



Saint David's  
PARISH SCHOOL

# PARENT HANDBOOK



**2025**

# Contents

SAINT DAVID'S SCHOOL KEY CONTACT INFORMATION .....	2
MISSION STATEMENT .....	3
ATTENDANCE MANAGEMENT .....	4
BRAIN FOOD .....	5
COMMUNICATION .....	6
COUNSELLING SERVICE FOR STUDENTS.....	7
CURRICULUM .....	7
CYBERSAFETY .....	9
DROP OFF AND PICK UP .....	9
ELECTRONIC DEVICES AND MOBILE PHONES .....	9
FEE INFORMATION .....	10
HOMEWORK.....	11
MEDICAL INFORMATION .....	11
MUSIC INSTRUMENTAL PROGRAM.....	12
OUT OF SCHOOL HOURS CARE (OSHC) .....	12
PARENT INVOLVEMENT AT SAINT DAVID'S.....	13
SUPERVISION OF STUDENTS.....	14
UNIFORM REQUIREMENTS .....	14

## SAINT DAVID'S SCHOOL KEY CONTACT INFORMATION

**SCHOOL ADDRESS:** 40 Elizabeth Street  
TEA TREE GULLY SA 5091

**TELEPHONE:** 8360 6300

**FAX:** 8360 6327

**WEBSITE:** [www.stdavids.catholic.edu.au](http://www.stdavids.catholic.edu.au)

**EMAIL:** (General enquiries) [info@stdavids.catholic.edu.au](mailto:info@stdavids.catholic.edu.au)

**ABSENTEES:** 8360 6373

**OUT OF SCHOOL HOURS CARE:** 8360 6330

### SCHOOL HOURS

8:15am	Supervision begins (Any child arriving before 8.15 will be taken to OSHC - fees apply)
8:45am	School commences
11:05am - 11:35am	<b>First Break</b>
11:35pm – 11:45pm	Eating time
1:15pm - 1:45pm	<b>Second Break</b>
3:00pm	Dismissal
3.15pm	Supervision ends (Any child remaining after 3.15pm will be taken to OSHC - fees apply)

### OFFICE HOURS

8:15am – 4:00pm during the school term

## MISSION STATEMENT

*At Saint David's Parish School, we embrace our motto "The Lord is my Shepherd", trusting in God's compassion and care for all, while responding to the call to lead and serve, now and into the future.*

***In partnership with families, we engage our students in a dynamic, holistic education that values uniqueness and develops gifts within the context of a Christ-centred environment.***

## VISION

***Saint David's Parish School is a vibrant, inclusive, Catholic community inspired by St Mary MacKillop, fostering faith and learning so as to nurture optimistic compassionate people of the world.***

## VALUES

Founded in the Catholic tradition, we value...

- **EXCELLENCE** – inspiring all to continually strive for success
- **COMMUNITY** – belonging through engagement, consultation and collaboration for the common good.
- **FAITH** – living Jesus' way of love and compassion for all.
- **RESPECT** – appreciating uniqueness and supporting sustainable relationships.

## ATTENDANCE MANAGEMENT

### Punctuality

Please ensure that all students arrive at school ready for the morning bell at 8:45am. It is important that all children arrive on time to prevent disruption to the class routine.

### Reporting an absence

It is vital that all parents/caregivers inform us before 8:45am of a student absence using one of the following methods:

**Absentee line:** 8360 6373

**Email:** [absentees@stdavids.catholic.edu.au](mailto:absentees@stdavids.catholic.edu.au)

**Website:** [www.stdavids.catholic.edu.au/contact-us/student-absences](http://www.stdavids.catholic.edu.au/contact-us/student-absences)

**Office:** 8360 6300

### Non-attendance

If a call or email has not been received, the school will contact the parents to ascertain the student's whereabouts. This will occur via an SMS at approximately 10am each day. If an SMS is received, a response providing and explanation for the absence is required.

### Late arrival

Gates are locked at 8:50am. Students who arrive after that time need to sign-in at the office.

### 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 Office at least 2 weeks prior to the intended absence. This is a government requirement. This can be obtained from the Office.

## BRAIN FOOD

Brain Food is a small healthy snack which is eaten in the morning. All students are asked to have a small piece of fruit or vegetable every day, along with a bottle of water to be kept on their desk to encourage them to drink throughout the day.

## CANTEEN

Rory's School Lunches supplies lunches to Saint David's Parish School and they offer healthy eating options as well as a range of gluten free foods.

Lunch is available to order online through the Qkr App on Monday, Wednesday, Thursday and Friday of the school term.

**Saint David's Parish School operates on a cashless lunch ordering system.** All lunch orders must be done online.

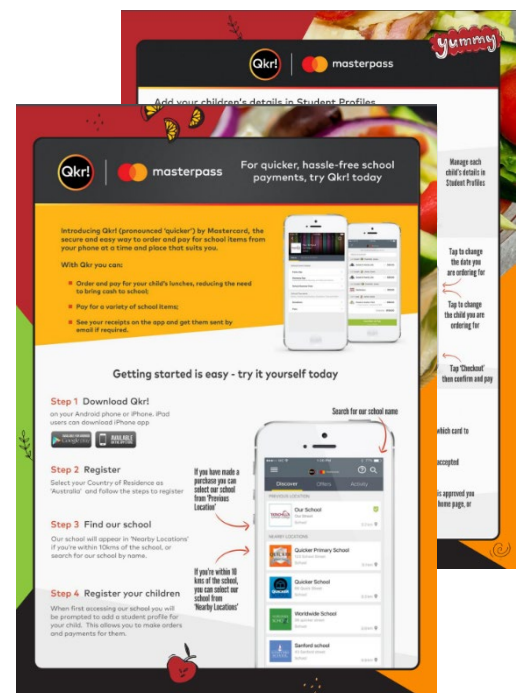
Online orders can be placed and paid for securely using our Qkr App (see page 13).

Please be mindful that lunch orders will not be accepted after **8:30am** each morning.

From time to time we have Special Lunch Order days which are advertised through the newsletter and Seesaw App.

Both the Canteen menu and pricelist can be viewed on the school website.

If you have any issues placing an order at all, please contact **Rory's Parent Support Line on 08 7084 1801.**



## COMMUNICATION

### Parent And Teacher Communication

Staff regularly communicate with parents/caregivers via Seesaw, class newsletters, diaries, interviews and email.

### Right to Disconnect

As of 26 August 2024, all employees have the right to refuse employer or third-party contact outside of working hours as per the Right to Disconnect Legislation. Staff may still choose to respond to any work-related messages at a time of their choosing and this may be outside of school hours. There is an expectation, however, that teachers will respond to emails within 24-48 working hours of receipt.

### Assemblies

Assemblies are held on a regular basis, dates can be viewed on the calendar on our school website.

### Newsletter

The Saint David's School Newsletter is uploaded to our website and emailed to families every three weeks. It contains information about school life and events.

Current and past editions can also be accessed on our website  
[www.stdaids.catholic.edu.au](http://www.stdaids.catholic.edu.au)

If you would like to add an announcement (i.e. the birth of a child) please email details to [info@stdaids.catholic.edu.au](mailto:info@stdaids.catholic.edu.au). If you have any issues receiving the newsletter, please email Bonnie directly [amelie.kennettsmith@stdaids.catholic.edu.au](mailto:amelie.kennettsmith@stdaids.catholic.edu.au)

### Qkr Payment App

Saint David's School offers a secure school payment system using Qkr. Qkr provides a safe and easy way for you to pay for school items from your personal device.

- Order and pay for your child's canteen lunches
- Pay fees, special activities, and after school sport

Directions for how to download the App are available on our school website in the Community>Parent information section.

### Logos And School Marketing

Parents/caregivers 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 Office prior to producing any letters on behalf of the school, such as sponsorship requests, flyers, invitations, organised class activities, etc.

## **COUNSELLING SERVICE FOR STUDENTS**

Saint David's Parish School has a school counsellor on site two days per week. Parents/caregivers are able to refer their child through the classroom teacher. Teaching staff are also able to recommend a student to the counsellor and students are also able to request a session with our counsellor.

Parental consent is required for ALL students to attend counselling. This may be verbal to Teacher / Principal or via printed referral form. Forms are available from the Office.

## **CURRICULUM**

### **Educational Programs**

Our educational programs are developed using Crossways and the Australian Curriculum.

### **Assessment**

Each child's progress is continually assessed by their class teacher/s.

Formal Learning Conversations are conducted in Terms 1 and 3 to enable parents/caregivers, students and teachers to work together to set learning goals.

Formal written reports are sent home in Terms 2 and 4.

### **Inclusive Education**

At Saint David's Parish School, we have a strong commitment to education and ensuring that every child has the opportunity to shine. We celebrate the uniqueness of each individual and work with our students and families to unlock personal strengths and characteristics. We strongly believe that it is the responsibility of all teachers and staff to support our learners.

To meet the needs of all learners, programs are differentiated within the classroom setting. International Competitions and Assessments for Schools (ICAS), Children's University, Oliphant Science Awards and Lego Club are examples of opportunities for accelerated learners.

For students needing additional support with their learning, we offer a number of flexible learning support programs depending on resourcing and student needs.

Tier 3 Support is for students who require additional literacy assistance. It is an intensive, multisensory program focusing on phonetic instruction and the alphabetic principle.

### **Religious Education**

At Saint David's Parish School, our Religious Education program is set up to support parents/caregivers raising their children in the Catholic Faith and those who are wanting to share an environment of spiritual development and strong family values. At Saint David's Parish School we value diversity and welcome families of all variations, from all cultural and religious backgrounds. As a Catholic school, we have a deep



belief in the value of community and our responsibility to show kindness and respect to all.

Celebration is a key focus of our Religious Education program and so Masses and liturgies are held regularly to enrich the children's appreciation of their faith. Students attend regular Masses at the local Parish Church and all classes are given the opportunity to lead Masses throughout the year.

Saint David's Parish School follows the Crossways Religious Education Framework to guide our curriculum.

### **Sacramental Program**

The Sacramental Program is a family based, parish centred and school supported program. Sacraments are celebrated in the following order: Reconciliation, Confirmation and First Communion. Our program is run outside of school hours. The program begins early in the school year and runs across the first 3 terms. Parents/caregivers and children attend the sessions together.

More information about the program can be obtained from St David's Parish [secretary@stdavidsttg.org.au](mailto:secretary@stdavidsttg.org.au)

### **Sports**

A variety of sporting opportunities are available to our students from Reception to Year 6 in many different sports. Our PE teacher is the coordinator and relies on parent volunteers to coach and manage the out of hours sports teams.

### **Music**

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

#### **Other Musical Activities Available**

- Instrumental Program
- School Choir
- School Band

### **Excursions And Camps**

Increased independence, improved social skills, unplugging from technology, increased physical activity and creating lifelong memories, are just some of the benefits of our annual camp program.

Students in Years 4 - 6 participate in annual camps as part of a focus on outdoor education. Our camp program has students participating in a variety of exciting overnight educational experiences.

All of our camps, incursions and excursions are conducted to enhance and support classroom studies. They often provide practical experiences to extend learning in a particular curriculum area.

School camps incur **additional** fees.

## **CYBERSAFETY**

The ICT User Agreement for students is very clear about rights and responsibilities of students when using any devices.

Information about cybersafety at home can be found on the following website: [www.esafety.gov.au](http://www.esafety.gov.au)

## **DROP OFF AND PICK UP**

### **Parking**

Please adhere to signage in and around the school in relation to parking and traffic flow. It is important that local residents and businesses have access to their properties at all times. Cars are not to queue across pedestrian crossings. The council monitors this closely and issues fines for rule breaches.

## **ELECTRONIC DEVICES AND MOBILE PHONES**

Students are discouraged from bringing digital and electronic devices to school including smart watches.

If your child must have a mobile phone at school for safety reasons, students agree to:

- Turn the phone off or put on silent, hand in to the class teacher in the morning and collect at the end of the day;
- Follow the rules and behaviour guidelines as outlined in our ICT Acceptable Use Agreement.

The school will not be held responsible for loss or damage to mobile phones or personal devices.

## FEE INFORMATION

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

### School Fees And Charges

A statement for the Tuition Fee and charges will be issued at the beginning of the school year with payments to be finalised by the end of November unless alternative arrangements have been made with the Business Manager prior.

#### Payment options available to parents/caregivers:

##### Option 1 Full Payment Discount

Accounts paid in full by 28 February will receive an early payment discount.

##### Option 2 Instalment Options

3 instalments	Feb, May & Aug
10 equal monthly payments	Feb – Nov
20 equal fortnightly payments	Feb – Nov
40 equal weekly instalments	Feb – Nov

#### Payment methods:

Payments can be made in full or by an approved payment plan. We encourage all families to set up weekly, fortnightly or monthly direct debit payments.

Payment options include:

- Direct Debit – deducted from your bank account (forms available from the office).
- BPay – reference numbers are printed on invoices and statements.
- Credit Card – Visa or Mastercard (forms available from the office).
- Cash, EFTPOS or via QKR App
- EFT – Saint David's Parish School, BSB: 066 782 Account: 100000171 (please use BPay reference number as your reference).

### Fees For Extra-Curricular Activities

Extra-curricular activities will be invoiced separately.

### Fee Assistance And Low Income Fee (School Card)

To be eligible for the lower income fee, you need to qualify as a low income family. This is determined by your family's gross income and is a \$ value set by the State Government.

In 2025, your family's gross income needs to be below approximately \$70,994 for a family with one school-age child. (The limit will vary depending on how many dependent children you have).

Proof of income is required and applicants will need to apply via the [State Government's School Card scheme](#).

Our Business Manager can help you if you have any questions about applying for the lower income fee.

## Debt Collection

Fee payments are to be finalised, including periodic payments, by the end of November. 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 Business Manager 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 our Business Manager, Debbie Graeber.

**Enquiries:**   **Phone:**       8360 6332   or  
                  **Email:**        [dgraeber@stdavids.catholic.edu.au](mailto:dgraeber@stdavids.catholic.edu.au)

## HOMEWORK

Homework is an important part of the learning process and gets students into good study habits. Please refer to the current homework policy on the school website.

## MEDICAL INFORMATION

At Saint David's we have an on-site First Aid room located in the school's Office. All student medication and up-to-date action plans are stored in the first aid room in a locked cupboard that can only 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.

**Head lice:** It is our policy that if a child shows symptoms of head lice, a note is sent out to the class to remind parents/caregivers to check hair. If you find any head lice on your child, please notify the class teacher or office so that we can take all necessary precautions.

### Special conditions/health requirements:

All parents/caregivers 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.

### Allergy Aware Policy

Saint David's Parish School is an **ALLERGY-AWARE SCHOOL**. Being 'allergy aware', means that no nut products or foods containing traces of nuts are sold in our canteen,

will not be used in class cooking activities and should not be brought to school by any child.

## **MUSIC INSTRUMENTAL PROGRAM**

All tutors commence lessons in Week 2 of Term 1. Lesson times will be confirmed in the first week. It is the parent's responsibility to contact the tutor to notify them of cancellation of lessons or your child's absence from school.

Please contact Paul Anstey for further information: [panstey@stdavids.catholic.edu.au](mailto:panstey@stdavids.catholic.edu.au)

## **OUT OF SCHOOL HOURS CARE (OSHC)**

Saint David's School OSHC aims to provide a friendly, flexible service for families needing before and after school care. OSHC is located on-site.

### **Before School Care**

Before school care opens at **7:15am**. Between 7:15am and 8:10am breakfast is offered to children. Before school care concludes at 8:30am.

### **After School Care**

After school care commences at 3:00pm and concludes at **6:00pm**. Children are provided with a snack.

### **Vacation Care**

The Vacation Care program runs during school holidays from 7:15am-6:00pm daily. The Vacation Care program closes for a two-week break over the Christmas/New Year period.

Director: Mim Everett  
[meverett@stdavids.catholic.edu.au](mailto:meverett@stdavids.catholic.edu.au)

### **OSHC Fees**

Please refer to our website for current OSHC fees and charges.

### **The following benefits apply to families using OSHC**

The Child Care Subsidy (CCS) is paid directly to the Service on behalf of families.

It is the parent's responsibility to register for the Child Care Subsidy (CCS). Registration can be completed through myGov using your Centrelink account or through the Express Plus Centrelink mobile app. For further information, please visit <https://www.servicesaustralia.gov.au/child-care-subsidy>.

## **PARENT INVOLVEMENT AT SAINT DAVID'S**

The school community values parent/caregivers participation and involvement. We believe the school is a place for students, staff and parents/caregivers. Saint David's Parish School is well known as a school which values community.

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

### **School Board**

The School Board is the governing body of the school. It meets twice a term 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.

### **Parents And Friends**

Our Parent and Friends is comprised of parents/caregivers who support community building within our school. Parents and Friends meetings are held twice a term on a Tuesday evening. The Parents and Friends organise activities for the whole school community.

### **Volunteers**

Parent Volunteers help add to the richness of our school community and provide welcome support to our staff. The generosity of our volunteers is always greatly appreciated.

Parents/caregivers can help in a number of ways including:

- Excursions
- Sports coaching
- Attending working bees
- School Board and supporting parent fundraising activities

To become a volunteer, you are required to complete a Volunteer Details, Health & Declaration Form, undertake a WHS Induction, undertake online RAN-EC (Responding to Abuse and Neglect) training and have the relevant Working with Children clearance (see below for further information).

### **Working with Children Screening**

It is the policy of the Catholic Archdiocese of Adelaide that all volunteers undergo a Department of Human Services (DHS) Working with Children Screening. Office staff can assist you with this process.

The clearance is valid for five years and is free of charge to parent volunteers.

## SMOKE AND VAPE FREE SITE

Saint David's Parish School is a smoke and vape free site. We maintain a smoke and vape free environment at all events which involve our students including (but not limited to) school performances, sporting competitions, award ceremonies and celebrations.

## SUN PROTECTION – HATS

Students are expected to wear a legionnaire hat whenever involved in outside school activities. Students must wear hats during 1<sup>st</sup> and 2<sup>nd</sup> Break times and outdoor activities in Terms 1, 3 and 4 and when the UV radiation level is 3 and above outside of these times, 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 = Play in the shade).**

## SUPERVISION OF STUDENTS

### Before School

Morning supervision in the school yard begins at 8:15am. If your child arrives at school before that time, they will be sent to OSHC 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 at each entry point from 3:00pm – 3:15pm. If you have not collected your child by 3:15pm they will be sent to OSHC (Out of School Hours Care) where supervision is provided at a cost.

**The playground is out of bounds before and after school.**

## UNIFORM REQUIREMENTS

The Saint David's Parish School uniform is supplied by Perm-A-Pleat. The full range of the uniform is available to try on at the Office prior to placing your order online. The uniform shop is open every week at the following times:

Mondays: 8:15am-9:15am

Mondays: 2:30pm-3:30pm

Thursdays: 8:15am-9:15am and

Thursdays: 2:30pm-3:30pm

For further details, please visit the Uniform page on our website: [www.stdavids.catholic.edu.au/about/uniform](http://www.stdavids.catholic.edu.au/about/uniform)

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

## **Lost Uniform Items and Lost Property**

The lost property box is located in the foyer outside the school library.

## **INCLEMENT WEATHER PROCEDURES**

When the weather forecast is 36° degrees or above, or raining, students will have inside play.

**After school sport activities** will automatically be cancelled if the forecast temperature is 35° degrees or over for training in the Gym.