



St John Vianney's
Parish Primar School



HANDBOOK

General Information

Absence From School

In the event of your child being absent from school, it is necessary that a note of explanation (stating the reason for the absence and date(s) of absence) be forwarded to the class teacher.

In the case of a longer absence, 10 days or more, an Application for Extended Leave - Travel form has to be filled out (available in the office).

Accidents

The safety of the students is of paramount importance to the school.

If an accident occurs or a student is sick, parents will be contacted. If parents cannot be contacted, medical treatment/advice will be sought.

Anaphylaxis

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or insect bite). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more.

Anaphylaxis is potentially life threatening and always requires an immediate response. It is the responsibility of the parent to notify the school if their child is at risk of an anaphylactic reaction, either at the time of enrolment, or if the student is enrolled, as soon after diagnosis as possible. As with other health conditions, schools provide support to assist the parent in the management of their child's health. For this support to be effective it is important that:

- a partnership is established between the parent and the school to share information
- expectations are clarified
- every reasonable effort is made to minimise the exposure of students at risk of an allergic reaction to known allergens within the school environment
- an emergency response plan is developed and implemented.

We have a number of students in the school who are chronically allergic to nuts, eggs and yoghurt.

These students:

- exclude all nuts, eggs and yoghurt from their diet
- only eat foods provided by their parents
- do not purchase from cake stalls or hot dog days, etc.
- wear a light blue hat for easy identification in the playground
- always have two EpiPens on site
- have an individual health care plan which includes:
 - details of their severe allergy/allergies as provided by their medical practitioner
 - a photograph of the student
 - actions the school will take to minimise the risk of contact with known allergens
 - arrangements for school staff to support the child, e.g. training in the management of severe allergic reactions
 - an emergency response plan
 - parent contact details in case of an emergency and those of another person in the event the parent is unavailable
 - an arrangement for a photograph and information about their needs to be placed in agreed positions around the school
 - parent's signature together with that of the Principal, to indicate details have been read

It is the responsibility of the parent to:

- inform the Principal of the health needs of the students upon enrolment and when the health needs of the student change
- when requested by the Principal, negotiate an individual health care plan for school support of the student's health with the Principal and staff
- provide the 'Dear Medical Practitioner' letter to their child's medical practitioner and return it to the school when the form is completed
- provide written requests for the school to administer prescribed medications
- provide the equipment and consumables for carrying out health support procedures as specified in the student's individual health care plan, including when relevant, the appropriate EpiPen/s
- replace the EpiPen when it expires or after it has been used.

The staff has been in-serviced on the correct use of EpiPens and re-visits this procedure regularly. At the beginning of the year a note is sent home to all parents highlighting the seriousness of anaphylaxis and reminders are posted in the school newsletter. In order for our school to continue to be allergy aware we ask that parents consider not including nuts, eggs, yoghurt or foods cooked in peanut oil as part of your child's recess or lunch.

Bus Passes

Bus passes may be ordered through the school. All students in Kindergarten, Years 1 and 2 are eligible for a free bus pass, regardless of the distance from the school. Students in Years 3 to 6 are eligible only if they live more than 2 kilometres from the school, which is measured in a straight line.

Bus pass applications are available in the school office. Students travelling by bus must know the number of their afternoon bus. The bus company issues a list of bus numbers and route. In the case of a lost bus pass, parents must approach the bus company personally for a replacement (Busways Glendenning). A fee is charged for a replacement pass. Students will need to pay for bus travel until a new pass is issued.

All students are expected to be on their best behaviour at all times while travelling on school buses. Parents will be contacted if their child behaves inappropriately on a bus. If the inappropriate behaviour continues the bus company has the authority to suspend bus travel.

Canteen

St John Vianney's Primary School does not operate a canteen. Students are required to bring a healthy recess and lunch each day.

Child Protection Legislation Requirements

Child protection laws require all volunteers and other visitors who may have direct unsupervised contact with children while completing tasks in or for Parramatta Catholic systemic schools, to complete an online training module.

After successfully completing the module, an email notification will be sent automatically to the volunteer's email address and to the school email address. This email is a confirmation that the training has been successfully completed by the volunteer. Child protection for volunteers may be accessed through the following web address:

See [Building Child Safe Communities - Volunteers](#)

Dress Code

It is expected that students are to wear the correct school uniform neatly and with pride. Parents are asked to ensure their children wear the full correct uniform. In addition to this, students are to be reminded of the following guidelines:

- All items of clothing must be clearly marked with the students's name and class.
- Girls are permitted to wear plain gold or silver single sleepers or studs.
- Ornamental bangles, bracelets, anklets or earrings are not to be worn.
- Girls may wear one signet ring.
- A necklace of religious significance may be worn underneath the uniform.
- Boys are not to wear earrings to school.
- Nail polish is not to be worn.
- Boys' hairstyles are to be neat and simple – no pronounced undercuts or designs, no rats tails or hair impeding their vision.
- Girls with shoulder length hair are to have it tied back away from the face.
- Girls' hair accessories are to be in the school colours
- School shoes are to be black and polishable.
- Sport shoes are to be a jogger design predominantly white with no bright colours, patterns or slogans.
- Students are to wear the school hat everyday with the flap down and the peak of the cap facing forwards.
- Students without hats will be directed to the designated shade areas. Students without hats will be directed to the designated shade areas.
- Year 6 students may wear their souvenir polo shirt on sports days.
- School uniforms are available at Lowes Blacktown.
- School hats, blue bags and library bags are available at the school office.

The Principal will make the final decision on what is considered appropriate hair styling, grooming and jewellery for school. Parents will be notified if there are concerns regarding their child/ren.

Educating Our Children To Be SunSmart

St John Vianney's Parish School has adopted a SunSmart policy as it is our school belief to provide a learning environment that is both safe and caring. As Australia is a country with a high rate of skin cancer, it is important to educate children about the effect of the sun and promote habits to avoid skin damage.

Our school aims to raise awareness in children of the dangers of UV rays to their skin and instil lifelong habits to avoid skin damage.

Aims

- To develop a positive attitude towards skin and eye protection
- To develop lifestyle practices to reduce incidence of skin cancer
- To take personal responsibility in making choices about skin protection
- To become aware of the need to reduce the level of sun exposure.

Implementation

- Students will wear school hats whenever outside
- Students who do not have their hats will be directed to the designated shade area
- Whenever possible shaded areas will be utilised
- Staff will be encouraged to act as role models by practicing SunSmart behaviours.

Library

The school library is the resource centre of our community. It has an excellent variety of relevant resources for students, staff and parents. The library is open 3 lunchtimes a week for student recreational reading and activities.

Liturgy

We view liturgy as a special part of our school life. Primary students attend the parish Mass every Thursday at 9.15am. Confession is heard by Fr O'Neill each term for primary grades. Special feast days are also celebrated. Parents and friends are always welcome to celebrate these occasions with us.

Sacramental programs are parish-based. Parents need to seek information from Fr O'Neill or read the parish Mass bulletin.

Morning Assembly Prayer

Dear Father,

Thank you for bringing us safely to St John Vianney's today. Please bless our families, friends and teachers.

Help me to make today a nice day for myself and everyone I meet.

Through Jesus Christ our Lord.

Amen.

Merit Assembly Prayer

Dear Father,

We thank you for giving us this time to celebrate our achievements and our learning.

Help us to be more like St John Vianney in all that we do. We ask this in your name.

Amen.

School Pledge

I honour my God. I serve my country. I am loyal to my school. And I salute the flag.

Lost Property

Please label all clothing clearly with your child's name and class. The school cannot accept responsibility for lost property. Lost property is stored in the 'Blue Room' between the Year 3 & 4 classrooms, and on a table in the multi-purpose room.

Lunches

Students eat lunch with their class. Please give your child a nutritious lunch made up of the food they enjoy. Keep a close check on what your child is eating and avoid giving them too much, as this leads to wastage. Please do not supply fast foods from commercial outlets to the students for lunch. No hot food is to be brought from home for lunch.

Parents And Friends Association

The function of this organisation is to provide opportunities for parents to meet socially, as well as to raise funds for school equipment. Our school has a dedicated and active Parents and Friends Association. Meetings are held on Friday afternoon in weeks 3 and 8 of the school term at 2.00pm in the Staffroom. Meeting dates are also published in the school newsletter.

School Contact Details

Address: St John Vianney's Primary School, 17 Cameron Street (PO Box 416) DOONSIDE NSW 2767

Phone: 8869 6300

Fax: 9831 6430

Email: stjohnvianneys@parra.catholic.edu.au

Website: www.stjohnvianneysdoonside.catholic.edu.au

School Hours And Supervision Of Students

School Hours

School hours:	8:55 am – 3:00 pm
Morning recess:	11:00 am – 11:30 am
Lunch:	1:30 pm – 2:00 pm
Office hours:	8:30 am – 3:30 pm Monday – Friday

Morning supervision

Playground supervision begins at 8:30 am. Students are not to be at school before 8:30 am.

After school supervision

After school, students are supervised boarding buses in Cameron St. Students who walk home and cross Cameron Street are to assemble at the designated area. Students cross Cameron St under the supervision of a staff member. Students who are to be picked up by parents/carers are to wait in the amphitheatre or in the multi-purpose room in wet weather. Parents/carers are only to collect their children from the amphitheatre or multi-purpose room. Students waiting in these areas are supervised until 3:30 pm. For safety reasons students are not to wait for parents/carers outside the school gates or on the steps of the Church. Students are not to be on the premises outside the stated hours.

The school will not be responsible for supervising or caring for students outside the school premises, unless the students are engaged in a school sponsored activity, e.g. an excursion or a sport event.

The school will not be responsible for supervision or caring for the students on their journey to and from school.

There is no after school care, however, students can be picked up by SMOOSH before and after school care. Contact the school office for further information.

Arrival

- Students wait on the steps of the amphitheatre. In wet weather students assemble in the Year 3/4 quiet area and are dismissed to the classrooms for wet weather supervision.
- Students arriving late, after 8.55am, must be brought to the office by their parent(s) who needs to complete a 'late note' for the class teacher's records.

Departure

- Students are never to leave school without permission.
- Students are picked up from the amphitheatre each afternoon (bus, walkers and cyclists excluded).
- In wet weather students are picked up from the multi-purpose room.
- Students catching buses are walked to the bus area by a staff member.
- An 'early note', available in the office, needs to be filled in by a parent for students who leave school before the dismissal bell.
- Students are to behave in a responsible manner travelling to and from school.
- If your child is to be collected at any time by someone else, please notify the school.
- In order to minimise class disruption it would be helpful if all appointments for students e.g. dentist, could be made outside school hours.

Sports Days

Kindergarten	Monday and Friday
1 Blue	Thursday and Friday
1 Gold	Wednesday and Thursday
2 Blue	Thursday and Friday
2 Gold	Wednesday and Friday
3 Blue	Friday
3 Gold	Wednesday and Friday
4 Blue	Thursday and Friday
4 Gold	Thursday and Friday
5 Blue	Thursday and Friday
5 Gold	Wednesday and Friday
6 Blue	Thursday and Friday
6 Gold	Wednesday and Friday

Staff Development Days

The Parramatta Catholic Education Office allows schools to use six days a year for staff professional learning. On these days staff will be involved in various aspects of professional learning. Dates of these staff development days will be advertised through the school newsletter. Parents are requested to make alternative arrangements for the supervision of their child/children on these days.

The Role Of The Student Council

Each year, eight Year 6 students are voted onto the Student Council to fulfil the following roles:

- Lead the morning prayer assembly
- Coordinate raising and lowering of school and Australian flags
- Organise connection and storage of microphone for morning assembly
- Assist teacher on microphone duty by distributing birthday certificates
- Coordinate roles for merit assemblies and student of the term assemblies
- Assist classes responsible for special assemblies
- Write and present speeches for visiting dignitaries
- Coordinate fundraising events
- Meet as a Students Council to discuss school issues
- Take suggestions to the Principal, Assistant Principal and leadership team members
- Raise student awareness of programs/policies within the school
- Be involved in Year 6 elections for student council members for the following year
- Be role models for all students by deed and word at school and at school events/excursions.

Transferring To Another School

In the event of your child transferring to another school, a *Student Not Returning to St John Vianney's* form must be completed (available in the office).

Uniform

The full school uniform can be purchased from Lowes - Shop 2060/1, Westpoint Blacktown, 17 Patrick Street, Blacktown. Phone: (02) 9672 3025 although School Hats and School Backpacks with the St John Vianney's crest can be purchased from the school office

Each student at St John Vianney's is expected to wear the correct school uniform neatly and with pride as stipulated below.

Girls (Summer)	Girls (Winter)
Dress Blue check with Navy trim Jacket Navy Microfibre Jacket with emblem Hat School Hat with emblem Socks Navy Ankle style Shoes Black leather school shoes (no black joggers)	Tunic Navy/mid Blue/Mrn Check-Pleated Style Tie Sky blue/Mrn Check Blouse Sky blue long sleeve p/pan blouse Jacket Navy Microfibre Jacket with emblem Hat School Hat with emblem Socks Navy Ankle style Tights Navy Becky Shoes Black leather school shoes (no black joggers)

Boys (Summer)	Boys (Winter)
Shirt Sky with school crest Shorts Navy 'Blockers' Jacket Navy Microfibre Jacket with emblem Hat School Hat with emblem Socks Navy Ankle style Shoes Black leather school shoes (no black joggers)	Shirt Sky deluxe long sleeve Trousers Navy ½ elastic back classics Tie School design tartan Jacket Navy Microfibre Jacket with emblem Hat School Hat with emblem Socks Navy Ankle style Shoes Black leather school shoes (no black joggers)

Sports Uniform (Unisex)
Polo Top Sky with school crest Shorts Navy Microfibre with emblem Trackpants Navy Microfibre BBT Jacket Navy Microfibre Jacket with emblem Hat School Hat with emblem Socks White Sports style Shoes Joggers (predominantly white)

Visitors To The School

All visitors and volunteers are required to report to the office on arrival, where they enter their details into the electronic visitors register and print a visitor’s pass. Before leaving the school premises, visitors are required to log out.

Communication

Communicating With Parents

Parents play the primary role in the education of their child and it is vital that there is open and regular communication between home and school. We provide many opportunities, both formal and informal, to ensure that parents are informed about their child's progress.

Term 1 – Parent Information Evenings

Parents are invited to attend an information evening for their child's grade early in the year. These meetings are presented by classroom teachers and provide parents with essential information to allow for a smooth transition into the new year. A curriculum overview outlining topics to be covered in each Key Learning Area is discussed at these meetings.

Term 2 – Semester One Reports and Parent/Teacher Conferences

Semester One reports are sent home in June each year. Teachers report on achievement in each Key Learning Area using a five point graded scale. Kindergarten reports have a separate format. The report also communicates a student's effort in each Key Learning Area, their social development and work habits. It is vital that parents attend a parent/teacher conference at which time successes and challenges will be discussed. Students in Years 3-6 are invited to attend the conference with their parents.

Term 4 – Semester Two Reports

Semester Two reports are sent home in December each year. Teachers report on achievement in each Key Learning Area using a five point graded scale. Kindergarten reports have a separate format. This report also communicates a student's effort in each Key Learning Area, their social development and work habits. Parents may request a Parent/Teacher conference to discuss the Semester Two report.

Appointments

Please feel free to meet with your child's teacher/s should you wish to discuss any aspect of your child's progress. Appointments are made through the office.

Other Notices

Notes are sent home at other times as reminders of coming events or to notify you of meetings, etc.

Please check your child's bag daily for notes. Email reminders of upcoming events are also sent to parents who subscribe to the school newsletter. The Parents and Friends Association also maintain a Facebook page.

School Assemblies

An assembly for students/parents is held each morning at 8:55 am. This is an opportunity to start the day as a school community with a greeting, messages, birthday recognition and school prayer.

On many Friday afternoons at 2.15pm a special assembly is held in the multi-purpose room to present merit certificates and to provide the opportunity for the students to share some of their learnings. Assembly dates and times are printed in the school newsletter.

At the end of each term a Student of the Term assembly is held. This date is also printed in the school newsletter.

All parents, relatives and friends are welcome to join us for these assemblies.

Additional assemblies are also held for special feasts and celebrations which are noted in the fortnightly school newsletter.

School Newsletter

A school newsletter containing information about school activities, is emailed to families every second Wednesday and archived on the school website.

Student Management Policy

Student management at St John Vianney's is based on the belief that a Catholic school is a faith community of love, which is characterised by justice, tolerance, forgiveness and respect for each other.

We believe that student management is most effective when everyone is involved. When all members of the community:

- display Catholic attitudes and values
- are aware of, and observe, the school rules
- show concern, respect and courtesy for, and trust in, each other
- display appropriate behaviour
- understand and accept the disciplinary measures of the school.

Aims

Through this policy we aim to:

- guide the students towards responsible decision-making, self control, resilience and respect for themselves and everyone in the school community
- work with the school community in developing an understanding of their rights and responsibilities
- develop an awareness in students that all behaviour choices have a consequence
- ensure that our 'Feel Safe Policy' protects students, teachers and parents from the harmful effects of bullying.

Procedural fairness

The principles on which we base our behaviour management practices at St John Vianney's demonstrate procedural fairness. We believe that procedural fairness is a basic right of all students when dealing with school authorities. We apply the 'hearing rule' and the 'right to an unbiased decision.'

The 'hearing rule' includes the right of the student against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
- know the process by which the matter will be considered
- respond to the allegations
- know how to seek a review of the decision made in response to the allegations.

The 'right to an unbiased decision' includes the right to:

- impartiality in an investigation and decision-making
- an absence of bias by a decision maker.

See below for **school rules** and **right and responsibilities**.

Workshops For Parents

The school arranges workshops during the year to inform parents about current educational trends. The dates for the workshops are noted in the newsletter.

Learning & Teaching

Excursions

We believe that experiences beyond the classroom contribute significantly to our student's growth and development. A school excursion is a component of the school curriculum and related to the students' learning programs.

While recognising the potential benefits of educational excursions, we also recognise that such activities may put additional financial pressures on parents. Therefore, each grade is limited to one major curriculum related excursion each year.

Homework

At St John Vianney's Homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, sporting and cultural pursuits. The responsibility for overseeing homework lies essentially with the parents. Homework should not be a cause of stress or upset for children or parents. The emphasis should always be placed on the learning value.

Research does indicate that ALL children should read each night. Reading is shown to increase academic achievement and aid in learning and opens a child's mind to new worlds, experiences, knowledge and understandings.

it is an expectation that all children read at home each night and that parents/carers sign and complete their child's reading log each night.

We desire that our students

- cultivate a passion for reading, becoming highly effective readers and seeing reading as a foundational skill to powerful learning
- acquire a love of Mathematics and becoming numerate learners by developing the knowledge and skills to use mathematics confidently across all areas of their lives;
- develop the skills of curiosity, creativity and innovation by extending and consolidating their learning beyond the classroom
- become self-motivated learners to encourage lifelong learning
- involve all family members in their learning
- develop learning based on personal interests and enjoyment;
- acquire independence

Through the home and school partnership, students have the opportunity to:

- improve comprehension; (students who read extensively learn reading strategies and increase their reading rates)
- make gains in overall language proficiency; (take the time to talk with your child about different topics/ experiences)
- increase vocabulary knowledge; (play word games - 'I Spy', Word associations, match rhyming words, identify opposites (What is the antonym for?), identify words that have the same meaning (What is the Synonym for?))
- improve understanding of Mathematical concepts and problem-solving
- develop research and critical thinking skills
- develop time management skills (i.e. students learning to balance afternoon activities, use of Technology, Sport, TV time and reading)

Homework in Kindergarten, Year 1 and Year 2

In Kindergarten, Year 1 and Year 2, homework involves reading a variety of home readers and quality literature as well as the quick identification of sight words. In these foundational years children become better readers by practising reading. Parents MUST complete the class Reading log each night.

In addition to reading, it is OPTIONAL for parents to provide opportunities for their children to build fluency through number activities and using Mathematics in real-life situations around the home. Children may also pursue other learning activities that spark their curiosity with their families.

Homework in Years 3 to 6

In Year 3, Year 4, Year 5 and Year 6, homework involves reading a variety of texts including quality novels, picture books, magazines, visual information, maps, tables, charts, diagrams, animations and digital texts, covering all areas of the curriculum. Teachers will provide guidance and assistance to students in choosing suitable reading material. Parents MUST complete the class Reading log each night.

Parents are encouraged to provide opportunities for their children to build fluency through the quick recall of number and table facts each day. Children may be given incomplete work from the day to complete for homework. Children may also choose to pursue other learning activities that spark their curiosity with their families.

Teachers MAY send home spelling words that students have spelled incorrectly in their writing and provide suggested activities parents can do, to help their child learn these words.

Throughout the year, teachers MAY prescribe other home tasks from Key Learning Areas that supports the learning occurring in the classroom. Tasks will be relevant to class learning and teaching activities and no task will be given for homework that the students do not have some prior experience of.

What can you do as parents/carers to assist

- Take into account the need for your child to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits.
- Take an active interest in your child's reading.
- Be a good role model and read with and to your child.
- Support your child by setting aside time each day to have a conversation with your child about his/her day and/or interests.
- Communicate with teachers any concerns about your child's learning.

Behaviour Expectations

Classroom Code

The staff of St John Vianney's believe that mutual respect and acceptance of the need for co-operation comes about when decision-making is a shared process between students and teachers. It is believed that by using such a process, in keeping with the aims of the Catholic school, a positive classroom climate can be fostered. Each teacher negotiates their classroom code in the early weeks of Term 1 and revisits this regularly.

Step 1: What are student's expectations of each other?

Step 2: What do the students expect of the teacher?

Step 3: Teacher explains expectations of the students.

Step 4: Draw up individual class codes stated in the positive.

These are displayed in the classroom and can be referred to when necessary.

Feel Safe Policy

Our Feel Safe Policy endeavours to provide a safe, secure and welcoming environment in which everyone is treated with dignity and respect.

We believe that the only way to have a friend is to be one.

At St John Vianney's Primary School we want to provide a safe, secure and welcoming environment in which everyone is treated with dignity and respect.

- We do not want bullying. This means that no one should be intentionally hurt, threatened, frightened or harassed by physical, verbal or emotional means.
- We do not want, therefore, any gossiping, name-calling, teasing, intimidating, excluding, swearing at, humiliating, using stand-over tactics, taking or using possessions without permission, hitting or pushing, etc.
- We want everyone – teachers, students and parents – to deal with bullying, which involves reporting it, whether they are being bullied or are onlookers.
- We want to ensure that anyone can protest against bullying and get support from the school.

You can create an environment free from bullying by:

- dealing with conflicts openly, peacefully and respectfully
- accepting responsibility for your words and actions
- taking appropriate action if you are being bullied or if you become aware that someone else is being bullied
- examining your behaviour and stopping any bullying you have been doing, even if you don't think that it is all that serious
- responding to those being bullied in a supportive and caring way
- demanding that bullies stop their behaviour.

If you are being bullied:

You can choose how to respond to the situation. Whatever you decide to do, act promptly to prevent the problem getting worse.

What to do:

1. Try to handle it yourself ~ avoid situations that may lead to bullying.

- Look at your own behaviour and see if it is, in any way, causing the bullying.
- Be assertive; look the person in the eye.
- Tell them they are annoying you and you want it to stop.

2. Tell someone ~ if the situation does not change, report the bullying to either your class teacher, the Assistant Principal or the Principal. Keep reporting until it stops.

What not to do:

- Don't argue with them.
- Don't react with aggression.
- Don't ignore the bullying.
- Don't keep saying 'I'll keep it all to myself', and then be miserable.

If you bully someone else:

- You will be expected to stop it immediately.
- The teachers will monitor your behaviour.
- Disciplinary procedures will follow.
- Your parents will be told.
- You will be assisted with changing your pattern of behaviour.

Remember:

- We all have the right to feel safe.
- Bullying has no place in our school.
- We address each other by first name only.
- You need to tell your teacher if you are being bullied.

Response To Inappropriate Behaviour

Classroom

The students are responsible for their own behaviour. If a student chooses to act in a way which disrupts their own and others’ learning, the following plan will be put into place:

Step 1	Warning/reminder of classroom rule
Step 2	Time-out in classroom
Step 3	Sent to another class in the module to complete work
Step 4	Loss of playtime – time spent with class teacher
Step 5	Lunchtime detention
Step 6	Incident recorded in child’s file
Step 7	Sent to Principal/Assistant Principal
Step 8	Appropriate action taken, e.g. parents contacted, in-school exclusion
Step 9	Where a student's classroom behaviour becomes a serious, continued problem, parents will be contacted to attend a meeting with the Principal/Assistant Principal and classroom teacher, where issues can be discussed and a resolution reached
Step 10	In serious cases a student may receive a school suspension from the Principal.

Playground

If a student chooses not to follow the school rules, the following plan will be put into place:

Step 1	Warning/reminder of school rule
Step 2	Time-out in the playground
Step 3	Lunchtime detention
Step 4	In serious cases where behaviour causes conflict/harm to others, e.g. hitting, racial remarks, abusive language, student is sent straight to the Principal or Assistant Principal
Step 5	Incident recorded in student's file and appropriate action taken
Step 6	Where a student's behaviour becomes a serious, continuing problem parents will be contacted to attend a meeting with the Principal/Assistant Principal and classroom teacher, where issues can be discussed and a resolution reached
Step 7	In serious cases a student may receive a school suspension from the Principal.

Lunchtime detention will be an immediate consequence of the following behaviour:

- Bullying
- Physical aggression
- Verbal aggression (directed swearing, racist remarks, argumentative behaviour)
- Continued disruptive classroom behaviour
- Deliberate/willful destruction of school, personal or others’ property.

Rights And Responsibilities

Student rights

Students have a right to:

- work, learn and play in a safe, friendly and supportive school
- be happy and to be treated with respect, understanding and courtesy
- expect that personal property will be treated with respect
- enjoy a healthy environment that is pleasant, clean and well maintained.

Student responsibilities

Students have a responsibility to:

- strive for personal best in learning
- act in a safe and considerate manner and to co-operate with others
- allow others to learn
- show respect and courtesy
- be punctual
- respect the property of others
- ensure the health and safety of all by looking after our school, keeping it clean and reporting dangers
- earn our school a good name through pride in uniform and behaviour whilst wearing the school uniform
- follow uniform and grooming code.

Staff rights

Staff have a right to:

- teach in an environment where the teaching/learning process is respected
- work in a well ordered, peaceful and non-threatening environment
- be respected as professionals and treated with respect by all involved in the teaching/learning process
- expect behaviour from students which contributes to a positive class atmosphere.

Staff responsibilities

Staff have a responsibility to:

- establish a safe and happy classroom environment which is conducive to learning
- implement a teaching/learning program which appropriately supports the needs of students
- provide well prepared lessons and educational experiences
- work as a supportive member of a co-operative team, which respects and values the members of the school community
- provide appropriate pastoral care and address issues as they arise
- recognise the needs of the children and seek appropriate support.

Parent rights

Parents have a right to:

- expect that students will work in an environment where Catholic values are taught and modelled
- expect students to be treated fairly, justly and with compassion
- be notified of any major changes in their child's attitude or behaviour at school
- be closely associated with the school and be informed of priorities, policies and practices
- expect that students will receive a quality Catholic education.

Parent responsibilities

Parents have a responsibility to:

- support the school's endeavours to provide a safe environment by modelling Catholic values
- value the teacher and the learning process by showing respect to both
- notify the school about changed circumstances, including change of address, contact numbers or custody
- be supportive of the school and maintain effective communication
- respect the right of the teaching staff to make the final decisions relating to school policies and practices
- ensure that children attend school on each school day, as required by law, and arrive and be picked up punctually
- support school policies and procedures
- keep themselves informed of school priorities, policies and practices.

School Rules

Rule 1: Treat everyone with respect

Right: We all have a right to be treated with respect.

Responsibility: For everyone to be treated with respect I need to:

- accept responsibility for my own actions
- do what a teacher asks me to do
- speak kindly to everyone
- speak kindly about everyone
- be friendly to everyone at school
- use my good manners
- give and accept an honest apology
- be honest and truthful
- own up to my mistakes
- ask permission to use other peoples' things.

Rule 2: Act safely

Right: We all have a right to be in a safe and happy school.

Responsibility: For everyone to be happy and safe I need to:

- keep my hands and feet to myself
- leave sticks and stones alone
- play fairly
- play safely
- include others in my game
- encourage and help others
- walk on paths
- wear my school hat
- treat the property of others with care
- take care of school equipment.

Rule 3: Co-operate in class

Right: We have a right to learn in a safe and happy classroom.

Responsibility: For everyone to learn in a safe and happy classroom I need to:

- listen to the teachers
- follow instructions
- keep classroom rules
- try my best at all times
- make sure I don't interrupt others while they are working, speaking or listening.

Rule 4: Care for our school environment

Right: We have the right to work and play in a clean and pleasant environment.

Responsibility: For everyone to work and play in a clean and pleasant environment I need to:

- place all rubbish in the bins
- take an active part in keeping the school environment tidy.

Money Matters

Accounts

Term accounts are posted home by the Catholic Education Office.

Payment can be made by cash, cheque, EFTPOS, credit card, Post Billpay, BPay and direct debit. Please note that payments need to be made before 3:00pm on Monday, Tuesday, Thursday and Friday and before 12:00 noon on Wednesday.

Financial Hardship

From time to time, most families find that the cost of living and bringing up their families stretches their income to the limit.

Families who are experiencing genuine difficulty meeting their school accounts are asked to contact the office for an appointment to discuss their position.

Please Use An Envelope

All money sent to the office should be placed in an envelope with your child's name, class, the amount and the purpose of the money being sent.

Money comes through the office for numerous reasons (e.g. school fees, excursions, book club) and your co-operation in using an envelope is greatly appreciated.

Resource And Technology Fees

Resource and technology fees are payable once a year. It is important to pay these fees on time as we need to settle our accounts with suppliers.

These fees provide for the use of books and learning materials. Class supplies are ordered at the end of the year for the following year to avoid price rises and to ensure resources are delivered in readiness for the new school year. Writing implements need to be provided by parents and a list of class requirements will be sent home each year.

School Fees And Diocesan Building Levy

The school fees and Diocesan Building Levy for parish schools in the Diocese of Parramatta are determined by the Diocesan School Board. Although limited government financial assistance is given to students attending non-government schools, this is well short of the financial needs.

The running costs of the schools, the salaries of staff and the administration of a Catholic education system necessitate government assistance being supplemented by school fees and Diocesan Building Levy.

Student Banking

The Parents and Friends Association organises school banking through the Commonwealth Bank. School banking is every Thursday.

Office Procedure

Arriving Late Or Leaving Early

Students arriving late, that is after 8.55am, must be brought to the office by their parents(s) who need to complete a 'late note' for the class teacher's records.

An 'early note', available in the office, must be filled in by a parent for students who leave school before the dismissal bell.

Change Of Phone Numbers

It is vital that our schools records be kept up-to-date. Please notify the school of any changes to work/home/mobile numbers, addresses or email addresses. Information for emergency contacts must also be kept up-to-date.

Medication

Any prescription medication to be taken by a student at school is to be handed in at the office. The medication will be administered by office staff only, after appropriate forms (available in the office) have been filled out. It is the responsibility of the parent to check that prescription medication supplied to the school has not expired and is always current. Parents need to replace prescription medication prior to the expiry date.