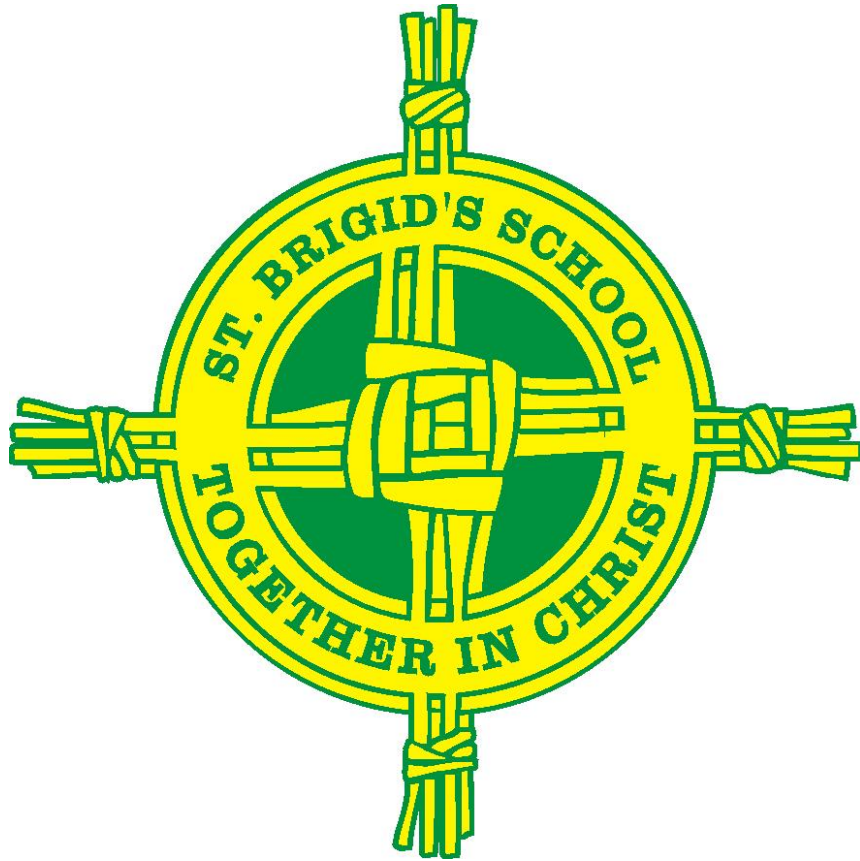


# St Brigid's School Family Handbook 2021



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	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 PROGRESS TRACKING	10
2.6 STUDENT GOAL SETTING	10
2.7 WHOLE SCHOOL LITERACY AND NUMERACY PROGRAMS	10
2.8 HOMEWORK (Yr 1-6)	10
2.9 INCURSION/EXCURSIONS & CAMPS	10
2.10 SCHOOL CHOIR	11
2.11 SPORTS FACTIONS	11
2.12 SPORT UNIFORM DAYS	11
2.13 PHYSICAL EDUCATION AND CARNIVALS	11
2.14 SWIMMING LESSONS	11
2.15 KINDERGARTEN	12
2.15.1 <i>Everyday Items Required in Kindergarten</i>	12
2.16 PRE-PRIMARY	12
2.16.1 <i>Everyday Items Required in Pre-primary</i>	13
<b>3 PARENT INFORMATION .....</b>	<b>13</b>
3.1 BELL TIMES	13
3.2 SMOKE FREE ZONE	14
3.3 DOG FREE ZONE	14
3.4 PARENT ENGAGEMENT AND COMMUNICATION	14

3.4.1	<b>Contacting Staff</b>	14
3.4.2	<b>Dispute and Complaint Resolution Policy</b>	14
3.4.3	<b>Parent Information Sessions</b>	14
3.4.4	<b>School Community Meeting (AGM)</b>	15
3.4.5	<b>Become Involved</b>	15
3.4.6	<b>Facebook</b>	15
3.4.7	<b>Newsletters</b>	15
3.4.8	<b>School Website and Family Handbook</b>	15
3.4.9	<b>SEQTA Text Messaging</b>	15
3.4.10	<b>Live School Calendar and Term Planners</b>	15
3.4.11	<b>Cyber Safety</b>	16
3.5	ASSEMBLIES	16
3.6	FAMILY HOLIDAYS	16
3.7	STUDENT PROGRESS	17
3.7.1	<b>Formal Written Reports</b>	17
3.7.2	<b>Three Way Meetings (Formerly Parent Meetings)</b>	17
3.7.3	<b>Learning Journals (Kindergarten -Year 3)</b>	17
3.7.4	<b>Learning Journals (Year 4- Year 6)</b>	17
3.8	BUSFIRE PLAN	18
<b>4</b>	<b>OUR SCHOOL.....</b>	<b>18</b>
4.1	SCHOOL PROFILE	18
4.2	ST BRIGID	18
4.3	OUR SCHOOL PRAYER	19
4.4	VISION AND MISSION	19
4.5	HISTORY AND HERITAGE	20
4.6	STAFFING FOR 2021	21
<b>5</b>	<b>OUR COMMUNITY .....</b>	<b>21</b>
5.1	SCHOOL BOARD	21
5.1.1	<b>Role/Objects of the School Board</b>	21
5.1.2	<b>Membership of the Board</b>	22
5.2	PARENTS AND FRIENDS (P&F)	22
5.2.1	<b>Role of the P&amp;F</b>	22
5.2.2	<b>Membership of the P&amp;F</b>	22
5.3	STRATEGIC PLAN GOALS	23
5.1	PARISH	24
<b>6</b>	<b>CONTACT US.....</b>	<b>24</b>

# 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, 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 Daniel Graves  
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 then 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, so they will help your child's focus and energy throughout the day. Each day students 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, 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><b>X Not Allowed</b></p>
<p>✓ Allowed</p>	<p><b>Drinks</b></p>
<p><b>Vegetables</b></p>	<p>X 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>X Dips, including those that are vegetable based</p>
<p>✓ All fresh fruit (eg whole fruits, chopped melon etc.)</p>	<p>X '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>X 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>X Fruit canned in syrup or jelly or with artificial sweeteners</p>
<p><b>Water</b></p>	<p>X Canned or processed vegetables</p>
<p>✓ Only plain water</p>	<p>X Vegetable or potato crisps, hot potato chips</p>
	<p>X Vegetable pastries (pies, pasties, sausage rolls)</p>
	<p>X Vegetable cakes, fritters, quiches, breads or similar</p>
	<p>X 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>

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 Monday, Wednesday, Thursday 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).

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 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**

As per St Brigid's School enrolment agreement, our school has a compulsory school uniform for students. 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 Fridays, 8.30am to 9.00am.

Uniform Guidelines and Price List is available on our website:

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

## **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 Officer (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.stbrigidscollie.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@stbrigidscollie.wa.edu.au](mailto:admin@stbrigidscollie.wa.edu.au) (preferred)
- Phone 9735 9200- Option 2- Leave a message (preferred)
- In person to office staff or the classroom teacher
- Replying to the SEQTA message 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

K/PP students who are late should be escorted directly their classroom teacher by the carer/parent. Year 1-Year 6 students must report to the office if they arrive after 9am.

### 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.stbrigidscollie.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 from Years 1 - 6 leaving the school throughout the day must be signed in and out through the front school office. Kindy and Pre-primary students can be collected from the classroom.

### **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).

#### **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 so there are less cars reversing when students are in the carparks.

**Morning:** Parents are encouraged to drop off students, 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 K-6 are able to and very much 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, 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 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 term overview of the content to be covered in each learning area for the term. These will be provided to parents by the end of Week 2 in each term at the latest.

## **2.5 PROGRESS TRACKING**

During 2021, a progress tracker will be introduced as a tool to keep parents and students informed of their progress. The tracker will be regularly updated, throughout each term, and will be used to assist students in developing and setting appropriate learning goals (Year 1-6). The progress tracker will also be referred to in three-way meetings. The progress tracker includes each child's progress towards the Curriculum End of Year Targets that can be located on our website: <https://www.stbrigidscollie.wa.edu.au/literacy/> and <https://www.stbrigidscollie.wa.edu.au/numeracy/>

## **2.6 STUDENT GOAL SETTING**

During 2021, students will begin setting learning goals using their personalized progress tracker. Each term, students will set both a literacy and numeracy goal with the support of their teacher. Progress towards these goals will be monitored each term and will be included in each child's Homework Booklet, so parents can support their child in striving to achieve their termly goals. The reviewed goals will be provided in each child's Learning Journal each term.

## **2.7 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.

## **2.8 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 for specific information on what students should achieve, for each year group, by the end of the year. Our aim is for our students to reach these targets and for parents to have an active role in supporting this at home.

Our Homework Guide for Teachers and Parents is available on our website: <https://www.stbrigidscollie.wa.edu.au/homework/>

## **2.9 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.

## **2.10 SCHOOL CHOIR**

Our St Brigid's choir is available for students from Years 2-6. The choir is non-selective and open to all interested students. As students must commit to the program for the full year, Choir requires parental permission. Choir will occur on Thursday mornings from 8:30-9am in the hall (during Daily Mile).

## **2.11 SPORTS FACTIONS**

We have three sports factions and immediate family groups are allocated to the same faction. Factions will be allocated prior to the commencement of Pre-primary.

**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 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.

## **2.12 SPORT UNIFORM DAYS**

Years 1 to 6 have specialist sport lessons on Monday. Year 1-6 students are required to wear their sport uniform every Monday, Wednesday and Friday. Students can wear either sport shirt on any sport day but are encouraged to wear faction shirts on Mondays and Friday.

## **2.13 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). The success of our carnival days is very reliant on significant support and help from our parents and community. The school also participates in some interschool carnivals held locally and in Bunbury.

## **2.14 SWIMMING LESSONS**

During Term 1 of each year, Pre-primary to Yr 6 students are required to participate in swimming lessons at the Collie Pool. The cost of pool entry is paid by parents at the commencement of each year in the amenities or via season passes. Swimming lessons are coordinated by our PE teacher.

## 2.15 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 taken to the front office and can be collected from there.
- 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.

### 2.15.1 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 rimmed hat.
- Shoes or Wellington Boots (thongs and sandals are not practical).
- Rain coat on rainy days

## 2.16 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 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 taken to the front office and can be collected from there.

- 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.

#### 2.16.1 **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.
- 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 (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 briefing every Monday (classrooms locked during this time)
8.45am	(Bell) PP-6 commence. Morning assembly on Wednesday.
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. At all other times, no dogs are permitted inside the school grounds

### **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 (from 2021 all parents are required to download the Engage app on a device).
- 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. 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 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, all classes from K-6 will host a Parent Information Session to outline to communicate with parents the learning, expectations

and routines for the year ahead. Additionally, Kindergarten, Pre-primary and Year One will host an Orientation Session for parents in the year prior to their child commencing in their new class.

**3.4.4 SCHOOL COMMUNITY MEETING (AGM)**

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.

**3.4.5 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. When you volunteer, for each hour you can be reimbursed back \$10 up to \$80 each year (from the P&F Levy that you have paid). This needs to be claimed in the P&F Volunteers folder at the front office.

**3.4.6 FACEBOOK**

Our school Facebook page is 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 you it has been authorized by the parent/career.

**3.4.7 NEWSLETTERS**

Twice each term, a newsletter will be sent home, keeping parents and our community informed of all the happenings of our school. Newsletters are sent home via email. Recent newsletters remain available on the school website: <https://www.stbrigidscollie.wa.edu.au/newsletters/>

**3.4.8 SCHOOL WEBSITE AND FAMILY HANDBOOK**

Provides information about our school and our procedures and policies.

**3.4.9 SEQTA TEXT MESSAGING**

Provides reminders, requests and last minute information to parents.

**3.4.10 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. To access the calendar, please follow; <https://calendar.google.com/calendar/u/0?cid=amRwcGg3M2s1bGhib2M5cjBqZ29wNnZzZmNAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlMnVbQ> This calendar can also be integrated into your personal outlook or google calendar.

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



#### 3.4.11 **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.stbrigidscolle.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. 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.

The "Beacon: Cyber Safety" App is available to download now for both iOS and Android. Telethon Kids Institute has also developed a toolkit with content for newsletters and online posts for you to raise awareness with parents.

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.

### 3.5 **ASSEMBLIES**

Student assemblies: On Tuesday there is a morning assembly at 8.45am. Our student leaders coordinate these assemblies.

Family assemblies: Each year every class will present an item at a Family assembly. There will be three Family assemblies each 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 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 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 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 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.

#### **3.7.3 LEARNING JOURNALS (KINDERGARTEN -YEAR 3)**

From 2021, the Seesaw App will be used throughout the year to provide parents an ongoing insight into their child’s learning, development and performance. You can expect to see approximately 10 items of student/class work added to your child’s learning journal each term. Instructions on how to set up your account will be provided to you by your child’s classroom teacher.

#### **3.7.4 LEARNING JOURNALS (YEAR 4- YEAR 6)**

From 2021, students in Year 4-6 will take home each night a school laptop so the Learning Journal will utilize Microsoft Class OneNote as a tool to provide parents an ongoing insight into their child’s learning, development and performance. You can expect to see approximately 10 items of student/class work added to your child’s learning journal each term. To access your child’s learning journal please follow the following instructions:

- On your child’s school laptop open your child’s Microsoft Team and select Class Notebook tab
- Select Show Navigation Icon (it looks like 3 books)
- Select Parent Portal then select Learning Journal. This page shows you the contents you should see in your child’s Learning Journal

To view your child’s individual Learning Journal:

- Repeat steps 1 and 2 above

- Select your child's name and the term Learning Journal that you wish to view.

### **3.8 BUSFIRE 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 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.

### 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 AND 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 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 2021**

Mr Daniel Graves	Principal
Mrs Marcia Collins	Assistant Principal, Student Support
Mrs Sonya Mumme	Finance Manager
Mrs Lara Davidson	Administration
Mrs Stacey Munday	School Chaplain
Mrs Hayley Digney	Kindergarten
Mrs Dionne Blaney-Murphy	Pre-primary
Mrs Renae Shea	Pre-primary (Friday)
Mrs Chis Harnby	Art/Drama
Mrs Kim Loxton	Physical Education
Mrs Allison Vlasich	Teacher Aide
Mrs Leah Vallesi	Teacher Aide
Mrs Gail Bertolini	Teacher Aide
Mrs Renae Mumme	Teacher Aide
Mrs Carissa Hunter	Teacher Aide
Mrs Sam Cheng	Teacher Aide
Mrs Adele Lymbery	Teacher Aide
Mrs Melissa Annandale	Yr 1 (Semester 1)
Mrs Emily Mason	Yr 1 (Semester 2)
Miss Kiera Piavanini	Yr 2
Mr David Sarre	IT/Yr 5
Mrs Leanne Prince	Yr 3
Ms Pia Chiellini	Yr 3
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 Woods	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 fulfill 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 fulfill 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 AND FRIENDS (P&F)**

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

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

The Parents & Friends Association offer an incentive for Parent/Guardian helpers to claim back up to \$80 of their P&F Levy for hours donated during the school year. Hours can be recorded in the P & F volunteer registration files, located in various locations around the school. Please see the front office for more information.

Meetings are held on Thursday evenings in Week 2 and 8 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 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

## 2019-2021 Strategic Plan Goals (LEAD)

LEARNING	ENGAGEMENT	ACCOUNTABILITY	DISCIPLESHP
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**

Rev. Fr. Roberto Roman Romano (Fr. Robert)

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

**Principal:** Mr Daniel Graves

**Assistant Principal:** Marcia Collins

**Administration:** Sonya Mumme and Lara Davidson