

# St. Bede's Braidwood



*Information Booklet*  
**2015**



***All for the Honour and  
Glory of God***

The school motto, depicted in Latin on the school shield, translates as "All for the Honour and Glory of God". This is the central theme of day to day school life for children and staff.

**Mission Statement**  
***St. Bede's..... 'A School with Heart'***

*Where we are inspiring, challenging and nurturing one another to:*

**live** from the heart,  
**love** from the heart,  
**learn** from the heart

**GENERAL INFORMATION**

St Bede's is located in Park Lane behind Ryrie Park one block from the town main street. Braidwood and its setting was the first town in NSW to become heritage listed in March 2006.

In the 2011 census the Braidwood District had a population of 1499. Braidwood is located within the Palerang Shire, the State electorate of Monaro and the Federal electorate of Eden-Monaro.

**ADDRESS:**

St. Bede's Primary School  
Park Lane  
BRAIDWOOD NSW 2622  
Telephone: (02) 4842 2413  
Fax: (02) 4842 2224  
Email: [office.stbedesb@cg.catholic.edu.au](mailto:office.stbedesb@cg.catholic.edu.au)  
Website: [www.stbedesb.nsw.edu.au](http://www.stbedesb.nsw.edu.au)

## **ADMINISTRATION:**

St. Bede's is a Catholic School in the Archdiocese of Canberra-Goulburn. It is administered by the Catholic Education Office in close co-operation with the:

Archbishop:	Archbishop Christopher Prowse
Pastoral Associate:	Brother Brian Berg
Principal:	Mr Gerard Galvin
Assistant Principal:	Mr Julian Laffan
Religious Education Co-ordinator:	Mrs Ann Monkhouse

## **STUDENTS:**

The school is a co-educational primary school with an enrolment of 123 pupils, aged 5 to 12 years in Kindergarten to Year 6.

## **STAFF:**

The staff of 2015

Principal	Gerard Galvin
Assistant Principal	Julian Laffan
Religious Education Coordinator	Ann Monkhouse
Kinder [Gugunyal-kookaburras]	Ann Monkhouse/Katie Tooth(1 day)
Year One [Bilima-turtles]	Kym Godwin
Year Two [Djinug-echidnas]	Julian Laffan/Danielle Clarke(1 day)
Year Three [Buru-kangaroos]	Emma Hillsdon/Rebecca Edwards
Year Four [Gari-Gari-snake]	Alicia Ernst
Year Five/Six [Dunuudj-owls]	Germaine Hannaford/Danielle Clarke (1 day)
Learning Support Teacher	Katie Tooth
Learning Support Assistant	Michelle Bartley
Office Administrator	Lara Hewitt
Teacher Librarian	Victoria McGrath
Physical Education	Gerard Galvin
Numeracy Intervention Program	Katie Tooth
Drama	Emma Hillsdon

## SCHOOL COMMUNITY COUNCIL

Dear Prospective Parents.

I would like to welcome you to St Bede's School Community Council (known as the CC). At St Bede's School Community Council we encourage and welcome new parents/families becoming involved with the school and the CC. It is this involvement that helps give St Bede's that great community spirit and friendliness that you and your family will get to know and enjoy.

The CC is the parents voice at St Bede's School and was formed in 2009 by the amalgamation of the schools Board and the then Parents and Friends (P&F).

The School Community Council has a decision-making role in certain areas and an advisory role in others. The CC provides the School Leadership Team with support and it is another main avenue for parents to appropriately raise issues or concerns.

The CC organises the running of the various working committees, some of which include:

- Catering committee - St Bede's CC will and do cater for car club rally visits, funerals and other catering requests.
- Gardening and maintenance committee – for the upkeep of the school and grounds.
- Social Committee – organises social functions for families and parents
- Sports carnivals – help with sports carnivals.
- Fundraising committee – help raise funds for the school, as we are not funded by the government to the same degree as public schools.
- Canteen – parents who volunteer to operate the canteen on Fridays.

This is to name just a few of the parent activities that go on around St Bede's and volunteers are called for every year for these various groups. The CC currently has 10 members but this can vary.

Greg Gilbert

### 2015 School Council Members

Chair:	Greg Gilbert
Deputy Chair:	Donna McAllister
Treasurer:	Rhonda Waters
Secretary:	Karen Cairns

Parent Representatives:

Janine Hindmarsh  
Kelly Bunn  
Tim Allen

Staff Representative:	Julian Laffan	Assistant Principal
-----------------------	---------------	---------------------

Ex-officio Members:	Gerard Galvin	Principal
	Brother Brian Berg	Pastoral Associate



## **DAILY TIMETABLE**

8.30 - 8:55am	Morning supervision
9.00 - 11.00am	Morning session – Literacy Block
11.00 - 11.25am	Recess (includes 10 minutes of supervised sit down eating time)
11.30 - 1.00pm	Middle session – Numeracy Block
1.00 - 1.45pm	Lunch (includes 10 minutes of supervised sit down eating time)
1.50 - 3.10pm	Afternoon session
3.10pm	End of school (Children supervised until 3:20pm)

## **CANTEEN**

A canteen operates each Friday and is run by parent volunteers.

## **SCHOOL BANKING**

School banking is available and operates each Wednesday.

## **NEWSLETTER**

A school newsletter is emailed every Thursday and uploaded to the website. A paper copy is available upon request and is sent home with the youngest child in each family.

## **FINANCIAL RESPONSIBILITY OF PARENTS**

Each parent is asked to consider seriously their obligation to support the school by paying full school fees, contributing generously to the parish budget and giving time and services to activities, including fundraising. The School Fees Committee meets to discuss school fee issues and may consist of the Parish Priest or delegate, Principal, School Office Manager and Council Chairperson.

## **DIOCESAN POLICY**

It is the right of every Catholic child to attend a Catholic school. Therefore, no Catholic child will be disadvantaged because of financial difficulty. Should a difficulty exist, a meeting must be arranged with the Principal to discuss payment options.

## **SKOOLBAG**

A free App is available to the community to assist communication, receive newsletters, send absent notes to school and access the school calendar.

2015 Fees

CEO Tuition Fee	\$268.00	per family	per term
Maintenance Levy	\$113.00	per family	per term
Administration Levy	\$48.00	per family	per term
Resource Levy	\$36.00	per child	per term
Operating Levy	\$36.00	per child	per term
ICT Levy	\$20.00	per family	per term

**Extra Fees:**

Any excursions or sporting events that your child may attend are charged separately from the term fees and are payable at the time of the event.

	TERM 1	TERM 2	TERM 3	TERM 4
One Child	\$521.00	\$521.00	\$521.00	\$521.00
Two Children	\$593.00	\$593.00	\$593.00	\$593.00
Three Children	\$665.00	\$665.00	\$665.00	\$665.00

PAYMENT PLAN	YEARLY FEES	40 WEEKS	26 F/N	52 WEEKS	MONTHLY
One Child	\$2,084.00	\$52.10	\$80.15	\$40.08	\$173.67
Two Children	\$2,372.00	\$59.30	\$91.23	\$45.62	\$197.67
Three Children	\$2,660.00	\$66.50	\$102.31	\$51.16	\$ 221.67

**Methods of Payment:**

- \* EFTPOS at front office or by completing the relevant section on the fee statement
- \* Direct Debit (from your nominated account on a weekly, fortnightly or monthly basis)
- \* BPay
- \* Paying in person with cash or cheque
- \* Filling out the relevant section on the Fees Statement and posting or sending in class bag to the Office with a cheque
- \* **Instalments** - If it is more convenient for you to pay the fees by instalments, please notify the office to have a suitable payment plan worked out for you.

## **SCHOOL CURRICULUM**

Students at all levels study a broad range of subjects across all Key Learning Areas of Religious Education, English, Mathematics, Science and Technology, Human Society and Its Environment, Creative Arts and Personal Development/Health/Physical Education.

All courses are based on the Australian Curriculum documents developed by the NSW Board of Studies. These documents outline the outcomes to be achieved. All ranges of abilities are catered for with provision for students needing individual help because of learning difficulties and for those requiring extension or enrichment.

- Although interrelated, each curriculum area has specific skills and thought processes to be developed.
- A detailed school-based curriculum with sequential development in each subject area, using guidelines prepared by the NSW Board of Studies and Catholic Education
- Children with learning difficulties or those who need extension, are assessed by the class teacher, the Learning Support Teacher and, if necessary, consultants from Catholic Education or Southern Health Service, Southern Tablelands Sector. These children are then given special assistance by the Learning Support Teacher and Learning Support Assistant.
- In 2015 St Bede's became a BYOD school. Students are asked to bring their own device each day with parents loading the required Apps. The chosen device is either an iPad or iPad mini. Please speak with the school for further information.

## **RELIGIOUS EDUCATION**

At St. Bede's Religious Education is based on sound teaching and learning practices using a range of developmentally appropriate strategies and integrated with other Key Learning Areas. The Archdiocesan syllabus Treasures New and Old provides the framework for ensuring a comprehensive and systematic study of the Catholic Faith and Traditions appropriate to the experience, abilities and needs of our students.

Religious Education is integral to the everyday life of St Bede's School. Our Peace Room activities held Tuesday – Friday mornings, provide opportunities on a daily basis for the whole school community to come together to pray and share with each other.

Each class teacher takes a turn to coordinate Peace room Prayer on a weekly basis. The themes followed in the Peace Room are in line with the whole school theme for each year, highlighted feast days of the year and seasonal celebrations in our Church. There is always opportunity for discussion and prayer about world events, community occasions and family celebrations, birthdays etc.

Classroom lessons also support the Parish Sacramental Program and provide opportunity for the children to celebrate mass and the sacraments. St Bede's classes attend class masses each year, a whole school mass each term, as well as participate in weekend masses and school based liturgies.

St Bede's School is proud of its connection with St Bede's Parish.



## **CLASS STRUCTURE**

Generally classes at St Bede's are organised so that children of similar chronological age are educated in the same class and usually progress to the next year level at the completion of one academic year. Class make-up can vary from year to year and is dictated by the student numbers in each year level.

In 2015 the six classes are grouped in the following way:

Kindergarten	23 students
Year One	21 students
Year Two	18 students
Year Three	15 students
Year Four	17 students
Year Five/Six	29 students

## **ASSESSMENT AND REPORTING**

At St Bede's we recognise that strong ties of communication are an essential feature of the contemporary educational setting. Parents are encouraged to visit classrooms and to regularly discuss classroom issues with teachers. As part of our Assessment and Reporting Policy we have a number of formalised times for parent communication throughout the year.

### **Term 1**

Interim Reports are sent home to parents in Week 9 which report on the Personal and Social Development and Work Habits of the students. Three-Way Interviews involving teacher, parent and student are held in the final week of Term 1. Parents are welcome to arrange an interview at other times. Three-Way Interviews are offered again at the end of Term 4.

### **Terms 2 and 4**

Semester Reports are issued towards the end of Terms 2 and 4. Reports for students in Years 1-6 use the A-E Common Grade Scale for all Key Learning Areas studied during each Semester. Students in Kindergarten are reported on using a 3 Point Scale – Competent, Developing and Experiencing Difficulty. Parents are encouraged to make an appointment with their child's teacher as the need arises.

### **Term 3**

Teachers ensure that any issues or concerns raised in the Term 1 interviews are assessed. Further interviews are scheduled as required.

In Kindergarten the following formal assessment tools are used in Terms 1 and 4.

- Phonemic Awareness
- Letter Identification
- Reading
- Canberra Word Test
- Concepts about Print
- SENA

Reading levels of each student are assessed at least once a term using running records and Numeracy skills are individually assessed using SENA 1 and SENA 2 from Count Me In Too.





## St Bede's Braidwood is a Kidsmatter School

### What is KidsMatter?

KidsMatter is a primary school mental health promotion, prevention and early intervention initiative developed in collaboration with the Commonwealth Government Department of Health and Ageing, *Beyond Blue: the national depression initiative*, the Australian Psychological Society, the Australian Principals Associations Professional Development Council (APAPDC) and supported by the Australian Rotary Health Research Fund. The KidsMatter initiative aims to:

- Improve the mental health and well-being of primary school students
- Reduce mental health problems among students
- Achieve greater support and assistance for students experiencing mental health problems.

Schools have a significant influence on students' emotional, social and behavioural development. There is a growing understanding that the primary school years represent a significant opportunity for mental health promotion, and the prevention and early intervention of mental health problems in children.

Students who are mentally healthy learn better, have better relationships with teachers, family members and peers, and exhibit greater resiliency in meeting life's challenges. Ultimately these students are better placed to successfully negotiate the transition into adolescence and adulthood: they are less likely to exhibit serious mental health problems and have a greater capacity to achieve long-term education and career goals.

Conversely, mental health problems such as anxiety, depression and behavioural disorders significantly compromise the quality of life of young people, diminishing their capacity for schooling, relationships and community participation. Of concern is that mental health problems are appearing earlier, and are more persistent, complex and damaging.

"Schools have a profound influence on children, their families and the community. Young people's ability and motivation to stay in school to learn and utilise what they learn is affected by their mental health. Schools are crucial in building or undermining self-esteem and a sense of confidence."

*World Health Organisation 1995.*

# ST BEDE'S PRIMARY SCHOOL UNIFORM POLICY

## Rationale:

St. Bede's uniform is distinctive and sets our school apart in the community. It is important that staff, students and families work together to ensure that our school uniform is worn with pride and that we adhere to the list of uniform requirements.

## Aim:

- Students are to wear the correct school uniform on any given school day
- The school uniform is kept in a neat and tidy state without rips and stains
- Students display a sense of pride in wearing their school uniform at all times

## Implementation:

### WHERE AND WHEN

- School uniform must be worn to school by all students during normal school hours unless otherwise stated by the Principal
- School uniform must be worn by all students outside of school when representing the school in various extra curricula events unless otherwise stated by the Principal or organising member of staff
- Summer or winter uniform may be specified for special events e.g. Winter Uniform worn for the ANZAC Day March

### WHAT CAN BE WORN

- All items of clothing worn must be from the 'List of School Uniform' from either the summer OR the winter uniform. Summer uniform is worn in Terms 1 and 4. Winter uniform is worn in Terms 2 and 3. Students are not permitted to wear items from both summer and winter lists
- All items of uniform should be kept clean and in good repair
- All items should be worn as intended i.e. tie done up correctly

### HAIR AND JEWELLERY

- Hair must be kept clean and tidy and where longer than shoulder length must be tied back. Permitted hair clips and elastics must be in school colours
- Facial make-up may not be worn to school (except under medical advice)
- No facial piercing or jewellery may be worn. Simple studs in the ear lobe (one per ear) no more than 3mm in diameter are acceptable. Wrist watches are acceptable
- No hair dye may be worn in hair except under medical advice. Hair must be worn in a natural manner (i.e. no mohawks, razor cuts etc.)
- No badges, chains or brooches other than school badges may be worn. Exceptions may be made by the principal e.g. Sacramental badges

### ENFORCEMENT

- It is the responsibility of every parent/guardian to check that their child is wearing correct uniform to school every day
- If a student arrives at school with incorrect uniform if possible she/he will be asked to remove the incorrect item/make up/jewellery/nailpolish. Where an item cannot be easily removed or is necessary for comfort/safety (e.g. shoes):
  1. The student will be informed that the uniform is incorrect and asked not to wear the item again
  2. A letter will be sent home to the parent/guardian indicating the breach of uniform policy if the issue continues
  3. If after a letter is sent and the issue continues, the parent/guardian will be contacted by telephone or asked to attend a meeting at the school

# **St. Bede's School Uniform List**

## **Summer**

**Girls** Short sleeved A – line frock in standard school pattern  
Navy wool-knit v-necked jumper with red stripe  
Navy sloppy joe with logo  
Plain white socks to cover ankle  
Black leather/vinyl shoes or 'work' boots, no heel. No black sandals or sports shoes  
Discreet red or blue hair accessories  
Navy hat with logo; legionnaire or bucket style

**Boys** Navy shorts  
Short sleeved light blue Midford 1010c Colour School Blue  
Navy wool-knit v-necked jumper with red stripe  
Navy sloppy joe with logo  
Navy socks  
Black leather/vinyl shoes or 'work' boots, no heel. No black sandals or sports shoes  
Navy hat with logo; legionnaire or bucket

## **Winter**

**Girls** Navy princess line tunic  
Long sleeved Midford 1012 BGPM School Blue  
School navy tie with red stripe, correctly tied  
Navy tights  
Navy v-necked jumper with red stripe  
Navy sloppy joe with logo  
Black leather/vinyl shoes or 'work' boots, no heel. No black sandals or sports shoes  
Navy slacks may be worn INSTEAD of tunic [not underneath]  
Navy beanie with embroidered school name; legionnaire or bucket hat  
Navy coat

**Boys** Navy cotton drill trousers  
Long sleeved shirt: Midford 1012c Colour School Blue  
School navy tie with red stripe correctly tied  
Navy v-necked jumper with red stripe  
Navy sloppy joe with logo  
Black leather/vinyl shoes or 'work' boots, no heel. No black sandals or sports shoes  
Navy socks  
Navy beanie with embroidered school name; legionnaire, or bucket hat  
Navy coat

## **Sports Uniform**

**Girls** Maroon polo style shirt with logo  
Maroon pleated wrap skirt (ie netball type)  
Maroon sports shorts  
Maroon sports brief  
Plain white socks to cover ankles and to be above shoe line  
Sports shoes which are predominantly white  
Maroon tracksuit with school logo

**Boys** Maroon polo style shirt with maroon logo  
Maroon sports shorts  
Plain white socks to cover ankles and to be above shoe line  
Sports shoes which are predominantly white  
Maroon tracksuit with school logo

**Year 6** School Leader polo shirt worn on sport days

**Note:**

1. Beanies can be worn before school and throughout the day if particularly cold. School caps/hats are still required at school for recess and lunch on these days, and may need to be worn at the discretion of the teacher on duty or the Principal
2. Students are welcome to wear plain navy scarves or plain navy gloves in winter
3. St. Bede's school bag is compulsory. If senior students [Yrs 5 and 6] require another bag, they are permitted to bring a plain navy backpack rather than purchase a new school bag.
4. School uniforms including school caps, hats and bags are available from Mutton's on Wallace Street. A small number of school hats/caps are for sale from the office for emergencies.
5. Parents are asked to ensure all uniform items are clearly labelled with their child's name.



Welcome to St Bede's. My name is Jorja and I am in Year 6.

As you are thinking of enrolling your child at St Bede's I would love to tell you all the stimulating and motivating things I like about St Bede's.

I have been at St Bede's ever since year three and so far it has been an enjoyable ride.

I have appreciated and cherished St Bede's ever since I first started. The students are entertaining, friendly, kind and considerate which means it is very easy to make new friends. The teachers are fantastic which creates a great learning environment with pleasurable subjects. The subjects that we do all year round include: creative arts where each class gets to spend time with another teacher to do: dance, art and singing. Some of the other subjects are drama, art, dance, sport, health, science; HSIE, English, Maths, Religion, library and we have Peer Support groups that the year six leaders run. Peer groups allow students to work with different people from different years and will be able to work as a team. It also helps the year six students to improve and advance in their confidence of showing leadership.

I enjoy being at St Bede's because we have many fun school functions and activities such as the cross country carnival, swimming carnival and the athletics carnival, that also includes fun novelty events. There is the Welcome BBQ at the start of the year and assemblies at the end of most terms. We have a school mini fete in Term 4 and the Year 5/6 students run an activity that the rest of the school can participate in which raises funds for other communities around the world that need assistance. There are a number of interest groups that the students can choose from at the end of the year.

Everyone, including me, appreciate the year 5\6 camp. This is a biannual camp which everyone looks forward to and loves.

St Bede's also celebrates birthdays, masses, Easter, Christmas, Feast days and Reconciliation in Year two, Eucharist in Year three and Confirmation in Years 5/6. From the start of each year, Kindergarten children will have a year six buddy that will help them, look after them and make sure that they feel happy and are always okay. They will have their buddy for the whole year. This program ensures that kindergartens fit in well and know they can come right to us if they have any problems.

I have enjoyed my time at St Bede's and I have great memories and will be sad when I leave but I hope your child will have the wonderful opportunity to enjoy St Bede's like I have.

Yours Sincerely,

Jorja Noye



Welcome to St Bede's. My name is Miah and I am in Year 6.

As you are thinking of enrolling your child at St Bede's I would love to tell you all the motivating and creative things I like about St Bede's.

I have been at St Bede's ever since Year Three and I found it is incredibly easy to fit in.

I have cherished St Bede's ever since I first started. The students are entertaining, friendly, kind and compassionate which means it is very easy to make new friends. The teachers are brilliant which creates a great learning environment with enjoyable subjects. The subjects that we do all year round include: Creative Arts where each class gets to spend some time with another teacher to do singing, art, dance and some other activities. We also have Drama, Sport, Health, Science, HSIE, English, Maths, Religion, Library and Peer Support groups that the Year Six leaders run. This allows children to meet other students from different Year groups and to let them know that these people will be able to help them in different situations.

I enjoy being at St Bede's because we have many wonderful school functions and activities such as the Cross Country Carnival, Swimming Carnival and the Athletics Carnival, which also includes fun novelty events. There is the Welcome BBQ at the start of the year, Pancake Tuesday for everyone to join in at the beginning of Lent and also the assemblies at the end of most terms. We have a school Mini Fete in Term 4 and the Year 5/6 students run an activity that the rest of the school can participate in which raises funds for a worthy cause. There are a number of Interest Groups that the students can choose from at the end of the year. These groups are run by teachers and parents; this is an exciting event which everyone is able to participate in.

Everyone looks forward to the Year 5/6 school camp. This is a biannual camp which all the senior students appreciate and adore.

St Bede's also celebrates student's and staff's birthdays, Masses, Easter, Christmas, Feast days and Reconciliation in Year Two, Eucharist in Year three and Confirmation in Year 5/6. From the start of each year, Kindergarten children will have a year six buddy that will help them, look after them and make sure that they feel happy and are always okay. They will have their buddy for the whole year. This program makes sure that Kindergartens fit in and find new friends straight away.

I have enjoyed my time at St Bede's and I have great memories and will be sad when I leave but I hope your child will have the wonderful opportunity to enjoy St Bede's like I have.

Yours Sincerely,

Miah Gunderson



## ST BEDE'S PRIMARY SCHOOL BRAIDWOOD

Please ensure the following documents provided are certified photocopies or bring originals and copies to the School Office with your completed enrolment form on or before Friday 22 May 2015.

Please do not send originals in the mail.  
Incomplete documentation will delay the enrolment process.

### APPLICATION CHECKLIST

- Birth Certificate
- Baptismal Certificate
- Immunisation Records
- Copies of documentation relating to any medical or learning difficulty issues
- Court orders if applicable

You will be asked to make time for an Enrolment Interview at the time of application.

