

Parent Handbook

St Patrick's School



St Patrick's School is a Child Safe School





Welcome Statement

Welcome to St Patrick's School – a school where we live by our motto of 'Nurturing Futures' – academically, socially and spiritually.

St Patrick's School is an exceptional educational facility with a focus on Catholic values. We are proud of our Josephite heritage and our connection to St Mary of the Cross MacKillop, Australia's First Saint.

We are a Catholic Primary School, but we are not exclusively for Catholics. At St Patrick's, we welcome both Catholic and non-Catholic children, and we value the richness of cultures and religions within our school community.

Just as the Sisters of St Joseph of the Sacred Heart did when they established our school in 1949, we continue to place Christ at the centre of all we do at St Patrick's School. The St Patrick's students, staff, parents and wider school community are responsible for the culture we create while maintaining the traditions and charisms of our Josephite history.

At St Patrick's, we hold at our core the impact each person has on other members of our community. Instilling this way of thinking in our students remains our focus and is enhanced by quality relationships and open communication that creates an environment of wellbeing. Through our beliefs and traditions, we aim to develop the whole person, integrating our faith and culture.

Contact us

St. Patrick's School

29 Leahy Street

P.O. Box 113

Nhill 3418

03 5391 1575

0419 929 271

principal@sphill.catholic.edu.au

sphill.catholic.edu.au



School Snapshot

Staff (2023, Semester 2)		
Mr Kingsley Dalgleish	Principal	(03)53911575 0419929271 principal@spnhill.catholic.edu.au
Miss Kate Williams	Junior Class Teacher <ul style="list-style-type: none"> ● Foundation ● Year 1 	kwilliams@spnhill.catholic.edu.au
Mrs Helen Wills	Middle Class Teacher <ul style="list-style-type: none"> ● Year 2 ● Year 3 ● Year 4 	hwills@spnhill.catholic.edu.au
Miss Margaret Attard	Senior Class Teacher <ul style="list-style-type: none"> ● Year 5 ● Year 6 	mattard@spnhill.catholic.edu.au
Mrs Tracey Bell	Specialist Teacher <ul style="list-style-type: none"> ● Integrated Studies ● Science 	tbell@spnhill.catholic.edu.au
Mrs Emma Dickinson	Learning Support Officer Library	
Mrs Caroline Pilgrim	Learning Support Officer	
Mrs Annette Hamilton	Learning Support Officer	
Mrs Karen Rintoule	Administration <ul style="list-style-type: none"> ● Administration ● Finance 	(03)53911575 krintoule@spnhill.catholic.edu.au

School Office Hours				
Monday	Tuesday	Wednesday	Thursday	Friday
8:45am – 4:15pm	8:45am – 4:30pm	8:45am – 4:30pm	8:45am – 4:30pm	8:45am- 1:00pm

School Advisory Council

Ex Officio

Kingsley Dalgleish	Executive Officer	
Mons. Glynn Murphy	Parish Priest	
Fr. Matt Restall	Assistant Priest	

Elected Representatives - Two year terms

Bec Curtis	Term - 2023 & 2024	Community Engagement and Fundraising
Emily Gladdis	Term - 2022 & 2023	Chair Community Engagement and Fundraising
Michaela Koop	Term - 2023 & 2024	Community Engagement and Fundraising
Moo Khu James	Term - 2023 & 2024	Bilingual Liaison - Karen
Zanny McEldrew	Term - 2023 & 2024	Treasurer Community Engagement and Fundraising
Nathan Wheeler	Term - 2022 & 2023	Grounds & Maintenance

Elections for Parent Representatives will be held at the Annual Meeting, generally in early December

Term Dates

2024	Start Date	Finish Date
Term 1	29 January (staff), 30 January (students)	28 March
Term 2	15 April	28 June
Term 3	15 July	20 September
Term 4	7 October	20 December

Public Holidays 2024

Friday, 26 January	<i>Australia Day</i>	Thursday, 25 April	<i>ANZAC Day</i>
Monday, 11 March	<i>Labour Day</i>	Monday, 10 June	<i>King's Birthday</i>
Friday, 29 March	<i>Good Friday</i>	Subject to AFL schedule	<i>Friday before AFL Grand Final</i>
Saturday, 30 March	<i>Easter Saturday</i>	To be confirmed	<i>Local - Nhill Show (to be confirmed) *</i>
Sunday, 31 March	<i>Easter Sunday</i>	Tuesday, 5 November	<i>* Melbourne Cup</i>
Monday, 1 April	<i>Easter Monday</i>		

School Vision, Mission & Context

Our Vision

As partners in Catholic Education and open to God's presence, we pursue the fullness of life for all.

St. Patrick's School is a child safe school.

Our Mission

Therefore, inspired by the Gospels, our community will:

- Build on the traditions of our Catholic faith.
- Offer engaging, contemporary education aligned with Catholic tradition.
- Provide a safe and inclusive environment to support and nurture the development of all.
- Provide and maintain a supportive environment that effectively utilises resources.
- Promote caring and responsible relationships between the school, family, and wider community to enhance student learning.

Our Context

In February 1949, the Sisters of St. Joseph opened the Catholic School, sited in the J.P. Ryan Hall, Leahy Street. Their dedicated service continued until 1979, when lack of numbers forced the Order to inform Bishop R. Mulkearns of Ballarat that they could no longer supply teaching staff. The first Lay Principal and Teacher were appointed in 1979 and a few years later a decision was made to build a new school. The new school building was completed in time for the 1983 school year. There has since been significant capital works culminating in the existing excellent facilities. The voluntary efforts and hard work of many school community members are evident at St. Patrick's School. The continued good will and support of the community ensures its vital role in the future education of the wider Nhill community.

St. Patrick's is a modern and inviting school; the grounds are spacious and immaculately groomed. The playground area includes covered playground equipment, an oval and a covered area for use during our hot summers and wet winters. In the classroom, students have access to laptop computers and iPads with internet access. The library is open plan and very well resourced; and additional stock is added regularly.

We offer an exceptional education facility, with a Catholic value base. Our staff members are professional and we are very proud of our magnificent facilities. Staff members foster each individual child's learning and particular talents, assisting children to learn to their full potential. We offer a diverse curriculum and have strong community partnerships. The children at our school are happy and love learning. There is a real "family" atmosphere where everyone genuinely cares for one another.

St. Patrick's School is part of the St. Paul VI Wimmera-Mallee Parish. Our Parish Priests are Monsignor Glynn Murphy and Father Jim McKay, who are based in Horsham.

The Governing Authority is DOBCEL (Diocese of Ballarat Catholic Education Limited).



General Information

Assembly

We hold a quick assembly on Monday mornings to gather children together and talk about the coming week.

School Assembly is held weekly at 2.45pm on Thursdays. At this assembly, student awards are presented, birthdays are celebrated and other school messages are shared.

Assemblies are held in the hall and parents/caregivers/other family members are welcome to attend.

Before & After School

Parking is limited at the front of the school.

Parents are asked to observe signed parking, especially near the school crossing.

Additional parking is available at the church or in side streets around the school.

If you need to cross the road, please use the school crossing and avoid jay-walking across the road from your vehicle.

The safety of all pedestrians is a major priority.

Bicycles & Scooters

Provision is made at the school for storage of bicycles and scooters.

Bicycles and scooters must not be ridden in the school grounds, including along the footpath at the front of the school.

Students must always wear a helmet when riding bicycles and scooters.

Bus Travel

School bus services are available for country students. The service is free and operates from Nhill College. A shuttle bus transports students between St. Patrick's School and Nhill College. For more information please contact Nhill College.

Any change to usual travel arrangements requires a written note from a parent/guardian, or email to inform the office. Nhill College also requires to be informed of change to travel arrangements by 3.00pm that day, using [this form](#).

Child Safe School

St. Patrick's School is a Child Safe School and we have zero tolerance for child abuse.

All parents will be required to comply with our [Safeguarding Children and Young People Code of Conduct](#) which details expectations in relation to acceptable and unacceptable behaviour. Please contact the school's Child Safety Officer (the Principal) for further details, or visit the school website for more information.

Closure Days

Throughout the year, parents will be notified of closure days. These allow staff to partake in professional development activities.

Communication

Communication between school and home is essential. We will make contact with families regularly or whenever the need arises.

We ask that families keep us informed regarding their child's health and wellbeing, as well as any change of phone numbers of parents, guardians, or emergency contacts.

Diary

Students are to bring their diaries to school each day to record homework, test dates, other important dates plus communications between parents and teachers.

Parents should sign diaries each night to confirm homework tasks are being completed and that messages are being received.

Newsletter

The Newsletter is published each Friday and is emailed to all families, as well as being included on PAM and the website.

A hardcopy can be provided on request.

It is vital that parents read the newsletter each week to keep up to date with all school information.

Parent Access Module (PAM)/SIMON Everywhere

PAM/SIMON Everywhere is the school's primary communication tool with parents/guardians. It provides real time access to keep parents updated with their children's progress, important dates and messages.

All parents will be provided with information about how to login at the commencement of enrolment.

Please direct any questions about PAM to the office.

Website

General school information is available on the [school website](#).

Emergency Management

The Emergency Management Plan is updated at the beginning of each year and before bushfire season.

We perform regular scheduled drills (e.g. evacuation, lockdown) so that all students, staff and visitors are prepared should an emergency situation arise.

Enrolment

St. Patrick's School is open for all and welcomes the enrolment of Catholic and non-Catholic families.

Foundation Enrolment

The Principal is available to help with any questions or queries you may have in relation to selecting a school for your child.

The three Nhill schools prefer enrolments to be completed by the end of July. This is to assist in planning and providing information to the relevant funding bodies for the following year.

In Term 3, parents enrolling their child at St. Patrick's School will attend an enrolment interview with the Principal. This is an opportunity to assess your child's abilities before the beginning of the school year.

In Term 4, enrolled students will have the opportunity to attend our orientation/transition program.

Transfers

Parents who are seeking to transfer a child should contact the school, or make an appointment with the Principal, for a consultation at any time during the year.

Enrolment Forms

Enrolment Application forms are to be completed by a parent or legal guardian of the child. It is a legal requirement to provide a copy of your child's full Birth Certificate and their Immunisation History Statement. Please also provide a copy of their Baptismal Certificate (for those who are Catholic).

Assistance in completing enrolment forms is available if required.

Refer to [our website](#) for more information.

Fees

School fees assist in meeting the day-to-day operations of the school.

An education for your child at St. Patrick's School is very affordable.

Fee assistance is available to families on low incomes.

What do fees include?

- Tuition.
- Student classroom requisites e.g. stationery, printing and photocopying, writing books, educational software and apps.
- Subject levies.
- Excursions and incursions (school camps are billed separately).
- Curriculum programs.
- Capital expenditure e.g. furniture and equipment.

[Link to more fees information](#)

Graduation

A Graduation Mass and celebration for the Year 6 students is held at the end of each year.

Grievances & Issues

References

[Complaints Management Policy](#)

Parent – School Relationships Code of Conduct

Prompt resolution of grievances and disputes is vital to the wellbeing of everyone and all parties involved will be treated respectfully.

Library

Our library is the central resource of the classroom program.

Students have the opportunity to visit the library at least once a week to borrow books.

The library is constantly being restocked with new resources.

Lunch

Healthy eating is encouraged.

Students eat their lunch under teacher supervision.

Parents are encouraged to use ice bricks and insulated lunch containers to keep lunches cool during summer.

Students are not permitted to share lunches.

Parents are encouraged to not include foods containing, or likely to contain nuts or other anaphylactic trigger substances, to reduce the likelihood of anaphylactic reactions in other students or staff.

At St Patrick's School the children go outside to play at the beginning of the recess and lunch breaks and then come undercover/inside at the end of the breaks to eat.

The benefits of this are:

- Calmer more relaxed students who are ready to learn;
- Students throw away less food;
- Playground issues are sorted out over lunch; and
- Fewer discipline problems.

A fruit break is provided at 10.00am for those children who need a snack.

Lunch Orders

Lunch orders are available from the Wimmera Bakery on Wednesdays.

The lunch orders menu can be found in PAM/SIMON Everywhere.

Orders are to be written on an envelope (not plastic or waxed bag) with correct money enclosed, and are to be delivered to the office before class.

Water

Students are encouraged to drink water throughout the day.

They may have a drink bottle filled with water in the classroom (no cordial, fruit juice, soft drinks or energy drinks).

Chilled water is available from the drink fountain.

Parental Involvement

We recognise that parents are the primary educators of their children and therefore are encouraged to be actively involved with their child and work cooperatively with the school as a team.

Family participation is fostered in a variety of ways across the school community.

The school year commences with Mass and a welcome meal/function.

We also have occasional theme days, working bees, sporting events, social activities, fundraising events, excursions and camps.

Parental assistance may be required for some of these activities.

Classroom Helpers

Research suggests that parent involvement in their child's education while at school can provide significant benefits to children's educational outcomes.

Parents are invited to volunteer to assist teachers in the classroom program. Parents can help in any area of the timetable.

Parent volunteers are required to have a current [Working With Children Check](#).

School Advisory Council (SAC)

This group meets approximately five times a year and acts as advisors to the Principal.

The Annual General Meeting and formal elections are held late in Term 4.

Meetings are advertised in the newsletter and families are encouraged to contact an SAC member if they wish to raise an issue for discussion.

Members of the SAC organise the following working groups: Community Engagement and Fundraising, and Grounds and Maintenance, and may seek family involvement on occasions. We also have a Bilingual Liaison (Karen language) representative for our Karen families.

Personal belongings

Personal belongings including items of clothing brought to the school by students are not insured nor is the school responsible for any loss or damage.

Expensive or precious items should not be brought to school.

Students' property and uniforms should be clearly labelled with their names.

Lost Property

Lost property is stored in the staffroom.

Named items are sorted and returned to their owners.

At the end of each year unclaimed items are included with the school's second-hand clothing stock.

Photographs

We celebrate the efforts of our students by mentioning their participation and achievements in our school newsletter.

Occasionally photographs of the students are included in the newsletter, published on the school website and included in the local press, if permission is provided.

School Photographs

Each year a professional photographer comes into the school to take individual student, class group and family group photographs.

Families are able to purchase family photo packs if they desire.

Policies

The Victorian Registration and Qualifications Authority (VRQA) Minimum Standards are reviewed annually. These policies are available from the school office on request.

Policies are available to read on [our website](#).

Smoke-Free

Smoking and vaping is banned within four metres of an entrance to all primary and secondary schools in Victoria and within school grounds, during and after school hours.

More information can be found [here](#).

SunSmart

St. Patrick's is a SunSmart School.

Students and staff are required to wear appropriate protection, including broad brimmed hats, during local daily sun protection times whenever the UV Index level reaches 3+.

Sustainability

St. Patrick's School is committed to sustainability.

Teachers and staff will model sustainable skills that are required within the learning environment and reflect current sustainable practices.

We will minimise waste by:

- Limiting paper based materials.
- Printing double-sided.
- Using technology based tools.
- Adopting energy efficient practices.
- Adopting recycling practices.

Transition Program

Kindergarten to Primary School

We participate in a Kindergarten transition program in partnership with Nhill College and Nhill Lutheran School.

Kinder children attend pre-arranged school visits and/or open days, and orientation days. This is an introduction and preparation for school life.

We endeavour to ensure that Kindergarten children are familiar with our school prior to beginning their Foundation year.

Primary to Secondary School

Year 6 students who enrol at Nhill College for Year 7 attend a week of transition program during Term 4 which assists them to prepare for the following year.

Parents of students who will attend a different Secondary School need to make alternative arrangements with the Principal.

Uniform

[Link to Uniform list](#)

School uniform at St. Patrick's School is compulsory.

If a child is not in the correct uniform, a short note of explanation is required.

All clothing should be clearly named for identification purposes.

Students can bring or wear suitable sports footwear on scheduled sports days.

Coloured nail polish, jewellery and make-up should not be worn to school.

Sleepers or studs are the only earrings deemed appropriate for school.

Hair longer than shoulder length must be tied up at all times.

Visitors

Visitors are very welcome at St. Patrick's School.

Parents and other visitors who enter the school premises during school hours must report to the school office prior to entering a classroom or the playground, in order to sign in and be issued with an identification tag.

Visitors will be subject to our Code of Conduct during their time at our school.

Volunteers

Volunteers are welcome to assist with school activities such as helping in the classroom, maintenance and excursions/camps.

Volunteers will:

- have completed a Volunteer Application Form and undertaken a screening process as outlined in the CECV Guidelines on the Engagement of Volunteers in Catholic Schools;
- have participated in an induction of relevant school policies and procedures including Child Safety Standards and their role as a volunteer;
- have a current Working with Children Check and if required, a National Police Records Check;
- be under the supervision of the classroom teacher at all times when engaged in learning activities;
- be under the supervision of the Principal or delegate at all times when engaged in activities that have little or no student contact.



Working With Children Check

All volunteers assisting with children in our school must have a current Working with Children Check (WWCC).

Visit the [WWCC website](#) to apply, renew or update. Add *St Patrick's School* as an organisation that you volunteer with.

Please provide the school office with a copy of your WWCC card.

Volunteer applications are free.



Student Information

Attendance

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. It is important that children develop habits of regular attendance at an early age.

Punctuality is important. Students who arrive late miss vital classroom instructions and activities at the beginning of the day.

The school will contact parents by SMS by 10am regarding unexplained absences.

Students are not permitted to enter or leave school via the front door unless they require assistance at the school office or are accompanied by an adult.

Students are not permitted to leave the school grounds during school hours without prior written permission.

[Student Attendance Policy](#)

Parent/guardian responsibilities

- Parents are required to ensure their child attends school and must provide an explanation for their child's absence from school - this may be done through PAM/SIMON Everywhere, or by phoning the office on 53911575.
- Parents should inform the school in advance of upcoming absences, when they are known.
- To ensure a child's education and wellbeing are supported, parents are encouraged to communicate openly with the school where the child has an ongoing medication condition that may result in ongoing absences or medical appointments during school hours.
- Student Early Departure, Late Arrival or Temporary Absence must be recorded electronically by using the SIMON KIOSK in the foyer.

Beginning of Year Arrangements for Foundation Students

Beginning school can be exhausting for children in the first few weeks. To assist with transition to school special arrangements are in place for Foundation children.

Foundation students do not attend school on Wednesdays at the beginning of Term 1.

They will attend school full time after the Labour Day long weekend in March.

Books, stationery, other provisions

All text books, writing books, stationery and other provisions are provided by the school.

The cost is covered by the Student Levy. Any items that are lost or destroyed by inappropriate behaviour will be invoiced to parents.

All school books and requisites will be ready at the school on the first day of Term 1.

Classroom Access

Parents and guardians are not permitted to access classrooms during the school day. If you wish to see your child please report to the office upon arrival.

Curriculum

Students are taught in three classes – Foundation and Year 1 (Junior Class), Years 2, 3 and 4 (Middle Class) and Years 5 and 6 (Senior Class).

Students learn in modern and open learning spaces. The classrooms are well furnished and resourced.

Within these learning spaces computer technologies are a valued component of the daily curriculum. Each child has 1:1 access to an iPad and shared access to a laptop/chromebook to assist with their learning.

We have a highly committed, professional team of teachers and support staff. We are committed to ongoing learning and formal study for our teaching staff as we continually update our knowledge and skills in an ever changing world. We currently have three Learning Support Officers who work closely with those students who require extra support.

We can provide intervention programs as required by individual students, such as: ERIK Enhancing Reading Intervention Knowledge; MultiLit Reading Tutor Program; MiniLit; PreLit.

Homework

Homework is part of our school's curriculum. It is intended that homework activities are well within the ability of the students and reinforce skills that are being learnt at school.

Foundation to Year 2

Students are expected to read each weeknight and complete spelling activities.

Years 3 to 6

Students are expected to complete nightly reading and to practise their spelling words. Students are also given Numeracy and Literacy work, according to their ability, that they need to practise at home. Sometimes unfinished work will need to be completed as part of their homework.

Language Other Than English LOTE - Auslan

Teachers as Co-Learners (TCL) is a contemporary pedagogical approach whereby all teachers and students are learners of Auslan and time is allocated every day to ensure frequent exposure to, and learning of, Auslan. Instead of a traditional specialist language program delivering language in an isolated time block, classroom teachers are responsible for providing language centred sessions every day for approximately 15 minutes. The core idea is that students and teachers are on the learning journey together and are co-learners of the language. Auslan delivery is broken up into units and the content is focused on language development through high frequency, functional classroom language instead of topic based learning.

Religious Education

Religious Education is programmed into the weekly timetable. This curriculum area is based on the Awakenings document that was developed by the Dioceses of Ballarat, Sandhurst and Tasmania.

As well as lessons, we have regular Masses in which the students participate and families are encouraged to attend. The Sacramental program (Reconciliation, Confirmation and Eucharist) is family based, Parish organised and supported by the school.

Digital Technology

St Patrick's School is committed to providing an engaging and contemporary education.

Each student at St. Patrick's School has 1:1 access to an iPad and access to a class set of laptops/chromebooks, which are tools used to engage, motivate and to improve student's educational attainment. Classrooms have interactive display screens for educational use.

In today's technological environment, students must be aware of their responsibilities for using technology appropriately, including the care and maintenance of their device. Inappropriate use will attract a consequence at the discretion of the Principal.

Our access to the internet is via the Catholic Education Victoria Network and is subject to very thorough filtering and regulation. All users (students and staff) are required to abide by the school's Digital Technology Policy and eSmart Policy, which can be read on our website.

Discipline and Pastoral Care

Our student behaviour management policies and procedures seek to protect personal and school community safety, improve unacceptable behaviour, restore relationships, encourage reconciliation, enhance wellbeing, foster responsibility, enable personal growth and promote the common good.

The primary focus of our policies and procedures is to prevent discipline issues. We take a proactive approach by teaching behavioural expectations rather than waiting for inappropriate behaviour to occur before responding.

When concerns arise about a student's behaviour a more targeted response may be required to support the child.

We rely on families to work in partnership with the school to ensure the best student behaviour which results in students working to their potential.


At St. Patrick's School everyone has the right to:

- be safe;
- be happy; and
- learn to the best of their ability.

Our students follow the following five basic rules:

1. Hands are for helping and not hurting.
2. Everyone has the right to learn.
3. Play in play time and work in work time.
4. Stay in the right place – keep yourself safe.
5. Speak to please, not to tease.

Behaviour Expectations Matrix

St Patrick's School Nhill, Behaviour Expectations Matrix			
	Respect	Responsibility	Safety
 At all times	<ul style="list-style-type: none"> I use appropriate language I actively listen and follow instructions of staff members I use manners and an appropriate tone of voice I wait my turn I am respectful of others and their property 	<ul style="list-style-type: none"> I accept the consequences of my actions I wear uniform correctly and with pride I leave areas neat and tidy I am organised and prepared 	<ul style="list-style-type: none"> I keep my hands, feet and objects to myself I report problems to staff member in charge I enter and leave in an orderly manner. I move in an appropriate way and pace
Learning spaces / Gathering places hall, church, classrooms, technology, office, library, hallway, arrival and dismissal	<ul style="list-style-type: none"> I listen while others are speaking I take care of property I include others I use appropriate greetings 	<ul style="list-style-type: none"> I follow cyber safety guidelines I stay on task I ask for help when I need it and offer it to others I am aware of others 	<ul style="list-style-type: none"> I walk I am where I am supposed to be I use equipment for its appropriate purpose I use the crossing
Outside - Yard - Sports shed - PE - eating	<ul style="list-style-type: none"> I include others in play and play fairly when in a team I respect sports monitor I use, care and share for all equipment and playing areas appropriately 	<ul style="list-style-type: none"> I return all equipment to correct place I am an active participant I put uneaten food back in my lunchbox and finish eating when the bell rings 	<ul style="list-style-type: none"> I follow rules of games and playground I stay inside boundaries I wear hat/sunscreen I eat my own food and stay hydrated
Off campus Bus, excursions	<ul style="list-style-type: none"> I leave the environment as I found it 	<ul style="list-style-type: none"> I look out for friends I take care of my belongings 	<ul style="list-style-type: none"> I wear a seatbelt I stay with the group I follow the rules of the venue.
Toilets	<ul style="list-style-type: none"> I leave it as I found it I inform/ask teacher to go to the toilet 	<ul style="list-style-type: none"> I keep toilets clean and clear I use water wisely 	<ul style="list-style-type: none"> I flush, wash, dry and goodbye



Excursions/Camps

Excursions are an important part of the school curriculum. This can involve local visits or incursions.

Students in the Senior Class usually attend a 2-3 night overnight camp, and students in the Junior and Middle Classes have a sleepover or an extended day excursion.

Health and Physical Education

Health and Physical Education is programmed into the weekly timetable.

Students are able to bring or wear suitable sports footwear to school on scheduled sports days.

Inter-school sport

Students have opportunities to participate in all inter-school sporting activities in the area, which include swimming, athletics, cross country and winter lightning premierships for senior students.

We also attend other inter-school activities throughout the year, e.g. soccer.

Learning and Teaching Policy

Positive relationships based on respect, care and genuine affection help build supportive and safe classroom environments, where students acknowledge the opinions and feelings of others and challenge themselves in their learning.

Our teaching programs cater for student's individual differences and learning needs. Flexible curriculum and appropriate and current resources are provided to cater for individual differences. Teaching strategies are relevant and assist students to actively engage in learning.

Read more about our Learning and Teaching Policy on our website.

Leaving the school grounds

Students are not permitted to leave the school grounds without the Principal's consent and the parents' authorisation.

Any arrival or departure must be acknowledged by using the SIMON KIOSK in the foyer, so that in case of emergency students will be cared for.

School Hours, Timetable

Children should not arrive at school before 8:40am and should be collected at 3:15pm. There is no supervision before and after those times.

If alternative arrangements are made for children to be collected from school, please notify the school in writing.

Daily Timetable (general outline)

8.55am	Class time	<ul style="list-style-type: none"> ● Morning active session ● <i>Monday - Assembly</i> 	<ul style="list-style-type: none"> ● Roll Mark / Prayer ● Reading & Writing
9.55am	Fruit break - 5 minutes		
10.00am	Class time	<ul style="list-style-type: none"> ● Reading & Writing 	
11.00am	Recess	<ul style="list-style-type: none"> ● Play 	<ul style="list-style-type: none"> ● Snack at 11.20am
11.30am	Class time	<ul style="list-style-type: none"> ● Spelling 	<ul style="list-style-type: none"> ● Maths
12.00pm	Class time	<ul style="list-style-type: none"> ● Maths ● Library 	<ul style="list-style-type: none"> ● Religious Education
1.00pm	Lunch	<ul style="list-style-type: none"> ● Play 	<ul style="list-style-type: none"> ● Eat lunch at 1.30pm
1.45pm	Class time	<ul style="list-style-type: none"> ● Auslan 	
2.00pm	Class time	<ul style="list-style-type: none"> ● Integrated Studies ● Religious Education ● Physical Education 	<ul style="list-style-type: none"> ● Art - Visual, Performing ● Library ● Bounce Bank
<i>Thursday 2.45pm</i>		<ul style="list-style-type: none"> ● <i>Assembly</i> 	
3.10pm	Pack up / Prayer		
3.15pm	Dismissal		

Student Assessment and Reporting

We welcome your enquiries about your child's progress. Please contact the school to make a suitable appointment time with classroom teachers and/or the Principal.

Reporting Timeline

Term 1	<ul style="list-style-type: none">'Get to Know You' meetings will be held for parents early in the term. At these meetings parents and teachers discuss expectations for the upcoming year.
Term 2	<ul style="list-style-type: none">Formal Parent Teacher Interviews will be held early in Term 2 to discuss student progress during Term 1.Written reports will be sent home at the end of Term 2. Further Parent Teacher Interviews can be arranged if requested by parents.
Term 3	<ul style="list-style-type: none">Parent Teacher Interviews will be held in Term 3.
Term 4	<ul style="list-style-type: none">Written reports will be sent home at the end of Term 4.

Parents are encouraged to request an interview at any time if the need arises.

Student Health and Wellbeing

Staff members have up to date First Aid training.

It is advisable that families subscribe to an ambulance scheme, as the school is not responsible for costs incurred if the ambulance needs to be called.

We have access to Speech Pathology, Psychology Screening Services, Special Education and Integration services where available and appropriate.

Anaphylaxis

All students with an anaphylaxis diagnosis must have their own ASCIA Action Plan (annual updates).

Staff have had training and are familiar with the procedures for the use of an adrenaline auto-injector.

Asthma

Families of students with asthma must provide an Asthma Action Plan annually.

Students with puffers are reminded to carry these at all times.

Staff have received training specific to the treatment of asthma symptoms.


Communicable Diseases

It is expected that families will adhere to the guidelines in the [School Exclusion Table](#) published by the Department of Health.

Coronavirus

The school complies with all rules, regulations and directions from the Department of Health.

Head Lice (Pediculosis)



Head lice are an unpleasant nuisance, not a disease. Parents are reminded that it is their responsibility to regularly check their child's hair. To assist with the control of head lice, shoulder length or longer hair must be tied back at school.

If your child is found to have head lice the school will contact you and ask you to collect your child. Children may return to school after treatment has commenced.

Visit the [Department of Health's website](#) for more information.

Identified Health Needs

Advice about management plans for students who suffer from diabetes, epilepsy or other medical conditions are available from the school office.

Medication

Staff members are not legally permitted to administer any medicine to any child without a written note from the parent/guardian. This includes medicines like aspirin or paracetamol.

Students are not permitted to take any medications brought to school without parental permission in the form of a note.

Medication will be administered under staff supervision.

All medications are to be handed to a teacher and clearly labelled.

Use a [Medication Authority Form](#) for this purpose. Hardcopy forms are available at the school office.

If your child's medical information requires updating please notify the school immediately.

Sick Bay

If a child is unwell they are encouraged to sit quietly in the library for a while, after which time they can either go back to class or be collected by parents.

Student Records

Parents/Guardians are required to notify the school office of any changes in enrolment details as they occur throughout their child's period of enrolment at the school e.g. address, telephone numbers, emergency contacts, parent occupation, medical information, family doctor, access arrangements, living arrangements, medical plan (asthma etc.). This is particularly important in the event of an accident or illness.

It is preferred if parents/guardians update this information using PAM/SIMON Everywhere, but it can be provided in writing or email.

Supervision of Students

Playground supervision will be provided at the following times.

- Before school, from 8:40am.
- Recess break, from 11:00am until 11:30am.
- Lunch break, from 1:00pm until 1:45pm.

No formal supervision of the playground occurs outside these hours.

Students who travel to and from school by bus will be supervised while getting off the bus in the morning and while waiting and getting on the bus in the afternoon.

