

Star of the Sea Catholic Primary School Gladstone



Parent Handbook 2018

181 Goondoon Street
PO Box 1458
GLADSTONE QLD 4680
www.staroftheseagladstone.qld.edu.au

Ph: (07) 4972 1305
E-mail: sosg@rok.catholic.edu.au

Welcome

Welcome to the Star of the Sea Catholic Primary School community. We are very pleased that you have chosen Star of the Sea as your partner in the education of your child. We hope that your time with us will be an enjoyable and rewarding experience for you and your family.

We believe that for effective education to take place there must be open and honest communication between parents, teachers and students. We encourage you as parents to become involved in the school and the activities and experiences your child will encounter during their time at Star of the Sea.

At Star of the Sea, we understand that your child is an individual and as such has their own particular needs, interests and characteristics. We believe in supporting and nurturing your child to develop as an individual and as a member of our school and wider community. We firmly believe that the primary educators of children are the parents and that a mutually supportive partnership between parents and teachers is crucial to the successful education and happiness of children.

*In line with our school mission statement, we encourage your child to:
“**Let Their Light Shine.**”*

As a community, we are committed to working with parents in ensuring that all children feel encouraged to achieve their potential.

It is our hope that the information contained in the handbook will assist you and your family in adjusting to your new school environment. If we can be of any assistance to you, please do not hesitate to contact us.

We look forward to working with you and your child during your time at Star of the Sea School.

Yours in Christ

*Jennett O’Mullane
PRINCIPAL*

Contents

Welcome	2
Mission Statement.....	5
Staff List	6
Opening Hours	6
Defining Features of the Catholic School.....	7
Statement of Religious Character	7
School Belief Statement.....	8
School Logo and Motto	9
School Prayer and School Song	10
History of Star of the Sea	11
School House Teams.....	12
School Founders	13
 School Information and Procedures	
School Calendar	14
Pupil Free Days.....	14
Assemblies.....	14
Attendance	14
Accidents	15
Appointments with staff	15
Awards.....	15
Banking	16
Band and Instrumental Music Program	16
Break Times	16
Behaviour Management.....	16
Book Club and School Book Fairs	17
Bus	17
School Board	17
Charity/Missions	18
Choir	18
Communication	18
School Counsellor	19
Custody Matters	20
Curriculum	20
Child Safety Curriculum	21
Depositing and Collecting Children	21
Early Departure/ Late Arrival.....	22
Evacuation and Lock Down Procedures.....	22
Fees and Levies	22
Facilities	23
Hazard Reporting	23
Health Policy / Infectious Diseases.....	23
Homework	24
Indigenous Perspectives	24
Learning Support.....	24
Library	25
Lost Property	25
Medication at School	25
Mobile Phones / Electronic Devices	26
Money To Be Paid.....	26
Outside Hours School Care	26
Parents and Friends Association	27
Parental Involvement	27
Parent Lounge	27
Personal and Social Development Education	27
Prayer and Worship	28
Religious Education	28

Reporting	28
Sacramental Program	29
School Toilets	29
School Play Equipment	29
Sharing Information	29
Smoking	29
Staff Meeting	30
Student Supervision	30
Swimming Program	30
Tuckshop	30
Uniform Shop	31
School Uniform	32
Valuables at School	32
Visitors to the School	32
Volunteers	33
What to Bring to School	33
Conclusion	

Our Mission

Jesus calls us to be a light for the world.
(Matt 5:14)



At our school we are called to:

- ❖ **Love** God as Mary did
- ❖ **Respect** ourselves, others and our world
- ❖ **Value** lifelong learning
- ❖ **Achieve** our potential
- ❖ **Live** our faith in Jesus within our community

This is our mission

Our Staff

It is our aim to make you and your family's transition into the school community as smooth as possible. Listed below are the staff members for 2018. Our staff are happy to assist you with any information you may require. Should you have any questions or queries regarding the information contained in the handbook please do not hesitate to contact the school.

Principal

Mrs Jennett O'Mullane

Assistant to the Principal Religious Education (APRE)

Mrs Kellie Richardson

Assistant to the Principal Curriculum (APC)

Mr Anthony King

Administration and Financial Officer

Mrs Katherine Mussig

Administration Secretary

Mrs Louise Hanrahan

Teachers

Prep	Mrs Brenda Emerick & Mrs Louise Sisley
Year 1	Mrs Rachel Webb
Year 1/2	Mrs Genelle Little
Year 2	Mrs Christine Hall/Mrs Veronica Gaughan
Year 3	Mrs Jenna Gibbs-Jones/Mrs Corrine Wright & Mrs Melissa McBride
Year 4	Mrs Helen Albion & Mrs Kellie Richardson/Mrs Amy Rhodes
Year 5	Mrs Maree Lynch & Mrs Suzanne Smyth
Year 6	Mrs Angela Jenner & Mr Anthony King/Mrs Kaylee Cleary
IT Specialist	Mrs Lauren McGrath
PE Specialist	Mrs Vicki Blake
Inclusive Curriculum	Mr Anthony King, Mrs Virginia Blake & Miss Renae Richards

Support Staff

School Counsellor	Melissa Davey
Library Assistant	Mrs Rosemary Weilharter
IT Assistants	Miss Erin Moynihan & Ms Jen Casey
Teacher Assistants	Mrs Amanda Sydes, Miss Deb Mackay, Mrs Linda Smith, Mrs Barbara Woo, Mrs Christine Wright, Mrs Jodie Sharp, Ms Jen Casey, Mrs Cate Nahrung & Miss Tora Laffin
Groundsman	Mr Tony White
Tuckshop Convenors	Mrs Judy Richmond & Mrs Julie Cook
OSHC Coordinator	Mrs Gail Whiting

School Office Hours: 8:00am – 4:00pm Monday - Friday

School Hours: 8.35am – 2:55pm Monday - Friday

Defining Features of the Catholic School

“Catholic schools have a special and vital role in the Church’s mission in education. Through providing a learning environment that is spiritually nurturing, intellectually challenging and emotionally caring, Catholic school communities will continue to provide support to lifelong learners so that they will be able and willing to envision and contribute to the creation of a just, equitable and compassionate world...

Catholic schools are called to:

1. Give witness to the message of Jesus and the mission of the church.
2. Have a clear Catholic identity.
3. Be communities of care.
4. Offer a relevant and holistic curriculum of quality teaching and learning.
5. Be open and accessible to all who seek their values.
6. Be characterised by inclusive partnerships within a community of faith.

These *Defining Features* communicate clearly what we believe is at the heart of Catholic education and give direction and guidance to those whose daily interactions with others bring to life the vision of an authentic Catholic school as a living out of the Gospel message.”

Miss Leesa M Jeffcoat - Diocesan Director Catholic Education
“Defining Features of Catholic Schools in the 21st Century”

Statement of Religious School Character

The school takes its name from Our Blessed Mother, Mary and as a result has a distinctive Marian flavour. Mary is looked to as the shining star that guides us in our Christian journey. She is seen as the ultimate example of someone who let her light shine as a thanksgiving for all God had gifted her with.

Our school has been founded and cared for by two different religious orders who both look to Mary as their inspiration and guide. The Mercy Sisters founded Star of the Sea in 1902 with the support of the Marist Fathers. The Marist Sisters took over the care of Star of the Sea in 1972. By looking at the charisms of these religious orders we can learn how they use Mary as their guide.

The Mercy Sisters see Mary as the Mother of Mercy and believe that everyone is deserving of God's mercy. They seek to bring God's loving care and mercy to everyone, especially those who suffer the most.

Marists seek ‘To think as Mary, judge as Mary, feel and act as Mary in all things.’ They strive to do this by simply ‘fitting in’ wherever they can be of service, neither seeking esteem nor acknowledgement. They try to act as Mary did... ‘hidden as though unknown in the world....and in doing so seek to undertake great things for God, becoming useful instruments in God's hands, fully open to His action.

Our beliefs about education

At Star of the Sea the following beliefs underpin the education we provide for your students:

- Jesus Christ is the inspiration and model for our teaching.
- Parents and family are the most significant influencers in a child's life and we value the opportunity to work in partnership with them as educators.
- Education should cater for the needs of the whole child – nurturing, not only their academic qualities, but also their physical, social, emotional and spiritual development as well.
- Every child is a unique creation of God who deserves a safe, supportive learning environment where they can experience success and develop a lifelong love of learning.
- Children learn by doing and classrooms should be full of investigation and challenge, with students encouraged to be actively involved and responsible for their learning.
- Curriculum programs should provide meaningful, real and stimulating learning experiences that are developmentally appropriate and differentiated for the individual needs of students.
- Our classrooms should provide a learning environment that teaches mutual respect and tolerance for others and the knowledge and opinions they value.
- Our staff are important role models for their students, both as people and as learners, and should always be mindful of this great privilege.
- Students learn best in a community that values learning, sets high expectations and works collaboratively together on a consistent, whole school approach to teaching and learning.
- Learning should be fun!

Our School Logo



Our school emblem depicts a star emanating rays of light. Our motto and emblem go hand in hand to give a visual representation of the mission to our school community to show forth the light of Jesus Christ to the world. By virtue of our Baptism and the life of the Spirit within us, the witness of love and service becomes possible.

Our emblem was updated in 2011 with the launch of our new school website. Whilst our traditional logo is still the preferred image, our new logo is used on our website and school candle and in general media posts.

Our School Motto

Our school motto "**LET YOUR LIGHT SHINE**" (LUX TUA FULGEAT) is based on the Gospel of St Matthew 5: 14-17.

"You are the light of the world. A city built on a hilltop cannot be hidden. No one lights a lamp to put it under a tub; they put it on the lamp-stand where it shines for everyone in the house. In the same way your light must shine in the sight of others, so that, seeing your good works, they may give the praise to your Father in heaven".

It is a motto that permeates every aspect of our daily school life. It encourages all of us to gratefully acknowledge the many gifts that God has entrusted to us and challenges us to use those gifts to their full potential. It also urges us to assist and encourage the rest of the school community to also let their gifts shine out for all to see.

Mary has been likened to a star. She radiates the light of Christ to others. We too, as a Catholic school community under her patronage, strive to reflect her spirit to those around us.

Let us remember St Bernard's famous words concerning Mary, "Look at the star! Call on Mary".

The school's feast day is 12 September, The Holy Name of Mary.

Our Star of the Sea School Prayer

*O Loving Father, we pray that under the special care
and guidance of Mary, Star of the Sea,
we may keep Jesus for our model
and grow into people who let their light shine.
May we unfold the goodness of God to the world around us.
We ask this through Christ Our Lord.
Amen.*



Star of the Sea School Song

Our school song was written in 1999. The APRE, Mr Michael O’Sullivan, composed the tune and then ran a competition inviting students to contribute their suggestions for lyrics. One of our Year 6 students, Sarah Pugh, won the competition with her lyrics beautifully summing up the story of Story of the Sea.

*Star of the Sea is our name.
To ‘let your light shine’ is the aim.
We are true to the spirit of old
That the Mercies and Marists did uphold.
So lift up your hearts with pride
As you take Our Lady as your guide.
Be proud of the blue, white and gold –
Our colours since the days of old.*

*Since nineteen hundred and two,
Until this day through,
Our school has been one of the best,
We rally when put to the test.*

*God helps us on our way
As we move through every day,
He listens to our prayers,
As He loves us and always cares.*



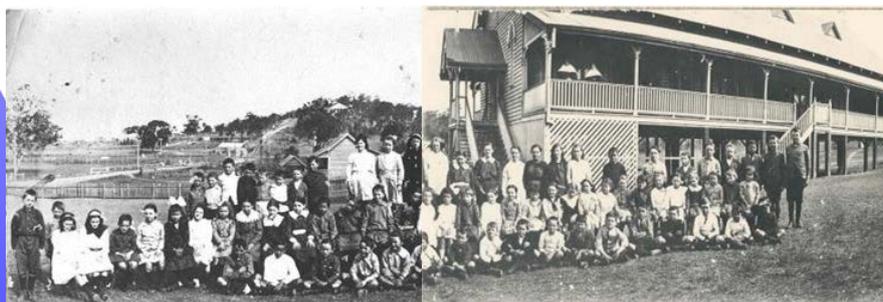
The History of Star of the Sea School

The story of Catholic Education in Gladstone began in 1874 with the arrival of the Sisters of Saint Joseph. They taught their students in the Church built on the block of land between Auckland St and Oaka Lane that was purchased after a visit from Bishop Quinn in 1868. With the exodus of the sisters from Queensland in 1879 Mrs Annie Breslin was left to carry on providing a Catholic Education for some of the local children at her home in Goondoon Street (now occupied by Gladstone's Civic Centre).

On July 11th 1900, the first three Sisters of Mercy arrived and commenced teaching the very next day in the old Church building in Auckland Street. The first Star of the Sea Church/School opened on its present site in Goondoon Street on January 20th, 1902. Over the years, as the town has grown, the population of the school has expanded as well necessitating continual expansion of its buildings. The foundation stone for the first stage of the present Star of the Sea School was laid in November 1948 as the old building was nearing the end of its usefulness. However, when the cyclone of 1949 demolished the old building and the Convent, the need for the completion of the new school became imperative.

From the day of the cyclone (1 March 1949 - Ash Wednesday) to the opening of the new school (30 April 1950) the following were used as makeshift teaching areas: the parish church; rooms in the Town Hall; pavilions at the Gladstone Show Grounds; and the space under the old presbytery. The Convent was not ready until 1952. A three-story school block was opened in 1950 along with a basketball court area and terrace. The growing need to provide additional rooms due to the progress of the town resulted in additions to the school in 1970 and again in 1971. The further addition of three classrooms, a library and staff room was completed in 1981. The preschool was established in 1990, becoming Prep in 2007. As the population of the school has increased additional buildings have been constructed, along with major refurbishments and upgrading of facilities as required.

A lack of sisters in the school was becoming a problem for the school in 1970. With 8 lay teachers and 5 sisters (only one of whom was young), Fr John Smith s.m. canvassed the Marist Sisters to come to Gladstone. The arrival of five Marist Sisters in 1971 was followed by the withdrawal of the Mercy Sisters in 1972 with the end result being no increase to the proportion of religious teachers in the school. The Marist Brothers then briefly took over the administration of the school with the first lay Principal being appointed in 1994. The Marist Sisters finished their role as teachers at Star of the Sea with their final sister leaving the school in 1996. Star of the Sea continues to grow and develop today. The school continually upgrades facilities and resources to ensure that the children have every available opportunity to develop to their full potential.



Our School House Teams

All students are placed in a house team which they will gather together with for events such as our Sports Carnivals. All family members are placed in the same colour team and are placed accordingly to equalise numbers in colour teams across the school. While final results have a certain importance, the emphasis is placed on participation as a team member and individual.

Our House Teams also recognise significant contributors to our school story as described below:



Breslin – YELLOW COLOUR

Breslin is named after Mrs Breslin who taught the children in her own home in Goondoon St after the Sisters of Saint Joseph left in 1879. She continued teaching the students until the Sisters of Mercy arrived in 1900.



Murlay – BLUE COLOUR

Murlay is named after Dean Charles Murlay who was a Marist priest born in France in 1855. He moved to Rockhampton in 1862 to care for the Diocese until the appointment of Rockhampton's first bishop. On April 24 1901 he moved to Gladstone as Parish Priest. He invited the Sisters of Mercy to teach in Gladstone and by January 19, 1902, the Star of the Sea Church /School was opened and classes commenced. He died on October 6, 1908 and was buried in the Gladstone Cemetery.



Marsden – WHITE COLOUR

Marsden is named after Fr Lionel Marsden who was Parish Priest in Gladstone after the war. Soon after being ordained a Marist priest in 1940, he was appointed as AIF chaplain and experienced all the horrors of the Second World War, including working on the Thai-Burma railway. He constantly preached love and forgiveness to the soldiers he ministered to but was caught unawares by the anger he felt after he was treated roughly by a Japanese soldier. His anger turned to hatred and it took a lot of prayer before he found forgiveness in his heart. He pledged to work for reconciliation if he lived through the war and ended up being the founder of the Marist Mission Centre in Japan.

Our Founders

Our school has been founded and cared for by two different religious orders who both look to Mary as their inspiration and guide. The Mercy Sisters founded Star of the Sea in 1902 with the support of the Marist Fathers. The Marist Sisters took over the care of Star of the Sea in 1972.

Mercy Sisters

Catherine McAuley was born in Dublin on September 29, 1778. After her parents' deaths she began to live a life of poverty and dependence on the mercy of others. In 1803 she became the household manager and companion of an elderly, childless, and wealthy Protestant couple. After their deaths, she inherited much of their savings. In 1827, Catherine built a large house on Baggot Street, Dublin, as a school for poor girls and a shelter for homeless servant girls and women. Other young women joined her in her efforts, with Catherine also dividing her time between these projects and the responsibility of caring for her nieces and nephews. By 1830, Catherine and her co-workers "...realized that the stability of the works of mercy they performed, including visiting the sick poor in their homes and in hospitals, and their continued appeal to co-workers, called for revision of their lay community." They began their studies and on December 12, 1831 took their vows to become the first Sisters of Mercy. Their numbers and their works of Mercy continued to grow. Pope Gregory XVI confirmed the Rule and Constitutions of the Sisters of Mercy on June 6, 1841, with Catherine becoming very ill and dying in November 11, 1841. She had worked tirelessly until the very end to bring mercy to those who desired it most.

(mercyworld.org)

Marist Sisters, Brothers and Priests

The Marist story is different in that there is no one founder but a combination of people who shared a vision, each contributing their unique perspective and direction. It began in 1812 in the Cathedral of Le Puy in France with Jean-Claude Courveille hearing a call to start a Society like the Jesuits, but instead a Society of Mary. He began to talk with his fellow seminarians with about 12 of them, on July 23, 1816, climbing the 800 stone steps to reach the Chapel of our Lady of Fourviere at the top of the hill overlooking Lyons. There they pledged to form a Society of Marists dedicated to continuing the work of Mary as she did with the early church. Those who planned the Marist project saw it as being like a tree with many branches – Fathers and Brothers, Sisters, and Third order (lay branch). Courveille eventually joined the Benedictines but Marcellin Champagnat formed the Marist Brothers branch of the Society, Jean-Claude Colin formed the Marist Fathers and, with Jeanne-Marie Chavoin, formed the Marist Sisters. His vision was of a more cloistered group, but Chavoin envisaged them living a hidden life in the world whilst engaging in many different good works. It took some time for approval of the Marist Sisters branch but it gave time for Chavoin to work closely with Colin and to grasp her full charism as foundress and her involvement in the 'Marist Project'.

(Larkin, 1995)

2018 School Calendar

TERM 1	January 22	to	March 29
TERM 2	April 17	to	June 29
TERM 3	July 17	to	September 21
TERM 4	October 8	to	December 7

2018 Pupil Free Days

Tuesday 16 to Friday 19 January	– Staff Development
Monday 12 February	– Bishops In-service Day
Monday 16 April	– Staff Development
Monday 16 July	– Staff Development
Monday 17 October	– Staff Development

Weekly School Assemblies

Every morning at 8:35am in the Covered Courts Area the whole school gathers together for a morning Assembly where we begin our day with a prayer and messages along with a few other items, depending on the day.

- Monday
 - Sing the National Anthem
 - Present awards
- Tuesday to Thursday
 - General messages
 - Special visitors
- Friday
 - Class Assembly Presentation
 - Sing Happy Birthday to all our birthday people from the week

Attendance

Parents are requested to advise the school of any absence by a student.

We have an electronic roll which is marked each morning.

As part of our legal requirements, our office staff then contact the guardians of all children whose absence we have not been informed about. To save time and worry, parents are asked to send a note, email or phone call to notify us of their child's absence please. If the notification is on the actual day of the absence, please include the school office in your notification to ensure that the message is received promptly. Any calls or emails received at the office in the morning about a student's absence will be passed on to the teacher concerned.

Student attendance and absence figures will appear on student half year and end of year reports.

If you are leaving our school permanently, two weeks' notice would be appreciated.

Accidents

When minor accidents occur (eg. slight grazes, small cuts), students are invariably sent to the Sick Bay where the wound or injury is attended to, usually by the school office staff.

If more serious accidents occur, parents are contacted while appropriate first aid is administered. Medical treatment is sought immediately if staff feel that it is necessary.

Should the parent be unavailable, the child will be taken to the Gladstone Hospital by Ambulance.

The Accident Register is always completed for injuries requiring treatment. It is essential that all details on student files are kept up to date. It would be appreciated if parents would notify the office promptly of any changes to home address and phone number, name of contact person, and name of family doctor. This information could be vital in a case of emergency.

Appointments with staff

Star of the Sea Catholic Primary School actively encourages open, helpful and worthwhile communication between parents/guardians and teachers. To achieve this, it is important that all parties involved are adequately prepared and focused. Therefore, it is requested that parents make an appointment with staff in order to discuss student progress.

Star of the Sea Awards

All children are encouraged to live our school motto, "**Let Your Light Shine**". Special achievements are recognised and rewarded in a variety of ways, eg. Assemblies, Newsletters, Certificates.

Class awards are presented weekly to students from the various classes. "**Student of the Week**" Awards are presented to students in Years 1 to 6 on Monday morning assemblies and describe the particular efforts that your child is being acknowledged for. Our Prep Students can receive a "**Let Your Light Shine**" Award which acknowledges students who have tried extra hard to live out our school motto.

The major awards presented to our Year Six students at the conclusion of each year are:

'Let Your Light Shine Award'

'Most Improved Student Award'

'Principal's Award for Consistent Effort'

'The Academic Achievement Award'

'Marist Sister's Bursary'

'Mercy Sister's Bursary'

'Sporting Achievement Award'

'Cultural Achievement Award'

A 'Spirit of Star of the Sea Award' will also be presented each year when a suitable recipient from within the school community is evident.

School Banking

The school provides the opportunity for students to open and maintain accounts with the Commonwealth Bank. Students wishing to participate are encouraged to bring their Commonwealth Bank deposit book to school on a Tuesday morning. Passbooks are then returned to the class (later in the week) in the wallet for distribution back to students.

School Band & Instrumental Music

The instrumental program is offered to students in Years 3-6. Lessons take place during school time each term and tuition is available for brass, woodwind and percussion instruments. The Instrumental program exists not only for the students' musical education but to support our School Band. As well as their lessons, students are asked to be a part of our School Band with new students joining the Beginner Band and existing students joining the Intermediate Band. Both bands usually perform in the school eisteddfod and other special events throughout the year. At the end of the year both bands usually join to form one School Band. A \$15 fee is charged to students each term on their school fees to cover the cost of sheet music, eisteddfod costs, tours etc.

Break Times

Students have two half hour break times each day:

10:25am to 10:55am

12:55pm to 1:25pm

The lunch breaks are split to prevent congestion in play areas. During the first half of recess, Prep to Year 3 eat their lunch in the Eating Shed while Years 4, 5 & 6 play on the Courts and Terrace. During the second half of recess, this situation is reversed. The use of our two play areas, Courts and Terrace, is spread equally between the year levels throughout the day. Other alternatives for play are provided including:

Use of the Library

Garden Club

School Choir

Mini Vinnies

'Light Bulb' Thinking Skills Club

Behaviour Management

The school has implemented a Whole School Behaviour Management Plan to assist in the creation of a positive whole school environment and effective classroom management. Teachers will outline their individual implementation plan at the beginning of each year. The Behaviour Management Plan is influenced by recent research and adopts the **3 phase principle** when managing behaviour.

1. All members of the group decide on what is acceptable. Each behaviour which seeks to undermine this is a clear choice.
2. Students are consulted when the classroom vision is under threat or being ignored. They are major stakeholders in the well-being of the group.
3. Students are made well aware of the consequences for undermining the classroom vision. Behaviour misaligned with the class vision is a poor choice and must be met with equitable, consistent and meaningful consequences.

Behaviours are rated as follows, with appropriate strategies and consequences decided for each level:-

Level A - Desirable behaviours.

Level B - Behaviour that would be considered 'minor'.

Level C - Repeated Level B behaviours - parents will be notified of Level C behaviour.

Level D - Behaviours which warrant the assistance of a member of the administration team - these can include repeated Level C behaviours.

Level E - Behaviours more serious than Level D or repeated Level D. This is a level rarely seen at the Primary School Level and warrants serious consequences at an Administrative level.

Book Club and Book Fairs

The opportunity is given for students to buy books at various times of the year through Scholastic Book Club and our various School Book Fairs. Information regarding this service is sent to the parents without obligation. Bonuses from sales are spent on additional books for our school.

Bus

A public bus company (Buslink) conducts a school run to some areas of Gladstone. Any information about this bus service can be found by contacting Buslink directly. Students catching the early bus assemble at the 2:50 (First Bell) at the white wait line on the Terrace Ramp.

Students catching the late bus wait at Church Pick Up until the teacher on duty escorts them to the bus stop.

School Board

The School Board is a pastoral body consisting of parent members, the Principal, the Parish Priest and a staff member. The function of the School Board is to support the Principal and advise on matters of existing policy and in the formation of new policies. A shared wisdom process of discernment is the basis of the Board's decision making process. Parent members on the Board are elected for a two year period and are chosen based on their faith dimension and their specific talents such as financial expertise, pastoral wisdom, managerial experience or local knowledge. The School Board is an open and effective body which welcomes any questions, comments, suggestions or ideas you may have. All correspondence can be addressed to:

Chairperson, School Board
Star of the Sea Catholic Primary School
PO Box 1458
GLADSTONE QLD 4680

The Board meets monthly from February to November (10 meetings each year). Current school policies are available to peruse in the school office.

Charity / Missions

Children are encouraged to show mercy and compassion for those less fortunate than themselves by supporting the poor and suffering of our world (traditionally known in Catholic schools as the Missions) through their prayers, good works and financial support.

Whilst the focus of our charitable efforts are through prayer and leading merciful lives, we do engage in various fundraising activities to provide monetary support to those most in need.

Each term we support a particular charity:

Term One – Caritas Project Compassion

Term Two – St Vincent De Paul Assist a Student

Term Three – Vinnies Winter Appeal and Marist Mission Centre

Term Four – Catholic Mission and Vinnies Christmas Hampers

Throughout the year we may also respond to appeals focused on current issues or events such as floods etc. and particular causes that are meaningful to our community such as Room to Read, Go Blue for Autism or Childhood Cancer.

School Choir

Students from Years 3 to 6 are invited to be members of the School Choir. The choir perform at the Gladstone Eisteddfod each year, at some school assemblies, and also make occasional local appearances. Rehearsals occur mainly during school break times.

Communication

Communication with our Star of the Sea Community occurs through a variety of mediums including weekly newsletters, text messages, notes, emails and our School Facebook Page and Website.

SCHOOL NEWSLETTERS

School Newsletters are produced and distributed via email to all our families every Tuesday. When Monday has been a holiday for the school community, the school newsletter will be distributed on a Wednesday instead of the Tuesday.

The School Newsletter is a vital link between parents and the school and the wider community. It contains relevant information regarding the school and current events within

the school community. Please ensure that you receive your copy each week and take the time to read it through.

Items of general or community interest can be left with our school office staff and approval by the Principal will be obtained prior to inclusion. Please note that all notices for the school newsletter must be sent to Louise Hanrahan by 9am Monday Morning. Whilst the newsletter is distributed to families on a Tuesday, it is compiled and printed on Mondays.

SCHOOL FACEBOOK

Our School Facebook Page provides parents with a snapshot of our school life and important school messages. It can be accessed via <https://www.facebook.com/Star-of-the-Sea-Catholic-Primary-School-Gladstone-783971008358639/>

SCHOOL WEBSITE

Our School Website provides parents with a variety of information including:

Important Events

Term Planners

Useful Links

Enrolment Information

School contacts

Useful information about our school and what we teach.

It can be accessed via the following link: <http://www.staroftheseagladstone.qld.edu.au/>

EMAIL

Email has proven itself to be a valuable communication tool between home and school. Newsletters and other important information is sent home via email, and teachers and parents often communicate through this medium. Please be aware of Diocesan Guidelines regarding electronic communication which recommends that staff will make every effort to respond to messages in a timely manner within their hours of duty which is usually between 8am and 5pm on week days.

School Counsellor

As part of our commitment to caring for the whole child, Star of the Sea has a school counsellor that works to support the emotional and social development of our students.

Why school counselling?

At different times families and children may benefit from our counselling service. Counselling is the process that occurs when a student and counsellor set aside time to explore issues or concerns. These concerns might include stress, illness, grief and loss, or significant change at home. At school, the student may require support with goal setting, decision making, learning difficulties, anxiety, anger, attention, self-esteem, building resilience and negotiating friendships. A school counsellor can assist children and families by providing support and strategies to help at school and home.

Working in partnership

Parents are seen as integral to the school counselling process. Research indicates that whilst children benefit from counselling, the gains are even greater when parents are involved. This is why, from the beginning, the counsellor will speak with you about your concerns and observations of your child.

The counsellor then arranges sessions with your child throughout the term to provide support and strategies. The frequency of sessions could vary from weekly, fortnightly or as needed. The information discussed in these sessions is confidential, but key themes and take-home messages are communicated to you, as you are their main support outside of school.

Throughout this process, parents and carers are encouraged to collaborate with the counsellor to discuss the progress of their child.

Confidentiality

As your child will have appointments during the school day, it may be necessary that your child's teacher and principal are aware of the counselling. However, the information you and your child provide during the counselling process will remain confidential. In some instances, prior consent will have been obtained from you permitting the counsellor to discuss certain issues with another person or agency.

Custody Matters

Schools are often confronted with issues relating to custody of students. While such issues are often emotionally charged, the school will manage custody related issues in accordance with the law.

Unless the school has a written, court-authorised instruction to the contrary, both parents are assumed to have equal responsibility for their children. As such, both parents will have access to school reports, newsletters and parent interviews. Court instructions are kept on the student's file in the office.

The parent should advise the school by letter if permission is given to have the child collected by a person other than the person who has legal custody. All information collected by the school remains strictly confidential.

Curriculum

Curriculum is an integral part of the school and has both formal and informal aspects. In fact, it includes everything that the student experiences in the school - the development of academic abilities and sporting, social and personal skills. Our school's curriculum is based on both the state and national curricula.

Curriculum Vision

Star of the Sea is a Catholic community which seeks to give witness to the gospel. Our school will endeavour to provide students with a safe, supportive and caring Christian environment, enabling all learners to reach their full potential. We offer a relevant and holistic curriculum of quality teaching and learning.

Curriculum Overview

Our school's curriculum is based on both State and National Curriculum and our teachers have an excellent understanding of how to cover the curriculum effectively. Our curriculum is organised to:

- Be integrated, where possible.
- Be a collaborative process.
- Be a life-long and life-wide process for staff and students - empowering growth in all areas of development – spiritual, academic, physical, social, and emotional.
- Involve real-world, hands-on learning tasks, where possible.
- Differentiate to meet learners' needs through a range of specialist programs as well as classroom adaptations.
- Ensure assessment is informed and has consistent judgment and used to improve future learning.
- Engage and challenge students to become resilient, independent learners.

We have the following specialist teachers who support our curriculum implementation: Physical Education (PE) and Technology.

Child Safety Curriculum

In Terms Two and Three every year, our school implements the Daniel Morcombe Child Safety Curriculum with students in Prep to Year Six. The curriculum is based on principles of best practice in child safety education and centres around three key messages: Recognise, React and Report. Through a series of lessons, students will learn how to recognise, react and report when they are unsafe or find themselves in situations that can have a significant detrimental effect on their physical, psychological or emotional wellbeing.

Dropping Off and Collecting Students

For the safety of our students we have a number of important procedures in place to cater for drop off and collection of students. Please read the following carefully and discuss with your child:

BEFORE SCHOOL - Students should not arrive at school until **8:10am** when there are teachers on duty. They are asked to sit quietly in the shed until invited to put on their hat and move to play.

DROP OFF AT THE CHURCH IS ALWAYS ONLY ONE LANE. NO OVERTAKING IS ALLOWED. YOUR PATIENCE AS CHILDREN DISEMBARK FROM THEIR CAR IS APPRECIATED.

WAIT LINES - There are white 'wait' lines painted at each of the exit pathways from our school. We ask that no student crosses that line unless they are with their parent / guardian or teacher. This means that no student may walk up to the school car park to wait for parents there. Students who are walking home as directed by their parents may of course proceed past the 'wait' line.

PICK UP AREAS - There is only one nominated pick up area where students are supervised until 3.15pm at Star of the Sea School - In front of the Church facing Herbert St. Students are supervised by teachers in this area and are directed to go to their car by the teacher. There is a 'wait' line that they must stand behind until the car has stopped and the teacher deems it is safe to cross.

Children should not be running around or playing with sports equipment in the shed or Courts Area. All students should be waiting quietly with their parents. This allows us to know whether all students are being looked after.

Your kind assistance in adhering to these procedures is greatly appreciated and contributes to the continued safety of ALL students.

Early Departure / Late Arrival

Latecomers in all year levels or their parents are requested to please sign the late book before going to class. This is to ensure they are marked on the school roll to comply with legislative requirements and ensure their safety in an emergency.

In the event of a need for an early departure, parents are asked to collect children from the front office. Sick or injured children will be located in our Sick Bay. All parents are required to sign the departure register whenever collecting students within school hours. This and other similar procedures help us to ensure the safety and well-being of your children.

Evacuation / Lock Down Procedures

Comprehensive evacuation and lock down procedures and safety documents are revised and implemented at the beginning of each school year. Trained and experienced staff from our local Fire Station assist with the development of our safety plan. Full school evacuation and lock down drills occur regularly to ensure that students and staff are always well prepared in case of an emergency.

School Fees and Levies

Information on School Fees and the School Building Fund (which are set through Diocesan structures) and School-based Levies (which are set by local boards), is sent home to parents/guardians at the end of a school year. This information informs parents of the fees to be incurred for the following year. School fee accounts are processed each term, usually during the second or third week, and are sent home with the youngest child in the family. Payment may be made in full, or by weekly, fortnightly or monthly instalments – cash, cheque, EFTPOS, Direct Debit or Internet banking. The due date is prior to the end of term and is communicated through the newsletter and term planners.

School Fee Concession Forms are available on request and for reasons of financial hardship, eligible families can receive fee concession assistance. Concessions on fees are available to eligible families by contacting the Principal. Communication with the school is appreciated if you are experiencing difficulty in meeting fee payments.

School fee accounts are handed over to our debt collection agency (which is used by all Catholic schools in the Diocese) when parents/guardians:

- a. refuse to pay full fees or arbitrarily choose to pay part fees only and
- b. refuse to complete a school fee concession form and
- c. refuse to contact the Principal to discuss the matter.

Facilities

At Star of the Sea we take pride in the opportunities we offer our students and the facilities that we have to support their learning. Star of the Sea School provides:

- Modern, air-conditioned and well-equipped classrooms.
- Advanced technology to enhance student learning including computers (laptop trolleys containing class sets of laptops and classroom desktops), iPads, BeeBots, Robotics kits, data projectors and interactive whiteboards.
- A vast range of non-fiction and fiction reading material for student borrowing.
- Onsite uniform shop
- School Tuckshop
- Outside Hours and Vacation School Care
- Large playing field with a wide variety of play equipment
- Undercover Courts area to support a variety of sports
- Multipurpose Arts Room
- Parish Church on site to support the prayer and worship life of the school

Hazard Reporting

The school takes a proactive approach in attempting to minimise accidents and injuries, so community members are required to report hazards through the office. This enables us to identify potential sources of harm so that corrective action may be taken.

Health Policy / Infectious Diseases

Children with contagious diseases must be excluded from school for specified times. The aim of exclusion is to reduce the spread of infectious disease. The less contact there is between people who have an infectious disease and people who are at risk of catching the disease, the less chance the disease has of spreading. Excluding ill children, educators and other staff is an effective way to limit the spread of infection in education and care services. An up to date list showing the NHMR 's recommended minimum exclusion periods is available at our School Office, on our website or at

https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55e_exclusion_period_poster_130701.pdf

If your child contracts German measles (Rubella), Parvovirus B19, Cytomegalovirus (CMV) or Chickenpox (varicella) please inform the teacher immediately.

In cases of minor ailments, parents are asked to use their own judgement about whether a child is fit to attend. A child who becomes ill during a session will be removed from the group

to rest in a quiet place. A parent or other contact person listed on the records will then be notified. **For this reason, it is vital you maintain updated emergency contact details.**

The teaching of good hygiene practices forms an essential part of our Health curriculum and is a useful aid in the management of disease and infection.

Whilst there is no mandatory requirement for immunisation in Catholic Education, the following advice has been provided by Workplace Health and Safety Queensland and Queensland Health with reference to vaccine preventable diseases in the school/workplace environment: *Immunisation is the most cost effective and efficient means available for maintenance of public health with safe and effective vaccines available for a number of serious diseases.*

Homework

Homework provides an opportunity for children to reflect on and reinforce their learning. It also gives parents a window to see what children are doing at school and provides them with one way to be involved in their children's education.

The school promotes the use of the "Homework Grid" as part of our homework practice. The grid contains negotiable as well as non-negotiable activities, and takes into consideration extra-curricula activities that children may be involved with.

Reasonable, regular, appropriate and valuable homework is set at the discretion of the classroom teacher. Weekly homework tasks are often set due to children's busy extra curricula activities after school each day. Our school has a homework policy and please note that homework is arranged primarily to provide reinforcement and practice.

Indigenous Perspectives

Catholic Education recognises Aboriginal and Torres Strait Islander peoples as the First Australians with one of the oldest continuing cultures in human history. We recognise and celebrate the unique giftedness that Aboriginal and Torres Strait Islander students and their families bring to the school community

In accordance with Diocesan Policy, Star of the Sea seeks to be a culturally safe place of learning, growing and belonging for Aboriginal and Torres Strait Islander students, families and community members. As mandated in our Australian Curriculum, Aboriginal and Torres Strait Islander perspectives are integrated across the Star of the Sea curriculum.

Learning Support

Star of the Sea Catholic Primary School supports the Inclusive Practises outlined by the Queensland Catholic Education Commission. Inclusive practise values the uniqueness and diversity of our students and calls us to provide educational opportunities that may require adjustment (without imposing unjustifiable hardship on the school) in the school setting. Inclusive practises require a collaborative approach to planning and decision making which

includes students, families and educators. Educators are supported with training and access to outside agencies as required and wherever possible to assist them in making the necessary adjustments to their curriculum plans.

The traditional role of the Learning Support Teacher (LST) as someone who withdraws students to work with them no longer exists. Instead, each school has Inclusive Curriculum Teachers whose role is to work collaboratively with educators, students, parents and various outside agencies to support the process of providing inclusive practises in our classrooms. Teaching Assistants (TAs) also provide support to teachers in the provision of inclusive practices. Much of their work involves supporting teachers with students who require significant adjustments in a specific category and assisting in the whole school implementation of various programs as required.

Classroom teachers are the primary educators responsible for the learning and overall development of your child, and as such, should be the first people you speak to regarding any concerns you may have about your child's progress. They will then work with you and any other relevant personnel to support your child's individual learning requirements within the classroom setting.

Library

Each class visits the Library on a regular basis for borrowing, library skills and research development lessons. The children will be required to bring their library bag to borrow from our school library. Your assistance will be required in the care and maintenance of our precious library books. You will be notified of the time your child's class will be visiting the library.

Lost Property

A 'Lost Property' container is located on the veranda outside the School Office. Lost items will be displayed at the end of each term in the hope that they are collected. Any items found around the school - without identification – and which have not been claimed at the end of each Term are passed on to the St Vincent De Paul Shop.

Please ensure that all items are labelled clearly with your child's name.

This will ensure the return of lost items and reduce the additional costs to families.

Medication

All medicine and first aid treatment must be provided through the Front Office. Parents are advised that the school can only administer medication upon receipt of written request - for **each** occasion.

The instructions for administration must be provided on the container by the pharmacist at the medical practitioner's direction. The instructions on the medication need to indicate specific quantity and times at which medication is to be administered for the individual child.

At all times, medication must be kept in the office where the medicine is stored and records are kept. Parents/caregivers are NOT to administer any medication to any child at school during school hours please. All medication will be administered by delegated office staff. The exception to this rule is that of inhaler therapy for asthma. If required, students may keep an inhaler in their school bag for easy access.

All unused medication is to be collected from the office by the parent/guardian of the student on completion of the medication. Generally, however, (when feasible) parents should only supply the quantity to be administered at school for that day.

A copy of the school Administration of Medication to Students Policy is available from the office. Any health action plans (eg Asthma, Allergy) are to be provided to the school office for inclusion in the medication register.

Mobile Phones / Electronic Devices

We do not encourage mobile phones being brought to school and ask that all communication during school hours between students and parents take place through the school phone system. If a parent believes their child needs a mobile phone or other device for before and after school purposes (e.g. a child walking to and from school), then this device must either be kept safely inside their school bag all day OR handed in at the office before school each day and then picked up from the office at the end of each school day.

Money

Please ensure that any money sent to the school is enclosed in an envelope with the amount, the child's name and purpose (e.g. excursions) written on the front. All money bought in by students is to be handed in to the classroom teacher or at the office. Parents are to ensure they enclose exact amounts please. Limited money is kept in the office and change cannot be assured.

Outside School Hours Care

Enrolment forms are required to be completed if you require this service and the forms are available from the school office or the OSHC staff. Vacation care is also available with parents required to complete registration forms to book their child/children in.

Our Outside School Hours Care staff can be contacted on their mobile - 0417 614 316. Please note that a fee is applicable to this service.

Parents & Friends Association

Our P & F meets regularly on the first Tuesday of the month at 6:30pm in the Staff Room.

All parents are encouraged to take an active part in this aspect of the school's life. There are also a number of sub-committees that are doing great work for the school. The role of the Parents and Friends Association (P & F) is to support the school in fundraising for projects and to enhance the spirit of the parent body. An Annual General Meeting is held in November to elect Office Bearers and Executive Committee Members. The offices include President, Vice-President, Treasurer and Secretary.

Committees are also formed with specific tasks in mind such as our Caulfield Committee. The Chairperson of each committee is part of the Executive. A copy of the P & F Constitution is available at the Office.

Parental Involvement

Parental involvement is a valuable dimension in any educational process for children. As described in our School Board policy, parental involvement is actively encouraged at Star of the Sea Catholic Primary School, especially since we are all called to share our gifts and talents.

Parents are encouraged to attend children's masses and liturgies, social functions and other activities held throughout the year.

Teaching staff will call for volunteers for a range of activities at various times throughout the school year. Any assistance you can provide is always appreciated.

Parent Lounge

Please be reminded that Parent Lounge is an essential component at Star of the Sea.

Our Parent Lounge allows you to access your child's report card (all report cards are electronic at Star of the Sea)

Your login credentials are provided to you by the school and we ask that you keep your user name and password in a safe place. The Parent Lounge can be accessed via <https://401sosg.rok.catholic.edu.au/parentlounge>

Personal Development & Social Education

Personal Development Education (PDE) is not new and has been taught in various forms in Australian schools for a long time. Star of the Sea Catholic Primary School integrates the majority of PDE content into other curriculum areas. Focus lessons are organised by teachers to cover specific topics and parents are given an overview of the content to be taught throughout each year at our Parent Information evenings.

Prayer & Worship

Prayer and worship are an integral part of our school life. Within each class, regular opportunities are provided for the children to plan, prepare and participate in prayer and liturgies. Details regarding special prayer and liturgical events are communicated through relevant classes, school newsletters and via our school calendar each term. Parents are encouraged to attend these celebrations of the sacred with us.

Religious Education

A central belief as Religious Educators at Star of the Sea is the recognition that parents are the prime educators of their children and, as teachers, we are privileged to share in this task. We believe that faith is a gift from a God who loves us and that education in faith is a lifelong process that occurs in many different contexts - the home, the school, the parish and the community.

The Religious Education Program at Star of the Sea Catholic Primary School is based on the Religion curriculum produced by the Diocese of Rockhampton.

This curriculum is designed so that students have opportunities to develop:

- *a personal relationship with Jesus Christ*
- *understanding and appreciation of the religious beliefs, values and practices of Christianity and the ways that Catholics live these out*
- *respect and appreciation for the religious beliefs, attitudes and values of others*
- *age-appropriate skills to research, discuss, reflect on and critique religion in an informed, intelligent and sensitive manner.*

An inquiry approach to learning encourages students towards a life long journey of deepening their relationship with God by wondering about Him and actively seeking His truth.

Prayer and liturgy are vital elements in our Religious Education Program. Regular opportunities are provided for the children to plan, prepare and participate in prayer and liturgies. Important events in the life of the Church and School are recognised and celebrated. The Feast of the Holy Name of Mary (September 12) is the School Feast Day.

We take seriously our responsibility to work with our Star of the Sea Gladstone Parish in its ministry of continuing the mission of Christ. We work closely with the priests of our Parish and enjoy their contribution to masses, liturgies, class visits and school events.

Reporting

Teachers and Parents are partners in the education of our students. Regular and open communication is vital in ensuring both parties have all necessary information to assist a student's continued growth and development.

Parent / Teacher Interviews are conducted at the end of Term 1 and Term 3. Written reports are given to parents at the end of Semester One and Two.

Sacramental Program

Effective family based sacramental preparation programs are available in our Parish for the Sacraments of Reconciliation (First Confession), Eucharist (First Communion) and Confirmation.

The Parish Sacramental Team is responsible for the development and implementation of these programs. Parents will be advised of details of the program through information meetings, parish bulletins, school newsletters and letters. These programs are supported through the Religious Education Program and the content that is taught within each year level.

School Toilets

We ask that parents / guardians and all visitors and volunteers to the school use the staff toilets if required during the school day. Please inquire at the front office where you will be directed to their location.

School Play Equipment

We ask that the Terrace fort and Prep area and play equipment are NOT to be used before and after school or during school functions. Parents are asked to please supervise their children at these times and ensure they remain safely with them.

Sharing Information

As part of our school family, we encourage you to share your good news (and occasionally sad) with us. The sharing of information helps to create community and an increased understanding of the behaviour patterns of the children. Children's behaviour can be markedly affected by additional excitement or stress. It helps if we are informed.

Smoking

Smoking is prohibited on school grounds in accordance with Diocesan Policy.

Staff Meetings

Staff meetings are held on Tuesday afternoons after school during each school term. Staff will be unavailable for meetings on these afternoons.

Student Supervision

Student supervision by staff is provided from 8.15am and until 3.15 pm each school day. Children should not arrive before 8:15am and should not be in the grounds after 3:15pm. School grounds are not accessible outside of these hours unless permission is granted by the Principal.

Swimming Program

The school conducts a swimming program for all students in Years 1 - 6 during the school year. Information regarding the swimming program is sent home to parents with relevant information and payment occurs with school fees. Parents are encouraged to support this effective and worthwhile program. Children are exempt for medical reasons only. Fully qualified teachers conduct the classes at our main Town Pool.

Tuckshop

Our School Tuckshop operates primarily to provide a service to our families and offers a wide range of foods for the children to enjoy. Tuckshop operates each Monday, Wednesday and Friday.

Our school has Flexischools for ordering online (Link can be found via our school website). Otherwise, a paperbag with the child's name, class and order written on the front and money enclosed can be handed in to the tuckshop. Online orders must be submitted before 8:30am.

Volunteers are asked to assist with the preparation of lunches in the tuckshop and this works via a roster system. The tuckshop is always in needs of more volunteers, so if you are interested in helping in the tuckshop please contact the school tuckshop convenor or the school office.

Parents and students are asked to be mindful of the following:

- No ice blocks are sold at first break.
- No credit will be given.
- No credit will be given unless the student has forgotten lunch. Money is to be reimbursed next tuckshop day.

Our menu is available to view on our School Website. Online ordering can be done from the Flexischools website <https://www.flexischools.com.au/>. Please check the newsletter for any changes to the tuckshop menu.

Uniform Shop

The school has a Uniform Shop. It is open from 8.30am – 9.30am (approximately) on Friday mornings on the lower level near the stairs leading to the Church.

If you are unable to go the Uniform Shop during these times, an order form is to be completed and left at the School Office with payment. Uniform orders with payment are usually processed by the following Friday. The orders are then distributed to the child. Orders may also be made through our Flexischools website at <https://www.flexischools.com.au/> Further information is available on our website.

Uniform

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code. Our school uniform shop operates as a service to our school families.

The student uniform can be ordered and purchased either new or second hand from the School's Uniform Shop. Please ensure all garments have your child's name marked clearly on them.

GIRLS: Summer and Winter:

DAY UNIFORM

Blue pleated skorts
Star of the Sea School School shirt
Black shoes
Short plain white socks
V-neck navy jumper or zipper jacket
Blue school hat with full brim – NO CAPS

SPORTS UNIFORM

House Team Sport Shirt
Navy Sports Shorts

BOYS: Summer and Winter:

DAY UNIFORM

Navy shorts
Star of the Sea School shirt
Black shoes
Short plain white socks
V-neck navy jumper or zipper jacket
Blue school hat with full brim - NO CAPS

SPORTS UNIFORM

House Team Sport Shirt
Navy Sports Shorts

- ♦ Jewellery should be kept to a minimum: only a cross or other Christian medal on a chain, a watch, one stud per ear lobe (no other visible body piercing is allowed).
- ♦ Fingernails should be trimmed to fingertip length and no colours are allowed.
- ♦ Long hair should be worn tied back. Coloured hair (fully or partially dyed) is not allowed at all.
- ♦ All ribbons, headbands etc worn by girls must always be royal or navy blue, white or yellow in colour.
- ♦ School pullovers or jackets are always navy in colour.
- ♦ In Winter, boys and girls can wear navy blue tracksuit pants over their school shorts.
- ♦ Bicycle pants are not part of the Sports Uniforms.
- ♦ It is inappropriate and unacceptable for swimming costumes such as long board shorts to be worn under normal school shorts for boys.
- ♦ The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.
- ♦ Extreme hair colours (eg: green, pink or purple rinses) and/or extreme hairstyles (eg: tracks, spikes or mohawks) are not permitted.
- ♦ Other than clear nail polish, cosmetics may not be worn at school.
- ♦ The only headwear that is acceptable is Sunsmart hats consistent with our Sunsmart Policy.
- ♦ If for any reason children are not in correct uniform the class teacher should be informed in writing.

A full uniform pricelist and order form is available at our School Office.

Valuables

It would be appreciated if expensive or "treasured" items and possessions were not brought to school. Children, particularly young children, can become very upset if such items are damaged or misplaced. Also, if items such as these are brought to school voluntarily, the school is under no obligation to replace or pay for the item if it is lost or damaged.

Visitors to the School

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.

All visitors to the school Eg. guest speakers, delivery/courier people etc. must report to the school office on arrival and must sign the Visitors Book conveniently located in our front office. Visitors are also expected to wear a visitor's badge so that they may be clearly identified. Your cooperation in this matter helps us ensure a safe environment within the school.

The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Please note that parents who visit the school during school hours must also sign in and out as part of our emergency management procedures.

Volunteers

We rely on the support and assistance of volunteers for many activities throughout the year including classroom help, assistance with camps and excursions and sporting events.

We appreciate the generosity of parents in volunteering for these events and ask that they complete the necessary inductions before nominating themselves for an events. These Volunteer Inductions are held a number of times throughout the year and assist us in ensuring a safe and supportive environment for all members of the school community. Please contact the office if you have not completed an induction and are seeking to volunteer at school.

What To Bring To School?

Parents are requested to provide the following:

- Backpack/school bag (can be purchased from the Star of the Sea School Uniform Shop);
- Wide brimmed school hat;
- Roll-on sunscreen (to stay in bag for personal use only);
- Spare change of clothes (Younger grades - to leave in their bag for emergencies);
- Tissues or hanky
- Lunchbox containing sandwiches / fruit / crackers and healthy snacks;
- Water bottle;
- Star of the Sea School library bag (available from the Star of the Sea School Uniform Shop);

PLEASE LABEL EVERYTHING CLEARLY

Conclusion

Thank you for choosing Star of the Sea Catholic School. We hope that your time here will be enjoyable, informative and productive for your child and your family.

We look forward to working with you as a member of the school community and sharing in the educational experience of your child.

If you have any further questions or queries regarding the school please feel free to contact us to discuss them.