ST BEDE'S
PRIMARY SCHOOL

St Bede's Primary School

Parent Handbook 2026

This Information Handbook offers parents and carers an outline of how St Bede's Primary School operates. For further information, please phone or visit the school or view the school website www.stbedes.act.edu.au .

Contents

Principal's welcome **5**
Contact information **6**
Term dates **7**
About St Bede's **8**
Enrolment **9**
School tours 9
Enrolment Policy 9
Enrolment application 9
Preschool to Kindergarten transition **10**
Kindy Set Go 10
School fees **11**
Payment of Fees 12
Curriculum **12**
English 12-14
Mathematics 14-15
Religious Education 15-16
Science 16-17
Humanities and Social Sciences (HASS) 17-19
The Arts 19
Technologies 19-20
Health & Physical Education 20
French 21
Student wellbeing **21-22**
Connecting with our school **23-25**
School Community Council 25
Parents and Friends Working Group 25
Additional information **26**
Absences 26
Accidents and illnesses 26
Allergies and Nut Aware policy 26
Assemblies 27
Before and after school care 27
Canteen 27
Car parking 27
Collection of children after school 28

Collection of children during the school day 28
Emergency contact forms 28
Financial assistance 28
Library 28-29
Lost property 29
Medication 29
Office hours 29
Parent information night 30
Parish 30
Playground supervision 30
Qkr! 31
Reports 31
School buses 31
School hours and student break times 32
Staff 32
Student awards and recognition 33
Sun Protection Policy 33
Term overviews 33
Uniforms 34

Principal's welcome

Welcome to St Bede's, a place of hope, joy and wonder. Founded in 1963, we have a proud history of providing a positive and nurturing learning environment for Kindergarten to Year 6.

Our goal is to nurture thriving people, capable learners and leaders for the world. We have high expectations for each student to achieve their best, supported by our dedicated staff.

St Bede's fosters safe and productive classrooms where individual differences and diversity is valued and respected. We also encourage collaboration and partnership between home, school and parish and we endeavour to live and model the values of our school motto, *Walk in Love and Peace.*

We provide opportunities for support and challenge through differentiation, learning support, extracurricular activities and extension. Specialist teachers enrich student learning in Science & Technology, French, Music, Library and Learning Support.

Supplementary programs are also offered throughout the year including dance, gymnastics and sports clinics. Before and after school care and a school counsellor are also available.

A major refurbishment of all classrooms and administration areas was completed in 2022, along with enhanced play spaces, sports facilities and an extended car park.

This handbook 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 by emailing office.stbedes@cg.catholic.edu.au or phoning 02 6295 6559.

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

–Andrew Casey

Principal – St. Bede's Primary School

Contact information

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Office hours:	Monday to Friday 8.30am - 4.00pm
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Facebook:	facebook.com/StBedesPrimarySchool
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Principal:	Andrew Casey
Assistant Principal:	Maggie Lloyd
Religious Education Coordinator:	Haley Stonham
Curriculum Coordinator:	Jodie Heggaton
Parish Administrator and School Chaplain:	Father Paul Nulley
Office Manager:	Jodie Luhrs
Office Administration:	Toni McCracken

Term dates

The student attendance dates are as follows:

2026

Term 1 begins	Monday 2 February
Term 1 ends	Thursday 2 April
Term 2 begins	Tuesday 21 April
Term 2 ends	Thursday 2 July
Term 3 begins	Tuesday 21 July
Term 3 ends	Friday 25 September
Term 4 begins	Tuesday 13 October
Term 4 ends	Thursday 17 December

Term dates for 2027 (when released) will be published on our website.

About St Bede's

St Bede's Primary School is named after St Bede, a Benedictine monk, who was born in England in 673. The school was established by the Good Samaritan Sisters in 1963 and since 1987, it has been the parish school of St. Christopher's Cathedral in Forrest.

St Bede's today, is a small, friendly school which nurtures and encourages a strong sense of community. We are supported by energetic parent volunteers who assist the school in many ways, including through fundraising, the canteen, uniform shop and sports carnivals and clubs.

We believe that everyone is unique and created in the image of God. We embrace love and peace by living our values, our 3Rs: Respect, Responsibility and Resilience.

We are committed to quality, contemporary teaching and learning experiences and a caring pastoral care and wellbeing program. The system-wide Catalyst program informs all current practices and professional learning, providing continuity and a shared vision for teaching and learning. We view each child as competent and capable, on their own individual learning journey.

St Bede's offers classes from Kindergarten to Year 6, covering core subjects from the Australian Curriculum. We also have specialist teachers to enrich student learning in Science & Technology, French, Music, Library and Learning Support.

Before and after school care is provided by Camp Australia and a counsellor is available to see students and their families once a week. We also have an Aboriginal Contact who oversees learning about indigenous culture and facilitates opportunities for involvement.

Our student leadership framework includes School Captains, a Student Representative Council, House Captains and Community, Environment and Wellbeing Leaders.

All students have access to school iPads, Chromebooks, ICT equipment and Science & Technology resources to implement classroom programs.

Extra curricular activities include private instrumental musical tuition, sports clinics such as gymnastics and dance as well as a wide range of lunchtime clubs offered throughout the year such as gardening, yoga, chess, art, dance, choir, Pokémon and running.

A variety of excursions and incursions, as well as camps for Year 4 to 6 students is offered.

We are a thriving hub of learning and embrace opportunities to bring hope, joy and wonder to our school.

Enrolment

ACT Catholic primary schools have designated priority enrolment areas. St Bede's Primary School's enrolment district is South Canberra which includes the suburbs of Red Hill, Forrest, Kingston, Deakin, Barton, Yarralumla, Griffith and Hume.

Key information about enrolling child/ren in a Catholic School in the ACT can be found in the ACT Enrolment Information Pack available on the Catholic Education Archdiocese of Canberra & Goulburn website.

The minimum age for enrolment into primary school is five years old by 30 April in the year of commencement.

School tours

A school tour is a great opportunity to meet our principal, learn about what we offer and visit the school grounds. We offer tours of our school Monday to Friday, throughout the year, during school term and holiday periods.

Enrolment Policy

The Enrolment Policy and supporting information is available on the Catholic Education Archdiocese of Canberra & Goulburn website. Key elements are outlined below.

The Policy states:

- The Catholic Education Commission aims to provide the choice of Catholic schooling to all those seeking a Catholic education for their children. However, enrolment of a student into an Archdiocesan Catholic school of choice cannot be guaranteed.

- Acceptance of a child into a Catholic System primary school does not confer an automatic entitlement to enrolment in a Catholic System secondary school. The enrolment of a student in a Catholic System secondary school is a new process and requires the completion and submission of a secondary school enrolment application.

Enrolment application

Access to the online enrolment application process is available on our school website or on the Catholic Education Archdiocese of Canberra & Goulburn website.

Parents enrolling their child/ren in a Catholic school in the ACT for the following year must complete an official enrolment form by the end of May. Applications received after the due date can only be considered if vacancies still exist.

People moving into the area during the year may enrol their child at any time if there is a place available.

There is a non-refundable application fee of $50 payable at the time of submission.

After submission, our school will contact you to discuss your application. Parents/guardians are notified in writing/email of the success or otherwise of the application. If we make a placement offer, parents/guardians will be required to sign a statement of obligation.

Preschool to Kindergarten transition

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 preschool. There are some practical ways in which you can help this transition by teaching your child to:

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

It is helpful to buy clothing and shoes that are easy to fasten and make sure that all articles brought to school (shoes, hat, jumper, bag, lunchbox, drink bottle, etc) are clearly labelled with the child's name.

Kindy Set Go

Kindy Set Go is our readiness program designed to prepare our newest St. Bede's students and their families for school.

The program aims to familiarise children and parents with our school facilities, introduce them to kindergarten teachers, and engage them in fun learning activities that help them get acquainted with the school environment and structure.

The Kindy-Set-Go Program consists of two elements:

- an online preparation component - an ongoing e-newsletter containing helpful articles, school information and activities to prepare for school
- an onsite orientation component - a series of days in Term 4 when students come to St Bede's and work with their teachers to learn new routines and prepare for St Bede's.

School fees

School fees consist of a combination of:

- Catholic Education tuition fees.
- Local school levies.
- Building Fee.

These fees are charged in accordance with fee levels and principles set annually by the Catholic Education Commission.

Children are not denied Catholic schooling simply because of an inability to pay. In cases of genuine hardship, fees may be varied after consultation and interview with the Principal prior to the due date of term fees. Any such variance is reviewed annually.

For more information on school fees, access the Catholic Education Archdiocese of Canberra and Goulburn School Fees and Levies Policy.

2026 Catholic Education Office Tuition Fee

1 child	$4,493.00 per annum
1 child with secondary siblings	$4,088.64 per annum
2 children	$6,739.48 per annum
3 children	$8,087.36 per annum
4 or more children	$8,985.96 per annum

School levies

St Bede's Primary School may charge levies to cover some excursions and incursions.

Larger costs such as camps (Years 4 – 6) are divided between the four terms so as not to place undue pressure on families. These are billed in advance for the term.

Capital Levy

$156.25 per term, per family.

The Building Fee supports building and capital works projects within the school system.

Payment of Fees

School fees are raised in Week 1 of each term and are due by the end of Week 5 unless other arrangements are made. Payments are accepted by Compass, EFTPOS, BPAY, cheque and cash.

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

From Kindergarten to Year 6, our students engage with the eight learning areas of the Australian Curriculum: English, Mathematics, Science, Health and Physical Education, Humanities and Social Sciences, The Arts, Design & Digital Technologies and Languages (French) as well as Religious Education. In addition to classroom teachers, we also have specialist teachers to enrich student learning in Science & Technology, French, Music, Library and Learning Support.

Parent Overviews of the Australian Curriculum for each year level are available on the Australian Curriculum website.

Our teachers are supported to deliver on the Curriculum through evidence-based professional learning programs and access to a suite of high-quality resources such as Catalyst.

Catalyst aspires to transform lives through learning. Through this approach, we empower our leaders and teachers to embed High Impact Teaching Practice in the classroom, by providing high-quality professional learning, resources and support, all informed by research.

English and Literacy

At St Bede's, we believe that the study of English is central to the learning, personal growth, and academic development of all young Australians. Our comprehensive curriculum helps create confident communicators, imaginative thinkers and informed citizens.

Throughout their time at school, students are given daily, dedicated opportunities to develop their skills across three core strands: Language, Literature and Literacy. This includes active practice in listening, reading, viewing, speaking, writing and creating a wide range of oral, print, visual and digital texts.

Our School-Wide Structured Literacy Approach

To ensure every child achieves reading proficiency, St Bede's implements a school-wide Structured Literacy approach. This means we explicitly and systematically teach the foundational mechanics of language—such as letter-sound connections (phonics), vocabulary and text structure—rather than leaving students to guess words from context clues.

Core Tier 1 Classroom Programs (All Students)

Specific blocks of time are allocated to English daily to ensure cohesive progression. For our core spelling, reading and writing instructions we implement highly targeted programs:

- InitiaLit (Foundation to Year 2): In the first three years of school we implement InitiaLit, a comprehensive program developed by Macquarie University. This uses explicit "Direct Instruction" to provide young learners with a rich, uniform foundation in phonemic awareness, phonics and vocabulary, giving them the essential tools to become successful, independent readers.
- The Year 3 to 6 English Program is a structured and evidence-based approach to teaching literacy in Years 3 to 6. It supports students to develop strong skills in reading, writing, speaking and listening through clear, carefully planned lessons. This program ensures students experience consistent, high-quality teaching across all classrooms.
- Spelling Mastery (Years 3 to 6): As students transition into older year levels, they move into Spelling Mastery. This program uses direct instruction to teach dependable spelling rules, word structures (prefixes/suffixes) and root-word histories. To ensure all students learn at a pace best suited to their current development, children across Years 3–6 are flexibly grouped by ability for these daily lessons.

Intensive Tier 2 Literacy Support (Targeted Intervention)

We closely monitor student progress using robust, data-driven assessments. For students who require extra, focused assistance to close learning gaps we provide intensive, small-group intervention using evidence-backed remedial programs:

- MiniLit Sage (Years 1 & 2): A high-impact, small-group reading program designed for early readers who need accelerated instruction in phonics and sight-word recognition.
- MacqLit (Years 3 to 6): A dedicated, comprehensive reading intervention program tailored for older primary students who need targeted support to improve their reading accuracy, speed, and comprehension strategies.

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 through the strands of Language, Literature and Literacy.

Students have opportunities for listening, reading, viewing, speaking, writing and creating a wide range of texts, including oral, print, visual and digital forms. Specific time is allocated to English on a daily basis, with a cohesive program of spelling, reading and writing across all year levels. These programs allow for the grouping of children to learn at the pace that is best suited to them.

At St Bede's, we implement a **Structured Literacy approach** across the school. The ability to decode and comprehend written text is taught using an evidence-based approach.

We implement **InitiaLit in the first three years of school (Foundation to Year 2)**. InitiaLit is an evidence-based Direct Instruction literacy program providing all students with the essential core knowledge and strong foundations to become successful readers and writers.

We also offer the **MiniLit Sage (Years 1 – 2)** and **MacqLit programs (Years 3 – 6)** as intensive reading support programs for small groups of students who have been identified for inclusion using a variety of assessment data.

In Years 3 to 6 we introduce **Spelling Mastery**. Spelling Mastery provides Direct Instruction lessons to effectively and efficiently teach the spelling skills students need to become proficient readers and writers. Students are ability grouped for Spelling Mastery Lessons.

Mathematics

Mathematics involves the study of Number and Algebra, Measurement and Geometry, and Statistics and Probability. It also encompasses having the interest and capacity to apply mathematical knowledge and skills in real-life situations. Emphasis is on:

- connecting mathematical knowledge
- building key number concepts
- having a shared language for Mathematics across the school, and
- using a range of important hands-on materials and assistive technology to help students consolidate abstract concepts.

We implement the Explicit Mathematics Program (EMP) in the first three years of schooling (Foundation to Year 2). Explicit Mathematics is a structured and proven approach to teaching mathematics. Teachers clearly explain new concepts, demonstrate how to solve problems, and guide students as they practise new skills step-by-step.

This approach ensures that all students develop a strong understanding of mathematics in a clear and supportive learning environment.

In an Explicit Mathematics lesson, your child will typically:

- **Review prior learning** to strengthen understanding
- **Learn a new concept** through clear teacher explanation
- **Watch examples** as the teacher models how to solve problems
- **Practise together** with guidance and feedback
- **Work independently** to build confidence and fluency

Through Explicit Mathematics, your child will:

- Develop strong **foundational maths skills**
- Build **confidence** in problem-solving
- Receive **immediate guidance and feedback**
- Strengthen understanding through **regular practice**
- Experience success through **clear and supportive teaching**

In Year 3 - 6 our Mathematics program is designed to build confident, capable learners who are equipped with the skills and understanding needed for both school and everyday life. We focus on helping students develop strong foundational knowledge while fostering curiosity, problem-solving and clear mathematical thinking.

Our teaching is guided by evidence-based practices, including explicit instruction and carefully structured lessons that support how students learn best. This approach helps students build understanding step by step, without becoming overwhelmed, and ensures important concepts are taught clearly and effectively.

A key focus of our program is developing mathematical fluency. Students learn to recall key facts and procedures with confidence (automaticity), while also building a deep understanding of what they are doing and why. We use a range of visual models, materials and representations to support this understanding and make learning meaningful.

We also place strong emphasis on mathematical language. Students are explicitly taught the vocabulary and sentence structures needed to explain their thinking, justify their answers and engage in meaningful mathematical discussions.

Through this approach, we aim to support all learners to succeed, think critically and develop the confidence to apply mathematics in a variety of real-world contexts.

Teachers encourage students to become good mathematicians by providing opportunities to develop knowledge, skills and understanding through investigations, discussion, guided practice, application, problem-solving, rote, games and written tasks.

Religious Education

St Bede's provides an educational environment where faith is not only taught but lived.

Students from Kindergarten to Year 6 gain an understanding and appreciation of the Christian faith through 150 minutes of Religious Education lessons each week. These lessons include Bible reading and related activities that help students develop a Christian worldview, allowing them to find meaning in their lives and learn of God's love for them.

Students also participate in Prayer Celebrations, Masses, Liturgies and classroom prayer.

Religious Education provides a learning environment in which students can explore a range of religious and non-religious perspectives they encounter in everyday life. Awareness and understanding of other people's beliefs enrich students' ability to make sense of the world and to reflect on their own beliefs and values. Students are mentored to:

- become articulate, empathic and discerning members of their communities
- listen to and identify the issues underlying discussion
- enter into open, respectful dialogue with people whose religious views are different
- develop an informed personal position.

The Sacramental program occurs biannually. Children usually receive the Sacraments of Reconciliation in Year 3, Eucharist in Year 4 and Confirmation in Year 6.

Science

Our school uses a structured and knowledge-rich program designed to build students' understanding of the world around them. The units are carefully sequenced from Kindergarten to Year 6 so that children revisit key ideas over time, deepening their knowledge and strengthening long-term understanding.

What the program focuses on

The Science curriculum is built around three key strands:

- **Biological Sciences** – understanding living things, their needs, life cycles, habitats and how they interact with each other and the environment.
- **Chemical Sciences** – exploring materials, their properties, how they change and how we use them in everyday life.
- **Physical Sciences** – investigating forces, motion, light, sound, heat and how these affect objects and living things.
- **Earth and Space Sciences** – learning about weather, seasons, Earth's resources, the solar system and changes that occur over time.

How students learn

The units are designed to:

- Build **strong foundational knowledge** through explicit teaching and clear explanations.
- Develop **scientific thinking skills**, such as observing, predicting, questioning, and recording findings.
- Provide **hands-on experiences** where students explore real-world phenomena in age-appropriate ways.
- Encourage students to use **scientific vocabulary** confidently and accurately.
- Revisit key concepts across year levels so learning becomes secure and long-lasting.

What this looks like in the classroom

Across the year students will:

- Take part in simple investigations and experiments.
- Learn to describe what they see using clear scientific language.
- Build their understanding step by step, with each lesson connecting to previous learning.
- Engage with diagrams, models and demonstrations to help them make sense of new ideas.
- Apply their knowledge to everyday situations, helping them understand how science works in the real world.

Science education gives students the ability to exercise their curiosity and creativity as well as develop their problem solving skills. It is a very hands-on learning experience and allows students to think about the world we live in.

A typical Science class may involve students learning to code their own Sphero or Beebot robots, conducting a scientific experiment with recycled materials and household ingredients, design and 3D printing, as well as exploring biological, chemical, environmental and physical sciences using inquiry skills.

Humanities and Social Sciences (HASS)

The Humanities and Social Sciences (HASS) program provides a structured and knowledge-rich curriculum that helps your child develop a strong understanding of history, geography, civics and the wider world. Grounded in proven educational research, the program supports primary school students to progressively build their critical thinking, analytical and writing skills.

Why This Matters for Your Child.

Strong Knowledge Foundation

The program moves beyond isolated activities and projects, focusing instead on building deep and meaningful knowledge about Australian and global history, societies and environments.

Literacy and Vocabulary Development

Students are explicitly taught how to read complex texts, understand subject-specific vocabulary and write high-quality sentences and paragraphs about historical and geographical topics.

Connected Learning Across Year Levels
Topics are carefully sequenced so that learning builds from year to year. Knowledge gained in earlier grades supports students in tackling more complex concepts as they progress through school.

Step-by-Step Teaching Approach
Teachers clearly model and explain new concepts before students work independently, helping to reduce confusion and build confidence in learning.

What Your Child Will Learn.

Depending on their year level, your child will explore key topics such as:

- **First Nations Histories and Cultures**
  Understanding the rich histories, cultures and ongoing connection to Country of Aboriginal and Torres Strait Islander peoples.

- **Early Modern History**
  Learning about British colonisation and the foundations of modern Australia.

- **Global Geography**
  Exploring Australia's unique environments and comparing them with neighbouring countries.

- **Civics and Community**
  Investigating how communities function, share resources and make decisions.

HASS in the Australian Curriculum includes the subjects of History, Geography, Civics and Citizenship and Economics and Business.

History

History is a process of inquiry into the past that develops students' curiosity and imagination. 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 is the study of places and the relationship between people and their environment. It stimulates students' interest in and engagement with the world. Students are involved in acquiring, processing and communicating geographical information in order to become active, responsible and informed citizens.

The Arts

The Arts program includes Music, Dance, Visual Arts and Media Arts.
St Bede's has a specialist music teacher who takes each class for a **fortnightly Classroom Music lesson** which focuses on singing, movement, listening, music literacy, composition and performance. Each class experiences a wide variety of musical styles and genres as they learn about dynamics and other expressive elements, pitch, duration, texture, structure and tone colour. Students from K – 2 explore singing and classroom tuned and un-tuned **percussion**. The **recorder** is introduced in Year 3 and the **ukulele** in Year 5. The Classroom Music Programme strives to instill a deep love and enjoyment of music that children can carry with them throughout their life.

There are many extra-curricular opportunities on offer at St. Bede's. Students in Years 3 - 6 can elect to participate in the **School Choir** which rehearses during class time. All students in Year 1 & 2 come together to rehearse in a **Junior Choir** for 30 minutes per week. A regular **Ukulele Club** runs each week at lunchtimes for students in Years 5-6. St. Bede's also offers young children aged 0-5 years old, a weekly **Story Song Time** music class. This is a ***music playgroup***, combining stories, songs, games, movement, instruments and craft, that meets on Fridays at 9.15am for 30 minutes. This is open to all children in the wider community and is a great way to build school-readiness skills, community connection and familiarity with the school.

Students can also elect to receive individual **instrumental tuition** through the private Musicorp tutor program during school hours and through the ACT Academy of Music after-hours.

Programming in drama provides opportunities for role play, mime, improvisation, non-verbal communication, story drama, play building and relaxation techniques.

The visual arts program allows students to explore a variety of techniques such as painting, drawing, print-making, sculpture and collage using different mediums including paper, paint, textiles, clay, charcoal, crayons and ink.

Technologies

The Technologies program encompasses Digital Technologies and Design and Technologies. Students learn to use information and communications technology (ICT) effectively and appropriately to access, create and communicate information and ideas, solve problems and

work collaboratively. Students learn to make the most of digital technologies available to them and adapt to new ways of doing things as technologies evolve, whilst limiting the risks to themselves and others in a digital environment.

Design and Technologies involves the exploration of the use, development and impact of technologies in people's lives and learning the skills needed to create designed solutions.

All students have access to school iPads, Chromebooks, ICT equipment and Science & Technology resources to implement classroom programs.

Each class is equipped with a smart board to help teachers access resources to support lessons as well as to involve students and engage them in learning experiences.

Health & Physical Education

We believe it is important for young children to develop their physical abilities and mindsets early in life, as well as an appreciation of the joys of sport.

Health & Physical Education (H&PE):

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

During twice-weekly PE lessons, students from Kindergarten to Year 6 are introduced to a range of individual and team sports that are appropriate for their age. The focus for younger students is gross motor skill development, whilst skill acquisition and refinement is a focus for senior students.

Throughout the year our students have the opportunity to engage with outside specialists as part of the PE program, such as gymnastics, dance and other specialised sports (e.g. softball, football, basketball, soccer, cricket and netball).

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

Carnivals

At St Bede's we have three major inter-house sporting carnivals each 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 or even the nationals.

French

Learning another language from a young age is hugely beneficial in helping young minds develop agility and capacity for learning in general. It introduces students to other cultures, traditions and ways of life in general. This experience and understanding is invaluable, particularly considering Australia's strong multicultural makeup.

At St Bede's Primary School students learn French through singing, dancing, craft, books, technology and mainstream teaching methods.

French classes for Kindergarten to Year 2 focus on 'fun' based learning, while Years 3 – 6 classes place more emphasis on language, writing, reading, listening and speaking in French.

Student Wellbeing

Our approach to learning is designed to encompass both education and the wellbeing of our students. St Bede's has an extensive Pastoral Care program for our students by showing support, behaviour management strategies and counselling to students where required. We aim to assist students to make positive choices and take ownership of their actions and behaviours.

Pastoral Care

At St Bede's we take seriously the command of Jesus "to love our neighbour as we love ourselves" (Mark 12:31). We strive to show care and support equally to every student, parent and colleague regardless of their personal beliefs, abilities, behaviour or circumstances. This derives from our belief that because God loves us regardless of who we are or what we do, we should love others. This commitment is the basis of our Pastoral Care Policy which includes Restorative Practices, Positive School Behaviours and Anti-Bullying.

Behaviour Management

At St Bede's we adopt a Positive School Behaviours approach to guide behaviour choices towards self-control and self-direction. This enables individuals to achieve the best possible educational and personal development outcomes. These processes can be both preventative and reactive and may result in either positive or negative consequences with the aim of restoring relationships and communication between school and home.

Counselling & Support

Our Counsellor works with children and parents with a variety of concerns such as:

- Anxiety
- Resilience training
- Social skills
- Family
- Grief and Loss

To access counselling support, please email office.stbedes@cg.catholic.edu.au.

Connecting with our school

We aim to be proactive in strengthening positive partnerships between the school, school families and the wider community. St Bede's communicates and collaborates in the following ways:

Channel	Purpose
Email	Email office.stbedes@cg.catholic.edu.au: ● for general enquiries ● to arrange to talk / meet with the Principal ● to send a message to your child during the school day. To email teachers directly: firstname.lastname@cg.catholic.edu.au
Phone	Phone the office on 6295 6559 (or 0417 084 503). Teachers are unable to take calls during the school day and will call you back at their earliest convenience.
School website stbedes.act.edu.au	● Copies of the school newsletter ● School calendar ● School contact information ● Enrolment information ● Curriculum information and term overviews ● School event information ● Staff names, roles and photos ● CECG policies ● St Bede's Statements of Practice ● School fee schedule
Compass Parent Portal	● Send messages to parents / teachers ● Book parent-teacher conferences ● Distribute student reports ● Provide excursion / event information and obtain permission ● Report absences ● Update parent / carer contact information ● Manage student medical information ● Access school calendar The Compass mobile app can be accessed through your app store. Compass information guides are available on our website.

Channel	Purpose
School newsletter	Emailed every Friday during the school term and published on our website. ● School news ● Award recipients ● Upcoming events ● Family memo for upcoming week ● School flyers ● Community news Please ensure you have subscribed to our newsletter, either when your child begins school or via our website (see footer at bottom of website).
Class contacts	Each class has a Class Parent Contact. The class contact provides an additional avenue of communication between the school and home.
What's App class groups	The class contact will invite parents of each class to join a What's App class group to allow communication between parents about class or year related questions, organise birthday parties and other events. The class contact is the Administrator of the What's App group.
Social media	We use Facebook and Instagram to share news and events with our school families. Like or follow us at: Facebook: facebook.com/StBedesPrimarySchool Instagram instagram.com/stbedesprimary
Parent teacher conferences	Parent teacher conferences are held up to three times per year: ● Term 1 ● Term 2 end ● Term 4 (parent / carer option to book)
Parents & Friends (P&F) Working Group meetings	All parents / carers are welcome and encouraged to attend P&F Working Group meetings on the Tuesday of week 2 of each term at 7:00 pm in the school library. More information on the P&F is available below.
Volunteering at St Bede's	We value the time and dedication of our volunteers to assist us with a wide range of activities including the School Community Council, Parents and Friends Working Group, Parish Masses, sporting events and activities, the uniform shop, canteen and general classroom support.

Channel	Purpose
	All volunteers for ACT schools must provide the school with their current Working with Vulnerable People card and sign in each time they volunteer. You can apply for a WWVP card, which is free for volunteers, on the Access Canberra website: Working with Vulnerable People (WWVP) Registration. If you are interested in volunteering, please email office.stbedes@cg.catholic.edu.au.

School Community Council

The role of the School Community Council (SCC) is to act as the voice of the parent community to help influence the following areas:

- support the development of the Catholic Identity, ethos and mission of the school
- support pastoral care strategies in the school community
- promote the school in the local community
- approve school uniform items decided at school level
- ensure that the parish and school community receives the Annual School Board Report
- provide a parent-run school canteen and school uniform shop
- consult with the P&F Working Group on expenditure of levies or funds

Parents and Friends Working Group

The role of the Parents & Friends Working Group (P&F) is to provide a forum through which parents, staff and the broader school community can come together and pursue initiatives that improve the schooling experience and wellbeing for the children and families of St Bede's. These initiatives include:

- organising and conducting social activities that encourage a sense of community among the families of St Bede's
- organising and conducting social and fundraising activities
- providing material support to school sporting teams and other approved recreational pursuits
- supporting projects that improve the learning opportunities, recreation and welfare for the students at the school
- providing a forum for parent and community input into school activities
- fostering cooperation between parents, teachers, students and members of the general community
- providing recommendations to the School Principal and School Community Council on any matters that affect the School.

Additional information

Absences

When your child/ren will be absent from school, please notify the school through the Compass Parent Portal.

Accidents and illnesses

If a student is unwell or injured at school, the school will contact parents / carers to request they pick up the student, unless the school considers the student can be provided adequate care at school. The school has sick bay facilities which may be used until a parent / carer is contacted and asked to take the child home.

Emergency contact numbers for your child are sought each year so that we can inform you in the event of an accident, illness or emergency.

Should your child develop conjunctivitis, chicken pox, diarrhoea, mumps, measles, head lice, whooping cough or any other contagious condition, please contact the school for information about exclusion periods. The ACT List of Diseases with Exclusion Periods is available in Appendix 1 of the Management of Infectious Diseases in Schools Policy on the CECG website.

Allergies and Nut Awareness policy

St Bede's Primary School is Allergy Awareness which means we have protocols in place to reduce the risk of an allergic reaction and to recognise and treat an allergic reaction when it occurs.

- Parents / carers are requested **NOT** to send food to school that contains nuts. This includes nut butters, nutella, all nuts and cooking oil containing peanut oil, as well as food containing nuts (e.g. almond meal)
- Students are encouraged **NOT** to share food
- Students are encouraged to wash hands after eating
- Staff supervise eating time at lunchtime
- Staff being made aware of students and staff who have anaphylactic responses, including nut allergies
- All staff are trained in First Aid training, understanding and dealing with anaphylaxis (severe allergic reactions) as a requirement
- The school canteen is compliant with the Nut Awareness Policy

Assemblies

St Bede's students and staff gather on Monday and Friday mornings to begin and end the week as a community. Parents are also invited to attend these short events to pray, acknowledge country, celebrate student birthdays, share school events and information, present awards and sing the National Anthem. Morning assemblies are conducted in the main outdoor courtyard at 9 am.

Before and after school care

Camp Australia provides Out of School Hours Care (OSHC) at St Bede's Primary School before school and after school. The operating times are 7:30 am – 9:00 am and 3:10 pm – 6:00 pm during school term only held in the school hall.

Information on Camp Australia's program, fees and registration is available on our Before and After School Care webpage.

Canteen

The once per week canteen service is run by a manager and parent volunteers on a pre-order basis.

The canteen opens on Fridays only and is cashless with orders through the Qkr! app. The deadline for lunch orders and snacks for the lunchtime eating period is Thursday at 5pm.

Year 6 students deliver lunch orders to the designated seated eating areas for students.

Car parking

There is a 20 minute time period in which to collect children after school. School finishes at 3.10pm and there is teacher supervision until 3.30pm.

Always park when dropping off or picking up.

There are three carparks available for pickup and drop off:

1. The Nuyts Street carpark (top carpark) allows four rows of parking. Parents / carers are asked to drive in a loop in a one way direction.

2. The Hicks Street entry includes gravel parking between the school hall and Hicks Street.

3. The Hicks Street entry also allows hard surface parking up the driveway. The top carpark space is NOT to be used as this is for turning vehicles only.
   We ask that drivers do not park in this turning space, even for a quick drop off to ensure that traffic can flow smoothly and safely around our school.

Collection of children after school

Children catching the bus are met by the teacher on bus duty who walks them to the Hicks Street bus stop and supervises until the last bus has departed.

Children going home by car are supervised by teachers on duty until collected by parents / carers. After 3:30 pm any remaining students are relocated to the office.

Collection of children during the school day

If you need to collect your child/ren during the school day please:

1. Notify the class teacher and the office by email (office.stbedes@cg.catholic.edu.au)
2. Sign your child out / in on the Compass Parent Portal at reception.

Emergency contact forms

Each year we remind parents / carers to update records of addresses, phone numbers and emergency contacts for each family in the Compass Parent Portal. Therefore we ask that you complete the new form promptly. It is sent home at the beginning of each school year.

Financial assistance

Parents / carers who require financial assistance for any aspect of their child's school life, are invited to contact the principal.

Library

St Bede's students benefit from a modern library and multifunctional resource centre situated in the centre of the school. It is an inviting light-filled space where students not only read, browse and borrow books but it is also used for playing board games and doing puzzles, building lego or drawing pictures. The library has an extensive range of fiction and nonfiction books for students and a range of resources for teachers and parents.

Students from Kindergarten to Year 6 enjoy a scheduled library lesson each week with our dedicated Librarian where they can borrow resources and enjoy learning library and research skills.

Class library days are announced 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.

Book Week

The highlight of the Library's calendar is the Children Book Council Association's Book Week held each year in August. The Book Week event is a celebration of books, knowledge and reading with special book-related activities for students arranged across year levels. Students delight in dressing up as their favourite book character and participate in a Book Week parade attended by school families.

Lost property

Unclaimed belongings are kept on shelving and on the garment rack in the senior corridor (between the library and the senior wing on the left-hand side of the office). Parents / carers are welcome to check these items. Unclaimed uniform items are donated to the uniform shop at the end of each school term. Non-uniform items are given to charity at the end of the school year. Please label clothing.

Medication

St Bede's follows Catholic Education Canberra and Goulburn's (CECG) Medical Welfare of Students Policy. It outlines obligations and procedures to care for students who require medical treatment or become unwell or injured at school.

Parents / carers are responsible for informing schools of any medical issues and ensuring students do not attend school if their health requires it. CECG policy is that students who are injured or unwell should be cared for at home by a parent / carer. If a student is unwell or injured at school, the school will contact parents / carers requesting that they pick up the student, unless the school considers the student can be provided adequate care at school.

Schools must keep up to date and medically-endorsed individual response plans for any children or young people with diabetes, anaphylaxis, epilepsy and asthma. Schools should also keep medically endorsed individual response plans for any students with ongoing healthcare conditions that require intervention or could lead to medical emergencies.

Parents / guardians must provide a Medication Authorisation to authorise the school to administer medication. The request should be updated at least annually, or as required (e.g. if medication changes). Requests must be accompanied by current individual medical advice or plan by the student's medical practitioner.

For further information on the requirements for the school to dispense medication, please view the Medical Welfare of Students Policy linked above.

Office hours

Our office hours are Monday to Friday 8.30am - 4.00pm.

If you need to send a message to your child during the school day, please email the office at office.stbedes@cg.catholic.edu.au.

Parent information night

The school conducts a Parent Information Night within the first four weeks of Term 1. This is a great time for parents and class teachers to meet each other to:

- present school goals and priorities for the year
- present and discuss mutual expectations
- present class procedures and policies
- outline curriculum areas
- present and discuss proposed planned excursions

Parish

St. Bede's Primary School was established by the Good Samaritan Sisters in 1963 and operated under their administration until 1985, when the Catholic Education Office appointed the first lay principal. Since 1987 we have been the parish school of St. Christopher's Cathedral in Forrest.
Archbishop Christopher Prowse serves as our Parish Priest and Fr. Paul Nulley is the Parish Administrator.

Parish office: **Saint Christopher's Pastoral Centre**
Ground Floor, 55 Franklin Street
Forrest ACT 2603

Phone: (02) 6239 9846

Email: cathedral@cg.org.au

Website: saintchristopher.org.au

Office hours: Monday to Thursday
8.30am - 12.15pm
12.45pm - 4.30pm

Playground supervision

We request that you do not send your child to school before 8.30am when before school teacher supervision begins.

From 8.30am before school, at morning recess and lunchtime there are teachers rostered for duty, moving amongst the children on the playground. All children eat their lunch outside their classrooms for the first ten minutes of the lunch period. Children are informed of wet weather arrangements at the beginning of each year, and reminded as necessary.

On wet days before school, children will be supervised in the junior and senior corridors from 8.30am.

Qkr!

Qkr! (pronounced 'quicker') by Mastercard is a secure and easy way to order and pay for school items on your smart device.

Getting started on Qkr!

1. **Download -** Download Qkr! on your Android phone or iPhone. iPad users can download the iPhone app.
2. **Sign up** - Sign up by creating an account and select your Country of Residence as 'Australia' and follow the steps to register.
3. **Add a card** - You can choose to add a payment card now or later.
4. **Find our school** - Our school will appear in 'Nearby Locations' if you are within 10kms of the school, or search for our school by name.
5. **Add profile** - When first accessing our school you will be prompted to add a student profile for your child/ren. This allows you to make orders and payments for them. Add each child's details. You can manage each child's details in Profiles.
6. **View menu** - In Menu, you can access school payments, order from the canteen and order uniforms. Receipts are available in the app.

Reports

End of semester academic reports are issued at the end of Terms 2 and 4. These written reports reflect a point in time for your child's learning journey and represent progress in learning areas from the Australian Curriculum. Achievement is measured in relation to the achievement standard for the child's grade level and learning program.

School buses

The CDC Canberra and Transport Canberra websites each have a dedicated section for schools, which includes greater Canberra and local transport options available for our school including information on fares, maps and timetables.

Our school is serviced by:

- CDC Canberra at Hicks Street bus stop - school services to/from Michelago/Royalla, Jerrabomberra and Queanbeyan Interchange.
- Transport Canberra route 56 at bus stop on La Perouse Street.

School hours and student break times

School hours are from 9:00 am to 3:00 pm.

Drop off	Between 8:30 am and 9:00 am
School commences	9:00 am
Assembly commences	9:00 am Mondays and Fridays in the courtyard
Morning session	9:00 - 11:00 am
Recess (eating)	11:00 - 11.10 am
Recess (play)	11:10 - 11:30 am
Middle session	11.30 am - 1:30 pm
Lunch (eating)	1:30 - 1:40pm
Lunch (play)	1:40 - 2:10 pm Choose from free play or a variety of timetabled lunchtime activities
Afternoon session	2:10 - 3:10 pm (pack up bell at 3:05 pm)
School finishes	3:10 pm
Pick up	After school, students are asked to wait on the seats outside their classrooms until picked up. Teacher supervision is provided until 3.30pm. 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 / carer supervision. We seek your assistance in helping to ensure safe play.

Staff

Staff names, photos and roles are published on our website on the Meet our Teachers page.

Student awards and recognition

St Bede's recognises student achievement in social, academic and personal development through a number of formal awards:

- **Principal's Award** - a weekly award to recognise those students who go above and beyond in demonstrating our school values of respect, responsibility and resilience.
- **Achievement Award** - awarded by classroom teachers in the classroom to acknowledge academic and social progress and success.
- **Walk In Love & Peace (WILP) Award** - a weekly award for walking in love and peace by actively displaying our school values of respect, responsibility and resilience.

The Principal's Award and the WILP Awards are presented weekly at Friday morning assemblies and recipient names are published in the weekly newsletter.

Additional end of year awards are awarded at the End of Year Mass for individuals who have demonstrated outstanding social, academic or personal achievements.

Sun Protection Policy

St Bede's follows the Catholic Education Canberra Goulburn's Sun Protection Policy which specifies the minimum standard and sun protection measures for August through May (all year except June - July).

The 'no hat, no play' policy is strictly enforced so children without hats avoid direct sun exposure.

Students are encouraged to supply and use sunscreen at school.

Term overviews

Teachers prepare a term overview at the beginning of each term to inform parents / carers of the key topics for each class including learning areas, days for French, Music, PE and Science & Technology with key information about their class. These are distributed via Compass each term and published on our website.

Uniforms

Wearing a school uniform encourages pride in the school, develops a sense of shared identity among students and reinforces the school values of Respect and Responsibility.

St Bede's has a summer, winter and sports uniform that is compulsory. A complete list of requirements and photos of the uniform items is available via the uniform shop webpage.

Uniform items are available for purchase through the St Bede's Uniform Shop onsite or online via Qkr!

The Uniform Shop is located through the frosted glass doors near the entrance to the staff room in the junior corridor (right-hand side of the office). Opening hours are Friday mornings 8:30 am - 9:30 am. There is also a range of quality second hand uniforms available for purchase.

Online orders are filled on Friday and sent home with your child.