



St Benedict's Primary School

Tallara Parkway
NARRABUNDAH, ACT, 2904

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StBenedicts2604



GENERAL SCHOOL INFORMATION 2017

Welcome to the new school year!

Every year we embark on several focus areas for school development. This year we have chosen four areas that you will continue to hear and see more about as the year journeys on:

A Culture that Promotes Learning

Throughout the year we aim to develop a positive learning culture that values diversity and intellectual effort and where students appreciate their talents and pursue their highest aspirations. We hope that as the year develops students will be able to articulate a set of high, achievable and collaboratively set goals for learning that are continually reviewed and celebrated with parents and peers when achieved. As part of this staff will undertake analysis of student achievement and engagement on assessment tasks and the quality of the feedback provided to students during learning and after assessments. This closely aligns with the work of Professor John Hattie in the area of Visible Learning.

Inquiry Learning

Our teachers and students will continue to implement the use of MAPPEN as a resource across schools. We will work to develop robust structures and practices that embrace and support student-centred learning, by incorporating inquiry learning across all curriculum areas.

Technology for New Learning

Our students will experience a future that requires them to be technologically literate. We want to ensure that these students use technology at school for more than just typing up work and creating appealing PowerPoint backdrops for speeches. We will continue to implement and resource learning opportunities where students use mobile technologies to create new knowledge, develop independence and curiosity and express their learning in multiple ways. Parents, students and staff will continue to all be a part of this process.

A Happy, Healthy, Connected Community.

Through strategies such as the continued implementation of KidsMatter and our successful securing of a Wellbeing grant we will focus on developing a healthy, happy, connected community where every student and their family feels they belong. We will encourage smooth communication, positive and optimistic views and relationships between all. Working alongside our parents will be paramount to continuing this journey.

Teacher Performance and Development

Teaching has undertaken some great changes in recent years with the introduction of a registration body and the *Australian Professional Standards for Teachers*. While this focus area is all about teachers, it is good for you to know that our teachers will participate in a Performance and Development Program that focuses on their own growth as professionals. It's all about our students and developing and supporting high quality teaching for them all.

We will continue our work with many ongoing focuses, including the ever increasing opportunities for student leadership development, providing sporting opportunities for boys and girls and developing more opportunities and support for parent engagement with their child's learning at school. A great year is planned and we look forward to working in partnership with you. Thank you for your ongoing support.

Rachel Smith

Principal (Acting)



Staff

<i>Principal:</i>	Ms Rachel Smith
<i>Assistant Principal:</i>	Mrs Alana Quirk
<i>RE Coordinator:</i>	Ms Meaghan Younger
<i>Office Manager:</i>	Mrs Belinda McRae
<i>Inclusion Teacher:</i>	Mrs Jeanette Skaff
<i>Inclusion Assistants:</i>	Ms Jennifer O'Shea Mrs Kim Brice Mrs Lina Christian Mrs Wendy Donnelly
<i>Teacher Librarian:</i>	Mrs Sue Anderson
<i>Kindergarten:</i>	Mrs Fran Tomadini
<i>Year 1/2Q:</i>	Mrs Alana Quirk/Breana Jo Walshe
<i>Year 1/2S:</i>	Mr John Siljeg
<i>Year 3/4E:</i>	Ms Camille Ellison
<i>Year 3/4S:</i>	Mrs Melanie Stratford
<i>Year 5/6B:</i>	Mrs Amanda Basedow
<i>Year 5/6Y:</i>	Ms Meaghan Younger
<i>Italian:</i>	Mrs Gabry Borzatti
<i>Music Teacher:</i>	Mrs Cathy Berry
<i>Executive Release:</i>	Mrs Anne White (5/6Y)
<i>ELI Literacy:</i>	Mrs Margot Firth
<i>ELI Numeracy:</i>	Mrs Fran Tomadini
<i>Canteen Manager:</i>	Mrs Cara Cook

School Board

The School Board is a body of elected parents and staff members, including the Principal and Parish Priest. Guided by the School Board Constitution, its role is to support the mission of Catholic Education at St Benedict's. It makes decisions in some areas of school life and provides advice in others. The Board provides particular support in the development of the Catholic ethos, pastoral care, financial matters, strategic planning and the promotion of the school in the local community. Membership is open to staff, parents and community members and elections are held at the end of Term 1 each year.



Parents and Friends

The Parent's & Friend's Association (P&F) has a major role to play as a parent forum in developing the community of parents, students and staff and in fundraising. All parents are welcome to attend any meeting of the P&F and Executive members are elected from the parent community.

The P&F works closely with the Principal and staff to provide input on parent priorities, support the School Board and provide social opportunities that help develop supportive

networks. They also raise money for school resources that support student learning.

Five Ways of Being



At St Benedict's we have identified 5 *Ways of Being* that form the basis of the way we live, learn and work together in the school community.

Each term we choose one to focus on and learn about throughout the school. At the end of each term two students who exemplify this

behaviour in each year level are presented with an award.

We celebrate when students follow them and remind students when they don't and then support them in making things right again.

Parents will always be informed and involved in any need to address serious concerns about student behaviour.

We expect students, staff and parents to all follow these Ways of Being in our community.

School Uniform

All students are expected to wear the school uniform. While the basic items are easy to obtain, here are a few points of clarification and safety:

- Hair longer than shoulder length is to be tied up.
- Hairbands, ribbons, clips and headbands are expected to match the colours of the school uniform.
- White socks should cover the ankle.
- Watches and simple earrings (sleepers or studs) are the only jewellery permitted.

Sports shoes are for sports days only. Black, lace-up, polishable shoes are worn on all other days.

The Clothing Pool is open on Friday afternoons after assembly and many items of pre-loved clothing are available for purchase. Order forms for new items are sent out in Week 5 of each term for those wishing to purchase through the school.

School Hours and Punctuality

- School begins at 8.55am and concludes at 3.10pm.
- Recess is from 11.00am – 11.30am and Lunch from 1.30pm – 2.10pm.

- Supervision begins at 8.30am and students are not expected to be here before this time. If students consistently arrive before that time the Principal will call parents to refer them to Before School Care, provided for such situations.
- All students are expected to be on time before classes begin. A record is kept of the time of arrival.
- Late arriving students are to be signed in at the Front Office before proceeding to the classroom.

Absentee/Early Pick-Up

Our school archives a record of student absences and accompanying absentee notes for a required number of years so we ask parents:

- Make a courtesy phone call on the day of an absence when possible;
- Provide a simple written explanation for the absence (this can also be done via Skoolbag or email); and
- Sign out students early at the Front Office before being collected from the classroom. A note/email informing us of this intention would be appreciated in the morning.

Liturgies and Mass

These celebrations are an important part of the life of the St Benedict's school community. All dates are available on the School Calendar on the School Website and in the Newsletter. Parents, extended families and friends are always welcome. Masses will be at 10.00am and are followed with a morning tea. All liturgies will be at 9.15am in the hall to make participation a little easier for parents.

Excursions & Excursion Levy

All students will participate in excursions throughout the year. A letter will come home providing information and seeking your signed permission to attend. These notes are always found on our school website.

Should notes not be returned, every effort will be made to seek verbal permission via a phone call. If no permission is provided then a student will have to remain under supervision at school.

The Excursion Levy paid at the beginning of each year covers the cost of all whole school or whole class excursions and carnivals for 2017. It does not cover the cost of camps and some sporting events, e.g. zone carnivals or gala days, where selected students attend.

Fruit Break

Students are given the opportunity to eat a simple non-juicy, peeled/packaged fruit snack each morning to help with concentration. Younger students usually pause to eat, while older students continue working. Please assist by encouraging students to pack something suitable.



Curriculum & Enrichment

The school implements the Australian Curriculum and in some areas the *ACT Curriculum: Every Chance to Learn*. Teachers will send home a Term Overview every term to outline the curriculum that will be taught.

We will continue to involve students in many enrichment activities in 2017 that include Debating, Rostrum, Chess Club, Gardening and Science Clubs, etc.

Music Programs

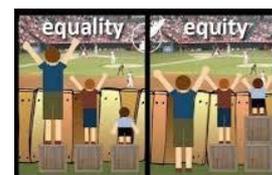
We have a number of private music tutors who operate at school, making this very achievable for families to manage. If interested, our Front Office can provide you with the contact information for these tutors.



Inclusion

At St Benedict's it is important that all students can access and participate in the curriculum and life of the school. The Inclusion Teacher works alongside staff and parents to make this happen. Personal Programs (PPs) are developed for students with identified, specific needs and parents are always part of the development process. The school is provided with some funding in this area. Support can be in the form of one-to-one assistance, training for the teacher, software or apps, programs, equipment aids and general assistance in the classroom.

Requests for support by the Inclusion Team come from the teacher or Principal. Teachers will always notify you of any assistance that your child receives through the Inclusion Team. Talk to your child's teacher if you think there is something the Inclusion Team can do for your child.



Assessment & Reporting

Assessment is ongoing throughout the year and happens prior to learning, during learning and after learning using both formal and informal means.

Reports are sent home at the end of each Semester (Term 2 and Term 4). An opportunity for a Parent/Teacher interview will follow each of these reports.

NAPLAN (National Assessment Program: Literacy and Numeracy) occurs for Year 3 & 5 on the 9, 10 and 11 May. The NAPLAN reports are sent home in September/October.



Physical Education

All students participate in Physical Education lessons through the week. These days are determined on a term-by-term basis to suit program availability. Gymnastics will be held in Term 1 and Dance in Term 2.

Homework

Teachers will outline in their information the expectations for homework. See the school website for the Homework Policy.

A *Homework Club* runs once a week at lunch time for those students who wish to use the time or get a little assistance.

Library

All students have an opportunity to borrow as a part of their weekly Library lesson. The Library is also open at lunch time on Wednesdays and Thursdays.

Library bags are required for all students. Students are not limited to the number of books they can borrow but are asked to consider borrowing only that which they expect to read between weekly borrowing sessions.



Volunteering in the school

Assistance is always welcome from parents!



Regular assistance in the classroom is determined by teachers and there are a variety of options from working with small literacy groups to assisting in Art or Physical Education classes.

We really enjoy when parents share their expertise with the children.

Occasional assistance at events or excursions are organised by the staff member coordinating the event and notes will go home to reply to.

All volunteers working with children must be registered with the Office of Regulatory Services to *Work With Vulnerable People*. Please see the Front Office for more information or visit www.ors.act.gov.au.

Contacting/Communicating with Teachers

Teachers are more than happy to make time to talk to parents.

Teachers prefer to make appointments for important conversations rather than be caught incidentally so that they can give you the time you need.

Parents are welcome to make contact via email or leave a message with the Front Office to have a teacher call back.

A reply may not be likely until after school as teachers do not check email during teaching time and have daily supervision duties that make a rapid response highly unlikely.

Teacher emails are *firstname.lastname@cg.catholic.edu.au*.

Food sharing and food sensitivities

Some students have a variety of food allergies. We ask that no food containing nuts be sent to school under any circumstances.

Students celebrating birthdays can bring a food item to share with the class. Please provide a list of the ingredients/packaging label with it. There are a number of students with gluten, dairy or other sensitivities so please be mindful of these students when choosing something. Distributing individual items is preferable to cutting up something such as a cake.

Parents of students with food sensitivities are welcome to make alternative arrangements for their child, e.g. bag of appropriate food items in the teacher's draw or staff freezer for when birthday cakes have come in.

Students are asked to not share food during Recess or Lunch and where sensible to wrap and take home any uneaten food so parents can see what has been eaten.

Canteen

The Canteen operates on Thursdays and Fridays and a Canteen Menu has already gone home. It is also available on the school website for easy reference.

Lunch orders need to be written on paper bags. Change will be provided. Students can purchase small items over the counter at Recess and through a paper bag at Lunch to supplement their other lunch. We prefer a limit of \$5 spending money for general purchases. A gold coin can go a long way!

Friday Afternoon Assembly

Every Friday afternoon at 2.40pm please join us for our assembly. Lead by our student leaders, these assemblies provide us with the opportunity to pray together and celebrate student achievements. Students can sit with their parents and enjoy the time together.

