ST. MICHAEL’S PARISH PRIMARY SCHOOLS
ENROLMENT POLICY

St. Michael’s Parish is committed to the provision of a Catholic education for children in the primary and secondary levels. At present, our Parish administers three primary schools—St. Michael’s, St. Catherine’s and St Brigid’s Officer which opened in 2010 and we are ‘feeder schools’ to St. Francis Xavier College, Beaconsfield and Berwick.

This enrolment policy has been developed by St. Michael’s Parish Berwick, to reflect enrolment guidelines as developed by the Catholic Education Commission of Victoria.

Key principles of the C.E.C.V guidelines include:

Priority of enrolment must be baptised Catholic children residing within parish boundaries.

Enrolment of a child is dependent upon the capacity of the school to adequately provide for the educational needs of the child.

The ability of parents to pay school fees is not a criterion for enrolment.

Children of the Greek Orthodox faith and other Orthodox Christians are recognised as deserving of special consideration of enrolment.

The Parish enrolment policy aims to ensure:

1. A balanced distribution of student numbers between the three schools.
2. Optimum use of the facilities and resources available to each school.
3. Access to a Catholic education for all eligible children within the parish.
4. First priority of placement being given to siblings of current or past students at the designated parish school.
5. The child must turn 5 years of age prior to the 30th day of April in the year in which the child commences school.

The distribution of families between the three schools necessitates the establishment of a catchment area per school within the parish boundaries.

Should demand for places at one of the schools exceed the number of places available, then new families would be offered a place at the alternate parish school, subject to vacancies. The criteria for the allocation of places shall be determined by the three School Principals.

The catchment area for the three schools may vary (from time to time) given the rapid growth trends within the Parish boundaries. At present, the catchment areas are:

(i) St. Michael’s - those families within the Parish boundaries living north of the freeway and west of Cardinia creek.
(ii) St. Catherine’s - those families within the Parish boundaries living south of the freeway and west of Cardinia creek.
(iii) St Brigid’s Officer – those families within the parish boundaries living east of Cardinia creek.

The parents of any child to be enrolled will be required to accept an obligation to pay fees and levies as determined by the School Board. In the event of parents having any difficulty in paying fees and/or levies, they should discuss the matter with the School Principal and/or Parish Priest.

Any exceptions to this Parish Enrolment Policy or alterations to the zone boundary will be determined by the Parish Priest in consultation with the School Principals and the School Board.

Transfer of students between the three parish schools
Should a family wish to transfer their child/children between the two schools without a change of address, the family must first discuss their intentions and reasons with their current Principal. If a transfer is determined to be in the best interest of the child/children, then a further meeting will be held, this time including the other schools’ Principal. At this meeting, a final decision regarding the transfer will be made by the Principals in consultation with the Parish Priest.
SCHOOL CHARTER

ST CATHERINE’S

BERWICK

RIGHTS

Each child has the right to an educative process which embodies the Gospel values that are central to our Catholic Faith.

Each child has the right to continue their faith education and participate fully in the life of the Church and to receive Sacramental education.

Each child has the right to be treated in a just, fair and Christian manner.

Each child has the right to participate in a educative process that will meet their specific needs.

Each child has the right to access all relevant resources as part of their educative process.

Each child has the right to be in a safe and protective environment.

Each child has the right to participate in a variety of educational experiences both off and on campus.

Each adult has the right to be treated in a respectful and acceptable manner.

Each family has the right to participate in the educative process of their child.
RESPONSIBILITIES

Each teacher has the responsibility to prepare relevant education programs for each student that meets the needs of that student and uses all available resources.

Each child has the responsibility to treat property that is their own or others in an acceptable way.

Each child has the responsibility to follow directions and instruction given to them and to follow the accepted school rules.
Pastoral Care

Pastoral care is an integral part of life at St Catherine’s school community. It has the individual as its focus and therefore, should enable all to grow, to be affirmed in their dignity and worth as persons, to appreciate themselves and to develop skills in building personal relationships.

Our pastoral care policy incorporates and proclaims the dimensions of justice whereby the rights of all members are respected. Supportive relationships between families, teachers and students are a key element of the program.

St Catherine’s School endeavours to be a Faith Community whose actions reflect what it preaches and as such our pastoral care policy is an expression of faith across the curriculum and is reflected in all areas of the school activities.

At St Catherine’s, we believe that each child is unique, and therefore should be able to develop skills and grow in faith, and as a person in their own special way. We endeavour to do this by providing an environment in which each child can feel that they are part of a faith community which cares for them and about them.
A community is not simply a group of people who live or work together;

It is a current of life, a heart or soul, a spirit. It is people who love each other and reach towards the same goal. It is a sense of mutual belonging. It is listening to others, being concerned for them, feeling empathy with them. It means sharing the same vision and same ideal. It means wanting others to fulfil themselves, according to God’s plan and in service to other people. A Community is only a community when the majority of its members is making the transition from ‘the community for myself, to myself for the community’: when each person’s heart is opening to all the others without exception. This is what brings the special atmosphere of joy and welcome which characterise the true community.

Jean Vanier: “Community and Growth” (Ch1)
SCHOOL TERM DATES

2016 TERM DATES

TERM 1    27th January – 24th March
Wednesday 27th January  Staff Only
Thursday 28th January  Student Assessment Day
Friday 29th January  Student Assessment Day
Monday 1st February  Years 1 – 6 students commence
Group 1 Foundation students only 8.45 am – 1.00 pm.
Tuesday 2nd February  Group 2 Foundation students only 8.45 am – 1.00 pm.
Thursday 4th February  Foundation Students commence

Please Note
Wednesday 3rd, 10th, 17th, 24th February and 2nd, 9th March
are Rest Days for Foundation Students

TERM 2  11th April – 23rd June

TERM 3  11th July – 16th September

TERM 4  3rd October – 16th December

2016 PUBLIC HOLIDAYS

Australia Day  Tuesday 26th January
Labour Day  Monday 14th March
Good Friday  Friday 25th March
Easter Monday  Monday 28th March
Anzac Day  Monday 25th April
Queen's Birthday  Monday 13th June
Melbourne Cup Day  Tuesday 1st November

SCHOOL TIMES

School commences at 8.50 am each weekday and finishes at 3.15 pm.
Teachers will collect their class from the courtyard and classrooms open at 8.45 am.

10.30 am - 10.40 am   Eat playlunch
10.40 am - 11.20 am   Recess play time
12.50 pm - 1.00 pm    Eat lunch
1.00 pm - 1.40 pm     Lunch play time
3.15 pm               Dismissal

Early dismissal on the last day of each Term is at 2.30 pm.

Office Hours are 8.30 am – 3.30 pm.
ABSENCES
Please contact the school if your child is absent for any reason. A phone call, note, email or an absentee eForm via the Skoolbag app will meet this requirement. If you phone the school a written explanation from the parent/guardian must be provided and given to the child’s teacher on their return to school. The presentation of a note is a legal requirement for schools. Absentee notes can be downloaded from the school website.

ASSEMBLIES
Parents are most welcome to attend our assemblies.

(i) Monday morning Flag Raising - each Monday morning the students and teachers gather to sing Advance Australia Fair and raise the Australian flag.

(ii) Friday afternoon assembly @2.30 pm - this assembly is where students have the opportunity to pray together, share class news, perform various musical/drama activities and acknowledge significant school events. It is held in the multi-purpose room. Senior (Years 3 – 6) and Junior (Foundation – Year 2) assemblies alternate fortnightly.

ASSESSMENT AND REPORTING
Assessment is an ongoing part of teaching and learning in the classroom. Reporting takes place on a regular basis and includes:

- Formal Parent/Teacher meetings are held twice a year – in Term 1 and at the end of Term 2.
- Informal Parent/Teacher meetings may be held at other times, as requested by the teacher and/or parent.
- Written reports are provided at the end of Terms 2 and 4.
- Program Support Group (PSG) meetings for students with special needs

BANK DAY
We offer the Commonwealth Bank Dollarmites School Banking Program and bank accounts are processed through the school on a weekly basis.

BOOK CLUB
Your child will receive Lamont Book Club catalogues and order forms twice a term offering them the opportunity to purchase personal reading material.


**Canteen**

**Lunch Orders:**
Each Tuesday and Thursday of term, lunches can be ordered from the school Canteen. A canteen price list will be sent to each family at the beginning of the school year. This list is also available on the school website and on the school app. The procedure is as follows:

1. Lunch orders should be clearly written on a brown paper bag, with payment enclosed.

   | NAME: ______________________ |
---|-----------------------------|
   | CLASS: ______________________ |

   | 1 Salad Wrap - $4.50 |
---|-------------------|
   | 1 Jam Donut $1.80 |
   | 1 Apple & Blackcurrant $1.80 |
   | Total $8.10 |
   | Enclosed $8.10 |
   | Change nil |

   (Example only)

2. The lunch order is to be placed in the class plastic lunch order envelope at the beginning of the school day.

**Icy Pole Sales:**
Icy poles are sold in Terms 1 and 4 only - Monday, Wednesday and Friday only.

** Helpers:**
On canteen lunch order days 2 parent helpers are required in 2 shifts of 8.45 am to 10.30 am and 11.45 am to 1.15 pm.

Icy pole days require parent helpers for over the counter sales at lunchtime. Parents are usually needed for 45 minutes.

Each term a notice is included in the newsletter asking families for volunteer assistance.

**Change of Address, Telephone Numbers, Email Address**
It is most important that the school office is notified of any changes to your home address, email address, home, business or mobile telephone numbers, or of any changes to the details of people you have listed as emergency contacts for your child. Parents can phone the school office or can submit a change of details eForm via the Skoolbag app. If your student should have an accident at school, we must have current details so that parents or emergency contacts can be called immediately.

**Class Photos**
Class photos are taken each year by a professional photographer. Pre-paid orders are placed for individual, class groups and family photos. Parents are under no obligation to purchase these photographs.
COURT ORDERS
In the event where a current court order applies to a family situation, the custodial parent is obliged to present the school with a copy of the court order to ensure that the school is aware of any custody arrangements. Where there are no court orders in place and parents are separated, the school needs to be notified of current mutual access arrangements.

CURRICULUM DAYS / STAFF IN-SERVICE (Pupil Free)
Education is an evolving process, continually changing. As such, staff need to stay abreast of new curriculum developments. During the year there will be in-service/staff development days where the school will be closed to students. Parents will be notified via the school newsletter not less than two weeks prior to these days.

DOGS IN SCHOOLS
For safety reasons, dogs are not permitted on school grounds between the hours of 8.30 am and 3.30 pm.

EARLY DEPARTURE
If for any reason a child has to leave school prior to the normal dismissal time e.g. dentist or doctor's appointment, parents are required to fill out the 'Early Departure' book at the school office before collecting their child. Your child will then be called to the office to meet you.
Children are not permitted to leave the school grounds without the above approval.

EVACUATION PROCEDURES
In the event of a threat or natural disaster at the school, evacuation procedures have been outlined and practised. In the event that evacuation is necessary students will assemble at the designated points away from the buildings. At an appropriate time and under direction from Police or Safety Officers the children will either return to their rooms or assemble at an appropriate location as directed.

EXCURSIONS
Important experiences of learning often take place outside the school. At St Catherine’s such excursions are seen as extensions of learning that began in the classroom and all children are encouraged to participate. Notifications of excursions, which include student permission forms, are distributed prior to the proposed date.
These excursions/incursions are covered in the Student Levy component of your fees.

FEES AND LEVIES
The School Board, through its Finance Committee, in consultation with the Catholic Education Office and Parish Priest establish the level of fees needed to supplement Government funding.
The School receives funding from the Federal and State Governments. This funding covers approximately 76% of the school’s running costs. The school community is expected to raise the remaining amount through school fees and fundraising. School fees assist in meeting the required amount for the general running costs of the school. Educational levies are for classroom resources. Each family is expected to pay the school fee and each student’s applicable educational/camp levy. An account is sent home each term. Annual payment should be made as early as possible. Any family having difficulty with paying fees will need to contact the Principal.
School accounts will be emailed to the nominated fee payer early in Term 1. This will include the full year’s fees and levies. School account statements showing payments and current balance will also be emailed at the beginning of Terms 2, 3 and 4. Fees can be paid fortnightly, monthly or by the term.

In 2015 the Fees and Levies are:
- Tuition $272.50 per family x 4 terms.
- Student Levy $210.00 per child, per year.
- Library Levy $150.00 per family, per year.
- Capital Fee $120.00 per family x 4 terms.

2016 fees and Levies are to be advised.

HEALTH

ASTHMA
The school will provide assistance to children who suffer an asthma attack. If there is a need for daily or ongoing treatment related to asthma then this must be discussed with the Principal in order for the most suitable arrangements to be decided upon. *Asthma Care Plans* are available from the school office.

FIRST AID AND ILLNESS
First aid is administered to children at school. In cases of accident or illness which are not serious children will be kept in the sick bay under supervision until such time as they have recovered.
If the matter is considered serious, the parents, or in the case of urgency, the child's doctor or ambulance is contacted.

HEAD LICE
Head Lice is a common problem in all Victorian Schools. The insects are 2mm long and lay their eggs (nits) on hair close to the scalp, particularly at the back of the neck and behind the ears. Eggs are about 1mm in length and are connected to the hair. Egg cases that remain once the lice have hatched are dull white and generally found on shafts of hair further than 1cm from the scalp.
Parents are asked to keep a constant check for head lice. They are highly contagious and need to be treated immediately they are discovered. The occurrence of head lice does NOT reflect on the cleanliness of the person who has them.

IMMUNISATION
By law, your child must have an immunisation status certificate to enrol in primary school. It is a statement showing the immunisations your child has received. By law, you must provide an immunisation status certificate to the primary school when enrolling your child. If your child has not received any immunisations, you must still provide a certificate.
The school keeps a copy of the certificate so that, in the event of a disease outbreak, unimmunised children can be quickly identified and excluded from school until the risk of infection has passed. If you do not provide the certificate to the school your child may also be excluded from school as their immunisation status will be unknown.
Homeopathic treatment is not a legally recognised form of immunisation and cannot be listed on an immunisation status certificate.
HOW DO I OBTAIN AN IMMUNISATION STATUS CERTIFICATE?
From the Australian Childhood Immunisation Register
- phone 1800 653 809 or
- email acir@medicareaustralia.gov.au
- www.medicareaustralia.gov.au/online
- visit your local Medicare Office.

The most common type of immunisation status certificate is a Child History Statement from the Australian Childhood Immunisation Register (ACIR). You will be sent this statement when your child turns five years old, however you can request a certificate at any time. You should also contact ACIR if you are moving or have recently moved, to ensure your contact details are up to date or you think your child’s statement is incomplete or incorrect.

From your doctor or local council
If your child is not eligible for a Medicare card, then contact your doctor or local council immunisation service who will be able to assist you in obtaining an immunisation status certificate.

INFECTIOUS DISEASES
A child must be excluded from school for these diseases - please refer to attached list.

MEDICATION
Should your child need medication to be administered during school hours please bring the medication to the school office and complete an Administration of Medication form.

SPECIFIC ILLNESSES
If your child suffers from a chronic illness, has a specific health problem or develops one over time e.g. asthma, anaphylaxis, diabetes or epilepsy the class teacher and the school office must be informed as management plans must be completed.
Details to be included are:
- signs of illness
- medication to be used
- suggested methods of alleviation to be followed

LATE ARRIVAL
Students arriving after the 8.50 am commencement bell are required to go to the school office with a parent and fill out the 'Late Arrival’ book.

LETTERS
This form of communication is most appropriate in the following instances:
(i) Explanation of a student’s absence from school. This should be sent to the class teacher on the return of the child.
(ii) To request approval for a period of absence within the school term due to a family holiday. This request must be addressed to the Principal.
(iii) Explanation of a student attending school out of uniform.
(iv) Communication of ideas, suggestions, criticisms etc. which are more formal, serious or detailed in nature.
(v) If a child is leaving the school.
LIBRARY
All pupils are required to have a draw-string bag clearly marked with their name for LIBRARY BOOKS ONLY. Visits are made to the Library on a weekly basis, and parents are asked to encourage their children in the reading and care of library books.

LITURGIES
St Catherine’s school masses are held in Our Lady of the Southern Cross Chapel. While such participation is seen as an important dimension of our school life it is not to be seen as a replacement for attendance at Sunday Mass. Parents are most welcome to attend all school liturgies.
Our Chapel is shared with Saint Francis Xavier College, Berwick campus.
On particular occasions the whole school community attends Mass at St Michael's Church.

LOST PROPERTY
Parents are asked to name all articles of clothing: jumpers, windcheaters, hats, bags, raincoats, scarves etc. We cannot identify unmarked clothing, which is often mislaid or wrongly claimed by other children. Where property is clearly marked it will be returned to the owner. Should marking be indistinct or absent, clothing will be placed in the St Catherine’s Lost Property wheelie bin outside the Community Room, miscellaneous items will be kept in the school office. At the end of each term, all unclaimed items will be sent to the St Vincent de Paul Society.
Children must be taught to take responsibility for their own belongings. However, on those occasions when an article of clothing is lost parents are encouraged to notify the school as early as possible and every effort will be made to find it.

MONEY SENT TO SCHOOL
All money sent to school for whatever reason must be enclosed in a clearly marked envelope with the following information:
   Child's name
   Class
   Amount enclosed
   Reason for payment
Please include correct money as no cash/change is kept on site.

NEWSLETTER
The school newsletter is published each Wednesday and uploaded to our web site: www.stcberwick.catholic.edu.au and to the St Catherine’s Berwick Skoolbag App
The format generally consists of reminders of meetings or coming events, recognition of help given by parents, accounts of events which have taken place, response slips for specific activities, new ideas or directions.
This is the primary means of communication between school and families; therefore it is most important that it is read each week.

OUT OF SCHOOL HOURS CARE
This operates at St Catherine’s and is provided by 3C Kidz Care. The hours are from 6.30 am - 8.30 am and from 3.15 pm – 6.00 pm. For further information please contact 3C Kidz Care directly on 0468 630 040.
Holiday programs are offered by 3C Kidz Care at Hillcrest College.
PARENTAL INVOLVEMENT

SCHOOL BOARD
St Catherine’s School Board comes together in a spirit of co-operation between Parish Priest, Principal, staff representative and elected parent members. Elected members come to the Board after being nominated by the school community and serve a 2 year term. The Board meets twice per school term and the Annual General Meeting is held in August each year.

The Board acts as an advisory body to the Principal on the following issues:
- policy making
- pastoral care of community
- finance
- resourcing the school
- staffing
- maintenance

The Board provides an opportunity for all areas of the school community to work together for the benefit of our students both spiritually and educationally.

PARENTS & FRIENDS
St Catherine’s Parents & Friends play an integral role in our school community. They help raise much needed funds for the school through various fundraising activities, whilst maintaining a strong community focus. Their work involves the pastoral care of St Catherine’s community through promoting the values of the school, welcoming and supporting new families and building networks where together we connect and support each other. They also organise social activities throughout the year, as well as co-ordinate programs such as School Banking and Book Club.

Meetings are held twice per school term and all families are most welcome to attend. Minutes from these meetings are published in the school newsletter.

CLASS PARENTS
This role is one of communication with regard to school and class events, helping other parents feel comfortable and part of the school, and pastoral care and support.

PARENT HELPERS
Parents are most welcome and encouraged to assist wherever possible in classroom and school activities. Many of our programs e.g. P.M.P., Reading, Writing, Excursions, Camps, Canteen, Icy poles in Terms 1 & 4 and Sports Day rely on the assistance of parents. If you are able to assist in any way please contact your child's teacher.

Parents/Guardians who assist in any capacity within the school must have a valid “Working with Children” check before they can volunteer in the school. This card must be presented at the school office so that a copy can be kept on file.

Please go to the Department of Justice, Working with Children Check website www.workingwithchildren.vic.gov.au to apply.

WORKING BEES
These are held, when appropriate, to maintain existing facilities and construct new ones. Without the involvement of parents in this work the cost of many programs and facilities would be prohibitive. In addition they provide parents with the opportunity to have a "hands on" roll in the development of the school.
PHONE
The following situations are some instances when communication by phone (from the school) is appropriate:
   (i) When your child becomes ill or has an accident at school.
   (ii) When your child has forgotten something of great importance e.g. lunch, school books.
   (iii) When there is an unforseen change of plans regarding the picking up of your child from school.
   (iv) To arrange/confirm an appointment time.

POLICY STATEMENTS
School policies are very important documents because they set the direction of the school. The School Board, on behalf of the school community, develops and approves school policy. The Principal is responsible for implementing the policies, and is accountable to the Board in this regard. Policies are formulated either by the Board or the school staff. Any policies formulated by the staff are presented to the Board for ratification.

PRIVACY STATEMENT
St Catherine’s School complies with the Privacy Legislation (2001) as required. A privacy statement is presented to parents on enrolment and this must be signed off on. It is the parent's responsibility to notify the school should there be any alteration to their status as regards this policy. Parents are expected to be mindful of the privacy of others by ensuring that no children, other than their own are published via photo or video on websites such as Facebook, Instagram, Snapchat, Twitter, tumblr, flickr etc.

SACRAMENTAL PROGRAM
St Catherine’s Sacramental Program, in line with Diocesan policy, is Parish based, Family centred and School supported. The reception of Sacraments usually occurs as follows: Reconciliation in Year 3, First Communion in Year 4 and Confirmation in Year 6.

SCHOOL HATS
The St Catherine’s school uniform has a wide brimmed hat or a legionnaires hat - both ideal for sun protection. The wearing of an approved school sun hat is compulsory for all students from 1st September to 31st April. During this period, students will be required to wear their hats at all times when they are outdoors. Students who are not wearing hats will be restricted to a designated shaded area.

SKOOLBAG APP
The St Catherine’s school app is available for both Apple and Android smart phones. You can download this free app by searching St Catherine’s Berwick in the App Store. The school newsletter is uploaded onto the app each Wednesday. There is also a calendar of school events, which is regularly updated. The school app also allows the school to send reminders of upcoming events, notification of last minute cancellations and to communicate instantly with parents in the case of an emergency.
SMOKING
As of 13th April 2015, under the Tobacco Act 1987, smoking is prohibited within the grounds of, and within 4 metres of an entrance to, all Victorian child care centres, kindergartens, preschools and schools. This ban ensures that children and young people can enter and leave these premises without being exposed to harmful second hand smoke.

SUNSMART
At St Catherine’s we encourage all children to be Sunsmart. Children are encouraged to wear sunglasses at playtimes during Terms 1 & 4 and to have a pop top style drink bottle (filled with water only) on their desks during Terms 1 & 4. It is recommended that parents apply sunscreen each morning and that children have sunscreen in their bag to apply during the day.

TRAFFIC MANAGEMENT

TRAFFIC CONTROLS AND RULES APPLY TO ALL FAMILIES AT ST CATHERINE’S AND ARE FOR THE SAFETY OF EVERYONE ESPECIALLY OUR CHILDREN.

TRAFFIC FLOW
At school drop off and pick up the roadway between St Catherine’s and St Francis Xavier is ONE WAY ONLY.
All St Catherine’s traffic is to enter via the main entrance and exit via St Catherine’s exit gate.

CARPARKING
At school drop off and pick up the netball courts are available for parking. Please reverse park in the area parallel to Clyde Road (along the fencing).
PLEASE DO NOT USE STAFF CAR PARKS.
A 2 minute drop off/pick-up zone is available along the east side of the netball courts – please refer to the attached map. No car is to be parked and left unattended in this zone.

GATES
St Catherine’s internal gates (which lead onto the netball courts) and exit gates are closed each day shortly after 9.00 am and open at 2.30 pm Entry and exit during school hours is via the St Catherine’s/St Francis Xavier main entry gate, the internal roadway becomes 2 way during this time.
TRANSFERS
Parents requiring transfer notes must give reasonable notice, preferably at least one week in advance. Requests for transfer should be addressed to the Principal and in writing, indicating the name of the new school, future address, the date of the students last day of attendance at St Catherine's and signed by the parents.

RELIGIOUS EDUCATION PROGRAM
Our Religious Education programme aims to:
- assist the students to recognise the presence of Jesus in their lives, through His message in the Scriptures
- encourage the students to experience themselves as part of creation and to recognise all creation as a sign of God’s goodness
- provide a climate where the students’ faith can be nurtured in trust and freedom
- lead the students to know, to understand and to appreciate the spiritual and religious dimensions of life as expressed in the Catholic faith tradition
- assist the students to appreciate belonging to and celebrating with the local parish community

The Diocese of Sale Journeying Together in Hope program forms the basis for Religious Education at St Catherine’s.

VISITORS REGISTER
All visitors to St Catherine's during school hours are required to report to the office and register their attendance by signing in and out. Visitors are requested to wear a Visitor’s Label (available from the office) while they are on school grounds.
ST CATHERINE’S UNIFORM POLICY

Students are required to wear the complete school uniform as outlined in the St Catherine’s School Handbook. Students out of uniform must bring a note of explanation signed by their parent or guardian. The wearing of School uniform is compulsory for a number of reasons:

1. In a time when great uncertainty exists, we feel it is beneficial for a child to develop loyalties to his/her peers and also to belong. Children should be proud of their school and through genuine school spirit to communicate the pride of belonging to the school community.

2. School uniform adds to the atmosphere, prestige, tone and spirit of a school.

3. School uniform prevents the problem of unhealthy competition related to expensive labels.

4. School uniform assists home routines and avoids last minute “what to wear” decisions.

5. School uniform is useful in identifying worthy or blameworthy behaviour of our pupils in the community. It therefore encourages the one and discourages the other.

To assist in the implementation of this policy the following guidelines apply.

- All students are to wear their shirt tucked in
- Tee shirts and singlets worn under shirts must not be visible, must be white and without any logo.
- Students are not to wear make-up or nail polish
- Students are not to have dyed or coloured hair (temporary or permanent).
- Hair must be tied back if the length is below the shoulder
- Boy’s hair must not be worn below the collar
- All students are expected to wear their hair neat and tidy and off the face
- No radical hairstyles are allowed and hair care products such as gel should be used sparingly
- No decorative hair accessories other than those listed as uniform may be worn
- School hats, for protection from the sun, are compulsory from the 1st September to 30th April.
- One standard sized sleeper/stud is allowed in each ear. No other visible body piercing is allowed
- A watch is the only other jewellery to be worn, with the exception of a crucifix or medallion worn for religious reasons, which must be worn under the uniform
- Sports briefs may be worn under the dress or tunic for convenience in the playground and during P.M.P. (no bike shorts allowed)
- Summer uniform is to be worn in Terms 1 and 4. Winter uniform is to be worn in Terms 2 and 3. There is a changeover period of 2 weeks at the beginning of Terms 2 and 4 when summer or winter uniform may be worn.
UNIFORM ITEMS
Most items are regulation, meaning that the school has determined the style or manufacture. Our uniform supplier is Jan Kennewell trading as St. Catherine’s Uniform Shop

REGULATION SUMMER UNIFORM

**BOYS**
- Short sleeve lemon shirt
- Grey tailored shorts
- Burgundy jumper
- Burgundy hat

**GIRLS**
- Summer Dress
- Burgundy jumper
- Burgundy hat

**FOOTWEAR – SUMMER**

**BOYS** – Conventional black school shoes
  - Short grey socks

**GIRLS** – Conventional black school shoes – low heel
  - White ankle socks – traditional school style

REGULATION WINTER UNIFORM

**BOYS**
- Long/Short sleeve lemon shirt
- Grey tailored trousers
- Burgundy jumper
- Burgundy waterproof jacket – optional

**GIRLS**
- Long sleeve lemon shirt
- Winter tunic
- Burgundy jumper
- Burgundy waterproof jacket-optional

**FOOTWEAR – WINTER**

**BOYS** – Black school shoes
  - Short/long grey socks

**GIRLS** – Black school shoes
  - Grey tights/long grey socks

**HAIR – GIRLS**
Burgundy headband. Burgundy hair tie, ribbon or scrunchie.
Scrunchie in summer dress fabric may be worn with summer uniform only.

REGULATION SPORTS UNIFORM

**BOYS & GIRLS**
- Burgundy Windcheater
- Burgundy Track pant – *Elastic cuff ankle only*
- Grey & burgundy polo tops
- Burgundy shorts

**FOOTWEAR**
Traditional school style white ankle socks
Predominantly white runners

SCHOOL BAG
- Compulsory Burgundy School Bags are available from the uniform shop
- Art Smock – purchased from uniform shop
- Library Bag – purchased from uniform shop
- Reader File – purchased from uniform shop