



St Benedict's Primary School

Tallara Parkway
NARRABUNDAH, ACT, 2904

Phone: 02 6295 8027

StBenedicts2604



GENERAL SCHOOL INFORMATION 2018

Welcome to the 2018 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 rich, challenging, balanced and engaging curriculum for all students that develops collaborative, self-directed, critical and creative twenty-first century learners. We will continue to strive to create a positive learning culture that values diversity and intellectual effort and where students appreciate their talents and pursue their highest aspirations. We will continue to work with the students to develop a common language through which they will be able to articulate a set of high, achievable and collaboratively set goals for learning. These will be continually reviewed and celebrated with parents and peers when achieved. As part of this work we will change the structure of our reporting model moving to a model that encourages student and parent engagement, and celebration of achievement. The model for the new structure is as follows;

| Term 1 | Term 2 | Term 3 | Term 4 |
|---|--|---|--|
| <ul style="list-style-type: none"> • Wk4 – Interim Reports Sent Home • Wk5- Three Way Conferences • Wk10 – Learning Showcase & Celebration | <ul style="list-style-type: none"> • Wk8 – Learning Showcase & Celebration • Wk9 – School Reports Sent Home • Wk10 – Optional Parent/Teacher Interviews | <ul style="list-style-type: none"> • Wk9 – Learning Showcase & Celebration | <ul style="list-style-type: none"> • Wk8 – Learning Showcase & Celebration • Wk9 – School Reports Sent Home • Wk10 – Optional Parent/Teacher Interviews |

Inquiry Learning

We will work to develop robust structures and practices that embrace and support student-centred learning, by incorporating inquiry learning across all curriculum areas. Numeracy will be a focus area this year, with teachers concentrating on teaching rich and layered mathematics activities that engage all learners and assist them to develop strong understandings of number concepts.

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 that will enable them to be critical and creative twenty-first century learners and problem solvers. Through the use of Google Suite and the new Digital Technologies curriculum 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.



Nurturing personal and academic growth. A journey from Kindergarten to Year 6.

A Happy, Healthy, Connected Community.

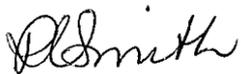
Through strategies such as the continued implementation of KidsMatter and with Growth Mindset we will focus on developing a healthy, happy, connected community where every student and their family feels they belong. The term 'growth mindset' refers to a way of thinking, learning and taking on challenges. A person with a growth mindset believes that they can learn, change and develop needed skills through dedication and hard work. They are better equipped to handle setbacks and know that hard work and effort helps them accomplish and learn. This view fosters a love of learning and resilience. In all facets of school life we will encourage smooth communication, positive and optimistic views and relationships between all. Working alongside our parents will be paramount to continuing this journey.

Our Learning Dispositions

We will continue our work with many ongoing focuses, including the ever increasing opportunities for student leadership development, enrichment opportunities across all curriculum areas and providing sporting opportunities for boys and girls. Our work on the development of a set of '*learning dispositions*' (or characteristics) considered most important to our school, will tie all our focus areas together, transforming learning and teaching, giving students, staff and the community a language to talk about, understand and grow their learning habits. It makes the HOW of learning explicit and high value is placed on learning characteristics and growth mindset. Development of these dispositions is fundamental for students to develop an awareness of the way they learn and establish future-focused attitudes to learning, critical if they are to become lifelong learners.

A great year is planned and we look forward to working in partnership with you.

Thank you for your ongoing support.



Rachel Smith
Principal

Staff

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|-----------------------|--------------------------------|
| Principal | Rachel Smith |
| Assistant Principal | Alana Quirk |
| RE Coordinator | Natalie Wright |
| Office Manager | Belinda McRae |
| Inclusion Teacher | Jeanette Skaff |
| Inclusion Assistants | Jennifer O'Shea |
| | Kim Brice |
| | Lina Christian |
| Teacher Librarian | Sue Anderson |
| Kindergarten | Fran Tomadini/ Anne White |
| Year 1/2 Blue | Natalie Wright/ Anne White |
| Year 1/2 Gold | Breena Jo Walshe/ Margot Firth |
| Year 3/4 Blue | Camille Ellison |
| Year 3/4 Gold | Nicole Jones |
| Year 5/6 Blue | Alana Quirk/ Sophie Hall |
| Year 5/6 Gold | Melanie Stratford |
| Italian | Carina Merritt |
| Music Teacher | Beth Moores |
| Literacy Practitioner | Margot Firth |
| Numeracy Practitioner | Fran Tomadini |
| Canteen Manager | 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.

Nurturing personal and academic growth. A journey from Kindergarten to Year 6.

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 a Thursday and Friday afternoon by appointment and many items of pre-loved clothing are available for purchase. Order forms for new items are sent out twice a year 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 10.30am in the hall and everyone is most welcome to attend.

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 2018. 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 across all curriculum areas. 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 2018 that include Debating, Code Club, Rostrum, Chess Club, Gardening and Science Clubs, Tournament off the Minds 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. We currently have Piano, Guitar and Violin tutors.

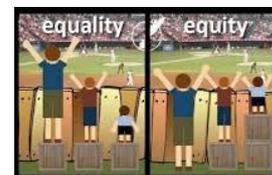


Inclusion

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 Plans (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.

Interim reports are sent home at the end of Term 1 week 4 and School Reports are sent at the end of each Semester (Term 2 and Term 4). An opportunity for a Parent/Teacher interview will follow each of these reports and Learning Showcases and Celebrations will be held each term.

NAPLAN (National Assessment Program: Literacy and Numeracy) occurs for Year 3 & 5 on the 15, 16 and 17 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. The Swimming program will take place in Term 4 for students in Kindergarten to Year 4.

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. If parents have a skill or background in a particular field we would love them to share that with the students.

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 2.30pm 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.

