

Parent Handbook



Thank you for taking the time to read our Parent Handbook and I am delighted to welcome you and your family to St Clare's Catholic School. Now is an exciting time for you and your child and I can imagine you may have some questions about your child starting at St Clare's Catholic School. Overleaf is some important and useful information that we would like to draw to your attention to help you and your child prepare for school life at St Clare's. We appreciate if you can take some time to familiarise yourself with these items.

Parents are recognised and celebrated as the first and most important educators of their children. They are encouraged to participate in the life of the school. A strong sense of partnership is evident in our school community by the high level of parent involvement and the great spirit of hospitality also shown by staff and students. We work together to create happy and safe classroom and playground areas, which we believe, are essential for a successful learning environment.

At St Clare's, we believe a balanced education is important, consequently, our students enjoy a wide range of learning, sporting, musical and social justice opportunities. We endeavour to help our students develop their skills, resilience and talents, along with a strong sense of compassion and justice, so that they will make a positive difference in our community.

Our students enjoy a very strong sense of belonging which is strengthened by the consistent support and encouragement that exists within the St Clare's community. We thank you for entrusting us with your child's education and we look forward to the journey ahead.

Best wishes,

Helen Wade
Principal





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Our Motto

The school's motto is, 'Be a Clear Light' and together staff, families, students and the Parish community work tirelessly to make the school a unique and dynamic place that welcomes everyone and helps each individual realise their fullest potential. The school community is supportive and encouraging, creating an environment with a strong sense of belonging for all.

St Clare Our Patron

The special charism of St Francis gives expression to the identity and life of St Clare's Catholic School.

St Francis and St Clare challenged the society of their time to be counter cultural and develop a passion for the poor, create a caring community, show compassion, reverence all of creation and to be peacemakers. Today at St Clare's Catholic School, we respond to this challenge by being conscious of our own actions and making the effort to bring about a life of simplicity, justice and compassion.



St Clare's Catholic School and St Anthony's Catholic College belong to the St Anthony's Parish. Our Parish Priest is Fr Vinoj Francis. The parish is named in honour of St Anthony who was one of the early followers of St Francis of Assisi (founder of the Franciscan movement) and patron of the environment.

Along with St Francis, St Clare is one of the founders of the Franciscan movement which has been part of the Catholic Church's life since the early 13th century. Franciscan spirituality stresses simplicity, humility, dependence on God, a love for the poor and finding God in others and in the natural world. St Clare's Catholic School therefore follows the Franciscan spirituality, particularly with an environmental focus.

School Prayer

Peace Prayer of St Francis

*Lord, make me an instrument of your peace;
Where there is hatred, let me sow love;
Where there is injury, pardon; Where
there is doubt, faith; Where there is
despair, hope; Where there is darkness,
light; And where there is sadness, joy.*

*O divine master, grant that I may not So much
seek to be consoled as to console;
To be understood as to understand, To be
loved as to love;
For it is in giving that we receive, In
pardoning that we are pardoned,
And in dying that we are born to eternal life.
Amen*



Our Mission & Values

Inspired by St Clare, we are a contemporary, nurturing community with a strong learning culture. We are a Franciscan school celebrating diversity and the beauty of every individual.

COMMUNITY - Here at St Clare's, we seek to provide a safe, friendly and loving environment for all that incorporates a Prep to Year 6 Catholic community within the St Anthony's Parish, regularly and meaningfully celebrating our liturgical life as a community. We encourage and nurture everyone's uniqueness, live and teach the Gospel values of compassion, tolerance, love, belonging, respect, acceptance, forgiveness & integrity.

LEARNING - We seek to assist our students to develop a Catholic worldview through the explicit teaching of the Sacraments, traditions and Church teachings. We inspire a love of life-long learning through a holistic and innovative approach to education. We provide an environment that encourages and supports all to achieve their personal best.

RELATIONSHIPS - Work together with students, staff, parents and parishioners to build relationships in a variety of contexts. We provide an environment whereby every individual's dignity is respected and their uniqueness valued. We model a loving relationship with God through our relationship with others.

JUSTICE - We ensure all students, staff, parents, parishioners & visitors are treated equally with dignity and respect. We develop awareness in others about an individual's needs and rights. Ensure everyone in our community has the knowledge, understanding and courage to create just social conditions.



ACKNOWLEDGEMENT OF COUNTRY

In the spirit of reconciliation, St Clare's Catholic School acknowledges Traditional Owners and Custodians of this land and waters, the Wulgurukaba, who long before us lived, loved, shared knowledges and raised their children on this Country. We also acknowledge the neighbouring Bindal people, the wider community of Garrumbilburra (Townsville) and all First Nations families in our community. We pay our respects to all Elders past and present and we recognise the young people who are our future. As we learn, play and grow at St Clare's, may we walk gently and respectfully together.

Leadership Team



Principal
Mrs Helen Wade



**Acting Assistant
Principal – Religious
Education**
Mrs Jacqui Loader



**Assistant Principal –
Administration**
Mr Keegan Tudehope



**Assistant Principal –
Pedagogy & Learning**
Mrs Donna Jack

Contact Us

The school office is open from 8am to 3:30pm from Monday to Friday (closed during school holiday periods). Our friendly office staff are always here to offer support and to provide assistance.

Address: 39 Burdell Drive, Burdell 4818

Postal Address: PO Box 414, Deeragun QLD 4818

Telephone: (07) 4760 6900

Absent Line: (07) 4760 6999 or absent@stclarestsv.catholic.edu.au

School Email: enquiries@stclarestsv.catholic.edu.au

Outside School Hours Care: (07) 4448 7633 or burdelloshc@mmcnq.catholic.edu.au

Parents & Friends Assoc: pandf@stclarestsv.catholic.edu.au

Follow us on social media: Facebook: @STCLARESTSV

The Parent Portal is a web-based system that can be accessed via the Compass link on the school's website. An app called Compass School Manager is also available.

Key Times

School Hours

8:00am - 8:15am	Supervision is Provided
8:15am	Classroom Doors Opened
8:20am	First Bell
8:25am	Session One
10:25am - 10:55am	First Break
10:55am - 12:55pm	Session Two
12:55pm - 1:25pm	Second Break
1:25pm - 2:45pm	Session Three
2:45pm	Students Dismissed
2:45pm - 3:20pm	Supervision is Provided

Supervision is provided from 8am to 3:20pm. Students must not arrive before or leave after these times.

For Outside hours school care, please contact the Mary MacKillop Childcare North Queensland Centre via email burdelloshc@mmcnq.catholic.edu.au or phone (07) 4448 7633.

Term Dates

Term	Start	End	Duration
1	Wednesday 28 January	Thursday 2 April	10 Weeks
2	Monday 20 April	Friday 26 June	10 Weeks
3	Monday 13 July	Friday 18 September	10 Weeks
4	Tuesday 6 October	Friday 4 December	9 Weeks

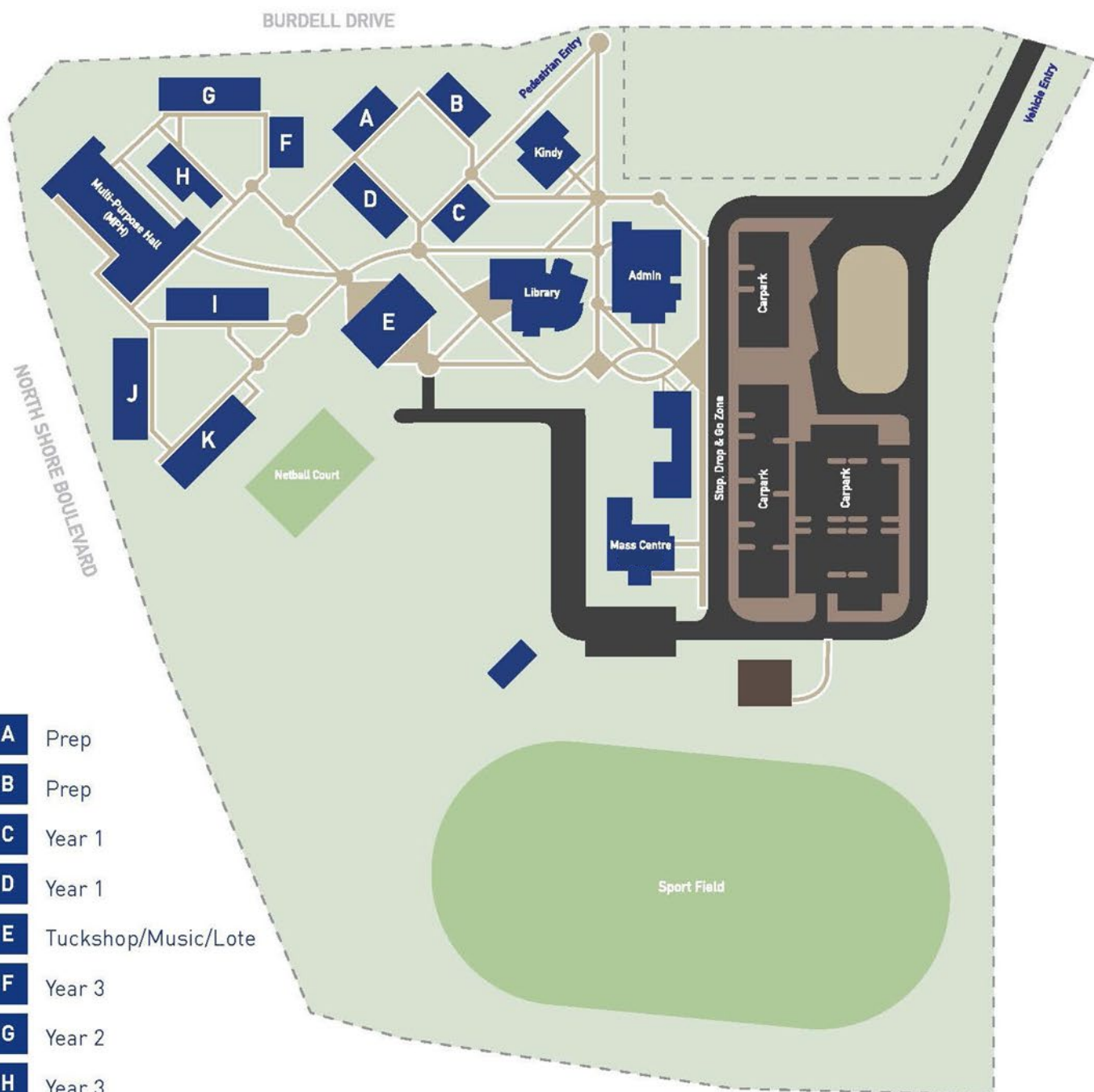
*Pupil Free Days: 19 – 23 January, 27 January, Friday 4 September





St Clare's Catholic School, Burdell

SCHOOL MAP



- | | |
|---|---------------------|
| A | Prep |
| B | Prep |
| C | Year 1 |
| D | Year 1 |
| E | Tuckshop/Music/Lote |
| F | Year 3 |
| G | Year 2 |
| H | Year 3 |
| I | Year 6 |
| J | Year 5 |
| K | Year 4 |



School Assemblies

Assemblies will be held fortnightly on Fridays from 1.45pm to 2.25pm. All assemblies are whole school (Prep - Year 6). The 2025 school calendar has the dates of assemblies across the year, including variations for special celebrations or other school events when necessary.

Academic Encouragement Awards for each class and Principal's Awards will be presented at each assembly. Parents will be notified via Compass if children are receiving an award. We warmly welcome families to attend.

Liturgy

As a whole school we come together to celebrate several Masses and liturgies throughout the year. Classes or school groups are responsible for the preparation of class Liturgies, which celebrate various significant events in the Liturgical year and social justice issues.

End of Year Awards

CHRISTIAN LEADERSHIP AWARD

A St Clare's Christian Leadership Award is presented to one student per class in Prep to Year 6. Recipients of a Christian Leadership Award consistently demonstrate CLEAR Expectations - Compassion, Love, Effort, Appreciation and Respect in all interactions. They make thoughtful and positive choices, showing politeness, cooperation, and friendliness in their relationships. They also show deep appreciation for the school community and respect the diverse cultures, beliefs, and opinions within the school. Their actions reflect a commitment to honouring the dignity of others and fostering a spirit of unity and inclusivity in all aspects of their school life.

SPIRIT OF CLARE AWARD

The Spirit of Clare Award is presented to one student from Years 4 to 6. The recipient demonstrates involvement in their church community and develops positive relationships within the school community. They display care and concern for the environment and demonstrate interest and involvement in social justice issues.

ST CLARE STAFF AWARD

The St Clare Staff Award is presented to a staff member who espouses the Franciscan values of the school, contributes to a culture that is conducive to learning and promotes Catholic identity.

ACADEMIC AWARD

A St Clare's Academic Award is presented to one student per class in Years 4 to 6. The recipient is the student who achieves the highest results across all subject areas in their class.

DILIGENCE AWARD

A St Clare's Diligence Award is presented to one student per class in Years 4 to 6. The recipient is a student who demonstrates a consistent and committed application to developing good work habits and respects the culture and beliefs of others.

SPIRIT IN SPORT

A St Clare's Spirit in Sport Award is presented to one student per year level in Years 4 to 6. The recipient is a student who displays sportsmanship, participates appropriately, encourages others and is committed to their sporting endeavours. They contribute as a team member, maintain a positive sporting attitude and exhibit exemplary behaviour.

SPORTS PERSON AWARDS

The St Clare's Sports Person Awards are presented to one boy and one girl from Years 4 to 6. The recipients participate in school events, are committed to practice and excellence and represent the school in their chosen sport(s) at various levels (if applicable).

MEDALLIONS

Students receive medallions in recognition of receiving Principal's Awards during their time at St Clare's as follows:

10 Principal's Awards = Bronze Medallion

15 Principal's Awards = Silver Medallion

20 Principal's Awards = Bonum Medallion

MARK MAPPAS MEDALLION

The Mark Mappas Medallion is presented annually to a parent volunteer to recognise outstanding contributions to our school community through the Parents and Friends Association.



Our School

ABSENCES AND ATTENDANCE

Each day the classroom Teacher must mark a class roll, the legal document that records the official attendance of all children in their class. If a student is absent from school for any reason, an explanation must be provided to the school.

The school office can be notified via:

- Telephone (Absence line: 4760 6999), or
- Email (absent@stclarestsv.catholic.edu.au), or
- Compass Parent Portal.

Absentee correspondence must include:

- Your name
- Your child's name & class
- The reason for the absence
- Expected duration

UNEXPLAINED ABSENCES

If your child is absent without explanation, you will receive an SMS to your nominated phone number and may receive a call from our Office staff. In order for us to maintain accurate school attendance records the school will follow up with unexplained or regular absences.

LATE ARRIVAL/EARLY DEPARTURE

It is essential that children arrive at school promptly, as lessons begin at 8:25am. Children who do arrive late are required to obtain a 'late

slip' from the school office prior to entering the classroom. This slip is then handed to the classroom Teacher.

If a parent wishes to take a student out of school for any period of the school day the parent must present to the Office to arrange an early departure of the child. If anyone other than the enrolling parent/ guardian seeks to collect your child, prior written permission from the enrolling parent/guardian and identification is required.

EXTENDED LEAVE PERIODS

Contact with the school should be made when practical to advise the expected duration of the student/s absence. If the absence is required for an extended period a meeting should be arranged to discuss what support can be put in place to minimise disruption to your child's learning.

ACCIDENTS & SICK BAY

Should your child become sick whilst at school, they will be sent to the sick bay. In the event of a serious accident or illness at school the following procedures will be followed; The school will phone the parents, if the parents cannot be contacted, the school will contact the person nominated by the parent/ guardian as the emergency contact.

If the contact person is not available, the school

will take necessary steps to ensure the well-being of the child. In cases of a serious accident or emergency, it is usual for the student to be taken by Ambulance to the nearest hospital. Parents are notified as soon as possible. Minor illnesses or injuries will be treated by our first aid officers, and if deemed appropriate your child will be sent back to class.

Please Note: If there are any changes to your contact details please inform the school as soon as practical in order to keep records current. If any health issues arise that the school needs to be aware of, please inform the Office staff, who will ensure this information is made available on your child's records.

MEDICATION

No medication will be administered to a child without the written permission of a parent or guardian. Should your child require medication of any kind (prescription or over the counter medication – this includes Panadol) you must ensure that the medication is supplied in a container bearing a pharmacist's label stating the students name, prescribing Doctor's name, dosage and time/s for administration. Parents/guardians must also complete a Consent to Administer Medication form to accompany the medication. Forms are available on the school website.

Please note: Office staff will administer the children's medication only when the above details have been completed. Teachers will NOT administer medication, nor are children permitted to self-medicate.

ASTHMA MANAGEMENT

An integral part of asthma management is the development of a written Asthma Action Plan which provides school staff with clear instructions on what to do in response if your child suffers from an asthma flare-up or attack whilst at school.

Parents/guardians must provide the school with an Asthma Action Plan completed by the student's medical practitioner. The plan must outline the student's known triggers and the emergency procedures to be taken in the event of an asthma flare-up or attack.

It is a requirement that parents of asthmatic children advise the school of any change in their circumstances, including any changes in the diagnosis and treatment of medical conditions. Having clearly defined, robust procedures in place will enable our school to obtain the information required to meet our duty of care.

ALLERGIES

A student with diagnosed anaphylaxis or mild to moderate allergic reactions should have an action plan completed by their medical practitioner. It is important that you inform the school upon enrolment if your child suffers from allergies and you must provide a copy of your child's action plan along with their necessary medication.

St Clare's has a duty of care to take reasonable steps to keep students safe at school. This includes seeking medical assistance and administering emergency medication when a student has signs and symptoms of anaphylaxis.



FINANCE

The school fees are inclusive of tuition fees, resources and the building levy. Statements for these fees are issued each term. Fees can be paid weekly, fortnightly, monthly or by the term either by cash, direct debit, EFTPOS, credit card or BPay. If you have any queries about school fees accounts please contact our Finance Officer.

MONEY AT SCHOOL

For any reason that students are sent to school with cash, all monies must be placed in a sealed envelope with your child's name, class, amount, and details of the contents and given to the classroom Teacher or, alternatively, paid at the School Office.

VALUABLE ITEMS

In order to safeguard the security of such items, students are not to bring valuables to school. This includes electronic devices. If such items are brought to school, they may become lost, stolen or damaged and we cannot offer a guarantee against this.

PUPIL FREE DAYS

Five of these are taken in the January school holidays. These days are used for Staff Professional Learning and Development.

Additional days may be taken throughout the year.

Notice of these days will be given in advance. It will be necessary for parents to make alternative arrangements for their children on these days.

LOST PROPERTY

Parents are asked to clearly label their children's belongings. Any items that are found will be put in the lost property baskets, which is located outside the Student Entry in the Administration block. Please check these baskets if your child has misplaced an item. At the end of the term, unclaimed property will be donated to the St Vincent de Paul Society.

BIRTHDAYS

Birthdays are a special time for children and we encourage children to celebrate them at school. If parents wish to provide a treat such as 'Sugar Free Zooper Doopers' to celebrate their child's birthday they are more than welcome to do so. Please ensure that what is provided for the class is store-bought and sealed. Home made goods will not be shared. Birthday certificates will be presented to children during their classroom celebrations.

LIBRARY

Students are encouraged to use the Library regularly, both for pleasure and research. To keep the books in good condition, every student is to have a waterproof library bag to carry books to and from school. Parent borrowing from our library is made available each Thursday from 2:45pm - 3:15pm.



SCHOOL EXCURSIONS

Excursions are organised to further enhance and develop the skills and concepts taught in the classroom. The purpose and nature of all excursions will be carefully communicated to you.

Parents complete online consent via Compass. Teachers are responsible for thorough planning of excursions, which includes a risk assessment.

SUN SAFETY

We are very conscious of sun safety at St Clare's and recommend that you apply sunscreen to your child prior to arrival at school. Our Parents & Friends Association also provides classrooms with sunscreen. All students must have their own school hat to wear each day as we strongly adhere to the "NO HAT, NO PLAY" policy.

On free dress days all children must wear appropriate sun safe clothing which means that shirts/dresses must have sleeves and students must wear closed in shoes.

REPORTING TO PARENTS

Learning Conferences are offered once a year during the first week of Term 2. They can also be arranged whenever the need arises. These meetings take place outside of teaching time. Written Reports are sent home to parents twice a year in Terms 2 and 4 via Compass.

OUTSIDE SCHOOL HOURS CARE

Our before & after school program and enquiries are handled by the Mary MacKillop Childcare North Queensland.

For more information on the Outside School Hours Care, please email:

burdelloshc@mmcnq.catholic.edu.au or phone (07) 4448 7663.

BRAIN SNACK

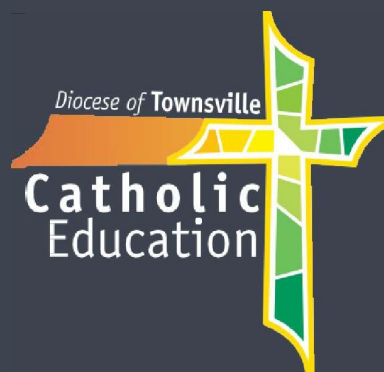
At St Clare's we provide an opportunity for students to have a snack before 9:30am. The food provided must be nutritional and is required to be cut into bite sized portions and in a container to minimise mess in the classroom. It will be left to the discretion of the child as to whether or not they want to participate in brain snack each day.



Parent Code of Conduct

14 September 23

“Teach Me Your Ways O Lord” (Psalm 86)



AIM

This document aims to provide an overview of the standard of behaviour expected of all parents and carers in our systemic Townsville Catholic Education schools.

OUR VALUES

We are called to emulate Jesus’ call to love God and to love each other. We look to the values taught in scripture and the Christian tradition to guide us: **Love, Promoting Life in Abundance, Inclusion, Reconciliation, Compassion, Justice, Liberation, Community and Hope.**

In living out these Gospel values, we strive to develop school communities with:



An inclusive approach including a non-judgemental and welcoming attitude towards all people



Open, positive and honest communication



An ability to understand the situation of others



The ability to work respectfully with other people



A co-operative attitude in working with others



Trusting relationships



Responsible actions.

SCOPE

This Parent Code of Conduct applies to all parents and carers of children who attend Townsville Catholic Education schools in the Diocese of Townsville. As parents and carers, there is an expectation that they will work with the school, the staff and other parents to contribute to a positive and collaborative learning community.

The Code aligns with the Townsville Catholic Education Office’s values and expectations. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law. It is also supported by State and Commonwealth laws and regulations ensuring good order on school sites, such as the *Education (General Provisions) Act 2006* (Qld) and the *Australian Education Act 2013* (Cth). All systemic Catholic schools are private property owned by the Roman Catholic Trust Corporation for the Diocese of Townsville.

EXPECTED CONDUCT

Parents are the most important role models for a child. Therefore, TCE expects a high standard of conduct consistent with our values from parents and carers that will contribute to a collaborative school culture. These expectations apply while on school grounds, attending school events, using social media which is related or could reasonably be connected to your role as a parent/carer at the school or communicating with staff, parents or other school community members.

We ask that parents and carers:

- Demonstrate conduct that is consistent with our values.
- Work in partnership with the school for the common goal of achieving what is best for all.
- Understand the importance of a healthy relationship and respectfully, constructively and appropriately communicate any concerns to your school.
- Cooperate where their child's behaviour has not met acceptable school standards, as outlined in the Student Code of Conduct, Student Diary or similar documents and follow specified protocols for communication with staff members.
- Discourage gossip and hearsay when communicating with the school and always model good manners for your child.
- Maintain a positive and cooperative attitude and interact positively with other parents and school community members.
- Be mindful of the hurt and reputational damage social media may cause to staff members and other parents; ensuring the school, staff and community members should not be mentioned in a defamatory or damaging way.
- Under no circumstances approach another parent or child whilst in the care of the school to address, discuss or chastise them because of actions towards your child.
- Respect teachers' preparation times and schedule long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting before school unless pre-arranged.
- While involved in school activities, follow the instructions and directions of the teacher.
- Participate appropriately in accordance with this Code of Conduct while attending school liturgies or special events, including sporting carnivals, interschool sports, academic and cultural events.
- Do not smoke (including electronic cigarettes) or vape on school premises in accordance with Queensland legislation.
- Do not attend school or school events if affected by alcohol or drugs.
- Be familiar with and adhere to Townsville Catholic Education, Diocesan Education Council and school policies, procedures and guidelines.

BREACHES OF THIS CODE OF CONDUCT

We trust that parents and carers contribute to a school culture of collaboration and respect. However, when there is a breach in the code of conduct, consequences may include one of the following as determined by the school principal:

- Requesting that a parent/carer cease behaviour that is in breach of this code.
- Directing that a parent/carer may only communicate with the school through a designated person.
- Banning a parent/carer from entry to the school grounds or from attending a school activity or an off-site event*.
- In matters of a significant breach or multiple breaches, the school may terminate the enrolment of the child of that parent/carer.
- At times, it may be appropriate to involve other authorities.

Parents accept this Code of Conduct when signing and accepting the school's policies in the Enrolment Application Form and by accepting enrolment at a systemic Townsville Catholic School.

*TCE Guideline SAFETY IN SCHOOLS SDS_G037_02/20
Reference: ED_C035/09/23

Tuckshop

The school tuckshop operates three days a week from Wednesday – Friday and orders can be placed for both breaks. The Tuckshop menu and prices are available on our web- site at www.stclarestsv.catholic.edu.au/about/tuckshop/

The cut off for tuckshop orders is 8am. If your child requires tuckshop and it is past the cut off time, please contact the office so a \$7.00 emergency pack can be made available.

A \$6.00 emergency pack is also available on Monday's and Tuesday's through the Office. These packs are a modified version of the \$7.00 emergency pack offered through the Tuckshop.

GET STARTED WITH FLEXISCHOOLS

St Clare's uses "FlexiSchools" which is an online tuckshop ordering system. Flexischools is a fast, convenient, and secure way to order and pay for Tuckshop from your smart device.

To register for FlexiSchools go to www.flexischools.com.au

You can set up an account online by:

1. Register for flexischools by visiting www.flexischools.com.au, add your child's details, school & class to get started.
2. Top-up your account via Visa, Mastercard, PayPal or direct deposit.
3. Make an order by selecting from the range of options made available and proceed to make payment for the order. You can set recurring orders, view transactions or cancel orders via your Flexischools account.

Parent volunteers are always welcome to assist in the tuckshop, but for health and safety reasons young children are not able to accompany you when you work in the tuckshop.

Volunteers in the tuckshop will be required to complete a food handlers module which is located under the Volunteers section on the school's website.



School Parking Procedure

PARKING

Families who choose to park their vehicles must do so only in the designated parking areas. Our Stop, Drop and Go (SDG) Zone is the only area where students may be dropped off in the morning and collected in the afternoon within the school grounds. This provides a safe drop off & pick up zone while allowing the flow of traffic to continue.

REQUESTING A NAME CARD

Families can be issued a name card upon request by emailing: enquiries@stclarestsv.catholic.edu.au



MORNING PROCEDURE

- Students must have seatbelts fastened until the vehicle has stopped and exit through the footpath side door.
- Driver is to remain in the vehicle. Do not double park
- Do not block pedestrian crossing
- Vehicles may leave the queue to move into the SDG zone when a space is available (morning only)

AFTERNOON PROCEDURE

- Name card to be displayed clearly on dashboard, *name cards can be supplied upon request*
- Remain inside marked lane to allow traffic to flow safely
- Driver to remain in the vehicle
- Students are to enter vehicle through footpath side door only

If your child is not in the waiting area, you will be prompted to move your vehicle and rejoin the end of the queue.

Our Community

ASSISTING OUR SCHOOL

All parents have gifts and talents, which can enhance the school's activities. At various times throughout the year, parent participation and involvement will be requested. Please respond when this is possible. Parents are involved in many capacities including reading helpers, tuckshop assistants and excursion volunteers.

The benefits of parent participation and involvement cannot be measured. The whole school community benefits and the school is enriched by you. There is no better way to encourage growth and development than by working together, whatever the age of your child.

All volunteers within the school are to complete Volunteer Induction and a Volunteer Restricted Persons Declarations. Part of this induction is to familiarise volunteers with emergency evacuation procedures and making our volunteers aware of sign in and out procedures. Volunteer Induction can be accessed via the school website.

PARENTS & FRIENDS ASSOCIATION

Our Parents & Friends Committee meet on the third Wednesday of every month. Meetings start at 3:00pm in the school Library. The P&F association encourages parental involvement in activities such as social events, working bees and fundraising. It is a great way to meet new friends and help the school.



Communication

Good communication between parents and staff is vital for positive home/school relationships. We consider parents and families to be our most important partners in educating our students. Parents are encouraged to speak to their child's teacher whenever they have a concern or have information that may assist the teacher in educating their child. We ask that parents make an appointment to do this, rather than approach teachers when they have students in their care or are undertaking a supervisory duty.

If you would like to meet with staff to discuss any aspect of your child's learning or if you have any concerns or queries, you are most welcome to request an appointment with the classroom Teacher in the first instance, the Assistant Principal and/or Principal.

Here at St Clare's we make every effort to ensure our school community can easily access up-to-date school information. Information sources include the following:

COMPASS PARENT PORTAL

Our Compass Parent Portal is a place where you can view school announcements, alerts and events; view report cards and attendance records, as well as communicate with your child's Teacher and record absences. This portal can be accessed by downloading the Compass School Manager app on your device. Our Office staff are happy to assist with troubleshooting if you require this service.

NEWSLETTER

Our school newsletter is delivered to parents via email fortnightly during term time. If you wish to subscribe to our newsletter you can do so via <https://stclarestsv.schoolzineplus.com/> or by contacting our school Office. The newsletter is one of the school's main lines of communication and includes important notices, information, items of interest and upcoming school events.

WEBSITE

On our school website you will find information about our school.

SOCIAL MEDIA

Follow us on Facebook and Instagram to receive regular updates through our newsfeed. Our social media pages promote celebrations and events within our school community.



LEARNING INFORMATION

All year levels provide comprehensive information regarding the curriculum and organisational aspects of your child's class/year level in welcome emails at the start of Term 1 and also in emails sent periodically throughout the school year.

Information includes:

- Curriculum information
- School expectations
- Homework routines
- Important dates and events

Throughout the year, all year levels will offer additional opportunities for parents and carers to engage with staff and the classroom through Learning Breakfasts.

COMPLAINTS AND GRIEVANCES

Complaints are addressed in a timely and confidential manner to prevent minor problems or concerns from escalating.

The dignity of each person involved will be recognised in the process. All parties should act respectfully and maintain confidentiality.

Our policy promotes the view that most issues can be resolved simply and quickly by discussion between the appropriate people. If you have a concern, we ask that you raise it with your child's classroom Teacher in the first instance.

For further information please refer to the Parent Code of Conduct available on our website, or in this handbook and our website which outlines the complaints process.

STUDENT ENGAGEMENT

St Clare's has been on a progressive journey to implement a Positive Behaviour for Learning framework.

A comprehensive Student Engagement Guideline has been developed and contains important information for students, parents and staff in relation to behaviour expectations, processes and supports available.

All parents and carers are strongly encouraged to access this guideline published on our website.

MEET & GREET

Prior to the start of the school year, a meet & greet will be scheduled. This is a time to meet your child's teacher and to become familiar with the classroom environment before the first day.

COMPUTER USE

Computer equipment, computer services and internet access is provided for all students for educational purposes. The School Principal reserves the right to monitor all activity on network facilities, stand-alone computers and laptops.

Students will be instructed in the appropriate use of computers and, to this end, will be required to agree to an Acceptable Use Policy. System privileges will be suspended or cancelled for inappropriate use.

PRIVACY

It is the policy of St Clare's Catholic School to maintain the highest level of privacy in handling personal and sensitive information of students and families.

We consider all personal, sensitive and health information of parents or caregivers, students and prospective employees to be private and will only use information collected and recorded to fulfil the educational mission of the Catholic Education Office of the Diocese of Townsville.



Prep Information

PREP AT ST CLARE'S CATHOLIC SCHOOL

We feel very privileged that you have chosen St Clare's Catholic School for your child's education. We provide an experience that transitions your child seamlessly from the foundation years of their education right through to Year 6. Together, we believe that we will start your child on the right journey for life-long learning.

Prep is a full-time program, with students attending from Monday to Friday 8:25am – 2:45pm. It is expected that your child attends every day unless there is a legitimate reason to be away, such as illness.

LEARNING & TEACHING CYCLE

St Clare's Catholic School is a place where our students, staff, parents and carers are members of a Christ-centred, vibrant learning and faith community. We hold high expectations for all our students and staff.

We are always striving to improve and we place our students at the centre of these efforts, through high quality, evidence-based teaching practices, focused on success for every student. The Learning and Teaching Cycle sets the guidelines for what we teach at St Clare's and how we teach it in order to give our students the best possible access to quality learning. It supports teachers to deliver high quality teaching and learning.

Through transparency, it informs parents and the community about the Australian Curriculum and how it is implemented at St Clare's.

STOP, DROP, GO ZONE

At the discretion of the parents, Prep students may use our stop, drop, go zone if required. A Teacher will collect Prep students and escort them to the stop, drop, go zone. Please contact the office if you require a name card for your dashboard.

SPARE SET OF CLOTHES

It is always a good idea to leave a spare set of clothes in your child's bag, including underwear and socks, in case of an accident or spill at school.

OUTSIDE SCHOOL HOURS CARE

Prep students who attend Before School Care are escorted to their classroom Teacher by an OSHC educator at the end of the session.

Prep children who are booked into After School Care are collected from their classroom at 2:40pm, prior to the final bell by an OSHC educator. This process enables the OSHC staff to have the Prep students ready for After School Care before the remainder of the school is dismissed at 2:45pm. Prep Teachers are provided with a list of students who will be attending After School Care each day.



FRUIT BREAK

St Clare's encourages all students to make healthy food choices and each day the students receive a 'Fruit break' which occurs at 9:30am. Balanced regular meals throughout the day are important to provide the brain with an adequate fuel supply in turn having a positive impact of your child's learning. Please help us support this initiative by providing a piece of fruit or vegetable cut up into bite sized pieces and placed in a container or zip/ lock bag.

LUNCH

Prep children are supervised during their lunch breaks and are encouraged to select their food by choosing to eat healthy options first. Guidance is provided so children leave food in their lunch box for second break. It is always helpful for parents to discuss with their children what is to be eaten at first and second break. St Clare's is allergy aware, so avoidance of products containing nuts is requested.

PREPARING YOUR CHILD FOR SCHOOL

The first day of school can be very nerve-wracking and at the same time is one of the most exciting milestones your child will experience. Most children are very excited about finally being at "big school" and most continue to feel that way. The first term of school can be hot and humid and very busy. Children are learning many new things, most notably, how to "be" at school. Expect your child to be tired after school. It will be important for you to be understanding, calm and listen to your child when he/she wants to talk.

Some tears can be a natural emotional reaction to the initial adjustment of school life. If this happens, remain calm and speak positively about the day. Positive reinforcement, patience and time are the best ways to overcome this stage. Your child's Prep Teacher will also play a vital role in their adjustment to school.

Here are some tips that you can take to prepare your child for starting school.

1. LABEL EVERYTHING

It is not uncommon for items to go missing at school or be misplaced, so by clearly labelling your child's lunch box, drink bottle, school bag, they are more likely to find their way back to the rightful owner.

2. ENCOURAGE YOUR CHILD TO DO NEW THINGS

Before your child starts school, encourage them to open their lunch box, open their drink bottle, dress themselves, go to the toilet by themselves and wash their hands. This will help prepare your child to become more independent and responsible.

3. GET TO KNOW THE SCHOOL

Visit our school website and take note of the important factors; uniform policies, tuckshop days, term dates etc.

4. THE ONLINE COMMUNITY

We regularly use social media platforms to communicate important events, celebrations and reminders. Visit and like our Facebook page to be kept up to date with all the latest news.

5. GET ENOUGH ZZZ's

A good night's sleep is important for your child's growth and development. A bedtime routine is very important and will help your child wind down from the day. Children aged 6 to 9 years need 10-11 hours sleep a night, which makes 7.30pm an appropriate bedtime.

6. CREATE A ROUTINE CHART

Have a list of what you want your children to complete each morning. For example; get dressed, eat breakfast, brush your teeth, make your bed. This will save parents from having to repeat these activities daily and will help set a routine for your child.

7. LUNCHBOX PLANNER

Research some creative healthy lunchbox ideas and have all the food required in the fridge or pantry to remove the stress of not knowing what to pack for lunch the next day. Our Prep classrooms are NOT equipped with fridges so please use an ice pack in an insulated lunch box. Esky - style lunch boxes are not permitted.

STEP into PREP

COUNTDOWN

22

Draw a picture of your school

21

20

Tell Mum and Dad 3 things that you are excited about for school

19

15

Read a story with Mum and Dad

18

Play hopscotch with a friend

17

Write your name with water and a paintbrush

16

10

Practise putting on your own sunscreen, don't forget your ears and neck

14

13

Ask Mum and Dad any questions you have about school

12

11

9

Cover and label all your books and belongings

8

7

6

Bake and freeze some yummy lunch box treats with Mum or Dad

5

4

Practise putting on your shoes and socks

3

2

Pack your bag for school

1

Lay your clothes out for school and get to bed early for a good night's sleep

MY FIRST DAY OF School

Diocese of Townsville

Catholic Education

2 + 2

Uniforms

St Clare's has a compulsory uniform that is available for purchase at The School Locker. We also have a limited range of second-hand uniforms available at the school office for a gold coin donation. School hats, house shirts, library bags, homework folders and school backpacks are available for purchase from our school office.

The School Locker is located Shop 1B/161 Duckworth St, Garbutt QLD 4814

<https://theschoollocker.com.au/>

UNIFORM SCHEDULE

The school has a uniform schedule that outlines what days our students are required to wear their academic and sports uniforms.

The current uniform schedule can be found on our website:

stclarestsv.catholic.edu.au

To ensure all students are wearing the correct uniform, the below steps from our uniform policy are in place:

1. Parents are to notify school if their child is out of uniform.
2. Classroom teachers will give verbal reminders to children and specifically to children out of uniform without explanation from their parents.
3. Children who are consistently out of uniform will have a COMPASS Uniform Reminder sent to parents.
4. Parents of children who still continue to be out of uniform after three Uniform Reminders, will be contacted by a member of the Leadership Team.

If for religious or cultural reasons it would be difficult for you to comply with this uniform policy then please contact the Principal.

Prep - Year 6 Sports Uniform



Sports Polo Shirt

Available for purchase from The School Locker.



Sports Shorts

Available for purchase from The School Locker.



school Hat

Worn with both academic & sports uniform.



Long Sleeve Sports Polo Shirt

Available for purchase from The School Locker.



White crew socks



Plain black leather joggers (laces or velcro)



OPTIONAL - House team shirts. Available for purchase from the school office.

Year 1 - 6 Academic Uniform

GIRLS UNIFORM



Formal Academic Blouse
Available for purchase from
The School Locker



Formal Academic Skort
Available for purchase from
The School Locker

BOYS UNIFORM



Formal Academic Shirt
Available for purchase from
The School Locker



Formal Academic Shorts
Available for purchase from
The School Locker



White Crew Socks



Plain Black Leather Joggers
(Laces or Velcro)



School Hat

Miscellaneous



School Bag
Available for purchase
from the School Office.



Waterproof Library Bag
Available for purchase
from the School Office.



Winter Jacket
Available for
purchase from the
School Locker.

HATS

The School Hat is the same for both academic and sport uniforms and all children need to wear their hats at all times when outside the classroom. This includes before school, breaks and outdoor activities such as PE. If your child does not have a hat they will be asked to sit in the shade, in keeping in line with our sun safe policy.

HAIR AND GROOMING

Hair should be clean and brushed and in hairstyles that are simple and neat.

Hair of shoulder length or longer must be tied back with a band, clip or ribbon that is navy, white or caramel in colour (school colours).

Long fringes, untidy hair around the face, mullets, dreadlocks, rats tails, mohawks, undercuts, tracks, fade shaves or shaving patterns are not permitted. Gels and creams should not be used to create these styles.

There should be no dramatic differences in hair length, e.g not shaved/short on sides and/or top but long at the back. No shorter than blade 2 (blended).

Artificial colouring (other than of the student's natural colour) is not permitted. This includes bleaching.

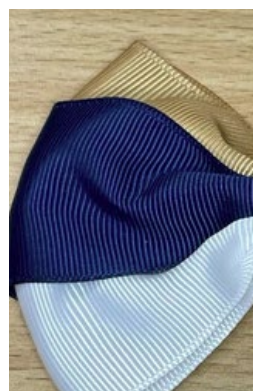
Please note: The Leadership Team deems what is appropriate with regard to new and emerging hair trends.

HAIR ACCESSORIES

Any hair accessories worn are to be in school colours (caramel, white, navy or a combination of these). Local independent retailer, Regan's Bow-tique, stocks a range of hair accessories in school colours. To place an order email:

regansbow-tique@hotmail.com or go to Facebook page:

www.facebook.com/regansbowtique



Hair Accessory Colour sample: Navy, Caramel or White.



St Clare's
Catholic School

Uniforms

Girls/Boys Academic Uniform

In Winter

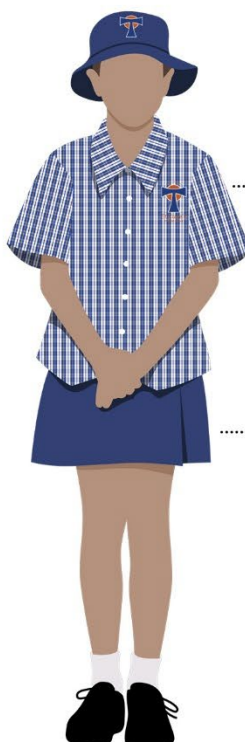


Girls:

- St Clare's jacket
- Navy stockings or tracksuit pants

Boys:

- St Clare's jacket
- Navy tracksuit pants



School bucket hat

School blouse

School shirt

School skirt

School shorts

White crew socks

Black leather jogggers

Unisex Sports Uniform



School bucket hat



Sport polo

Long Sleeve Sport polo

Sport shorts



White crew socks

Black leather jogggers

JEWELLERY

A maximum of one earring per lobe, which must be plain gold, silver or birthstone studs or plain gold or silver sleepers. Facial or other visible piercings are not acceptable. A simple gold or silver chain with cross/crucifix, holy medal or religious symbol may be worn. A plain wrist watch may be worn, provided it does not have camera, wifi/mobile, network accessibility or games. Plain fitbits without any of the listed features are also permitted. A plain gold/ silver signet ring is also permitted. Bracelets/bangles are not permitted, however, wristbands may be allowed for short periods of time in conjunction with special days of recognition/awareness.

Reminder: Earrings, necklaces, watches and rings may pose a safety risk in some activities and may need to be removed.

PERSONAL COMMUNICATION DEVICES

St Clare's Catholic School, promotes the importance of using communication device technology as a learning tool. The school also recognises a need to identify and address issues of students' inappropriate use of personal communication devices. We understand that parents may provide their children with personal communication devices (mobile phones) for safety reasons, however, the school's policy is that these mobile phones and other devices are not to be used on the school grounds or at school events.

This policy extends to students attending school excursions, camps or extracurricular activities.

Parents are reminded that the school Administration Office is the only appropriate point of contact for reaching their child during school hours.

If a mobile phone is brought to school, it must be switched off and handed into the Administration Office whilst on school property or involved in any school activity, including at break times.

As per the uniform policy outlined above, smart watches are not permitted at school.





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enquiries@stclarestsv.catholic.edu.au

www.stclarestsv.catholic.edu.au