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
Principal

School Information

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Mt St Patrick Primary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Address:</td>
<td>30 Mooball St</td>
</tr>
<tr>
<td></td>
<td>Murwillumbah 2848</td>
</tr>
<tr>
<td>Telephone:</td>
<td>6672 1821</td>
</tr>
<tr>
<td>Fax:</td>
<td>6672 1536</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:msppmbah@lism.catholic.edu.au">msppmbah@lism.catholic.edu.au</a></td>
</tr>
<tr>
<td>Web Site:</td>
<td><a href="http://www.murplism.catholic.edu.au">http://www.murplism.catholic.edu.au</a></td>
</tr>
</tbody>
</table>
STAFFING 2010

SCHOOL LEADERSHIP TEAM 2010

Brendan Ryan  ACTING PRINCIPAL
Mrs Carolyn Waugh  ACTING ASSISTANT PRINCIPAL
Michelle Mackney  RELIGIOUS EDUCATION CURRICULUM COORDINATOR
Scott Houlanhan  RELIGIOUS EDUCATION MINISTRY COORDINATOR

POSITIONS OF LEADERSHIP
Agnes Markham  SPORT COORDINATOR
Mr Bernard Spiller  ADMIN COORDINATOR

PARISH PRIEST  - Fr David Gilbey

2009 CLASSES

KINDERGATEN
Miss Mackney
Miss Powell

YEAR 1
Mrs Dowling

YEAR 1/2
Mrs Trevithick

YEAR 2
Mr Campbell

STAGE 2
Mrs. Frost  Mr. Forrester  Mrs. Markham

MIDDLE SCHOOL
Miss LeBrocq  Mr Spiller  Mrs Waugh  Mr Houlanhan

SPECIALIST TEACHERS
LIBRARIAN  Mrs. Spiller
MUSIC  Mrs. Brooks
ART  Mrs Forrester

SUPPORT STAFF
Additional Needs  Mrs. Shirley
Classroom Support  Mrs Morosini
Library Support  Mrs Withers
School Chaplain  Mrs Zambelli

SECRETARIAL STAFF
Mrs Heath  Mrs Reynolds

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

CLEANERS
Mrs Browning, Mr. Weaver, Mr. Campbell

OUT OF HOUR SCHOOL CARE
Mrs Lack  Mon – Fri  3.20 – 5.20p.m.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences from school</td>
<td>Parent Helpers</td>
</tr>
<tr>
<td>Air Conditioning</td>
<td>Parent Involvement</td>
</tr>
<tr>
<td>Assembly</td>
<td>Parish School Forum</td>
</tr>
<tr>
<td>Awards</td>
<td>Pastoral Care</td>
</tr>
<tr>
<td>Band</td>
<td>Performances</td>
</tr>
<tr>
<td>Banking</td>
<td>Personal Development</td>
</tr>
<tr>
<td>Bus Travel</td>
<td>Portfolios</td>
</tr>
<tr>
<td>Change of Details</td>
<td>Professional Development</td>
</tr>
<tr>
<td>Child Protection</td>
<td>Recycling</td>
</tr>
<tr>
<td>Clothing Pool</td>
<td>Release from Face to Face Teaching</td>
</tr>
<tr>
<td>Community Involvement</td>
<td>Relief Teachers</td>
</tr>
<tr>
<td>Counsellor</td>
<td>Reports</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Resource Fees</td>
</tr>
<tr>
<td>Discipline</td>
<td>Sacramental Program</td>
</tr>
<tr>
<td>Drop Off &amp; Collection of Children</td>
<td>School Badges</td>
</tr>
<tr>
<td>Enrolment</td>
<td>School Fees</td>
</tr>
<tr>
<td>Excursions / Camps</td>
<td>School Hours</td>
</tr>
<tr>
<td>External assessment</td>
<td>School Philosophy</td>
</tr>
<tr>
<td>Extra Curricula Activities</td>
<td>School Song</td>
</tr>
<tr>
<td>Fruit Break</td>
<td>School Prayer</td>
</tr>
<tr>
<td>History</td>
<td>Sickness / Accident</td>
</tr>
<tr>
<td>Homework</td>
<td>Specialist Teachers</td>
</tr>
<tr>
<td>Learning Beliefs</td>
<td>Sport</td>
</tr>
<tr>
<td>Library</td>
<td>Student Representative Council</td>
</tr>
<tr>
<td>Lost Property</td>
<td>Technology</td>
</tr>
<tr>
<td>Medication</td>
<td>The Child as an Individual</td>
</tr>
<tr>
<td>Middle School</td>
<td>Tuckshop</td>
</tr>
<tr>
<td>Mobile Phones</td>
<td>Uniform</td>
</tr>
<tr>
<td>Money</td>
<td>Unwell Children</td>
</tr>
<tr>
<td>Music</td>
<td>Vision/Mission Statement</td>
</tr>
<tr>
<td>Newsletters</td>
<td>Web Page</td>
</tr>
<tr>
<td>Office Hours</td>
<td></td>
</tr>
<tr>
<td>Our School Motto</td>
<td></td>
</tr>
<tr>
<td>Out Of Hours School Care</td>
<td></td>
</tr>
<tr>
<td>Parent Complaint Procedure</td>
<td></td>
</tr>
</tbody>
</table>
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 the child is to be away for an extended period, a telephone call would be appreciated. It is still necessary to supply a note when the child returns.

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.

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 1.30 – 2.30 p.m. This available for all students Yrs 2 through to Yr 6.

**BANKING**

Student Banking is conducted at the school by the Secretary acting on behalf of the Commonwealth Bank. Students should bring their books to school on Monday or Tuesday and they will be processed as soon as possible after that. New accounts are welcome. The purpose of the scheme is to encourage good saving habits and the management of money.

**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)

**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’être” 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.

**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.

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.

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.

POLICY STATEMENT

CORPORAL PUNISHMENT IN CATHOLIC SCHOOLS

Staffs in schools of the Lismore Diocese are prohibited from using corporal punishment as a means of punishment or correction of students.

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

**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.

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

**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)

**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.

From a handful of students in 1904, Mt St Patrick Primary has grown to a school population in excess of 270 pupils. The site of the original school now accommodates in excess of 850 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.

**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- TECHNOLOGY 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.
* During 2010 – the Library will be re-located to classrooms – during school refurbishment & building programs.

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></td>
<td>- Wheeze or persistent cough</td>
</tr>
<tr>
<td></td>
<td>- Loss of consciousness and/or collapse</td>
</tr>
<tr>
<td></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 1.30 – 2.30p.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:       mspmbsh@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

Out of Hours School Care is conducted at the school Mon – Fri from 3.20 – 5.20 p.m.  
Students are collected from the basement at 3.20 and taken to the Adventure Playground then to the library. For further inquiries and an enrolment form please contact the Office.

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

PARENT REPS

**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”.
“United we can build a strong sense of school community spirit”

**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.
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, 115 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.

BELLS TIMES

Line up for class 8:50
(Monday in basement)
Recess 11:00
Recess concludes 11:20
Middle session commences 11:25
Lunch 1:00
Lunch concludes 1:50
Afternoon session commences 1:55
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 laptops 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 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.

**TECHNOLOGY**

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

- Interactive Whiteboards in EVERY classroom
- Bank of Lap Top computers,
- Each class having its own mounted data projector
- Digital Cameras
- Bank of computers in each class
- 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.

**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.

**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.

**UNIFORM**

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

**DAILY 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.
- Shoes above the ankle are not permitted.
- Navy V-neck cardigan or jumper. (optional school crest in gold)
- Navy tights, stockings or leggings may be worn in winter. (Tracksuit pants are not part of the girl's day uniform.)

**DAILY UNIFORM - BOYS**

- Sky blue 'Midford' style short sleeved shirt.
- Navy long leg wash'n wear shorts i.e. Stubbies, Ruggers 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.
- Shoes above the ankle are not permitted.
- Navy V-neck cardigan or jumper. (optional school crest in gold)
- Navy Tracksuits may be worn in Term 2 and 3 but the uniform should be worn underneath. Track pants are not to be worn without its matching top.

**SPORTS UNIFORM - GIRLS**

- 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.
- 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 without its matching top.

**SPORTS UNIFORM – BOYS**
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.
White sport shoes.
Navy Track suits 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.
Unisex pale blue polo shirt and school hat 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.
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>DIPHTHERIA</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>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 embrace’s the faith proclaimed in the Creed and seeks to express it fully through Christian living and action.
WEB PAGE

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”.