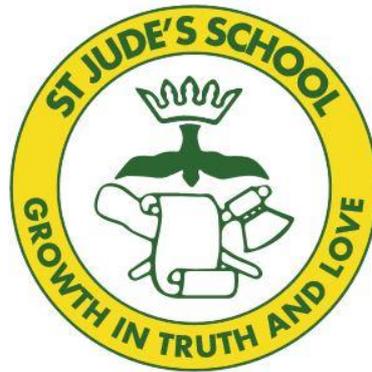


# ST JUDE'S PRIMARY SCHOOL and EARLY LEARNING CENTRE



## Growth in Truth and Love

49 Mulley Street, Holder ACT 2611

Phone: 6288 7688

[www.stjudesps.act.edu.au](http://www.stjudesps.act.edu.au)  
[office.stjudes@cg.catholic.edu.au](mailto:office.stjudes@cg.catholic.edu.au)

ELC – Phone: 6287 5520

[elc.stjudes@cg.catholic.edu.au](mailto:elc.stjudes@cg.catholic.edu.au)

## Welcome

St Jude's Primary School, Holder is part of Canberra Goulburn Catholic Education. Parents and parishioners since 1975 and over the years since 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. We encourage the fullest personal 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.

### **Our New Parish Priest**

*'All I aim for in my time with the children at St Jude's is to teach them the practice of Christian meditation.'*

Fr Michael Lim  
Parish Priest 2018





# 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/ren.

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 child/ren 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, Archbishop Cahill of Canberra and Goulburn wrote to 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 19<sup>th</sup> 1975, St Jude's School, Holder opened its doors for the first time to 142 enrolled children. On November 22<sup>nd</sup>, 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 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 succeeded Father Havas in 2002, until his retirement in early 2018. Father Michael Lim is our current Parish Priest.

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 2018 stand at 384 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.

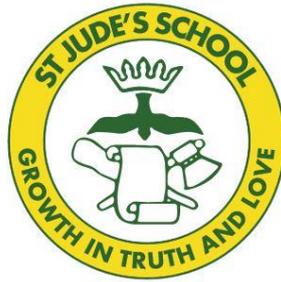
## ST JUDE

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  
Email: [office.stjudes@cq.catholic.edu.au](mailto:office.stjudes@cq.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 Michael Lim  
Presbytery: 6288 1979  
  
YMCA: 6242 4040 / 0412 475 517  
Before School Care / After School Care / Vacation Care

### **School Hours**

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

### **Term Dates**

#### **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

#### **2019**

Term 1 – 4 February – 12 April  
Term 2 – 29 April – 5 July  
Term 3 – 22 July – 27 September  
Term 4 – 14 October – 18 December

### **School Office Hours**

Monday – Friday 8.30am – 4.00pm

# 2018 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 Keryn Thiele	
Year 1 Teachers	Mrs Elizabeth Bailey Mrs Shannon Henry Mrs Catherine Smith	
Year 2 Teachers	Mrs Cathleen Feerick Mrs Karen Leighton	
Year 3 Teachers	Mrs Debbie Lynch / Ms Zoe Tsiouris Mr Tim O'Brien	
Year 4 Teachers	Mrs Anna Kelly / Mrs Megan Rice Mrs Maggie Lloyd / Mrs Megan Rice	
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	Mrs Jane Wardale Mrs Jo Ratcliffe
Music Teacher	Mrs Leanne Thomas	
Canteen Manager	Ms Kim Hekimian	
Cleaner	Mr Nick Bodrozic	

# 2018 School Fees and Levies

\$346.00	Tuition 1 <sup>st</sup> Child (per term)
\$103.80	Tuition 2 <sup>nd</sup> Child (per term)
\$ 69.20	Tuition 3 <sup>rd</sup> Child (per term)
\$168.00	Building Fund Contribution (per <b>family</b> per term - tax deductible)
\$185.00	School Operating Levy (per <b>family</b> per term)
\$139.00	Course Material Levy (per <b>student</b> – 1 <sup>st</sup> term only)
\$ 58.00	Computer Levy (per <b>family</b> per term)
\$ 30.00	Excursion Levy (per <b>student</b> per term)
\$ 60.00	Sports Levy (per <b>student</b> 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, refurbished toilet blocks in 2015 and 2016, and refurbished front office and foyer in 2017. These improvements were all funded by the 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. We are a low fee non-government school.

Accounts are sent home at the beginning of each term via email. 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
- Humanities and Social Sciences: History / Geography / Civics & Citizenship / Economics & Business
- Health and 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**

The Archdiocese of Canberra Goulburn has set out on a pilgrimage to reimagine the possibilities for Religious Education in each of our schools. Whilst all schools have set out together, this is essentially a distinct journey for each school.



Throughout this journey, St Jude's staff will be asking:

- How do young people and the youth of today best learn about faith?
- How can we lead students to engage in faith through Inquiry?
- What do teachers need to do to become effective in the instruction of the Faith and Traditions of the Catholic Church?
- How can we inspire students to courageously embrace the call of Pope Francis for us to become Missionary Disciples and be a religious voice in the world?

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.

### **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
- Model to target various literacy focuses
- Provide more choice for students reading material and free writing opportunities
- Conference students in reading and writing to establish self-evaluation and goal setting routines to individualise teaching points based on students' needs.

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.

### ***Mathematics***

Our Mathematics curriculum is made up of the following important strands: Number and Algebra, Measurement and Geometry, Statistics and 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 reading, spelling and punctuation, 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.

### ***Humanities and Social Sciences***

The Humanities and Social Sciences (HASS) is the study of human behaviour and interaction in social, cultural, environmental, economic and political contexts. HASS has an historical and contemporary focus, from personal to global contexts and considers challenges for the future.

In the Australian Curriculum, the HASS learning area includes a study of history, geography, civics and citizenship, economics and business.

Through studying Humanities and Social Sciences, students will develop the ability to question, think critically, solve problems, communicate effectively, make decisions and adapt to change. Thinking about and responding to, issues requires an understanding of the key historical, geographical, political, economic and societal factors involved, and how these different factors interrelate.

The Humanities and Social Science subjects in the Australian Curriculum provide a broad understanding of the world in which we live, and how people can participate as active and informed citizens with high-level skills needed for the 21st century. (Humanities and Social Sciences in the Australian Curriculum – March 2017)

#### **Key ideas**

- Through their learning in each subject (or sub-strand), students develop knowledge and understanding relating to broader enduring ideas that underpin the Humanities and Social Sciences in the Australian Curriculum. These are

represented in varying ways across the subjects. The key ideas are outlined below:

**Who we are, who came before us, and traditions and values that have shaped societies**

Students explore their own identity, Australia's heritage and cultural diversity, and Australia's identity as a nation in the world. They examine the significance of traditions and shared values within society.

**How societies and economies operate and how they are changing over time**

Students learn about Australian society and other societies in the world, both past and present; and how they function socially, culturally, economically and politically. Students examine developments that have resulted in, or are bringing about change.

**The ways people, places, ideas and events are perceived and connected**

Students are provided with opportunities to explore different perceptions of people, places, ideas and events. They develop an understanding of the interdependent nature of the world and the interrelationships within and between the natural environment, human communities and economies. They explore how people, ideas and events are connected over time and increasingly interconnected across local, national, regional and global contexts.

**How people exercise their responsibilities, participate in society and make informed decisions**

Students examine how individuals and groups have participated in and contributed to society past and present. They examine the rights and responsibilities of individuals and groups over time and in different contexts. They develop an understanding of the need to make decisions, the importance of ethical considerations and of being informed when making decisions, the processes for decision-making and the implications of decisions that are made for individuals, society, the economy and the environment.

***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 and rock band tuition is also available during school hours (note: 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 presentations through singing and dancing.

## **3. Parent Information and Communication**

A parent information evening is held at the start of term one and is an important source of general school information, programs and curriculum issues and an opportunity to arrange 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, 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 while our students are on school premises. 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

An updated newsletter is available on the school website every Thursday. It includes information on any relevant school activities or programs. Please download the 'Skoolbag' app to receive an alert message when our newsletter is available to view. A hard copy is also available upon request.

## 9. Sports Days

Two days each week 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 – Mulleyduds Shop

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 QKR! or contacting [uniformstjudes@gmail.com](mailto: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 contacting 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 child/ren 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 Department 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 and if needed, ambulance cover.

### ***Medication***

Children requiring medication during school hours will need to complete a "Consent to Dispense Medicines" form available from the front office and online under 'Notes'. This will be placed on the Medical Register. The office staff will dispense the medicine at the appropriate time. Medication requirements, allergies and other medical concerns should be advised in writing to the school. A treatment plan is held for any child requiring medication including: Ventolin and Epipens, which are stored in the sick bay 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 brochures for online orders 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 co-ordinated by a parent volunteer.

## 18. Canteen - Mulleygrub Cafe

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.

You may place orders by using the 'QKR!' app or write clearly on a paper lunch bag with your child's name and class. Money is to be placed in the bag with exact money greatly 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 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 asked to drive in and leave the school at "walking pace" only.

## 20. School Uniform

Children are expected to wear full 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 and bucket hats are available from the clothing pool.

## 21. Skoolbag and QKR!

Skoolbag is a primary source of communication between the front office and parents/carers. Please visit the following link to see how to download this app:  
<http://stjudesps.act.edu.au/parents/skoolbag.html>

QKR! is also an essential app to have installed on your smart phone. QKR! allows you to make school payments in an efficient way ie. ordering lunches from Mulleygrub Café and ordering school uniform from Mulleyduds Shop. Please visit the following link for further information:  
<http://stjudesps.act.edu.au/ourschool/qkr.html>

## 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
- Up to two Staff Representatives
- Up to two people appointed for their expertise eg. finance skills or strategic management skills
- Parish Pastoral Council Representative

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

Community Council meetings are held twice each term. All meetings are open to the school community.

### **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 footpath. This is the safest option and the reason for the construction of the footpath.

#### 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.

#### 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).





*Please contact YMCA as soon as possible to enrol your child/ren, as there may be waiting lists for the day/s you require.*

## **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 in order 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.

### **2018 Fees –**

**Before school care** – Permanent positions cost \$20.50 per day and casual costs are \$22.50 per day.

**After school care** – Permanent and permanent part-time positions cost \$29.50 per day and casual costs are \$32.50 per day (casual bookings are taken on the day until 2pm). Fee relief is available to eligible parents. These fees are subject to change.

**Vacation care** – Monday to Friday from 8am – 6pm. The costs per day begin at \$75.00 per child (in-house) and \$85.00 per child featuring excursions.

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 [canberra.ymca.org.au](http://canberra.ymca.org.au) Click on 'What we do'. Please feel welcome to visit ASC and meet the Director.

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