**St Francis de Sales, Clifton is a Catholic School dedicated to the total education of each child in an atmosphere created through Christian values.**

**St Francis de Sales - A School with Values**

Our vision at St Francis de Sales is that children learn things that are of value, both for the present and into the future.

The school aims to have children leave St Francis de Sales as young Christian Australians with

- An awareness of the importance of faith in their lives.
- Appropriate knowledge of the teachings of Jesus Christ.
- The attributes of a life-long learner.
- Appropriate literacy skills.
- Appropriate numeracy skills.
- Knowledge of the natural and social world.
- An appreciation of physical, social, cultural and artistic skills in themselves and others and a desire to expand these skills.
- An awareness of their roles and responsibilities in the wider community.

**History**

On 25th February 1917, the parish priest, Father Mark Cosgrove, welcomed four Good Samaritan Sisters to the new convent. The original Clifton Church was moved to Tooth Street behind the convent and renovated to become the first Convent School.

As the years passed, Monsignor Michael McKenna, then Parish Priest, saw the necessity for a new and larger school. The present two-story block was built on the ground adjoining the convent in Meara Place and was named St Francis de Sales School. St Francis de Sales Catholic Primary School was blessed and opened by Bishop Brennan on the 5th August 1962. In this new and large building, the educational traditions, begun by the Good Samaritan Sisters some forty-five years earlier, continued to be provided for the children of the Clifton Parish.

Eight years later, the Headington Hill State School was purchased and brought to the grounds to become the Infant School. This building currently holds the staff room and withdrawal room for individual children receiving extra assistance.

In 1979 the Good Samaritan Sisters left the parish. Since then the school has been operated by lay staff.

In 2010 the school undertook a major refurbishment program under the Federal Government Building Education Revolution initiative. The school was completely refurbished with a new library, under-croft, multi-purpose room and administrative building being built. All classrooms are now air conditioned and have a whiteboard and computers.
Francis de Sales (1567-1622) was a Roman Catholic bishop in Calvinist regions of Switzerland. His calm, clear explanations of the Catholic faith strengthened his own people and won many converts.

Francis' first assignment as a priest was in the region of Chablais (in France, near the Swiss border), where most of the people were Calvinists. Francis found only fifteen Catholics in his local church. He began to preach Roman Catholic doctrine and soon was in danger of attacks from certain Calvinists. Since it was difficult to make personal contact with them, Francis started a "leaflet campaign." He wrote many leaflets, attaching them, to walls of the town by night. He did not argue or criticise. Instead, he explained his view of the faith in a calm, pleasant way. By 1602 he had brought some 25,000 people into the Roman Catholic Church.

In 1607 he and a widow from the nobility, Jane Frances de Chantal, decided to found a new order of nuns, the Order of the Visitation. Its members visited the poor and the sick and later established schools.

Francis also was active in preaching the Christian way of life through his writings.

Declared a saint by the Church, Francis de Sales is the patron of journalists and Catholic writers.

Catholic schools exist because for well over a century Australia's Catholics have believed that a full education for their children must involve education in faith and spirituality as well as in the academic, social, physical and emotional aspects of life.

St Francis de Sales School seeks to provide education in the environment of a Christian community, with an open teaching of the beliefs and the way of life of the Catholic religion as a part of the curriculum. The school welcomes students from a variety of faith backgrounds and seeks to nurture the faith development and spirituality of all who choose to become a part of the St Francis de Sales community.

St Francis de Sales is part of the system of schools administered through the Diocesan Catholic Education Office in Toowoomba. The System is funded by the Federal and State Governments and in turn is responsible for staffing the schools in the system.

St Francis de Sales is part of the Catholic Parish of St James and St John's Clifton. Father Rod MacGinley is the Parish Priest.
**Parents as Partners**

"Parental interest is a more potent influence on Children's learning success than parents' educational background, parents' occupation. Parent's cultural background or family income level." [The Parent Factor]

Parents can see from the above quote how critical their involvement in their child's school life is. Parents are the first educators and this is not to be forgotten. At St Francis de Sales, parental involvement is encouraged - we see ourselves as equals, as partners in the education of our young people.

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**Parents and Friends Association**

The whole purpose of the P & F Association is to provide an organisation at school that allows the principal, the teachers and parents to work together in a community for the benefit of the children. In a Catholic school, we are pursuing Christian values and principles and expect that the school community in which our children are learning and developing is providing a Christian ethos or environment.

One of the roles of parents in this community is that of support to the school and teachers primarily through the effort of the Parents and Friends Association. The Association provides material and physical support to the school.

Activities of the P & F include social and fundraising ventures and working bees. At the monthly P & F meetings parents receive information about school & education in general.
Parent Communication

Open lines of communication are viewed as being an important part of the school community. Good communication is facilitated in a variety of formal and informal situations such as Parent/Teacher Interviews, school newsletter, progress reports, letters home, P & F meeting and Open Days as well as during a range of school events and functions.

Progress Reporting

Formal progress reports are given at the conclusion of each semester. Parent / Teacher interviews are held during Term 1, but can be initiated by parents or teachers as the need arises. A written report is issued at the end of each semester.

School Newsletter

A school newsletter is compiled and issued on the basis of one per family each Wednesday of the school year. The school newsletter is an important communication link with parents, the parish and others in the local community.

Religious Education Programme

Spiritual Development is the focal point of our school community – as set out in our School Mission Statement. St. Francis de Sales is essentially a Catholic School and while students of other religious beliefs are welcome – according to Diocesan policy – it is on the understanding that they take full part in religious activities which play an important part in school life. St Francis de Sales strives to foster the Spiritual Development of all students no matter what their religious background.

All members of the school community are encouraged to celebrate prayer daily and Mass as often as in practically possible. We endeavour to celebrate Mass as a whole school each term, to which all family members are invited and encouraged to attend. The school day begins and ends with prayer.

Special occasions such as Mothers Day, Fathers Day and ANZAC Day are celebrated as classroom liturgies, either in the church or in the host classroom. In addition to the formal religious and sacramental formation the students are encouraged to develop personal prayer habits. The teaching of both formal and informal prayer experiences occur in a way that is relevant and comfortable to all students.

Religious Education lessons are taught for 2.5 hours per week. These lessons teach content from the Brisbane Archdiocese of Catholic Education in an open and honest way. We value the enrichment that families from other faith beliefs bring to our school community.

St. Francis de Sales encourages and supports students to participate in the Parish Sacramental Program. The program is family based and parents play a key role in the training and preparation of their children to receive the sacraments.
Relationships

St Francis de Sales is proud of its welcoming and inclusive nature. The school strives to care for every individual in our school community. Students, parents and staff all participate in a partnership by supporting each other in various ways. We help and support others by listening, talking, offering assistance and guidance.

The aim of St Francis de Sales is to develop a mutual respect and understanding for all people through an open and honest partnership of caring for others.

Teaching and Learning

A wide variety of teaching strategies, catering to the various learning styles displayed by students, are used at St Francis de Sales. Whole class instruction, small group work, peer tutoring and one-to-one teaching are used effectively to promote learning. The teachers, with the assistance of the Learning Support Teacher and visiting specialists, use these approaches to cater for students with a variety of special needs.

St Francis de Sales strives to provide a balanced curriculum, allowing students the opportunity to successfully achieve outcomes in all of the Key Learning Areas. Where possible units of work integrating common ideas from a number of KLA’s are used.
At St Francis de Sales we believe that it is important to cater for all children's individual differences. With this philosophy in mind we cater for different children's learning styles and rate of work. The Learning Support Teacher supports the classroom teacher in providing aid to help specific children in the areas of literacy and numeracy. The Learning Support Teacher also supports gifted and talented children with specific programs. The Learning Support Teacher works closely with the class teacher and the principal to ensure maximum learning for the child.

If parents or teachers believe that a child is experiencing difficulty, then the Learning Support Teacher may:

- Monitor specific areas of learning with a view to devising a special program to complement the classroom curriculum.
- Assess a learning difficulty through diagnostic tests.
- Follow-up detection of difficulties with a parent interview and an individualised learning program.
- Refer child through the Principal to other agencies for guidance and specialist assistance.

At St Francis de Sales we believe in encouraging the child to develop holistically. Our Arts program caters for the creative development of the child while our physical education program caters for the physical development of the child. These programs are an integral part of our curriculum.

The Creative Child

Our Arts program recognises that all children have creative potential, which can be nurtured and developed. Each child learns in different ways and many can never develop fully unless their creative needs are met. The children are encouraged to develop skills in all strands of the Arts and are given a variety of opportunities to display their talents.
The Physical Child

The children participate in daily fitness activities, physical education lessons and a variety of intra and interschool sporting events.

Resource Centre

Students at St Francis de Sales have access to a variety of technologies such as fully networked computers in classrooms, digital cameras and the internet. The children are encouraged to borrow books from the library where our collection is continually being updated.

It is through the use of the wide variety of resources that children at St Francis de Sales will be empowered to become independent learners not only in school but also for the rest of their lives.

Your child is required to use a library bag to protect books or other resource media when borrowed. Your assistance in ensuring books are returned to school undamaged is essential if we are to maintain present stocks for future children.
SAFE AT SCHOOL POLICY

Rationale

St Francis de Sales School strives to be a caring, Catholic school where each community member feels safe, included and respected.

This Safe School Policy of St Francis de Sales School is based on the National Safe Schools Framework and seeks to promote these principles:
• All individuals have a right to feel safe and secure
• All individuals are to be valued and treated with respect
• All individuals have a right to work and play in safety and without interference

In stating the above beliefs we recognise the importance of the development of a healthy and confident self image, a sense of belonging and the fostering of authentic self discipline.

At St Francis de Sales we define inappropriate behaviour as behaviour which harms self, others or the social order i.e., agreed and established expectations of behaviour.
We further recognise that many of our students may lack knowledge and skill resulting in inappropriate choices and actions. Whatever the cause of inappropriate behaviours, the school recognises its responsibility to support students through education in the values, attitudes, knowledge and skills which underlie effectiveness in building and maintaining relationships.

Values

St Francis de Sales School is a Catholic Parish Primary School committed to the development of the whole person and to the provision of a safe, caring environment. The Safe School Policy reflects the values espoused in the Mission of a Catholic school. It seeks to promote the values and attitudes of respect, responsibility, responsiveness and resourcefulness.

Respect
Believing that all people have equal worth and equal claim to being treated with dignity and kindness.
Our students are encouraged to have consideration for the feelings of others. They are expected to treat others fairly and to expect respect in return. We believe that students become respectful when treated with respect.

Responsibility
Accepting one’s accountability and not blaming others, becoming reliable; trustworthy and seeing themselves as being responsible for their own decisions and actions is an important facet of the school’s behaviour management policy.
Our students are encouraged to develop self - control; resilience and independence. They are encouraged to contribute to the well being of the school, to be helpful and to participate willingly in the life of the school. We believe that students become responsible when given responsibility.

Responsiveness
Our students are encouraged to be friendly, cooperative, loving and affirming. We believe that students become responsive when treated fairly with love and respect and to develop empathy for others.

Resourcefulness
Our students are encouraged to take care of themselves, to develop independence and self- reliance, to develop their relationships across a broad range of people and to meet the challenges which confront them with confidence. We believe that students become resourceful when encouraged to be self- reliant.
Policy Statement

Every person in the St Francis de Sales School community has a right to feel safe. St Francis de Sales’ strives to create an educational environment where each individual is respected, accepted, included and free from fear or threat. This safe environment will enable all members of the community to reach their full potential.

DEFINITION

Bullying is the misuse of power, position and privilege. It is done to intimidate, coerce, and engender fear and to control. There are three critical elements in this definition:

- **POWER**: Children who bully may acquire power through various means – physical size and strength; status within a peer group and recruitment within a peer group so as to exclude others. Basically, bullying involves an imbalance of power.

- **FREQUENCY**: Bullying is not a random act. It is characterised by its repetitive nature (prolonged over time).

- **INTENT TO HARM**: Bullies usually deny any intent to harm others and may not be fully conscious of the harm they cause. This harm may be verbal, physical, social or psychological. Causing harm is deliberate!

As Rigby (1996) states:

“Bullying is commonly defined as ‘repeated oppression, psychological or physical, of a less powerful person by a more powerful person or group of persons.”

Bullying may include some or all of the following behaviours (in all forms):

- Name calling - Teasing and taunting
- Racist or sexist remarks - Social ostracism
- Malicious gossip - Threats
- Physical force

but essentially bullying relies on an imbalance of power in the relationship between the bully and the victim.

Any act of aggression is unacceptable, however not all acts of aggression are bullying. Normally, aggression that involves any 2-way process of attack and counter-attack is not bullying. Particularly, if the attacks occur between parties of equal power/ strength/ status and are part of a 2-way attack and retaliation process. Rather, bullying usually refers to a one-way attack situation in which the perpetrator has more power and the victim cannot really retaliate and can feel helpless and powerless.
Consequences

STAFF

1. Provide a safe, secure learning environment for our students
2. To model appropriate behaviours at all times
3. Ensure that all accessible areas of the school are patrolled during playground duty.
4. Educate students about preventative strategies e.g. not let it happen again and bystanders are not acceptable
5. Use all your students as a positive resource in countering bullying and take time to discuss the problem in class.
6. Offer the victim immediate support and help. Be aware that dealing with incidents with both parties present then and there is inappropriate. Offer your support to the victim and outline what will now happen.
7. Watch for early signs of distress in students. This could be evident in any aspect of school life.

STUDENTS

1. Even if not directly involved, students should report all incidents of bullying to a trusted teacher or member of staff.
2. Both students will be required to discuss the incident with a staff member.
3. The parents of the students involved may be informed of the outcomes of the investigation.
4. Students may be referred for counselling.
5. Bullies will be required to apologise to their victims. The apology may be written or verbal.
6. Students who are found to be bullying will be required to attend an interview with the Principal.
7. If further incidents of bullying by the same student occur, parents will be required to attend an interview with the Principal to discuss the issue. At this stage of the process discussion will focus on the student meeting the expectations of St Francis de Sales School and whether the school can continue to meet the needs of the student.

PARENTS

1. Watch for signs of distress in your child. There could be an unwillingness to attend school, a pattern of headaches or stomach aches, equipment that has gone missing, request for extra pocket money, damaged clothing or bruising. Early contact with the school is essential.
2. Take an active interest in your child's social life.
3. If you think your child is being bullied, inform the child’s teacher to ensure a cooperative approach that includes home and school. It is unacceptable for a parent to independently take the correction of another child into their own hands.
4. Advise your child to tell a trusted teacher.
5. Reassure your child that there is nothing wrong with him/her and that they have done nothing wrong.
6. Do NOT encourage your child respond verbally or physically.
7. Parents/Carers of the students involved will be contacted by the school. At this time the incident and future action will be outlined.
8. Parents are encouraged to speak with their own children about issues that occur at school. Parents need to take a balanced and informed approach, keeping in mind that it may be a complex or ongoing issue.
WHAT TO DO IF YOU ARE WORRIED ABOUT A BULLYING INCIDENT.

1. Read and familiarise yourself with the St Francis de Sales School Safe at School (Anti-Bullying) Policy
2. Approach your child’s classroom teacher to discuss the issue.
3. Speak to the school Principal.
4. At all times parents are encouraged to speak to the Principal about issues that affect their child.

Course of Action:

a. Approach Teacher to discuss a matter.
b. If matter is unresolved, approach the principal.
c. Discussion at school level with the teacher and principal.

Behaviour Management Plan for St Francis de Sales Primary School

This plan has been written so that it meets the values and rationale of the behaviour management policy.

The plan is based on the following two assumptions:

(1) Life-long success depends in part on learning to make responsible choices.
(2) Your child deserves the most positive educational climate possible for their growth.

I ensure that the discipline approach is consistent throughout the school and also that it rewards positive behaviour.

The plan below outlines our rules, positive recognition for appropriate behaviour and consequences for inappropriate behaviour, while students are in the classroom.

Rules

1. Follow all directions from staff.
2. Keep hands, feet and objects to yourself.
3. Do not swear, tease or speak in a disrespectful way.
4. Be prepared for school.

Positive Recognition.
To encourage students to follow these rules, appropriate behaviour will be recognised with praise, points, awards, free time, extra sport, computer or art.

Consequences
If a student chooses to break a rule however the following steps will be taken.

1. Warning.
2. Three minutes withdraw from play.
3. Five minutes withdraw from play.
4. Ten minutes withdraw from play.
5. Student sent to principal.
6. Parent contacted.
In the event of a severe discipline issue, the student is immediately sent to the principal and parents contacted.

The following is the plan for discipline in the playground. This plan has been written so that it meets the values and rationale of the behaviour management policy.

**Minor Playground Misbehaviour**
In the event of a child behaving inappropriately in a minor manner in the playground the following procedures will be followed:

(i) Child is made aware of inappropriate behaviour.
(ii) Child is given time out from play from 1 – 5 minutes.
(iii) If the child repeats inappropriate behaviour during that lunchtime they are to sit out for the remainder of play for that day.
(iv) Name is recorded. If a child is withdrawn from the playground four times in a term parents are contacted.

**Major Playground Misbehaviour**
In the event of major playground misbehaviour the following procedures will be followed:

(i) Child immediately withdrawn from playground.
(ii) Child sent to principal.
(iii) In the event of a severe misbehaviour parents are contacted for an interview with principal.

Please note that at St Francis de Sales teasing and bullying are considered major misbehaviours.

It is important that parents are fully aware of the behaviour management plan in the school and support it. If you have any questions or queries about the implementation of this plan please contact the school.

**Homework Policy**

**Values**

This homework policy gives expression to the following values: self-discipline and responsibility.

**Policy Statement**

*Students at St Francis de Sales are expected to complete homework tasks as set.*

1. Homework can serve several purposes. It:
   a) offers a valuable link between school and home keeping parents informed of the kind of work being done at school.
   b) can help children to develop habits of independent work.
   c) offers extra time for children to consolidate the learning done at school.

2. Homework should always include some time for reading.

3. Maximum times for homework (i.e. "written", "learning" and "reading" combined) is 30 minutes.
4. Homework should be part of the learning process which leads to children's consolidating their knowledge of material studied at school (e.g. maths operations, vocabulary exercises) or working independently (e.g. social studies project, research).

5. No written homework is given on Friday to be completed by Monday. However, especially in older classes, the giving of a long-term assignment which could involve the child allocating some weekend time to it is possible.

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**School Uniform Requirements and Policy**

<table>
<thead>
<tr>
<th>Girls -</th>
<th>Boys -</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>Check blouse</td>
<td>Bottle green school polo shirt</td>
</tr>
<tr>
<td>Green culotte</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Grey shorts</td>
</tr>
<tr>
<td>Green socks</td>
<td>Green socks</td>
</tr>
<tr>
<td>Green hat</td>
<td>Green hat</td>
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<table>
<thead>
<tr>
<th><strong>Winter</strong></th>
<th><strong>Boys-Winter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Green slacks &amp; check blouse</td>
<td>Grey trousers &amp; school polo shirt</td>
</tr>
<tr>
<td>M/fibre jacket</td>
<td>M/fibre jacket</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sports Uniform</strong></th>
<th><strong>Boys Sports Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>School sports shirt</td>
<td>School sports shirt</td>
</tr>
<tr>
<td>Green skort</td>
<td>Green m/fibre shorts</td>
</tr>
<tr>
<td>Green sports socks with a gold stripe</td>
<td>Green sports socks with a gold stripe</td>
</tr>
<tr>
<td>Sports shoes</td>
<td>Sports shoes</td>
</tr>
<tr>
<td>M/fibre jacket &amp; pants(winter)</td>
<td>M/fibre jacket &amp; pants(winter)</td>
</tr>
</tbody>
</table>

The sports uniform is usually worn on Wednesday’s and Fridays.

The girls’ blouse can be ordered from Lynetz.
Second-blouses may be available from the school clothing pool.

All other items can be ordered through the school.

At St Francis de Sales our uniform is worn with pride.

**Policy Statement:**

*St Francis de Sales students will present themselves in the approved school uniform so that their appearance reflects the values and image of the school community.*

**Values:**

This uniform policy gives expression to the following values – respect, dignity, community, justice, self-esteem, self-discipline and responsibility.
Correct uniform is the responsibility of parents.

- Hairstyles are to enhance a neat/tidy appearance.
- Haircuts are to enhance a neat/tidy appearance and **boys’ hair** must be above the collar and neat. (No “tails” or colours). **The only jewellery to be worn by boys is watches. No earrings or other jewellery is acceptable.**
- For health reasons, **girls** with shoulder length hair or longer are to wear it tied back with bands or ribbons of school colour.
- Hair colours should be natural, added colourants are unnecessary and inappropriate at this age.
- **Girls – earrings (studs or sleepers). One in each ear only. Watches are allowed. All other jewellery is unacceptable unless for medical purposes**
- Always wear a hat outside.

**For Your Information**

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**School Bus**
School buses operate within the district servicing most areas. The principal will be pleased to provide all relevant information.

**Medication Policy**
It is a Catholic Education Office directive that teachers do not administer medication to pupils unless specifically notified by a parent. If it is necessary for a child to take medicine on a medical practitioner's orders during school hours, then parents must make a written request to the principal stating this. Following this written request, a school staff member may accept responsibility to administer the medication. However the instructions on the container must indicate specific times at which medication is to be administered, the correct dosage and the name of the patient.

Children may not keep medication in school ports or desks. The one exception is an asthma inhaler. Please ensure written notification is sent to school if your child is responsible for an inhaler at school.

Non-prescribed oral medication (such as analgesics & over-the-counter medication) may not be administered by school staff.

**Notification of Absence from School**

A phone call informing the school of absence would be appreciated. If this is not possible, please provide your child with a note explaining the absence on their return to school.

Children arriving late to school or leaving early MUST be signed in / out at the school office.

**School Hours**
Classes commence at 8:45a.m. and the school day finishes at 3:00p.m.
Children are supervised from 8:30a.m. until 3:30p.m. The earliest a child should arrive at school is 8.15 a.m. unless an arrangement has been made with the Principal.

Main Break 11:00a.m. - 11:45a.m.
Afternoon Break 1:40p.m. - 2:00p.m.
**Tuckshop**
The school operates a restricted tuckshop lunch and morning tea on Fridays. Orders must be made by the previous Wednesday to enable accurate ordering.

### School Fees Policy

#### Rationale
St Francis de Sales Primary School, as part of the local faith community exists to support the parents / guardians role as primary educators of their children. The School fees Policy gives expression to an understanding of the purpose of, and the need for, financial support by parents / guardians in the way of school fees.

#### Gospel Values
St Francis de Sales Primary School Fees Policy gives expression to the following values: justice, respect, compassion, understanding, sensitivity, personal dignity, equity, commitment and community.

#### Policy Statement
Parents / guardians are expected to commit themselves to the payment of school fees as charged by the School.

#### Consequences of the Policy
1. School fees will be set having regard both for the needs of the school and the socio-economic situation of the school community.
2. As members of the school community parents / guardians are being true to their commitments to pay school fees.
3. The School will be able to maintain and develop the quality of educational opportunity and resources offered to its student.
4. Those parents / guardians who are experiencing economic hardship have the opportunity to make special arrangements with the Principal.

#### Guidelines:
1. School fees will be set by the Principal and the Parish Priest after consultation with the School P & F.
2. School fee accounts will be sent out at the beginning of each term with the expectation that they will be paid at the end of Week 6.
3. Arrangements can be made with the Principal to pay on a monthly, term or annual basis.
4. Parents/ guardians who have difficulty meeting school fees are asked to discuss the matter with the Principal to make special arrangements. These arrangements will be reviewed on a half yearly basis or when circumstances change.
5. Confidentiality will be respected at all times.
6. For those parents / guardians who do not pay and who have not made special arrangements with the Principal, the collection of school fees will be conducted as follows:
   - Accounts rendered will be highlighted
   - Where an account is more than two weeks overdue, the Principal will send a letter to the parents / guardians reminding them of their commitment to the payment of school fees.
A second letter signed by the Principal and Parish Priest will be sent seeking payment of the account if there has been no response to the first letter within 14 days with an invitation to discuss the matter.

If parent consultation still does not take place, further Action may be taken to claim the amount owing.