

**ST PAUL'S PRIMARY
SCHOOL, GATESHEAD**



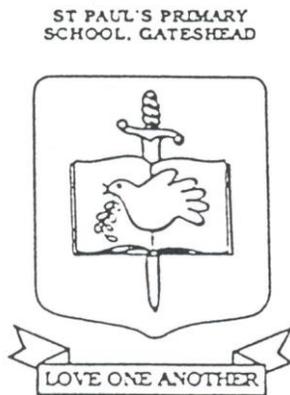
Parent Handbook

2017

STAFF LIST 2017

Kindergarten	Vicki Whitbread
Year K/1	Carly Whitbread
Year 1	Lisa Burdon/Alex Walsh
Year 2	Cathie Sawyer/Jodi Maxwell
Year 2/3	Michael Deed
Year 3/4	Danika Stanley
Year 4	Meg Smith
Year 5	Carlie Ebert/Abbey Edwards
Year 5/6	Kate Sullivan
Year 6	Catherine Brown
Executive Release Teacher	Melinda Rabbitt
Learning Support Teacher	Carolynn Brown
School Counsellor	Reet Kabi
Special Needs Resource Teacher	Sister Patricia Davidson
Teacher Librarian	Hellen Ring
Music	Alina Brymora
Library Assistant	Michele Browne
English as Second Language – ESL	Sue Coull
Senior School Officer	Debbie McRae
Learning Support Assistants	Mrs Anne Pryor
	Mrs Kath Kelly
	Mrs Shareen Searant
	Mrs Michelle Field
	Mrs Angela Bowman
	Mrs Raylee Gleeson
Parish Priest	Fr Brian Mascord
Principal	Greg Cumming
Assistant Principal	Meg Smith
Religious Education Coordinator	Michael Deed
Primary Coordinator	Vicki Whitbread
School Address	St Paul's Primary School
	Felton Street
	GATESHEAD 2290
	Phone 4943 6369
	Fax 4943 1414
	e-mail admin@gatesheadsp.catholic.edu.au
Charlestown Presbytery	Phone 4943 4153
	Fax 4942 5946

THE SCHOOL CREST



The sword is the symbol of St Paul. The book symbolises a place of learning while the dove is representative of the Holy Spirit and Peace. In the dove's beak is a cherry branch – the symbol of good works. The motto is taken from John 13:34 “And now I give you a new commandment, love one another. As I have loved you, so you must love one another.”

THE HISTORY OF ST PAUL'S

The Parish of St Paul's, Gateshead, was established on Sunday, December 1, 1963. On this day Mass was celebrated in the assembly hall of St Mary's High School by Father Roger Kennedy.

The sisters of St Joseph were invited to staff a primary school in the parish. This they did from early 1964. The first school building was officially opened on May 12, 1964. There was a total of 90 pupils in Kinder to Yr 3.

Since the retirement of Sr Loretta Mary as Principal in 1984 lay teachers have staffed the school. We are challenged to ensure that the spiritual values in the tradition of the Sisters of St Joseph, so well fostered in the past, are continued.

As a result of Commonwealth funding and parish and school contributions, a new school was built in 2002. Further funding allowed for extensions which included a school hall and computer lab to be added in 2011. In 2012, a large multi-purpose hall, the Roger Kennedy Centre, was built on the lower level of the field.



St Paul's is now able to continue the challenges of the past as well as providing the physical environment to prepare our students for the educational demands of the twenty-first century.



ETHOS OF A CATHOLIC SCHOOL

The concept of ethos refers to the fundamental purpose of the school. When we speak about ethos, we are describing the core beliefs of the whole community. What is it about Catholic schools that you would want to send your child here? If you are clear about this then your expectations of the school will be realistic and purposeful.

A school's culture is not always easy to identify. School culture is the collection of shared values and images which mark our identity. The school community of St Paul's shares values which are based on unity, friendship and integrity. Our identity grows stronger with each passing year as parents, students and staff work together to fulfil our commitment.

We at St Paul's have a commitment to quality Catholic education. Our core beliefs are focused on the following:

1. **We are a religious school.**

The students are presented with opportunities through curriculum and the life of the school to engage in religious learning, celebrations, rituals and ethics of the Catholic Church.

2. **The presence of Jesus is evident in our school's culture.**

The person of Jesus is the foundation stone of the Catholic school. His teachings and ministry are the corner stone. They give character and focus to the spirit of our school. Our commitment to gospel values is evidenced in the various levels of school activity and policies. The school not only presents religious knowledge to the pupils but witnesses gospel values with and for them.

3. **We provide quality education.**

A good Catholic school is committed to pursue the best possible education for its students. St Paul's is a place of learning and education within a national system of schooling. Students in our school are helped to acquire the competencies which will enable them to enter the workforce and be positive citizens. Quality learning will involve learning in a technological age, understanding and appreciating things of aesthetic quality as well as nurturing physical well-being.

4. **The school is a community.**

Pupils at our school need to feel valued and be given a genuine experience of belonging. One of the hallmarks of this community will be the quality of its caring. The same must apply for the parents and staff. Community building involves relating to each other in a spirit of reconciliation and compassion.

SCHOOL INFORMATION

ABSENCES

All absences and partial absences of pupils must be recorded. You are required to notify your child's teacher in writing, of the reason for any absence. Partial absences also require notification by phone, via the school app, and Passtab iPad, located in the office foyer. This must be completed before a child leaves the school during school hours for appointments and on their return. The formatted letter below contains adequate information for this purpose. Government legislation requires the reporting of unexplained prolonged absences.

Sample Absentee Note

Dear Mr/Mrs _____
As parent/guardian of _____ in Year _____
I wish to advise that his/her absence on _____
was due to _____

Yours sincerely

Absences may be notified by e-mail or the school app. The address is:
admin@gatesheadsp.catholic.edu.au.

If students are absent as a result of a family holiday which is two weeks or longer permission must be obtained from the Principal.

ACCIDENTS

Should an accident occur we would try to do our best to render simple first aid. If it is thought serious enough you will be contacted on the number you have provided. In the case of an emergency the school will seek immediate medical attention and then inform you. Medical cards are updated at the beginning of each school year. It is the responsibility of parents or guardians to keep the school informed of any changes to phone numbers or other details that may affect the school's ability to make contact in case of emergency.

ANNUAL REPORT

An Annual School Report is written and published each year. A copy is available to every family providing details of academic, cultural and sporting achievements of the past year, special celebrations, pastoral care priorities, school achievements, curriculum initiatives and a financial statement summary. A copy is located in the school office and also available on the school website.

BICYCLES

Primary pupils may ride bikes to school providing they are in full roadworthy condition and **if it is necessary** for them to do so. Given that the school is located on a busy road, if the child is within walking distance or can travel by other means, it is recommended that they do so. **Under no circumstances are K-2 children to ride bicycles to school.** Children riding bikes must wear an approved helmet and are reminded that the school takes no responsibility for bikes left on the school grounds. Scooters are not an acceptable form of transport.



BOOK CLUB

Periodically throughout the year parents are given the opportunity to buy books suitable to the child's age through a recognised book club. Order forms are sent home and returned to the school for processing and ordering. There is no obligation or pressure on parents to buy these books. A Book Fair is held annually as part of our Book Week celebrations.

BULLETINS

Fortnightly school bulletins are the usual means of informing parents of what is happening at school. For those who like to keep abreast of everything at school, the bulletins are numbered. A copy is also available in the foyer for reference only. All school bulletins are now emailed as well as being available through the school phone app.

CANTEEN

The canteen is open each day of the school year. It is run by a committee of parents elected at the Annual General Meeting of the Canteen Committee.

The committee aims to provide, at a reasonable cost, a balanced and nutritious lunch for the pupils of the school, including fruit for fruit break. All profits from the canteen are passed on to the Parents and Friends Association for the purchase of school resources.

Volunteers are always needed to serve on canteen. A roster is drawn up well in advance so volunteers know what day they are required. The “canteen day” starts at 9.00am and is usually completed by 2.00pm.

A price list is published at the beginning of each year. Any price increases or changes in the menu are explained in the school bulletin.

The Canteen will be closed if parental help is not available.

St Paul’s adheres to the Healthy Canteen guidelines developed by the Australian government.



CHILD PROTECTION

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St Paul’s we believe that all children have a right to a safe environment which is free from any form of abuse or harm. At St Paul’s relationships between adults and children are governed by trust and Gospel values.

Schools in NSW are required to meet the statutory obligations of legislation relating to child protection. Schools in this diocese are required to uphold policies and guidelines set out by the Catholic Schools Office.

The legislation includes:-

- The Ombudsman Amendment (Child Protection and Community Services) Act, 1998
- The Children and Young Persons (Care and Protection) Act, 1988
- Commission for Children and Young People Act, 1998.

Catholic Schools Office documents include:

- Child Protection – Identifying and Notifying Abuse
- Guidelines for the Implementation of the Ombudsman Amendment Act
- Child Protection – Procedures for Schools
- Code of Professional Standards for Catholic School Employees.

Children and Young Persons (Care and Protection) Act.

This legislation establishes a shared responsibility for the protection of children. Teachers have a legal responsibility to report a child or young person who is at risk of harm. This means that staff at St Paul's are required by law to make a report to Family and Community Services when they have reasonable grounds to suspect that a child or young person is at risk of harm from abuse, exposure to domestic/family violence, homelessness or the inability of the parents to provide appropriate medical care for the child or young person.

Child Protection and Volunteers.

Being a volunteer in a school is an important task. St Paul's would not be able to function without the contribution made by the myriad of volunteers who so generously give of their time and expertise.

Volunteers perform tasks for the school including, but are not limited to:-

- volunteers assisting in classrooms, e.g. reading or library helpers
- persons providing transport on the request of the school
- anyone assisting with camps, retreats, community days and excursions
- canteen helpers
- sporting team coaches and managers
- P&F Committee members
- BBQ cooks

All volunteers are required to complete an Induction Program and obtain a Working With Children Check (WWCC) prior to commencing as a volunteer. WWCC are free and can be obtained from Service NSW.

Volunteers not willing to get a WWCC are not permitted to undertake any duties in the school.

NSW Ombudsman Act 1974.

This Act guides the Catholic Schools Office and school's response when a child protection allegation has been made against an employee. It applies to paid and unpaid employees (volunteers) in schools.

The Act requires the school to notify allegations that constitute sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children to Zimmerman House.

Once the allegation is received by Zimmerman House it is reported to the Ombudsman's Office. Zimmerman House then conducts an investigation into the allegation. The investigation gathers facts relevant to the allegation and arrives at a finding at its conclusion. The process of investigation provides the employee with an opportunity to respond to the allegation and have the response heard. All evidence is considered before a decision is made in regard to the finding.

Further information about this process is available from Zimmerman Services. Phone 4979 1390.

COMPLAINTS MANAGEMENT POLICY

St Paul's Complaints Management Policy follows the guidelines of the Diocesan policy in this area.

Our school is valued as a place where staff, students, parents and teachers have a right to a safe and supportive environment. To ensure that any disagreement and conflict which may arise does not impact on relationships and the building of a peaceful school community, set guidelines will be followed. Therefore, for the general management of complaints, the following four tiered approach will be implemented.

First Tier Handling at the point of initial receipt.

Second Tier	Referral of the complaint for handling by a more appropriate person within the school or workplace i.e. the Principal or a member of the executive.
Third Tier	Referral of the matter to an officer of the Catholic Schools Office and/or Dispute Resolution Service.
Fourth Tier	Referral of the matter to an agency external to the Catholic Schools Office.

It is anticipated that this professional response to complaints, suggestions or matters causing concern, will provide opportunities for improving service, promoting understanding and agreement, and preventing any further problems.

COUNSELLOR

A school counsellor is available one day a week. The counsellor's role is to assist with any emotional or social issues associated with a student as well as administer cognitive assessments as requested by the school. Confidentiality is assured at all times. Before a child may see the counsellor a Referral Form must be completed by the class teacher and parental consent sought.

DISCIPLINE

The school aims to develop self-discipline and responsible behaviour in each child. Therefore, rules have been formulated that are designed to protect the personal and property rights of each individual. They are not excessively restrictive, nor are they numerous.

Our three rules are:

- Be Respectful
- Be Responsible
- Be a Learner

Each class will be reminded of the basic rules for Christian co-operation and courtesy at the beginning of the school year. We hope the discipline fostered at this school will be building upon the discipline in the home and will be supported by parents.

Should a child be involved in continual misbehaviour, parents will be notified. Should this action fail to curb the inappropriate behaviour you will be asked to attend an interview at school to discuss solutions to the problem.

In accordance with the Public Instruction Act (1996) no corporal punishment is permitted to be administered by staff, parents or volunteers.

At times there is a need to employ casual staff. A number of disciplinary procedures have been developed to ensure students' behaviour remains acceptable during these periods.

EMAIL

The school email admin@gatesheadsp.catholic.edu.au

ILLNESS

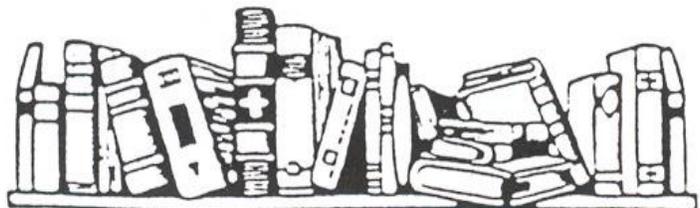
If your child becomes ill at school, the teacher will make a judgement about whether to contact you. We are reluctant to call parents, especially from work, for what appears to be a minor indisposition. However, if the illness persists or seems serious, we will request that you or a person nominated on your child's medical card collect the sick child. If your children are ill in the morning, please do not send them to school.

INTERNET

All classes have access to the internet which is a normal part of learning in the twenty-first century. The Catholic Schools Office filters our internet access, though this is not perfect as occasionally unsuitable sites slip through. While every effort is made to make internet usage safe, students are trained in correct usage procedures if an unsuitable site pops up. To strive to keep our school incident free, an 'Internet Access Agreement' is signed by student and parent at the commencement of each school year. Failure to keep this agreement will mean suspension of internet privileges.

LIBRARY

The children visit the library on a regular basis for reading and borrowing books. All pupils are expected to have a cloth bag to carry books to and from the library. Books are very costly and we ask that care be taken to see that they are returned in the same condition as when borrowed. Should a



book be several weeks overdue or returned damaged, a letter will be sent to you. Your co-operation in acting promptly on the information provided would be appreciated.

MEDICATION

Parents must provide a written request for medication to be administered. Medication will be kept in a locked cupboard. As we are not trained health workers, we shall facilitate the taking of medication, but do not assume full responsibility. If your child needs to take prescription medicine on a regular basis appropriate documentation will be sent to you for completion. No medication will be administered until this documentation is received.

For serious and ongoing illnesses it is expected that Health Care Plans or Critical Care Plans are provided to the school and reviewed annually by the consulting doctor.

If your child has a condition such as asthma or anaphylaxis, the school requires a Medical Action Plan signed by the child's medical practitioner and reviewed annually by the consulting doctor.

MINI VINNIES

St Paul's school community promotes the principles of social justice. Students are taught the importance of giving to others and the relationship between this giving and their own well-being.

To this end a Mini Vinnies has been established. This social justice group led by volunteers from our senior classes, plans for events and donations for those less fortunate.

PARKING RULES

The **safety of your children** is our primary concern. All rules must be observed, regardless of the weather or if you are under time constraints.

1. Speed limit at all times is 5kph or less.
2. Drive into the playground and park in marked rows (not in the Staff Parking area).
3. Reverse only when absolutely necessary.

4. Leave the area beside the old school free for children who walk to the bus stop or home.
5. Do not park alongside the Church. This is a walkway.
6. Leave the car to collect children waiting under the shelter in the afternoon.
7. **Kiss ‘n’ Drop before school:** If you are only dropping your children off, and not coming into the school itself, then drive in a circuit around the parked cars, stop beside the blue building (the Dance School) in the furthest parking bay, and move on as quickly as possible. There is no parking in these bays in the afternoon.
8. Do not hold up cars behind and never overtake on this loop.
9. You do not have right of way when you leave the school playground. You must give way to all cars, including those coming through the stop sign from the left.
10. Parents working in a voluntary capacity e.g. canteen, library, classroom, for a prolonged period of time, may use staff parking facilities.
11. The disabled car space must only be used by parents who have a valid Disability Sticker displayed in the front window of the car.



PRIVACY POLICY

Standard Collection Notice

The School (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

1. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
2. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
3. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
4. the School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Schools Office, the Catholic Education Commission, your local diocese and the parish, schools within other

- Dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, sports coaches, volunteers and counselors.
5. If we do not obtain the information referred to above we may not be able to enroll or continue the enrolment of your son/daughter.
 6. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters and magazines.
 7. Parents may seek access to personal information collected about them and their son/daughter contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
 8. As you may know the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
 9. We may include your contact details in a class list and school directory.
 10. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why they can access that information if they wish and that the school does not usually disclose the information to third parties.

REPORTING TO PARENTS

It is important for parents and teachers to consult regularly, at times that are convenient for you both. You have a great deal of knowledge that will help the teacher to understand your child better. The teacher, an experienced and qualified person, will be able to explain to you, your child's strengths and areas that need special assistance in the classroom. By developing mutual interest and concern, the child will benefit.

Assessment tasks will be set by the classroom teacher and will relate directly to the planned teaching program. Assessment will be ongoing throughout the school year.

The school reports on a more formal basis to parents throughout the year. Written school reports will be provided to parents twice a year, at the end of Terms 2 and 4. All parents are required to attend a parent teacher interview in Term 1. Other opportunities are also provided for parent/teacher interviews after reports are sent home. Parents are encouraged to request interviews at any other time during the year as necessary.

Students in Years 3 & 5 will also receive a report on their child's performance in literacy and numeracy following the NAPLAN testing.

SCHOOL PHONE APP

St Paul's have a phone app which works efficiently on both smart phones and smart devices such as iPads and Android tablets.

Parents are encouraged to use this app to let us know if your child is ill and will be absent from school. School events, bulletins and important notifications are all sent to parents via this app. Reminders of upcoming events, in particular, are beneficial to parents. Permission notes are generally sent as paper copies as well emailed.

To access Skoolbag, go into your App Store, type in *St Paul's Gateshead Skoolbag* and install as directed.

SCHOOL BANKING

The Catholic Development Fund offers children the opportunity to save each week with their CDF Savers Club. Supersaver day is each **Thursday morning**. The mechanics of the Savers Club are simple, but it offers to students the opportunity to learn basic money management through an organised savings scheme operated conveniently as part of our school system.

- Students can take home an application form for completion by parents and themselves.
- Students return application forms with a \$1 minimum deposit to the school any **Thursday morning**.
- On opening an account, students are issued with a Savings Passbook and deposit envelope in a special plastic wallet.
- Deposits are then made each **Thursday**, with the school volunteer processing transactions, updating passbooks and returning them to the students.
- The CDF will pay a very attractive interest rate, calculated twice yearly on January 31 and July 31. The interest rate is most competitive and is much higher than that offered by normal passbook accounts.

STAFF IN-SERVICE DAYS

The staff of the school is entitled to three pupil-free days each year. The In-service days are used to develop school based curricula or for professional learning. These days are communicated at least one month in advance to

parents in the school bulletin. Even though these days can be inconvenient if both parents work, they are invaluable for teachers' on-going professional learning.

THE SCHOOL DAY

The school assembles at 8.50am and concludes at 2.50pm. The playground is unsupervised before 8.20am and after 3.00pm. Your child, for his or her safety, should not be in the playground outside these hours unless previous arrangements have been made.

TRANSPORT

Eligibility for a free Government bus Opal Card is determined using a 1.6km distance qualification measured on a radius from the centre of the school site, rather than by the nearest practicable walking route. The only exception is in respect of K-2 pupils who are eligible irrespective of the distance from home to school and those pupils who live within the 1.6km radius but who are required to walk more than 2.3km because of the nature of the street system or the terrain. To apply go to <https://www.opal.com.au/en/about-opal/opal-for-school-students/>. Parents no longer need to reapply once your child goes to Year 3. For more information or to report a lost School Opal card phone 131500 or go to the website.



PBL (POSITIVE BEHAVIOUR for LEARNING)

Positive Behaviour for Learning is a framework to promote and maximize academic achievement and behavioural competence. It is a school wide strategy for helping all students achieve important social and learning goals. We know that when good behaviour and good teaching come together, our students will succeed in learning.

As part of our PBL program, we have established several clear rules for the behaviours we expect in all areas of our school. These are: *We Are Responsible*, *We Are Respectful* and *We Are Learners*. We will explicitly teach these expectations to students and reward them frequently for their

great behaviours. The expectations for all student behavior will be clear throughout our school.

The development of these skills will provide for a safer school environment and give more time for learning. By detailing every expected behavior and teaching it to the children in a positive way, we are providing a common language for everyone in our school community.

We believe that by helping students practise good behavior, we will build a school community where all students have an environment where they can succeed and grow.

SCHOOL UNIFORM

SUMMER

- | | | | |
|--------------|--------|---|--------------------------------------------------------------------|
| Girls | Dress | - | Blue checked with yellow trim
Tab trim No. 559 with blue cotton |
| | Shoes | - | Black ‘polishable’ school shoes |
| | Socks | - | White – no anklets |
| | Hat | - | Royal blue school hat available from school |
| Boys | Shirt | - | Blue (With school crest) |
| | Shorts | - | Grey cotton – (not corduroy or cargo shorts) |
| | Shoes | - | Black ‘polishable’ school shoes |
| | Socks | - | Short grey with blue and gold stripes |

WINTER

- | | | | |
|--------------|--------|---|---------------------------------------------------------------------------------|
| Girls | Tunic | - | Navy (box pleated with navy tights) OR
navy slacks (with white socks) |
| | Blouse | - | Long Sleeve Blue (with school crest) |
| | Shoes | - | Black ‘polishable’ school shoes |
| | Tie | - | Blue with gold and white stripes |
| | Jacket | - | School Jacket |
| Boys | Shirt | - | Long Sleeve Blue (with school crest) |
| | Pants | - | Long Grey trousers (Blocker style) |
| | Shoes | - | Black ‘polishable’ school shoes |
| | Tie | - | Blue with gold and white stripes |
| | Jacket | - | School Jacket |

SPORTS UNIFORM

Girls	Shorts	-	School sports shorts
	Skirt & brief-		Royal blue
	Polo shirt	-	School polo shirt
	Long Pants	-	School Tracksuit Pants (unisex)
	Shoes	-	Joggers
Boys	Shorts	-	School sports shorts
	Polo shirt	-	School polo shirt
	Long Pants	-	School Tracksuit Pants (unisex)
	Shoes	-	Joggers

Uniforms are available from Lowes. Ties and hats are available at school.

A “NO HAT, NO PLAY” RULE IS PART OF OUR UNIFORM POLICY

The school has a clothing pool that sells used clothing in good condition. Hats and ties are available from the school office.

The change from summer to winter and vice versa is notified in the bulletin. The general rule is:-

Summer Uniform	-	Term 1 to Term 2, Week 4
Winter Uniform	-	Term 2, Week 4 (mid May) to the end of Term 3
Summer Uniform	-	Term 4

However, this may vary from year to year depending on seasonal changes.

St Paul’s has a strict uniform policy. Correct footwear, as well as uniform must be worn at all times. Students are asked not to wear items of jewellery, other than a watch or one set of plain sleeper or stud earrings. Hair ribbons are to be gold or navy in colour. Hair below the shoulder must be tied back. Hair must be the child’s natural colour and extreme styles must be avoided.

Your support and cooperation ensures the effective implementation of the uniform policy.



SCHOOL FEES

The School Fees are the parents' contribution towards the recurrent cost of educating their child in a Catholic School. Other and larger contributions are made by the Commonwealth Government and the New South Wales Government. These contributions, the Commonwealth General Recurrent Grant and the State Per Capita Grant, are forwarded directly to the Catholic Schools Office and are used in the payment of staff.

Of the school fee actually collected, a percentage is remitted to the Catholic Schools Office as a contribution to the recurrent cost of the whole system. The balance of the school fees collected is the school's major source of income for its own recurrent operations.

In the case of unusual hardship, the principal has authority to grant concessions beyond those built into the scale.

The following should also be noted in relation to fees:

- The Catholic school runs at a managed resource level, which endeavours to balance the need for excellence in educational opportunity with the ability of the Catholic community to pay.
- Commonwealth and State Government contributions, while substantial, do not cover the total cost of running the school.
- The seriousness with which parents take their responsibility for meeting fees and the sacrifices that they make in the process, are appreciated.
- It is a matter of justice to all parents that each family undertakes their responsibility for making fee payments.
- Where pressing financial circumstances make it impossible to meet full fees, parents are to contact the principal for an interview to make a specific arrangement for a concession.

FEE SCHEDULE 2017

TUITION FEE

Primary Schools

	Per Year	Per Term	Per Week	Sibling Reduction
	\$	\$	\$	%
1 st Child	1,206.00	402.00	29.42	0.00%

Family discount for each child off the Diocesan Tuition fee full rate is:-

- 1 child family 0% - full rate to be applied
- 2 child family 10% each child
- 3 child family 20% each child
- 4 child family 40% each child
- 5+ child family 50% each child

RESOURCE FEE

The school sets the Resource Fee. The fee provides the school with an income to supply the children with the necessities for normal school work. Items include pencils, pens, rulers, exercise and some textbooks, art supplies and photocopying costs. By bulk purchasing such items the school gains a discount, which is beneficial to parents.

The fee in 2017 is \$100.00 per term for the first three terms only. No stationery items can be issued by staff until this fee is paid.

In 2018, the school plans to include excursions in the Resource Fee. This means the fee will increase, but parents will not be constantly asked to pay for excursions, incursions and sports carnivals. Year 6 Camp, and some specialized excursions will be billed separately.

BUILDING LEVY

The Diocesan Family School Building Levy will be \$600.00 per family per year and collected at the same interval as school fees. This fee is a family rate regardless of the number of enrolled students in the family or the number of systemic schools attended.

WHAT DO PRIMARY STUDENTS LEARN?

THE GOALS

The Board of Studies lists the following as goals for all Kinder to Year 6 schools in New South Wales:

- Provide students with the knowledge and skills they will need to be active and creative participants in the 21st Century.
- Promote equality of education opportunities with special learning requirements.
- Provide excellent education of all young people.
- Provide an education that develops their talents and capacities to full potential.

THE SKILLS

The K-6 curriculum aims to develop in students:

- Basic skills
- A respect for learning.
- Positive attitudes for lifelong education.

The skills include:-

- English literacy, including skills in listening, speaking, reading and writing
- Numeracy and other mathematical skills.
- Skills in analysis, problem solving, information processing and computing.
- Scientific and technological skills.

RELIGIOUS EDUCATION

Religious Education in our school has several forms.

- Formal Religious Education lessons
- Prayer life of the school
- Human development and Christian values

Formal Religion lessons are given every day to all grades. The basis of these lessons is the K-12 curriculum developed by the Diocese of Maitland-Newcastle. This ensures that each child is given an ordered, sequential presentation of the Catholic Faith appropriate to age and grade.

The Sacramental program is Parish based. Parents will be informed as to the relevant changes that have taken place and will be invited to participate in information nights. Parents' participation in the child's sacramental program is mandatory.

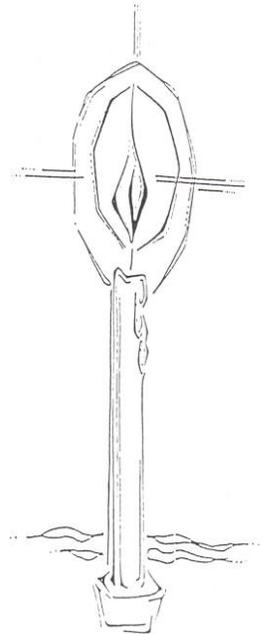
At school, children participate in daily prayers. These are said each morning at assembly as well as in classrooms. On special occasions throughout the year we celebrate Mass as a school community. Parents are invited to attend and dates will be advised in the Bulletin.

The children will be given human development lessons across all subject areas. These are given not only in a knowledge/content way, but interwoven with the catholic nature of our school.

SYLLABUS

The NSW Education Standards Authority (NESA) has developed syllabi in the six primary Key Learning Areas. These syllabi are general outlines of the teaching framework and give the aims and outcomes to be achieved.

Syllabi are accompanied by support documents. These include:



- Support material to assist teachers in constructing units of work, including sample units
- A guide for parents and the general community giving information and advice concerning the syllabi.

The six Key Learning Areas are:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment (History & Geography)
- Creative Arts
- Personal Development, Health and Physical Education.

These Key Learning Areas do not have equal time allocation. The greatest emphasis is given to English and Mathematics. At the same time, primary schools provide children with sufficient learning in each Key Learning Area in every year. As a Catholic school, Religious Education is our seventh Key Learning Area.

MUSIC

A qualified music teacher provides music lessons for some classes from Kindergarten to Year 6. A school choir and band adds to the cultural opportunities available at St Paul's. Ukelele lessons for Year 5 & 6 are also an important part of the school's music program.

READING AT HOME

Parents are encouraged to support their children's reading at home. This is essential for success when learning to read. **Home readers are sent home from Kinder to Year 2.** If inadvertently a reader goes home that is too difficult for your child, parents should read the book to the child and let the teacher know that the reader was too difficult. Primary children are encouraged to use school and Lake Macquarie library books to practise their reading at home.

Lexia and Reading Plus, computer based literacy programs, are used to support classroom programs.

COMPUTER BASED LEARNING PROGRAMS

Students and teachers access a number of computer based learning programs. These programs are available for use at home as well as school. A link exists on the school website.

LEARNING CENTRE

St Paul's has a Learning Centre to meet the diverse learning needs of our students.

A Learning Support Teacher has been appointed for 7 days per fortnight for 2017. This teacher will organise and supervise programs of work in the areas of literacy and numeracy for those children who are experiencing difficulties.

Sr Patricia Davidson is the school's Special Needs Resource Teacher. She will be working with small groups of students from Monday to Thursday to improve literacy and numeracy skills.



Parents are encouraged to offer their assistance with all our learning programs.

HOMEWORK GUIDELINES

St Paul's does not offer traditional homework. Family lifestyles and family structures have changed considerably over the years.

Australian 7-8 year olds spend an average of 954 hours at school each year. Dr Richard Walker, of the Faculty of Education at the University of Sydney, has written a book about homework from Kinder to Year 12, [*Reforming Homework*](#). Walker's research shows there is no evidence that homework benefits achievement during the early school years. He describes homework

of half an hour during these primary years as “excessive”. But he says there is evidence supporting the benefits of homework in high school. The strongest argument against homework is that it places stress on children and parents and consumes the time when they should be playing with friends, siblings or parents.

Therefore, there is **no formal written homework from Kinder to Year 4**. Year 5 & 6 are an exception where homework is offered. In preparation for high school, Year 5 & 6 are given set assignments with definite time frames which will be similar to high school expectations. Students will be encouraged to manage both work load and time frame. This homework is not compulsory. Classes from Kinder to Year 4 are encouraged to participate in suggested activities which include time spent as a family, reading, home projects and computer activities. **Kinder to Year 2 take home ‘readers’** to support their reading development. Suggestions for home activities are provided below for students and their families.

At St Paul’s home activity focus is on the opportunity to engage in purposeful and reasonable home activities.

SUGGESTIONS FOR HOME ACTIVITIES

EARLY STAGE 1

Daily reading of Home Readers

Read to your child
Prepare dinner together – read, measure ingredients etc
Puzzles e.g. jigsaws
Play a board game – e.g. Scrabble, Boggle
Find a Word
Use construction toys
Practise address, phone no. emergency procedures etc
Board Games – e.g. Snakes and Ladders
Play cards
Write words and stories
Visit the local library

STAGE 1

Daily reading of Home Readers

Read to your child
Count Me In Too website – games and activity suggestions
Get Smart Maths Website
Scrabble and other family board games
Assist with writing, reading and compiling weekly shopping list
Counting – things around the house etc
Puzzles
Card games

Write stories
Hand eye co-ordination games – e.g. handball
Create a story book (paper craft)
Any construction games which require reading instructions e.g. lego
Visit the local library

STAGE 2

Practise throwing and catching a ball
Card games with family members
Family board games
Help with cooking dinner
Writing stories
Research how to save energy in your home
Investigate recycling in your home
Prepare a recipe
Visit local library
Reading – alone and to parents
Practise a musical instrument
Watch and discuss the news
Help with the weekly shopping
Look for specials in brochures and work out how much you would save

STAGE 3

Practise a musical instrument
Read
Research a current event or topic
Watch and discuss the news
Watch and discuss the weather report
Read the newspaper and discuss headlines
Plant and look after a garden
Create own games for sharing – e.g. find a word, internet games
Play board games with your family
Review shopping brochures – find bargains, determine savings
Computer activities
Play a game outside
Write stories in different text types

VISITORS' PROTOCOL

All visitors to the school are asked to comply with the following procedures:-

1. Report to the school office to inform the secretary of your presence in the school.
2. Sign in on *Passtab* (Computer based system) clearly stating your name, date and time of arrival and the purpose of your visit or the company you represent.
3. Please wear a visitor's sticker for the duration of your stay.
4. On leaving the premises sign out on *Passtab*.

5. There may be times when the Principal, staff members, office or classroom access are unavailable. Please make an appointment to avoid disappointment.
6. All children arriving late or leaving early **MUST** be signed in or out using *Passtab* located in the front office.
7. If collecting your child early please inform the school secretary so she can call the classroom to have your child sent up. **DO NOT** go to the classrooms to collect your child as this is disruptive to the rest of the class.

WEBSITE

The school's website address is <http://gatesheadsp.catholic.edu.au>

The website contains the school bulletin, which includes calendar dates, as well as a number of relevant school policies. Information is updated regularly for your convenience.

WORKPLACE HEALTH AND SAFETY (WHS)

St Paul's Primary School has selected a Health Safety Representative and a WHS Committee which meets regularly throughout the year. This committee monitors and manages the school site to make every effort to ensure the safety and welfare of students, staff, parents, volunteers and visitors.

WHS is an item on each staff meeting agenda, allowing all staff members to contribute.

Regular inspection and maintenance of playground areas and buildings are carried out. If you see something in our school that is unsafe, please inform the Assistant Principal or Principal.

Emergency Evacuation Procedures are clearly displayed in all buildings. Evacuation and Lock Down procedures are drilled regularly.