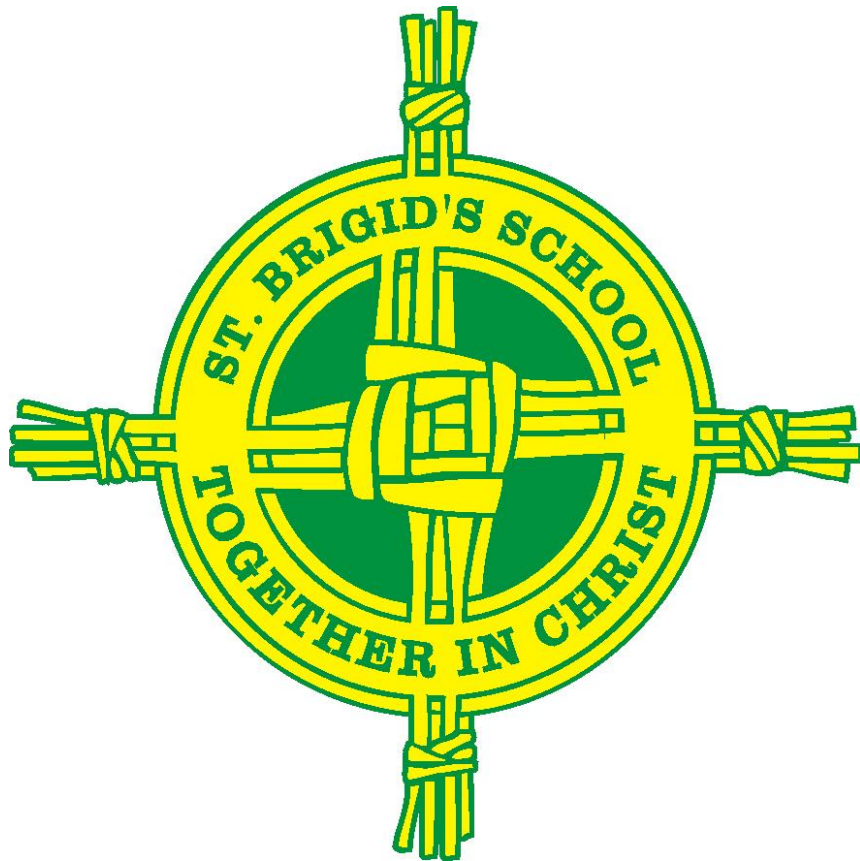


# St Brigid's School Family Handbook 2023



**PURPOSE:** Aspiring for Excellence

**VISION:** 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 AND STUDENT CODE OF CONDUCT	4
1.2 PARENT/STAFF CODE OF CONDUCT	4
1.3 HEALTHY EATING	5
1.4 CANTEEN	5
1.5 DAILY MILE	6
1.6 UNIFORM AND APPEARANCE	6
1.7 SCHOOL CHAPLAIN	6
1.8 SCHOOL SAFETY (OUR SCHOOL ENVIRONMENT)	7
1.9 STUDENT SAFETY (PROTECTION OF STUDENTS/KEEPING SAFE CURRICULUM)	7
1.10 ABSENCES	7
1.10.1 <i>Late Students</i>	7
1.10.2 <i>Communicable Diseases and Health Exclusion Periods</i>	7
1.10.3 <i>Students Injured or Sick at School</i>	8
1.10.4 <i>Students Leaving School Throughout the Day</i>	8
1.11 MEDICATIONS	8
1.11.1 <i>Asthma Friendly School</i>	8
1.11.2 <i>Anaphylaxis</i>	8
1.12 HEAD LICE AND NITS	8
1.13 SUNSMART POLICY	8
1.14 ROAD SAFETY	8
<b>2 STUDENT LEARNING .....</b>	<b>9</b>
2.1 LIBRARY	9
2.2 WASTE WISE SCHOOL	9
2.3 STUDENT LEADERSHIP	9
2.4 TERM OVERVIEWS	9
2.5 STUDENT GOAL SETTING	10
2.6 WHOLE SCHOOL LITERACY AND NUMERACY PROGRAMS	10
2.7 HOMEWORK (Yr 1-6)	10
2.8 INCURSION/EXCURSIONS & CAMPS	10
2.9 SPORTS FACTIONS	10
2.10 SPORT UNIFORM DAYS	11
2.11 PHYSICAL EDUCATION AND CARNIVALS	11
2.12 SWIMMING LESSONS	11
2.13 KINDERGARTEN	11
2.13.1 <i>Everyday Items Required in Kindergarten</i>	12
2.14 PRE-PRIMARY	12
2.14.1 <i>Everyday Items Required in Pre-primary</i>	12
<b>3 PARENT INFORMATION .....</b>	<b>13</b>
3.1 BELL TIMES	13
3.2 SMOKE FREE ZONE	13
3.3 DOG FREE ZONE	13
3.4 PARENT ENGAGEMENT AND COMMUNICATION	13
3.4.1 <i>Contacting Staff</i>	13
3.4.2 <i>Dispute and Complaint Resolution Policy</i>	14
3.4.3 <i>Parent Information Sessions</i>	14

3.4.4	<b>School Community Meeting (ACM)</b>	14
3.4.5	<b>Become Involved</b>	14
3.4.6	<b>SOCIAL MEDIA</b>	14
3.4.7	<b>Newsletters</b>	15
3.4.8	<b>School Website and Family Handbook</b>	15
3.4.9	<b>Live School Calendar and Term Planners</b>	15
3.4.10	<b>Cyber Safety</b>	15
3.4.11	<b>Student/Parent Communication</b>	15
3.5	ASSEMBLIES	16
3.6	FAMILY HOLIDAYS	16
3.7	STUDENT PROGRESS	16
3.7.1	<b>Formal Written Reports</b>	16
3.7.2	<b>Three Way Meetings (Formerly Parent Meetings)</b>	16
3.7.3	<b>SEESAW</b>	16
3.8	BUSHFIRE PLAN	17
	<b>4 OUR SCHOOL.....</b>	<b>17</b>
4.1	SCHOOL PROFILE	17
4.2	ST BRIGID	17
4.3	OUR SCHOOL PRAYER	18
4.4	PURPOSE AND VISION	18
4.5	HISTORY AND HERITAGE	19
4.6	STAFFING FOR 2023	20
	<b>5 OUR COMMUNITY .....</b>	<b>20</b>
5.1	SCHOOL ADVISORY COUNCIL	20
5.1.1	<b>Role/Objects of the School Advisory Council</b>	20
5.1.2	<b>Membership of the ADVISORY COUNCIL</b>	20
5.2	PARENTS AND FRIENDS (P&F)	21
5.2.1	<b>Role of the P&amp;F</b>	21
5.2.2	<b>Membership of the P&amp;F</b>	21
5.3	PARISH	21
	<b>6 CONTACT US.....</b>	<b>21</b>
	<b>7 SETTING UP SEQTA ENGAGE.....</b>	<b>22</b>

## **PRINCIPALS WELCOME**

At St Brigid's School, our purpose is to "Aspire for Excellence" in all we do. 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, 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 approximately 190 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 Rob La Roche  
Principal

## **1 STUDENT HEALTH & WELLBEING**

### **1.1 STUDENT BEHAVIOUR EXPECTATIONS AND STUDENT CODE OF CONDUCT**

At St Brigid's we have three 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 our Student Code of Conduct see the appendix attached or refer to the school webpage: <https://www.stbrigidscollie.wa.edu.au/school-policies/>

### **1.2 PARENT/STAFF CODE OF CONDUCT**

Our Code of Conduct outlines the expected behaviours of all staff, students, parents, volunteers, visitors and other members of our school community, in protecting the safety, health and wellbeing of our students. If you believe the code has been breached you are obliged to report the breach to the Principal.

For more information on Parent/Staff Code of Conduct please see the appendix attached or refer to the school webpage:

<https://www.stbrigidscollie.wa.edu.au/school-policies/>

### 1.3 HEALTHY EATING

We encourage packed lunches and recess to be healthy and nutritious, to support your child's focus and energy throughout the day. Crunch and sip, recess and lunch are opportunities to eat while at school.

**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 (only) in the classroom. Teachers will allow their students to have Crunch and Sip within the classroom, it may not 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, 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.

Crunch&Sip®	
What foods can I pack for Crunch&Sip®?	
<p>The Crunch&amp;Sip® break is a time to introduce children to raw vegetables and fruit and encourage the water drinking habit. Fresh vegetables and fruit are the best choice. Please only send foods with a tick:</p>	<p>✗ Not Allowed</p>
<p>✓ Allowed</p>	<p><b>Drinks</b></p>
<p><b>Vegetables</b></p>	<p>✗ Any drinks other than plain water including fruit or vegetable juice, fruit juice drink, fruit cordial, mineral waters, carbonated water</p>
<p>✓ All fresh vegetables (eg celery, carrot sticks, broccoli bits etc.)</p>	<p><b>All other foods not permitted include:</b></p>
<p><b>Fruit</b></p>	<p>✗ Dips, including those that are vegetable based</p>
<p>✓ All fresh fruit (eg whole fruits, chopped melon etc.)</p>	<p>✗ 'Fruit' products (eg fruit leather, fruit roll-ups, fruit bars or similar)</p>
<p>✓ Fruit canned in water, juice or 'no added sugar' (eg peach slices)</p>	<p>✗ Fruit jams, jellies, pies and cakes</p>
<p>✓ Dried fruit - please limit as it contains concentrated sugar and tends to cling to teeth, increasing risk of tooth decay</p>	<p>✗ Fruit canned in syrup or jelly or with artificial sweeteners</p>
<p><b>Water</b></p>	<p>✗ Canned or processed vegetables</p>
<p>✓ Only plain water</p>	<p>✗ Vegetable or potato crisps, hot potato chips</p>
	<p>✗ Vegetable pastries (pies, pasties, sausage rolls)</p>
	<p>✗ Vegetable cakes, fritters, quiches, breads or similar</p>
	<p>✗ Popcorn</p>

**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.

### 1.4 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 our online ordering system at <https://sbcollie.cdfpay.org.au>. If ordering online, orders must be completed by 9am on the day the canteen meal is required.

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 school website.

## **1.5 DAILY MILE**

The Daily Mile program at St Brigid's gives our students the opportunity for physical activity to start the day each Monday and Friday. At 8:45am, the morning bell will ring and students will make their way straight down to our running track and start moving (running, jogging, walking) around the course.

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.

Currently 4600 schools in the world, seven in Australia and one school in WA are 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.

## **1.6 UNIFORM AND APPEARANCE**

As per St Brigid's School enrolment agreement, our school has a compulsory school uniform for students in Pre-primary to Year 6. It is important that students are wearing the correct school uniform at all times. 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. Uniforms can be ordered online through CDF online ordering. Opening hours for the Uniform Shop are to be confirmed.

Uniform Guidelines and Price List is available on our website:

<https://www.stbrigidscollie.wa.edu.au/uniform/>

We ask parents to check that the children leave home in the morning neatly dressed and properly groomed. Hair is to be kept out of the face and hair below the collar is to be worn tied back. Students are permitted to wear analogue and digital watches and fitness trackers. Apple watches are not permitted at school. Student jewellery should be discrete and items of high value should not be worn to school.

## **1.7 SCHOOL CHAPLAIN**

Our school has a part-time Chaplain to work with families and students experiencing difficulties particularly grief, loss, friendships and dealing with change. Our Chaplain provides pastoral care and support to the whole school community and is available for students, parents/guardians, family members, 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 Mrs Stacey Munday via the school office and arrange to come in for a confidential conversation.

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

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

### **1.9 STUDENT SAFETY (PROTECTION OF STUDENTS/KEEPING SAFE CURRICULUM)**

As part of our CEWA's 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 behaviours curriculum "Keeping Safe". The developmentally appropriate Keeping Safe Curriculum, exceeds the required standards for schools.

This child safety program teaches children to:

- Recognise abuse and to tell a trusted adult about it.
- Understand what appropriate and inappropriate touching is.
- Understand ways to keep themselves safe.

For more information please see our website:

<https://www.stbridgetscollie.wa.edu.au/curriculum/>

### **1.10 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. Child absence notifications must include name of child, class and the reason for the absence. Notifications can be provided to the school by:

- Emailing [admin@stbridgetscollie.wa.edu.au](mailto:admin@stbridgetscollie.wa.edu.au) (preferred)
- Phone 9735 9200 - Option 2 - Leave a message (preferred)
- In person to office staff
- Replying to the SEQTA SMS sent by the school

All absences will be recorded as approved absences if a valid reason is stated. If no reason is given, the absences will be recorded as unresolved and will be followed up by the school. If you have not notified the office prior to 10am you will receive a text message from the school advising of your child's unexplained absence and you are required to respond to this message explaining the reason for your absence.

#### **1.10.1 LATE STUDENTS**

All students must report to the office if they arrive after 8:50am.

#### **1.10.2 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:

<https://www.stbridgetscollie.wa.edu.au/student-health/>

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

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

#### **1.10.4 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. Parents are to collect their child from the office, office staff will notify teachers to have students ready for collection.

### **1.11 MEDICATIONS**

Medication that needs to be taken at school by students should be clearly labelled with their name and dosage and accompanied with a completed proforma available from the school office and our website: <https://www.stbrigidscollie.wa.edu.au/> parent information (student medication request). All medication will be kept in the office and administered by office staff.

#### **1.11.1 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 regular Asthma training course.

#### **1.11.2 ANAPHYLAXIS**

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

### **1.12 HEAD LICE AND NITS**

Please refer to 1.9.1 Communicable Diseases.

### **1.13 SUNSMART POLICY**

St Brigid's is an accredited Sunsmart school. In Terms One and Four, students are encouraged to wear sunscreen, which can be found in each classroom. Hats are required to be worn during all periods where the Sun UV index is greater than three. In Collie, this period includes all months excluding June and July. Please refer to the St Brigid's Sunsmart policy which can be found on our school website: <https://www.stbrigidscollie.wa.edu.au/school-policies/>

### **1.14 ROAD SAFETY**

At all times vehicles moving on the school grounds should travel less than 10km/ph. Vehicles are also encouraged to reverse park whilst students are in class, to minimize the amount of cars reversing during drop off and pick up times.

**Morning:** Parents are encouraged to drop off students, to minimise the amount of cars reversing during drop off and pick up times.

**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 and families crossing Prinsep Street, are required to cross at the crosswalk.

## **2 STUDENT LEARNING**

### **2.1 LIBRARY**

Students in K-6 are encouraged to exchange books in our library once per week. As per the Booklist/Amenities List all students require a library bag to borrow books.

### **2.2 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.

**St Brigid's is a 'Waste Wise' school working towards the goal of having students, school staff, community 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 includes: soft plastics (white bin), organics (lime green bin), landfill (red bin), recycling (yellow bin) cash for containers bin, bottle top bin, batteries and globes bin.

### **2.3 STUDENT LEADERSHIP**

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

### **2.4 TERM OVERVIEWS**

Parents will be provided with a termly overview of the curriculum content and learning activities to be covered in each learning area for the year. These will be provided to parents via the SEQTA portal.

## **2.5 STUDENT GOAL SETTING**

Setting semester goals enables students to set a personal literacy or numeracy targets, with the support of school staff. Progress towards these goals will be monitored each semester and will be included in each child's Homework Booklet, so parents can support their child in striving to achieve their semester goals.

## **2.6 WHOLE SCHOOL LITERACY AND NUMERACY PROGRAMS**

We are committed to the improvement of student performance in Literacy and Numeracy. Programs selected by our school are evidence informed and all staff are provided regular training and support to effectively implement them. Our whole school literacy programs include: Talk for Writing and PLD Phonics (spelling focus). Our whole school Numeracy Programs include: Prime Maths and XtraMath.

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

Students are expected to complete homework a minimum of three times each week. Homework (Yr 1-6) will be issued on a Friday and collected the following Friday. Our aim is for our students to reach the WA Curriculum "End of Year Targets" and for parents to have an active role in understanding and supporting their child's learning. Students and Parents are to ensure that Homework Books are completed and signed each week.

To support and encourage each child, we offer Homework Support sessions each Tuesday and Thursday in the library from 8:15-8:45am. For further details please see our Homework Guide for Teachers and Parents is available on our website: <https://www.stbrigidscollie.wa.edu.au/homework/>

## **2.8 INCURSION/EXCURSIONS & CAMPS**

Excursions occur across all years and are designed to connect students to real life learning and provide additional learning opportunities. An excursion levy is included in amenity costs each year, which funds the incursions/excursions.

In Year 5 and Year 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 SPORTS FACTIONS**

We have three sports factions. Factions will be allocated prior to the commencement of Pre-primary or during enrolment. Immediate family groups are allocated to the same faction.

**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 1762. 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 built 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.

## **2.10 SPORT UNIFORM DAYS**

Years 1 to 6 have specialist sport lessons on Thursdays. Year 1-6 students are required to wear their sport uniform every Monday, Thursday and Friday. Students can wear either their faction shirt or sport shirt.

## **2.11 PHYSICAL EDUCATION AND CARNIVALS**

Each year, as part of Physical Education, our school participates in a number of sports carnivals; Cross Country (Yr 1-6), Swimming (Yr 3-6) and Athletics (Yr PP-6), as well as some interschool carnivals held locally and in Bunbury. The success of our carnival days is reliant on significant support and help from our parents and community.

## **2.12 SWIMMING LESSONS**

During Term 1 of each year, Pre-primary to Year 6 students are required to participate in swimming lessons at the Collie Pool. The cost of pool entry is paid by families at the commencement of each year. Costs are outlined in the amenities. Swimming lessons are coordinated by our PE teacher.

## **2.13 KINDERGARTEN**

- The Kindergarten program 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 brimmed 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. If your child has not been collected by 3.10pm, they will be waiting for collection in the front 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 can order lunches from the canteen either through the cash system or online ordering.

- Requirements of Kindergarten are included in the amenities provided before the commencement of the school year.

#### 2.13.1 **EVERYDAY ITEMS REQUIRED IN KINDERGARTEN** (all items must be labelled)

- School bag- large enough to fit two lunch containers (recess and lunch), water bottle, spare clothes and hat.
- Morning snacks- healthy eating food is encouraged such as one piece of fruit /vegetable already cut.
- A drink bottle (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).
- Bucket hat or broad brimmed hat.
- Shoes or Wellington Boots (thongs and sandals are not practical).
- Raincoat on rainy days

#### 2.14 **PRE-PRIMARY**

- The Pre-primary program operates for **five (5) full days per week**.
- The uniform for Pre-primary is the sports uniform.
- Doors open at 8:30am (excluding Monday 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 8:45am to 3:10pm. Parents are requested to stay with their child until 8:45am and pick their child up promptly at 3:10pm. If an alternative adult will be collecting your child, the school must be notified via SEQTA Direct Messages or leave a message with the school office. If your child has not been collected by 3.20pm, they will be waiting for collection in the front 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 are included in the amenities provided before the commencement of the school year.

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

- School bag- large enough to fit two lunch containers (recess and lunch), water bottle, spare clothes and hat.
- Morning snacks- healthy eating food is encouraged such as one piece of fruit /vegetable already cut.
- A drink bottle (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 (wellington boots can be bought in during wet months). Sandals and thongs are not appropriate.
- Raincoat (rainy days)

### **3 PARENT INFORMATION**

#### **3.1 BELL TIMES**

8.30am	(Bell) Classrooms (PP-6) open. Yr 1-6 students can play outside.
8.45am	Kindy room open. Parents are encouraged to stay until 9am.
8.30 – 8.45am	Staff briefings every Monday (classrooms locked during this time)
8.45/50am	(Bell) PP-6 commence.
9:00am	Kindy commence.
10.50am	(Bell) Recess.
11.10am	(Bell) Classes resume.
12.50pm	Lunch.
1.05pm	Students dismissed to play.
1.30pm	Lunch ends.
3.00pm	Kindy finish.
3.10pm	PP-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. Dogs and other pets are permitted for student news, with prior approval from the classroom teacher. The oval is open for public use after hours and we currently permit dogs in this area during this time.

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

##### **3.4.1 CONTACTING STAFF**

At St Brigid's "We walk together with our families", as stated in our school goals. We encourage all parents/carers to meet regularly with your child's teacher to discuss the progress and learning of your child and any other concerns, queries or suggestions you may have. To ensure you are kept up to date with all communication, we ask that all parents inform the office of any changes to personal information.

The strength of the partnership between school and home, and involvement of parents in schools has a significant impact upon educational and social outcomes for students. At St Brigid's School, like in other CEWA schools,

we recognise the important role that parents have as the primary educators and as the first teachers of your children.

The procedure to contact staff is to:

- Direct Messaging through SEQTA Engage (all parents are required to download the Engage app on a device). Further information on downloading SEQTA Engage can be located at the end of this document.
- In person: make an appointment directly with the teacher
- School phone: Office staff will take a message and ask the required staff member to return your call.

It is not appropriate to contact teachers on their personal mobile phones or social media.

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 Rob La Roche or Assistant Principal, Miss Adele Paino if required. For non-student related matters, parents are encouraged to contact a member of the Leadership Team. Please contact the school office on 97359 200 for assistance.

#### 3.4.2 **DISPUTE AND COMPLAINT RESOLUTION POLICY**

In the case of a dispute or a complaint, please refer to CEWA's Dispute and Complaint Resolution policy. A copy of this is available on our school website: <https://www.stbrigidscollie.wa.edu.au/school-policies/>

#### 3.4.3 **PARENT INFORMATION SESSIONS**

In early Term One, classes from 2-6 will host a Parent Information Session to communicate with parents the learning, expectations and routines for the year ahead. Kindergarten, Pre-primary and Year One will host an Parent Information Session for parents in the year prior to their child commencing in their new class.

#### 3.4.4 **SCHOOL COMMUNITY MEETING (ACM)**

Our community meeting is held annually and provides information on school budget and performance as well as reports from the Principal, the School Advisory Council and the Parents and Friends Committee. This meeting will be held in Term 4 of each year.

#### 3.4.5 **BECOME INVOLVED**

Parents are strongly encouraged to get involved in the life of the school and contribute through the School Advisory Council, P&F, Canteen, Uniform Shop, classrooms, camps, excursions, requests for help throughout the year and carnivals.

#### 3.4.6 **SOCIAL MEDIA**

Our school Facebook and Instagram pages are used to showcase our school and the learning and achievements of our students. St Brigid's will

not use the image of your child unless it has been authorized by the parent/career.

3.4.7 **NEWSLETTERS**

Fortnightly newsletters can be accessed via SETQA and Facebook.

3.4.8 **SCHOOL WEBSITE AND FAMILY HANDBOOK**

Provides information about our school and our procedures and policies.

3.4.9 **LIVE SCHOOL CALENDAR AND TERM PLANNERS**

All significant school events are included on our Live Calendar available on our website: <https://www.stbrigidscollie.wa.edu.au/calendar/> Our calendar provides up to date information for the year ahead to assist your planning.

At the start of each term, the school will provide a termly planner for parents.

3.4.10 **CYBER SAFETY**

St Brigid's recommends parents use the Beacon (Cyber Safety App) and the Australian Government's E-Safety Guide to support healthy and safe technology practices at home: Further information can be found on our webpage: <https://www.stbrigidscollie.wa.edu.au/cyber-safety/>

**Beacon Cyber Safety App.** With funding from Bankwest, the Telethon Kids Institute has developed a cyber safety educational app designed to keep parents and carers up to date with trusted, tailored information to help them teach their children to interact safely online. The Beacon app is the result of a decade of WA research on children's technology use, cyber safety, and parent behaviour and is available to download on both IOS and Android. The app aims to provide parents and carers with knowledge and skills to help children thrive in a digital world by building their capacity to support children to use digital technology in a positive way. The App delivers reliable information backed by research and behavioural science, as well as ideas, strategies, and personalised support. St Brigid's, through our Child Safe Framework, is committed to modelling healthy, respectful relationships for our students both in the physical and online environments.

More information about the toolkit can be accessed using this link: [Beacon Cyber Safety Toolkit Guide](#)

The E-Safety Guide (<https://www.esafety.gov.au/parents>) is regularly updated to accommodate the continuous changes in the best ways to understand and stay safe with new technologies.

3.4.11 **STUDENT/PARENT COMMUNICATION**

All communication between parents and students during school hours must occur via SEQTA (classroom teacher) or alternatively a phone call to administration. Watches and devices with communication capabilities are not to be utilized by students during school hours. This to ensure the safety

of individuals and that the school is informed of any incidents involving students.

### **3.5 ASSEMBLIES**

Student assemblies: A brief assembly will be held on Tuesday mornings at 8:45am in the hall. Our student leaders coordinate these assemblies.

Community Assemblies: Each year, Pre-primary to Year 6 classes will present an item at a Community Assembly. Merit Awards are handed out at each assembly and parents will be notified via SEQTA if their child is receiving an award. Family assemblies are Friday afternoons and commence at 2:20pm.

### **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 are unable to provide set tasks or curriculum for families.

### **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 below acceptable performance.

#### **3.7.2 THREE WAY MEETINGS (FORMERLY PARENT MEETINGS)**

These meetings are held at the end of Term 1 for all students and will also be requested for additional students who may be experiencing some difficulties at the end of Term 3. It is expected that parents and students attend these meetings. An invitation to these meetings will be sent out to parents, via SEQTA.

#### **3.7.3 SEESAW**

The Seesaw App will be used throughout the year to provide parents an ongoing insight into their child’s learning, development and performance. We encourage parents to access this app regularly. Instructions on how to set up your account will be provided to you by your child’s classroom teacher.

### **3.8 BUSHFIRE PLAN**

As St Brigid's Bushfire Hazard rating is very high, we implement our standalone Bushfire Plan. Part of our plan includes fire education for students as well as undertaking two Evacuation Drills per year in Term 1 and Term 4 (Bushfire Season) Our plan can be accessed on our website:

[https://www.stbrigidscollie.wa.edu.au/pdf/policies/policy\\_bushfireplan.pdf](https://www.stbrigidscollie.wa.edu.au/pdf/policies/policy_bushfireplan.pdf)

## **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 approximately 190 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 instruction and creating an environment and programs that are supported by research on how children learn. 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.

### 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 PURPOSE AND VISION

OUR PURPOSE: Aspire for excellence in all we do.

OUR VISION:

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 AND 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 2023**

Mr Rob La Roche	Principal
Miss Adele Paino	Assistant Principal, Student Support
Mrs Sonya Mumme	Finance Manager/Administration Officer
Mrs Lara Davidson	Administration Officer
Mrs Stacey Munday	School Chaplain
Mrs Hayley Digney	Kindergarten
Mrs Dionne Blaney-Murphy	Pre-primary
Ms Brie Runeckles	Pre-primary/Science
Mrs Chis Harnby	Art/Drama/HASS
Mrs Tamara Wiese	PE/Protective Behaviours
Mrs Allison Vlasich	Teacher Assistant
Mrs Leah Vallesi	Teacher Assistant
Mrs Gail Bertolini	Teacher Assistant
Mrs Sam Cheng	Teacher Assistant
Ms Adele Lymbery	Teacher Assistant
Mrs Jorden Marley	Teacher Assistant
Mrs Renae Shea	Yr 1
Mrs Emily Mason	Yr 2
Mrs Danielle Piavanini	Yr 2/Technologies
Mrs Leanne Prince	Yr 3
Ms Pia Chiellini	Yr 3
Mrs Natalie Gregory	Yr 4
Miss Keira Piavanini	Yr 5
Ms Zoe Howard	Yr 6
Mrs Kerry Higgins	Canteen
Mr Brad Emmett	Grounds
Mrs Jen Beard	Cleaner
Mrs Ziwar Darabi	Cleaner

## **5 OUR COMMUNITY**

### **5.1 SCHOOL ADVISORY COUNCIL**

The School Advisory Council 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 fulfill its Vision.

#### **5.1.1 ROLE/OBJECTS OF THE SCHOOL ADVISORY COUNCIL**

Catholic School Advisory Councils enable a spirit of partnership to be developed within the school community.

#### **5.1.2 MEMBERSHIP OF THE ADISORY COUNCIL**

Catholic School Advisory members offer to be of service to the school community. They share the responsibilities of the church's mission to show the face of Christ to the world, bring the community voice into the school, contributing to building a catholic culture and supports the principal and school leadership.

## 5.2 PARENTS AND FRIENDS (P&F)

The Parents and Friends Committee work closely with the school to enhance the life of the school community.

Through regular educational, social and fundraising functions the Parents and Friends Committee 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 6 of each Term in the Staff Room at 7.00pm.

### 5.2.1 ROLE 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 CEWA P&F Terms of Reference is available on the CEWA website. Members of the P&F Executive are nominated and are elected for a period of 2 years, with a maximum of 6 years. A minimum of 4 Executive Positions (President, Vice President, Secretary and Treasurer) are required to operate a P&F.

## 5.3 PARISH

St Brigid's Church  
13 Medic Street, Collie 6225  
Phone: 08 9793 2011  
Email: [stbrigidscollie@optusnet.com.au](mailto:stbrigidscollie@optusnet.com.au)

### Parish Priest

Fr. Gerald Tan

### Mass Times

Vigil Mass, 6.00pm  
Sunday Mass, 10.00am

## 6 CONTACT US

**Address:** 205 Prinsep Street COLLIE WA 6225

**Telephone:** (08) 9735 9200

**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:** St Brigid's School Collie

**Instagram:** stbrigids\_collie

**Principal:** Mr Rob La Roche

**Assistant Principal:** Adele Paino

**Administration:** Sonya Mumme (Business Manager) and Lara Davidson (Administration Officer)

## 7 SETTING UP SEQTA ENGAGE

### Setting up SEQTA Engage

Families are required to download the SEQTA Engage App from your App Store. All families will be sent a welcome email to set up accounts. It is important that you inform the school of any changes to your email address, to ensure you do not have any problems accessing your account.



**SEQTA Engage** 4+  
SEQTA Software  
Designed for iPad  
★★★★★ 2.1 • 237 Ratings  
Free

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#### *Using the SEQTA Engage App (preferred)*

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Open the Welcome email on the device you would like the app installed

Click on the App Store button (iPhone) or Google Play button (Android) and download and install the app.

#### **OPTION 1: SETTING UP THE SEQTA ENGAGE APP USING QR CODE**

Open the Welcome email and tap the QR Code - this will automatically open the app and prompt to set a username and password. If the account is already setup it will log you in straight away.

#### **OPTION 2: SETTING UP THE SEQTA ENGAGE APP WITHOUT A QR CODE (MANUAL SETUP)**

The QR code will not work if using Gmail to view the Welcome email. Where this is the case:

Open the SEQTA Engage app on the device

Swipe through the intro screens, then select the Manual setup button. If you are prompted for a password select the back arrow "<", then select Add account

Select Manual setup, enter the school's SEQTA Engage web address and click Continue – <https://stbrigidscollie.coneqt-p.cathodnet.wa.edu.au>

Next, enter the username and password and click Log in



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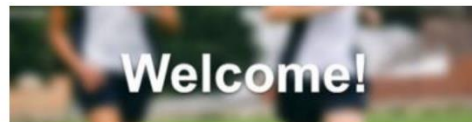
#### *Using SETQA Engage from Webpage*

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Open the Welcome email and select the link 'set up your account now'. This will open the web browser on the device.

Enter the desired username, desired password and confirm the password this click Log in

Close the web browser



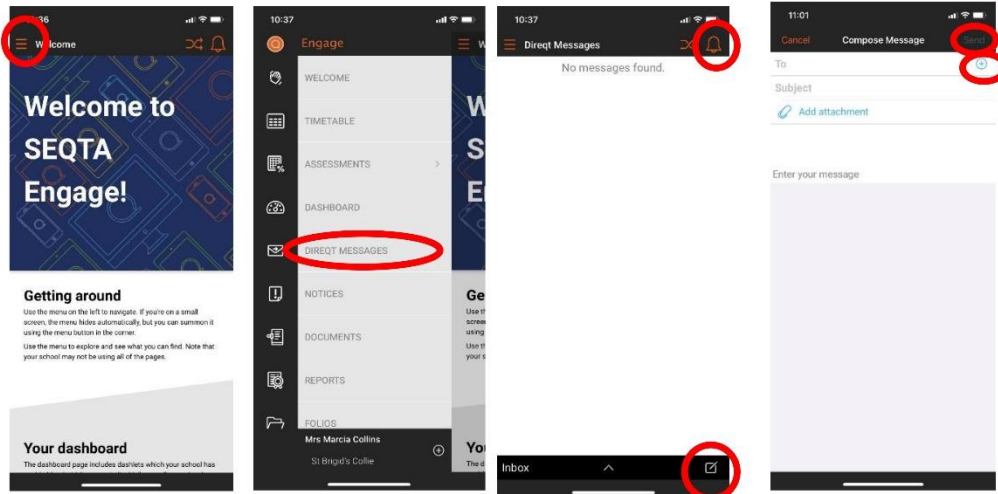
Welcome to SEQTA Engage.

Mrs Fiona Baker: SEQTA, WA has created  
SEQTA Engage account for you.  
[Set up your account now.](#)

# Using SEQTA Engage- App

## Communicating with staff

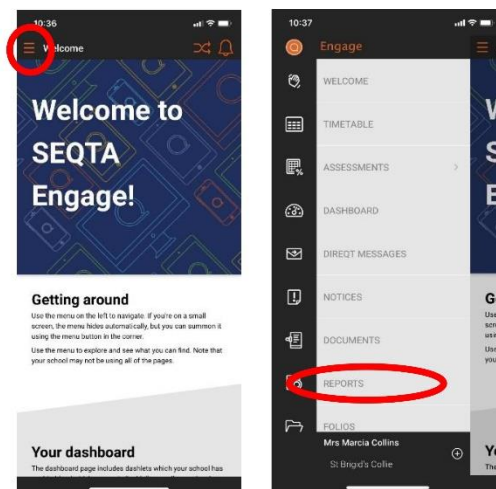
Once logged in, select the three parallel lines to open the Menu, select DIREQT MESSAGES, select the paper and pencil icon on the bottom right. A new screen will pop up, select staff member you wish to message and press send.



The bell on the top right of the screen will show a number when there are new notifications (either messages or reports).

## Accessing Reports (Pre-primary – Year 6)

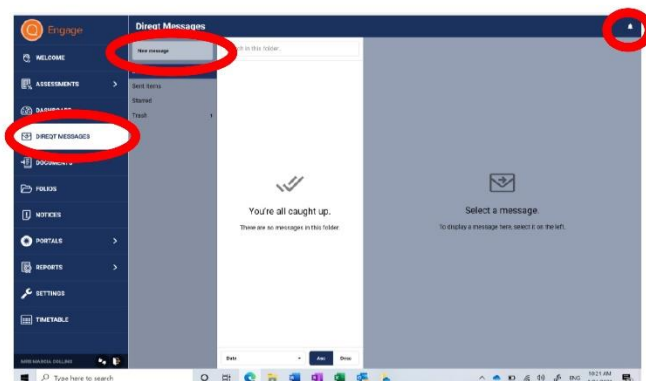
Once logged in, select the three parallel lines to open the Menu, select REPORTS, all academic reports will be available.



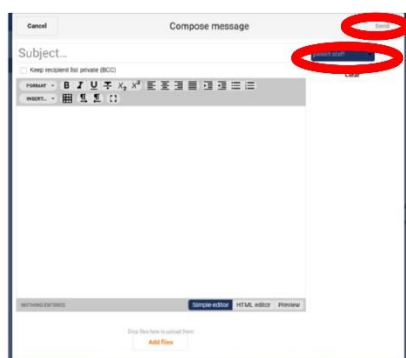
# Using SEQTA Engage – Webpage

## Communicating with staff

Once logged in, select DIREQT MESSAGES, then New Message.



Another screen will pop up to compose message. Simply select the staff member you wish to contact, compose message and press send.



The bell on the top right of the screen will show a number when there are new notifications (either messages or reports).

## Accessing Reports (Pre-primary – Year 6)

Select reports from the Menu, then select your child. All academic reports released will be displayed here.

