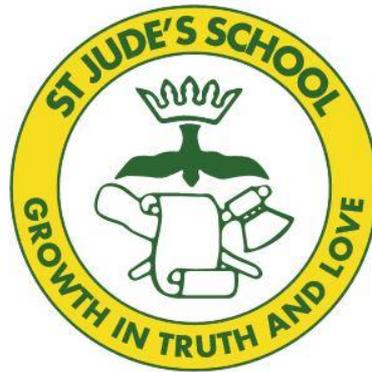


ST JUDE'S PRIMARY SCHOOL and EARLY LEARNING CENTRE



Growth in Truth and Love

49 Mulley Street, Holder ACT 2611

Phone: 6288 7688

www.stjudesps.act.edu.au
office.stjudes@cg.catholic.edu.au

ELC – Phone: 6287 5520

elc.stjudes@cg.catholic.edu.au

Welcome

In the early days of Australia's settlement by the British, education was instituted by the Churches, mainly the Catholic and Anglican Churches. Towards the latter quarter of the 19th century, the Government began to take a much greater interest in education. Henry Parkes decided that this should be compulsory, free and secular. The Catholic Bishop's did not agree with the move to a completely secular education and retained and expanded Catholic education. All state aid was denied to the Catholic system.

The Religious Congregations of Sisters and Brothers played a great role in the Catholic system, which was predominately in the hands of Religious with few lay people involved. Most Catholic schools were parish based. Funds to maintain them came, for the most part, from the pockets of faithful Catholics. The majority of schools existed on the barest resources, as many Catholic families could not afford even the modest fees, which helped to feed, clothe and house the sisters and brothers and maintain the schools. It was only in early 1960 that any help came from the Government. Since then, of course, this has increased, but Catholic and other non-government schools are still denied full justice in funding from both State and Federal Governments.

Gradually, over the past five decades, Catholic schools have centralised in each Diocese under a Catholic Education Commission and Catholic Education Office (CEO). In these circumstances all parishes have to contribute according to an assessment of their capacity and pay levies, subsidies etc., which aim at benefiting the whole system of schools within the Diocese.

St Jude's Primary School, Holder is part of the Canberra Goulburn Catholic Education Office. Parents and parishioners in the beginning and over the years have contributed to the finances and the effort to make St Jude's Primary School what it is today. Much work, sweat and tears has gone into St Jude's from its inception until the present day.

The importance of parental involvement cannot be stressed too much. We have a great school with wonderful facilities. Parents of today's pupils should be conscious of this duty to carry on the great work of previous parents by way of personal involvement and the prompt payment of school fees and levies. We encourage the fullest personal and financial support by all parents.

We have a school to be proud of in every way – staff, students, parents and families. The school is an essential part of the mission of the parish. The mission is to extend the Good News of Jesus Christ, our Redeemer, to all comers. Catholic parents especially, should be part of and involved in our parish. This begins with our Sunday worship where the presence of Christ at Mass is the sanctifying principle of Christ's Mystical Body, the Church.

PRAISED BE JESUS CHRIST

Fr K V Brannelly
Parish Priest



St Jude's Primary School Holder

Dear Parents

Welcome to our school community, here at St Jude's.

This enrolment information booklet provides you with information about our school's education program, current administrative and organisational policies and procedures, school history, vision and mission.

We hope that this booklet will also give you some insights into what we aim to achieve as a Catholic school, in conjunction with you as parents, in the education of your child.

One of the real strengths of St Jude's is the sense of school spirit and belonging that is shared by all members of our community: parents, teachers and children alike. Our school motto probably best sums up what we are about and what we strive to achieve here: "Growth in Truth and Love".

We look forward to working with you and your children and we trust your family's association with St Jude's is a long and happy one.

Regards

A handwritten signature in black ink that reads 'Peter Galvin'.

Peter Galvin
Principal

HISTORY

In January 1972 His Lordship T V Cahill, Archbishop of Canberra and Goulburn wrote to Reverend Father John O'Connor, Parish Priest of Koorowatha, NSW inviting Father O'Connor to become the Parish Priest of one of Canberra's newly formed parishes. Father John O'Connor's new parish comprised the suburbs of Duffy, Weston and Holder. The proposed name of the new parish was Sts Simon and Jude. However, on Father O'Connor's suggestion it was simplified to St Jude's Parish, Holder.

The construction of the school began in 1974. Sister Irmina from the Sisters of the Holy Family of Nazareth Order was appointed the first principal. The first pupil intake was in January 1975. But due to delays in the construction program the staff and students were accommodated in shared facilities at Holy Trinity, Curtin. On May 19th 1975, St Jude's School, Holder opened its doors for the first time to 142 enrolled children. On November 22nd, the Blessing of the School was performed by Archbishop Cahill and the official opening conducted by the Hon. Kim Beazley, Minister for Education. It was the beginning of a new era in the St Jude's Parish development and from the very beginning an atmosphere of love and caring existed in the school.

It was decided in 1981 to build a Parish Church. Father O'Connor approached the task with enthusiasm and the support of parishioners. The first Mass was celebrated in St Jude's Church on Holy Thursday night in 1982. The people of the parish had a complete faith community with church and school at its centre. Father Albert Havas succeeded Father O'Connor as Parish Priest in 1995. Father Kevin Brannelly is currently the Parish Priest, taking over from Father Havas in 2002.

The school experienced major growth for the next decade and a half after opening. By 1980 the school reached its peak enrolment with 476 students. Enrolments since that time have mirrored the changing demographics in Weston Creek. Enrolments in 2017 stand at 372 students in the primary school and 66 in the preschool, and today St Jude's is a vibrant community school providing quality Catholic education to Weston Creek and Molonglo families.

The Sisters of the Holy Family of Nazareth continued to teach and run the school together with dedicated lay staff until 1992 when Sister Jude retired. Since then lay staff have continued the fine tradition of providing quality Catholic education in Weston Creek and Molonglo under Principals: Maria Wilkie, Chris Bradley, Lesley Gray, Mick Lowe and our current Principal Peter Galvin.

ST JUDE

St Jude was an apostle and cousin of Jesus. Jude bears the name "Thaddeus" which means amiable and loving. St Jude is usually represented wearing a picture of our Lord on his breast. This custom stems from the miraculous cure of Abagaro, King of Edessa, a leper. In Edessa, by his eloquent presentation of the truths of the Gospel, Jude converted many to Christ. Tradition states that he was beaten to death with clubs and a broadaxe. His body was brought to Rome and is now honoured in St Peter's Basilica.

Jude is the author of one of the Letters in the New Testament. In his letter he warns listeners of false teachers and emphasises the importance of faith as the foundation of life.

Jude is also the patron saint of hopeless and desperate cases. He has obtained many graces for his clients in grave necessities. His feast day is celebrated on 28 October.

SCHOOL EMBLEM



The scroll and the Holy Spirit symbolise that St Jude wrote one of the Epistles found in the New Testament. The club and axe are the implements of his death symbolising his martyrdom. The motto "Growth in Truth and Love" is a realistic goal for all at St Jude's to strive towards – growth in truth, the epitome of all learning and growth in love as the ultimate Christian ideal.

VISION STATEMENT

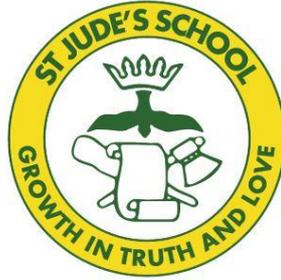
We want to create an innovative and collaborative community where all children are encouraged to grow to their full potential. We offer a quality Catholic education in a nurturing and supportive environment, where truth and love are valued.

OUR MISSION

Through the presence of Jesus Christ the St Jude's community believes in educating spirit, mind and body to embrace today and meet the challenges of the future.

At St Jude's we:

- **Accept** Christ as our model, inspiring our beliefs, thoughts and actions.
- **Believe** in education in faith in the Catholic Tradition.
- **Value** the uniqueness of each person in a loving, inclusive and secure environment.
- **Promote** an active partnership between parents, carers, parish, school and the wider community, in which each person feels a sense of pride and dignity.
- **Celebrate** the challenges, excitement and love of teaching and learning in an ever-changing world.
- **Assist** children to make informed choices recognising that these are linked with responsibilities.
- **Provide** opportunities for a high standard of education through a variety of teaching strategies and learning experiences.



ABOUT OUR SCHOOL

Contacts & Addresses

49 Mulley Street, HOLDER, ACT 2611

School Office Phone: 6288 7688
Before School Care/
After School Care/
Vacation Care: 6242 4040 / 0412 475 517
Email: office.stjudes@cg.catholic.edu.au
Home Page: <http://www.stjudesps.act.edu.au>
Principal: Mr Peter Galvin
Assistant Principal: Mr Dan Fulton
Religious Education
Coordinator: Mrs Susan Chant
Primary Coordinator: Mrs Maggie Lloyd
Front Office Staff: Mrs Natalie Hancock
Mrs Sharrie Manera
Parish Priest: Father Kevin Brannelly
Presbytery: 6288 1979

School Hours

School begins: 8.50am
Lunch: 11.00am – 11.55am
Recess: 1.30pm – 1.50pm
School finishes: 3.05pm

Term Dates

2017

Term 1 – 30 January – 7 April
Term 2 – 26 April – 30 June
Term 3 – 17 July – 22 September
Term 4 – 9 October – 15 December

2018

Term 1 – 5 February – 13 April
Term 2 – 30 April – 6 July
Term 3 – 23 July – 28 September
Term 4 – 15 October – 21 December

School Office Hours

Monday – Friday 8.30am – 4.00pm

2017 STAFF LIST

Principal	Mr Peter Galvin
Assistant Principal	Mr Dan Fulton
Religious Education Coordinator	Mrs Susan Chant
Primary Coordinator	Mrs Maggie Lloyd
Front Office	Mrs Natalie Hancock Mrs Sharrie Manera
Indonesian Teacher	Mr Dan Fulton
Teaching and Learning Specialist	Mr Richard Kaltner
Librarian	Ms Verna Comley
Kindergarten Teachers	Mrs Susan Chant/Mrs Nicole Gibson Mrs Maggie Lloyd/Mrs Nicole Gibson Mrs Keryn Thiele
Year 1 Teachers	Mrs Shannon Henry/Mrs Elizabeth Bailey Miss Jessica Lewis
Year 2 Teachers	Mrs Cathleen Feerick Mrs Karen Leighton
Year 3 Teachers	Mrs Debbie Lynch/Mrs Megan Rice Mr Tim O'Brien
Year 4 Teachers	Mrs Katie McGregor Miss Brianna O'Brien
Year 5 Teachers	Mrs Sharon Hart Mrs Kathy Laudenbach
Year 6 Teachers	Ms Angela Sallecchia Mrs Anna Stincic
Classroom Support Teachers	Ms Karen Western Miss Katie Smith Mrs Carolyn Evenden
Classroom Support Assistants	Mrs Louise Randall Mrs Charlotte Caceras
Music Teacher	Mrs Leanne Thomas
Canteen Manager	Ms Kim Hekimian
Cleaner	Mr Nick Bodrozic

2017 School Fees and Levies

\$336.00	Tuition 1 st Child (per term)
\$100.80	Tuition 2 nd Child (per term)
\$ 67.20	Tuition 3 rd Child (per term)
\$163.00	Building Fund Contribution (per family per term - tax deductible)
\$180.00	School Operating Levy (per family per term)
\$134.00	Course Material Levy (per student – 1 st term only)
\$ 56.00	Computer Levy (per family per term)
\$ 29.00	Excursion Levy (per student per term)
\$ 60.00	Sports Levy (per student per term)

The Tuition Fee and Building Fund Contribution Levy is forwarded to Catholic Education to assist in the cost of running over 24 systemic primary schools and the maintenance of existing school buildings. Parents are encouraged to contribute to the Building Fund and support the improvements to school facilities in Canberra. Over the years our school has received assistance to upgrade our front office and administration area in 1998, the library in 2001, the tuckshop in 2002, refurbished toilets and carpets in 2007 as well as numerous contributions to our refurbishment in 2010-2011, new fire panel and safety doors in 2012, painted gutters, fascia and eaves in 2013, main corridor access to ELC in 2014 and refurbished toilet blocks in 2015 and 2016. These improvements were all funded by Building Fund Contribution Levy as well as the many plumbing, electrical and other maintenance work which is required to be done on an ongoing basis.

The School Operating Levy directly funds various running costs at the school, including cleaning costs.

The Term 1 Course Material Levy covers text workbooks, classroom consumables and equipment.

The Sports Levy which is billed per student per term covers the anticipated costs of all sporting activities for the year (including swimming, gymnastics and dance).

Parents with children enrolled at this school take on a responsibility and obligation to pay all school fees. St Jude's aims to keep its fees and levies at a level within reach of all parents.

Accounts are sent home early in each term via the eldest child in each class. It is important that fees are not only paid, but paid promptly. In cases of genuine hardship, parents are encouraged to seek an appointment with the principal to discuss the possibility of fee reduction or payment by instalment. No child is denied a Catholic education because of inability to pay fees.

Payment of fees can be made by BPay, cash, cheque or credit card to the school front office Monday to Friday during office hours.

SCHOOL POLICIES AND GENERAL INFORMATION

1. Enrolment Policy

1. The minimum age for enrolment in an Early Learning Centre (ELC) is 4 years by 30 April in the year of enrolment.
2. The minimum enrolment age for kindergarten is 5 years by 30 April in the year of enrolment.
3. (a) Acceptance into an Archdiocesan Regional ELC is not a guarantee of a primary enrolment at the school at which the ELC is located.
(b) Acceptance into an Archdiocesan primary school is not a guarantee of a secondary enrolment.
(c) Enrolment of a child into the next level of schooling is a separate process.
4. (a) A non-refundable Enrolment Application Fee is payable on application to:
 - an ELC: \$50 (a \$100 non-refundable bond is also payable on acceptance of a place which is credited against Term 1 fees)
 - an ACT Primary School: \$25

Enrolment Criteria

Primary Children who are turning five (5) before 30 April and:

1. are baptised Catholic who are members of the designated local parish communities.
2. are a sibling of children already attending the primary school.
3. are baptised Catholic from other parishes who cannot obtain places in their local parish primary school.
4. are baptised Catholic whose parents/ guardians seek to enrol them in a parish primary school outside their own parish but who can obtain places in their own parish primary school.
5. are non - Catholic children whose parents/ guardians desire and are committed to a Catholic education.

2. School Curriculum Information

The school curriculum is based on the following subjects:

Religion
English
Mathematics
Science
History
Geography
Health & Physical Education
The Arts

Languages other than English (Indonesian)

A key focus of learning in the primary school curriculum across all grades is the promotion of literacy and numeracy skills. Within our school environment the school recognises and supports a close relationship between teachers, parents and students, as successful learning relies on this partnership. Communication and cooperation between school and home is important.

Across all class levels K-6, the learning program is cyclical and sequential. In classrooms teachers believe students benefit by:

- Cooperative learning
- Being encouraged to reach their full potential

- Individual attention
- Praise for excellence and effort
- Having their gifts and talents recognised and nurtured
- Being able to progress at their own rate
- Developing school spirit and growth in self-esteem.

Religious Education

At St Jude's we strive to live up to our school motto: "Growth in Truth and Love". St Jude's RE curriculum is broad in nature and includes experience of prayer and faith development through:

- Promotion of Christian values
- An understanding of faith through classroom based programs
- The collaboration of home, school and parish in the religious development of students especially through the celebration of Eucharist and sacramental programs.

The sacraments are usually taught and received in Year 3 (Penance), Year 4 (Eucharist) and Year 6 (Confirmation). The Parish Priest as leader of our faith community plays an important role in the children's moral and spiritual development. Children regularly attend class and school Masses. Class liturgies and school prayer form a special part of the school's Religious Education program.

The Archdiocesan Religious Education Curriculum "Treasures New and Old" offers a teaching approach, grounded in Tradition and Scripture, which engages the learner in a variety of educational experiences to foster faith development.

English

Underlying the highly effective teaching of reading and writing – along with listening, speaking and thinking – are responsive and responsible practices, actions and mindsets that we educators integrate into our daily literacy instruction, assessment, and leadership.

Our goals for literacy instruction are to:

- Ask the essential questions first
- Teach with authenticity
- Plan with the end in mind
- Provide more choice within structure
- Hear all the voices
- Embed formative assessment.

Routman, R. (2014). *Read, Write, Lean*. Alexandria, VA: ASCD. P 38

What really matters is that students are:

- Engaged in mindful encounters with texts
- Given choice and responsibility
- Supported to be independent, autonomous learners
- Accountable to each other and the reading and writing community.

Lowe, K. (2016). *For the love of reading: supporting struggling readers*. Marrickville NSW: Primary English Teaching Association Australia.

We believe that St Jude's is a reading and writing community, where reading and writing choice is instrumental in student success and achievement.

Mathematics

Our Mathematics curriculum is made up of the following important strands: Number & Algebra, Measurements & Geometry and Statistics & Probability. Each strand is then divided up into sub-strands, which encompass all grades eg. Number involves addition, subtraction, division, decimals, fractions and money. The main focus is to develop in students a sound understanding of mathematical concepts, processes and strategies and importantly the capacity to use these skills in everyday problem solving.

Like all Australian schools St Jude's participates in the National Assessment Program in Literacy and Numeracy testing in Years 3 and 5, where student achievement in the key areas of language conventions, writing and numeracy is reported against national standards. These tests provide valuable feedback for parents and our school. Our teachers work hard to promote positive attitudes towards Maths so that students see it as an interesting, enjoyable and challenging subject. All students are challenged to achieve at a level of accuracy and excellence appropriate to their own stage of development.

Science

In Science children are encouraged to question, investigate and record their findings. Children enjoy Science because it challenges their thinking, stimulating simple exploration and discovery.

Classes often conduct small experiments that generate enthusiasm, enjoyment and curiosity for learning amongst students. Environmental science is an important component in the primary school curricula and we utilise the surroundings and settings of the school. Children are encouraged to take an interest in and respect for God's creation.

History

This subject generally takes a world history approach within which the history of Australia is taught. It does this in order to equip students for the world (local, regional and global) in which they live. An understanding of world history enhances students' appreciation of Australian history. It enables them to develop an understanding of the past and present experiences of Aboriginal and Torres Strait Islander peoples, their identity and the continuing value of their culture. It also helps students to appreciate Australia's distinctive path of social, economic and political development, its position in the Asia Pacific region, and its global interrelationships. This knowledge and understanding is essential for informed and active participation in Australia's diverse society.

Our History curriculum aims to ensure that students develop:

- interest in, and enjoyment of, historical study for lifelong learning and work, including their capacity and willingness to be informed and active citizens
- knowledge, understanding and appreciation of the past and the forces that shape societies, including Australian society
- understanding and use of historical concepts, such as evidence, continuity and change, cause and effect, perspectives, empathy, significance and contestability
- capacity to undertake historical inquiry, including skills in the analysis and use of sources, and in explanation and communication.

Geography

Geography is a structured way of exploring, analysing and explaining the characteristics of the places that make up our world, through perspectives based on the concepts of place, space and environment.

A study of geography develops students' curiosity and wonder about the diversity of the world's places and their peoples, cultures and environments. Students examine why places have their particular environmental and human characteristics, explore the similarities and differences between them, investigate their significance and meanings to people, explain how they change over time, and evaluate their futures.

Geography emphasises the role of the environment in supporting human life, the important interrelationships between people and environments, and the different understandings of these relationships.

Health and Physical Education

We believe that a healthy lifestyle helps students learn and develop physically, mentally and emotionally. Sport and fitness are an important part of the school curriculum and all children are encouraged to participate and do their best in planned school activities.

All classes participate in a gymnastics program conducted by the local gym club with qualified instructors. Dance is formally taught to all classes in one term. Qualified instructors come to the school and take all classes each week for that term. Children enjoy competing in our school sports carnivals including athletics, cross country and swimming. Children benefit from the intensive swimming program that the whole school participates in. Class sport is played regularly and children wear their sport's uniform on sports and PE days.

Children are exposed to a wide variety of games and sports with visiting instructors coaching and helping to develop skills. Representative teams are selected to take part in our local SSA trials providing talented sports students with the chance to represent at a high level. Parents are encouraged to participate and help in coaching and managing, and assist with school sports days and carnivals. The school actively encourages participation in weekend sports.

Indonesian

Indonesian is taught from Kindergarten to Year 6. The program aims to give children an understanding of another country and culture. It is important that children have the chance to appreciate different ways of experiencing life and to learn to respect and value cultural diversity. Students are involved in learning to communicate orally and in written form as well as developing and understanding skills used in language. The basic objectives include:

- acquiring a basic vocabulary
- interacting in Indonesian in groups and with partners
- participating in singing
- writing exercises in Indonesian
- experiencing cultural activities such as: cooking, art and craft.

The Arts

This area includes dance, drama, music, visual arts and media: it is an important and integral part of our primary school curriculum. Most students naturally enjoy involvement in the arts and work in this area develops their imagination, creativity, self-expression and communication skills. Across the grades a specialist teacher uses a variety of resources in the music program which gives students exposure to basic musical appreciation including rhythm, percussion, simple musical notation and awareness of various instrumentation. For students who are interested, private piano, violin, guitar and rock band tuition (two times per year) is also available during school hours (note: most of these lessons do involve a fee). The school choir meets on a regular basis and represents the school at sacramental Masses and special occasions.

Our school is regularly involved in staging musical productions, concerts and dance events that are very popular amongst the school community. All classes are involved in preparing assemblies where children have the opportunity to display their talents in class plays through singing and dancing.

3. Parent Information and Communication

A parent information evening is held at the start of term 1 and is an important source of general school information, programs and curriculum issues and an opportunity to meet with your child's teacher to discuss classroom goals and strategies.

Parents are welcome to discuss their child's progress with the teacher at any time by appointment. The classroom teacher is always the first point of contact to discuss classroom issues. The principal is also available for meetings by appointment and parents can be assured of the principal's interest in any aspect of school life that is of concern. Parents will be issued with written reports about their child's progress in term 2 and term 4 in conjunction with parent teacher interviews – at least one parent from each family is expected to attend.

4. Parent Participation

St Jude's values all kinds of parental involvement and participation. There are many opportunities for parental involvement in the school. This enhances learning experiences for the children and builds the sense of community at the school, while reinforcing the relationship between teachers, parents and students. Each parent is valued for his/her gifts, talents and skills.

Opportunities are available to be involved in assisting within the classroom through: reading, writing, art and craft, dance, library, sport, Gross Motor Skills Program and the Sensory Motor Program (Kindergarten to Year 1). Parents also help out with school sports carnivals throughout the year and join children on school excursions.

Parents are encouraged to support the social and fundraising activities of the school. Parents can join the Community Council which is the parent body formed to support the school executive. Parents can also support the school by helping in the canteen, library and clothing pool. Parents helping in the school must have a Working with Vulnerable People card.

5. **IT**

Children benefit from whole class lessons by the Teaching and Learning Specialist teacher in the classroom. Children at the school (Years 3 - 6) have access to email. The internet is monitored and filtered by the school and Catholic Education. All children and parents are asked to sign an Internet Users Agreement annually.

6. **Pastoral Care**

St Jude's School community places emphasis on care and concern for one another. Children have buddy classes and social skills are explained, modelled and acknowledged in our classrooms. All classes have designated Parent Contacts who organise social gatherings and support for families in need.

7. **Behaviour Management Policy**

The school operates under a Behaviour Management Policy designed to enable the children to develop discipline progressively, through a network of relationships, rewards and sanctions. Our behaviour management practices apply in the classroom and on the playground and aim to develop the skills needed for children to learn to manage their own behaviour individually and collectively.

8. **School Newsletter**

Newsletters are made available on the school website every Thursday. It includes information on any relevant school activities or programs. A hard copy is available for those who request one.

9. **Sports Days**

Two days each week (usually Wednesday and Friday) are sports uniform days. Some changes may occur depending on the sports program advised in the school newsletter at the start of each term.

10. **Clothing Pool**

The clothing pool is located next to the canteen and is run by parent volunteers as a Community Council managed school enterprise. It operates for the convenience of students and their parents and any profits go back to the school.

Clothing pool opening hours are advertised in the newsletter. Online ordering is available through contacting uniformstjudes@gmail.com

11. **Personal Belongings**

All personal belongings (uniform items, lunch boxes, drink bottles, bags etc.) are to be marked clearly with your child's name. All lost and found articles are left in the cupboard opposite the staffroom.

12. Assemblies

Assemblies are regularly held in the school hall. Classes organise and present various items and hear guest speakers. They provide an opportunity to acknowledge the efforts and achievements of students by handing out weekly awards. Parents are most welcome. Assembly dates and times are published in the newsletter.

13. School Masses

Regular grade Masses and school Masses are organised for the children. As a general rule each child will be involved in at least one whole school Mass and one grade Mass each term.

14. Absences

If a child is absent from school due to illness or for any other reason, a note (email, Skoolbag notification) from the parent should be sent to the child's teacher. For any **prolonged absence** parents are asked to inform the school by ringing the front office. If children are taken out of school for any reason during the day, the teacher must be informed. Parents either returning or collecting children to/from school should report to the front office to sign their children either in or out.

15. Health Issues

Children are likely to contract a number of contagious diseases and infections during their school life.

Immunisation

The ACT Department of Health advises in the ACT Immunisation Requirements Handbook that all children enrolled in school or child care need to produce the child's Immunisation Record at the time of enrolment. The school retains the blue copy and the yellow copy is forwarded onto the Dept. of Health.

Sickness or Accident at School

Should your child not be well at the beginning of the day, he/she should not be sent to school. Coughs, colds and gastro upsets spread quickly, so please keep your child at home if it seems necessary. In the event of your child being ill at school or being involved in an accident, the school will contact a parent or nominated contact person to pick the child up.

If the school cannot contact the parents or nominated contact person and the child requires urgent medical attention, the school will contact the doctor nominated on the school file and/or arrange for the child to be sent to a doctor, dentist or hospital.

IT IS CRUCIAL THAT THE SCHOOL HAS CURRENT EMERGENCY CONTACT NUMBERS.

A staff member will treat any child requiring first aid. If a child is sick and the parents cannot be contacted and no urgent medical attention is required, the child will be supervised in the sick bay adjacent to the school office. Serious injuries are managed by first aid qualified staff and parents are contacted.

Insurance

All children attending Catholic schools in the ACT are automatically covered for accidents.

Medication

Children requiring medication during school hours will need to complete a "Consent to Dispense Medicines" form held at the office and this will be placed in the Medical Register. The office staff will dispense the medicine at the appropriate time. Medication requirements, allergies and other medical problems should be advised in writing to the school. Records are kept in the office. St Jude's is an Asthma Friendly School and a register and treatment plan is held for any child requiring asthma medication. All medication is stored in the sick bay in a locked cabinet or the refrigerator and administered by office staff.

Sun Smart Program

The school operates a Sun Smart Policy which involves a "no hat, play under the shelter" rule, a recommendation to parents to supply sunscreen for their child/ren, sun smart lunch/play hours to minimise exposure to skin damage from the sun, a promotion of Skin and Cancer Foundation approved clothing, a school beautification program to increase shade trees and shade provision in school grounds.

16. School Banking

School Banking is conducted with the Commonwealth Bank and banking day is Friday. The Commonwealth Bank supply information packs and these are sent home with all new Kinder children. School banking is offered to all students at St Jude's.

17. Bookclub

A school book club is operated through Scholastic and flyers/order forms are sent home with each child. This service encourages children to read and benefits our library through the provision of a range of children's books. This service is administered by a parent volunteer.

18. Canteen

The canteen operates Wednesday, Thursday and Friday during lunch and recess time. The canteen is run by the Community Council as a school enterprise. It is run by a paid part-time manager and is also staffed by volunteers. The canteen operates under the Healthy School Canteen guidelines.

Orders are to be written clearly on a paper lunch bag with the child's name and class; money is to be placed in the bag and the exact money is appreciated. Please do not send large amounts of money to school with children.

A summer canteen menu is distributed in terms one and four and the winter menu is distributed in terms two and three.

Online ordering is now available through QKR!
<http://stjudesps.act.edu.au/ourschool/mulleygrubcafe/>

19. **Supervision and Car Parking**

Supervision at the school commences at 8.30am and finishes at 3.30pm. Children walking and riding bikes home from school are escorted across the Mulley Street crossing (bikes are to be walked around the school grounds and kept in the bike rack during the day). Children catching buses are escorted to the bus stop and supervised while waiting for the bus.

Parents may park in the car park (between school and church) and in the playground (large asphalt area) before and after school. All parents collecting children need to park and collect their children from the quiet area (next to netball court). Parents need to take care when dropping off children in the morning and be vigilant when pulling out or passing vehicles that are in the process of disembarking children.

Parents are to drive in and leave the school at “walking pace” only.

20. **School Uniform**

Children are expected to wear the school uniform. Together with our school emblem, the wearing of the uniform symbolises our unity and identity as a school. New and pre-loved uniform items can be purchased from the clothing pool: new uniform items can also be purchased from Savvy in Homeworld, Tuggeranong.

School Bags

Large or medium in green with gold with school crest are available at the clothing pool.

Personal Presentation

Children are encouraged to take pride in their personal presentation and in wearing the correct school uniform. Students are encouraged to tie back long hair – ribbons or scrunchies in school colours may be worn. No jewellery is permitted other than a watch and studs/sleeper earrings. School slouch, bucket and legionnaires hats are available from the clothing pool.

COMMUNITY COUNCIL

The first responsibility of the Community Council is to strive to ensure that the school is truly Catholic. In order to do this the Community Council must consider the values and traditions of Catholic education.

The Community Council's concern is not just with things, but essentially with people, with a special regard for the poor, the disadvantaged, the powerless – after the example of Jesus Christ, who showed special care for the disadvantaged.

The activities of the Community Council include:

- A genuine interest in, and support of, the educational programs and practices which are at work in the school
- Financial policy, effective budgeting and financial planning, the setting of local fees and the equitable collection of fees
- Development and maintenance of buildings and grounds to provide a suitable environment for the learning process to flourish
- Building up support for the school in the community it serves. This may involve the promotion of the school and developing a community spirit through genuine pastoral care of members of the school community
- The evaluation of policy decisions and reflection on its own effectiveness in serving the school community
- Input into the Registration and Renewal Process and executive staff reviews which are conducted by the Catholic Education Office.

St Jude's Primary School Community Council

The St Jude's Primary School Community Council consists of the Council Executive made up of:

- Parish Priest
- School Principal
- Up to Six Parents
- Two Staff Reps
- Up to two people appointed for their expertise eg. finance skills or strategic management skills
- Parish Pastoral Council Rep.

The Community Council Executive oversees the following sub committees:

- Finance Committee
- Parent Network Committee
- Sustainable Schools Committee
- Canteen Committee
- Clothing Pool Committee
- Minor Fundraising Committee
- Major Fundraising Committee
- Preschool Committee

Meetings of the Community Council Executive are held twice each term. All meetings are open to community members.

St Jude's Car Park Etiquette

As the majority of students are driven to and from school at St Jude's, and the size of the school is growing each year, the following parking guidelines have been compiled to assist in developing and maintaining parking etiquette at the school.

Pedestrian Access in the Car Park

All pedestrians are asked to please walk towards the shelter using the bollard foot path. This is the safest option and the reason for the construction of the foot path.

Dropping off Children in the Drop off Zone

When using the drop off zone, it is important that you travel down this lane within the marked line and stop prior to the pedestrian crossing, and allow your child to get out of the car. Remember this is a no-standing zone in the morning, so you should not get out of the car. If your child requires assistance to get out of the car, then please park your car in the main car park before getting out to assist your child. It is also important to note that this is not a pick up zone for afternoon collection.

Speed limits

40km/hour speed zones signs are posted around the neighbouring streets. A suggested school ground/car park speed is 8km/hour (walking pace).

Parking in the Car Park

As parking spaces are limited, please ensure that you park between the marked lines and not over the lines to ensure you do not occupy more than one car park space, or block in other cars. These instances cause unsafe traffic movements and are a danger to children getting in and out of cars. When using the overflow car park (eastern end of the car park) please do not block the entry/exit into the back rows.

NB: From time to time the width of our car park spaces is questioned. Our parks are 2.5m in width which is considered 'generous' by Lines, Signs and Pavements (Fyshwick).

BEFORE & AFTER SCHOOL & VACATION CARE

Quality, reliable, affordable BSC/ASC/VC is provided each school day/holiday by our provider, YMCA.

Before school care is provided from 7.30am Monday to Friday.

After school care is provided from the end of the school day until 6pm Monday to Friday.

Vacation care is provided during most school holidays.

Positions are available on a permanent, part-time or casual basis.

YMCA Goals:

- To provide a safe, healthy and happy environment for the children and staff.
- To provide a program which meets the needs and interests of each child, to develop their full potential in all areas of development.
- To employ caring and appropriately trained staff and promote ongoing staff training.
- To promote open communication between parents and staff and encourage parental involvement in the operation of the centre.
- To foster links with the local community.

Children are provided with a healthy afternoon tea. Staff are employed by the YMCA of Canberra and provide a diverse program of activities including craft, cooking, outdoor play, games and sports.

2017 Fees –

Before school care – Permanent positions cost \$19.75 per day and casual costs are \$21.75 per day.

After school care – Permanent and permanent part-time positions cost \$28.50 per day and casual costs are \$31.50 per day (casual bookings are taken on the day until 2pm). Fee relief is available to eligible parents. These fees are subject to change.

The service is licensed under the Children's Services Act and registered with the Childcare Rebate Scheme and the Centrelink Childcare Assistance Scheme.

Information on fee relief, enrolment forms, bookings and any other information is available from YMCA Children's Services on 6242 4040 or visit ymca.com.au. Please feel welcome to visit ASC and meet the Director.

The BSC/ASC/VC telephone number from 7.30 – 8.50am and 3pm to 6pm is 0412 475 517.