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

Cherie Kelly
Principal
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2014 TERM DATES

Term 1:  3 February – 11 April  
Term 2:  28 April – 4 July  
Term 3:  21 July – 26 September  
Term 4:  13 October – 17 December

SCHOOL DETAILS

SCHOOL ADDRESS:  St Bede's Primary School  
Hicks Street  
RED HILL ACT 2603

POSTAL ADDRESS:  PO Box 61  
RED HILL ACT 2603

TELEPHONE:  6295 6559  
FAX:  6295 8620  
EMAIL:  office.stbedes@catholic.edu.au  
WEBSITE:  www.stbedes.act.edu.au

PRINCIPAL:  Cherie Kelly

ASSISTANT PRINCIPAL:  Julie Douglas

RELIGIOUS EDUCATION CO-ORDINATOR:  Nikki Dwyer

PARISH ADMINISTRATOR and SCHOOL CHAPLAIN:  Father Francis Kolenchery

ADDRESS:  St Christopher's Cathedral  
55 Franklin Street  
MANUKA ACT 2603

TELEPHONE:  6295 9555
Our School Vision and Mission

At St Bede’s we strive for excellence in education. We believe that everyone is unique and created in the image of God. We walk in love and peace by living our 5C’s:

We are **cooperative**
We are **courteous**
We are **considerate**
We **compromise**
We understand that our actions have **consequences**
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

1. 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.

2. 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.

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

4. 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

1. Kindergarten students must be five years of age by 30 April of the year of enrolment. There will be no variation to this policy.

2. Enrolment into St Bede’s must be completed on the official systemic school enrolment form and lodged at the school. There is a non-refundable lodgement fee of $25.00.

3. 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.

4. Parents are notified in writing of the success or otherwise of the application.

5. 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 considered afresh.

6. Enrolment of children with disabilities 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 CEO representative and the parish priest or his representative in accordance with Catholic Education Office policy.
7. 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.”

8. 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.

9. 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 fee policy.

10. 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.

11. 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**

1. Tuition Fee - set by the Archdiocesan Catholic Education Commission. It is used to supplement Government per capita grants to pay staff salaries.

2. School Levies - set by the School Board to cover administrative, educational and cleaning costs.

3. 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.

4. School excursions, camps and performances – where possible, these are billed in advance for the term. Larger costs such as swimming program and 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**

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<tr>
<th>Child Type</th>
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<tr>
<td>1st child</td>
<td>$307.00 per term</td>
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<tr>
<td>1st child with secondary siblings</td>
<td>$245.60 per term</td>
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<tr>
<td>2nd child (70% discount)</td>
<td>$92.10 per term</td>
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<tr>
<td>3rd child (80% discount)</td>
<td>$61.40 per term</td>
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<tr>
<td>4th child</td>
<td>No charge</td>
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**Building Fund Donation**

$146.00 per term, per family (2014)

**Supplementary Levy**

- One child families: $137.00 per term (2014)
- Two children families: $204.00 per term (2014)
- Three (or more) children families: $237.00 per term (2014)

**Curriculum Enhancement Levy**

- One child families: $65.00 per term (2014)
- Two children families: $100.00 per term (2014)
- Three (or more) children families: $120.00 per term (2014)

**IT Levy**

$30 per term, per family

**Capital Building Levy**

$20 per term, per family

**Book Fee**

$70.00 per child Payable first term only (2014)

**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.
CURRICULUM

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 “Treasures New and Old”. Throughout the year, different aspects of school life are highlighted by Eucharistic liturgies and prayer celebrations. The school chaplain 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 2, Eucharist in Year 3 and Confirmation in Year 6. 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 home groups and parish celebrations of the Sacraments.

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. 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 are built.

At St Bede’s the mathematics curriculum is based on The Australian Curriculum: Mathematics and is supported by a 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 discussion, guided practice, application, problem-solving, rote, games and written tasks.

HUMANITIES AND SOCIAL SCIENCES

Humanities and Social Sciences is a developing area within The Australian Curriculum. History and Geography are currently being implemented at St Bede’s and the areas of Civics and Citizenship and Economics and Business will be released for implementation 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 4 - 6 students having one to one iPad access. Each class is equipped with an Interactive Whiteboard and our Resource Centre has a computer lab that all 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 (Kinder) 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 Term 4, children in Kindergarten through to Year Six participate in a 10 day swimming and water safety program as part of the St Bede's Sport and Physical Education program.

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, 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 and visual 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 Musicorp 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 specialist teacher is available to provide individual tuition in piano.
OTHER FEATURES OF THE CURRICULUM

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

- School camps;
- School Choir;
- Student Representative Council;
- Rostrum Public Speaking;
- Maths Olympiad;
- Engineering Games.

HOMEWORK

At St Bede’s we believe that homework is an effective strategy that supports and reinforces work being covered in the classroom. Homework develops independent learning skills and study habits.

Teachers will be firm but flexible in the expectation that homework be completed. Parents are asked to provide a written explanation when homework is not completed.

Goals

Homework:

- provides a method of communication between school and home;
- promotes the home and school partnership;
- develops effective time and resource management skills;
- develops self discipline and independent study skills;
- develops research skills;
- reinforces class work;
- provides time for revision and practice of skills;
- gives parents the opportunity to see what their children are doing in class and make them aware of their learning progress; and
- encourages parents to talk to their children about their school work.

Kindergarten, Years One and Two

Written work may be given to the students in the infants’ grades to assist in the reinforcement of literacy and numeracy skills. It is expected that children will read aloud daily as part of their homework routine.

Years Three and Four

Set written homework that complements work already treated in class should not exceed 30 minutes. 15 minutes of daily reading is expected.

Years Five and Six

The time spent on homework should be between 40 minutes and an hour a day. As well as completing activities complementary to class work, students will be expected to complete assigned research tasks. They will be encouraged and assisted by teachers to organise their home study timetable to ensure work is completed within set time limits. Students are strongly encouraged to read each night and to keep a record of material read.
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.

STUDENT MANAGEMENT

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.

COMMUNICATING WITH PARENTS

1. 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.

2. Each teacher 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 goals for the year;
- present and discuss mutual expectations;
- present class procedures and policies;
- outline curriculum areas;
- present the current Homework Policy; and
- present and discuss proposed planned excursions.
3. During Term Two, parents are invited to a parent/teacher interview. The purpose of this interview is to discuss the child's growth and development, and to help him/her set goals for future learning.

4. At the end of each semester, a detailed report is sent home covering academic and social progress throughout the semester. This is followed by an opportunity for parent/teacher interviews.

5. 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. It is in the interest of the child that these numbers are kept up to date.

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. 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 also on the school website. Please assist us in this area of 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 AND SKOOLBAG APP

The school newsletter is forwarded electronically every Thursday and is a vital form of communication between the school and families. School news, details of events and reminder dates are all contained in this publication. A limited number of hard copies are available from the front foyer each Thursday afternoon.

An excellent way of staying informed about school happenings, information and news is through the free St Bede's School Skoolbag App. This app can be downloaded for iphone, iPad and Android mobile devices. It allows the school to push instant messages and reminders to families. The app can be downloaded from iTunes or the Google Play Store.

NB: 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 on-line calendar and 'Dates For Your Diary' included in each newsletter.

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 November 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 co-ordinate 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 School Tuckshop is popular with the children and aims to provide nutritious and enjoyable food at reasonable prices. The School Board takes final responsibility for tuckshop policy. The Tuckshop sits under the P&F umbrella and can only exist with parent volunteers. The tuckshop is only open on Fridays and utilises both traditional ‘money in a bag’ lunch orders and an online lunch order system.
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 now requires that all volunteers and helpers have a current Working with Vulnerable people card and that this card be carried with you when you are helping at school and that a photocopy of this card be kept in a secure file in our school office. Application forms and more 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:

- tuckshop roster;
- 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.

**Girls:**

**Summer** -
Check dress or navy blue culottes with sky blue polo shirt
Maroon jumper or sloppy joe (with school crest)
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

**Boys:**

**Summer** -
Navy blue shorts
Sky blue polo shirt
Maroon jumper or sloppy joe (with school crest)
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 -
Gold polo neck shirt (with school crest)
Royal blue wrap around skirt or tailored shorts (girls)
Royal blue shorts (boys)
Royal blue St Bede's tracksuit
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 only.
• Hair - shoulder length or longer - must be tied back.
• Only blue hair 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 out with the newsletter.

**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. The following are some practical ways in which you can help this transition:

1. Buy clothing which is easy to fasten.

2. Make sure that all articles brought to school (shoes, hat, jumper, bag, lunchbox, drink bottle, etc) are clearly labelled with the child’s name.

3. Teach your child to:
   a) tie shoe laces, do up buttons, put on and take off clothing unaided (e.g. 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, e.g. 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

9.10am  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
3:15pm  Warning bell
3:20pm  End of school day

Schools hours are 9.10am to 3.20pm. Teacher supervision in the playground is provided from 8.40am until 3.40pm. 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 3.20pm. 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. 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. 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 3.20! There is teacher supervision until 3.40pm. So come at 3.30pm 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. Do not call children across 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.

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 1 classroom where they will be met by the Assistant Principal. The teacher on bus duty walks them to the hall and from there to their bus as it arrives. 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 (a man's shirt is ideal).

ASSEMBLIES

Assemblies occur every morning at 9.10am. School assemblies are held most Fridays at 12.30pm in the school hall (assembly dates are published in the newsletter). 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.

BOOK LISTS AND STATIONERY ITEMS

Various items including text, workbooks and exercise books are purchased by the school and covered by the resource (book) fee which is included in the Term 1 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; named and brought to school on the first day of Term 1. They should also be updated/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.

AFTER SCHOOL CARE

After School Care operates at St Bede’s with YWCA Centre Based Childcare Services as the Service Provider. The operating times are 3:20pm – 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.
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 TO 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.
1. St Bede’s Primary School, Red Hill, is a Catholic systemic school operating under the authority of the Archdiocese of Canberra and Goulburn and administered under the direction of the Catholic Education Office, Archdiocese of Canberra and Goulburn. The school and the Archdiocese collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling to the pupil and enable the pupil to take part in all the activities of the school.

2. The school will generally collect personal information about an individual using forms completed by the parents or students, face-to-face meetings, interviews and telephone calls.

3. In relation to personal information of students and parents, the school’s primary purpose of collection is to enable it to provide schooling for the student.

4. Some of the information we collect is to satisfy the school’s legal obligations, particularly to enable the School to discharge its duty of care.

5. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws with which the school complies as relevant.

6. The school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous school reports.

7. Health information about pupils is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The school may request medical reports about pupils from time to time.

8. If we cannot obtain the information referred to above we may be unable to enroll or continue the enrolment of your child.

9. The school, on occasion, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school within the System. This includes to other schools; government departments or agencies such as the ACT Department of Education, the Teacher Quality Institute, ACT Board of Senior Secondary Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA); the Catholic Education Office; the Catholic Education Commission; the National Catholic Education Commission; the Archdiocese of Canberra and Goulburn and its parishes; other Dioceses or parishes, medical practitioners and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.

10. Personal information collected from students is regularly disclosed to their parents/guardians.
11. The school is permitted under legislation to provide non-educational material to a parent where the student would reasonably expect this to happen. Under the Privacy Act, the school will consider the age of the student, the nature of the information, and the student's expectations about what information might be disclosed.

12. The school has in place procedures to protect the personal information it holds from misuse, loss, unauthorized access, unauthorized modification or disclosure.

13. Personal information may be used for the purpose of publishing certain school information relating to the general circumstances of parents and students on the MySchool website, in accordance with Australian Government requirements.

14. The school may utilise external providers to deliver certain services including 'cloud' data storage to the school and its staff and students. The school may store personal information in the 'cloud' which may mean that it resides on servers that are located outside Australia.

15. The school's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

16. The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Such information may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

17. On occasion information such as academic and sporting achievements, pupil activities and school-related news is published in School and Diocesan newsletters, magazines or other publications and on the School, Catholic Education Office or Diocesan websites. Photographs of pupil activities such as academic or sporting events, school camps and excursions may be taken for publication in newsletters and magazines and on our intranet. The student enrolment form includes an opt-out provision for parents not wishing to have their children photographed.

18. The school will obtain separate permissions from the student's parent or guardian prior to publication if we intend to include photographs or other identifying material for the purposes of promotion for the school or otherwise make it available to the public, such as on the internet or forwarded on to commercial media outlets.

19. If parents/guardians provide the school with the personal information of others, such as doctors or emergency contacts, we encourage the parents/guardians to inform them that you are disclosing that information to the school and why, that they can access that information if they wish. The school does not usually disclose this information to third parties other than the CEO.

20. The school's Privacy Policy outlines how an individual may complain about an alleged breach of privacy and how the school will deal with such a complaint.