

# St Brigid's School Family Booklet 2019



We walk together  
with our families to nurture faith filled,  
engaged and successful learners.

# Contents

	<b>PRINCIPALS WELCOME .....</b>	<b>4</b>
	<b>1 STUDENT HEALTH &amp; WELLBEING.....</b>	<b>4</b>
1.1	STUDENT BEHAVIOUR EXPECTATIONS	4
1.2	HEALTHY EATING	4
1.3	CANTEEN	5
1.4	DAILY MILE	5
1.5	UNIFORM	6
1.6	COUNCELLOR/CHAPLAIN	6
1.7	SCHOOL SAFETY (OUR SCHOOL ENVIRONMENT)	6
1.8	STUDENT SAFETY (PROTECTION OF STUDENTS)	6
1.9	ABSENCES	6
	<b>1.9.1 Communicable Diseases and Health Exclusion Periods</b>	7
	<b>1.9.2 Students Injured or Sick at School</b>	7
	<b>1.9.3 Students Leaving School Throughout the Day</b>	7
1.10	MEDICATIONS	7
	<b>1.10.1 Asthma Friendly School</b>	7
	<b>1.10.2 Anaphylaxis</b>	7
1.11	HEAD LICE AND NITS	7
1.12	SUNSMART POLICY	7
1.13	ROAD SAFETY	8
	<b>2 STUDENT LEARNING .....</b>	<b>8</b>
2.1	LIBRARY	8
2.2	BUDDY CLASSES	8
2.3	WASTE WISE SCHOOL	8
2.4	SPEECH INTERVENTION (K-2)	9
2.5	LEARNING EXTENSION (3-6)	9
2.6	STUDENT LEADERSHIP	9
2.7	HOMEWORK (YR 1-6)	9
2.8	EXCUSIONS & CAMPS	9
2.9	SCHOOL CHOIR	10
2.10	SPORTS FACTIONS	10
2.11	SPORT UNIFORM DAYS	10
2.12	PHYSICAL EDUCATION AND CARNIVALS	10
2.13	SWIMMING LESSONS	10
2.14	KINDERGARTEN	11
	<b>2.14.1 Everyday items required in Kindergarten</b>	11
2.15	PRE PRIMARY	11
	<b>2.15.1 Everyday items required in Pre Primary</b>	12
	<b>3 PARENT INFORMATION .....</b>	<b>12</b>
3.1	BELL TIMES	12
3.2	SMOKE FREE ZONE	12
3.3	DOG FREE ZONE	12
3.4	PARENT ENGAGEMENT AND COMMUNICATION	13
	<b>3.4.1 Contacting Staff</b>	13
	<b>3.4.2 Parent Information Evening</b>	13
	<b>3.4.3 School Community Meeting</b>	13

3.4.4	<b>Become Involved</b>	13
3.4.5	<b>Facebook</b>	13
3.4.6	<b>Newsletters</b>	13
3.4.7	<b>Website and Family Handbook</b>	14
3.4.8	<b>SEQTA Text Messaging</b>	14
3.4.9	<b>Live School Calendar</b>	14
3.4.10	<b>CONNECTED</b>	14
3.5	ASSEMBLIES	14
3.6	FAMILY HOLIDAYS	14
3.7	STUDENT PROGRESS	14
3.7.1	<b>Formal Written Reports</b>	14
3.7.2	<b>Parent Teacher Interviews</b>	15
3.7.3	<b>Ongoing Assessment Books (yr 1 – 6)</b>	15
3.7.4	<b>learning journal (k – pp)</b>	15
<b>4 OUR SCHOOL.....</b>		<b>15</b>
4.1	SCHOOL PROFILE	15
4.2	ST BRIGID	15
4.3	OUR SCHOOL PRAYER	16
4.4	VISION & MISSION	16
4.5	HISTORY & HERITAGE	17
4.6	STAFFING FOR 2019	18
<b>5 OUR COMMUNITY.....</b>		<b>18</b>
5.1	SCHOOL BOARD	18
5.1.1	<b>Role/Objects of the School Board</b>	18
5.1.2	<b>Membership of the Board</b>	18
5.2	PARENTS & FRIENDS	19
5.2.1	<b>Role/Objects of the P&amp;F</b>	19
5.2.2	<b>Membership of the P&amp;F</b>	19
5.3	STRATEGIC PLAN GOALS	20
5.1	PARISH	21
<b>6 CONTACT US .....</b>		<b>21</b>
<b>7 APPENDIX .....</b>		<b>21</b>
7.1	APPENDIX 1. UNIFORM GUIDE & PRICE LIST	22,23
7.2	APPENDIX 2. ACCESSING THE CONNECTED APP	24
7.3	APPENDIX 3. STUDENT MEDICATION REQUEST	25
7.4	APPENDIX 4. POSITIVE BEHAVIOUR MANAGEMENT AT ST BRIGID’S SCHOOL	26

# PRINCIPALS WELCOME

At St Brigid's School, our staff are committed to each of our students and families. We understand that your child and your child's learning, health, wellbeing and happiness is of paramount importance. We are committed to giving your child the very best we can offer.

Proudly established by the Presentation Sisters in 1902, our school has a rich tradition that continues today, of providing our students with an outstanding education underpinned by Catholic values and spiritual development.

We are a Kindergarten to Year 6 primary school with 160 students. Our dedicated and committed staff recognise parents as the first educators, and foster strong relationships and partnerships with families. Every child is important at St Brigid's, and we walk together with our families to nurture faith-filled, engaged and successful learners.

At St Brigid's School, our students, staff and families are justifiably proud of our wonderful school. Please contact me directly with any queries or feedback about St Brigid's School.

Mr Daniel Graves  
Principal

## 1 STUDENT HEALTH & WELLBEING

### 1.1 STUDENT BEHAVIOUR EXPECTATIONS

At St Brigid's we have 3 expected behaviours that make our school a safe, respectful, friendly and positive place to be and to learn.

**Respect Yourself**

**Respect Others**

**Respect Property**

For more information on Behaviour Management:

*Please see Appendix 4. Positive Behaviour Management at Saint Brigid's School.*

### 1.2 HEALTHY EATING

We encourage packed lunches and recess from home to be healthy and nutritious that will help your child's focus and energy throughout the day. Each day students (Year 1-6) have three periods to eat food.

**Crunch&Sip:** St Brigid's is an accredited Crunch and Sip school. Crunch and Sip is a set time for students to re-fuel with vegetables or fruit and rehydrate by drinking water in the classroom. Teachers are required to allow their students to have Crunch and Sip within the classroom, it does not need to be the same set time in each room. Please send children to school each day with:

- An extra serve of ready to eat vegetables or fruit to eat in the classroom
- A clean, clear bottle filled with water. Crunch&Sip is meant to provide children with an extra serve of vegetables or fruit, not replace those included in the lunchbox.



**Recess:** All students (Yr 1-6) sit in the undercover area to consume their food. When they have finished they are free to play.

**Lunch:** All students (Yr 1-6) sit in the undercover area to consume their food. This area is supervised and students must stay seated for the 15 minute period, this encourages healthy eating habits and provides adequate time for students to eat.

### 1.3 CANTEEN

Our Canteen is open on Monday, Wednesday and Friday. Students are able to purchase morning tea and lunch. Students can pay in cash or food can be ordered via an online system at website <https://sbcollie.cdfpay.org.au>

The Canteen aims to provide our students with a variety of interesting and nutritious food in accordance with the guidelines set by the Heart Foundation and the WA Canteen Association.

A hard copy of the Canteen Menu is sent home with each family at the beginning of each term and is also available on our website.

### 1.4 DAILY MILE

The Daily Mile program at St Brigid's gives our students the opportunity for 15 minutes physical activity to start the day every Tuesday, Wednesday and Thursday. At 8:45am the morning bell will ring and instead of students lining up for class they run straight down to our running track and start moving (running, jogging, walking) for 15 minutes.

The Daily Mile has one aim — to improve the mental and physical health of students. The Daily Mile makes children fitter, healthier, happier and has a positive impact on their behaviour and concentration levels. It is simple and effective, enabling every child, including those with special needs, to be active every day.

Currently 4600 schools in the world, seven in Australia and one school in WA are currently participating in this exciting program that improves the health and wellbeing of participants. The program is based on five principles- Five F's: 1. Fitness — children become more aware of a healthy lifestyle 2. Fresh air — children thrive on the sights, sounds and seasons 3. Friends — children use

the language of friendship to support each other, improving their social and leadership skills 4. Fun — children enjoy taking part — This is what makes The Daily Mile so successful 5. Focus — daily physical activity helps children concentrate in the classroom and is proven to raise attainment.

### **1.5 UNIFORM**

As per St Brigid's School enrolment agreement, our school has a compulsory school uniform for students. Our Uniform Committee, comprised of parents and teachers, meets as required, to provide advice and recommendations to St Brigid's Principal and Leadership Team on all aspects of the school uniform. Our Uniform Shop is entirely run by our generous parent volunteers thus keeping school uniform costs to a minimum for our families. If you would like to volunteer half an hour of your time per term to help with the uniform shop please contact the school office.

Uniform Guidelines and Price List is available on our website.

*Please see Appendix 1. Uniform Guide & Price List, (Page 21 and 22)*

### **1.6 COUNSELLOR/CHAPLAIN**

Our school has a part-time counsellor (Thursdays) to work with families and students experiencing difficulties particularly grief, loss, friendships and dealing with change. Our counsellor provides provides pastoral care and support to the whole school community and is available for students, parents, family members, carers, teachers and school staff members who may wish to talk through any issues, concerns or worries. If you feel you need a little extra support for yourself or your child, or would just like to speak with someone as you try to deal with a problem or worry, please feel free to contact Mr Laurie Sutherland via the school office and arrange to come in for a confidential conversation.

### **1.7 SCHOOL SAFETY (OUR SCHOOL ENVIRONMENT)**

For all safety concerns at school, parents should see our Health and Safety Officer (Mrs Allison Vlasich) or a member of the Leadership Team.

### **1.8 STUDENT SAFETY (PROTECTION OF STUDENTS)**

As part of our commitment to student safety, all staff adhere to the CEWA Child Safety Framework. This Framework incorporates Mandatory Reporting training and application, ensures training for and adherence to our school Code of Conduct and mandates that in every year at school, students engage in the child protective behaviors curriculum "Keeping Safe". The developmentally appropriate and WA Curriculum linked, Keeping Safe Curriculum, exceeds the required standards for schools.

### **1.9 ABSENCES**

Strong attendance at school is encouraged and correlates strongly with student performance, however, **If your child is unwell please keep them home.** If your child is absent, the school **MUST** be notified. This can be done by completing the Online Absentee form via the CONNECTED App or submitting a written note. If you have not notified the office prior to 8.30am you will receive a text message from the school advising of your child's unexplained absence.

### **1.9.1 COMMUNICABLE DISEASES AND HEALTH EXCLUSION PERIODS**

Our school follows the WA Health Department guidelines regarding exclusion periods for children with particular medical conditions. This guide can be located on our website under Parent Information

### **1.9.2 STUDENTS INJURED OR SICK AT SCHOOL**

If your child is injured or sick and needs to leave school you will be contacted via phone and in your absence your emergency contacts as listed on your enrolment form. Please ensure these are current and update all contacts via our front office. If an accident is of a serious nature the parent will be notified and the accident will be written up in the CCI Student Accident form and signed by the Principal.

### **1.9.3 STUDENTS LEAVING SCHOOL THROUGHOUT THE DAY**

All students leaving the school throughout the day must be signed in and out through the front school office. Please report to the front office, collect the release form and present the form to your child's teacher.

## **1.10 MEDICATIONS**

Medication that needs to be taken at school by students should be clearly labeled with their name and dosage, accompanied with a completed proforma available from the school office and our website, located under Parent Information.

*Please see Appendix 3. Student Medication Request.*

### **1.10.1 ASTHMA FRIENDLY SCHOOL**

St Brigid's is an Asthma Friendly school and recognises the importance of developing safe, healthy and inclusive environments for people with asthma. In order to ensure adequate knowledge of Asthma First Aid, staff complete a one hour online Asthma training course annually.

### **1.10.2 ANAPHYLAXIS**

St Brigid's staff undertake annual Anaphylaxis training to provide a consistent approach to prevention, recognition and emergency treatment of anaphylaxis.

## **1.11 HEAD LICE AND NITS**

If a teacher suspects a student has head lice, the student's parents are contacted and the student is sent home if live head lice are found. The student must not return to school until the hair has been treated and all eggs removed. All parents in the class will be notified if a member of the class (anonymous) is found with lice or nits to assist in the prevention of further cases.

## **1.12 SUNSMART POLICY**

St Brigid's is an accredited SunSmart school. All students are required to wear a hat while outside or they must be in a shaded area.

In Terms One and Four, students are encouraged to wear sunscreen and a bottle can be found in each classroom.

Please refer to the St Brigid's Sunsmart policy which can be found on our school website [https://stbrigidscolle.wa.edu.au/pdf/policies/policy\\_sunsmart.pdf](https://stbrigidscolle.wa.edu.au/pdf/policies/policy_sunsmart.pdf).

### 1.13 ROAD SAFETY

**Morning:** Parents are encouraged to drop off students (Yr 1-6) so they do not have to cross a road.

**Afternoon:** In the afternoon there is a heightened traffic risk due to the large number of students, buses and cars exiting at the same time. All students crossing Prinsep Street are required to cross at the crosswalk.

## 2 STUDENT LEARNING

### 2.1 LIBRARY

Students in PP-6 are able to exchange books in our library each Tuesday during the day. As per the Booklist/Amenities List all students require a library bag to borrow books.

### 2.2 BUDDY CLASSES

Buddy Classes operate at our school and provide our students the opportunity to make friends with and learn with students across different grades (usually a gap of 2-3 years). Buddy classes contribute to our safe, friendly, respectful and caring environment that is so evident here at St Brigid's. Buddy Classes meet twice per term and work on different activities together with a focus on cooperation, support and friendship.

### 2.3 WASTE WISE SCHOOL

St Brigid's is a 'Waste Wise' school. Since committing to becoming a 'Waste Wise' school in 2017, St Brigid's has transformed our approach to waste and significantly reduced our contribution to land fill.

Schools play an important role in developing sustainability. One important step in this process is educating students and the wider community about reducing the amount of resources that we needlessly throw into land fill. Schools have the additional and vital role of establishing sustainable living habits for the community. Future thinking is all about sustainability. As resources dwindle, the more imaginative and smarter solutions we must assist our students to generate to overcome today's problems, thus resulting in a better chance of creating a less wasteful and healthier world for the generations to come.

**St Brigid's is a 'Waste Wise' school working towards the goal of having students, teachers, school staff, Principal, School Board and families working together to:**

- **Reduce waste**
- **Reuse all possible resources**
- **Recycle what remains.**

These actions conserve precious resources and promote a healthy environment and a sustainable lifestyle for all. Working towards a less wasteful school and workplace has many positive outcomes.

The 'Waste Wise' management system we have at St Brigid's is soft plastics (white bin), organics (lime green bin), landfill (red bin) and recycling (yellow bin).



## **2.4 SPEECH INTERVENTION (K-2)**

As part of student support offered, we provide **Speech Intervention (K-2)**. This program is conducted by Mrs Allison Vlasich who is guided and supported in her work by Ms Sue-Maree Wilks (Senior Speech Pathologist for Collie Health Service).

## **2.5 LEARNING EXTENSION (3-6)**

Our Extension Programme's aim is to provide students with a challenging learning environment which encourages them to think, discuss and make evaluations. The program further develops each child's potential and exposes students to new learning content that they wouldn't ordinarily receive within a classroom setting. Each term program will be undertaken by a new group of middle and high achieving students who are provided opportunities to challenge themselves through constructed learning activities. Students are selected by monitoring an individuals performance and areas of interest. Participants are selected by teachers.

## **2.6 STUDENT LEADERSHIP**

Our Yr 6 Leadership Program is based on our belief, that "Leadership is accepting the responsibility to contribute to others and follow through on expectations." Our model incorporates the nomination and election of Head Boy, Head Girls, Councillors and Faction Captains. All Year 6 students are regarded as leaders and are involved in Leadership program and contributing through their involvement with our four school ministries; Pastoral, Recreation, Environmental and Engagement. Our ministries coordinate many initiatives, fund raisers and activities throughout the school each year.

## **2.7 HOMEWORK (YR 1-6)**

Our aim is to actively involve parents and support parents as educators. Please refer to the End of Year Targets in Literacy and Numeracy provided for your child. Our aim is for our children to reach these targets and parents have an active role in supporting this at home. Parents are best placed to determine the length of time that your child should spend on learning at home, however the following may be used as a guide:

- Yr 1-3 20 mins on reading and spelling plus maths games and Apps/websites (3-4 times per week)
- Yr 4-5 30 mins on reading and spelling plus maths games and Apps/websites (3-4 times per week)
- Yr 6 45 mins plus maths games and Apps/websites (3-4 times per week)

Our Homework Guide for Teachers and Parents is available on our website under Parent Information.

## **2.8 EXCUSIONS & CAMPS**

Excursions occur across all years and are designed to connect students to real life learning, provide additional learning opportunities and to socially connect our students. Parents pay an excursion levy each year that is used for incursions/excursions throughout the year.

In Yr 5 and Yr 6 students attend camps. Camps are funded by parents and provide students opportunities to develop independence, and experience many learning opportunities outside the classroom. A Risk Assessment is undertaken prior to all camps and excursions as well as activities with a heightened risk on school grounds.

## **2.9 SCHOOL CHOIR**

Our St Brigid's choir is open for students from Yr's 2-6. The choir is non-selective and open to all interested students. Students must commit to the program for the full year and requires parental permission.

## **2.10 SPORTS FACTIONS**

We have 3 sports factions and family groups are allocated to the same faction. New students to the school will be allocated a sports faction and this will be indicated on your Amenities when you commence at the school and prior to starting Year 1.

**Edmund (Red Faction)** – Represents the name of the Catholic College, St Edmund's, which was previously located on the grounds of St Brigid's. Edmund Rice was born in Ireland in 1772. He was concerned with the life of poor Irish Catholics and founded a school to educate poor boys. This became known as the Christian Brothers. Edmund Rice believed that education led to dignity and self-esteem.

**Briody (Yellow Faction)** – Father Patrick Briody first came to Collie in 1898 to set up a Parish the following year. He then returned in 1918 and stayed until 1944. During this time he was responsible for the erection of the original wooden church the presbytery and for the brick St Brigid's Church in 1936. He often visited people on horseback. He was an advocate for the rights of people.

**Treacey (Green Faction)** – Mother Angela Treacey was the first Australian born woman to enter a Presentation community in New South Wales. She was appointed Superior of Collie Convent in 1903 and with other sisters, founded the first Catholic education school in Collie. Mother Treacey was remembered by her past students for her kindness and gentle nature.

## **2.11 SPORT UNIFORM DAYS**

Sport days in Yr's 1 to 6 is on Monday's. Class teachers also take students out for physical activity an additional day each week. Students are to wear their sports uniform on both of these days.

## **2.12 PHYSICAL EDUCATION AND CARNIVALS**

Each year as part of our Physical Education our school participates in a number of sports carnivals; Cross Country (Yr 1-6), Swimming (Yr 3-6) and Athletics (Yr 1-6) with Kindy and Pre-Primary joining some events. The success of our carnival days is very reliant on significant support and help from our parents and community.

## **2.13 SWIMMING LESSONS**

Each year, Pre Primary to Yr 6 students undertake swimming lessons at the Collie Pool in early Term 1. The costs of entry and lesson is paid by parents at the commencement of each year in the Amenities. Swimming Lessons are coordinated by our PE teacher.

## 2.14 KINDERGARTEN

- The Kindergarten programme operates for **three (3) full days per week**, Monday, Wednesday and Thursday.
- There is no compulsory school uniform for Kindy, although most students wear the school sports shirt. A broad rimmed hat must be worn when playing outdoors. Comfortable clothes such as shorts, t-shirts, and tracksuits are most appropriate. Please make sure clothes worn to kindergarten are clothes that can get dirty.
- Doors open at 8:45am to provide parents and children the opportunity to settle, engage in the learning and communicate with teachers and staff.
- Kindergarten operates from 9am to 3pm. Parents are requested to stay with their child until 9am and pick their child up promptly at 3pm. If an alternative adult will be collecting your child, the school must be notified via the communication book or leave a message with the school office.
- Students who catch the bus home are taken to the office to wait for the duty teacher to help them onto the bus.
- Students are able to order lunches from the canteen either through the cash system or online ordering.
- Requirements of Kindergarten is included in the Booklist and Amenities provided at the start of the school year.

### 2.14.1 EVERYDAY ITEMS REQUIRED IN KINDERGARTEN

#### (all items must be labelled)

- School Bag- large enough to fit 2 lunch containers (recess and lunch), water bottle, spare clothes & hat.
- Morning snacks- Healthy eating food is encouraged such as 1 piece of fruit /vegetable already cut.
- A drink bottle with a screw lid (water only).
- A change of clothes, including socks (in case of an accident or waterplay).
- A packed lunch or lunch order (Canteen available Mon/Wed/Fri).
- Broad rimmed hat.
- Shoes or Wellington Boots (thongs and sandals are not practical).
- Rain coat on rainy days

## 2.15 PRE PRIMARY

- The Pre Primary programme operates for **five (5) full days per week**.
- The uniform for Pre Primary is the sports uniform. The school broad rimmed hat must be worn when playing outdoors.
- To encourage your child's independence please send them to school with shoes they can manage themselves. Sandals and thongs are not appropriate.
- Doors open at 8:45am to provide parents and children the opportunity to settle, engage in the learning and communicate with teachers and staff.
- Pre Primary operates from 9am to 3pm. Parents are requested to stay with their child until 9am and pick their child up promptly at 3pm. If an alternative adult will be collecting your child, the school must be notified via the communication book or leave a message with the school office.

- Students who catch the bus home are taken to the office to wait for the duty teacher to help them onto the bus
- Students are able to order lunches from the canteen either through the cash system or online ordering.
- Requirements of Pre Primary is included in the Booklist and Amenities provided at the start of the school year.

### 2.15.1 **EVERYDAY ITEMS REQUIRED IN PRE PRIMARY** (all items must be labelled)

- School Bag- large enough to fit 2 lunch containers (recess and lunch), water bottle, spare clothes & hat.
- Morning snacks- Healthy eating food is encouraged such as 1 piece of fruit /vegetable already cut.
- A drink bottle with a screw lid (water only).
- A change of clothes (in case of an accident or waterplay).
- A packed lunch or lunch order (Canteen available Mon/Wed/Fri).
- School sports uniform and school hat.
- Sports shoes or wellington boots (weather permitting).
- Rain coat (rainy days)

## 3 **PARENT INFORMATION**

### 3.1 **BELL TIMES**

8.15am	Students (1-6) can arrive and remain seated in undercover area.
8:30am	(Bell) Classrooms (1-6) open. Students can play outside.
8:45am	K/PP rooms open. Parents are encouraged to stay until 9am.
8.50am	(Bell) Yr1-6 commence. Morning assembly on Mon and Fri.
9:00am	K/PP commence.
10:50am	(Bell) Recess.
11.20am	(Bell) Classes resume.
12.50pm	Lunch.
1:05pm	Students dismissed to play.
1.30pm	Lunch ends.
3.00pm	Kindy and Pre-Primary finish.
3.10pm	Years 1-6 finish.

### 3.2 **SMOKE FREE ZONE**

The school is a smoke free zone. No smoking inside school grounds.

### 3.3 **DOG FREE ZONE**

The school is a dog free zone. No dogs allowed inside the school grounds. Dogs can be shown for student news with permission of the teacher.

### **3.4 PARENT ENGAGEMENT AND COMMUNICATION**

#### **3.4.1 CONTACTING STAFF**

The procedure to contact staff to is:

- Email: Directly emailing the teacher is an excellent tool for making contact. To email staff members, the email format is firstname.surname@cewa.edu.au. Please keep in mind emails should only be used for organising a time to meet directly and not to discuss issues at length or in detail
- In person: Make an appointment directly with the teacher
- School phone: Office staff will take a message and/or ask the required staff member to return your call
- Front office direct: Office staff can assist you in organizing a meeting with school staff

It is not appropriate to contact teachers on their personal mobile phones. For all student related matters, parents should contact the teacher concerned first. Following a meeting with the teacher, parents are welcome to contact the office for an appointment with the Principal, Mr Daniel Graves or Assistant Principal, Mrs Marcia Collins if required. For non-student related matters, parents are encouraged to contact a member of the Leadership Team. Please contact the school office on 97341 097 for assistance.

#### **3.4.2 PARENT INFORMATION EVENING**

Provides information on the school and class learning for the year ahead. Kindergarten and Year 1 information sessions will be held Term 4 prior to commencing and Years 2 to 6 early in Term 1 of their current year.

#### **3.4.3 SCHOOL COMMUNITY MEETING**

Our community meeting is held annually and provides information on school budget and performance as well as reports from the Principal, the School Board and the Parents and Friends Association.

#### **3.4.4 BECOME INVOLVED**

Parents are strongly encouraged to get involved in the life of the school and contribute through the Board, P&F, Canteen, Uniform Shop, Classrooms, Bus Driving, Camps, Excursions, Requests for help throughout the year and Carnivals.

#### **3.4.5 FACEBOOK**

Is used to showcase our school and the life of our school and students. As per our Facebook Policy – parental permission is required to allow student images on our Facebook page.

#### **3.4.6 NEWSLETTERS**

Produced twice a term to keep parents and our community informed of all the happenings of our school. Newsletters are sent home via email. The newsletter is also available via the Schools Connected App (see *Appendix 2*) and website [www.stbrigidscollie.wa.edu.au](http://www.stbrigidscollie.wa.edu.au).

If you would like a hard copy sent home with your child please advise the School Office.

**3.4.7 WEBSITE AND FAMILY HANDBOOK**

Provides information about our school and our procedures and policies.

**3.4.8 SEQTA TEXT MESSAGING**

Provides reminders, requests and last minute information to parents.

**3.4.9 LIVE SCHOOL CALENDAR**

Provides up to date information on the school calendar for the year ahead to assist your planning. This is available Live on Connected App and our Website

**3.4.10 CONNECTED**

**Our Integrated Mobile App** simplifies access to our calendar, newsletters and absentees: <http://q-r.to/baixCA>

*For more information on how to install CONNECTED to your Android or iOS device please see Appendix 2. Accessing the Connected App*

**3.5 ASSEMBLIES**

Student Assemblies: On Mondays and Fridays there is a morning assembly at 8.50am in the undercover area. Our student leaders coordinate these assemblies.

Family Assemblies: Each year every class will present an item at a Family Assembly. There will 3 Family Assemblies each (PP – 6) term in Term 2 and 3. Merit Awards are handed out at each assembly and parents will be notified if their child is receiving an award. Family Assemblies are Wednesday afternoons.

**3.6 FAMILY HOLIDAYS**

We encourage all families to take family holidays during school holidays. If your child does not attend periods of school due to holidays, we encourage students to engage in new cultures, learn, explore, read-read-read, try new experiences, use learning Apps, spend lots of time talking and communicating as a family and keep a travel journal (as appropriate). We are unable to provide set tasks or curriculum for families during school absences from school.

**3.7 STUDENT PROGRESS**

As “First Educators” we recognise the important role of parents as partners in the education of our students. Parents are always encouraged to make regular appointments with their teacher to discuss their child’s learning and development. Structured ways that provide feedback to parents on their child’s progress include:

**3.7.1 FORMAL WRITTEN REPORTS**

Sent home at the conclusion of Semester One and Semester Two. The efforts of students should be recognised and celebrated by parents and the grading of a “C” indicates that your child has achieved what is expected at that year level. This is a vastly different understanding of a “C” grade from years gone by when it was regarded by many as poor performance.

- 3.7.2 **PARENT TEACHER INTERVIEWS**  
(Compulsory) at the end of Term 1. Parents are also encouraged to make an appointment with your teacher in Semester 2.
- 3.7.3 **ONGOING ASSESSMENT BOOKS (YR 1 - 6)**  
(Yr 1-6) are sent at the end of each term and provide parents with samples of work, learning and assessments of your child.
- 3.7.4 **LEARNING JOURNAL (K - PP)**  
(Kindy and Pre-Primary) provide samples of learning and progress over the term. The Seesaw App is used to share the learning of students with parents. These are ongoing.

## **4 OUR SCHOOL**

### **4.1 SCHOOL PROFILE**

St Brigid's School, Collie is a Catholic primary school catering for students from Kindergarten to Year 6. Our school is one of five primary schools situated in the town of Collie, approximately 200km south of Perth and 50km east of Bunbury. Our mission is to provide the students of Collie and its surrounds with the very best educational program underpinned by Christian values and spiritual development. Our school has an enrolment of approximately 180 students and our classes are structured flexibly to allow for differing enrolment cohorts. Our school values; Service, Respect, Kindness and Learning shape the expectations of our conduct and all our relationships within our school. We have a strong focus on contemporary education and creating an environment and programs that develop 21st century competencies in our students. Our dedicated and committed staff recognise parents as the first educators, and foster strong relationships and partnerships with families. Every child is important at St Brigid's, and we walk together with our families to nurture faith-filled, engaged and successful learners.

### **4.2 ST BRIGID**

St Brigid of Ireland is also known as St Brigid of Kildare. When St Brigid was young, she decided to become a nun and that she wanted to spend her life working for God by looking after poor, sick and elderly people. She began by building a convent to help many people around Ireland. Young girls came to St Brigid's Convent to learn to read and write. St Brigid also cared for the sick and gave what she had to the poor. St Brigid wove a cross from rushes to teach people of the love and life of Jesus. This cross is seen on the St Brigid's crest. St Brigid is one of Ireland's most loved saints and her feast day is celebrated on February 1st, which originally marked the first day of spring in Ireland. St Brigid's Day is celebrated each year at our school.

## 4.3 OUR SCHOOL PRAYER

### GOD LEADS

By Sr Marion Beard (Principal 1984 – 1991, Teacher 2006 – 2010)

*Lord, we pray for your guiding hand to be over our school St. Brigid's.  
Bless us all with your love and help us to become more like you.  
Help us with our school work and to understand the meaning of love and  
friendship.  
Keep us loyal to God, our School, our family and our friends.  
Amen.*

## 4.4 VISION & MISSION

### OUR MISSION (PURPOSE):

To provide the students of Collie and the surrounding areas with the very best educational program, underpinned by Christian values and spiritual development.

### OUR VISION (FUTURE):

We walk together with our families to nurture faith filled, engaged and successful learners.

### OUR GOALS:

#### **We Walk Together!**

We recognise and celebrate the uniqueness of each child and nurture and support each child's wellbeing and self-worth.

Positive relationships are at the heart of what we do, characterised by respect, empathy, tolerance and understanding.

Our school is a place of welcome, connection and friendship, where all are encouraged to contribute and participate in our learning community.

#### **We Nurture Successful Learners!**

We strive to nurture resilient, optimistic and self-directed learners who develop habits and mindsets to achieve.

Supporting, challenging and motivating our students to become adaptable and flexible learners so they realise their full potential.

Our school empowers our students with a balanced and holistic education, that develops the intellectual, spiritual, creative, emotional, physical and social domains.

#### **We Live the Hands and Hearts of Jesus!**

We foster a vibrant faith community in partnership with our parish, that is grounded in Jesus' vision of love, justice and compassion.

Using our talents and abilities to be agents of positive change and for the goodness of others and our environment.

Reaching out to our school and broader community to make the name of Jesus known and loved.

#### **We Strive for Improvement!**

We use evidence informed pedagogy that is supported with targeted professional learning and guided by student data analysis.

All contributing to a professional culture that is collaborative, distributed and vibrant, and continually focused on improving outcomes for students.

Continually striving to elevate student achievement and maximising our impact on student performance, outcomes and wellbeing.



#### 4.5 HISTORY & HERITAGE

St Brigid's enjoys a long, proud and rich history and connection with our founding order- the Presentation Sisters who established our school in 1902.

**1902-1955: St Brigid's School** was opened in 1902 by the Presentation Sisters at the request of Bishop Gibney and the fledgling Catholic Community, catering for both boys and girls from Year 1 to Year 12. Prior to the establishment of a senior school in Collie, the sisters taught students in Years 11 and 12. In addition to the day school, a night school was established for adults of any age who wished to be trained for various trades and professions.

**1955-1993:** In 1955 **St Edmunds College** was completed at 205 Prinsep Street by the Christian Brothers. Boys completed their early schooling at St Brigid's (Year 1-Year 3) and were enrolled at St Edmund's College from Year 4 onwards, while the girls remained at St Brigid's School. **St Brigid's School** catered for all girls Yr 1-12 and boys Yr 1-3. St Brigid's School was located adjacent to St Brigid's Church.

**1994-2000:** In 1994 **Collie Catholic College** was born following the amalgamation of St Brigid's School and St Edmunds College. The college had two campuses- St. Brigid's Campus (Primary) and St Edmund's Campus (Senior).

**2001-2002:** Due to declining enrolments, at the end of 2000 **Collie Catholic College** became primary only on the St Brigid's Church campus. During these years the old St Edmund's Campus was being prepared for the future relocation of the Primary School.

**2003-Present:** In January, 2003 the school was officially renamed St Brigid's School and was relocated to its current site at 205 Prinsep Street (St Edmund's Campus) in October of the same year.

St Brigid's School continues to provide its students with an outstanding educational program underpinned by Christian values and spiritual development.

## 4.6 STAFFING FOR 2019

Mr Daniel Graves	Principal
Mrs Marcia Collins	Assistant Principal, Student Support
Mrs Sonya Mumme	Finance Manager
Mrs Lara Davidson	Administration
Mrs Hayley Digney	Kindergarten
Mrs Teresa Harker	Teacher Aide – Kindergarten
Mrs Dionne Blaney-Murphy	Pre-Primary
Mrs Leah Vallesi	Teacher Aide – Pre Primary
Mrs Chelsea Roney	Science
Mrs Chis Harnby	Art/Drama
Ms Chandler Sanford	Physical Education and Yr 3 (Term 1)
Mrs Allison Vlasich	Teacher Aide
Mrs Gail Bertolini	Teacher Aide
Mrs Renae Mumme	Teacher Aide
Mrs Carissa Hunter	Teacher Aide
Mrs Sam Cheng	Teacher Aide
Mrs Emily Mason	Year 1
Ms Kiera Piavanini	Yr 2 (Term 1)
Mr David Sarre	Yr 2, IT
Mrs Leanne Prince	Yr 3
Mrs Pia Chiellini	Yr 3 (Term 2-4)
Mrs Natalie Gregory	Yr 4
Mrs Clare Crapella	Yr 5
Ms Zoe Howard	Yr 6
Mrs Kerry Higgins	Canteen
Ms Deanne Lawrence	Grounds
Mrs Glenys Swan	Cleaner
Mrs Margaret Swan	Cleaner

## 5 OUR COMMUNITY

### 5.1 SCHOOL BOARD

The School Board has a critical role in the development and functioning of our school. Parents are encouraged to nominate for School Board positions as vacancies arise to ensure the school is well supported and resourced to fulfil its Vision and Mission.

#### 5.1.1 ROLE/OBJECTS OF THE SCHOOL BOARD

The general role of the School Board is to plan for the present and future operation of St Brigid's School and help the school fulfil its educational responsibilities in accordance with the policies and practices prescribed by Catholic Education Western Australia.

#### 5.1.2 MEMBERSHIP OF THE BOARD

Members of the school nominate and are elected for a period of 2 years. For further details please see the Principal or the Board Chair. The full Board Constitution is available on our school website.

## **5.2 PARENTS & FRIENDS**

The Parent's & Friends Association work closely with the school to enhance the life of the school community.

Through regular educational, social and fundraising functions the Parent's and Friends Association bring parents together to support their child's school and to get to know each other.

Meetings are held on Thursday evenings in Week 2 and 8 of each Term in the Staff Room at 7.30pm.

### **5.2.1 ROLE/OBJECTS OF THE P&F**

The general role of the P&F is to strive to build tangible and lasting relationships between parents, families, St Brigid's Parish and St Brigid's School. It aims to encourage parental and family participation in the life of the school and support parents. It aims to work to provide financial resources to support the school, teachers and students.

### **5.2.2 MEMBERSHIP OF THE P&F**

All St Brigid's parents (and carers) who support the work and objectives of the P&F are regarded as members of the P&F. The full draft P&F Constitution is available on our school website. Members of the P&F Executive are nominated and are elected for a period of 12 months. A minimum of 4 Executive Positions (President, Vice President, Secretary and Treasurer) are required to operate a P&F.

### 5.3 STRATEGIC PLAN GOALS

## 2018-2020 Strategic Plan Goals (LEAD)

LEARNING	ENGAGEMENT	ACCOUNTABILITY	DISCIPLESHIP
Improve Literacy and Numeracy outcomes across our school	Increase parental engagement and partnership in education and the life of the school	Broadening our enrolment base aiming for Enrolment Growth of 5% per year	Work with our Parish to bring students, staff and families into a deep relationship with Jesus
Develop highly skilled and equipped teachers and assistant teachers	Develop and uphold a clear and strong school identity with our parents, students and staff	Effective financial management, systems and structuring to enhance school effectiveness and sustainability	Develop in our students a thirst for Social Justice
Provide a safe and engaging learning environment for our students	Engage with and invite participation with the broader community	Transform our classrooms and school into modern learning spaces, equipped for 21 <sup>st</sup> century education.	Increase awareness of and build relationships with Collie Indigenous Community

## 5.1 PARISH

St Brigid's Church

13 Medic Street, Collie 6225

Phone: 9734 2183

Email: [collieparish@westnet.com.au](mailto:collieparish@westnet.com.au)

### Parish Priest

Fr. Nic Lim

### Mass Times

Vigil Mass, 6.00pm

Sunday Mass, 10.00am

Reconciliation/Confession, Saturday 5.00pm

Bible Study, Tuesdays 7.00pm, Parish Hall

Holy Hour, Fridays 3.00 -4.00pm, Church

## 6 CONTACT US

**Address:** 205 Prinsep Street COLLIE WA 6226

**Telephone:** (08) 9734 1097

**Fax:** (08) 9734 3011

**Email:** [admin@stbrigidscollie.wa.edu.au](mailto:admin@stbrigidscollie.wa.edu.au)

**Website:** [www.stbrigidscollie.wa.edu.au](http://www.stbrigidscollie.wa.edu.au)

**Facebook:** <https://www.facebook.com/St-Brigids-School-Collie-486435978035577>

**Principal:** Mr Daniel Graves

**Assistant Principal:** Marcia Collins

**Administration:** Sonya Mumme and Lara Davidson

## 7 APPENDIX

7.1 APPENDIX 1. UNIFORM GUIDE & PRICE LIST

7.2 APPENDIX 2. ACCESSING THE CONNECTED APP

7.3 APPENDIX 3. POSITIVE BEHAVIOUR MANAGEMENT AT ST BRIGID'S SCHOOL

7.4 APPENDIX 4. STUDENT MEDICATION REQUEST/RECORD



# St Brigid's School Uniform Pricelist

Black (leather look) school shoes- Lace up or velcro	*
School Hat	\$13.00

GIRLS SUMMER		GIRLS WINTER	
Summer Dress	\$60.00	Green Box Pleat Skirt <u>OR</u> Grey Pants	\$60.00 \$30.00
		White Short Sleeve <u>OR</u> L/Sleeve Shirt (until sold) <b>SPECIAL</b>	\$25.00 \$15.00
Green Jumper	\$55.00	Green Jumper	\$55.00
		Tie	\$12.00

BOYS SUMMER		BOYS WINTER	
Grey Shorts	\$25.00	Grey Pants	\$30.00
Grey Short Sleeve Shirt	\$25.00	Grey Short Sleeve Shirt <u>OR</u> Grey L/ Sleeve Shirt (until sold) <b>SPECIAL</b>	\$25.00 \$15.00
Green Jumper	\$55.00	Green Jumper	\$55.00
		Tie	\$12.00

## Sports Uniform and Pre-Primary Uniform

Tracksuit Top	\$35.00		
Tracksuit Pants	\$25.00		
Green/Gold Sports Shirt (Campus Spirit) -until sold <u>OR</u> Green/Gold Sports Shirt (Permapleat)	\$20.00 \$30.00		
Runners/Joggers -not skate shoes	*		
BOYS		GIRLS	
Green Sports Shorts	\$23.00	Green Sports Shorts	\$23.00
		Green Skorts (new)	\$25.00
		Green Sports Skirt (until sold) <b>SPECIAL</b>	\$15.00

## Kindy Uniform

- Kindy have no compulsory uniform but the following are available to purchase

Short Sleeve Green Sports Polo (until sold out) <b>SPECIAL</b>	\$15.00
Long Sleeve Green Sports Polo (until sold out) <b>SPECIAL</b>	\$20.00
Green/Gold Sports Shirt (Permapleat)	\$30.00

## Optional Items

Grey 3 Pack*	\$10.00	Chair Bags*	\$ 8.00
White 3 Pack*	\$10.00	Library Bags *	\$ 8.00
Beanies	\$10.00	Scarves	\$10.00
		Bloomers	\$5.00
Faction Sports Shirt: Can be worn at carnivals and for sport days at school	\$25.00	Green Skorts (Kindy and PP only) Size 2 old style	\$10.00

**Treacey (Green)**

**Briody (Gold)**

**Edmund (Red)**

# St Brigid's School Uniform Guide

<b>Sports Uniform &amp; Pre-Primary Uniform</b>	<b>Summer Uniform (Terms 1 and 4)</b>	<b>Winter Uniform (Terms 2 and 3)</b>	<b>Other items (applies to Boys &amp; Girls)</b>
• School hat	• School hat	• School hat	
<p><b><u>Boys and Girls</u></b></p> <ul style="list-style-type: none"> <li>• Green/gold sports shirt</li> <li>• Joggers/runners (not skate shoes)</li> <li>• Sports skirt</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Sports shorts</li> <li>• White socks</li> </ul> <p><b><u>Optional</u></b></p> <ul style="list-style-type: none"> <li>• Tracksuit top</li> <li>• Tracksuit pants</li> <li>• Faction shirt</li> </ul>	<p style="text-align: center;"><b><u>Girls</u></b></p> <ul style="list-style-type: none"> <li>• Summer dress</li> <li>• Green Jumper</li> <li>• White socks</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• black tights</li> <li>• Black leather look shoes</li> </ul> <p style="text-align: center;"><b><u>Boys</u></b></p> <ul style="list-style-type: none"> <li>• Grey shorts</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Grey pants</li> <li>• Grey shirt</li> <li>• Grey socks</li> <li>• Black leather look shoes</li> </ul> <p><b><u>Optional Boy/Girl</u></b></p> <ul style="list-style-type: none"> <li>• Green jumper</li> </ul>	<p style="text-align: center;"><b><u>Girls</u></b></p> <ul style="list-style-type: none"> <li>• Green box pleat skirt or full length grey pants</li> <li>• White shirt</li> <li>• Green tie</li> <li>• White socks</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Black tights</li> <li>• Black leather look shoes</li> </ul> <p style="text-align: center;"><b><u>Boys</u></b></p> <ul style="list-style-type: none"> <li>• Grey pants</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Grey shorts</li> <li>• Grey shirt</li> <li>• Green tie</li> <li>• Grey socks</li> <li>• Black leather look shoes</li> </ul> <p><b><u>Optional Boy/Girl</u></b></p> <ul style="list-style-type: none"> <li>• Green jumper</li> </ul>	<p style="text-align: center;"><b><u>Jewellery:</u></b></p> <ul style="list-style-type: none"> <li>• Earrings are limited to one/one pair of simple studs or small sleepers</li> <li>• One plain ring (maximum)</li> <li>• No bracelets or anklets</li> <li>• One chain [to be worn under uniform] is acceptable.</li> <li>• Hairstyles are to be neat and tidy and long hair is to be kept tied back</li> </ul>

As per St Brigid's School enrolment agreement, our school has a compulsory school uniform for students. Our Uniform Committee, comprised of parents and teachers, meets as required, to provide advice and recommendations to St Brigid's Principal and Leadership Team on all aspects of the school uniform.

Our Uniform Shop is entirely run by our generous parent volunteers thus keeping school uniform costs to a minimum for our families. Purchase at Uniform Shop (Friday's 8.30am-9am) or order online ([www.stbrigidscollie.wa.edu.au/online-ordering](http://www.stbrigidscollie.wa.edu.au/online-ordering))

If you are having difficulty in providing the correct uniform please contact the Principal.



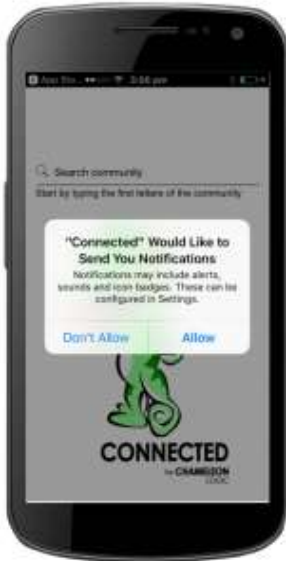
# Accessing the **CONNECTED** App for St Brigid's, Collie



## 1. Download the App



Simply follow the link...  
<http://q-r.to/baixCA>



## 2. Allow Notifications

For Apple or iOS devices you'll be asked if you would like to Allow Push Notifications or Not ... click "Allow" or "OK".



## 3. Subscribe to St Brigid's, Collie

Be greeted with the Search page. Simply start typing the name of the School "St Brigid's, Collie". When the name appears simply click on it and the app will open.

## CONGRATULATIONS!

You can now receive critical real time information when you really need to and to where you really need it – straight to your smartphone or tablet.





# STUDENT MEDICATION REQUEST

## PARENTAL PERMISSION

Prescribed student medication is to be presented to the office and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and the frequency.

I \_\_\_\_\_ being the parent/guardian  
of student \_\_\_\_\_ request  
St Brigid's School administer the following medication:

Name of Medication: \_\_\_\_\_

Treating Condition: \_\_\_\_\_

Dose: \_\_\_\_\_

Time to be taken: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use:**

**Administered by:** \_\_\_\_\_



# Positive Behaviour Management

At St Brigid's we have 3 expected behaviours that make our school a safe & friendly place to learn.  
How do we demonstrate these expected behaviours?

Respect Yourself	Respect Others	Respect Property
We respond to the bell and are on time	We walk on hard surfaces	We look after our uniform and class items
We wear our hats outside	We play tackle-free sport	We put our bags on the rack after the bell
We climb up to the line only in trees	We play in the correct play zone	We return borrowed sports gear
We wear our uniform with pride	We accept and welcome others	We put our rubbish in the correct bin
We try our best in all we do	We are safe with our hands, feet and body	We look after our school grounds
We are responsible for our learning	We listen to and follow instructions	We eat sitting down in the undercover area
We cross roads at the crosswalk	We speak positively to others	

## Play Zones

- K/PP Playground is for K/PP only except after school under the supervision of parents. No swinging on the bar.
- Senior Basketball Court for 4-6 students only. Junior Basketball Rings for Yr 1-3 only. These areas are for court sports only (Basketball, Netball, Four Square, Skipping etc)
- Classroom Verandas, the Undercover Area and the Playground are "Ball Free Zones".
- Soccer, football and all ball sports are always played on the oval and students are welcome to play in mixed age groups in a safe and respectful way

## Eating Plan

- Morning Tea: Students eat all food seated in the undercover area, place rubbish in correct bin and head out to their play area when finished
- Lunch: Students eat all food (including canteen and icy-poles etc) seated in the undercover area and are dismissed by the teachers after the bell. Rubbish is placed in the correct bin under the direction of the teacher.

## When Expectations Are Not Met

When school expectations are not met the Duty Teacher will have a "Time Out Talk" with the student. This involves the student walking with the teacher (for a length determined by age and action) while the teacher reinforces the reason for the rule and why we believe it is important. This student will be asked to sit out if they have not followed school expectations. The Leadership Team will be contacted if further support or action is deemed necessary.