



**Southern Cross
Catholic College**

Co-educational Prep - Year 12
REDCLIFFE

Scarborough Primary Campus Parent Information Handbook

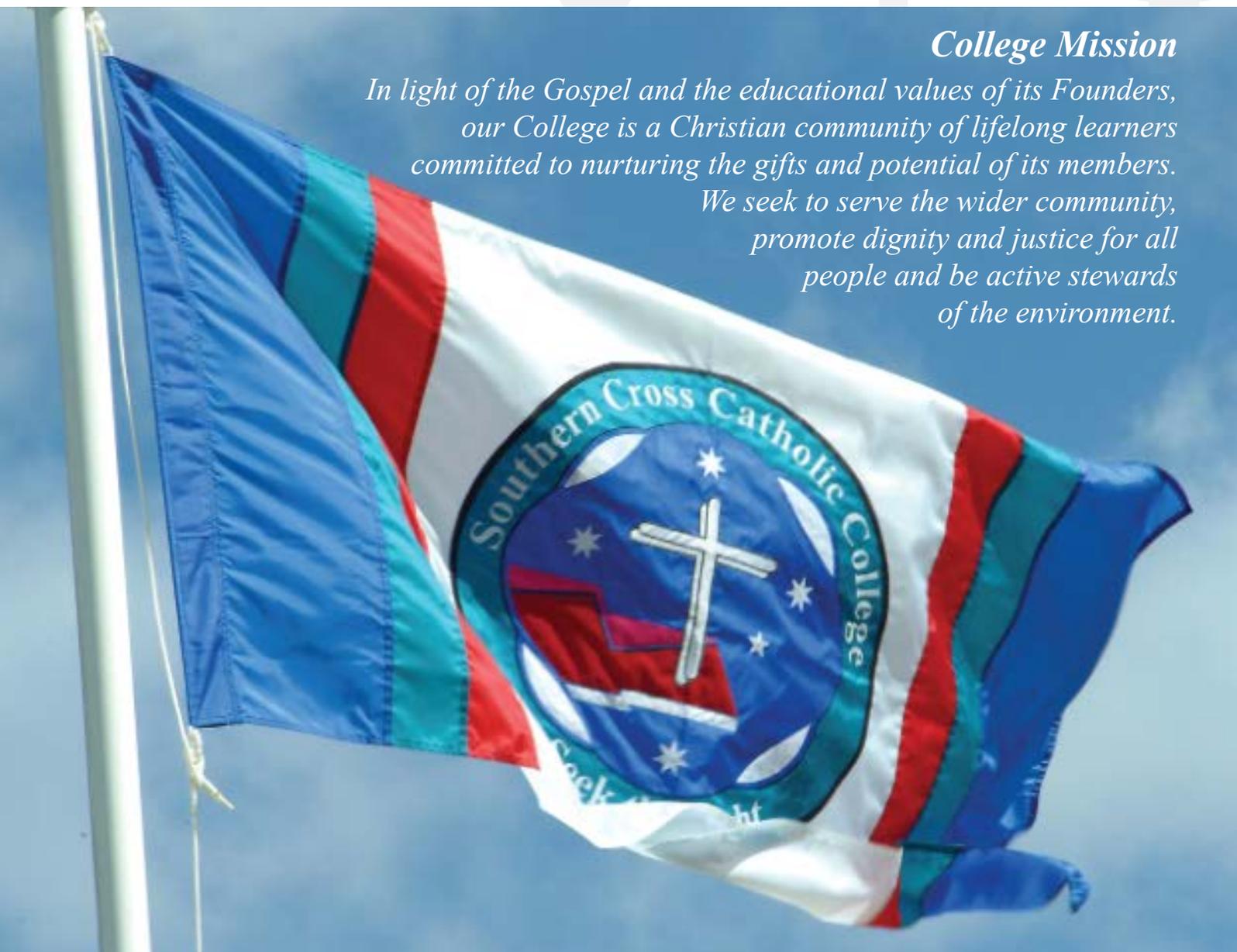


COLLEGE VISION

Southern Cross Catholic College is a learning community, which aspires to growth in knowledge, love and service in the presence of God.

College Mission

In light of the Gospel and the educational values of its Founders, our College is a Christian community of lifelong learners committed to nurturing the gifts and potential of its members. We seek to serve the wider community, promote dignity and justice for all people and be active stewards of the environment.



COLLEGE BADGE

The red cliffs and blue shoreline symbolise characteristics of the Redcliffe Peninsula. The cross of Christ is central to the College ethos with the stars of the Southern Cross representing 'light out of the Cross'. These symbols are enclosed by waves representing energy and our seaside location, and the jade circle represents our sense of community.

Welcome to Scarborough Primary Campus



Office Hours

Administration Office Hours: 7.30am to 3.30pm
Phone Number: 3480 3670
Email: pscarborough@bne.catholic.edu.au
Campus Address: 299 Scarborough Road, Scarborough Qld 4020
Postal: PO Box 121, Scarborough Qld 4020
Deliveries: Gate 2, 299 Scarborough Road, Scarborough Qld 4020

School Dates 2019

TERM 1 Wednesday 30 January to Friday 5 April
TERM 2 Tuesday 23 April to Friday 28 June
TERM 3 Monday 15 July to Friday 20 September
TERM 4 Tuesday 8 October to Friday 6 December

Campus Staff

Principal	Mr Chris Campbell
Head of Campus	Mrs Renae Collier
A.P.R.E.	Mr Matt Rowlands
Secretary	Mrs Fiona Guy
Learning Support Teacher	Ms Susan Mitchell
Music Teacher	Ms Shiree O'Brien
Physical Education Teacher	Miss Jo Stephensen
Tuckshop Convenor	Mrs Sue Woo
Groundsman	Mr Frank de Stradis
Student Protection Contacts	Mrs Renae Collier
First Aid Officers	Mrs Fiona Guy, Mrs Debbie Quigg

ARRIVALS AND DEPARTURES

Morning Parade: 8.25am School Finishes: 3.00pm

Your child should arrive at school between 8.10am and 8.25am. If it is unavoidable that your child arrives before 8.00am, please arrange for them to use the before school care facility located underneath the Library.

Teacher supervision will begin promptly at 8.10am.

Late arrivals

All students arriving to school after 8.30am should be accompanied by a parent/adult and must sign in via the ALLE system in the front office. A late arrival slip must be given to the class teacher when the child reaches his/her classroom.

To encourage independent behaviours, we suggest that children unpack their own school bags and organise themselves for their school day.

Early Departures

All students who are leaving the campus before the end of the school day must be signed out early via the ALLE system in the front office. **Once parents have done this they need to personally collect the student from the classroom and hand the early departure slip to the class teacher. Students will not be called to the office to wait.**

Collecting your Children

Look Out Program - School Drop Off and Pick Up

Each year your children are picked up from school over 200 times and over 300 other families are doing the same thing. At Southern Cross - Scarborough Campus we are committed to doing everything we reasonably can to ensure that no child is injured while they are being dropped off or picked up from school. To improve the functionality of every day drop off and pick up we have adopted the Queensland Transport Look Out Safe Drop Off and Pick Up Program. This program provides a safe procedure for the quick drop off and collection of students from parents using a vehicle. Parents are asked to drop off and collect their children at the drop off zone on Scarborough Road. There is no parking at the Community Centre for parents.

How to Use the Look Out Program

Step 1 - Families queue and display their family name tags on the sun visor. (Drivers do not leave their vehicle). The first two vehicle's will be loaded at any one time.

Step 2

Wait while a monitor on the footpath calls for your children.

(If your children are not waiting, you will be asked to move on and join the end of the queue. It is suggested you do not arrive at the loading zone prior to school finishing and it is likely you will be asked to move).

Step 3

Stay in the car, a monitor on the footpath will send out your children.

Step 4

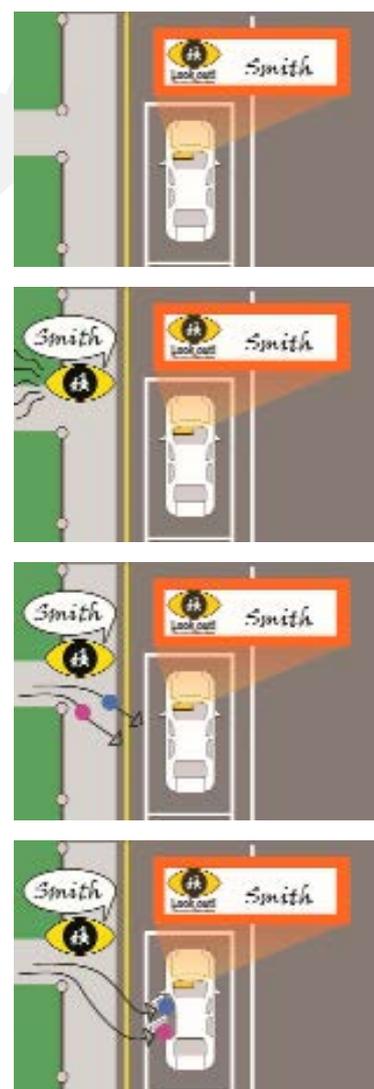
Look Out for your children. The parent volunteer confirms with children that this is the family vehicle.

Step 5

Load and leave safely after your children have arrived. Do not let children load school bags into the boot of the vehicle and please ensure the children enter the vehicle from the passenger side.

Step 6

Next vehicles in queue move to the front bays. Process begins again.



PLEASE NOTE

There is no parking at the Community Centre.

There is no drop off parking allowed outside the office/Admin building.

This is reserved for visitors to campus office only.

Do's

- Please register your family name if you plan to use the Look Out Pick Up Zone at all. You can do this by contacting calling into the office on 3480 3670.
- If you are currently parking and waiting in the car and then collecting them in person from the pick up area, we ask that you arrive a little later and queue with other cars. Your children will be in safe hands and we will make sure they safely enter your car upon pick up. Currently parents who park, wait and then pick up in person, are potentially distracting the attention of the Look Out Monitors as they endeavour to look for the safety of all children.
- Display your family name so the monitors can easily see it.
- Please ensure your child is able to enter the car on the kerb side of the car. If this means moving around car seats, we ask you to do this.

Dont's

- Please do not queue before 3.00pm. Between 3.05 and 3.15 is a really good time to arrive to collect your child/children.
- Please do not over take cars already in the queue. This is exceptionally dangerous.
- Please do not stop to pick up your child/children in the No Parking space.
- Please do not hop out of the car if you are using the pick up zone. The monitors are happy to load the school bags into the back of the car if this is what you wish.
- Do not park in the Scarborough Secondary staff carpark to collect children. This area is allocated for staff only.

Students travelling by bus

Bus students are to gather at the front of the campus inside the gate each afternoon and wait for the teacher on bus supervision to direct them at the time of the bus arrival.

SAFETY

Parents who choose to park on the opposite side of the street must come across the street and walk their children to the car, again using the crossing.

Parents and children are to keep to the paths and stay out of the gardens please.

No dogs are allowed on campus at any time. (except Guide dogs)

PARENT / TEACHER CONTACT

Should you wish to discuss your child's progress or any other relevant matters, **please contact the Class Teacher to arrange an appointment.** This will avoid interrupting or delaying classes and help ensure more satisfactory communication. Teaching is the priority during each of the three sessions - please do not have informal conversations with teachers during their teaching time.

We take our role of caring for your children here at school very seriously. When you leave your child with us each day, by law and morally, we are compelled to act 'in Loco Parentis' (in your place as a responsible parent). Therefore you are encouraged to speak with your child's teacher or the Head of Campus if you have any concerns about another child's behaviour toward your child and NOT to raise any issues directly with any child other than your own, or with the parents of another child. This is something we must insist upon and we would hope that you could appreciate the need for this to be stated emphatically.

PARTNERING THE COLLEGE

If you are worried about anything, please come and talk to the school. The people available to help you are:

- Classroom Teacher
- Learning Support Teacher
- Campus Secretary
- Guidance Counsellor
- APRE
- Head of Campus

There is a whole range of ways that you can help the school and we certainly may need your help from time to time.

- Working Bees
- Classroom Help
- Sporting Help
- Tuckshop Assistance
- Library Assistance

PARENTS AND VOLUNTEERS

Schools today are extremely busy places and classrooms together with the education of students are even busier. We rely heavily on parent volunteers to assist us throughout the year with anything from classroom activities, to reading programs to handy man projects and working bees. We ask all our volunteers to be mindful of a few important points.

- **All parents and visitors to the campus who are visiting classrooms are asked to sign-in at reception for Workplace Health and Safety purposes; and sign out again when leaving.**
- Your help is most important to us. Please be on time and we ask that you leave the room at the conclusion of the activities.
- We ask that parents respect all the children in the classroom and the needs that become apparent.
- Being a parent volunteer involves making a commitment for a set period of time. You are relied upon to be on time and ready to work with students other than your own children.
- Confidentiality is important when helping in the classroom. While you are not in the position to receive information about individual students, you may notice particular things. It is appreciated that your observations are not discussed outside the classroom.
- All parents who wish to volunteer should ask for Volunteer Guidelines and registration details available at our office.

LUNCH

All Students

When preparing lunches, we recommend you include food your child likes. We suggest you pack at least one piece of fruit. Pack only food your child can open by themselves. (This may exclude such items as yoghurts, dangerous ring top cans, etc. for younger students). Ask your child on a regular basis if they require more or less food and check their school bags every afternoon for anything uneaten.

There are a number of children on campus with severe food allergies; in particular allergies to peanut and nuts generally. As a consequence we ask families to avoid as much as possible including nut based products in their children's lunches. We don't claim to be "NUT FREE" but we do try for as safe an environment as possible.

Please note that for the safety of all students, SCCC is a nut free school. The children have their first and the longer break for the day between 10.30am and 11.10am. There is a number of reasons for this e.g. the children are usually hungrier because of the time since breakfast; it is a cooler time of the day for play. They sit down and are supervised for the last 10 minutes of eating. Initially, this will be longer for Preps and Year 1s. This is their big lunch break and might include sandwiches, snack and fruit.

The second break is from 1.30pm to 2.00pm. Students sit down and eat under supervision for the last 10 minutes. This is their little lunch and might include a muffin, a few biscuits, a piece of fruit, a fruit bar or a muesli bar, etc.

You might also pack roll-on sunscreen and/or roll-on insect repellent in your child's school bag. Your child can apply this before breaks. Aerosol cans are not permitted as they present a danger being a pressurised can.

Please note that students are not permitted to share food with other students.

LUNCHTIME ACTIVITIES/CLUBS

During first break there are a number of opportunities for children to be involved in various activities.

Social and Games Club meets for two of the lunch hours during the week. The purpose of Social Club is to allow students the opportunity to spend their lunch hour with others participating in a variety of enjoyable and structured activities e.g. chess and board games. It is through these games that we hope to enrich students' social skills to enable them to do many things such as solve problems, make decisions, assert themselves, understand points of view and learn to cooperate and take turns.

Music Club meets once per week in the music room under the supervision and direction of the music teacher. Students listen to appropriate popular music and are given the opportunity to share their creative energy with those around them - and even have a dance.

Library is open during first breaks daily. Children can book a computer, play chess, do artwork, play games or read.

Sport Practices - As the Year 5 and 6 students are involved in interschool sports as well as the District sports of cross country and athletics, teams often do skill practices during lunch breaks.

CELEBRATIONS AND COMPETITIONS

Our campus has numerous events throughout the year that celebrate a particular occasion or allow students to participate in a competition centred on different elements of learning. They include:

- Book Week
- Science Week
- ICAS tests
- Public Speaking Competition
- Under 8s Day
- Catholic Education Week

BEHAVIOUR SUPPORT

The behavioural support of students is best seen in the spirit of our College Mission Statement, which reflects our emphasis on Gospel values such as truth, freedom, and acceptance, as an underlying framework on which all activities are structured.

As we strive to live according to our motto 'Seek the Light' the procedures for the behaviour support of students are designed to encourage all to work to achieve their full potential. Thus all students are given every encouragement to participate fully in the life of our College, both to develop their own gifts, and to offer these in service of others.

Our Behaviour Support is motivated and informed by traditional values of justice, positive self-esteem,

The behavioural expectations are embedded within the Student Code of Conduct.

RESPECT OF OURSELVES

- Keep ourselves clean and well groomed at all times when in uniform
- Maintain healthy eating habits
- Ensure sun safety habits are practised
- Strive for the best in all that we do
- Attend school and be punctual for classes
- Play safely and responsibly

RESPECT OTHERS

- Speak positively and listen attentively
- Offer help in the case of those who need it
- Follow the teacher's direction
- Never tease, call others name or use put downs
- Treat other people as you would have them treat you
- Respect the privacy of others (eg no photography and/or publishing without permission)

RESPECT ALL PERSONAL AND SCHOOL PROPERTY

- Look after your personal belongings
- Look after school equipment and property
- Leave all electronic devices such as Mp3 players, iPods at home
- Turn off and store electronic devices at the commencement of the school day
- No mobile phones to be used during the day. Mobile phones to be held at the office during the day not in school bags
- Do not touch or take the property of others

RESPECT THE ENVIRONMENT

- Put the rubbish in the bins provided
- Keep the playground clean and free of litter
- Make sure you leave toilet areas clean and hygienic
- Never have chewing gum at school
- Sit and eat in designated areas until dismissed

MANNERS AND DRESS

- Welcome visitors to your campus with a simple “Hello, can I help you?” when necessary
- Speak politely to everyone
- Remember to say “please” and “beg your pardon”
- Knock at the door and wait before entering another room on campus
- Call people by their preferred name
- Wear your uniform correctly and with pride
- Wear a hat according to campus regulations

BOUNDARIES

- Stay within the boundaries of all designated areas
- Walk and do not run in all designated areas - cement, stairs and bitumen areas
- Bikes must be walked while on campus grounds
- Always ride a bike with a helmet
- In high traffic areas where there are many pedestrians - walk your bike
- Please note entry and exit points to campus grounds

Aims of the Student Behaviour Support

Regarding Student Behaviour Support, the College aims:

- To develop an awareness of the expected standards of presentation and behaviour by members of the College community;
- To have teachers, parents and students working together to develop a proactive approach to discipline;
- To ensure all students understand, accept, respond to and maintain expectations of the College behavioural guidelines;
- To reduce stress, conflict and loss of learning time in the classroom;
- To provide consistent implementation of discipline within the total College community;
- To develop a consistent approach to solving shared problems

TUCKSHOP

Tuckshop begins trading from Week 2 of the school year.

The tuckshop is available Wednesdays to Fridays for both breaks. Orders must be placed. To do this, please write the following details clearly on the outside of a paper bag:

Child's Name: Class Name: (e.g. Year 6C)

Food Required: Amount of money you have enclosed

Please leave money orders at office before 9am.

Online orders can also be placed using 'Flexischools' - the online ordering system which can be accessed from home, work or a mobile device. Visit www.flexischools.com.au to register.

Tuckshop price lists will be sent home at the start of the school year and you will be notified of any changes during the year. Volunteers are welcomed as essential in maintaining fresh and healthy lunches for our students.

Tuckshop orders can also be placed using an online ordering system. (Go to www.flexischools.com.au)

STUDENT ABSENCE FROM SCHOOL

The school **expects a phone call or some sort of notification that your child is away and for what reason.**

We require knowledge of student absence during the morning - the best time is between 8.00am and 9.00am. A written note is a requirement for all student absences. Please note that if your child is not at school until after 8.45am then they are considered absent for the first half of the day for the purposes of the Roll and this will be recorded accordingly. You will be sent an SMS message by 9.30am if you have not called the office or lodged an absence on the parent portal.

STUDENTS LATE TO SCHOOL

Punctuality is extremely important and therefore naturally expected of students who attend the College. We appreciate parental support in ensuring your child arrives each day before the first bell at 8.25am to be ready for classes which commence at 8.30am. Parents of students who are continually late to school will receive a letter asking for a reasonable explanation. Their timely arrival to school each morning does have an impact on their ability to participate in class in a positive fashion.

STUDENTS DEPARTING EARLY FROM SCHOOL

It is a requirement that should your child need to leave school early for any particular reason, that the school be notified.

Parents collecting students for an early departure must sign the student out at the office first and they will receive an early departure slip. Parents are then responsible to collect their child from their classroom or particular location in the school and pass on the departure slip to the teacher. Should parents be bringing their child back to school after an appointment or similar, the process will be the same, they are to sign their child back in at the office and then take them back to their class with the accompanying slip. Students will not be allowed to leave the classroom without being signed out first.

BOOKLISTS

In Term 4 parents will receive booklists for the following year. These lists include stationery. These will be sent to all families.

COMMUNICATION COURTESIES

- **We do not encourage phone calls from parents to teachers** during class time unless **absolutely necessary**. Messages will be left with teachers to call you back.
- **We do not encourage on the spot appointments with parents at the beginning of the day.** The beginning of the school day is when teachers are required to be with their class not chatting to parents. Please book appointments at the office.
- Afternoon messages for children should be received by the office **no later than 2.30pm**. However we understand that emergencies cannot be avoided.
- We do not encourage phone calls home from students **unless it is deemed absolutely necessary**.
- Periodically your child's teacher may email a newsletter or class update. This is to inform you of class events and learning activities your child may be participating in. Email is not an option for direct communication between parents and teachers. The options for parent-teacher communication include:
 - Personal (informal) meetings
 - A note in your child's diary
 - Phone calls
 - Appointments to schedule longer meetings
 - Short note for absences, illness, incorrect uniform, etc.
 - Send emails to office please fguy@bne.catholic.edu.au
 - Do not log absences on class Dojo - Always call the office directly or use the parent portal

Please note: Personal contact is preferable for issues or concerns parents have as there is less opportunity for ambiguity or misunderstandings.

UNIFORM

Prep, Years 1, 2 and 3 wear sport uniforms every day.

Years 4 to 6 students wear their sports uniform two days per week. One day will be their P.E. lesson day and the other will be on Friday. Sports uniforms will also be worn on special days (e.g. excursions) as directed by the classroom teacher. Sports Uniforms are worn on Mondays and Wednesdays.

MASS

Classes are rostered to lead the school community with our Parish Priests in the celebration of Eucharist in the De La Salle Chapel on the Middle and Senior Years Campus, at times to be advised.

Parents and other family members are always welcome at Campus Masses and other liturgical celebrations.

ASSEMBLY AND PRAYER TIME

Every Friday students from different classes lead us in prayer as part of the Weekly Campus Assembly.

The Year 6 students all take turns in organising Friday Assembly. The Assembly format includes celebration of birthdays, presentation of certificates, musical performances, special notices, guest visitors and singing of the national anthem.

Parents and other family members are welcome guests at all Prayer Times and Assemblies.

All weekly campus assemblies are held in our community centre in our primary campus grounds.

SACRAMENTAL PROGRAMME

The celebration of the Sacraments is the responsibility of the Parish. However, the campuses play their part in supporting the program through the Religious Education curriculum and support from the staff especially in the celebration of Reconciliation, First Eucharist and Confirmation. Students are invited by the Holy Cross Parish to participate in the Sacramental Program in Year 3.

PHYSICAL EDUCATION

Our Physical Education Teacher organises a Perceptual Motor Program for our Prep and Year 1 classes to develop abilities in gross and fine motor skills, balance, hand/eye and eye/foot co-ordination and the senses. Parental help is required.

Swimming lessons are conducted for Years 3 to 6 in Term 1 and Prep to Year 2 in Term 4. Students in Years 4 to 6, from all three primary campuses, are involved in an Interhouse Swimming Carnival early in February. Swimmers aged 10 and over are then chosen from each campus to represent the College at the district carnival. Students in Prep - Year 3 participate in a fun carnival at the end of their respective lesson sequence.

Students in Years 4 to 6 compete in an Interhouse Athletics Carnival, usually in August. Children (10 to 12 years) are then selected for the district carnival.

Years 5 and 6 are involved in Interschool Sports (cricket, softball, netball, basketball, touch football, rugby league, AFL, tennis, volleyball etc) throughout Term 1 and 3 on Friday afternoons.

Years 4 to 6 compete in an Interhouse Cross Country, from which representatives aged 10 and over are chosen for campus teams to compete at district level. Prep to Year 3 also competes in an Intercampus Cross Country event.

Visiting sporting groups conduct skill sessions (soccer, hockey, AFL, rugby union, bowls, tennis, indoor cricket, etc.) on regular occasions throughout the year.

PRIMARY LEVIES

Levies are included in the fees and are charged according to your child's year level. As Years 5 and 6 are the only students who have camps, their levies will be set accordingly. Swimming, excursions, art and craft, sport, cultural performances and some class textbooks are also included in the levies. It should not be necessary to send money for anything other than tuckshop and perhaps a gold coin donation for charity fundraising days.

REPORTING

Term 1	Years 1 - 6 Prep - 6	Parent Information Evening Parent Teacher Conferences
Term 2	Years 1 - 6 Prep - 6	Summary of Work Habits and Social Behaviour Summary of Student Achievement and Application Student Folio
Term 3	Year 3 and 5 Prep - 6	National Assessment Program Reports (NAPLAN) Parent Teacher Conferences (September)
Term 4	Prep - 6	Summary of Student Achievement and Application Summary of Work Habits & Social Behaviour Student Folio

OUR COMMITMENT TO YOU

We are committed heavily to the following, as we endeavour to provide the best possible educational environment for your children.

- Team planning - collaboration and cooperation
- Regular in-service and assistance and mentoring for teachers
- Early and Junior Years specific strategies
- Individualised Learning
- Literacy and Numeracy
- Consistent approaches to Behaviour Support
- Resources being driven by curriculum needs
- Ensuring what we teach and learn has a connectedness to the real world