

PARENT HANDBOOK



A place for students
to **LEARN** and **BELONG**

St Raphael's School
PARKSIDE



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MISSION STATEMENT

Inspired by our Catholic faith and in partnership with our community, St Raphael's School creates opportunities for students to be active learners and global citizens.

RATIONALE

A mission statement explains why we exist and helps us to determine our direction. It focuses our school on the future and provides a template for decision making throughout the school. It needs to be developed, understood and lived by the whole school community.

VALUES

St Raphael's School is a Catholic school founded in the Mercy tradition. We seek to live out our Mercy Values of being compassionate, respectful and just.

Our three Mercy Values underpin all that we do and say within our community and beyond.

VISION

We strive for high levels of learning and belonging for all.

We are curious, collaborative, resilient, responsible and thoughtful learners.

In the Mercy tradition, we are respectful, just, and compassionate.

We are inspired by Jesus and enriched by faith.

In community and for our world.

ST RAPHAEL'S SCHOOL CONTACTS

SCHOOL ADDRESS:	114 Glen Osmond Road Parkside SA 5063
TELEPHONE:	08 8274 4900
WEBSITE:	www.raph.catholic.edu.au
EMAIL:(General enquiries)	info@raph.catholic.edu.au
OUT OF SCHOOL HOURS CARE:	08 8274 4920 0428 498 558
SCHOOL HOURS	
8:30am	Supervision begins (Any child arriving before 8.30am will be taken to OSHC - fees apply)
8:50am	School commences
10:45am - 11:20am	Recess
12:55pm – 1:05pm	Eating time
1:05pm - 1:35pm	Lunch
3:10pm	Dismissal
3.30pm	Supervision ends (Any child remaining after 3.30pm will be taken to OSHC - fees apply)
FRONT OFFICE HOURS	8:30am – 4:00pm during the school term

DIARY DATES 2023

TERM DATES 2023

Term 1	Monday 30 January	to	Friday 14 April
Term 2	Monday 1 May	to	Friday 7 July
Term 3	Monday 24 July	to	Friday 29 September
Term 4	Monday 16 October	to	Thursday 14 December

STAFF PROFESSIONAL DEVELOPMENT DAYS (Pupil Free Days)

Term 1	
Term 2	Monday 1 May 2023 Friday 7 July 2023
Term 3	Monday 24 July 2023
Term 4	Monday 16 October 2023 Friday 15 December 2023

PRINCIPAL'S TOUR DATES

There are regular Principal's Tours scheduled in each term.

STAFF CONTACT DETAILS

LEADERSHIP TEAM

Principal	Mia Harms	mharms@raph.catholic.edu.au
Assistant Principal – Director of Learning	Corey-Lee Lewis	clewis@raph.catholic.edu.au
Assistant Principal – RELIGIOUS Identity and Mission (APRIM)	Helena Card	hcard@raph.catholic.edu.au

TEACHING STAFF

Reception	Louise Rowson	lrowson@raph.catholic.edu.au
Year 1	Kelly Davies	kdavies@raph.catholic.edu.au
Year 2	Janelle Scrivener	jscrivener@raph.catholic.edu.au
Year 3	LeeAnne McAloney	lmcaloney@raph.catholic.edu.au
Year 4	Clare Deverson	cdeverson@raph.catholic.edu.au
Year 5	David Monti	dmonti@raph.catholic.edu.au
Year 6	Anthony Sicari	asicari@raph.catholic.edu.au

SPECIALIST TEACHERS

Inclusive Education/Literacy Coordinator	Helena Card	hcard@raph.catholic.edu.au
Languages (Japanese)	Oriana Radman	oradman@raph.catholic.edu.au
Physical Education	Hannah Reid	hreid@raph.catholic.edu.au
Performing Arts/Music Program	Amanda Flynn	aflynn@raph.catholic.edu.au

EDUCATION SUPPORT STAFF

Finance Officer	Damien Emery	demery@raph.catholic.edu.au
Administration	Wendy Davey	wdavey@raph.catholic.edu.au

Administration	Denise D'Alessandro	ddalessandro@raph.catholic.edu.au
Support Officer	Debra Parker	dparker@raph.catholic.edu.au
Support Officer	Library ESO / Wendy Davey	wdavey@raph.catholic.edu.au
Support Officer	Susan Moir	smoir@raph.catholic.edu.au

OUT OF SCHOOL HOURS CARE (OSHC)

OSHC Director	Anne O'Connell	aconnell@raph.catholic.edu.au
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OUT OF SCHOOL HOURS SPORTS

Sports Coordinator	Hannah Reid	hreid@raph.catholic.edu.au
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SCHOOL BOARD 2023

President	Fr Denis Travers		
Principal	Mia Harms		
Chairperson			
Treasurer	Kirstie Coultas		
Board Member	Gaia Hunt	Board Member	Matthew Gill
Board Member	Luke Read	Board Member	Corey-Lee Lewis
Board Member	Matt Pike	Board Member	Samuel Chua

SCHOOL ATTENDANCE MANAGEMENT

Punctuality

Please ensure that all students arrive at school ready for the morning bell at 8:50am. Parents are reminded that classes commence at 8:50am and it is important that all children arrive on time to prevent disruption to the class routine.

Please note the school gates are locked shortly after 8:50am.

Reporting an absence

It is vital that all parents/caregivers inform us before 9:00am of a student absence using one of the following methods:

Phone:	8274 4900
Email:	absent@raph.catholic.edu.au
Skoolbag App:	submit the mobile form via the app

Non-attendance

If a call or email has not been received, the school will contact the parents to ascertain the student's whereabouts.

Late arrival

Students who arrive after 8:50am need to report to the office, with their parent/caregiver, who will need to electronically sign in the student.

Early departure

Should any child need to leave the school grounds during school hours e.g. dental/doctor appointment, parental permission **must** be given. All students must be signed out at the school office by their parent/carer before leaving the school.

Holiday Leave

When your child will be absent for periods of 1 week or more for the purpose of a family holiday, please complete an **Application for Exemption from School form**, and return it to the front office at least 2 weeks prior to the intended absence. Forms are located on the Skoolbag App or can be collected at the front office. This is a government requirement.

SUPERVISION OF STUDENTS

BEFORE SCHOOL

Morning supervision in the school yard begins at 8:30am. If your child arrives at school before that time, they will be sent to OSHC (Out of School Hours Care) where supervision is provided at a cost.

AFTER SCHOOL

After school all students go to a designated area for pickup. Our school provides supervised duty on the school grounds from 3.10pm – 3.30pm. If you have not collected your child by 3:30pm they will be sent to OSHC (Out of School Hours Care) where supervision is provided at a cost.

STUDENT DROP OFF AND PICK UP

PARKING

Please adhere to signage around the school in relation to parking and traffic flow. It is important that local residents have access to their property at all times. Cars are not to queue across Kenilworth Road and block the entrance to Macklin Street preventing neighbours from accessing their homes. The council will monitor this closely and fines will be given to those who do not follow these rules. The flats opposite the back of our school are private property and so too are their parking bays.

GLEN OSMOND ROAD CAR PARK

The Glen Osmond Road car park is for **staff and visitors only**. Parents/caregivers should not use this car park to drop off or pick up students.

KISS 'N' DROP

Children are to enter and alight from the left side of the car only.

Children must be able to get into the car and put on their own seatbelt while the driver remains in the car.

If your child cannot alight from the car by themselves, you will need to park in the surrounding streets and walk into the school.

Staff are on duty until 3:30pm. If you are unable to collect your child by this time, please contact the school and your child will be looked after in Out of School Hours Care (OSHC) until you arrive. A minimal cost will occur for this service.

A reminder to all parent and carers that the KISS 'N' DROP is a NO PARKING ZONE. Please do not leave your car unattended.

OUT OF SCHOOL HOURS CARE (OSHC)

St Raphael's School OSHC aims to provide a friendly, flexible service for families needing before and after school care. OSHC is located on our school grounds in our hall.

Care is provided by a small staff team, with a keen interest in working with children and ensuring that OSHC is a fun, inclusive time for all.

At St Raphael's OSHC, we believe that children should be active and therefore involvement in outdoor play is strongly encouraged. Other activities offered include art/craft, science experiments, cooking, indoor games, movies and gardening

There is a designated homework area in after school care where children can sit and complete their homework tasks before playing. Staff members are more than happy to assist children should they need help. If families wish for their child/children to complete homework in OSHC both parents and the child/children must sign a homework contract. Homework contracts can be collected from OSHC.

BEFORE SCHOOL CARE

Before school care opens at 7:30am. Between 7:30am and 8:10am breakfast is available to children. Breakfast consists of toast, with a choice of spread or porridge. Milk and water are available upon request also.

AFTER SCHOOL CARE

After school care commences at 3:10pm and concludes at 6:00pm. Fruit is available for children on their arrival after school with additional small snacks throughout the afternoon. A snack list is displayed in OSHC at the beginning of each week so parents and children can keep up to date with what's being served each day. We aim to provide healthy snacks that are low in fats and sugars, with treats on the odd occasion.

ENROLMENT AND BOOKINGS

All families wishing to use the service must complete an online enrolment, using the program Fullybooked, prior to their child/children attending OSHC. Once enrolled, parents/ caregivers are then responsible for managing their children's bookings and keeping contact and medical information up to date.

Parents must ensure they finalise bookings and cancellations of OSHC sessions by the set cut off time listed on Fullybooked to avoid additional fees.

To enrol your child/children in OSHC please use the following link to access the Fullybooked program.

<https://straphaelsos.fullybookedccms.com.au/family/login>

OSHC FEES

BEFORE SCHOOL CARE 7:30AM-8:30AM

\$11.50	Booked before 6.00pm the night before care.
\$13.00	Late booking made after 6.00pm the night before care.

AFTER SCHOOL CARE 3:10PM-6:00PM

\$24.00	Booked before 9:00am the day of care.
\$26.00	Late booking made after 9:00am the day of care.

PUPIL FREE CARE 8:00AM-5:30PM

\$55.00	Booked by cut-off date.
\$60.00	Late booking (subject to availability) made after cut-off date.

CANCELLATION FEES

Full fees will be charged where cancellations are made less than 24 hours before booked sessions of care for Before and After School Care or after the advised cut-off date for Pupil Free Days.

LATE COLLECTION FEE

\$1.00 per child per minute will be imposed when parents arrive after 6:00pm for after school care and after 5:30pm on pupil free days.

COLLECTION OF CHILDREN

Only the people specified as having authority to collect or listed as emergency contacts on the Fullybooked enrolment are allowed to collect children from the service. The OSHC Director must be informed of any custody order. All children must be signed in or out by the parent/guardian.

BENEFITS & REBATES FOR OSHC FAMILIES

As of July 2018, the Government has replaced the old Child Care Benefit and Child Care Rebate with a new Child Care Subsidy that is paid directly to the Child Care provider (OSHC) and then deducted from the OSHC fees.

This subsidy is means tested and subject to eligibility requirements that determine your family's level of Child Care Subsidy.

Please refer to their website for further information and to register for the subsidy.

<https://www.education.gov.au/child-care-subsidy-1>

CURRICULUM

EDUCATIONAL PROGRAMS

We use the Australian Curriculum, the Catholic Education South Australia Crossways Religious Education Curriculum as well as the Keeping Safe Child Protection Curriculum as the basis for all of our learning design. This includes appropriate and sequential learning experiences in the following curriculum areas:

- Religious Education
- English
- Mathematics
- Science
- HASS (History and Social Sciences)
- The Arts (including Performing Arts)
- Health and Physical Education
- Languages - Japanese
- Design and Technology

ASSESSMENT

Each child's progress is continually assessed by the teacher. Oral or written assessments and observations are used to create an understanding about a learner's progress.

Formal records of children's progress are kept, and parents may arrange for an interview with the class teacher at any time. Formal interviews are conducted in Term 1 and at other times when needed to enable parents and teachers to work together to help our learner achieve success with an optional interview offered in Term 4. Formal written reports are sent home in Terms 2 and 4.

INCLUSIVE EDUCATION

St Raphael's School endeavours to maximise access to the curriculum for all learners by catering to a variety of learning styles and needs. Our ongoing commitment to Inclusive Education principles has seen St Raphael's School sustain and build a number of learning initiatives including our Sensory Suite, which aim to allow our learners to access the curriculum in a meaningful manner.

RELIGIOUS EDUCATION

At St Raphael's School, the Religious Education Program is set up to support parents in bringing up their children in the Catholic faith.

Every Catholic school has a designated religious leader who works with staff, parish and families to provide a comprehensive Religious Education Program. St Raphael's School follows the Catholic Education South Australia Religious Education Framework (Crossways and MITIOG). Religious Education is not confined to religious Education lessons but is lived and witnessed throughout the life of the school.

Celebration is a key note of our Religious Education Program and Masses, liturgies and prayer services are held regularly to enrich the students' appreciation of their faith. There are also opportunities to celebrate important feast days with whole school Masses at St Raphael's Church, Parkside.

SACRAMENTAL PROGRAM

The Sacramental Program is a special time for families to support their child on their faith journey. This preparation has changed significantly over the years and may be very different from your own personal experience. Sacraments are celebrated in the following order: Reconciliation, Confirmation and First Communion. They are no longer linked to particular ages or year levels although as a guide most children who participate in the program are in Years 3-5. In line with a revised policy that was released in 2014 the program is 'family-based, parish-centred and school supported'. Our program is run outside of school hours with parents and children attending the sessions together. It is run through our local Catholic parish of St Paul of the Cross Glen Osmond/ Parkside and enrolment occurs by attendance at a parent information session. Dates for the Sacramental program can be accessed through the Parish bulletin or by contacting the Parish Office. More information about the program can be obtained from Helena Card Assistant Principal Religious Identity and Mission (Acting) hcard@raph.catholic.edu.au

SPORTS

A variety of sporting opportunities are available to our students from Reception to Year 6. Swimming, athletics, cross country, lacrosse, soccer, football, touch football and cricket are all encouraged and fostered by the school either through carnivals or extra-curricular sporting teams. With the support of a co-ordinator, parents volunteer to coach and manage out of school hours sports teams.

CONCERTS, MUSIC AND DRAMA

Music and Drama are conducted as part of the educational program. Children are given the opportunity to display their expertise during concerts and end of year celebrations.

OTHER MUSICAL ACTIVITIES AVAILABLE

- Instrumental Program
- School Choir performing at school events and the Catholic Schools Music Festival
- Wind Ensemble

ART CLASSES

Art Classes are available after school on Tuesdays and Wednesdays for interested students. Costs apply.

EXCURSIONS AND CAMPS

Camps, excursions, retreats, and incursions are a valuable and enriching part of the spiritual, educational, pastoral, cultural and sporting program of St Raphael's School. They are conducted as an integral part of the educational program of the school.

Classroom teachers will send home all the necessary information relating to any camps that your child will be participating in and should be your first point of contact for any questions.

Please note: Costs for excursions are included in your School Fees at the beginning of the year. School camps incur **additional** fees.

HOMework

Homework is an important part of the learning process and gets our learners into good study habits. Homework reinforces and supports the school learning programs and extends learning outside of the classroom.

Teachers will explain their approach to homework through their individual class newsletters. We understand that homework needs to fit around family schedules and so adequate time will be given for completion. If you are finding that homework is becoming too demanding for your child, please approach your class teacher to discuss.

STUDENT ENROLMENTS

St Raphael's School is an inner city, Catholic school. We are committed to serving the needs of all families who seek a quality Catholic education for their child.

All people are eligible to apply for places at St Raphael's School. Naturally, with places in demand, priority is given to those who support the Catholic ethos of the school and have a Christian faith commitment.

A \$50.00 per family application fee (non-refundable) is payable upon lodgement of enrolment form. Receipt of this form will be acknowledged; however this is not a guarantee of acceptance.

Students are admitted following an enrolment interview between the Principal, child and the parents.

RECEPTION START DATES

There are two Reception intakes per school year. Reception children will be eligible to commence school at the beginning of the year if they turn 5 years of age on or before 30 April in that year. They may also commence school in Term 3 if they have turned 5 before 31 October.

An enrolment form is available via the Front Office.

As a waiting list sometimes exists, priority is given to enrolments of siblings of current students and then in order of receipt date of application.

TRANSITION WITH LITTLE RAPH'S PROGRAM

As part of the important transition process from pre-school to school:

- An Early Years teacher/ school leader visits the kindergarten or child care setting
- Orientation visits are organised and new Reception learners become part of the 'Little Raphs' program and visit 4-5 times before commencing school. This allows the children to become familiar with their new environment and meet their teacher
- A parent information session is held during these orientation visits
- Orientation dates and times will be forwarded in the term prior to your child commencing school.

ENROLMENT DEPOSIT

Following a formal interview and upon acceptance of a place at St Raphael's School, a \$100.00 non-refundable deposit is due. This amount is deducted from the first fee payment.

SCHOOL FEE INFORMATION

Please refer to the school website for the current fee schedule.

FEE PAYMENT

A statement for the School Fees will be issued at the beginning of the school year with payments to be finalised by the end of Term 3 using one of the options listed below:

Payment options available to parents:

Option 1

Lump sum annual fee

Accounts paid in full by 1 March will receive a 5% early payment discount on Tuition Fee only.

Option 2

Four instalments

Payment due dates for this payment option are:

Term 1	1 March 2023
Term 2	13 May 2023
Term 3	5 August 2023
Term 4	28 October 2023

Option 3

Continuous direct debit

A direct debit from a nominated bank account or credit card can be arranged fortnightly or monthly. Forms are available from the front office and should be returned to the school Finance Officer at the beginning of the school year.

Payments should be structured so accounts are finalised by the end of Term 3. The Finance Officer is able to assist with the calculation of instalment amounts for periodical payments.

Payment methods:

Cash, Cheque, BPAY, Credit Card (Visa or Mastercard), Qkr App, and EFTPOS.

FEES FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities including competitive sports are offered to students. Costs vary and will be invoiced separately, and payment is expected before the season commences. Students that are expected to attend camps will be invoiced separately and payment is expected before your child attends.

RESPONSIBILITY FOR FEES

All parents are expected to honour their financial commitment by the due date made at the time of enrolment.

FEE ASSISTANCE AND SCHOOL CARD

School Card

Families on low incomes are encouraged to apply for government assistance under the School Card Scheme. School Card application forms are available from the Finance Office. Families with School Card are eligible for 40% concession on tuition fees.

Debt Collection

Fee payments are to be finalised, including periodic payments, by the end of Term 3. Overdue accounts will be actioned in accordance with the school's Fee Collection Policy.

Financial Hardship

Families experiencing financial hardship are encouraged to make an appointment with the Finance Officer or Principal for a confidential discussion and to make alternate payment arrangements.

Contact

Any queries regarding school fees and fee payment should be directed to the Finance Officer, Damian Emery via telephone 08 8274 4900 or email accounts@raph.catholic.edu.au

SCHOOL COMMUNICATION

ELECTRONIC COMMUNICATION

Individual staff email addresses are included on page 4 of this parent handbook.

PARENT AND TEACHER COMMUNICATION

Staff keep regular communication with parents via the SEESAW App, class newsletters, interviews, email and Skoolbag App.

ASSEMBLIES AND CELEBRATIONS

Community gatherings give us an opportunity to pray together and to highlight the various gifts and talents that each learner brings to the school. Assemblies are held regularly and led by a designated class.

NEWSLETTER

The St Raphael's School Newsletter is uploaded to our website, Skoolbag App and emailed to families fortnightly (Wednesday of weeks 2, 4, 6, 8, and 10). It contains information about school life and events.

All our newsletters including current and past editions can also be accessed on our website www.raph.catholic.edu.au

If you would like to add an announcement (i.e. the birth of another child) we would appreciate your copy, preferably by email, to info@raph.catholic.edu.au by Monday 4:00pm. If you have any issues receiving the newsletter, please email Denise directly dalessandro@raph.catholic.edu.au

SKOOLBAG PARENT COMMUNICATION APP

St Raphael's School utilises Skoolbag App technology. It can be downloaded from the App Store or Google Play Store.

This is a free communication tool for parents and enables you to receive immediate emergency alerts, excursion delays and updates straight to your handheld device. The Skoolbag App also allows you to update contact details, submit absentee forms, receive newsletters and add events straight into your phone calendars.

Directions for how to download the Skoolbag App are available on our school website in the News and Events > Skoolbag section.

QKR PAYMENT APP

St Raphael's School offers a secure school payment system using the Qkr App (pronounced 'quicker') by Mastercard. Qkr provides a safe and easy way for you to pay for school items from your phone at a time and a place that suits you.

- Order and pay for your child's Canteen lunches
- Pay fees, excursions, event tickets, after school sport and more

You can also see all your receipts listed on your App and send them via email if you need.

The Qkr App can be downloaded on your Android or iPhone via Google Play or the App store.

SOCIAL MEDIA

St Raphael's School utilises Facebook, Instagram and YouTube to celebrate our learners and our school community. These platforms provide a social way to interact, engage and keep up to date with school activities.

HARD COPY NOTICES

From time-to-time notices will be sent home for events and activities along with forms for excursions, homework requests and other important information. [It's always good to check your child's bag]

LOGOS AND SCHOOL MARKETING

Parents are asked not to use our school logo in any documents, on images or on merchandise without prior approval from the Principal.

We ask that you please seek direction from the front office prior to producing any letters on behalf of the school, such as sponsorship requests, flyers, invitations, organised class activities, etc.

PARENT PARTICIPATION

The school community values parent participation and involvement. We believe the school is a place for students, staff and parents. St Raphael's School values community and fosters all parties working together.

We aim to build an environment in which parents feel welcome and which fosters the growth of a mutually beneficial partnership between parents, teachers and students. We believe that only then can a child receive the maximum benefit from his or her education.

Parents take on a variety of roles within the school to strengthen community. A variety of events and fundraising opportunities are held during the course of the year and parents are encouraged to get involved.

SCHOOL BOARD

The School Board is the governing body of the school. It meets once per month and deals with matters such as policy development, master planning, facilities and finances. Members are elected to the Board from the parent body at an AGM held in March each year.

PARENT AND FRIENDS COMMITTEE

Our Parents and Friends Committee meets twice a term to organise school fundraising and community enhancing activities for our school. We have many families who are part of the volunteering section of our P&F with a smaller core group who attend the meetings. We encourage all our families to participate.

VOLUNTEERS

Parent Volunteers help add to the richness of our school community, they help our students achieve the best possible learning outcomes and provide welcome support to our staff.

The generosity of our volunteers is always greatly appreciated.

Parents and carers can help in several ways including:

- Classroom support, excursions, teaching a skill, parent talks, cooking, Sports Day practice or craft
- Sports coaching
- Special education support
- Assisting in the Canteen
- Arranging parent coffee morning - this might be as simple as setting a date for a quick coffee and chat after drop-offs at a local cafe

- Attending working bees
- Getting on the School Board or joining the Parent and Friends Committee.

To volunteer at our school or assist on outings, you are required to have a Working with Children Police Clearance and to supply the school with a copy of the police clearance to keep on file.

POLICE CLEARANCE

It is the policy of the Catholic Archdiocese of Adelaide that all volunteers undergo a national police check. Police Check Consent Forms are available from the school office and office staff can assist you with the process.

The police check is valid for three years and is free of charge to parent volunteers.

Volunteers are also required to undertake RAN – E training (Responding to Abuse and Neglect). This is an online course and can be done either in your home or at school.

CYBERSAFETY

The ICT User Agreement for students is very clear about rights and responsibilities of students when using any school resources for electronic learning. Students are taught from an early age that it is not acceptable to misuse any media, harass other students or interfere with other students' learning.

Parents also need to be aware of the child's use of media at home and the way that they are using email and the internet. We have attached some information about Cybersafety to the Online Parent Resources section of our website, should you need some extra information or assistance in this area. It is important to note that Social Media Platforms require users to be **13 years** of age to have an online profile so our students should not be members.

Any issues that arise from computer use at home should not impact negatively on our school/students/staff or families. Please be mindful that we take the reputation of our school and our community very seriously and any significant issues in this area will be reported to external authorities.

We also ask that photographs of children other than your own **ARE NOT** used on any social media websites. Parents should take **extreme** care in photographing other children at any school event and ensure that they have parental consent before posting any images of other children. Please do not enable location settings when posting images of children.

ELECTRONIC DEVICES AND MOBILE PHONES

St Raphael's School wishes to discourage students from bringing digital and electronic devices to school on the grounds that they are valuable and may be lost, stolen, broken and that they can be disruptive to teaching and learning. However, the school recognises that some students require access to a cellular device (including mobile phones or smart watch) for safety reasons when going to and from school.

GUIDELINES FOR USING MOBILE PHONES AT ST RAPHAEL'S SCHOOL

Please note children should not have cellular devices, including iPhones, Smart Phones or Smart watches in their possession during the school day. If your child has any devices at school, for safety reasons they must be handed in to the class teacher in the morning and collected at the end of the day. The school will not be held responsible for loss or damage to a cellular device.

MEDICAL INFORMATION

At St Raphael's School we have an on-site first aid room located adjacent to the school's front office. Any student medication is stored in the first aid room in a locked cupboard to be accessed and administered as required by a qualified first aid officer.

Medication such as asthma puffers and EpiPens will accompany your child on school excursions, camps and to other off site venues.

In the interest of keeping a healthy environment for all our staff and students, any child who is unwell or showing any indication of illness should **NOT** be sent to school. Children suffering from infectious diseases should always be kept at home.

Additional Information:

AMBULANCE COVER

The process for utilising ambulances from school (or any school associated program; sporting event, excursion or camp) will be as follows:

If, in the opinion of a qualified first aid officer (or most senior staff person present) an ambulance is required, it is the duty of care to each student, that an ambulance be called. We recommend that all families check their personal insurance for ambulance cover and if not covered, take out St John Family Membership or cover through SA Ambulance Service.

ANALGESICS AND INJECTIONS

Staff are **not permitted** to dispense analgesics or administer injections.

ASTHMA

Students with asthma are required to have an Asthma Management Plan (AMP) filled out by their doctor. You are required to supply the school with their AMP along with clearly labelled asthma medication and spacer.

Details can be discussed with staff in our front office. Asthma SA have a great website at asthma.sa.org.au if you require more information.

EPIPENS

Parents of children who require an EpiPen need to supply the school with a clearly labelled EpiPen and an action plan for Anaphylaxis.

Senior first aid officers check student medication at the beginning of each term and parents are contacted regarding expiry dates. Parents are responsible for ensuring their child has a supply of valid medication.

HEAD LICE

This is a very common problem among school children and so we ask that you check your child regularly. We will contact parents if a child shows symptoms of head lice and a note will be sent to the class to remind parents to check hair. We ask that if you find any head lice on your child that you notify the class teacher or office so that we can take all necessary precautions. We understand that this can be a very sensitive issue so ask that everyone is particularly caring and considerate in their management of this.

SPECIAL CONDITIONS/REQUIREMENTS

All parents/guardians must complete a student medical and health record at the time of enrolment. This must be updated every year or whenever there is a change in the student's medical condition.

Depending on the student's health care needs additional documentation may need to be completed e.g. asthma plan. Some children with special needs would need to be involved in the inclusive education enrolment process provided by Inclusive Education staff.

Please make an appointment with the Principal if your child requires special conditions or requirements.

ADMINISTERING MEDICATION

If your child requires the administration of medication by a staff member the procedures followed by the school are:

- Only medication prescribed by a medical practitioner will be administered.
- Medication must be handed to the front office before school.
- For security and safety reasons, all medication is stored in a locked cupboard in the First Aid Room. Medication must not be stored in school bags, desks, classroom etc. (The only exception is where a student's safety is at risk if he/she is not carrying their own medication. Please make special arrangements with the Principal if your child is in this category).
- A parent must request administration of the medication in writing and issue full instructions. Any change in instructions and/or dosage must be in writing, signed and dated by the parent.
- While it is reasonable for a staff member to remind a child wherever possible to report to the agreed location for medication, the school does not accept responsibility for missed doses of medication.

- It is not possible to give a guarantee that the medication will be given at exactly the prescribed time. However, the school will do its best to administer the medication as close to the prescribed time as possible.
- If for some reason a question arises as to whether a dose of the medication should be given in a particular instance, you will be contacted by the senior first aid officer. If you are not contactable, we reserve the right to contact your medical practitioner, or failing that doctor being available, a medical practitioner of the school's choosing for guidance.
- Staff are not able to monitor the outcomes following administration of medication. It is not within their area of expertise. Please do not ask staff members to comment on your child's reaction to medication or ask staff to make judgements about your child's state of health following medication etc.
- The senior first aid officer can only comment on whether or not your child has received the medication in accordance with your instructions.
- If staff become concerned that your child is ill, you will be immediately contacted.

ALLERGY AWARENESS POLICY

St Raphael's School is a **NUT-FREE SCHOOL** (of most importance is no peanuts or peanut based products at all).

Nut products or foods containing traces of nuts are not sold in our Canteen and will not be used in class cooking activities and should not be brought to school by any child.

Even if children are allowed nut products at home (e.g. peanut paste, Nutella), parents are requested not to send these to school as children may innocently share with another who suffers a severe allergy – and that can be life threatening.

CANTEEN

The St Raphael's School Canteen lunch ordering is outsourced to EAT on Glen Osmond and available Thursdays and Fridays of the school term. The menu offers healthy eating options as well as a range of gluten free foods.

Canteen Price List is available:

- via our Qkr App

Orders can be made via our Qkr App.

The School Canteen is open on Thursday and Friday at lunchtime for ice block purchases.

We rely on volunteers to assist in the running of our school Canteen. Please consider helping out in this area if you are able to. If you want to work for a couple of hours, we are flexible!

RESOLVING GRIEVANCES

St Raphael's School recognises that from time to time there may exist situations where adults or students are involved in conflict and this needs to be resolved by talking to nominated staff members. The aim is for issues to be resolved and reconciliation achieved through a culture of listening and acknowledging differing opinions.

Our staff ask that parents use the correct process when concerned about their child or some aspect of the school. Issues with the learning program should be initially discussed with the class teacher at a mutually agreeable time. Specialist teachers may also need to be included.

If you do not feel that your concern has been resolved, or if you have other concerns about a school issue, you will need to make a time to see the Principal or APRIM (Assistant Principal Religious Identity and Mission). These discussions will be treated as confidential and we ask that parents respect the professionals that are here to assist your family and our community by not discussing the issue with the wider circle. These matters belong to the school to manage and so we ask that parents not seek out other parents to solve these issues.

St Raphael's School Grievance Policy is available on the school's website.

STUDENT BEHAVIOUR

Students are expected to behave in a respectful manner towards their peers and supervising adults. Students who are in breach of our Behaviour Management and Personal Responsibility Policy will be required to participate in a restorative conversation with teacher/s. Continual breaches of school expectations will result in missed play and possible internal suspension with more serious behaviours incurring external suspension. Please refer to our Behaviour Management and Personal Responsibility Policy.

STUDENT CONCERNS

Where student concerns are of a relatively minor nature and involve, for example, friendship issues between students, we undertake to assist students to resolve concerns in a spirit of mutual cooperation and restorative justice. In these circumstances contact with parents is often not required.

When student concerns are raised that are ongoing or cannot be resolved with normal mediatory practices with the assistance of the class teacher, we will make contact with parents as appropriate.

We are committed to the most expedient resolution of concerns and will maintain timely and appropriate communication with parents throughout the grievance resolution processes within the constraints of the busyness of school activities and commitments.

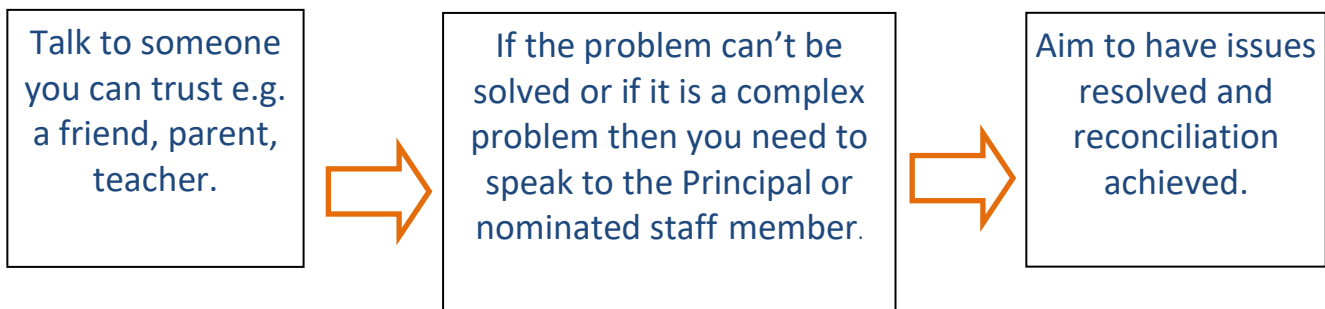
IMPLEMENTATION

At St Raphael's School students are taught and adults model:

- How to solve problems
- How to get help if needed to resolve problems
- How to differentiate between those problems that need help from an adult and those that can be resolved without adult intervention
- The importance of reporting something that is serious, may cause harm or is illegal
- To have a voice in their school through the Student Voice Committee
- Through programs that endeavour to educate the whole child, providing information and strategies to support their own welfare

WHAT TO DO IF THERE ARE ISSUES TO BE RESOLVED

Where conflict occurs between two parties we offer this diagram to provide guidance to our students. This could be used as a model for a variety of situations; student to student, student to adult or adult to adult. If it won't go away or you are still worried about it:



AGENCIES

The following organisations may be of assistance to children / families experiencing difficulties:

Catholic Education Office SA	Phone:	8301 6600
Department for Education	Phone:	8226 1000
Child Abuse Report Line (Families SA)	Phone:	131 478
Women's & Children's Hospital	Phone:	8161 7000

SCHOOL UNIFORM

The wearing of a school uniform is an expectation at St Raphael's School. The school uniform, as well as being attractive and practical, helps to develop a sense of belonging and pride in our school. The uniform is outlined below. St Raphael's School uniforms can be purchased via our Qkr App.

WINTER UNIFORM – To be worn Terms 2 and 3

Girls

- Pinafore: up to size 14 (Reception to Year 3)
- Pleated skirt: size 10 up (Year 4 to Year 7)
- Shirt: Sky blue long sleeve
- Jumper: V-neck navy
- Tie: cross over tie
- Socks: Grey ankle length or grey tights
- Shoes: Black leather lace up school shoe or black buckle school shoe
- Additional item: Blue trousers

Boys

- Shirt: Sky blue long sleeve shirt
- Jumper: V-neck navy
- Trousers: Grey school trousers (no cargo type trousers)
- Socks: Grey ankle length
- Shoes: Black leather lace up school shoe

SUMMER UNIFORM- To be worn Terms 1 and 4

Girls

- Dress: Mid blue pin-striped dress
- Shoes: Black leather school shoes or brown school sandals
- Socks: White ankle length with shoes or no socks with sandals
- Additional items: Skort (worn with short sleeve shirt)

Boys

- Shorts: Navy school shorts
- Shirts: Pale blue – short sleeve, shirt with school monogram
- Socks: Grey – with shoes only
- Shoes: Black leather school shoes or brown sandals

Sports Uniform – Unisex

- Navy track pants

- Navy sports shorts with school monogram
- Double blue striped polo-shirt with school monogram
- Sandshoes – predominately white with white shoe laces
- Sport socks - plain white which cover the ankle (no logos)
- Windcheater with school monogram

ADDITIONAL ITEMS

- **Hat** - Navy bucket or slouch hat monogrammed to be worn from 1 August to 30 April.
- **School Bag** - Navy monogrammed school bag – medium or large no brand named backpacks.
- **Communication Folders** - Navy monogrammed
- **Library Bag**

Please note also:

- Nail polish must not be worn at school
- Hair if longer than collar length, must be tied back for safety
- Make-up is not to be worn at school
- Jewellery: Students are not permitted to wear jewellery at school for both safety and security reasons.

The only exceptions are:

- Earrings for pierced ears – must be plain sleepers or studs, no more than one in each ear
- Religious pendants – these must be simple designs and may be worn under the uniform and out of site to ensure safety
- Watches may be worn - neutral colours and designs.

Please make sure to clearly label your child’s uniform and property.

You can purchase stick-on and iron-on labels online from **Bright Star Kids (brightstarkids.com.au)**. Please nominate “St Raphael’s School, Parkside” in the fundraiser section under ‘Review and Pay’ in the checkout.

LOST PROPERTY

Lost property can be collected from the school office.

Office hours are 8:30am – 4.00pm.

EXTREME WEATHER

It is important that children are kept safe from weather extremes. In Adelaide the likely extremes are heat, rain and thunderstorms. Sometimes there may be other reasons for signalling inclement weather, such as thunder/lightning or dust storms, extreme wind, smoke or heavy fog etc.

Each of the classrooms is air-conditioned so there is no need for early dismissal on days of extreme heat. All food items and drink bottles will be kept inside on days of extreme heat.

HOT WEATHER PROCEDURE

When the weather forecast for a particular day is 36 degrees Celsius students will remain in covered areas at all times or inside air conditioned classrooms.

After school sport activities are cancelled if the weather is wet or inclement or when the temperature is forecasted as 36 degrees Celsius. Parents are asked to phone the school office after 2:00pm if in doubt.

SUN PROTECTION - HATS

1 August to 30 April

Students are expected to wear our school bucket hat whenever involved in outside school activities. Students must wear hats during recess, lunch and outdoor activities from 1 August to 30 April as recommended by the Anti-Cancer Council. Students not wearing a hat will be asked to move to a shaded area of the school and miss out on play and activities.

(No hat = No play).

Students are not required to wear hats during winter, but caution is urged during May to July should the UV alert rise above 3 on any day.

THANK YOU

Thank you for being a valued member of the St Raphael's School community!