

# **Mt St Patrick Catholic Primary School**

***MURWILLUMBAH***



# **PARENT HANDBOOK**

# **2018**



## 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 is committed in providing an effective education that endeavours to meet the social, spiritual and academic needs of all students.

Brendan Ryan  
Principal

## School Information

<b>School Name:</b>	Mt St Patrick Primary School
<b>School Address:</b>	30 Mooball St Murwillumbah 2848
<b>Telephone:</b>	6672 1821
<b>Fax:</b>	6672 1536
<b>Email:</b>	<a href="mailto:murp@lism.catholic.edu.au">murp@lism.catholic.edu.au</a>
<b>Web Site:</b>	<a href="http://www.murplism.catholic.edu.au">http://www.murplism.catholic.edu.au</a>



## STAFFING 2018 SCHOOL YEAR



Parish Priest: Fr Anthony Lemon

### LEADERSHIP TEAM

**Principal:** Mr Brendan Ryan

**Assistant Principal:** Mrs Carolyn Waugh

**Leader of School Evangelisation:** Mrs Jade Dixon

**Leader of Catechesis:** Miss Michelle Mackney

**Leader of Pedagogy:** Mrs Sonya Pearson

**Leader of Curriculum:** Mrs Tania Morosini

### COORDINATOR POSITION

**The Arts Coordinator:** Mr. Reg Barber

**Sport Coordinator:** Mrs Samantha Daly

### CLASS TEACHERS 2018

<b>KINDER:</b> Miss Jessica Mathews (KM)	Mrs Leah Dowling & Mrs Justine Bullock (KBD)
<b>YEAR 1:</b> Mrs Mary Trevithick (Yr1T)	Miss Deminica Grose (Yr1G)
<b>YEAR 2:</b> Mrs. Jade Dixon (Yr2D)	Mrs. Tiarne Carney
<b>YEAR 3:</b> Miss Michelle Mackney (Yr3M)	Mr John Forrester (Yr3F)
<b>YEAR 4:</b> Mr Scott Houlahan (Yr4H)	Mrs Carla Goronszy (Yr4G)
<b>YEAR 5:</b> Ms. Donna McFadden (Yr5M)	Mr Michael Young (Yr5Y)
<b>YEAR 6:</b> Mrs Tania Morosini (Yr6M)	Mr. Joseph Zambelli (Yr6Z)

### SPECIALIST TEACHERS

**Music Teacher / Digital Literacy & Numeracy:** Mr Reg Barber

**Art Teacher:** Mrs Cheryl Forrester    **Phys. Ed Teacher:** Mrs Samantha Daly

**Drama:** Mrs Stacie Young

### LEARNING SUPPORT STAFF

**Additional Needs / Well Being Teacher:** Mrs Maureen Lill

**Student Learning Support Teachers:** Mrs Samantha Daly

Mrs Sonya Pearson & Mrs Stacie Young

**Executive Release:** Mrs Samantha Daly & Mrs Stacie Young

**Infants Numeracy Support:** Mr Simon Smith

**Years K - 3 Literacy Support:** Mrs Whitney Nadin

**Literacy Support & High Potential Learners:** Mr Tim Waugh

**Numeracy Support:** Mrs Carolyn Waugh

**School Counsellor:** TBA

### TEACHER AIDES

**Teacher Aides:** Mrs Chris Akehurst, Mrs Jodie Champley & Mrs Sue Foster

**IESIP Teacher Aides:** Mrs Jenny Cantrill    Mrs Danielle Logan

### OFFICE STAFF

Mrs Emma Butler & Mrs Rosmarie Laybutt

### ANCILLARY SUPPORT STAFF

**School Chaplaincy:** Mrs Philomena Zambelli

**Library Assistant:** Mrs Lyndell Lenane

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# ABSENCES FROM SCHOOL & COMPULSORY ATTENDANCE

Please refer to the brochure located on the *School Web Page – Policies* for an outline of compulsory attendance for students and procedures for student absence

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

The school has an electronic roll marking system in place. **Each classroom teacher / or specialist teacher needs to complete their electronic roll marking by 10:00am.**

The electronic attendance software includes the ability to send and receive an SMS directly to the system. If a child is absent from school an SMS will be sent to one of the parent's mobile phone numbers. We will send the SMS at approximately 10:30am each day. Usually we will only send one SMS per child.

If we are in doubt as to the custody arrangements of a student (on the day absent) an SMS will not be sent. Parent's respond directly to this SMS with a reason for your child's absence and it will be recorded as sent. We request that this is done by 3pm on that day.

If more than one family member is absent from school on a particular day the parent will receive more than one SMS however only one SMS response is required from parents, provided it adequately explains the absence of all children.

SMS messages are now considered legitimate forms of communication and as such a follow up phone call or note is not required. However, if the parent is unable to respond to the SMS then the school does require some form of communication such as a phone call or note to explain absences.

The text of the message will be as follows:

*<name> is absent from school today. Please confirm, with reason for absence, by return SMS by 3pm today. Thank you Mt St Patrick Primary School.*

If students arrive to school after 8.50am they are required to go to the Office and complete a late note (green slip). This slip 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 teacher's 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).

**Applications for extended leave (travel or holiday)** From time to time parents/caregivers may approach the school to seek permission for their child to travel during school term for periods of time. From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School Procedures* and therefore as a general rule, principals should not approve leave for this purpose. Parents should be advised of this and if they choose to proceed, the absence should be recorded using the code 'A' (Unjustified Leave) and a **Notification of Extended Leave Form A4** should be completed. Travel outside of vacation period is now counted as an absence for statistical purposes.

In exceptional circumstances parents may complete a *Form A1 Application for Extended Leave – Travel* for consideration explaining why an absence for extended leave is in the best educational interest of the student. The principal may decline or accept this application. If accepted a *Form A2 Application for Leave Approved* is issued by the delegated officer and the code 'L' is used.

Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons.

**Notification Extended Leave Travel (A4 form):** These forms are available from the School Office or School Web page.

## AIR CONDITIONING

All classrooms and the administration area of the school are 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.

## ANIMALS IN THE WORKPLACE

Refer to school Animals in the Workplace Policy located on School Web Page regarding parents/students bringing pets/animals to school.

## ANTI-BULLYING POLICY

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). Therefore 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

## APP – ‘Skoolbag’ for iPhone & Android phones

Please download our free ‘Skoolbag’ app available to iPhone or Android phones. To install it, just search for our school name "Mt St Patrick Primary School Murwillumbah" in either the Apple App Store, or Google Play Store.

The app contains features including: ALERTS to parents, newsletters, calendar, parent e-forms including absentee notes.

## ASSEMBLY

**FRIDAY:** Assembly is held in the Parish Hall each Friday. In **Term 1 & Term 4** assembly will be held at **9:10am**. In **Term 2 & Term 3** assembly will be held at **2:15pm**. 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 including: *Student of the Week; Principal Awards; Honour Awards; Creative Arts; Athletics & Good Sport Award*  
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.

**MONDAY:** The Monday morning assembly is held in the school “basement” – located on the bottom playground, immediately after the morning bell (8.50a.m.) At this assembly, students are informed of upcoming events within the week. Weekly birthdays are announced and general notices are given out by various teachers / students.

## AWARDS

**Friday assembly:** Awards are as follows;

- *Good Sport Award* allocated by PE specialist
- *Student of the Week x2* allocated by classroom teacher
- *Principal’s Award* students who have received 5 Merit Awards.
- *School Honour Award* students who have received three Principal’s Awards during the year.
- *Creative Arts Awards* allocated by Music & Art specialist teachers
- *‘Mathlete of the Week’ Award* allocated by class teacher

**Merit Awards:** are **awarded by the class teacher only** as a reward for achievement, behaviour and encouragement. A ratio of **1 merit per 5 students** is allocated each week to the class teacher eg. 30 students = 6 merits per week. **Class teachers keep a record of merit awards.** Only class teachers issue merit awards. No Merit Awards are to be issued after the final Assembly of the year.

- *Principal’s Award* students who have received 5 Merit Awards.

**Primary Presentation Night:** Held in the Gilbey Centre on a Tuesday (Term 4; Week 9) for Years 3 – 6 classes. Medals presented for each class are:

**Academic Achievement:** Recipient of this award is the student whose has achieved the highest academic standards within their class cohort. Teachers take into account assessment results including NAPLAN, ICAS, School Diagnostic tests etc. The Year 6 recipient cannot be the same person who receives the Dux of the School Award.

**Religion Prize:** This is an academic achievement award in Religion. For the student who has achieved the highest results in assessment in Religion.

**Outstanding Achievement:** Recipient of this award is a student who has consistently achieved outstanding results in a broad range of school related activities.

**Consistent Effort - (standard 2 per class):** Recipient of this award is recognised for his/her consistent efforts in a broad range of school related activities throughout the whole year.

**School Awards:** eligible to Year 6 students only

- A Year 6 student who receives a major award is ineligible for a class award (however a Year 6 student may still receive a major award if they receive the Sports Award)
- The Year 6 student can only receive one major award – however they are eligible to receive a Sports Award & a major award.

**Sportsperson of the Year:** This award is open to Year 6 students who have represented Mt St Patrick with distinction and sportsmanship and have displayed ability in a variety of sports. – Points system calculated by Sport Coordinator to determine recipient

**Principal's Award:** This award is in recognition to a Year 6 student for overall achievement in a wide variety of disciplines in the school. This may include academic, social, or participation in school events. They are a model student and applied consistent effort over a number of years in the school. Principal to select the recipient of this award.

**Amanda Kenny Memorial Award for Christian Values:** This prize goes to a Year 6 student who has displayed Christian care and concern in their relationships at all levels of school life. Year 6 teachers to nominate the recipient for this award. Principal to endorse.

**Thomas Memorial Award for Leadership:** This award is presented to a Year 6 member of the SRC who displays excellence in their role. The Assistant Principal to nominate the recipient for this award in consultation with Year 6 teachers. Principal to endorse.

**Dux of the School:** This award is given to the Year 6 student who has achieved the highest academic standards throughout the year. Year 6 teachers to nominate the recipient for this award according to selected assessment results. Principal to endorse.

**Fr. Frank O’Gorman Award for School Spirit:** This award is open to all Year 6 students in the school. The recipient will have displayed exemplary behaviour, manners and leadership attributes. Year 6 teachers to nominate the recipient for this award. Principal to endorse.

All students in Year 3 - 5 receive a completion of Year Level certificate. Year 6 students receive a Graduation certificate.

**Infants Presentation Morning:** Held in the Parish Hall on a Tuesday

(Term 4; Week 10) for Kinder – Year 2 classes. All students receive a completion of Year Level certificate.

## 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 need to be completed online at [transportnsw.info/school-students](https://transport.nsw.gov.au/school-students). 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 completed 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.

## CANTEEN

Mt St Patrick Primary School has access to the Mt St Patrick College canteen. Students from the Primary School are only permitted to have lunch orders from the College canteen. Primary students are not permitted walk directly to the canteen to order food any point during the day.

Please refer to our *School Moodle* or *School Web page* for a canteen price list. A copy of the Canteen Policy is also available from the *School Web page*.

Lunches are available each day. There are two ways of creating a lunch order:

### **Option 1: ONLINE ORDERING – REGISTER:**

- Go to [flexischools.com.au](https://flexischools.com.au) and select the REGISTER option and enter your email address.
- You will be sent a registration email. Click the link in the email to complete the registration.
- Fill in your details on the Registration Form and click “submit”.
- Add your students, select their school and class.

### **ORDER:**

- Go to [flexischools.com.au](https://flexischools.com.au) and select the LOGIN option. Click on ‘Start an order’ for your student.
- Select the service you wish to purchase from. You can also set up orders in advance.
- Add each of your items. Extras and options will appear where relevant to the item.
- Select your payment option. Pay for the one order or ‘top up’ your account. Complete payment to place order.

**Option 2:** Using a paper bag with name, class and lunch order clearly written with money enclosed. Recess is not available from the tuckshop.

## CHANGE OF DETAILS

Please NOTIFY the school office 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

**\*Please refer to the Child Protection Policy available on the school web page / Moodle page as well as being available from the Administration Office.**

- 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. In addition to this, students participate in the Banana Festival Murwillumbah Performing Arts Festival and frequently raise funds for various communities / charities.

# CONCERNS & COMPLAINTS

Mt St Patrick Primary School aligns to the Lismore Catholic Schools Office Policy & Procedures regarding Parent/ Caregivers Concerns and Complaints. A copy of this Policy is available on our *School Web Page – Policies*.

## **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:

- Expediently 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.

# 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 available by contacting the office staff.**

# CLUBS

Student clubs are run each lunch time. These are run by teachers and include activities such as:

CHESS GARDEN LIBRARY PASSIVE PLAY CRAFT CHOIR MEDITATION PRAYER

# COUNSELLOR

We have a "qualified" counsellor employed by the school. 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 table the student's name at the Well-Being Committee meeting. The nominated student will be discussed and a decision regarding the course of action will then be determined by all three parties in consultation with the class teacher / school counsellor as required.

Parent notification/permission will follow if the school counsellor is recommended.

# CURRICULUM

At Mt St Patrick Primary, we follow the various curricula authorised by the NSW Education Standards Authority NESAs. 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.

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.

## 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.

## SCIENCE & TECHNOLOGY, HISTORY, GEOGRAPHY, PDHPE & CREATIVE ARTS

All of the above listed KLA’s (Key Learning Areas) are taught at Mt St Patrick Primary in accordance to the NSW Australian Curriculum.

# DISABLED ACCESS

The school conforms to 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 school, to learn 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.

## **SHORT TIME OUT**

For repeated classroom behaviours that interfere with the learning of other students or breaches classroom rules or expectations of behaviour a student would receive a Short Time Out. A Short Time Out involves a student remaining in the classroom but removed from classroom activities and interactions with other students. A Short Time Out allows a student to reflect upon their behaviour/s. The teacher would speak with the student outlining classroom expectations before the student is invited to return to the class activity. The length of time for a Short Time Out is determined by the teacher with consideration to the Year level and classroom routines.

## **LONG TIME OUT**

If a student has received a Short Time Out in the classroom but the inappropriate behaviour continues, the teacher will issue a Long Time Out. A Long Time Out involves the student coming to the Administration area during lunchtime /or recess (students complete a Long Time Out during the second half of lunchtime). They will be supervised by the Assistant Principal or delegate. The student receives a Long Time Out slip which is to be signed by a parent / guardian and returned the following school day. Students in Years 2 – 6 on the reverse side of the Long Time Out slip will complete a reflection sheet which outlines why they are on Long Time Out, who was affected by their actions, what behaviours should they have implemented and who do they need to apologise to. If a student receives a number of Long Time Out for ongoing behavioural issues the Assistant Principal or Principal may determine is issue a Detention rather than a Long Time Out.

A record of a student receiving Long Time Out is kept by the school.

## **DETENTION**

A student will be issued with a detention for any **serious** breach of the school rules which may include but not exclusive to:

*Bullying, Disrespectful behaviour, Inappropriate language, Inappropriate behaviour, Hands On*

A detention involves a student doing a Long Time Out as well as receiving a Detention letter which is to be signed by the parent/guardian and returned the following school day.

Parents will be asked to attend an interview with either the Principal or Assistant Principal if ongoing breaches of school rules occurs. A detailed outline of steps and procedures is 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.

A record of a student receiving a Detention is kept by the school.

## **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.

A record of a student receiving a Suspension is kept by the school.

## 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

### MOUNT ST PATRICK PRIMARY SCHOOL ROAD SAFETY MANAGEMENT PLAN

MANAGEMENT ISSUE	PROCEDURES
<b>Parent arrival and departure</b>	During school hours, the parents of students at Mt St Patrick Primary School report to the reception area in Mooball St. The path from Queensland Road provides direct access.
<b>Student Arrival and School Supervision</b>	Students arrive from buses in Murwillumbah Street or Queensland Road and proceed to school premises. A parent ' <b>drop off</b> ' zone operates on the eastern side in <b>Mooball Street</b> (bus bay area) in the morning. Parents are permitted to park for 2 minutes only and must remain within 3 metres of their vehicle.
<b>Student Dismissal &amp; After School Supervision</b>	<p><b>Walkers &amp; Parent Parking:</b> Parents are to park in Queensland Rd if they intend to leave their vehicle and enter school premises. Parents are to walk their children along path on eastern side of Mooball St and proceed to Queensland Rd. Parents are not to park on the Western side of Mooball St.</p> <p><i>Hoopla Circus</i> follow best practice in Catholic schools by appointing a child supervisor to collect the children and escort the children to their after school business venue. Safest route is to walk along the path on the eastern side of Mooball St and cross at the intersection of Mooball St &amp; Queensland Rd. Then enter through Showground main entrance. Parking available adjacent to Showground main entrance.</p> <p><b>'Pick Up' Zone Queensland Road:</b> After 3.15pm a Primary teacher is to supervise students and walk, in order, from the Primary school site, across the cement adjacent to the Gilbey Centre, onto the pick-up zone. Teacher observes surnames printed on card, laminated on sun visors are an option. When the teacher closest to the vehicle identifies the parent/carer in the vehicle, the student/students move to the head of the line. Young children enter the safety door side of the car and all students enter from the same side of the car. Loading of two cars only is advised. Under no circumstances is the parent to exit the car or a student or teacher to walk to the driver side of the car. Cars move forward in a queue as the previous cars depart. It is not expected cars will drive forward into gaps left by existing cars. When all cars have moved through the queue the supervising teachers escort any remaining children to the foyer of the school for collection by the parent/carer.</p> <p>Please note: no build-up of cars from the one way street are to block Queensland Rd. Parents may need to do a lap around the school boundaries eg Qld Rd, Mooball St &amp; Main Rd to allow a smooth flow of traffic on Queensland Rd.</p> <p>Parents are encouraged to turn left onto Queensland Rd after collecting their children rather than doing a right hand turn.</p>
<b>Wet Weather</b>	In rainy weather Primary teachers supervising the drop off and pick up area may phone the College to unlock the Gilbey Centre basement.
<b>Students Travelling Home By Bus</b>	Students proceed to undercover area at Mt St Patrick Primary School. Students line up behind their allocated bus lines. When their bus is identified and called by the supervising teacher, the students stand and proceed out the gate. A second & third teacher supervises the boarding of the bus. Only the front two or three buses are boarded before departure. The procedure is for Primary students to board first then College students.

## **ELECTRONIC DEVICES**

Students with electronic devices including: mobile phones/iPads/tablets etc. 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. Electronic devices 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 electronic devices (mobile phones/iPads) brought onto its premises. For security purposes – students are welcome to hand their electronic device into the School Admin office at the beginning of the day prior to 8:50am and collect their device after the school bell at 3:15 from the Office.

## **EXCLUSION PERIOD FOR INFECTIONS – (RECOMMENDED)**

Please refer to *School Web Page – Policies* relating to recommended exclusion for infections

Also see: *Unwell Students* as a guide to infectious diseases and the length of time that children should be excluded from 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 on the person of Jesus 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 31<sup>st</sup> 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.
- Whilst Mt St Patrick Primary is a direct feeder school to Mount St Patrick College acceptance to the College is not an automatic transition. Enrolment applications to Mount St Patrick College should be made when your child 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.

Our major excursions take place in Years 5 & 6: Currently these excursions are

**Year 5** –Lake Ainsworth Camp

**Year 6** – Sydney / Canberra

School procedures are that only Mt St Patrick staff attend the Year 5 & 6 major excursions.

## EXTERNAL ASSESSMENT

All students in Years 3 & 5 take part in the NAPLAN Tests in May. Students in Year 6 sit the Religious Education test. 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.

## INTERNAL ASSESSMENT

The school uses diagnostic PAT testing for Years 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.

Other assessment programs include: MAI – Mathematical Assessment interviews & Star Reading

## EXTRA CURRICULA ACTIVITIES

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

- Music Programmes: Strings Group / Choir/ School Band
- Out of School Hours Activity Program
- Lunchtime Clubs (Chess, passive play, craft etc.)
- Gardening group
- Mini-Vinnies

- Sporting teams

## **FRUIT BREAK 'CRUNCH n SIP'**

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 (9.55am). 'Crunch n Sip' encourages students to bring fruit to eat and water to drink at school.

## **GOAL SETTING –STUDENTS**

We value the students taking ownership of their learning. Goal setting encourages students to reflect on their achievements and learning and identify specific skills that they would like to improve on. Goals allow students to close the gap between what they have achieved and what they want to achieve. Teachers are asked to ensure that all students are actively involved in setting their own SMART goals which may include:

- Class goals
- Groups goals
- Individual goals
- Behaviour goals
- Learning goals

## **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](http://www.murplism.catholic.edu.au)

## **HISTORY**

On St Patrick's Day Friday 17<sup>th</sup> March 1904, the Convent for the Presentation Sisters was opened by Bishop Doyle and three days later on Monday 20<sup>th</sup> 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.

In 2013 two new Kindergarten rooms were built in the Infants block. These contemporary classrooms allow for flexible learning environments. Adjacent to these classrooms is access to an outside playground and garden area exclusive to Kindergarten students.

At the beginning of 2017 redevelopment of the School Administration entrance took place. The covered entrance encapsulates our school’s values, motto and rich history. Our values which are most prominent at the entrance, are based on the Presentation Sisters. These values are:

<b>COMPASSION:</b>	for those most in need
<b>COMMITMENT:</b>	to strive to do our best
<b>COURAGE:</b>	to embrace the fullness of life
<b>CONFIDENCE:</b>	to trust in God’s love
<b>CREATIVITY:</b>	to aspire to be innovative
<b>CONTEMPLATION:</b>	in prayer and service
<b>COMMUNION:</b>	to love God, love neighbour

From a handful of students in 1904, Mt St Patrick Primary has grown to a school population of 357 pupils as of February 2018. The site of the original school now accommodates in excess of 1 000 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 should be issued every week **except for the first and last week of each term**. Homework is issued on a **Tuesday** and should be returned to the class teacher on the following **Monday**. This enables the students the weekend to complete their homework. In the case of a specific homework request e.g. preparing speech in Term 2 other homework can be waived for that week.

*Homework will mainly consist of:*

### **Reading:**

Students in all Year Levels are required to read regularly as part of homework expectations. In Years 3-6, students above 30+ are responsible for choosing their own reading materials (eg from the Library) and recording details in their school diary. School diaries are checked and signed by the classroom teacher each week. Teachers are responsible organising home readers for students who are below Level 30.

**Please note the following expectations with regard to home reading in Years K-2:**

- Students are given three home readers each week (unless otherwise negotiated)
- The teacher is responsible for monitoring home readers to ensure that they are changed each week and that they are matched to each student’s reading ability, and that students are being given different titles each week.

- Books read have been recorded by a parent/caregiver in the reading diary
- Reading diaries including parent comments are checked and signed off by the classroom teacher each week.
- It is the teacher's responsibility to ensure that all reading books are returned

### **Spelling:**

**Kinder** – throughout the year students are given phonics activities to consolidate phonemes/graphemes taught. In Terms 1-3 students are also given 'coloured' sight words to learn. In Term 4, those students who have learned their sight words progress onto the spelling of sight words/high frequency words and high interest/personal words.

**Years 1-6** – Students are expected to learn their individual words from the 'Sound Waves' program each week (except in the first and last week of each Term) through a variety of teacher set activities. Students in Years 1 -4 have a minimum of 10 words per week to learn, students in Years 5 & 6 have a minimum of 15 words.

### **Mathletics:**

**Years 2 – 6** - Mathletics is the set homework for maths each week. The number of tasks per year level is as follows:

- Years 2 & 3: 3 tasks
- Year 4: 4 tasks
- Year 5: 5 tasks
- Year 6: 6 tasks

It is expected that students spend time on Mathletics in order to build their mental computation skills and ideally achieve 1 000 points and a certificate.

### **Diaries:**

**Years 3 – 6:** students in Years 3-6 are expected to have their diary signed each week by a parent / caregiver. Reading diaries including parent comments are checked and signed off by the classroom teacher each week. There is a Religious Education component accompanying each week which students are expected to complete.

### **No Homework x3:**

To ensure fairness and consistency across Year levels, if a student fails to complete ANY component of their weekly homework requirement 3 times in a Term (without a note of explanation from a parent/caregiver) they are placed on a Long Time Out (*refer to Discipline section*).

### **Library Borrowing:**

Students are expected to participate in library borrowing (except in the first and last week of each Term). Students who forget to return their books or bring a library bag three times are placed on a Long Time Out (*refer to Discipline section*).

## **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. Year 6 students during the year will have arranged activities where they work with their Kinder buddy.

As part of Kinder Orientation for the following year, Year 5 students assist with mentoring the pre-school students during the Orientation process.

## **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 conducive to learning by having sufficient light, heat and quiet 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**

The school has a well stocked and inviting Library of books. Students have the opportunity to visit the Library every week with their class, but also may visit at other times with teacher consent. Please encourage your child/ren 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. Refer to Homework section for further expectations regarding Library borrowing.

## **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. Lost property crates storing lost items are located outside the playground toilets. 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 have 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:**

**Mild to moderate symptoms**

- Hives or welts
- Swelling of the lips, face, eyes
- Abdominal pain and vomiting
- Tingling in the mouth

**Anaphylaxis (severe allergic reaction)**

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Loss of consciousness and/or collapse
- Pale and floppy (young children)

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.

## **MONEY**

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. Payments can be made by BPay, Direct Debit, Credit Card or cash at the Office.

## MUSIC

In addition to the school having a specialised Music teacher who delivers a 40 minute music lesson each week to all classes, the following is also available:

Opportunities for extra-curricular activities in music are available to students. These include:

- **School Choir** – students come together during a nominated lunchtime to practise. The choir perform at events such as – school masses, Primary & Infants Presentations, St Patrick’s Day Concert and school assemblies etc.
- **School Band** – (Year 3 – 6) students are able to be part of the school band. The school has purchased some instruments including: clarinets, saxophones, trumpets, trombones and flutes. Parents are able to rent for the year these instruments. Students who rent these instruments become part of the band. The band under the guidance of our band teacher meets once a week. The band performs at the Primary Presentations, school assemblies etc. All students in the band also attend a 30-minute tutorial lesson each week.
- **Strings Group** – students are able to be part of the strings group. Parents are able to rent violins from the school for the year. Students who rent a violin become part of the strings group. The strings group under the guidance of our strings group teacher meet twice a week. The strings group perform at events such as: school masses, Primary & Infants Presentations, St Patrick’s Day Concert, Murwillumbah Performing Arts festival and school assemblies etc.
- **College Tutors** – students are able to access College tutors for instruments such as guitar, drum line.

## NEWSLETTER

A newsletter is published fortnightly on the Tuesdays. 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. The newsletter is also available on our school webpage, School Moodle & 'Skoolbag' app.

## OFFICE HOURS

Monday to Friday: 8:20am. - 3:45pm.

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: [murp@lism.catholic.edu.au](mailto:murp@lism.catholic.edu.au)  
Web Page: [www.murplism.catholic.edu.au](http://www.murplism.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. 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.

## OUTSIDE SCHOOL HOURS ACTIVITY PROGRAM

Outside School Hours Activity Program (OSHAP) is conducted by at the school every Monday – Friday from 3.20 – 6.00p.m.

Students are collected from the basement at 3:20pm and taken to the Playground then to Room 3. In addition to the daily Outside School Hours Activity Program also offers Vacation Care at Mt St Patrick Primary. For further inquiries and an enrolment form please contact the School Office.

*Both Outside School Hours Activity Program and Vacation Care are subsidised through the Government's Child Care Benefits rebate.*

## PARENT HELPERS

In June 2013 legislation changed, requiring people working or volunteering with children under 18 years to have a Working With Children Check.

A new legislated phase-in is approaching for existing employees and volunteers in education.

The new group being phased-in between 1 April 2016 and 31 March 2017 includes people working in private tuition and coaching.

**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. During Term 1 & Term 3 there are formal Parent-Teacher Interviews. There are written reports provided at the end of Term 2 & Term 4. 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 organisations 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:

- School Disco
- Father / Son Camp
- Mother's Day / Father's Day Stall
- Grandparents Day
- Swimming, Athletics & Cross Country Carnivals
- School Gardens

## PARENT ASSEMBLY

Parents are the greatest influence on a child's life and education. Every parent to some degree needs support to fulfil their faith and educational responsibilities to their children. The Parent Assembly supports parents through:

- [Faith enrichment](#)
- [Networking and support](#)
- [Parenting Education](#)
- [Advocacy](#)

The effectiveness of this support for parents is achieved through the Parent Assembly :

- strengthening parents ability to build partnership with parish schools that enhances the religious, spiritual, educational and pastoral care of students;
- engaging with the strategic priorities of the Catholic Schools Office.

The structure and mission of the Parent Assembly is guided by:

- educational research on the role of parents in the educational partnership
  - the two directional documents of the Catholic Schools Office
1. [Catholic Education in the Diocese of Lismore Foundational Beliefs and Practices The Essential Framework](#)
  2. [Creating a future full of hope – A Statement of Strategic Intent for Catholic Education in the Diocese of Lismore 2010 – 2014.](#)
    - the beliefs and teachings of the Catholic Church that:
      1. *parents are the first and primary educators of their children.*
      2. *the future of the Church and society passes by way of the family.*
      3. *the family is the first and fundamental school of social being*
      4. *God has bestowed on the family its own specific and educational mission.*
      5. *partnership between a Catholic school and the families of the students must continue and be strengthened.*

These beliefs guided the development of the Parent Assembly when it was created in 1996, under the direction of the Bishop and the guidance of the Catholic Schools Council.

## 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 Forum meets once a Term.

### **Purpose of the Parish School Forum**

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

### **Structure**

The Parish School Forum is an advisory body through the principal to the parish priest. The parish priest has an unencumbered right to attend and take part in the Parish School Forum team or any committees thereof but is not obliged to do so.

### **Office Bearers**

At the first meeting of each year the Parish School Forum team chooses a Chairperson, Secretary, Treasurer and Assistant Treasurer. The principal and staff members are excluded from the role of Chairperson – these Office Bearers are appointed for two years.

### **Meetings**

The parish School Forum team is to meet once a term.

### **Finances**

The purpose of all fundraising is for the benefit of the parish school community within the areas of Catholic identity and mission, Policy, Finance, Building and Maintenance, Curriculum and Communication. Priorities for the disbursement of funds are determined at regular meetings of the Parish School Forum. Any fundraising by Parish School Forum must be notified and approved by the Parish.

The Mt St Patrick Primary School Parish School Forum Constitution & Minutes of Meetings are available on both the school website and Moodle page.

## PASTORAL CARE

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.

### **The Basic Principles of Pastoral Care**

The following Principles underpin and permeate an agreed understanding of Pastoral Care that enhances the wellbeing of all persons involved in Catholic education within the Diocese of Lismore:

1. Pastoral Care is founded in Jesus Christ and the Gospel imperative that every person, particularly the students we serve in Catholic schools, might be enabled to achieve the fullness of life (John 10:10).
2. Pastoral Care is concerned with the inherent dignity and wellbeing of each person.
3. Pastoral Care in Catholic schools is infused by the Catholic Worldview and nurtured through a life of prayer and sacramental living.
4. Pastoral Care is the concern of each person involved in Catholic education, under the leadership of the school Principal.
5. Pastoral Care is enacted through, and embedded within, reciprocal relationships – including student-teacher; student-student; teacher-teacher; principal-teacher; parent-teacher, priest-student; priest-teacher and other relationships.
6. Pastoral relationships incorporate dimensions of authentic recognition in which every individual experiences being cared for, respected and valued.
7. Parents play a key role in Pastoral Care and schools work closely and collaboratively with them in promoting the wellbeing of students.
8. Pastoral Care and wellbeing is critically dependent on student participation, which means creating opportunities for students to have a voice in matters that concern them at school.
9. Pastoral Care is embedded within and across all domains of school life.
10. Pastoral Care promotes and enhances wellbeing - including spiritual, social, emotional, psychological, intellectual and physical dimensions.
11. Pastoral Care requires a comprehensive, multi-level whole-school approach on a continuum from universal to targeted needs – including primary prevention, early intervention, intervention and postvention responses and initiatives with students and families.

## **(PBS) POSITIVE BEHAVIOUR SCHOOL**

Mt St Patrick Primary is a PBS – Positive Behaviour School. **Positive Behaviour School, known as PBS is an evidence-based whole school systems approach that:**

- addresses the diverse academic and social needs of every student to support them to be successful
- supports students in early childhood settings through to senior years of schooling
- enables schools to establish a continuum of supports that are intensified to meet the needs of every student
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of every student.

**When implemented well:**

- students respond positively as they have been taught what is expected of them
- staff deliver consistent responses to student learning and behaviour
- students feel safe and cared for at school. Their parents, family and community are more involved in their school
- unproductive and challenging behaviour can be significantly reduced for most students.

## 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. Parents will be notified in advance of any such visiting performance.

## 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.

Other personal development programs implemented in our school include the "Seasons for Growth Program" (a grief and loss program).

## PROCEDURAL FAIRNESS

### 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 NES (NSW EDUCATION STANDARDS AUTHORITY). 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.

- Black containers in classrooms are for paper recycling
- Red lidded wheelie bins are for general rubbish

## RELEASE FROM FACE TO FACE TEACHING (RFF)

All full time primary teachers in Catholic Schools are entitled 2 hours per week release from face to face teaching. This time is taken by classroom teachers during specialist art, music, drama and physical education 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 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 student's 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 teacher's 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 student's 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.

### **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 & First Communion - 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 during Term 1.

Maths, 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.

Computer generated accounts are sent out in school terms 1, 2 & 3 only. These accounts set out the 'Total' amount owing for the current term. Alternatively arrangements can be made to pay fees weekly, fortnightly or monthly. Payment can be made by BPay, Direct Debit, Credit Card or cash at the Office.

There is a **5% discount** on Tuition 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.

Unexplained failure to pay fees by the due dates will be forwarded onto the Parish Finance Council for review. Overdue fees may impact on a child's continued enrolment or if a student is currently in Year 6 it will impact on their enrolment application to Mount St Patrick College.

## SCHOOL HOURS

School hours are from 8:50 a.m. to 3:15 p.m.

Morning supervision of the children begins at 8:20am. Afternoon supervision ceases in the afternoon at approx 3:45pm. Children present at school outside of these hours may be at risk, as no supervision is available.

### BELL TIMES

Morning Bell	8:50
Morning Session commences	8.55
<i>Fruit Break 9.55 (fruit eaten in class)</i>	
Lunch	10.55
Lunch concludes	11:45
Middle session commences	11:50
Recess	1:50
Recess concludes	2:10
Afternoon session commences	2.15
School finishes	3:15

## 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.

## **SEESAW APP**

The **Seesaw App** is a means of sharing student work samples, assessments and general classroom activities, events and learning. At Mt St Patrick Primary School, we value **Seesaw** as an immediate & interactive communication tool between school and home. Parents / guardians can keep up to date with their child's learning, and easily communicate between and home.

- The beauty of a digital app like Seesaw is the ease of communicating and sharing students learning experiences with their parents and guardians.
- Each student gets their very own profile and can add learning experiences and even record what they have learnt during an activity. This can then be shared with their parents.
- Parents who have downloaded the Seesaw app will be notified of their own child's work.
- All data sent and received is safe and secure.
- Parents can comment on the photos and teacher comments.

## **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.

## **STATEMENT ON SOCIAL MEDIA**

A statement regarding the inappropriate use of Social Media was issued by the Catholic Schools Office in July 2013 and is now included on the Enrolment Application form issued to all families within the Diocese of Lismore.

As a result of this statement Mt St Patrick Primary School has adopted the statement as a policy

within the school. The Policy Statement is as follows:

Families enrolled at Mt St Patrick Primary School are not to communicate, or engage in social media activity, including, but not limited to Facebook, Instagram, KIK, Twitter, YouTube, LinkedIn, Wikipedia or Second Life, and to appropriately supervise our children to ensure they do not communicate or engage in the above described social media which in any manner whatsoever is negative of the school, its administration, its teachers, the Catholic Schools Office, Parish Priest or his advisors, or The Trustees of the Roman Catholic Church for the Diocese of Lismore, or bring any, or part, or all the above into disrepute.

In the event that this condition of the agreement is breached in any manner whatsoever, it shall be regarded as an essential term and condition and, at the sole discretion of the school, or the other parties mentioned above, children may be suspended or expelled from the school.

## SPECIAL EVENTS

A number of special events are conducted throughout the school year. These include:

**Mt St PAT's HAS GOT TALENT:** This annual event allows students to perform at a school assembly. Students perform displaying a variety of talents, including dance, singing, playing instruments, verse speaking, comedy and much more. This is a great afternoon and one the students (parents) really look forward to!!!

**GRANDPARENT DAY:** Grandparents, Aunties, Uncles, Neighbours and anyone who would like to visit our school are welcome. This is a very well supported event and it enables visitors to our school to visit classrooms, engage in 21<sup>st</sup> century learning, enjoy a morning tea and be entertained by our students.

**SCHOOL DISCO:** A Term 1 & Term 4 event whereby families are invited to attend an evening of dancing and socialising. This is held within the school grounds. A great family night!!

**TABLEAU:** This event combines a Parish Fete with a re-enactment of the Christmas Story. Complete with a stable and a recreated nativity scene this event is not just a school event it is a local community event, attracting thousands of people. Students within the school perform in the band, choir and of course the nativity characters. A Murwillumbah "iconic" event.

**OPEN DAY:** An opportunity for the general community to visit the school and observe classrooms and school facilities first hand. The day coincides with Catholic Schools Week in March. All welcome!

**FATHER / SON CAMP:** A weekend where dads can take their sons to an overnight camp. This is a very popular and well supported event. Lots of fun!!

In addition to the above the school also conducts, Mums High Tea, Skill-a-Thon, Book Character Parade, Easter Bonnet Parade, participation within both the Banana Festival and Murwillumbah Show and much more.

**Mt St Pat's really does try to engage all families and make everyone feel welcome!**

## INTERVENTION 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. Star Reading supports selected students in Year 1 with their reading development. Reading Support also takes place from Year 2, where students are identified for additional reading support. Students from Year 3 onwards who have not reached Level 30 reading are identified and reading support provided.

### Extending Mathematical Understanding (EMU)

EMU is a whole school approach and protocol intervention relating to maths. EMU is a small group specialised withdrawal program implemented by a specialist teacher to assist student understanding

with maths. The classroom program supplemented by an individual mathematics learning plan is developed by a specialist teacher and the classroom teacher.

### **Learning Support Staff**

Through our Needs Based Funding teachers & teacher aides work throughout the school with students who have been identified as having specific learning difficulties. The class teacher, Additional Needs Teacher, learning support teachers and teacher aides work together to provide a personalised plan for individual students. The learning support works with the students in the classroom in either 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. Such programs are:

- Support – A – Talker (Kinder)
- STAR Reading (Year 1)
- Understanding words (Year 1)
- Reading Support (Year 2 upwards)
- MacqLit (Year 3)

## **SPORT**

Sport is considered an integral part of the PDHPE 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 Sport & Physical Education days. Sports days vary from term to term according to the availability of facilities and parents are advised accordingly. Specialist Physical Education lessons take place on Tuesdays & Wednesdays.

In Term 1 all classes participate in Dance Fever – which focuses on dance and on each alternate year gymnastics.

In Term 4, Kinder, Year1 and Year 2 participate in a 10 day intensive swimming programme.

There are four Houses for Sport as follows:

**RED HOUSE / MacKILLOP:** Named in honour of Saint Mary MacKillop of the Cross who was the founder of the Sisters of St Joseph.

**BLUE HOUSE / NAGLE:** Named 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 / DOYLE:** Named 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 / DALTON:** Named in honour of Father Dalton, the first Parish Priest of Sacred Heart Parish.

**Colour House Captains:** At the beginning of the school year Sport House teams vote for one Year 6 boy and girl to be their House Captains for the year. Students wishing to apply for House Captain prepare a speech of no more than 2 minutes in duration to present to the Year 3 – 6 students. Voting is conducted by children from Year 3 to Year 6 according to their House Colour. These votes are collated by the Assistant Principal.

The nominated students for Sport House Captains are to be endorsed by the Sport Coordinator then the Principal and School Leadership Team before being announced.

Throughout the year students have the opportunity to participate in school carnivals and represent the school at various levels if selected. These include: Zone, Diocesan, Polding, NSW State.

The Parent Forum provides some financial support to families whose child/ren represent the school at a Diocesan (pending location of event), Polding, NSW State Level. This financial support whilst not covering all expenses is a contribution to families for outgoing travel and accommodation costs in representing the school at particular sporting events.

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 PHOTOS

**Student / Class photos:** A photography company has been engaged by the school to take student /class photos once a year. The date of these photos is listed on the school calendar and notification will be made through the school newsletter.

**Media / Promotional Photos:** When signing the enrolment form at Mt St Patrick Primary School you have given permission for the school to use your child's photo within various promotional / advertising / technology formats. This may include photos on our school web page, moodle page, various local papers, advertising materials etc. If parents do not want their child's photo to be used within these formats they should meet with the school Principal.

## 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 two vice captains. SRC representatives are elected for two terms (Term 1 & 2) and in Terms 3 & 4 new leaders are elected. The student council is assisted by the Assistant Principal. Meetings are held weekly, where possible with the Assistant Principal.

## SCHOOL CAPTAINS

Early in Term 4 students in Year 5 are asked to consider nominating themselves to stand for School Captain positions for the following year. Prior to this, two Leadership Days are provided for Year 5 students to focus on qualities of good leadership.

Students wishing to apply for School Captain prepare a speech of no more than 2 minutes in duration to give to the Year 3 – 6 students. .

Years 3 - 6 only then vote. These are collated by the Assistant Principal. The staff has the opportunity to discuss nominated students and vote before final ratification by the School Leadership Team. The School Captains are announced at the Primary Presentation Evening.

## SUN PROTECTION

Mt St Patrick Primary School has a Sun Protection Plan. Refer to Policies: Sun Protection available on the school Web Page: [www.murplism.catholic.edu.au](http://www.murplism.catholic.edu.au). There is a 'No Hat No Play' Policy in regards to all students. Students who do not have a hat are to sit in the school basement during recess and lunch. Students have lunch first at 10:55am to avoid students being in the playground during the hottest hours of the day.

## 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
- Bank of computers (laptops) in every classroom
- Each class having its own mounted data projector
- iPads
- 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 have the capacity to log onto the school web page which also provides a wide range of technological resources that students can safely access.

***Cyber bullying – refer to school base policies***

# 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.

## 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.

Unisex sport shorts

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.

Any colour is acceptable for sport shoes. However, NO predominately fluorescent colours will be accepted.

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.

Unisex sport 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.

Any colour is acceptable for sport shoes. However, NO predominately fluorescent colours will be accepted.

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)

Plastic, leather ceramic etc. necklaces and chains are not permitted. Hair ribbons should be blue. No nail polish or make-up.

## 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.

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

# 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**

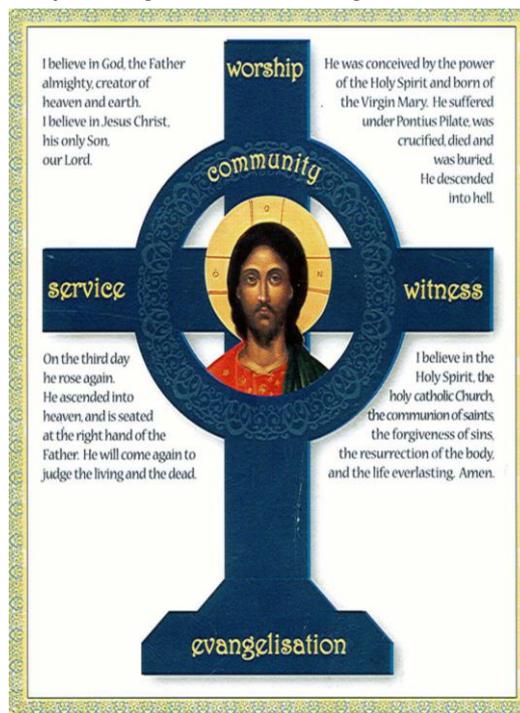
A school that provides and nurtures a challenging, enriching and faith-based environment that celebrates and supports quality education.

## **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/MOODLE

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 Moodle 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".*