



PARENT HANDBOOK



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Content

Welcome from the Principal	3	Attendance – EVERY DAY COUNTS -	
Vision Statement	4	Student Attendance Guidelines	13
Mission Statement	4	Birthdays	13
Goals:	4	Bookclub	13
Creating Engaged, Resilient Learners	5	Canteen – Our Health Promoting School..	14
2024 Staff	6	Complaints and Grievances	14
2024 Student Leaders	7	Custody and Restraining Orders	14
School Community Forum	7	Enrolment Guidelines	15
Elected Office Bearers	7	Conditions of Enrolment	16
Term Dates 2024	8	Extreme Weather	16
Term Dates 2025	8	Fruit Break	16
Bell Times	8	Gossip	17
What to do when	9	Granting Leave	17
You wish to see the Principal or Assistant		Unexplained Absences	18
Principal	9	Health	18
You wish to see your child’s teacher	9	Leaving the School	19
You change your address or telephone		Leaving School Grounds	19
number	9	Library	19
You are requested to complete forms	9	Medication	19
Your child is not well	9	Prayer	20
Extended illness/absence due to injury	10	Privacy	20
Other leave	10	Protocols Concerning Classroom &	
You will be late collecting your child	10	Playground	20
Your child loses a school uniform item	10	Pupil Free Days (Staff Development Days)	20
Procedures and General Information	11	Sacramental Program	20
Absences from School	11	School Fees	21
Late Arrival	11	Sporting House Colours	22
Early release from School	11	Sun Smart Policy	22
Accidents	11	Swimming Program	22
Anaphylaxis and Food Allergies	12	Bus and Road Safety	22
Animals on Site	12	Bus Conduct	22
Assemblies	12	Bus Travel - School Student Transport	
		Scheme	23
		Road Signs	23



Bicycles and Scooters.....	23	My Teacher Wasn't at School Today	32
Parking	24	Excursions and Incursions.....	33
Communication	24	Sport.....	33
Assessment and Reporting	24	Student Assessment Protocol.....	33
Half Yearly and Yearly Student Reports	24	School Uniform	33
Parent Information Evening.....	25	Girl's Uniform.....	33
Parent / Teacher Interviews.....	25	Boy's Uniform	34
Social Media (Facebook)	25	Girl's and Boy's Sport Uniform	34
Important Information to Give Teachers..	25	Hair Styling, Grooming & Jewellery	
Parent Newsletter and Information Updates		Expectations.....	34
.....	26	Valuables.....	34
Staff Professional Learning Meetings	26		
Parent Calendar	26		
Website	26		
Compass	26		
Volunteers and Visitors	27		
Working With Children, Volunteer Training,			
Mandatory Reporting & Confidentiality ...	27		
Visitors	28		
Student Management and Care	28		
Behaviour Management	28		
Child Safety	28		
Chaplain	29		
Counsellor	29		
Learning Assistance Program (LAP).....	29		
Restraint of a Child.....	29		
Learning and Teaching	30		
Statement on Learning.....	30		
Curriculum.....	30		
Religious Education.....	31		
NAPLAN (National Assessment Program in			
Literacy and Numeracy)	31		
External Assessments.....	31		
Homework.....	31		



Welcome from the Principal

Dear Parents

On behalf of the school and parish community I welcome you to St Brigid's Primary School.

Our school exists solely as ministry of the Our Lady of Sorrows Parish, supporting you as parents as you continue to nurture your child in the Catholic faith, which we all share. By enrolling your child in our school, you are continuing the promises you made at their Baptism, to bring them up in the Catholic faith, we thank you for entrusting our school to share in this responsibility with you.

We look to enter into a partnership with students and parents. Therefore the more we interact with each other the stronger the partnership will be. The more parents involve themselves with the school, the easier it becomes to solve problems and celebrate great things that go on here. There are many ways that parents can be involved across a broad range of groups. Over time you will become aware of these. I encourage you to offer the talents and gifts that you bring to us.

Throughout your time at St Brigid's please feel free to ask questions, clarify situations and communicate with myself, Mrs Jan Condon our Assistant Principal or your child's class teacher. This is always of benefit to all concerned and builds trust.

I look forward to walking with you in the journey of your child's education at our school and to your involvement with our wonderful school community.

Wishing you and your child the very best,

Mr Tony Hunter

Principal



Vision Statement

“Enhancing Children’s Potential within a Christian Environment”

Mission Statement

St Brigid’s Catholic Primary School endeavours to support the spiritual, intellectual, social and emotional development of children’s potential through:

- A school environment underpinned by Gospel values espoused by Jesus Christ;
- Collaborative leadership between parents, staff, students and Parish Priest
- Quality learning and teaching in a safe, challenging and exciting learning environment
- Catering to children’s individual needs

Goals:

St Brigid’s Catholic Primary School aims to:

- Be sacramental in nature and develop community amongst parents, staff, students and parish.
- Develop in children and staff a love of learning by catering to individual needs in a challenging, safe and encouraging learning environment.
- Provide a harmonious and supportive working environment where community contributions are welcomed, acknowledged and valued.
- Create a co-operative and affirming workplace promoting consistency and open and effective communication across all areas of school life.



Creating Engaged, Resilient Learners

At St. Brigid's, we establish a secure, inviting, and engaging atmosphere essential for effective learning, acknowledging the individual learning journey of every child. We affirm that students shape their learning through exploration, experimentation, and inquiry, supported by relevant learning tasks, activities, and technologies. Teachers play a pivotal role in nurturing children's learning by:

1. Addressing the literacy & numeracy needs of the learner
2. Catering for the individual needs and learning styles of their students
3. Providing positive modelling experiences in the classroom
4. Encouraging students to reflect and act upon their learning experiences
5. Creating a classroom environment that is well managed with defined expectations and routines
6. Fostering a student's self-esteem by facilitating a responsibility for their own learning
7. Providing constructive and encouraging feedback that fosters future learning.

Education at St Brigid's Primary School is the development and nurturing of the whole child in the Catholic tradition, in order to become life-long learners who interact positively with others and with the world around them.

By providing a rich array of stimulating learning experiences we give our students every possible opportunity to:

- learn how to be
- learn how to think
- learn how to choose
- learn how to learn
- learn how to relate.

Our teachers engage in continuous professional development to maintain relevant and effective teaching methods and to upgrade skills, including areas such as information technology. We encourage a learning dialogue between parents, teachers and students to raise awareness of students' learning needs and to establish routines that support learning.



2024 Staff

Parish Administrator:	Fr Erick Quinteros
Principal:	Mr Tony Hunter
Assistant Principal: Learning & Teaching:	Mrs Vanessa Walters
Assistant Principal: Mission:	Mrs Kelli-Ann Shedden
Leader of Inclusion & Pastoral Care:	Mrs Loretta Morabito
Office Administration:	Mrs Jo Kelly
Sport Co-ordinator:	Mrs Leanne Love
School Counsellor:	Mrs Bronwyn McNulty
Kindergarten:	Ms Karen Esslemont
Stage 1:	Ms Hayley Kennedy (Year 1) Miss Emma Davis (Year 2)
Stage 2:	Mrs Vicki Jansen (Year 3) Mrs Kelly Schneider (Year 4)
Stage 3:	Mrs Sally Griffith (Year 5) Miss Laura Macdonald (Year 6)
Teacher Assistants:	Mrs Lee Love, Mrs Kylie Myers, Mrs Stephanie Barsby, Mrs Paula O'Reilly, Miss Jennifer Ross, Mrs Ashling Aherne
Indigenous Education:	Ms Stacey Newman
Student Chaplaincy:	Miss Sereena Zanuso
Groundsman:	Mr Dean Barsby
Cleaners:	Mrs April Williams, Mr Jason Clark



2024 Student Leaders

School Captains: Belle Clark and Parker Kennedy

SRC Leaders:
 Year 2: Harlow Schneider and Raph Hudson
 Year 3: Frankie Lindsay and Angus Wright
 Year 4: Summer Duley and Byron Cameron-Keed
 Year 5: Jacqui Smith and Ayce Harley
 Year 6: Tahnesha Walker

Sport Leaders:
DOYLE: Brooklyn Stubbings and Carter Hudson
COLAHAN: Hannah Kennelly and Yari Howes
SUTTON: Indigo Dowd and Noah Schneider



School Community Forum

Our school's Parent Forum is the official parent body of the school. Meetings of the Forum committee are held on the Tuesday of Week 3 and 7 of each term in the School Library. All parents are most welcome to attend all Parent Forum Meetings.

An agenda is prepared before each meeting and if parents have any matter they would like raised at the executive meeting they should put it in writing and hand it to the Chairperson, Secretary or Principal directly.

The Forum actively seeks parent support for projects around the school and on teams supporting school functions and initiatives. The money raised through the School Forum is used on major projects set by the Forum in consultation with the Principal and Parish Priest.

Elected Office Bearers

Chairperson: Lauren Schottelius
 Assistant Chairperson: Emily Clarke
 Secretary: Ashlee deRooy
 Assistant Secretary: Cameron Clarke
 Treasurer: Belinda Grieve
 Assistant Treasurer: Krystal White



Term Dates 2024

Term One:	Tuesday 30 January to Friday 12 April	11 weeks
Term Two:	Monday 29 April to Friday 5 July	10 weeks
Term Three:	Monday 22 July to Friday 27 September	10 weeks
Term Four:	Monday 14 October to Friday 20 December	10 weeks

Term Dates 2025

Term One:	Friday 31 January to Friday 11 April	11 weeks
Term Two:	Monday 28 April to Friday 4 July	10 weeks
Term Three:	Monday 21 July to Friday 26 September	10 weeks
Term Four:	Monday 13 October to Friday 19 December	10 weeks

Bell Times

8:30am	Morning supervision commences
8:50am	Morning assembly & prayer. National Anthem sung each Monday
9:00am – 10:45am:	Uninterrupted morning block of English
10:45am – 11:05am:	Recess
11:05am – 12:50pm:	Middle block of learning (Uninterrupted block of maths 11:05 to 12:20pm)
12:50pm – 1:20pm:	Lunch play
1.20pm – 1:40pm:	Supervised eating of lunch
1:40pm – 3:10pm:	Afternoon block of learning
3:10pm – 3:15pm:	Pack Up and school finishes



What to do when

You wish to see the Principal or Assistant Principal

If you wish to see the Principal or an Assistant Principal, you will need to contact the school office to make an appointment.

You wish to see your child's teacher

Throughout the year you are always welcome to come and discuss your child's education with the class teacher. We do ask, however, that you make an appointment by phone, email or letter so you are able to discuss any issues in a relaxed manner at a mutually convenient time.

If you have any concerns regarding your child, please make an appointment to see the class teacher first. If you wish to discuss the matter further, the Assistant Principal is the next point of contact.

Please do not seek interviews with the teacher during class time or while the teacher is on playground duty, on their way to class or afternoon duty.

If you have further concerns then please contact the Principal by making an appointment through the school office.

You change your address or telephone number

It is essential that you notify the school, in writing, of any changes. If your child is ill, it is most distressing for them if the school is unable to contact parents because our records show an incorrect telephone number or emergency contact number.

It is very important that your child's teacher and the office staff are informed immediately in order that you may be contacted in the event of an emergency.

You are requested to complete forms

If you are requested to complete forms by the school please do so immediately and return same to your child's teacher or the office as required.

Your child is not well

Parents are asked not to send their child to school when they are not well. Children become very distressed when they are sick and they also run the risk of infecting other children. If your child is well enough to return to school, but still requires medication, written notification stating dosage and the times medication is to be administered should be given to the office. Medication should be in measured doses. Please refer to the Medication article in the procedures section of this Handbook for further details. Where at all possible, medication should be administered at home.



Extended illness/absence due to injury

If your child is absent from school for a long period of time due to injury or illness, please contact your child's teacher to discuss what suggested activities could be done during this time. Normally we would want you to focus on helping your child make a speedy recovery without the worry of 'school work'. We also ask you to appreciate that because of the way learning happens in school these days it is difficult to send class work home for children to do if they are not present for the classroom teaching and learning experiences.

Other leave

Leave reasons may include misadventure, an unforeseen event, funeral attendance, special event not related to school e.g. family wedding, holidays. New legislation requires teachers to mark children 'absent' for absences other than sickness – no exemption will be granted unless approved by the principal. It is not possible for teachers to set additional work for children who are taking extended holidays. Children are encouraged to read daily where possible and keep a diary or scrapbook of their adventures if possible.

You will be late collecting your child

If you have been delayed due to unforeseen circumstances, please contact the school office by telephone no later than 3:10pm so that a message can be passed onto your child before they are dismissed.

Your child loses a school uniform item

We encourage students to be responsible for their clothes and belongings. However, occasionally these items are lost or misplaced. If each item is clearly labelled with the child's name we will be able to find the owners. All other items are placed in the lost property boxes. Items unclaimed after four weeks will be given to the clothing pool.



Procedures and General Information

Absences from School

Student attendance is recorded by 9:15am each day by using the electronic roll located on our Admin System, except on a Monday whereby the roll will be marked immediately after the morning assembly (9.30am).

If a child is recorded by the teacher as being absent the school administration staff will send out an automated SMS message to the parent / guardian informing them that the student is absent and request an explanation. This is then recorded on the electronic roll.

Parents / carers may add an attendance note via the Compass app, contact the school directly via phone or email kyogp@lism.catholic.edu so the office can record the information.

Unexplained absences will be followed up via a note from the School Office.

Appointments for students during the school day are discouraged.

Late Arrival

At St Brigid's Primary School we value and protect all-day learning time. Punctuality assists children to settle in the morning and reduces the amount of interruptions to a class. However, there will be times when children arrive late. Your child is considered late if they have not arrived at school by the first bell at 8:50am. Children arriving late to school must sign in at the school office prior to attending class.

Early release from School

The end of the day is an important time of day for children and their teachers. Teachers give out information regarding work that needs to be completed at home and reminders about events happening the next day. It is important that children do not leave school early unless absolutely necessary. If you do need to collect your child during school hours, you will need to call at the office to sign them out. The office staff will then follow school procedures and have your child come down to the office.

Accidents

In the event of an accident at the school, the following procedures will be taken:

- The school will ring the child's parent/guardian.
- If the parent/guardian is unavailable, the school will contact the emergency contact person nominated by the parents.
- Children in need of urgent attention will be transported to hospital by ambulance.
- The school will, in all cases, take necessary steps to ensure the wellbeing of the child.



Anaphylaxis and Food Allergies

A number of students at school have severe allergies, which are potentially life threatening. While St Brigid's Primary School is not a nut free school, we do ask for everyone's cooperation in minimising the risk to our children.

Catholic Schools Office protocols stipulate that staff receive training in the management of anaphylaxis every two years. The school follows the protocols set out in the document Anaphylaxis Training, Guidelines, Procedures for Schools and Children's Services.

Animals on Site

To ensure the safety of students, animals such as family pets are not to be brought onto the school site. Animals can only be brought onto the site for educational purposes with the approval of the Principal. The following procedures must be adhered to:

- You are required to write to the Principal to seek permission in advance with at least 2 days' notice.
- You are required to make arrangements with the child's class teacher in advance. If there is a casual teacher in the class, please do not bring the animal to school.
- The animal must be taken off school premises after the class has seen it. It may be advisable to bring the animal at the end of the day if you are unable to take it home in the morning.

We also ask families not to bring dogs into the school grounds. Arrival and dismissal times are very busy times. There are also babies and toddlers around. It is simply not safe to have animals at school at this time. These guidelines are for the safety and wellbeing of students, teachers and the animals and are in line with the Animals in School (2001) Animal welfare guidelines for teachers.

Assemblies

Morning Assembly- Prayer is said each morning as we gather as a community in the sheltered area. As a part of our Monday morning prayer we will have Acknowledgement of Country, say our School Pledge and sing the National Anthem (2 verses).

Class Showcase will be conducted by each class on a roster basis for one gathering each year. Each class will firstly lead the school in a form of prayer. Teachers will then present their class awards for the week. The rostered class will then present classwork they have completed.

Awards, Examen and MJRR Assembly is conducted each Friday at 2:50pm where all classes gather in the sheltered space and listen to MJRR, acknowledge our MJR Awards and acknowledge student achievement with the class weekly awards.



Attendance – EVERY DAY COUNTS - Student Attendance Guidelines

The Attendance Guidelines are based on current legislative requirements, research on attendance and best practice.

- Attendance affects a child's academic achievement and their overall wellbeing.
- There is NO safe threshold of absence – every day counts.
- School attendance patterns are established early in a child's schooling – research shows Year 1 attendance is a predictor of future attendance patterns.
- The effects of school absenteeism accumulate over time and affect children's development now and into the future.
- Daily punctuality is important. The early part of each day is critical. Important learning is scheduled during this time when children are rested and receptive. Key concepts are built up in the time.
- Sporadic absences can affect academic achievement as much as absences over consecutive days.
- We ALL need to work together with our children's best interest in mind to ensure that students are at school every day that they are well enough to attend – they only get one go at this part of their education and every day counts.
-

Birthdays

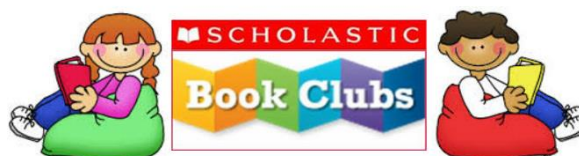
Children often enjoy celebrating their birthdays with their classmates. Should parents choose to, they are able to bring in special treats for their child to share with the class. These can include:

- Cupcakes (preferred) OR
- A cake

Parents of children with food allergies are encouraged to liaise with their child's class teacher so that we can keep a supply of special "cupcakes" in the freezer so that they have a cake with the rest of the class.

Bookclub

As a service to the students enabling them to access inexpensive and interesting books, St Brigid's Primary participates in the Scholastic Australia Bookclub. A catalogue and order form will be sent home to parents / carers approximately twice per term. **Parents / Carers are under no obligation to purchase books.**



Canteen – Our Health Promoting School

St Brigid's Primary School canteen operates each Monday and is managed by a volunteer appointed by the Principal.

Parents are reminded that sensible eating habits should be fostered and as such the school reserves the right to limit the amount of money that can be spent at recess and lunch. The canteen offers healthy foods only.

Children will be expected to show courtesy and correct manners at all times.

Recess and lunch can be ordered and paid for via the Compass app or ordered placed on a bag with money inside and handed into the canteen upon arrival at school on Monday morning. Menu is available on the school website

The Canteen operator adheres to State Health Department guidelines for a 'Healthy' School Canteen and aims to develop an understanding of the factors that influence a healthy lifestyle.

Complaints and Grievances

If, at any time, you find that you have a concern with the school, you are encouraged to come to the school and speak with the teacher/s, Assistant Principal and/or Principal, to find a resolution for your concern. It is our aim to work with all members of our school community to ensure that we do the very best we can to provide a productive, safe and enjoyable learning experience for our students and a professional fulfilling experience for our staff.

If you would like to raise a concern formally, the Catholic Schools Office has procedures for ensuring that complaints are handled fairly. Information about how to lodge a complaint and a complaint form are available from the school office or in Complaint Handling Policy and Procedures. These documents can be accessed on the school website (www.sbkyogp.catholic.edu.au) or system website (www.lism.catholic.edu.au)

Custody and Restraining Orders

If a Custody or Restraining Order (AVO) exists within a family relationship the school must be provided with a copy of the legal document so to monitor parental contact with a child. This is a legal requirement. Upon enrolment, all families are required to provide such information. Alternatively, family situations can change and families are asked to inform the Principal of such changes. Office staff, through the Principal, assume responsibility for filing and communicating such matters.



Enrolment Guidelines

A Catholic School is one in which Christian attitudes and values take precedence over all else. St Brigid's Primary School, then, is a Catholic community made up of pupils, parents, priest, principal and teachers, centred on the person of Christ.

In considering enrolments of students to St Brigid's, the following has to be taken into consideration:

- Students enrolling in Kindergarten must turn 5 on or before the 31st July in their first year of school.
- It is assumed that parents who enrol their children at St Brigid's Primary are fully aware of, accept and support the standards expected by the school and that they also recognise the need for cooperation between school and home in maintaining those standards. This is important in all areas, especially that of discipline, and even more so, in the implementation of the Religious Education program. It is unrealistic to expect the formation and development of Christian values to be a matter of school concern only and it would be unreasonable to enrol students from homes whose values do not complement those of the school.
- School enrolment is dependent on the availability of appropriate classrooms, space and resources.
- In accordance with our philosophy, preference will be given to children of Catholic parents of the Our Lady of Sorrows Parish. (Copy of child's Baptismal Certificate to be presented with enrolment application).
- Parents should understand and be supportive of the Catholic school and the means it takes to fulfil its purpose.
- Keeping in mind the specific mission of the school, consideration will be given to children of non-Catholic families on application.
- Non-Catholic parents should have an interest in religious values and understand the importance of the acquisition of those values by their children.
- Non-Catholic pupils are expected to take part as fully as possible in the formal Religious Education and Liturgical Programme of the school.
- It is essential that there be an interview with the Principal when enrolling a student.
- In choosing a Catholic education for their child, parents must be prepared to meet the financial commitment involved in that decision. Enrolment at St Brigid's Catholic Primary School does not necessarily guarantee future enrolment at a Catholic Secondary School including St John's College, Woodlawn, Trinity Catholic College, Lismore or St Mary's Catholic College, Casino. Application to a Catholic Secondary School should be made when the student is in Year 6.



Conditions of Enrolment

In accepting enrolment for your child at St Brigid's Primary School, we invite you to acknowledge your role in supporting the ideals and principles of Catholic Education and the policies and procedures of St Brigid's Primary School and the Catholic Schools Office of Lismore. This support should be demonstrated by:

Positively assisting your child to live a Christian life.

- Living by Gospel Values
- Participating in faith celebrations of the Catholic Community, in particular the Eucharist
- Participating in the school and parish Religious Education programs, including preparation for the sacraments of Eucharist, Reconciliation and Confirmation.
- Being active partners in the education of your child.
- Participating in parent/teacher meetings and interviews
- Encouraging and supporting your child's learning
- Supporting your child's participation in all school activities including excursions and sports programs.
- Being an active participant in the parish school community.
- Assisting the school community by participation in social and fundraising activities and other school projects
- Participating in school community groups, e.g. School Community Forum
- Meeting your financial commitments to the school and Parish of Our Lady of Sorrows.
- Observing the procedures and policies that are in place within St Brigid's Catholic Primary School.

If you have any concerns regarding any of the above commitments, please discuss them with the Principal or Administrator prior to accepting the enrolment offer.

Extreme Weather

At times we can experience extreme weather conditions. On these days there is special first and second break supervision whereby the children are kept out of the heat/cold/wind and remain in air-conditioned classrooms.

Fruit Break

To assist the children to be able to maintain their levels of concentration in class, they are encouraged to bring fresh fruit to eat, halfway through the first session of learning (approximately 9.55am).

Students are allowed access to water bottles during class time.



Gossip

At times when people gather, some feel compelled to share stories about others, regardless of their truthfulness, which can harm, defame, or disrespect. Our Catholic belief emphasizes the importance of not spreading falsehoods about our neighbours. Apart from being inappropriate, gossip and slander inflict emotional damage on individuals' reputations, self-esteem, and feelings. It's crucial for educators, parents, children, and our community to remain unharmed by the damaging effects of rumours. As we strive to cultivate the Kingdom of God at St. Brigid's, it's imperative to pause and reflect before speaking, ensuring our words align with Gospel principles. Ultimately, this aligns with the values we aim to instil in our children.

Granting Leave

Holidays taken by students outside of school vacation periods will now be included as absences. If the principal accepts the reason for the absences, the absence will be marked as Leave.

If the principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as "Absent". If the period of absence is in excess of 50 days, the student may be eligible to enrol in Distance Education.

Leave of 10 or more school days will require the completion of an Application for Leave Form.

The principal may request a medical certificate in addition to an explanation if the explanation is doubted or the student has a history of unsatisfactory attendance.

The Principal may record up to 10 days in one school year for a student for:

- Misadventure/Unforeseen Event
 - Domestic necessity
 - Participation in non-school Special Event
 - Attendance at Funeral
 - *Recognised* Religious Festival or Ceremonial Occasion
- The Principal can issue an Exemption from Attendance of up to 50 days in a 12 month period. More than 50 days must go to the Education Minister via Catholic Education Commission
- Students participating in Elite Sport or Entertainment Industry for more than 10 consecutive days need an *Exemption from Attendance*

Application for Exemption from Attendance at School form is available on the school web page.



Unexplained Absences

In the event of a student having returned to school after an extended absence, and a written note has not been presented to the school outlining the reason for the absence the school will:

1. Send home a pro forma requesting a written note
2. Contact the parent / guardian requesting same
3. At the discretion of the Principal, make contact with the School's Liaison Officer (CSO) or relevant Child Protection Agencies.

If in the case a student has been identified as having a "poor attendance" record the class teacher will notify the Principal who will then contact the parent/guardian. A record of the conversation / reasons will be kept in the student's file for future reference.

Health

The NSW Health website provides detailed and regular updates regarding public health issues.

The Principal must be notified immediately if your child enrolled at the school is suffering from one of the following infectious diseases:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus Influenza Type b (Hib)
- Meningococcal disease
- Rubella (German Measles)
- Measles
- Tetanus

For the protection of other children in the school, the following periods of exclusion must be observed.

Chicken Pox: *Exclude until fully recovered – minimum exclusion for 5 days after the first spots appeared and until all blisters have dried*

German Measles (Rubella): *Exclude until fully recovered – minimum exclusion for 4 days from appearance of rash*

Infectious Hepatitis: *Exclude until medical practitioner certifies recovery*

Measles: *Exclude for at least 4 days from the appearance of the rash*

Mumps: *Exclude until fully recovered – minimum exclusion for 9 days or until swelling goes down*

Whooping Cough: *Exclude for 5 days after starting antibiotic treatment*



Conjunctivitis: *Exclude until discharge from eyes has ceased – minimum 1–3 days*

Impetigo: *Exclude from school until appropriate treatment has commenced- sores need to be covered with a watertight dressing*

Exclude from school until appropriate treatment has commenced

Leaving the School

When students are leaving the school, a notice in writing must be given to the Principal otherwise a full term's fees may be payable. It is a requirement of the Board of Studies that you inform the principal of the school your child will be attending.

Leaving School Grounds

Children are not permitted to leave the school premises unaccompanied unless they have written permission from their parent/guardian or a direct phone call is made to the office by the parent/guardian. No child is to leave the school premises with another adult unless written permission has been granted by the child's parent/guardian. If in doubt consult the Principal.

Library

Our school library is a wonderful resource to the students of St Brigid's. Throughout the year special themes are promoted through the library. One of the highlights of the year is the Book week celebration. Every second year we hold a Book Fair to help build our supply of books.

Each child is encouraged to borrow from the library. To borrow they must have their own library bag. Library bags can be purchased from the school's uniform shop. Families are reminded of the importance of promptly returning all books borrowed. If a book is lost then the parents or carers are asked to replace that book in the library.

Medication

Parents are required to complete a Medication Administration Form before medication can be administered at school. School personnel are only permitted to give medication prescribed by a doctor. They are unable to give any types of pain relievers, such as paracetamol or cough medicines without written parental permission. Medication should be sent in the original container with the child's name, dosage and time of administration clearly marked. No children are to carry medication in their bags (with the exception of asthma relievers).



Prayer

St Brigid's, like all Parish schools are places of prayer and reflection. As such:

- Class begins with appropriate prayer and scripture
- All classes have a designated sacred space. This is used as a focus area for prayer, reflection and class meditation
- School assemblies all incorporate prayer
- Staff gather for prayer each Monday morning
- Parent Meetings commence with a prayer
- Formal prayer is an integral part of catechesis

Privacy

From time to time, photographs and videos of students are used in school and Catholic Schools Office promotional materials and websites. On enrolment to St Brigid's Primary School, parents and carers are given the option to allow or prohibit photos or videos of your child/children to be used in such instances.

Protocols Concerning Classroom & Playground

If there is an issue in the classroom or in the playground, parents should initially contact their child's class teacher. If a satisfactory resolution has not been reached, parents may contact the Assistant Principal or Principal. It is not appropriate for any parent to approach either other parents or their child/children with the intention of resolving a school issue.

Pupil Free Days (Staff Development Days)

The Catholic Schools Office grants the school five pupil-free days annually, enabling staff to dedicate time to developing school-based curricula or engaging in other approved staff development activities. The NSW government designates the first of these days as the 'teacher-only' day before the commencement of the school year. Advance notice of these days each year will be provided at least six weeks before the scheduled date.

Sacramental Program

Sacramental Programs are Parish based and are celebrated in the following years:

- Confirmation for Year 3 students
- Reconciliation for Year 3 students
- First Eucharist for Year 4 students



School Fees

The continued provision of quality Catholic Education for all students at St Brigid's Primary School requires that all parents assume responsibility for the payment of school fees and levies as they fall due. Parents upon their child being enrolled at St Brigid's Primary School accept this responsibility.

However, understanding the values underpinning this policy, the school makes provision for families experiencing genuine financial hardship to negotiate a payment option that is mutually acceptable to both the family and the school. These negotiations are strictly confidential.

Fees are set each year by the Diocese of Lismore Schools Ltd in consultation with the Principal. They will be adjusted annually to reflect rises in the CPI or school costs.

St. Brigid's Primary School fees encompass different elements distributed throughout the school year across Terms 1, 2, 3, and 4. Every family incurs charges for the Building Levy and Year Book Levy, while each child is subject to fees for the Tuition Levy and Resource Levy, along with the Technology Levy.

The Tuition Levy and Building Levy are billed across all four terms, whereas the Resource Levy, Technology Levy, and Year Book Levy are invoiced specifically in Term 1.

Tuition Levy. This cost covers expenses incurred in order to provide this educational facility for student use. In 2024 the Year K-6 Tuition Fee is \$ \$736.00 per student.

Resource Levy. This cost covers learning resources used during the year. In 2024 the Years K-6 Resource Levy is \$300.00 per student.

Building Levy. This cost covers maintaining school buildings and grounds, repayments of loans and payment of insurance. In 2024 the Parish Levy is \$382.00 per family.

Technology Levy. This cost covers expenses related to IT in learning. In 2024 the Years K-6 Technology Levy is \$150 per student.

Year Book Levy. This cost ensures that every family receives a copy of our School Year Book. In 2024 the Year Book Levy is \$60 per family.

School Fees in 2024 for one child enrolled at St Brigid's Primary School amounts to \$1628 which broken down over 40 school weeks equates to \$8.14 a day. For two children enrolled the cost is \$ 2,740.40 (\$13.70 a day). For 3 children enrolled the cost is \$ 3,852.80 (\$19.27 a day). Discounts do apply to families enrolling more than one child at St Brigid's Primary School but only relate to the Tuition Levy.

All day and overnight excursions for students are billed separately.



Sporting House Colours

The school is divided into three Sport Houses:

Sutton – Red

Doyle – Blue

Colahan - Gold

Student Sports Leaders are elected to lead their teams at Athletics Carnival, Cross Country and Swimming Carnival during the year. Children in the same family will always be in the same house colour.

Sun Smart Policy

The Sun Smart Policy is in place year round at St Brigid's Primary School. All students will wear a hat that provides good cover to the face, neck and ears when they are outside. Programs on skin cancer protection are included in the curriculum. Students who do not have appropriate hats are asked to sit out at play and the 'NO HAT, NO PLAY' policy applies.

Swimming Program

Currently St Brigid's Primary School participates in an intensive swimming program each year. Lessons are conducted in Term 4 (30 minutes X 10 days) for Years K-2 and are levelled to suit each child's ability. This program is compulsory for all students in Years K-2.

Bus and Road Safety

Bus Conduct

A large number of students use buses as transport to and from school. All students are to behave in manner that ensures both their comfort and safety and the comfort and safety of other passengers and the driver. There is a Bus Code of Conduct. This publication, in full, can be found on the Transport NSW website <http://www.transport.nsw.gov.au/ssts>

The Code of Conduct for school students on buses is as follows:

- Respect the needs and comfort of all passengers, such as no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus, eating or drinking - except water.
- Follow the driver's instructions about safety on the bus e.g. where to sit.
- Keep arms, legs and heads inside the bus.



- Refrain from attracting the attention of the driver except in the case of emergency.
- Protect bus property.

Bus Travel - School Student Transport Scheme

Travel is free for approved applications. Parents / Carers are able to apply via the Transport NSW website for bus travel passes.

- Infant pupils attending Kindergarten to Year 2 classes, irrespective of distance from home to school, are entitled to apply for a pass.
- To be eligible, pupils (other than those in Kindergarten and Years 1 and 2) must reside more than 1.6 kilometres from the school 'as the crow flies'.
- If your child loses their bus pass an application must be made directly to the appropriate bus company, not the school office.

Students are expected to behave themselves at all times while travelling on the bus. Parents are asked to reinforce these expectations. The bus company has the right to withdraw travel privileges due to inappropriate or unsafe behaviour.

Road Signs

In Groom Street the following sign appears along the streets. This sign means that in the direction of the arrow you are not allowed to stop your vehicle in the hours of operation. The restrictions apply for the times stated. This sign means you must not stop for more than two minutes in a No Parking area. You must remain in or within three metres of the vehicle. The restrictions apply for the times stated. At St Brigid's Primary School this is a Kiss & Drop Zone in the morning and a Pick Up Zone in the afternoon. This sign means that in the area in the direction of the arrow you must not stop your vehicle at any point on the road or kerb, unless there is a medical or other emergency. Please be considerate of our neighbours in adjoining streets and do not park in driveways.



Bicycles and Scooters

In keeping with RTA and Department of Education we have in place guidelines for children riding bikes or scooters to school. Children are permitted to ride bikes or scooters to school, provided they:

- are at least 10 years old
- have their parent's permission
- obey all road safety rules when travelling to and from school
- walk their bike/scooter while in the school grounds



- wear a helmet

For the protection of the children and other road and footpath users you are urged to take some time to talk to your child about bike safety and the laws they are required to follow. The privilege of riding to school will, after consultation with parents, be withdrawn from any student known to be behaving in a dangerous or unsafe manner while riding to and from school.

Parking

There is ample parking in the streets surrounding St Brigid's Primary School. We are very fortunate to have at least three streets around the school in which to park. Special care needs to be taken when parking, dropping off or picking up children, including:

- Not parking in bus zone in Wyangarie Street
- Following all parking and road signs, especially in Groom Street
- Being thoughtful and considerate towards residents by not parking across driveways

Communication

Assessment and Reporting

Teachers employ a variety of techniques and strategies to monitor children's development of skills and knowledge, such as observations and written assessments and state-wide assessments such as the NAPLAN (National Assessment Program - Literacy and Numeracy).

Half Yearly and Yearly Student Reports

Families will receive a written school report at the end of Term 2 and again at the end of Term 4. Reports in Years 1- 6 are standards-based reports and use the mandated Plain English A to E scale for each Key Learning Area. Children in Kindergarten are not graded using an A-E scale, but rather by their own level of development over the first year at school.

Student achievement is assessed against specific learning outcomes and assessment standards. These outcomes are taken from the syllabus documents set by the Board of Studies Teaching and Educational Standards NSW (BOSTES) for each Key Learning Area. The Term 4 report is sent home at least seven days before the end of the school year.



Parent Information Evening

These evenings are held at the beginning of each school year to allow the class teacher to inform parents of their class procedures and expectations for the year. These are important meetings and all parents are encouraged to attend.

Parent / Teacher Interviews

All parents are expected to meet with their child's class teacher at the commencement of Term 1 and 3 to discuss their child's progress. This is a formal interview between parents, student and teacher, and bookings will be via the compass app however, staff welcome the opportunity to meet with parents at any time to discuss their child's development or any issue that you may have.

Social Media (Facebook)

St Brigid's uses Facebook to communicate to the whole school community and to individual Stage Groups via closed pages. A statement regarding the inappropriate use of Social Media was issued by the Catholic Schools Office in July 2013 and is now included on the Enrolment Application form issued to all families within the Diocese of Lismore. As a result of this statement St Brigid's Primary School has adopted the statement as a policy within the school. The Policy Statement is as follows: Families enrolled at St Brigid's Primary School are not to communicate, or engage in social media activity, including, but not limited to Facebook, Myspace, Twitter, YouTube, LinkedIn, Wikipedia or Second Life, and to appropriately supervise your children to ensure they do not communicate or engage in the above described social media which in any manner whatsoever is negative of the school, its administration, its teachers, the Catholic Schools Office, Parish Priest or his advisors, or The Trustees of the Roman Catholic Church for the Diocese of Lismore, or bring any, or part, or all the above into disrepute. In the event that this condition of the agreement is breached in any manner whatsoever, it shall be regarded as an essential term and condition and, at the sole discretion of the school, or the other parties mentioned above, children may be suspended or expelled from the school. As a school, St Brigid's Primary School has adopted this statement as policy within the school.

Important Information to Give Teachers

So that we may do everything possible to meet your child's learning needs the class teacher must be informed if your child:

- must wear glasses
- has a hearing aid
- is under medical treatment
- requires medication
- needs to be collected from school early
- has a medical appointment during school hours



- has recently experienced any major upsets, (e.g. family break-up, death of relative, etc.)
- is attending speech/occupational therapy/psychologist
- any other information that is relevant to your child's learning.

Please inform the class teacher in writing via the office.

Parent Newsletter

Our School Newsletter is published every Wednesday via Compass. If you would like a hard copy of the newsletter, please contact the school office. The newsletter is an important means of communication between school and home, so please ensure you read this each week. It is important that parents read the newsletter and all notes carefully.



Parents are invited to contribute to the Newsletter. If you or someone you know has family, cultural, sporting or other news or achievements you would like us to share and/or celebrate, please forward the details in writing to the school office.

Staff Professional Learning Meetings

Staff Professional Learning Meetings are scheduled each Wednesday after school. Staff are also involved in Stage Meetings on Wednesday and Thursday mornings before school. Staff members are not available at these times.

Parent Calendar

A parent calendar of school events is issued prior to the commencement of each term and available through the website. Also, see the website for Upcoming Events.

Website

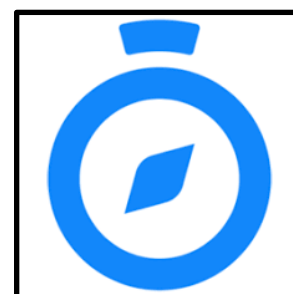
St Brigid's Primary website is regularly updated and is a valuable source of information. Families can access the parent handbook, relevant school policies and plans, e-newsletters, student matters and current news stories. The web address is: www.kyogplism.catholic.edu.au

Compass

Compass School Manager is a one-stop shop for families for



- Communication
- Attendance
- Excursions
- Notices
- Important dates
- Fee paying
- Canteen lunch ordering
- Parent teacher student interviews



It is essential for all parents to use Compass. Download the Compass School Manager App (Google Playstore OR Apple Store) search our school by “St Brigid’s Primary School - Kyogle or by typing in “Kyogle” and selecting it from the list. Parents will be supplied a unique login and temporary password, if you do not receive this, please check your spam folder or contact the school.

Once you have the app set up on your device, please make sure notifications are enabled. Important information is pushed out through this app which may require your immediate attention.

If a student is absent from school an SMS will be sent to the parents. Please be aware you CANNOT reply to this SMS. Parents can click on the link in the SMS and report via the compass app or phone the school (6632 1988) or email (kyogp@lism.catholic.edu.au) with an explanation for the absence.

Please DO NOT use the Attendance feature to send general messages to school (e.g. changes to home time arrangements) or for partial absences. Please email or phone the school in these circumstances. For more information you can visit Compass for Parents Guide.

Volunteers and Visitors

Working With Children, Volunteer Training, Mandatory Reporting & Confidentiality

The NSW Child Protection (Prohibited Employment) Act 1998 requires schools to ask anyone who is performing a task for the school and may have direct, unsupervised contact with children, if they are a prohibited person. This includes all parents helping in classrooms, canteen, excursions, sporting events and any other activities where they may have direct, unsupervised contact with children. All volunteers are required to provide St Brigid’s with a copy of their WWCC Number.



Visitors

For the safety of all students and staff members, parents and visitors are not allowed on the school grounds during school hours unless they have signed in at the office and are wearing a visitor's badge. Access to the school during school hours is via the office entrance in Groom Street. If staff see someone on site without a visitor's badge, they must make enquiries of them under Child Protection legislation.

Student Management and Care

Behaviour Management

St Brigid's student wellbeing and behaviour management approaches are based on the foundation of School-Wide Positive Behaviour Support (PBS). This approach is well researched and has been shown to support and enhance the schools in which it is implemented. A key aim of PBS is to create a positive school community with consistent expectations in all areas of school life. Our behaviour management plan is based on promoting our **SERS** – **S**afety, **E**ffort, **R**espect and **S**elf Responsibility. From the classrooms to the specialist rooms, from the front gate to the playground, PBS helps St Brigid's students understand what is expected of them and provides motivation to comply with those expectations.

Parents and Carers must always feel comfortable in speaking with their child's class teacher, the Assistant Principal or Principal if they feel their child's safety or security is at risk at school. For the benefit of communication, incidents of inappropriate behaviour are recorded.

Finally, our Behaviour Management Policy promotes positive behaviour, fairness, firmness and forgiveness as integral to its success.

Administering of corporal punishment is prohibited in all NSW schools. Corporal punishment must not be used at this school under any circumstance.

Child Safety

All schools have an important responsibility for keeping children safe and we are required to develop practices and strategies to embed a culture of child safety at school. St Brigid's aligns with the CSO Child Protection Policy (available on St Brigid's website). The purpose of these documents is to ensure the child-safe standards are adhered to and a culture is created where protecting children from abuse and harm is part of everyday thinking and practice. At St. Brigid's we have a strong emphasis on prevention and a commitment to zero tolerance of child abuse.



We ask that you read and adhere to our Child Safety Policy so that we can all comply to these standards in our endeavour to keep every child safe

Chaplain

The role of the school Chaplain is to support student wellbeing. This part-time staff member is available to staff, parents and students for support as required. The role is designed to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community.

Counsellor

The students of our school have access to a qualified Counsellor two days per week. The role of this person is to work with teachers / students who are experiencing difficulty – socially, emotionally and provide support and advice. The Counsellor liaises very closely with the Principal and confidentiality is strictly adhered to.

Learning Assistance Program (LAP)

The LAP program allows community members to engage with students in areas of interest.

Restraint of a Child

Staff have a duty of care to every child at the school and therefore may be required to restrain a child for the child's own safety, for the safety of another child or adult or for self-protection.

In cases where a teacher or supervising adult is required to undertake reasonable action, the following steps will occur:

- The minimum restraint required to achieve a safe environment shall be used.
- The teacher who exercised physical restraint will notify the principal immediately with a verbal account of the incident and names of any witnesses.
- The teacher's verbal report will be followed up with a detailed written report, to be filed with the Principal.
- Parents/Guardians shall be notified of the circumstances A.S.A.P. by the principal or delegated person.
- Any such incident will be dealt with according to the school's Behaviour Management Program



Learning and Teaching

Statement on Learning

In planning programs we take into account the wide and varied needs of students in our school. School curriculum is grouped into broad subject areas called Key Learning Areas. We follow the Australian Curriculum documents in accordance with BOSTES, which outline what is to be covered in each Stage. In addition, we follow the Diocesan Syllabus for the teaching of Religious Education. Following is an outline of how our classes are structured:

- Early Stage 1 Kindergarten
- Stage 1 Years 1 & 2
- Stage 2 Years 3 & 4
- Stage 3 Years 5 & 6



Curriculum

NSW has joined with the Australian Government in a joint endeavour to develop and implement an Australian curriculum. The development of the Australian curriculum is being coordinated by the Australian Curriculum, Assessment and Reporting Authority (ACARA) and will occur in three phases. Phase 1 includes English, Mathematics, Science and History. Phase 2 comprises Geography, Languages and the Arts. Details about Phase 3 are to be determined. The new syllabuses will include the Australian curriculum and retain many of the features familiar to NSW teachers. Schools in NSW will implement the Australian curriculum through new syllabuses. The Board of Studies provides notification and information about changes to NSW syllabuses as they are approved by the NSW Minister for Education. At St Brigid's, we follow the various curricula authorised by the N.S.W. Board of Studies. This new syllabus includes the Australian Curriculum.

The Curriculum is understood to encompass all that occurs at school. That is, all the arrangements intended to promote the growth and learning of students. The formal curriculum is viewed through the following seven Key Learning Areas (KLAs):-

- Religious Education
- English
- Mathematics
- Science
- Human Society and Its Environment
- Personal Development, Health and Physical Education
- Creative Arts



Religious Education

Religious Education is the core element of our Catholic Schools. Students are exposed to the Good News that the Kingdom of God is among us. The Diocesan syllabus is used across all NSW Catholic Primary Schools and forms the basis of the content taught. This ensures a consistency across all Catholic Schools. While Religious Education stands alone as a Key Learning Area (KLA), it is implicit in all other KLAs. Religious Education involves students examining Scripture in the light of their own life experience and being encouraged to make decisions after reflection on what Scripture and their own experience suggests to them.

NAPLAN (National Assessment Program in Literacy and Numeracy)

All students in Years 3 & 5 take part in the NAPLAN Tests in May. A hard copy of the results will be forwarded to parents and carers of Years 3 and 5 children in September. Staff are very willing to discuss these results with parents and carers.

External Assessments

Students will also be given the opportunity to take part in the University of NSW ICAS Competitions. Kindergarten students will participate in an educational “screener” named BEST START. This screener is administered within the first week of kindergarten. The purpose of the screener is to ascertain the level of proficiency each child has achieved in the areas of literacy and numeracy prior to commencing school. This information is then used by teachers to assist in developing appropriate teaching programs and if necessary to initiate intervention programs. In addition to this the school has introduced diagnostic testing from Yr 1 – 6. Each student will sit for a number of tests throughout the year. These tests will enable the school to gather an overall picture of student performance which will assist in future planning and programming, thereby addressing the needs of students.

Homework

Homework is the responsibility of each class teacher. It is expected, however, that each child will have some task to perform during week nights. Homework is not to be set over the weekend or over holiday periods unless agreement has been reached between the class teacher and the parent. The tasks will vary from assigned work related to the Key Learning Areas to activities to improve some aspects of the child’s development.

Minimum homework guidelines to be referred to:

Early Stage 1:	Reading each night, sight words, bug books
Stage 1:	Bug books, home reading
Stage 2:	Home reading log and matrix
Stage 3:	Home reading



Reading for interest and enjoyment should be encouraged every night as a leisure activity. Parents are to be advised on homework requirements and suggestions as to how they can help – e.g.

- Assessing presentation of homework
- Hearing the children spell their words
- Assisting the children with their words
- Listening to the children read
- Discussing school activities

Co-operation of parents is essential in the matter of homework.

My Teacher Wasn't at School Today

The educational scene is changing rapidly. Children now have multiple teachers in their primary school day. There are many teachers in their daily lives and this increases as they journey on to high school. At St Brigid's Primary we respect the need for the learning of English and Mathematics and all class teachers are timetabled on to ensure the continuity of learning.

Teachers are now called upon to be experts/professionals in a broad range of areas - from technology, quality learning, curriculum, child welfare, etc. A doctor, for example, who is not continually updated on current medical practice, medical technologies, medicines or related medical issues (e.g. Counselling patients/parents) would quickly lose credibility and integrity.

Teachers are also continually called upon to develop themselves in all areas so as to better assist the child - from first aid to counselling to using technology in teaching, to developing themselves spiritually so they can better transmit Catholic values and teachings to the children. Teachers may be asked to attend various professional development opportunities to assist in the achievement of school goals (e.g. maths meetings) or to assist the school (e.g. taking sporting teams to various carnivals).

Another complexity is the changing industrial entitlements in education and other sectors of society. Many teachers have accumulated significant amounts of long service leave over the years and are now entitled to take this leave to assist renewal of our passion for education. Of course, other typical entitlements such as sick leave, maternity/paternity leave, funeral attendance, etc. are available to teachers, as you would expect.

Some teachers are also on our leadership team. They are given release time to carry out the educational and organisational duties associated with their role in our school.

So occasionally, we have teachers away for a variety of reasons. Hopefully, this information will help you better understand the situation when your child comes



home and says "My teacher wasn't at school today!" When teachers are absent, qualified relief staff are employed to teach the children. Where possible it is aimed to provide a degree of continuity. The relief teacher will normally follow the program of the classroom teacher.

Excursions and Incursions

After careful consideration of the value of the excursion as a positive and relevant learning experience, teachers will inform parents about the details of venue, transport, costs, supervision and other arrangements.

Every effort is made to keep costs to a minimum. Other types of 'at school' incursions, e.g. cultural performances, visiting performers and visiting theatre groups. These are important and educationally enriching and give the children a wider experience of their curriculum.

Sport

Sport is considered an integral part of the PDHPE curriculum. Children will not be excused from Sport without a written note from a Parent/Guardian, unless the child falls ill during the day. Where a child is to miss more than three weeks sport, a medical certificate should be supplied. The Sport Uniform should be worn on Sports Day. Sports days vary from term to term according to the availability of facilities and parents are advised accordingly.

Student Assessment Protocol

The first week of each school year is dedicated to completing individual student Mathematics Assessment Interview (MAI) organised through the on-line booking service provided by the school. In addition, Kindergarten also complete the Best Start Assessment, which is a compilation of literacy screeners. The data collected from these assessments inform the direction that learning will take place in the classroom from Week 1.

School Uniform

Each child at St Brigid's Primary School is expected to wear the uniform as stipulated below. Wearing the school uniform develops in children a sense of pride in their appearance and in their school. If for any reason your child cannot be in correct school uniform then a note to your child's class teacher is required explaining the reason. This can only be an interim measure and children would be expected to be in correct school uniform as soon as possible. All items of our school uniform are available from the Uniform Shop.

The Uniform Shop is open each Wednesday from 2.45pm to 3:45pm

Girl's Uniform

Teal check blouse, teal skort, black shoes with white socks and the school hat



In colder weather girls may wear blue stockings or navy track pants and the school pullover or jacket. Girls must wear full black shoes (not ballet-style shoes). If wearing track pants then white socks must also be worn. Our school's tracksuit jacket may also be worn in cold weather.

Boy's Uniform

Blue shirt (with logo), navy school shorts (with logo), black shoes, school socks (navy with red and blue bands) or brown sandals and school hat.

In colder weather boys may wear the school pullover or jacket and navy track pants.

Girl's and Boy's Sport Uniform

Blue school sports shirt and black sports shorts, white socks, sport shoes and school hat.

During the colder weather children are to wear school pullover or track suit jacket and school or navy track pants.

Hair Styling, Grooming & Jewellery Expectations

Students are expected to keep their hair clean, neat and tidy at all times. Students are to keep hair off their face and out of their eyes. Haircuts are to be in a sensible and conventional style. There are to be no extremes of fashion in hairstyle cut or colour. Long hair below the shoulder should be tied back by a ribbon, 'scrunchy', hair band or clip.

In the interest of safety and security, no jewellery should be worn. A watch, gold or silver bangle or bracelet are permitted. A plain gold silver or gold chain with a religious symbol or medal may be worn.

If a child's ears are pierced only one pair of sleepers or plain studs are to be worn in the lower ear lobe. No other jewellery is permitted and teachers will ask students to remove inappropriate jewellery. Children are not to wear leather necklaces with beads or the like. In extreme cases, jewellery will be confiscated, secured and returned at a later time to the student or parent.

Make-up and nail polish are not part of the school uniform. Students wearing make-up or coloured nail polish will be asked to remove it.

Valuables

Valuable toys and equipment should not be brought to school. Children are encouraged to bring small inexpensive items to play with such as a tennis ball, skipping rope, small toy car, doll or the like.



Students are not to have mobile phones at school. If, for an extreme emergency, your child needs to have one for after school they will need to leave it at the school office during the day. A letter of explanation will need to be sent seeking approval from the Principal.

