St Anthony’s
Catholic Co-Educational School
Prep to Year Six

Information and Guidelines

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Taking God as our model and committed to our Motto ‘Love God in Others’ we, the members of St. Anthony’s Catholic School Community, aim to create an environment of belonging where we work together in a spirit of respect and acceptance.

With this integration of our faith and life, the children are encouraged to recognise and acknowledge their uniqueness through spiritual, intellectual, physical, emotional, cultural and social growth.
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Principal’s Welcome

Dear Parents/Caregivers

Welcome to St Anthony’s School Information and Guidelines booklet. I trust that you will find the information useful and that it will be helpful in assisting your child to get the best out of his or her experience as a student of our school. I hope that this book will also help you in understanding how the school operates. If you have any questions don’t hesitate to ask.

I look forward to working with you in providing a happy and safe environment where your child is assisted, challenged and supported in becoming the best person he or she can possibly be.

With every best wish,

Paul Ryan
Principal

Introduction

St. Anthony's is a co-educational Catholic Primary School catering for students from Prep to Year 6. The school serves the south-western corner of Toowoomba City and is easily accessible from the suburbs of Harristown, Glenvale, Westridge, Drayton, Darling Heights, Hodgsonvale and Westbrook. However, many students now commute in by bus and car from areas right across Toowoomba and nearby areas.

St Anthony’s is an integral part of St Anthony’s Parish, Toowoomba and operates under the auspices of the Toowoomba Catholic Education Office. The school is accredited by the Queensland Office of Non-State Schooling and is funded by the State and Commonwealth Governments. Parents/caregivers pay school fees to cover the day-to-day running costs of the school. The school’s Parents and Friends Association raises funds to provide quality facilities and resources for the benefit of students.

School Philosophy

St. Anthony's School aims to provide many opportunities for each child to reach his or her full potential and to lay solid foundations on which they can base their future adult life.

We therefore concentrate on the child's holistic development - spiritual, academic, physical, emotional, cultural and social. We concentrate on the self-worth and value of each person as a unique individual. With this in mind, we encourage each individual to participate in all aspects of school life.

Our underlying belief is that the learning experiences will be child-centred and relevant. Our hope is to create a rich environment in which each child will develop a love of learning and self-development. We aim to develop within each child a sense of belonging and pride in oneself, work and school.

We aim is to prepare each child to be a happy, responsible, loyal and hard-working Christian citizen who will contribute positively to the common good of society.
History
The Presentation Sisters were welcomed into the emerging community of St. Anthony’s on Presentation Day 1954. The Sisters arrival was preceded by a strong sense of family spirit and community involvement in building a convent for their accommodation, much of which was accomplished through weekend working bees. They had been invited to start up a school to cater for the educational and spiritual needs of the children of the growing suburb. In the same year, the Foundation Stone for the school was laid on 21 November and the first classroom was ready for use by February 1955. By the end of the first year the student population was 116.

The Presentation Sisters administered the school until 1985 when the first lay principal was appointed. The Presentation sisters withdrew from teaching in the school at the end of 1997. Professional and committed lay teachers and assistants now staff the school. The charism of the Presentation Sisters still exists today supported by an active parish faith community.

School Badge
God is represented in the radiant Cross, a reminder of the purpose of God's life on earth and our goal of eternal happiness. The Open Book is the Word of God which nourishes us on our journey through this life.

The Badge of the Presentation Order is the centrepiece, linking today, with the traditions of the past. The initials, P.B.V.M., Presentation of the Blessed Virgin Mary, are written after the name of a member of the Presentation Order.

The colours, dark/light blue and white, are distinctively worn by students in Presentation Schools throughout Australia. The gold lettering highlights the importance of the Catholic School.

Facilities
The school facilities are being continually updated and expanded to meet the needs of contemporary education. All classrooms have computers, which are connected to the school’s computer network system. Extensive building works have recently been carried out under the Building the Education Revolution program. The school has extensive covered outdoor learning areas, a multi-purpose sports hall, all weather links between buildings and modern well appointed student toilet blocks. A progressive plan to repaint, recarpet and beautify classrooms exists and each year improvements are made.

Reception
The two-storey brick building to the left of the Church car park adjacent to Memory Street houses reception, general office, the Principal’s office, the APRE’s office, teachers’ preparation spaces, visiting therapists rooms, sick bay and staff room. Visitors to the school should check-in at the office before entering other school property. Reception staff will happily answer your enquiries.

Library
The school boasts a modern, attractive, functional and well stocked Library Centre (Library). The Library Centre is the hub of educational activity in the school and is complemented by 14 personal computers which are connected to the school’s network. Students use the Library Centre at planned and incidental times. It is also available for recreational reading during some lunch breaks.

School Hall
The school hall consists of an excellent stage facility with curtaining, data projector and amplifier system. The hall is used for school assemblies, music/drama presentations, parent meetings and social gatherings. It is connected to the tuck shop via a servery which is used when functions requiring catering are held in the hall.
**Preparatory Year**

Our Prep classrooms are bright, airy and equipped with a kitchenette, junior toilets, carpeted and vinyl areas and a variety of teaching/learning resources. Our Prep classrooms are complemented by two outdoor play areas. These areas are fully enclosed by fencing to provide added safety and security.

1) An interactive outdoor learning area is established consisting of:
   - bridge;
   - Settler’s cottage;
   - Chicken coop;
   - Veggie patch;
   - Shaded Sandpit;
   - Outdoor shaded and paved community area;
   - Covered walkway.

2) A gross motor play area with modern outdoor play equipment and areas for children to run around and play games.

**Outdoor Fixed Play Equipment**

Four modern and Australian Standards compliant play equipment structures have been installed for the differing age groups within the school. They provide creative play opportunities for break times where children can improve personal physical skills while interacting in a non-competitive play environment.

**Ovals**

The school has extensive playing fields complemented by shaded sitting areas. Different age groups are allocated specific areas in the playground and equipment is used on a roster basis.

**Multi-purpose Sports Hall**

This building (constructed in 2011) is equipped with basketball, netball and tennis courts. It is built to maximise supervision for use during recess times. It is complemented by kitchenette, toilets and showers and storage rooms. It is linked by all weather covered walkway to the rest of the school.

**Toilet Blocks**

There are three separate toilet areas, hand basins and drinking bubblers:

- Prep: Toilets within rooms
- Junior: For Years 1, 2 & 3 use only
- Senior (constructed in 2011): Years 4, 5, 6 use only

(A disabled toilet facility is positioned adjacent to the Senior toilet area.)

**Drop Off and Pick Up Zone**

Just a reminder that the drop off and pick up zone is for very short term standing only. Cars must not be parked adjacent to the fence in the Church Carpark, during the Drop off and Pick up times. Under no circumstances are drivers to leave their cars unattended in this zone.

**Off-Street Parking**

Limited long term off street parking is available in the Church car park. The Stephen Street car park has a number of easily accessible car parking spaces for parents/caregivers.

**Play Group**

On Mondays from 9am to 11am, during the school term the Parish Centre is used for the playgroup meeting centre. Families with pre-Prep age children are welcome to join in this social opportunity for children and parents. Contact St Anthony’s Parish, Phone 46361737 for further details.
Class Structure and Curriculum

Enrolment Ages
Children to be enrolled in the Prep Year need to have had their fourth birthday by 30 June in the year prior to their commencement.
Children need to have had their fifth birthday by 30 June in the year before they commence full-time primary schooling in Year One. Birth Certificates must be presented to the school prior to enrolment being finalized.

Curriculum
Like all schools, St Anthony’s bases teaching on syllabus documents written by Queensland Studies Authority and Australian Curriculum, Assessment and Reporting Authority. By 2013 all curriculum in Queensland schools will be based on the National Curriculum. From these sources, teachers prepare Term Plans and Daily Plans to ensure teaching is relevant to the students need and being creative and stimulating which helps to promotes academic success.

Key Learning Areas (Subjects)
Key Learning Areas within this Catholic School include:
- Religious Education
- English
- Mathematics
- Geography
- History
- Science
- Health and Physical Education (HPE)
- The Arts
- Technology
- Languages other than English (LOTE)

Class Groupings
Students are grouped in Year levels. Class groupings depend on enrolment numbers in the school. Generally, there are one to two drafts of each Year level. On occasions students may be placed in multi-age class groups (ie. two year levels). Both these class grouping arrangements are commonly used in schools. Each class group has its own teacher, however, specialist teachers take the students for Music & Drama lessons, Physical Education lessons and LOTE (Languages other than English) lessons for a short period each week.
Specialist Learning Areas
(Subjects)

Music and Drama
All students from Prep to Year 6 have a weekly music & drama lesson. Each class group performs a musical/dramatic presentation for the parents during the school year. Students are provided with opportunities to perform at school and community events and to compete in Music/Drama Competitions and the Toowoomba Eisteddfod.

Physical Education
All students from Prep to Year 6 have a weekly Physical Education lesson. Lessons focus on gross motor development, throwing and catching skills, minor and major games, athletics and fitness. In addition to Physical Education sessions, class teachers take their students for weekly sport sessions.

Information and Communications Technology – I.C.T.
All students have access to internet capable computers. The school has a bank of computers in the Library. Banks of Laptop computers are available for classroom use. All computers are connected to a network so students can access and save their work at any point within the school. Comprehensive Internet filtering and virus protection is used by the school to provide greater protection for student safety and equipment security. Before students are issued with a user name and password a Computer Use Agreement must be signed by both the student and parent/caregiver agreeing to abide by the conditions of Acceptable Computer Use. Students are taught IT skills including the use of software and digital and video cameras.

Life Education
The Life Education Mobile Classroom, with its latest technology, visits the school annually. This program aims to educate students on the care of their body. It raises awareness of the effect of health choices including smoking, alcohol and drugs. The Life Education program complements the Health and Physical education syllabus.
**General Pattern of the School Day**

**Daily Timetable** *This may change depending on needs*

8:38am    First Bell
8:40am    Parade (Monday to Friday), Assembly (Friday)
8:45am    Classes commence (Morning Session)
10:20am   Morning Tea (Students and Staff have a small nutritious snack and drink)
10:50am   Classes (Middle Session)
12:50pm   Lunch (Students and Staff have main nutritious meal and drink. Students move to playground for free play, sports training, library visit or other activities.)
1:30pm    Classes (Afternoon Session)
3:00pm    Dismissal

**Arrival – 8:15 a.m.**
The earliest time that children may enter the school grounds is 8.15 a.m. If due to work commitments, you drop your child off prior to 8.15am parents need to recognise that their child is not supervised until 8.15am and no responsibility is taken by staff until duty begins.

Prep Year children should be delivered by an adult to the classroom. Children will be supervised before school while the teachers are preparing for the day. Children are to sit and engage in quiet activities, talking and socialising. It is not a time for playing games. The playground equipment and grass area are out of bounds.

**First Bell – 8:38 a.m.**
All children need to be in the school grounds by 8.30 a.m. At 8:38am, the first bell is rung; children go to the toilet, wash hands and have a drink prior to lining-up promptly in time for parade.

**Second Bell – 8:40 a.m.**
All children line up in class lines for a brief parade and notices prior to moving into class.

**Children who arrive at school after 8.40 a.m. must be accompanied to the classroom by an adult after checking in at the Office.**

**Morning Tea -10:20 a.m. – 10:40 a.m.**
The morning tea bell is rung at 10.20a.m. The students sit and eat their snack and drink. When finished, they put all their rubbish in the bin provided. When they have tidied the area, the teacher on duty will dismiss them for play. Students walk to their area.

During breaks no student is permitted in the classroom, unless under teacher supervision. The children are not allowed to bring hard sporting equipment from home for playground use. Students must wear a hat when outside at play.

10:45a.m.    Bell is rung. Children stop play, walk to toilets, have a drink and sit at their designated class areas quietly.
10:50a.m.    The second bell is rung. Children sit in silence. The class teacher takes the class into the room.
10:50a.m.    Classes re-commence.
Lunch Break – 12:50 p.m. – 1.30 p.m.

The bell is rung at 12:50p.m. The children are dismissed from class and move to their designated class lunch areas, sit down and eat their lunch. When dismissed they go to play, attend sports training, visit the library or attend other activities. A variety of soft sporting equipment is available for use by students. They should not bring equipment from home.

1:26 p.m. The bell is rung. This provides an opportunity for the children to walk to the toilets, wash hands, have a drink and sit at their designated areas quietly until their class teacher arrives.

1:28 p.m. The second bell is rung. Children wait in silence. The class teacher takes the class into the room.

1:30p.m. Classes re-commence.

The time may vary on Fridays because of interschool sport.

Wet Weather Arrangements
Students are supervised by teachers in either the hall or the sports centre. The length of the lunchtime remains the same. A variety of board games and alternate activities will be made available to the students.

Prep Class Day
Doors open to the Prep classroom at 8:30am and classes commence at 8:40am. Prep classes finish at 2:50 pm and students should be collected from the room promptly at this time. Please contact the office if you are delayed, there is a change of plans or the regular parent/caregivers are not collecting the child. Students not collected by 3:05pm will be taken to the dismissal point for supervision by the duty teacher until 3:25pm.

Afternoon Dismissal - 3.00 p.m.
No child is permitted on playground equipment outside school hours unless directly supervised by their parent/caregiver. The only equipment that can be used at this time is the Junior Playground equipment.

No child is to wait at the front or side steps of the church or at the gazebo adjacent to the Stephen Street car park. Children are to wait inside the supervised stop drop and go fenced area, adjacent to Administration building. When parents/caregivers arrive, students are to move quickly and safely to the car.

All children are expected to have left the school grounds by 3.15 p.m. When students have special permission to remain behind for sports training, practice or special events they must wait with the dismissal duty teacher until collected by their coach, trainer or teacher.

Please contact the school by phone if you are delayed and unable to collect your child by 3:25pm as a few minutes wait to a child may seem like an eternity and cause distress. Also, teachers have meetings and other engagements to attend to in the afternoons.
Collection of Prep Year and Year One Students
Prep and Year 1 students should be collected from their classroom by their parent/caregiver. While waiting, they are to be seated, not playing. If not collected by 3.05 p.m., the children are taken to the teacher on dismissal duty (adjacent to the Administration Office). The teacher on dismissal duty will stand inside the fenced area, adjacent to Reception.

Cyclists
Bicycles are to be walked through the school grounds. It is recommended that only older students who are proficient at safe bike riding be permitted by parents/caregivers to ride to school. Students who ride bicycles to school must, under Queensland Road Regulations, wear a helmet. Students must not ride scooters or other wheeled vehicles to school.

Car Travellers
Parents/caregivers have the choice of two one-way off street car parks, Stephen Street and the Church car park on Memory Street. To maintain traffic flow, if your child is not ready for pick-up, you need to park first and then wait or leave the Church car park - do the block and return later.
Cars of parents/caregivers are not to be parked in the areas adjacent to the front walls of the church, in the staff car park or on the concrete area at the front of the church. Parking on the footpath could incur a fine.

Bus Children
Children who travel home from school in the afternoon on one of the bus services will be teacher-escorted to the bus interchange station at the corner of Hennessy/Memory Streets. Children sit and wait with the teacher until their bus departs.

Bus Services
Timetables and routes can be obtained by contacting Bus Queensland Toowoomba 4633 1177 (the main carrier).

School Zone Speed Limit - 40 km/h
Parents/caregivers are reminded that the speed limit in the vicinity of the school for all drivers during the school term is 40 km/ between 7.30 a.m. and 4.00 p.m., Monday to Friday.
Behaviour Expectations

Community members are expected to behave in a manner, which brings credit upon themselves, their family and the school. For the good order and harmonious operation of the school and in order to provide a happy and safe teaching and learning environment for all staff and students it is essential that community members abide by school rules and take responsibility for their own behaviour.

The school adheres to two School Policies:

- Positive Behaviour Policy – refer to policy document
- No to Bullying Policy – refer to policy document

The school uses three basic rules namely:

1. Follow directions straight away.
2. Keep hands, feet and objects to yourself.
3. Speak and act kindly, gently and politely.

Classroom Behaviour Management

Each classroom has a set of rules, based on the three school rules, but adapted to suit the developmental level of the students. Students are encouraged to make good decisions about their own behaviour. Appropriate behaviour is recognized positively and the breaking of rules has set consequences. The class rules are displayed with the behaviour plan and the steps followed to ensure classroom behaviour is of a high standard. Teachers revise rules, rewards and consequences with their class on a regular basis.

Playground Behaviour Management

The same basic school rules are used in the playground. Students are taught the behaviour plan and the rewards and consequences for behaviour choices. Students who do not display positive behaviour in the playground may lose the privilege of free playtime and may be excluded from the playground for periods of time.

Bullying

Bullying is an insidious and negative form of behaviour which from time to time can surface in any school; however, it has no place in a Christian environment. The ‘No to Bullying’ Policy provides a definition of bullying, specific examples of bullying, proactive approaches for teaching about bullying and reactive strategies for dealing with bullying. All members of the school community have a responsibility to work against bullying of any kind.
Educational Support Services

Learning Support Teacher

The Learning Support Teacher works to support class teachers in catering for students with specific learning needs in the areas of Literacy and Numeracy. They work with identified individuals or small groups both within and outside the classroom. They also act as a liaison and resource person with classroom teachers, parents/caregivers and educational/health specialists in the catering for students with diagnosed special needs.

English as a Second Language Teacher

Children who arrive in Australia from an overseas country where English is not the native language could be eligible for assistance. The student’s English as a second language needs should be discussed with the Principal when application for enrolment is lodged. The ESL teacher works with identified individuals or small groups both within and outside the classroom.

Speech Pathologist/Occupational Therapist

The Toowoomba Catholic Education Office employs a Speech Pathologist and Occupational Therapist who visits St Anthony’s regularly. The employment of these support personnel depends on continued Government funding. Students receive therapy on a priority/needs basis. Applications for assessment are arranged by the Learning Support Teacher after consultation with the class teacher, consideration at the Special Needs Committee meeting and with parental/caregiver approval.

School Counsellor

Students, who may be experiencing difficulties at home or at school, are able to seek the assistance of a qualified guidance counsellor, who visits our school regularly. The counsellor is employed by the Toowoomba Catholic Education Office. Confidential counselling assistance may be initiated by the child, the parent/caregiver or by teachers. However, if ongoing counselling is to be recommended, then parental/caregiver permission will be sought. The counsellor, as a member of our staff, works co-operatively with parents/caregivers and teachers to benefit all members of the school community and, as such, may need to work with individuals or groups of children, if necessary. One advantage of access to counselling in the primary years is that it can prevent minor situations becoming major problems, which may interrupt the development of your child as a whole person.

Student Protection

St Anthony’s follows guidelines and procedures in line with legislative requirements for responding to issues of student harm. Two Student Protection Contacts are nominated for the school and their names are available to students and parents. Documented Policy and Procedures are followed when addressing Student Protection matters.
Co-Curricular Activities

School Assembly
School Assemblies are held each Friday at 8:50am (unless other school events have been scheduled) in the School Hall. Classes take turns at presenting assembly items of a religious/academic/entertaining nature. School awards are presented to students from each class as a way of publicly acknowledging their growth. Special occasions, achievements and birthdays are also acknowledged at assembly. Parents/caregivers are most welcome to attend assemblies to support their child and the school community.

Music/Drama Presentations
Throughout the year each class will participate in a music/drama presentation. Dates and times are advertised in the school newsletter so parents/caregivers can plan to attend.

Competition Involvement
All children are encouraged to enter the various competitions that present themselves throughout the year. Winning is terrific but participation is all-important.

All students are expected to prepare a piece of work at school for the Toowoomba Show.

Students are given the opportunity to enter the externally provided English, Maths, Science and Computer Competitions.

The school competes in the Choral and Verse Speaking sections of the Toowoomba Eisteddfod and students are encouraged to enter in individual sections. For further information contact the music and drama teacher.

Senior Camp
Senior students participate in an annual camp of 3-5 days. The philosophy of the camping experience is to provide students with an alternative learning environment where they experience activities that are generally not accessible at school. The camp is considered as an integral part of the students’ education and as such all students are expected to attend. As the camp involves an extra cost to families, extended prior notice is given to assist families with budgeting so their child can attend.

Should parents/caregivers need further explanation about the philosophy of school camps and the cost arrangements, they should contact the Principal.

Choir Opportunities
Students are encouraged to participate in the School Choir. Rehearsals are conducted during some lunch breaks. The students have the opportunity to perform for parish groups, at Sunday Mass, for community organizations and to participate in the bi-annual Sing Out at the Empire Theatre.

Instrumental Music Program
The school encourages all students to participate in Instrumental Music tuition. The school endeavours to secure a tutoring service to teach at the school before or after the school day, however, parents/caregivers will be responsible for paying for tuition fees.
Faith Development

Religious Education

All students undertake Religious Education lessons, based on beliefs, morality, scripture and prayer. They explore the message of the Gospels, Christian morals, the traditions of the Catholic Church, awareness of other religious traditions and prayer. The curriculum used within the school is approved by Bishop William Morris, the Catholic Bishop of Toowoomba.

Sacramental Preparation

Children develop their faith within the family where the parents/caregivers are the first and foremost educators. The school assists in developing religious literacy and children are able to celebrate their faith within the school and parish communities. Children receive Sacramental preparation through the St Anthony’s Parish Sacramental program, which is supported by the school. Parents form small cluster groups to participate in lessons at home with their children. For further information regarding Sacramental Preparation, contact the parish office phone 46361737 or discuss the matter with the Assistant Principal: Religious Education at the school. Dates and program details are published in both the Parish Bulletin and the School Newsletter.

School Liturgical Celebrations

All students are given opportunities to celebrate their faith through class, and whole school liturgical celebrations. This includes prayers, religious assemblies and the celebration of Mass on several occasions throughout the school year. Liturgy enables the children to have a personal encounter with Christ and further develop their faith in God. Celebrations may occur in classrooms, the hall, in the playground and in the Parish church. Parents/caregivers are always welcome to join with the students for liturgical celebrations. Most liturgical celebrations are held on Fridays at 8:45am. The School Newsletter notifies the school community of upcoming dates.
Sport

All children are encouraged and given the opportunity to participate in school sport. Children are expected to participate to the best of their ability keeping in mind a sense of fair play, participation of all, and learning that winning is not everything. They are asked to co-operate with, and show respect to their teachers, coaches, managers, fellow players and the opposition.

Training is an integral part of sport. Children need to attend and participate in all training sessions, which may include after school practices.

Sporting equipment needs to be treated and used in a safe and careful manner.

Houses

The school population is divided into three houses:

- McMorrow (GOLD) - The founder of St. Anthony's School and Parish
- Nagle (BLUE) - The founder of the Presentation Order
- Treacy (WHITE) - The first school Principal

All the members of the same family belong to the one house.

The Houses are used for the school swimming, athletics and ball games carnivals and the cross-country event.

Swimming

All students from Prep to Year 6 participate in swimming lessons annually. Instruction ranges from water confidence, to stroke correction and to learning life saving techniques. Swimming lesson costs are covered by the Activities Fund, so parents/caregivers are not required to send extra money to school. Swimming is considered an integral part of the curriculum so the expectation is that all students participate.

All students have the opportunity to participate in Annual School Swimming Carnival in December. Some students are selected to participate in the Annual Catholic and Central Zone Schools Carnivals in February of the following year.

Athletics

All students, including Prep Year students, participate in the school’s athletics program. Events are modified to suit age groups, with the focus being on fun and participation in the Early Years of the school. Students from the 9, 10, 11 & 12 years age groups compete in track and field events for Age Championship. Some students are selected to represent the school at the Catholic, Central Zone and Darling Downs carnivals. Parents/caregivers are most welcome to attend carnivals and support our students.

Cross Country

All students, including Prep students compete in the annual Cross Country event. Distances are commensurate with age. Students from 9, 10, 11 & 12 years age groups compete for Age Championships. Some students will go on to district and regional events.
Class Sport

Students from Prep to Year 6 participate in school based sport sessions with their class teachers. The emphasis is on skill development, team participation, fun and personal achievement. Many of these activities culminate in whole school Cross Country, Athletics and Ballgames carnivals.

Year 6 Friday Sport

Year 6 students have the opportunity to represent the school in the local primary schools sporting competition held during selected Terms. Each season a variety of sports is offered and a selection is made by the students. In recent times, sports offered have been: touch, rugby league, A.F.L., soccer, softball, volleyball, netball and cricket. The students are transported by bus to a variety of venues throughout Toowoomba City. The cost of Friday afternoon interschool sport is covered by the Activities Fund so parents/caregivers do not have to send in extra money.
Procedures

Church Visits
For safety and security reasons children are not allowed to visit the church before, during or after school, unless accompanied by an adult or under their class teacher's supervision.

Absenteeism
If your child will not be attending school on a particular day, you need to notify the school between 8.00am - 8.40am. All absentees are recorded daily and if no contact has been made the school will endeavour to contact the parents/caregivers. A simple note, dated and signed by the parent should accompany the student on his/her return to school. Notes sent to the school email address stanthonys@twb.catholic.edu.au will be passed onto the relevant teacher. For planned absences or appointments, kindly notify the teacher in advance by phone, in person or with a note.

Sickness
Please consider others by keeping sick children at home in an effort to contain the sickness. Viruses can spread very quickly in school environments causing considerable ill-health and disruption to teaching programs. Please refer to exclusion requirements for communicable diseases such as measles and chicken-pox.

Sickness or Injury at school
If a child reports sick or is hurt/injured seriously enough to require further attention, the school will ring the parent/caregiver. If we are unable to notify the parent/caregiver an effort will be made to contact the person nominated on the family details information sheet. If no contact can be made, the Principal or delegate will make decisions in good faith for the best interests of the child.
For injuries sustained at school, for which there is concern, the parent/caregiver will be notified by phone call or letter as a follow-up.

Medication
If you wish your child to take any form of prescribed medication at school, you need first to report to the school office and complete the necessary paperwork.
Short term courses such as anti-biotics, will be administered from the office. They must be presented to the office with the original pharmacist’s instructions evident on the container. Analgesics i.e., panadol/aspirin and cough mixtures, that are labelled S2 and S3 will not be administered without parental approval.

If a student requires regular self-administered medication, e.g. asthma inhaler, a separate form needs to be completed that has a section for the child’s doctor to complete which outlines the asthma treatment plan, which is to be followed at school in the event of an attack.

For students who require medication for conditions such as severe allergies and where ‘Epipen’ or syringe injections are required, it is essential that the Principal be informed as specialist training may be required for staff to administer medication in emergency situations.

A note needs to be sent to the class teacher stating that they have your permission to be taken at school.

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Newsletters

The newsletter is published each Thursday and the oldest child in the family at St Anthony’s will be given a copy for the family. Please ensure that your child gives you the newsletter so as you are conversant with what is happening within the school.

Returns/Reply Slips

On occasions a reply slip or return is required with a parent/caregiver’s signature and permission. Please ensure that these are returned to your child’s class teacher by the due date.

Sending Money to School

Money needs to be in a sealed envelope, with the child's name, class, topic and amount enclosed written clearly on the envelope. All payments need to go directly to the class teacher. Your assistance in this matter will keep our dual records accurate. After teachers record the initial receipt of money, it is delivered on a daily basis to the school office for accounting purposes.

School Fees

School Fees accounts are posted at the beginning of each term. It is the expectation of the school that all families contribute to the costs of the school by the timely payment of School Fees. If you are experiencing financial hardship you are requested to contact the Principal to discuss School Fees payment options. Please refer to the School Fees Policy regarding expectations and options for payment. The school does engage the services of a debt-collection agency. This service applies to families when all efforts to settle accounts have been exhausted.
Assessment, Reporting & Communication

Parent Concerns/Enquiries

In order to develop quality communication it is important for teachers and parents to be open and honest and to share important information. If you have a problem, concern, question, complaint or enquiry, it is important to discuss it with the class teacher in the first instance. Please be aware that teachers have limited time before school as they are preparing for the day, so please try to restrict more lengthy discussions with teachers to after school finishes. If you wish to discuss your child's progress, you may need to contact the teacher after school or arrange a convenient time for an interview. Please contact the school office so a mutually convenient time can be arranged.

Staff meetings are generally held on Tuesdays so teachers are unavailable for interviews on these days.

Parent Information Opportunities

An outline of curriculum areas to be taught and unit themes will be given at these meetings. The teachers will also outline any particular expectations and any special events that are being planned. Parents will have an opportunity to ask general questions of the teachers.

At the beginning of Terms 2 and 4 an information sheet will be sent home outlining curriculum areas to be taught and unit themes to explore. Particular expectations and special event being planned will also be communicated at this time.

Reporting to Parents on Student Progress

Formal reports are sent home twice yearly with portfolios being sent home each term.

Parent / Teacher Interviews on Student Progress

Teachers will invite parents/caregivers to a brief interview (10 minutes) to discuss student progress at the beginning of Term 1. Parents are urged to take up these invitations to develop the educational partnership and to gain a clearer idea of their child’s strengths, weaknesses, concerns and areas for improvement. These interviews are generally held early in the morning and after school. Teachers try to be accommodating of parents needs due to work commitments. As the interviews are only short and as teachers have many interviews scheduled to occur one after the other, it is important for parents/caregivers to be punctual. If more time is required a mutually convenient time will be arranged.

Serious Grievance or Complaint

Should a parent/caregiver have a serious grievance or complaint, the following steps should be taken:

(a) The parent needs to contact the school office. The secretary will advise the teacher who will return your call. At this stage, the parent needs to state the topic.

(b) A mutually convenient time will be set for the discussion.

(c) If the matter is unresolved, the principal will be advised.

(d) A meeting involving the teacher, parent and principal will be scheduled.

(e) All involved in the process will treat the matter with confidentiality in order to respect the dignity of each person and to reach a positive resolution.
Homework

Homework is given to students from Year 1 to Year 6. Please refer to the Homework Policy document. The purposes of homework are:

1. To encourage children to establish a routine of regular work.
2. To give children practice and immediate reinforcement of work conducted at school.
3. To give feedback to parents as to the type of work their child is doing at school and to gauge the success of that work.
4. To give a guide to the teacher if further teaching is required in that area.
5. Allow children to organize their time around other activities.

Whilst homework is very important, it should never be the source of family disharmony. If this is the case, try to ascertain the reason for the distress and ask your child to cease the homework. Please contact the class teacher as soon as possible to discuss the matter. If your child is unable to do any of the set homework due to illness, inability or family commitments, please contact the class teacher. A note is often sufficient.

Homework Guidelines

The following gives an indication of homework requirements and maximum times expected of students.

**Year 1:**
- Home reading 10 minutes per night
- Weekly homework sheet – 10 minutes per night

**Year 2 & 3:**
- Home reading - 10 minutes per night
- Weekly homework sheet including spelling & number – 15 to 20 minutes per night.

**Year 4 & 5:**
- Home reading – 10 to 15 minutes per night
- Spelling and number facts - 10 minutes per night
- Written work - 10 minutes per night

**Year 6:**
- Home reading – 15 to 20 minutes per night
- Written work - 30 minutes per night.

Projects / Assignments

**Year 4 & 5:**
Projects at the beginning of the school year will be school based. The students will become more independent towards the end of the year and expected to undertake some aspects of the projects at home. Only non-assessable aspects of the project will be sent home.

**Year 6:**
Students have to undertake projects / assignments with a combination of in-class and at-home components. Students are given a criteria sheet of expectations and a marking sheet. Students are expected to adhere to due dates for the submission of projects / assignments.
Final Year of Primary School

Each final year student is encouraged to be an active leader in the school. He/she is expected to uphold and maintain the school’s fine reputation by wearing correct school uniform, behaving appropriately, contributing to school life and setting an example of service and cooperation for others.

School Leadership

Senior students learn about leadership and service and are given the opportunity to take on leadership roles throughout the year. The students are engaged in a program of self-appraisal and the recognition and acceptance of another’s talents/abilities.

Senior students become involved in areas of leadership including: Environment; Care and Concern; Liturgy; Sport; Public Relations and Library.

By extending the role of leadership among many children, it is anticipated that more students will have the opportunity to display leadership qualities and initiative.

Senior Service Club

The senior students form a Service Club to develop a sense of service to others. The aim of this club is to raise funds for various local charities in our community and to support the missionary work of the church. Students from the upper grades are elected to the positions of President, Secretary and Treasurer. Throughout the year, all members play an active role in the various committees formed to schedule and advertise a forthcoming fundraiser or social event.

Senior Farewell

At the end of the school year, the students who are completing their final year of Primary education participate in a ceremony of thanksgiving, acknowledgement and farewell. Each student is presented with Certificates, which capture and recognise each student’s significant achievements whilst they were a student of St Anthony’s School.
Parent/Caregiver Involvement

St Anthony’s has a revered reputation for a school community which is open, welcoming, encouraging and accepting. Parents/caregivers experience a sense of belonging and welcome. Parents/caregivers are encouraged to become as involved in the school as much as is possible. There are many ways in which parents/caregivers can become involved in their children’s education whilst supporting the school and developing friendships with other parents.

Parents and Friends Association

The P&F is the official forum for parents/caregivers to enhance the ideals of the school, be involved in the direction of the school, with fundraising activities, access information to assist them in parenting and educating school aged children, support the development of a community and to undertake projects which raise funds and improve the facilities and opportunities for students in the school.

In recent years the P&F Association have been involved in the beautification of grounds and classrooms, provision of sporting and playground equipment, library books, classroom reading schemes, shade structures and computer equipment for the students. The P&F holds social functions throughout the year for parents and families in order to strengthen community membership, fellowship and fun.

The P&F Association meets monthly at 7:00pm in the Library and all parents/caregivers are automatically members by virtue of having children enrolled in the school. Meetings generally finish within two hours and all parents/caregivers are encouraged to attend to become involved and to have their say.

School Board

The School Board is an advisory body to the Principal. The Board consists of the Parish Priest, Principal, Parish Pastoral Council member, Staff members and Parent members elected by the parent body. Occasionally persons with particular skills or professional expertise are co-opted to the Board for limited periods of time.

The primary role of the school board is:
(a) Develop policies which guide the day to day management and future direction of the school.
(b) Provide a forum for discussion on capital improvements and maintenance to plant and buildings.
(c) Provide input into and endorsement of the School Budget.
(d) Develop a network of communication between the various bodies within and outside the local school/parish community.

The School Board uses a ‘shared wisdom’ model for operation and decision-making. This model values the wisdom and gifts which each member brings to meetings in order to reach decisions by consensus rather than by vote.
**Tuckshop**

The tuckshop operates on a Tuesday from a set menu and occasionally will have specific meal deals on other days. Menus are developed with nutrition and variety in mind. Orders can be placed via: [www.flexischools.com.au](http://www.flexischools.com.au)

Parents are asked to volunteer their services for which a roster is drawn up.

**Grounds**

The School grounds are maintained by our school grounds man. Interested members of the P&F and School Community are invited to assist with the beautification, maintenance and improvement of school grounds and amenities including gardens, potted plants, trees, shade and outdoor facilities.

**Classroom Assistance**

From time to time teachers need the support of parents in a variety of areas including: reading groups, sports training, art and craft help and excursion helpers. If you have a particular skill you could share, please offer your help to the teacher.
Uniform

Hats
The school hat must be worn at playtime and while waiting for the bus. It is expected to be worn, where practical, for other outdoor activities. The school observes a ‘no hat – no play’ rule whereby students identified without their hat outside, must sit in the shade during playtime.

The official broad brimmed blue school hat with logo is to be worn with the regular day uniform. The sports house bucket hat is only to be worn with the sports uniform. These hats are available at ‘St Ursula’s Uniform Shop’. Caps are not permitted.

School and Sports Shoes
Black (all over colour) leather school shoes/sports shoes. No boots.
For games that require specialist footwear for training/games, the students need to bring footwear and change prior to the event.

School Pullover
The royal blue pullover with blue stripes and embroidered school logo is available from ‘St Ursula’s Uniform Shop’. It may be worn to complement both the winter and summer uniform.

Tracksuit
The blue (with white sections and school logo) tracksuit is worn on sports days, particularly in winter. Pants and jackets can be purchased together or separately. They are available from ‘St Ursula’s Uniform Shop’.

Girls Winter Uniform
The uniform consists of a ‘Princess’ style royal blue tunic with embroidered school logo and long-sleeved blouse in school blue colour, school tie and knee high grey socks with blue stripes. An alternative to socks are grey opaque tights. Black leather shoes are worn with this uniform. This uniform is worn for the colder months and on special occasions. Students will be notified of these occasions. These uniforms are available from ‘St Ursula’s Uniform Shop’.

Boys Winter Uniform
The winter uniform consists of grey trousers with St Anthony’s embroidered above the back pocket, a long sleeved school blue shirt with embroidered school logo, school tie, St Anthony’s knee high socks with blue stripes and black leather shoes. This uniform is worn for the colder months and on special occasions. Students will be notified of these occasions. These uniforms are available from ‘St Ursula’s Uniform Shop’.

Girls Summer Uniform
Girls wear a ‘Presentation Schools’ dress – blue checked with Madonna blue trim, St Anthony’s embroidered on the collar and short tie, grey turn about socks with blue trim and black leather school shoes. The alternative uniform is a blue checked blouse with Madonna blue trim, St Anthony’s embroidered on the collar and short tie. This is worn with a Royal blue skort printed with the school logo. These uniforms are available from ‘St Ursula’s Uniform Shop’.
Boys Summer Uniform
Boys wear a short-sleeved school-blue embroidered shirt, grey shorts with St Anthony’s embroidered above the back pocket accompanied with St Anthony’s School grey knee high socks with blue stripes and black leather school shoes. These uniform items are available from ‘St Ursula’s Uniform Shop’.

Prep Uniform
Prep students only wear the school sports polo shirt and blue school shorts with blue sports socks (with two white stripes) and black joggers. The tracksuit may also be worn during colder months. The socks, polo shirt, shorts and tracksuits are available at ‘St Ursula’s Uniform Shop’.

Sports Uniform
Boys and Girls
Royal blue shorts with two pockets with printed school logo. Girls have the option of wearing a skort. Both boys and girls uniforms are accompanied by a royal blue polo shirt with printed school logo. The sports uniform is complemented by sort royal blue socks with two white stripes. The shorts, skort, polo shirts and socks are available from ‘St Ursula’s Uniform Shop’.

Scarves and Beanies
Scarves and Beanies are an optional item but if you choose to wear them they must be the approved school item.

School Bag
As of 2015 ALL Prep and New students must have the St Anthony’s School backpack. All current students are to replace their existing schoolbag with the St Anthony’s Backpack only when their current bag needs replacing.

Hair
Hair must be worn in a clean and tidy fashion. Longer hair should be pulled away from the face and secured with a blue ribbon or scrunchie. Hair colourants should not be used. Styles should be conservative in nature and tracks, rat-tails, undercuts and ‘number one’ cuts are not permitted. If your child presents with any styles mentioned above, parents will be called to have the child’s hair style altered to fit within the guidelines.

Hair Accessories
All hair accessories, scrunchies, hair bands, ribbons, etc. are to be royal blue or in school uniform check. Decorative combs, coloured head bands and other coloured hair accessories are not permitted.

Jewellery
Students may wear simple, unobtrusive watches. Girls with pierced ears may wear one simple gold or silver stud or sleeper in each ear. Decorative jewellery including Euro balls are not permitted. A signet ring may be worn. Only small, simple necklaces of a religious significance may be worn. Coloured plastic armbands, plaited wristbands or other wrist jewellery is not permitted. If your child wears ear-rings they must wear them in both ears.
Fingernail Polish
Students must not wear coloured nail polish to school.

School Badges
School Badges may be purchased from the school office at $4.50 each. The school badge can be worn on the tie as part of the winter uniform. As part of the summer uniform, it can be worn on the left collar.

Purchasing School Uniforms
All St Anthony’s uniform requirements can be purchased from St Ursula’s College Retail Outlet (uniform shop). Cnr. Warra and Rome Streets Toowoomba. Some Second hand items are also available.

Opening Times
- Monday – Thursday 11.00am – 5.00pm
- Friday 11.00am – 4.30pm
- Saturday- Closed.
- For enquiries please phone Ms Terre Hawkins (07) 4638 8715.
- Opening times during January are extended, please contact 46388715 for details.

Miscellaneous

Head Lice
Parents are asked to check their child’s scalp regularly for lice. Please follow a treatment regime if lice are detected.

Toys
Game boys, toys, etc. are not to be brought to school. Items may be brought for show and tell and stored in the classroom with teacher’s permission.

School Lunches
Nutritious lunches are important for healthy growth and development. Students who eat healthy food at school have more energy and generally concentrate better. Sandwiches, fruit and vegetables, cheese, crackers, milk, fruit juice and water make the basis of healthy lunches. Please avoid sending chips/ lollies, chocolates, canned drink or dry noodles as these should be considered as ‘treat food’ only.

Sunscreen
Each class is provided with their own sunscreen container. The children are encouraged to apply the sunscreen prior to outdoor activities. Each outdoor sporting team, i.e. cricket, netball, softball, is provided with their own container.
Lost Property Box

A lost property box is located in the school hall. At the end of each term, unclaimed and unnamed items are donated to the clothing pool or to the St. Vincent de Paul Society.

Holidays During the School term

Whilst it is not recommended that students be away from school for longer than a few days, it is acknowledged that families may have to be absent from school for parents/caregivers work holidays or for family reasons. Families who are going on holidays during the school term need to advise the class teacher several weeks before their departure so that planning can be adjusted if necessary.

Non Government Schools Transport Assistance Scheme

Parents/caregivers of primary school students who live a substantial distance from St Anthony’s School, where it is the closest Catholic Primary School, are eligible to apply for assistance if St. Anthony’s is the closest Catholic primary school. This will be assessed on application each semester due in by end of May and end of October each year. Application can be made online or enquire at the school office, if you have no access to internet facility.

Go to:- www.qcec.qld.catholic.edu.au and select the Student Travel assistance link on the home page.

School Dental Unit

Parents/caregivers may wish to use the free service provided by the school dental therapists. Each year the dental unit visits the school for a number of weeks. Throughout the year, you are able to access the facility even through it is located at another site. In order to be referred to the appropriate Dental Unity, it is necessary to phone the Toowoomba Base Hospital (ph: 4631 6436) as all appointments are co-ordinated at the Hospital.

Smoking

In line with Diocesan Policy, Smoking is not permitted within the classrooms, staff room, school tuck shop, and hall and school grounds.
House War Cries

Treacy

Treacy, Treacy, go - go - go,
We are the team that's white as snow,
Quick as a wink, Fast as light,
Treacy's the team with speed and might.
T - R - E - A - C - Y - TREACY!!!

Nagle

Nagle, Nagle here we are,
We can beat you rah, rah, rah!
Nagle, Nagle, we are great,
Who do we appreciate!
N - A - G - L - E - NAGLE!!!

McMorrow

McMorrow, McMorrow, is our name,
Gold is our colour, Gold is our aim,
McMorrow, McMorrow is ahead of the rest,
We're the Gold and we're the best.
M - C - M - O - R - R - O - W - McMORROW!!!

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St Anthony’s School War Cry

St. Anthony's School on Memory Street,
For God and School we do compete,
Our aim is to win, fair and square,
Faith and ability will get us there.
We all compete, fair and true.
St. Anthony's! St. Anthony's!
BLUE! WHITE! BLUE!

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St Anthony’s School Song

We’re part of our St Anthony’s Community,
Our school is here to help us all grow strong
In goodness, truth and sharing as a family,
In guiding us and teaching right from wrong.
This chance to live and learn and grow together,
Will mould us all to be who we can be.

We’ll hold forever to “Loving God in Others”
That St Anthony’s has taught us on our way.
We’ll hold forever to “Loving God in Others”
That St Anthony’s has taught us on our way.

While striving for high ideals of human living,
Let’s not forget the God who gave us life.
God is the one who holds all things in being
Who will support us both in joy and strife.
God’s given us a journey we have started,
To be with Him and others as we go.

We’ll hold forever to “Loving God in Others”
That St Anthony’s has taught us on our way.
We’ll hold forever to “Loving God in Others”
That St Anthony’s has taught us on our way.

We join as one to start out on our journey.
We value trust, respect, and community.
We pray that light will shine upon our pathway
And help us be the best that we can be.
As we go on through life we will remember
The light that shone and guided us each day.

We’ll hold forever to “Loving God in Others”
That St Anthony’s has taught us on our way.
We’ll hold forever to “Loving God in Others”
That St Anthony’s has taught us on our way.