



ST BRIGID'S INFORMATION BOOK

(as of November 2023)



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Welcome

St Brigid's Catholic Learning Community welcomes you to our School and Parish. At St Brigid's all that we do is underpinned by the Gospel message and we value and respect each individual for what they bring to our community. Learning is a life-long process that occurs in many ways, situations and environments, and is strongest when it is truly valued and the learner is open to all the possibilities.

This Information Book is designed to be a first point of reference for parents/guardians for general information and to understand some of our procedures and expectations.

We ask that you continually refer to this document and become familiar with the communication tools and processes that will support you with your journey in the St Brigid's community.

With faith, we grow and learn.

*Melanie Daly
Principal*

St Brigid's School Prayer

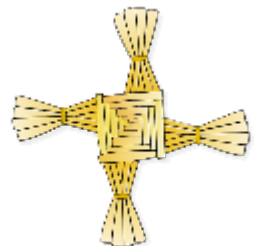
God our Father, bless
St. Brigid's School.

We thank you for the guidance of our Parish Priest
For the friendly children
The encouraging and helpful teachers
And the caring and involved parents.

May you look after us and everybody
else in our community.

We pray that we will always
follow the caring and gentle
example of St. Brigid.

Amen



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School Vision

VISION

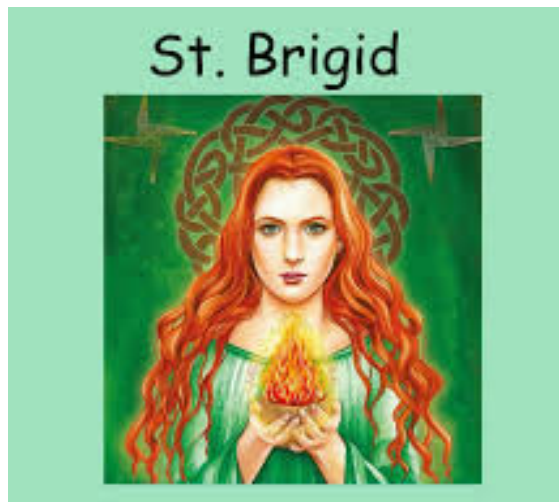
Inspired by Brigid's faith, strength and courage, we strive to ignite the passion to grow and learn.

MISSION STATEMENT

In light of our Catholic identity, our mission is to lead all members of the St. Brigid's Catholic Learning Community to become faith filled, resilient, creative, life-long learners through meaningful and innovative learning experiences.

Strategies:

- Educating our community in the Catholic Traditions and Faith through explicit, meaningful and integrated practice
- Building positive relationships based on Gospel values, trust and mutual respect
- Celebrating our successes through learning and working together
- Providing rigorous learning that is contemporary, interactive, differentiated, dynamic and stimulating
- Developing individual potential while challenging and extending each student in a fun, safe and
- supportive environment
- Providing and receiving meaningful, relevant and timely feedback
- Being accountable to the Federal and State teaching and learning standards.



Democratic Principles

At St Brigid's Catholic Learning Community, we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. St Brigid's Catholic Learning Community will explicitly and implicitly support and promote the principles of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Through our curricular and extracurricular programs, St Brigid's Catholic Learning Community will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

Community

St Brigid's school comprises of **three learning levels** with ten home groups.

Home Group

Teacher to be announced closer to the end of Term 4

JUNIORS

Prep

Prep

Year One/Two

Year One/Two

Year One/Two

MIDDLES

Year Three/Four

Year Three/Four

Year Three/Four

SENIORS

Year Five/Six

Year Five / Six

Key Learning Areas

Religious Education – Horizons of Hope – Archdiocese of Melbourne: RE Curriculum Framework.

English – Reading, Speaking and Listening, Viewing, Writing, Grammar and Spelling.

Mathematics – Number, Algebra, Measurement, Space, Statistics, Probability.

Integrated Studies – Science, Humanities (Civics and Citizenship, Economics and Business), Geography and History.

General Capabilities (these permeate all learning areas) – Critical and Creative Thinking, Ethical, Intercultural, Personal, and Social.

Wellbeing Studies at St Brigid's: The Resilience Project and Respectful Relationships

SPECIALIST SUBJECTS

Physical Education – Movement and Physical Activity, Health Knowledge and Promotion.

The Arts – Visual Arts, Performing Arts, Dance, Drama, Music,

Language – Japanese

Digital Technologies - Visual Communication Design

SPECIALIST SUBJECTS at St Brigid's

Each week students across P-6 receive five hours of specialist programs:

Physical Education,

Visual Art,

Performing Arts

Japanese through STEAM

Digital Technologies

EXTRA CURRICULAR ACTIVITIES

Buddy program

Camp Program - Onsite & offsite

Interschool sports program

Vertical groups - Prep to 6 mixed groups for special activities

Keyboard - Primary Music Institute (outside agency)

Guitar - Little Groovin' Guitars (outside agency)

SUPPORT PROGRAMS

Behavioural support programs

Student wellbeing

Maths Intervention/extension program

Pastoral/Counsellor Support

Literacy Intervention/extension program

Social group and one to one support

Program Support Group Meetings

St Brigid's Learning Philosophy

"If we teach today as we taught yesterday, we rob our children of tomorrow"
John Dewey

St Brigid's Catholic Learning Community offers a unique education service to those in the Macedon Ranges that has been developed and innovated from solid educational and neurological research. It has a **learning and teaching** philosophy that is based on supporting parents to nurture and develop children who will be able to interact in a world and society that is changing at a pace never seen before.

We value and celebrate diversity and manage our curriculum to allow all students to participate from where they can achieve success and continue their learning journey.

St Brigid's has rigorous curriculum standards that are based on the Victorian Curriculum and a dynamic staff that are professional and hardworking and who continually challenge their teaching in order to achieve improved outcomes for students.

Whilst St Brigid's is a relatively small education provider, a large proportion of past students have been awarded leadership roles and received academic awards at our secondary feeder schools demonstrating well-rounded, inspired and motivated individuals.

St Brigid's Students

During your child's/children's time at St Brigid's, staff will endeavour to support your child to:

- Grow in knowledge and experience of our Catholic faith
- Enjoy learning and view learning as a life-long process
- Show increasing responsibility and self-sufficiency
- Develop a positive self-image
- Support others and show empathy
- Display a positive attitude to discipline and grow in self-discipline.

An important part of the children's growth at St Brigid's is the development of social skills.

These are taught and modelled so that students can:

- Learn how to relate to and cooperate with other students in a mindful, and respectful manner through explicit teaching using the Respectful Relationships and the Resilience Project programs

During their time at St Brigid's your child will be involved in experiences designed to expand their capacity to:

- Celebrate self-achievement and those of others
- Complete set tasks and activities
- Work independently, with a peer and in a small group
- Make, reflect-on and learn from decisions, successes and failures
- Be creative and imaginative
- Participate in group and class discussions
- Be respectful to and of others
- Express personal rights and feelings in a respectful way
- Accept constructive feedback and advice
- Take initiative in planning, developing and presenting work
- Act responsibly and courteously
- Appreciate talents of others and accept their own limitations
- Be appreciative of opportunities
- Understand competition, the value of participating and achieving their personal best
- Encompass technology to aid communication and learning, ensuring it is used in a discerning and respectful way.

Office Hours

The School Office is open from **8:30am to 4.30pm** Monday to Friday.



2024 Term Dates

Staff Commence	Monday 29 Jan 2024 Tuesday 30 Jan 2024
Term 1	See "Prep Staggered Starts" Whole school commence Wed 31 Jan - March 28 2024
Term 2	Mon 15 April - Fri 28 June
Term 3	Mon 15 July – Fri 20 Sept
Term 4	Mon 7 Oct – Wed 18 Dec (students finish) Staff finish Fri 20 Dec

2024 School Closure dates

The following dates indicate school closure dates that are not public holidays and will be marked on the school calendar (see following page). **Every effort is made to adhere to these dates, however, any changes will be communicated via the Newsletter.**

Term 1	Mon 29 Jan & Tues 30 Jan
Term 2	Wed 24 April & Fri 26 April
Term 3	Monday, 15 July
Term 4	Mon 4 November Wed 6 November

2024 Public Holidays (In and out of term)

Australia Day	Friday 26 January
Labour Day	Mon 11 March
Good Friday	Fri 29 March
Easter Monday	Mon 1 April
Anzac Day	Thurs 25 April
King's Birthday	Mon 10 June
Melbourne Cup Day	Tues 5 November

Prep Staggered Starts - 2024

WEEK 1

Monday 29 January	Staff in Professional Development
Tuesday 30 January	Staff in Professional Development
Wednesday 31 January	8.50am - 1.30pm All students commence at 8.50am Preps start at 8:50am and finish school at 1.30pm
Thursday 1 February	8.50am - 1.30pm
Friday 2 February	8.50am - 1.30pm

Week 2

Monday 5 February	8.50am - 3.20pm
Tuesday 6 February	8.50am - 3.20pm
No school for Preps on Wednesday 7 February	
Thursday 8 February	8.50am - 3.20pm
Friday 9 February	8.50am - 3.20pm

Week 3

Monday 12 February	8.50am - 3.20pm
Tuesday 13 February	8.50am - 3.20pm
No school for Preps on Wednesday 14 February Welcome BBQ 5-730pm	
Thursday 15 February	8.50am - 3.20pm
Friday 16 February	8.50am - 3.20pm (Whole school swimming carnival)

Continued next page

Week 4

Monday 19 February 8.50am - 3.20pm

Tuesday 20 February 8.50am - 3.20pm

No school for Preps on Wednesday 21 February

Thursday 22 February 8.50am - 3.20pm

Friday 23 February 8.50am - 3.20pm

Week 5

Monday 26th February

Tuesday 27th February

No school for Preps on Wednesday 28th February

Thursday 29th February

Friday 1st March

Week 6

Monday 4th March - Friday 8th March Preps at school full time (8.50am - 3.20pm)

Week 7

Monday 11th March

Labour Day - Public Holiday

Tuesday 12th - Friday 15th March Preps at school full time (8.50am - 3.20pm)

Week 8

Monday 18th March - Friday 22nd March Preps at school full time (8.50am - 3.20pm)

Week 9

Monday 25th March - Thursday 28th March Preps at school full time (8.50am - 3.20pm)

Dismissal Thursday 28th March at 2:20pm for all students

Thursday 28 March: END OF TERM 1

Friday 29 March: GOOD FRIDAY

Monday 15 April: COMMENCEMENT OF TERM 2

Pupil free days will also be advised and recorded on the Parent Calendar and in the newsletters.

School Calendar

The St Brigid's **SCHOOL CALENDAR** is an important reference for all families and is regularly updated throughout the year. **We ask that parents actively use the calendar and add events to their own diaries.**

The school calendar is readily available via our:

- **Website Home Page** at www.sbgisborne.com.au
- **Regular school newsletter***

* Refer to the Communications section for more information.

School Fees and Levies - 2024

All families will receive a letter setting out the school fees and levies for the year, along with a form selecting your payment option and preferred method of payment. Payment options are: fortnightly, monthly or annually. Preferred methods of payment include: cash, Eftpos, credit card or direct debit. This letter will be sent out in mid November.

Note: An annual Parish Support Levy also applies, separate to the school fees and levies. Please refer to the Parish section in this document.

In addition, to support families, MACS have a generous Concession Fee Policy. The following families are encouraged to apply for concessional school fees:

Any family of Aboriginal or Torres Strait Islander heritage.

Any family holding an HCC and eligible for CSEF.

Any family experiencing severe financial hardship.

Any family holding a DVA Gold Card.

Any family identified as refugees and holding an ImmiCard.

To be eligible for the Concessional Fee, the fee payer must agree to a direct debit arrangement or pay upfront. Please collect an application from the school office if you believe your family is eligible.

* Books and Stationery Supplies

The curriculum levy covers the provision of stationery required for individual student use, photocopying and the resourcing of curriculum areas. No further payments for stationery or supplies are required.

School Hours and Routine

Parents are to ensure students arrive at school punctually between **8:30am and 8.50am** every day and leave the school grounds as soon as possible after **3:20pm**. Students who do not arrive by 8:50am will need to enter via the School Office quietly and meditate in the entrance foyer until **9.00am**.

Although staff are frequently at school before or after school hours, they cannot be responsible for the safety of students outside school times unless a special arrangement has been made.

8:30am	Playground Supervision/ ESO and Leadership supervision in Learning Areas
8:40am	Teacher in classroom
8:50am	School Commences (Whole School Meditation)
9:00am	Block 1
10:00am	Block 2 Brainfood approx 10:00am*
11:00am	1 st Play
11:40-11:50 am	Eating Time in class
11:50am	Block 3
12:40pm	Block 4
1:30pm	2nd Play
2:10 - 2:20pm	Eating time in class
2:20pm	Block 5 Assembly Fridays 2:45pm (refer Newsletters for dates) – All welcome
3:20pm	Dismissal

***Brainfood** - approximately 10:00am - It is expected that all students arrive at school having eaten breakfast. To maintain high level brain function and energy, students are also encouraged to bring a healthy snack to eat during class time.

We recommend a separate container of **ready-to-eat nutritious snacks** that is as least-disruptive to learning as possible. Suggestions: ideally fresh pre-cut fruit and/or vegies, dried fruits, seed snacks, hard cheeses.

Students are also able and encouraged to drink from their water bottle throughout learning times.

Late Arrivals / Early Leave / Visitors (Including Parent Helpers)

Late arrivals (students) must report to the school office before they go to their learning area.

Visitors are asked to sign in/out on the VPASS stand in the school foyer before entering or leaving learning areas/school grounds.

Parents are asked to contact the school office via phone or email for early collection of their child/ren. Students will be called to the office foyer for collection.

Assembly

Assemblies are held on a regular basis – please refer to Newsletters and Parent Calendar for dates. These are hosted by one of the learning areas or classes on allocated Fridays at 2.45pm in the School Hall (or 'Learning Street' if circumstances change). All parents and families are welcome to attend. Student awards are also distributed to celebrate our achievements and any other news and updates are shared.

Absences

Absences (or late arrivals) are to be communicated on the day/s via the **OPEROO app** or by phoning/emailing the school office (tel: 5428 2220 / email: office@sbgisborne.catholic.edu.au). Notifications are required for every day a child is absent. It is a legal requirement that the school notify parents of any unexplained absence – this will be done via email.

Medical Requirements, Illness and Injury

As part of student enrolment, parents/guardians are required to advise of any medical conditions and special needs including medications, physical and behavioural requirements.

Anaphylaxis and Asthma action-plan forms are required to **be completed and submitted each year or upon any changes**. All medicines, injectors, etc are to be clearly labelled and forwarded to the school office.

Any medications that need to be administered onsite by staff must be signed off prior to administration. Parents receive via Operoo a **Medication Authority Form** that is to be completed by parent and the relevant medical practitioner.

At times when **students are unwell at school or injured**, they will be assisted to Sick Bay. Staff on duty will administer first aid if applicable, however, they are not permitted to administer medication without authorisation. In cases where children are too unwell to be at school or in emergency situations, if either parent cannot be notified the listed emergency person will be contacted to collect the child.

If your child is unwell, please refrain from bringing them to school until they are well again.

St Brigid's is registered with **OPEROO** - an online database application and school and parent portal to easily identify and manage your child's medical and emergency needs.

This online and mobile friendly application is also used for permission and consent forms and parent contact. Refer to the Communications section for further information.

School Inclement Weather Policy

As part of the school's duty of care to staff and students, an Inclement Weather Policy is applied as protection during times when students would normally be outside on school grounds. Inclement weather is generally defined as extreme heat, rain, lightning, wind or any other condition that is considered unsuitable. Children are expected to remain indoors and adhere to an inclement weather timetable that is authorised by the Principal.

Parking and Pick-up / Drop-off Policy



St Brigid's has a **drop off zone** at the front of the school (Aitken Street). This zone is a designated **NO PARKING AREA between 8:15am and 9:15am on school days** which must be adhered to without exception.

If you wish to accompany your child into school, please park in the angle parking area or further down, away from the high-traffic area.

It is important that traffic flows in this zone particularly in the morning with **no double-parking or other obstructive parking**.

Car parking for after-school pick up is permitted in the drop off zone and parents can wait for their children on school grounds if they wish.

Bicycle/Scooter Riders

St Brigid's provides a storage rack for bicycles and scooters located at the rear of the school hall. We ask that students be **mindful of pedestrians**, and **do not ride in and out of school grounds**, particularly after school dismissal.

REMINDER: All riders (including scooters) are required by law to wear an approved bicycle helmet. It is also important that all children learn the road safety rules and common courtesy practices.

You can find road and safety tips and laws at:



Before and After School Care

School's Out (Outside School Hours Care @ Gisborne Primary School) offer Before School and After School care for St Brigid's and other primary schools in the area for Prep to Grade 6 students.

A St Brigid's teacher will be present and the provider will check-off students who are booked in as they go to after school care or catch the bus. A carer from School's Out will meet students at the back gate of St Brigid's.

Bookings are made directly with the centre providers and not through St Brigid's.

Contact: School's Out (@ Gisborne Primary School) Tel: 0448 667 747 www.schoolsout.net.au

Communications

St Brigid's is continually working to improve and streamline its communications to effectively and efficiently **connect** and **engage** with parents and students within the school community. We are committed to open, honest and timely communication which is respectful, sensitive and constructive.

We ask that all parents/guardians use this **Parent Information Book** for general information.

STUDENT RELATED QUERIES/CONCERNS If you have any questions or concerns, related to your child/children, please contact their teacher either face to face before or after school, by email (for non-urgent responses) or by phone through the school office. Whilst we offer parent-teacher chats, you can arrange an appointment to see the teacher at a mutually suitable time.

STUDENT ABSENCES Absences are to be communicated on the day/s via the **OPEROO app** or by phoning/emailing the School Office (Tel: 5428 2220 / email: office@sbgisborne.catholic.edu.au). Notifications are required for every day a child is absent. It is a legal requirement that the school notify parents of any unexplained absence – this will be done via text message.

FORTNIGHTLY SCHOOL NEWSLETTER Our School newsletter is one of the key tools of communication in our school community. We aim to provide curriculum and administrative updates, highlight achievements, event reminders, date changes and more. **We ask that you make all efforts to peruse the newsletter each fortnight to ensure you are aware of what is happening within the school.**

Currently issued every second Friday, the Newsletter is distributed by email to parents in digital form and uploaded to our school website.

If you have a community news item for inclusion, please send your article for approval to the School Office by the Wednesday morning of the week of publishing via email to office@sbgisborne.catholic.edu.au

OPEROO St Brigid's uses an online user-friendly application that has replaced most paper notices, forms, data collection, and more. It is also a key tool for the school to easily identify and manage your child's medical and emergency needs whilst on and off site.

Families will be able to use OPEROO to update personal and medical details, provide consent for school activities, receive reminders and updates and more. This application can be used across all devices.

SCHOOL CALENDAR The School Calendar is available on our website – see Quick links tab 'Parent Calendar'. If you click on a selected event, you have the ability to copy the details to your own electronic calendar. Important dates and calendar events are also published in the weekly newsletter. Whilst we endeavour to keep to all proposed dates, there are times that changes are required. These changes are currently notified through our newsletter and are revised on the Google calendar. Please also refer to the beginning of this document for term dates, public holidays and pupil-free days.

SMS St Brigid's uses an online messaging system to send important reminders and urgent notifications by text. Please **DO NOT REPLY or USE THE SYSTEM NUMBER** as this is not a dedicated number for regular communications and will not be responded to. Please ensure your priority mobile number is registered at the School Office.

SEESAW All parents, staff and students will have access to the online digital sharing platform.

EMAILS At St Brigid's we encourage you to communicate to your child's teacher through email to make appointments and for information directly related to your child. General information should be sourced from school notices, the newsletter, this document and electronic applications.

Please note that emails are not responded to immediately and teachers may be absent; therefore this method is not to be used for urgent matters.

Teacher email addresses are located on the school website.

The school email address for administrative purposes is office@sbgisborne.catholic.edu.au

The Principal's email address is mdaly@sbgisborne.catholic.edu.au

PARENT/STUDENT/TEACHER CHATS Parents/guardians will have the opportunity to meet with their child/children's teacher by appointment to discuss the progression of each student's learning as well as personal goals and appropriate strategies. You are encouraged to bring the student to these sessions. St Brigid's uses an online booking system called 'School Interviews' whereby you will be notified of a school code to a particular event/interview time.

PSG (Parent Support Group) As part of the St Brigid's support program, we offer group meetings for diverse learning needs which can include parents/guardians, selected staff, the student and at times external sources. The aims of these meetings are to formulate plans to address individual needs and concerns, and to monitor progression and outcomes.

WEBSITE www.sbgisborne.com.au Our school website provides up to date, informative insights into life at St Brigid's. It also contains a link to the **Parent Calendar**. The calendar is regularly updated so you are aware of current events for your child/children's learning level and the whole school. In our curriculum overview section you will find the Term Overview. This is an overview of the learning that will occur in each year level. It often provides a means of prompting a conversation with your child about their learning. All our school policies are located on our school website.

FACEBOOK and INSTAGRAM - These social media platforms are used as a means of communication to our wider community. The purpose of this is to showcase events and learning opportunities to a wider audience about what is happening at our school.

Each year parents will receive a permission request titled "Permission for school work or photographs" via Operoo. Parents have the option to decline certain permissions for their child/children.

School Bus Program & Conveyance Allowance

Parents/Guardians have primary responsibility for transporting their children to and from school. However, Public Transport Victoria (PTV) administers a free **School Bus Program** to assist families in rural and regional Victoria or a Conveyance Allowance to assist with transport costs.

SCHOOL BUS PROGRAM

To be eligible for free bus travel to and from school, students must attend the nearest non-government school and reside **4.8km or more** from the school in Victoria, measured by the shortest practicable route from the student's front gate to the school's main entrance.

In cases where students are eligible however a bus seat is not available, they will be waitlisted and can apply for a CONVEYANCE ALLOWANCE until a seat becomes available.

Students deemed ineligible for free travel may access a school bus service upon payment of a fare subject to seating availability.

Further details and information is available from St Brigid's Office and www.education.vic.gov.au/travellingtoschool
<https://ptv.vic.gov.au/getting-around/school-buses/school-bus-program/>



To apply for the School Bus Program, please contact the School Bus Program Coordinator based at Gisborne Secondary College. **Phone: 5428 3691**

CONVEYANCE ALLOWANCE

Conveyance Allowance is a form of financial assistance to assist families with the transport costs of children travelling to their nearest school in rural and regional Victoria. This allowance is available to eligible students travelling by public transport, private car and private bus and also available to eligible students whose nearest school is not serviced by a free school bus. It is a contribution towards transport costs and is not intended to cover the full costs of transporting children to and from school.

Student Eligibility Criteria:

- Must attend the nearest government or non-government schools/campus appropriate to their year level at which admission is permissible
- reside outside Melbourne's metropolitan conveyance boundary
- reside 4.8km or more by the shortest practicable route from the school/campus attended
- be of school age (5 to 18 years old at the time of application) and reside in Victoria.

Payment amounts depend on how a student travels to school, and students may be granted a conveyance allowance based on:

- the least expensive public transport fares; and/or
- a distance based allowance when travel is by private car and/or private bus

For further details: contact the school office or you can find full details at:
<http://www.education.vic.gov.au/school/principals/finance/pages/conveyance.aspx>

Note: Change of circumstances (eg. moving house) affects eligibility and a new application must be submitted with each change of circumstance.

St Brigid's School Uniform

A correct St Brigid's Uniform is compulsory and students are encouraged to maintain a well-groomed appearance at all times, as they represent their school. On the occasions when students are unable to wear the correct uniform, **a note of explanation** from the parent/guardian is required.

At the beginning of the year parents will be notified of the days that their child is expected to wear their full sports uniform. Notification will be given if sport uniform is to be worn on other occasions.

UNIFORM SHOP

The Uniform shop is operated by the school and is located in the foyer at the far end of the school. Currently orders are made and paid for online and items sent home with your child. Orders are welcomed by email: brigidsuniform@gmail.com
We are also able to arrange times to meet you and your child if you would like to try anything on.

UNIFORM TYPES

Sports – Sports days and excursions (unless otherwise notified) Tuesday, Wednesday and Friday
Summer – Terms 1 and 4* Hats are compulsory for all outdoor activities September to March and whenever the UV level is 3 or above
Winter – Terms 2 and 3*
*With exception of out of the ordinary weather conditions

IMPORTANT NOTES

- **ALL CLOTHING TO BE CLEARLY LABELLED WITH THE STUDENTS NAMES.**
Any unidentified belongings will be sent to lost property and re-distributed if not claimed at the end of term.
- **HAIR** should be kept neat and tied back. Hairstyles and colours should be age appropriate and suitable for their current status as a primary school student. Headbands, scrunchies, elastics, hairpins and ribbons are permitted and should be in appropriate school colours – bottle green or yellow.
- **NAIL POLISH** and **MAKE UP** is not permitted.
- **JEWELLERY** - In accordance with Catholic Education Melbourne, we have set the following guidelines concerning the wearing of jewellery. It is of the utmost importance that care is taken to ensure that any jewellery worn is of a nature that will not endanger the children, other person or property;
The only acceptable jewellery are stud earrings and a watch.
Rings, bangles, bracelets, necklaces, chains, dangling earrings etc, are not acceptable due to the safety risk involved, particularly during Physical Education, recess and lunch times.
- **RUNNERS** are only to be worn with sports uniform.
- **ART SMOCKS** and **TAKE HOME READER SACHELS** are required and can be purchased through the uniform shop.

St Brigid's School Uniform

REMINDER TO CLEARLY LABEL ALL ITEMS INCLUDING DRINK BOTTLES AND HATS (and Helmets if applicable).

SUMMER Terms 1 and 4	Grey gabardine long-legged shorts
	Gold or green short sleeve St Brigid's polo shirt
	Grey socks and black shoes/boots (no runners)
	Green St Brigid's windcheater or bomber jacket
	School hat of 2 choices (compulsory Terms 1 and 4)
WINTER Terms 2 and 3	Grey trousers or grey long-legged shorts
	Gold or green long or short sleeve St Brigid's polo shirt
	Green St Brigid's windcheater or bomber jacket
	Grey socks and black shoes/boots (no runners)
	St Brigid's Beanie

SUMMER Terms 1 and 4	Green and white St Brigid's school dress
	White socks with black shoes/boots (no runners)
	School hat of 2 choices (compulsory Terms 1 and 4)
WINTER Terms 2 and 3	St Brigid's tunic OR kilt OR green slacks
	Gold skivvy or gold/green long or short sleeve St Brigid's polo shirt
	Green St Brigid's windcheater or bomber jacket
	Navy tights or white long socks with black shoes/boots (no runners)
	St Brigid's Beanie

SPORTS UNIFORM	
SUMMER Terms 1 and 4	Gold or green short sleeve St Brigid's polo shirt
	Green and gold house design t-shirt (with applicable house team logo)
	Green shorts or skort
	Green bomber jacket or windcheater (optional everyday wear)
	White socks and runners
	School hat of 2 choices (compulsory Terms 1 and 4)
WINTER Terms 2 and 3	Green tracksuit pants or green long-legged shorts
	Gold or green long or short sleeve St Brigid's polo shirt
	Green bomber jacket or windcheater (optional everyday wear)
	Green and gold house design t-shirt (with applicable house team logo)

Please Note: All Polo shirts and Windcheaters must be the correct branded uniform items.

The St Brigid's uniform is currently under review and may have some changes implemented over the next 12 months, with a 2-3 year change over period.

Rain Jackets/Coats – Whilst these are not part of the St Brigid's Uniform, we ask that you keep within the uniform guide and select like-colours.

Counter Sales

Counter sales are **every Friday subject to volunteer availability**, these are accessible through an external window adjacent to the hall entrance door. If you are able to assist short or long term, please contact the school office.

Lunch Orders

Student lunch orders are to be submitted online using the Flexi Schools Portal. Orders are processed each Thursday and children receive them at their first lunch break. Parents can submit their orders online using the following website or app <https://flexischools.com.au/>

The cutoff for orders is 9pm each Wednesday evening with a limited late order menu available before 8am Thursday.

All food will be prepared and cooked onsite in our canteen space.

**When setting up your account you will need to select our school. Due to there being so many St Brigid's in their system please search using our postcode 3437 rather than searching by school name.

Everyday Food

St Brigid's promotes healthy eating throughout the school program with a focus on health and fitness.

Students are allocated 10-minute eating times. Children are **not** to share foods. We remind students of this practice, and ask that you do the same, highlighting that some students do have allergies and sharing unknown food may cause a reaction and make them unwell. Students with allergies are encouraged to be proactive and are encouraged to wipe down their eating area, wash their hands, etc before eating. We understand about fussy eaters but do ask you try to provide healthy foods with minimal sweets / junk foods.

Brainfood – Approx 10:00am - healthy fruit/veg snacks (refer to 'school routine' for detail)

1st Eating Time – 11:40 am

2nd Eating Time – 2:10pm –

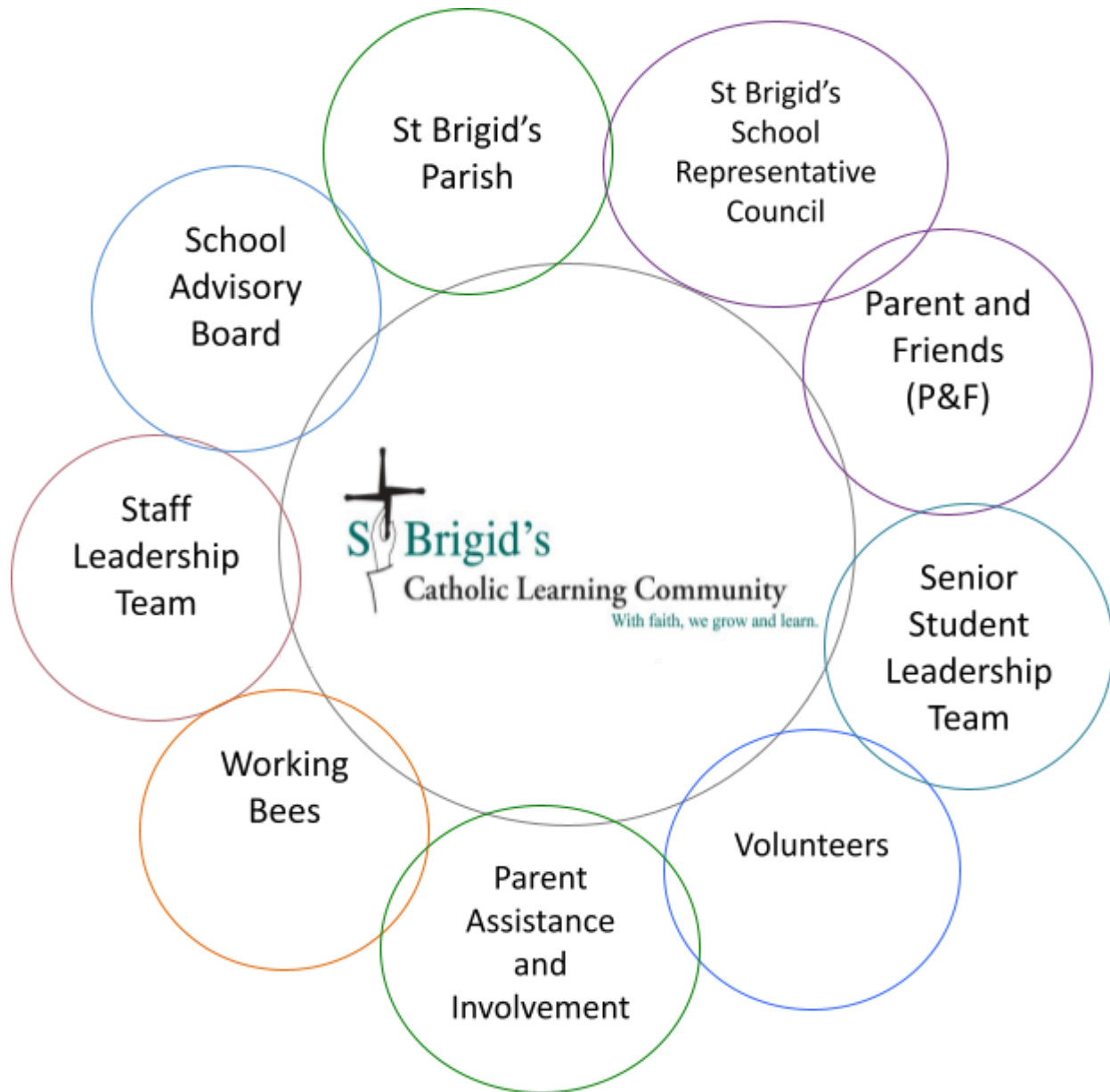
Tuckshop open on a Friday 1:30-2:10pm

It is expected that any uneaten food is returned to the student's lunch box (which is clearly labelled) and taken home.

Students are able to access their water bottles throughout class times. Please ensure that students have water bottles that are clearly labelled.

School Organisation

St Brigid's is supported by a group of sub-committees and other support groups who work closely with and / or keep the Leadership Team informed of its goals and outcomes in alignment with the school's vision.



St Brigid's Parish

St Brigid's is one of two Catholic Primary Schools in the Parish of Gisborne.

In partnership with its sister school, **Holy Cross Catholic Primary School**, it operates within the St Brigid's Parish Community with **Fr Vincent Nguyen** as its pastoral leader. As a parish school, St Brigid's functions under the direction and support of the Archbishop of Melbourne.

St Brigid's students are fortunate to have access to the church where they hold class and school masses. Sacraments are combined with Holy Cross students and organised with the Religious Education leaders.

Mass times and additional information is available on the **Parish Website** www.st-brigids-gisborne.org.au

Parish Secretary

The Parish Office is located within the school hall and open on Tuesdays and Thursdays from 9.00am - 5.00pm.



PARISH SUPPORT LEVY

The Parish Levy is separate to the school fees and levies and is paid directly to the Parish. The annual levy applies to families who have children enrolled at either of the schools and who do not make a commitment to the Thanksgiving Envelope Program, to which all parishioners are invited to contribute. This levy is managed through the Parish Office.

St Brigid's Parish is responsible for three worshipping centres: St Brigid's Gisborne, St Patrick's Macedon and St Ambrose's Riddells Creek.

Funds raised for the Parish go towards maintaining the costs related to these churches, hall, school and grounds. A letter is sent to each family during the school year from the Parish outlining payment details.



St. Brigid's first church and school, built in 1853, was extended in 1871 and demolished in 1984

St Brigid's Parish

66 Aitken Street
GISBORNE VIC 3437

Phone: 5428 2591

Email: gisborne@cam.org.au

Website: www.pol.org.au/gisborne

Parish Education Board

The St Brigid's Parish Education Board has been established to bring together in a formal way, all the parties connected with the educational work within the Parish. It is inclusive of the two parish schools, St Brigid's and Holy Cross, the catechetical program for students attending schools other than the two parish schools and adult education programs that are offered. The Parish Education Board works closely with the two school boards to ensure communication and Parish unity.

The Parish Education Board members are listed on the Parish website at www.st-brigids-gisborne.org.au

School Advisory Board

The St Brigid's School Advisory Board has been established to bring together in a formal way, all the parties connected with the educational work within the school.

Its major roles are to offer responsible, informed advice to the Parish Priest and Principal and to work closely with the Parish Education Board and the Holy Cross School Board to ensure communication and Parish unity.

The current members of the School Education Board are:

Father Vincent Nguyen (Parish Priest), Mel Daly (Principal), Brendan Schneider (Chairperson), Petrina O'Grady (Principal's Nominee), Annie Irwin (Parish Rep/Secretary), Iva Jesnik (P&F rep), Natasha Kelly Toni Barker, Chris Franklin, Troy Fava (parent reps).

The Board meets twice a term on a Tuesday evening in the school meeting room.

Election Process

Nominations and details are provided in the school newsletter at least 2 weeks prior to the election which is held in **August** each year at the Annual General Meeting.

Communications to the Board can be directed to the Chairperson.

Staff Leadership Team

St Brigid's Leadership involves staff across all disciplines. Meeting regularly, it is the role of the Leadership Team to work collaboratively to ensure St Brigid's continues to live the school vision and achieve our objectives to be able to continually improve student-learning opportunities.

Primary Team

Principal: Melanie Daly at mdaly@sbgisborne.catholic.edu.au

Deputy Principal: Keena Lane-Kerton at klane-kerton@sbgisborne.catholic.edu.au

Deputy Principal: Petrina O'Grady at pogrady@sbgisborne.catholic.edu.au

Learning Diversity Leader: Chek Stevens at cstevens@sbgisborne.catholic.edu.au

Student Leadership Team

An important factor in the success of our learning community is student leadership and involvement. Student team leaders are elected by their peers and are seen as representatives of the school and role models for the students. Each leader has the opportunity to practise and enhance their skills as leaders in their area and have additional student duties and responsibilities.

Class Leaders – Each homeroom elects a student representative, every term to take the role of Class Leader.

Senior School Leaders – Representatives of the school are elected at the end of the student's Grade 5 year for commencement in Grade 6.

Parents and Friends (P&F)

P&F comprises an active, enthusiastic and committed group of parents who volunteer their time to assist in a diverse range of activities throughout the school community and operations.

All parents and friends are welcome to join at any time whether you can assist regularly or participate on an adhoc basis. Key activities include fundraiser events, school and community events and general participation.

St Brigid's students have benefited from many amenities as a result of P&F fundraising initiatives. This core group is an opportunity for parents to become actively involved and share experiences within the St Brigid's community.

P&F meets monthly in the school meeting room. Dates and times are advertised in the school newsletter. If you would like to join, you are welcome to attend any of the meetings without the need to RSVP or contact pfa@sbgisborne.catholic.edu.au or contact the school office.

Parent Assistance and Involvement

St Brigid's welcomes the involvement of parents and friends in education support and throughout the school community.

We understand that it may be difficult to contribute regularly however you are welcome to connect with the school upon availability.

Participation is welcomed in all areas including:

- Classroom helper* - assisting teachers within the learning areas
- Excursions
- Sporting programs
- Committees including PFA, PEG, School Grounds, School and Parish Boards
- Student banking
- Tuckshop assistance
- Coordination of Scholastic Bookclub orders
- Assisting with resources
- School fundraiser activities
- Attending class and school Mass and Liturgies

* Classroom helpers must participate in the **Parent Helper Program** which is conducted by a St Brigid's leader. Program information will be communicated to families. As part of Child Safe Policy all parent helpers are required to have a **Working With Children Check**.

School Expectations

St Brigid's is a registered Catholic Primary School and functions under the Archbishop of Melbourne. Guided by the Catholic Education office in the Archdiocese of Melbourne (CEM), the CEM supports Catholic schools with access to information, advice and resources about a range of legislative, regulatory and Canon Law requirements. This authority ensures that state and national standards in education are maintained in all Catholic schools. Further details are available at Melbourne Archdiocese Catholic Schools

SCHOOL BEHAVIOUR

St Brigid's staff are working with Melbourne Archdiocese Catholic Schools to embed the School Wide Positive Behaviours for Learning Strategies with a behavior management specialist to review our school behavior procedures. These are included along with a brief outline of the philosophy from which they originated.

PBL

WHAT IS PBL?

Positive Behaviour for Learning (PBL) is based on School Wide Positive Behaviour Interventions and supports.

The purpose of school-wide PBL is to establish a climate in which appropriate behaviour is the norm.

At St Brigid's we want behaviour to be

CONSISTENT
PREDICTABLE
EQUITABLE

for all students

Why is it so important to focus on teaching positive social behaviours?

Teaching behavioural expectations and rewarding students for following them is a much more positive approach than waiting for misbehaviour to occur before responding.

The outcomes we believe the PBL framework at St Brigid's would achieve are:

- **increased school safety**
- **increased student engagement and achievement**
- **decreased leadership referrals**
- **decreased classroom disruptions**
- **increased student, teacher and parent satisfaction in school climate**

The Positive Behaviour for Learning (PBL) Team is made up of Brodie Goricanec, Mariah Plumb, Chek Stevens, Melanie Daly, Tome Murrone, Leanne Humphreys and Kylie Vacirca

Our school-wide expectations at St Brigid's:

At St Brigid's we are ...

SAFE
RESPONSIBLE
RESPECTFUL

We use a School Wide Behaviour Matrix. This matrix is shared with families each year in a digital and hard copy format.

We actively teach these expectations to our students, reinforce them when they demonstrate them, and then hold them accountable when they do not.

Expectation System

Our Behaviour Matrix outlines the school wide expectations for every student at St Brigid's.

The Behaviour Matrix is presented in a table consisting of three parts:

Values
Locations

Skills

At St Brigid's, there are six identified locations on our Behaviour Matrix. They include:

Learning Areas

Outdoor Areas

Toilets

Digital

Community

Copies of our Behaviour Matrix are displayed across each of these locations.

A list of skills are stated, correlating to each value and location. The skill is stated positively and tells the students what we want them to do.

For example;

At St Brigid's, the ways we demonstrate being **Responsible** are by;

Following Instructions

Taking care of property

Keeping areas clean

St Brigid's Learning Community Behaviour Matrix



	LEARNING AREAS	OUTDOOR AREAS	TOILETS	DIGITAL	COMMUNITY
SAFE	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Use resources properly Receive permission before leaving the learning area Walk at all times 	<ul style="list-style-type: none"> Play and stay in designated areas Use resources properly Play appropriately Be Sunsmart Walk your bike and scooter within the school grounds 	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Receive permission before leaving the learning area Use the toilet appropriately 	<ul style="list-style-type: none"> Keep passwords and personal information to yourself Use resources properly Only use allocated digital devices 	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Stay in designated areas Be visible
RESPONSIBLE	<ul style="list-style-type: none"> Take care of property Follow instructions Make good choices Help each other Keep areas clean 	<ul style="list-style-type: none"> Take care of property and the environment Make good choices Put all play resources away Help each other Tell an adult if there is a problem 	<ul style="list-style-type: none"> Take care of property Only go to the toilet when necessary Keep areas clean Tell an adult if there is a problem 	<ul style="list-style-type: none"> Take care of property Do the right thing, even when no one is watching Report inappropriate behaviour or content Tell an adult if there is a problem Follow the Acceptable User agreement 	<ul style="list-style-type: none"> Take care of property and the environment Follow instructions Make good choices Tell an adult if there is a problem
RESPECTFUL	<ul style="list-style-type: none"> Use manners and be kind Listen to the speaker Allow others to learn Use an indoor voice Wear the correct school uniform 	<ul style="list-style-type: none"> Use manners and be kind Be fair and inclusive Follow agreed upon game rules Share and take turns Wear the correct school uniform 	<ul style="list-style-type: none"> Respect your body Respect others' feelings and personal space Use an indoor voice 	<ul style="list-style-type: none"> Use manners and be kind Respect others' privacy Communicate appropriately online 	<ul style="list-style-type: none"> Use manners and be kind Respect others' feelings and personal space Wear the correct school uniform

TEACHING SYSTEM

Why do we have PBL Lesson Plans?

Behaviour is a skill just like reading, writing and driving a car, therefore behaviour must be **learned** and **acquired** through regular practice.

At St Brigid's we have created and use lesson plans to teach **each expectation** in **each location** on our Behaviour Matrix.

The Reinforcement System

Teaching, modelling, and reinforcing positive social behaviours is an important part of a student's educational experience.

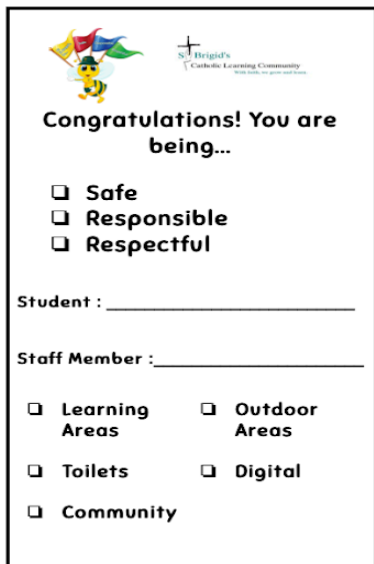
A Four Part Reinforcement System has been established at St Brigid's to ensure students are recognised and rewarded for demonstrating our school- wide behaviour expectations.



The Four Part System consists of:

1. Frequent Reinforcement
2. Intermediate Reinforcement
3. Long Term Reinforcement
4. Staff Reinforcement

Part 1 - Frequent Reinforcement

When a positive behaviour is demonstrated by the student, a PBL reinforcement ticket is given to that student **immediately** by the staff member who witnessed and acknowledged the behaviour.



Congratulations! You are being...

Safe
 Responsible
 Respectful

Student : _____

Staff Member : _____

Learning Areas **Outdoor Areas**
 Toilets **Digital**
 Community

When giving a PBL ticket St Brigid's staff follow the 3 - second, 3 - step reinforcement process:

- Step 1 - State the **Expectation**
- Step 2 - State the **Skill**
- Step 3 - Give the **Ticket**

Part 2 - Intermediate Reinforcement:

Reinforcement tickets from across the week are placed into a weekly draw which is drawn out each Friday morning. 2 students from each year level are drawn out

Weekly winners:

- have their photo displayed in the front foyer
- receive a certificate & badge

- have their photo shared with families via the Seesaw app

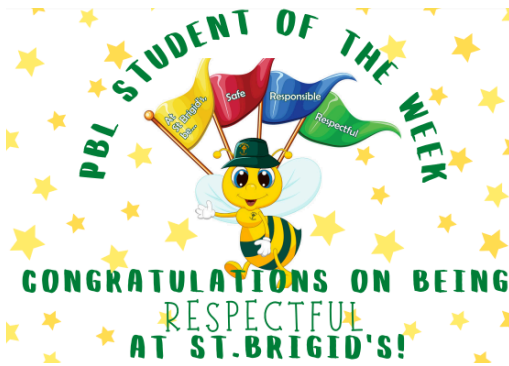
Reinforcement tickets from the weekly draws are kept and placed all together ready for a draw on the 1st of each month.

5 students from Prep - Year 2 are drawn out

4 students from Year 3 - Year 6 are drawn out

Monthly winners:

- receive a certificate
- choose from a list of activities or privileges that is reinforcing to students



Part 3 - Long Term Reinforcement

All reinforcement tickets from across the term are then placed into 1 big raffle at the end of each term.

5 students from across the school are drawn out

Termly winners:

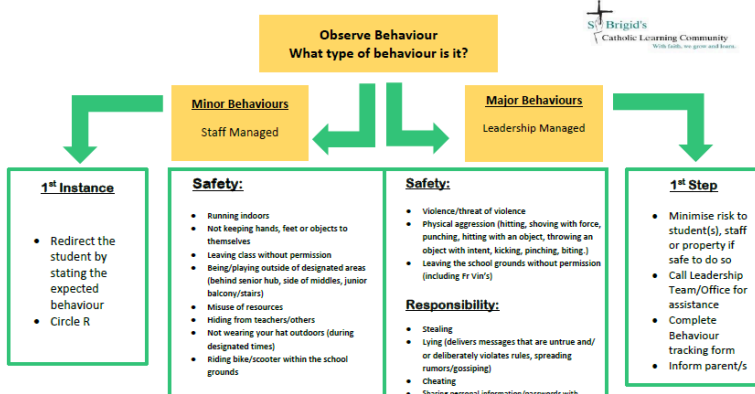
- receive a certificate
- choose from a list of activities or privileges that is reinforcing to students

THE ACCOUNTABILITY SYSTEM - St Brigid's Behaviour Flowchart

St Brigid's Catholic Learning Community Behaviour Flowchart



Disruptive Behaviours



The Behaviour Flowchart is a tool that provides **ALL** staff with pathways and processes to follow when they are observing **MINOR** or **MAJOR** behaviours from the students.

The reason for a Behaviour Flowchart is to ensure **CONSISTENT, PREDICTABLE,** and **EQUITABLE accountability** to our school wide-expectations.

Bullying and Poor Behaviour

"Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. However, these conflicts still need to be addressed and resolved".
(www.safeschoolshub.com.au)

We at St. Brigid's Catholic Learning Community, Gisborne, believe that any type of behaviour that fits within the enclosed bullying definition is unacceptable. All members of our school community, including staff, parents and children are committed to ensuring a caring and safe environment, which promotes personal growth and a positive self-esteem.

WHAT DO WE DO TO PREVENT BULLYING

As a school community, we will not allow cases of bullying to go unreported so that all incidents can be dealt with quickly, seriously and fairly.

This requires all community members to:

Be role models in word and action at all times.

Be observant of signs of distress or suspected bullying.

Be aware of the responsibility of the individual / observer.

Be aware that bystanders can respond in a positive or negative way.

Make efforts to remove opportunities for bullying by active supervision at all times.

Take steps to help 'victims' and remove sources of distress.

Monitor, investigate and agree on a course of action when issues of concern are raised by staff, students and/or parents.

Report suspected incidents to appropriate staff members.

This requires students to:

Refuse to be involved in any bullying situation, including as a negative observer/bystander.

If appropriate, take preventative action.

Report the incident to the appropriate staff member.

The school recommends that parents:

Watch for signs of bullying.

Advise and support their child to report the bullying incidents.

Inform school of suspected bullying incidents.

Work in partnership with the school to resolve bullying issues.

Do not encourage your child to retaliate.

SIGNS OF BULLYING

Some sign that a child may be bullied are:

Bed-wetting

Reluctance to attend school

Being overly sensitive

Becoming overly aggressive

Becoming overly withdrawn

Asking for extra money

Lack of sleep

Absenteeism

Injury

Missing items.



Check out the government-funded initiative, **Bullying. No Way!**

This is managed by the Safe and Supportive School Communities (SSSC) Working Group which includes representatives from the Commonwealth, states and territories, national Catholic and independent schooling sectors.

An information Bullying Fact Sheet is available at

<http://news.bullyingnoway.gov.au/the-facts/Pages/default.aspx>

Parent information on bullying is available at

<http://www.bullyingnoway.gov.au/parents/index.html>

CYBERSAFETY POLICY

Computer use and internet access at St Brigid's Learning Community takes place in a safe, secure and supervised environment. A pre-requisite for children using the computer and internet is that they agree to the following terms and conditions of use. Teachers will assist children to understand their responsibilities with the internet and network usage. As partners in the children's education, parents are requested to reinforce this User Agreement with their children and to ensure out of school use is closely monitored as it often impacts on school relationships and the child's wellbeing.

The on-line rules are set out below when students use the internet or a log-on account:

- They will be a responsible digital citizen and treat others with respect
- They will follow these rules every time they use any digital devices
- They will keep their password private
- They will not let other people log on to their account
- They will tell the teacher if they think someone is using their log-on account
- They will tell the teacher if they see anything that makes them feel uncomfortable
- If they download work or pictures from the internet they will site where it comes from
- They will not give out their name, phone numbers, addresses, name of the school, photographs or other details about their self or others without checking with a teacher or their parents
- They will take care when using all ICT equipment and will not change the computer settings
- They will not use the school computers to be mean, rude or unkind about other people
- If they use the internet or the log-on account in a way that they shouldn't they may be banned from using these in the future.

Personal Belongings and Devices

If your child/children wish to bring electronic devices including iPods, iPads and mobile phones they must be handed to the School Office at the beginning of the day and collected at the end of the school day. No such devices are permitted for personal use during school times.

All other personal items including toys, balls, and items of interest to share that are brought to school are done so at the child's own risk and should be kept in their learning area where applicable. Staff are not responsible for personal items including damage or loss.

Infectious Diseases / Illness

By law, your child must have **an immunisation status certificate** to enrol in a primary school. Children at school are exposed to a large number of people and to a range of potentially dangerous diseases. We encourage and support the Immunisation program which is a proven and safe way to be protected against diseases that cause serious illness and sometimes death.

Our role is to provide a safe and healthy environment for all children, staff and any other persons attending our school. We abide by the statutory rule that students suffering certain infectious diseases will be **excluded from school** for a period of time.

If your child is unwell at school or show symptoms of an infectious disease, St Brigid's will contact the parent/guardian/emergency contact to have the student collected and not return to school until they are well and fully recovered.

It is the parent/guardian responsibility to:

- Keep their child/ren at home if they are unwell or have an excludable infectious disease*
- Inform the school if their child has an infectious disease or has been in contact with a person who has an infectious disease
- Keep their child/ren at home if they are not fully immunised against infectious disease reported at the school, until there are no more occurrences of that disease and the exclusion period has ceased.
- To regularly check their child/ren's hair for head lice or lice eggs and to notify the school of any such cases.

*** School Exclusion Table is available at**

<http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

Complaints and Grievances

Complaint and Grievance policy is available on our School website.

St Brigid's School Song

St Brigid's Primary School 150th Anniversary Song (by Stefani Mott)

WE ALL WORK TOGETHER

From humble beginnings, a long time ago
We've seen this community prosper and grow
A testament to all that we can achieve
When we all work together
Hand in hand stand together

Chorus

*We are the Light, this is our song
We are the voice of ages gone
As time goes by, the story is told
In the way our lives unfold*

And may St Brigid watch over us always
We pray, that with faith we grow and learn.

Many have laboured to build up these walls
And many have followed and walked through these halls
The student, the teacher, the parent, the priest
And we all work together
Hand in hand stand together

Chorus

Together we work
Together we play
Together we stand
Together, together **Chorus X2**
With faith we grow and learn