

# St Vincent's

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## PARENT HANDBOOK



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## *Charism*

*Our school motto, Misericordia, means mercy. Mercy is God's compassion in action; God's loving kindness reaching out to all. Mercy is love in action.*



## *Letter from our Principal...*

*Dear Parents,*

*Welcome to Prep at St Vincent's Primary School, Clear Island Waters.*

*St Vincent's Primary School offers the latest in teaching and learning, technology, extra curricular activity and the benefits of being a high quality, inclusive Catholic school.*

*We offer our students an environment that supports personal growth based on Christian values and we encourage students to develop an understanding and knowledge of other cultures, languages and environmental and social issues.*

*The staff and I look forward to sharing with you, the important task of fulfilling your child's needs, as they grow and develop. St Vincent's believes in the partnership between students, staff, parents, parish and our local community.*

*We look forward to developing this partnership for the benefit of your child.*

*Although a handbook can hardly begin to convey the warmth and vibrancy of our school community, I hope that it provides an introduction to who we are and what we stand for.*

*The purpose of this booklet is to inform parents of our policies, procedures, organisation and facilities, in the hope that transition from home to school, or in some cases from one school to another, will be a pleasant experience.*

*I wish you a long and happy association with St Vincent's Primary School.*

*May God bless our combined efforts.*

**David Sewell | Principal**



## *Useful School Info...*

### **2021 School Terms**

<b>Term 1</b>	Wednesday 27 January - Thursday 1 April (10 weeks)
<b>Term 2</b>	Monday 19 April - Friday 25 June (10 weeks)
<b>Term 3</b>	Monday 12 July - Friday 18 September (10 weeks)
<b>Term 4</b>	Monday 5 October - Friday 3 December (9 weeks)

### **School Times**

School office is open from 8.00 a.m. – 4.00 pm (Monday to Friday)

<b><u>First Bell:</u></b>	8:40am Classes commence
<b><u>Break One:</u></b>	10:40am - 11:10am
<b><u>Break Two:</u></b>	1:10pm - 1:40pm
<b><u>School Finishes</u></b>	2:45pm for Prep and Year 1 2:55pm Prep, Yr 1 & siblings in Yrs 2– 6 3:05pm All other students

## *School Contact Details*

<b>TELEPHONE:</b>	07 5572 1746 or 07 5572 1688
<b>EMAIL:</b>	probina@bne.catholic.edu.au
<b>WEBSITE:</b>	www.stvincents.qld.edu.au

## *Communication*

It is essential that the school has the most up to date phone and email contact details.

We ask that you download the BCE Connect App to your phone as this is the primary method of receiving notifications & alerts from the School.

In the classroom setting, we encourage open communication between all staff and parent/legal guardians. Please feel free to raise and/or discuss any concerns or issues with your child's classroom teacher as is necessary. When emailing, please bear in mind that being able to access emails is not always possible first thing in the day, so please be understanding that our teachers will endeavour to get back to you within 48hrs.

### **Newsletter**

A school newsletter is published weekly and is distributed to all families via email and is also available on BCE Connect and the Parent Portal.

## Our Story...

St Vincent's Primary School, Clear Island Waters, is part of the Surfers Paradise Catholic Parish.

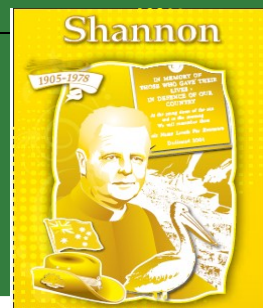
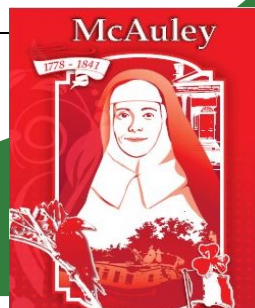
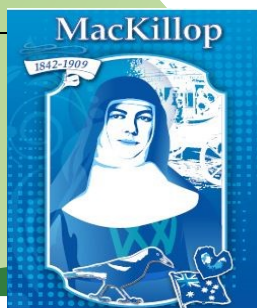
We have seen enormous growth since 1946, when Fr Neal Shannon was appointed as Parish Priest of Surfers Paradise and the Sisters of Mercy were engaged to administer and service the educational and spiritual needs of the children of the Parish.

In 1949 Sr Mary Flora was appointed as the inaugural Principal of St Vincent's Primary School with 30 children & while the church continued to be used as a school, with enrolments growing to approx. 150 students by 1954 construction on a second story began followed by a new parish church in 1963.

Many dedicated & passionate people have shaped & contributed to the development of such a vibrant and flourishing community, from our humble beginnings as a single story building to where we are now as one of the largest co-educational primary schools (Prep – Year 6). Not to mention, when you visit the Sacred Heart church today which can hold up to 1000 parishioners, it is such a contrast to when our little wooden church was at capacity with only 60 parishioners.

## Our House & Class Colours & Why?

<p><b>St Mary of the Cross MacKillop</b></p> <p>St Mary of the Cross MacKillop, our first Australian Saint, is also the Patron Saint of the Archdiocese of Brisbane. Along with Julian Tennison Woods, she founded the Sisters of St Joseph.</p> <p>Mary MacKillop dedicated her life to giving quality education to all children especially the poor and disadvantaged.</p>	<p><b>St Vincent de Paul</b></p> <p>St Vincent de Paul, lived a life of service. Moved by compassion for the poor and disadvantaged, lived his life through acts of charity.</p> <p>St Vincent founded the Vincentians and Sisters of Charity.</p>
<p><b>Catherine McAuley</b></p> <p>Catherine McAuley's legacy celebrates St Vincent's long association with the Sisters of Mercy. Our School Motto; Misericordia is the foundation of the Mercy Qualities valued at St Vincent's.</p>	<p><b>Fr Neal Shannon</b></p> <p>Fr Neal Shannon was the inaugural Parish Priest of Surfers Paradise Parish. We honour Fr Shannon as a symbol of our ongoing partnership with the Surfers Paradise Parish.</p>





## *Our 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.

<b><u>PARISH PRIEST:</u></b>	Fr Peter Dillon
ASSOCIATE PASTOR:	Fr Paul Kelly
SACRAMENTAL CO-ORDINATOR:	Mrs. Cathy Anderson
PARISH MANAGER:	Mrs. Sonya Slater
PARISH SECRETARY:	Mrs. Marylou Ayres
PARISH ASSISTANT:	Mrs. Pat Kelly



### **PARISH OFFICE & PRESBYTERY**

50 Fairway Drive  
Clear Island Waters 4226

PH: (07) 5572 5433

FAX: (07) 5572 5262

**MASS INFORMATION:** Phone 5595 8466

### **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**

254 Hedges Avenue  
Broadbeach



## *Letter from our Parish Priest...*

Dear Parents,

An Excellent Choice!

One of the most valued resources of the Surfers Paradise Catholic Parish is St Vincent's Primary School which has had a long and valued presence on the Gold Coast. For over 65 years it has provided a highly regarded environment for primary school children to learn the values of academic achievement and as well as the importance of being confident and gifted contributors to the community.

This hard-earned reputation in a very competitive education field on the Gold Coast is true testament to the vision of the parish pioneers, but most importantly to the commitment of the present parents and staff who believe passionately in the dignity & giftedness of every child.

Great care is taken to provide a safe, contemporary and pleasant setting for students to become aware of their talents and the opportunities that are offered to them through the school's excellent teaching and administration staff.

The connection of the school with the local Catholic Parish community is vital for the faith development of the students, all the children and their families are encouraged to embrace the full range of sacraments and liturgies which are part of the everyday activities of the school. Under the very capable Leadership of Mr David Sewell and his Leadership team.

I invite you to become involved in all opportunities offered to anyone who wishes to provide their children with a quality education, Catholic Christian values and the best environment for the beginnings of a lifelong journey of learning.

St Vincent's Primary School is the type of school we all wished we had attended, where all pupils are encouraged to let their talents shine and to use them for the enrichment of themselves and others. St. Vincent's Primary School is what all schools strive be like, and you are fortunate to have found it.

*Fr Peter Dillon*

Parish Priest

Surfers Paradise Catholic Parish



## *Absentee's and Signing in & Out of School*

### **Being Absent from School**

Regular attendance at school is essential for a child's learning and social relationships. When your child is absent, please notify us through the school app BCE Connect.

- ◆ Under the Education Act, children are not to be kept home for reasons other than illness and exceptional circumstances.
- ◆ During term time, if you experience a lengthy absence, due to illness please inform the school at your earliest convenience.
- ◆ If you are going on holiday, please contact the school to arrange any necessary paperwork

### **Late to School/Early to Leave**

- ◆ Each student is issued a 'bag tag' to attach to their bag.
- ◆ Children who arrive after 8.40am are expected to sign in electronically through the student office by their parent/guardians.
- ◆ Any students leaving early must be signed out electronically through the parent office by their parent/guardians.
- ◆ Students are not permitted to leave the school grounds during school hours on their own accord.
- ◆ Student/s will only be released to those listed in our system or an authorized person.
- ◆ When necessary, the Principal will determine the validity of the claim made by a person requesting the release of a student.



## *Health & Well Being*

### **Sick/Injured Students**

If your child is injured or becomes unwell, the teacher will send the child to the Sick Bay with continued care instructions, and if necessary the office staff will notify the parent/caregiver to arrange collection.

### **School is not the place for sick children or staff members**

- ◆ Promote and follow personal hygiene measure
- ◆ Frequent hand washing
- ◆ Avoid touching face
- ◆ Cover coughs and sneezes with arm or tissue
- ◆ Tissues in the bin and then wash hands
- ◆ Don't share food or drink

In accordance with the Department of Health Time Out guidelines, children with any infectious diseases must be excluded from the school for specified times.

Please contact the office for any additional information or concerns.

### **Medication & Health Care Plans**

- ◆ Medication will ONLY be administered by the office staff when it is prescribed by a doctor, has a current pharmacy label noting the child's name and a current completed Student Medication Request Form.
- ◆ If at any time a child requires medication and the Student Medication Request Form has not been completed, parents will need to come to school to administer.

### **Panadol/Paracetamol**

Office staff are able to administer ONE EMERGENCY DOSE of paracetamol to a child if a current Panadol authority form is on record and the child will then have to be collected from sick bay.

*The Student Medication Request Form & Authority to Administer Paracetamol in an Emergency is available on BCE Connect, the Parent Portal & the school website.*

## *Parental Involvement*

Even though we can no longer go into the classroom physically, you can still assist by :

- ♦ Joining the P & F
- ♦ Reading the noticeboards and newsletters
- ♦ Supporting special events
- ♦ Reading and talking with your child daily
- ♦ Supporting our rules and any consequences involved

### **Parent Volunteers**

We are hoping that in the future our families will be able to assist in the tuckshop or classroom activities.

**All volunteers must complete the Volunteer Training ONLINE this is available on the Brisbane Catholic Education Website — quick link “Volunteers/Other Personnel Training”.**

- ♦ Once this is completed, drop the certificate into the office
- ♦ To remain current on our volunteers list, a signed renewal form is required each year.
- ♦ Parents **do not** require a Blue Card to volunteer at the school, all other relatives do.
- ♦ It is essential that all volunteers, sign in at the office when they arrive and carry the visitor's pass whilst in the school.
- ♦ All volunteers are asked to sign out via the office when they leave.

By following these procedures, we will ensure the safety of the children and comply with our Workplace, Health and Safety requirements.

In the event of a fire, fire drill or lock down, all visitors to the site must follow the evacuation and/or lock down instructions. These will be covered in the volunteer training sessions.

Please note: Each class teacher determines how many volunteers s/he requires and the days that they are needed.

### **Parent Concerns**

If you have any concerns relating to your child, the first point of contact should be the **classroom teacher**.

### **Commonwealth Bank School Banking**

Friday is Banking Day!

The school receives 25cents per deposit from the Commonwealth Bank.

If you are interested in helping out with banking please contact office.



# Curriculum

## **Specialist Teachers in Prep**

Your child will come in contact with a number of different staff members in Prep next year. Some areas of the curriculum are taken by specialist teachers are:-

Physical Education	Library	Music	Italian
Mr Brennan	Mrs Brennan	Mrs Bode	Mrs Uliana

## **Religious Education**

We continually endeavour to promote religious literacy to the students. This means we hope they 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.

All religious celebrations are advertised in our school newsletter or bulletin.

## **Reporting**

For assessment purposes, the school year is divided into two semesters. Semester One is from January to June and Semester Two from July to December. In the last week of both semesters, an electronic report is issued via the Parent Portal.

***Instructions on how to access the Parent Portal is available in your Prep pack.***

## **Enhancement Team**

We work collaboratively to enhance and empower our community by developing a whole school commitment to inclusive education and wellbeing.



*Enhancement Team Members include:*

*Support Teacher: Inclusive Education*

*Enhancement Teachers*

*Community Support Liaison*

*Guidance Counsellor*

*School Officers*

## **Children with Additional Needs**

Additional Learning Support & Guidance Counselling is available based on the individual needs of our students. Please approach the Class Teacher in the first instance if you have any concerns about your child's learning, social or emotional functioning at school.

Where necessary, Student Support Team meetings are offered to parents whose children have developmental, learning and/or social and emotional needs.

These meetings are typically attended by the Principal, Classroom Teacher, Support Teacher Inclusive Education, Guidance Counsellor and Parents to allow a space for everyone to work collaboratively to develop a support plan. This may also include assistance with making referrals to community professionals (e.g. Paediatrician, Psychologist, Speech Pathologist, OT).

## School Uniform



Tartan shorts may be worn with either the green or white



Green sports shorts may be worn with either the green, white or house polo shirt &

### Compulsory for PREP & YEAR 1 STUDENTS :-

- ♦ Unisex Green or White Polo Shirt
- ♦ House shirt
- ♦ Boys' Microfibre Sports Shorts
- ♦ Girls' Microfibre Sports Shorts or Tartan Short
- ♦ St Vincent's School Socks
- ♦ St Vincent's School Bag
- ♦ Polar Fleece or Microfibre school jacket
- ♦ Art Smock
- ♦ St Vincent's School Hat, Prep hat is Red & Yr. 1 hat is Green

***The GREEN shirt is worn for School photographs and celebra-***

### Jewellery - Students may wear:-

- ♦ a watch
- ♦ small plain silver or gold studs or sleeper earrings (less than 1.5cm in diameter).
- ♦ One stud or sleeper per ear only.
- ♦ A Religious symbol (eg small, plain cross)
- ♦ **Medic Alert** necklace or bracelet (subject to the Principal's approval).

*Complete school uniform must be worn on all school days unless otherwise advised.*

### Cosmetics

The wearing of cosmetics is not acceptable. Including make up, nail polish and/or temporary tattoos.

### Hair Policy

Hairstyles should be neat, practical & health and safety compliant. Students with long or hair touching their collar are required to 'tie it back' as a preventative to avoiding/containing the spread of head lice (nits). Hair ties and headbands must be bottle green or white only.

## *Tuckshop*

Our school tuckshop is open every day and exclusively uses Munch Monitor to order lunches, uniforms and all school event tickets.

Munch Monitor has several benefits, including the ability to order lunches four weeks in advance with the option to edit or delete an order up until 9:15am on the day, no more lost or forgotten lunch orders and/or money, convenient online account top up & access to statements online at any time.

**Please note:-** If a frozen item is included in your child's order, these are not delivered to the classrooms. Your child must keep their order bag and returns to the tuckshop for collection of their frozen treat.

## *St Vincent's strives to be a nut free school*

### *Birthdays..*

We are more than happy to celebrate birthday's in the classroom.

Unfortunately, as there may be children who are allergic to certain foods, colours or flavours, we kindly ask that you let the office know in advance if you would like to bring food to the classroom to share.

The easiest way to order Class birthday treats is from the tuckshop via Munch Monitor. A time will be confirmed and items delivered to the classroom.

### **Birthday Parties**

If you are planning an external party for your child, we kindly ask that you to give the invitations to the classroom teacher to hand out - this saves children from being upset if they aren't invited. the year.







*Remember, keep conversations about school positive to help your child hang onto the excitement that they are feeling from now until they are back at school for their first day next year!*



*to  
St Vincent's Primary School !*

# Notes

