



**Southern Cross
Catholic College**
Co-educational Prep - Year 12
REDCLIFFE

Woody Point Campus Parent Information Handbook

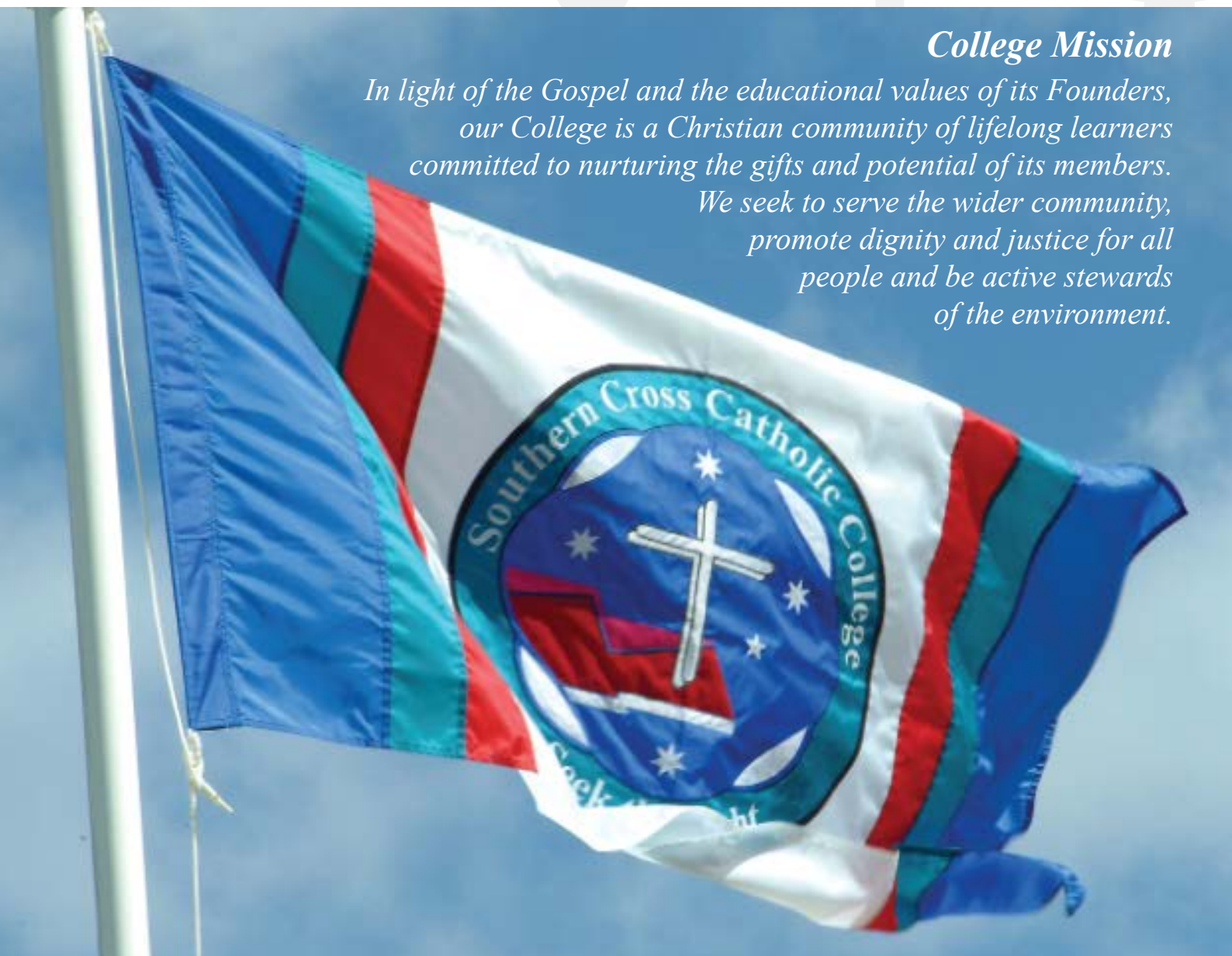


COLLEGE VISION

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.

Southern Cross Catholic College - Vision for Learning

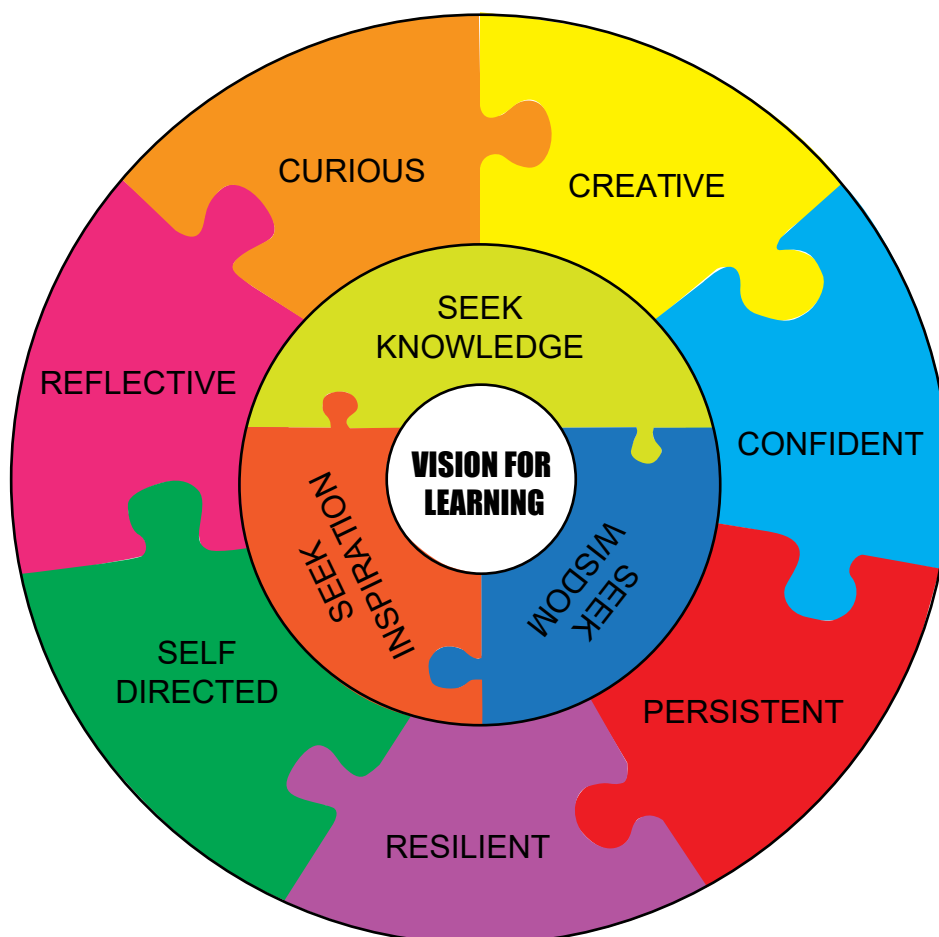
Our culture of learning embraces a shared vision which empowers all students to achieve success by making learning visible

In the presence of God, the Southern Cross Catholic College learning community

- Seeks knowledge • Seeks wisdom
- Seeks inspiration

Following in the footsteps of our founders, we aspire to motivate our learners to

- Be curious • Be creative • Be confident
- Be persistent • Be resilient • Be self-directed
- Be reflective



Welcome to Woody Point Campus



OFFICE HOURS

Administration Office Hours: 8.00am to 3.30pm
Phone Number: 3883 1988
Campus Address: 84 Collins Street, Woody Point Qld 4019
PO Box 121, Scarborough Qld 4020

SCHOOL DATES FOR 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
Acting Head of Campus	Mrs Aynslee Bale
Assistant Principal Religious Education	Mr John Brown
Acting Secretary	Mrs Jill Woollett
Guidance Counsellor	Mrs Karen Carr
Support Teacher: Inclusive Education	Mrs Marie Cross
Primary Learning Leader	Ms Jennie Lane
Teacher Librarian	Mrs Maria Vicsai-Stones
Library Aide	Mrs Jill Woollett
ESL Teacher	Ms Irena Morgan
Music Teacher	Ms Shiree O'Brien
Physical Education Teacher	Ms Joanne Stephensen
Arts Teacher	Mrs Christine Beveridge
Japanese Teacher	Mrs Georgie Harrison
Student Protection Contacts	Mrs Aynslee Bale & Mrs Karen Carr
First Aid Officers	Mrs Annette Dunne, Mrs Debbie Fullerton
Tuckshop Convenor	Mrs Karen Pitts
Groundsman	Mr John Devlin

ARRIVALS AND DEPARTURES

Morning Start: 8.30am **School Finishes:** 3.00pm

Your child should arrive at school between 8.10am and 8.25am. Any children arriving before this time should sit and wait in the undercover area outside the library. Teacher supervision will begin at 8.10am. There is NO supervision before this time.

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

SAFETY

Car Park: Parents are asked to escort children in and out of this area. On dismissal students will wait for their parents, with the teacher on duty in King Street. They will **NOT** wait in/near the car park for safety reasons.

Collins Street: Due to safety considerations in this narrow congested street, parents are asked to escort children in and out of the school grounds. Please escort students to and meet them at the concrete undercover area.

King Street: Depending on age and maturity, children may walk to the car if parked on the oval side of the street. They are to wait inside the school grounds until their parents arrive, then notify the teacher on duty that they are leaving. Please do not park in the bus pick up and drop off area directly outside the gate.

Under no circumstances are children to cross King Street to go to the car unless accompanied by a parent or teacher.

The teacher on duty at King Street will supervise:

- children boarding buses
- children waiting for parents
- children walking home who need to cross King Street

Victoria Avenue: Children are to cross at the designated crossing lights.

If you arrive before the bell to pick up your children in the afternoon please wait in the undercover area and not directly outside your child's room. This will help maintain productivity and student attention for the entirety of the school day.

PROTECTION

Sign in: Parents and visitors are asked to sign in, sign out and collect an appropriate badge from the office to help students and staff identify people who are present for a legitimate purpose.

Students Late for School: Punctuality is extremely important and therefore naturally expected of students who attend the college. Students that arrive after 8.30am must be accompanied to the campus office and be signed in through the ALLE system. Students cannot sign themselves in.

Absence: If your child will be absent from school, we ask that you contact the office (Ph: 3883 1988) by 8.45am to notify us of this. Parents need to sign students in if arrival is late, and sign them out for an early departure after notifying campus staff.

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. Parents should come to the office first prior to the collection of students.

Emergency Drills: Emergency evacuations and lockdowns are conducted each semester. Parents and visitors are asked to comply with these procedures.

PARENT / TEACHER CONTACT

Should you wish to discuss your child's progress or any other matters of concern, 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, morally and by law, 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. Parents are **NOT to raise any issues directly with any child, other than their own**. This is something we must insist upon and we would hope that you could appreciate the need for this to be stated emphatically.

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.
- Afternoon messages for children should be received by the office no later than 2.30pm. However we understand that emergencies cannot be avoided.
- Periodically your child's class 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.

The options for parent-teacher communication include:

- Personal (informal) meetings
- A note in your child's diary
- Email
- Phone calls
- Appointments to schedule longer meetings
- Short note for absences, illness, incorrect uniform, etc.

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

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
- Guidance Officer
- Campus Secretary
- 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.

- Parents Forums
- Parent Class Representatives
- Working Bees
- Classroom Help
- Sporting Help
- Tuckshop Assistance
- Library Assistance
- Fundraiser Support

PARENTS AS VOLUNTEERS

Schools are extremely busy places and parent involvement and assistance is always appreciated.

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.

- 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 volunteers are asked to read and be familiar with the Brisbane Catholic Education Student Protection Procedures and Volunteer Code of Conduct.

LUNCH

All Students: When preparing lunches, we recommended you include food that your child likes. We suggest you pack at least one piece of fruit. Pack only food that children can open without assistance. (This may exclude such items as yoghurts, dangerous ring top cans, etc. for younger students). Ask the children on a regular basis if more or less food is required and check school bags every afternoon for anything uneaten.

As the first session is quite long a short fruit break is taken at around 9.30am. This break is designed to replenish physical and mental energy levels so that students can continue to work at optimum levels. Please provide some fruit or vegetable pieces for this time.

The children have their first and **longer break** for the day between **10.30am** and **11.10am**. There are a number of reasons for this, i.e. the children are usually hungrier because of the time since breakfast; it is a cooler time of the day to play. They sit down and are supervised for the first 10 minutes of eating (Initially, this will be longer for Early Years students). This is their big lunch break and might include sandwiches, a snack and fruit.

The **second break** is from **1.10pm** to **1.40pm**. Students sit down and eat under supervision for the first 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.

Nut Aware: Here at Southern Cross we are nut aware. There are a number of children at SCCC Woody Point who have serious nut allergies. We encourage parents to be mindful of this when packing lunches and to not pack nuts or peanut butter.

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

LUNCHTIME ACTIVITIES

There are a variety of activities for student involvement during the breaks.

- **The Library** is open most lunch breaks. Students can use the computers, play chess, do artwork, play games or read.
- **Fun and Games Room:** For four days a week children can be involved in board games, card games, puzzles, problem solving, art work etc.
- **Sport Practices:** As the Year 5 and 6 students are involved in interschool sport as well as district sports and cross country, teams often practise skills during lunch breaks.
- **The Year 6 Leaders** from time to time organise activities such as spelling bees, talent quests, dance groups, competitions (including chess) and games.

SUPERVISION

Supervision is provided **before school** from **8.10am** (there is no play time before or after school) and **after school** from **3.00pm - 3.20pm**. If you are running late to collect your child please contact the campus to advise the teacher on supervision duty. We are happy to assist when difficulties arise. Parents are requested to ensure children do not play on equipment before or after school as staff supervision can not be provided.

At break time, During Term 1, Prep students are supervised in the area adjacent to their classroom during both breaks. Teachers are responsible for supervising their class during eating time at first break. At playtime there are two teachers on the playground area. There may also be other school officers supervising play for special needs children and other groups of children.

TUCKSHOP

The tuckshop is available on **Thursdays** and **Fridays**.

Online orders can 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.

Orders can also be placed by writing the following on a paper bag for the tuckshop

Child's Name: Class Name: (e.g. Year 5)

Food required: Amount of money you have enclosed

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.

UNIFORM

Prep, Years 1, 2 and 3 students wear sports uniform 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 a Friday (interschool sport). Sports uniform will also be worn on special days (e.g. excursions) as directed by the classroom teacher.

LIBRARY

Children require a library bag for carrying borrowed books. Library bags can be purchased from the Uniform Shop. Students have a library borrowing time each week. The teacher librarian is also utilised as a co-teacher throughout each year level.

MASSES AND SACRED TIME

Classes are rostered to lead the school community with our Parish Priest in the celebration of Eucharist, and during liturgy at various times throughout the year. One class attends the 9.00am Thursday Parish Mass each week. Parents are warmly invited to attend all Liturgies and Masses. Reconciliation for particular year levels will be scheduled during the year.

ASSEMBLY

Assemblies are held on every second Thursday at 2.10pm. Please check the school calendar via the Parent Portal on BCE Connect for a schedule of dates and classes. Students from different classes lead us in prayer and organise the rest of the assembly which includes birthdays, presentation of certificates, musical performances, special notices and singing of the College song. Assembly is held in the Hall and parents are always welcome to attend.

A morning parade is held every Monday at 8.30am to gather to pray, give notices for the week and share current learning focusses.

SACRAMENTAL PROGRAMME

The celebration of the Sacraments is the responsibility of the Parish. However, the campuses play their part in supporting the programme through the Religious Education curriculum and support from the staff especially in the celebration of First Confirmation, Eucharist, all of which take place in Year 3 and 4.

PHYSICAL EDUCATION

Our physical education teacher organises a **perceptual motor program** for 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.

Years 4 to 6 classes from all three primary campuses are involved in:

- **College Junior Years swimming trials** early in February. Swimmers are then chosen from each campus for the district carnivals.
- An **interhouse cross country carnival**. Representatives from each campus are chosen to compete at district level.
- An **interhouse athletics carnival**, usually in August. Children (10yrs to 12yrs) are then selected for the district carnival.
- Intercampus gala sports days (cricket, league tag)

Years 5 to 6 are involved in **interschool sports** (cricket, softball, netball, touch football, rugby league, AFL etc) throughout the year on a Friday afternoon.

There are a number of **visiting sporting groups** that conduct skill sessions (soccer, AFL, rugby union, bowls, tennis, indoor cricket, etc.)

BOOKLISTS

All students require a school bag, drink bottle, lunch box and a library bag. Each student also requires an allocation of stationary. A list will be sent to families at the end of each 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 year levels that have camps, their levies will be set accordingly. Swimming, excursions, art and craft, sport, Arts Council performances and some class textbooks are also included in the levies. It would be unlikely that families should have to send cash for anything other than tuckshop and occasionally a gold coin donation for a charity fundraising day. Families can choose to purchase books through Scholastic Book Club and the annual Book Fair. This is optional, as are the Mothers' Day and Fathers' Day stalls organised by the the campus parent group.

REPORTING

TERM 1	Prep - 6 Prep - 6	Parent Information Evening Parent Teacher Conferences (Easter Time)
TERM 2	Prep - 6	Summary of Student Achievement and Application Student Folio
TERM 3	Years 3 & 5 Prep - 6	National Assessment Program Reports (NAPLAN) Parent Teacher Conferences (September)
TERM 4	Prep - 6	Summary of Student Achievement and Application Student Folio

RIGHTS AND RESPONSIBILITIES

In the light of Gospel values, we each have rights and responsibilities as members of Southern Cross Catholic College. These are clearly identified and communicated in the College 'Rights and Responsibilities; Students, Parents and Staff' policy document.

A right belongs to the individual. We ALL have the same rights. There are NO rights without responsibilities. Responsibilities are things that are expected of all community members of Southern Cross Catholic College including students, parents and staff. These responsibilities are expected by all for the benefit of individuals within our community and the Southern Cross Catholic College community as a whole. Responsibilities ensure everyone's rights.

The adherence to these rights and responsibilities are imperative for strong, positive and effective relationships to be developed by all which in turn helps foster the mission and vision of the College.

These Southern Cross Catholic College Rights and Responsibilities are an expectation of all students, parents and staff.

Please read the 'Rights and Responsibilities; Students, Parents and Staff' document that was given to you at the confirmation of enrolment. This document can also be found on the College website at <http://www.sccc.qld.edu.au/>

STUDENT BEHAVIOUR SUPPORT

The behaviour support of students is best seen in the spirit of our College Mission Statement which reflects our emphasis on Gospel values such as honesty, justice, acceptance, and 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 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, responsibility, loyalty, integrity and courtesy. We present this to our students by our four key College STAR Rules. These statements are written in a way that is clear, positive, and easily remembered.



They are:

- Stay safe
- Take responsibility
- Actively learn
- Respect self and others

Such are manifested in the experience of:

- The College as a safe and happy place
- Trusting and positive student/parent/teacher relationships
- A comprehensive curriculum
- A shared vision and sense of common purpose throughout the College

Aims of the Student Behaviour Support Plan:

Regarding Student Behaviour Support, the College aims:

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