

# St Brendan's Catholic Primary School



*"Inspiring Hearts and minds - one child at a time"*

## **PARENT HANDBOOK**

### **2025**

Welcome to St Brendan's Catholic Primary School Annandale.

I am delighted to extend a warm welcome to you on behalf of our vibrant and nurturing community at St Brendan's Catholic Primary School. Our school holds dear to our motto: 'Inspiring hearts and minds – one child at a time'. This motto encapsulates our commitment to fostering both the happiness and intellectual growth of every student who walks through our doors.

At St Brendan's, we believe that happiness is fundamental to the learning journey. We strive to empower our students, ensuring they feel valued, cared for, and excited about their educational experience. Our goal is to create an environment where learning is not only enjoyable but also deeply fulfilling.

We are dedicated to instilling a Growth Mindset in all our students. Through innovative teaching practices and individualised support, we aim to unlock each child's full potential. Our passionate team of educators works tirelessly to provide a stimulating learning environment where curiosity is encouraged, and a love for lifelong learning is nurtured.

Grounded in our Catholic faith and the teachings of St Mary of the Cross MacKillop, the Sisters of St Joseph, our founders, have instilled in us a sense of duty to serve others. This spirit of service permeates our community as we strive to support and uplift one another.

I am proud to lead a school that has a strong emphasis on student wellbeing and the development of positive relationships. I invite you to join us in this remarkable journey of learning, growth, and community. Together, we will continue to nurture the academic, social, emotional, and spiritual development of every child entrusted to our care.

We look forward to welcoming you into our family.

Hayley de Vries  
Principal



St Brendan's Catholic Primary School was opened in 1888 by the Sisters of St Joseph. It was originally housed in a terrace on Johnston Street, before moving to the present site in Collins Street. It continued under the leadership of the Sisters until 1975, when the first lay Principal was appointed. Presently the school caters for children from Kindergarten to Year 6.

While St Brendan's charism is distinctly from the Sisters of St Joseph, Jesus Christ is seen as the foundation upon which St Brendan's Catholic Primary School is built. We are not only committed to the education of each child but also to the further development of Christian values. We strive to give witness to these in our daily lives and encourage the children to do likewise.

We value the important role parents play in our school as we work together for the good of each child.

## *St Brendan's* **School Directory**

### PARISH OFFICE

Phone: 9550 3707

Email: [admin@stbrendan.org.au](mailto:admin@stbrendan.org.au)

Parish Priest: Father Matthew Meahger

Parish Manager: Mrs Zina Pappalardo

Pastoral Associate: Mrs Michelle .....

### SCHOOL

Phone: 9519 3974

Email: [info@stbannandale.catholic.edu.au](mailto:info@stbannandale.catholic.edu.au)

Office hours: 8am - 4pm Monday - Friday

Principal	Hayley de Vries
Assistant Principal	Luke Campbell
Religious Education Coordinator	Anna de Lorenzo
Kindergarten	Adrienne Beetson
Year 1	Claire McCowan and Amanda Smith
Year 2	Aileen Lopez and Fiona Links
Year 3	Grace Mugavero and Rachel Hynes
Year 4	Isabella Schiano
Year 5	Donna Hogan
Year 6	Ashley Littlefair
Literacy intervention, EAL/D and large class support	Amanda Smith
Gifted and Talented Facilitator	Grace Mugavero
Learning Support Teacher/Special Needs	Nathalie Julita
Library Administration	Guili Platt
Physical Education	Jack Townsend
Music Teacher	Frances Bush
Family Educator	Fiona McGrath
School Counsellor	Damien Bellemore
Amadeus Tutors	Esther Manwarring James Ryan
Administration/ Finance	Julie Byrne
Administration	Michelle Excell
Learning Support Officers	Anna Torpia Jane Chatze Mariah Kandis
Information Technology Support	Hayden Fong

# *Term Dates* **for 2024**

## School Terms 2024

Term 1: Tuesday 30th January – Friday 12th April

Term 2: Monday 29th April – Friday 5th July

Term 3: Monday 22nd July – Friday 27th September

Term 4: Monday 14th October – Friday 20th December

## Pupil Free/Staff Development Days

Term 1- Tuesday 30 January

Term 1- Wednesday 31 January

Term 1- Friday 12 April

Term 2- Monday 29 April

Term 2- Friday 7 June

Term 2- Friday 5 July

Term 4- Monday 4 October

Term 4- Thursday 19 December

Term 4- Friday 20 December

# *St Brendan's* **School Vision & Mission**

## MISSION STATEMENT

As followers of Jesus and in the spirit of St Mary of the Cross MacKillop, St Brendan's Catholic Primary School exists to inspire hearts and minds by:

- Living the Gospel values
- Nurturing potential in a supportive environment
- Providing a contemporary education.

## VISION STATEMENT

We will:

- Re-engage with our story to enrich our future
- Give life to our Mission Statement
- Effectively implement a contemporary education
- Create an educational environment that personalises student learning.

The learning community of St Brendan's are committed to realising and enhancing the learning potential of each individual. We seek to do this by:

- Uncovering and nurturing the talents, gifts and passion for learning of each individual
- Providing meaningful opportunities for learning in a variety of ways
- Celebrating the successes and achievements of every person.

We encourage all in our community to see each day as an opportunity to learn something new.

## OUR CORE VALUES

At St Brendan's we are guided by our Josephite tradition. The Sisters of St Joseph have been instrumental in shaping the Catholic identity of the school. The spirit and values of their founder St Mary of the Cross are still in evidence today. The charism of St Mary of the Cross inspires our students to harness all of their energy and ability to be all they can be and to always use their talents for the good of others.

*'Do your best and God will bless your efforts...'* (1889)

Our school motto is 'Veritas' – truth. We look for truth in each other, in our learning and in our teaching.

Our Josephite tradition together with the following educational values:

- Belonging - We value an inclusive, connected and safe learning community where each person feels supported and confident enough to take risks and make mistakes.
- Success - We value and celebrate achievement at all levels. We believe that every person needs to experience success on a regular basis in order to grow and develop.
- Respect - We value strong, positive relationships that are built out of care, consideration and mutual trust. We believe in the importance of open communication and transparent decision making.

## OUR LEARNING PRINCIPLES

Promoting the following principles of learning allows St Brendan's to achieve their vision.

### COLLABORATIVE LEARNING PRINCIPLE

Our Collaborative Learning Principle has a focus on working together. New knowledge is created by building a collaborative culture and cooperative learning experiences. As such, we plan, support and celebrate opportunities where members of the school community mutually learn from each other.

### REFLECTIVE LEARNING PRINCIPLE

Our Reflective Learning Principle has a focus on thinking about our learning. Learning is enhanced when students are encouraged to think about and discuss their own learning. We enable our students to have ownership over their learning through negotiating tasks and personal goal setting. We encourage our students to have an active voice and a sensitive ear to the opinions expressed by others.

## CONNECTED LEARNING PRINCIPLE

Our Connected Learning Principle has a focus on learning beyond the classroom. Learning is meaningful and authentic when we engage our students in real-world situations that develop global awareness and build upon our student's prior knowledge.

## PERSONALISED LEARNING PRINCIPLE

Our Personalised Learning Principle has a focus on catering to the individual. We differentiate learning in ways that take into account our students' needs, circumstances and personal learning styles. We provide varied opportunities across all Key Learning Areas.

### ST BRENDAN'S SCHOOL PRAYER

*Father In Heaven,  
We the family of our school,  
Ask you to unite us all in love, truth and courage.  
We want to love you and each other.  
We want to learn the truth that Jesus taught us.  
Give us the courage to live good lives.  
And help us to treat each other as special members  
of our school family.  
Amen*

## *St Brendan's* **SCHOOL INFORMATION**

St Brendan's Catholic Primary School Annandale is part of a system of Catholic Schools in the Archdiocese of Sydney.

### SCHOOL LEADERSHIP TEAM

The School Leadership Team is a group of teachers responsible for the coordination and development of the school under the leadership of the Principal. The Principal, Assistant Principal and Religious Education Coordinator form the school's Leadership Team.

### SCHOOL/HOME COMMUNICATION

Family Memo

The Family Memo is shared via Compass weekly by the Principal. The Parent Memo keeps parents informed of upcoming events. It is important, as it is the best means of communication between home and school.

### CURRICULUM OVERVIEWS

At the beginning of each term families will be emailed a curriculum overview. This is to inform parents of the area of focus in each Key Learning Area specific to their child's class/year and how parents can support classroom teaching and learning experiences.

### SCHOOL HOURS

School begins at 8.45am and finishes at 3.00pm. A teacher is on playground duty before school from 8.25am and after school until 3.15pm.

## CHILD PROTECTION

Please refer to Sydney Catholic Schools Child Protection Policy and Child Protection Procedures.

## SCHOOL CURRICULUM

The Key Learning Areas, inclusive of the Australian Curriculum from the NSW Education Standards Authority (NESA) are:

Religious Education

English

Mathematics

Science and Technology

Creative Arts

History

Geography

Personal Development, Health and Physical Education

## RELIGIOUS EDUCATION

At St Brendan's School, we acknowledge that parents are the first Religious Educators of their children. The teachers work closely with parents and the wider parish community in educating and leading the children to be nurtured in the Catholic faith. We recognise the importance of the Religious Education Program being an integral part of teaching and learning and the importance of partnership between family, school and Parish.

The Religious Education curriculum for schools in the Archdiocese of Sydney is followed and the supporting text 'To Know Worship and Love' is implemented for Kindergarten to Year 6. The class teacher informs parents of the units of study and student textbooks are sent home every term as part of homework.

The Sacraments of Initiation are Baptism, First Eucharist and Confirmation. Catholic children receive the sacraments of First Reconciliation, First Eucharist and Confirmation during their primary years. At St Brendan's, children are prepared for the Sacraments as part of a class program as well as participating in the Parish Sacramental program and currently receive the sacraments in the following years.

First Reconciliation (Year 3)

First Eucharist (Year 3)

Confirmation (Year 6)

## SCHOOL MASSES AND CELEBRATIONS

School Masses and Prayer Celebrations are celebrated at a class and whole school level. Parents are notified in the newsletter when prayer celebrations or Masses will be celebrated. Parents are invited to attend school Masses and Liturgies.

Children who have received the Sacrament of Reconciliation have the opportunity to receive the second rite of Reconciliation as part of their class. This is arranged with the Parish Priest of Annandale, Fr Matthew Meagher.

## KEY LEARNING AREAS

Alongside the Government's requirement for the implementation of the Australian Curriculum, all Government and non-Government schools are required to follow the syllabuses set down by the NSW Education Standards Authority (NESA) which incorporates the Australian Curriculum.

Catholic Schools have an additional program in Religious Education, which permeates and integrates into the whole school curriculum.

Many of the Key Learning Areas integrate, however, learning outcomes are specific to each Key Learning Area. Students progress through stages of development. Within each stage there are different levels. Progression through levels and stages is measured by attainment of outcomes.

Although individual students develop at different rates, NESAs have benchmarks for where they expect most students to be working towards and achieving at a certain age and Year level. More information is available for parents on the NESAs website.

The stages are as follows:

Early Stage 1	(Kindergarten)
Stage 1	(Years 1 and 2)
Stage 2	(Years 3 and 4)
Stage 3	(Years 5 and 6)

Parents are informed through newsletters or parent information meetings about curriculum developments within the school or changes in curriculum.

### INFORMATION TECHNOLOGY

The integration of Information Technology is a mandatory requirement into the school curriculum. It is a key focus at the school to enable students to have optimum learning opportunities through the integration of technology across the curriculum. Digital devices enhance the teaching and learning opportunities for students within the integrated curriculum. All classrooms are fitted with two televisions or one Promethean interactive display. All displays work with VIVI to allow for ease of teacher and student sharing. All students in Early Stage 1 and Stage 1 have access to iPads and all students in Stage 2 and Stage 3 Bring their own Digital Device (BYODD).

### EXTRA CURRICULAR ACTIVITIES

Chess Club  
Guitar  
Drama Club  
Robotics Club  
Inter-School Public Speaking  
Inter-School Debating  
Sport Pathways

### SCHOOL CARNIVALS

Cross Country

A Cross Country Trial is held each year for those children who wish to take part.

Athletics Carnival

An Athletics Carnival is held each year for all students in Kindergarten to Year 6.

### SWIMMING PROGRAM AND SWIMMING CARNIVAL

An intensive swimming program is held in Term 4 for all children in Kindergarten to Year 6. A Swimming Carnival is held every year for students in Year 2 to Year 6 in Term 4.

### BEHAVIOUR MANAGEMENT PROCEDURE

School rules are introduced to promote a happy and safe environment for all children. We aim to develop self-discipline within the children, teaching them to be responsible for their own actions and therefore helping the child to realise that all actions carry certain consequences. A Restorative Justice approach is implemented which is based on Gospel values.

Each class has rules for behaviour and there are general rules for behaviour in the playground. The children are encouraged to keep these rules and show courtesy and respect to everyone at all times.

Respect Others  
Respect for Learning  
Respect for the Environment



Further information can be found in the school's Behaviour Management Policy.

### EXCURSIONS

Class teachers organise excursions to enrich learning in particular Key Learning Areas. All children require parental consent to participate in these excursions. Parental consent is given online through the Compass portal in the Events tab. All details regarding the excursions will be communicated through Compass events. It is an expectation that all children will participate. There is a school-based levy to cover the cost of the incursions and excursions.

Teachers may invite parents to attend and assist teachers on these excursions. Teachers will inform parents of these responsibilities. It is always the teacher's responsibility to manage the behaviour of the children and to discipline where necessary.

Child Protection Legislation requires that parents register their Working With Children Check (WWCC) with Sydney Catholic Schools ([see process linked](#))

In the interest of children's safety, no siblings are able to attend these excursions.

### SPECIALIST TEACHERS AND SUPPORT STAFF

#### **SPECIALIST PHYSICAL EDUCATION TEACHER**

It is mandatory for schools to provide one hour of Physical Education each week for students in Kindergarten to Year 6. A Specialist Physical Education teacher is employed to implement the Physical Education programs.

### LANGUAGES

Mandarin lessons are taught once a week from Kindergarten to Year 6.

#### DIVERSE LEARNING NEEDS TEACHER

A Diverse Learning Needs teacher is employed to further support and meet the learning needs of students.

#### SPECIALIST AMADEUS MUSIC PROGRAM

A specialist music program is implemented from Year 3 to Year 6 whereby students are given the opportunity to learn how to play a musical instrument.

### PARENT INFORMATION MEETINGS

At the beginning of every year, Parent Information meetings are held for each year level to inform parents about the teaching and learning for their child's academic school year. These meetings are important so that parents and teachers can work in partnership in the education of their child.

### ASSESSMENT AND REPORTING TO PARENTS

Reporting to parents on the progress of their children is a high priority at St Brendan's and is an integral part of our school's strategic plan. We evaluate each child's progress by the collection and analysis of data from a variety of sources. We believe that our reporting system gives parents a more detailed understanding of their child's progress.

# *St Brendan's* Curriculum

The curriculum is child-centred. It recognises individual differences and the importance of each child's search for meaning. It provides opportunities for inquiry learning, problem solving, group interaction, creative thinking and decision-making.

St Brendan's Catholic School provides quality teaching and learning in all the Key Learning Areas:

- Religious Education
- English
- Mathematics
- History
- Geography
- Science
- Creative and Practical Arts
- Personal Development, Health & Physical Education
- Mandarin

## RELIGIOUS EDUCATION

St Brendan's Catholic School follows the Primary Religious Education Curriculum for the Sydney Archdiocese. Each unit of work builds on the life experiences with Scripture, Church Teaching and Celebration. It also provides ideas for family activities that will link with the school Religious Education Program.

# *St Brendan's* Pastoral Care Policy

## ST BRENDAN'S PASTORAL CARE FRAMEWORK

1. The building and maintenance of a climate of respect and safety at St Brendan's for all members of our school community.
2. High-quality teaching and learning, and high expectations of our students.
3. A whole-school approach to student management that treats all students in a fair and just manner, and is focused on acknowledging the impact of behaviour on others and rebuilding relationships within a framework of restorative practices.

We acknowledge that harassment, aggression, violence and bullying are less likely to occur in our school community when our school environment is respectful, our students are well aware of school expectations and when they have developed the skills and strategies to learn from their mistakes.

St Brendan's Catholic School promotes the development of Christian values, social responsibility, self-discipline, independence and initiative while at the same time building the child's own self-esteem through a system of praise, encouragement and rewards.

The basic expectations are that the students will:

- Show respect for all people and their property
- Demonstrate good manners at all times
- Display an interest in caring for our school environment, both classroom and playgrounds
- Show pride in personal appearance.

Parents will always be made aware if their child's behaviour is causing serious difficulties within the school. Parents are asked to remember that there are always two sides to any conflict situation and that it is important to discuss any issues with your child's teacher as they arise. Appointments can be made with your child's class teacher through the school office (via phone call, email or letter).

## *St Brendan's* **School & Playground Expectations**

### AT ST BRENDAN'S WE RESPECT THE SAFETY OF ALL

#### ST BRENDAN'S IS A "HANDS OFF SCHOOL"

- It is unacceptable for any person to resort to physical means ie hitting, punching, pushing, scratching, biting etc
- Deliberate physical aggression must be reported to a teacher immediately.

#### UNSAFE GAMES MUST NOT BE PLAYED AT ST BRENDAN'S

- It is unacceptable to play games involving tackling, pulling etc that may cause injury to another person
- Balls will be limited in number on our playground. Only lightweight balls will be used at recess and lunch
- Only handballs may be brought from home for use on the handball courts
- Active games are not to be played in the passive areas, ie the paved area at the front of the school and behind the net near the Year 1 classroom
- Children are not to play in the out of bounds area ie. behind the gates, in the Kindergarten area or in the toilets.

#### AT ST BRENDAN'S WE SPEAK WITH RESPECT

- It is unacceptable to tease or call another student names
- It is unacceptable to use swear words
- Children are to use the 3 Safe Play Steps.

#### AT ST BRENDAN'S WE PLAY WITH RESPECT

- We are fair and just to all when we play
- It is unacceptable to be unfair or unjust to any student in our school
- We are careful of each others belongings
- It is unacceptable to take or break another student's belongings.

#### AT ST BRENDAN'S WE RESPECT THE SCHOOL EQUIPMENT AND THE ENVIRONMENT

- We return sports equipment to the sports shed at the end of recess and lunch

#### WE KEEP OUR PLAYGROUND CLEAN AND TIDY

- We put our lunch boxes and drink bottles in the class tubs
- It is unacceptable to leave lunch boxes and drink bottles on the ground where children are playing
- It is unacceptable to leave rubbish on the ground

- It is unacceptable to hide sports equipment

#### AT ST BRENDAN'S WE CARE FOR OUR PLANTS/GARDENS

- We water and take care of our gardens
- It is unacceptable to pull out plants or flowers

#### AT ST BRENDAN'S WE WEAR OUR HATS AT RECESS, LUNCH AND IN SPORT AND OUTDOOR ACTIVITIES

- *'No hat – No Play'* Children without a hat are to sit in the shade.

#### AT ST BRENDAN'S WE PLAY WHERE WE ARE SUPERVISED BY A TEACHER

- Children are not to play in the out of bounds area ie behind the gates, in the Kindergarten area and in the toilets
- Children must not enter classrooms without permission before and after school, at recess and lunch

#### CAR PARK and AFTERCARE PLAYGROUND

- Students line up and those classes rostered on are taken to the car park or after school care area by the teacher on duty.
- Students go to the toilet or tuckshop prior to leaving and take their lunch with them to these areas.

### STEPS TO FOLLOW IN DEALING WITH INAPPROPRIATE PLAYGROUND BEHAVIOUR/CONFLICT SITUATIONS

#### Consequences:

- Rule reminders and warnings are given to a student
- Time out on the playground under the supervision of teacher on duty
- Time permitting: return to play on the playground and teacher monitors where necessary
- If behaviour re-occurs this is recorded and appropriate consequences are actioned such as time off the playground and parents may be notified

### BEHAVIOUR RESULTING IN SERIOUS PHYSICAL INJURY

If an incident has resulted in a serious physical injury to a student or staff member this must be referred immediately to the Principal or Assistant Principal. Parents are notified and consequences are put in place. If need be, an adjusted plan is put in place to ensure the safety of all members of the school community.

### MANAGING STUDENTS WITH CHALLENGING BEHAVIOURS

In conjunction with St Brendan's Pastoral Care Policy, in the case where there is a pattern of disruptive or physically aggressive behaviour we follow the Sydney Catholic Schools Supporting Students with Complex Social and Emotional Needs. These guidelines assist to provide a safe and inclusive learning environment and acknowledge that the active engagement of parents is essential to the managing of challenging behaviours of students.

### ANTI BULLYING POLICY

At St Brendan's Catholic School we define bullying as behaviour that is intentional, repeated and unprovoked by an individual or group of individuals, which causes distress, hurt or undue pressure.

St Brendan's has a zero tolerance for such behaviour. We work with all parties involved in the situation to try and resolve the conflict in a respectful manner for all.

### SCHOOL SECURITY

To ensure the safety of our students and the security of the office area, the playground gates are locked at 8.50am and reopened at 2.50pm. During school hours visitors can access the office via the Trafalgar Street entrance. The gates are locked at 3.15pm each day.

### VISITOR SIGN IN

All visitors to the school, including parent helpers, are required to sign in and out via the Compass Kiosk located in the school office foyer. This procedure allows us to be aware who is on our premises in the event of an emergency and will alert us to any unknown visitors.

### SCHOOL PLAYGROUND SUPERVISION

Playground supervision starts at 8.25am. Parents are asked not to send their children to school before this time. All children are to arrive between 8.25am and 8.45am for classes to commence promptly at 8.50am. School concludes at 3.00pm. Students who remain in the playground after 3.00pm are the responsibility of their parents. Students who are not picked up by 3.15pm will be taken to the school office and a parent or carer contacted.

## *St Brendan's* **School Hours**

8.00am	School office opens
8.25am	Playground Supervision Begins
8.45am	School Begins
3.00pm	School finishes
3.15pm	School gates are closed
4.00pm	School office closes

## *St Brendan's* **Drop-off & Pick-Up**

The school has a Drop-off and Pick-up Zone in Trafalgar Street to facilitate a more efficient process in the safe arrival and departure of our students. A staff member supervises the Pick Up Zone in the afternoon. Students must move to this area immediately so cars are not kept waiting. Parents, carers and students are to follow the safety tips.

#### Safety tips for drivers:

- Always drop off or pick up your child from the designated zone and follow the school's procedures.
- Drivers should remain in their vehicles at all times in the Drop-off and Pick-up zone.
- Ensure children use the rear footpath side door to get in and out of the car.
- Ensure the vehicle is in park and the handbrake is applied when the vehicle is stationary.
- Always park legally.
- Avoid dangerous manoeuvres such as U-turns and three-point turns.
- Display surnames for easy identification.

#### Safety tips for students

- Use the rear footpath side door to get in and out of the car.
- Stay buckled up until the vehicle has stopped in the drop-off and pick-up area.
- Make sure your school bag and other items are in a safe position, such as on the floor.

- Be ready to get out of the vehicle with your belongings when the car has stopped.

### LATE ARRIVAL AT SCHOOL

Children need to arrive on time for school. It is legislation that all late arrivals and early departures are recorded in the class roll. Children who arrive at school after 8.50am must report to the office and be signed in by an adult. Regular lateness will be investigated and addressed by the Principal.

### LEAVING SCHOOL GROUNDS

Children may only leave the school grounds during school hours with an authorised person and if there has been some communication with the parent, preferably in writing prior to departure. Parents/Carers are asked to report to the office to complete an early departure slip for the class roll. Children will be called to the office for collection. Please note that it is a legal responsibility of parents/carers that children attend school during the required time. Early dismissal should be avoided as it disrupts student learning time, not only for the student involved, but also for other class members.

### SCHOOL ASSEMBLY

A student-led Assembly takes place once a week on Friday morning at 8.45 am.

### ABSENCE FROM SCHOOL

Your child needs to attend school regularly so that all aspects of work can be covered. If, however, through illness or other reasonable cause, your child is absent, a written explanation must be provided, or recorded in Compass, within seven days of their return. Regular absences will be investigated and addressed by the Principal. Absences are recorded on semester reports.

### APPLICATION FOR EXTENDED LEAVE FROM SCHOOL

Parents must carefully consider if it is in their child's best interest to take them on a holiday during school time. Parents need to apply for leave from the Principal for absences such as holidays during school time or exceptional domestic circumstances. This permission cannot be gained retrospectively. Should leave be required for a period of five days or more an Application for Extended Leave must be completed and sent to the Principal for approval. If approved, the Principal will provide a Certificate of Extended Leave. The Principal is able to approve under 100 days leave in a calendar year. Applications for more than 100 days leave are sent to Sydney Catholic School's head office.

### APPLICATION FOR EXEMPTION

Parents may apply for exemptions from school for elite sporting and artistic opportunities. A form for exemptions can be obtained from the office and permission must be sought prior to the event.

### RIDING BIKES & SCOOTERS TO SCHOOL

The school has a Bicycle/Scooter Permission Note and Agreement which needs to be completed if your child is riding to school. Bikes and scooters must be stored in the designated area and are not to be ridden on the playground.

# *St Brendan's* Before & Aftercare

## AFTER SCHOOL CARE

SCECS St Brendan's Annandale Outside School Hours Care (OSHC) delivers high quality Before School Care 6:45am to 8:45am and After School Care 3:00pm to 6:00pm at St Brendan's Catholic Primary School for children in Kindergarten to Year Six. Our OSHC Programs are delivered by knowledgeable educators and provide nutritious meals, homework help, and an indoor and outdoor play-based learning program.

Program contact number: 0457 334 674

Direct Phone Number: 02 9568 8628

Email: [annandale.oshc@syd.catholic.edu.au](mailto:annandale.oshc@syd.catholic.edu.au)

Times: BSC: 6:45 am - 8:45 am

Times: ASC: 3:00 pm - 6:00 pm

Website:

<https://www.scecs.nsw.edu.au/service/st-brendans-annandale>



# *St Brendan's* Diverse Learning

A Diverse Learning Team exists to identify and support students who have diverse educational needs and to implement and evaluate the required intervention programs such as Multilit, Spelling Mastery, Numeracy Intervention Program etc.

The Diverse Learning Team at St Brendan's comprises the Principal, Assistant Principal and the Diverse Learning Needs Specialist Teachers: Learning Support, English as a second language/ dialect (EAL/D) and Gifted Education.

The team assists the classroom teachers to adapt the curriculum to meet differing learning needs and ensures the availability of suitable personnel and resources to provide for the ongoing needs of identified and targeted students.

The learning support team and classroom teachers meet regularly to discuss and create plans of action for students with diverse needs.

The Diverse Learning Team meets with classroom teachers to:

- Discuss needs and to set action plans for students
- Discuss teacher referrals
- Discuss student assessment reports completed by outside agencies (psychometric, speech and language, occupational therapy)
- Create plans of action based upon the assessment results.
- Discuss and evaluate teaching programs in place to cater for the needs of students with diverse learning needs.

The Diverse Learning Team and classroom teachers meet with parents to:

- Discuss and communicate with parents assessment reports and plans of action based upon individual needs of students
- Inform parents of progress and directions for the future.

### STUDENTS LEARNING ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT

At St Brendan's we survey parents each year to determine which children may need additional support in the acquisition of the English language. Teachers will plan, assess and evaluate programs taking into consideration the learning needs of children.

## *St Brendan's* **Newman Program**

### NEWMAN Program for Gifted and Talented Students

#### **Identification**

Effective educational programs for gifted students depend on appropriate and accurate identification. In order for identification to be effective for gifted and talented students, a balance of objective and subjective approaches are adopted. Teachers and parents will then be assisted to identify behaviours, some of which are often perceived as negative, that can indicate the presence of high ability.

Approaches for identification may include: IQ tests, tests of performance, off-level testing, standardised competitions, psychometric assessments, learning styles inventories, tests of creativity or critical thinking, student products assessments, school marks, checklist of characteristics common to underachieving students, student interest inventory, teacher nomination checklists, parent checklist/interview, syllabus statements of expected outcomes, behavioural checklists.

At St Brendan's, appropriate programs for gifted students include a combination of any of the following; differentiation in the classroom, flexible groupings and extension activities.

## *St Brendan's* **Additional Learning Programs**

### MANDARIN

All students take part in a 40 min Mandarin class each week.

### LIBRARY

Children from Kindergarten to Year 6 borrow from the School Library at least once a week. All children require a library bag 25cm x 38cm (approximately) in order to borrow.



### SPORTS PROGRAM

All classes have a specialist sport lesson on Mondays and Fridays. All students take part in a Swimming Program each year. Students attend gala days with other schools during the year and students with talents in particular sports may compete at higher levels within Sydney Catholic Schools and at State level.

### MUSIC - Amadeus Program

All students participate in weekly music lessons with a specialist music teacher on Fridays. Specialist tutors also provide lessons and ensembles in string and wind instruments for Year 3 to 6.

### CHOIR

Students have the opportunity to participate in the School Choir. Rehearsals are held each week. The choir is regularly invited to perform at organised community functions. From time to time there are opportunities for children in Kindergarten to Year 6 to join a Liturgical Choir for Sacraments and Masses.

### VISUAL ARTS

Students are taught visual arts within their classroom. Each child from Kindergarten to Year 6, is required to keep a painting shirt at school. A shirt with sleeves shortened is most appropriate.

### STUDENT LEADERSHIP

At St Brendan's we feel it is very important that our Year 6 leaders are given responsibility. Some leadership roles include School Captains, Vice Captains, Sports Captains, Cultural leaders, Environment Leaders, Performing Arts leaders, Technology Leaders and Religious Education Leaders. Please see the Student Leadership Policy for further details.

### STUDENT REPRESENTATIVE COUNCIL

Student Representatives from each Year K - 5 are elected at the beginning of each semester and meet regularly to suggest ideas and initiatives for the school. It is our policy that a student will not be elected to the SRC more than once during their years at the school.

### BRING YOUR OWN DEVICE (BYOD)

Students in Years 3-6 are required to bring their own iPad to school each day. All students sign an agreement outlining the appropriate and safe use of all devices provided by school and/or owned by the student.

### HOMEWORK - ST BRENDAN'S HOMEWORK POLICY

At St Brendan's Catholic School we believe that homework:

- consolidates learning that has taken place in class
- nurtures good study habits and skills
- develops reading skills and the enjoyment of reading
- allows children to develop time management and independent thinking skills
- can provide parents with an opportunity to give assistance and support for their children
- is most beneficial when parents are interested, involved and praise the efforts of children.

Homework activities will usually consist of reading, literacy and numeracy tasks. At times extra homework activities and /or research tasks will be given at the discretion of the class teacher. Homework is a time for parents to work with their children to develop concepts and skills. Homework should not be a stressful time for children and/or parents. The following times provide guidelines as to how much time should be spent on homework each night.

Early Stage 1 - Kindergarten: 10 -15 minutes  
Stage 1 - Years 1 and 2: 15 - 20 minutes  
Stage 2 - Years 3 and 4: 30 minutes  
Stage 3 - Years 5 and 6: 40 minutes

We understand there will be occasions that children are unable to complete their homework in which case this decision should be communicated to the teacher either verbally or in writing.

Week 5 and Week 10 of each term will be known as Family Weeks, no formal homework will be distributed during this time and we encourage families to spend some quality and fun time together. For example, investigate and discuss special interest topics as a family.

We ask for your cooperation in spending some time with your child/ren each night to ensure that homework is being done. However, if your child is experiencing difficulty completing their homework in the time suggested, please make an appointment to discuss this with the class teacher.

## *St Brendan's* **Dress Code**

### DRESS CODE

Pride in personal appearance and wearing the school uniform gives each child a sense of wellbeing and belonging to the school community.

No nail polish or unnecessary jewellery should be worn to school. It is expected that students will conform to the following regulations regarding hairstyles.

Neatly groomed styles at all times. Long hair should be tied back. Navy, maroon or white ribbons only are acceptable.

Uniforms are available from Lowes in Leichhardt Marketplace. Hats, school bags, library bags, pencil cases and excursion bags are available from the school office.

A second-hand clothing pool is available and run by volunteer parents. Please ensure that all second-hand items are renamed.

All items of clothing and other personal items, e.g. lunch boxes and drink bottles should be marked clearly in a prominent place with the child's name.

### Girls Uniform

Summer - Maroon, blue and white checked dress, black leather shoes, white ankle length socks and hat

Sport - Navy shorts or skorts, maroon sports shirt, maroon tracksuit, sports shoes (these may be any colour), white socks and hat

Winter - Navy tunic, light blue shirt, maroon tracksuit jacket or navy woollen jumper or cardigan, tie, black leather shoes, navy stockings or navy socks and hat.

### Boys Uniform

Summer- Navy shorts, blue shirt, black leather shoes, navy ankle length socks and hat

Sport - Navy shorts, maroon sports shirt, maroon tracksuit, sports shoes (these may be any colour), white socks and hat.

Winter - Long or short navy trousers, light blue shirt, maroon tracksuit jacket or navy woollen jumper or cardigan, black leather shoes, navy socks, tie and hat.

### **Sport days are Monday and Friday**

### School uniform seasons

Students start the school year in Summer uniform and will continue to wear it until the Mother's Day weekend which signifies the change into Winter uniform.

Winter uniform is to be worn until the end of Term 3 - with Summer uniform returning at the beginning of Term 4.

The Principal will advise if there are any changes to this procedure due to unseasonable weather patterns.

## *St Brendan's* **Excursions**

Excursions are considered to be a valuable and worthwhile inclusion in the school program. They are a natural progression of the learning experiences provided by each teacher and are relevant to a particular unit of work being studied. Excursions are always carefully planned well in advance of the day. Parents will be notified via Compass of the details of the excursion. Consent can be given via Compass or by signing the consent form and returning it to school prior to the due date. Specific school excursion bags are encouraged as they are an appropriate size.

### DRIVING IN PRIVATE CARS TO OFFICIAL SCHOOL EVENTS

Children in systemic Catholic primary schools must receive written permission from parents in order to be driven in private cars to official school events. This is an insurance requirement for children in Catholic schools. A Child Protection Volunteer Declaration must also be completed by the driver (if this has not been done previously). Drivers are also to consider the number of children that can be taken safely in his/her car, i.e. children under 12 are unable to sit in the front seat of some vehicles with airbags and all children are required to wear a seat belt. The driver of the car must verify that they have a current driver's licence, the car is registered and there are enough seat belts for each child.

# *St Brendan's* **Health & Safety**

If your child complains of illness at school he/she will be seen by the staff member responsible for first aid and kept under observation in sick bay for a short time. It will then be decided whether a parent needs to be contacted to take the child home. For this reason it is very important that contact phone numbers are correct. If a child requires urgent medical attention, parents will be notified and an ambulance called. The school's insurance policy covers transportation costs. Children should not attend school if they are unwell or displaying symptoms of any illness.

The school provides personal and accident insurance coverage to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience. More information is available at the Catholic Church Insurance Ltd. Website: [https://www.ccinsurances.com.au/church\\_ins/school-care.asp](https://www.ccinsurances.com.au/church_ins/school-care.asp). Information about additional student insurance that can be purchased is also available on the website.

## SECURITY

All parents, carers and visitors are asked not to enter the staff only areas and/or the classrooms without first requesting access from the school office or a staff member. The safety and security of the school community is everyone's responsibility. No adults should use the children's toilets. A visitor's toilet is available for adults. Please request the key from the school office.

The school gates are opened at 8.25am each morning and closed between 8.50am and 2.55 pm each day. They are then closed again at 3.15pm.

## MEDICATION

The Office Staff are authorised to administer labelled prescription medication required less than every six hours. All medication sent to school must be accompanied by a note signed by a parent and clearly stating the child's name, class, the name of the medicine, the dosage and time to be taken. At times we may also request a Doctor's Certificate stating that the medication must be administered during school hours. All of these precautions are for the safety of the children. All sick children and serious injuries are treated at the office. Portable First Aid Kits are taken on all excursions and sporting trips. If your child suffers from any serious condition such as anaphylaxis it should be stated on the enrolment form and a medical plan from your doctor needs to be provided and updated yearly. If your child receives a new or modified diagnosis please inform the school immediately.

## ASTHMA

If your child is on regular medication for asthma it is advisable to discuss this with your child's class teacher and the Principal. It is required that children use their medication in the office under supervision so that it is administered safely and correctly. Children with asthma must provide the school with a current Asthma Plan from their doctor which must be updated by your child's physician yearly. Asthma Plans are kept in Sick Bay, the staffroom and in the classrooms.

## ANAPHYLAXIS

St Brendan's has some students with Anaphylaxis. Parents and students are asked to be careful when providing foods which may put some of our children at great risk. Some of these foods include nuts, eggs and seafood. For this reason children are also encouraged not to share food.

Each child with Anaphylaxis is required to have a current action plan which is displayed in Sick Bay, the Staffroom and in the class rolls.

### IMMUNISATION

All students entering Kindergarten are required to provide the School with an Immunisation Certificate from Medicare. Children who have not been immunised will need to liaise with the school during outbreaks of infectious diseases. This does not include COVID 19 vaccinations.

### INFECTIOUS DISEASES

Parents are asked to contact the office if their child has contracted an infectious illness. Students should not attend school if they are unwell. Parents will be required to collect their children if they become unwell at school.

### SUN SAFE PROCEDURES

No Hat No Play rule at recess and lunch is reinforced by the teacher on duty. Children without a hat are confined to the shaded area. Classes are awarded playground points when all children in the class have worn hats at recess and lunch.

Children must wear their hat at all out of school events. If they do not have a hat with them on the day, they will need to go to the office and collect a new one, parents will then be asked to pay for the new hat. Children are reminded throughout the day to put on their hat and children are strongly discouraged from sharing hats.

Risk assessments for St Brendan's always note sun protection. Parent notes for excursions include that the school hat is to be taken. Suncream is to be worn to sporting days and children are reminded to re-apply throughout the day. The school sun shelter is taken to sporting events.

Sunglasses may be worn by children on the playground.

The Personal Development and Health programs promote hat and sun protection.

### EMERGENCY PROCEDURES

(Fire, bomb threat, airport or local industry disaster)

All school areas display emergency procedures information. In addition a copy is attached to each class roll. Fire extinguishers are located in all areas considered to be high risk. Evacuation and lockdown drills are carried out throughout the year. The evacuation requires the organised departure of the entire school to the Church car park. St Brendan's Catholic School has developed a Critical Incident Policy, which is reviewed regularly.

## *St Brendan's* **Religious Education**

### MASSES, LITURGY AND PRAYER

Students will attend a whole school and class Mass at least once a term and times are communicated via compass. Parents and carers are welcome to attend. The school community also celebrates important religious and secular events with either a Mass or liturgy. Family and Faith masses are held once a term for particular year groups. Parents and Carers are encouraged to bring a plate for morning tea to share after mass on school grounds. Class Coordinators and Students Leaders will assist in coordinating morning tea with teachers. The school prays the Angelus at 12 pm each day.

### SACRAMENTAL PROGRAMS

The Sacramental Programs for Reconciliation, Eucharist and Confirmation are Parish Based.

Registration is made through the Parish Website under the Sacraments Tab

<https://www.stbrendan.org.au/sacraments/first-eucharist/> for First Reconciliation and Eucharist for Year 3, and for Confirmation for Year 6.

Parents are supported by the Parish in the important role of educating their children in the faith. In preparing for these Sacraments parents will be asked to attend small group workshops arranged by the parish with their child. The school also supports parents by teaching programs that run concurrently with the Parish programs.

## *St Brendan's* **Communication**

### COMPASS

Compass is a web-based Student Information System (SIS) and school management platform. It has a parent portal that includes attendance, reporting, newsfeed, calendar etc. It works on all modern browsers on any device and has apps available. Every family receives a separate login to Compass, which is provided to you by the school. If you are having trouble finding the Compass link for St Brendan's you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.

The school website has information about how to use the various components of Compass.

### NEWSLETTER

The school Newsletter keeps parents informed of relevant matters and is seen as an invaluable means of communication between the school and parents. It is published in Weeks 1, 4, 7 and 10 each term. Everyone is encouraged to use the newsletters as a reference for any school information or events. Students in Years 3-6 also receive the newsletter and are encouraged to stay informed. A bulletin of upcoming events for the following week will be released on COMPASS on Fridays of non-newsletter weeks.

### EMAILING

Parents may email teachers via [info@stbannandale.catholic.edu.au](mailto:info@stbannandale.catholic.edu.au) and the email will be forwarded to the appropriate teacher. So that all emails are dealt with appropriately and effectively, parents are asked not to email the teacher directly. Non-urgent emails will be responded to within two working days. The school office will be open from 8am to 4pm daily to receive emails and phone calls. After an initial acknowledgement of the receipt of an email by the school office, staff will reply within 2 working days for all non-urgent matters. If a matter is urgent please ring or visit the school.

### RESOLVING COMPLAINTS AND ISSUES

At St Brendan's we believe that issues relating to children need to be quickly rectified. Issues must be raised initially with the relevant staff member. Classroom teachers should be the first point of contact.

Staff members are unable to give due consideration to matters when discussed on the playground. Parents are required to make an appointment to meet with the staff member.

To make an appointment time please contact the office via email

[info@stbannannfo@stbannandale.catholic.edu.au](mailto:info@stbannannfo@stbannandale.catholic.edu.au), phone (9519 3974) or in person to make a meeting time. Parents are asked to specify the reason for the meeting.

If the matter is unresolved it should be taken up with the Principal or Assistant Principal. Matters concerning school policy or management should be directed to the Principal or Assistant Principal.

# St Brendan's Reporting

## REPORTING TO PARENTS

Reporting to parents on the progress of their children is a top priority at St Brendan's. The NSW Schools Common Scale shown below is used to report student achievement in Years 1 to 6.

### *Extensive Achievement*

The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.

### *Thorough Achievement*

The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

### *Sound Achievement*

The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills. (This is the expected level of achievement for most students in any year level).

### *Basic Achievement*

The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.

### *Elementary Achievement*

The student has an elementary knowledge and understanding in a few areas of the content and has achieved very limited competence in some of the processes and skills. achievement. Each year the following procedures are used for Reporting.

Kindergarten students receive only basic, sound or thorough levels of achievement.

#### **Term One**

Curriculum Overview  
Parent teacher interviews - Goal setting for parents, teacher and child

#### **Term Two**

Curriculum Overview  
Reports sent home

#### **Term Three**

Curriculum Overview  
Parent teacher interviews - Goal setting parents, teachers and child

#### **Term Four**

Curriculum Overview  
End of Year Reports sent home. Interviews on request.

School reports will be sent home via Compass. Interviews are also booked through Compass. Instructions on how to access both will be supplied at the relevant times.

# *St Brendan's* **Parent & Friends**

## PARENTS AND FRIENDS ASSOCIATION

The Friends of St Brendan's (FoSB) meet once a term usually in Week 5. Its aims are:

- to initiate or assist with any projects or activity which may be beneficial to the school
- to promote friendship and co-operation between all those associated with the school
- to raise funds to promote the aims of the Association.

All parents are members and are encouraged to support the FOSB and its activities. Community events include a Welcome Back to School BBQ (February), Game-a-thon (Term 2), Trivia Night (Term 3) and Disco (Term 4).

## CLASS COORDINATORS

Designated class coordinators are parents from each class who volunteer to help organise the class parent and community events. Class Coordinators are asked to confirm that information that is shared is sanctioned by the school with school policies. Class Coordinators may be called upon to assist in different events related to the school; amongst our school community.

# *Other* **Important Information**

## LOST PROPERTY

Should your child lose an item of clothing please encourage your child to check the lost property area outside the office door prior to replacing the lost item. Belongings, which are clearly marked, can easily be returned to the owner.

## CANTEEN

The school has an online process for ordering lunches for Mondays and Thursdays. Lunches are made off site and delivered. Online orders for Monday need to be completed before 6am on Monday morning and orders for Thursday need to be completed before 12pm on Wednesdays.

## STAFF DEVELOPMENT DAYS

Teachers undertake eight Professional Development Days per year to plan curricula and incorporate educational developments. Parents are notified of these dates in the newsletter.

## PAYMENT OF FEES

It is expected that accounts will be paid by the due date on the statement. Accounts may be paid by cash, cheque, credit card (Mastercard or Visa), Bpay or Compass (Compass is the SCS preferred payment method). Large amounts of cash should not be sent with students. Payments should be in a clearly marked envelope stating the student's name, class and account being paid, e.g. School Fees.



If any family is experiencing genuine financial difficulty in meeting any of the fees, please contact the school to seek an appointment with the Principal. As per Sydney Catholic School Office Guidelines, supporting documentation must be provided with an Application for Fee Reduction.

### USE OF STUDENT PHOTOS AND VIDEO IMAGES

Photos and video footage of students are used regularly by schools for a number of purposes.. Parents are required to complete and sign the Media Consent form allowing this. If permission is not granted, photos of that child will not be published anywhere, including in the school newsletter.

Situations requiring specific permission. Any use of photos or video for the direct marketing of the school or system or for use in the public domain, requires the school to obtain specific permission from families. Some examples include: paid advertisements in local newspapers, any images that could be accessed via the world wide web.

These situations are, in most instances, for the purpose of directly marketing the school or for another purpose for which the school is required to obtain permission. Parents/carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child's photo or video images as outlined above.

### CHILD PROTECTION POLICY

This school complies with all requirements of the NSW Child Protection Legislation.

Making notifications of 'risk of harm' or abuse to students to Community Services as per mandatory reporting laws. Managing allegations of child abuse against employees of the school according to the requirements of the NSW Ombudsman and the Commission for Children and Young People. Ensuring that all paid employees or volunteers are appropriately informed of their obligations under the legislation.

This school also applies curriculum and pastoral practice to ensure the safety and well being of students attending the school.

### VOLUNTEERS - WORKING WITH CHILDREN CHECK

Child Protection(Working With Children) Regulation 2013

This regulation involves volunteers in child related work applying for their own Working With Children Check. (Most parent volunteers will be exempt).

### CHILD PROTECTION VOLUNTEER INDUCTION

Catholic schools are required to induct all volunteers who are working with our children in the area of CHILD PROTECTION each year.

- The safety and wellbeing of children and young people are fundamental to Gospel-based school communities
- Healthy communities honour and love their most vulnerable - the children
- In a Catholic school we maintain that all children have the right to a safe and supportive environment free from any form of abuse or harm.

If you wish to assist in the classroom, at sporting events and on excursions you will need to complete the volunteer induction every year. Induction meetings are scheduled at the beginning of the year. Every parent is encouraged to attend an induction in case they wish to volunteer later in the year. If you are unable to attend an induction see the Principal to arrange an induction.

If a parent has a WWCC they are encouraged to register as a volunteer on the Sydney Catholic School website. Once they are approved by SCS, they do not need to complete the induction at school.

**2025 New SCS process for onboarding for volunteers:**

<https://sydcatholicschools.nsw.edu.au/child-safe-communities/visitor-wwcc>

All parents, carers and adult visitors to the school are not to use the children's toilets. A disabled access/visitor toilet is located in the undercroft. Please request the key from the school office.

*We thank you for choosing St Brendan's and we look forward to working in partnership with you to nurture your child as they learn and grow.*