# Table of Contents

Welcome to St Andrew’s Catholic Primary School                        3  
Message Of Introduction                                                4  
Term Dates/School Times                                                5  
Vision Statement                                                        6  
Students                                                               7  
Parents                                                                8-10  
Medical Information                                                    11-12  
Parish House                                                           13  
School Organisation                                                    14  
School Curriculum                                                       15-20  
Homework Policy                                                        21  
Rights & Responsibilities                                               22  
Playground Behaviour                                                    23  
School Uniform                                                          24  
Out of School Hours Care                                                25  

Father Shanthaiah, School Board members, and staff, welcome our new students and families.

_I dreamed I stood in a studio_
_And watched two sculptors there_
_The clay they used was a young child’s mind_
_And they fashioned it with care._
_One was a teacher, the tools she used_
_were books and music and art;_
_One was a parent with a guiding hand_
_And a gentle, loving heart_
_Day after day, the teacher toiled_
_With touch that was deft and sure_
_While the parent laboured by her side_
_And polished and smoothed it o’er._
_And when at last their tasks were done_
_They were proud of what they had wrought_
_For the things they had moulded into a child_
_Could neither be sold nor bought._
_And each agreed they would have failed_
_If they had worked alone_
_For behind the parent stood the school,_
_And behind the teacher, the home._
Message of Introduction from the Principal

Thank you for choosing St Andrew’s as the school where your child will commence their primary education. Each parent has different reasons for choosing St Andrew’s. Each reason is valid. Those who will be looking after your child, whether it be office staff, teachers or aides, will leave no stone unturned in endeavouring to provide your child with a safe, happy and positive learning environment.

St Andrew’s is a Catholic school. Catholic schools are an important extension of the Catholic home in its efforts to develop the faith of the children. The basis of all our teaching is the Gospel, every aspect of the school’s life is to instruct in and give expression to Gospel values.

At St Andrew’s we show real concern for the total personal development of each child physically, spiritually and morally. We, at the same time, will strive for academic excellence within a non-threatening environment.

Parental involvement is highly valued at St Andrew’s. There are many opportunities for parents to become part of school life. Groups such as School Board, Parents Auxiliary, parent helpers and through the Sacramental program are but a few ways of being involved. The staff rightfully acknowledges that parents are the prime educators of their children.

One critical aspect of education that St Andrew’s places great value upon is the individuality of each child. We know that each child appreciates being recognised as an important part of our community. St Andrew’s is a school that prides itself on the excellent rapport between staff and children.

There are many opportunities provided for children at St Andrew’s. We urge you to encourage your child to take full advantage of what is on offer for if they do they will benefit greatly.

The staff are dedicated to Catholic education, the complete education of the child. We trust that St Andrew’s School meets the expectations you have of a Catholic primary school.

Phillip Tierney
Principal
Term Dates 2014

TERM 1: Tuesday 28 January* - Thursday 4 April
       Wednesday 29 January **

TERM 2: Monday 22 April - Friday 27 June

TERM 3: Monday 14 July - Friday 19 September

TERM 4: Monday 6 October - Friday 19 December

*Staff resume on Tuesday 28 January 2014
**Year 1-6 Children resume on Wednesday 29 January & Prep commencement times are communicated separately.

School Times
8:30 a.m.  Classrooms are open
8.45 a.m.  Classes Begin
10.25 -10.50 a.m.  Morning Recess
10:55 a.m.  Classes Resume
12.55 – 1.50 p.m. Lunch
1.55 p.m. Classes Resume
3.15 p.m. Dismissal
Vision Statement

- St Andrew's is a community of learners where teachers work with current trends in education to foster in all students the life skills necessary for their future.

- We aim to motivate the students with realistic goals that will assist academic, spiritual and social achievements.

- As stewards of God’s creation, through the pastoral care displayed by teachers, we will continue to create a strong commitment to cultural acceptance, respect of self and others, responsibilities and care of the environment throughout the community.

- Our Catholic Identity is visible through our involvement with the parish community and participation through worship and liturgy.

- We welcome parish, parents and the wider community to assist with the holistic development of all students.

- We will empower students to learn and grow in a safe and vibrant environment based on the teachings of the Gospels according to the Catholic Church.
Students

EACH PREP CHILD IS TO HAVE:

- Lunch Box
- Drink Bottle
- School bag
- Library bag
- 2 Boxes Tissues
- Packet Chux
- Art Smock
- 1 roll of paper towels
- Track suit pants
- Spare Undies
- to be placed in a plastic bag
- Spare Socks

ALL ARTICLES MUST BE CLEARLY NAMED WITH A PERMANENT NAME TAG

FOOD:

All children are required to bring a small snack for play lunch (cake or biscuits, etc.), as well as their lunch (sandwiches or rolls and a bottle of water). Do not wrap in Glad wrap please. All children must bring a piece of fresh fruit for fruit time.

When your child has a lunch order, it is still important to pack play lunch as the children find it difficult to get through till lunchtime without a snack.

TUCKSHOP:

Operates for lunches every day. Price Lists will be issued to children. Icy poles, snacks, etc., are sold at morning recess and lunchtime.

In order to have the tuck shop operating satisfactorily, we need a number of mums to help on a roster system. If you can help once a month, or more often, please contact Nancy Daidone at school (phone 9551 5094), between the hours of 9.30 a.m. and 1.00 p.m.

Lunch bags are to be written as shown here:

BELLS:

The children must be ready prior to the bell at 8:45 am.

Dismissal bell is at 3.15 pm.

Prep children are to be picked up at their classrooms. If a parent has arranged for someone else to collect your Prep child, please write your child’s teacher a note first. A Prep child will not be handed over to anyone other than a family member unless previously arranged.

A written release form must be collected from the office before a child is collected from the office.
Parents

Paying Accounts
School accounts are sent home each term. Cheques are to be made payable to St Andrew's Catholic Primary School. Financial hardship should not preclude children from attending St Andrew’s School. However, if there are difficulties, contact must be made with the Principal.

Personal Information Forms
These will be sent home at the beginning of the school year. We ask you to fill the form in and return it to school as quickly as possible. This form is used for medical and emergency contact details, and it is therefore vital that it is completed and also kept up to date. Please advise us immediately of any changes.

Change of Address
The school is to be notified IMMEDIATELY of any change of address, phone number, or any other relevant details.

Absences/Absenteeism
If for any reason your child is to be absent, we ask that you phone the school between 8.45 a.m. and 9.30 a.m. to advise us if the child is expected to be away for one day or more. **On return we request a written note from you explaining the absence.**

School Uniform
The school uniform is compulsory and is to be worn at all times. If, for some particular reason, your child cannot wear school uniform, including a school hat during Terms I and 4, a Uniform Pass must be filled in and handed to the child's teacher. Forms will be available at the office. Any long term problems with uniform should be directed to the Principal. Jewellery and makeup is not to be worn to school.

Late Arrivals & Departures
Please try to ensure children arrive on time at the beginning of the day. Classrooms are open from 8.30 a.m. to 8.45 a.m., for classes to commence at 8:45 a.m. It can be quite disruptive to classes, and teachers, when children arrive late. Children need to be collected punctually at the end of the day. Supervision continues until 3:30 p.m. by which time all students should be collected or be making their way home.

Medicines
If for any reason, your child is in need of medication during school hours, the following procedure should be adhered to. An Administration of Medication form (available from the office or classroom teacher) must be filled in and handed in at the office, along with the medicine to be given. Only medicines of a mild nature will be administered and NO tablets, such as Dispirin or similar, will be given to any child. Headaches will be treated by allowing the child to rest, and advising parents by phone.
Accidents/Sickness
Parents are notified immediately if a child suffers an accident that requires medical attention. If contact cannot be made the child will be taken to his/her family doctor by a member of staff. In the case of sickness, which confines a child to the sick room, parents or emergency contacts are informed without delay.

Newsletter
THIS IS OUR VITAL COMMUNICATION LINK! It will come home with the eldest child in your family every second Thursday. PLEASE READ IT VERY CAREFULLY. Included will be term and other dates, details of liturgies and sacraments, special celebrations, sports news, meetings, social information and reports from our School Board and other groups.
The school provides regular information updates on the St. Andrew's School App available for both iPhone and Android users. Parents are encouraged to download the App by following the attached instructions.

Discipline
The school has a clear policy of dealing with unacceptable behaviour. Minor misdemeanours are the responsibility of the class teacher. If you would like any more details you are welcome to a discussion with either your child's teacher, the Principal or Deputy Principal. A copy of the policy may be obtained by contacting the school.

Physical Education and Sport
On sport days we ask that the children have suitable attire, i.e. shorts, runners. Please refer to the school uniform list.
The P.E. timetable for each grade is included in our newsletter at the beginning of the school year.

SCHOOL BOARD:
The School Education Board represents the school community, and any parent may be nominated for the Board. The Board meets twice a term, and is always open to suggestions and comments from the community it represents.

ST.ANDREW'S SCHOOL PARENTS and FRIENDS:
The Parents and Friends work to raise funds for the school, organises social functions and has representation on the School Education Board.
The money raised provides for additional materials and resources for the use of the children at the school, which are not covered by the Book Levy and Government subsidies.
The Parents and Friends meet regularly, and it is hoped that new parents will come along with fresh ideas to support the work being done. Meeting time and place is printed in the school newsletter.
PARKING:
Please do not park in the school grounds. Cars entering the school grounds are a potential danger to the children.
No car is to be driven into the school yard or teachers car park between 8:00 a.m. and 4:30 p.m. Outside these hours cars keep within a 10 kph limit.
Use either Bunney Road or Springs Road and obey all parking signs.
- If dropping children off, please observe road signs as a courtesy to others. In particular be mindful of our school neighbours. Please do not park across or in their driveways.
- No parking where the kerb is painted yellow.
- No walking through the teachers’ car park.
- Please note the 40 kph limit exits around the school zone.

VISITOR PASS
Any person visiting St. Andrew's School must report to the office.

If the person is collecting a child to take home early, an "Early Dismissal" form must be obtained.

Any other visitor must sign the Visitor's Book and obtain a Visitor's Badge. This badge is to be worn for the entire time the person is at St. Andrew's. This will allow teachers and children to know that the person has permission to be on the school premises.
Medical Information

INFECTIOUS DISEASES INFORMATION.

**CHICKEN POX:**
Patient should not return to school until fully recovered.

**MEASLES:**
Patient should remain at home for at least seven days after the appearance of the rash.

**MUMPS:**
Patient should remain at home until fully recovered.

**RUBELLA:**  (German Measles).
Patient should remain at home until fully recovered and at least four days from the onset of the rash.

**IMPETIGO:**  (School sores).
Patient must remain at home until sores have fully healed. The child may return to school only if proper treatment is being applied and the affected area is fully covered.

**RINGWORM:**
Patient should remain at home until proper treatment is commenced and a medical certificate produced on request.

**CONJUNCTIVITIS:**
The patient to remain at home until discharge from the eyes has ceased.

**HEAD LICE:**
Children need to be checked regularly. If you discover your child has lice, please notify the school immediately, and contact the Kingston Council, who will advise you re the necessary treatment.

**SLAPFACE:**
Patient should stay at home until fully recovered.
If your child suffers from any of the following medical conditions, you are requested to inform your child’s class teacher, and give details of medical procedure required if medical assistance is necessary.

- Asthma
- Allergy to peanuts / or nut based food / other allergies
- Diabetes
- Haemophilia

It is requested that students do not bring any form of food containing peanuts, or nut-based food to school.

**DENTAL HEALTH SERVICES VICTORIA**

School Dental Service is FREE for dependents of Concession Card holders (Health Care Card, Pension Card, Wards of the State).

If you do not hold a valid concession card there is a fee of $25.00 per child (maximum of $100.00 per family), which includes a check up and any necessary general dental treatment.

The service is staffed by Dentists, Dental Therapists and Dental Nurses.

Great importance is attached to the prevention of dental disease, through preventive procedures, such as fissure sealants, topical fluoride applications and through education and promotion to motivate parents, children, teachers and the community.

Additional dental care provided by Dental Health Services includes: examinations, radiographs if necessary, scaling and cleaning, fillings and extractions on both deciduous and permanent teeth.

For further information contact:

Clayton Community Centre  
Level 2, 9-15 Cooke Street,  
Cnr Cooke St and Centre Road,  
Clayton  
Telephone:  1300 654 889  
Melways Ref: 79 C3
Parish House

76 Springs Road, South Clayton  9551 5666

PARISH PRIEST:    Fr Shanthaiah Marneni
ASSISTANT PRIEST: Fr. Anthony Gnanapragasam

SECRETARY:        Mrs Marie Bernard (Tues & Wed)
                  Mrs Linda De Souza  (Thur & Fri)

PARISH PASTORAL
WORKER:           Kathy Martin (Tues & Thurs)

Mass is celebrated in the Church each weekday morning at 9.15 a.m.
except for Mondays

Weekend Masses are held at the following times:
Saturday        –    6:00 p.m.
Sunday          -    8:00 am; 9:30 a.m. & 11:00 a.m.
School Organisation

School organisation is the way a school sees itself best able to be attentive to the needs of the school community. This may change with needs, resources and opportunities afforded to us in the immediate as well as in our future.

Currently, children work within a class grouping of similar age level with a classroom teacher with whom the children work for most of the day. Class structures are set with the best interest of children as the priority.

The school gathers together fortnightly at our school assembly. The purpose of the assembly is to pray together as a whole school, for classes to share information and give displays, for announcements of a whole school nature to be made.

A variety of learning methods are used and every effort is made to give children individual attention when it is required. Children are led to understand that their own best efforts are what we aim for and that individual abilities be recognized and given their due support. According to the type of learning situation, the appropriate learning method is adopted, e.g.

- individual work
- group work
- class work
- whole school unit of work

Lessons and units of work may be experienced as:

- formal lessons (direct teaching)
- discovery learning
- inquiry approach to learning

Teachers are encouraged to review their own professional development and update this through:

- Inservice (school hours/after school hours)
- Reading
- Visits to other schools
- Annual Review Meeting

When whole school inservice days occur, parents are given prior notice and these are generally accepted by authorities as one school day per term.

Staff meetings are held weekly after school hours and are used as a means of:

- participating in decision making
- reviewing curriculum
- inviting guest speakers
School Curriculum

Every effort is being made to ensure that the courses followed at St Andrew’s are relevant, practical, varied and interesting. We also endeavour to work together so that subjects are sequential and co-ordinated with other year levels. The use of some forms of testing and record of children's progress in the different subject areas enables teachers to be more accurate in their assessment and provides additional support to child and teacher alike when moving to a new year level.

At St Andrew's we offer an 'Inquiry Approach' to our teaching and learning, where purposeful links are made between various areas of the curriculum, in order to make these areas readily understood by the students. St Andrew’s School, along with all other Catholic and Government schools in Victoria, is implementing the ‘Australian Curriculum’. We believe that if our students are to succeed beyond their compulsory years of schooling, they need to develop capacities to:

- Manage themselves both as individuals and in relation to others;
- Understand the world in which they live; and
- To act effectively in that world
Religious education in a Catholic school permeates the total daily life of the school with lessons and religious celebrations contributing to the growth in faith of all its members.

Through our relations with others and our experience of the Eucharist, we grow to be more like Jesus -

We see our purpose as Christian educators as one of nurturing the child's self-worth and individuality. In our school community we aim to share and live the Gospel Values and in so doing lead the children to a growing awareness of their relationship with God through self, others, the Church and the world.

By learning about Jesus and His life, we can learn to question and think about our own lives in order that we come to 'own' and live by our beliefs. This enables each to contribute to an environment that is Jesus centred. The child, by sharing the joys of living and being alive, becomes aware of the value of loving, trusting, sharing and forgiving.

As the child grows in his or her moral development he or she is encouraged to make decisions that are in keeping with the teachings of Jesus, learns to deepen the human experience by reflecting on its religious dimensions and respond to experience through prayer, song, liturgy and the reception of the Sacraments.

Religious Education at St Andrew's follows the “To Know, Worship and Love” series which are adopted throughout the Melbourne Archdiocese. A variety of reference material is available for use as a resource for teachers in the preparation of lessons.

The staff at St Andrew's School give support to, and in turn are supported by the parents, in offering the children an environment where the Christian Values of the home are continued into an educational setting. These aims are achieved through:

- Religious Education lessons
- Daily Prayer sessions
- Whole school and class liturgies
- Weekly school assembly
- Sacramental Programs (jointly Parish and School based)
- Supporting community and charity projects
English

English is one of the Learning Areas within the Australian Curriculum. The main elements are:

- Comprehending Texts through listening, reading & viewing.
- Composing texts through speaking, writing & creating.

A Whole School Approach

St Andrew’s implements a whole school approach for Literacy provision for all students from Prep to year 6. Our practice reflects the following beliefs and understandings.

- All students can achieve high standards given sufficient time and support
- All teachers can teach to high standards given the right conditions and assistance
- High expectations and early intervention are essential
- Literacy leadership, coordination and Professional Learning Teams
- Assessment, monitoring, standards and targets
- School and classroom organization, teaching program and resources
- Home, school and community partnerships

Data Collection

The collection of data is a key element within the Literacy Program. It is used to inform instruction and measure learning.

**Pre-Testing:** All students are involved in formal testing early in term 1. This may be one on one with the teacher, within a small group or as a class. This data is used to establish prior knowledge of students as a level and to identify individual strengths and challenges to inform programming and focused learning needs. It also provides a base from which to measure growth in learning.

**Ongoing monitoring:** Students are tracked throughout the year with ongoing formal testing and observations. This provides teachers with explicit information about students’ ongoing needs

**Post-Testing:** Students participate in formal testing during October and November. This data allows teachers to measure the growth in learning of their students throughout the year, and provides a picture of how students at St Andrew’s are progressing.
Professional Learning Teams
Teachers meet regularly as teams to:
- Discuss Literacy outcomes of the whole school, levels, classes, students
- Share ideas and expertise
- Explore strategies and new approaches based on current research and practice
- Review data and set goals
The team approach allows for collective ownership of all students and programs.

Daily Literacy Program
A daily Literacy block is provided in all classrooms. This generally consists of two hours focusing on developing and implementing skills in speaking, listening, reading and writing. The Literacy block may look different across the classrooms.
Prep – 2: Each day begins with the 2 hour Literacy block
3 – 6: Two hours of literacy is provided for across the day through direct instruction and integrated into other curriculum areas.
Each session consists of the following structure:
- Whole class focus (teaching to the general needs of the class)
- Small group instruction (teaching to the shared needs of groups or individuals)
  Independent and small group tasks
- Whole class share time (students articulate and share their learning)

Special Assistance and Intervention
Special assistance and intervention is provided to students on a needs basis. Assistance with classroom programs can be provided through the Literacy and Student Services Leaders.
A formal intervention program, Reading Recovery is available to year one students most at risk

Home/School Partnerships
St Andrew’s School acknowledge and appreciate the role parents’ play in the learning of their children.
Parents are invited to be ‘parent helpers’ within the classroom, supporting programs and students’ learning.
Parents are also a vital link between home and school providing time and support, and encouragement for their children to complete home reading expectations and other home tasks set by their teacher.
Mathematics

At St Andrew’s we believe that Mathematics is an essential life skill. It provides children with problem solving strategies that will enable them to understand everyday activities. Mathematics allows children to develop and use logical thought processes.

What is Mathematics?

‘Mathematics has been characterised as the “science and art of patterns”. While it deals with concepts such as Number and Space, Mathematical Knowledge is not empirical knowledge and its source is not direct physical reality. Instead, Mathematics studies the patterns arising form the real world and also within mathematics itself.’

*Curriculum and Standards Framework Mathematics 2000*, p.5

Mathematics is investigated under the content strands of Number & Algebra, Measurement & Geometry, Statistics & Probability.

What is Numeracy?

Numeracy is generally used to mean effectively using mathematics in everyday situations. A thorough grounding in Mathematics is vital for the development of Numeracy.

‘Being numerate enables adults to function effectively in their everyday lives. A wide variety of personal contexts involve Numeracy, ranging from routine activities such as shopping, to tasks where a greater range of Numeracy skills may be involved, such as planning a holiday or budgeting.’

*Numeracy a priority for all: Challenges for Australian Schools 2000*

At St Andrew’s we wish for the children to learn Mathematics in an active, creative and meaningful way where all levels and abilities are catered for. Mathematics is generally taught as a separate subject. However, when appropriate Mathematics can be integrated into the broader curriculum. The framework for classrooms is provided by the Australian Curriculum.

At St Andrew’s we believe the students should work toward:

- becoming confident learners of Mathematics by having a positive attitude towards risk taking;
- enjoying Mathematics and being active independent learners;
- applying, using and discussing Mathematics in their everyday lives;
- developing logical reasoning thought processes;
- developing strong Numeracy and problem solving skills;
- becoming competent in using the tools of Mathematics in an appropriate manner;
- developing an ability to communicate, using clear and precise Mathematical language.
Mathematics is at the forefront of reform at St Andrew’s. The school has recently completed the Contemporary Teaching and Learning in Mathematics Project which is a Catholic Education Office initiative in conjunction with the Australian Catholic University. The project ran for two years during that time the staff have:

- considered research developments in understanding early Numeracy learning;
- used early assessment instruments, developed as part of the strategy, to identify ‘at risk’ students;
- examined the growth points in mathematical development;
- examined strategies for developing Number Sense, Measurement Concepts and special thinking;
- considered factors influencing success in learning;
- considered the factors that impede learning in Mathematics;
- considered how concrete materials support learning;
- examined how games and calculators support learning.
Homework Policy

RATIONALE:
Homework is an important component of the learning process. It can help teach students time management and good study skills and is an opportunity to reinforce and extend the skills and concepts taught at school. Homework offers the opportunity to develop independent research skills and is an effective means for communication between home and school. Homework is a reflection of what is being taught in the classroom.

IMPLEMENTATION:
• St. Andrew’s homework policy is distributed to parents at the Parent / Teacher information meetings at the commencement of the year.
• Students in Prep and Year 1 have reading logs.
• Students in Years 2 to 6 have homework diaries.
• Students in Years 3 to 6 have USB sticks.
• The use of USB sticks is for school work only. They are to be used to save assigned work, projects (or other) as designated by teacher/s.
• Students in Years 5 & 6 have homework diaries.
• Tasks are purposeful, meaningful and relevant to the student.
• Homework activities are checked and teachers provide feedback and support.
• The consequence for not completing homework is set by the Year Levels and individual teachers.
• Homework will not be set on weekends or during holiday periods.
• The completion of homework is the responsibility of the child under the supervision of the parents.

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>READING</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Reading / being read to for 10 minutes per night.. Read aloud.</td>
<td>5 minutes of classroom related activities</td>
</tr>
<tr>
<td>One</td>
<td>Reading / being read to for 10 minutes per night.. read aloud</td>
<td>10 minutes of classroom related activities</td>
</tr>
<tr>
<td>Two</td>
<td>Reading for 15 minutes per night. Read aloud.</td>
<td>10 minutes of classroom related activities</td>
</tr>
<tr>
<td>Three</td>
<td>Reading for at least 15 minutes per night.</td>
<td>10 minutes of classroom related activities</td>
</tr>
<tr>
<td>Four</td>
<td>Reading for 20 minutes per night.</td>
<td>20 minutes of classroom related activities</td>
</tr>
<tr>
<td>Five</td>
<td>Reading for 20 - 30 minutes per night.</td>
<td>20 minutes of classroom related activities</td>
</tr>
<tr>
<td>Six</td>
<td>Reading for 20 – 30 minutes per night.</td>
<td>30 minutes of classroom related activities</td>
</tr>
</tbody>
</table>
Rights and Responsibilities

School is a community, which is made up of a number of different groups, who have certain rights: teacher rights, student rights and parent rights.

Rights and responsibilities naturally go hand in hand.

‘I have the right to be heard, you have the responsibility to listen’.

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this room – you have the right….</td>
<td>And the responsibility….</td>
</tr>
<tr>
<td>..to be listened to</td>
<td>..to listen to others without fiddling, making noises or talking over them</td>
</tr>
<tr>
<td>..to work in a room that’s not too noisy</td>
<td>..to work quietly without disturbing others</td>
</tr>
<tr>
<td>..to have some of the teacher’s time</td>
<td>..to listen to other’s opinions and not make fun of them</td>
</tr>
<tr>
<td>..to use equipment in the room</td>
<td>..to not interrupt people when they are spending time with the teacher</td>
</tr>
<tr>
<td>..to work in a clean room</td>
<td>..to pack up your mess and look after the room</td>
</tr>
<tr>
<td>..to move freely within the room (within reason)</td>
<td>..to be considerate of other people when moving</td>
</tr>
<tr>
<td>..for your time not to be wasted</td>
<td>..to be on time, to line up quickly, come in and sit down quietly and stop and listen when asked to</td>
</tr>
<tr>
<td>..for your property to be safe in the room</td>
<td>..to take care of other people’s property and not touch something that isn’t yours</td>
</tr>
</tbody>
</table>
Playground Behaviour

The following behaviours are encouraged at St Andrew’s School:

- To set a good example for younger children at our school
- To behave in a responsible manner
- To be considerate towards others
- To play as a team member
- Not to ridicule, but to encourage
- To be trustworthy
- To listen to others
- To co-operate with teachers and peers
- To think of others and show respect
- To avoid prejudice
- To avoid and prevent bullying
- To not encourage bullies
- To not obey bullies
- To respect everyone
- To observe all the rules of the playground
- To make an effort to initiate or participate in constructive play

The following behaviours are deemed as unacceptable:

- Picking up sticks, bark, stones, and any other object that could be used as a missile
- Any degree of bullying
- Deliberately interfering with another child’s/group’s game
- Play fighting (i.e. wrestling, pushing, etc)
- Running on pathways
- Vandalism
- Climbing trees
- Entering out of bounds areas
- Riding bikes within the school grounds
- Eating food outside the designated area
- The dropping of litter
- Chewing gum
- Wearing incorrect uniform, e.g. jewellery, nail polish, etc.
School Uniform

GIRLS
Summer: Blue and white check dress
        Bloomers
        Blue windcheater or jacket (with school logo)
        Blue hat
        Royal Blue socks
        Black Leather shoes

BOYS
Summer: Grey shorts
        Yellow short sleeve polo (with school logo)
        Blue windcheater or jacket (with school logo)
        Blue hat
        Short grey socks
        Black Leather shoes

GIRLS
Winter: Track pants
        Long sleeve polo
        Royal blue socks
        Black shoes

BOYS
Winter: Track pants
        Long sleeve polo
        Grey socks
        Black shoes

GIRLS
Sports
        Culottes
        Short sleeve polo shirt (with school logo)
        White socks (above ankle)
        Runners

BOYS
Sports
        Royal blue Shorts (with school logo)
        Short sleeve polo shirt (with school logo)
        White socks (above ankle)
        Runners

- Hats are compulsory for all children during Terms 1 and 4. The hats must be worn at recess, lunchtime, during physical education and sport activities. Sunglasses are a non-compulsory item and may be worn during Terms 1 and 4.
- The St Andrew’s schoolbag is a compulsory uniform item.
Outside School Hours Care

St Andrew’s School offers complete outside school hours care, i.e. Before School, After School and Vacation Care.

LOCATION: The programme operates in the Glasshouse.

HOURS: The program operates every school day from 7.00 am - 8.45 am and from 3.15 - 6.15 pm.
It also operates on inservice days and school holidays from 7.00 am - 6.00 pm.

ENROLMENT: Each family must have an enrolment form filled out and pay the $30 per child registration fee.

FEES: Before School Care:
Permanent $11.50
Casual $12.50

After School Care:
Permanent $13.00
Casual $14.00

Curriculum Days & Vacation Care $45.00 per day

CO-ORDINATOR: Jennifer Wilson phone: 0425 775 579

CHILD CARE BENEFIT
On 1 July 2002 the Commonwealth Department of Family and Community Services introduced the new Child Care Benefit (CCB). Child Care Benefit combines the current Child Care Assistance and Child Care Rebate into one benefit. The Child Care Benefit is available to all families using Outside School Hours Care. Child Care Benefit is designed to ensure that costs for childcare are minimal and held at an affordable rate reflecting the family’s ability to pay. To apply for Child Care Benefit parents must fill out the appropriate forms from the Family Assistance Office.