

St Augustine's Handbook

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Principal's Welcome Message

Welcome to St Augustine's Parish Primary School. Since 1926 St Augustine's established itself as a supportive, spiritual and student-centred learning environment. Founded by the Daughters of Our Lady of the Sacred Heart and later the Missionary Franciscan Sisters, we continue to cherish the charism's espoused by both orders.

In an ever-changing and challenging world, your child's Primary School years are probably the most important. I thank you for considering St A's as an option for your child. You are invited to join with us as we strive to 'make a difference' by providing a quality education for all of our students. We recognise that school is different for each child, aiming to build on each child's family situation, prior experiences, knowledge, skills and understandings.

With 21 classrooms and approximately 580 students, we look forward to continuing our personalised learning experiences. Join with us in this exciting new phase to help shape the future of St Augustine's Parish Primary School.

I am proud to be part of this school community. Our door is always open to new families in Currumbin and surrounding suburbs. I invite you to visit our school and experience its vibrancy first hand.



John Cameron (Principal)

Our School Prayer

God our Father,

We thank you for the gifts that you give us today. Bless us in all that we do, and guide us in the choices that we make.

Help us to care for one another, and look after those who need special care.

May we learn something new today, and when things get hard, help us to keep trying.

Fill our day with peace. Amen.

GENERAL INFORMATION

SCHOOL ADDRESS: 106 Galleon Way
Currumbin Waters QLD 4221

POSTAL ADDRESS: PO Box 133, Currumbin 4223

TELEPHONE: 07) 55078100

EMAIL: pcurrumbin@bne.catholic.edu.au

WEBSITE: www.sa.qld.edu.au

Principal: Mr John Cameron

Assistant Principal: RE Mrs Diane Anderson

Assistant Principal: Mrs Lynne Rohanna

Primary Learning Leader: Mrs Dijana Ioane

Secretary (Finance): Mrs Jayna Murrill/Ms Candi Baxter

Secretary: Mrs Jacqueline Pentland

Secretary: Mrs Vickie Ryan

SCHOOL HOURS: 8.30am - 3.00pm (2:45pm for Prep)

Assembly: 8.30am

Morning Tea: 10.40am to 11.20am

Lunch: 1.20pm to 2.00pm

Dismissal: Preps: 2.45pm;
Year 1-6: 3.00pm

OFFICE HOURS: 8.00am – 3.30pm

UNIFORM SHOP: Tuesday (8.00am-10.30am)
Friday (8.00am-10:00am) (QKR online orders)

TUCKSHOP: Monday - Friday (order online QuickCliQ app)

2022 Term Dates:	2023 Term Dates:
Term 1: 25/01 – 01/04	Term 1: 23/01 – 31/3
Term 2: 19/04 – 24/06	Term 2: 17/04 – 23/06
Term 3: 11/07 – 16/09	Term 3: 10/07 – 15/09
Term 4: 4/10 – 2/12	Term 4: 3/10 – 1/12

REGULAR EVENTS

Staff Meetings: Wednesday: 3.30 pm–4.30 pm

Newsletter: Monday afternoon (available on Parent Portal)

Assemblies: Monday at 2:15 pm in the Hall

HISTORY OF OUR SCHOOL

The school commenced at Coolangatta in 1926 and was run by the Daughters of Our Lady of the Sacred Heart. From 1950 until 1992, the Missionary Franciscan Sisters of the Immaculate Conception influenced the school. In 1987 the school was relocated on a new campus at Currumbin Waters. The school celebrated its 90th year in 2016 and 2017 marks 30 years at our current Currumbin Waters site.

We have had extensive renovations carried out at our School in 2011, 2015 and 2016, 2018 and 2019 to both our School buildings and grounds. This included Augustine Office building, Mary Mackillop Hall, Tuckshop, student toilet facilities and Year 1 classrooms. Refurbishment of the Year 3,4, 5 and 6 classrooms has been completed to support our Innovative Learning Environments..

We are very proud of our school and its surroundings, as they create a pleasant learning environment. We have great students, fantastic parents and excellent caring staff members. Join with us in creating the next chapter of St Augustine's Parish Primary School.

ST AUGUSTINE

St Augustine is the patron saint of our school. Augustine (also the name of our church in Coolangatta) was born in Africa in 345 and died at the age of 76 in 430 AD. His mother was St Monica (our church in Tugun). Augustine was a rebel, he left home, wasted his money and had a son. It was not until Augustine was in his thirties that his conversion to Christianity occurred. He heard young children reciting the words 'Take and Read' (the school motto) from the bible and from then on his life changed. He was baptised, became a Priest, a Bishop, a famous Catholic writer, Founder of religious orders and one of the greatest saints that ever lived. As the children progress through the school they learn more about both the life of St Augustine and his sayings and of his mother St Monica.

School Motto: The motto, 'Tolle Lege', comes from the story of the conversion of Augustine and is translated as take and read. St Augustine discovered God's invitation to him to take the scriptures and read them.

School Goals: St Augustine's School strives to impart St Augustine's qualities onto students.

Our expressed values are; Be Safe, Be Respectful, Be a Learner.

2022 STAFFING

Leadership Team

Principal:	Mr John Cameron
APRE:	Ms Diane Anderson
APA:	Mrs Lynne Rohanna
PLL:	Mrs Dijana loane

Administration Staff

Secretary (Finance): Jayne Murrill/Candi Baxter
Secretary: Jacqueline Pentland
Secretary (Part Time): Vickie Ryan

Classroom Teaching Staff

Prep: Miss Meliah Herden
Prep: Miss Kate Thomas
Prep: Ms Lisa Barry
Year 1: Mrs Michelle Campbell
Year 1: Ms Leanne Cutting
Year 1: Ms Amy Morton
Year 2: Mr Nathan Melfi
Year 2: Miss Paige Sallows
Year 2: Miss Breanna Stalker
Year 3: Ms Marissa Vos/Mrs Siobhan Reinhard
Year 3: Mr Laurie Hallinan
Year 3: Mrs Allison King
Year 4: Mr Shaun Dolan
Year 4: Mrs Rachael Wiggins
Year 4: Mrs Clare Deeth/Mrs Kathy Todarello
Year 5: Miss Julia Miller
Year 5: Mr Daniel Allsopp
Year 5: Mr Mick O'Shea
Year 6: Mr Luke Holman
Year 6: Mr Alan Dick
Year 6: Mrs Anna Patterson/Ms Judy McDonald

Specialist Teachers:

Guidance Counsellor: Mrs Renee Monaghan/
Mrs Tamara Sheppard
Support Teacher ST:IE:
Mrs Debbie Hyland
Mrs Lisa Strazzaboschi-
Hughes
Teacher Librarian: Mrs Lonnie Rutland/
Mrs Natalie Barrett
Learning & Teaching Coach:
Mrs Natalie Barrett
Speech Pathologist : Miss Lizzie Bale
LOTE (French) & Chess: Mr Mark Pentland
Art: Mrs Jodie Sindle
PE: Mrs Sue Hamill
Music: Mrs Deirdre Pullen
Specialist: Mr Paul Barrett

School Officers:

Mrs Chris Beitey Mrs Melissa Biggins
Mrs Melissa Boyle Mrs Maree Burgess
Mr Oscar Busby Mrs Karen Dick
Mrs Sharon Hall Mrs Nicole Lee
Mr Martin Sanders Mrs Vicki Waters
Uniform Shop Convenor: Mrs Tracy Grieve
Grounds/Maintenance: Mr Preston Davis
Mr Glen Forster

SPECIALIST TEACHERS

In addition to classroom teachers, St Augustine's is also provided with support staff to enhance student learning outcomes. While staffing allocation has a certain amount of flexibility according to local school needs, we have been able to support our curriculum with roles such as: Teacher Librarian, Music Teacher, Physical Education Teacher, Technology Support and School Officers to assist with curriculum implementation. Through Brisbane Catholic Education we also have access to a range of specialist personnel including Consultant: Inclusive Education, Religious Education and Curriculum Consultants.

ENROLMENT POLICY AND PROCEDURES

POLICY : Criteria for Enrolment

- ✚ Children enrolling for Prep Year must turn 5 by 30 June in the year they will complete the Prep Year.
- ✚ Children enrolling for Year One must turn 6 by 30 June in the year they will complete Year One.

Priority of Enrolment is decided as follows:

1. **The child is a baptised Catholic**, with siblings at St Augustine's School whose family worships at one of our Parish Catholic Church's;
2. **The child is a baptised Catholic**, whose family worships at our Parish Catholic Church;
3. **The child is not a baptised Catholic**, but has siblings at St Augustine's School;
4. **The child is not a baptised Catholic**, and does not have siblings at St Augustine's School.

The Principal, in consultation with the Parish Priest, may exercise discretion regarding applications where pastoral considerations apply, and therefore may determine a child's eligibility beyond the stated criteria.

GENERAL ENROLMENT REQUIREMENTS

Families are encouraged to give a commitment to remain at St Augustine's for the whole of their Primary education at the time of enrolment.

Children with special needs will be considered by the school with all relevant information provided to the school at the enrolment application support meetings.

Each application for enrolment must be accompanied by:

- Documentary evidence of birth
- Documentary evidence of baptism
- A copy of the latest school report if coming from another school
- Copies of any court orders if appropriate
- Any relevant medical records
- A non-refundable once-only family enrolment fee of \$65 per family.

Upon acceptance of a place in the school, parents will be asked to confirm their enrolment place with a non-refundable deposit of \$200. This will be deducted from the following term's fees.

STUDENT LEARNING

At St Augustine's we strive to allow each individual to reach their full potential. We have high expectations for our students and approach learning in a holistic manner – academic, spiritual, cultural, sporting, social and emotional. Students at St Augustine's are supported to achieve and experience success. We believe that all children should grow as learners and individuals each year. This is supported/enriched via a number of school initiatives:

- ❖ Implementation of the Australian Curriculum
- ❖ Primary Learning Leader Specialist Teacher
- ❖ Learning Teaching Coach
- ❖ Quality classroom teachers
- ❖ Support Teachers: Inclusive Education
- ❖ Embedded whole school approach to literacy
- ❖ Learning Growth Recognition
- ❖ PB4L: Positive Behaviour 4 Learning Framework
- ❖ Innovative Learning Environments

St Augustine's

Mission

Enhance student engagement
to achieve success in
learning in a faith filled
environment.

St Augustine's

Vision

Engage, inspire and empower
every student to reach
their potential.

RELIGIOUS EDUCATION

St Augustine's Parish Primary School is a part of the Coolangatta/Tugun Catholic Parish. We are fortunate to have the on-going support of our Parish Priest (Fr John Scarrott). St Augustine's School supports the Parish with its Sacramental Program (Baptism, Confirmation, First Eucharist, and Reconciliation)

The school follows the Religious Curriculum Guidelines (implementation from 2013) endorsed by Archbishop Mark Coleridge. Staff are in-serviced each year to support the teaching of Religion in the classroom. St Augustine's also incorporates the Religious Life of the School Document. Within this we regularly review the following elements of our school:

- Religious Identity and Culture
- Prayer and Worship
- Evangelisation and Faith Formation
- Social Action and Justice



OUR PARISH

Parish Priest: Fr John Scarrott
Address: 42 O'Connor Street, Tugun
Postal: PO Box 117, Coolangatta 4225
Phone: 07) 5598 2165
Email: augmon@bne.catholic.net.au

ADMINISTRATIVE MATTERS

Late Arrival/ Early Departure

For legal reasons any child who arrives after 8.30am or departs prior to 3pm is required to have their parent sign their child in/out via the front office.

The procedure for late arrival :

- ✓ Parent accompanies the child to the front office (legal requirement)
- ✓ Parent signs the child in (via electronic ALLE system) indicating a reason for late arrival.
- ✓ Child moves to class with parent and hands teacher the late arrival slip. ‘

The procedure for early departure is:

- ✓ Parent or caregiver goes to the office.
- ✓ At the office the parent or caregiver signs Permission to Leave Register.
- ✓ Parent will sign their child out and wait at the office for their child to be called from class
- ✓ Parent or caregiver accompanies the child off the premises.
- ✓ Once at school, children will not be permitted to return home for homework, sport clothes or lunches. We discourage children from using the school phone to request parents to bring items to school. It's all part of the process of developing responsibility.

ABSENCE FROM SCHOOL

If a child is going to be absent from school, parents are required to log the absence via the Parent Portal or phone the office on 55078100. Absence more than ten school days, an Exclusion from School' form is required to be completed (available from the office.)

MEDICINES

Children requiring prescribed medicines administered at school must complete a 'Medication Request form' available from the office. Over the counter medicines/vitamins cannot be administered without a Doctors/Chemists label attached.

ALLERGIES

Some St Augustine's students have severe medical reactions to certain foods. Please check the newsletter early in the year for confirmation of the food products that are restricted at St A's. We strive to be a nut free school.

LOST PROPERTY

We strongly urge parents to clearly mark every item of your child's so that lost property can be reclaimed or returned promptly.

INFORMATION REGARDING LUNCHES FOR SCHOOL

We like to encourage healthy eating. You could send cheese, fruit, a sandwich or yoghurt. We encourage the children to drink lots of water during the day. Food stays in your child's bag. All food that is perishable needs to have a cooler block with it to avoid spoilage, especially in the hotter months. Your child is at school for a whole day and their bodies need to be nourished by a healthy lunch. Sandwiches, salads, rice, fruits and yoghurt etc. may help to provide your child with plenty of energy.

SWIMMING/SURFING

Students from Prep to Year Four attend swimming lessons in over a two week period. Students in Years 5 and 6 attend surfing lessons for one week of the school year – Dates to be advised.

STUDENT WELL-BEING

Student well-being is the core of our work at St Augustine's. We strive to ensure all students have the opportunity to develop to their full potential in academic, social, emotional, cultural and sporting areas. A variety of processes, people and initiatives at St A's exist to support the well-being of our students. In essence the policy highlights:

- ✚ Be safe, Be Respectful, Be a Learner
- ✚ Positive Behaviour for Learning (PB4L)
- ✚ Student Behaviour Support Guidelines
- ✚ Guidance Counsellors
- ✚ Student Support: Inclusive Education
- ✚ Student Protection Processes and Contacts
- ✚ Outside supporting agencies
- ✚ Engaging learning environments

For further details of the afore-mentioned programs, please check our school website, or discuss with your class teacher.



YOUR ROLE AS A PARENT AT ST A's

Parents always play an important and valued role in the education of their children. We encourage all parents to join in the meeting of our Parents and Friends Association and the many other areas of involvement open to you.

You can be part of our school family by

- ✚ Reading our school's weekly Newsletter and our official Facebook page as well as Class Blogs, and various notes that come home from time to time
- ✚ Supporting and encouraging your child to develop a positive feeling towards his/her work
- ✚ Discussing any problems or worries you may have, firstly with your child's teacher
- ✚ Ensure your child wears the correct uniform
- ✚ Attending P & F Meetings
- ✚ By becoming a volunteer helper (reading support, sporting functions)



TRANSITION TO SCHOOL



BEFORE SCHOOL BEGINS

- Help your child to recognise his/her own name among others
- Teach your child his/her full name
- Make sure that he/she is independent in dressing e.g. buttons and shoelaces

- Children should be able to take themselves to the toilet unassisted – please notify the teacher of any concerns
- Teach your child how to eat from a lunch box
- Encourage your child to wear a hat outside at all times
- Be sure to have your child wear their new shoes a number of times before school commences, to ensure they are comfortable.
-

WHEN SCHOOL BEGINS

- Reassure your child that you will be collecting him/her from the school in the afternoon
- Say “Goodbye” cheerfully and promptly leave even if there are tears
- Encourage your child to be responsible for packing his/her own bag and collecting it at the end of the day
- Encourage your child to take responsibility for belongings, especially clothing items and hats.

PERFORMANCES

During the year your child will have the opportunity to experience performances featuring drama, music, dance and illustrators/authors, as well as other educational programs. These performances will usually be incursions, held at our school and are included in the school fees.

ILLNESS AT SCHOOL

Every effort is made to contact parents if children become ill or suffer from accidents at school. Parents are urged to keep emergency contact details up to date with our office staff. All visits to the First Aid Room are recorded in our First Aid Register.

PARKING

Parents may park their cars in the upper car park adjacent to Mackillop Hall. Our ‘kiss and go’ drop off zone operates each morning and afternoon. Parents utilising this service are not to exit their vehicles. Students must enter their car on the side closest to the Hall, near the Chapel entry. For the safety of the students, at no time are parents permitted to park in the Staff Car Park area.

PARENT/TEACHER COMMUNICATION

Parents are asked not to engage a teacher in an interview while the teacher has a duty of care for the whole class. For general contact with your child’s teacher it is preferable that an appointment be made either with the teacher or through the school secretary. Appointments to see one of the teachers should be made out of school hours.

PARENT INVOLVEMENT

Parental involvement in the school is essential. You as a parent have an important role to play. We encourage parents to take part in classroom support and special school and sporting events. If you have special skills that you would like to share with the children please let us know. A volunteer student protection induction course is required to be completed prior to volunteering.

MONEY

When sending money to school please ensure you place the correct amount in a sealed envelope labelled with your child’s name, year level, amount for purpose of money. A receipt will be provided.

BEFORE AND AFTER SCHOOL CARE/VACTION CARE

This service is available on-site through the St Augustine’s Outside School Hours Care. The OSHC service operates for before school and after school, as well as vacation care. Please contact St Augustine’s OSHC Co-ordinator (Jodie Smith) on: (07) 5507 8199 or 0457 936022.

TOYS

We ask the children to leave their toys (football, games, trading cards) at home as they can easily be lost or broken and the staff cannot assume responsibility for any loss or damage.

UNIFORM POLICY

Enrolment at St Augustine's indicates that each child will abide with our school dress code. This code ensures that each child will wear full and correct uniform to school each day. Parents are asked to strongly support this rule, making sure that shoes are of the correct type and kept clean, and that the uniform is clean and tidy. All children are expected to wear their full regular uniform three days per week and their sports uniform on two days. Prep children will wear their Prep shirt and shorts/skort five days.

Girls Uniform (Years 1-6)

Girl's uniform dress
Black leather school shoes, black laces and a flat heel
White St A's socks
Navy blue tights may be worn under the dress uniform during Winter
Blue school hat (reversible)
St Augustine's tracksuit top, jumper

Sport/PE

St A's sport 'T' shirt, St A's sport shorts or skort
Predominantly White runners with white laces, white St A's socks
St Augustine's tracksuit top, jumper
Skate shoes are not to be worn with either uniform.

Boys Uniform (Years 1-6)

Navy blue shorts, short sleeved white St A's shirt (tucked in)
Black leather lace up shoes, black laces with a flat heel
White short St A's socks
Blue school hat (reversible)
St Augustine's tracksuit top, jumper
Full St Augustine's track suit may be worn during Winter

Sport/PE

St A's sport 'T' shirt and St A's sport shorts
Predominantly White runners with white laces, white St A's socks
St Augustine's tracksuit top, jumper
Skate shoes are not to be worn with either uniform.

Prep Uniform (Boys and Girls)

St A's Prep Polo shirt; Blue shorts (or skort optional for girls)
Predominantly white joggers (preferably with Velcro straps); St A's socks; Blue school hat (reversible)
St Augustine's jumper or tracksuit top

Hair needs to be neat and tidy. No extreme cuts are permitted eg. mohawks, tails, undercut, wedge, total head shaves, tracks etc. Hair below the collar needs to be tied back at all times. Fringes are to be no longer than eyebrow level or pinned back to avoid vision interference. Colours, bleaches gel or additives are not part of the uniform. Blue, white or yellow ribbons/scrunchies/ties only. Only religious medallions, stud/sleeper earrings are permitted. Nail polish is not to be worn.

UNIFORM PRICE LIST

St Augustine's school uniform payments are made via our online app QKR or by EFTPOS (current at April 2022)

Girls Dress	\$58.00 – \$60 (depending on size)
Boys dress shirt	\$32.00
Boys dress shorts	\$30.00
Zip Jacket	\$50.00
School track top	\$55.00
School track pant	\$25.00
Prep Polo	\$23.00
Sports tops	\$30.00
Sports shorts	\$30.00
Girls skorts	\$30.00
Oz Tag shorts	\$35.00
Open Rugby shorts	\$35.00
Open Rugby socks	\$15.00
Football socks	\$15.00
Hat (reversible)	\$16.00
Dress Buttons	\$0.20
Hair School Fabric Scrunchies	\$3.00 (Small and Large)
Legionnaire hat	\$7.00
School bag	\$45.00
Socks	\$8.00
Library bag	\$8.50
Hair Scrunchies	\$8.50
Fabric Headband (wide and narrow)	\$7.50/\$8.00
Swim shirts	\$30.00
Girls Cotton Tights	\$10.00

SCHOOL FEE STRUCTURE 2022

School Fees are set by the Principal following consultation with key members of staff and the Parish Finance Committee.

	Tuition Fee <i>per year</i>	Capital Levy <i>per year</i>	Student Resource Levy <i>per year</i>	P&F Levy Total <i>per year</i>	Total Charges <i>per term</i>	Total Charges <i>per year</i>
1 child	\$1706.00	\$640.00	\$640.00	\$100.00	\$771.50	\$3086.00
2 children	\$2480.00	\$640.00	\$1280.00	\$100.00	\$1125.50	\$4500.00
3 children	\$3041.00	\$640.00	\$1920.00	\$100.00	\$1425.25	\$5701.00
4 children	\$3366.00	\$640.00	\$2560.00	\$100.00	\$1666.50	\$6666.00

Year 5:
Summer
Sport \$132
Camp \$380
(Approx)
Year 6:
Summer

Sport \$132

Camp \$1100 (Approx)

Chess: Approximately \$90 per term

Notes on School Fees

Tuition fee includes school excursions, winter sport costs (incl. transport), swimming lessons, personal accident insurance, art/craft expenses, class text and activity books, general consumables.

Does not include school camps, representative sporting and academic registrations, summer optional sporting activities, chess and other private extracurricular activities.

A school fee account statement will be emailed to families by the third week of each term. Direct Debit is the preferred payment option. A 2% rebate is applied at the end of the year for tuition fees that are paid via Direct Debit (with no rejections) or paid in full by 28 February.

Fee Support

Please note that as arrangements for the term are based upon the presumption that an individual child will remain at the school for the duration of that term, fees are not refunded. In the case of non-payment by the due date and where an extension or variation has not been approved, a fee account is considered to be in arrears. The alternative collection process, which may result in referral to the commercial collection agency, is instigated at this point. Families anticipating financial difficulties are encouraged to contact Mr John Cameron (Principal) or Mrs Jayna Murrill/ Miss Candi Baxter (Finance Secretaries).

Please contact the school for any further information you may need. We are happy to answer any queries and look forward to welcoming you.