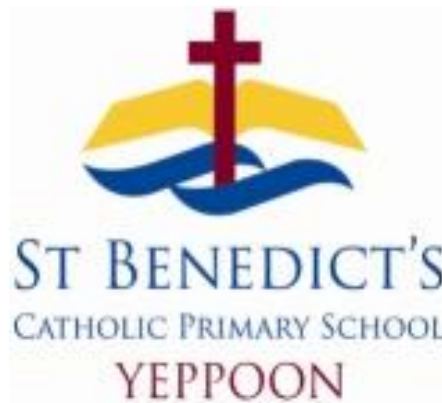


# **St Benedict's Catholic Primary School**

## **Yeppoon**



# **Parent Information Book 2024**

# 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 the church to bring about the harmony, fulfilment and satisfaction we believe God intends for all people. It is part of the journey where we discover 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.

**Julie McLaughlin**  
**PRINCIPAL**



ST BENEDICT'S  
CATHOLIC PRIMARY SCHOOL  
YEPPON



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. Sr Kym Harris obe represents the Benedictine order. Sr Kym plays 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 Andrew Hogan plays 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 continues to foster strong links with Sacred Heart Catholic Primary School, St Ursula's College, St Brendan's College 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 Lacey's Road Pacific Heights QLD 4703**

**Postal Address:** PO Box 2285, Yeppoon, QLD, 4703  
**Phone No:** (07) 4994 8220  
**Email Address:** [info@sbyrok.catholic.edu.au](mailto:info@sbyrok.catholic.edu.au)  
**Website:** [www.sbyrok.catholic.edu.au](http://www.sbyrok.catholic.edu.au)

<b>Principal</b>	Mrs Julie McLaughlin
<b>APRE</b>	Mrs Helen Langdon
<b>APC</b>	Mrs Gabrielle Barker
<b>Secretary – Finance</b>	Mrs Jessica McLuskie
<b>Secretary – Admin</b>	Mrs Catherine McWhinney
<b>Parish Priest</b>	Fr Matthew Maloney

## **ST BENEDICT'S SCHOOL BOARD**

**Chair:** Julia Watson  
**Members:** Sr Kym Harris, Julie McLaughlin, John Campbell (RBLO), George Labor, Steve Osborne, Julienne Morrison, Jessica McLuskie, Blair McWhinney.

## **P&F ASSOCIATION**

<b>President:</b>	Carmen Hunter
<b>Secretary:</b>	Suzie Kriedemann
<b>Treasurer:</b>	Cynthia Boulus

# STAFF 2024

Mrs Kate Peers	Prep Echidnas
Miss Kirstin Daniels	Prep Bilbies
Mrs Margaret Gould	Year 1G
Mrs Sharon Upton	Year 1U
Mrs Julianne Morrison	Year 2M
Mrs Paula Christensen	Year 2C
Mrs Lynda Harth	Year 3H
Mrs Linda Halson	Year 3N
Mrs Kathryn Blyde	Year 4B
Mrs Emily Rowlands	Year 4R
Mr Lachlan Boyle	Year 5B
Mrs Susan Jensen & Mrs Anneliese Wyatt	Year 5J
Mrs Michelle Clifton	Year 6C
Mr Owen Beavan	Year 6B
Mrs Paula Osborne	Physical Education
Mrs Ursula Boyd	Classroom Music/Drama
Mrs Sarah Williams	Specialist Art
Mrs Natalie Pobar	Learning Support
Mrs Tahnee Sanne	Learning Support
Mrs Joan Rayner	Learning Support
Mrs Jo Gray	Intervention Teacher
Mrs Tracey Hayes	Intervention Teacher
Mrs Christie Dendle	Library Assistant
Mrs Kelly McKenna	School Counsellor
Mr Michael Gould	IT Consultant
Mrs Louise Hayes	Tuckshop Convenor
Mrs Magedlyn Medrano	Tuckshop Assistant
Mrs Jane Watson	Teacher Assistant
Mr Charlie Busby	Teacher Assistant
Mrs Leesa Louis	Teacher Assistant
Mrs Emma Querro	Teacher Assistant
Mrs Nicole Achilles	Teacher Assistant
Mrs Tanya Burnett	Teacher Assistant
Mrs Shannyn Browne	Teacher Assistant
Mrs Melissa Brooks	Teacher Assistant
Miss Samantha Holden	Teacher Assistant
Mrs Kerry O'Hanlon	Teacher Assistant
Miss Davina Miller	Teacher Assistant
Mr Paul Grant	Groundsman
Mr Gavin Bennett	Groundsman
Mr Jeffrey Clark	Groundsman
Mr Blair Kidd	Groundsman

# 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.



# 2024 CALENDAR

## **School Resumes 2024**

Australia Day Holiday  
Bishop's In-service Day

Monday 22 January

Friday 26 January

Friday 16 February

**(student free day)**

13-15 March

Thursday 28 March

NAPLAN

**Last Day Term 1**

Good Friday

Easter Sunday

Easter Monday Public Holiday

Friday 29 March

Sunday 31 March

Monday 01 April

## **Term 2 Commences**

Anzac Day Holiday

Labour Day Holiday

Yeppoon Show Holiday

**Last Day Term 2**

Monday 15 April

Thursday 25 April

Monday 6 May

TBA

Friday 21 June

## **Term 3 Commences**

Challenge Cup

Catholic Education Week

Staff In-Service Day

**Last Day Term 3**

Monday 08 July

Wednesday 10 – Friday 12 July

Sunday 21 July – Friday 26 July

Friday 30 August

**(student free day)**

Friday 13 September

King's Birthday Holiday

**Term 4 Commences**

**Last Day Term 4**

Monday 7 October

Monday 30 September

Friday 6 December



# ORGANISATION & PROCEDURES

## ABSENTEEISM

Parents are required to contact the School office by phone, email or via the Skoolbag App 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 with the teacher 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 students 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'** (Blue Card). 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 2021 in the appendices.

## **LIBRARY BORROWING**

All children have the 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 baskets 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 at the office. Panadol or other non-prescription medicine cannot be administered under any circumstance.

Please Note: We cannot administer the 1<sup>st</sup> dose of any medication.

Any medication to be administered must be 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 distribution method allows you constant access to School news as well as the use of colour and images, providing a more vibrant and dynamic form of communication.

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 environment.

### **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. We endeavour to send most letters/notices 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, return slips etc must be taken to the classroom, these will then be delivered to the office 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	<i>First Lunch</i>
11.25 am	Session 2
1.30 – 1.50 pm	<i>Afternoon Tea</i>
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/ MOBILE PHONES/ WEARABLE TECHNOLOGY**

Please note, routine calls to teachers should be restricted to out of class hours as teachers will not be called away from their class to answer the telephone. Messages for children will be taken regarding their transport/collection from school and emergency situations only. All communication regarding all student arrangements must come through the school office for the safety of our children.

As a general rule students are not permitted to have a mobile device at school. However, there are some exceptions to this rule which include:

- Students are permitted to have a mobile device at school if they walk, ride or catch a bus and only when this device has been approved by the school Principal.
- These devices must always remain powered off in a student's bag or teacher's desk during the school day and only used once a student has left the school grounds if required.
- The device is never to be used at school as all communication must be through the school office.
- All communication in relation to your child must be completed through the school office – never to a child's mobile device.

**Any form of wearable technology is not allowed at school.** Wearable technology is not to be worn or brought to school under any circumstances. This includes, but is not limited to, smart watches, Apple watches, SpaceWatches, Mochies, KidsOClock, Watchipals and similar.

## **TUCKSHOP**

The tuckshop will operate for two days in 2022, Tuesday and Thursday. The tuckshop is run by a paid convenor and parent helpers. St. Benedict's uses Online Ordering through QuickCliq.

# **CURRICULUM**

**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. A \$10 (individual) or \$20 (family) Instrumental Administration Fee will be charged to Parent Account. 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**

<b><i>TO WHOM</i></b>	<b><i>HOW</i></b>	<b><i>WHEN</i></b>
Parents/ Caregivers	<ul style="list-style-type: none"><li>• parent/teacher information evening</li></ul>	<ul style="list-style-type: none"><li>• the beginning of the school year in February</li></ul>
Parents/ Caregivers	<ul style="list-style-type: none"><li>• parent/teacher interview</li></ul>	<ul style="list-style-type: none"><li>• Terms 1 &amp; 3</li><li>• when necessary/on request</li></ul>
Parents/ Caregivers/ School	<ul style="list-style-type: none"><li>• written report</li></ul>	<ul style="list-style-type: none"><li>• end of each semester</li></ul>

## **SPECIALIST AREAS**

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 per week.

Mrs Paula Osborne will implement the PE curriculum. 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.

# A P P E N D I C E S



## ST BENEDICT'S CATHOLIC PRIMARY SCHOOL YEPPOON STUDENT DRESS CODE

CODE	GIRLS	BOYS
<b>Official uniform</b>	<p><b>Shirt:</b> Navy, green and white polo with embroidered logo on left chest  <b>Shorts or Skorts:</b> Navy, medium length leg</p> <p><b>Hat:</b> Wide brimmed navy blue hat with school emblem  <b>Socks:</b> Short white socks with embroidered school name are preferred (<i>minimum of one pair required</i> to be worn at some whole school events as notified)  <b>Socks:</b> Short white socks (visible above shoe) may also be worn if needed.  <b>Shoes:</b> Black jogger or leather shoe (all distinguishing colour features to be blacked out)</p>	<p><b>Shirt:</b> Navy, green and white polo with embroidered logo on left chest  <b>Shorts:</b> Navy, medium length leg (cargo shorts not permitted)  <b>Hat:</b> Wide brimmed navy blue hat with school emblem  <b>Socks:</b> Short white socks with embroidered school name are preferred (<i>minimum of one pair required</i> to be worn at some whole school events as notified)  <b>Socks:</b> Short white socks (visible above shoe) may also be worn if needed.  <b>Shoes:</b> Black jogger or leather shoe (all distinguishing colour features to be blacked out)</p>
<b>Cold Weather</b>	<p>The following items may be worn:</p> <ul style="list-style-type: none"> <li>• Plain navy zippered jumper with embroidered logo</li> <li>• Plain navy pullover jumper</li> <li>• Plain navy track pants</li> <li>• Navy stockings</li> <li>• Navy skivvy under school shirt</li> </ul>	<p>The following items may be worn:</p> <ul style="list-style-type: none"> <li>• Plain navy zippered jumper with embroidered logo</li> <li>• Plain navy pullover jumper</li> <li>• Plain navy track pants</li> <li>• Navy skivvy under school shirt</li> </ul>
<b>Condition of Uniform</b>	<ul style="list-style-type: none"> <li>• Uniform must be clean, neat and in good order.</li> <li>• Damaged uniform items must be replaced.</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform must be clean, neat and in good order.</li> <li>• Damaged uniform items must be replaced.</li> </ul>
<b>Sports House Shirt</b>	<ul style="list-style-type: none"> <li>• Students will be encouraged to wear a shirt representing their relevant House colour instead of their school sports shirt at inter-house carnivals.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be encouraged to wear a shirt representing their relevant House colour instead of their school sports shirt at inter-house carnivals.</li> </ul>
<b>Jewellery</b>	<p><b>Wearable Technology is not permitted at school under any circumstances</b> due to their multiple functions which all pose a safety risk to students:</p> <ul style="list-style-type: none"> <li>• Connectivity (Wi-Fi Networks)</li> <li>• Communication (Email, SMS)</li> <li>• Video/Image Capture</li> </ul> <p>Only the following jewellery may be worn:</p> <ul style="list-style-type: none"> <li>• Wrist watch.</li> <li>• Small gold or silver cross / religious medallion on a chain.</li> <li>• Plain small sleepers or studs. One earring permitted per ear lobe. No other body piercing permitted</li> <li>• Medical alert bracelet or necklace</li> </ul>	<p><b>Wearable Technology is not permitted at school under any circumstances</b> due to their multiple functions which all pose a safety risk to students:</p> <ul style="list-style-type: none"> <li>• Connectivity (Wi-Fi Networks)</li> <li>• Communication (Email, SMS)</li> <li>• Video/Image Capture</li> </ul> <p>Only the following jewellery may be worn:</p> <ul style="list-style-type: none"> <li>• Wrist watch.</li> <li>• Small gold or silver cross / religious medallion on a chain.</li> <li>• No body piercing permitted</li> <li>• Medical alert bracelet or necklace</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Hair is to be student's own natural colour.</li> <li>• 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.</li> <li>• Hair, when shoulder length or longer, is to be tied back.</li> <li>• All hair accessories are to be navy, green, white, brown or black.</li> <li>• Hair is to be neat and tidy.</li> <li>• <i>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.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Hair is to be student's own natural colour.</li> <li>• 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.</li> <li>• Hair, when shoulder length or longer, is to be tied back.</li> <li>• All hair accessories are to be navy, green, white, brown or black.</li> <li>• Hair is to be neat and tidy.</li> <li>• <i>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.</i></li> </ul>
<b>'Free Dress' Days</b>	<ul style="list-style-type: none"> <li>• On 'free dress' days, students must wear appropriate clothing which is not revealing and doesn't carry inappropriate images or messages.</li> <li>• Sun safe practices must be followed.</li> <li>• Thongs and scuffs are not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• On 'free dress' days, students must wear appropriate clothing which is not revealing and doesn't carry inappropriate images or messages.</li> <li>• Sun safe practices must be followed.</li> <li>• Thongs and scuffs are not permitted.</li> </ul>
<b>Make-up</b>	<ul style="list-style-type: none"> <li>• Make-up is not permitted to be worn</li> </ul>	<ul style="list-style-type: none"> <li>• Make-up is not permitted to be worn</li> </ul>
<b>Fingernails</b>	<ul style="list-style-type: none"> <li>• Fingernails should be trimmed to fingertip length.</li> <li>• Coloured fingernail polish is not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Fingernails should be trimmed to fingertip length.</li> <li>• Coloured fingernail polish is not permitted.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• All clothing should be clearly marked with student's name.</li> </ul>	<ul style="list-style-type: none"> <li>• All clothing should be clearly marked with student's name.</li> </ul>
<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• The Principal retains the right to decide what is acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• The Principal retains the right to decide what is acceptable.</li> </ul>

## 2024 PRIMARY SCHOOL TUITION FEES AND LEVIES

Prep to Year 6

Students in Catholic Schools	One	Two	Three	Four or more
<b>ANNUAL TUITION FEES</b>	<b>\$1,505</b>	<b>\$1,317</b>	<b>\$978</b>	<b>\$753</b>

### Annual School Based Levies

CONSUMABLE LEVY	\$356 per student (maximum of \$2849 per family)
TECHNOLOGY LEVY	\$130 per student (maximum of \$260 per family)
PARENTS AND FRIENDS LEVY	\$100 per family
SCHOOL BUILDING FUND LEVY	\$454 per family
Year Group Charges (if applicable)	
YEAR 6 IPAD LEVY	\$160 per student

## INSTALMENT OPTIONS AND DUE DATES

TUITION FEES AND LEVIES may be paid in the following instalments

- Per TERM
- Per MONTH
- Per FORTNIGHT
- Per WEEK

DUE DATES	Term 1	Term 2	Term 3	Term 4	
	16 February 2024	10 May 2024	2 August 2024	25 October 2024	Please contact Finance Department to confirm your required direct debit amount and determine your instalment commencement date before close of term 4, 2023.

Instalment Frequency	Prep to Year 6			Cash	Eftpos	BPay	Parent Lounge
	Number of Payments	Period					
Quarterly	x 4	Feb – Oct		✓	✓	✓	✓
Monthly	x 9	Feb – Oct		✓	✓	✓	✓
Fortnightly	x 18	Feb - Oct		✓	✓	✓	✓
Weekly	x 36	Feb - Oct		✓	✓	✓	✓

## DISCOUNTS

**FAMILY DISCOUNT:** The Family Discount applies to Tuition Fees only and is applied to each student attending Catholic Schools within the Diocese (including St. Brendan's and St. Ursula's College Yeppoon).

- 2 children: 12.5%
- 3 children: 35.0%
- 4 or more children: 50.0%

## **SCHOOL FEES**

### **Why School Fees are necessary?**

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 students in government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of your Catholic school.

### **Funding Building Costs and School/College Infrastructure**

Families will appreciate that there is a substantial cost to the Diocese in maintaining and developing the existing school buildings. It is necessary to raise capital income to service related debt or to otherwise support capital works. A differential approach is in place to account for capital income as shown below.

#### ***Diocesan Primary Schools – Building Levy***

Each family will be charged a building levy (Primary) of \$454.00 per year per family with normal school fee billings.

As this amount forms a collectable part of school fees, no tax deduction is possible.

#### **School-Based Levies:**

School-Based Levies are charges for curriculum resources, library books and printing levies. These levies are set by the School Board – to be no greater than 25% of the non-discounted tuition fees per student.

#### **Specific Purpose Charges:**

Additional charges may apply for specific purposes e.g. travel and accommodation related to school field trips and camps, excursions etc. These costs are additional to school-based levies.

#### **Parents' & Friends' Levies:**

Parents and Friends' (P&F) in consultation with their school community and School Board may introduce a P&F levy in lieu of significant fund raising. Such a levy is voluntary and not included in the 25% as for General Levies.

#### **Technology Levy:**

Schools may charge a Technology Capital Levy of \$130.00 per student up to a maximum of \$260.00 per family. This levy would not be included as part of the 25% as in general levies.

In situations where a family has two or more children across Catholic Diocesan Primary and Secondary Schools, the priority for payment of the levy will be given to the Diocesan Primary School. The levy is to be used strictly for technology capital purposes at the school level.

#### **School Fee Assistance:**

If you require further assistance, the Catholic Education – Diocese of Rockhampton policy states:

*“No students should be excluded from a Catholic school because of the inability of their parents to pay the prescribed fee - in whole or in part.”*

Families may be eligible for school fee assistance under the **Concession Card Tuition Fee Discount** and/or the **Principal's Concession Scheme**.

**Concession Card Tuition Fee Discount**

A 70% Tuition Fee Discount is available for 'means tested' government Health Care and Pensioner Concession cards. These cards must meet eligibility criteria for this concession to apply.

**Principal's Concession Scheme**

Total or partial exemption from the payment of fees and levies is available on application to the Principal to ensure that confidentiality is maintained.

**For further information:**

**Details** are available from the school or by contacting your Principal.

# **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.

# **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

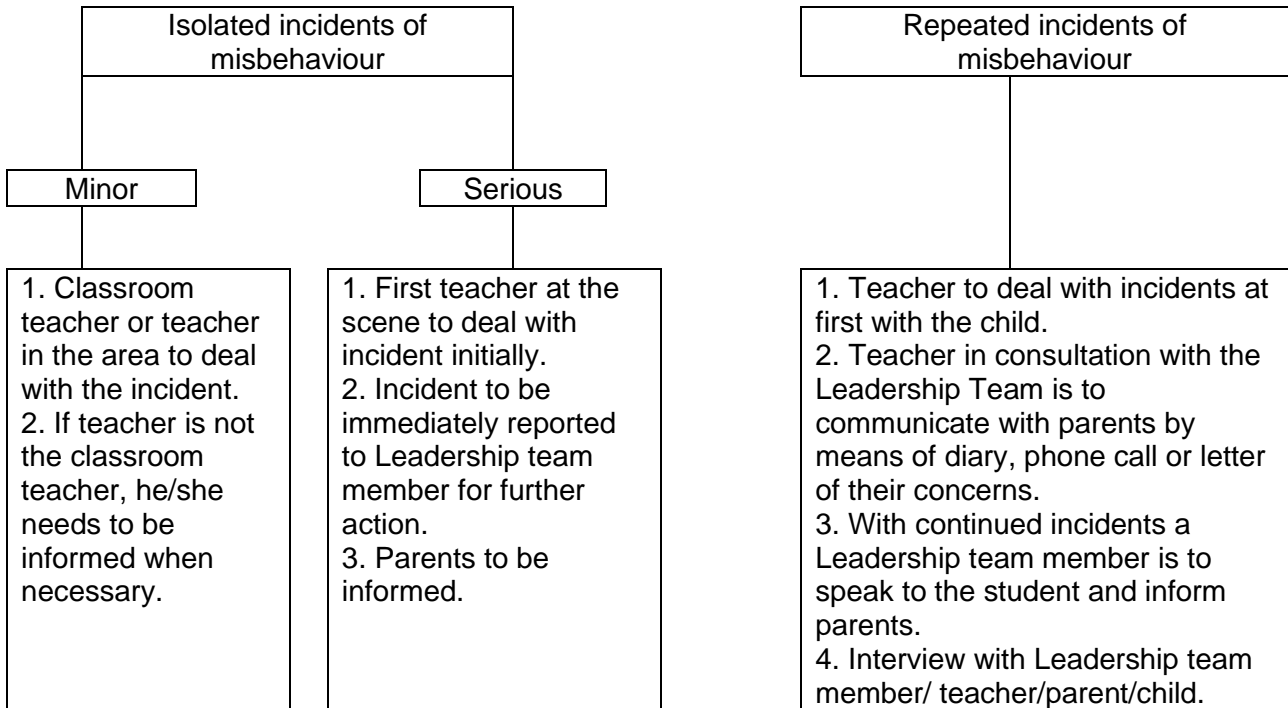
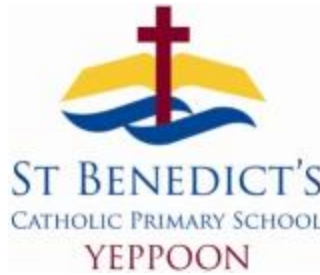
## **THE STAFF OF ST BENEDICT'S SCHOOL ARE EXPECTED:**

- 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.

# BEHAVIOURAL CONSEQUENCES



**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.

<b>CONDITION</b>	<b>CASES</b>	<b>CONTACTS</b>
<b>Chicken Pox (Varicella)</b>	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.	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.
<b>Cold sores (herpes simplex)</b>	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.	Not excluded.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
<b>Cytomegalovirus (CMV)</b>	Exclusion not necessary.	Not excluded.
<b>Diarrhoea<sup>2</sup> and/or vomiting (including</b> <ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium</li> <li>• giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• viral gastroenteritis</li> </ul> <b>but not norovirus or shigella</b>	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.	Not excluded.
<b>Diphtheria</b>	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
<b>Enterovirus 71 (EV71) Neurological disease</b>	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
<b>Glandular fever (Epstein Barr virus (EBV), mononucleosis)</b>	Exclusion not necessary.	Not excluded.
<b>Haemophilus Influenza type b (Hib)</b>	Exclude until the person has received appropriate antibiotic treatment for at least four days.	Not excluded. Contact a public health unit for specialist advice.



<b>Hand, foot and mouth disease</b>	Exclude until all blisters have dried.	Not excluded.
<b>Head lice</b>	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).	Not excluded.
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
<b>Hepatitis B</b>	Exclusion not necessary	Not excluded.
<b>Hepatitis C</b>	Exclusion not necessary	Not excluded.
<b>Human Immunodeficiency Virus Infection (HIV)</b>	Exclusion not necessary.	Not excluded.
<b>Influenza and influenzalike illness</b>	Exclude until well.	Not excluded.
<b>Measles</b>	Exclude for four days after the onset of the rash.	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.
<b>Meningitis (bacterial)</b>	Exclude until well and has received appropriate antibiotics.	Not excluded.
<b>Meningitis (viral)</b>	Exclude until well.	Not excluded.
<b>Meningococcal Infection</b>	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for Specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
<b>Mumps</b>	Exclude for nine days after onset of swelling.	Not excluded
<b>Poliomyelitis</b>	Exclude for at least 14 days from onset. Re-admit on a medical certificate on recovery.	Not excluded
<b>Norovirus</b>	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
<b>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</b>	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).

<b>Pertussis (whooping cough)</b>	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
<b>Poliomyelitis<sup>3</sup></b>	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.	Not excluded unless considered necessary by public health unit.
<b>Ringworm, tinea, scabies</b>	Exclude until the day after appropriate treatment has commenced.	Not excluded.
<b>Roseola</b>	Exclusion not necessary.	Not excluded.
<b>Rubella (German Measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
<b>School sores (Impetigo)</b>	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.	Not excluded.
<b>Shigellosis</b>	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
<b>Streptococcal sore throat (including scarlet fever)</b>	Exclude until well and has received antibiotic treatment for at least 24 hours.	Not excluded
<b>Thrush (candidiasis)</b>	Exclusion not necessary.	Not excluded.
<b>Tuberculosis (TB)</b>	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded
<b>Typhoid<sup>3</sup>, paratyphoid</b>	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
<b>Whooping cough – see pertussis</b>		
<b>Worms</b>	Exclude if loose bowel motions present.	Not excluded.