St Benedict’s Catholic Primary School

Yeppoon

Parent Information Book 2017
Welcome

Welcome to St Benedict’s Catholic Primary School Yeppoon!

As part of Catholic Education in the Diocese of Rockhampton, St Benedict’s is a part of the mission of the church. Our community is invited to journey with Christ and with each other, full of vitality, optimism and a sense of fun, alongside the many communities that are part of our vast and rich Diocese.

St Benedict’s strives to awaken in its members a spirit of personal initiative and a disposition to care for each other, their community and society in general. We take Jesus Christ as our model and foundation, working as part of church to bring about the harmony, fulfilment and satisfaction we believe God intends for all people. It is part of the journey of discovery of all its members, providing opportunities to learn, to experience and to choose.

St Benedict’s offers an academic education of the highest standard in an environment guided by Christian values. Our school will be a place where children learn by example from a committed faith community, consisting of staff, students and parents.

St Benedict’s strives to be a community that is compassionate, just, respectful and where families and children; feel important, are happy and experience success and enjoy holistic learning opportunities.

I look forward to meeting you as we endeavour to:

“listen with the ear of the heart and be people of hospitality that welcome the stranger or visitor as if he or she were Christ himself.”

Rule of St Benedict

I hope that your experiences with us will be rewarding and life giving as we work together in the interests of your child.

Tim Collins
PRINCIPAL
With Jesus we,

Listen
Love
Learn

as we work and pray
in the pursuit of peace.
School Community Profile

The Capricorn Coast has a proud tradition of Catholic education dating back to 1917. St Benedict’s was opened by the Diocesan Catholic Education Office in 2009 in response to an increase in population and demand for Catholic Education on the Coast.

Our school is a part of the Capricorn Coast Parish and through its naming is continuing to develop strong links with the Benedictine community. The Benedictine nuns play an active role in the spiritual and wider life of St Benedict’s Catholic Primary School.

St Benedict’s began with an enrolment of 110 students from Prep to Year 6. The successful commencement of the school is attributed to the close, complimentary relationship enjoyed amongst the staff, students, the parents and parish community.

Our school as a part of the parish endeavours to be involved with parish activities and maintain open lines of communication with the wider parish community. Our Parish Priest, Fr Bryan Hanifin was a member of the steering committee and continues to play an active role within the school. A parish representative is also a member of the school board. Our Principal and staff are members of various parish committees ensuring continued communication between both.

St Benedict’s is a part of the wider Yeppoon community and is fostering strong links with Sacred Heart, St Ursula’s and St Brendan’s and all other local schools. Along with these schools, St Benedict’s enjoys close ties with local community groups such as St Vincent De Paul and the local RSL.

As a Catholic School, we at St Benedict’s strive to witness to the mission of the Catholic Church - to proclaim the Good News. By offering a learning environment that encourages all to work together in a challenging environment, we strive to empower all members of our community. To become reflective and self directed learners who are actively involved in their communities.

Embracing the future

St Benedict’s Primary School is located in the Central Queensland coastal town of Yeppoon. It is administered through the Rockhampton Diocesan Catholic Education Office and caters for students from the preparatory year through to year six.
SCHOOL DIRECTORY

St Benedict’s
Catholic Primary School
1 Laceys Road
Pacific Heights QLD 4703

Postal Address: PO Box 2285, Yeppoon, QLD, 4703
Phone No: (07) 4930 2744
Fax No: (07) 4930 2766
Email Address: info@sbyrok.catholic.edu.au
Website: www.sbyrok.catholic.edu.au

Principal Mr Tim Collins
APRE Mrs Julie McLaughlin
APC Mrs Gabrielle Barker
Secretary – Finance Mrs Lyn Nobbs
Secretary – Admin Mrs Bonny Messer
Parish Priest Fr Peter Tonti

ST BENEDICT’S SCHOOL BOARD

Chair: Ben McGuire
Members: Sr Kym Harris, Jo Couper, David Lapere, Joe Craggs, Catherine McWhinney, Shaun Pobar, Tim Collins.

P&F ASSOCIATION

President: Tom Lloyd
Secretary: Marie Balzer
Treasurer: Rebecca Hoy
<table>
<thead>
<tr>
<th>Name</th>
<th>Class/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Helen Langdon</td>
<td>Prep Echidnas</td>
</tr>
<tr>
<td>Mrs Kate Peers</td>
<td>Prep Bilbies</td>
</tr>
<tr>
<td>Mrs Anne Effeney</td>
<td>Year 1E</td>
</tr>
<tr>
<td>Mrs Natalie Pobar</td>
<td>Year 1P</td>
</tr>
<tr>
<td>Mrs Amanda Evans</td>
<td>Year 2E</td>
</tr>
<tr>
<td>Mrs Julienne Morrison</td>
<td>Year 2M</td>
</tr>
<tr>
<td>Mrs Lynda Beaman</td>
<td>Year 3B</td>
</tr>
<tr>
<td>Mrs Marg Gould</td>
<td>Year 3G</td>
</tr>
<tr>
<td>Mrs Kate Blyde</td>
<td>Year 4B</td>
</tr>
<tr>
<td>Mrs Sarah Williams/Mrs Michelle Clifton</td>
<td>Year 4W</td>
</tr>
<tr>
<td>Mrs Mellaney Corfield</td>
<td>Year 5C</td>
</tr>
<tr>
<td>Mrs Jo Gray</td>
<td>Year 5G</td>
</tr>
<tr>
<td>Miss Jess Arnold</td>
<td>Year 6A</td>
</tr>
<tr>
<td>Miss Anneliese McCosker</td>
<td>Year 6M</td>
</tr>
<tr>
<td>Mrs Julie McLaughlin</td>
<td>APRE / Learning Support</td>
</tr>
<tr>
<td>Mrs Gabrielle Barker</td>
<td>APC / PE Yr 3-6</td>
</tr>
<tr>
<td>Mrs Tink Boyd</td>
<td>Classroom Music/Drama</td>
</tr>
<tr>
<td>Mrs Paula Osborne</td>
<td>PE Prep -2</td>
</tr>
<tr>
<td>Mrs Wendy Hudson</td>
<td>Library assistant</td>
</tr>
<tr>
<td>Mrs Tanya Burnett</td>
<td>Teacher assistant</td>
</tr>
<tr>
<td>Mrs Nicole Achilles</td>
<td>Teacher assistant</td>
</tr>
<tr>
<td>Mrs Clare Ganderton</td>
<td>Teacher assistant</td>
</tr>
<tr>
<td>Mrs Kylie Jackson</td>
<td>Teacher assistant</td>
</tr>
<tr>
<td>Mrs Kerry O’Hanlon</td>
<td>Teacher assistant</td>
</tr>
<tr>
<td>Mrs Christie Dendale</td>
<td>Teacher assistant</td>
</tr>
<tr>
<td>Mrs Karyn Hayes</td>
<td>Teacher assistant</td>
</tr>
<tr>
<td>Mrs Shontelle Mulholland</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Mrs Jane Watson</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Mrs Jane Watson</td>
<td>Tuckshop Convenor</td>
</tr>
<tr>
<td>Mr Gavin Bennett</td>
<td>Groundsman</td>
</tr>
</tbody>
</table>
School Prayer

Lord Jesus

Bless our school by the sea,
Help us become the best we can be.
Give us the strength and courage to show
Your love and compassion as we grow.

Guide us Lord as we learn and play,
Through your wisdom show us the way.
With generous hearts and helping hands,
Let us spread your word across all lands.

Teach us Lord to have faith and obey
As we rise to the challenge each and every day.

Amen.

2017 CALENDAR

Staff In-service days Wednesday to Friday 18-20 January
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Resumes 2017</strong></td>
<td></td>
</tr>
<tr>
<td>Australia Day Holiday</td>
<td>Monday 23 January</td>
</tr>
<tr>
<td>Opening School Mass</td>
<td>Tuesday 26 January</td>
</tr>
<tr>
<td>Bishop’s In-service Day</td>
<td>February</td>
</tr>
<tr>
<td>Ash Wednesday</td>
<td>Friday 17 February</td>
</tr>
<tr>
<td>Year 6 Leadership Camp</td>
<td>(student free)</td>
</tr>
<tr>
<td>St Patrick’s Race Day</td>
<td>Wednesday 1 March</td>
</tr>
<tr>
<td><strong>Last Day Term 1</strong></td>
<td></td>
</tr>
<tr>
<td>Good Friday</td>
<td>Tuesday 26 January</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>Wednesday 1 March</td>
</tr>
<tr>
<td>Easter Monday Public Holiday</td>
<td>Friday 26 January</td>
</tr>
<tr>
<td><strong>Term 2 Commences</strong></td>
<td></td>
</tr>
<tr>
<td>Anzac Day Public Holiday</td>
<td>Tuesday 18 April</td>
</tr>
<tr>
<td>Labour Day Holiday</td>
<td>Tuesday 25 April</td>
</tr>
<tr>
<td>NAPLAN Tests</td>
<td>Monday 01 May</td>
</tr>
<tr>
<td>St Benedict’s Feast Day</td>
<td>Tuesday 09-11 May</td>
</tr>
<tr>
<td>Yeppoon Show Holiday</td>
<td>Tuesday 13 June</td>
</tr>
<tr>
<td><strong>Last Day Term 2</strong></td>
<td></td>
</tr>
<tr>
<td>Good Friday</td>
<td>Tuesday 26 April</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>Wednesday 1 March</td>
</tr>
<tr>
<td>Easter Monday Public Holiday</td>
<td>Friday 26 April</td>
</tr>
<tr>
<td><strong>Term 3 Commences</strong></td>
<td></td>
</tr>
<tr>
<td>NAIDOC Mass</td>
<td>Monday 10 July</td>
</tr>
<tr>
<td>Challenge Cup</td>
<td>Tuesday 11 July</td>
</tr>
<tr>
<td>Catholic Education Week</td>
<td>Wednesday 12 – Friday 14 July</td>
</tr>
<tr>
<td>Combined Schools Mass</td>
<td>Sunday 23 July – Saturday 29 July</td>
</tr>
<tr>
<td>Child Protection Week</td>
<td>Tuesday 24 July</td>
</tr>
<tr>
<td><strong>Last Day Term 3</strong></td>
<td></td>
</tr>
<tr>
<td>Good Friday</td>
<td>Tuesday 26 July</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>Wednesday 1 March</td>
</tr>
<tr>
<td>Easter Monday Public Holiday</td>
<td>Friday 26 July</td>
</tr>
<tr>
<td><strong>Term 4 Commences</strong></td>
<td></td>
</tr>
<tr>
<td>Staff Learning In-service Day (student free)</td>
<td>Monday 16 October</td>
</tr>
<tr>
<td>Thanksgiving &amp; Graduation Mass</td>
<td>Tuesday 28 November</td>
</tr>
<tr>
<td><strong>Last Day Term 4</strong></td>
<td></td>
</tr>
<tr>
<td>Good Friday</td>
<td>Tuesday 26 December</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>Wednesday 1 March</td>
</tr>
<tr>
<td>Easter Monday Public Holiday</td>
<td>Friday 26 December</td>
</tr>
</tbody>
</table>
ORGANISATION & PROCEDURES

ABSENTEEISM
Parents are required to contact the School office by phone or email to inform of a child's absence from school OR a written note to the child's teacher explaining the absence.

APPOINTMENTS WITH TEACHERS
Parents are encouraged to maintain contact with class teachers for the purpose of discussing their children's progress. Teachers should be given sufficient time to prepare for interviews in order to make them as productive as possible. Consideration should be given to minimising disruption to core teaching time by seeking appointments outside class times. Appointments with the teaching staff may be obtained either directly or by contacting the school office.

ARRIVAL / DEPARTURE

Before School
- No children are to arrive at school prior to 8.00am
- Children arriving at school between 8:00am and 8:15am may move to their classroom area and place bags on the racks. If their teacher is not in the room they are to proceed to the covered area. They must be seated, talking quietly only.
- At 8:15am a teacher commences duty to supervise the children in the covered area. The playground is not to be used during this time.
- At the 8:40am bell children move to their classroom and wait outside for their teacher. (Assembly is held on Monday and Friday mornings.)
- **Please note:** Prep classrooms open at 8.30am. Prep students must initially be taken to the Prep classroom by an adult (or older sibling following confirmation with the Principal). Following consultation with the teacher, prep student are able to walk to the prep room themselves.

After School
- Students not collected by an adult at their classroom proceed to the covered area to await collection. Students are seated in this area under the supervision of a teacher. Students are not permitted to play during this time.
- At 3:30pm any students still waiting move to the office or area outside the staffroom.
- **Please note:** Prep students must be initially collected from the Prep classroom by an adult (or older sibling following confirmation with the Principal). Following consultation with the teacher, prep students are able to walk to the covered area and wait for collection.

ASSEMBLIES
Two main assemblies are held each week. The purpose is to enable us to gather as a community to pray, greet, to inform and to celebrate as one.

*Monday morning* – 8.40am (morning bell) in the undercover area. The National Anthem is sung at the conclusion of this gathering. This assembly is led by a member of the leadership team.

*Friday morning* – 8.40am in the undercover area. This assembly is at times led by one class (roster basis). Please note that due to our smaller number of classes, there will be several weeks when this assembly is led by staff. Student of the week awards are presented at the conclusion of the assembly along with any relevant notices. Student and staff birthdays are also celebrated at this assembly.
ASSISTANCE
During the year, teachers may invite parents to assist with class or school activities. If you would like to volunteer your help please feel free to approach your child’s teacher/s. To support parents in this task the school provides a brief induction and each class teacher will outline procedures for relevant tasks. If you have any talents that you would like to share with the school community, please make this known to the staff.

It is mandatory that all volunteers other than parents of our school who work with students at St Benedict’s have a Suitability Card for ‘Working with Children’. An application form is available from the school office.

BICYCLES
Bicycle racks are provided for use by students who ride their bicycles to school. Students are required to walk their bicycle to and from the bridge behind the tuckshop and the bicycle racks. Students are encouraged to lock their bike to the bike racks.

BUSES
Bus operators are responsible for all matters pertaining to bus travel. Inquiries need to be directed to the bus operator in the first instance. Children are expected to abide by the "Code of Conduct" issued by Queensland Transport.

_Cars are not permitted to use the bus turn-around area._

DENTAL SERVICES
Dental services are available through the School Dental Services conducted by Queensland Health. Regular, free dental care for all primary school children can be obtained at the Mobile Clinic during a specified time each year.

FINANCIAL INFORMATION
Fees are levied for attendance at Catholic Schools.
Federal and State Governments acknowledge the right of parents to choose the school which best suits their children’s needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. We can justly claim to use our limited funds very efficiently. Your contribution through school fees is essential to the continued operation of St Benedict’s.

There are three components which make up the cost of attendance at a Catholic School:
1. _Tuition Fees_ ~ these are set by the Diocese and apply to every Catholic School in the Rockhampton Diocese.
2. _Diocesan Levies_ ~ Levies set by the Diocese to help fund Capital projects at schools throughout the Diocese.
3. _School Levies_ ~ these are levies applied by the school to help cover the operational cost of running the school.

Please find associated costs for 2017 in the appendices.

LIBRARY BORROWING
All children have opportunity to borrow resources from the library. Each class has a rostered time to visit the library each week. Parents accept responsibility for books issued in their child's name - lost or damaged books must either be replaced or paid for.
LOST PROPERTY
Lost property is kept in a box inside the office until claimed. At the end of each term any unclaimed items are discarded or donated to St Vincent de Paul.

MEDICATION
Prescribed Medication will be administered as directed by the child’s doctor or as set out on the original bottle label by the pharmacist. Where children are required to take medication a “Letter of Authorisation” must be completed. Panadol or other non-prescription medicine cannot be administered under any circumstance.
Please Note: We cannot administer the 1st dose of any medication.

Any medication to be administered must be given to the teacher and sent to the office, or directly sent to the office to be kept in a secure area. Only office staff or leadership team members can administer medication.

NEWSLETTER
The school newsletter will be distributed every Thursday electronically. Those parents who do not have ANY access to the internet / email are invited to either view the newsletter online at school or organise to collect a print copy from the office.

This exciting new innovation will allow you constant access to School news as well as the use of colour and images, providing a more vibrant and dynamic form of communication.

We are hopeful that the E-newsletter will enhance our communication to parents whilst reducing the need for paper based communication. Reduction of paper is consistent with our whole school approach of ‘Education for Sustainable Futures’ and being responsible stewards of our resources.

NO SMOKING
All Rockhampton Diocesan Catholic Education Schools are designated non smoking areas. Smoking is not permitted on any part of the school grounds.

NOTES TO PARENTS
Accounts, Notices etc are sent home periodically. The eldest child in each family will be given such notices and parents should regularly check that important notices are not left in children's school bags. In 2017 we hope to send most notes to families electronically.

At times a return slip or response is required and your immediate response to such requests is greatly appreciated.

NOTES / MONEY ETC. TO SCHOOL
Messages, notes, money, etc can be delivered directly to the school office or via the ‘class bag’. The class bags provide ‘bulk delivery’ of messages from the classroom to the office by 9.00am each day.

NUT PRODUCTS
As we have students enrolled with severe allergies to nuts, parents are asked not to send along nut products in lunch boxes. This, along with a number of other strategies will be implemented to minimise risks for these students.

PARENTS & FRIENDS ASSOCIATION
This is an important organisation that provides parents with the opportunity to become involved with the School and its activities. Meetings are held on the second Monday of each month and all parents are welcome and encouraged to attend.

PARKING
Parents may set down children of a morning or collect children of an afternoon in the designated ‘drop and go’ zone. Please move along this area as the vehicles in front of you leave. If you park and leave your vehicle or stop to chat with other parents while in this zone, you place the safety of our children at risk!

Parking is permitted in the designated bays (in the middle of car park and along fence line).

**SCHOOL BOARD**
School Board membership is discerned from members of the school community. The Board formulates policies that set direction for the school, and provides support to the Principal through shared decision making processes.

**SCHOOL RECORDS**
It is important that the administration retains up to date records of each family in the school. Therefore, we ask that the school office be informed of any variation in any of the information we have on record. In particular, the following variations should be notified:

- Change of address
- Change of telephone contact numbers
- Change of emergency contacts
- Change of family doctor or dentist
- Serious health conditions

**SCHOOL TIMES**
- 8.40 am  
  Day commences - Session 1
- 10.45 – 11.25 am  
  First Lunch
- 11.25 am  
  Session 2
- 1.30 – 1.50 pm  
  Afternoon Tea
- 1.50 pm  
  Session 3
- 3.00 pm  
  End of school

**STAFF GATHERINGS**
On Monday afternoons from 3.15pm teaching staff are involved in their weekly meeting.

Please note that teachers are unavailable during this time and are required to attend these gatherings. Thank you for your support in allowing us this important time.

**TELEPHONE CALLS**
Please note that routine calls to teachers should be restricted to out of class times as teachers will not be called away from their classes to answer the telephone. Messages for children will be taken regarding their transport / collection from school and emergency situations only.

Please note that these messages must come through the office and not student mobiles. Students do not have access to their mobiles during school hours and for safety reasons the school needs to be aware of changes in arrangements.

**TUCKSHOP**
The tuckshop will operate for two days in 2017, Tuesday and Thursday. The tuckshop is run by a paid convenor and parent helpers. The convenor/s and the tuckshop executive will be a sub-committee of the P&F Association. St. Benedict’s uses Online Ordering through ‘Our Online Canteen’.
St Benedict’s Catholic Primary School Yeppoon is a community of learners inspired by the Benedictine vision.

School Curriculum Vision Statement

Together we seek to create a welcoming, respectful community where all learners feel safe and supported. We want all to be reflective and self directed lifelong learners who grow as responsible global citizens living lives of hospitality.

Based on

We believe a child leaving St Benedict’s Catholic Primary School Yeppoon will have a clear Catholic identity inspired by the Benedictine vision and be a valued member of a faith community. Therefore the child will be:

- a person who lives a life of hospitality
- a responsible global citizen
- a lifelong learner
- a reflective and self directed learner

We believe St Benedict’s Catholic Primary School Yeppoon offers a collaborative learning environment. Therefore our learning environment nurtures:

- enjoyable and meaningful learning
- learning that caters for the individual
- active learning
- reflective learning
- on going learning

At St Benedict’s we value teaching practices that align with a Catholic theology and philosophy of education. Therefore our teaching practices incorporate:

- collaborative planning and teaching
- reflection with head and heart

Our teaching practices create an enjoyable safe and supportive environment where all learners can grow.
EDUCATION FOR SUSTAINABLE FUTURES
St Benedict's will strive to educate for a sustainable future.

Key Messages of Education for Sustainable Futures are:

“Education for sustainable development is a life-wide and lifelong endeavour which challenges individuals, institutions and societies to view tomorrow as a day that belongs to us all or it will not belong to anyone.”
(taken from Educating for a Sustainable Future)

“Environmental education for sustainability is a concept encompassing a vision of education that seeks to empower people of all ages to assume responsibility for creating a sustainable future”
(United Nations Decade of Education for Sustainable Development 2005-2014)

EXCURSIONS
Throughout the year, children may be given the opportunity to enhance their learning through real-life learning activities offered beyond the school site. All excursions and camps are based on educational programs and have appropriate pre-tour and post-tour learning activities. Information is provided for parents prior to any excursion.

HOMEWORK
St Benedict’s expectation is that homework is part of the curriculum.

PURPOSE
❖ To encourage children to choose to use and organize their time in a healthy balance.
❖ To consolidate and reinforce work given at school.
❖ To develop a healthy attitude towards study time.
❖ To allow children to develop positive study habits.
❖ To inform parents of student progress.
❖ To allow parents the opportunity to be partners in their child's continuing education.

TIME ALLOCATIONS (To be used as a guide only)
Yr 1 & 2   10 – 15 mins
Yrs 3 & 4   15 – 20 mins
Yrs 5 & 6   20 – 30 mins

Normally teachers will outline their homework procedures at their Parent/Teacher information meeting held in February of each year. At other times parents should consult their child’s teacher in order to familiarise themselves with the procedure in each class. Parents are expected to support teachers in their supervision of homework.

INSTRUMENTAL MUSIC / VOCAL
Instrumental Music lessons will be offered to students upon application and dependent upon student numbers. Parents are invoiced directly by respective instrumental teachers. These lessons are conducted either individually or in small groups for 30 minutes.

Parents are invoiced directly by the respective teacher. These lessons are conducted usually on an individual basis, but may occur in small groups by negotiation for 30 minutes.

Expression of interest forms are available from the St Benedict's Office.
REPORTING

<table>
<thead>
<tr>
<th>TO WHOM</th>
<th>HOW</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents/ Caregivers</td>
<td>parent/teacher information evening</td>
<td>the beginning of the school year in February</td>
</tr>
<tr>
<td>Parents/ Caregivers</td>
<td>parent/teacher interview</td>
<td>end of Terms 1 &amp; 3 when necessary/on request</td>
</tr>
<tr>
<td>Parents/ Caregivers/School</td>
<td>written report</td>
<td>end of each semester</td>
</tr>
</tbody>
</table>

SPECIALIST AREAS
A Physical Education and classroom Music/Drama specialist teachers are employed on a weekly basis. All classes from P – 6 will receive a 40 minute specialist PE and music/drama lesson.

Mrs Barker will implement the PE curriculum for years 3-6 and Mrs Osborne will teach years Prep-2. Mrs Boyd will implement the Music/Drama curriculum.

SPORT
St Benedict’s is a member of the Keppel Coast Sub-District Sports Association (KCD). Students who turn 10, 11 or 12 years of age are eligible to trial for selection in KCD teams in a wide range of sports. Relevant information is provided prior to selection trials. Involvement in some trials is via selection in the St Benedict’s school team.

Students in Years 5 and 6 will be involved in Friday interschool sport throughout the year.
<table>
<thead>
<tr>
<th>CODE</th>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
</table>
| **Official uniform** | **Shirt:** Navy, green and white polo with embroidered logo on left chest  
**Shorts or Skorts:** Navy, medium length leg  
**Hat:** Wide brimmed navy blue hat with school emblem  
**Socks:** Short white socks with embroidered school name are preferred (minimum of one pair required) to be worn at some school events as notified  
**Shoes:** Black jogger or leather shoe (all distinguishing colour features to be blacked out) | **Shirt:** Navy, green and white polo with embroidered logo on left chest  
**Shorts:** Navy, medium length leg (cargo shorts not permitted)  
**Hat:** Wide brimmed navy blue hat with school emblem  
**Socks:** Short white socks with embroidered school name are preferred (minimum of one pair required) to be worn at some school events as notified  
**Shoes:** Black jogger or leather shoe (all distinguishing colour features to be blacked out) |
| **Cold Weather** | The following items may be worn:  
- Plain navy zippered jumper with embroidered logo  
- Plain navy pullover jumper  
- Plain navy track pants  
- Navy stockings  
- Navy skivvy under school shirt | The following items may be worn:  
- Plain navy zippered jumper with embroidered logo  
- Plain navy pullover jumper  
- Plain navy track pants  
- Navy skivvy under school shirt  
- Navy jogger or leather shoe (all distinguishing colour features to be blacked out) |
| **Condition of Uniform** | • Uniform must be clean, neat and in good order.  
• Damaged uniform items must be replaced. | • Uniform must be clean, neat and in good order.  
• Damaged uniform items must be replaced. |
| **Sports House Shirt** | Students will be encouraged to wear a shirt representing their relevant House colour instead of their school sports shirt at inter-house carnivals. | Students will be encouraged to wear a shirt representing their relevant House colour instead of their school sports shirt at inter-house carnivals. |
| **Jewellery** | Only the following jewellery may be worn:  
- Wrist watch.  
- Small gold or silver cross / religious medallion on a chain.  
- Plain small sleepers or studs. One earring permitted per ear lobe. No other body piercing permitted  
- Medical alert bracelet or necklace | Only the following jewellery may be worn:  
- Wrist watch.  
- Small gold or silver cross / religious medallion on a chain.  
- Medical alert bracelet or necklace  
- Medical alert bracelet or necklace |
| **Hair** | • Hair is to be student’s own natural colour.  
• Hairstyles that vary in length are not permitted. Therefore undercuts, tracks, rat’s tails, mohawks etc. are not permitted. Other similar cuts/styles require the approval of the principal at time of enrolment or before having a style change.  
• Hair, when shoulder length or longer, is to be tied back.  
• All hair accessories are to be navy, green, white, brown or black.  
• Hair is to be neat and tidy.  
• If doubt exists with a style of hair, a student or parent should check with the Principal at time of enrolment or before having a style change. | • Hair is to be student’s own natural colour.  
• Hairstyles that vary in length are not permitted. Therefore undercuts, tracks, rat’s tails, mohawks etc. are not permitted. Other similar cuts/styles require the approval of the principal at time of enrolment or before having a style change.  
• Hair, when shoulder length or longer, is to be tied back.  
• All hair accessories are to be navy, green, white, brown or black.  
• Hair is to be neat and tidy.  
• If doubt exists with a style of hair, a student or parent should check with the Principal at time of enrolment or before having a style change. |
| **‘Free Dress’ Days** | On ‘free dress’ days, students must wear appropriate clothing which is not revealing and doesn’t carry inappropriate images or messages.  
- Sun safe practices must be followed.  
- Thongs and scuffs are not permitted. | On ‘free dress’ days, students must wear appropriate clothing which is not revealing and doesn’t carry inappropriate images or messages.  
- Sun safe practices must be followed.  
- Thongs and scuffs are not permitted.  
- Make-up is not permitted to be worn  
- Fingernails should be trimmed to fingertip length.  
- Coloured fingernail polish is not permitted.  
- All clothing should be clearly marked with student’s name.  
- The Principal retains the right to decide what is acceptable. |
| **Make-up** | • Make-up is not permitted to be worn | • Make-up is not permitted to be worn |
| **Fingernails** | • Fingernails should be trimmed to fingertip length.  
• Coloured fingernail polish is not permitted. | • Fingernails should be trimmed to fingertip length.  
• Coloured fingernail polish is not permitted.  
- Make-up is not permitted to be worn |
| **Security** | • All clothing should be clearly marked with student’s name. | • All clothing should be clearly marked with student’s name.  
- The Principal retains the right to decide what is acceptable.  
- The Principal retains the right to decide what is acceptable.  
- Make-up is not permitted to be worn  
- Fingernails should be trimmed to fingertip length.  
- Coloured fingernail polish is not permitted.  
- All clothing should be clearly marked with student’s name.  
- The Principal retains the right to decide what is acceptable. |
| **Acceptable** | • The Principal retains the right to decide what is acceptable. | • The Principal retains the right to decide what is acceptable.  
- The Principal retains the right to decide what is acceptable.  
- Make-up is not permitted to be worn  
- Fingernails should be trimmed to fingertip length.  
- Coloured fingernail polish is not permitted.  
- All clothing should be clearly marked with student’s name.  
- The Principal retains the right to decide what is acceptable. |
2017 Tuition Fee Schedule

<table>
<thead>
<tr>
<th>Students in Diocesan Schools</th>
<th>One 0%</th>
<th>Two 12.5%</th>
<th>Three 35%</th>
<th>Four 50%</th>
<th>Five 50%</th>
<th>Six 50%</th>
<th>Seven 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary – per week</td>
<td>$29.75</td>
<td>$26.03</td>
<td>$19.34</td>
<td>$14.88</td>
<td>$14.88</td>
<td>$14.88</td>
<td>$14.88</td>
</tr>
<tr>
<td>Primary – per term</td>
<td>$297.50</td>
<td>$260.30</td>
<td>$193.40</td>
<td>$148.80</td>
<td>$148.80</td>
<td>$148.80</td>
<td>$148.80</td>
</tr>
<tr>
<td>Primary – per year</td>
<td>$1190.00</td>
<td>$1041.30</td>
<td>$773.50</td>
<td>$595.00</td>
<td>$595.00</td>
<td>$595.00</td>
<td>$595.00</td>
</tr>
</tbody>
</table>

***A Diocese of Rockhampton Discount Claim Form will need to be completed each year to make sure you receive the correct discount to include children you have at other Diocesan Schools - please contact the office if you have not received this form***

School Based/Consumable Levies

School based Levies are charges for curriculum resources, library books, printing levies, electricity for air conditioners.

<table>
<thead>
<tr>
<th>No of Students at St Benedict’s</th>
<th>One 0%</th>
<th>Two 10%</th>
<th>Three 20%</th>
<th>Four 40%</th>
<th>Five 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per week</td>
<td>$7.40</td>
<td>$6.66</td>
<td>$5.92</td>
<td>$4.44</td>
<td>$3.70</td>
</tr>
<tr>
<td>Per term</td>
<td>$74.00</td>
<td>$66.60</td>
<td>$59.20</td>
<td>$44.40</td>
<td>$37.00</td>
</tr>
<tr>
<td>Per year</td>
<td>$296.00</td>
<td>$266.40</td>
<td>$236.80</td>
<td>$177.60</td>
<td>$148.00</td>
</tr>
</tbody>
</table>

School Building Levy
- $340.00 ($85.00 per term) per family – as this amount now forms a collectable part of school fees no tax deduction is possible

Technology Levy
- $95.00 ($23.75 per term) per student – Maximum of $190.00 ($47.50 per term) per family per year

P&F Levy
- $20 per family per term

Enrolment Deposit
A $25 enrolment deposit fee is to be paid by all new families on application. On successful enrolment this fee will be transferred to the first account. Unsuccessful enrolments will be refunded. Withdrawn enrolments may be refunded at the discretion of the Principal.

*** Payments will be accepted by Cash, Cheque, MasterCard/Visa or Eftpos at the office. Please contact Lyn at the office if you would like to set up a Direct Debit or Direct Deposit arrangement ***

BEHAVIOUR MANAGEMENT PLAN
RATIONALE
We believe that all children are unique and are to be valued for their differences.
We believe that the task of caring for children (as parents or teachers) is an important one.
We believe that adult responses to children's behaviour should be in keeping with the Christian values
upon which the Mission of the school is based.
We believe that children learn best in a positive, supportive environment.
We believe that the behaviour of children can be affected by many variables.

THE PARENTS OF ST BENEDICT’S SCHOOL ARE EXPECTED:
• to recognise their role as prime educators of and faith models for their children and work
  collaboratively with teachers in this area
• to actively support School policies and values and where possible to feel welcome to
  attend and participate in school activities
• to reinforce the actions and expectations of staff in the routine of daily school life and to
  show loyalty to the School in view of the professional efforts of staff
• to communicate with the School any concerns they may have with regard to their
  children's education
• to support its desire to maintain high standards of behaviour
• to recognise their children as individuals and to show positive interest
  in the development of the whole child

THE STUDENTS OF ST BENEDICT’S SCHOOL ARE EXPECTED:
• to show respect for themselves, teachers, visitors and each other
• to be loyal to the School and the values it represents
• to set and strive for high standards for themselves in education
• to take pride in themselves and their membership of the School community, to participate
  fully in School activities and rejoice in the achievements of others
• to respect their own property and that of others
• to appreciate all that is done for them by others
• to accept responsibility for their own actions and the consequences of those actions

THE STAFF OF ST BENEDICT’S SCHOOL ARE EXPECTED:
• to act professionally in all dealings with students
• to show respect for themselves and others within the school community
• to provide a positive climate within their classrooms
• to develop classroom rules in negotiation with students
• to ensure that the values, beliefs and ideals of St Benedict’s are consistently implemented
  throughout the school
• to accept and model rules and encourage all others to accept school rules

THE SCHOOL ADMINISTRATION WILL:
• clearly communicate a concise code of behaviour and educate staff, students and parents
  in acceptable ways of reacting and negotiating;
• provide specialist support for students, staff and parents;
• emphasise a positive climate where praise, encouragement, public recognition of
  achievement, displays of work, celebration and good manners are important.
CODE OF BEHAVIOUR

We strive to do our best
We show respect to others
We act responsibly and settle our differences peacefully

We strive to make our school a safe and happy place
We listen, love and learn.
Isolated incidents of misbehaviour

- Minor
- Serious

Repeated incidents of misbehaviour

1. Classroom teacher or teacher in the area to deal with the incident.
2. If teacher is not the classroom teacher, he/she needs to be informed when necessary.
3. First teacher at the scene to deal with incident initially.
4. Incident to be immediately reported to Leadership team member for further action.
5. Parents to be informed.

1. Teacher to deal with incidents at first with the child.
2. Teacher in consultation with the Leadership Team is to communicate with parents by means of diary, phone call or letter of their concerns.
3. With continued incidents a Leadership team member is to speak to the student and inform parents.
4. Interview with Leadership team member/teacher/parent/child.

Behavioural consequences available for use by teachers:
1. return to class during lunch after eating lunch
2. isolate within classroom
3. set classroom service tasks
4. remove privileges
5. detention
6. withdraw student to the office or another classroom
7. behavioural contract

Consequences available for use by Leadership team members:
1. letter to parents
2. behavioural contract
3. detention - classwork or school community service
4. withdraw student to the office
5. in-school suspension
6. suspension
7. referral to Catholic Education Office for exclusion from school (after suspension)

EXCLUSIONS FOR INFECTIOUS DISEASES/ILLNESSES
The following Health Regulations is provided for your information regarding school absences following infectious diseases.
<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox (Varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.</td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea2 and/or vomiting (including • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but not norovirus or shigella)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>Enterovirus 71 (EV71) Neurological disease</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child’s bowel motions.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular fever (Epstein Barr virus (EBV), mononucleosis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus Influenza type b (Hib)</td>
<td>Exclude until the person has received appropriate antibiotic treatment for at least four days.</td>
<td>Not excluded. Contact a public health unit for specialist advice.</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.</td>
<td>Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human Immunodeficiency Virus Infection (HIV)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenzalike illness</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for four days after the onset of the rash.</td>
<td>Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until appropriate treatment has been completed.</td>
<td>Not excluded. Contact a public health unit for specialist advice about vaccinations and/or vaccination for people who were in the same room as the case.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Disease</td>
<td>Isolation Period</td>
<td>Notes</td>
</tr>
<tr>
<td>---------</td>
<td>------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit on a medical certificate on recovery.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded (pregnant women should consult their medical practitioner).</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.</td>
<td>Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.</td>
</tr>
<tr>
<td>Poliomyelitis3</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Ringworm, tinea, scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Roseola</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal sore throat (including scarlet fever)</td>
<td>Exclude until well and has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Thrush (candidiasis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid3, paratyphoid</td>
<td>Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Whooping cough – see pertussis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>