

# St Aloysius Catholic Primary School Chisholm



## Handbook

2023 (March)

ST ALOYSIUS CATHOLIC PRIMARY SCHOOL CHISHOLM  
HANDBOOK

## Contact Information

Address	24 Heritage Drive Chisholm NSW 2322
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Email	admin@chisholm.catholic.edu.au
Webpage	<a href="http://www.chisholm.catholic.edu.au">www.chisholm.catholic.edu.au</a>
Parish Priest	Fr George Anthicadu
Principal	Mrs Jeanette Fowles
Assistant Principal	Mrs Anne Higgins
Religious Education Coordinator	Mr Nic Hughes
Primary Coordinators	Mr Nicholas Redgrove, Mrs Amanda Wood, Mrs Kim Jennings
Learning Technology	Mrs Ali Jamieson

Teaching Staff:	
Kinder	Mrs Alison Cosway Mrs Ivana Cumberworth Ms Anna Hill
Year 1	Mrs Tia Hagen Mrs Larissa Christy/Mrs Vicki Scanes Mrs Ali Jamieson/Mrs Vicki Scanes
Year 2	Mrs Kim Jennings/Mrs Brooke Boughton Mrs Bec Murray/Mr Sam Johnson Miss Mackenzie Ptolemy
Year 3	Miss Sarah Orrett Miss Brittany McLean Mrs Amanda Wood/Miss Molly Galbraith
Year 4	Miss Kristen Lawrence Mr Matthew Ellis Mrs Fiona Martin/Mrs Catherine Creasey
Year 5	Mrs Nicole Elbourne Miss Maddelin Hovington Mr Nick Redgrove/Miss Molly Galbraith
Year 6	Miss Emily Dale Mr Richard Hannan Mr Nic Hughes/Mrs Samantha Anthony

### Other Roles:

Teacher Librarian	Mrs Samantha Berry, Mrs Chelsea Clements
REC Relief, Coordinators RFF & Creative Arts	Mrs Carla Whiting
RFF Sports Teacher	Mr Sam Johnson
Learning Support Teacher	Mrs Jenny Samson, Mrs Denise Stephen, Mrs Alissa Homer
EALD (English as an Additional Language or Dialect) Teacher	Mrs Jill Ford, Mrs Diana Dastoor, Mrs Anne Higgins
Aboriginal Teacher	Mrs Clare Parker, Mrs Monique Crick
School Counsellor	Mr Geoff Morley, Ms Beck Meldrum-Hanna
Pastoral Care Worker	Mrs Samantha Playford

Defence Force Liaison Officer  
Learning Support Assistants:

Kinder Learning Support Assistant  
Support Officer Library

**School Office Staff:**

School Officer

Mrs Leesa Moore

Mrs Alexis Morgan, Mrs Michelle Mould, Mrs Fiona Walsh, Mrs Danielle Gregory, Mrs Rachel Jurd Mrs Tricia Kelly, Mrs Jenny Barrios, Mrs Michelle Mould Mrs Carolyn Lilley

Mrs Samantha Keppie, Mrs Cathy Thompson, Mrs Jodie McLean, Mrs Fiona Williams

**Ancillary Staff:**

Canteen Supervisor

Mrs Tracy McGovern

**SCHOOL FEES**

<b>2023 Tuition Fees</b>	1 child	\$1377.00 per year
	2 children	15% off each child's tuition fees
	3 children	25%
	4+ children	50%
<b>Resource Fee</b>		\$ 550.00 per child per year
<b>Building Levy (DF&amp;SBL)</b>		\$ 1517.00 per family per year
<b>Diocesan Pastoral Contribution</b>		\$ 300.00 per family per year

**UNIFORM REQUIREMENTS**

**GIRLS UNIFORM**

**Summer Uniform**

<i>Tunic</i>	St Aloysius teal & white check with white piping
<i>Culottes</i>	St Aloysius teal & white
<i>Blouse</i>	White short sleeve blouse w/piping & embroidery
<i>Socks</i>	White ankle foldover
<i>Sloppy Joe/Woolen Jumper</i>	Teal with emblem
<i>Shoes</i>	Black leather school shoes
<i>Hat</i>	Teal/navy reversible hat with emblem

**Winter Uniform**

<i>Pinafore</i>	St Aloysius teal, navy & white tartan
<i>Shirt</i>	White long sleeve with navy piping
<i>Socks/Stockings</i>	Navy knee high socks or navy stockings

**BOYS UNIFORM**

**Summer Uniform**

<i>Shirt</i>	Teal short sleeve shirt with navy piping & emblem
<i>Shorts</i>	Navy
<i>Socks</i>	Navy ankle foldover
<i>Sloppy Joe/Woolen Jumper</i>	Teal with emblem
<i>Shoes</i>	Black leather school shoes
<i>Hat</i>	Teal/navy reversible hat with emblem

**Winter Uniform**

<i>Shirt</i>	Teal long sleeve shirt with emblem
<i>Trousers</i>	Navy
<i>Tie</i>	St Aloysius teal, navy & white tartan

<i>Sloppy Joe/Woollen Jumper</i>	Teal with emblem	<i>Sloppy Joe/Woollen Jumper</i>	Teal with emblem
<i>Pants (optional)</i>	Navy	<i>Socks</i>	Navy ankle foldover
<i>Shoes</i>	Black leather school shoes	<i>Shoes</i>	Black leather school shoes
<i>Jacket</i>	Navy & teal tracksuit jacket	<i>Jacket</i>	Navy & teal tracksuit jacket
<b><u>Sports Uniform</u></b>		<b><u>Sports Uniform</u></b>	
<i>Polo Shirt</i>	Navy & teal with emblem	<i>Polo Shirt</i>	Navy & teal with emblem
<i>House Polo Shirt</i>	House colour & navy trim	<i>House Polo Shirt</i>	House colour & navy trim
<i>Shorts/Skort</i>	Navy with teal piping	<i>Shorts</i>	Navy with teal piping
<i>Socks</i>	White ankle height with teal & navy stripes & navy sole	<i>Socks</i>	White ankle height with teal & navy stripes & navy sole
<i>Shoes</i>	White joggers	<i>Shoes</i>	White joggers
<i>Tracksuit</i>	Navy & teal with emblem	<i>Tracksuit</i>	Navy & teal with emblem

### **School Shoes**

School shoes must be formal black polished leather school shoes with a defined heel (not boots, joggers or suede).

### **Hair**

Hair should be neat and tidy and appropriately cut. Extremes in style, cut or colour are unacceptable. This will be at the discretion of the Principal. Students who have shoulder length or long hair **MUST** have it tied back at all times with teal, navy and/or white ribbons, bands or scrunchies.

### **Jewellery**

Jewellery is limited to a watch, signet ring, plain sleepers or studs. Only one stud or sleeper may be worn in each ear and must be confined to the ear lobes. No other jewellery should be worn.

### **Other**

Finger nails should be cut short and nail polish should not be worn. Students are not permitted to wear make-up.

### **SCHOOL UNIFORM TRANSITION**

The **summer uniform** is worn by all students on their non Sports days during Terms 1 & 4. It is also worn for the annual ANZAC Day March. The first two weeks of Term 2 & the last two weeks of Term 3 are **transition weeks** when students may wear either their summer or winter uniform depending on the weather. Correct uniform components are to be worn depending on the uniform worn. In particular girls are to wear white ankle fold over socks with their summer uniform and navy knee high socks or navy stockings with their winter uniform. The teal sloppy joe or woollen jumper can be worn with either the summer or winter uniforms. The **navy & teal sports jacket** may be worn over the sports uniform and also with the winter uniform (over the teal sloppy joe or woollen jumper if additional warmth is needed).

**House shirts** are to be worn with the sports uniform on Fridays throughout the year. **School sports shirts** are to be worn on the designated rotation days for each grade. Sports shorts or skorts may be worn on sports days throughout the year depending on the weather. Trackpants may be worn over or instead of sports shorts during Terms 2 & 3.

### **ABOUT OUR SCHOOL**

St Aloysius Catholic Primary School opened in Chisholm on February 2 2015. The school was named by Bishop William Wright partly in recognition of a previous Diocesan school – St Aloysius' College Hamilton - which originally opened in 1915. Our school is enriched by the traditions and teachings of both the Jesuits and the Mercy Sisters. St Aloysius joined the Jesuits at 17 and died at the age of 23 caring for victims of an epidemic. He is the patron saint of young students. The Mercy Sisters ran the original St Aloysius College as well as St Francis Xavier School – the original Morpeth Parish School from 1883 to 1969. We are an integral

part of the Immaculate Conception Parish Morpeth and the Chisholm Pastoral Region. Our school is a landmark and centrally located in Waterford County, Chisholm. The cross on our chapel is a focal point for the local community by day and night.

Our school was officially opened and blessed on March 9 2015. Our school motto is “We are called”- challenging us all to discover and share our unique gifts as we build this new Catholic community together. Our beautiful crest was designed to incorporate and acknowledge both our historical and environmental connections as well as our vision for the future. It incorporates recognition of both the Mercy & Jesuit traditions, environmental features including the Hunter River & local spotted gum as well as symbolism of our collaborative learning journey. Its modern design is symbolic of our contemporary approach to learning and teaching. We recognise the traditional custodians of this land, the Awabakal and Wonnarua people, whose living traditions and lasting culture have shaped our local environment.

Our foundation year was a unique, exciting and inspiring opportunity as we established our identity as St Aloysius Catholic Primary School community. As a new school we are able to dream and create a positive, faith-filled learning culture together. We want to build a school where our students grow both in their faith and as confident, courageous and collaborative learners. Our approach to learning is underpinned by the 4 Pillars of Learning – Learning to Know, Do, Be and Live Together. We are blessed to have brand new facilities creating welcoming and exciting places to learn.

The school has been architecturally designed to incorporate the natural landscape into outside learning opportunities. The buildings have been designed around a central courtyard and playground to provide a sense of community. Classrooms are connected to the outside using flexible walls that create indoor/outdoor spaces. Our classroom buildings incorporate natural light and utilise natural colours and many timber surfaces. Flexible furniture, the latest computer technology and unique, interesting classroom features have been incorporated to provide a stimulating and adaptable learning environment. St Aloysius is technology rich, wireless linked and staffed by teachers who understand the importance of carefully planned learning that incorporates technology. Our school was designed to meet the needs of contemporary learners allowing for both collaboration and personalised learning. Effective collaboration by teachers as a Professional Learning Community is enhanced with the inclusion of purpose built teacher hubs.

Our school opened with 18 staff members. The rigorous merit selection process used to employ our staff has resulted in an exemplary team of well qualified, committed and passionate teachers and support staff. Our school opened with 223 students transferring from 31 different schools as well as 25 preschools. Our first intake of students came from a wide area incorporating 25 suburbs. We have a higher than average proportion of non-Catholic students requiring us to be very proactive in incorporating a Catholic perspective across the curriculum.

One of our first priorities has been creating a new school culture as a Catholic school with new & unique buildings and furniture, an evidence-based approach to teaching & learning and a distinct environment. We need to build firm foundations incorporating our Catholic identity, learning culture and as a positive school community. As a staff we have worked collaboratively to implement a common learning language & processes throughout the school – e.g. the naming of our flexible work spaces as campfires, watering holes & caves.

Our second priority has been building community and opportunities for parents to engage with our school and their child’s learning. This process commenced in 2014 with a variety of events planned to enable students and parents to meet, interact and start building relationships prior to the school opening. The use of technology and social media has been important in building these connections. Our parents have been invited to join one of 20 Parent Committees to enable all families to support the school utilising their skills and interests in our foundation year. Our Parents and Friends Association will commence in Term 4 after a number of formation meetings led by the Diocesan Parent Liaison Officer.

St Aloysius will be a growing school for the next 5 years as we incorporate more students, staff members, classes and new buildings.

### **ST ALOYSIUS CATHOLIC PRIMARY SCHOOL VISION:**

***At St Aloysius Catholic Primary School we are called to be the face of Christ through living, loving and learning together. We dare to empower all to wonder, hope, thrive and be proud witnesses of our faith***

## **ST ALOYSIUS CATHOLIC PRIMARY SCHOOL MISSION:**

**At St Aloysius Catholic Primary School we are called to...**

### **Grow as learners by:**

- Participating in a holistic curriculum with an authentic Catholic perspective
- Discerning what matters most to learn and utilising evidence based learning and teaching strategies that work
- Challenging ourselves to reach high expectations
- Regularly reflecting on our success as learners

### **Make a difference through words and actions by:**

- Being the face of Christ for others and the world
- Recognising needs and doing something about it
- Being proud contributors to our community
- Actively learning from and with others

### **Thrive as individuals by:**

- Celebrating our God given strengths
- Living an abundant and grateful life
- Being responsible risk takers
- Acknowledging the strengths of others

### **Build and serve our community through:**

- Fostering a sense of welcome and belonging
- Living and celebrating our faith together
- Treating others with dignity, respect & affirmation
- Recognising our shared responsibility to help others to grow and develop

## **ST ALOYSIUS CATHOLIC PRIMARY SCHOOL**

### **SCHOOL EXPECTATIONS**

***At St Aloysius Catholic Primary School we are called to...***

- ***Grow as learners***
- ***Make a difference through words and actions***
- ***Thrive as individuals***
- ***Build and serve our community***

## **SCHOOL CALENDAR**

### **Term One**

Welcome BBQ  
Catholic Schools Week  
Cross Country  
Parent/Student Teacher Interviews  
Athletics Carnival

### **Term Three**

Science Week  
Children's Book Week  
National Literacy & Numeracy  
Week  
Grandparents Day  
Open Classrooms  
Starting School Expo

<b>Term Two</b>	ANZAC Day March (in holidays) Preschool Open Morning NAPLAN Book Fair School Photos	<b>Term Four</b>	Kinder Transition Program Carols by Candlelight Presentation Assembly Swimming Carnival Year 6 Graduation Liturgy & Social
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## INFORMATION A-Z

### ABSENCES

It is required under the Education and Public Instruction Act 1990 that an **explanation** for a **child's absence** from school **be supplied** by the parents/guardians either on the day of the absence or on the child's return to school. This is done via the Compass Parent Portal or written note. Please ensure notifications are entered or received promptly by the school otherwise the absence will be recorded as unexplained. Parents are also asked to ensure they sign their children in or out in the school office if they are bringing their children to school late, collecting them during school hours for an appointment or taking their sick children home. Parents are asked to try to make dental appointments, etc. outside school hours if possible.

If it is noted that a child has a pattern of absence the parents/carers will be contacted by the school.

### Granting Leave

Holidays taken by students outside of school vacation periods will now be included as absences. If the principal accepts the reason for the absences, the absence will be marked as "L". If the principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as "A".

The principal may request a medical certificate in addition to an explanation if the explanation is doubted or the student has a history of unsatisfactory attendance.

Leave of more than 10 school days will require the completion of an Application for Leave Form.

The Principal may record up to 10 days in one school year for a student for:

- Misadventure/Unforeseen Event
- Domestic necessity
- Participation in non-school Special Event
- Attendance at Funeral
- Recognised Religious Festival or Ceremonial Occasion

### ALTAR SERVERS

Catholic students who have made their First Eucharist are eligible to nominate to train as an Altar Server for Parish and School Masses.

## ANNUAL EVENTS

### Anzac Day March

All students are encouraged to participate in the Morpeth ANZAC Day March as a school group. Full winter uniform is to be worn. Details will be published in the school newsletter.

### Book Fair

A Book Fair is held every year on Grandparents Day. Parents and Grandparents are encouraged to visit the school on this day to purchase books for themselves and/or the school library.

### Catholic Schools Week

All Dioceses in NSW celebrate this week during Term 1. A celebratory Mass and other special events are held during this week to highlight the contribution of Catholic schools to their communities. Details are advertised in the school newsletter and via the Compass app.

### Children's Book Week

This is a national celebration held in August each year. The short-listed books for awards each year are displayed and shared with the students by the librarian. Further celebrations are held at St Aloysius during National Literacy



and Numeracy week. Students are encouraged to participate in a Book Character Parade held during one of these weeks every second year (odd years).

### **Clean Up Australia Schools Day**

St Aloysius students participate in this annual event every March by clearing nominated areas of the school grounds of all rubbish. Children are encouraged to bring gloves and rubbish bags to school on this day. Notification of the date the school will participate in Clean Up Australia Day will be in the school newsletter.

### **Grandparents Day**

This is a day where we celebrate our connection with our grandparents. It is celebrated on or close to the Feast Day of Saints Anne & Joachim (Jesus' Grandparents). The day includes a Mass or Liturgy for the whole of the school and their grandparents, classroom visits, annual Book Fair, morning tea and may include a student performance. Morning tea is provided for adult visitors and is served in the school Hall. Everyone is welcome to attend. Parents are asked to help either by providing food for morning tea or helping set up, serve or clean up after morning tea. Details are provided in the school newsletter prior to the event.

### **International Competitions And Assessments For Schools (ICAS Competitions)**

Educational Assessment Australia (EAA) of the University of NSW conducts competitions and assessments for English, Writing, Science, Computer Skills, Maths and Spelling. They are known as the ICAS (International Competitions and Assessments for Schools). Entry is voluntary and is available to all students in Years 2 to 6. Costs vary for each competition. Entry forms are sent home during Term 1.

### **Harmony Day**

St Aloysius will celebrate Harmony Day in March. Harmony Day is held every year on 21 March to coincide with the United Nations International Day for the Elimination of Racial Discrimination. The message of Harmony Day is everyone belongs. It's a day to celebrate Australia's diversity – a day of cultural respect for everyone who calls Australia home.

### **NAIDOC Week**

NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life. The week is a great opportunity to participate in a range of activities and to support your local Aboriginal and Torres Strait Islander community. St Aloysius Catholic Primary School will celebrate NAIDOC Week during the last week of Term 2.

NAIDOC originally stood for 'National Aborigines and Islanders Day Observance Committee'. This committee was once responsible for organising national activities during NAIDOC Week and its acronym has since become the name of the week itself.

### **National Literacy And Numeracy Week**

This week is celebrated Australia wide in late August/ early September each year. It is an opportunity to showcase the literacy and numeracy achievements of schools. During this week parents are invited to an **Open Classroom** morning where they can join their children in a number of literacy and numeracy activities. Other activities planned for this week may include: Book Character Parade (held in odd years), Author visits, Town library visits, and/or participation in Reach for the Stars or National Reading Day activities.

For more information visit [www.nlnw.edu.au](http://www.nlnw.edu.au)

### **National Assessment Program – Literacy And Numeracy (NAPLAN)**

NAPLAN is a national testing program for students in years 3, 5, 7 and 9 in all government and non-government schools. It is held in May each year and tests spelling, punctuation, grammar, writing, reading, and most aspects of numeracy. The results of the tests will provide information to schools about what each student can do and will be used to support teaching and learning programs. Parents will receive a report indicating their child's level of achievement.

For more information see the following website: <http://www.naplanforparentsnsw.com.au>



### **Preschool Open Morning**

Preschool children and their parents are invited to experience a morning at St Aloysius each year. Activities include - visiting the Kindergarten classrooms and student art show, story time in the library, dancing and morning tea. Opportunities are available for new and prospective parents to talk with other parents, meet the current Kindergarten teachers and the school Principal. Enrolment packages are available on this morning.

### **Premier's Reading Challenge**

The Premier's Reading Challenge is a NSW Government initiative designed to encourage children to read for recreation and improve literacy levels in NSW schools. It usually runs from February 1 to September 1. The Librarian coordinates this challenge and all students are encouraged to participate.

All student reading logs are to be submitted online using allocated student usernames and passwords. Children can update these at school as well as at home. Certificates are issued to students in Term 4 from the Premier's Office.

### **School Feast Day**

St Aloysius Catholic Primary School celebrates the Feast Day of St Aloysius on June 21 each year. A whole school Mass and special celebrations are planned for this day or a suitable day close to this date.

### **Starting School Expo**

This event coincides with the first half-day orientation for the incoming kindergarten students. Presentations and displays focus on school readiness. All parents of incoming kindergarten students are encouraged to attend to hear a variety of informative presentations by local professionals to help their children start school as confidently as possible.

### **Walk Safely To School Day**

St Aloysius students are invited to participate in this national initiative. St Aloysius students gather at the entrance to Waterford County Estate at 8.15 am to walk safely to school under Teacher and Parent supervision. Parent volunteers are required to make this a successful event.

### **Welcome BBQ**

This Social Committee function is held in Term 1 each year to welcome new families and to build relationships between new and existing families. It is held in the grounds of the school. Families will be asked to RSVP as this will help with catering. This is a relaxed evening so bring a picnic rug and drinks for your family.

### **Year 6 Graduation Liturgy**

This night also involves acknowledging and celebrating the achievements of the graduating Year 6 class and the presentation of a number of awards.

### **Year 6 Religious Education Test**

Year 6 students at St Aloysius are prepared for this test which is completed by Year 6 students in many NSW Diocesan schools during Term 2 each year.

### **ANIMALS IN SCHOOL**

Parents & friends of the school are NOT permitted to bring dogs or their animals into the school unless express permission is sought from the Principal.

### **ANTI BULLYING POLICY**

St Aloysius is a school built on Gospel Values. Bullying is not a part of our culture and is not tolerated. Procedures have been put into place so that children in our school are protected from bullying. St Aloysius seeks to provide a safe and supportive environment which:

- Minimizes risk of harm and ensures students feel secure
- Supports the physical, social, academic, spiritual, and emotional development of students
- Provides student welfare policies and programs that develop a sense of self-worth and foster personal development

St Aloysius Catholic Primary School bases its Anti Bullying Policy on the Diocese of Maitland Newcastle Pastoral Care Policy. The students are taught an explicit approach to Bullying. St Aloysius Catholic Primary School bases its Pastoral Care Policy on the Diocese of Maitland Newcastle Pastoral Care Policy. The full text of School and Diocesan policies are available on the school website and at the school office.

### **ASPIRE**

ASPIRE is an initiative of the Diocese of Maitland Newcastle aimed at promoting and fostering the creative and performing arts in our schools. The ASPIRE program offers talented students the opportunity to develop and enhance their skills in five ensembles: drama, dance, instrumental, strings and vocal. Selection in the annual ASPIRE production is via audition.

### **ASSEMBLIES**

All assemblies are advertised on the school calendar. A short Prayer Assembly is held at 8:45am on a Monday. All parents are invited to our whole school assemblies held on Wednesday afternoons at 2pm in the school hall. One grade will present some of their class work at each of these assemblies. Student Achievement Awards are also handed out at these assemblies.

### **AURORA**

Stories about the Maitland Newcastle Diocese, its community and the many programs and initiatives offered, can all be read in Aurora, the diocese's monthly magazine. Aurora has a circulation of 70,000 copies and is published four times a year.

### **AWARDS**

Our School Assembly Awards are based on our 4 Pillars of Learning and teachers select one student per class to receive these awards who have been demonstrating attributes of the weekly learning focus - Learning To Be, Learning To Do, Learning To Know And Learning To Live Together. Our Assistant Principal and Teacher Librarian also present a Learning Kind award to one student at each Assembly. Therefore, it may appear that some students have received 'more' awards.

Principal awards are also given to one student per class each Assembly for a variety of reasons. In 2017 we have introduced a Making Jesus Real Award which is given to a student in each class who is showing the face of Christ to others through their words and actions. *Unfortunately, we are unable to notify parents of which children will be receiving awards in advance as not all awards are determined at the same time prior to each Assembly and we want to ensure consistency for all.*

The idea of our awards is to celebrate student success not put students in competition with each other or create parent anxiety about student performance. Students are recognised for their achievements in other ways e.g. Dojo points every day. If we were to give out Assembly awards to all those who deserve it in our school our Assemblies would go all day.

The names of students who have received student achievement awards at these assemblies are listed in the school newsletter.

### **BADGES**

Name badges are supplied to all staff to be worn at all times during school hours, including bus duty. All visitors to the school are also expected to wear school visitor badges which can be collected from the office when signing in and returned to the office at the end of their visit.

Year 6 School leaders and Library Assistants are presented with badges at a school Mass or assembly. Students are responsible for the cost of replacing lost badges.

### **BICYCLES**

Students are permitted to ride bicycles to school with their parent's permission. Bike helmets must be worn. A bike rack is located near the Heritage Drive entrance. The use of a bike lock is encouraged to ensure bike security.

### **BIRTHDAYS**

Check current Covid regulations with class teacher.

To help celebrate their child's birthday, parents are welcome to send in cakes to be shared with the class. Please check with the class teacher about any known food allergies amongst the students. Mini cupcakes or iceblocks are always appreciated by the teachers as they are easy and hygienic to distribute. Student birthdays for the following week are acknowledged at the Monday morning gathering.

### **BOOK CLUB**

Through the Scholastic Book Club students have access to a variety of books, suited to their age and interest at reasonable cost. Catalogues and order forms are sent home with students once each term. Orders must be placed online by the due date. The school also receives free teaching resources and book rewards, based on our orders. This allows us to regularly update our library with just-published and favourite books.

### **BUDDY CLASSES**

At the beginning of the year each primary class is 'buddied' with an infants class for various activities.

### **BUS BUDDIES**

Parents of students new to bus travel or changing bus routes are encouraged to notify the school office so a bus buddy can be arranged to support their child until they are confident with their travel arrangements.

### **BUS TRAVEL (INCLUDING OPAL CARDS)**

All infants' students regardless of distance from school are eligible to obtain an Opal Card for free travel to and from school. All primary students who live 1.6km radial distance from St Aloysius or 2.3km by the most direct practical walking route to the nearest entry point to the school are also eligible. Applications for free bus travel are made online. Visit the Transport NSW website at <https://www.opal.com.au/en/about-opal/opal-for-school-students/> to complete your application. Older students who are ineligible for free travel may purchase an Opal Card from various outlets.

After school all buses depart from Tigerhawk Drive and teachers supervise students catching buses until the last bus departs.

A code of conduct for acceptable bus behaviour is printed on the application form and bus passes may be withdrawn if this is not adhered to.

**Students who are progressing to year 3 do not need to reapply if they meet the following three conditions:**

- are continuing at the same school
- are residing at the same address
- have not been sent an expiry notification from Transport for NSW.

**Code of Conduct For School Students On Buses** (as per Department of Transport School Bus travel form):

- Behave safely at all times.
- Respect the needs and comfort of other passengers.
- Behave appropriately at all times (e.g. no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus.)
- Protect bus property and report any vandalism.
- Must show their travel passes or tickets to the driver on boarding and when requested.
- Only use the travel pass for its intended purpose.
- Maintain possession of the travel pass at all times.
- Follow the driver's instructions about safety on the bus (e.g. instructions on where to sit).
- Adhere to the law that bans smoking on buses.
- Only eat or drink (other than water) on the bus with written permission of the bus operator.
- Keep arms, legs and other parts of their bodies inside the bus.
- Only attract the attention of the driver in the case of an emergency.

Remember your **Opal Card** is a privilege not a right. Respect it.

Further details are available at:

<https://www.opal.com.au/en/about-opal/opal-for-school-students/>

## CANTEEN

St Aloysius canteen operates every day for Lunch orders and Wednesday to Friday for Recess. A price list is sent home at the beginning of each year, is available as an attachment on the Schoolzine fortnightly newsletter. Choices at the canteen are informed by the Fresh Tastes at School Healthy Canteen Strategy. Morning Tea and Lunch orders can be ordered online using the Qkr App or written on paper bags and placed in the Canteen Letterbox before school starts. If a paper bag is needed, one may be purchased at the canteen.

Canteen volunteers are required – if you can assist please contact the office. You will need to complete the WWCC requirements.

## CATHOLIC SCHOOLS OFFICE (CSO)

The Catholic Schools Office supports Diocesan Catholic Schools in their professional role of providing quality teaching and learning.

Address: 841 Hunter Street Newcastle West 2302

Phone: (02) 4979 1200

Email: [info@mn.catholic.edu.au](mailto:info@mn.catholic.edu.au)

Website: <http://mn.catholic.edu.au/>

Office Hours: 8.30am to 4.30pm Monday to Friday.

## CHARITIES

Annual fundraising is organised for Caritas (Project Compassion), Children's Pontifical Mission and one other approved external charity.

## CHILD PROTECTION

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a volunteer working in a diocesan school, you should be aware of your obligations and responsibilities in protecting students from abuse or neglect.

### Becoming a volunteer

To be able to volunteer within a diocesan school you are required to register online

<https://www.mn.catholic.org.au/people/volunteer/> and complete all necessary checks, inductions and safeguarding training relevant to your volunteer role. This may mean you will be required to obtain a Working with Children Check and/or National Police Check. All paperwork and checks are to be completed and verified before you can commence in your role. Safeguarding training must occur within six months of your commencement as a volunteer.

### The Children and Young Person's (Care and Protection) Act 1998

As a volunteer in the state of NSW you can report certain information to the Department of Communities and Justice (DCJ). You should discuss your concerns with a teacher, assistant principal or principal. You can report your concerns to the DCJ Child Protection Helpline (Ph. **132 111**, 24 hrs/7 days) if you have reasonable grounds to suspect that a child or young person is at risk of significant harm and your concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if you are uncertain, talk to a staff member at the school.

### Part 4 of the Children's Guardian Act

Part 4 of the Children's Guardian Act defines diocesan schools as a "schedule 1 entity" and as such we must have systems for preventing, reporting (to the Children's Guardian) and investigating reportable conduct.

All volunteers who hold a Working with Children Check for the purpose of their role within a diocesan school fall within the scope of Part 4 and may be investigated for alleged "reportable conduct", which includes sexual offences, misconduct, assault, ill-treatment, neglect, and behaviour that causes psychological harm to children.

As a volunteer "working" at a diocesan school, any alleged reportable conduct will be investigated. It does not matter if the conduct is alleged to have happened outside school and in your private lives.

The [Office of Safeguarding](#) is the Diocese's specialist safeguarding and child protection service that works with the Children's Guardian to ensure the Diocese meets its obligations under Part 4. As volunteers you should co-operate with any investigation conducted by the Office of Safeguarding.

### **The Child Protection (Working with Children) Act 2012**

Under this legislation, people who undertake a role in child-related work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This “clearance” can be obtained by applying online at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Volunteers receive a clearance for free, and it lasts up to five years.

**Exemptions apply for volunteers who are a close relative of a student enrolled at the school. See “Statutory Screening Selection Tool” on page 26 of the Volunteer Induction Handbook.**

## **SAFEGUARDING IN DIOCESAN SCHOOLS**

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safeguarding of children. In 2019, as a part of that commitment, our Bishop, Bill Wright, articulated his expectations of all those who work for the Diocese. “I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our Church,” he said.

Bishop Wright established the Office of Safeguarding, whose director answers to the Bishop’s Office and is charged to oversee the whole of the Diocese’s safeguarding of children, including the students in our system of schools.

As a parent sending your child to a diocesan school, you are expected to be an active participant in safeguarding your child’s wellbeing. To do so, it’s important that you have the best information available to you. The Office of Safeguarding website offers comprehensive details of the Diocese’s approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school

... you are able to:

- discuss your concerns with a teacher, assistant principal or principal
- talk to an investigator at the Office of Safeguarding (ph 4979 1390, during office hours)
- report your concerns to the Department of Communities and Justice’s (DCJ) Child Protection Helpline (ph 132 111, 24 hrs/7 days) if your concerns constitute a risk of significant harm
- report to NSW Police if you believe a crime has been committed.

### **CHOIR**

All students in Years 3 – 6 are invited to join the school choir. This choir may practice during class time and/or breaks. They perform at important school and community events.

### **CLASSROOM HELPERS and VOLUNTEERS**

Teachers welcome the assistance of classroom helpers and will usually let parents know how they can be of assistance at the Class Information Meetings held early in Term 1. This may include but is not limited to helping with

reading, art and craft and attending excursions. All Parent helpers and volunteers **must** complete the appropriate Child Protection requirements

### **Becoming a volunteer**

To be able to volunteer within a diocesan school you are required to register online <https://www.mn.catholic.org.au/people/volunteer/> and complete all necessary checks, inductions and safeguarding training relevant to your volunteer role. This may mean you will be required to obtain a Working with Children Check and/or National Police Check. All paperwork and checks are to be completed and verified before you can commence in your role. Safeguarding training must occur within six months of your commencement as a volunteer.

There is an exemption for school family members from holding a Working With Children's Check (it is still required in some circumstances).

## **COMMUNICATION**

### **Cancellations**

Cancellations or postponements of sporting events, excursions etc will be advertised via our Compass App.

### **Class Information Meetings**

Parents are encouraged to attend the Class Information Meetings held early in Term 1 to acquaint parents with the organisation, expectations, regular happenings and other procedures of each classroom. These meetings are brief (approximately 30 minutes) allowing time for questions and for parents to introduce themselves to the classroom teacher. On this evening there will also be a general information session. Topics vary annually and quality guest speakers are often utilized for these sessions.

### **Contacting Teachers**

Parents are encouraged to discuss any aspects of their children's education with the classroom teachers. They are asked to email the teacher or send a note for an appointment. Teachers are also encouraged to contact the parents promptly with any issues or concerns. By working closely together parents and teachers can achieve the best possible outcomes for each child.

Please be aware that teachers have limited time during the day to return messages but will do so as soon as possible. Urgent messages will always be attended to immediately. Class teachers are not available for interviews before school, at assemblies, 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.

### **Complaints and Grievances Resolution**

St Aloysius is committed to providing a positive, safe environment for all staff and students. There are occasions however, when members of our schools and wider community can sometimes be concerned about something that is happening at a school that appears to be unsatisfactory or unreasonable.

Complaints and grievances are addressed in a timely and confidential manner at the appropriate management level, in order to prevent minor problems or concerns escalating. The dignity of each person involved will be respected in the process, with all parties maintaining confidentiality.

#### **AGREED COMPLAINTS PROCESS**

##### **Step 1**

Complaints and Grievances should be raised at the earliest possible time. Classroom based complaints and grievances should be raised with the student's class teacher. All other complaints and grievances should be directed to the principal and/or their delegate.

##### **Step 2**

Where the classroom based complaint and grievance is not resolved by the teacher this should also be directed to the Principal and/or delegate.

##### **Step 3**

Where a complaint or grievance is not resolved by the Principal after all efforts have been made to do so, or the complaint or grievance is about the Principal, the parent/carer should refer the concern to the Catholic Schools Office via the Parent Liaison Officer. The Parent Liaison and Resource Officer will refer the matter to the relevant Assistant Director for resolution.

#### **Step 4**

Where a complaint or grievance remains unresolved the Parent/Carer or the Assistant Director may refer the matter to the Director of Schools for review. A formal avenue of appeal is available in accordance with the Diocesan Pastoral Care Policy. All such appeals should be made to the Director of Schools in writing and in a timely manner.

#### **Step 5**

If ultimately the Parent/Carer is not happy with the way their complaint or grievance has been dealt with by the school or the Catholic Schools Office, they may wish to go to an external agency or legal advocate for advice and assistance.

#### **Messages To School**

Parents needing to leave a message for their children are asked to ring the school before 2.00pm, especially regarding changes to travel arrangements.

Where possible parents are asked to notify the class teacher, in writing, of any change to their child's ongoing after school pickup or transport arrangements.

#### **Newsletters**

The school newsletter is distributed every second Wednesday. A link is emailed to all parents as well as a 'push' notification sent via Compass.

It is essential that every family read this newsletter every fortnight, as it is our main form of communication.

#### **Notes**

Students are asked to hand in notes to their teacher at the beginning of every school day. These may include general notes to the teacher. Notes are collected in the classroom and taken to the office via the class note box. As mentioned below, all consent/permission for excursions/events is completed using Compass ONLY.

**Term 1 & Term 3 – Student Led Learning Conferences:** During Terms 1 & 3, Student Led Conferences 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.

Parent, Teacher and Student interviews are also offered after school reports have been issued each semester. Conferences are booked via the Compass Parent Portal.

#### **Permission for Excursions and Events**

All consent/permission for Excursions and Events is provided by parents through Compass ONLY. Parents are asked to respond promptly for Excursions/Events as cut-off dates are important for planning and organisation.

#### **Reporting**

Government regulations require reporting of student achievement in each Key Learning Area (KLA) using an A – E grading scale. Kindergarten students do not use this grading process. Some ESL students and some students on PP's may also be exempt from this grading process at the request of parents. These reports are issued via the Compass Parent Portal at the end of each semester and there is the opportunity to meet with teachers and discuss the reports.

For more information on the A – E grading scale go to [https://arc.nesa.nsw.edu.au/?\\_sm\\_au=iVVqKVN212MQJqVs](https://arc.nesa.nsw.edu.au/?_sm_au=iVVqKVN212MQJqVs).

#### **Compass App Alerts**

St Aloysius Compass Parent Portal and App is our primary source of current information about the school and school events. Newsletters can be viewed from the App and on the Website. Last minute communications to parents e.g. cancellation of school sporting events will be sent as push notifications from this app whenever possible.

#### **COMMUNITY SERVICE**

Opportunities are sought for students to become engaged in Community Service. Students in Years 4 – 6 may join St Aloysius Mini-Vinnies Group who meet weekly to plan a variety of activities including community service.



## COMPASS PARENT PORTAL

Compass is our Student Information System and each parent has access to their child's information. Parents are able to enter full day absences, update family contact information, view the school calendar, view and download your child's semester reports, provide consent for excursions and events, book parent/teacher conferences and view 'My News' – a news feed of school announcements, newsletters, alerts and updates. If you are having issues with Compass please contact the school office for assistance.

## COUNCIL OF CATHOLIC SCHOOL PARENTS (CCSP)

The Council of Catholic School Parents (CCSP) is the body, formally recognised by the Church and Catholic Education Authorities, which represents the parents and carers of children in Catholic schools and acts in their interests and on their behalf at the state and national level.

**Mission Statement:** The Council of Catholic school parents provides leadership advocacy and support to parents with children in Catholic schools.

For more information visit [www.cbsp.catholic.edu.au](http://www.cbsp.catholic.edu.au). or [www.partners4learning.edu.au](http://www.partners4learning.edu.au)

## COUNSELLING

Our school counsellor, Geoff Morley, provides credible and professional counselling and other services including cognitive assessments.

Email: [Geoff.morley@mn.catholic.edu.au](mailto:Geoff.morley@mn.catholic.edu.au)

## CRUNCH AND SIP

All students are encouraged to bring a small portion of vegetables or non-messy fruit to consume during a short break each morning. Children are permitted to keep a clear drink bottle filled with water only in their classroom to drink during the day. This is part of a Hunter New England Health Initiative.

## CURRICULUM

St Aloysius curriculum follows the NSW Board of Studies Syllabus documents for the Australian Curriculum in the Key Learning Areas (KLA's) of English, Mathematics, Science & Technology, Human Society & It's Environment (HSIE), Creative Arts, and Personal Development, Health and Physical Education (PDHPE). Our RE Curriculum is Diocesan based.

The Board of Studies has developed the *Parents' Guide to the NSW Primary Syllabuses* to help parents follow their child's early learning and to help them talk with teachers about day-to-day classroom activities and their child's progress. The guide provides some examples of the kinds of things children can learn in each of the key learning areas in each stage of primary school.

## The Assessment Resource Centre (ARC)

The Assessment Resource Centre (ARC) helps teachers to assess and report student achievement across Kindergarten to Year 12. The ARC has been developed by the Board of Studies for teachers to use when grading students. However, parents and students will also find it useful. The ARC website provides samples of student work that have been assessed against the common grade scale. This can help you to see what is expected at the **end** of each stage for each learning area. Teachers use these work samples across NSW so there can be a consistent assessment of student achievement. This means that the grading will be the same for student work produced in any school in NSW.

To see the ARC website, go to <https://arc.nesa.nsw.edu.au/>

## Some words and phrases explained:

**Key Learning Areas or 'KLAs':** These are the mandatory subject areas taught in all NSW schools. There are six KLAs in primary school and eight KLAs in secondary school. You can find out more about the KLAs on the Board's website.

**Syllabus:** A syllabus is a detailed description of each of the subjects that teachers should cover at each stage of schooling. 'Syllabus' and 'curriculum' are often used to describe the same thing, although curriculum can also be a more general term to describe everything taught in schools.

### **What is the Board of Studies, Teaching and Educational Standards? BOSTES**

The Board of Studies NSW was established in 1990 to serve government and non-government schools in the development of school education from Kindergarten to Year 12. The Board develops quality curriculum for all schools, awards the School Certificate and the Higher School Certificate and registers and accredits non-government schools.

### **CUSTODY ISSUES**

The Catholic Schools Office (CSO) recognises that some families will be subject to family breakdown. In the absence of any notification to the contrary (such as a court order), it will be assumed that both parents retain a shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving their children's education at the school.

If any changes occur in your family relationships which have the potential to impact on the relationship between the school and your family, you are required to advise the school immediately. This includes providing copies of any court orders that may be obtained.

### **DATA COLLECTION**

The Data Collection form is a requirement of the Australian Government. Australian Government and State Education Ministers have mandated the collection of the following information on students: Sex, Indigenous status, Socio-economic background and Language background. This is to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*. The resulting information is to be supplied to testing agents involved in the administration of external tests (e.g. NAPLAN) so that it can be linked to students' test forms. Please note that St Aloysius Privacy Policy covers the data collected. If you have any queries please do not hesitate to contact the school.

### **EMERGENCY CONTACTS**

It is essential that details of emergency contacts for every child are kept up to date. If your contact details change throughout the year, please inform the school office immediately. Please contact the school office if you wish to confirm details currently held. An information update sheet is sent home at the beginning of each school year. It is very important that parents/guardians check the details on this sheet carefully and make any amendments necessary before returning it.

### **ENROLMENT POLICY**

St Aloysius Catholic Primary School bases its Enrolment Policy on the Diocese of Maitland Newcastle Enrolment Policy. First priority for enrolment is given to Catholic families and the siblings, both Catholic and non-Catholic, of the children already enrolled in our school. Children of other denominations, whose families support the Catholic ethos of our school, are welcome if places are available. Kindergarten enrolments are taken from March, the previous year, with interviews held in Term 2.

Kindergarten children will turn five years of age by 31st May in the year of entry. Exceptions will only be considered when parents present supporting evidence and the Principal and CSO Administration support the enrolment. Parents seeking enrolment attend an interview during which the Catholic values and expectations of the school are discussed. Children transferring from other schools are required to bring a report from their previous school. The former school will also be contacted to discern the child's needs. The full text of School and Diocesan policies are available on the school website and at the school office.

### **EXCURSIONS**

At St Aloysius School, we recognise school outings to be beneficial to the academic, physical, social, emotional and spiritual development of the children. These outings include performances, visits, sporting trips, picnics and excursions (both major and minor). Students in all years attend various excursions throughout the year. The Resource fee covers the cost of local excursions. Details of excursions are accessed through Compass. Permission/consent via Compass should be provided, using the app, prior to the cut-off date. Parental help is sometimes needed to provide additional supervision for most excursions.

Children in Years 4, 5 and 6 also attend Major Excursions where the children will stay overnight (See Major Excursions).

## **Major Excursions**

### **Year 4 Excursion**

This overnight excursion covers aspects of the PDHPE and HSIE curriculums. It also allows children the opportunity to get used to being away from home for a short period of time prior to the longer Stage 3 excursions. The excursion will be held at a Sport and Recreation Camp.

This excursion is highly recommended. Students who display repeated non-compliant behaviour may be excluded from these excursions. Unpaid school fees can also affect a student's attendance at these excursions.

### **Year 5 & 6 Excursion**

Year 5 & 6 students attend a 2 or 3 night excursion. The focus and destination of this excursion will be determined by the school scope & sequence in HSIE and Science & Technology. Possible destinations include: Canberra focusing on our democratic system and Federal Government and Hill End/Bathurst focussing on aspects of Australian History. This excursion is highly recommended. Students who display repeated non-compliant behaviour may be excluded from these excursions. Unpaid school fees can also affect a student's attendance at these excursions.

## **EXTREME WEATHER**

During days of extreme weather conditions – heavy rain, storms, windstorms or extreme heat or cold - decisions will be made by the school leadership team about the student play/break arrangements depending on the prevailing conditions. In most cases students will be permitted to go outside at Morning Tea but remain undercover. Lunch will generally be eaten in an outside covered area and then students will be supervised inside for the remainder of lunch. Occasionally weather conditions will require students remain indoors for both Morning Tea and Lunch. Students are given options of quiet play activities and videos when supervised indoors during breaks.

## **FUNDRAISING**

Internal fundraising is organised for a number of purposes including – families in need, Year 6 polo shirt purchase, P&F events. Annual fundraising is also organised for Caritas (Project Compassion), Children's Pontifical Mission and one other approved external charity. St Aloysius Mini-Vinnies students support the major St Vincent de Paul Winter and Christmas Appeals.

## **GIFTED & ENRICHMENT PROGRAM**

St Aloysius uses ongoing and regular assessment to ensure that learning and teaching programs are meeting the needs of all students in their classes including those achieving beyond Stage outcomes.

Diocesan enrichment opportunities for Gifted students include:

- ASPIRE
- Diocesan Debating
- Diocesan Public Speaking

The All Saints Cluster has a rich tradition of holding Gifted and Enrichment days designed to support the needs of our gifted and talented students. Students who enjoy being challenged in various subjects and are able to pursue knowledge and skills with other students of superior ability are invited by their schools to participate in a range of activities. These days are held in Term 3 and are open to nominated students from Years 1 – 6.

## **HEALTHY EATING**

### **Healthy Lunches**

All families are encouraged to prioritise fruit, vegetables and healthy options with limited packaging in school lunchboxes. Check out [www.eatittobeatit.com.au](http://www.eatittobeatit.com.au) for lots of healthy lunch box ideas. The use of ice bricks is encouraged to keep food cool.

We have two breaks at St Aloysius – a 30 min break at 10.50am and a 40 min break at 1.20pm. The later break incorporates a 10 min eating time however children have the option of choosing what food they eat during each break. Please discuss this with your children especially if they are bringing food items best eaten early in the day. Due to the number of children with food allergies we ask that children don't share their food items.

[www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au)

## HOMework

Homework allows parents to be involved in what their children are doing at school. Homework can provide a routine of study at home, which develops good time management skills. Homework can help students grow in confidence, knowledge, understanding and skill and promote independence and an interest in learning. This can form a basis for future study. Reading should be included in the daily homework routine; this can include being read to, reading aloud and silent reading.

St Aloysius classes use the Homework Grid to identify minimum expected homework tasks. This grid also recognizes the varied home, sport and cultural activities children participate in each week.

## ILLNESS

Parents are asked not to send sick children to school. In a close classroom environment, particularly in winter, illness spreads very quickly. If children fall ill at school, parents will be contacted to collect their child from the school office.

### Anaphylaxis

St Aloysius Catholic Primary School follows the *Anaphylaxis Procedures for Catholic Schools 2013*.

#### What is anaphylaxis?

Anaphylaxis is a severe and sometimes sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as a food or an insect sting or bite).

**Providing support to students at risk of anaphylaxis:** It is the responsibility of the parent to notify the school that their child has an allergy and is at risk of anaphylaxis. This notification should occur either at the time of enrolment, or if the student is already enrolled, as soon after diagnosis as possible.

As with other serious health conditions, St Aloysius puts in place strategies to manage students at risk of anaphylaxis at school or while students are engaged in school-related activities. All staff are trained in the management of anaphylaxis.

**Blanket food bans:** The general banning of foods or food products is **not** recommended by health experts as there is a lack of evidence to suggest that banning a food from entering a school is helpful in reducing the risk of anaphylaxis. St Aloysius Catholic Primary School is aware of the risks associated with anaphylaxis and implements a broad range of strategies to minimise exposure to the known allergens. St Aloysius avoids the use of peanuts, tree nuts, peanut butter and other nut products in all curricular or extra-curricular activities. Likewise, we also ask families **not to bring peanuts, tree nuts or nut products to the school site** or to school activities as one of our risk minimisation strategies. This will not guarantee a school site is nut-free and **St Aloysius does not claim to be 'nut or peanut-free'** despite this strategy. Such a claim could not reliably be made and, if made, may lead to a false sense of security about exposure to peanut and tree nut products.

### Asthma Friendly School

St Aloysius is in the process of becoming a recognised Asthma Friendly School. Students with asthma are required to submit an annual asthma plan. All staff participate in regular training for asthma management.

### Head Lice

Parents are encouraged to keep their children's hair and hats clean and long hair tied back. Regular checking of children's hair is essential as head lice are very contagious. Children with head lice must be excluded from school until hair is treated and all eggs and lice are removed. This is in accordance with the NSW Health Guidelines. Please refer to the following website for treatment options

<http://www.health.nsw.gov.au/environment/headlice/Pages/default.aspx>

### Immunisation

For information on current immunisation requirements visit:

<http://www.health.nsw.gov.au/immunisation/Pages/default.aspx>

### Infectious Diseases

Please refer to the following website for details about the most common infectious diseases and recommended exclusion times from school:

<http://www.health.nsw.gov.au/Infectious/Pages/default.aspx>

## Medications

If your child needs to take medication during school hours you will need to complete certain documentation. If it is prescription medication the documentation also needs to be completed by a medical practitioner. All medication must be brought to the office and collected by a parent or guardian. The medication also needs to be in its original packaging with the child's name, dosage and prescribing doctor's name. A record will be kept at the School Office of all medication administered.

Students requiring medication on a school excursion or camp will be advised as to the requirements but generally any medication kept at the school will accompany the student offsite. For further clarification contact the class teacher or school office.

## INFORMATION AND COMPUTER TECHNOLOGIES (ICT)

St Aloysius is well resourced with computer technology. All students have access to either Smart or Interactive TVs, Smartboards, HP Streams and iPads in their classrooms. They also have access to digital e-books and wireless internet access throughout the school.

These resources are used by teachers to not only enhance student learning but to ensure that contemporary teaching strategies are employed. Students are exposed to and create powerpoints, wikis, blogs, access google drive, create multi media presentations and use interactive mediums such as study ladder and scootle.

Use of the Internet is in strict accordance with the St Aloysius Learning Technologies Policy, which outlines for all staff and students the acceptable use of computing and external networking facilities throughout the school. Each student and their parents are expected to agree to and sign an acceptable use document at the beginning of the school year.

## BYOD

Regular 'Bring Your Own Device Days' are held in the Years 4, 5 and 6 Classrooms. These days involve students bringing their own internet capable device to school on designated days. On these days the school iPads and tablets are available in these classes for students who were unable to bring in their own device. There is no expectation that parents purchase a particular device if they do not have something suitable already at home. Lessons are planned on these days involving all students using their own individual technology.

The **School Agreement for Bring Your Own Devices** must be completed by all families of students in these classes prior to their involvement in the program

## Mobile Phones

Students are not permitted to bring mobile phones to school. If parents require their child to have a mobile phone for after school purposes, a note is to be provided and the mobile phone is to be left at the school office during the day. A school mobile phone will be taken on all major excursions and parents will be notified of the number to ring in case of emergency.

## Technology

"A culture of encounter demands that we be ready not only to give but to receive. Media can help us greatly in this, especially nowadays when the networks of human communication have made unprecedented advances. The internet, in particular, offers immense possibilities for encounter and solidarity. This is something truly good. A gift from God.... Let us boldly become citizens of the digital world." – *Pope Francis, 2014.*

The use of digital devices and points of access to email and internet services in St Aloysius Catholic Primary School is provided to students in order to support their educational and administrative needs. These digital devices and services are educational tools and must be used in a responsible manner. This policy recognises that there are constant advances and changes in the use of technology (including for example, software, apps, information sharing, social media platforms, new devices etc, and this list is not exhaustive). Therefore students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles.

- Students must behave in an ethical manner when using digital devices, to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or humiliate others.

Parents and students need to understand our school's expectations when students are using the devices and services provided by the school, and when using their personal equipment to communicate to or about members of the wider school community. Students whose actions contradict this policy will be subject to the school's Positive Behaviour Policy. This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (for example, Family & Community Services etc) at the discretion of school personnel.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and the CSO. School devices may be taken or accessed where there is a reasonable belief that:

- there has been or may be a breach of the school rules or policy; or
- there may be a threat of harm to a student or others or system security.

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance, eg. Edmodo, Moodle

### **JEWELLERY**

Most jewellery is not appropriate or safe to be worn as part of the school uniform. Jewellery is limited to a watch, signet ring, plain sleepers or studs. Students will be asked to remove other jewellery and take it home. The school accepts no responsibility for jewellery that is lost or stolen.

### **JUNIOR LANDCARE**

Junior Landcare is an educational, exciting and innovative way for children to discover and investigate the natural world and building a healthy respect and understanding for nature, nutrition and the environment.

### **KIDS MATTER**

St Aloysius is a Kids Matter School. Kids Matter Primary is a flexible, whole-school approach to improving children's mental health and wellbeing for primary schools.

### **KINDER BUDDIES**

New children enrolling in Kindergarten for the following year will be buddied with a student from the current Kindergarten class during their Orientation Program. Buddies are used to help new students feel welcome and confident in their new school environment.

### **KINDER TRANSITION PROGRAM**

All new children enrolling in Kindergarten for the following year are invited to participate in a Kinder Transition Program held mostly during Term 4. The purpose of the program is to:

- Reduce anxiety amongst the preschool children and their parents about starting school
- Familiarize our incoming students with St Aloysius classrooms, teachers, playground and routines
- Allow preschool children to experience modeling of appropriate school behaviours by the current kindergarten students
- Provide opportunities for preschoolers and their parents to meet other families commencing at St Aloysius the following year.

### **LATE ARRIVALS/EARLY DEPARTURES**

Students arriving late for school must report to the school office before going to their classroom. Students arriving after 8.45am must be accompanied by a parent to the office to be signed in.

Students who need to leave school during school hours must be collected by a parent. Parents will need to come to the school office to sign out their child. The child will then be called to the office by staff.

Parents are asked to ensure their children are at school by 8.45am each morning. Occasional late arrivals are sometimes unavoidable and in these cases parents are required to sign their children in at the school office. When students are consistently late this is both disruptive for the class and teacher and detrimental to the student who



misses the most important part of their school day when the routines and plans for the day are explained and discussed.

## LEARNING

A contemporary learning approach is personalised, responding to the learning needs, interests and experiences of each student. Contemporary learning is different to the way many parents of today's students were taught. It offers teachers and students many more options than the old textbook driven approach to teaching. Contemporary learning aims to empower students with the knowledge, skills and capacities to respond creatively to the challenges of their world.

Learners thrive in environments that are safe, supportive and secure. Flexible and intentionally developed learning environments encourage innovation and inquiry and help create a sense of belonging and purpose that strengthens the learning culture. These environments are stimulating and appropriately resourced. They promote high expectations and respect diversity and difference, facilitating learning for all students. Adaptive learning environments have no conventional boundaries because, being ICT rich, they are connected to the world beyond the classroom.

**Learning Belief Statement:** At St Aloysius Catholic Primary School we believe our students will best experience success through contemporary evidence-based learning and teaching. We believe that embedding the Four Pillars of Learning will provide a strong foundation enabling all to reach their potential.

### We are Learning to Know

#### **When our teachers:**

- Know their learning targets & know their impact
- Can answer the PLC questions:
  - *What do we expect students to learn?*
  - *How do we know when they have learned it?*
  - *How will we respond when students don't learn?*
  - *How will we respond when students have learned?*
- Make learning & progress visible – by identifying learning intentions & success criteria and giving regular student feedback
- Incorporate targeted teaching and intervention to enable ALL students to progress in their learning
- Develop strong foundational skills in literacy & numeracy for all students
- Develop high expectations for all students relative to their starting point
- Teach skills of knowledge construction
- Teach & use the Habits of the Mind
- Implement the use of campfire, watering hole & cave flexible work spaces.
- Develop student self-regulation & teach students the value of:
  - Concentration
  - Perseverance
  - Deliberate practice
- Set SMART goals & reflect on their teaching & their impact:

#### **When our students:**

- Care about their learning
- Know about their learning & can plan their next learning steps with a teacher (or a peer) They can answer the questions:
  - *How am I going?*
  - *Where am I going?*
  - *Where to next?*
- Are active in their learning & know what to do when they are stuck
- Understand the assessment tools being used & what their results mean
- Understand the learning intentions of each lesson
- Use success criteria to know if they have achieved
- Can self-assess, peer-assess & give feedback based on success criteria
- Can set SMART goals and self-monitor their progress
- Demonstrate the expectations of trusted learners & maintain their focus on the task at hand
- Know & follow the expectations of campfire, watering hole & cave flexible work spaces
- Are aware of the rights of others as learners & take responsibility for helping to maintain an atmosphere conducive to learning



- *Who did they teach well and who not so well?*
- *What did they teach well and what not so well?*
- *Where are the gaps, where are the strengths, what was achieved, and what has still to be achieved?*

### **We are Learning to Do**

#### **When our teachers:**

- Ask the questions:
  - *What is powerful to learn?*
  - *What learning matters?*
- Ensure relevance and connect knowledge in new & different ways to solve problems
- Teach & provide opportunities for real world innovation & problem solving
- Teach & develop IT capabilities
- Ensure students have opportunities to problem solve, question, investigate, make decisions, deepen understanding & use a variety of tools, strategies & skills
- Incorporate intentional teaching of thinking skills
- Teach & provide opportunities for students to practise social justice & stewardship

#### **When our students:**

- Care about their environment
- Apply their learning in new contexts
- Engage in real world innovation & problem solving
- Demonstrate creative & flexible thinking
- Utilise a variety of learning technologies to enhance learning
- Recognise that mistakes & failures are invitations to change & grow
- Practise social justice & stewardship
- 

### **We are Learning to Be**

#### **When our teachers:**

- Use a strengths based approach
- Identify individual student strengths & interests to personalise learning
- Create opportunities for all students to achieve success
- Incorporate student choice, self/passion led learning
- Encourage student curiosity
- Incorporate opportunities for student voice & student led innovation
- Identify, utilise & celebrate a wider notion of intelligence
- Teach self-regulation & other positive behaviours for learning

#### **When our students:**

- Care about themselves – recognise that they are children of God
- Feel valued and known
- Demonstrate hope & optimism
- Can self-regulate
- Can identify their own strengths & areas to grow
- Respect difference & diversity
- Engage in opportunities where student voice & student led innovation is sought
- Demonstrate positive behaviours for learning
- Take responsibility for their own belongings

### **We are Learning to Live Together**

#### **When our teachers:**

- Nurture each child's developing relationship with God
- Provide varied and meaningful prayer experiences
- Work collaboratively as a professional learning team

#### **When our students:**

- Care about others
- Demonstrate a growing relationship with God through their participation in prayer
- Make Jesus Real and display the Face of Jesus to others

- Build positive relationships with students & model respect, inclusivity & the value of diversity
- Teach collaboration & skilful communication skills
- Encourage & teach effective peer interaction skills
- Provide opportunities for student voice & leadership
- Build authentic partnerships with parents to support each child's learning
- Recognise the beauty & goodness of creation & human beings
- Work, learn & play collaboratively
- Respect the rights of others to learn
- Practise & demonstrate skilful communication
- Demonstrate student leadership

### **Learning Support**

St Aloysius employs a Learning Support Teacher nine days a fortnight to support teachers with students who have recognised learning disabilities. These students are usually identified at enrolment and may be eligible for funding for support by an Education Assistant. Classroom teachers and the Learning Support Teacher are also available to meet with parents to discuss the best way to support their child with any learning difficulties.

The school provides support for students needing learning enrichment through:

- Provision of a Learning Support Teacher
- Trained Education Assistants to work with funded students
- School based one-on-one assessments when requested
- Assistance provided for teachers in the form of programs of work and/or resources
- Consultation with recognised therapy providers and community support groups

### **LEAVING ST ALOYSIUS**

Parents are required to notify the school in writing if their children will not be continuing their enrolment at St Aloysius. One term's notice is expected, except where changes in employment result in a more immediate move. Reminder notices will be placed in the school newsletter. All outstanding fees must be paid before the withdrawal of students. Parents must also supply a forwarding address and the name of the school where the child is continuing their education.

### **LIBRARY – LEARNING HUB**

The St Aloysius Learning Hub aims to service the recreational and information needs of the student community, the curriculum needs of each class and the professional needs of the staff. The library collection is housed in the Learning Hub (Block C). All students have opportunities for weekly library borrowing.

Infants students are allowed to borrow one book per week, primary students may borrow more than one book. All students must have a library bag (preferably one that is waterproof) to prevent damage to books. Library bags can be purchased from the school office. Children in all years are allowed to borrow more books each week if they are taking part in the **Premier's Reading Challenge**.

All damages and losses must be paid for in full. If books are not returned then students will not be allowed to take further books home.

### **Library Monitors**

Interested Year 5 or 6 students are encouraged to apply to become Library Monitors for the year. The final selection is determined by the Librarian.

### **LOST PROPERTY**

Each building has a Lost Property Trolley. Children are advised to check all three trolleys as items are usually placed in the nearest lost property box.

### **MASSES (SCHOOL & PARISH)**

#### **Parish Mass Times:**

Immaculate Conception Parish Morpeth: Sunday 7:15am

St Joseph's East Maitland: Saturday 5pm Vigil, Sunday 8:30am and 6.00 pm (Chisholm Youth Mass)

Our Lady of Lourdes Beresfield: Saturday 6pm  
Holy Family Largs: Sunday 8.20am

Parents are encouraged to support their child's attendance at weekend Masses on a regular basis.

**School Masses:** The Opening School Mass is celebrated in the first weeks of Term 1. There is also a whole school Mass at least once each term. Other school Masses are celebrated once per month in the School Hall or Chapel or at Immaculate Conception Church Morpeth. These may be attended by students in one or more grades. The end of year Mass is usually celebrated on the last school day of Term 4.

### **MINI VINNIES**

Students in Years 4 – 6 may join St Aloysius Mini-Vinnies Group who meet weekly to plan a variety of activities including community service. The group meet during one lunchtime every week. Mini Vinnies comes under the St Vincent de Paul Society which is a lay Catholic organisation that aspires to live the Gospel message by serving Christ in the poor with love, respect, justice, hope, and joy by working to shape a more just and compassionate society.

As a member of Mini Vinnies the children promise to make a difference by:

- Caring for, respecting & loving themselves
- Strengthening their friendship with Jesus by praying each day & talking to others about Jesus
- Caring for others in our school, community, by being a friend to those who are alone, in need or in trouble
- Contributing to the happiness of my family through help, respect, consideration, joy & kindness
- Caring for, appreciating & enjoying God's creation: the environment
- Treating others the way I would like to be treated.

### **MUFTI/OUT OF UNIFORM DAYS**

On casual clothes days, students are expected to be sun safe ie. shirts with sleeves that cover the midriff, covered shoes and a hat.

### **MUSIC TUITION**

Extra curricular tuition in music is available during school hours. Details of instruments taught and the music teachers currently working at St Aloysius can be obtained from the school office.

### **NO SMOKING**

Smoking is not permitted in or near the buildings or grounds of our school.

### **OOSH**

A Before and After School Care service is provided by St Nicholas OOSH in the School Hall each school morning and afternoon from 6:30am – 8:30am and from 2:50 pm until 6.00 pm. Families need to register for this service by contacting [chisholm@stnicholasoosh.org.au](mailto:chisholm@stnicholasoosh.org.au) 0419 697 715. Vacation Care is also provided by St Nicholas OOSH.

### **PARENTAL INVOLVEMENT**

St Aloysius encourages parents to be involved in all aspects of their child's schooling. These opportunities include:

- Helping with homework and attending parent/teacher meetings
- Assisting in the classroom or on excursions
- Helping out with P&F functions
- Volunteering to help at sporting functions
- Attending Parent Committee, P&F and other school meetings
- Participating in working bees
- Sharing work experiences or interests with their child's class
- Attending school events

Look out for these and other opportunities in the school newsletter.

## Becoming a volunteer

To be able to volunteer within a diocesan school you are required to register online <https://www.mn.catholic.org.au/people/volunteer/> and complete all necessary checks, inductions and safeguarding training relevant to your volunteer role. This may mean you will be required to obtain a Working with Children Check and/or National Police Check. All paperwork and checks are to be completed and verified before you can commence in your role. Safeguarding training must occur within six months of your commencement as a volunteer.

There is an exemption for school family members from holding a Working With Children's Check (it is still required in some circumstances).

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## PARISH

St Aloysius Catholic Primary School is part of Immaculate Conception Parish Morpeth and the Chisholm Pastoral Region.

Contact details: 302-304 High St Maitland 2320 (PO Box 215 Maitland 2320)

Hrs: Tues to Friday 9.00am to 4.30pm (closed for lunch 12.30-1.30pm)

Ph: 4933 8918 / Fax: 4934 1227

Email: [chisholm@mn.catholic.org.au](mailto:chisholm@mn.catholic.org.au)

## PASTORAL CARE

Pastoral care is expressed through a network of relationships involving and including every person. The Parish clergy, parents, students and staff members are all involved in building our school community: having a sense of belonging; welcoming each other; being known and respected; and recognising, appreciating and affirming the giftedness of each person. Through our positive, open atmosphere we welcome all and provide a safe, caring environment, which nurtures growth.

### The Aims of Pastoral Care at St Aloysius:

- To enable all to grow to their full potential;
- To acknowledge everyone, develop quality relationships, and establish networks of care;
- To foster personal and mutual respect among and between all members of our school community: students, teachers, parents and other members of our school and wider community;
- To provide satisfying learning experiences and enable each one to develop confidence in his/her abilities;
- To foster a sense of self-worth as individuals created and loved by God, with a sense of hope for themselves and for their world;
- To develop an appreciation of and respect for cultural and family differences.

St Aloysius Catholic Primary School bases its Pastoral Care Policy on the Diocese of Maitland Newcastle Pastoral Care Policy. The full text of School and Diocesan policies are available on the school website and at the school office.

## PHOTOS

Photos will be taken as a record of most school events. Parents are encouraged to share their photos of school events with the school. Parents are asked to sign Section 8 of the enrolment form – Taking/Use of Photographs and Digital Media giving permission for the school to use photos from school activities, and work samples for legitimate promotional/advertising usage in school publications including the school website. Parents have the right to withhold or revoke this permission.

## POSITIVE BEHAVIOUR POLICY

St Aloysius Positive Behaviour Policy is seen as a positive part of our pastoral care process, where children are helped to understand their responsibilities as members of the Catholic school community, invited to try again when they fail in acting responsibly and are supported and encouraged in their efforts.

The school recognises that the school and home have complimentary roles in the children's development and education and that the best work of the school occurs where home and school support each other. Behaviour expectations at St Aloysius are summarised by our school expectations.

St Aloysius Catholic Primary School bases its Positive Behaviour Policy on the Diocese of Maitland Newcastle Pastoral Care Policy. This policy is based on procedural fairness and discussed with students on a regular basis. In compliance with the NSW Education Reform Act 1990, corporal punishment is banned in all Maitland Newcastle Diocesan schools. The full text of School and Diocesan policies are available on the school website and at the school office.

### **PRAYER**

All students are taught and participate in formal and informal prayers in their classrooms each day. All classes have a designated sacred space. This is used as a focus area for prayer, reflection and class meditation. Prayer is also an important part of all assemblies and meetings at St Aloysius. Staff prayer is held every Thursday after school. Special prayer assemblies are prepared and celebrated throughout the year.

### **PRIVACY POLICY**

Your privacy is important. St Aloysius School's Privacy Policy describes how the School uses and manages personal information provided to or collected by it. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing School environment.

On enrolment parents are asked to sign Media Permission forms giving permission for photographs, video recordings of their child involved in school activities, and work samples to be used for legitimate promotional/advertising usage in school publications including the school website. Parents have the right to withhold this permission.

### **PROJECT COMPASSION**

Project Compassion is the main way CARITAS AUSTRALIA raises money. Every Catholic school and every Catholic parish around Australia is invited to be part of the Project Compassion Appeal each Lent. Each child is given a moneybox to be taken home for the Lenten period. Families are encouraged to make small sacrifices during Lent such as not hiring videos or having a takeaway meal and to place the money that would have been spent on these activities in the box. Families are asked to return the boxes to school in the week leading up to Easter. The school is usually visited by members of Caritas Australia early in Term 1 to discuss how the money the children donate helps in other countries.

### **RELEASE FROM FACE TO FACE TEACHING (RFF)**

Full time teachers are entitled to 120 minutes RFF each week. During that time classes at St Aloysius will participate in lessons with a Creative Arts focus. The Assistant Principal, Religious Education Coordinator and the Primary Coordinators also have some executive release time to complete their additional duties.

### **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.

### **RELIGIOUS EDUCATION**

As a Catholic School, we exist to support the faith development of the children in our care. Our parish clergy, staff, parents and parishioners, work together to support the religious development of the children. Regular instruction in Religious Education is a feature of our school curriculum. We aim to provide a Religious Education program which is relevant and meaningful and which embraces core Catholic beliefs and values. The program covers the areas of History & Beliefs, Celebration & Prayer, Jesus and Scripture, and Justice and Morality. All teachers of Religious Education are practising Catholics who hold appropriate RE qualifications.

We provide opportunities for Mass attendances. Prayer and Liturgy supports our Religious Education program. Our Priests make regular visits to the school. Primary classes attend the Sacrament of Reconciliation once each year. Special prayer assemblies are prepared and celebrated throughout the year.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS AND STAFF

We believe that all members of the school community have rights and responsibilities to ensure that learning and teaching take place in a supportive and co-operative environment. A right is something that belongs to a person and cannot be taken away. A responsibility is something a person should do to make sure the rights of others are respected.

- Everyone has the right to respect
- Everyone has the right to learn
- Everyone has the right to feel safe and be safe

### RIGHTS OF STUDENTS

#### Students have a right to

- feel safe and happy
- be treated with respect and courtesy
- be included
- be happy
- be their unique self
- be heard and to have a voice
- know that their property is safe
- learn
- work and play in a clean and tidy school

### RESPONSIBILITIES OF STUDENTS

#### Students have a responsibility to

- make others feel safe and happy
- respect and show courtesy to others
- include and welcome others
- approach school activities with a positive outlook
- be tolerant of the differences among people
- listen respectfully to the views of others
- respect and care for the property of myself, others and the school
- help others learn
- help keep the school clean and tidy

### RIGHTS OF PARENTS

#### Parents have a right to

- have the school communicate information about their children and the school
- be kept informed of their children's progress
- be treated with respect and have their opinions valued
- receive constructive feedback about their children's education and the school
- expect that their children work in a clean and orderly environment
- know that their children are going to a school which takes pride in itself and where pupils take pride in their work

### RESPONSIBILITIES OF PARENTS

#### Parents have a responsibility to

- regularly keep in contact with the teachers and the school
- make every effort to be kept informed and respond if there is a need
- respect & support the staff of the school and value their opinions
- talk positively about the school to their children and the community
- help to keep the environment clean
- ensure that their children are appropriately dressed and prepared for school

### RIGHTS OF STAFF

#### Staff have a right to

- feel valued as a person and a professional
- teach without disruption
- be shown courtesy and consideration by all in the school community
- work in a safe and supportive environment

### RESPONSIBILITIES OF STAFF

#### Staff have a responsibility to

- make every effort to value others in the school community
- ensure a professional approach to their work
- provide quality teaching and an appropriate curriculum
- treat all in the school community with care, courtesy and consideration
- offer support to staff colleagues
- promote a safe and supportive community for others

- have the support of the parents of the pupils they work with
- have the opportunity to teach a broad, balanced curriculum, with appropriate resourcing
- have the opportunity for professional development
- have their property respected, including that property belonging to the school
- work in a clean, tidy and orderly environment
- keep parents informed about the curriculum and the progress of their children and invite their involvement
- allocate appropriate time to plan, evaluate and monitor their teaching and the pupils' learning
- be actively involved in whole school planning and policy making
- take responsibility for their own ongoing professional development
- respect the property of others
- promote a clean, tidy and orderly environment and to share responsibility for common areas

## ROAD SAFETY

Parents are reminded of the 40km zone around the school. They are asked to set a good example and use pedestrian crossings when dropping off and picking up their children from school. As we do not have a School Crossing Guard, parents are reminded to be aware of pedestrians when driving in the school vicinity. For further information visit: [http://www.rta.nsw.gov.au/hubpages/hub\\_school.html?hlid=parents](http://www.rta.nsw.gov.au/hubpages/hub_school.html?hlid=parents)

## Kiss & Ride

This is in operation from 8a.m. to 9.30a.m. and 2:30p.m. to 4.00p.m. There is NO PARKING in this area at drop off or pick up times. The driver can only leave their car for the purpose of opening the boot, opening the door and of course giving your child a “kiss”, NOT for walking into the school. Also we ask parents to always drive to the furthest space before stopping and show patience in observing the NO OVERTAKING signs.

## Parking

Street parking is available in both Heritage and Tigerhawk Drives. Please observe road signs for parking restrictions.

## SACRAMENTAL PROGRAMS

Sacramental programmes are offered to prepare the children for First Reconciliation, First Eucharist and Confirmation. Each sacramental program consists of an initial Information Meeting, Enrolment Mass and a number of Parish based lessons. Attending weekly Mass during the period of the sacramental program is especially encouraged. It is a parental responsibility to enrol and support their children in these sacramental programs.

## SCHOOL CALENDAR

Our online **school calendar** has the most up to date information about upcoming school events and is available on the Compass Parent Portal and the school website.

## SCHOOL MORNING DROP OFF

The school gates on Tigerhawk Drive and Heritage Drive, are opened at 8:15am when morning supervision commences. If you need to drop your child/ren off before this time, please contact OOSH – St Nicholas OOSH.

## SCHOOL AFTERNOON PICK UP

Depending on your instructions for their home time requirements your children will line up in one of five areas. Afternoon dismissal is at 2:45pm. The gates near the admin office and Tigerhawk Drive side are opened at 2:45pm. The options for afternoon collection are:

**Bus** – children line up in the designated bus line in G Block and are escorted to the bus by a teacher.

**Walkers and Riders on Tigerhawk** – children line up and are escorted out the gate near the Learning Hub. They are able to cross the road with the Crossing Supervisor or continue, with a teacher, down the path to the Heritage Drive crossing at the front of the school. They are then able to cross the road with the Crossing Supervisor.



**Heritage Drive Walkers** – children are escorted to the crossing where the crossing supervisor will safely take the children across Heritage Drive.

**Kiss and Ride** – children are escorted by teachers to the Kiss and Ride zone – entry is via Heritage Drive.

**OOSH** – St Nicholas OOSH personnel will collect the children from this line at the Hall.

### SCHOOL EQUIPMENT

Students in all years require a school bag, library bag and art shirt. They also require their own USB and headphones. Students in Years 1 - 6 all require their own pencil case. Teachers will inform their students of specific requirements. Recommended supplies include: HB and 2B pencils, coloured pencils, textas, sharpener, eraser, plastic ruler, scissors, glue stick. Years 3 - 6 students also require a good quality dictionary and Year 5 and 6 students will need to supply red, blue and black biro.

The school supplies all exercise and textbooks. It is recommended that exercise books are covered with contact to prolong their life.

Parents are asked to re-stock equipment at the start of each term.

### SCHOOL FEES

School Fee Statements are emailed at the beginning of the year to advise families of the Total Fees payable. Statements are then emailed monthly so families are aware of their running balances. Payments can be made via Direct Debit, BPAY, Cash, Cheque or Credit Card.

Any family experiencing financial difficulties and unable to pay the full school fee amount is encouraged to meet with the Principal to discuss your arrangement.

Attendance at major Year 4, 5 and 6 excursions may be affected by unpaid school fees or where agreed payment options have not been honoured. Attendance by any student to any performance or excursion may be affected if the Resource Fee has not been paid.

**Please note non-payment of fees may jeopardise the ongoing enrolment of students from as early as Term 4 if substantial fees remain unpaid at the end of this term without explanation.**

It is a requirement of the Diocese of Maitland-Newcastle for all students moving from one school to another to have a fee clearance.

### Building Levy

The Diocesan Building Levy supports the ongoing building and maintenance requirements of schools in the Diocese.

### Resource Fee

A Resource Fee is charged for all children from Kindergarten to Year 6.

This fee covers the cost of a number of activities that all children are expected to participate in that are part of the regular curriculum. These may include Musica Viva, bus fares to the Athletics Carnival, entry to the pool for Swimming Carnival, and some other short excursions and school activities. A portion is used to purchase books and other classroom resources. It does not include the Year 4, Year 5 and 6 major excursions.

### Diocesan pastoral contribution

From 2017 a voluntary contribution has been introduced. Funds support the ongoing pastoral works of the diocese. The Diocesan Pastoral Contribution for 2022 is \$300 per family.

### SCHOOL FUNDING

The main source of income received by the school is from school fees. Government support of Catholic education is used by the Catholic Schools Office to pay for the wages of the school staff.

### SCHOOL HOURS

Teacher Supervision Commences:	8.15 am
Office Opens:	8.30 am
Warning Bell:	8.43 am
School Commences:	8.45 am
Morning Recess:	10.50 am – 11.20 am
Lunch:	1.20 pm – 2 pm

School Finishes:	2:45 pm
Last Bus leaves:	3.00 pm
Office Closes:	3:00 pm

### **SCHOOL PHOTOS**

School Photos are taken in Term 1 or Term 2 each year. A photo order envelope from the photographers will be sent home to all families allowing them to choose the photo collection they wish to receive. Sibling photos of brothers and sisters attending St Aloysius only, are also taken for families requesting them.

Year 6 photos are used to produce a memento of their final year of primary school. This is presented to Year 6 students at their Graduation liturgy.

### **SCHOOL SONG**

We Are Called *Kelly Henman*

Take my hand, come on with me

We'll journey down the river,

The life-giving stream.

And as we stand together, God makes us strong

We're on a quest for learning, all life-long.

We are the community of St. Aloysius School

We live and work and learn together,

Belonging is our rule.

Each one of us is special,

And has something to share

Let's take our love of learning, go further than we dare...

We are called to love

We are called to serve

We are called to live an abundant life

Just like St. Aloysius,

We are called.

Each one of us is thirsty, we want to know

About the things we wonder,

So off we go!

Along the path of learning,

Along the path of Christ

We're off on an adventure,

Each one of us has a part to play.

© Kelly Henman 2015

### **SECURITY AND SUPERVISION**

School gates will be opened at 8.15 am for student arrivals and from 2.45pm for student departures. External gates are locked from 8:45 am until 2:45 pm to ensure safety of our children. During these times, the only access to the school is through the School Office.

Supervision of students begins at 8.15 am. Children are encouraged not to arrive at school before that time. Staff are rostered to supervise students during Recess and Lunch breaks.

### **Student Dismissal And Collection**

After school all students assemble in groups according to how they are getting home.

- Students catching buses are supervised in the school near the G Block gates.
- Walkers and bike riders are supervised crossing the pedestrian crossing at Tigerhawk & Heritage Drives.

- Students being collected via Kiss & Ride are supervised by teachers near the school office gates.
- Students attending OOSH are collected from the OOSH line in front of the hall.

## **SOCIAL MEDIA**

As a new school St Aloysius uses online platforms for most forms of communication with parents. In particular parents are requested to ensure they have downloaded the St Aloysius **Compass App** on their phones and that they access and read our online **Schoolzine Newsletter** fortnightly. The purpose of all online communication about our school is to build effective communication and a positive community. As such, all members of our school community who access any form of online communication about St Aloysius have a responsibility to use it respectfully and appropriately.

All Classes regularly update parents and carers about class and school happenings via various means. Instructions for how to subscribe to these options will be given at the Parent Information Meetings at the start of the school year. Photos of students who have Media permission may be included in these posts.

St Aloysius does have a website [www.chisholm.catholic.edu.au](http://www.chisholm.catholic.edu.au) and also has an approved official Facebook page. St Aloysius follows the Social Media Policy developed by the Catholic Schools Office (Diocese of Maitland Newcastle). This policy states: *The goal of our social media pages is to share the good news stories of the CSO, its schools, and the diocese, and to share ideas and information with the community. Having a presence on social media is an important communication tool for all businesses, including schools. Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, as part of the diocesan educational mission, including providing regular contact with parents and the wider community. These guidelines are recommended by the Catholic Education Commission NSW. Schools are increasingly establishing social media sites to improve communication with staff, parents and students: for example, to provide updates on school activities.*

Official school social media pages must be approved by the Catholic Schools Office and effective moderation processes put in place.

A group of St Aloysius parents set up an unofficial Facebook group – Chisholm Primary School Uniform Buy Swap and Sell as a page to buy and sell second-hand uniform items. It is a closed group that parents can request permission to join. It is important that parents and carers posting on this page model the same degree of respect and responsibility that is expected of staff when posting on the social media pages. It is not appropriate to post gossip, complaints and grievances - there are other more appropriate and effective means of addressing genuine concerns. Use of the school name or crest is prohibited.

Parents using this Facebook page need to be aware that the Diocesan policy clearly states that posts or comments containing the following must be deleted:

- Hate speech
- Profanity, obscenity or vulgarity
- Nudity in profile pictures
- Defamation to a person or people
- Name calling and/or personal attacks
- Identification of a staff member, student or anyone affiliated with the CSO by name in a negative or defamatory way
- Publication of confidential information
- Comments whose main purpose are to sell a product
- Comments that infringe on copyrights
- Spam comments, such as the same comment posted repeatedly on a profile

## **SPORT**

Teachers in each grade organise their own activities to meet the requirements of the PDHPE Syllabus. These may include: daily fitness, gross motor programs, tabloids and/or grade sport. Whole school sport programs may include:

swimming programs, cross country, gymnastic programs, athletics preparation or Stage based sport. Year 3-6 students also have opportunities to become involved in Diocesan and community based sporting events.

### **Permission for Excursions and Events**

Organising sport, excursions and other events is a rewarding, yet very time consuming job. There are deadlines with various providers that must be met. It is for this reason we need to place a due date on all Excursions and Events. We always endeavour to allow maximum time for these to be returned, as well as sending a reminder alert (where possible) via the Compass app. It is an expectation, as well as a general courtesy, that parents/ carers ensure ALL permission/consent for any school event is completed within the due date.

### **Athletics Carnival**

Our students participate in the annual school athletics carnival. Kindergarten – Year 1 students participate in their age races and tabloid/ball game activities. All students who turn 8 or older participate in age races, relays and long jump. Students who record the fastest three times in 100m age races (8 or older) may be eligible to participate in the All Saints Athletics Carnival.

Likewise students who come first or second overall in 200m, 800m, Long Jump & Shotput in Junior (8, 9 and 10 yrs), 11 yrs or Senior (12 and 13 yrs) divisions may also be eligible to participate in the All Saints Athletics Carnival.

### **Cross Country**

All students from 8 years old participate in the school Cross Country held in Term 1. The distance run varies according to their age. The first five place getters in each age division may have the opportunity to run at the Diocesan Cross Country. The younger children will also have a mini Cross Country at school.

### **Representative Sport**

Students from 8 years old are given the opportunity to represent the school at Diocesan level in swimming, cross-country and athletics depending on their performance at school carnivals.

Throughout the year, Year 5 and 6 students may nominate to participate in trials for a variety of sports leading to possible selection as a Diocesan representative. Students who excel at Diocesan level may be selected as part of a Polding Catholic school team representing all Dioceses in Northern NSW.

### **Sports Days**

All students are asked to wear their sports uniform on **their designated Rotation day and Fridays** to participate in sport activities. For 2022 children will wear their house colour shirt on Fridays and their sports shirt on their rotation day.

### **Swimming Carnival**

Students are given the opportunity to participate in the school swimming carnival early in Term 1 or late in Term 4 at the East Maitland pool. Students who achieve the qualifying times may be able to progress to the Regional and Diocesan swimming carnivals. Parents are required to identify their child's swimming strength. Children are identified during all swimming activities with coloured wristbands. Red is a non-swimmer, orange is an across the pool swimmer and green is a 50 metre swimmer.

### **STAFF DEVELOPMENT DAYS**

Apart from the first Staff Day of the year before pupils commence, the school may apply for two additional Staff Development Days during the year. A further two Staff Development Days are held at the end of Term 4, once students have finished for the year. The focus of these days is determined by the School Goals for that year. Parents will be notified as early as possible once the dates for these days have been approved, as these will be pupil free days. One Staff Development Day each year will have a Religious Education focus.

### **STUDENT LEADERSHIP**

Year 6 students at St Aloysius are offered a variety of school based, Diocesan and community leadership opportunities. These opportunities include:

- Leading & assisting with Whole School Assemblies
- Leading school tours

- Kinder Buddies
- Representatives at Diocesan Masses
- Diocesan Debating Competition
- Leading the ANZAC Day Parade
- Local Government Breakfast

### **STUDENT TEACHERS**

The teachers at St Aloysius support the development of future teachers through the University practice teaching program. The length of experience these students spend in the school depends on their year of study. These experiences can vary from five days for First Year Orientation to Teaching programs to a whole term for Fourth Year Interns.

### **SUN SAFE PROCEDURES**

St Aloysius is in the process of becoming a recognized Sun Safe School and has a No Hat/Play in the Shade policy. Children are expected to wear hats for all outdoor activities sport and play. Parents are encouraged to remind their children to apply sunscreen before school or supply a small tube or roll-on sunscreen for their children to apply prior to participation in outside activities. The school supplies sunscreen on occasions of prolonged exposure to the sun such as swimming and athletics carnivals and all day excursions. Parents are asked to notify the school if they are aware that their child has any allergies to commonly available sunscreens. Portable shade shelters are used for extra protection for the children at the swimming and athletics carnival.

For more information visit:

<http://www.sunsmartnsw.com.au/>

### **TERMS 2023**

**Term 2 – Wednesday 26<sup>th</sup> April to Friday 30<sup>th</sup> June**

**Term 3 – Monday 17<sup>th</sup> July to Friday 22<sup>nd</sup> September**

**Term 4 – Monday 9<sup>th</sup> October to Tuesday 19<sup>th</sup> December**

### **TIME OUT**

Time Out is used for serious and/or repeat occurrences of misbehaviour. Students placed on Time Out will be withdrawn from the playground and required to either reflect in writing or discuss their behaviour. They may also be involved in a service activity of benefit to the school. Time Out may be supervised by a teacher, the Principal or Assistant Principal.

### **TOYS**

It is strongly recommended that children do not bring valuable or precious toys to school as it is impossible to guarantee they are not damaged or stolen.

### **UPDATING STUDENT AND FAMILY INFORMATION**

An information update sheet is sent home at the beginning of each school year. It is very important that parents/guardians check the details on this sheet carefully and make any amendments necessary before returning it.

### **VALUABLE ITEMS**

It is strongly recommended that children do not bring valuable or precious items such as iPods, mobile phones etc to school, as it is impossible to guarantee they are not damaged or stolen. If a child is required to bring such equipment to school, it must be left at the school office for the duration of the day. Students must not leave this equipment in their school bag.

### **VISITORS**

All visitors to the school are expected to sign in at the kiosk in the school office or scan the school QR code to sign in. First time visitors are asked to read the Visitors Protocol on display in this office.

If you visit school during school hours as a canteen helper, class helper or assisting in another way you are requested to sign in at the office. This is both a Child Protection Requirement and a WHS requirement. School assemblies, masses and liturgies are exceptions.

### **VOLUNTEER CODE OF CONDUCT**

Volunteers have a special place in schools and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities. To assist schools in providing a safe environment and a positive educational climate, volunteers are asked to comply with the Volunteer Code of Conduct. This Volunteer Code of Conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in Catholic schools in the Diocese of Maitland-Newcastle. It is expected that volunteers:

- All volunteers must be 18 years of age or older, have completed schooling and be of good character.
- Understand that the Principal is responsible for the management of the school and as such is responsible for the acceptance, or otherwise, of any offer of volunteer support from a potential volunteer.
- Observe similar standards of behaviour and ethical conduct to that required of staff. For example, you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best of your ability.
- Understand that teachers have a special duty of care for students that cannot be delegated or transferred to others.
- Understand the principal is the person responsible for the school.
- Appreciate that all members of the school community have rights and aspirations. It is expected that all members of the school community will treat others with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. Volunteers must not discuss nor disclose to a third party information about members of the school community (i.e. students, staff, other volunteers, students' parents/carers). This includes communication in any form including social media sites.
- Address concerns about information gained through their volunteering role with the principal or their delegate as soon as possible.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the school's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school/department.
- Avoid personal conduct inconsistent with the Catholic values and purposes of the school.

As a Catholic school, it is expected all members of our community will model Christian values. Inappropriate language, gossip, disrespectful and aggressive behaviour will not be tolerated. Principals have the right to prohibit any person entering the school grounds if they are concerned about ongoing or serious inappropriate behaviour.

### **Becoming a volunteer**

To be able to volunteer within a diocesan school you are required to register online <https://www.mn.catholic.org.au/people/volunteer/> and complete all necessary checks, inductions and safeguarding training relevant to your volunteer role. This may mean you will be required to obtain a Working with Children Check and/or National Police Check. All paperwork and checks are to be completed and verified before you can commence in your role. An onsite induction and Safeguarding training must occur within six months of your commencement as a volunteer. There is an exemption for school family members from holding a Working With Children's Check (it is still required in some circumstances).

### **WATER POLICY**

Water is the recommended drink for students for day-to-day consumption and clear plastic drink bottles may be brought into classrooms. For special events juice drinks may be offered for sale.

### **WORKING BEES**

Parents are asked to support at least one working bee throughout the year. A back to school working bee is held on the First Sunday of the school year. A spring working bee is held during Term 3 with a focus on gardening and grounds. Parents unable to attend Working Bees but willing to assist with small jobs around the school are asked to notify the school office of their availability.

### **YEAR 6 SHIRTS**

Each year the Year 6 children are allowed to wear the school's commemorative Year 6 polo shirt as part of their uniform.

### **ACRONYM LIST**

AP	Assistant Principal
BOSTES	Board of Studies, Teaching and Educational Standards
CCSP	Council of Catholic School Parents
CDF	Catholic Development Fund
CSO	Catholic Schools Office
EALD	English as an Additional Language or Dialect
HSIE	Human Society and Its Environment
ICAS	International Competitions and Assessments for Schools
ICT	Information and Communication Technology
IP	Individual Plan
KLA	Key Learning Area
NAIDOC	National Aboriginal and Islander Day of Celebration
NAPLAN	National Assessment Program Literacy and Numeracy
OOSH	Out of School Hours Care
P&F	Parents and Friends Association
PDHPE	Personal Development, Health and Physical Education
PLC	Professional Learning Community
RE	Religious Education
REC	Religious Education Co-ordinator
RFF	Release from Face to Face Teaching