

# Welcome to St Anne's

## Principal's Message

A very warm welcome to St Anne's Primary School for you, your child and family. We hope you find your time as a member of St Anne's school community very fulfilling. We look forward to working with you to ensure the best in faith development, social learning and academic education for your child. We have a warm and supportive community that strives to ensure your child's school days will be challenging and successful.

Our community is made up of families from a variety of cultures and backgrounds and we aim to ensure that there is a sense of inclusiveness for all.

The school's philosophy is that our learners are at the centre of all we do. They are the heart of all our endeavours and we aim for them to be happy, confident and successful learners who use their knowledge and gifts for the benefit of those around them. Our beliefs and educational practices reflect the gospel values of faith, love and respect. This is supported by our Religious Education program which gives our students the opportunity to grow in faith and celebrate the Catholic tradition.

Our environment offers every student the opportunity to engage in learning, develop as a whole person and strive to reach his or her potential. Staff at St Anne's have high expectations and strive to meet the needs of all students. Flexible indoor and outdoor learning spaces and access to a range of contemporary digital technologies enhance students' learning opportunities.

Our community works collaboratively in a lifelong learning journey and in doing so, supports one another in contributing to our ever changing world. Our contemporary learning approach responds to the needs, interests and experiences of each student. Our students are empowered with the skills, knowledge and capacities to respond to the challenges they will face growing up in their world. Our aim is to enable every student to be successful and an engaged lifelong learner.

We endeavour to provide a caring and supportive environment where the fostering of tolerance and respect is a priority for all members of our learning community. We recognise value and respect the uniqueness of each child. The many wellbeing programs being offered provide opportunities for our students to feel a sense of inclusiveness, support and connection to our school. Some of the programs include; student leadership, restorative practices, intervention / extension programs, peer mediation, friendship stop and transition programs.

The school plays an important role in the community by developing close links and partnerships with parish groups and the wider community. Our aim is to ensure that the development and wellbeing of our students and families increase the building and strengthening of these links and partnerships.

We are here to support you and your child throughout your educational journey and we look forward to working with you to provide experiences of happiness, challenge and success.

We look forward to you becoming part of the St Anne's school community.

# Vision Statement

**United in love  
and called to discipleship,  
St Anne's Catholic school  
is committed to developing a  
community of lifelong learners who are**

**Passionate  
Self motivated  
Creative  
Resilient**

**Striving for excellence to make a  
positive difference in our world.**



# Religious Education

At St Anne's we strongly believe that the initial preparation and development of a child's faith begins from their earliest years at home with their parents and families, supported by their parish.

When your child begins at St Anne's, we offer them and their families further support, through the Religious Education Curriculum, Sacramental Programs, Parenting in Faith Programs, Liturgical Celebrations, and Prayer, as they nurture and develop their faith

Religious Education is at the centre of both the formal and informal Catholic school curriculum. The values, ideals and challenges of the Gospel, embodied in the person of Jesus Christ, find explicit expression in our curriculum and ethos of our school, as do the teachings and traditions of the Catholic Church.

At St Anne's we recognise parents as the primary educator of a child's faith and appreciate that all students bring a wide range of faith and spiritual experiences. These experiences are built upon in the curriculum as rich sources for further learning in Religious Education

## Sacramental Program

The Sacraments are a unique experience in the child's growth of faith. Most children are baptised as infants in the Catholic Church and prepare to celebrate the Sacraments of Reconciliation, Eucharist and Confirmation, during their primary school years.

At St Anne's School the Sacramental Preparation Programs are run in partnership with the parish. These Sacramental Programs are run outside of the school, coordinated by the parish with the schools support and are a family based Sacramental Preparation Program. The Parish offers a School Aged Baptism Sacramental Program for children who are yet to be baptised. The Sacrament of Reconciliation is celebrated in Year 3, the Sacrament of First Eucharist in Year 4 and the Sacrament of Confirmation in Year 6.



The Religious Education Curriculum at St Anne's supports the Sacramental Programs. The teaching and learning of the Sacraments at St Anne's is an ongoing process embedded in the curriculum that begins in Prep and continues through to Year Six.

## Liturgical Celebrations and Prayer

At St Anne's prayer and liturgy is an integral part of school life. Students are provided with the opportunity to participate and engage in prayer on a regular basis, in class, at whole school assemblies or independently.

The students are involved in a variety of liturgies to celebrate and commemorate events and feasts, such as Ash Wednesday and the Feast of St Mary of the Cross MacKillop, as well as, attend parish masses as a class or as part of the whole school which celebrates feasts such as St Anne and the Assumption of Mary.

## Curriculum

The Victorian Curriculum outlines a set of knowledge and skills that is to be taught to all Victorian students from Prep to Year 10. In each area of the curriculum there are descriptions that specify what needs to be taught and these are followed by achievement standards that describe the quality of learning typically expected of students at their particular level.

**Literacy** – Reading, writing and oral language are fundamental to each student’s learning, and a significant amount of resourcing is devoted to supporting student achievement. Teachers work collaboratively to plan programs based on assessment of student literacy needs.

**Mathematics** – Our students engage in learning experiences focusing on the areas of Number & Algebra, Measurement & Geometry and Statistics & Probability. Teachers aim to develop the capabilities of all students by providing a challenging curriculum that is comprehensive, balanced and student-centred.

**Science** – Science education aims to foster each child’s curiosity and wonder about the world, both visible and invisible, and to develop their understanding of how the world works.

**Languages** – (Japanese Years 3-6) – The study of a language is an integral component of a broad and balanced education. Through learning a language, students develop communication skills and a knowledge and appreciation of other cultures.

**Health & Physical Education** – St Anne’s promotes the development of a healthy lifestyle by providing a well organised and active environment in which our students can participate in a wide range of sports and physical activity. As well as improving fitness, participation in sport and physical education develops a sense of fair play, self-confidence and an ability to work with others as part of a team.

**Humanities** – the study of history, geography, civics and economics gives students the opportunity to learn about people, cultures and environment.

**The Arts** – The Arts are a vital part of primary school experiences, allowing your child to express his/her emotions, individuality, imagination and creativity.

**Digital Technologies** – we provide a genuine technology rich learning environment that support students to become competent users of technologies. These technologies enable your child to learn in engaging and effective ways, and to become connected, self-directed learners who aim to shape the world for the common good.

Extra curricula programs that run within the school include Reading Recovery, G.R.E.A.D. Reading Program, E.R.I.K. Reading Intervention Program, Mathematics Intervention Program, Extension Programs, Friendship Stop Program, Gardening Club, Origami Club, Interschool Sports and Camp Programs.

## Teaching & Learning

At St Anne’s Primary School, learning and teaching in our classrooms is aimed at developing the whole child. To ensure we are developing the whole child, we have quality teachers who are given opportunities to develop their skills and teaching strategies; organisational structures that support learning and supportive leadership to assist all members of our school community.

At St Anne’s we believe students learn best when the learning program reflects their needs, backgrounds and interests. Students are challenged and supported to develop deep levels of thinking. They are encouraged to be actively involved in their learning, accepting challenges and being encouraged to take risks and explore their own creativity.

### Inquiry Learning

Each term, students at St Anne’s undertake an Inquiry that explores one of our six Big Ideas. These Big Ideas incorporate different curriculum areas and are designed to be built upon as students move through their primary schooling. Each Inquiry is guided by a *Big Question* and several supporting questions, which are designed to direct the learning experiences of the class and any independent learning that students may undertake.

An Inquiry unit will typically begin with immersion experiences, which are designed to spark student interest and to get them excited about the upcoming learning. Teachers then spend time building student knowledge about key facts, ideas and concepts. After this, students either choose an area for further investigation (by developing their own question to pursue) or are given choice in the way they undertake and present their learning (based on a task that has been outlined).



The inquiry learning process has the potential to develop skills for lifelong learning such as thinking and research skills, problem solving and decision making. The inquiry approach fosters independence, communication and collaboration as students explore and investigate independently, in groups or as a whole class. It caters to different learning styles and helps to personalise learning.

Parents or friends who have particular interests or areas of expertise are always more than welcome to contribute to our learning in Inquiry. Whether you have a job in the field of science or a passion for gardening, your support will always be welcome.

## Learning Dispositions

The St Anne's Learning Dispositions describe the behaviours that we want all our learners to develop during their time at St Anne's. They can be applied across all year levels and subject areas with a developing degree of independence and sophistication. Students can also set learning goals that relate to one of the dispositions, and then consider the different ways in which the goal can be achieved.



## Student-directed Learning Opportunities – Discovery & Genius Time

Discovery Learning is undertaken by students in Years Prep-2 and is central to the development of Oral Language and Thinking skills. The principles guiding Discovery Learning are that:

- Children learn best when it is tied closely to their interests and needs
- Knowledge, skills and attitudes are developed through integrated, purposeful & active experiences
- Learning occurs when children are allowed to make mistakes and are given the responsibility to make their own decisions and choices
- Play promotes problem solving, persistence and resilience



Genius Time in Years 3-6 is an extension of Discovery Learning, in that children are given time and opportunities to pursue an area of interest, with the condition that it must stretch or extend them in some way. Students are supported to develop the questioning, research and self-management skills that are critical to any form of independent learning.



## Assessment

Assessment is an important part of the learning and teaching cycle and is a key tool in designing learning activities that meet the needs of the children and are engaging for them. Assessment is ongoing, is relevant to the task and is analysed to determine achievement and future learning opportunities. Some forms of assessment are more formal while others may be anecdotal notes taken during teaching time.

Student Reports are sent home at the end of Term 2 and 4. Parent Teacher Interviews are scheduled during Term One and Parent Teacher Student Conversations are held at the end of Term 2. The first interview will provide you an opportunity to discuss your child's strengths, challenges, relevant information and your hopes with his or her teacher. This information will contribute to your child having positive learning experiences. The interview at the end of Term 2 is a time to discuss your child's report and progress, any interventions which may be required as well as a plan for the remainder of the year.

Throughout the year – as required, teachers are available to meet with parents to discuss academic progress or any social/emotional issues.

Formal assessments are conducted in some levels as a requirement from the Federal Government. NAPLAN is an annual standardised testing program that our Year 3 and 5 students participate in May. The testing covers Reading, Writing, Language Conventions, Spelling and Numeracy. Results are made available to parents and schools in September.

## Additional Learning Needs

St Anne's supports students with additional learning needs by developing and implementing individual learning programs within the school.

If required, your child may access the services of:

- psychologists
- speech pathologists
- visiting teachers for hearing, vision or physical/chronic health impairment
- English as an Additional Language

Information regarding the relevant referral process is available from the Student Wellbeing Leader. If we believe your child would benefit from one of the above services, we will contact you and ask for your approval for the direct involvement of student services staff with your child.



# Student Wellbeing

At St Anne's we

- Aim to provide a safe, secure, supportive and stimulating environment
- Foster a culture of positive, tolerant and respectful relationships
- Recognise, value and respect the uniqueness strategies and skills to enable students to reach their full potential
- Believe student wellbeing is a whole school approach

We have structures and programs in place across the school to facilitate belonging and promote wellbeing. Some of these include; Professional Development for Staff to successfully implement Social & Emotional Learning Strategies, Parent Information Sessions, Interest Clubs at lunchtime, Transition Programs, Counselling Services, Seasons Program for children expressing loss or grief, Literacy and Numeracy Intervention Programs, Parent Support Group meetings for students deemed 'at risk' and opportunities to challenge our students through activities such as Tournament of the Minds and the Gateways Program.

We have a Student Wellbeing Leader, Additional Needs Leader and Learning Diversity Leader who are available to assist our school community.

## Positive Behaviour for Learning Strategy (PBL)

The Positive Behaviour for Learning Strategy is an initiative that has been implemented since 2016. It is a framework that helps us to plan and implement practices across our school to improve behavioural and educational outcomes for all our students.

The aim is to

- prevent behaviour problems and management of existing issues positively and consistently
- develop skills and knowledge for better teaching and learning
- creating and maintaining a better school environment for children, staff and the whole school community

At St Anne's we believe we need to introduce, model and reinforce positive social behaviour as this is an important step in the children's educational experience. Teaching behavioural expectations and acknowledging students for following them is a much more positive approach than waiting for misbehaviour to occur before responding. Research has shown that Positive Behaviour for Learning improves the school's environment and helps keep students and teachers in safe and productive classrooms by:

- reducing disciplinary incidents
- improving interpersonal relationships
- improving attendance rates increasing students' sense of belonging and safety
- supporting improved academic outcomes



## Our Positive Behaviour for Learning Purpose Statement

"Our commitment is to ensure a shared understanding is owned by all our learning community to promote a stimulating learning environment. We value respect, resilience, responsibility and safety. Therefore all members will have opportunities to maximise their spiritual, academic, personal and interpersonal growth."

We teach our children to follow our values of

## Respect, Responsibility, Resilience and Safety.

Our children are taught to enact these values in the classroom, play areas, corridors, canteen and toilets.

We have four major behaviour expectations which are applicable in all areas of the school. These are

- I will use my manners
- I will value all members of our community
- I will care for all property
- I will listen to adults when they speak to me.



## St Anne's is a Restorative Practice School

### What is Restorative Practices?

The philosophy of Restorative Practices informs a positive and informative approach to student behaviour management.

It aims to promote RESILIENCE in the one harmed and the one causing harm.

It helps students learn from their mistakes, grow in self discipline, take responsibility for their actions, recognize the impact of their actions on others, and reconcile and resolve conflict with others.

It makes our school community a happy and safe place.

At St Anne's we believe that a positive school climate, in which young people feel connected, is the best environment for learning.



## Extra–Curricula - Excursions and Camps

Excursions take place throughout the year. Children are expected to participate in all excursions and special events. The aim of our excursion program is for our children to;

- have an opportunity to enrich and expand their social and academic development beyond the classroom
- gain first-hand experience of concepts being covered in the classroom.
- be exposed to locations, situations, and people which extend their understanding of the world around them.
- develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

Our children attend camps in Year 4 (1 overnight stay), Year 5 and Year 6 (both camps are 2 overnight stays). Children in Year 1 to Year 3 participate in an extended school day at some stage during the year. The aim of the camp program is for children to;

- have the opportunity to experience learning in a different environment
- have hands on experiences to enhance their learning
- be provided with opportunities to socialise in a less formal setting with both peers and staff members
- have experiences of being able to organise and manage themselves in an unfamiliar environment
- develop group cohesiveness in a different setting and support one another as they experience different learning situations

## Staff

Our staff members are highly committed professionals who strive to ensure all students are provided with an exceptional standard of education. Curriculum leaders provide support to teachers in the areas of Inquiry learning, Religious Education, Mathematics, English, Digital Technologies and Student Wellbeing. Specialist subjects available at different year levels at St Anne's include Visual Arts, Physical Education, Japanese, Design Technologies, Music and Performing Arts.

Staff members undertake regular professional learning, both within school and externally, to ensure that strategies for teaching and supporting students are current and supported by research.

## Parental Involvement & Communication

Ongoing formal and informal communication between families, school and parish takes place through weekly newsletters, our Skoolbag App, See Saw, website, parent/teacher/student interviews, morning assemblies, information evenings, year level masses, parent morning teas and parenting in faith programs.

Parents are an invaluable resource to St Anne's school and are invited to become involved in many aspects of school life. Parents can help:

- in the canteen
- in classrooms
- with Discovery Learning (P-2)

- in the uniform shop
- at working bees held across the year
- at sporting events
- on excursions
- through PTFA meetings & activities
- through St. Anne's School Advisory Committee
- with student school banking
- with Book covering
- with friendship group
- as Eucharist Cluster Group Leaders
- as Guest Speakers

## Families as Partners in Education

St Anne's school is a dynamic learning community where an emphasis is placed on developing partnerships with our parents. Parents are encouraged to assist in classrooms, with excursions, in the canteen or library. Working with Children's Checks are required and are applied for online. These are for anyone who is working with children.

Parent Helper courses are offered at the beginning of the year. This provides parents with the skills required to assist in the class and to be aware of how literacy and numeracy sessions are organised. We believe that by being involved in their children's education, parents can develop a greater understanding of the aims of education in the 21<sup>st</sup> century.

The greatest support parents can give to our school is to assist and support your child in his or her learning. Developing a close connectedness with your child's teacher ensures you are working in partnership to improve educational, social and emotional outcomes for your child.

## Education Boards

### Our Lady of Mt. Carmel Parish Education Board

The Parish Education Board acts as a forum for discussion on matters concerning education in the St. Anne's and Our Lady of Mount Carmel Primary Schools. The Parish Priest is the administrator of the Parish and the Board acts as an advisory body to him in matters concerning education in the Parish.

### St. Anne's School Advisory Committee

St. Anne's School Advisory Committee acts as a forum for discussion on matters concerning St. Anne's School. The Committee comprises of the Parish Priest, Principal and Parent Representatives. The Committee acts only in an advisory capacity to the Parish Priest and Principal.

## Parents and Friends Association

St. Anne's has a very active P.T.F.A. All parents are welcome to attend meetings. The P.T.F.A is concerned with social activities and the School Maintenance program.

# General Information

## School Hours

Children are required to be at school by 8:45am. The first bell rings at 8:45am and classes begin at 8:50am. To ensure your child's safety, he/she should not arrive before 8:30am as this is the time a teacher's supervision begins.

Morning Session	8:50am – 10:50am
Recess	10:50am – 11:30am
Middle Session	11:30am – 1:30pm
Lunch Eating	1:30pm – 1:40pm
Lunch Break	1:40pm – 2:20pm
Afternoon Session	2:20pm – 3:20pm
Dismissal	3.20pm

It is important that children arrive at school on time. Any children arriving after 9:00am must be signed in by a parent at the office. Absences should be sent via the Skoolbag app by 9:00am. On **Mondays** and **Fridays** when assembly is taken, all children are to assemble at **8.45am** in the undercover area.

## Office Hours

The school office is open between 8:30am and 4:30pm Monday to Thursday, and 8:30am and 4:00pm on a Friday. Our Office staff will be very happy to assist you with any questions you may have.

## Communication

A weekly newsletter is sent home via email and the Skoolbag app on a Tuesday. It can also be accessed via our school web page – [www.sasunbury.catholic.edu.au](http://www.sasunbury.catholic.edu.au). The newsletter and app inform parents about what is happening at St Anne's and provide details about upcoming events.

Classrooms also use the app SeeSaw to share examples of the learning that takes place across the school week. Families receive an invitation to be a member of their child's SeeSaw Classroom, and are then alerted when new posts are added. Parents can then add feedback or comments to the page.

## Emergency Forms

When you enrol your child you are asked to provide emergency contacts when completing the enrolment form. So that school records can be kept up to date you will be asked each year to review your contacts and inform the school of any changes. If your child is ill at school or accidentally injured and we cannot contact you, then we will phone the emergency contacts.

If at any time you change your address, phone number, emergency person or doctor you are asked to notify us immediately.

## School Canteen

A school canteen operates each day and provides a lunch order service as well as over the counter sales during lunch time. Menus and price lists are available on our website. Payment of lunch orders can be by cash or online via the Catholic Development Fund's Cash-Free Solution. Parents may volunteer on a roster basis to provide assistance in the canteen.

## Student Free Days

Student free days are days where all staff participate in professional learning, either at school or an alternative site. These days are student free days. You will know about these days well in advance so you can organise child minding. Our Out of School Hours program operate on these days if there are enough numbers to run the program for the day.

## School Excursions

Excursions are part of our learning experiences for our children. The costs are covered in the school levies.

No child is permitted to attend an excursion without a signed parent permission form.

## Early Pick Up and Late Arrival

Children are not permitted to leave the school during the day unless in the company of a parent or carer. Any parent wishing to collect their child during school hours must sign the Early Leavers Register in the office, no later than 3.10pm. Children who arrive after 9.00am are required to be signed in by a parent or carer. The sign in register is in the Office.

## School Uniform

St. Anne's school students are required to wear full school uniform neatly and proudly. Sports uniform is only to be worn on the designated P.E. day. Uniforms are purchased from St Anne's Uniform Shop

### Summer – Term 1 & 4

**Girls** - summer dress or navy shorts sky blue short sleeve polo with school logo, white ankle socks, windcheater/bomber jacket, black leather shoes, school hat – legionnaire, bucket or slouch

**Boys** - Sky blue polo shirt with school logo, grey pants/shorts white ankle socks, black leather shoes, school windcheater/bomber jacket, school hat – legionnaire, bucket or slouch

### Winter – Term 2 & 3

**Girls** - winter tunic/maroon pants, sky blue rugby top, navy blue tights, school windcheater/bomber jacket, school beanie (optional)

**Boys** – sky blue rugby shirt, school grey pants, school windcheater/bomber jacket, school beanie (optional)

## Sports Uniform – to be only worn for P.E. lessons

**Girls** – sport polo shirt, navy shorts/skorts, white socks, appropriate sports shoes

**Boys** – sport polo shirt, navy shorts, white socks, appropriate sports shoes

## Expectations

- As we are a 'Sun Smart School' the school hat must be worn from September to April. **Only the correct maroon school hat is to be worn** – either Legionnaire, bucket or slouch style. Children are also able to wear sunglasses to protect themselves from UV rays.
- **Correct black leather school shoes** are to be worn and polished regularly. Appropriate sports shoes (no skate shoes) are only to be worn on sports days.
- **Art Smock** or an old long sleeve shirt, adjusted to suit the child and a material **Library Bag** is required for all children.
- Children are **not to wear jewellery** to school, except for watches and in the case of pierced ears, only sleepers or studs may be worn.
- All **shoulder length long hair is to be tied back at all times. [Hair that touches collar]** Hair ties [brown/black], clips, ribbons or headbands are to be in school colours. (Blue or Maroon)
- **No make-up or nail polish** is to be worn to school.
- Children are expected to come to school with their **natural hair** colour.
- **Written notification from parents is required** if, for any reason, children are not in correct school uniform.



## Emergency Management

We have emergency management procedures which are clearly displayed in each classroom and office area. These procedures are regularly practised and should be onsite during one of these practises we ask that you participate.

## School Visitors

All school visitors must report to the office on arrival where their purpose for being onsite will be verified. Visitors will be asked to sign the Visitors Register via the iPad and wear their visitors badge while on school premises. On leaving they will be asked to sign out and return their badge.

All visitors, volunteers, classroom helpers and contractors must have and present their valid Working With Children's Check.

## Parents with Concerns

At times parents can have a concern about the classroom, another child or parent. Parents are initially asked to talk to the teacher about the concern. If you are uncomfortable speaking about the issue with the classroom teacher, make an appointment to speak to the Principal. Some concerns cannot be resolved immediately so a reasonable time frame for the concern to be addressed may be required. If the concern regards another student parents must not approach him or her. The concern must be taken to the classroom teacher. If a parent has an issue with another parent concerning a child or school related problem they must take it to the Principal. For further information, please see the Grievance Policy on the school website.

## Sport Teams

Children are placed in a house team while at St. Anne's. The house colours are:-

**Feenan (Green)** - Rev. James Feenan was the Parish Priest when St. Anne's began. The green represents his Irish background.

**MacKillop (Blue)** - The Sisters of St. Joseph have long been associated with the two schools and Parish and is acknowledged by the colour blue. Mary MacKillop was the founder of the order and Australia's first Saint.

**Edmends (Gold)** - Carmel Edmends was the first Principal of St. Anne's School. Her contribution to the early development of the school was like pure gold; hence the team colour was named after her.

**Crowley (Red)** - The first leader of the P.T.F.A. was Kevin Crowley, who established from the beginning that the P.T.F.A is the "lifeblood" in supporting the school through parent assistance and fundraising and is acknowledged in this by the colour red.



# FINANCIAL INFORMATION

## Fees and Charges

The ongoing provision of quality education at St Anne's is reliant on parents paying school fees and levies as they occur.

A family fee is charged to each family regardless of the number of children they enrol. In addition to this there is a curriculum levy that is charged for each child.

School fees are billed at the beginning of each year. These may be paid in three equal instalments (end of March, May and July) or by an agreed payment plan (this can be arranged at the school office). Payments can be made by cash, cheque, credit card, online or internet transfer and also EFTPOS.

The Curriculum Levy is to be paid by the first day of school in February. It covers the equipment and resources the children use in their classrooms. It is most important that this is paid promptly, so that materials can be distributed immediately.

## Supporting Parents – Access and Affordability

St Anne's is strongly committed to the principles of social justice and the dignity of the human person. It is our priority to create an environment in which all parents and families feel welcomed, valued and supported.

The Education Maintenance Allowance (EMA) helps cover the costs related to your child's schooling. The EMA provides families on a low income with financial assistance.

Applications for EMA are made through the Office.

For families experiencing financial difficulties it is important to meet with the Principal to discuss a Payment Plan.

## School Banking

**Tuesday** is banking day each week. The Commonwealth Bank operates as our major saving scheme for children. Application forms can be obtained from School Office.



# HEALTH AND SAFETY

## First Aid

During recess and lunchtime a staff member trained in first aid is on duty in the First Aid room. Any child requiring first aid will be sent inside by a staff member on yard duty where they will be assessed and treated. All incidents are entered into our first aid administration system and a copy is sent home. Parents will be called for all incidents involving an injury to the head, all serious injuries and when a child is unwell and needs to be sent home.

## Administering of Medication at School

Parents are required to supply medication in a suitable container that has the name of the child and name of the medication, the recommended / prescribed dosage and time for medication to be administered. Parents are required to give written permission before any medication can be given to a child. If your child has any form of medication that needs to be taken during school hours it must be brought to the school office.

- Over the counter medication cannot be administered without written permission from a parent. The medication must be in its original packaging and with written instructions as to the child's name, dosage and time of administration
- If a child is on a course of medication it is not necessary to fill in a daily request form. Please state an expected completion date on the initial request form
- Medication such as Ventolin and adrenaline are covered by the Asthma and Anaphylaxis Management Plans. Parents should ensure that the plans are updated as circumstances can change year by year.
- When cleaning wounds and treating minor skin irritations we only use water or ice packs. Solution such as Dettol, Calmine Lotion or Stingose are not used unless supplied by parents with a medical request form.

## Medical Conditions

If a child has a medical condition, The Principal and classroom teacher must be informed so that appropriate supports can be implemented.

## Asthma

All children with Asthma must have an Asthma Plan from a doctor which is to be updated at the beginning of each year.

## Anaphylaxis

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. All children with Anaphylaxis are required to have an ASCIA Anaphylaxis Action Plan which details the procedures to be followed in the event of an allergic reaction. This plan is to be prepared and signed by a medical practitioner. In addition to this, all children with anaphylaxis will have an Individual Management Plan. The plan will be reviewed annually and will detail risks and appropriate measures to minimise these.

Epipens / Anapens for all anaphylactic children are kept in labelled pouches in the First Aid Room which are accessible to all Staff.

All staff are trained regularly in emergency procedures and the administering of an Epipen/ Anapen

## Contagious Illnesses

If your child contains a contagious illness such as measles or chicken pox, you are asked to contact the school immediately and keep your child home until permission is given by the doctor for them to return.

# BEFORE & AFTER SCHOOL CARE



Outside School Hours Care Program (OSH Club) provide before and after school care on site at St. Anne's School. They also provide care on Pupil Free Days and Vacation Care.

<u>Contact Number</u>	0431 104 999
<u>Head Office Number</u>	1800 460 870 (9am – 5pm Mon – Fri)
<u>Operating Times</u>	
Before School Care	7.00am to 9.00am
After School Care	3.20pm to 6.30pm
Curriculum Day	7.00am to 6.30pm

Most families are eligible for Child Care Benefits (CCB) and Child Care Tax Rebate (CCTR 50%). The full fee applies for families who do not apply for and are not eligible for CCB and the CCTR (50% Tax Rebate). All fees are approximate only. Late pickup fees of \$2 per minute per child apply. Prices may change at any time. Casual bookings made within 24 hours will incur an extra charge.

## How to Book

An OSHClub Online enrolment form must be complete. Enrol at [www.oshclub.com.au](http://www.oshclub.com.au) once enrolled with OSHClub, log in to your account and select to place either a permanent or casual booking.



## Car Parking

There are two car parks – the church car park entered at Riddell Road and the parents' car park entered at Stewarts Lane. The Stewarts Lane carpark has a drop off zone which is used each morning. When using the Church Car Park, parents are asked to park their car and walk their child to or from the gate.

Please note that the gates leading into the school from both entrances are closed at 9:15am and opened at 3:00pm. All access to the school between these times is via the Administration building at the Stewarts Lane entrance.

## What information do we require from you

- A complete enrolment form (obtained from our Office)
- Evidence of your child's date of birth e.g. birth certificate, passport
- Religious denomination
- Certificate of Baptism (and Reconciliation, Eucharist and Confirmation, if these sacraments have been completed)
- Names and addresses of the child and parents and/or guardians
- Parents' occupation and level of education attained
- Parents' telephone numbers (work, home, mobile)
- Specific residence arrangements
- Nationality and/or citizenship
- Information about language(s) your child speaks and/or hears at home
- Immunisation certificate (showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)
- Names of emergency contacts and their details
- Doctor's name and telephone number
- Medical information about your child (for example does your child suffer from asthma, diabetes, allergies, poor eyesight/hearing, etc.)
- Information on additional needs
- Parenting orders or arrangements



# TO YOU MY CHILD

If there could only be one thing  
in the world for me to teach you,  
I would teach you to love...

To respect others so that you may  
find respect in yourself  
To learn the value of giving so that  
if ever there comes a time in your life that someone really needs you, you will give.

To act in a manner that you would wish to be treated,  
To be proud of yourself  
To laugh and smile as much as you can,  
in order to bring joy  
into this world.

To have faith in others; to be understanding.

To stand tall in this world and, to learn to depend on yourself  
To only take from this world those things which you really need so that there will be enough  
for others

To not depend on money or material things for your happiness,

But

To learn to appreciate the people who love you,  
The simple beauty that God gave you and to find peace and security within yourself.  
To you my child I hope I have taught all these things,  
for they are love.