

St Francis de Sales Primary School



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

Our 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 is currently used as the staff room.

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 access to class sets of computers and Ipads.



Our Patron - St Francis de Sales

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.

St Francis de Sales School - A Part of Catholic Education

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 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.

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.

The purpose of the P & F is to organise social activities, 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, letters home, P & F meeting and Open Days as well as during a range of school events and functions.

Reporting

Formal reports are issued 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.

School Newsletter

A school newsletter is compiled and issued on the basis of one per family each Thursday 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 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 is 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 school assemblies. 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

We value and support all members in their journey as life-long learners and continue to build a family spirit across our school. We value collaborative partnerships with families in building and sustaining this quality learning community. Shared beliefs and a common vision guide us in embracing change and making a difference in the global community.

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.)

Children with Special Needs

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.

St Francis de Sales - Educating the Whole Child

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 iPads and 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 care, respect and responsibility and responsiveness.

STUDENT BEHAVIOUR SUPPORT PLAN

This Student Behaviour Support Plan has been developed to clearly outline expectations in relation to whole school behaviour and to establish the guidelines upon which students are supported within the gospel values espoused by St Francis de Sales.

This plan has been written with the particular needs of our students in mind. It is designed to be a guide to best practice, reflecting on the consistent approaches by all staff, while at the same time providing a reinforcement of behaviour teaching methods which are individualised and inclusive.

Our goal to, is to assist students to become prepared for their world when they leave the safety of the school environment, being capable and responsible citizens who can solve problems with confidence and success.

Policy statement

Every person in the St Francis de Sales School community has a right to feel safe. Our spirit of community is grounded in relationships marked by participation, by conversation and by cooperation. We draw strength from each other through mutual respect, collaborative partnerships and shared beliefs.

Values

We acknowledge that right relationships create a positive atmosphere within our learning, teaching and social environments. Our community is grounded in mutual respect. We believe the following behaviours break down right relationships between members of our community:

- Bullying
- Cyber-bullying
- Harassment
- Racial Vilification
- Anti-social behaviour

Rationale and Vision for Student Behaviour Support

Catholic schools are founded on the person of Jesus Christ and enlivened by the Gospel. We are committed to the development of schools which embrace the example of Jesus and the teaching of the Gospel, especially in relation to faith, hope, love, forgiveness, justice, compassion and freedom.

We show this through:

- Practical expression of the Gospel message within our own school community and wider community of Clifton
- The care we display for those within the school community, especially those experiencing disadvantage
- The extent to which students experience school as a place of hope and promise for their future

Our community is committed to the development of the whole person and the development of Catholic schools which:

- Provide caring, loving, caring and secure environments
- Recognise the individuality and dignity of each student
- Foster life-giving relationships within the school community

We reflect this in:

- The ways in which we foster dignity, self-esteem and integrity of each person
- The quality of relationships within the school, and the pastoral care of each person
- The recognition given to the variety of learning styles of students
- Promoting inclusive practices related to race, socio-economic circumstances, culture, gender, religion, physical and cognitive abilities and mental health.

Our philosophy of inclusion is grounded in certain essential core beliefs about student learning for all students in Catholic Education Archdiocese of Toowoomba. We believe that:

- All students should have an opportunity to learn to live and to contribute as responsible members of society
- All students have a right to opportunities for learning and growth appropriate to their needs and gifts
- An attitude of welcome acceptance and celebration of individual differences and unique gifts is to be encouraged and supported among students, parents and staff
- All students have the right to be treated with dignity

Process of Writing the Behaviour Support Plan

The process of writing the St Francis de Sales Student Behaviour Support Plan included:

- Consultation with various TCSO Policy documents;
- Examination of other Behaviour Support models;
- Review of existing structures and processes;
- Critical reflection and evaluation of proposed programs;
- Invitation for comments from key stakeholders.

Code of Expected Student Conduct

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.

Behaviour Support Processes and Procedures

Behaviour Support

If students are experiencing difficulties with relationships or have been involved in any serious incident, parents of the student will be informed. If an incident is very serious, the class teacher and and/ or Principal who will assess the situation and decide on action to be taken.

Supports and consequences that may occur when a student is referred to the Principal as a result of an incident report may include:

- Upskilling using the ‘Zones of Regulation’ resources;
- Referral to Guidance Counsellor;
- Restorative Conferencing;
- Structured Play;
- Time out of play;
- Suspension;
- Interview with student, parent/s, teacher;
- Interview with Principal.

Incentive Programs – Positive Behaviour Support

- A. Prep – 6 called ‘You Can Do It ’ Program - class teachers will write an award or awards which will be presented on the School assembly. Award winners will be acknowledged through the school newsletter.
- B. Reward Days Process for Year P – 6 – Students in year P-6 may be invited to attend a reward session or a reward party at the end of each term if they have adhered to the School Rules and classroom expectations during that school term. Class teachers and the principal will decide if a student becomes ineligible to attend the reward day if, during the term they have:
 - Repeatedly not completed class work;
 - Repeatedly not given their best effort;
 - Receive three or more time outs in a term for the same reason

Prior to each reward day, ineligible students will discuss the reasons of their ineligibility with their classroom teacher and principal.

Consequences of Minor Playground Misbehaviour

In the event of a child behaving inappropriately in a minor manner in the playground the following procedures will be followed :-

- Child is made aware of inappropriate behaviour.
- Child is given time out from play for 5 minutes
- If the child repeats inappropriate behaviour during that week they are to sit in a time out for their lunch break.
- If a child is withdrawn from the playground three times in a term for the same behaviour, parents are contacted.

Consequences of Major Playground Misbehaviour

In the event of major playground misbehaviour the following procedures will be followed :-

- Child immediately withdrawn from playground.
- Child sent to principal.
- In the event of a severe misbehaviour parents are contacted for an interview with principal before an appropriate consequence is chosen.

Students who choose to offend staff or students in a physical, verbal and/or defamatory way may be completely removed from the classroom or parents will be asked to take the student home. Formal suspension may also occur.

In the event that a student acts in a violent or dangerous manner at St Francis de Sales, that student will be required to go home and may be formally suspended.

Once a student has reached this stage of inappropriate behaviour, an interview must be arranged between the Principal and the student’s parent and the student, in order to negotiate re-entry to the school.

BULLYING

At St Francis de Sales we believe everyone should be treated with respect and dignity. We will not tolerate bullying and we can do something about it. Everyone has the right to feel safe and valued and it is everyone's responsibility to ensure that this happens.

A Definition of Bullying

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 is a systematic and repeated abuse of power (Rigby 2010). This can be face to face or using technology (cyber-bullying), such as mobile phones, the internet via email, social networking sites, and chat rooms to bully verbally, socially or psychologically etc.

It is important to note that other forms of undesirable interpersonal behaviour are often confused with bullying.

These behaviours ARE NOT bullying:

- conflict between children of equal power,
- non-malicious exclusion of some children,
- one-off acts of meanness and spite, and random acts of aggressiveness.

Bullying involves:

- an unjust use of power
- a power imbalance
- (typically) repetition
- dominating or hurting someone
- unfair action (physical, psychological or social) by the perpetrator/s
- a lack of adequate defence by the target and feelings of oppression and humiliation

What might bullying look like?

When someone is / has

- hit, punched, jostled or pushed
- called hurtful, abusive or offensive names
- threatened
- a victim of abusive or obscene language
- ridiculed about their appearance or abilities
- teased repeatedly in a nasty manner
- singled out for unfair treatment
- rumours spread about them
- their property interfered with.

What can students do?

- Tell Mum or Dad
- Report it to the Principal
- Tell a friend
- Tell a teacher

What do parents need to be aware of?

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. Reassure your child that there is nothing wrong with him/her and that they have done nothing wrong.
5. Do NOT encourage your child respond verbally or physically.
6. Parents/Carers of the students involved will be contacted by the school. At this time the incident and future action will be outlined.
7. 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 issue that may take time to resolve.

What happens when someone reports bullying?

As with all serious breaches of behaviour, the matter will be investigated by the principal. This investigation will include statements being taken from all students involved including bystanders and witnesses.

CYBERBULLYING

Cyber bullying is everyone's business and the best response is a proactive or preventative one. To be proactive students can:

- **Guard contact information.**
- **Take a stand against cyber bullying.** Speak out whenever you see someone being mean to another person online. Most people respond better to criticism from their peers than to disapproval from adults.

Action

If you are being harassed online, take the following actions immediately:

- **Tell an adult you trust/Report the issue.** This can be a teacher, parent, older sibling or grandparent - someone who can help you to do something about it.
- **Block the sender's messages.** If you are being bullied through e-mail or instant messaging, block the sender's messages. Never reply to harassing messages.
- **Keep a record.** Save any harassing messages and record the time and date that you received them.
- **Report to police.** If the bullying includes physical threats, tell the police. Some people think that they can get away with it because they believe it is anonymous. They are wrong. Most can be traced and it's a criminal offence to use a mobile phone or any form of communication to menace or harass or offend another person

What if a student experience cyberbullying outside of school hours?

If the cyberbullying incident involves other students at St Francis, the student or parent of the student is still required to inform the staff at St Francis de Sales so the incident can be recorded, investigated and acted upon appropriately.

Complaints management procedure

Purpose

Schooling of children in the St Francis de Sales school community is a partnership between the school, parents/carers and guardians, students and the community.

As with all partnerships, from time to time there will be misunderstandings and differences leading to various levels of concern.

This procedure describes how parents/carers and guardians, students, and community members can make a complaint and how this complaint will be managed, guided by the principles of fairness, dignity, respect, confidentiality and equity.

To whom it applies

All parents/carers and guardians, community members and students of St Francis de Sales are to follow this procedure. All employees of St Francis de Sales are to manage complaints in accordance with this procedure.

Please note: This procedure is not to be used to deal with situations where allegations of abuse or sexual misconduct are made against employees. In these instances, the Student Protection processes and guidelines are to be applied.

This procedure is not to be used by employees to make a complaint. In these instances, one of the following procedures may be applied

- a. Employee grievance resolution procedure
- b. Workplace bullying and harassment procedure
- c. Anti-discrimination, equal employment and addressing sexual harassment procedure.

Related legislation

Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)

Procedure

Guiding principles

1. All people involved have a right to be heard, agree to act courteously, politely, honestly and expect that relationships will continue respectfully both during and after the management of the complaint.
2. All parties are to respect others' dignity, views, beliefs and circumstances.
3. Confidentiality is a key element of complaints management.

Students

Making a complaint

1. If the student feels comfortable to do so, they can raise their complaint with the person directly.
2. If this is not the case, the student can raise their complaint with a member of staff they feel they can talk to about the issue by
 - a. talking to them directly or
 - b. making an appointment to speak with them.
3. When a member of staff receives a complaint from a student they will make sure that

- a. it is dealt with as quickly as possible
- b. only people who need to know are involved
- c. it is treated seriously
- d. the student's voice is heard
- e. the student is told what is happening
- f. the student knows when all of the steps in managing the complaint have been completed.

Please note: If the complaint is about the inappropriate behaviour of a staff member or volunteer towards a student, then the TCS Student Protection processes and guidelines are to be followed.

Parents/carers, guardians and community members

Making a complaint

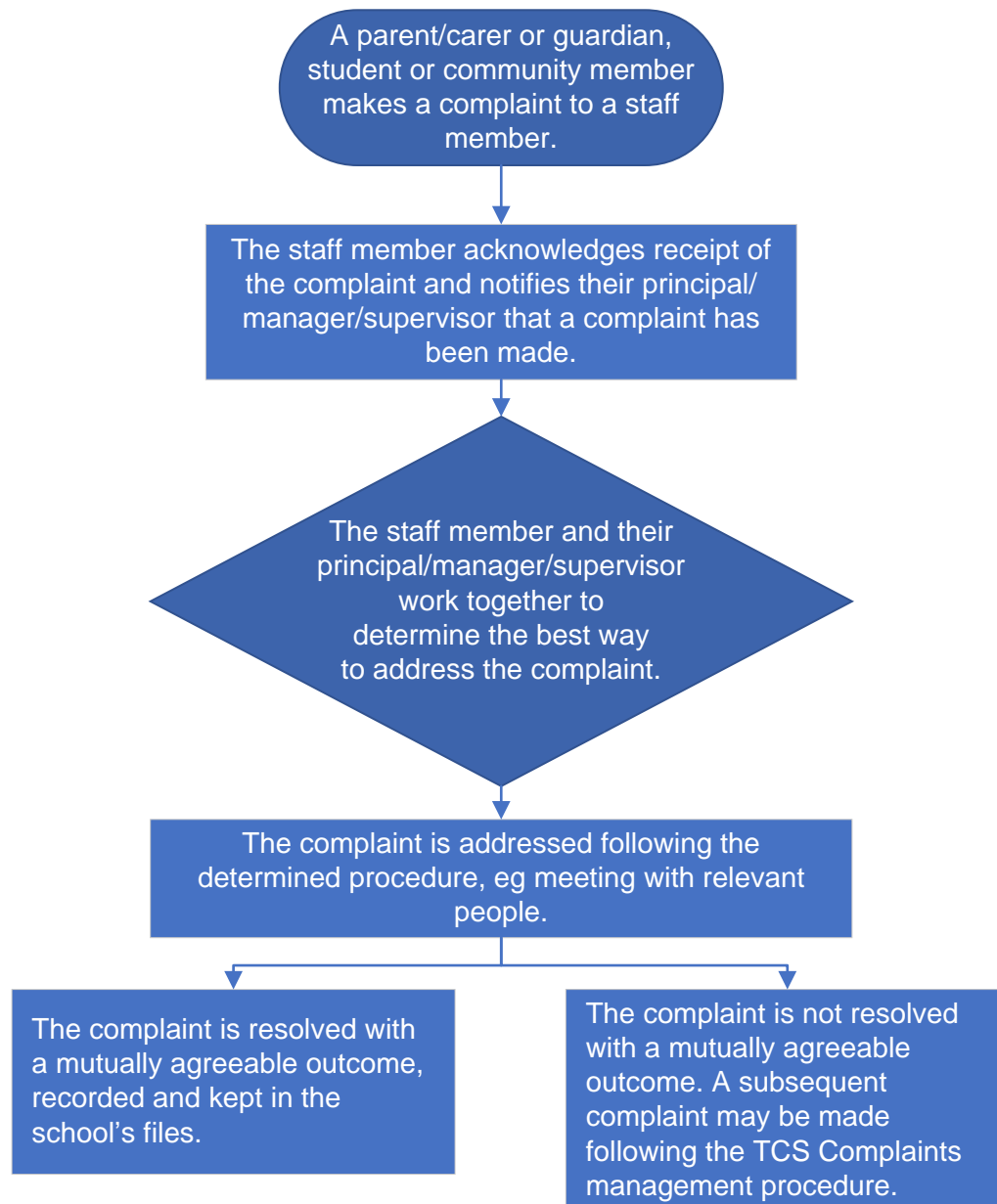
1. In the first instance, communication/notification of a complaint is to be with the relevant member of staff by one of the following
 - a. phone
 - b. email or
 - c. in written form.

Please note: Communication with teaching staff must be in accordance with the school's communication procedures eg teaching staff are not able to answer phone calls during class time.

Please note: If the complaint is about the inappropriate behaviour of a staff member or volunteer towards a student, then the TCS Student Protection processes and guidelines are to be followed.

Resolving a complaint

2. Upon receipt of the communication/notification of a complaint, the staff member is to acknowledge receipt of the notification and notify their principal/manager/supervisor that a complaint has been made.
3. The staff member and their principal/manager/supervisor are to work together to determine the best way to address the complaint.
4. All relevant information gathering and investigation or inquiry is to be completed prior to an outcome being determined.
5. All complaints will be addressed in a timely manner.
6. If the mechanism for resolution of a complaint is agreed to be by meeting
 - a. such meetings will be held within school grounds at a time mutually convenient to the parties
 - b. the facts and context of the complaint are to be clearly stated at the beginning of the meeting
 - c. each party to a complaint is to use their best endeavors to reach a mutually agreeable outcome
 - d. the outcome is to be recorded and kept in the school's files, and provided to the people at this meeting on request
 - e. should a complaint not be resolved at a first meeting, the parties are able to enter into further agreed communication (ie further meeting) in an attempt to resolve the complaint
 - f. the principal or other relevant personnel may be invited to attend the follow up meeting
7. All complaints are to be resolved with a mutually agreeable outcome, recorded and kept in the school's files.
8. In the event that a complaint remains unresolved the matter can be addressed under the Toowoomba Catholic Schools Complaints management procedure.



HOMEWORK POLICY

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:
 - offers a valuable link between school and home keeping parents informed the kind of work being done at school.
 - can help children to develop habits of independent work.
 - 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).

School Uniform Requirements and Policy

Girls -

Summer

Check blouse
Green culotte
Black shoes
Green socks
Green hat

Winter

Green slacks & check blouse
M/fibre jacket

Sports Uniform

School sports shirt
Green skort
Green sports socks with a gold stripe
with a gold stripe Sports shoes
M/fibre jacket & pants(winter)
& pants(winter)

Boys -

Summer

Bottle green school polo shirt
Black shoes
Grey shorts
Green socks
Green hat

Boys-Winter

Grey trousers & school polo shirt
M/fibre jacket

Boys Sports Uniform

School sports shirt
Green m/fibre shorts
Green sports socks
Sports shoes
M/fibre jacket

The sports uniform is worn on a Wednesday and Friday.

All clothing items can be ordered
through the school. At St Francis de
Sales our uniform is worn with pride.

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/ there is a no hat no play policy.

School Fees Policy

Policy Statement

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

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.

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

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 opportunities and resources offered to its students.
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
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 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

For Your Information

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 or prior communication informing the school of absence would be appreciated. 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 8.16 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 Friday to enable accurate ordering.

Contact Details

St Francis de Sales Primary School
PO Box 27
16 Meara Place
Clifton. Q 4361

Phone: 07 4697 3366
Fax: 07 4697 3067

Email: clifton@twb.catholic.edu.au
Website: www.clifton.catholic.edu.au

