



St Anthony's Catholic Primary School

Parent Information Handbook



To Live, Respect, Justice and Faith



Welcome

St Anthony's provides a carefully structured and innovative approach to education focusing on supporting children to thrive and achieve their full potential in a school environment which is committed to excellence. A significant feature of our school is the emphasis on quality teaching and learning in an environment where belonging and connectedness are nurtured in a safe, supportive learning environment. At St Anthony's Catholic Primary School each child is encouraged to achieve their full potential and make a difference for themselves and others.

The partnerships that begin to develop here will over time become lifelong relationships which are trusting, caring and honest. We look forward to the many conversations we will have with you and your child over the years to come and anticipate that this support will ensure that your child enjoys success and fulfilment in their learning, so that they become thriving people, capable learners and leaders.

Remember that your child's teachers are always available to support you throughout the year. If you have any questions or concerns, please do not hesitate to ask them for assistance.

Thank you for choosing St Anthony's Catholic Primary School for your child. We look forward to a long and happy association with your family.

Kind Regards

Liza Couzens

Principal





Our Purpose

To be a thriving community where children flourish, achieve their full potential and make a difference based on the values and beliefs of Catholic Identity.

Our Mission

Together, we provide innovative opportunities, cultivating a zest for life and a commitment to lifelong learning, resulting in thriving learners and leaders for today and tomorrow.

Our Story

St Anthony's Catholic Primary School was started by the Sisters of Mercy, founded by Catherine McAuley, in 1898. The Sisters commenced teaching on the site, in a small wooden building known as the 'Academy', with an enrolment of 30 pupils. Their dedicated contribution to our school was to continue for 83 years.

1981 marked a significant period in the history of St Anthony's with the Sisters of Mercy withdrawing their services from the school. In 1999, the Convent of Mercy was renovated into administration and classroom areas and renamed Mercy House. The Chapel was also renovated and named Catherine McAuley Chapel.

The Millicent Catholic Parish incorporates St Alphonsus Millicent, St Brigid Beachport and St Mary Star of the Sea Robe. Our School House Teams are based on a couple of these Saints; St Brigid, St Alphonsus and St Clare which is based on the old St Clare Tantanoola.

Each child is allocated a House when they enrol, with family members being placed together in the same House. Students in Year 6 are elected as House Leaders and Deputy House Leaders.



School Parish: St Alphonsus

The school maintains a close relationship with the Catholic Parish of Millicent, and we celebrate in the Church on a regular basis. We also use the Catherine McAuley Chapel to celebrate and share God's presence in our daily lives. On a fortnightly basis, our students host Mass for our Millicent Parishioners.

As a school community, we treasure our Catholic Faith and Tradition and draw on its strength so that we are grounded in both the Mercy Tradition and the spirit of St Anthony.

St Anthony's works in partnership with the parish community of St Alphonsus Millicent, the parish priests, Fr Peter and Fr Olek to create a vibrant and welcoming community environment. All are welcome, invited to be present and involved in the life of the community and encouraged to support the Church's outreach mission to those in greater need. Sacramental programs are organised in collaboration with the Parish and families.

Enrolment

St Anthony's Catholic Primary School welcomes all families, regardless of faith. We acknowledge the richness people from other Traditions can offer our school community. Further information in relation to enrolment and the enrolment process is available on the school website or directly from the Front Office.



The Pillars of our School

Faith and Spirituality

Our Mission is to create a thriving community where children flourish, achieve their full potential and positively impact the world around them. Our Catholic community works collaboratively to equip young people with the capabilities, dispositions, and agency needed to impact their world and make a difference for all. Our shared identity as a Catholic Community rests upon our Mercy Keys of; mutual respect, justice, faith, hospitality, loyalty, responsibility, integrity, and compassion. The Mercy Keys provide an accessible way for children to connect the Christian story with the mission and purpose of St Anthony's, as a school founded in the Mercy Charism.

The St Anthony's Mercy Planner is a framework which provides opportunities to build student capabilities, dispositions and spiritual awareness in alignment with Catholic Education South Australia's system-wide strategy, the Living Learning and Leading Framework. The Mercy Planner, in conjunction with the CESA Living Learning and Leading Framework, supports students to develop a sense of belonging in their community, the zest to pursue excellence and cultivating compassionate, grounded young people who have a sense of integrity in the way they interact with others. In summary, the Mercy Planner is how the St Anthony's community expresses Catholic Identity in every day and lifelong actions.

Students are actively involved in daily classroom prayer, with year level Liturgies and Masses held each term. Students are encouraged to attend and participate in the Parish Family Masses.

Students are encouraged to 'live out' their faith and explore opportunities to work in partnership with various community groups. Individual classes may also instigate fundraising activities to support local aid agencies, as well as Caritas Australia. We have a very strong and vibrant relationship with the Saint Vincent de Paul Society and work collaboratively to support those in need in our local community.

Our school community gathers once a term for a Whole School Mass, where we celebrate our faith and thank God for the many blessings that come our way throughout the year. Parents and members of the wider school community are warmly invited to attend our Liturgies and Masses and share in the celebrations.

Student Well-being

Our Staff are committed to the care and wellbeing of each student, supporting children to flourish. Our wellbeing programs help students to feel connected to the St Anthony's community, develop a sense of belonging and maximise the possibility for personal, social, academic, and spiritual growth. Children's growth and development is viewed as holistic. Resilience and wellbeing are vital for children to thrive in learning and life. Positive wellbeing initiatives support children to learn better, benefit from life experiences and develop stronger relationships with family members, school staff and peers. A child's family is their first educator and the school works closely with families to help build children's self-esteem, resilience and sense of competence.

All Junior Primary classes engage with the 'Kimoichis' social emotional learning program. Kimoichis focuses on teaching children real-life skills such as communication, self-management, decision-making, problem solving, resilience and responsibility; skills which support children to lead happy and successful lives.





The Primary classes (Years 4 to 6) engage in the Resilience, Rights and Respectful Relationships Wellbeing Program designed to develop students' social, emotional and positive relationship skills.

Our whole school approach for wellbeing is embedded in the Resilient IMPACT program. Resilient IMPACT is about empowering and building the capacity of staff and the school community to activate the wellbeing, learning and life potential of students.

Resilient IMPACT supports students to deal with the challenges of everyday life, achieve the educational and life goals that they set for themselves and form healthy relationships with their peers, family and community.

Throughout the year there are opportunities for parents to learn more about Resilient IMPACT and to participate in wellbeing and resilience training.

Social groups are also offered to assist in the development of students' social, emotional and positive relationships skills.

A variety of targeted Social Skills programs are explicitly taught as needed in each class, with students receiving additional support from the school Counsellor as required.

Personal Responsibility

As part of their social and spiritual learning journey, each student is encouraged to develop agency with their social behaviour, learning and interactions with others. Our approach is based on the restorative principles. At St Anthony's all children and staff have the right to feel safe and this is framed by restorative practice with the focus on restoring relationships and taking responsibility for actions.

Transition Days

Tenison Woods College (Mt Gambier), St Martin's College (Mt Gambier) and Millicent High School arrange various days to help students make the transition from Primary School to High School. These are arranged collaboratively and every effort is made to make the experience a happy and exciting transition experience for students. St Anthony's enjoys an excellent relationship with all High Schools in the region and works closely with Regional, State and Catholic schools in support of our students.





Learning

Learning at St Anthony's Primary School is guided by the Australian Curriculum and the CESA Living Learning Leading Framework. Our children are provided with opportunities to learn in a co-constructed environment where self-efficacy, metacognition and agency is nurtured. Our Literacy Agreement highlights these learning strategies and are encompassed in the Reading Program for R - 3 children, the Seven Steps to Writing Program and in Book Making.



Learning is fashioned to build knowledge and for each child to develop an understanding of their own learning requirements through an active and participatory manner, employing authentic, real-world situations and using engaging pedagogies. Teachers consider each child's learning needs and students are provided opportunities to enter learning tasks at their own level of learning through differentiation and the creation of Personalised Plans for Learning (PPLs), if required. Children are also given the opportunity to collaborate and learn from each other.



Play based learning, via investigations, is an essential element in the Junior Primary years. This assists children to build their knowledge, skills, and understandings, which is crucial for language development and social skills.

Our academic program includes the learning areas Religious Education, English, Mathematics, Humanities and Social Sciences (History, Civics and Citizenship), Science, Technologies, and Health. Specialist learning areas are currently Physical Education, Languages (Italian) and The Arts.

At St Anthony's we aim to provide innovative learning opportunities, such as our focus on Ecological Sustainability, our Building and Construction Program, Stephanie Alexander Kitchen Garden Program and Social Justice Programs, cultivating a zest for life and a commitment to lifelong learning.



Specialist Lessons

Information and Communications Technology (ICT)

At St Anthony's children learn the skills associated with ICTs and how to use ICT to aid communication, develop ideas, create future possibilities, and present and publish learning. All classes have access to laptops and / or iPads, essential in today's curriculum.

Homework

The St Anthony's Homework Policy acknowledges the importance of reading as the essential way for families to support learning that occurs during the school day. The Homework Policy outlines the need for children to get outside, have a good break from their schoolwork and encourages children to engage in other interests. Extra home learning opportunities may be organised at the discretion of the parents / caregivers and teachers based on an individual child's learning needs.

Student Leadership

At St Anthony's, Student Leadership opportunities are available to every student. Student Leaders are encouraged to use their potential in influencing real change to create positive outcomes for all members of the community and wider community. Students who are elected as Leaders at the school have an increased sense of responsibility to help others, and to model leadership principles and the Mercy Keys. Student Leadership includes our School Captains, Deputy Captains, and House Leaders.

Physical Education

Students have one Physical Education lesson each week, often utilising the Gym, court, or oval areas. The PE curriculum emphasises participation, the spirit of fair play and skill development. External facilitators will occasionally work with students to develop skills related to particular sports. Students participate in a Sports Day each year.

Students in Years 3 to 6 are encouraged to take part in the school sporting competitions that are offered throughout the year, including Cross Country running, T-Ball, Football, Netball, Soccer, Hockey, Basketball, and Cricket. Competitions also include SAPSASA and SACPASSA opportunities, where our students can enjoy competing against a range of students across the state.



The Arts: Music / Drama

The Arts plays a vital part in the life of the School. Our students have one Music / Drama lesson each week with a specialist teacher and the curriculum is structured to give students every opportunity to learn, enjoy and appreciate music and drama using listening, movement, instruments and singing. The school Music Room is well equipped with tuned and untuned instruments, and Art resources.

As well as the Music curriculum, St Anthony's offers instrumental lessons. Students are able to privately learn an instrument throughout the school day from skilled instrumental teachers. Music lessons available are singing, piano and guitar. Information about these offerings can be gained on request from the Front Office.

Choir Program

Our Choir program is available to all interested students, with participants learning basic singing techniques, while focusing on musical enjoyment and teamwork. Students may be part of Junior Choir (Years 1 - 3) or Primary Choir (Years 4 - 6).

Building and Construction Program

Each class is timetabled to work in our Building and Construction room. Classroom teachers are supported by our educational support officer to provide hands-on technical based lessons resulting in handcrafted items and projects using a range of materials and tools.

Stephanie Alexander Garden Program

The Senior students take part in Stephanie Alexander Kitchen Garden Program once a fortnight for one and a half hours and Junior students rotate in the program 2 to 3 times a term. Students participate in a holistic food education program which commences with the planting of seeds, through to harvesting, cooking and sharing meals together.



Languages (Italian)

Our students have one Italian lesson a week, where they learn the language and culture of Italy. Students use progressively more complex Italian words and phrases to respond to instructions and communicate as they participate in shared learning experiences, leading to the ability to participate in beginner's conversation.

Science

Science uses three interrelated strands to expand children's curiosity and willingness to explore, ask questions about the changing world in which they live. Science Understanding, Science as Human Endeavour and Science Inquiry Skills provide students with understanding, knowledge and skills through which they can develop a scientific view of the world.



Library

The Library is an essential partner in the teaching, learning and community service activities of the School. Students borrow picture books, information books and novels to take home for the week and often access the Library during lunch times to sit, draw, or play games with their friends. Our staff facilitate many literacy-based activities to enhance children's enjoyment of books and reading, including National Simultaneous Story Time, Book Week, Little Book Night, Premier's Reading Challenge and Literacy Week. Reception, Year 1 and Year 2 students use their Take Home Folder for borrowing and are encouraged to develop their independent learning skills in remembering to bring their bag on their class borrowing day.

Inclusive Education

Inclusive Education supports students who require additional learning support. Emphasis is on planning and implementing programs based on individual need, thus ensuring that the learning experiences of each child are broadened and enhanced.

At St Anthony's, students with learning requirements have supportive assistance provided by the classroom teacher, who modifies the content and expectations of the lesson. Students with specific learning requirements also receive support from the Inclusive Education staff, which may be in the form of in-class ESO support, small group participation in Literacy, Speech, Social or Fine Motor programs run by ESOs, or testing and observation by our Inclusive Education Coordinator.

Reading intervention is offered at St Anthony's Catholic Primary School. English intervention is for students 'at risk' in literacy acquisition from Year 1 onwards. Students are selected for English Intervention based on individual measures of assessment. Children work one on one and in small groups with educators trained to facilitate the Multi Lit and Reading Tutor reading programs.

Inclusive Education also receives support from the wider community groups, including; Mission Australia, Community Health, Autism SA, South Australian School for Vision Impairment and the Catholic Education Office Education Advisor: Engagement, Learning Diversity and Wellbeing and the Education Advisor: Learning Diversity & Equity.

At St Anthony's the Inclusive Education Coordinator oversees the planning and implementation of learning pathways for every student, to support them to work to the best of their ability and to achieve success. The Inclusive Education Coordinator works with families, teachers, and community organisations to help ensure positive outcomes for all students.

Assessment and Reporting

Assessment and Reporting provides a focus on student learning, growth and achievement. Furthermore, assessments provide opportunities for improvement and refinement of learning experiences to meet the needs of all students. Assessment is integral to learning and aims to improve the quality of student learning. It also provides students, teachers and parents with information that will help to develop a deeper understanding of the student's learning needs and improve educational programs to meet those needs. Both students and teachers collaborate in the assessment and evaluation of student achievements.

Teachers use a range of assessment tools which include anecdotal observation grids, records, diagnostic checklists, tests, unit summaries, digital photos, student self-assessment notes, annotated responses and rubrics. Reporting plays a key role in developing effective school and family partnerships to support student learning.

Learning Conversations (Parent Teacher Interviews)

Learning Conversations are held twice a year at the end of Term 1 and end of Term 3. Parents are invited to make an interview time with their child's teacher to discuss their child's learning and wellbeing progress and strategies employed to support their child at school.



Written Reports

Mid-Year Report - The Mid-Year Report includes relative achievement as required by the Commonwealth Government along with achievement in Effort/Participation and Teacher Observations of Learning Capabilities.

End of Year Report - The End of Year Report is a comprehensive summary of your child's learning throughout the year and also includes relative achievement as required by the Commonwealth Government.

Communication with Families

Our staff take pride in their open communication with families. Contact with the school regarding individual students should always commence with the class teacher, preferably via Seesaw, email or an after-school appointment. This allows sufficient time to thoroughly discuss queries and concerns.

Staff email addresses are the first four letters of their surname and the first letter of their Christian name, followed by '@sta.catholic.edu.au'. For example: Mary Jones: jonem@sta.catholic.edu.au

If you are unsure of an email address please address your correspondence to info@sta.catholic.edu.au and it will be forwarded to the respective person.



Seesaw and School Stream

Our teachers provide regular updates to families via their class Seesaw group and whole school communication comes to families via the School Stream app. The fortnightly school newsletter keeps families up to date with important school events and is available via the school website or School Stream. Support to access School Stream and Seesaw can be sought from front office staff, or classroom teachers.

The School Calendar is prepared well in advance and has most anticipated school events listed for the year. The calendar is updated regularly with many class or year level excursions and events. The School Calendar is available via the school website and the calendar tab on School Stream.

The School Website has an abundance of information regarding school policies and procedures, newsletters, upcoming events, notes and forms.

Facebook

As part of an ongoing initiative to enhance communication with the community, the school has an official Facebook page. This platform is administered by the School and includes up to date information, images and videos from events, as well as detailing student activities and celebrating student successes.

Special Events

There are a great number of special events held at the school throughout the year that promote open communication between families and teachers. The partnership between families and the school is integral to the well-being and learning of each student, and as such, families are urged to attend as many of these events as possible. Events include the Mother's Day/Father's Day breakfast, Sports Carnivals, Whole School Masses, Assemblies, Term One Open Night and Parent/ Teacher Learning Conversations.

Assemblies

School Assemblies are held fortnightly on Friday at 2.15pm in the school gym. If Assembly finishes early and you wish to take your child/ren home, please sign out at the Front Office. Please check the School Calendar for dates for School Assemblies.

Excursions and Incursions

Excursions and incursions are valuable parts of each student's learning experience, adding relevance to their learning. Generally, costs for excursions and incursions are covered by the student's school fees.

Excursions within a 1 km radius from the school are called Local Excursions. Parents provide permission for Local Excursions at the beginning of the year via the Local Excursion Consent Form. Before all local excursions, parents will be notified by Seesaw and invited to update medical information at the front office. Examples of local excursions include walking to the Church, visiting the Kindy or going to the Millicent Art Gallery.

All other excursions require written parental consent, excursion specific medical forms, and emergency phone contacts details. Notification of excursions will be provided by class teachers via School Stream or hard copy note.

Excursions require a higher adult to child ratio, so parents are always required to assist and help supervise students. Working With Children Checks are required for all parent volunteers who assist on local excursions and excursions. Support to initiate a Working With Children Checks can be gained from the Front Office or the school's website.

Incursions generally do not require parental consent. Families are usually notified via SeeSaw when incursions are occurring. Examples of incursions are Music is Fun Performance, The Paper Boat Theatre Group and National Simultaneous Story Time.



Parent Participation

Parents are valued as the first educators of their children and are actively encouraged to be involved in as many aspects of school life as possible, to promote a strong school-family relationship. Listening to children read, helping with craft lessons, attending class and school events, helping on excursions and coaching sports teams are some of the ways parents share their expertise and become involved in the life of the school.

Parents and Friends (P & F) provides opportunities for parents, carers, grandparents, old scholars, friends, and teachers to come together to share ideas and assist with events and fundraising.

School Board

The School Board consists of ex-officio, elected and appointed members. The School Board works towards assisting parents as the primary and most important educators of their children. The Board meets each month and is responsible for the financial management of the school and assists the Principal and staff in the formulation of policy. All parents are invited to the Annual General Meeting of the School Board, to hear reports of the activities of the Board during the year and to elect new members. Parents may approach Board Members regarding matters relating to school policy. The School Board Member will then inform the parent of the correct procedure regarding the inquiry. Member's names are published on the school website.

The School Day

Arriving at School

Students should arrive at school after 8.30am. The bell rings at 8.47 am, class teachers open their doors and students unpack their bags (reader folders, drink bottles, notes) and begin their morning activities. Teachers take the attendance roll at 8.50am when the second bell rings. Children arriving after 8.50am must go to the front office and sign in. The office staff will mark late arrivers as present and document their arrival time.



The rear school yard only is supervised before school from 8:30 am. Students arriving at the front of the school are to walk up the path and out the back-yard duty area where children are supervised before school.

Leaving School

Students should leave school straight after they are dismissed at 3.10pm. Students may be picked up from the classroom, the 'Kiss and Drop' zone, or another area in the school such as an older sibling's classroom. In all cases, children are to wait quietly and refrain from playing on the playground or with sports equipment. Students who are not collected by 3.30pm, when the teachers finish their duties, will wait for their parents at the Front Office.

Parking/Drop Off Areas

Please drive safely and we ask families to observe the following requirements and requests in relation parking and pick up and drop off:

Gym Carpark: parking must be in between the marked lines and the path on the far side must be used by all students and their families to enter the school grounds. Please be respectful of the disabled carpark, and only use if you have a disabled parking permit. Parents are reminded parking opposite the gym on Salts Streets is not permitted between 8 am to 9 am and 2.30 pm to 4 pm (please note road signs on this road.) When leaving the gym car park, families are requested to **turn left only** to assist with the traffic flow.

Drop Zone: Entry to the school drop zone is via a left-hand turn from Salts Street or Emily Street only. To prevent traffic congestion and to ensure traffic flows smoothly, no right-hand turn to enter the Drop Zone is permitted from Salts Street.

School Crossing: A reminder that when the school lights are flashing all cars should be travelling at a speed of 25km. At all other times the speed in front of the school is 50km. Your support in this is greatly appreciated.

Timetable

The day is divided into three sessions:

Lessons 1 + 2	9:00 am - 10:40 am
Recess	10:40 am - 11:00 am
Lessons 3 + 4	11:00 am - 12:40 pm
Lunch	12:40 pm - 1:30 pm
Lessons 5 + 6	1:30 pm - 3:10 pm

Each class has their own weekly timetable for the term, outlining specialist lessons, Library borrowing day and other important weekly events. Parents are informed of their class timetable at the beginning of the year and if changes are made at the start of the term so that they can help their children to be organised and ready for coming events. Special class events will be advised via Seesaw and whole school events by School Stream.



Play Areas

During recess and lunch breaks, students may play in the Nature Play Space, the Front Yard Playground, the back oval, the basketball court, the front oval or in the Library. Upper Primary classes have access to the Ninja Course which is on the back oval. Junior Primary classes have an allocation of sports equipment that may be used at break times.



Supervised Eating

Children are supervised during lunch eating time, which is scheduled from 12:40 - 12:50 each day. Our youngest students are provided with supervised recess eating time as required also. If this is not sufficient time, students may finish eating outside on the veranda or seating areas during their play time.

Fruit And Fitness Break

Students engage in a daily fruit and fitness break where they participate in a variety of physical activities including relays, ball games, skipping and team sports. A piece of fruit or other healthy snack is also eaten during the break, to help maintain students' focus and concentration for the coming lessons.

Playground Safety

Playground rules are based on our 'Personal Responsibility' Policy, which encourages students to accept ownership of their choices when interacting with others. We work restoratively with all students, with the focus set on building, maintaining, and restoring positive relationships.

In the event of injury, students will be sent to the Front Office for first aid treatment. At the end of play, students line up outside their classrooms, where they are greeted by their teacher as they return to learning time.





Food At School

Students may access lunch orders from the Shearers Cook Café on Monday and Friday. All other days require students to bring a packed lunch from home. St Anthony's encourages wrapper free lunchboxes, an initiative that has seen a dramatic decrease in school yard litter as well as an increased awareness in the use of finite resources.

A WASTE FREE LUNCH	A DISPOSABLE LUNCH
PACK	AVOID
<ul style="list-style-type: none"> lunches in reusable containers 	<ul style="list-style-type: none"> lunches packed in plastic bags, foil, wax paper
<ul style="list-style-type: none"> drinks in a thermos or reusable container 	<ul style="list-style-type: none"> pre packed lunches
<ul style="list-style-type: none"> reusable utensils when needed 	<ul style="list-style-type: none"> pre packed single serve lunch items
<ul style="list-style-type: none"> a reusable lunchbox or backpack 	<ul style="list-style-type: none"> disposable drink boxes, cans and bottles
	<ul style="list-style-type: none"> disposable forks and spoons

Nut Aware Classrooms

St Anthony's is a Nut Aware School. We ask that students do not bring in nuts of any kind or foods containing nuts. Students are not to share their lunch box food with other students for this same reason.

Out Of School Hours Care

St Anthony's OSHC service ran by the YMCA operates from the school Gym, and is available for children attending school aged 4 up to 13 years. Types of care available are Before School Care, After School Care, Vacation Care and Student Free Days. More information can be found at <https://www.sa.ymca.org.au/what-we-do/oshc/st-anthonys-catholic-school>

Operational Details

Attendance / Absenteeism

Once a child turns six, they are legally required to be enrolled in school and attend regularly. This includes being punctual at the start of the day. Please inform the school if your child is unwell by calling the school office on 8733 3479 or by filling in the form which can be found via the School Stream app under the 'Absences' folder. All unexplained absences will be followed up with a SMS message, asking parents to provide a reason why the child is absent.

Leaving Early or Arriving Late

If children arrive to school late, need to leave school early, or have appointments during the day, they need to be brought to/collected from the Front Office and signed in and out. It is important, for safety reasons, that all students being picked up during the school day are collected from the Front Office. Class teachers will be phoned by office staff, and students will be sent to the Office for collection from their waiting parent.

Student Contact Details

Student contact details must be always kept up to date. Staff may use phone or email details when contacting parents regarding a student's well-being, academic progress, or class events. Emergency Contact details are used when students are ill or have an accident at school. It is imperative that we can contact either the parents or a responsible person authorised by the parents to come and collect the student if required.

Holiday Exemptions

Students at a compulsory school age require an exemption if they wish to travel or go on a family holiday during school time for 4 or more consecutive days. Please see the Holiday Exemption Form on the School Stream app via the 'Absences' Folder, or contact the office where forms are available. Exemption forms must be signed by the Principal

Lost Property

Lost Property is located between Room 1 and Room 2, in the shared wet area. We urge parents to please clearly label their child's belongings to minimise losses. At the end of each semester, unnamed lost property is donated to the St Vincent de Paul Society.

School Fees

School fees can be paid by Eftpos, Direct Debit, cash and may be made in full or instalments (weekly, fortnightly, monthly, by term). Please see the Fee Schedule, available from the school website or the Front Office, for further details or make an appointment to see the Finance Officer to discuss your individual needs. We encourage families to discuss with us any questions in relation to fees or fee concerns.

Bicycles

Students riding to school enter the school grounds via the Emily Street gate or the main gate on Mt Gambier Road. Bikes are not to be ridden in the school grounds and are to be stored in the bike racks. Parents are advised to ensure their child secures the bike with a lock and chain. Students are not to play near the bike storage area, which is out of bounds during school hours.

For those children who ride their bicycles to school, the following regulations apply:

- Bicycles are not to be ridden in the school yard at any time.
- Bicycles are to be stored in the appropriate racks.
- Children must not share bicycles with others.
- Bicycle helmets must be worn.

It is a parental responsibility to ensure that their children have been carefully instructed on road safety.

School Bus

A connecting bus is provided for children who travel from outlying areas on Education Department buses. The bus takes children from and to Millicent High School each day to connect with the Education Department buses. This bus necessitates a levy reviewed annually.

Complex regulations govern the use of Education Department buses. Children must live 5km from the Millicent High School to be eligible. A seating plan is provided for the bus to and from St Anthony's and Millicent High School. Our Bus Policy outlines the Code of Conduct for students when travelling on the bus, and consequences for breaching the Code of Conduct. This Policy is given to all families at the start of each new school year.

Uniform

Uniforms for students attending St Anthony's Catholic Primary School are available at Since Fifty-Six, Mount Gambier Road, Millicent. Girls Winter: Maroon tartan skirt, or pinafore worn or navy tailored trousers with regulation school shirt. Navy blue tights or white socks. Plain black school shoes. Girls Summer: Pale blue check dress or navy dress shorts/skirt worn with regulation blue school shirt. White socks to be visible above the shoe and to cover the ankle. Plain black school shoes/sandals with covered toe and heel. Boys all year round: Long grey trousers or long grey shorts, regulation blue school shirt. Plain black school shoes or elastic sided boots. Sandals (closed toe and heel) in Summer. Grey socks, to be visible above the shoe and to cover the ankle. The Uniform Policy is available on the school's website. Second-hand clothes are available through the local St Vincent de Paul shop which is located at the back of St Alphonsus Church. When it is not possible for a child to wear the correct uniform, parents should write a note to the class teacher. If there are financial reasons preventing families from providing a uniform, please make an appointment to see the Principal. Please see the images below which demonstrate the correct uniform.



Girls Summer Uniform
+ Boys Uniform



Girls Winter Uniform



Health and Safety

Medication

The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary. Medical authorisation or a Medical Management Plan is required to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines). To support a student's health and wellbeing needs, a medical management plan should be put in place by a medical practitioner to specify the arrangements necessary to help students with health conditions attend school.

Asthma

Students who suffer from Asthma must have an Asthma Medical Management Plan, providing information on triggers and treatment steps should an attack occur. Spare asthma puffers/ spacers should be kept at the Front Office with the student's Asthma Management Plan. Class teachers also need a copy of the Medical Management Plan. Asthma medication is to be taken by the student on all excursions.

Allergies And Anaphylaxis

Students suffering from specific allergies, especially if requiring an EpiPen, must have a Medical Management Plan in place that clearly states the nature of the allergy and the treatment steps. All staff are trained in the use of EpiPens and will ensure that EpiPens are taken with them on class excursions. Spare EpiPens and Medical Management Plans are kept at the Front Office and a copy of the plan is given to the Class Teacher. It is the responsibility of the parent to ensure the EpiPen is within current expiry dates. Office staff will check regularly and advise parents when the date is approaching.



Sick Children

If students are unwell during the day they will be sent to the sick room, which is located at the Front Office. Treatment may involve a rest for a short time or if very unwell, parents will be contacted and asked to collect the student. The type and duration of treatment administered is always recorded, and Parents will be notified via an email generated from passtab.



Accidents and Injuries

In the event of students being injured while at school, they will be sent to the Front Office Sick Room for treatment. The nature of the injury, type and duration of treatment is recorded as well as some background information on how the injury was sustained. Parents will be notified via an email generated from passtab. Students may be collected by a parent or authorised adult if they are unable to remain at school. At all times, the well-being of the student is our first consideration. Students may be transported to hospital if the injury is serious.

School Insurance / Ambulance Cover

The school provides School Care Insurance for all students (Effective 2007). Claim forms are available from the Front Office. Parents are encouraged to provide their own Ambulance Cover.

Sun Smart Policy

The St Anthony's Sun Smart Policy states that students will wear the regulation school sun hat in Terms 1, 3 and 4 of the school year. In addition to this, on days of extreme heat, students will be encouraged to seek shade at play times and to take advantage of our air-conditioned classrooms to remain cool. Sporting activities will be modified if necessary and some outdoor events may be cancelled. Sunscreen is freely available in all classrooms for student use.



Emergency Procedures

Children and teachers practice emergency procedures each term. On proclaimed days of extreme fire danger, parents of children travelling by bus are responsible for the monitoring of the following radio stations with battery operated radio for information about buses: Radio Stations 96.1FM and 1161AM. In the event of a power failure, the Principals mobile will be used.

NOTE: If it is unsafe for one bus to travel, no buses will travel. Children unable to travel home on the bus, under these circumstances, will be cared for at school, (overnight if necessary) until they can be collected by their parents. Parents should be familiar with all the school's emergency procedures, which can be accessed on the website.

Registered Volunteers

All parent volunteers are required to undertake a Working with Children Check (WWCC), complete the 'Responding to Abuse and Neglect Education and Care Online Induction' and complete the 'Volunteer Registration and Induction Package'. This documentation can be accessed from the School Website and the forms for the WWCC are available from the Front Office.

