Dear Parents,

Thank you for choosing to send your child to St Clare’s School. We certainly hope that your association with St Clare’s is a pleasant one and that your children benefit from being educated in a loving and caring environment.

St Clare’s School is committed to supporting parents as the primary educators of their children. Educating children is a partnership between home and school and by working together and supporting one another, we are more able to provide the quality education that parents and educators desire for their children/students.

I encourage you to become involved in all aspects of school life during your time with us. As a small school with a vibrant community, we rely heavily on parental support and encourage parents to assist wherever possible.

Our school motto is ‘Faith and Knowledge’ and it is our intention to combine these two very important aspects of life to prepare our students to lead meaningful lives.

St Clare’s endeavours to offer far more than just ‘education’. We aim to reach out to our students and build upon the five basic foundations of life:

1. Persistence
2. Getting Along
3. Organisation
4. Confidence
5. Emotional Resilience

We all look forward to sharing the journey with you and your children by assisting them to build a greater knowledge of themselves, their world and their God.

Yours in Catholic Education

Greg Hoare
Principal
<table>
<thead>
<tr>
<th>PAGE</th>
<th>ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Letter to Parents</td>
</tr>
<tr>
<td>2</td>
<td>School Information</td>
</tr>
<tr>
<td>3</td>
<td>Mission Statement</td>
</tr>
<tr>
<td>4</td>
<td>Gospel Values</td>
</tr>
<tr>
<td>5</td>
<td>Locality / Brief History of School</td>
</tr>
<tr>
<td>6-9</td>
<td>School Organisation</td>
</tr>
<tr>
<td>10-12</td>
<td>School Administration</td>
</tr>
<tr>
<td>13-16</td>
<td>Curriculum</td>
</tr>
<tr>
<td>17-18</td>
<td>Facilities/Services</td>
</tr>
<tr>
<td>19</td>
<td>Health</td>
</tr>
<tr>
<td>20</td>
<td>Staff</td>
</tr>
<tr>
<td>21</td>
<td>Communication</td>
</tr>
<tr>
<td>22-23</td>
<td>Community Involvement</td>
</tr>
<tr>
<td>24</td>
<td>Children Learn What They Live</td>
</tr>
</tbody>
</table>
ST. CLARE'S PARISH SCHOOL

ADDRESS: St. Clare's School
13 Mars Street
TULLY Q 4854

POSTAL ADDRESS: St. Clare's School
P O BOX 97
TULLY Q 4854

TELEPHONE: (07) 40681527
0404 682 484 (mobile)

FAX: (07) 40682484

EMAIL: secretary.tully@cns.catholic.edu.au

WEBSITE: www.stclares.qld.edu.au

FEAST DAY: St. Clare of Montefalco
17 August 1881

PARISH PRIEST: Fr Hilary Flynn

PARISH TELEPHONE (07) 40681143

PRINCIPAL: Mr Greg Hoare

ASSISTANT TO THE PRINCIPAL, RELIGIOUS EDUCATION Mrs Nerissa Camilleri

ADMINISTRATION OFFICER Mrs Rosanna O'Kane

SCHOOL HOURS: Prep—Year 6 ...... 8.40am - 3pm
Our Vision:
A vibrant Catholic learning community living Jesus’ values of love, respect, trust and faith.

Our Mission:
As a ministry of St Clare’s Parish we:

- Provide a quality education, enriched by Catholic tradition, in partnership with families and the wider community;

- Recognise, develop and celebrate the talent, ability and uniqueness of every person in a prayerful, safe and welcoming environment.

- Promote and commit to positive relationships, characterised by care, justice and friendship.
THE GOSPEL VALUES

COMMUNITY
SERVICE
FAITH
LOVE/CARE
JUSTICE

TRUTH / LEARNING / EXCELLENCE

REVERENCE / RESPECT / DIGNITY / OPENNESS / TRUST

WITNESS / COMMITMENT

FORGIVENESS

PEACE

JOY

COMPASSION

HOPE / ENDURANCE

LOVE OF BEAUTY

SENSE OF WONDER
LOCALITY
Tully is a coastal town in the Cassowary Coast Regional Council situated approximately 135kms south of Cairns and covering an area of almost 4,702 sq kms. The total shire population is 30,843.

A BRIEF HISTORY OF THE SCHOOL
Tully was originally part of the Innisfail Parish. The earliest Masses were celebrated in private homes by Reverend Father Clancy O.S.A.
St Clare’s Church was built and opened in 1927, and Tully became a separate parish in 1935.

A community of Good Samaritan Sisters arrived in Tully in January 1928 in response to an appeal by Father Clancy and the Catholics of Tully. They opened a school on the 3rd February, 1928 with an enrolment of 35 pupils but by April this enrolment had risen to 75 pupils. The first classes were held in the church and in an old cottage which was modified for use as a school. On the 10th December, 1933 the foundation stone for St Clare’s School was laid. The first building consisted of three classrooms and was opened in 1934. In 2011 Cyclone Yasi caused some damage to the school buildings and grounds and grounds of St Clare’s.

EXTENSIONS AND CONSTRUCTIONS OF NEW BUILDINGS ARE AS FOLLOWS:
1959 - extension of one room and erection of a toilet block;
1967 - erection of two more classrooms;
1968 - construction of a tuckshop;
1970 - extensions were made to the northern-most classroom to provide a double room suited to the needs of open-area teaching;
1985 - construction of an Administration Block consisting of a Book Room, Staff Room, Reception Room and Principal’s Office;
1988 - construction of a Parish Meeting Room to be used by Parish and School;
1993 - conversion of classroom to a Preschool;
1996 - construction of a Covered Area;
1997 - rebuilding of the Tuckshop;
2002 - two new classrooms;
2003 - new Administration Block;
2005 - new Technology Centre;
2006 - new Playground Equipment;
2008 - new Library and Classroom Conversion;
2008 - new undercover area extension
2009 - construction of Parish Meeting Room
2010 - construction of Sports Shed
  - construction of outdoor roof area between Prep and Year 1
  - bitumen carpark
  - new Toilets
  - new class room
2011 - new Arts Centre
  - refurbishment and extension to library
  - refurbishment to school oval
2013 - Refurbishment and extension to administration block
  - Replace roof to Montefalco Centre

The Good Samaritan Sisters finally closed their doors and departed from Tully in 1995, although our admiration for their contribution to this school, lives on. St. Clare’s School is now staffed totally by lay teachers and ancillary staff.
SCHOOL ORGANISATION

SCHOOL YEAR
The school year consists of 2 Semesters (4 Terms) and is organised in the following manner.
TERM 1  Up to and including Easter Vacation.
TERM 2  From Easter Vacation up to and including Winter vacation.
TERM 3  From Winter Vacation up to and including Spring vacation.
TERM 4  From Spring Vacation up to and including Summer vacation.

SCHOOL DAY
School hours are from 8.40am - 3pm. Bells for assembly will ring at the following times:
8.37am - Bell rings for children to get ready for class
8.40am - Commencement of lessons
11.00am - Lunch
11.40am - Classes recommence
1.40pm - Afternoon Tea
2.00pm - Classes recommence
3.00pm - Dismissal

SCHOOL HOURS
Each teacher is responsible for the compilation of a class time-table to ensure satisfactory
time allocation to each subject area. Allocation for each area will depend upon many
factors such as needs, interests, abilities, previous experiences and maturity of children.

SCHOOL ASSEMBLY
An assembly is held every Friday at 8.40am. Parents are welcome to attend this
assembly, and the agenda is as follows:

1. ACKNOWLEDGEMENT OF COUNTRY
2. PRAYER
3. FLAG - NATIONAL ANTHEM
4. BIRTHDAYS
5. STUDENT AWARDS
6. CELEBRATION OF OTHER NOTEWORTHY ACHIEVEMENTS
7. DISPLAYS
8. TEACHERS' / PRINCIPAL'S COMMENTS
**LUNCH / AFTERNOON TEA**
Lunch commences at 11.00am. During the first fifteen minutes, the children sit down together and share conversation with their class friends while they eat their food. Teacher supervision is provided while lunch is eaten. Afternoon Tea is a period of short duration (20 minutes).

**SCHOOL LEADERSHIP**
In 2014 pupils in years 6 and 7 are given the opportunity to be involved in leadership within the school. At the end of 2014 students in year 5 will be invited to nominate for the positions of (a) School Captains and (b) Sports Captains. Pupils and Teachers have the right to vote. Captains hold their positions for the whole year.

**BICYCLES ON SCHOOL GROUNDS**
Children are not permitted to ride bicycles in the school grounds. Parents are requested to ensure that children are aware of road safety rules and also that regular bike checks are carried out. Bicycle helmets must be worn.

**CARS ON SCHOOL GROUNDS**
Cars are not permitted on the school premises during school hours unless permission has been granted by the principal. Children must be delivered and picked up along Mars Street. All parents are requested to use the Stop, Drop, Go Zone for delivery and pick up of students.

**CAR PARK**
There is car parking facilities available for staff and parents. Children are not permitted to walk through this carpark unless accompanied by an adult.
SCHOOL UNIFORMS
GIRLS - DRESS
Blue princess line dress with full sleeve, revere collar, side pocket and zip front.

BOYS - SHIRT
Blue short-sleeved shirt with button front and band around bottom of shirt. Shirt is worn outside of the shorts.

SHORTS
Navy shorts.

FOOTWEAR
BOYS AND GIRLS
SHOES: Black lace-up shoes, black joggers or brown sandals.
SOCKS: Blue, worn above the ankle.
HATS: Blue, wide-brimmed style or legionnaire style.
WINTER: Blue jumper, buttoned or zip style. Blue pullover.

School uniforms and Sports uniforms are available for purchase at IGGULDEN’S, Butler Street, Tully. Embroidery of school logo for school uniforms and hats is available at IGGULDEN’S with a set price. Girls uniform dress material is available from PALM FABRICS Tully. School hats are also available for purchase through the school’s P&F.

SPORTS UNIFORM
GIRLS - SHIRT
Polo T-Shirt
SKIRT / SKORT - Royal Blue
pleated skort with adjustable waist.

BOYS - SHIRT
Polo T-Shirt
SHORTS - Royal Blue
Rugger Shorts, long or short

FOOTWEAR -
BOYS & GIRLS
SHOES White Joggers
SOCKS Plain white ankle socks (not anklet)
UNIFORM REGULATIONS

Earrings: one stud/sleeper per ear.

Necklaces: cross or religious medal only.

Hair: Long/shoulder length hair is to be tied back or plaited. This practice helps to discourage head lice and is a recommended practice by the Peninsula Health. Ribbons or other hair aids will be blue or gold and will be kept to a minimum. Extreme hair colours and/or extreme hairstyles are not permitted.

Nails: Coloured finger nail polish will not be worn to school.

Watches: Watches are acceptable but wrist bands are not to be worn unless the school is participating in special promotional activities.

Note: The school has a no school hat no play rule. Students not in correct uniform are expected to have a note from a parent explaining the situation. Students may be excluded from participating in official school activities unless they are in correct uniform.

Property: All property should be clearly named so that items are easily identifiable. Children will depart from school each day wearing their full uniform which includes shoes and socks.

Free Dress Days: From time to time Free dress Days will be permitted. Thongs are not worn on these days. Children are not permitted clothing that has offensive material on it. Children are encouraged to wear modest and respectfully clothing.

PREP CLOTHING AND SHOES
Refer to School Uniforms section

Hats and Sunscreen
The outdoor environment is perfect for children to participate in a variety of activities such as running, climbing and hopping. It also promotes body strength, balance, co-ordination and supports growth in intellectual and socio-emotional development. Therefore we recommend that you apply sunscreen prior to their arrival at school and insist that the children have a broad brimmed hat or a legionnaire style cap to wear each day.

We also have a supply of sunscreen that includes insect repellent in each classroom for students to use.
ENROLMENTS
Parents requesting enrolment of their children are required to complete an enrolment interview with the Principal and Parish Priest.

Children registering for Prep or Year 1, must meet the following Queensland Government age requirements:

- **Enrolments for the Preparatory Year**
  To be eligible to enrol in the preparatory year, a child must turn 5 years of age by 30th June in the year he/she attends Prep.

Preparatory year is **NOT compulsory**. It is offered as full-time for five (5) days per week. Unless there are exceptional circumstances, parents are required to send their children to Prep full time.

- **Enrolments for Year One**
  Children are required to be 6 by 30th June in the year they enrol in Year 1.
  For the purpose of enrolment, documentary evidence of the date of birth is required.
  To assist in any future sacramental preparation, we also require an extract or a copy of the child’s Baptismal Certificate (if applicable).

- **Enrolment Forms**
  Official enrolment forms are available from the school’s office at any time. **Implicit in the acceptance of an enrolment is the willing compliance by both students and parents of the expectations and standards set by the school.**

- **Enrolment Procedures - Other Years**
  As a Catholic Primary School we are obliged, where vacancies exist, to accept children who are transferring from other Catholic schools. However, in keeping with the enrolment policy of this school, non-Catholic students are also welcome on the grounds that they are committed to the values of the Catholic Church and are willing to take part in all school activities, including Religious Education and Mass.

In addition to the information contained on the enrolment form, parents should notify the school of:

1. Reports from the previous school attended.
2. Details of anything out of the ordinary in respect to the child’s health eg. any special allergies, treatment, etc.
3. Details of any disability, impairment or special needs the child has.
4. Details of any medication to be taken while at school.
5. Reasons why the child cannot participate in sporting activities.
6. Any other reasons why the child may not be achieving age-appropriate levels.

SCHOOL FEES
School Fees levied per family, are consistent throughout the Diocese and are reviewed annually. Accounts are forwarded to parents by week 3 of each term, and parents are requested to pay within the specified time, as levies are forwarded regularly to the Catholic Education Services. Parents who are unable to meet payments because of genuine hardship, should arrange to discuss the matter with the Principal or Parish Priest. Such matters are treated with strict confidentiality.
LEVIES
In addition to the normal school the following levies are also payable.

(i) GENERAL PURPOSE LEVY - per child, yearly to cover cost of art materials, photocopy paper etc.

(ii) PERFORMANCE LEVY - per child, yearly to cover the cost of school performances such as Arts Councils etc.

(iii) BUILDING and MAINTENANCE LEVY - per family, yearly to cover maintenance of existing buildings and loan repayments.

(iv) PARENTS AND FRIENDS LEVY - per family, yearly is paid to the Parents and Friends in lieu of the school having to participate in ongoing fundraising activities during the school year, the only exception being the conducting of an annual school fete.

(v) TECHNOLOGY LEVY - per family are levied on a yearly basis to help cover the cost of providing current technology.

(vi) GROUNDS AND GARDENS LEVY - per family, yearly to cover the cost of ongoing grounds maintenance including the employment of a groundperson to look after the school's grounds.

C.E.S. LEVY
A proportion of school fees are sent to the Catholic Education Services to assist with the payment of Staff wages to finance in-service courses so that the teaching staff are kept up to date on current education initiatives. Every school pays a percentage of their fees to the CES for this purpose.

CODE OF CONDUCT
St. Clare's Code of Conduct is based on common sense. The rules governing the students’ time at school are concerned with the safety and welfare of all those involved in the operation of the school. Students are expected to act in a Christian - like manner to each other and be courteous at all times. Children are expected to wear their uniforms and be neatly attired.

PASTORAL CARE / DISCIPLINE
Pastoral Care is concerned with total care and concern for the children's growth to 'wholeness'. Children need the security of a standard discipline. The Staff of St. Clare's therefore administer discipline with a firm but kindly approach. Each member of the staff attempts to take due regard of the child's needs, circumstances and stage of development. In instances of a more serious nature, parents are kept informed and invited to assist the school in its efforts to guide the child through the particular difficulty. Our aim is to develop in our students self-discipline based upon Christian principles.

A high standard is expected - in class
around the school
on the buses
while in school uniform or identified with this school
even outside the school grounds.

The school rules are constantly referred to and teachers will usually give the child a warning in regard to misbehaviour or failure to comply with expectations. Continued failure to comply will meet with punishment. Repeated failure to comply, or serious misbehaviour, will be referred to the Principal. In case of continued and serious offences, parents will be asked to discuss the problem with the Principal.

STUDENT PROTECTION
St Clare’s takes the protection of students seriously. All staff are regularly trained to deal with all manner of student protection issues. The school has two student protection officers. They are identified on posters around the school.
CUSTODY MATTERS
In the case of custody, the school must comply with directions set down by a court of law, and it is the duty of parents to advise the school of decisions handed down by the courts. When the school is given proof that custody of a child rests with one parent only, the school will do all in its power to ensure that the child returns home to the parent to whom custody has been granted. Parents must make children fully aware of the correct procedure to be adhered to, when leaving or being collected from the school grounds. The Principal should be advised immediately if a problem arises in this area. The parent must advise the school by letter if permission has been given to have the child collected by a person other than the legal custodian.

LEAVING SCHOOL GROUNDS
Children are not permitted to leave the school grounds during the day by themselves. If parents or guardians require their children during the day, they must collect and return them personally. Advice regarding this matter should be sent to the school prior to collecting children. When children are collected from school during school hours, they must be signed out in a register located in the Administration Office. If returning to school during the same day they must be signed in again.

PARENT SUPPORT
Parents are encouraged to be supportive within the school. Some areas that parents may support include helping in the classrooms with reading etc and in the tuckshop or with sport.
Parents however, like any visitors to the school, must first report to the office and sign in as well as collect a visitor’s badge. On departing the school grounds they must then sign out and return the badge to the office.

MONEY / RESPONSES
When sending replies or money to the school, please forward reply or correct money in a sealed envelope clearly marked with the family name. Reference to the identity of the item enclosed should also be made.

VALUABLES
Students should not bring expensive property or large sums of money to school. No responsibility will be taken by the school if valuables are broken or lost.

WORKPLACE HEALTH & SAFETY
Sensible work practices will ensure the safety of all in the workplace. St. Clare’s workplace, health & safety audits, carried out by the Workplace, Health & Safety Coordinator, assist in targeting and identifying system faultsfailures, and ensure that all necessary Health and Safety requirements are implemented. We strive to maintain a safe workplace at St. Clare’s.

Evacuation procedures are regularly practised by students and staff.
The school curriculum programme has been designed to meet the general and particular needs and interests of the pupils in our school, and can be described as the sum of the experiences offered to pupils under the guidance of the school staff. All pupils participate in a programme based on the curriculum guides issued by either the Australian Curriculum and Reporting Authority, Queensland Studies Authority or Diocesan Authority. Changes in curriculum will continue to be made across the school when necessary. At present, students participate in the following Learning Areas:

- Religious Education
- English
- Mathematics
- Science
- Geography
- History
- Technology
- Health and Physical Education
- The Arts
- LOTE (Japanese)
- SEL (Social and Emotional Learning)

Children are encouraged to participate in the wide variety of cultural and sporting activities which are offered regularly.

**RELIGIOUS EDUCATION**

Religious Education in our schools relates to the fostering of a pupil's faith, so as to allow him/her to grow into a loving relationship with Christ. The development of this faith within the school, builds onto the child's faith experiences already developed in the home, and takes place through the relationship between teacher and student. The School's Religious Education Programme is in accord with the guidelines issued by Diocesan authorities. The Religious Education Coordinator takes responsibility for ensuring that the programme is correctly coordinated within the school. Some religious activities and practices have a definite place within the School's Religious Education Programme and are shown hereunder:

(a) **SCHOOL/CLASS MASSES** - Refer to calendar/newsletter for dates and times. Parents are very welcome to attend.

(b) **FAREWELL MASS** - Final Mass for students as well as Teachers/Families leaving the school.

(c) **RECONCILIATION** - Is organised regularly. Refer to calendar for times.

(d) **SACRAMENTS OF RECONCILIATION / CONFIRMATION/ EUCHARIST**
- All students in Year 4 who are baptised Catholics, will be prepared for the sacrament of Reconciliation.
- All students in Year 4 who are baptised Catholics, will be prepared for the sacraments of Confirmation and Eucharist.
- Other students, who are baptised Catholics in Years 5 - 6 and have not received the sacraments of Reconciliation, Eucharist and Confirmation may also receive preparation for the reception of these sacraments.

(e) **LITURGIES / PRAYER CELEBRATIONS** - Will be held to celebrate special occasions within the school year. Parents are welcome to attend.

(f) **ALTAR BOYS / GIRLS** - Boys/Girls in Year 4-6 are invited to participate.

(g) **CLASS VISITATION - PARISH PRIEST** - Visits are conducted on a regular basis.
TECHNOLOGY EDUCATION
The Catholic School community welcomed the advent of computers and computer related technologies as very significant potential contributors to the teaching-learning process. Computers can help students become creative thinkers and active seekers of knowledge. Provision is made yearly in our school budget for the upgrading of computer resources within our school. Each year students and parents are required to complete an "ICT User Agreement" which outlines the rules and responsibilities for using ICT at school.

SPORT
Every child is required to take part in sporting activities unless extreme circumstances prevent this. Sport varies with the seasons and is governed to a large extent by representative sport being played at the time. Children have the opportunity of competing in representative sport through the Tully and District Primary Schools Sports Association. The school has a house system. The houses are Cooby (Blue) and Woomera (Gold). The children remain in the same team throughout their time at St. Clare's.

SWIMMING
Swimming lessons are held during the fourth term at the Tully Memorial Pool. Parents are reminded that the swimming program is part of the school curriculum and, as such, all children are required to participate. If not swimming, the child will need to bring a note from parents, which states the reason for the child's absence from the swimming lesson. Continued exemption must have the Principal's approval and parents should contact him/her by letter in regard to this matter. Children with infections are not permitted in the pool. An entry fee to the pool is charged.

INSTRUMENTAL MUSIC
Instrumental music lessons are offered to children from year 2 onwards. A variety of string, bass and woodwind instruments can be followed through a sequential music program. Music lessons and instruments are offered at a nominal cost to students. Enquiries are welcome.

HOMEWORK
Regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits. Homework will not be an onerous task, and it is expected, that students will complete tasks set by the classroom teacher.
TIME-OUT
If considered necessary, pupils may be detained in the lunch break after they have eaten their lunch. A child may also be detained after school, following discussion between the parents and teacher.

REPORTING
All teachers are responsible for assessing the achievements of their pupils, and at this school, assessment is of a cumulative type, with evaluation taking place throughout the term. A written report card and pupil's portfolio of achievement is issued at the end of each semester.
Parents are invited to attend an oral interview session at the end of term one and term three, during which time teachers will confer with parents regarding the attainments and behavioural patterns of pupils.

PARENT INFORMATION NIGHTS
Parent information nights are conducted by class teachers early in term one, to indicate areas of curriculum, and teacher expectations from students for the year. Other information nights are held when a need arises.

EXCURSIONS AND SCHOOL CAMPS
Educational excursions and school camps are important learning and socialising experiences and may be undertaken by class teachers to enrich classroom experience. You will be advised by class teachers when such an activity is being planned. Such advice will explain the nature of the activities, the time and venue involved, the materials required, transport arrangements, costs, and clothing requirements. Since learning experiences earned at camps are part of the school program children who are prevented from attending camps can be greatly disadvantaged. Parents who are experiencing financial difficulty in regard to such activities, should contact the Principal personally.
All requests for exemption from camps will be referred to the Principal.

BOOK LISTS
At the end of each year, the children are given a list of requirements for the next grade. The local newsagents are provided with lists and these items can be purchased locally or at a venue of your choice. The list contains only materials that are expendable in nature. Once again, the matter of cost is fully considered when the class lists are compiled.

CHILDREN WITH SPECIAL NEEDS
Children who have learning difficulties, are brought to the attention of the Principal and Learning Support Teacher, by the classroom Teacher. If it is considered necessary, and only after consultation with parents, referrals can be made to specific agencies for assistance for these pupils. Special work programmes will be organised by the classroom Teacher in conjunction with Learning Support Teacher where it is deemed necessary.

GIFTED AND TALENTED STUDENTS
Children are encouraged to achieve to their best ability. Teachers will cater for children who demonstrate special abilities and implement specific programs to meet their gifted and talented needs.
The following are available within our Diocese:

<table>
<thead>
<tr>
<th>OCCUPATIONAL THERAPIST</th>
<th>MENTAL HEALTH</th>
<th>PAEDIATRICIANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cairns Occupational Therapy</td>
<td>U18 Community Mental Health Child &amp; Youth Services</td>
<td>Dr R Messer</td>
</tr>
<tr>
<td>Suite 26-29, First Floor Virginia House</td>
<td>Phone 40615372</td>
<td>5 Upward Street</td>
</tr>
<tr>
<td>68 Abbott Street, Cairns Queensland, 4870, Australia</td>
<td>Fax 40615355</td>
<td>CAIRNS</td>
</tr>
<tr>
<td>Phone: 4051 5504</td>
<td>(Free Service—Weekly)</td>
<td>Phone 40311133</td>
</tr>
<tr>
<td><strong>COUNSELLING</strong></td>
<td><strong>VISION</strong></td>
<td>(Private)</td>
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<tr>
<td>St Clare’s has a school based Counsellor</td>
<td>Behavioural Optometrists</td>
<td>Dr T Warnock</td>
</tr>
<tr>
<td>Appointments to be made at school office.</td>
<td>Bruce Mellick</td>
<td>Flecker House</td>
</tr>
<tr>
<td>Centacare</td>
<td>187 Abbott Street</td>
<td>5 Upward Street</td>
</tr>
<tr>
<td>195 Abbott Street</td>
<td>CAIRNS</td>
<td>Cairns</td>
</tr>
<tr>
<td>CAIRNS</td>
<td>Phone 40516795</td>
<td>Phone 40311133</td>
</tr>
<tr>
<td>Phone 40440130</td>
<td>Anthony Hanan</td>
<td>(Private)</td>
</tr>
<tr>
<td><strong>HEARING</strong></td>
<td>91 Grafton Street</td>
<td>Dr Donna Gandini</td>
</tr>
<tr>
<td>Community Health Centre</td>
<td>CAIRNS</td>
<td>Omega Health Medical Centre</td>
</tr>
<tr>
<td>Cook Street</td>
<td>Phone 40316164</td>
<td>Shop 24 / 159-161 Pease St</td>
</tr>
<tr>
<td>Tully</td>
<td></td>
<td>Manoora, Cairns.</td>
</tr>
<tr>
<td>Phone 40684101</td>
<td></td>
<td>Phone: 0740537900</td>
</tr>
<tr>
<td>(Free Service)</td>
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<td>(Private)</td>
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<tr>
<td>Cairns Audiology Group</td>
<td><strong>VISION</strong></td>
<td><strong>SPEECH THERAPY</strong></td>
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<tr>
<td>Calanna Medical Centre</td>
<td></td>
<td>Claire Hayley</td>
</tr>
<tr>
<td>Suite 17, 600 Bruce Highway, WOREE, QLD 4868</td>
<td>Behavioural Optometrists</td>
<td>MISSION BEACH</td>
</tr>
<tr>
<td>Phone 4054 5561</td>
<td>Bruce Mellick</td>
<td>QLD 4852</td>
</tr>
<tr>
<td>(Private Service)</td>
<td>187 Abbott Street</td>
<td>Mobile: 0402394486</td>
</tr>
<tr>
<td>Australian Hearing Services</td>
<td>CAIRNS</td>
<td>(Private)</td>
</tr>
<tr>
<td>Lake Street</td>
<td>Phone 40618887</td>
<td>Leanne Herbert</td>
</tr>
<tr>
<td>CAIRNS</td>
<td></td>
<td>145 Palmerston Highway,</td>
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<tr>
<td>Phone 40525688</td>
<td>(Free Service)</td>
<td>Innisfail, Qld 4860</td>
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<td></td>
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<td>Mobile: 0419159776</td>
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<td>(Private)</td>
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FACILITIES / SERVICE

TUCKSHOP
Tuckshop facilities are provided at school on Fridays. The tuckshop Convenor is responsible for the accounting of money, compilation of roster and the general operation of this service. If a volunteer is unable to work on the rostered day a substitute should be organised. If this is not possible the Convenor should be notified in suitable time so other arrangements may be made. A Tuckshop menu is sent to parents (via newsletter) at the commencement of each term.

All orders are to be sent in to child’s class teacher each Thursday. Orders to be written on a brown paper lunch bag with correct money.

LIBRARY
Our school library is well stocked and is reviewed and upgraded yearly. This library is computerised, and computer facilities are available for use by both students and staff. All School library resources are available for children and parents. Children are encouraged to borrow books on a regular basis, and these may be borrowed for a period of two weeks. It is essential that children have a material or plastic library bag, in order to protect books. Borrowed books must be returned on, or before due date, and further books will not be issued until all books borrowed have been returned. Parents are asked to notify the school if a book has been lost, or damaged and a donation will be requested. Library assistance by parents is welcomed.

TELEPHONE
Teachers will not be called to the telephone in class time, except in an emergency. A message may be left, or callers will be advised of a more appropriate time to call. Children who need to use the phone are expected to pay for their calls. Calls from students must be kept to a minimum.

LOST PROPERTY
Lost property is stored in a container outside of the Staff Room. At the end of each term, remaining lost property will be disposed of (eg. by offering it to St. Vincent De Paul Society). Parents are asked to ensure that all equipment and items of clothing are clearly marked with student’s name.

BUSES
Eligible children and fare-paying children may travel by bus to the school as arranged with the bus driver and Tully State School. Problems which arise in relation to buses are handled by the various bus committees. Children travelling by bus are expected to observe the rules set down by the driver and the bus committee. Children are also expected to behave in the appropriate manner and to uphold the standards of the school while on buses.

ROAD SAFETY
The pedestrian crossing on Mars Street is supervised by a Road Safety Officer before and after school and their instructions are to be complied with by motorists and pedestrians alike. All children who walk or cycle to and from St. Clare’s will use this crossing. Parents’ cooperation is sought in ensuring that their children are aware of basic road rules.
**STOP DROP & GO ZONE**
This zone is to be used by parents to **stop** then **drop** off your child and then **go** from that area. **This zone is not for parking it is designated for dropping off and picking up students only.** This zone is clearly marked by yellow lines painted on the road.

**WEATHER CONDITIONS**
In the event of heavy storms, cyclones, etc., resulting in local and area flooding, children will be sent home by bus as soon as the school is contacted by the appropriate authorities. Parents who live in areas of risk are asked to notify the school of what action is to be taken if their child should be cut off and unable to return home. **It helps us to keep emergency contact details up to date for situations like the one mentioned above.** It is important to be aware that bus companies will contact the school to take children home before the end of school if the bus company feels that the roads may close. This said, families in areas prone to being cut off need to be contactable at all times so that children are not separated from families and also not sent home to an empty house.

**PERFORMING ARTS**
Pupils are offered the opportunity to attend arts performances throughout the year. There are usually 4 performances each year. This is included in the school fees. These performances offer curriculum support to schools. Information regarding each particular performance is sent to the school prior to the performance.

**BOOK CLUB**
Ashton Scholastic Book Club operates in the school and books may be purchased through this club. The school benefits by obtaining free books of our choice for the school library.

**BOOK FAIR**
A "Book Fair" is held once yearly and this fair offers parents the opportunity to purchase books at a reasonable cost. The school benefits financially through the purchases made.

**SCHOOL PHOTOS**
Photos are taken each year for individual students, class groups and family groups. Parents have the option to purchase copies of these photos. A whole school photo is taken every two years.
HEALTH

ACCIDENTS
In the event of a serious accident, the ambulance is called immediately and parents are notified as soon as possible. In the interim, the pupil/pupils will be attended to by staff who have current First Aid Certificates. In the event of any accident, Incident Forms are completed by staff and First Aid particulars are noted. Please ensure that local emergency contacts and phone numbers are accurate and advise the school if changes to these occur.

MEDICATION
Medication will only be administered to a child by a Teacher if the recognised medical form is completed, signed and sent to school with the prescribed medication. This form "Administration Of Medication To Students During School Hours" can be collected at the school office. Only medication which has been prescribed by a medical practitioner will be administered. Instructions must be clearly displayed on the medication container supplied by the Pharmacist. These will include the child's name, exact dosage, and specific times for administration. Non-prescribed oral medication (e.g analgesics) will definitely not be administered. A replacement "Administration Of Medication To Students During School Hours" can be collected at the school office.

HEAD LICE
This is a reoccurring problem and parents are asked to cooperate by regularly checking their child's / children's hair. If lice are found at school parents will be notified immediately and requested to treat the child's hair. Please keep children at home until hair has been treated and eggs removed. In the event of an epidemic infestation, or a continuing problem within a classroom, the Principal can request the Community Health Nurse to attend the school and advise children, parents and teachers of treatment procedures. Literature is available at the school on request. Products used in the treatment of lice removal can be obtained through the Cassowary Coast Regional Council at a reduced cost or at the supermarket and pharmacies.

COMMUNITY HEALTH NURSE
A community health nurse makes checks of pupils in Prep Year on a yearly basis - hearing, eyesight, growth patterns etc. Any children in Year 1 to Year 7 are screened if parents or teacher have any concerns or if they have not been screened already. An appointment to see the Community Health Nurse can be made for children by request.

DENTAL HEALTH
The school dentist visits the school once per year. The dental van is located in the carpark of St Clare’s School. All children's teeth are checked according to parents' wishes, from the information supplied on the appropriate forms.
STAFF

REGISTRATION
All teachers are registered with the Queensland College of Teachers.

STAFF MEETINGS
Weekly meetings are held each Tuesday after school to arrange the overall planning of future events, to attend to the general running of the school and to carry out staff inservice. Policy recommendations and decisions are made at these meetings.

PLAYGROUND DUTY
A duty roster is compiled to ensure that our playground is adequately supervised during the following times:
(a) 8.20am to 8.40am (before school)
(b) 11.00am to 11.40am (lunch)
(c) 1.40pm to 2.00pm (afternoon tea)
(e) 3.00pm to departure of last bus (bus duty)

CHILDREN ARRIVING AT SCHOOL BEFORE 8:20AM ARE TO SIT ON SEATS IN AREA UNDER THE LIBRARY - NO SUPERVISION IS PROVIDED UNTIL 8:20AM

AFTER SCHOOL COLLECTION
Students are to wait outside administration office and are to be collected by 3.20pm each day.

REPLACEMENT TEACHERS
On occasions when a Teacher is ill or attending inservice, responsibility for this class will be accepted by one of the following:
(a) replacement qualified Teacher.
(b) another Teacher within the school.
(c) Principal.
If a Teacher has been granted leave of absence from the classroom, a qualified replacement Teacher will be engaged.

SCHOOL OFFICERS
School Officers are employed to assist the Principal and Teaching Staff, and duties would fall within the following categories.
(a) Secretarial duties.
(b) Library duties.
(c) Duties as requested by classroom teacher.

SCHOOL CLEANER
The school cleaner is responsible for the cleaning of toilets and classrooms and for the general cleanliness of the school.

GROUNDSPERSON
The school groundsperson is responsible for the gardens and general maintenance around the school.

SCHOOL COUNSELLOR
Catholic Education Services employs a school counsellor to meet the needs of students of St Clare’s. Referrals are made to the principal who will forward on information confidentially to the school counsellor. Parents are to contact the principal if they have any concerns.
COMMUNICATION

ST. CLARE’S NEWSLETTER
A Weekly Newsletter is available online for parents to download each Tuesday and deals with curriculum matters, the school, special programs and celebrations, and general items of interest. Parents may request a hardcopy of this newsletter which will then be given to the eldest child.

SCHOOL APP
A St Clare’s school app is available for parents to download. The school newsletter and other important messages will be sent to parents via this app.

SCHOOL WEBSITE
St Clare’s has a school website that is regularly updated. The weekly newsletter is downloaded onto this website and older newsletters are available from the website. The website also has very useful information about the school.

SCHOOL CALENDAR
A school calendar will be sent to each family at the commencement of the term. This calendar will highlight the dates for upcoming events, and, where applicable, the times for commencement of these events.

INTERVIEWS - PRINCIPAL
Parents wishing to have an interview with the Principal should contact the school beforehand to make an appointment time which is suited to both parties.

INTERVIEWS - TEACHERS
Parents wishing to have an interview with class teachers are requested to contact the teacher to arrange a suitable time. Interviews will be held before or after school as teachers are unable to interview parents during teaching time. It is the policy of the school to encourage regular dialogue with parents.

ABSENTEEISM
When a child is absent for any reason, the school should be informed by telephone, note or personal contact from a parent or guardian. Verbal explanation by absentees, or their brothers or sisters, is inadequate.

TRANSFERS
A "Certificate of Transfer" can be obtained from the office. The school should be given ample notice of intention to transfer, so that Teachers can provide an up-to-date report on the child's/children's progress for presentation to the next school.

FAMILY RECORDS

VERY IMPORTANT!!

In order to maintain up-to-date records, we ask that you notify the school of any change in situation, address, telephone number, children's health etc. Information on this file is regarded by the school as confidential.
COMMUNITY INVOLVEMENT

ST. CLARE'S PARENTS’ AND FRIENDS’ ASSOCIATION

The school’s Parents and Friends’ Association exists to enrich the education and learning of our children through active participation between families, students and teachers.

The objectives of the Parents and Friends’ Association are that it:

- promotes the educational, cultural, spiritual and material welfare of the students
- recognizes that every parent has the right to choose the kind of education that shall be given to his/her child
- exists to help the school in a number of ways and to provide for it things the school administration may not be in a position to provide
- develops collaboration between parents and school staff
- promotes the principles of Catholic Education
- fosters a distinctive Christian environment in the school
- Provides a medium for parents to participate at the Diocesan, State and National levels

St Clare’s Parish School has a very supportive and active P&F Association which has achieved a lot for the school. The school relies heavily on the interest and involvement of parents in so many ways if it is to develop and improve the school. The best way to achieve this is to have every family represented at P&F functions.

ALL parents belong to this association and are invited to come to the meetings during the school year. The meetings are usually held monthly at 9:30am on a Friday morning. The school newsletter advertises the date and time of each meeting. You are urged to take an interest in your child’s school. Remember, children like to know their parents are actively involved in school events.

ST. CLARE’S SCHOOL BOARD

St. Clare’s Board of Education was formed as a pilot board in March 1981. The Board is made up of the Parish Priest, Principal, staff and community members. The Board is concerned with the development of educational and administrative policies, which ensure that St. Clare’s School achieves its aims in the development of the spiritual, intellectual, social and physical goals of the school. Policies are sent to parents for reading and comment. Membership to the Board is by pre-service, and election is by discernment. The Board meets monthly.

WORKING BEES

Working bees may be held from time to time in order to care for and maintain our school buildings, gardens and grounds.

SCHOOL FETE

Annual School Fete, organised and conducted by the Parents' and Friends' Association is held on a Saturday towards the end of Term 3.
VOLUNTARY HELP
Parental help within the school has always been much appreciated by teachers and pupils, and has also given parents the opportunity to learn a great deal about the school and how children learn. Interested parents, grandparents and friends are always very welcome at St. Clare's School. You are invited to help in some of the following areas.

Classroom help
Art and Craft
Tuckshop
Sports' Coaching
Library Aide
Gardening
Transport
Support - A - Reader

Staff will be in touch to arrange tasks, days and times.
CHILDREN LEARN WHAT THEY LIVE

If children live with criticism
They learn to condemn;

If children live with hostility
They learn to fight;

If children live with ridicule
They learn to be shy;

If children live with shame
They learn to feel guilty;

If children live with tolerance
They learn to be patient;

If children live with encouragement
They learn confidence;

If children live with fairness
They learn justice;

If children live with security
They learn to have faith;

If children live with approval
They learn to like themselves;

If children live with acceptance and friendship
They learn to find love in the world.

24