



# PARENT HANDBOOK

## 2025



# St Francis Catholic Primary School

## Prep – Year 6

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*Gullarn ngheeree – Welcome to this beautiful place*

## PARENT QUICK GUIDE

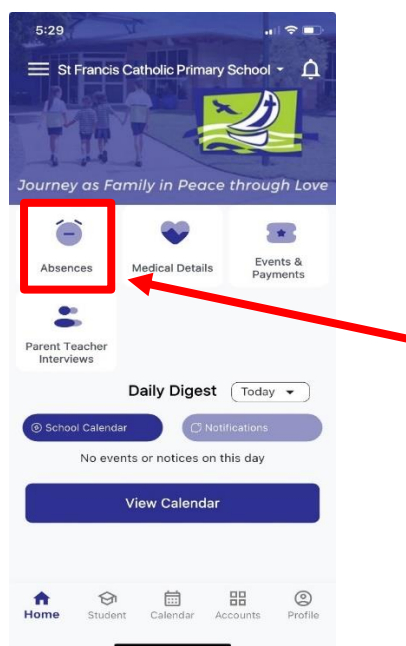
How do I find...?	Resource with the answers	Link & login instructions	Contact for additional help
<ul style="list-style-type: none"> <li>- Newsletters</li> <li>- School Calendar</li> <li>- Absences</li> <li>- Student Medical Details</li> <li>- School Fees Payment</li> <li>- Academic reports</li> <li>- Booking Parent Teacher Interviews</li> <li>- Updating Student medical records</li> <li>- Updating contact details</li> <li>- Parent Event approval</li> </ul>	Parent Orbit App	Initial log in credentials are emailed to parents upon enrolment or the beginning of the school year. Parent Orbit has link to Parent Lounge. Download to mobile phone from the App store.	School Office Administration Team
Emergency Contacts			School Office Administration Team
Tuckshop Orders	Flexischools App	<a href="https://user.flexischools.com.au/login?returnUrl=%2Fhome">https://user.flexischools.com.au/login?returnUrl=%2Fhome</a>  1. "Click on Sign Up Now"	Anne Brook Tuckshop Coordinator <a href="mailto:v_vellaisamy@rok.catholic.edu.au">v_vellaisamy@rok.catholic.edu.au</a>  School Administration Team
Curriculum Information <ul style="list-style-type: none"> <li>- Learning Snapshots</li> <li>- Optional Home Learning Tasks</li> <li>- Short teacher memos</li> </ul>	Seesaw	Download to mobile phone from the App Store The Teacher will provide a QR code to parents at the beginning of the school year.	
School	<a href="#">School website</a>	Parent Lounge can be accessed through the site.	
Outside School Hours Care	<a href="#">School website</a>	OSHC Tab	
		<a href="mailto:sfts_oshc@rok.catholic.edu.au">sfts_oshc@rok.catholic.edu.au</a>	Ebony Johnson Torr OSHC Coordinator
School Uniform	Online or via Gladstone store or on-campus shop	<a href="https://www.wearitto.com.au/schools/st-francis-catholic-primary-school-ts">https://www.wearitto.com.au/schools/st-francis-catholic-primary-school-ts</a>  Order online and purchases will be delivered to student at school  Wearitto 190 Goondoon St, Gladstone Central, QLD 4680	Campus Uniform Shop open Tuesdays 8:30am – 10:30am during school terms. Cash & card available.
Second Hand Uniforms requests		<a href="https://docs.google.com/forms/d/e/1FAIpQLSdbJNii3Vg-PsvWdA8KhtOKwC30R_dd5hLgT6dspd5OUtLcWA/viewform?vc=0&amp;c=0&amp;w=1&amp;flr=0">https://docs.google.com/forms/d/e/1FAIpQLSdbJNii3Vg-PsvWdA8KhtOKwC30R_dd5hLgT6dspd5OUtLcWA/viewform?vc=0&amp;c=0&amp;w=1&amp;flr=0</a>	

## ABSENCES AND ATTENDANCE

**Overview:** We are keen to support all of our families so that students have the best possible experience at school and reach their full potential. Excellent attendance is strongly correlated with success in school and with high academic outcomes. When parents, students, and school staff share the expectation of excellent regular attendance in school, academic outcomes are enhanced. Of course, students should not attend school if they are unwell. Parents are asked to notify the school before 8.25 am if a student will be absent for any reason:

### Reporting Absences or Lateness

**Option 1:** Log absences via the Parent Orbit app or Parent Lounge website



**Option 2:** Telephone the school office on 07 4994 8320

**Arriving late and/or leaving school early:** All students must be signed in and out at the office.

## ACCIDENTS AND MEDICAL ISSUES

### First Aid

When a child is injured at school, every care will be taken to ensure the child's safety. The normal procedure will be:

1. Basic first aid will be administered to minor injuries.
2. In more serious cases the school will endeavour to notify the child's parents/guardian and seek their advice.
3. If the parents/guardian cannot be contacted or the situation warrants it, the Principal will take whatever action he/she deems necessary to ensure the safety and well-being of the child, eg. Call an ambulance to take the child immediately to a doctor, dentist or the hospital.

## Illnesses

The Queensland Health Department provides the following Timeout information for infectious conditions that may require exclusions of children from school, please refer to:

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

## Sick Bay

Students unable to continue classes due to illness will be taken to the school office sick bay where parents will be notified. The child's parents and family doctor and/or an ambulance are all contacted should a child require urgent medical attention.

## Medication

Where possible medication should be taken at home, however when it is necessary for medication to be taken at school you will need to complete an '**Administration of Medication During School Hours**' form. This is available via the school office or on Parent Lounge/Parent Orbit App. Only medication prescribed by a doctor in its original packaging with the doctor/chemist label will be administered.

No School/Staff Member is to administer Panadol, (a schedule 2 poison) or similar product, to a student unless the Panadol has a chemist label or written instruction from that person's medical practitioner. Parental request/permission alone without the chemist/doctor's label is not sufficient to meet the requirements of legislation. Parents are able to administer Panadol or similar to their child during the school day.

Children are allowed to carry Ventolin inhalers for use in an emergency. All other medication must be stored in the Sick Bay.

## ASSEMBLIES

Whole school assemblies are held fortnightly on Monday's, starting from week 4 of each term. Refer to the calendar in the Parent Orbit app. They are held in the hall, starting at 2.20 pm, and parents are invited to attend. Parents will be sent an email prior by your child's class teacher if your child is to receive an award.

### Celebration Assembly

Celebration Assembly is held in Term 4, refer to the calendar in the Parent Orbit app for annual date. The Year 6 leaders for the following year will be announced at this whole school assembly. Parents are invited to attend.

## BOOKLISTS

Available via the school website under "Enrolment".

Booklists can be purchased online via Office National in Gladstone. These are available at <https://booklist.officebrands.com.au/> by searching for St Francis Catholic Primary School Tannum Sands.

## BUSES

CDC Gladstone provides urban and school bus services on behalf of the Department of Transport and Main Roads. More information is available on their website:

<https://cdcqueensland.com.au/bus-services/gladstone-schools/>

## **CALENDAR**

Parents are directed to the school Calendar available via Parent Lounge (desktop format) or the Parent Orbit app. This provides the most up to date information.

## **CAMPS**

Camps are held biennially for senior classes. Consent for camps is accessed via Parent Lounge or Parent Orbit App under 'Events and Payments'.

## **COMMUNICATION**

St Francis Catholic Primary School is committed to ensuring that our parents are involved in the life of the school and are kept fully informed of events in school. The following are some of the ways in which the school currently communicates:

### **Email**

Emails to parents are the school's official means of communication with important information from the School Principal, Leadership team, Administration and Finance, and class teachers. It is important that emails are checked regularly and email address is up to date.

### **Parent Orbit**

Parent Orbit app is central hub for communication between school and home. A letter to new parents is emailed in the first week of school with access details and further information.

### **Weekly Newsletter**

Our Newsletter is emailed to parents each Friday and is available through Parent Orbit. It provides general information about school events, celebrates student successes and achievements, gives reminders, and highlights important dates.

### **SeeSaw**

Seesaw is a classroom app, providing 'learning snapshots' of student learning tasks and engagement throughout the school week. Seesaw classrooms are set up at the beginning of each school year with information sent out to parents.

### **Student Diaries**

Students in Prep to Year 2 have a school diary, which enables quick communications between the classroom and family life. Additionally, Year 6 students are issued a school diary as part of the transition to secondary school programme. Student diaries are issued at the beginning of the school year from the school office.

### **Socials**

Facebook and the school website enable engagement with the school, families and wider community.

## **EXCURSIONS**

Excursions, performances and invited tuition from outside agencies (e.g. Swimming Instruction, Environmental Learning Centre and Arts Council) occur throughout the school year. Since all approved excursions are relevant to the school curriculum, students are expected to participate. A general consent form is completed on enrolment to cover your child's participation in all activities

conducted by or with the approval of the school. Information regarding the activity will be emailed home with your child well beforehand. The all-inclusive school fee covers the cost for year level excursions.

## MUSIC EDUCATION

### Instrumental Music Program

St Francis has a School Band, Choir and where possible offers other instrumental tuition. Lessons take place during school time each term and tuition is available for Brass, Woodwind, Percussion instruments (Years 3 – 6).

St Francis does have a limited number of instruments for hire however use of a school hire instrument cannot be guaranteed. The teacher will provide information for parents on where to hire or purchase instruments. Information regarding the cost and times of lessons is distributed to interested families at the beginning of each school year or on arrival for new families. Please see the Office for more information.

### Private Piano Tutoring

For a fee, private piano lessons are available during school hours via an external provider Miss Liping. Contact [lipinghe333@outlook.com](mailto:lipinghe333@outlook.com) for more information.

### Private Guitar Tutoring

For a fee, private guitar lessons are available during school hours via an external Mr Wayne Dunnett. Please contact the school office for further information.

## LIBRARY/RESOURCE CENTRE

The children have the opportunity to use the Resource Centre each week for research information, communication and technology purposes. It is a requirement that the children use their school folio to keep their school library books in good condition and make them easier to find. Students may borrow up to five books at a time for a period of one. Books must be returned at the end of the one week borrowing period. **Books are returned each Tuesday morning** during morning notices into trolleys placed in the undercover area. At the end of each term all books must be returned.

Where books are either damaged or lost by a student, replacement or cost recovery may be required.

## LITURGIES AND MASSES

Celebration of our Catholic Tradition embraces all through regular whole school, class, Sacramental and shared Parish Masses and Liturgies. Families, friends and visitors are encouraged to join children in these celebrations. These events are advertised through the school newsletter and other communication platforms.

## LOST PROPERTY

All lost property items are stored in our Lost Property Box situated in the undercover area, students are reminded regularly to check this venue if they have lost any items. Items with clearly marked labels are returned to students via their class teachers. All remaining items will be given to the uniform shop for sale as second hand items at the end of the term.



## **MOBILE PHONES**

The office phone is used for all interactions with family throughout the school day. We understand that some children may have mobile phones as a safety measure for travelling to and from school walking or by bike. Mobile Phones must be handed to the office staff and collected daily. This is the family responsibility in the same way as any electronic equipment is if it is lost/missing. Devices are not to be used at Kiss and Drop. Smart watches are not permitted to be worn by students.

## **OUTSIDE SCHOOL HOURS CARE**

We are pleased to offer Outside School Hours Care onsite, adjacent to the Prep classrooms. This service provides care before school, after school and vacation care. Please refer to the OSHC website for further details and enrolment forms.

<https://stfrancis.qld.edu.au/oshc/>

## **PARENT TEACHER INTERVIEWS**

Parent Teacher interviews are held in Week # of Term 1 and Term 3. 10-minute time slots are booked with your student's teacher/s via Parent Lounge / Parent Orbit app. You will be notified via email when the bookings open.

## **PARENTAL INVOLVEMENT**

The building of Community at St Francis is a shared responsibility. It involves actively nurturing the relationships between students, families, staff, parish and the wider community. Integral to this is the development of a welcoming and supportive culture.

We welcome parent participation in:

- School Board
- Parents and Friends
- Classroom Volunteers
- Sports Coaching
- Assemblies
- Class and School Masses
- Social Events
- Sporting Activities

Parents attending school are to sign in at the office using the Visitors lap top on the side desk. This involves completing a brief visitors induction and receiving a printed Visitor name label, which is to be worn at all times during your visit. Return to the office when you are finished to sign out using the same lap top.

### **Volunteer Induction**

Parents do not require a QLD Blue Card to volunteer at school and Parents & Friends events, however they do need to complete the school Volunteer Induction. In-person volunteer induction sessions are held at school in Term 1, refer to the Calendar in the Parent Orbit app for dates. If you cannot attend an in-person induction, the school office has the paperwork which you can read in your own time, sign and return to the school office. The Volunteer Induction must be repeated each year.

## PARENTS AND FRIENDS (Queensland Catholic Schools Parents – QCSP)

The P&F is responsible for fostering a sense of community within the school. They are also very active with their social activities and events. The QCSP meet regularly throughout the year with notices through the School Newsletter and via Seesaw. Volunteers are always required. Contact via SFTS\_PandFSecretary@rok.catholic.edu.au

## PASTORAL CARE

Pastoral Care at St Francis sees a lived, tangible environment of love and care. Students, staff and families share in the responsibility for themselves and others so that everyone feels safe and happy. It is characterised by a strong sense of belonging to family.



## POSITIVE BEHAVIOUR AND WELLBEING FRAMEWORK



We each have an opportunity to contribute to positive whole school community relationships. Every day, we have the opportunity to:

- *Be respectful*
- *Be a learner*
- *Be safe*
- *Be thankful*

***‘He counts the stars and calls them all by name.’ (Psalm 147.4)***

As a Franciscan school, we embrace and value the dimensions within a person - physical, cognitive, social/emotional, spiritual, cultural, psychological/personal. Individual identity is fundamental; in the Franciscan Intellectual Tradition it is the unique, different and specific which is important to us. Witness to the Gospel values of our greatest teacher, Jesus Christ, is central as we *‘journey as family in peace through love’*. As educators at St Francis, we provide a loving environment and a supported social context in which each child can grow.

***‘When you belong, you connect, when you connect you can learn.’***

Authentic relationships among students, staff and families are key to building positive behaviours within a learning environment. “Young children experience their world as an environment of relationships, and these relationships affect virtually all aspects of their development.” Building relationships does not happen in a perfect world; it happens in the ordinary-ness and messy-ness that days can bring. The models informing the Positive Behaviour and Wellbeing Framework reflect the unique daily contexts within which we learn and grow.

***‘Schools that do behaviour well create calm, respectful learning environments, student engagement and respect the rights of students.’***

Three statements underpin our pedagogical practices at St Francis:

- We are learner centered.
- We are caring and supportive.
- We are communities of thinking and learning.
- Supporting students beyond simply addressing their behaviours provides a student-centered, family-community approach.

## **PREP**

St Francis offers the full-time preparatory year program. Enrolment in the preparatory year is open to children who turn five before 30 June.

Online calculator for when your child starts prep: <https://earlychildhood.qld.gov.au/early-years/kindergarten-programs/enrolment-and-preparation>

The Prep class follow the Australian Curriculum and The Early years Guidelines which is tailored to the individual needs and development of each child.

The Prep Curriculum Guidelines describe the essential elements of an effective Early Childhood Curriculum. The Foundation Learning Areas in Prep provide a link between the prior learning experiences of children and later learning that children will engage in as they follow their schooling.

Further information on the Early Years of learning may be obtained either from the school or by reference to the Diocesan Catholic Education Website.

Catholic Education schools within the Diocese of Rockhampton accept the responsibility to promote learning in the preparatory year that reflects their Catholic ethos and provides flexible learning environments based upon the contexts of learning appropriate to the preparatory year. These contexts for learning are identified as play, real life situations, investigations, routines and transitions, focused teaching and learning, teachable moments.

Catholic Education in the Diocese of Rockhampton acknowledges the importance of the preparatory year as a significant part of life long and life wide learning. Learning in the early years is the foundation of a child’s cognitive, spiritual, emotional, social, creative and physical self. Through nurturing a love of learning and inquiry, children make meaningful relationships and connections

with their world. Central to learning in the early years is relationships – relationships with self, with families, with the world and with God.

Each Prep class has a teacher and an Educational Support Officer. Children wear the same school uniform as the rest of the school so they are part of the school identity.

## **SCHOOL BOARD**

The philosophy of collaborative ministry and the principles of shared decision making continue as the essential elements of the St Francis Catholic Primary School Board. The Board is discerning and supportive to the Principal regarding the operational and strategic directions of the school. Pastoral Care is a ministry that the Board extends to the whole school community, students, parents and staff.

## **SCHOOL ROUTINE**

8:10am	Student drop off begins / Supervision provided in undercover area. Refer to 'Student Drop Off & Pick Up' section for more details.
8:25am	School Begins. Students sit in class lines in the undercover area. Our senior students lead the school in prayer followed by any daily notices. Students then walk with their teacher to their classrooms to begin Session 1 of learning.
9.30 am (approx.)	Active movement break and fruit break
10:30am - 11:10am	First break
11.10 am – 1.10 pm	Session 2 of learning.
1:10pm - 1:30pm	Second break
1.30 pm – 2.45 pm	Session 3 of learning.
2.40 pm	Bus pick-up for students who travel home on the bus
2:45pm	Dismissal. Classes return to the undercover area with their teacher. Students are to be collected from the undercover area or via the "kiss and drop" lane.

## **Packed Food**

It is suggested that two lunch boxes are packed, one larger meal for First Break and one snack for Second Break. A piece of fruit is also to be packed for fruit break.

## **School Life**

Time is allocated in the school week on the odd weeks of term (off Assembly week), for whole of school messages to the student community. Led by the school's leadership team, these gatherings provide opportunities to share key messages to students regarding the routines and expectations of school life.



## STUDENT DROP OFF & PICK UP

### Kiss and Drop

The Kiss and Drop Zone is an area near the school gates that enables you to drop your child off safely and quickly. It is available in the mornings for student drop off between 8:10am and 8:25am. The intention is that drivers do not wait in these zones and that they stay in the vehicle so that traffic is streamlined and queues are minimised. Duty teachers will indicate movement through the Kiss and Drop zone. ***In line with our school expectations, parents and carers are requested to be always patient and respectful.***

**SPEED  
LIMIT**



Orange witches hats are placed along the lane for safety and cars are asked to proceed all the way through the Kiss and Drop zone to merge with other traffic.

### **STUDENT KISS AND DROP RULES:**

- Kiss & Drop is a 'No Parking' zone.
- Drive all the way to the Tuckshop (#1 spot).
- Drivers must stay in the vehicle. Students must be able to unbuckle and buckle themselves independently in order to use Kiss & Drop.
- Ensure children have their school bags and are wearing their hats to ensure a safe and efficient exit from the vehicle.
- Staff can assist with student backpacks if they are in the car boot.
- Children must ONLY leave and enter the vehicle from the footpath side door not the road side.
- To ensure safety and flow of traffic, do not park in the Staff Car Park opposite the office.
- The teacher on morning and afternoon Kiss & Drop duty will assist your children in getting out of the car.

### **2.45 pm PICK-UP PROCESSES:**

Drive slowly into the school keeping to the right, make your way around the centre island and stop. Traffic duty staff will direct cars to the Kiss and Drop zone proceeding the 2.45 pm school bell.

### **Parent and Student Walk In**

Parents are welcome to park in the designated parking areas and walk with their children to the Undercover Area at morning drop off. In the afternoons, parents are again welcome to park in the designated parking areas and proceed to the Undercover Area to wait for their child there.

Children must use the school crossing to cross the road and must be accompanied by an adult.

**ALL traffic signs and signals are to be followed.** Police regularly patrol Francis Way to ensure traffic laws are being adhered to.

## STUDENT RECORDS

It is important that the school office retains up to date records of each family in the school. Please ensure that you advise the office of any changes to the information on record. These can be changed by logging into 'Parent Lounge' via Parent Orbit app. In particular, the following variations should be notified.

- Change of address
- Change of telephone contact numbers
- Change of emergency contacts
- Change of family doctor or dentist
- Serious health conditions

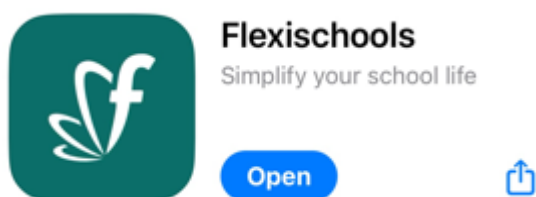
## TUCKSHOP

Our tuckshop operates on Tuesdays 1<sup>st</sup> Break only and Fridays 1<sup>st</sup> & 2<sup>nd</sup> Break.

Orders and payment for tuckshop purchases are placed via FlexiSchools. This system allows parents or students to place orders from home, work or school at any time before the cut-off in the morning. **Cut-off time for orders is 7:30am on the day.**

If you cancel your order before the cut off time, you will receive a credit to your account.

Go to [www.flexischools.com.au](http://www.flexischools.com.au) and click on "Register". Alternatively, download the Flexischools app.



## Volunteers

With limited hours and resources allocated to our Tuckshop Convenor, it is our vibrant and generous parents who are central to this service for our children. The benefits of volunteering extend also to parents in building friendships and connections with other parents. Class parents are assigned particular weeks throughout the school year to assist in the tuckshop. This will be communicated on SeeSaw. Regular volunteers are also greatly welcomed.


## UNIFORM

The uniform policy and information is found on the school website, Enrolment tab. Online orders can be made from the link on the St Francis school website and distributed to students. In person purchases can also be made at WearItTo Gladstone, 190 Goondoon St, Gladstone QLD 4680.

Students wear their house-shirts on Tuesday for PE and on Friday.

### Second Hand Uniforms

Second-hand uniforms are available for purchase from the P&F for \$3 per item. The P&F will communicate when the stall will be available for parents to look through, often at events commonly attended by parents. In between these events, requests can be submitted via a Google Form and the Second Hand Uniform Coordinator will be in touch asap.

<b>Second Hand Uniforms Request form:</b>	<a href="https://docs.google.com/forms/d/e/1FAIpQLSdbJNli3Vg-PsvWdA8KhtOKwC30R_dd5hLgT6dspd5OUtLcWA/viewform?vc=0&amp;c=0&amp;w=1&amp;flr=0">https://docs.google.com/forms/d/e/1FAIpQLSdbJNli3Vg-PsvWdA8KhtOKwC30R_dd5hLgT6dspd5OUtLcWA/viewform?vc=0&amp;c=0&amp;w=1&amp;flr=0</a>	
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