



Dear Parents,

Welcome to St Bede's Primary School.

St Bede's is a Catholic school community that strives to live the message of the Gospel. This message is expressed in our daily school life through our motto, 'Walk in Love and Peace' and in our 5Cs; consideration, courtesy, cooperation, compromise and consequences.

Our learning environment is positive and supportive and reflects our belief that learning in the 21st Century be collaborative, connected and that knowledge and understanding should be built together. We are a community of learners; where children and staff are life-long learners, where all learning is valued. Learning technology, such as iPads and Interactive Whiteboards, is utilised across the curriculum to enhance and deepen learning experiences.

Our teachers and staff are highly skilled and dedicated to their own professional development and to the learning and care of every child. Communication between school and home, parents and teachers, is a vital component in the learning partnership we value at St Bede's.

The parent community of St Bede's gives positive support to the educative work of the school and to each other.

This booklet provides information about many facets of our school and school life. Should you have further questions or wish to discuss your child's education, please do not hesitate to contact me.

I look forward to working with you during the education journey of your child/ren at St Bede's.

Yours sincerely

Julie Douglas
Principal

2020 TERM DATES

Term 1	3 February – 9 April	Term 3	20 July – 25 September
Term 2	28 April – 3 July	Term 4	12 October – 18 December

SCHOOL DETAILS

SCHOOL ADDRESS:	St Bede's Primary School 55 Hicks Street RED HILL ACT 2603
POSTAL ADDRESS:	PO Box 61 RED HILL ACT 2603
TELEPHONE:	6295 6559
EMAIL:	office.stbedes@cg.catholic.edu.au
WEBSITE:	www.stbedes.act.edu.au
PRINCIPAL:	Julie Douglas
ASSISTANT PRINCIPAL:	Breen Fox
RELIGIOUS EDUCATION CO-ORDINATOR:	Nikki Dwyer
ACTING PARISH ADMINISTRATOR and SCHOOL CHAPLAIN:	Fr Trenton van Reesch
ADDRESS:	St Christopher's Cathedral 55 Franklin Street MANUKA ACT 2603
TELEPHONE:	6234 5546

St Bede's School Vision Statement

St Bede's is a Catholic learning community where we encounter Jesus through one another.

We are passionate and purposeful learners pursuing growth through innovation and challenge.



BACKGROUND INFORMATION

St Bede's Primary School is centrally located in the leafy surrounds of Red Hill. With the scenic backdrop of Red Hill itself, we take pride in our school environment.

Our school is named after St Bede, a Benedictine monk, who was born in England in 673. He lived a simple and faith-filled life, and devoted his whole life to learning, teaching and writing about his faith. From St Bede we learn the importance of being faithful to God in every ordinary task. Our school was established by the Good Samaritan Sisters in 1963 and was run by them until 1985. We are fortunate in being able to maintain strong links with the Good Samaritan communities in Canberra and Queanbeyan.

St Bede's is a small, friendly school which nurtures and encourages a strong sense of community. The school has a vibrant and supportive parent group which assists the school in a wide variety of ways.

St Bede's encourages collaboration between home, school and parish in the religious development of the children, particularly through the celebration of Eucharist and the Sacramental programs. As a community we endeavour to live and model the Gospel values we espouse.

St Bede's is a single stream school from Kindergarten through to Year 6. St Bede's provides children with specialist teachers to support and enhance classroom teachers in implementing their programs. Some of these are in the areas of French, Music and Learning Support.



ENROLMENT POLICY

RATIONALE

The Catholic School is a community whose mission is to provide its members with a holistic education which takes place in an environment formed by Gospel values and the authentic teachings of the Church.

St Bede's forms part of the Archdiocese of Canberra and Goulburn school system and this document has been formulated in accordance with the *Enrolment Policy for Catholic Systemic Schools, May revised in 2012*).

PRIORITIES

Priority of access is given to:

- Baptised Catholic children who are members of the designated local parish communities;
- Siblings of children already attending the primary school;
- Baptised Catholic children from other parishes who cannot obtain places in their local parish primary school;
- Baptised Catholic children from non-Catholic primary schools whose residential address is in the designated priority local parish communities;
- Baptised Catholic children whose parents/guardians seek to enrol them in a parish primary school outside their own parish but who can obtain places in their own parish primary school; and
- Other children whose parents/guardians desire and are committed to a Catholic education.

Children of other Christian families may be enrolled after the other priorities for access have been taken into account. Parents of these children should indicate that they support the involvement of their children in their own faith communities.

Children of non-Christian families may be enrolled in a Catholic school in keeping with the above principles.

Parents should understand that the acceptance of their children at the primary level does not confer an automatic right to enrolment in a Catholic secondary school of their choice.

PROCEDURES

- Kindergarten students must be five years of age by 30 April of the year of enrolment. There will be no variation to this policy without assessment by Catholic Education. There is a non-refundable fee of \$25.00 payable at the time of application lodgement.
- Application to enrol needs to be completed online via the St Bede's website as the first choice school. Hardcopy forms may be downloaded from the website and submitted to the school if you would prefer. However, please note all listed documentation must be supplied regardless of the lodgement method.
- Parents must be prepared to abide by the provisions of the application for enrolment, especially in regard to the support they will give the school in the Catholic education of their children.
- Parents are notified in writing of the success or otherwise of the application.
- Where a child is unable to be enrolled, the child will, at the parent's request, be placed on a waiting list and may be referred to a neighbouring Catholic school of their preference where vacancies may exist. If a place becomes available, the application will be re-considered.

- Enrolment of children with disabilities and/or additional learning needs will require consideration of the child's individual needs and the resourcing available at St Bede's school in order to adequately meet the needs of the student. The enrolment process for students with a disability requires the involvement of the child's parents, the principal, a CE representative and possibly the parish priest or his representative in accordance with Catholic Education policy. It is expected that medical and assessment reports would be produced if available.
- Class sizes are in accordance with the *School Staffing Guidelines, 2003*, which states that *"it is desirable that class groups from Kindergarten to Year 6 should not normally exceed 30 students."*
- Education of children in a Catholic school requires commitment of parents to the payment of the term account which includes:
 - tuition fees;
 - administrative fees; and
 - building fund levies.
- No child/children will be denied placement at St Bede's school because of the inability to pay the term account. Personal circumstances and commitment in principle and practice to the life of the school and parish will be primary consideration in confidentially determining an agreed strategy for the payment of any debt. Please also refer to our school fees policy.
- A place will not be kept for a child who is withdrawn from the school for a period exceeding one school term. Any application for re-enrolment will be considered within the prescribed enrolment priorities.
- An enrolment fee of \$50.00 is payable upon acceptance of place (Kindergarten only).

SCHOOL FEES

SCHOOL FEE POLICY

St Bede's is a Catholic school community that strives to provide a holistic education in an environment formed by Gospel values and the authentic teachings of the Church.

PRINCIPLES

When applying for enrolment of a child/ren at a Catholic systematic school within the Archdiocese of Canberra and Goulburn, parent/s or guardian/s give a firm undertaking that they accept and support the life, nature and identity of St Bede's. This commitment to Catholic education also means a financial commitment. The quality educational services provided at St Bede's rely on the payment of fees that are essential to supplement government funding.

No child is to be denied Catholic schooling simply because of an inability (as against an unwillingness) to pay. In cases of genuine hardship, fees may be varied after consultation and interview with the school principal prior to the due date of term fees. Following this interview, each case is referred to a sub-committee of the School Board. Any such variance is reviewed annually.

FEES STRUCTURE

- Tuition Fee - set by the Archdiocesan Catholic Education Commission. It is used to supplement Government per capita grants to pay staff salaries.
- School Levies - set by the School Board to cover administrative, educational and cleaning costs.
- Canberra Catholic Schools Building Fund Levy - payable by families for the ongoing maintenance and provision of educational services to Catholic families in Canberra. *This donation is fully tax deductible.*
- School excursions, camps and performances – where possible, these are billed in advance for the term. Larger costs such as camps are divided between the four terms so as not to place undue pressure on families.

The School Board and Catholic Education Commission are responsible for setting the school fees each year. Every attempt is made by these parties to minimise the fees. Accounts are normally sent out in the second week of each term and are due by Week Six.

SCHOOL FEES

Tuition Fee

1 st child	\$400.00 per term	(2020)
1 st child with secondary siblings	\$320.00 per term	
2 nd child (70 % discount)	\$120.00 per term	
3 rd child (80% discount)	\$ 80.00 per term	
4 th child	No charge	

Building Fund Donation

\$178.00 per term, per family	(2020)
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School Services Fee

One child families	\$290.00 per term	
Two children families	\$505.00 per term	(2020)
Three (or more) children families	\$650.00 per term	

Student Resource Fee

Per student, per term	\$150.00 per term
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PAYMENT OF FEES

All fees are payable through the school office. All accounts are to be settled within thirty days. Parents may choose to make arrangements to pay by cheque, cash or BPay.

When a child is on leave of absence from school, attendance fees are to be paid in full. Enrolment of a student after the first day of term and before mid-term carries a full term fee cost. Departure from the school in the first half of a term carries half term costs. Departure from the school in the second half of a term carries full term costs.



RELIGIOUS EDUCATION

Religious Education is a key learning area at St Bede's. Children have daily Religion lessons which follow the Liturgical Year, using the Archdiocesan Guidelines "Lighting the Path". Students study units of work about the Church in the World, God and God's Creation, Jesus and Discipleship and Prayer and Celebration. Throughout the year, different aspects of school life are highlighted by Eucharistic liturgies and prayer celebrations and Focus Assemblies. Our Parish Priest celebrates class and whole school Masses with the school community at a level that is meaningful and relevant to the children. This, combined with the children's expression through song, movement, drama and art, adds colour and life to the celebration and enhances their appreciation and understanding of the Eucharist as a religious and faith experience.

Children are prepared for the Sacraments of Penance (Reconciliation) in Year 3, Eucharist in Year 4 and Confirmation in Year 5/6 from 2019. These programs are conducted in conjunction with parish programs. Parents are given the opportunity to develop a better understanding of Christian life through family participation in Sacramental preparations and Parish celebrations.

ENGLISH

At St Bede's we believe the study of English is central to the learning and development of all young Australians. It helps create confident communicators, imaginative thinkers and informed citizens. It is through the study of English that individuals learn to analyse, understand, communicate with and build relationships with others and with the world around them. English develops students' knowledge, understanding and skills in listening, viewing and writing through the strands of Language, Literature and Literacy. The study of English helps young people develop the knowledge and skills needed for education, training and the workplace. It helps them become ethical, thoughtful, informed and active members of society.

Our English curriculum is based on The Australian Curriculum: English.

We believe the learning which occurs at school needs to be strongly supported at home. Parent workshops may be presented at different times throughout the year to enable parents to become more aware of the many strategies they can employ to support their child's continued learning.

MATHEMATICS

Mathematics provides students with essential mathematical skills and knowledge in *Number and Algebra*, *Measurement and Geometry*, and *Statistics and Probability*. It develops the numeracy capabilities that all students need and provides the fundamentals on which applications of mathematics is built.

At St Bede's the Mathematics curriculum is based on The Australian Curriculum: Mathematics and is supported by the Archdiocesan Mathematics Framework developed for use across our Archdiocesan schools.

Students engage in a wide range of learning experiences designed to develop knowledge, skill and understanding through investigations, discussion, guided practice, application, problem-solving, rote, games and written tasks.

HUMANITIES AND SOCIAL SCIENCES

The Humanities and Social Sciences learning area of the Australian Curriculum include the subjects of History, Geography, Civics and Citizenship, Economics and Business. St Bede's has implemented History and Geography and will implement the other subjects with this learning area as they are released in the coming years.

History:

History is a process of inquiry into the past that develops students' curiosity and imagination. Awareness of history is an essential characteristic of any society, and historical knowledge is fundamental to understanding ourselves and others. It promotes the understanding of societies, events, movements and developments that have shaped humanity. It helps students appreciate how the world and its people have changed, as well as the significant continuities that exist to the present day. The process of historical inquiry develops transferable skills, such as the ability to ask relevant questions; critically analyse and interpret sources; consider context; respect and explain different perspectives; develop and substantiate interpretations, and communicate effectively.

Geography:

Geography integrates knowledge from the natural sciences, social sciences and humanities to build a holistic understanding of the world. Students learn to question why the world is the way it is, reflect on their relationships with and responsibilities for that world, and propose actions designed to shape a socially just and sustainable future.

LEARNING TECHNOLOGY

At St Bede's we value the integration of learning technologies across the curriculum. We have an iPad program that ensures all children have access to iPads. Access increases as students progress through the school with our Years 3 - 6 students having one to one iPad access through a Bring Your Own iPad model. Each class is equipped with an Interactive Whiteboard and our Resource Centre has a computer lab that students access during library sessions and other allocated times.

The Australian Curriculum ICT Capability seeks that all students develop ICT capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. The capability involves students in learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

SCIENCE

Our school's science program is based on The Australian Curriculum and uses 'Primary Connections' as its core document complemented by a range of other primary science resources. The program is implemented throughout the school and integrates the biological sciences, physical sciences, technology and the environment.

The program is organised around a major concept and skill for each year level. These concepts are designed to cater for the interests and learning styles of all children. All concepts are investigated using high interest, hands-on activities that use simple equipment.

LANGUAGES OTHER THAN ENGLISH (LOTE)

The study of LOTE broadens the learner's perspective of another country's language and culture in an active and enjoyable environment. It recognises and reinforces the culturally diverse nature of Australian society and the fact that Australians use languages other than English in a variety of contexts.

St Bede's employs a teacher of French to work with the children in Years K - 6. Each class has a thirty minute lesson per week. Lessons involve oral/aural interaction, reading, writing, games and songs.

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)

In our rapidly changing society, there is increasing community awareness of the importance of healthy lifestyles and a growing recognition of the need for students to be active, responsible and informed decision-makers. Personal Development, Health and Physical Education provides students with the knowledge and practical skills to meet these needs and for developing a better quality of life for all.

At St Bede's we believe Personal Development, Health and Physical Education:

- encourages an understanding and valuing of self and others;
- promotes physical activity and personal fitness; and
- emphasises informed decision-making, leading to effective and responsible action.

Children are allocated to a particular "house" at the beginning of school life (Kindergarten) and remain in these "houses" for their primary years. There are three houses at St Bede's:

- Benedict - house colour BLUE
- Scholastica - house colour WHITE
- Polding - house colour GOLD

Each class nominates two sport days and the students are expected to wear sport uniform on those days. Skill developmental clinics are held at St Bede's and these are generally facilitated by the particular sporting body. They may include softball, football, basketball, soccer, cricket and netball.

In Terms 3 or 4, children in Kindergarten through to Year Six participate in a two day water safety program based on The Australian Curriculum requirements.

St Bede's is involved in the *South Weston Primary School Sports Association*. Children are encouraged to participate in three major sporting activities for the year - the swimming carnival, the cross country and the athletics carnival. A team is chosen to represent St Bede's at the South Weston district carnivals and selected competitors then compete at the ACT carnivals.

Weekend teams are organised by parents when possible.

THE ARTS

The arts program includes music, dance, visual and media arts, which play an integral part in our balanced educational program. While inter-related, the arts are not necessarily integrated. Where possible, and desirable, integration across the curriculum does occur; however, each of the arts maintains its own integrity so that the children develop the concepts, processes and skills central to that art form.

St Bede's employs a specialist music teacher who takes each class for a weekly lesson which focuses on singing, movement, dance and performance. We have a large number of students who learn to play various musical instruments through the Musiccorp program. These are private lessons held during school time. Programming in drama allows the children exploration in body and space awareness, role play, mime, improvisation, non-verbal communication, story drama, play building and relaxation techniques. The visual arts program allows the children to explore a variety of techniques such as painting, drawing, print-making, sculpture and collage using mediums, including: paper, paint, textiles, clay, charcoal, crayons and ink. A private specialist teacher provides individual tuition in piano subject to place availability.

OTHER FEATURES OF THE CURRICULUM

St Bede's offers the students the opportunity to participate in the following:

- School camps;
- School Choir and musical;
- Student Representative Council;
- Rostrum Public Speaking;
- Maths Olympiad;
- Engineering Games;
- STEM;
- Student Leadership Program;
- da Vinci Decathlon
- Performances and excursions;
- Sports clinics;
- Lunchtime activities

EXCURSIONS

Excursions are an integral part of the teaching process. At St Bede's the children are given the opportunity to participate in a variety of excursions to enhance their experiences while working on a particular unit of work or as a form of cultural enrichment. Permission forms for students to participate in excursions are sent home for parental consent prior to each excursion taking place. Students will not be able to participate in an excursion if permission is not given. Comprehensive authorisation forms for overnight camps or excursions involving water are also sent home separately. The costs of excursions are included in the school fees each term.

BEHAVIOUR GUIDANCE

The student management policy has its foundations in the values described in the school's Mission Statement. At St Bede's we aim to provide a framework for a Student Management Policy which:

- establishes an environment where each individual feels safe, respected and valued;
- encourages children to develop self discipline and to take responsibility for their own actions;
- reinforces positive behaviour and develops self esteem; and
- establishes a set of procedures which will consistently be followed across the school for dealing with unacceptable behaviour.

School rules can be put into three general categories. Students must take care of and show respect for:

- themselves;
- others; and
- personal and school property, and the environment.

Each member of the school community is encouraged to follow the St Bede's 5C's code of behaviour by:

- being considerate;
- being courteous;
- being cooperative;
- valuing compromise; and
- being aware of consequences.

COMMUNICATION WITH PARENTS



Members of staff are committed to working in partnership with parents in the education of their children and will communicate with parents when the need arises throughout the year in addition to scheduled opportunities for parent teacher meetings.

The school conducts an Information Evening with parents within the first four weeks of Term One. The aims of the meeting are to:

- meet the parents of the children;
- present school goals and priorities for the year;
- present and discuss mutual expectations;
- present class procedures and policies;
- outline curriculum areas; and
- present and discuss proposed planned excursions.

During Terms One, parents are invited to participate in a Three Way Conversation with their child and also a parent/teacher interview if desired. The purpose of this is to discuss the child's growth and development and to help him/her set goals for future learning.

At the end of each semester, a detailed report is sent home covering academic and social progress throughout the semester. This may be followed by parent/teacher interviews if deemed necessary.

Each term an 'Open Classroom' opportunity is offered where parents and children can have a look around the classroom and at their child's school work.

Parents who wish to talk with a teacher at other times during the school year are encouraged to do so. It is requested that they make an appointment either before or after school so that classes are not disturbed.

CONTACT PHONE NUMBERS

We ask parents to inform the office immediately if there is a change of contact number so that they may be reached in case of illness or accident.

ABSENTEEISM

All occasions of absence of a child from class require an explanation from parent/guardian. A written note is requested as all days of absence need be accounted for - the school roll being a legal document. Email notification is acceptable. However, it is especially important if the absence is going to be of an extended nature (e.g. overseas trip) that you ensure written notification to the Principal is made prior to any absence. Appropriate forms are available from the front office and on the school website. Please assist us in this area of legal responsibility.

In the case of a child needing to attend an appointment during school hours, a note is also necessary and requested. This note is directed via your child's teacher to the office on the day concerned. Parents are asked to come to the office in order to withdraw a child during the school day and similarly to return the child to the office on return to school. Children need to be signed in and out in the school register.

SCHOOL NEWSLETTER, SZAPP

The school newsletter is available electronically fortnightly (Thursday of odd weeks of term) via the school website and is a vital form of communication between the school and families. School news, details of events and various notices are all contained in this publication. A limited number of hard copies are available from the front foyer.

An excellent way of staying informed about school happenings, information, alerts and news is through the free St Bede's SZapp. This app can be downloaded for iPhone, iPad and Android mobile devices. It allows the school to push instant messages and reminders to families. Instructions for downloading are available on our website.

An on-line calendar listing most school activities and special events is available on the school website. However, event dates are subject to change. Please check the online calendar regularly.

PARENTAL INVOLVEMENT

SCHOOL BOARD

The inaugural St Bede's School Board was established in late 1988 in response to a CEC directive, "in order to provide the members of the faith community with the opportunity to exercise their responsibilities in shared decision making." The areas of shared decision making encompass the following functions: financial management and accountability; planning; pastoral care; maintenance of facilities; and public relations.

The School Board is the policy making body of the school, working with the Principal to ensure that the formulation of all policies flow from the spirit of our school's Vision and Mission Statement. It meets regularly and you are encouraged to make yourself known to the parent representatives of the School Board, informing them of any concerns or suggestions you may have pertaining to school life.

PARENTS AND FRIENDS

The Committee of the P&F Association operates on a basis of close cooperation with the Board, Principal and school staff in the belief that only through this mutual cooperation and friendship can we grow spiritually, as well as practically, as a school community. The P&F Committee endeavours to do this by supporting the Vision and Mission Statement of St Bede's and the objectives of the P&F's constitution. The Association is vital to the life of the school and exists to support the school in the following ways:

- providing a meeting ground for parents and friends;
- providing an educational forum for parents; and
- providing an opportunity for:
 - the Principal to report on the school's activities;
 - social activities; and
 - fundraising.

The P&F Committee actively raise funds throughout the year and this is part of the service to the school. Every family at St Bede's is automatically a member of the P&F Association. Your active participation is encouraged and welcomed.

At least one General Meeting per term is held at school offering you the opportunity to participate in the decision making process. The Annual General Meeting (AGM) is held in Term 1 each year to elect the positions of President, Vice President, Secretary, Treasurer and up to six committee members (ten members in total).

The P&F assists at Parent Information Sessions and Orientation Days (November) with general school information and clothing sales. On the first day of school for the Kindergarten class, morning tea is offered in

the school hall to welcome all new families into school life and to provide an opportunity to meet other community members.

CLASS CONTACTS

Each class has two parent representatives who provide a contact point for new families. Their aim is to promote a sense of community within our school and to coordinate pastoral care. During the year they organise gatherings for parents to get together socially at a class level.

In their pastoral care role they aim to be aware of, and respond to, family needs. A network of pastoral care volunteers can be called on to provide support and practical aid to families in times of need. A pastoral care contact person is able to arrange a meal, childcare or shopping as needed.

ST BEDE'S TUCKSHOP ('THE SNACK SHACK')

The Tuckshop sits under the P&F umbrella and can only exist with parent volunteers. The School Board takes final responsibility for tuckshop policy. The tuckshop is currently only open on nominated tuck days each term for special lunches.

PARENT ASSISTANCE

Parents are invited and encouraged to help at the school in a variety of ways. Parent help and support adds enormously to our learning environment and to building community. As a parent helper the need for confidentiality is emphasised.

In our partnership with you as a volunteer at St Bede's we ask the following:

Working with Vulnerable People Card – legislation requires that all volunteers and helpers have a current Working with Vulnerable People card which must be carried with you when you are helping at school. A photocopy of this card be kept in a secure file in our school office. Further information may be obtained through the school office.

Visitor Sign In – When helping out at school, you will need to sign in at the school office and sign out when leaving. This assists us in our compliance with legislation and also in ensuring your safety should there be an emergency or evacuation.

Regular areas of participation encouraged at St Bede's include:

- sporting activities e.g. coaching, athletics and swimming carnivals;
- excursions;
- library assistance;
- art/craft in the classroom;
- reading/writing in the classroom;
- working bees;
- Perceptual Motor Program

SCHOOL UNIFORM

Appropriate school uniform is to be worn each day.

<u>Girls:</u>	Summer -	Check dress or navy blue culottes with sky blue polo shirt Maroon jumper or sloppy joe (with school crest) and/or polar fleece jacket Black school shoes White fold down ankle socks Navy blue hat
	Winter -	Winter dress or navy blue slacks Sky Blue long sleeve blouse (with Peter Pan collar) or polo neck skivvy Maroon jumper or sloppy joe (with school crest) and/or polar fleece jacket Navy fold down ankle socks or tights Black school shoes Navy blue jacket Navy blue hat or beanie
<u>Boys:</u>	Summer -	Navy blue shorts Sky blue polo shirt Maroon jumper or sloppy joe (with school crest) and/or polar fleece jacket Black school shoes Navy blue fold down ankle socks Navy blue hat
	Winter -	Long navy trousers Long sleeve sky blue shirt with tie or blue polo neck skivvy Maroon jumper or sloppy joe (with school crest) and/or polar fleece jacket Navy socks Black school shoes Navy blue jacket Navy blue hat
	Sports -	Blue and gold polo neck shirt (with school crest) Blue unisex sports shorts Blue St Bede's tracksuit (with school crest on jacket) White fold down ankle socks White sport shoes Navy blue hat

- Sport shoes are only to be worn on PE and Sports Days.
- Jewellery is not permitted - children with pierced ears may wear plain studs or small sleepers only.
- Hair - shoulder length or longer - must be tied back. Hair should also be of natural colour and extreme haircuts are not permitted.
- Only blue hair or matching accessories may be worn.
- Watches are the responsibility of their owners.
- Every child is required to wear his/her school hat when outdoors.
- Bike and scooter riders are to wear a safety helmet.

LOST PROPERTY may be claimed from the basket in the main corridor near the utility room. Naming belongings assists greatly in their speedy return.

The School Clothing Pool is opened regularly during school term, normally every Friday morning before school (watch newsletter for other dates and times). The clothing pool usually has a stock of school uniforms and accessories. They also have donated second hand clothing for purchase. Early in Terms 1 and 3, orders may be placed for the Winter and Summer uniform - details are sent home with your child or available from the website.

BEGINNING SCHOOL

It is a big change for a five year old to pass from the intimacy of the family circle to school, even if he/she has attended pre-school. There are some practical ways in which you can help this transition such as: buy clothing which is easy to fasten; make sure that all articles brought to school (shoes, hat, jumper, bag, lunchbox, drink bottle, etc) are clearly labelled with the child's name.

Teach your child to:

- a) tie shoe laces, do up buttons, put on and take off clothing unaided (eg. jumpers);
- b) recognise his/her name and address;
- c) wash his/her hands after using the toilet;
- d) know how he/she goes home after school, eg. parents, bus or walking;
- e) open and close his/her school bag and lunchbox;
- f) listen to stories, look at pictures and talk about them; and
- g) greet teachers and companions by title and name.

Your child's greatest asset is the development of a measure of independence.

THE SCHOOL DAY



9.00am	Assemble in the courtyard
11:00am	Recess
11:25am	Line up outside classrooms
1:00pm	Lunch – playtime
1:40pm	Lunch – eating period
1:55pm	Line up outside classrooms
3:05pm	Warning bell
3:10pm	End of school day

Schools hours are 9.00am to 3.10pm. Teacher supervision in the playground is provided from 8.30am until 3.30pm. After school, children are asked to wait on the seats outside the primary classrooms for their parents.

The playground equipment is not supervised by a teacher after the school bell at 3.10pm. Should you wish your child to make use of the playground equipment at this time they must have parent supervision. We seek your assistance in helping to ensure safe play.

CAR PARKING 'RULES' AT ST BEDE'S

The top carpark space is NOT to be used as this is for turning vehicles only. You may park on the grass between the hall and Hicks Street if you wish. Please park here carefully especially when wet weather. Four wheel drive vehicles would be best suited to this area.

The most important point to make is that there is a **twenty-minute time slot** in which to collect children - not everyone has to come at 3.10! There is teacher supervision **until 3.30pm**. So come at 3.20pm and avoid the queues.

When children get out of the car they should always walk on the grassed area between the car park and CatholicCare (called '**going the safe way**'). Do not cross the driveway to walk up the path and please do not call children across the driveway.

Always park when picking up or dropping off; do not drive up the driveway and stop behind other cars. Do not drive straight up the driveway and *hope* there is a carparking space – too many cars have to reverse dangerously all the way back down the driveway. Wait at the hump until you know there is a space available. Please do not stop or park along the red curb at any time.

We ask you to please use common sense and be patient.



BUS CHILDREN

Children are to wait, with teacher supervision, inside the school grounds at the Hicks Street entrance until buses arrive.

WET WEATHER DISMISSAL

Children catching the bus assemble in the Year 2 classroom where they will be met by the teacher on bus duty who walks them to bus stop. Children going home by car are supervised under the pergola by the Principal until collected by parents/guardians.



SUNSMART POLICY

The school in recognising the danger posed by exposure to ultra violet solar radiation, has developed a Sunsmart Policy in accordance with recommended guidelines.

The 'no hat, no play' policy is strictly enforced. While out of doors, the children will wear a hat that protects the face, neck and ears. The school uniform hat satisfies this requirement. Students are encouraged to supply and use sunscreen at school.

The Cancer Council notifies schools each year of the designated 'hats off' period during winter. Beanies can be very effective headwear at this time.



LIBRARY DAYS

Class library days are advised at the beginning of each year by the class teacher. Each child should have a fabric library bag clearly labelled with his/her name on the outside of the bag. Library sessions are conducted by the School Teacher/Librarian. Books may be borrowed by the children as stated by the Teacher/Librarian. St Bede's operates a Parents' Library Section containing a number of informative and interesting books which

are available for borrowing. The School Library is available to children and families for reading, activities and borrowing of books. Times are advised at the beginning of each school year. Books lost or misplaced may be requested to be replaced.

ART AND CRAFT LESSONS

All children are required to have an appropriate garment for uniform protection (an old adult shirt is ideal).

ASSEMBLIES

Assemblies occur every morning at 9.00am.

Showcase assemblies are held on Fridays at 12.30pm in the school hall with dates published on the school website. Classes present a variety of items and children's awards for various school activities are given at this assembly. All families are invited to attend - particularly families of the class conducting the assembly.

Focus assemblies are held on designated Mondays in the hall at 2.30pm and all members of the school community are most welcome. Dates are published in the school calendar and included in the weekly family memo.

BOOK LISTS AND STATIONERY ITEMS

Various items including text, workbooks and exercise books are purchased by the school and covered by the resource fee which is included in the school fees account. At the end of each year a list of stationery items (e.g. pencils, textas, etc) is provided for each child for the following year. These are to be purchased by families and should be brought to school on the first day of Term 1. They should also be up-dated/maintained throughout the year.

COVERING BOOKS

At the beginning of the first term, and occasionally through the year, your child will bring home from school a number of new text and exercise books to be covered and returned promptly.

BEFORE / AFTER SCHOOL CARE

Before and After School Care operates at St Bede's with YWCA Centre Based Childcare Services as the Service Provider. The operating times are 7.30am – 9.00am and 3.10pm – 6.00pm during school term only. Bookings can only be made by phoning 6175 9900 or obtaining the relative information and forms from St Bede's front office.

USE OF DISCLOSURE OF PERSONAL INFORMATION

The attached link outlines the circumstances in which St Bede's and Catholic Education may use or disclose personal information being held.

<http://stbedes.act.edu.au/srcfiles/Use-or-Disclosure-Form-ACT---March-2014.pdf>



School Prayer

God, Our Father,

You are with us

as we begin this day.

May we show peace

in our words and actions.

Help us to learn all we can

and do our best always.

Mary, Our Mother, and St Bede

help us to be considerate,

courteous and cooperative.

We make this prayer

through Christ Our Lord.

Amen.