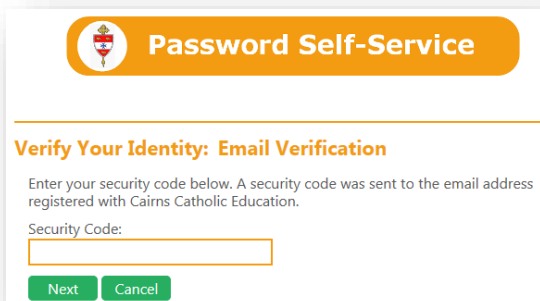
Password Reset & First-Time Logon

Please enter your email address or username

*Username Formats:
Staff: username or username@cns.catholic.edu.au (eg jsmith or jsmith@cns.catholic.edu.au)
Parents and Visitors: Email address supplied to your school*

Next

- 6: Check your email account for a security code which will be sent within 1 minute (it expires after 15 minutes), enter the corresponding security code in the **Verify your Identity** form and click **Next**.



Password Self-Service

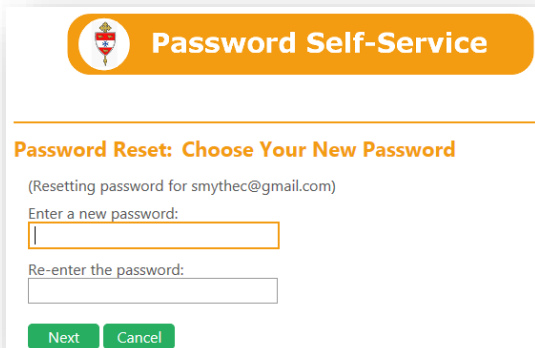
Verify Your Identity: Email Verification

Enter your security code below. A security code was sent to the email address registered with Cairns Catholic Education.

Security Code:

Next Cancel

- 7: On the **Password Reset** form enter your desired password in the boxes then click **Next**.



Password Self-Service

Password Reset: Choose Your New Password

(Resetting password for smythec@gmail.com)

Enter a new password:

Re-enter the password:

Next Cancel

- 8: It is important to [completely shut down your web browser](#). This is a critical step to ensure successful access.
- 9: Re-open your web browser. Re-visit the school website and click the Parent Portal link.
- 10: Login using the **same** email address used during the setup and the password you created.

Important Note:

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

Troubleshooting

1. The first step in resolving any error message is to refresh your web browser – try closing it and reopening it and if the error still occurs clear the browser history and retry logging in to our Parent Portal.
2. If you did not receive an email from the school advising you of Parent Portal access then it is likely that you have not given the school an email address. In this case a Parent Portal account will not have been created for you and you will not be able to create a password. Contact our school and provide an email address (if both parents require individual access to the Parent Portal, each parent will need to provide individual email addresses).
3. If you receive an “Access Denied” error, we need to know at which point that error message appeared during the password creation process to help us resolve it. Please advise the school.
4. If you login successfully but don't see your child's details then please contact the school.

StFX Parent Permission Slips (EdSmart)

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

Parent Teacher Online (PTO)

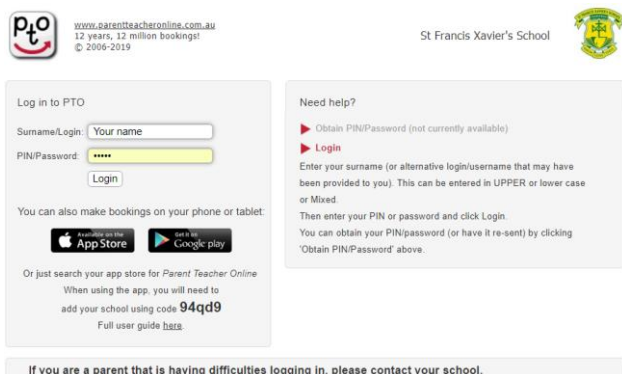
Parent Teacher Online allows parents and carers to log in online from the comfort of your home or office and make bookings for teacher interviews. You can immediately view available booking times and make appointments that best suit your needs. The system prevents double booking, ensuring trouble free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

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

The image shows a screenshot of the St Francis Xavier's School Parent Portal. At the top, there is a green header with the school's name and logo. Below this is a search bar. A navigation menu on the left side includes links for 'Report Absence', 'Newsletters', 'Parent Slips', 'Forms and Documents', 'My Details', and 'Contact School'. A red arrow points from the 'Parent Slips' link to a 'ptO' icon in the footer. The footer also contains icons for Facebook, Parish, Website, Luckshop, OSHC, and Library. Below the footer is a photograph of two children looking at a large, colorful floral arrangement.

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

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



www.parentteacheronline.com.au
12 years, 12 million bookings!
© 2006-2019

St Francis Xavier's School

Log in to PTO

Surname/Login:

PIN/Password:

Login

You can also make bookings on your phone or tablet:

Download on the App Store | GET IT ON Google play

Or just search your app store for Parent Teacher Online
When using the app, you will need to add your school using code **94qd9**
Full user guide [here](#)

Need help?

- ▶ Obtain PIN/Password (not currently available)
- ▶ Login

Enter your surname (or alternative login/username that may have been provided to you). This can be entered in UPPER or lower case or Mixed.

Then enter your PIN or password and click Login

You can obtain your PIN/password (or have it re-sent) by clicking 'Obtain PIN/Password' above.

If you are a parent that is having difficulties logging in, please contact your school.

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

Assembly

Assembly is held every Monday at 1:45pm, with our school community gathering in the MPC. Each assembly is designed so that it is student focused and is informative. The format is a prayer, acknowledgement of country, anthem, weekly awards, birthdays and other notices. School and House Leaders and some Year 6 students assist with the organisation and running of assembly. Parents are most welcome and encouraged to attend.

Parent Information Meetings

Early in the school year, Parent Information meetings are held for each year level. At these meetings, parents have the opportunity to meet with class teachers and discuss programs and procedures for the year. Individual class teachers outline ways in which parents and teacher can work together for the good of the child.

School Newsletter

Our newsletter is distributed on every second Friday via the Skoolzine website. Our newsletter informs the community of up-to-date happenings and information as well as reporting to parent's reflections on learning. It is the school's official medium of communication with parents and thus is very important. Families that do not have email can receive a hard copy of correspondence, by contacting the school office. To subscribe to our newsletter please visit www.skoolzine.com.au, alternatively a link is found on our Parent Portal or school website.

Facebook

From time to time we pop photos, movies and happy memories on Facebook for our families. However, Facebook is not used for communication about school events, instead we use our newsletter, Parent Portal, permission slips and/or email to communicate school information.

School Diaries

Children from Year 3 to 6 are given a School Diary at the commencement of each year. Children record homework and special class and school events in these – this helps to teach them about organisation and planning. Parents are encouraged to use them as a means of communication to the class teacher. There is a lot of useful information contained in the diary and they are to be kept neat and tidy and free from unnecessary material.

Seesaw

The Seesaw App is a tool that allows our teachers to integrate parents into classroom learning. The app is a student-driven digital portfolio and learning management system that empowers students to independently document what they are learning and share it with their teachers, classmates and parents. It allows schools and students to communicate with parents in real time, providing insights for parents and the means for continuing discussions at home. Please see your child's classroom teacher for more information.

Teacher Email Communication

Parents may communicate with their child's teacher or School Administration via email. It is requested that this communication be kept to a minimum in organising meeting times or providing urgent family information necessary to the teacher. As learning time is paramount, teachers are not required to check emails during the school day, therefore any urgent information pertaining to the day should be communicated to the school office. Please ensure that you notify our school office in the event where your email address is changed. If parents have any concerns, we prefer face to face communication so that we can approach the situation with effective communication processes in order to find a solution to the problem through discussion.

RELIGIOUS EDUCATION AND FAITH LIFE

Our School Prayer

*God of Love, We thank you for the life of Saint Mary MacKillop,
who was a friend of children, and of poor people in Australia.
May we follow Jesus as Saint Mary MacKillop did,
By loving all those we meet. Amen.*

Our School Song

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

To Know, To Love, To Serve (Composed by Michael Mangan)

Tropical Paradise
Summer sun and clear blue skies
We celebrate the gifts we share
God's creation everywhere
Living as a family of God...

We come to grow, we come to pray
We come to work, we come to play
at St Francis Xavier's School we
Come to learn –
We want to know, to love, to serve

Jesus' words guide us on the path
The spirit burns deep within our hearts
We live in peace and harmony
Respecting everyone we see
Building up the family of God....

Here in Cairns since 1961,
A place of joy and hope for everyone
Mary MacKillop shows the way
Leading us to God everyday
Sharing in the family of God...

St Francis Xavier (1506-1552)

Born near Pamplona on 7th April 1506, Xavier was educated at the University of Paris. In 1529, while in Paris, he met the Spanish ascetic Ignatius of Loyola. Xavier was one of the group that joined Ignatius to found the Society of Jesus.

Xavier began his work in Portuguese, India in 1542. His preaching also took him to places like Malacca and the islands of Malay Archipelago where he founded many Christian communities. Other countries he introduced Christianity into were Japan and China. He died in Goa, 3rd December 1552 and his body is enshrined there in "The Church of the Good Jesus".



A man of remarkable energy and organisational ability, Xavier ranks among the greatest missionaries of all times. Canonised (officially recognized as a saint) in 1622, he was declared patron of the Orient in 1748, patron of faith in 1904 and with the French nun St. Therese of Lisieux, patron of all missions in 1947. Navigators too, honour him as their patron. His feast day is December 3.

Saint Mary of The Cross Mackillop (1842 – 1909)

The life of Saint Mary MacKillop was a long and complex one. She had to face an uncommonly large number of particularly painful trials as she tried to follow faithfully her vocation. Born in Melbourne in 1842 to two Scottish immigrants, Mary was the eldest of seven brothers and sisters.



On St. Joseph's day 1866 Mary exchanged her ordinary clothes for a simple brown dress and dedicated her life to God and to the teaching and care of poor children. She began teaching in a small stable in Penola, South Australia in 1865. She was the first Australian-born foundress of a religious congregation of women – the Sisters of St. Joseph. Mary sometimes found herself misunderstood and opposed by some authority in the church – she was even excommunicated but soon after, this was regretted by the church and she rejoined her sisters.

She died in Sydney in 1909. In January 1995 she was beatified (declared blessed), and on the 17th October, 2010 Mary MacKillop was canonised as Australia's first Australian Saint. We celebrate her feast on August 8. Today her sisters and members of the Mary MacKillop Association continue her work, not just teaching in schools but also caring for the poor, the sick and the homeless.

Prayer Life

The development of the value of prayer is an important part of educating young Christian people. This is easier to achieve when children experience prayer in the home environment as well. Care is taken to ensure that children will be encouraged and led to an appreciation and practice of prayer in such a way that they feel free to develop at their own rate and in their own particular way.

Within that general aim the school:

1. Teaches the formal prayers of the Church
2. Encourages informal prayer (spontaneous)
3. Makes provision for the Sacrament of Reconciliation to be celebrated
4. Provides a quiet time each day for children
5. Provides a regular prayer time each day

Hymn Practice

Hymn practice is held occasionally. These practices provide our students with the necessary preparation for liturgies and school celebrations. Full participation in these is a school expectation. All students will be encouraged to be actively involved in the spiritual life of the school.

Liturgy

Liturgies and Eucharistic Liturgies are advertised through the school newsletter. It is our expectation and a condition of enrolment that all students fully participate in all activities. All parents and friends are warmly invited to share in these celebrations.

Sacramental Program

Initiation into the Catholic community is celebrated in three sacramental moments: *Reconciliation, Confirmation and Eucharist*. In this Parish, a Parish based Sacramental Team is responsible, along with our Parish Priest, for the organising of the sacraments of Reconciliation, Eucharist and Confirmation. Reception of the Sacraments is the responsibility of parents via the Parish Sacramental Program. Our school's Religious Education program supports parents in this role and catechizes children in the Sacraments from Prep through to Year 6. Children are eligible for First Reconciliation, Confirmation and First Eucharist in Year 4. To enquire about the Sacramental Program, please contact the Parish Secretary in the Church Office on Ph: 4053 1383.

Social Action and Justice

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

*What does the Lord require of you?
To act justly and to love tenderly and to walk humbly with your God.
(Micah 6:8)*

Stewardship

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

Religious Education

Through St Francis Xavier's School Religious Education Program, children grow in knowledge of the Catholic faith and experience an invitation to deepen their relationship with God and to be active members of their faith community.

The development of children's faith (beliefs, attitudes, knowledge, and participation in parish life) is primarily the responsibility of parents/carers. The school supports parents/carers in their role by providing the Religious Education program.

The program adopted by St Francis Xavier's is the Brisbane Diocesan Religious Education Guidelines, which is formally taught from Prep to Year 6.

Parents are very welcome to be a part of the Religious Education program in the school. There are a number of ways this can be done:

- Talking to your children about what they are learning in class
- Attending class and school liturgies and celebrations
- Talking to teachers at parent-teacher interviews about your child's progress in Religious Education.

Formal reporting on your child's progress in Religious Education is based on knowledge, skills and understanding of content taught.

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

SOCIAL EMOTIONAL LEARNING

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

Circles

Circle Solutions, or 'Circles', are conducted in classrooms to provide students with opportunities build relationships, reflect on their actions and interactions, foster positive habits of the mind and ways of acting and build social skills.

Smiling Minds

Smiling Minds is comprehensive SEL program that aligns with the Australian Curriculum and provides activities and lessons related to social emotional development. For information for parents on Smiling Minds visit <https://www.smilingmind.com.au/parent-resource>

Second Steps

The Second Step program is also used throughout the school as a resource to help explicitly build the foundations of Getting Along, Organisation, Persistence, Confidence, Empathy and Emotional Resilience. This program aims to increase achievement and emotional well-being of all students. Parents can access resources, information and support via the Second Step website.

SECOND STEP PARENT LOGIN: www.secondstep.org	
Prep	SSPK FAMI LY70
Year 1	SSP1 FAMI LY71
Year 2	SSP2 FAMI LY72
Year 3	SSP3 FAMI LY73
Year 4	SSP4 FAMI LY74
Year 5	SSP5 FAMI LY75
Year 6	SSP6 FAMI LY12

Buddy Program

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

Buddy Bench

A Buddy Bench is located in the mid oval under the shade of the trees. Students who feel alone or in need of a friend it is a great place to meet up with others and make new friends. It is a special space in our school to help foster relationships.

School Counsellor

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

CURRICULUM, LEARNING AND REPORTING

Learning Areas

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

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Sciences:
 - Prep – Year 2: History and Geography
 - Years 3 & 4: History, Geography, Civics and Citizenship
 - Years 5 & 6: History, Geography, Civics and Citizenship, Economics and Business
- Health and Physical Education
- Languages
- Technologies
- The Arts (Music, Dance, Drama, Media, Visual Art)

Curriculum development is an ongoing process at St Francis Xavier's. Our school curriculum framework is informed by the Syllabus documents developed by the Queensland Curriculum and Assessment Authority and ACARA of which QCEC (Queensland Catholic Education Commission) is an active member. Our school curriculum framework is designed to support students in becoming lifelong, self-directed and reflective learners by enabling them to demonstrate the life performance roles of:

- Literacy
- Numeracy
- Communication and Collaboration
- Ethical understanding
- Intercultural understanding
- Personal and social capability
- Critical thinking
- Creative thinking
- ICT

Our school-based programs are developed to meet the interests, needs and abilities of all our students. Continuous monitoring of children's progress informs our planning. Teachers are supported in providing an exciting and relevant curriculum through staff Professional Learning Teams, Communities and Networks.

At St Francis Xavier's we recognise the vital role parents play in their child's education. Our curriculum is learner centred, collaboratively organised, flexibly constructed, ethically aware, community oriented, adequately resourced and strategically linked. Using these principles, we hope to equip all our students with the knowledge, skills and attitudes to function effectively now, as well as prepare them for higher level learning later. The curriculum aims to prepare students to operate in a range of contexts including the school, the community and the world of work.

Students from Prep to Year 6 participate once a week in the following Specialist Classes: Health & Physical Education, Performance Arts and Languages. Japanese is the language incorporated into the school's programme for students. In addition to providing an opportunity to develop skills in the use of a second language, this programme fosters an appreciation of a different culture. Performance Arts is also an important element of education of St Francis Xavier's School and is included in the curriculum of each year level. Physical Education is an important part of the curriculum at St Francis Xavier's School. Modified rules of games are taught and modified equipment is used. To complement the skills we are aiming to develop, we also make use of various free trained sporting development officers from local sporting associations.

Home Learning

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

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

Home learning is:

- the responsibility of students and needs to be returned on the due date
- Consequences for incomplete, late or untidy home learning are implemented by classroom teachers
- Parents' questions regarding home learning are asked to be directed to the class teacher.

Reporting to Parents

St Francis Xavier's Primary School aims to assist with the full development of your child's spiritual, academic, social and emotional education. Our mission involves rising to the challenges of social, cultural, economic and technological change in the context of gospel values and the teachings of the Catholic Church.

Assessment and reporting to parents is ongoing throughout the year in various forms and opportunities. The cycle of reporting to parents include:

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

All major assessment tasks have a description of the task and criteria sheets that give clear targets for students to achieve. These are sent home to inform parents of the journey that students will be taking to reach those targets. Reporting occurs when students are involved in National Testing (Years 3 & 5). Parents are welcome to arrange an interview with teachers if they wish to know more about their student's progress. Snapshots of NAPLAN results can also be viewed on our Parent Portal. It is important to understand that the traditional end of term reporting is a 'snapshot' in time observed at a particular moment of the assessment. Assessment is ongoing and continuous.

Digital Classroom

We are continually exploring fresh ways of harnessing the power of new technologies to improve the delivery of teaching and learning in our classrooms. This multimedia approach is facilitated through the provision of a wireless network which allows students and teachers access to digital tools such as classroom interactive whiteboards, Apple TV, projectors, swivels, laptops, Chromebooks and iPads for use in their learning. St Francis Xavier's coordinates in conjunction with parents a 1:1 digital device program for Year 4, 5 and 6 students.

Diverse Learning

We believe that every student is special and unique and therefore has individual needs. Classroom programs are carefully planned in an effort to cater for the majority of students. However, additional support is provided to those students who have been identified by the school as having a specific need. Students with specific needs are usually identified by the classroom teacher. When teachers become aware of children with learning difficulties, they bring this to the attention of the Principal and the Diverse Learning Team. Appropriate referral forms are then completed. Appropriate intervention is provided in accordance with the school's capacity to resource. Sometimes parents identify these students. If you feel your son or daughter requires additional support you should first speak with your child's teacher. The Diverse Learning Teacher then works together with the classroom teacher to decide what level of support is required. Students with specific needs are students who are experiencing learning difficulties in literacy, numeracy or learning how to learn.

Excursions

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

Visiting Performances

Each class has the opportunity to attend performances from various organisations throughout the year. These provide experiences for the children, which enhance the school's curriculum and are usually advertised in the school calendar.

Student Leadership

Year 5 and 6 students are invited to apply for Student Leadership teams. A Rite of Commissioning Ceremony is held and badges are presented at the beginning of the school year. Encouragement is provided to these students to develop their leadership skills. Michael Grose's Leadership program is used to support the explicit teaching of Leadership skills. Year 5 explores Personal Leadership and Year 6 learn Public Leadership as part of our Social Emotional Learning program. School leaders are expected to assist in providing a supportive school environment. One of the main functions of our Leaders is to commentate and organise our weekly assemblies and sporting events.

EXTRA-CURRICULA ACTIVITIES

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

Instrumental Program

Instrumental group lessons are held during school time, usually using a rotational timetable for students. Group tuition is available for strings, woodwind, brass and percussion. Individual tuition is available for piano, drums and some orchestral instruments. Individual lessons are also available for those students who wish to prepare for external music examinations. Private tutors and a teacher from St Mary's Catholic College deliver these programs and fees for tuition are paid directly to the music tutor or to St Mary's Catholic College. Application forms are available from our School Office.

School Choir

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

International Visitors

Throughout the year a number of international students visit us to experience life in Australia. If you would like to assist with this program please see our APRE.

Academic Focussed Challenges

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

- Reader's Cup Challenge
- Mt Sheridan Spelling Bee
- Calanna Public Speaking Competition
- Brainways Gifted Education Camps
- Birds in Schools Program
- CSIRO STEM Program
- QAMT Mathematics Competition
- Optiminds

Mary Mills Cup

Girls in the upper school are invited to participate in the Mary Mills Netball Championship, competing against opposing Teams from Catholic Primary Schools within the Diocese. The sports teachers and classroom teachers will be organising training sessions during Term 3.

Jim Graham Cup

Boys in the upper school are invited to participate in the Jim Graham Rugby Championship, competing against opposing Teams from Catholic Primary Schools within the Diocese. The sports teachers and classroom teachers will be organising training sessions during Term 3.

School Sports

Training commences in first term for Cross Country and later for our Inter-House Sports. A School Representative Team competes in the district sports zone comprised of other Catholic schools and Independent schools. Inter-House Sports Days will be advertised early in the year on the finalisation of Regional Sports and State Title requirements. Athletic Carnivals are usually held in Term 2 or 3, depending on dates for other specific Sports Events throughout Australia. Parent helpers are always welcome to assist our Sports teacher.

Trinity Coast Central District (TCC) and Peninsula School Sports

Throughout the year, selected athletes from a variety of sporting codes may be selected to represent St Francis Xavier's at a district level. Students are required to nominate for these trials and details are included in the school's newsletter. If successful at District level, students may then be chosen for Peninsula representation. If successful at Peninsula, students may then represent at the State level. For further information about District and Peninsula School Sports visit: <https://peninsulaschoolsport.eq.edu.au/Pages/default.aspx>

Outside School Hours Sports

Occasionally a variety of sporting organisations offer training and learning opportunities outside of school hours, but on school site. These are advertised at our weekly assembly, in the bulletin boards and in our school newsletter. Some of these opportunities include Hot Shot Tennis, Netball, Jamie Gosling Football Academy, Hoops Basketball etc.

Swimming

Aligning with the Australian Curriculum we provide swimming lessons for Year 3 are held in Term 4 and Year 4 are held in Term 1 at Tobruk Pool. All students are placed into ability level groups and therefore all students are expected to participate. If, due to sickness, a child cannot attend swimming classes, teachers must be notified by the parents. A bus transports the children to and from the pool.

All items of clothing, towels and carry bags must be clearly marked with the child's name. Students suffering from infections, suppurating sores or suspected contagious illnesses will be excluded from all swimming activities. A note is required if they are not participating. If a student suffers from a medical condition which might put that swimmer at risk in the water, e.g. epilepsy, diabetes, heart condition, written parental consent, supported by a medical certificate, must be obtained for the student to participate in the swimming programme. The responsibility here rests with the parents.

HEALTH AND SAFETY

Sunsafety

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

Allergies

We ask that you have an awareness of allergies and we ask that you do not send nut products to school with children. We also ask that you speak to your children and let them know that we do not allow any sharing of food for this reason. For this same reason, we also have some students with pet allergies, therefore we ask that you refrain from bringing pets into the school grounds without prior consent from the Principal. While we cannot legislate on this, we ask all families to be considerate of those who have to manage allergies.

Headlice

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

Sickness and Accident

In the case of minor accidents, suitable first aid will be administered by the school's First Aid Officers. In the event of serious injury, parents will be contacted immediately and appropriate medical assistance sought.

Parents are requested to keep children home in times of sickness. Please **do not** send a sick child to school in the hope that they are recovering or because you can make no other alternative care arrangements. Should a child become ill at school, and in the opinion of the class teacher and/or Administration Staff is unable to continue in normal classes, parents will be contacted and requested to pick up the child. No sick child is sent home unless a parent/carer or other authorised adult comes to collect the child from school.

Medication

If medication is required to be taken at school, the Administration of Medication form need to be completed at the School Office and the medication stored safely there. The medication must be supplied in the original container with the chemist label on to show the nature of the medication and dosage. Please note that **Panadol and other analgesics are not able to be administered by staff** unless prescribed by a doctor and the doctor's instructions are present, and the packaging is labelled by the Chemist. **No medication** is to be given to students to keep in their bags, all medication **must be** stored securely in the School Office.

Emergency Procedures

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

- Lock Down Procedures are used in situations involving dangerous intruders or other emergencies that may result in harm to persons inside the school, or at the discretion of the Principal.
- Evacuation Procedures are for any situation requiring the evacuation of school buildings (i.e. fire, bomb threat).

Internet Safety

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

Students in Years 4 – 6 bring an iPad to school to use as an educational tool. Protecting our students and the device itself is a shared responsibility:

Parents' Responsibilities:

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

Students' Responsibilities:

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

Student Care Insurance

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

FACILITIES, SERVICES AND GENERAL INFORMATION

MacKillop Inquiry Centre (MIC)

Our recently refurbished MacKillop Inquiry Centre is a flexible learning facility for the whole school. This centre contains an extensive collection of fiction and nonfiction resources, supporting many Australian authors, containing both Asian and Indigenous perspectives, in its literature choices. A small parent collection is available for borrowing, with a focus on supporting your child's learning. The technology equipment within this facility is mobile to supporting teaching and learning. This equipment includes Chromebooks, iPad's, virtual reality, drones, robotics and a 3D printer.

Children are encouraged to be regular readers with book borrowing facilities available to all children from Prep to Year 6. Loans are limited to one week and children are required to use a cloth or plastic book bag, which protects books in transit. Damaged or lost books are to be replaced by parents. Our students enjoy the Dad's reading on Thursday mornings. All students are welcome to attend.



Tuckshop and Flexischools

The Tuckshop is open on Wednesday and Fridays for lunch and snack times. Flexischool lunch orders can be placed online by 9:00am on the day of order. Additional snack items are sold across the counter at snack times. We welcome any parents who would like to assist in the Tuckshop. Your children love these days and it promotes an opportunity for parents to meet and make friends within the community. The menu is forwarded home early in the school year. Variations to the menu/prices are published in the newsletter as they occur and available on our Parent Portal. To order visit www.flexischools.com.au

Bookclub

The school participates in the Scholastic Book Club scheme. Brochures outlining details of the books, their appropriateness for the child's reading level and interests are sent home to enable choices to be made and order forms completed. To order visit: www.scholastic.com.au/LOOP

School Photos

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

Lost Property

Lost property is kept underneath the external Library staircase. Parents need to encourage children to check this collection when items are lost. It is essential that all property, especially hats and jumpers, be marked clearly with the child's name. Unclaimed items are donated to St Vincent de Paul.

Birthday Celebrations

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

- by bringing a small treat such as a cupcake. (Individual serves are preferred rather than whole cakes. We do have a number of children with allergies in the school, therefore please check with the child's teacher so that you are aware of such allergies.)
- by bringing in small iceblocks
- by bringing in their favourite storybook which is then read to the class.

Kiss & Drop Zones and Parking

Your child's safety is paramount and parents are asked to exercise extreme patience and care at all times when dropping of and/or picking up children. Parents **MUST** obey the parking regulations as stipulated on the signs. No parking is permitted in the school grounds at any time. The designated supervised pick up and drop off points are:

- Atkinson Street
- Sydney Street

Cars are not to be left unattended in these zones. If the Kiss and Drop zone is full, then cars must continue to drive around the block to avoid a backup of traffic.

Parents and carers are also asked to not walk through the staff and parish carpark. This is a 'child free' area as cars are constantly reversing. Access gates into the school grounds are kept locked at all times.

Walk Bus

Some of our students, parents and teachers meet on a Monday and Friday morning at the bridge behind Raintrees and walk together to school. These same days they meet in the tuckshop area at school and walk back to the bridge. This is designed to promote healthy living, road safety and awareness and build community spirit. Information about the walkbus is available in our newsletter and from our school office. In times of poor weather, parents are notified of changes via email.

Bicycles/Scooters

A bicycle rack is provided for children who wish to ride their bike to school. Children must dismount when on school grounds and walk to this area behind the Year 1 classrooms. On leaving the school children should walk to the designated exit of the school and ride home. Helmets must be worn by any person who rides a bicycle/helmet. Please note, like in all environments, it is the rider's responsibility to ensure that their bicycle is locked securely at the bicycle rack. Scooters can be stored in classrooms if they are unable to be locked at the bike rack.