



# **ST CATHERINE'S SCHOOL**

## **PARENT HANDBOOK**

### **2018**

St Catherine's Primary School  
73 Ridgmont Drive, Berwick VIC 3806  
Phone 9702 1466  
Fax 9702 5061  
Email: [info@stcberwick.catholic.edu.au](mailto:info@stcberwick.catholic.edu.au)

*Dear Parents and Carers*

*It is with my greatest pleasure that I welcome you and your family to our school. We hope that your association with St Catherine's will be long and lasting, and one filled with many memorable experiences. Ours is not only a school of learning dedicated to providing a quality education, but is also a community of faith which openly recognises Christ and seeks to live and proclaim His Gospel message.*

*Here at St Catherine's, we are committed to supporting you as the first and primary educators of your children. We assume the belief that schooling is a partnership operation. It is in working as partners – in supporting and encouraging each other's efforts - that we benefit in bringing children to a genuine knowledge of themselves and of the world in which they live. Together it is hoped that efforts of co-operation and mutual support will complement each other through the sharing of a common vision and of common goals.*

*Our school motto, which proudly proclaims the words **'Our Faith is Our Strength'**, provides for each of us an ideal towards which we are all striving – parents, staff and students. It is the profile through which we live and work together in the hope of being recognised as a Catholic School. The cross, which we see present throughout the school, is the mark or sign with which we identify as Christians. If we are true to the inspiration and application of it, our school and all those associated with it will certainly benefit.*

*Each child and parent wishing to enrol at St Catherine's must strive to uphold the values of this school, is called to participate actively in maintaining the special character of the school's faith and cultural identity, and agrees to becoming a part of a community of learners, who are seeking knowledge of the world and of its Creator. By sending your child to this Catholic School you openly, and at some personal cost, affirm your belief in Catholic Education. Hopefully, what we endeavour to offer at St Catherine's is far more than just 'another education'. Our commitment is to bringing together faith and learning in ways that are real and meaningful to our own lives and which ultimately reflect the life and message of Jesus Christ.*

*We at St Catherine's, therefore, look forward to journeying with you and sharing the challenge of bringing your child/ren to a greater knowledge of themselves, their world and their God.*

*Yours in providing the very best in Catholic Education*

*Kevin Browning  
Principal*

# SCHOOL ORGANISATION

## 2018 TERM DATES

### TERM 1

**29<sup>th</sup> January – 29<sup>th</sup> March 2018**

Monday 29<sup>th</sup> January

Staff Only

Tuesday 30<sup>th</sup> January

Student Assessment Day

Wednesday 31<sup>st</sup> January

Student Assessment Day

Thursday 1<sup>st</sup> February

Years 1 – 6 students commence

Group 1 Prep students only 8.45am – 1.00pm

Friday 2<sup>nd</sup> February

Group 2 Prep students only 8.45am – 1.00pm

Monday 5<sup>th</sup> February

Prep students commence

### Please Note

Rest Days for Prep Students are:

Wednesday 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> February and 7<sup>th</sup> March

### TERM 2

**16<sup>th</sup> April – 29<sup>th</sup> June**

### TERM 3

**16<sup>th</sup> July – 21<sup>st</sup> September**

### TERM 4

**8<sup>th</sup> October – 21<sup>st</sup> December**

## 2018 PUBLIC HOLIDAYS

- Australia Day Thursday 26<sup>th</sup> January
- Labour Day Monday 12<sup>th</sup> March
- Good Friday Friday 30<sup>th</sup> March
- Easter Sunday Sunday 1<sup>st</sup> April
- Easter Monday Monday 2<sup>nd</sup> April
- Anzac Day Wednesday 25<sup>th</sup> April
- Queen's Birthday Monday 11<sup>th</sup> June
- Melbourne Cup Day Tuesday 6<sup>th</sup> November

## SCHOOL TIMES

School commences at 8.50am each weekday and finishes at 3.15pm.

On arrival to school, students need to assemble in the Courtyard. Teachers will collect their class from the Courtyard when classrooms open at 8.45am.

11.00 am - 11.10 am	Eat playlunch
11.10 am - 11.30 am	Recess play time
12.50 pm - 1.00 pm	Eat lunch
1.00 pm - 1.40 pm	Lunch play time
3.10 pm	Dismissal

Office Hours are 8.00am – 4.30pm during school terms only.

## ASSEMBLIES

Parents are most welcome to share in any of our school gatherings.

- Flag Raising - Each Monday morning at 8:50am, the students and staff gather for the beginning of week welcome, general notices for the week, and singing of the National Anthem.
- Assemblies - Assemblies provide an important opportunity where we pray as a faith community, acknowledge birthdays, hand out awards and pass on any important notices. We also encourage parents and carers to keep us informed of significant achievements that their children may receive so that as a school we can recognise and congratulate them on their success. There are many occasions, outside the school where students are achieving wonderful things.

Assemblies are held in the Multi-Purpose Room each Friday afternoon at 2:30pm with Junior students (Prep-Year 2) and Senior students (Years 3-6) alternating fortnightly.

## SCHOOL ARRIVAL AND DEPARTURES TIMES AND PROCESSES

- Arrival - Students are not encouraged to be at school prior to **8:30am**. It is important for parents to know that staff supervision commences at 8.30am. Before school, students are to gather and wait in the Courtyard area.

All children must be at school for the commencement of the school day at **8:45am**. Effective organisation will assist all children to be prepared for their day ahead.

- Departure – At the end of the school day, students are to be collected by a parent/carers or older sibling

## ABSENTEEISM

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.

Where a student is absent without known reason, it is school procedure to follow-up with parents. Ongoing absenteeism will be followed up in accordance with the school's *Student Attendance Policy*.

*The importance of punctuality.....*

*Good social habits should be established as soon as possible and we ask that you make every attempt to be punctual at all times. Arriving on time for school is important for a number of reasons. The first 10 minutes of school is a vital time of the day when the day's routine and structure is established. It is a time for 'tuning in' and focusing on the learning intentions for the day. It is very difficult for children arriving late to school to 'catch up' on this missed information. Furthermore, when your child is late it disrupts other students who are engaged in their own learning.*

### **EXTENDED STUDENT ABSENCE**

In the event that extended absence from school is needed (eg travel overseas, etc), it is a requirement that a request for approval be submitted in writing prior to the absence. Formal notification of approval for extended student absence is then issued in genuine circumstances.

### **LATE ARRIVAL**

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

### **EARLY DEPARTURE**

If for any reason a student has to leave school prior to the normal dismissal time e.g. dentist or doctor appointment, parents are required to fill out the 'Early Departure' register at the school office before collecting their child. Your child will then be called to the office to meet you.

Students are not permitted to leave the school grounds without the above approval.

## **COMMUNICATION**

Classroom teachers require communication from parents in the event that the child is going to be picked up from school by someone other than the child's parents/guardians. If no authorisation is evident, the child's parents will be contacted before the child is released.

The Principal and classroom teacher need to be aware of any legal documents that are applicable to the students' safety and contact with parents. Copies of Court Orders must be provided to the school at your earliest convenience. It is our legal obligation to oblige to the most recent court order that we have access to. These will be kept in confidence within the school administration files.

### **SCHOOL NEWSLETTER**

The school newsletter is published each Wednesday and uploaded to our web site:

[www.stcberwick.catholic.edu.au](http://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. It is therefore most important that it is read each week.**

### **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.

### **EMAIL COMMUNICATION**

Parents and carers may communicate with their child's teacher or school administration via email. It is requested, however, that this communication be kept to a minimum in organising a meeting time or providing brief information necessary to the teacher. Any urgent information pertaining to the day should be communicated via a personally delivered message to confirm receipt of the message or phoned directly to the Office, especially if it regards information for the day concerning early dismissal or alternative emergency contact details.

If parents have any concerns, we prefer face-to-face communication so that we can approach the situation with effective communication processes in order to find a solution to the problem through discussion.

### **LETTERS**

This form of communication is most appropriate in the following instances:

- Explanation of a student's absence from school. This should be sent to the class teacher on the return of the child.
- 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.
- Explanation of a student attending school out of uniform.
- Communication of ideas, suggestions, criticisms etc. which are more formal, serious or detailed in nature.
- If a child is leaving the school.

### **PHONE**

The following situations are some instances when communication by phone (from the school) is appropriate:

- When your child becomes ill or has an accident at school.
- When your child has forgotten something of great importance e.g. lunch, school books.
- When there is an unforeseen change of plans regarding the picking up of your child from school.
- To arrange/confirm an appointment time.

## **STUDENT HEALTH**

### **ANAPHYLAXIS**

It is the responsibility of parents/carers to inform the school as soon as children have been identified as having a risk of an anaphylactic reaction. Individual ASCIA Anaphylaxis Management Action Plans need to be developed by the family in conjunction with their doctor and provided to the school. Children are required to have their medication at school at all times. Medication is kept in the child's classroom and in the School Office.

### **ASTHMA MANAGEMENT**

As with anaphylaxis, parents/carers should inform the school as soon as their child is identified as having a risk of an asthma attack. The Asthma Foundation's Asthma Careplan for Schools should be completed by the student's doctor in consultation with parents/carers. This Plan must be updated annually and obtained from the doctor which will then be forwarded to the school to ensure that appropriate action is taken in the case of an asthma attack.

### **FIRST AID AND ILLNESS**

First aid is administered to students at school. In cases of accident or illness which are not serious students 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 infections are common and create concern for many families. Head lice (pediculosis) are tiny insects that live on the human scalp. They spread by direct hair to hair contact. Whilst head lice do not carry or transmit disease, they are a cause of head itch and scratching that may lead to infection and therefore need to be controlled.

Parents have the primary responsibility for the detection and treatment of head lice. Schools also have a role in the management of head lice infections and in providing support and information for the school community.

A Head Lice Alert Notice will be sent home to all families of children in the identified classroom notifying them that lice have been detected in the class and requesting that parents inspect and treat their children's hair.

It is a requirement that parents/carers refrain from sending their children to school with untreated head lice. It should be noted that students may be treated one evening and return to school the next day and that the presence of eggs in the hair is not cause for exclusion. Parents/carers need to be aware that one treatment is not sufficient to manage the problem.

For further information, parents can visit the Department of Health, Victoria on <http://www.health.vic.gov.au/headlice/index.htm>.

## **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](mailto:acir@medicareaustralia.gov.au)
- [www.medicareaustralia.gov.au/online](http://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 student must be excluded from school for these diseases - please refer to attached list.

## **MEDICATION**

Should your child require 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

## **FAITH AND RELIGIOUS EDUCATION**

**As a Catholic School our mission focuses on:**

- The development and experience of personal faith by being a community which celebrates its Catholic heritage through Scripture, Sacraments and Prayer;
- Keeping our Catholic identity - faith, hope and love - alive through a belief in God with respect for the dignity of every person, responding to the call of stewardship for all creation;
- Living out the values of social justice by service to the wider community, especially those in greater need, promoting the development of self-worth and human dignity among children, family and staff;
- Ensuring staff are supported and provided with opportunities to develop their Religious Education professional expertise;
- Providing pastoral outreach through care and support for all community members, especially those in need; and
- Celebrating our achievements, creating and maintaining collaborative teamwork between family, parish and school and respecting the values and needs of all people.

Family prayer and attendance at Sunday Mass and other Parish liturgies help children in their faith development.

Being a Catholic school, Religious Education is our first learning area and underpins all curriculum content. The school's Religious Education program is a systemic and sequenced program of helping children relate the Catholic faith with their daily lives.

### **RELIGIOUS EDUCATION**

*"Religious Education in a Catholic school has its own specific purposes within a sound general education. In particular, Religious Education focuses attention on the religious and moral development of all students within the framework of the Catholic tradition. Religious Education is one means of empowering students in their quest for God." - (A Statement on Religious Education for Catholic schools - Brisbane Catholic Education)*

Formal Religious Education lessons are held regularly. They are aimed at helping students to come to a sound understanding of God, the Holy Spirit and the Person of Jesus Christ. They also aim to give students knowledge of the Church's traditions and teachings. Neither the Religious Education program nor the school as a whole can be expected to give faith to students. Nor is it likely the school can successfully influence a child to a life based on faith if the child's home is not providing a similar influence.

Our Religious Education Program 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's *New Religious Education Curriculum* forms the basis for Religious Education at St Catherine's.

## **PRAYER LIFE**

At the centre of the Catholic community is the celebration of the Eucharist. It is from the Eucharist that we remember the life and message of Jesus, which nourishes the way in which each Christian lives this out in their own life.

Therefore, the development of the value of prayer is an important part of educating young Christian people. This is easier to achieve when children experience prayer in the home environment as well. Care is taken to ensure that children will be encouraged and led to an appreciation and practice of prayer in such a way that they feel free to develop at their own rate and in their own particular way.

Within that general aim the school:

1. Teaches the formal prayers of the Church
2. Encourages informal prayer (spontaneous)
3. Makes provision for the Sacrament of Reconciliation to be celebrated
4. Provides a quiet time each day for children
5. Provides a regular prayer time each day
6. Gives the example of staff praying together
7. Ensures it prays for particular people or for particular events
8. Provides opportunities for whole school Masses and liturgies

## **LITURGY / WORSHIP**

Liturgies are advertised through the school newsletter. It is our expectation and a condition of enrolment that all students fully participate in all liturgical and Religious Education activities. All parents and friends are warmly invited to share in these celebrations.

St Catherine's School Masses are held in Our Lady of the Southern Cross Chapel. The Chapel is shared with Saint Francis Xavier College, Berwick Campus.

On particular occasions, the whole school community attends Mass at St Michael's Church.

### **SACRAMENTS**

Parents of baptised students of the Catholic faith will be offered the opportunity to prepare their child/ren for the sacraments of Reconciliation (Year 3) and First Holy Communion (Year 4), and Confirmation (Year 6) through parish-based programs at appropriate times during the school year. Parents will be notified of when these sacraments will occur via a letter as well as be advertised through our weekly newsletter and the Sunday Mass bulletin.

## **FACILITIES AND SERVICES**

### **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 Scholastic Book Club catalogues and order forms throughout the year. These provide you with an opportunity to purchase quality students' literature. There is no obligation to purchase.

### **CANTEEN**

#### **LUNCH ORDERS:**

Each Tuesday and Thursday of term, lunches may 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 Skoolbag 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, two parent helpers are required in two shifts of 8.45am to 10.30am and 11.45am to 1.15pm.

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.

**OUT OF SCHOOL HOURS CARE**

This operates at St Catherine's and is provided by 3C Kidz Care. The hours are from 6.30am - 8.30am and from 3.15pm – 6.00pm. For further information, please contact 3C Kidz Care directly on 0468 630 040.

Holiday programs are offered by 3C Kidz Care at Hillcrest College.

## HOME AND SCHOOL PARTNERSHIPS

As a condition of enrolment, parents are obliged to support and encourage the Catholic ethos of the school with children expected to attend liturgies, Masses and Religious Education lessons as part of the curriculum.

**Research demonstrates that effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour. Family involvement can have a major impact on student learning.**

It is an expectation that teachers and parents work in collaborative partnership to support the best interests for each child enrolled at St Catherine's School. Mutual trust, respect and shared responsibility for the education of each child promotes open and regular communication as paramount for a successful year for all. The school welcomes feedback to assist with creating an effective learning environment.

### **SCHOOL BOARD**

The primary function of the School Board is to improve the capacity of St Catherine's as a Catholic school in order to deliver quality educational outcomes for its students. The role of the School Board is very much one of support, stewardship and collective representation in working for the best interests of the school and its student body.

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. Particular roles include:

- Provision of input and direction into policy development and maintenance
- Planning of the ongoing development of the school in accordance with diocesan guidelines
- Review of the school's statements of Vision, Mission and special religious character
- Guidance and support for the School Leadership Team

Vacancies are made known through the school's newsletter and expressions of interest from parents sought.

### **PARENTS & FRIENDS ASSOCIATION**

St Catherine's Parents and Friends' Association has been established to enrich the education and learning of our children through active participation of parents and staff as partners in education.

The objectives of the Parents and Friends' Association are that it:

- Promotes the educational, cultural, spiritual and material welfare of the students;
- Recognises that every parent has the right to choose the kind of education that shall be given to his/her child;
- Exists to help the school in a number ways and to provide for it things that the school may not be in a position to provide;
- Develops collaboration between parents and school staff;
- Promotes the principles of Catholic education;
- Fosters a distinctive Christian environment in the school;
- Provides a medium of support, information and involvement of parents and school staff; and

We have a very progressive P&F Association. It is a dynamic and highly supportive group that works very closely with the school in identifying and supporting projects that lend themselves to betterment of facilities and provision of experiences for all students. 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.

St Catherine's Parents & Friends play an integral role in our school community.

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. Perceptual Motor Program (PMP), literacy and numeracy activities, excursions, camps, Canteen, icy poles in Terms 1 & 4 and sporting activities 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](http://www.workingwithchildren.vic.gov.au) to apply.

## **GENERAL MATTERS**

### **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

### **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.

### **CHILD SAFETY AND WELLBEING**

At St Catherine's, we acknowledge and understand that child safety is the responsibility of every person and is an integral aspect of student wellbeing. We aim to work collaboratively with parents, students and other community members to ensure a safe school environment.

Our commitment to the protection of students is based in our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment. All students have the right to expect that the school will always act to protect them from any kind of harm.

A copy of all policies and information relating to Child Safety can be accessed on the school website.

### **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 8.30am and 3.30pm.

### **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 students 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, in consultation with Parish Priest and Catholic Education Office 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 and can be remitted by BPay, Direct Debit, Credit Card Deduction, Credit Card (at school office) cheque or cash (correct money required).

In 2017 the Fees and Levies are:



• Tuition	\$300 per family x 4 terms
• Student Levy	\$245 per child, per year
• Library/Technology Levy	\$170.00 per family, per year
• Capital Fee	\$132.50 per family x 4 terms

2018 Fees and Levies are to be advised.

### **LIBRARY**

All students 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.

### **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 students. Where property is clearly named, 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.

Students 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:

- Student's name
- Class
- Amount enclosed
- Reason for payment

Please include correct money as no cash/change is kept on site.

### **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.

### **SCHOOL HATS**

St Catherine's school uniform has a wide brimmed hat or a legionnaire's hat - both ideal for sun protection. The wearing of an approved school sun hat is compulsory for all students from 1<sup>st</sup> September to 30<sup>th</sup> 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.

### **SMOKING**

As of 13<sup>th</sup> 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.

### **STAFF MEETINGS**

St Catherine's staff are involved in staff meetings after school every Tuesday and Wednesday from 3.30 – 5.00pm and as such are unavailable to meet with parents during these times.

### **SUNSMART**

At St Catherine's we encourage all students to be Sunsmart. Students 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 students have sunscreen in their bag to apply during the day.

### **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.

### **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.

## **TRAFFIC MANAGEMENT**

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

### **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 9.00am and open at 2.30pm Entry and exit during school hours is via the St Catherine's/St Francis Xavier main entry gate, the internal roadway becomes 2 ways during this time.

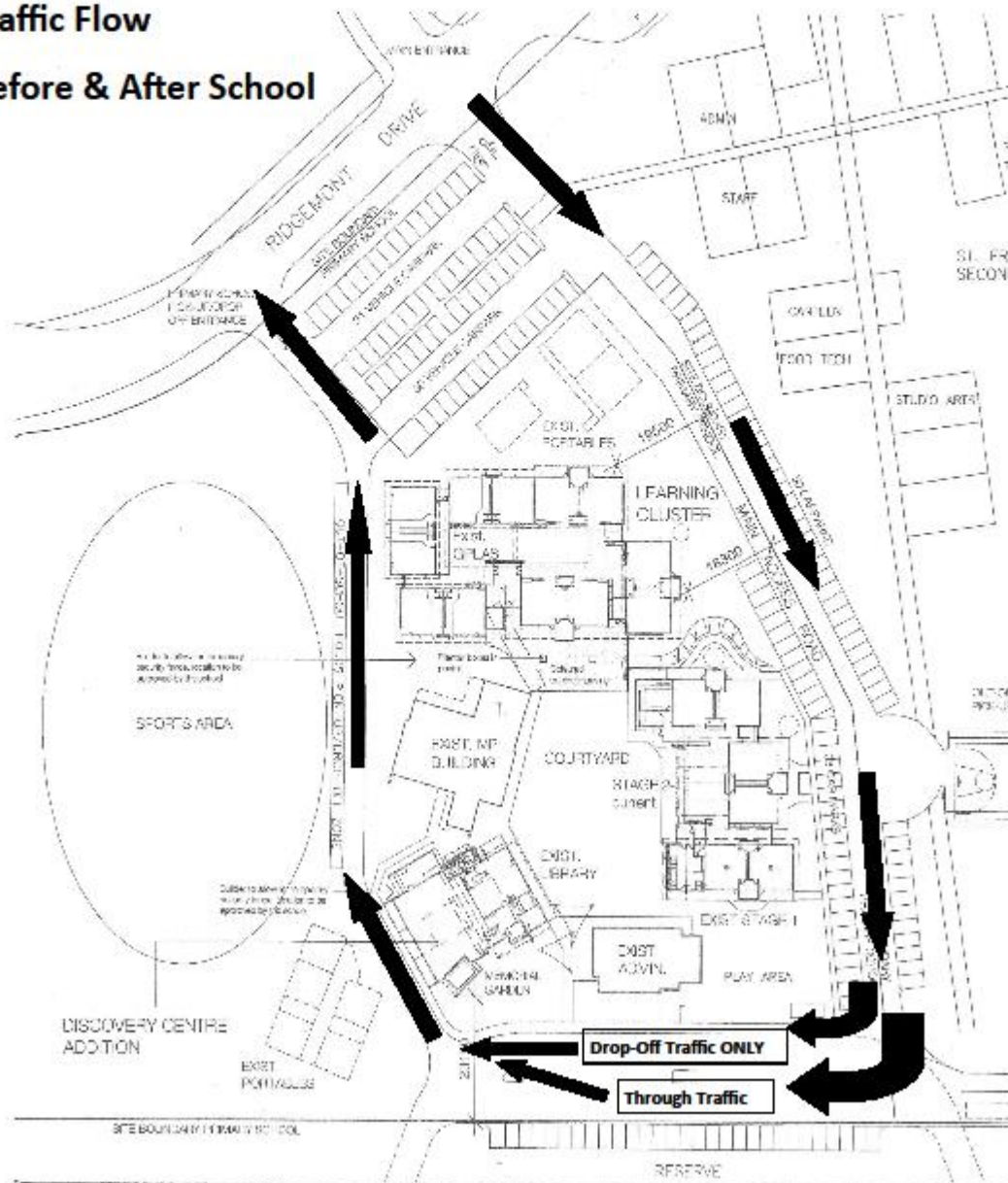
## St Catherine's Catholic Primary School

**73 Ridgemont Drive.**

### Berwick 3806

## Traffic Flow

### Before & After School



## 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 1<sup>st</sup> September to 30<sup>th</sup> 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 PMP (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