The 2015 Kindergarten Class at St Patrick’s

YEAR 2015
INFORMATION BOOKLET

St. Patrick’s School
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GUNDAGAI NSW 2722

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St Patrick’s Primary School
Gundagai

A Warm Welcome to St Patrick’s Gundagai

St Patrick’s is a welcoming family school. We provide a contemporary quality Catholic education for our students. St Patrick’s School is located within the Archdiocese of Canberra/Goulburn in the Riverina district of New South Wales.

The school caters for 123 students from Kindergarten to Year 6. The Catholic community of the Archdiocese challenges its schools and teachers to share with parents the sacred responsibility for the educational, spiritual and emotional development of the young people in its care. This responsibility is at the heart of St Patrick’s school. We believe that every child is unique. At St Patrick’s, education encompasses the spiritual, social, emotional, intellectual and physical aspects that are necessary to develop well rounded young people. We are proud of the unique educational environment we offer. We acknowledge parents as the first educators of their children.

The St Patrick’s staff is committed to supporting parents in this vital educative process. They are caring and are dedicated to ensuring that the school/home partnership is very productive and successful; a strong partnership that makes certain that the best interests of the children are realised. Our personal approach with each family is central to our mission. We endeavour to achieve this goal through our Catholic culture and traditions.

Our vision, ‘Walk Together in Faith and Knowledge,’ calls us to nurture and challenge each other within a happy and caring Catholic environment where the love of life and an intrinsic motivation for learning are fostered. We encourage all to participate in creating and maintaining a positive learning environment.

Our Vision is lived out through our involvement within our Parish, school and the wider community of Gundagai and surrounds. To realise this mission we provide a contemporary, quality education for the children in our care in all aspects of life. Our aim is to develop resilient, self-confident and informed individuals. Individuals, who are able to voice their opinions in order to make a positive difference in society as young people and as adults. The school assists children to be happy and have a well-balanced attitude to life.

We invite you to come and visit the school and experience for yourself the warmth and energy of St Patrick’s community and to welcome you personally to our beautiful school.

Mary Quinane

Principal
St. Patrick’s Vision Statement

Walk Together In Faith And Knowledge
Morning Assembly Prayer

School Prayer

Dear God,

In everything we think, say and do today,
May others see that you live in each one of us.

Please help all of us at St. Patrick’s to show care and concern for others.

Mary our Mother look after us.

St. Patrick, Pray for us.

Amen
ST. PATRICK’S SCHOOL SONG

CHORUS
Welcome to our School,
Welcome to St. Pat’s.
Where the children of Gundagai learn of God
His love and gifts and grace.
Welcome to our School,
Welcome to St. Pat’s.
We walk together in Faith and Knowledge,
That’s the motto we live by.

Our School is an important place.
Safe, secure and strong.
In the spirit of St. Patrick,
We help each other along.

CHORUS

Adventure and discovery
Are the tools we use to learn.
We always try our very best
At each and every turn

CHORUS

All together we are a team,
The goals are there to reach.
In work and play we strive as one
Through all our primary years.
Life Long Learning Outcomes

COMMUNICATORS
At St. Patrick’s we aim to develop skilled Communicators who are able to:-
- use good verbal, visual and written skills
- articulate confidently and fluently
- spell confidently
- write legibly
- listen
- use technology
- be knowledgeable

SPIRITUAL YOUNG PEOPLE
At St. Patrick’s the children will strive to be like Christ by being:-
- honest
- caring
- forgiving
- respectful
- ethical
- prayerful
- hopeful

THINKERS
At St. Patrick’s we will challenge the children to be:-
- problem solvers
- creative
- resourceful
- independent
- critical thinkers
- acquirers of information

CITIZENS
At St. Patrick’s the children are encouraged to:-
- show and respect leadership
- be involved in the community
- cooperate with others
- respect rules and regulations
- question

CHARACTER
At St. Patrick’s we will endeavour to provide an environment where children will further:-
- Integrity
- Loyalty
- Tolerance
- Courtesy
- Humour
- Self-discipline
- Enthusiasm

BALANCED
At St. Patrick’s we want the children to be able to lead well balanced lives by making wise choices relating to:-
- Self - Others
- Acceptance – Choice Of Rejection
- Tolerance – Principled
- Non-Judgmental – Acceptance
- Confident – Self Limited
- Work – Leisure
- Independence – Cooperation, Collaboration
HISTORY

The School was established to provide a Catholic education in Gundagai by the Sisters of Mercy in 1888. Previously, the school was known as St. Stanislaus, until 1979, when it changed its’ name to St. Patrick’s Primary School. The school is an integral part of the St. Patrick’s Parish Gundagai, as it continues the tradition of handing on the Catholic faith through its’ dedicated staff.

CURRICULUM

The curriculum at St. Patrick’s fulfils all guidelines and syllabus requirements set down by the N.S.W. Board of Studies. Students undertake their learning in seven main Key Learning Areas (K.L.A.’s);

1. Religious Education
2. English
3. Mathematics
4. Science and Technology
5. Human Society and Its Environment (H.S.I.E.)
7. Creative Arts.

Each K.L.A. has its own Rationale, Aims, Student Outcomes, Implementation: Topic/Theme, Overview and Assessment strategies. Based on these documents, teachers program for their class, endeavouring to meet the individual needs of all students.

The curriculum works within stages set out by the Board of Studies

<table>
<thead>
<tr>
<th>Early stage 1</th>
<th>Kindergarten</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>Year 1 and 2</td>
</tr>
<tr>
<td>Stage 2</td>
<td>Year 3 and 4</td>
</tr>
<tr>
<td>Stage 3</td>
<td>Year 5 and 6</td>
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</tbody>
</table>

RELIGIOUS EDUCATION

The Religious Education component of our school curriculum is fundamental to St. Patrick’s existence. Children have a Religious Education lesson every day, in which they learn about Catholic traditions, doctrine and practices.

The teachers follow the Catholic Education Office guidelines by basing their lessons on a sequential program called “Treasures New and Old”. Children also celebrate School Masses or Liturgies of the Word at 12 noon every Friday.

Teachers accept responsibility for their ‘pastoral care’ role within the school. They show genuine care and concern for all students at St. Patrick’s. The example and modelling given by teachers is crucial in providing a climate of care within the school.
Sacramental Programmes are conducted in the following classes:

Year 2 - Reconciliation (Penance)
Year 3 - Eucharist (First Communion)
Year 5/6 - Confirmation (alternate odd years)

Although every child will participate in Sacramental Programs - only baptised Catholics can receive sacraments. Non-Catholic children will play a part in the celebrations and be acknowledged for their contributions and participation.

Learning Support Programme
The Learning Support teacher and Learning Support Assistant work in classrooms where there is a need. This is reviewed every school term and is determined by the class teachers and the learning support teacher in conjunction with the Principal.

The Learning Support programme included the **Reading Recovery** strategy for students in Year One at risk of not reading and writing successfully. It is a proven strategy that works for those students that need intervention.

**CO-CURRICULAR ACTIVITIES**
We have a breadth of extra Co-Curricular Activities that we offer. They include:

School Choir
School of Music
Year Six Camp
Peer Support
Buddy system
Poetry Competitions
Public Speaking
Archdiocesan & State Sport Carnivals
Travelling Stock Route Lease
ANZAC Day March and Celebrations
Biggest Morning Tea
Teddy Bear’s Picnic
Visits to Aged Care Residences
Bianual School Performances
Choir Festival

**SPECIALISED MUSIC PROGRAMME**
Tuition is provided during school hours on the school premises on Wednesdays. Booking and fees payments are to be made through the Wagga School of Music. Please contact the front office for further details.
PEER SUPPORT PROGRAMME

A K-6 programme focusing on peer support and development exists to assist all students. A comprehensive programme educating Year Five and Six students as leaders is organised annually. The programme aims at helping each student develop resilience, self-esteem, cooperation and empathy and connectedness to their peers, teachers and school.

CO-CURRICULAR PROGRAMMES

Aspirations Mathematics/Science Enrichment Programme
We have participated in a Mathematics/Science Enrichment Program this year for Years Five and Six students. This has been part of a joint project by Questacon and the Australian Catholic University. We hope this programme will be run again in 2015 and become part of what we can offer our students.

Western Region Choir Festival
We have participated in the inaugural Western Region Catholic Primary School Choir Festival this year. This will be an annual event on the school's calendar. It is an opportunity for students who would like to be involved in this activity as part of school life. Anyone can join the school choir.

Wagga Chess Competition
This year we have entered into the Riverina District Schools Chess Competition. This competition is open to any interested primary students. This will be an annual event on the school's calendar. It is an opportunity for students who would enjoy this type of challenge to be involved as part of school life.

ASSESSMENT AND REPORTING

Assessment
Teachers continually assess the progress of each child in their class through gathering a range of information in each of the Key Learning Areas. The Term program of each teacher takes into account results of each student's assessment, with the teachers striving to meet the needs of individuals. Teachers make adjustments in weekly programs to meet the range of all students needs in their classes.

Reporting
During Term 1 a Parent /Teacher interview takes place so that parents can share their knowledge with each teacher of their child’s interests and hobbies. This information is used to meet student’s needs in class programming throughout the year.

St. Patrick’s student reports that go home to parents are in the form of a written report twice each year. A half yearly Written Report is sent home to parents towards the end of Term 2. This Report is followed by an oral interview to break open the written report. During these interviews students may be invited to share their book work and learning products. In Term 4, a comprehensive written report is sent home to parents reporting on student outcomes. The A—E reporting table following, outlines each student’s achievement level for written reports.
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.</td>
</tr>
<tr>
<td>B</td>
<td>The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.</td>
</tr>
<tr>
<td>C</td>
<td>The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.</td>
</tr>
<tr>
<td>D</td>
<td>The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.</td>
</tr>
<tr>
<td>E</td>
<td>The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.</td>
</tr>
</tbody>
</table>

The Kindergarten report guide on written reports consists of each student’s achievement level on a three point scale:

- Competent
- Developing and
- Experiencing Difficulty

St Patrick’s strongly encourages parents to contact teachers at other times throughout the year when they have concerns. Teachers will contact parents when they have any problems/concerns about their child. The partnership between home and school is strengthened when the lines of communication are kept open in regard to any area - academic, emotional, social and physical.

**A-Z Quick Guide to Information**

**AFTER SCHOOL WALKERS / CHILDREN PICKING UP**

Parents picking up children from school are to come into the school grounds to do so. Children are not allowed to wait for parents outside school grounds. If you come to school during the day please sign in and out at the front office for our official records. Parents of walkers must provide permission notes to join walkers to various local destinations otherwise children will be sent home in their usual way.

**AWARDS**

Awards in recognition of good behaviour and achievement are given out at Friday’s Assembly and published in the following week’s Newsletter. Awards are given in accordance with the St Patrick’s Pastoral Care Policy. This policy can be viewed on the school web site: [www.spg.nsw.edu.au](http://www.spg.nsw.edu.au)

**BICYCLES AND SCOOTERS**

Children who ride bicycles to school or scooters must wear a helmet.
BOOK CLUB

Scholastic Book Club leaflets are handed out twice a term and children are encouraged to take advantage of these reasonably priced books.

BUS TRAVEL

Free bus travel is available to children in Kinder to Year 2. Children in Year 3-6 have free travel if they live more than 1.6 kilometres from school. (see application form for more details) A subsidy is also paid where children have to be driven by private vehicle to school or to meet the bus. Application forms are sent home early each school year and must be returned to the school promptly.

Bus contacts are:
Tumbalong/Mundarlo Bus: Paul Eccleston 6944 1894
Adjungbilly/Nanangroe Bus: Paul Eccleston 6944 1894
Tarcutta Bus: Paul Eccleston 6944 1894
Burra Bus: Mick Pigram 6944 3027
Cooineenee Bus: Mick Pigram 6944 3027
Gobarralong Bus: Mick Pigram 6944 3027
Tumbalong: Makehams 6944 7208
Nangus Bus: Makehams 6944 7208
Jackalass Bus: Makehams 6944 7208

CHILD PROTECTION

A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

The Check is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared. Further information can be viewed at http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check.

Volunteer school parents are not required to apply for a Working With Children Check at present to help out around the school.
COMPLAINTS POLICY

St. Patrick’s Primary School, Complaints Policy describes the process for effectively managing complaints whilst protecting the right of all parties involved and seeking solution to the problem in the best interests of all affected. The Archdiocesan Complaints Policy has been incorporated into St. Patrick’s Primary School Complaints Policy and complies with the provisions of the Archdiocesan Policy. A copy of St. Patrick’s Complaints Policy can be obtained from the School Office upon request or downloaded from our School Website at www.spg.nsw.edu.au

DRIVEWAY

Due to legal responsibilities parents are asked NOT to drive cars in any school area between 8:00 a.m. and 3:30 p.m. Parents are also requested NOT TO PARK IN THE TOP DRIVE WAY at any time as access to this area is constantly needed each day.

ENROLMENT

To be enrolled in Kindergarten at St. Patrick’s, children should turn five years of age by 30th April in the year of enrolment. Exceptions to these guidelines may be made by making an appointment and discussing enrolment with the Principal. Children in other classes will be enrolled into the appropriate year level.

EXCURSIONS

Our School Excursion Policy aims to provide the children with a wide range of learning experiences. The students in all classes experience a one day excursion during the year. These excursions may incur a cost (no more than $30 per student).

Year six students attend a four or five day camp during late Term 3 or the early part of Term 4 each year. Costs for travel, accommodation and planned activities are the responsibility of parents.

Definition of Excursion: An excursion is a trip by a group of people, usually made for leisure, education, or physical purposes. It is often an adjunct to a longer journey or visit to a place, sometimes for other (typically work-related) purposes. Short excursions for education or for observations of natural phenomena are called field trips. One-day educational field studies are often made by classes as extracurricular exercises, e.g. to visit a natural or geographical feature, trip to the swimming pool.

Definition of Performances: An act of presenting a play, concert, or other form of entertainment or educational knowledge. School Performances or excursions where visiting performers or groups of people come to the school come under the banner of School Excursions.

Occasionally the school invites visiting performer/s to entertain the children, or may be involved in locally organised cultural events. Usually the cost is covered in the
School Fees e.g. Healthy Harold (Life Education).

**FEES**

Payments of school fees are necessary to Catholic schools as we do not receive the same level of funding from the Government, as do the State schools. Therefore we are dependent on school fees and other fundraising activities to cover the shortfall in running costs. School fees go up annually between approx. 2.5% and 3% in line with CPI.

The setting of local fees and the arrangements for their collection at St. Patrick’s is a matter which is determined by our School Community Council finance committee. This committee consists of the Parish Priest, the School Principal and one Community Council representative. If at any time during your association with St. Patrick’s, you feel that the level of fees is too burdensome, please talk to the School Principal, who will hear your case confidentially and suggest ways to help. The expectation is that payment of termly school fees must be paid by the end of each term. Failure to do so without discussing family circumstances may result in placing outstanding fees in the hands of a debt collection agency.

The basic School Tuition Fee is charged by the Catholic Education Office (CEO) in Canberra. The amount is determined by the Catholic Education Commission (CEC) and endorsed by our Archbishop. (Please see back of booklet for outline of Fee Structure).

**HOMEWORK**

Teachers normally set homework activities on a contract basis whereby a variety of activities are to be completed within the week. Reading is a vital activity that should be encouraged at an early age and all children would be expected to read daily. Children in the Infants classes are given home readers.

It is important that children at this early stage are encouraged in their efforts to read, and that you take time to listen to them. In the Infants classes letters/sounds/sound blends/words. If homework cannot be completed a note to the teacher explaining reasons why homework could not be finished, should be sent to school.

**LIBRARY**

Children attend library lessons once per week and are required to have library bag for the protection of borrowed books.

**MEDICATION**

Children requiring medication while at school must have a written note from home stating dosage, timing and other relevant details which should be handed to the classroom teacher. This medication will be sent to the front office where it will be kept under supervision by the office administrator and administered at the allotted time during the day.

For Asthma sufferers there must be an *Asthma Action Plan* filled in by parents and
the family doctor and sent in to school for medical purposes.

*Epi pens* (for those students with severe allergic reactions) must be provided to the school in case of allergic episodes along with an Anaphylactic Plan at the beginning of each year. These are kept in Sick Bay and taken on any local or other excursion with the First Aid Kit in case of an allergic episode.

**MONEY**

All money sent to school for any purpose should be placed in a sealed envelope and clearly marked with your name and what the money is for, plus the amount enclosed. Special envelopes are provided for some events.

**NEWSLETTER**

Newsletter, it must be given to the office administrator by 11am on the Friday before newsletter day. As the newsletter is the only way the school can communicate with parents, on a regular basis, it is **CRUCIAL** that you read it. The newsletter is available via our school web page at: [www.spg.nsw.edu.au](http://www.spg.nsw.edu.au)

**OPEN DAY AND KINDERGARTEN ORIENTATION DAYS**

On **Open Day** school parents and prospective school families are invited to join in school activities with the staff and students in classrooms and for other outdoor activities.

The **Kindergarten Orientation Days and Information Evening** are held each year during Term 4. This year the **Kindergarten Information evening** will be held at 7:00pm on **Wednesday, 14 October 2015**. The Principal addresses the parents on our St Patrick’s Primary School’s Vision and Mission, co-curricular programmes etc. and ways parents can participate in being part of our school family.

Teachers explain the curriculum. Support staff shares with parents some of the school routines relating to the overall running of the school. Representatives from the School Community Council attend and share with parents their leadership roles within the school community. Parents from this year’s kindergarten class will be available to speak to you about their experiences.

**Kindergarten Orientation Days in 2015**

The Kindergarten Orientation dates for children enrolled in the 2016 kindergarten class will be on two consecutive Wednesdays including **Wednesday, 21 October and Wednesday 28 October 2015 from 9am to 1pm**. The children will be invited to attend school for a half day over a two week period in the classroom in order to become familiar with school routines. These experiences are intended to make the children become more familiar with the school context and make them feel at ease when they begin the next year.
In 2016, school will commence on **Thursday, 28 January at 9:00a.m** for all students including Kindergarten students. Kindergarten children **will not** attend school for the next three consecutive Wednesdays in 2016. When attending on the other days Kindergarten children will follow a full day program finishing each day at 3:15 p.m.

**PARENT BODIES**

**School Community Council**
The School Community Council assists the Principal in ensuring that the Catholic ethos of the school is maintained. The Council has:
- a decision-making role in certain policy areas and
- an advisory role in others and operates to give advice and direction to the Principal in an advisory capacity and to ratify certain school policies.

Community Council meetings are generally held on Thursday evenings on the third and seventh weeks of each Term at 7pm and are advertised in the School Newsletter. A Parent Forum will generally be run in the fifth week of each term. Under the guidance of the School Community Council, School Community Committees have been formed under three main areas under a Committee coordinator/s. All parents may belong to these Committees depending on time and talents.

**School Community Committees include:**
*School Services Committee*: This includes the Uniform shop and Canteen services.
*Fundraising Committee*: This committee is for fundraising and runs school community hospitality events
*Maintenance Committee*: Usually a parent/s coordinates **School Grounds Working Bees** depending on what maintenance is scheduled throughout the year.

These Committees meet in their own time during the life of a particular project. Coordinators may be asked to attend Council meetings but only when advised. Other Committees may be formed for special projects and conclude when project is completed.

**Community Council Members include:**
- Father Bernard Hennessey - Parish Priest (ex-officio member)
- Mary Quinane - Principal (ex-officio member)
- Sarah Graham - Community Council Chairperson
- Renee Lindley - Community Council Vice Chair
- Justine Makeham - Treasurer
- Caroline Zucccon - Secretary
- Margaret Kingwill - Member
- Lisa Wilson - Member
- Member of school staff - Member

**PARENT/TEACHER INTERVIEWS**

If parents wish to meet with a teacher, please make a suitable appointment. It is preferable to arrange a meeting after school. Other information is included under Assessment and Reporting.
At St. Patrick's the teachers aim to promote positive and acceptable behaviour through the development of a healthy self-concept. The school accepts the responsibility, along with the home, for the children to develop good manners, the virtues of obedience and dignity in behaviour, and socially acceptable behaviour. We expect that parents will already have established at home, acceptable standards in both speech and behaviour.

St Patrick’s children work towards Wild Cat awards for **Respect, Safety and Responsibility**. When children are caught and given five gotcha cards of the same rule they then receive the Wild Cat award. The Wild Cat awards are then hung from ceiling to floor in classrooms. When these awards reach the floor a whole class reward is negotiated with the class teacher and the Principal. Principal Awards are also given for curriculum achievements such as fluent recitation of Times Tables etc.

Our Pastoral Care Policy incorporates Welfare and Discipline and sets out clearly acceptable behaviour at school and outlines the consequences and procedures for contacting parents in the event of a serious breach of school rules. It rewards and encourages positive behaviours through awards and special acknowledgements.

The school has developed a number of Management Policies which are reviewed at School Registration or as the need arises. As part of the school’s Evaluation Policy, all policies will be evaluated over a four year cycle. A copy of St. Patrick’s Pastoral Care Policy (Incorporating Welfare and Discipline) is supplied to each family so parents and children understand fully that we are all working together for the welfare, safety, education and faith development of our children.

The Archdiocese allows four professional development days for staff. These take the form of Pupil Free Days when students are not expected to attend school. This allows uninterrupted time to review school policy documents and update professional skills and qualifications. These days normally occur on the first day of each term. Parents will receive notification about **Pupil Free Days**. In addition to these days, individual teachers attend professional courses throughout the year. Relief teachers are engaged to replace classroom teachers and they follow the normal timetabled lessons.

Children are expected to attend school every day unless they are sick or are away for a legitimate reason. When a child is absent from school a note explaining the absence and the relevant dates must accompany the child when he/she returns to school (There is no need for parents to ring the school when a child is absent unless the child will be away for an extended time.)

With new School Attendance compliance requirements parents in some circumstances must fill in an exemption form to be approved by the Principal or in
some circumstances by the Director of the Catholic Education Office. The new School Attendance Policy is available on our website or at the front office. Exemption forms are available at the Front Office and from the school website. A letter from the principal is available with this Enrolment Booklet to further explain these new requirements. Parents must ensure that the class teachers are informed beforehand if their child/children will be away from school for any length of time, for any particular reason.

If your child becomes sick at school you or your emergency contact person will be notified. The school does have a sick bed; however, we cannot provide quality care. Therefore, if your child is genuinely sick, we request that they stay at home, until they are well.

The last day of each Term is normally spent on regular school activities; therefore parents should ensure their children attend classes. Please note that when staff and children attend representative sporting events and the like, work has been set for the class to complete, and once again children must attend school on that day. The First day of every Term, except Term 4 will be a day of Professional Development for teachers in line with state schools. Children do not attend school on these days.

**SCHOOL BANKING**

Children may choose to do School Banking with the option of using the Commonwealth or Westpac Banks.

**SCHOOL COUNSELLOR**

St Patrick’s offers students and families a school counselling service each term. The school counsellor is available twice a term. The dates are determined each year and are posted in the School Newsletter. This is a free service to families.

**SPORT**

Thursday is Sports Day where the correct sports uniform must be worn. It is important that all students are involved in some form of weekly organised sport. Therefore, if your child is unable to participate for a particular reason, they should bring a note of explanation.

Children representing the school in Swimming, Cross Country and/or Athletics events travel by bus; for other sports children travel in parents’ cars - permission to travel and participate in the event MUST be sent to the school PRIOR to leaving. On occasions when a large percentage of students are involved in a sporting activity on another day, other than Thursday, then that particular day will be the Sport Day, for the rest of the children, for that week.
### SCHOOL TIMES AND SUPERVISION

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8.40 am</td>
<td>Supervision commences</td>
</tr>
<tr>
<td>8:55 am</td>
<td>Morning Line-up bell rings</td>
</tr>
<tr>
<td>9.00 am</td>
<td>Morning assembly; Prayer and Messages</td>
</tr>
<tr>
<td>9.05 - 11.00am</td>
<td>Learning time this includes a Fruit Break at 10.00</td>
</tr>
<tr>
<td>11:00 - 11:25am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.25 - 1.00pm</td>
<td>Learning time</td>
</tr>
<tr>
<td>1:00 pm - 1:55pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:55 – 3:15pm</td>
<td>Learning time</td>
</tr>
<tr>
<td>3:15 p.m.</td>
<td>Conclusion of school</td>
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</tbody>
</table>

Supervision concludes after the last bus departs or the last student has been collected. The school grounds are supervised by a teacher before school, at recess, at lunch and after school. No child should be in the school grounds outside of these times.

Before children can travel out of the school grounds by car or bus to attend any event, e.g. sporting, excursion, they **MUST** have returned a signed consent by their parent/guardian.

No child will be allowed to leave the school grounds unless:-
- a) They have a note from their parents requesting that they leave for a specific purpose, or
- b) They are granted permission by the Principal

Accidents at school vary in nature. Minor accidents are dealt with by the staff. For more serious accidents parents are promptly contacted and if necessary an ambulance is called. The school has joined the Ambulance fund, so this service is at no cost to parents.

### SCHOOL WEBSITE

The school website [www.spg.nsw.edu.au](http://www.spg.nsw.edu.au) contains further school and parent information. The school newsletter is posted weekly. School policies displayed on the website include: the Pastoral Care Policy, the Complaints Policy, the Homework Policy and the Uniform Policy. Absentee forms, School Attendance forms, Uniform Order forms, Enrolment forms, term dates, up and coming event information and the Annual School Report can be accessed amongst other school information on this site.

### STAFFING

The school provides an education from Kindergarten to Year 6. There are ten teachers including two part time teachers, a part time teacher/librarian, a part time Learning Support teacher and four support staff including a Learning Support
Assistant, a Secretary (Office Administrator), a Cleaner and a Grounds Person.

**St. Patrick’s School Executive**
Principal: Mrs Mary Quinane
Assistant Principal: Mrs Lisa Wilson
Religious Education Coordinator: Mrs Joanne Herring

**Staff 2016**
TBA: Principal/Teacher
Lisa Wilson: Assistant Principal/Teacher
Joanne Herring: REC/Teacher
Lesley Pettitt: Learning Support/Reading
Recovery/Executive
Melissa Carberry: Teacher
Justine Hughes: Teacher / Librarian/ Resource
Jessica Eccleston: Teacher/Sport Coordinator
Craig Ferguson: Teacher
Kate Howe: Teacher - Part Time
Anne Saunderson: Teacher, Part Time
Sharon McCarthy: Office Administrator
Heidi Luff: Learning Support Assistant
Leonie Winters: School Cleaner
Collin Field: Grounds person

**TUCKSHOP**

Tuck-shop operates on Fridays, with different winter and summer menus. The children bring their lunch orders to school in a lunch bag, clearly showing their name, class and order details, plus the amount of money enclosed. A roster of mothers or fathers who are able to help out is drawn up early each term. Children are not permitted to enter the tuck-shop at any time due to WHS regulations. Children are to come to the window for service. Volunteer parents for tuck-shop are not permitted to have under school aged children in the tuck-shop.

**UNIFORM**

Students are required to wear the correct school uniform, which should be in good repair, well laundered, pressed and clearly labelled. All clothing that can be removed, e.g. tracksuit pants and jackets, MUST be labelled in some way that we can identify its owner, e.g., initials, surname etc. Other items such as lunch boxes and drink bottles must also be labelled.

Gym boots, make-up, jewellery and nail polish are not acceptable. Diverse hairstyles and different hair colour are not acceptable. Girls should wear only green or navy ribbons, with yellow ribbons acceptable only with sports uniform.

It is **COMPULSORY** for **ALL** children to wear the school hat while outside. The rule "No Hat - No Play" will apply.

**Summer Uniform**

**Boys**
Grey shorts, lemon shirt, brown sandals
or black shoes or boots, black socks & school hat.

**Girls**
Green check dress, brown sandals or black shoes, white socks (short anklet socks may not be worn) & school hat.

School polar fleece jumper may be worn with summer uniform, Terms 1 & 4. Green woollen jumper will be worn with winter uniform, Terms 2 & 3.

**Winter Uniform**

**Boys**
Grey trousers, lemon shirt, school tie, black shoes or boots, black socks, green woollen jumper, black or green parka and school hat or green beanie.

**Girls**
School tartan tunic or tartan slacks, lemon shirt, school tie, black shoes or boots, black socks or tights, green woollen jumper, black or green parka and school hat or green beanie.

**Sports Uniform**

**Boys**
Green boy’s shorts, green and yellow polo neck shirt, green tracksuit pants, school polar fleece jumper, joggers, white socks and school hat.

**Girls**
Green girl’s shorts, green yellow polo neck shirt, green tracksuit pants, school polar fleece jumper, joggers, white socks and school hat.

All of the above items can be purchased from the School Uniform Shop which is open on Tuesday afternoons at 3pm or on Kindergarten Orientation days. If you are unable to come to the school to purchase items, please contact the front office or Mrs Paula Cotterill via the front office to make other arrangements. School Uniform Order forms are available from the Front Office or on the school web site [www.spg.nsw.edu.au](http://www.spg.nsw.edu.au)

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**YEAR SIX / KINDER BUDDIES SYSTEM**

St Patrick’s boasts of its Year Six/Kinder Buddy system. This wonderful support system is a very pastoral way of ensuring that new Kindergarten children are well looked after for the first twelve months of their primary school life by staff and students. Year Six kinder buddies are chosen very carefully each year to ensure that are a good match for each kinder child. Kindergarten children usually have one buddy assigned to them but depending on the number of students in the Year Six class they may have two.

When do the new Kindergarten class meet their buddies and what happens when they come to school?

1. The Kindergarten children’s first experience of our wonderful student leaders (Year 5’s this year) is when they meet them at the two Kindergarten Orientation Days in the year prior to starting school. The Kindergarten teacher and the Year Five teacher observe student interactions during these
days very carefully before making decisions about assigning buddies for the following year.

2. The Year Fives write a letter to their Kinder Buddies including a photo of themselves before the yearly holidays. These letters are posted during the Christmas holidays to ensure parents can read letters and talk to their children about their new buddy.

3. On the first day of the new school year the new Year Six students welcome their buddies to school and stay for a period of time in the morning session to assist and ease the new children into school routines. They have Recess and Lunch with them for some weeks to show them what primary school life is like.

4. Throughout the year the two classes will do activities together during class times.

5. At the end of the year the Year Six buddies give the Kindergarten buddies a memento of their time together.

This is a wonderful lasting experience for our new students. They never forget their buddies.
The daily expenditure at St Patrick’s for one child/children in 2015 is:

One child  $10.76 per day
Two Children  $12.44 per day
Three children  $14.12 per day
Four Children  $15.80 per day

Family Fees per term as follows for 2015

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$538.00</td>
</tr>
<tr>
<td>2</td>
<td>$622.00</td>
</tr>
<tr>
<td>3</td>
<td>$706.00</td>
</tr>
<tr>
<td>4</td>
<td>$790.00</td>
</tr>
</tbody>
</table>

Note that school fees go up between 2.5% and 3% each year in line with CPI.
School Fee/Family Fee
This is set by the Catholic Education Commission and is imposed by the Catholic Education Office. Each term the school forwards this set fee to the Catholic Education Office.

Resource Levy
This fee is set by the School and Community Council. Resource costs include things like text books, exercise books, craft supplies and so on.

Cleaning Levy
This fee is set by the School and the Community Council. A cleaner is employed and paid by the Catholic Education Office. The CEO invoices the school. The school then reimburses the CEO from monies collected from the fee collected.

School Building Fund Levy
This fee is set by St Patrick’s Parish and the Community Council. All monies collected are to be handed to the Parish to help fund building and maintenance projects.

Administration Levy
This fee is set by the School and Community Council. This fee is used to assist in the ongoing running costs of the school.

Maintenance/Grounds Levy
This fee is set by the School and Community Council. This fee is paid each term for the grounds man with no surplus funds remaining.

School Fees 2015 - First child only

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Fee/Family fee</td>
<td>$268</td>
</tr>
<tr>
<td>Resource Fee</td>
<td>$ 35</td>
</tr>
<tr>
<td>Cleaning Fee</td>
<td>$66</td>
</tr>
<tr>
<td>Grounds/Man Fee</td>
<td>$45</td>
</tr>
<tr>
<td>Performance/Bus Fee</td>
<td>$ 14</td>
</tr>
<tr>
<td>IT Fee</td>
<td>$ 35</td>
</tr>
<tr>
<td>School Administration Fee</td>
<td>$ 35</td>
</tr>
<tr>
<td>School Building Fund (Tax ded)</td>
<td>$ 40</td>
</tr>
<tr>
<td>Fees: per term</td>
<td>$538</td>
</tr>
</tbody>
</table>
I dreamed I stood in a studio
And watched two sculptors there.
The clay they used
Was a young child's mind
And they fashioned it with care.
One was a teacher,
The tools he used
Were books and music and art.
One was a parent with a guiding hand
And a gentle and loving heart.
Day after day the teacher toiled
With a touch that was deft and sure.
While the parent laboured by his side
And polished and smoothed it over.
And when at last their task was done,
They were proud of what they had wrought.
For the things they had moulded into the child
Could neither be sold nor bought.
And each agreed they would have failed
If they had worked alone.
For behind the parent stood the School
And behind the teacher, the home.

Anon
School Building Fund Levy: This fee is set by St. Patrick's Parish in consultation with the School Community Council. All monies collected are handed to the Parish to help fund building and maintenance projects.