Mt St Patrick
Catholic Primary School
MURWILLUMBAH

PARENT HANDBOOK
2012
MESSAGE FROM THE PRINCIPAL

Dear Parents

Welcome to the community of Mt St Patrick Primary School, Murwillumbah. We hope your association with the school is a happy and rewarding one and we look forward to working with you during the time you and your child/ren are members of our community.

We are committed to our students and to our parish-school community. We act out of shared values and beliefs, and shared and agreed practices and procedures with consistent approaches.

The school aims to assist in the development of the full potential of each child within the atmosphere of a caring Christian Community. As a Catholic School the reason for our existence as a separate education system, is to facilitate the faith development of each child. However, this is not done in isolation, or is it something separate and added on to the curriculum; it is that which permeates all aspects of life within our community.

Since Mt St Patrick Primary School is a Parish School we strive to foster a sense of belonging to the Parish community. This is done firstly through efforts to develop a strong sense of community within the school and through involvement in liturgical celebration in the Parish church either as a school community or as part of the wider Parish community. In this, as in all aspects of school life, we recognise the vital role of you, the parents, for it is your involvement in the life of the parish that will complement what is being done at school. We see the school as working in partnership with you to ensure the best possible education for your child, now and for the future.

The staff at Mt St Patrick Primary School are committed in providing an effective education that endeavours to meet the social, spiritual and academic needs of all students.

Brian Laybutt (M Ed, B Ed, Dip Teach, MACE, JP)
Principal

School Information

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<td>School Address:</td>
<td>30 Mooball St</td>
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<td>Murwillumbah 2848</td>
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<td>Telephone:</td>
<td>6672 1821</td>
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<td>Fax:</td>
<td>6672 1536</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:msppmbah@lism.catholic.edu.au">msppmbah@lism.catholic.edu.au</a></td>
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<td>Web Site:</td>
<td><a href="http://www.murplism.catholic.edu.au">http://www.murplism.catholic.edu.au</a></td>
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STAFFING 2012

SCHOOL LEADERSHIP TEAM 2012

PARISH PRIEST - Fr David Gilbey
Brian Laybutt PRINCIPAL
Brendan Ryan ASSISTANT PRINCIPAL
Michelle Mackney RELIGIOUS EDUCATION CURRICULUM COORDINATOR
Jade Dixon Acting RELIGIOUS EDUCATION MINISTRY COORDINATOR
Mrs Carolyn Waugh CURRICULUM COORDINATOR
Agnes Markham SPORT COORDINATOR

2012 CLASSES

KINDERGATEN
Miss Mackney (KM)            Miss Powell (KP)

YEAR 1
Mrs Dixon (Yr1 D)             Mrs Trevithick (Yr 1 T)

YEAR 2
Ms Pritchard (Yr2 P)          Mrs Dowling (Yr 2 D)

STAGE 2
Mr. Houlahan (St 2 H)         Ms. Crouch (St 2 C)     Mrs Morosini (St 2 M)

MIDDLE SCHOOL
Mrs Markham (MS M)            Mr Spiller (MS S)      Mrs Waugh (MS W)     Mr Forrester (MS F)

SPECIALIST TEACHERS
TECHNOLOGY
Mrs. Spiller

MUSIC
Mrs. Brooks

ART
Mrs Forrester

ADDITIONAL NEEDS
Mrs Shirley

LITERACY SUPPORT
Mrs Thiering

EXECUTIVE RELEASE
Mrs Daly & Ms Nelson

SUPPORT STAFF
Technology Support Mr. Logan        Library Support Mrs Withers
School Chaplain Mrs Zambelli
Wellbeing / Pastoral Support Mrs Shirley

SECRETARIAL STAFF
Mrs Heath            Mrs Butler

TEACHER SUPPORT
Mrs. Akehurst        Mrs. Cantrill      Mrs Champley      Mrs Lack

CLEANERS
Mrs. Browning

CANTEEN
Mrs. Wilcox

OUT OF HOUR SCHOOL CARE
“MAD SPORTS” Rachael DeGroot ph 66744487 m 0433691 316
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ABSENCES FROM SCHOOL

It is required under the Education and Public Instruction Act 1987 that a written note explaining a child's absence from school be supplied by the parents on the child's return to school.

If students arrive to school after 8.50a.m. they are required to go to the Office and complete a late note (green slip) This is then brought to the class teacher and recorded in the class roll.

If a student is collected early, the parent / guardian will complete an early departure note (yellow slip) and this will then be placed in the class teachers pigeon hole so that details can be recorded in the class roll.

If a parent / guardian is collecting a student during the day with the intention of returning the student to school, they will need to fill in an early departure slip (yellow) and when returning back to school a late arrival slip (green).

Extended Absence

If the child is to be away for an extended period (3 or more days), a telephone call / or notification to the school should be made. It is still necessary to supply a note when the child returns.

Granting Leave

Principal may record up to 15 days in School Year for a student for:
- Misadventure/Unforseen Event
- Domestic necessity
- Participation in non-school Special Event
- Attendance at Funeral
- Recognised Religious Festival or Ceremonial Occasion

- More than 15 days in a school year requires an Exemption from Attendance
- Principal & Director can issue an Exemption from Attendance of up to 50 days in a 12 month period. More than 50 days must go to Minister via Catholic Education Commission
- Students participating in Elite Sport or Entertainment Industry for more than 10 consecutive days need an Exemption from Attendance

Application for Exemption from Attendance at School form is available on the school web page

Unexplained Absences

In the event of a student:
Having returned to school after an extended absence, and a written note has not been presented to the school outlining the reason for the absence the school will:
1. Send home a proforma requesting a written note
2. Contact the parent / guardian requesting same
3. At the discretion of the Principal, make contact with the School’s Liaison Officer (CSO) or relevant Child Protection Agencies.
AIR CONDITIONING

All classrooms and the administration area of the school is air conditioned.

Primarily air conditioning is to be used within the classrooms to ensure that the students are comfortable and are able to work at an optimum level consequently providing an environment that is conducive to effective student learning.

ANTI-BULLYING POLICY

Because Mt St Patrick Primary is “A partnership between parents, children, teachers, priests and parishioners where each person is accepted and takes responsibility to care for each other and to build a strong educational community” (School Vision Statement), bullying will not be tolerated.

Our Anti Bullying Policy is available at the office or through our school web page.

Further information / assistance is available through:

Police Liaison Support Officer Tweed Heads  ph. 07 5536 0960
Kids Helpline  1800 551 800

ASSEMBLY

Assembly is normally held in the Parish Hall at 2:30 p.m. each Friday. This is a wonderful occasion for the whole school community to gather to celebrate its members' achievements. At each Assembly a class presents items and awards are given to children who have made a good effort in academic, sporting or social areas.

At times the Parish Hall is unavailable on Fridays and at these times Assembly may be held in the Basement on an alternative day or postponed.

AWARDS

In addition to the reward systems that operate in each class the following formal awards are presented as follows;

- Student of the Week (Main Assembly).
- Good Sport Award (Main Assembly).
- Birthdays (Monday Assembly).
- Principal’s Award (Main Assembly).
- School Honour Award (Main Assembly).
- Class Merit Awards (Class)

MERIT AWARDS are awarded by the class teacher as a reward for achievement, behaviour and encouragement. A maximum of 1 award per 5 children in the class, per week, is permitted. Teachers are to keep a record of merit awards. These awards are given in class. No Merit Awards are to be issued after the final Assembly of the year.

PRINCIPAL AWARDS are presented at the main assembly to children who have received 5 Merit Awards.

SCHOOL HONOUR AWARDS are presented at the main assembly after children have received their third Principal’s Award in a given year.
END OF YEAR ANNUAL AWARDS.

On Presentation Night, usually the Tuesday of the last school week of the year, the medals presented for each class are:
1. Academic Achievement. (1 for each year level in composite classes)
2. Religion Prize. (Religious academic achievement)
3. Outstanding Achievement.

Achievement Award certificates are issued to individuals to recognise special talents and achievements. These awards are selected by the class teacher(s) based on the children’s efforts for the entire year.

SCHOOL AWARDS
- Amanda Kenny Memorial Shield for Christian Values.
- Dux of Mt St Patrick Primary.
- Father Frank O’Gorman Shield for School Spirit.
- Sport Person of the Year.
- Principal’s Award.

School Spirit and Christian Values Awards are selected by the entire staff at a staff meeting. Thomas Leadership Award is awarded to a student who has excelled in their role within the Student Representative Council. The Sports Person of the Year follows a set scale of points which recognises their levels of achievement.

These awards are open to the following students:
- Dux of Mt St Patrick Primary
- Amanda Kenny Memorial Shield for Christian Values Yr 6 students only
- Sport Person of the Year
- Fr O’Gorman Shield for School Spirit Yr 5 & 6 students only
- Thomas Memorial Award for Leadership SRC Representative
- Principal’s Award Yr 6 students only

BAND

The school has a very comprehensive music program and tuition of musical instruments on offer. To compliment this the school also has a school band that rehearse each Friday from 12:00– 1.30 p.m. This available for all students Yrs 3 through to Yr 6.

BUS TRAVEL
Free bus travel is available for all children in Kindergarten, Year 1 and Year 2 irrespective of the distance travelled.

Free bus travel is also available for children in Years 3-6 if they live beyond a radius of 1.6 kilometres from the school. Private Vehicle Conveyance Subsidy is also available for families who reside more than 1.6 kilometres (walking distance) from the nearest transport pick up point. Application forms can be obtained from the school office. Children need only apply once for a bus subsidy, as bus subsidies are automatically renewed each year. However, if a child changes his/her address, a new subsidy form must be filled in immediately. Some bus companies issues passes. If a bus pass is lost, parents must notify the bus company. The highest standard of conduct is expected of students while travelling on buses.

**CHANGE OF DETAILS**

Please NOTIFY the school secretary if there is a **CHANGE of ADDRESS, HOME PHONE NUMBER, WORK PHONE NUMBER or EMERGENCY CONTACT** so that in case of accidents or any emergency, we can make immediate contact with you. In the event of an accident, when a parent cannot be contacted, the child will be taken to a local medical centre or an ambulance will be called. A member of staff would always accompany the child to hospital. The school must have the student’s current address and contact phone numbers on record at the school.

**CHILD PROTECTION**

* Children are not permitted to leave the school premises unaccompanied, unless they have written permission from their parents/guardians, or a direct phone call is made to the office by the parent.

* When a parent calls to collect children during school time, they must come to the Administration Office. The children will then be sent for. This includes during recess and lunch breaks.

* Parents are not permitted to visit children during recess and lunch breaks.

* Under new legislation the school grounds are deemed to be enclosed grounds. This means that any person on school property without proper authorisation is trespassing and is liable to prosecution. At all times parents must report to the school office before entering the grounds.

**COMMUNITY INVOLVEMENT**

Mt St Patrick Primary School is very active within the school community. Students participate in the annual Murwillumbah ANZAC DAY march. The school enter a float in the Banana Festival. In addition to this students participate in eisteddfods, debating and frequently raise funds for various communities / charities.

**CLOTHING POOL**
All items handed in as lost property will be kept as lost property for 3 weeks ONLY. If unmarked or unclaimed, all clothing will be placed in a clothing pool for re-sale or given to St Vincent de Paul. If you have school uniforms that no longer fit your child, please donate them to the clothing pool. This provides a service to parents in need.

All articles of clothing should be clearly labelled with the child’s name.
* Clothing Pool is open on the 1st Thursday of each month (8:30 – 9:30am)

COUNSELLOR

Whilst the school does not have a “qualified” counsellor directly employed by the school, the school does employ a Pastoral Support person. The role of this person is to work with teachers / students who are experiencing difficulty – socially, emotionally. A Teacher seeking support for a student must first contact the Principal. The Principal will, if necessary contact the Additional Needs Teacher / Pastoral Support Teacher. A decision regarding the course of action will then be determined by all four parties.

If professional counselling is required the school has one of three options:
1. Advise that counselling can be accessed by obtaining a referral through a local GP.
2. Contact Tweed Family Centre and seek assistance 07 55248711
3. School engage the services of a qualified registered counsellor (who meets the CSO criteria and requirements)

CURRICULUM

At Mt St Patrick Primary, we follow the various curricula authorised by the N.S.W. Board of Studies. To facilitate the implementation of these curricula, a variety of texts and approaches are used by the class teachers.

RELIGIOUS EDUCATION

Religious Education is the “raison d’etre” of our Catholic Schools. Students are exposed to the Good News that the Kingdom of God is among us. While Religious Education stands alone as a K.L.A., it is implicit in all other K.L.A.s. Religious Education involves students examining Scripture in the light of their own life experience and being encouraged to make decisions after reflection on what Scripture and their own experience suggests to them.

ENGLISH

English is the Key Learning Area where Students develop knowledge, skills and understandings about English language and literature. English also has a wider role as a means of learning in all KLA’s.

MATHEMATICS

Students in Mathematics learn to analyse and solve problems in the areas of space, measurement and number. It involves the study of patterns and relationships and provides a means of communication.

INTEGRATED STUDIES

Integrated Studies organises: Science and Technology, Human Society and Its Environment, Creative Arts and Personal Development, Health and Physical Education into units of work. These units of work are taught across the Stage on a two year cycle. The two year cycle ensures that all outcomes within the Stage are covered in a comprehensive and systematic way. Integrated Studies allows for the curriculum to be taught more efficiently and ensures a balanced coverage of all key learning areas.
In addition to the above Curriculum Areas students receive specialised tuition in Music, Art, and Library.

**DISABLED ACCESS**

The school conforms with the Disability Discrimination Act 1992 in terms of the school’s buildings and premises. All levels of the school have disabled access. This access is via ramps and a lift that has been installed. Please notify the school Office if access to the lift and ramps is required.

In addition to this the school has two disabled toilet blocks equipped with showers.

**DISCIPLINE**

At Mt St Patrick Primary when we speak of discipline, we are referring to the means of bringing the children to practise self control. We are aiming to lead the children to regulate their conduct according to Christian ideals, values and standards.

At Mt St Patrick Primary we see our own example of respecting the children and building up their self-esteem as a means of bringing them to respect themselves and others.

We believe that if we take a positive approach to discipline, such as praising, rewarding achievements, encouraging effort, collaboration, exhortation and expressions of disappointment in failure, then we will bring about the achievement of self control.

We believe that children like to be regulated and that they are secure in knowing what is expected of them. For this reason school and classroom regulations are made known to the children and consistently enforced. In this way children learn to own their own behaviour and are able to accept the consequences of it.

Each person has the **RIGHT** to happiness at the school and to be treated with tolerance and fairness. Each person has a **RESPONSIBILITY** to be fair to others.

While we strive to use a positive approach to discipline by rewarding good behaviour and effort, the school also has a programme of disciplinary action which; takes into account the nature and severity of transgressions of basic school rules; is sequential; is co-ordinated across the school and is consistently applied to boys and girls.

One of the disciplinary actions in our school is to place children on detention for **serious** breaches of the school rules which include;

- Bullying
- Disrespectful behaviour
- Inappropriate language
- Inappropriate behaviour
- Hands On

Students who have been placed on detention three times in any one term will have their end of term privilege withdrawn. If a fourth occasion occurs parents will be asked to attend an interview with either the Principal or Assistant Principal. A detailed outline of steps and procedures is outlined in the school discipline policy.

Consistent non-conformity to the school rules, particularly in serious matters, may result in a student’s continued enrolment being reviewed.

**SUSPENSION & EXPULSION**
Refer to school Discipline Policy and School Suspension and Expulsion Policy. – school web page

**Restraint of a Child**
Staff has a duty of care to every child at the school and therefore may be required to restrain a child for the child’s own safety, for the safety of another child or adult or for self protection.

In cases where a teacher or supervising adult is required to undertake reasonable action, the following steps will occur.

- The minimum restraint required to achieve a safe environment shall be used.
- The teacher who exercised physical restraint will notify the principal immediately with a verbal account of the incident and names of any witnesses.
- The teacher’s verbal report will be followed up with a detailed written report, to be filed with the Principal.
- Parents/Guardians shall be notified of the circumstances A.S.A.P. by the principal or delegated person.
- Any such incident will be dealt with according to the School’s Discipline Policy.

**CORPORAL PUNISHMENT IN CATHOLIC SCHOOLS**

**POLICY STATEMENT**

Staffs in schools of the Lismore Diocese are prohibited

Mt St Patrick Primary school does not condone the use of corporal punishment as a form of behavioural modification in the home situation

Parents / volunteers working within the school are prohibited from using corporal punishment as a means of disciplining or correction of students. Concerns regarding student behaviour must be referred to the class teacher.

Corporal punishment is defined as the application of physical force in order to punish or correct a student but does not include the application of force only because of action taken to prevent personal injury to, or damage to or the destruction of property of, any person, including the student.

**DROP OFF & COLLECTION OF CHILDREN**

There is a designated child ‘drop-off” zone outside the school office between 8:00 am and 9:00am. Regulations state that drivers are not permitted to go more than 3 metres from their vehicle.

Parents who are collecting their children after school are requested to park in the council parking spaces opposite the soccer fields in Qld. Rd. as Mooball St is the designated bus zone and it is extremely busy after school.

**ENROLMENT**

A Catholic School is one in which Christian attitudes and values take precedence over all else. Mt St Patrick School, then, is a Christian community made up of pupils, parents, priest, principal and teachers, centred around the person of Christ.
In considering enrolments of students to Mt St Patrick School, the following has to be taken into consideration:

* Students enrolling in Kindergarten must turn 5 on or before the 31st July.

* It is assumed that parents who enrol their children at Mt St Patrick Primary are fully aware of, accept and support the standards expected by the school and that they also recognise the need for co-operation between school and home in maintaining those standards. This is important in all areas, especially that of discipline, and even more so, in the implementation of the Religious Education program. It is unrealistic to expect the formation and development of Christian values to be a matter of school concern only and it would be unreasonable to enrol students from homes whose values do not complement those of the school.

* School enrolment is dependent on the availability of appropriate classrooms, space and resources.

* In accordance with our philosophy, preference will be given to children of Catholic parents of the Sacred Heart, Murwillumbah Parish.
  (Copy of child's Baptismal Certificate to be presented with enrolment application).

* Parents should understand and be supportive of the Catholic school and the means it takes to fulfil its purpose.

* Keeping in mind the specific mission of the school, consideration will be given to children of non-Catholic families on application.

* Non-Catholic parents should have an interest in religious values and understand the importance of the acquisition of those values by their children.

* Non-Catholic pupils are expected to take part as fully as possible in the formal Religious Education and Liturgical Programme of the school.

* It is desirable that there be an interview with the Principal when enrolling a student.

* In choosing a Catholic education for their child, parents must be prepared to meet the financial commitment involved in that decision.

  - Enrolment at Mt St Patrick Primary School, Murwillumbah does not necessarily guarantee future enrolment at a Catholic Secondary School including Mt St Patrick College. Application to a Catholic Secondary School should be made when the student is in Year 6.

**CONDITIONS OF ENROLMENT**

In accepting enrolment for your child at Mt St Patrick Primary School, we invite you to acknowledge your role in supporting the ideals and principles of Catholic Education and the policies and procedures of Mt St Patrick Primary School and the Catholic Education Office of Lismore. This support should be demonstrated by:

1. Positively assisting your child to live a Christian life.
   - Living by Gospel Values
   - Participating in faith celebrations of the Catholic Community, in particular the Eucharist
   - Participating in the school and parish Religious Education programs, including preparation for the sacraments of Eucharist, Reconciliation and Confirmation.

2. Being active partners in the education of your child.
• Participating in parent/teacher meetings and interviews
• Encouraging and supporting your child’s learning
• Supporting your child’s participation in all school activities including excursions and sports program

3. Being an active participant in the parish School community.
   • Assisting the school community by participation in social and fundraising activities and other school projects
   • Participating in school community groups, e.g. Parent Forum

4. Meeting your financial commitments to the school and Parish of Murwillumbah.

5. Observing the procedures and policies that are in place within Mt St Patrick Primary School.

   If you have any concerns regarding any of the above commitments, please discuss them with the Principal or Parish Priest prior to accepting the enrolment offer.

EXCURSIONS/CAMPS

At Mt St Patrick School, we recognise school outings to be beneficial to the academic, physical, social, emotional and spiritual development of the children. These outings include performances, visits, sporting trips, picnics and excursions (both major and minor).

Currently there is a major camp for Middle School Students. This is done on a 2 year cycle whereby in one year the students attend the Lake Ainsworth Lennox Sport and Recreation Centre at Lennox Head for four days and the following year the students attend a three day excursion to Brisbane and the Sunshine Coast.

EXTERNAL ASSESSMENT

All students in Years 3 & 5 take part in the NAPLAN Tests in May. Students in Year 6 sit the Religious Education. Students will also be given the opportunity to take part in the University of NSW Maths and English Competitions.

Kindergarten students will participate in an educational “screener” named BEST START. This screener is administered within the first week of kindergarten. The purpose of the screener is to ascertain the level of proficiency each child has achieved in the areas of literacy and numeracy prior to commencing school. This information is then used by teachers to assist in developing appropriate teaching programs and if necessary to initiate intervention programs.

In addition to this the school has introduced diagnostic testing from Yr 1 – 6. Each student will sit for a number of tests throughout the year. These tests will enable the school to gather an overall picture of student performance which will assist in future planning and programming, thereby addressing the needs of students.

EXTRA CURRICULA ACTIVITIES

The school offers a variety of extra curricula activities. These include:

• Drama Classes
• Music Programmes
• School Band
• Out of Hours School Care
• Lunchtime Clubs (Chess, library, guitar, craft etc)
FRUIT BREAK

To assist the children to be able to maintain their levels of concentration in class, they are encouraged to bring fruit to eat, halfway through the first session (10:00am)

GRIEVANCES

Parent and Caregiver Concerns and Complaints

The school adheres to and endorses the Policy & Procedures as outlined by the Catholic Schools Office, Lismore

Refer to School Web Page: www.murplism.catholic.edu.au

HISTORY

On St Patrick’s Day Friday 17th March 1904, the Convent for the Presentation Sisters was opened by Bishop Doyle and three days later on Monday 20th March the first day of school was held. More than 50 children were present for the opening.

In 1926 an Intermediate Secondary School was added and both the Primary and Secondary Schools were under one administration.

In 1952, as the Kindergarten room had become too small, a new building was erected providing more space for the primary classes.

The total enrolment for 1953 (Golden Jubilee Year) was 336.

In 1966 Mt St Patrick Regional High School was formed (replacing Mt St Patrick High School), leaving Mt St Patrick Primary as a separate school once again.

In 1975 the present building housing the Administration and Library was erected to accommodate 4 classrooms, library, toilets, staff room and administration area. Our remaining students were housed in 4 wooden classrooms at the base of the hill and in 3 classrooms at the top of the hill above Mt St Patrick Regional High.

In 1984, owing to diminishing numbers of Presentation sisters engaged in the teaching apostolate, the first lay Principal was appointed to the school. However, the sisters maintained a presence in the school.

In 1991, the building above the High School was demolished to make way for a two storey brick building for use by Mt St Patrick Regional High School. This left us with two Primary classrooms in the High School building until other rooms could be erected.

In August 1994 Sr Patricia Thomas was transferred to Lismore. This ended the Presentation Sisters direct association with the Primary School after ninety years of service. The Sisters still maintain a presence in the Parish.
In 1997 the last two wooden buildings were removed from the site and replaced with 7 new classrooms, multipurpose room, shelter area and additional toilets. As well, the administration area, staffroom and classrooms were renovated and refurbished.

In 2010 under the Federal Government initiative, Building Educational Revolution (BER) program, Mt St Patrick Primary underwent a significant building program. This resulted in four new classrooms, hard surfaced playground area, new toilet block, new sports room, refurbished literacy and additional needs room. In addition to this the administration area and staffroom room were completely refurbished as was the school library. The school library has attached to it a “multi purpose room” which is now used by our specialist music, art and library teachers. After school it is utilised by our Out Of Hours School Care providers.

From a handful of students in 1904, Mt St Patrick Primary has grown to a school population in excess of 300 pupils. The site of the original school now accommodates in excess of 950 students. (Years K-12).

The faith and generosity of parents and their continued support has built, equipped and staffed our school over its history. The example and support of the Clergy and Presentation Sisters, together with the dedicated staffs of the school over one hundred years, has enabled the high ideals and Christian values presented to the students over these many years of our history, to be as relevant today as they were in the school's foundation years.

**HOMEWORK**

Homework bridges the gap between learning at school and learning at home. It reinforces work done in class. It helps develop skills such as research and time management. Homework helps establish the habits of study, concentration and self discipline. Homework can provide challenges and stimulus to gifted and talented children.

Homework should be appropriate to each child’s age and ability, take into account students’ other communities, such as sport and home responsibilities and ensure that students who do not have easy access to technology are not disadvantaged. Mt St Patrick Primary encourages three types of homework:

1) Practice Exercises. These help students remember and practice newly acquired skills such as memorising mathematical tables, practising spelling words, writing essays and reading for pleasure.

2) Preparatory Homework: This requires students to source and read background information to prepare them for future lessons on a specific subject – such as reading an article on the water cycle.

3) Extension Assignments. This encourages students to pursue knowledge individually and imaginatively. Assignments may include writing a book review, researching local news or retrieving items from the internet

*Homework will consist of:*

- Spelling List and related activities
- Reading
- Mathematics Component
- Religious Education Component
- Physical Activity checklist
- Social Responsibility component
- Personal Interest component
In the case of a specific homework request e.g. preparing a debate v/ speech other homework can be waved for that week.

Homework should be given on a contractual basis and be issued every week except for the first and last week of each term.

Homework is given to students on a Tuesday and is due the following Monday. This allows the students the weekend, if necessary, to complete homework.

**INTEGRATED UNITS**

At Mt St Patrick Primary School an integrated approach to teaching and learning is adopted. This integrated approach organises Science and Technology, Human Society and Its Environment, Creative Arts and Personal Development, Health and Physical Education into units of work. Integrated Units allows for the curriculum to be taught more efficiently and ensures a balanced coverage of all key learning areas.

**KINDER PEER SUPPORT**

The Year 6 students are involved in assisting the kinder children as they settle into their first week of school. The buddies help during morning play in the classroom, recess and lunch time during the transition to school period.

The middle school students are involved in classroom activities during the maths/computer time 4 days a week for 1 hour. There are three children for each kinder class who are rostered on each week Monday- Thursday. Each week three children from a different Middle School class assist in small group activities.

On Fridays from 12.20-1.00 the Year 6 children come out of class to work with their Kinder buddies on a set activity. The Year 6 Parents are informed of this at the commencement of the year. This peer mentoring programme aims to build relations between students within our school community.

**LEARNING BELIEFS.**

**ENVIRONMENT.**
How do children best learn?
We believe children learn best when the Environment is;
- accepting.
- collaborative learning style.
- a place where learning is enjoyable.
- positive both in class and in the playground.
- where there are good role models.
- faith based.
- reflective of Christian values.
- physically inducive to learning by having sufficient light, heat and quite times.

**CHILD CENTRED LEARNING**

We believe children learn best when the child is;
• actively participating.
• learning by “doing”.
• reflecting on their experiences.
• able to respect self and others (self esteem).
• able to observe self discipline.
• able to see a purpose for learning.
• able to show personal responsibility.
• involved in deciding learning outcomes.
• having their individual needs catered for.

TEACHING STRATEGIES

We believe children learn best when teachers employ strategies which;
• integrate the curriculum.
• teach secular curriculum in a Christian context.
• encourage and reinforce.
• use teamwork between pupils, parents, teachers, parish priest, parish and wider community.
• encourage the development of both self and external motivation.
• inspire.
• recognize the hidden curriculum – Gospel Values.
• make provision of various strategies for different learning styles –
  • visual
  • auditory
  • kinaesthetic.
• have meaningful content.
• have a balance of talking - listening
teaching - learning.
• reward good effort.
• have regard for partnership.

LIBRARY- RESOURCE CENTRE

The school has a well stocked and inviting Library of books and computer software. Children have the opportunity to visit the centre every week with their class, but may visit the centre at other times with teacher consent. Please encourage your children to read their books, take proper care of them and return them on the due date. It is essential that children have a cloth Library Bag to carry library books only, to and from school. These can be purchased from the school office and library.

LOST PROPERTY

All articles of clothing and personal belongings should be clearly and permanently marked with the child’s name. Lost property is kept for a time. If unclaimed, it is sent to the local St Vincent de Paul store.

MEDICATION

ANAPHYLAXIS
Mt St Patrick Primary School promotes the safety and well-being of all our students. Many of you will know someone who is affected by anaphylaxis, a life threatening allergic reaction. Our school
does its best to be an allergy aware school. Staff have had training in severe allergy management and we have implemented lots of strategies to help keep students at risk of anaphylaxis as safe as we can.

We now have 4 students who live with the risk of anaphylaxis to foods. Whilst these children are being taught to care for themselves at an age appropriate level, we ask that you help us educate your child on the importance of not sharing food with others, washing hands after eating and calling out to an adult if they think their friend with allergies is sick. With increased awareness and understanding of anaphylaxis, you will be able to help protect those around you.

**A food allergy is an immune system response to a normally harmless food protein that the body believes is harmful.** When the individual eats food containing that protein, the immune system releases massive amounts of chemicals, triggering symptoms that can affect a person’s breathing, gastrointestinal tract, skin, and/or heart. Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening. It must be treated as a medical emergency, requiring immediate treatment and urgent medical attention.

**Symptoms of food allergy can include:**

<table>
<thead>
<tr>
<th>Mild to moderate symptoms</th>
<th>Anaphylaxis (severe allergic reaction)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Hives or welts</td>
<td>- Difficult/noisy breathing</td>
</tr>
<tr>
<td>- Swelling of the lips, face, eyes</td>
<td>- Swelling of tongue</td>
</tr>
<tr>
<td>- Abdominal pain and vomiting</td>
<td>- Swelling/tightness in throat</td>
</tr>
<tr>
<td>- Tingling in the mouth</td>
<td>- Difficulty talking and/or hoarse voice</td>
</tr>
<tr>
<td>- Wheeze or persistent cough</td>
<td>- Loss of consciousness and/or collapse</td>
</tr>
<tr>
<td>- Pale and floppy (young children)</td>
<td>- Pale and floppy (young children)</td>
</tr>
</tbody>
</table>

All medication will ONLY be administered by the Administration Staff as follows:

**RITALIN/DEXAMPHETAMINE** – Parents must provide a letter from the doctor stating why the drug needs to be taken at school, the dosage and time to be taken, as well as a letter from you, the parent, giving the school’s Office Administration permission to administer the medication. Details of this are recorded in a register and kept locked in the office.

**ASPIRIN** – This will not be administered unless prescribed by a Doctor. Procedure is as per Ritalin/Dexamphetamine.

**PRESCRIBED MEDICINES** – Parents must provide the school with a letter giving the Office Administrator permission to administer the medication, together with the sticker/label from the chemist stating the dosage and time it is to be given OR a letter from you requesting the medication be administered by the Office Administrator, with the time medication is to be given and the dosage and must be stated that these are instructions as per the chemist label. Details of this are recorded in a register and kept locked in the office.

**PAIN KILLERS/COUGH MIXTURES** – brought in from home should be brought to the office for safe keeping. They are not to be left in the child’s bag. The drug will not be administered by the Secretary unless they are accompanied by a letter from the parent requesting that it be administered, stating the dosage and the time it is to be given. Details of this are recorded in a register.

**PANADOL ELIXER** – (School Supply) From time to time children complain of having a headache or temperature. The situation is assessed by the child’s teacher and, if necessary, the child is sent to the office for further assessment. Parents are contacted by phone to discuss the situation. If parents cannot be contacted, suitable medication is given to the child where permission has been granted by a parent having previously signed the appropriate permission slip. The child is then given a proforma to take home, detailing the time and dosage administered.
MIDDLE SCHOOL

Middle school refers to the groupings of Year 5 and Year 6 students. Students are placed into four mixed ability classes of Yr 5 & 6 students. In mathematics students are streamed into ability based classes.
Students in Middle School in addition to streamed mathematic classes have school diaries that are used to record homework and act as a valuable means of communication between school and home. Ideally Middle School offers are clear and comprehensive transition program between Primary and Secondary School education.

MOBILE PHONES

Mobile phones are only permitted at school at the discretion of the principal and parents and then for safety reasons only. They are to be turned off before entering the school grounds and not turned on until leaving the grounds. Children are not permitted to carry or use them whilst at school. Mobile phones must be kept in the child’s bag. Children who fail to follow these guidelines will need to show why their privilege should not be revoked.
The school does not accept responsibility for any mobile brought onto its premises.

MONEY

Money, including school fees, should be given to your child’s teacher. All monies should be placed in a sealed envelope, clearly labelled with: child’s name, class, the amount enclosed and purpose of payment. Please make sure coins can’t fall out of the envelope. All money should be sent via your child’s class.

MUSIC

In addition to the school having a specialised Music teacher within the school, the following is also available:
The following instruments are currently on offer for tuition:

<table>
<thead>
<tr>
<th>Flute</th>
<th>Clarinet</th>
<th>Saxophone</th>
<th>Bass Guitar</th>
<th>Drum Line</th>
<th>Guitar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violin</td>
<td>Trumpet</td>
<td>Trombone</td>
<td>Drums</td>
<td>Keyboard</td>
<td>Singing</td>
</tr>
</tbody>
</table>

An instrument hire program is also available.

To support those students learning instruments the school has a band that rehearse each Friday from 12.30 – 1.30p.m.

NEWSLETTER

A Newsletter is published fortnightly on the Tuesday. This is an important means of communication between the school and home. Please encourage your child to give the Newsletter to you. The Newsletter (as are all other 'family' notes) is always given to the youngest in the family.
OFFICE HOURS

Monday to Friday  8:30 a.m. - 3:15 p.m. excepting Fridays when the office may be unattended from 9:15 a.m. to 10:00 a.m.

As no money is kept on the premises overnight, it would be appreciated if any fees, accounts etc., could be paid early in the day to allow time for banking.

School Phone No.   {02} 66721821
School Fax No.     {02} 66721536
Email Address:     mspmbah@lism.catholic.edu.au.
Web Page:          http://mspp.lism.catholic.edu.au

OUR SCHOOL MOTTO

“With Heart and Pride”

(Giving our best and being proud of our efforts)

This motto was created by the Year 6 class of 1986 and endorsed by the school community at that time.

Our School is named after St Patrick. There are various theories as to why 'Mount' is in the name of Mount Saint Patrick. The most obvious one is that the school is built on a hill. There is such a place in Ireland - Mt St Patrick, a place where St Patrick 1500 years ago prayed that the Irish would keep the faith. It is a place of great pilgrimage. The first Bishop of the Lismore Diocese, Bishop Doyle, having opened the school, quite likely had all of these thoughts in his mind. In any case, Saint Patrick is the patron of our school.

OUT OF HOURS SCHOOL CARE / VACATION CARE

Out of Hours School Care is conducted by MAD SPORTS at the school every Mon – Fri from 3.20 – 6.00p.m.
Students are collected from the basement at 3.20 and taken to the Adventure Playground then to the library. In addition to daily Out Of Hours School Care Mad Sports also offers Vacation Care at Mt St Patrick Primary.
For further inquiries and an enrolment form please contact the Office or contact “MAD SPORTS” Rachael DeGroot  ph 66744487  m 0433691 316.

Both Out Of Hours School Care and Vacation Care are subsidised through the governments Child Care Benefits rebate

PARENTAL COMPLAINT PROCEDURES

POLICY STATEMENT
The spirit of this policy is one of equity and justice.

It is based on the belief that home and school form a partnership for the mutual benefit of children. It acknowledges that best procedures are those which involve the home, the school and the student in positive interaction.

**RATIONALE**
Occasionally there is a need for parent and/or guardians to raise concerns about practice or policy in schools. These concerns are generally addressed to all parties’ satisfaction at the local level through informal means.

This procedure aims to:
- Expeditiously resolve the complaint, whilst ensuring that parents and students are not victimised and that the rights of teachers are not prejudiced.

The objective of this policy is to resolve complaints as quickly as possible.

If the complaint relates to Child Sexual Assault or Abuse, Principals should follow the procedures for the mandatory notification to the Department of Community Services.

**PROCEDURES**
- In the first instance any classroom complaint should be made to the class teacher. A transcribed oral account should be recorded.
- Other complaints are to be made to the Principal.

To be effective, schools should deal with complaints sensitively, promptly and confidentially. Matters need to be resolved as soon as possible and in a way which treats all parties with dignity and respect. **It is important to note that anonymous complaints are not accepted or acted upon.**

If a satisfactory outcome is not achieved, further conciliation may take place in an effort to resolve any outstanding issues. This could take place in a round table conference.

On rare occasions where resolution is unlikely, a decision needs to be made with the best learning outcome for students being paramount.

This is ultimately a school/parish decision.

**PARENT HELPERS**

Child Protection Legislation makes it mandatory for all adults working with children to sign a Prohibited Employment Declaration before commencing the work or activity. This applies to adults wishing to assist at the tuckshop or school athletics carnivals etc. These forms are available at the office.

Also the school comes under the “Inclosed Lands Protection Act (1901).” This Act creates the offence of Criminal Trespass.

Premises such as schools, childcare centres, hospitals & nursing homes are specially prescribed. Further, this Act has recently been strengthened. The “Inclosed Lands Protection Regulation 2002” prescribes penalties for offenders.

**It is therefore important that parents visiting the school should first report to the office,** sign in and collect a ‘Visitor’ badge which must be worn while in the classroom or on the playground. Again, when leaving the school, the badge should be returned to the office and the visitor sign out.
PARENTAL INVOLVEMENT

As educators, we recognize the parents' right and ultimate responsibility for the education of their children. This school moves to assist them in every way possible in this education. At Mt St Patrick, we believe the education of each child is greatly enhanced by forming a close partnership and maximum co-operation of all involved. Thus, we endeavour to foster a meaningful and helpful liaison with parents by providing many points of contact between the school and home. At present there is a meeting early in the year between class teacher and parents. Some teachers welcome parental assistance with reading groups and other class activities. However, parents are requested not to bring pre-schoolers along on these occasions for safety reasons. At the end of Term 2 there are formal Parent-Teacher Interviews with written reports. At the end of the year written reports are again issued. From time to time special information evenings are provided to explain various school policies, curriculum and other programmes operating in the school.

At any stage during the year, parents are very welcome to make an appointment, to discuss their child's progress with the teacher. Please try to make these appointments outside school hours. Children are able to do their best when there is mutual trust and co-operation between parents and teachers. Thus, your attendance at the above mentioned occasions and your participation in parent organizations and school socials and activities, are positive ways of showing your interest in your child's education.

Parent involvement also goes beyond the classroom. Other school community activities include:

- Class Dinners
- Father / Son Camp
- School Bush Dance
- Family Picnics
- Family Christmas Party

PARISH SCHOOL FORUM

Mt St Patrick Primary School Parish School Forum was commenced in October 2001 following the closure of the P & F Association in September.

The Parish School Forum provides a structure to enable parents, teachers, students, school leaders and parish members to meet their ecclesial and educational responsibilities for partnership and community.

The Parish School Forum’s charter is to help the school reach its stated vision. The Parish School Forum is the guiding body, the directional body. It is concerned with ensuring all school community members are recognised and valued for their contributions. The Parish School Forum is the umbrella organisation for all the helping groups e.g., fundraising, social, class parent helper, grounds, library to name a few. These groups or teams provide a network to disseminate and exchange information within the school community.

We invite new parents to the school and other families not yet involved, to participate in our Parish School Forum team by volunteering their services according to their special interests.

Each person’s contribution will make a difference and therefore our community will be a better place because of “your giving.”

“Join us. Support us. Help us”.

PASTORAL CARE BELIEF STATEMENT

Pastoral Care is the school's expression of genuine concern for all members of the school community. Pastoral Care is the way in which the school responds to the various needs of the children, parents and staff. The Pastoral Care network invites all to develop to their full potential and provides the means for all to share their gifts and talents.

In this caring atmosphere, everyone is accepted and empathetic relationships are nurtured and strengthened.

Pastoral Care is love in action and, as such, underpins the school's policies and curriculum statements, procedures and organisational structures. It brings the school's vision to life in a practical and tangible manner.

PERFORMANCES

Performances by visiting groups or local schools or institutions are planned as part of each class’s curriculum. It is important that children be exposed to this form of education. These will be limited to three each year. Parents will be notified in advance of any such visiting performance. Costs for these performances are covered in the annual school fees.

PERSONAL DEVELOPMENT

As stated in the school philosophy, we aim to develop the whole person. Again, while we realize it is the parents' responsibility to educate their children in Personal Development including the matters of sexuality, the school moves to assist them with special programmes.

In this area we follow the Guidelines of Personal Development and Christian Values produced by the N.S.W. Catholic Education Commission. Within these guidelines, the School has implemented a programme called "Fully Alive" which offers parents the opportunity to be more fully involved. ‘Fully Alive’ is a family life education programme that communicates healthy Christian attitudes and knowledge about sexuality and personal relationships.

This programme has a family handbook which will be sent home to parents when the sexuality component of the programme is being taught in class. This handbook outlines the aims, objectives and contents of the course. Parents are then able to discuss with their children in the various topics and answer their children's questions. In this way, lines of communication are opened between parent and child. The full programme is in the school library and can be borrowed by parents.

All aspects contained in this programme are covered at least incidentally, in other areas of the curriculum - with the exception of sexuality. A variety of texts and videos are used in the process and parents are advised when particular programmes are being presented. Various books and videos are available for borrowing by parents.

Other personal development programs implemented in our school include the “Virtues Program,” and the “Seasons for Growth Program” (a grief and loss program).
PORTFOLIOS

Each student will have a work portfolio that will be sent home with school reports. This portfolio will contain both assessment tasks and work samples which will allow parents to develop a greater understanding as to what concepts and skills your child is developing in class.

PROCEDURAL FAIRNESS

Re Discipline Procedures

Procedural fairness includes the right to be heard, the right to be treated without bias, the right to be informed of complaints being made and to be provided with an opportunity to respond to them and the right to information regarding the status of the complaint.

In matters relating to suspension it is important that all involved are accorded procedural fairness.

PROFESSIONAL DEVELOPMENT

Teachers, like all professionals, need to continue their development and understanding of the learning process and appropriate content as determined by the CEO and NSW Board of Studies. Whilst all teachers spend many hours engaged in planning and professional development, there are areas which are planned for whole staff in-service. This takes place most weeks at staff and grade meetings.

Teachers are also released from class, to participate in professional development related to aspects of children’s learning.

Students do not attend school on Staff Development Days.

Parents will be given at least three (3) weeks notice prior to these days, the first of which being day one (1) of the new school year.

RECYCLING

Mt St Patrick practises responsible recycling. Students are instructed to use different coloured bins when discarding rubbish:

- Grey/green buckets are for food wastes
- Yellow lidded wheelie bins are for plastics, cans, milk and juice containers etc
- Black containers in classrooms are for paper recycling
- Green lidded wheelie bins are for general rubbish

RELEASE FROM FACE TO FACE TEACHING (RFF)
All full time Primary Teachers in Catholic Schools were granted in 2010, 120 minutes per week release from face to face teaching. This time is taken by classroom teachers during specialist Art, Music and Library lessons.

**RELIEF TEACHERS**

On occasions your child’s teacher may be unable to take the class. The teacher may be ill or perhaps be required to attend a professional development course.

On such occasions, a known and qualified replacement teacher will be employed to teach the students. The relief teacher will normally follow the teaching learning program, which has been planned by the class teacher. All relief teachers must be screened in accordance with the Child Protection Legislation.

**REPORTING**

**Term 1 Parent/Teacher Overview** nights are arranged to give parents the opportunity to be informed of the learning outcomes and also to make an appointment to talk to the teacher about their child and their specific needs for the year.

**End Of Term 1 - Parent Teacher Interview.** Towards the end of Term 1 Parent / Teacher interviews are made available to all families. The primary purpose of the interview is to discuss the students progress to date and how they have settled into class and talk to parents regarding any concerns / areas for development. For parents an early interview can draw the teachers attention to any concerns they may have and set clear directions for student learning. It also ensures that clear communication channels are established early in the year.

**End of Term 2 – Mid Year Reports.** Reports are issued to all students that clearly inform parents / carers of the students performance to date.

**End of Term 3 – Parent Teacher Interview.** Parent / Teacher Interviews are made available to all families. The primary purpose of the interview is to discuss student performance to date and reflect on the Mid Year Report.

**In Term 4 a written report** outlining key aspects of your child’s development will be sent home.

If a teacher is concerned about your child’s progress at any time during the year, you will be invited to come and discuss the concern. Likewise, you are welcome to meet with your child’s teacher at any time, but an appointment is essential and should be arranged by seeing the teacher personally or by telephoning the school office. The class teacher will always be the first person to see if you have a classroom concern. The teacher will always be available to listen to your concerns and act on them accordingly.

Class teachers are not available for interviews at assembly, during class time or whilst they are on playground duty as they have a duty of care to their students, with pastoral and legal implications.

**RESOURCE FEES**

Resource Fees should be paid by the end of February. As you would appreciate, the Resource Fee is very reasonable considering the cost of text books and exercise books these days. Most art and
craft materials as well as classroom photocopying are also covered in this fee. We rely heavily on **ALL** parents paying this fee.

**SACRAMENT PROGRAMMES**

Currently the Sacraments are administered as follows:-

- **Confirmation** - Year 2.
- **Reconciliation** - Year 3.
- **Eucharist** - Year 3.

These programmes are Parish/Family based with school support. Parents are asked to attend parent information meetings during each Sacramental programme. Each grade throughout the school, studies the sacrament in the same period before it is administered.

**SCHOOL BADGE**

School badges are available from the school office at a very reasonable cost. Whilst not officially part of the uniform, when worn on the collar it gives a distinctive touch to our uniform.

**SCHOOL FEES**

In choosing a Catholic education for their child, parents must be prepared to meet the financial commitment involved in that decision.

Resource Fees must be paid by the end of February.

Technology Fee and Facilities and Maintenance Fee, if applicable, must be met.

Unexplained failure to pay full fees will call for a review of a child's continued enrolment.

Fees are set after consultation with the Parish Priest and the Finance Council and are kept as low as possible so as not to cause hardship to parents, but still allow the school to have sufficient funds to provide for costs such as educational resources, teaching aids, library books, computers and computer software, equipment, furniture, maintenance of grounds, building and equipment, ancillary staff expenses, insurances and the day to day expenses such as water rates, telephone, postage, electricity, office stationery and equipment.

At present, computer generated accounts are sent out each school term. These accounts set out the 'Total' amount owing for the current term. Alternatively arrangements can be made to pay fees weekly, fortnightly or monthly. An EFTPOS facility exists for the payment of fees only.

There is a 5% discount on School Fees paid in full before the end of Term 1. There is no discounting on Resource Fees or Parish Facilities and Maintenance Fee.

The school is supported by the Sacred Heart Parish which takes out loans for new buildings and takes responsibility for major maintenance on existing buildings. All parents are expected to contribute to these capital costs. The school collects a modest "Parish Facilities and Maintenance Fee" on behalf of the Parish.
If this fee is to be paid in full it should be remitted by the end of Term 1 otherwise it should be paid regularly in conjunction with the recurrent school fee.

**SCHOOL HOURS**

School hours are from 8:50 a.m. to 3:15 p.m. Supervision of the children begins in the morning at 8:20 a.m. Bus supervision ceases in the afternoon at approx 3:45 p.m. Children present at school outside of these hours may be at risk, as no supervision is available.

**BELL TIMES.**

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line up for class</td>
<td>8:50</td>
</tr>
<tr>
<td>(Monday in basement)</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>11:00</td>
</tr>
<tr>
<td>Recess concludes</td>
<td>11:20</td>
</tr>
<tr>
<td>Middle session commences</td>
<td>11:25</td>
</tr>
<tr>
<td>Lunch</td>
<td>1:00</td>
</tr>
<tr>
<td>Lunch concludes</td>
<td>1:50</td>
</tr>
<tr>
<td>Afternoon session commences</td>
<td>1:55</td>
</tr>
<tr>
<td>School finishes</td>
<td>3:15</td>
</tr>
</tbody>
</table>

**SCHOOL PHILOSOPHY**

Mt St Patrick Primary School is essentially a community of faith, based on belief in God and the Christian way of Life. The Christian spirit and values take precedence over all other values and permeates through all areas of learning in the life of the school, determining the whole atmosphere of the school.

In Mt St Patrick Primary School, the religious atmosphere depends on the presence of a committed Catholic staff and on the faith and values of staff, parents and students. This faith community strengthens and expresses itself in worship and prayer. It works in various ways to make the students aware of the total human family of mankind.

Mt St Patrick Primary School helps students to grow as individuals with unique capabilities, to develop their natural virtues and to grow towards self-discipline. It fosters genuine relationships among students, staff and others associated with the school. It encourages co-operation and controlled freedom that allows students to develop a sense of social responsibility, as well as their own personal identity.

Mt St Patrick Primary School cultivates the intellectual values and promotes in its students integrity, respect for truth and openness to reality. It aims to give its students a mastery of the basic subjects and skills across the seven Key Learning Areas, whilst guiding individuals towards their own levels of achievement.

The decisive role of the parents in education and desirability of a high correlation between the values of home and school is recognised. Hence, there are education programmes designed to aid the family and to involve parents at an appropriate level in the policy making and management of the school.
The staff continually re-evaluates the school's structures and processes and also its relationships with parents, the community and Catholic Education at large, so that there is consonance between the Christian values it espouses and its actual practice.

**SCHOOL PRAYER.**

Heavenly Father, we thank you for the great gift of life.
We thank you for the opportunity to live and grow in a free country.
Thank you for the blessings that you give to Mt St Patrick Primary.
Help us to appreciate your love which is given freely to each one of us.
We make this prayer through Christ Our Lord. Amen.

**SCHOOL SONG**

Loud in praises our voices sing,
To honour our school this song we sing,
For truth and honour we'll give our best,
Put love and friendship above the rest.

Let cheers for Mount Saint Patrick rend the sky,
To do it proud we'll always try.
Our life's aim is to do what's right.
And work for God with all our might.

**SICKNESS/ACCIDENT**

In the case of sickness or accident at school, parents will be notified. It is important that we have an alternative contact number for emergencies. If there is a change to phone numbers or arrangements, the school should be notified immediately.

**SPECIALIST TEACHERS & PROGRAMS**

**Reading Intervention Program**
The Reading Intervention Program is operational within Mt St Patrick Primary School. The program is an effective early intervention program designed to reduce the number of students with literacy difficulties. Students on the program have, in addition to classroom instruction, daily individual teaching which aims to bring them to average levels of achievement for their class in a specific time frame.

**Additional Needs Program**
An Additional Needs Teacher works throughout the school with students who have been identified as having specific learning difficulties. The Class Teacher, Additional Teacher, Literacy Support Teachers and Teacher Aides work together to provide an individual education programs. The Special Needs Aides work with the students in the classroom or in a withdrawal classroom in small
groups or individually. The programs aim to meet the needs of the students with learning difficulties in order that they reach their full potential.

Reading Program
Reading is a central focus within the school. Students follow the reading recovery conventions of acquiring literacy skills and in the infant classes the Jolly Phonics Program is followed. With such a comprehensive program teachers are able to specifically target the acquisition of reading skills and can monitor the progress of each child. Class teachers are supported by Teachers Aides and specialist. Parent helpers are always welcome to assist in classes.

Library
The Library at Mt St Patrick Primary is a learning centre within the school. This school enjoys the presence of a Teacher Librarian and Library Assistant. The role of the Teacher Librarian is multifaceted. This member of staff is a key member of each teaching team in the school. She assists the student’s learning across the entire curriculum with a particular emphasis on Information Skills. Book borrowing occurs each week. The Librarian is responsible for the budgeting, purchasing and maintaining of library resources.

Parents are welcome to make contact with our Teacher Librarian, if you can help in any way.

Technology
The school has a designated technology centre as well as well resourced classrooms. All classrooms have Interactive Whiteboards, mounted data projectors and lap tops are available for classroom use. All classrooms have wireless facility. In addition to this students are able to work on developing skills within the computer lab located in the library. The technology within the school is maintained by a Technology Assistant employed within the school.

Enrichment and Extension Program
The school actively participates in an Extension / Enrichment program that involves students from neighbouring Catholic Primary Schools. This program involves workshops in areas such as Mathematics, Drama, Technology, Art, Writing and Science.
In addition to this the school participates in an inter-school public speaking competition.

Art
The school has a specialised Art Teacher. Lessons are conducted in the art room once a week.

Music
A specialist music program extends to students from Kindergarten to Year 6. Each class receives an hourly music lesson by a specialist music teacher which covers the five concepts of music. These concepts are duration, pitch, dynamics, tone colour and structure, which are presented through many activities. Listening, performing and organizing sound or creating sounds, are the key points for assessment.

SPORT
Sport is considered an integral part of the P.D.H.P.E. curriculum. Children will not be excused from Sport without a written note from a Parent/Guardian, unless the child falls ill during the day. Where a child is to miss more than three weeks sport, a medical certificate should be supplied. The Sport Uniform should be worn on Sports Day. Sports days vary from term to term according to the availability of facilities and parents are advised accordingly.

In 2012:
Yr 1 – Yr 6 Sport will be held on a Monday
Kindergarten sport day will be each Thursday

In Term 4, Kinder, Year 1 and Year 2 participate in a 10 day intensive swimming programme

There are 4 Houses for Sport as follows:

**RED HOUSE**
Named **McKILLOP** in honour of Sister Mary McKillop who was the founder of the Sisters of St Joseph.

**BLUE HOUSE**
Named **NAGLE** in honour of Nano Nagle who was the founder of the Presentation Sisters who were the first teachers of Mt St Patrick students.

**GREEN HOUSE**
Named **DOYLE** in honour of Bishop Doyle who was the first Bishop of the combined Lismore/Armidale diocese. Bishop Doyle instigated the building of Presentation House and laid its Foundation Stone.

**GOLD HOUSE**
Named **DALTON** in honour of Father Dalton, the first Parish Priest of Sacred Heart Parish.

Throughout the year students have the opportunity to participate in school carnivals and represent the school at various levels.

The school conducts its annual athletics, cross country and swimming carnivals. From these carnivals students are selected to represent the school at a Zone level. If successful they compete to join the Polding team which enables them to continue onto State representation.

In addition to school carnivals other inter school sporting opportunities are available in all sports.

*The school has a very proud sporting record and prides itself not only on its achievements but the sportsmanship displayed by the students.*

**STUDENT REPRESENTATIVE COUNCIL**

A student council is formed each year to encourage and develop responsibility and leadership. The council shall consist of one class representative from each primary class, under the leadership of the two school captains and vice captains who will co-chair meetings with assistance. SRC representatives are elected for two terms (Term 1 & 2) and in Terms 3& 4 new leaders are elected. Meetings are held weekly, where possible.
Areas of concern will include care of school children, safety in the playground, school rules, assistance to teachers, hospitality to visitors, inter-school events, sports, the Christian character of the school, school assemblies.

**SUSPENSION & EXPULSION**

Refer to school Discipline Policy and School Suspension and Expulsion Policy available on the school Web Page: [www.murplism.catholic.edu.au](http://www.murplism.catholic.edu.au)
**TECHNOLOGY**

The school has acquired some significant items of technology. These include:

- Interactive Whiteboards in EVERY classroom
- Computers in every classroom (Yr 1 – 6 netbooks or lap tops, Kindergarten PC’s)
- Each class having its own mounted data projector
- Digital Cameras
- All classes have wireless access

These resources are used by teachers to not only enhance student learning but to ensure that contemporary teaching strategies are employed.

Students are exposed to and create powerpoints, wikis, blogs and use interactive mediums such as mathletics and scootle.

Students have the capacity to log onto the school web page which also provides a wide range of technological resources that students can safely access.

Technology Lesson. Students will receive a Technology lesson each fortnight. The purpose of this lesson is to introduce students to new skills / concepts so they can be utilised in the class.

*Cyber bullying – refer to school base policies*

**THE CHILD AS AN INDIVIDUAL**

Educators are continually turning their attention to individual achievement. They are increasingly concerned that children should achieve to the best of their ability, regardless of what that ability may be.

This is a fact that teachers and parents must accept, just as we accept individual differences in physique and sporting ability among children of the same age. If we can do this, then the school and the home can work together to help children to do their best, by giving many opportunities to be successful and by rewarding good effort.

**TO KNOW, WORSHIP AND LOVE**

The goal for which we strive is that being educated in our parish schools the children will mature in their understanding and practice of the faith of the Catholic Church in the areas of Knowledge, Worship and Christian living. (To Know, Worship and Love)

The To Know, Worship and Love books are a resource that are used K-6. These books are used within the classroom and sent home once a term to reinforce the teaching and learning process.

**TUCKSHOP**

We share a Canteen with Mt St Patrick College. Lunches are available each day and must be ordered using a paper bag with name, class and lunch order clearly written with money enclosed. A price list is available from school. Recess is not available from the tuckshop and therefore needs to be brought each day.

We have a tuckshop co-ordinator with voluntary assistance. We rely on this help and any time you can spend is appreciated. However, we must request that pre-schoolers do not attend for safety reasons.
At present, children do not have direct access to the tuckshop and must order all their needs via the lunch order bag. Lollies and chips are unobtainable by the Primary School through this ordering system.

**TUTORS**

The Primary School offers tutoring in Instrumental Music, Singing and Drama. Tutors are employed by Mt St Patrick College. To access private tutoring, parents contact the tutors directly. Contact phone numbers for Tutors can be accessed through the Office.

Students can receive tutoring either before, during or after school. This arrangement is made through the individual tutor. As is the arrangement regarding individual or group lessons.

The tutoring lessons are conducted within the College rooms. Students from the Primary School simply walk to the lesson from their class. A timetable for each student attending lessons is forwarded through to the class teacher.
UNIFORM

The wearing of the school uniform is compulsory and therefore non-negotiable.

DAY UNIFORM - GIRLS

Short sleeved blue striped blouse with navy collar and contrast navy trim on sleeves.
Concealed centre front opening.
Navy skirt with 4 knife pleats back and front, elastic waistband, side zippered pocket.
Navy socks with 2 sky blue bands - either long or short.
Shoes - black lace-up leather school shoes or leather look-alike school shoes, definitely not suede /
black sports shoes. Shoes above the ankle are not permitted.
Navy V-neck zippered jacket of fleecy lined pullover (with school crest).
Navy tights, stockings or leggings may be worn in winter. (Tracksuit pants are not part of the girl's
day uniform.

DAY UNIFORM - BOYS

Sky blue 'Midford' style short sleeved shirt.
Navy long leg wash'n wear shorts i.e. Stubbies Style or Tab Shorts. Not Cargo Shorts.
Navy socks with 2 sky blue bands - either long or short.
Shoes - black lace-up leather school shoes or leather look alike school shoes, definitely not suede /
black sports shoes. Shoes above the ankle are not permitted.
Navy V-neck zippered jacket of fleecy lined pullover (with school crest).
Navy long pants may be worn during the colder months.

SPORTS UNIFORM - GIRLS

Unisex pale blue polo shirt. Set in sleeve. Navy and blue striped knit collar. School crest in navy on
front of shirt.
Navy dropped waist skirt with 3 box pleats, elasticised waistband at back and zippered side pocket.
Culotte option available.
White special cushion foot sports socks with 1 navy and 1 pale blue striped band for children in
Kindergarten to Year 6 inclusive.
Navy cotton sport briefs.
Predominantly white sport shoes.
Navy tracksuits may be worn in Terms 2 and 3, but not under girl’s skirts.
Sports skirts should be in their bag ready to change for Sport or P.E. Track pants are not to be worn
as a replacement for the skirt..

SPORTS UNIFORM – BOYS

Unisex pale blue polo shirt. Set in sleeve. Navy and blue striped knit collar. School crest in navy on
front of shirt.
Navy long leg 'Rugger' shorts or 'Stubbies' or navy Rugby League Football shorts.
Not Cargo Shorts.
White special cushion foot sports socks with 1 navy and 1 pale blue striped band for children in
Kindergarten and Year 6 inclusive.
Predominantly white sport shoes.
Navy Tracksuits may be worn in Terms 2 and 3, but shorts should be worn underneath. Track pants
are not to be worn without their matching top.

HATS

Legionnaire hats, navy with school crest, must be worn whilst outside.
No other colour or style hat is acceptable.
Our school has a "No hat - No play" rule as part of our Sun-Safe Policy. School hats are sold ONLY at the school. All other items are available from local suppliers.
JEWELLERY

Wearing of jewellery should be kept to a minimum for both safety and security reasons. Thus, the following ONLY is acceptable.
* watch
* signet ring
* studs or sleepers – one pair in lower ear lobe only (for girls)
* chain with crucifix or religious medal
* bangle (for girls)

HAIR

Hair should be neat and tidy and appropriately cut. Extremes in style or cut are unacceptable. Hair colour is also not permitted (boys rats tails are not acceptable).
Girls and boys who have shoulder length or long hair must have it tied back at all times with a navy blue ribbon, band or scrunchy.

UNWELL CHILDREN

We would advise parents to keep unwell children at home. Whilst we will do everything that we can to ease a child's suffering/pain, our facilities for caring for the sick are minimal.
Guidelines issued by the N.S.W. Department of Health have been drawn up on the premise that children who have been ill with an infectious disease, will not return to school until they have fully recovered.

Below is a guide to infectious diseases and the length of time that children should be excluded from school.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>INCUBATION</th>
<th>EXCLUSION FROM SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACUTE CONJUNCTIVITIS</td>
<td>Variable depending on Infection.</td>
<td>Until all discharge has ceased.</td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td>14-21 days</td>
<td>Until fully recovered-seven days after first spots.</td>
</tr>
<tr>
<td>DIPThERIA</td>
<td>1-5 days</td>
<td>Until certificate from Doctor is obtained.</td>
</tr>
<tr>
<td>GLANDULAR FEVER</td>
<td>One-several days</td>
<td>Until recovered or until medical certificate is produced.</td>
</tr>
<tr>
<td>INFECTIOUS HEPATITIS</td>
<td>28 days</td>
<td>At least seven days from first signs of jaundice or until a doctor issues a certificate.</td>
</tr>
<tr>
<td>Disease</td>
<td>Incubation Period</td>
<td>Isolation Period</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>MEASLES</td>
<td>7-14 days</td>
<td>5 days from appearance of rash.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>12-28 days</td>
<td>10 days after swelling occurs.</td>
</tr>
<tr>
<td>RUBELLA</td>
<td>14-21 days</td>
<td>5 days after rash appears.</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>7-14 days</td>
<td>3 weeks from onset of whoop or a medical certificate is obtained.</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>4-10 days</td>
<td>If the sores are being treated and are properly covered by a clean dressing.</td>
</tr>
<tr>
<td>PEDICULOSIS</td>
<td>Eggs of lice usually hatch in a week and reach maturity in approx. two weeks.</td>
<td>Until treatment with anti-lice lotion or shampoo has been undertaken and eggs and lice are removed.</td>
</tr>
<tr>
<td>RINGWORM</td>
<td>10-14 days</td>
<td>Until appropriate treatment has begun.</td>
</tr>
<tr>
<td>SCABIES (The Itch)</td>
<td>Several days – even weeks</td>
<td>Until proper treatment has begun.</td>
</tr>
</tbody>
</table>

**VISION STATEMENT**
Mt St Patrick Primary School is:

**WITNESS**
A loving community where the Gospel values of Jesus are authentically lived through actions and words

**WORSHIP**
A worshipping community that nurtures an ongoing loving relationship with God in our daily lives.

**SERVICE**
Committed to providing an environment which promotes and encourages loving service based on the values of the Gospel.

**EVANGELISATION**
A school that provides and nurtures a challenging, enriching and faith-based environment that celebrates and supports quality education.

**COMMUNITY**
A school that welcomes and values the gifts of each Individual and respects the dignity of all.

**MISSION STATEMENT**
In union with the whole Church, Mt St Patrick Parish Primary School embraces the faith proclaimed in the Creed and seeks to express it fully through Christian living and action.
The school has a web page whereby information pertaining to the school and classes can be obtained.

Public access is available to newsletters, parent handbook, enrolment details, school based policies and a general overview.

Students who have a password can access the school intranet which has class links. These links enable students to access relevant web pages and class appropriate sites.

In addition to photos of recent events and specific school information can be obtained.

The web page address is:

http://www.murplism.catholic.edu.au

Items for this Family Handbook

This information book is for you, the members of our Mt St Patrick School Community. If there is something missing from the publication that you think would be helpful to include for next year please forward it to the school office marked “Information Handbook Suggestions”.