Parent Handbook

2014
LOCATION: 22 Fairway Drive
Clear Island Waters 4226

POSTAL ADDRESS: P.O. Box 6574
Gold Coast Mail Centre
Bundall 9726

TELEPHONE: (07) 5572 1746
(07) 5572 1688

FAX: (07) 5575 4338

E. MAIL: probina@bne.catholic.edu.au

Website: www.stvincentspsp.qld.edu.au

PRINCIPAL: Mrs Kerry Rowlands

A.P.R.E.: Mr David Boulton

A.P.A.: Mrs Christine McLeish

A.P: Mr Damian Kelly
ST VINCENT'S
OUR MOTTO - MISERICORDIA - 'MERCY'

The purpose of a Catholic school is more than simply educating children so that they reach their full potential. The Catholic school goes further by developing an atmosphere based on a shared faith that is unique in many respects. It strives to ensure that children are filled with a sense of wonder and awe, an understanding of tolerance and forgiveness and a deep joy in the celebration of their faith. To achieve this staff of the school, parents and the parish community work together in partnership. It is this partnership that develops a feeling of family and pride in our school.

This booklet is designed to allow parents to learn more about St Vincent's and the ways that we operate as a school. A booklet can never answer all questions, however, it gives an overarching picture of our school community. Parents are invited to find out more about the school by attending meetings of the Parents and Friends' Association, regular parent teacher meetings or by simply discussing matters with the staff of the school. Please take every opportunity to play an active role in the life of the school and to participate in school activities. St Vincent's is a very welcoming place.

In 2008, the sixtieth anniversary of the establishment of St Vincent's School in the Surfers Paradise Parish was celebrated. The school was originally situated in the centre of Surfers where the Watermark Hotel now stands. It was relocated to the present site at Clear Island Waters in 1986 and has grown from an enrolment of about 380 children at that time to approx 800 children now. The current growth highlights the value that families place on Catholic education.

Our school offers children the opportunity to participate in a vast array of spiritual, educational, cultural and sporting activities. Indeed, there is something for everyone at St Vincent's! I encourage families to take advantage of these opportunities to ensure that your children enjoy the rewards of a holistic Catholic education.

I hope your association with our school is a happy and beneficial one and I look forward to working closely with you in the coming years.

May God Bless You,

Kerry Rowlands
PRINCIPAL
Dear Parents,

I welcome you to the Catholic Parish of Surfers Paradise.

The Parish has been in operation for 62 years. It was originally part of the Southport Parish. Fr Neal Shannon, our first Parish Priest, began a Catholic School in 1948 in the middle of Surfers Paradise to educate the young people of the Parish in the Catholic faith. We are indeed fortunate for the untiring efforts of previous generations who have provided the resources for Catholic education within our Parish.

You may not know, but the Catholic Parish of Surfers Paradise has two primary schools, St Kevin's, Benowa and St Vincent's, Clear Island Waters, and provides in excess of 1200 education places for our young people.

I invite you to join us at Mass each Sunday at our Parish Churches of - Sacred Heart, Clear Island Waters; St Vincent's, Surfers Paradise and Stella Maris, Broadbeach. This is an essential part of your commitment to God and support for the Parish. Our Catholic Schools are an important part of the Parish and we encourage your participation.

St Vincent's School is a wonderful Catholic school. Our Principal, Mrs Kerry Rowlands and her very capable staff will care very well for your children.

I pray that your faith will grow day by day and that you will enjoy your Catholic religion as your children grow.

Yours sincerely in Christ,

Fr Tim Harris,
Parish Priest
Surfers Paradise was established as a separate parish from Southport in 1946 and Fr Neal Shannon was appointed Parish Priest. The original wooden Church held 60 people. In 1948 a single storey church/school was opened. In its first year the school catered for Grades 1 to 6 and had an enrolment of 30 students.

The Sisters of Mercy had been approached to run the school, and a special wing was added to Star of the Sea Convent to provide accommodation for the Sisters who were to be on staff. Sr Mary Flora was appointed as first principal, and the first class to graduate from St. Vincent's under the leadership of Sr Mary Flora, contained 6 pupils - they all passed with flying colours!

This single storey building served as both church and school, with the original church being used as a classroom for scholarship students until the building of a second storey in 1954.

The Sisters of Mercy taught approximately 150 pupils in the classrooms on this second storey and in the original church, while the bottom storey was used for worship.

In 1963, a new brick church was built and the original two storey building became St. Vincent's School. The pupils were accommodated in the two storey building until 1970, when six new brick classrooms were built beside the original two-storey building. At a later stage, two additional classrooms were built.

In 1986, Dr Owen Oxenham (P.P.) initiated and supervised the relocation of the new parish complex and on March 17, 1986, the existing complex on the Gold Coast Highway was finally handed over to the purchaser, ending an era in the St. Vincent's Parish history.

The present St Vincent's School was opened in February, 1986, although construction was not completed until May, 1986.

At St Vincent's, there have been six principals from the Mercy Order until the first lay principal Mr. Brian Dunlea (appointed in 1975). Today, St Vincent's School endeavours to carry on the proud tradition initiated and nurtured by the Sisters of Mercy.
A PLACE OF SHARED STORIES & VIBRANT MEMORIES

The Catholic Parish School at Clear Island Waters is a learning community which accepts in partnership with parents, an educational mission that makes a lasting and positive difference to all. Our school is therefore called to:

NUTURE & CARE

In the spirit of the gospels, to build a community which values quality relationships and that cares for all, nurturing and fostering their emotional, physical and spiritual well-being.

TEACH & LEARN

In the spirit of contemporary education, to create a competency based learning environment in which children learn through enriching, exciting and expanded opportunities, always supported by a dedicated community.

FOCUS ON THE FUTURE

In the spirit of transformation, to prepare children so that they can know and do what is needed to live harmoniously and productively as resilient, self-directed learners, able to meet the challenges of life. Our children will be well rounded, value based in their decision making and imbued with a sense of God.

PREPARE OUR CHILDREN

In the spirit of life long learning, to be able to live successfully as contributing community members, modelling their Christian values and experiences wherever they go.

PARENT CHARTER

In the spirit of our covenant:
• We support our school and its staff as they partner with us in the holistic education of our precious children.

• We will take a genuine and cooperative interest in our children’s learning, whilst maintaining and respecting quality relationships.

• We will solve conflict with dignity and care.

STAFF CHARTER
In the spirit of our covenant:

• We dedicate our expertise, energy and commitment to the holistic development of all.

• We want all to achieve to the best of their ability, enriching their talents through the sound, expansive and modern educational experiences we create.

• We will work in partnership with parents, children and others.

• We will support each other in a compassionate and caring manner.

• We will solve conflict with dignity and care.

STUDENT CHARTER
In the spirit of our covenant:

• We will work in a cooperative spirit, embracing our learning opportunities to make ourselves more capable people.

• We will contribute to the vibrant memories of our school by doing our best and striving to be more like Jesus.

• We will solve conflict with dignity and care.

The following pages provide an alphabetical listing of activities, programs and procedures at St. Vincent’s School. If you cannot find the answer to your query in these pages please contact the school office (55721688 or 5572 1746).

ABSENCES
Please telephone the office (5572 1688 or 5572 1746) or email the school on absenteeessvt@bne.catholic.edu.au before 8.40 a.m. if your child is unable to attend school. If no contact is made and your child is absent, you will receive a text message from our office staff. The Education Department’s regulations require that all absences from school must also be explained in writing. Children must not be kept home for reasons other than illness except in exceptional circumstances. During a lengthy illness, please inform the school of the circumstances as soon as possible.

Children who arrive late are expected to be signed in at the student reception by their parents and escorted to their classrooms.

Families planning holidays during the school term must advise the school office as well as the class teacher, with prior notice. Should a child have a planned absence for a period of more than 10 consecutive school days Government legislation requires parents to complete an Application for Exemption from General Schooling form.

No child is allowed to leave the school grounds during the school day. A child will be released from school only to his/her parents or persons authorised. The child must be signed out by the parent at the school office. The principal will determine the validity of the claim made by any person requesting the release of a child.

**ALLERGIES**
A number of children in our school community suffer from allergies, particularly to nuts. Therefore our tuckshop does not sell nut products including nutella and peanut butter. We ask you to refrain from including nuts such as peanuts and cashews in your child’s lunch.

**ASSEMBLY**
During 2013 Prayer Assembly is held at Sacred Heart Church each Monday morning from 8:50am. Year level assemblies are held weekly. Parents are welcome to attend all assemblies.

**BANKING**
School banking day is Thursday, with the school electronically conducting business with the Commonwealth Bank on the children’s behalf. The school receives 25 cents per deposit from the Commonwealth Bank for carrying out this service.

Information packages are available at the school office and further information regarding the operation of these banking arrangements.

**BEFORE AND AFTER SCHOOL CARE AND VACATION CARE**
St. Vincent's operates a Before School Care and an After School Care facility in the multi-purpose room between the hours of 7.00am to 8.30am and 3.00pm to 6.00pm each weekday from Monday to Friday. A Vacation Care program is also conducted during school holidays. Our ASC Coordinator may be contacted on 5572 3388 or 0428 185 008.

**BEHAVIOUR MANAGEMENT**
St Vincent's code of behaviour has been formulated with the ideals of our St. Vincent’s Covenant in mind. These are:

- Respect for the individual;
- A sense of justice, with respect for the truth;
- Christian values;
- The developmental level of the child;
- The need to bring the child to a sense of responsibility and a development of self discipline;
- Maintenance of a healthy self-esteem; and
- The need for the child to realise that choices are made by him/her and that for every choice there is a consequence.

Through this policy, we in the St Vincent's school community desire to establish the difference between the behaviour and the child i.e., the behaviour is seen as incorrect and not the child.

**BIKE RIDERS**
Children who ride to and from school must use bikeways where possible, wear a helmet for safety and park bikes in the bike-rack provided. It is recommended that bikes be locked to the bike racks during the day for safety. Bikes must be walked (*not ridden*) in school and church grounds.

**BUS SERVICE**
The school is serviced by SURFSIDE BUS COMPANY. Please contact the bus company for times and information.

Surfside - Ph. 5571 6555
Children are supervised onto buses each afternoon by teachers on duty.

**CHILDREN WITH SPECIAL NEEDS**
A Learning Support Teacher is available and this assistance is based on the individual needs of the child. Please approach the class teacher in the first instance if you have concerns about your child’s learning.

Student Support Team Meetings are offered as a support for parents whose children have developmental and/or social and emotional needs. The problems may be many and varied. Anxiety, lack of concentration, an inability to make friends, and delayed progress in learning are illustrative of the types of issues that may arise. In some cases, concerns can be addressed in one session while in other situations the support may need to be ongoing. Sometimes there is a need to refer parents to other agencies (e.g., a speech and language therapist).

We are fortunate to have the services of a trained Primary Guidance Counsellor who assists children with special needs as required. Parents who feel that their child(ren) would benefit from counselling are requested to contact the office for the appropriate referral forms.

For the enrolment of students with severe and complex disabilities, special support procedures must be followed. This procedure is outlined in the policy document entitled 'BRISBANE CATHOLIC EDUCATION - GUIDELINES - ENROLMENT SUPPORT PROCEDURES FOR CHILDREN WITH SPECIAL NEEDS'. The processes outlined in this document ensure that the rights of students with special needs are preserved and that correct enrolment procedures are followed.

**CURRICULUM**

There are nine Key Learning Areas; Religious Education, Mathematics, English, Science, SOSE (Study of Society and the Environment), LOTE (Languages Other than English), Health and Physical Education, Technology and Arts.

**Religious Education**

Religious Education endeavours to promote the religious literacy of students. This means that students develop a knowledge and understanding of the Catholic heritage and the skills required for them to be active and discerning participants in the Church, parish, and society.

Religious Education also encourages attitudes and values that are consistent with the teachings of Jesus in the Gospels and which, when lived out, help to transform society. Because we are a faith community consisting of parents, staff and children, the interaction within the community will convey Gospel values and beliefs. Children experience love, sharing, justice, forgiveness and reconciliation in the living Christian community at St Vincent's.

Class masses are celebrated each Friday. Masses for the whole school community are celebrated regularly, at least once a term. Weekly assemblies held each Monday morning commence with a thematic prayer or presentation. These celebrations are advertised in our weekly school newsletter.

**Languages Other Than English (LOTE)**
All students from Years 2-7 take part in an Italian language program.

The Arts
The school employs a qualified music teacher and each class attends at least one music lesson per week. Through exposure to music as a part of the school program, each child is encouraged to explore and enjoy music and so develop an understanding and appreciation of this art form. The opportunity is offered at various grade levels to join the school choir and take part in major festivals and celebrations. In Years Prep to Year 1, our music and drama specialists work together to plan and teach a ‘Performance Arts’ program. This combined program inspires confidence and enjoyment in music and drama.

Physical Education
All students take part in a weekly physical education lesson facilitated by a qualified Physical Education teacher. Areas covered throughout the year include swimming, athletics, ball games, and skill development for all team sports. The day of your child’s P.E. lesson will be advised in the newsletter. School sports uniform must be worn on this day. School based PE carnivals are as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Grades</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Swimming</td>
<td>Yrs 4-7</td>
<td>Term 1</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Yrs 1-7</td>
<td>Term 2</td>
</tr>
<tr>
<td>Athletics</td>
<td>Yrs 1-7</td>
<td>Term 3</td>
</tr>
<tr>
<td>Swimming</td>
<td>Yrs 1-3</td>
<td>Term 4</td>
</tr>
</tbody>
</table>

Resource Centre
All students are encouraged to utilise the resource centre facilities. The main aim of the resource centre is to encourage resource based, research orientated teaching and learning experiences for the students.

A qualified Teacher Librarian works closely with classes, assisting with program planning, development and teaching. This method is called C.P.P.T (Co-operative Program Planning and Teaching) and is very effective, as it promotes team work and problem solving between all participants in the program.

Please ensure that your child takes good care of borrowed books. All children must have a library satchel when borrowing from the Library. Unfortunately children will not be permitted to borrow without their library satchel. Library bags are provided, and will be issued to your child at the beginning of the school year.

ICLT (Information Computer and Learning Technology)
All classrooms are networked throughout the school to provide 24hr uninterrupted internet and email access. Each classroom has numerous computers ensuring computer skills are an integral part of the overall curriculum. A computer technician is responsible for overseeing the implementation of the new technologies within the school and maintaining the network.

**ADDITIONAL ACTIVITIES**

**Camps**
Students in years 4-7 take part in annual class camps. The venues and dates of these camps are advertised well in advance and participation in these activities is considered essential for all students.

<table>
<thead>
<tr>
<th>Camp Venues</th>
<th>Yr 4</th>
<th>Tyalgum Ridge Retreat</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Yr 5</td>
<td>Lake Ainsworth</td>
</tr>
<tr>
<td></td>
<td>Yr 6</td>
<td>Lake Ainsworth</td>
</tr>
<tr>
<td></td>
<td>Yr 7</td>
<td>Canberra</td>
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</tbody>
</table>

**Sport**
St Vincent's is proud of its fine sporting record and participation in a wide variety of individual and team sports is encouraged. All children in Years 5 - 7 participate in the Gold Coast South Zone Inter-School competitions during the winter seasons. These sports include, netball, cricket, soccer, AFL and rugby league. Children are coached by St Vincent’s staff. For the summer season, children participate in intra-school sport incorporating Super 10's cricket, canoeing, golf, basketball, oztag, Pilates, water polo, beach volleyball, ice skating, tennis, tenpin bowling and table tennis.

**Musical**
St. Vincent’s is renowned for the musical productions staged biannually. Opportunity to audition for roles is offered to children in Years 5 - 7. The school will present our next musical in 2013.

**Public Speaking**
Many teachers choose to enter their classes in the verse speaking section of the Gold Coast Eisteddfod. Our school has collected many trophies over the years, including the Maggie Lovejoy trophy for the best overall performance.

Children in Years 6 & 7 may be invited to enter the AB Paterson Public Speaking Competition.

**Wakakirri**
Each alternate year, children in years 6-7 are invited to audition for the Wakakirri Story Festival. The Festival is about creating, presenting and sharing their stories. The aim of the festival is to promote sustainable environmental practices in the Australian community through the arts. Wakakirri will once again be held in 2014.
EXTRA CURRICULA ACTIVITIES
The following activities incur an additional cost. Please make enquiries at the school office.

Instrumental Band Program
Participation in this program is open to students in Years 4 - 7. The aim of this program is to give students the opportunity to learn a musical instrument which provides ensemble/concert band experience thus developing performance skills. This complements classroom programs in the development of music throughout the school and extends the dimension of the school music program.

Lessons, conducted weekly, and in school time, are of half an hour duration, and are in groups of three to eight students. There is also a band rehearsal every week before school.

Speech and Drama
A Speech and Drama teacher is available for small group tuition (in school time) for students from Year 2. This program aims to encourage and develop in each student, an awareness of effective communication skills and appreciation of language. It further aims to develop self esteem and confidence through lessons that are stimulating, interesting and enjoyable.

Art
Art lessons are available after school each Wednesday and Thursday at school.

Dancing
Dancing classes are held in the school hall after school. Information is available at the school office

Tennis Lessons
A tennis coach is available for group lessons before and after school.

Runners Club
Children from all year levels may participate in runners club which is held each Monday and Wednesday mornings from 7:30am.

DROP OFF AND PICK UP
The driveway near the school office is an **ENTRANCE ONLY**. Use this entrance if you wish to use the drive through. All vehicles must turn left at Fairway Drive when exiting the drive through.

Parents may collect children from the car park in front of Casey Hall or their children may wait supervised at the church. The following rules are made in the interests of safety and must be adhered to at all times:

- Please take note of the signs and road markings which indicate traffic flow etc. Parents must park in a marked parking-bay before dropping off or picking up children before and after school in the car park.

- The drive through now has two lanes

- The drop off / pick up zone in front of the school hall is a 'NO PARKING ZONE'. Its success relies on a queuing system. Children can only enter and exit the car from the lane next to the path. The other lane is for cars to pull out and exit. Do not leave your car. Your child will be directed to your car by staff.

- The far right lane is to pass through this area (without stopping) to park or exit.

- Please place a sign with your family name (organised by the class teacher) in the left hand side of your car. This enables the duty teachers to know which children to direct to the correct car and therefore helping to keep the process working smoothly.

- Prep and Year 1 children are presently collected from 2:45pm – 3:00pm.

- The drive through is supervised until 3:30pm. At this time, children not yet collected will be taken to the school office and parents will be contacted.

**EMERGENCY EVACUATION**

Evacuation and/or lock down of the school is carried out at regular intervals so that children are conversant with procedures should an emergency occur. Parents are asked not to come to the school at these times.

**ENROLMENT POLICY**

St Vincent's and St Kevin's Primary Schools were established by the people of the Surfers Paradise Catholic Parish to provide for the educational needs of the children of parish families. The primary purpose of these schools is to nurture and educate the whole child through and by the principles, traditions and teachings of the church and within a community of faith.
In recognition of the importance of the relationship between the Catholic school and the parish community and with due reference to Archdiocesan policies and practices, the following criteria are adopted to establish priorities for accepting enrolments.

ENROLMENT PRIORITY CRITERIA:

1. The child is a sibling of student/s who is/are enrolled at and attending St Vincent’s.
   or
   The child is a baptised Catholic whose family can demonstrate ongoing involvement in the life, worship and service of the Surfers Paradise Catholic Parish.

2. The child is a baptised Catholic whose family can demonstrate ongoing involvement in the life, worship, service of another parish and now seeks to participate actively in the life, worship and service of this parish.

3. The child is a baptised Catholic whose family resides in Surfers Paradise Catholic Parish and whose family is committed to and guided by the values of the gospel and the traditions of the Catholic Church.

4. The child is baptised Catholic, his/her family is committed to and guided by the values of the gospel and the traditions of the Catholic Church and has appropriate reasons for not enrolling the child in their own parish school.

5. The child, though not baptised as a Catholic, belongs to a family that can demonstrate some meaningful relationship with a Christian tradition and is committed to and guided by the values of the Gospel and accepting of the traditions of the Catholic Community.

6. The child, though not Christian, belongs to a family that shares our values and wishes to join our community.

The Principal, in consultation with the Parish Priest, may exercise discretion regarding applications where pastoral considerations apply and, therefore, may determine a child’s eligibility beyond the stated criteria.

GENERAL REQUIREMENTS:

- The child must have attained the age of five (5) years by 30 June in the year they begin Prep.

- Parents are to familiarise themselves with the Priority Criteria and clearly indicate under which category they intend to apply for enrolment.

- Children with special needs will be considered in accordance with Brisbane Catholic Education Office procedures.
• All enrolment applications must be accompanied by:
  • Documentary evidence of birth
  • Documentary evidence of Baptism, and if applicable appropriate
evidence to demonstrate commitment and/or involvement in the
Surfers Paradise Catholic Parish
  • Copy of the latest school report (if applicable)
  • Copy of any court order verifying legal custody and/or access
  (if applicable)
  • Payment of the application fee of $55 for the 1st child enrolled in a
  family

N.B: Enrolment applications will not be processed until all documentary requirements
have been completed. Failure to complete these requirements may delay or affect the
acceptance of the application.

CONDITIONS OF ENROLMENT:
  1. Families accept the Surfers Paradise Catholic Parish Enrolment Policy.
  2. The student participates in the school curriculum which includes the nine Key
Learning Areas, camps and excursions and sport.
  3. Parents are expected to continue their involvement in the life, worship and
service of the Catholic Parish of Surfers Paradise and are expected to accept
a sincere commitment to give their child every opportunity to experience the
fullness of their faith.
  4. Parents are expected to support and encourage the living out of the Gospel
values and the standards of behaviour that these imply.
  5. Parents are expected to accept and support all school, uniform and behaviour
policies and procedures which have been formulated for the efficient
management of the school and the safety and welfare of children and visitors.
  6. Parents are expected to commit themselves to the payment of school fees and
charges.

ENROLMENT PROCEDURES:
  1. Enrolment applications can be made at any time by obtaining an ‘Application for
Enrolment Form’ from the school office Ph: (07) 5572 1688 or via the school
website www.stvincentsp.sqd.edu.au
  2. Interviews for Prep occur during first semester of the year before the child
commences. Interviews for other year levels occur as needed.
  3. Applications are considered by the Principal, in consultation with the Parish Priest
and decisions about enrolments will be communicated in writing.
4. Late applications or applications for enrolment to commence during the year are always considered with due regard to the eligibility priority criteria. However, offers of an enrolment for such applications are contingent upon the availability of places in particular year levels.

A non-refundable application for enrolment fee of $55.00 per family is charged when lodging the application for enrolment.

**FEES**
The 2013 fee includes school tuition, building fund, P & F Levy, all books and stationery items, excursions and camp (co payment required for Year 7 trip to Canberra), swimming lessons, interschool sports cost, cost associated with participation in interschool carnivals, dance fever and gym programme. Band, private speech and drama lessons, uniforms (including rash shirts) fundraising for charities, printed Year Book (if ordered), school photos and school bag are not included.

<table>
<thead>
<tr>
<th></th>
<th>One child</th>
<th>Two children</th>
<th>Three children</th>
<th>Four children</th>
<th>Five children</th>
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<tbody>
<tr>
<td></td>
<td>$740.00</td>
<td>$1,010.00</td>
<td>$1,250.00</td>
<td>$1,490.00</td>
<td>$1,705.00</td>
</tr>
<tr>
<td>(This fee includes P &amp; F Levy)</td>
<td>$2,960 per annum</td>
<td>$4,040 per annum</td>
<td>$5,000 per annum</td>
<td>$5,960 per annum</td>
<td>$6,820 per annum</td>
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</tbody>
</table>

Additional charges apply for the Years 5, 6 and 7 to incorporate Computer Hire

**Payment Methods**
School fees are invoiced at the commencement of each term and are payable within 14 days. They may be paid by Bpay, cash, cheque, bank debit, or credit card (Mastercard or Visacard). EFTPOS facilities are available at the school office. Credit card payment may be made in person at the school office or by telephoning the school and providing the relevant card details.

A periodical payment authority can also be completed to have fees deducted from a bank account. This facility, lodged with the Archdiocesan Development Fund via the School Office, does not attract bank fees. One deduction, on the 25th of each month, is made over the period 25th February to 25th November.

**Non-Payment of School Fees**
If circumstances prevent payment of the fees by the due date, please contact the Financial Officer, Sharon Simmons, at the school office, as soon as possible to arrange alternative payment.
In accordance with BCE Policy, fees in arrears at the end of the school year where no arrangements have been made for payment, may be placed in the hands of a debt collector for recovery and enrolment/s may be cancelled.

**NOTE:** Payment by cash should be made in person and a receipt obtained at that time.

**CONCESSIONAL FEES**

**Introduction**
Fee concessions will be determined on the basis of a just and equitable formula. Any reduction in fees will be looked at in terms of the financial needs of the family concerned, and their responsibility to full-fee paying parents and the efforts these parents make in paying their fees.

The granting of a fee concession at St Vincent’s School does not imply an obligation for a concession to be granted at an Archdiocesan college.

**Procedures**
1. Families wishing to apply for fee concessions contact the school finance officer, Ms Sharon Simmons who supplies the form *Application for Concession on Fees*.
2. Parents complete the form and supply the relevant documentary evidence. A taxation statement for the last year, pay slips and the income statement from Centrelink are all necessary and evidence of income with rental receipts, bank or building society statements as evidence of housing cost.
3. Using the *Fee and Building fund Levy Concession Worksheet*, provided by Brisbane Catholic Education, together with the current *Henderson Poverty Lines* data, it is determined what the fee to be paid is or whether further clarification from parents is required.
4. Parents may be requested to attend an interview, however if all paperwork is provided, an interview may not be necessary.

**Concession Formulae**
The formula for determining a reasonable fee payable for a family is based upon the total disposable income of the family less basic housing costs. The resultant income is then compared to the ‘Poverty Line’ for Australian households and a sliding scale is then applied. No allowance is made for repayments on holiday houses or hire purchase contracts.

**HAIR POLICY**
While reasonable latitude is permitted in hair styles, extremes are to be avoided. The style adopted should be consistent with a general neat and tidy appearance. Excessively short hair is not acceptable. Hair which is longer than shoulder length must be tied back. Hair ribbons or scrunchies should be green or white and are available.
from the uniform shop. Any style which sharply contrasts different lengths or colour of hair is not acceptable. The final decision on acceptability is at the discretion of the principal.

HEAD LICE
Head lice are contagious and it is therefore difficult to eliminate them from our school environment. Please check your child’s head regularly and inform your child’s class teacher or the office if your child has nits or lice. An alert notice will placed in the newsletter.

HEALTH AND DENTAL CARE
The School Dentist visits the school annually. Parents are contacted by letter about any particular problem which has been diagnosed. These services have been most successful in diagnosing visual, auditory, and dental problems. If the problems are diagnosed, suggestions are usually made about how parents can assist in remedying these, and in the case of dental care, treatment (with parental permission) will be administered.

HOMEWORK
Rationale:
Learning is life long and not simply restricted to school. Indeed children come to school having mastered many skills.

Homework is a contract between the student and the teacher which extends the school learning experiences into the home environment. Parents as co-educators are encouraged to support this contract and provide guidance where appropriate.

The completion of homework, as with all learning, is the responsibility of the student.

Aims:
• to consolidate work learnt at school;
• to increase confidence and enjoyment in learning;
• to give parents an opportunity to affirm, to know what is being taught, and to monitor their children’s progress;
• to develop long term discipline of managing self-learning; and
• to encourage children to be creative and take some initiatives in their own learning.

Role of Parents:
• Provide an attractive quiet work area;
• Negotiate or establish timetable and routine for homework;
Encourage children to work efficiently and set a reasonable time limit;

Maintain a positive approach and avoid creating a conflict situation;

Sight, and where necessary, assist with homework;

Provide a note of explanation for non-completion of homework - as a courtesy to the teacher;

Be creative in encouraging the ongoing home learning of your children through:

- lots of family conversation
- story telling (esp. bedtime)
- jokes
- discussion
- family conferences and sharing decisions.

ILLNESS / ACCIDENTS AT SCHOOL
For injuries of a minor nature, first aid will be administered at school. If your child is ill you will be asked to collect him/her as soon as possible. Should a serious illness or accident occur, every possible effort will be made to contact parents, although it may be necessary to seek immediate medical assistance. It is essential that the school has current contact numbers and all relevant medical information.

LOST PROPERTY
Each child is responsible for their personal property. Therefore it is essential that all personal property is clearly named.

A lost property bin is situated outside the staffroom. Lost property which is unnamed and unclaimed for three months will be donated to the St Vincent de Paul Society.

MEDICATION
If your child requires medication to be administered throughout the school day you must advise the office staff. Before medication can be administered we require written permission from your medical practitioner. Medication must be labelled with the following information:

- Child’s Name
- Child’s Grade
- Dose required
- Time to be medicated

NEWSLETTER
The newsletter and bulletin is published each alternate fortnight and is distributed to all families via their email address each Thursday. Additional email addresses can also be listed making it possible for other members of the extended family eg grandparents, to also receive the newsletter. Additional notices from the class teacher may be sent home at other times.

OFFICE HOURS
Parent Reception Office Hours: 8:00 am – 4:00 pm (Monday to Friday)

Student Reception Office Hours 8:30 am – 3:00 pm (Monday to Friday)

The school administration staff are in the office during these hours.

PARENTAL INVOLVEMENT
There are many opportunities for families to become involved in our community and we invite you to become an active participant in your child’s education. Please join us for our weekly assemblies, class and school masses. Feel free to join our Parents and Friends Association and the Parents Social Club. In addition, you will be invited to participate in other class and school events throughout the year.

Parent Visits
Parents may be invited at times to assist in a variety of capacities at the school. This may include tuckshop duty or assisting with classroom activities. If you envisage helping in this manner it is essential that you attend a Volunteers Session. These are advertised in the school newsletter. It is essential that all parents register at the office in the visitor’s book. You will be issued with a visitor badge. This simple procedure is to ensure the safety of our children.

Parents must ask the teacher before entering classrooms or speaking to students.

Parent Concerns
Any parent who feels concerned about any matter relating to his/her child at school should make contact with the class teacher. This includes matters relating to other children. Usually, concerns are successfully dealt with at this level. Should the matter require further attention, an appointment can be made with a member of the school administration.

PARENTS AND FRIENDS’ ASSOCIATION
The Parents and Friends’ Association is vital to the successful running of the school and is an integral part of the school community. It assists with fundraising activities necessary to purchase many school resources, and helps to develop a sense of
belonging and community among parents and students at the school. As well, the Association has a more fundamental role as an instrument of consultation and collaboration between those who are the primary educators (you, the parents) and those who are the professional educators (administration and teaching staff).

The P & F’s committee’s pledge is to:
“Treat all parents and friends of the school with courtesy and respect, and to deal with all matters coming before us impartially and in the best interest of the majority.

The Parents and Friends’ Association meets once per term. in the staffroom. Meetings are at 7.00 p.m. The details of information and date will be published in the newsletter. Your participation is not only sought but considered vital for the continued welfare of the school.

ST VINCENT’S NIGHT
Our bi-annual school fundraising event St Vincent’s Night is a wonderful celebration which highlights our school’s sense of community. As this evening is the P & F’s major fundraiser all families are encouraged to become actively involved.
OUR PARISH
St Vincent’s belongs to the Surfers Paradise Parish. Families are invited to celebrate mass at Stella Maris (Broadbeach), Sacred Heart (Clear Island Waters), or St Vincent’s (Surfers Paradise) and become active members of the parish family.

PARISH PRIEST: Fr Tim Harris

ASSOCIATE PASTORS: Fr Paul Taubman
Fr Noyichan Mamoottil

PASTORAL ASSOCIATE: Mrs Sue Thomas

MASS INFORMATION: Phone 5575 2366 - PARISH OFFICE: 5572 5433

CHURCH ADDRESSES
St Vincent’s Catholic Church
40 Hamilton Avenue
Surfers Paradise

Sacred Heart Catholic Church
50 Fairway Drive
Clear Island Waters

Stella Maris Catholic Church
Parish Office and Presbytery
268 Hedges Avenue
Broadbeach
50 Fairway Drive
Clear Island Waters 4226
PH: (07) 5572 5433
FAX: (07) 5572 5262

WEEKEND MASSES

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<thead>
<tr>
<th></th>
<th>Sacred Heart</th>
<th>St. Vincent’s</th>
<th>Stella Maris</th>
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<tr>
<td>Vigil</td>
<td>6:00 pm</td>
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<td>Sunday</td>
<td>9:00 am</td>
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<td>6:00 pm</td>
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<tr>
<td>Polish Mass</td>
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<td>10:30 am</td>
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<td>Italian Mass</td>
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<td>6:00 pm</td>
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MASS TIMES PH: 5575 2366

RECONCILIATION

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<th>Sacred Heart</th>
<th>St. Vincent’s</th>
<th>Stella Maris</th>
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<tr>
<td>Saturday</td>
<td>5:00 pm</td>
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RECORDS
When a child is enrolled at the school, certain items of information are obtained and recorded in accordance with the BCEC Privacy Guidelines. These guidelines are available on request. Should there be changes to these, we would appreciate you advising us. Matters about which we would wish to be informed are changes in the following:

- Address
- Child’s Health
- Telephone numbers including work and mobile numbers
- Doctor
- Family circumstances (e.g., death, divorce, separation)
- Any factors which may have an influence on a child's behaviour or attitudes.

NOTE: If a Court Order concerning custody of a child exists, the original document will need to be sighted by the Principal and a copy made and kept by the Principal.

REPORTING PROCEDURES
For assessment purposes, the school year is divided into two semesters - January to June and July to December.

Parent/Teacher Information Night: This is held at the beginning of each school year for all classes. All parents are invited to attend this night to meet the class teacher, to learn more about his or her expectations for your child and the class activities for the year. The date and venue for this meeting is advertised in the school newsletter.
Reporting:
It is expected that parents attend a Parent/Teacher meeting to discuss their child’s progress for Term 1. A written report will be issued in the last week of Term 2. In Semester 2, formal report cards are issued in the second last week of Term 4. Parents are invited to attend an interview if they wish.

Parents are encouraged to discuss any aspect of their child's growth with the child's teacher. Appointments can be made by contacting the teacher or school office to arrange a mutually agreeable time.

SACRAMENTAL PROGRAM
Faith Education takes place in a number of different contexts:

- the family
- the school
- the parish

The sacramental program is organised by the parish. Parents are required to attend a meeting prior to the child celebrating each sacrament. At this meeting details of the program and the celebration will be outlined. Preparation for the sacraments is in the family setting with the parents guiding the children through a set program. Dates for enrolment in sacramental preparation groups will be advertised in the school and parish newsletters prior to meetings.

The child will be judged ready to receive the sacraments if the child demonstrates appropriate faith development, adequate on-going faith support is assured and continued faith education is accessible to the child.

This understanding of readiness means that one child may receive the sacraments in Years 2, 3, 4; while another may receive the sacraments in Years 3, 4, 5, and so on....

The sacraments which the children are invited to celebrate during the year in our school are as follows:

- **Baptism** Usually received as an infant
- **Reconciliation** Year 2
- **Confirmation** Year 3
- **Eucharist** Year 3

*In order to participate in the sacramental program children must first be baptised in the Catholic faith.*
SCHOOL HOURS
First Bell 8:40 am  Classes commence
Break One 10:50 am – 11:20 am
Lunch 1:20 pm – 1:30 pm Supervised eating time
1:30 pm – 2:00 pm Play
School Finishes 3.00 pm for years 2-7
2:45 pm for Prep and Year 1

SCHOOL SONG
Written by Peter Bartlett

We were founded in Surfers Paradise
A one room school in a city of lights
And over the years we’ve developed with the coast
To Fairways today we are the most
We are St. Vincent’s proud and true
We’ll stick together in everything we do
Jesus is in us, you and me
Misericordia-Mercy
We’ve Mackillop and Mercy
Shannon, Vincent too
Our colours are red, green, yellow and blue
It’s sport every Friday, we always try our best
The other teams put us to the test
Our cultural program is to teach
Music and dancing, drama and speech
Our instrumental show band rehearses every week
And Italian language we learn to speak
We’ve community spirit at our school
Our friends and teachers are all so cool
Every day we learn and play
It makes me happy so I say

SUPERVISION BEFORE AND AFTER SCHOOL
Staff are rostered for duty in the school grounds between 8:20 - 8.40am and from 3:00 – 3:25pm. Children should not arrive before 8.20am and must leave at the specified time. Teachers are not responsible for the safety of children before 8:20am or after 3:25pm (school organised & supervised activities excluded). Children not collected on time are required to report to the school office. While every effort will be made to contact parents, children who are not collected and consequently left unsupervised at school (if noticed) will be taken to Outside School Hours Care where their safety can be assured. The cost of this care will be borne by parents.
SWIMMING
The swimming program operates in first term for grades 2-7 and in fourth term for grades 1 to 3. The cost for the swimming program is included in the school fees. The Year 7 students participate in a Surf Safety Certificate conducted by Queensland Surf Life Saving.

TERM DATES 2013

TERM 1:  Wednesday, 29th January, 2014 - Thursday, 4th April, 2014

TERM 2:  Monday, 22nd April, 2014 - Friday, 27th June, 2014

TERM 3:  Monday, 14th July, 2014 - Friday, 19th September, 2014

TERM 4:  Tuesday, 7th October, 2014 - Friday, 5th December, 2014

TUCKSHOP
The school tuckshop is open every day. A comprehensive morning tea and lunch menu is offered. Our tuckshop has teamed up with MunchMonitor to offer a convenient and easy way to order your child(ren)’s morning tea and lunch.

Parents are encouraged to roster themselves once a month for tuckshop duty. To do so, telephone the school office (Ph: 5572 1746) and register your name and phone number with the tuckshop convenor.

TUCKSHOP PROCEDURE
- order up to 4 weeks in advance (edit or delete the order right up until 9:00am on the day)
- no more lost or forgotten lunch orders and money
- top-up the account using VISA/MasterCard online or using cash at the canteen.
- access account statements online
- No child is allowed at the tuckshop before 1:30pm bell
- Tuckshop closes at 1.55pm sharp
UNIFORM / DRESS STANDARDS
A standard of appropriate dress must be maintained at all times. It is therefore essential that parents and the school have the same set of values in this regard. There will be no deviation from the set school uniform.

Prep and Year 1 Girls and Boys
- Green Tartan Shorts (girls) Green shorts (boys)
- White polo with tartan trim or green St Vincent's polo T-shirt
- School socks
- Predominately white joggers
- School hat (Red – Prep and Green – Yr 1)
- Long hair must be secured with bottle green or white ribbons

GIRLS Year 2 - 7
SUMMER: White school blouse
- Green tartan skirt
- School socks
- Black leather lace up shoes
- School hat (Baseball/Legionnaire/Bucket)
- Long hair must be secured with bottle green or white ribbons

WINTER: As above with school tracksuit

BOYS - Year 2 - 7
SUMMER: White school shirt
- Bottle green shorts
- School socks
- Black leather lace up shoes
- School hat (Baseball/Legionnaire/Bucket)

WINTER: As above with school tracksuit

Sports Uniform Years 2 - 7
GIRLS Bottle green pleated netball skirt or school shorts,
- White t shirt with green trim
- School socks
- Predominately white joggers

BOYS Bottle green nylon shorts
- White t shirt with green trim
- School socks
- Predominately white joggers

Students may wear a watch, small plain silver or gold studs or sleeper earrings (less that 1.5cm in diameter). One stud or sleeper only per ear may be worn. A Religious symbol (eg small, plain cross worn around the neck) may also be worn. Please note: this is subject to the Principal's approval.
Complete school uniform must be worn on all school days unless otherwise advised. St Vincent's uniform school bags - hand held or back packs, small and large (not compulsory) are available from the bookshop.

UNIFORM SHOP
The uniform shop, located in the administration block, has uniform requirements and school bags.

"The Catholic School will recognise the decisive role of parents as the first and foremost educators of the children. This is achieved through the involvement of parents in a partnership relationship in the provision of education programs designed to aid the family and in the development of policy and management of the school."

(Self Renewing Catholic Schools in Queensland, October 1986,
A policy statement by the Conference of Catholic Education, Queensland)