ST. AGNES’ PRIMARY

PORT MACQUARIE

2015

INFORMATION BOOK
WE WELCOME YOU TO OUR SCHOOL

PRINCIPAL (Acting): Miss Ginaya Wieland
TELEPHONE: 02 6583 7433
FAX: 02 6583 5884
E-MAIL: sapport@lism.catholic.edu.au
WEB PAGE ADDRESS: www.pmacalism.catholic.edu.au

The Catholic Schools in our Port Macquarie Community strive to witness to Christian values. The dignity and sacredness of each student is respected, as the teachers work with the parents to build up within the student an awareness of the presence of God. The teachers endeavour to foster a love for learning and to create a happy, accepting environment.

St. Agnes’ Primary School wishes to acknowledge the parents of the students attending this school as the prime educators in the lifelong process of Christian Education.

St. Agnes was a person who displayed total commitment and loyalty to Our Lord. She has shown us how to be a real follower of Jesus. She has shown us how she walked in love to God.

Together with all who comprise the St. Agnes’ School Community - students, parents, staff, past students, Parish Priest and the wider community, we wish to help our students become enthusiastic learners and to grow in faith, respect and integrity.

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CHILDREN DO NOT COME TO BELIEVE IN THEMSELVES UNTIL .......

Someone reveals that deep inside them something is:

Valuable.
Worth listening to.
Worthy of their trust.
Sacred to their touch.
“Parents are primarily and principally responsible for the education of their children. It is almost impossible to provide an adequate substitute.”

*The Declaration on Christian Education #3*
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ST. AGNES’ CATHOLIC PARISH
PORT MACQUARIE

OUR VISION

“EVERYTHING IS TO BE ORIENTED TOWARDS
THE PRAISE AND GLORY OF GOD”

OUR MISSION

The St. Agnes’ Parish Community strives to make
our Vision a reality by a commitment to:

Holiness in the image of Christ

Proclaim the Good News of Salvation

Minister within the Faith Community

The service of all, particularly those in need
OUR VISION

“TO BE WITNESSES OF CHRIST’S LOVE: IN FAITH, CULTURE, EDUCATIONAL EXCELLENCE AND HOPE FOR THE FUTURE”

OUR MISSION

St. Agnes’ as a Parish School community is committed to:

- modelling the life and teachings of Jesus based on our Catholic Tradition.
- the development of a culture founded on respect and nourished through the continued building of relationships.
- creating a welcoming, friendly and safe environment, where life and growth is recognised and celebrated.
- encouraging and challenging all to achieve their personal best by fostering positive attitudes to learning and catering for individual differences.
- preparing individuals with skills, knowledge and values to live successfully today and into the future.
1. **KINDERGARTEN**: Applications for enrolment in the Kindergarten classes of the St. Agnes’ Parish Primary Schools are available from the Parish Administration Centre, Preschools and Primary Schools during the early part of Term 2. The closing date for these applications is generally 31 May.

The Diocesan Policy, with regard to Kindergarten Enrolments is as follows:

- Ideally your child must **TURN 5 BEFORE MARCH 31**, however careful consideration will be given to applicants whose birthday falls up until the end of July. The Baptismal, Birth and Immunisation Certificate should accompany the application.

Towards the end of Term 2, parents are informed of the interview process conducted by the Principals in each of the schools during the first few weeks of Term 3.

After the completion of these interviews, the Parish Enrolments Committee meets to consider all the applications and determine the placement of children into Kindergarten classes for the following year. This Committee makes its decisions according to the specific enrolment guidelines and policies of the Parish Education Council.

Towards the end of Term 3, parents are notified as to whether their applications have been successful or not.

2. **GENERAL**: Applications for enrolment are available at the Parish Administration Centre and each of the schools throughout the year. All applications are considered by the Parish Enrolments Committee who decides on placement of these applicants.

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**SCHOOL HOURS**

<table>
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<th>Supervision</th>
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Please make an effort to have your child at school **well before 8:55 am**, so that bags are unpacked and books are in the classroom. Habitual late arrival causes disruption to teacher, class and the student. Continual late arrivals also cause a loss of valuable school lesson time.

The school gathers as a whole school community at various times during the week.
SUPERVISION

The students are supervised between 8:30am and 3:30pm. Students should be discouraged from being at school before 8:30am. If you need to bring your child early to school please arrange this with the Principal and provide a covering permission note. Students arriving before 8:30am are expected to wait outside the school office until 8:30am before commencing play.

Please ensure students are picked up before 3:30pm.

HOLIDAYS

FIRST DAY OF SCHOOL for all students in Years 1 to 6 in 2015 will be:

**WEDNESDAY 28 JANUARY 2015**

However, KINDERGARTEN STUDENTS will commence fulltime the following week:

**WEDNESDAY 4 FEBRUARY 2015**

The week beginning January 28 will be allocated to individual ‘Best Start Kindergarten Interview’.

**SCHOOL TERMS:**

**TERM 1:** Tuesday 27 January to Thursday 2 April  
**AUTUMN HOLIDAY:** Friday 3 April to Friday 17 April

**TERM 2:** Monday 20 April to Friday 26 June  
**WINTER HOLIDAY:** Monday 29 June to Friday 10 July

**TERM 3:** Monday 13 July to Friday 18 September  
**SPRING HOLIDAY:** Monday 21 September to Monday 05 October

**TERM 4:** Tuesday 06 October to Friday 18 December  
**SUMMER HOLIDAY:** Monday 21 December to Tuesday 26 January 2016

**OTHER HOLIDAYS (Public) and STAFF DEVELOPMENT DAYS:**

- **STAFF DEVELOPMENT DAY** ........... TUESDAY 27 JANUARY
- **STAFF DEVELOPMENT DAY** ........... MONDAY 2 MARCH (TBC)
- **GOOD FRIDAY** ........... FRIDAY 3 APRIL (public holiday)
- **EASTER MONDAY** ........... MONDAY 6 APRIL (public holiday)
- **STAFF DEVELOPMENT DAY** ........... FRIDAY 5 JUNE
- **QUEEN’S BIRTHDAY** ........... MONDAY 8 JUNE (public holiday)
- **STAFF DEVELOPMENT DAY** ........... MONDAY 17 AUGUST
- **LABOUR DAY** ........... MONDAY 05 OCTOBER (public holiday)
- **STAFF DEVELOPMENT DAY** ........... TUESDAY 06 OCTOBER
- **STAFF DEVELOPMENT DAY** ........... FRIDAY 18 DECEMBER
How exciting, your child is starting Kindergarten next year. During the first week of Term 1, ‘Best Start Kindergarten Interviews will be implemented. This program has been developed by early learning experts in the Department of Education and Training and is used to discover what your child knows and can do as they start school.

Please find below a sample of particular skills which could make transition into Kindergarten a little easier for your child.

**Personal/Social Skills**
- Can finish a task and cleans up after task is complete
- Shares and takes turns when playing with other children
- Can sit and listen to a short story
- Participates in imaginative play

**Self Care Skills**
- Is able to dress self with pants, shirt, shoes and socks
- Is attempting to tie up shoelaces
- Uses the toilet independently

**Fine Motor Skills**
- Uses scissors to cut along a straight line and basic geometric shapes
- Is able to hold a pencil with thumb and two fingers
- Able to colour a basic picture staying within the lines
- Hand preference is becoming more refined
- Is able to play with a variety of materials
- Is starting to experiment with written work ie: attempting to copy letters and numbers

**Gross Motor Skills**
- Runs fairly well, coordinated with good speed
- Able to throw, catch and kick a ball
- Able to walk up and down stairs with alternate step pattern

To help develop these skills prior to commencing Kindergarten, provide opportunities for your child to practice over the school holidays. Encourage supported independence in all activities.

**VISITORS’ BOOK**

A Visitor’s Book has been established to fall in line with State Policy. The Book will need to be completed by anyone visiting the school. On arrival, visitors are required to register their details in the book and wear a visitors’ badge (supplied by the office). Canteen, Classroom, Gross Motor Volunteers etc, are required to sign in. Parents attending School Prayer, Assemblies or special celebrations are not required to sign the register. If you are unsure just enquire at the office.

We thank you for supporting this initiative to ensure our students’ safety and welfare.
ARRIVING AT/LEAVING SCHOOL

Students being collected by parents/carers in the afternoon need to wait in school grounds either under the shelter area; or in the car park pick-up area outside of the Kindergarten rooms.

- **PARENTS**: Please do not come to the classroom door to collect your child/ren after school. Please wait under the shelter area.
- **CAR PARK PICK-UP**: Parents must sign up and acknowledge the rules and regulations associated with the afternoon pick-up zone. Forms and further information is available from the office.
- **CROSSING BORONIA STREET**: Is a dangerous step for your child, both before and after school. Parents/Carers are requested to cross the road and meet your child on the school side.
- **SIGN-IN and SIGN-OUT BOOK**: Accountability requires that any child leaving or returning to school during the day must be signed out and back in by the accompanying adult. The appropriate book to accommodate this is held in the school office.
- **LATE ARRIVALS**: Children arriving late at school after the morning bell will need to be signed in at the office by their parent/carer. A late slip will be issued to the child to take to their teacher.

BIKE RIDERS

- On arrival at school, students are to walk their bikes to the bike rack at the designated area. When leaving, students are to wheel their bikes to the front gate, where they will be escorted from the school grounds and on to the road by the appointed teacher.
- Students are to wear their helmets at all times when riding their bikes.
- For safety reasons, all students must walk their bikes into and out of the school grounds.

MOBILE PHONES

The use of mobile phones is not permitted at St. Agnes' and the school will not take responsibility for phones brought to school. Any communication to the students is required to be made through the school office on 6583 7433. Improper use of mobile phones or electronic devices will result in disciplinary action as outlined in the Positive Management for Positive Learning Policy. Refer to our Electronic Devices for Students Policy for detailed information regarding mobile phones.

INTERUPTIONS TO TEACHING TIME

Please avoid conferring with the teachers during teaching time 8:55am to 3:10pm or interrupting the class, as valuable teaching time is lost. From time to time you may need to speak with your child's teacher about a specific issue related to your child's learning, and if so we encourage you to make an appointment with them to ensure an appropriate time is made available. You can do this by phoning the office or sending a note to the teacher.
PERMISSION NOTES

A SIGNED PERMISSION NOTE: by parent or guardian is required before a child attends excursions or other out-of-school activities.

ABSENCES: Parents/carers are required to send a note to the class teacher or an App notification explaining the reason for all absences. A text message notice will be sent to parents on the first day of any unexplained absence.

- Please do not phone the office each morning that your child is absent as notification needs to be in writing or via the app. However; please phone if your child is to be away for more than 5 days.
- **EXTENDED ABSENCES:** Prior approval from the Principal is required for absences of more than 15 days. The correct form to be completed in such circumstances is a “Form B1 – Application for Exemption from Attendance at School.” This is available from the Web page or can be collected from the front office.
- A written request from the parent is necessary for the child to leave the school grounds early in the care of either the parent or a nominated adult.

COMMUNICATION

Our school is most effective when good levels of communication exist between the school and our families. Communication occurs through:

**THE NEWSLETTER:** The newsletter ("Aggies Articles") is sent or emailed home on Fridays to all families. It includes a calendar outlining the events of the coming week and advanced dates to assist with long term planning. Articles, reports and pictures inform readers of recent happenings in the school. Aggies Articles can be accessed on the internet and spare copies are available from the front office.

**DIARY:** Students in Year 5 and 6 have a school diary to enable good two-way communication between the school and your family.

**TEXT MESSAGE/EMAIL:** On occasions when important information is to be relayed to parents, a whole group/school text message or email may be sent. Please indicate to the office if you do not wish to receive these. It is important that changes to mobile no’s and email addresses are relayed to the office.

**SCHOOL APP:** The app is available from the apple store or google play; search St Agnes Primary School Port Macquarie. A very convenient way to keep updated with all school news. The App allows parents to remain up to date with events, along with sharing school success and calendar information.

**SCHOOL WEBSITE:** St Agnes’ website provides parents, teachers and students with vital information about the school and important happenings in an accessible contemporary form. It presents a view of St Agnes and its mission, staffing, resources and students’ achievements and their performances. The website offers a virtual experience including quick links to Parish and CEO Homepages, parent handbook, school calendar, policies, electronic newsletter and events as they transpire. All this information can also be found on the school ap. This can be downloaded for free from the ap store for i-phones or google play for android phones.

**PARENT/TEACHER INTERVIEWS:** are held during Term 2. At these interviews, both parents and teachers will have the opportunity to discuss issues related to the classroom and treat topics essential to the education of your child. Booking for these interviews are able to be done online.

Parents are also encouraged to come along during the year to discuss any concerns with the Principal or teachers. Together we can address any problems and endeavour to make your child’s school days happy, productive and enjoyable. Please phone or send a note for an appointment.
ASSEMBLIES

- All students assemble under the shelter and move to the school hall on Monday morning for Morning Prayer and to prepare for the week’s activities.
- School Assemblies are conducted once a fortnight on Friday afternoon at 2:10pm. All dates for these will be in our weekly Newsletters.

ASSESSMENTS

ASSESSMENT OF PUPILS are sent out twice yearly:

FIRST  Written Report & Interview ...........  END OF SEMESTER 1 (TERM 2)
SECOND Written Report ...........  END OF SEMESTER 2 (TERM 4)

The reports are based on continuous evaluation of class work, various assessment tasks, work samples, student and parent feedback as well as standardised tests.

NAPLAN TESTS are administered for Yrs. 3 and 5 in Term 2, while Standardised Tests are administered throughout the year.

INDIVIDUAL CLASS ASSESSMENTS are given regularly. Teachers are available to discuss reports. Interviews are encouraged at the time of assessments. You may arrange them at other times as the need arises, by ringing the school office, on 6583 7433, and arranging an interview time.

READING RECOVERY PROGRAM

Reading Recovery has been operating at St. Agnes’ School since 1992. Reading Recovery is an Early Intervention Program designed to assist selected children who are experiencing difficulty with reading in Year 1.

The Reading Recovery Program is an individual program of 30 minute lessons daily. The program lasts between 12 - 20 weeks. If your child’s teacher feels that your child would benefit in taking part in the Reading Recovery Program, they will contact you to discuss prior to commencing.

Reading Recovery teachers must undertake a year-long inservice course; during which time they:

- Develop an understanding of the reading and writing process.
- Become skilled using a wide range of systematic techniques to assess and guide the children.
- Design individual instruction.
- Are able to critically evaluate their work and that of their peers.
The Library at St. Agnes’ Primary School is well resourced, catering for children’s, teacher’s and parent’s needs and welcomes borrowers.

The program caters for class borrowing during their allocated time period as per the Library Timetable as well as lunchtime library at L1 on Tuesdays and Thursdays. Borrowing is available for students before school every day except Thursday.

To enable children to borrow they are required to have a suitable size material library bag (waterproof if possible - plastic shopping bags are not suitable). The size of a pillow case is ideal and caters for all size books. School library bags are available for purchase at the same time you organise your child’s/children’s book packs.

Please ensure that books borrowed are well looked after. Damaged or lost books are the borrower’s responsibility.

At St. Agnes’ Primary we are committed to meeting the needs of all students within our care and we provide varied learning experiences to cater to individual needs. This is undertaken throughout all grade levels where teachers differentiate the curriculum to cater for students within their class.

In addition to programming, there are further opportunities to cater for talented students, as follows:

- **WORKSHOPS:** Opportunities arise to participate in workshops with cluster schools which highlight Literacy, Mathematics, Science, Computers and Creative and Performing Arts.
- **PUBLIC SPEAKING:** Various opportunities are available throughout the year to develop students writing and public speaking skills by way of preparing and performing a speech in school competition. Opportunities also exist for participation in different competitions and Eisteddfods.
- **DANCE:** Dance groups are prepared and participate in Eisteddfods and school functions.
- **CHOIR/BAND:** Perform at school and community events and compete in Eisteddfods.
- **EXTRA CURRICULA:** There are many different opportunities for students to participate in creative arts, sport or academic activities

In providing each of these opportunities, the school aims to promote respect for individual differences, to create an educational environment in which each child will develop accordingly, and where all children are challenged intellectually, creatively, socially and emotionally.

Our school provides a Chaplaincy Service whose major focus is student wellbeing. The service is available to students, their families and school staff and offers professional, confidential support, advocacy, mentoring, resources, community links and appropriate referrals in situations that include:

- Times of family loss and grief;
- Changing roles and relocation;
- Illness;
- Additional needs;
- When students or parents are facing personal, emotional or behavioural challenges.

The Chaplain/Counsellor works closely with the School Administration and all staff in promoting, planning and delivering student-centered programs that will enhance children’s resilience and skills and contribute positively toward their total development.
UNIFORM REQUIREMENTS

All children are expected to wear the prescribed uniform. If a student has to wear the incorrect uniform for a particular reason, a note is required from the parent. A list of uniform requirements is as follows:

**GIRLS (SUMMER):**
- Green & white check dress to be worn to the knee
- Long or short white socks (plain & worn above the ankle)
- Black *polishable leather* shoes (no ballet flats or dress shoes; heel no more than 30mm)
- Brown school sandals (optional)
- Navy jumper with school emblem (if required)
- Only green, white or navy ribbons/headbands acceptable for tying back hair
- School hat

**BOYS (SUMMER):**
- Blue shirt (short sleeves)
- Grey shorts
- Long or short grey socks with school colours (worn above the ankle)
- Black *polishable leather* shoes
- Brown school sandals (optional)
- Navy jumper with school emblem (if required)
- NB: Only regulation school shorts acceptable – no corduroy surf shorts
- School hat

**GIRLS (WINTER):**
- Navy tunic to the knee
- White long or short sleeve blouse
- School tie
- White socks (worn above ankle) or flesh or navy coloured tights (no socks over them)
- Black *polishable leather* shoes (no ballet flats or dress shoes; heel no more than 30mm)
- Navy jumper with school emblem (if required)
- Only green, white or navy ribbons/headbands acceptable for tying back hair
- School hat

**BOYS (WINTER):**
- Grey shorts or long grey trousers
- Blue shirt (long or short sleeves)
- School tie
- Long or short grey socks with school colours (worn above ankle)
- Black *polishable leather* shoes
- Navy jumper with school emblem (if required)
- NB: Only regulation school shorts acceptable – no corduroy surf shorts
- School hat

**SPORTS UNIFORM – the same for GIRLS and BOYS:**
- School sports shirt with school logo (only available from Joprim)
- Bottle green mesh shorts
- Short white socks
- Regulation tracksuit (sport days only if required)
- Navy jumper with school emblem (if required)
- White sandshoes/joggers
- School hat

**PLEASE NOTE:**
- A school hat is required and to be worn correctly and a policy of ‘NO HAT – NO PLAY’ is in place.
- Girls may wear a single pair of studs or sleepers in the normal lobe position. Other forms of body piercing or tattoos are not permitted. No jewellery permitted with exception of signet ring and crucifix on neck chain.
- Hair should be neat, clean and of the student’s natural colour. Hair should be styled off the face for both boys and girls. Extremes in hairstyles are not permitted. Long hair must be tied back from the face in the interests of hygiene and safety using elastic, ribbon or headbands in the school colours.
- Nails are to be kept clean and trimmed. Nail polish is not permitted.
- All uniform requirements can be purchased at the Parish Schools’ Uniform Shop JOPRIM, situated at the rear of our school car parking area. JOPRIM is open Tuesday to Friday from 12noon to 5.00pm and on Saturday from 9:00am to 12:00noon. The shop will be closed for stocktaking between December 22, 2014 and January 2, 2015. During January operating hours are Monday – Friday 10:00am to 5:00pm and Saturday from 9:00am to 12:00noon. Joprim’s Phone number is: 6584 1076
- Our Parent Body has organised the sale of second hand uniforms in our school demountable building. You are welcome to call into the office to collect a key. Donations of uniforms are always appreciated.
Our Canteen operates 5 days a week providing lunches, and is open to the students at lunch 1 (11:00am – 11:35am). We follow a very high standard of hygiene and provide a variety of healthy foods. Our prices are kept at a reasonable level as a service to the students, but we do not compromise on quality. We purchase locally fresh rather than frozen foods, low fat, low sugar, preservative and colourings free whenever possible. Our Menu is checked and changed at the beginning of each term and can be accessed on the school website.

Special promotions are held at the Canteen throughout the year, such as Pancake Tuesday and St. Patrick’s Day. There is always something happening at Aggies’ Canteen, lots of prizes and giveaways to encourage healthy eating.

On behalf of the Teachers, P & F, and the students, we would like to issue a special invitation to parents and family members to become a volunteer at the canteen. Our Canteen Coordinators, Meaghan Besseling, and Rebecca Rissel organise the food, the roster, and will be at the Canteen every morning to greet and help you. You will enjoy your time spent with us and your child will love to see you. Contact the school office if you would like to help or call in to see our Coordinator any morning.

Parents are asked to write their child’s lunch order on a paper bag, enclose the correct money and then the child places their order in the lunch boxes provided in every class. An example of a lunch order is shown.

| NAME: ......................... |
| CLASS: ....................... |
| 1 SALAD SANDWICH  $........ |
| 1 CHOCOLATE MILK  $........ |
| TOTAL                      $........ |

NUT POLICY

It is our intention to endeavour to make our school environment as safe as possible for all.

Our most urgent concerns have been for a small group of children who have a severe allergy to peanuts. Exposure to nut products for these children will trigger a serious reaction. Such a reaction could be fatal if not treated quickly and appropriately. For this reason we are asking your co-operation to help reduce the risk for these children.

Ideally, this means that we are strongly recommending parents pack lunches and snacks that are free from peanuts or nut products.

In real terms this means not sending:

- Peanut Butter
- Nutella
- Foods which contain nuts (eg: crunchy nut biscuits / muesli bars with nuts)

The school Staff and Parents of these children are implementing strategies to help these children to be aware of their allergies and to learn responsibility.

We sincerely thank each and every parent for taking time to read and consider this Policy. We understand that these measures will require extra thought when packing your child’s lunch. Your co-operation, however, will enable these children and their families to feel supported and safer in their school environment.
BUS TRAVEL – BUSWAYS BUS Co
6583 2499 (Monday to Friday 8:00am – 5:00pm)

The Bus Company will be able to tell you which bus your child will catch, where to catch it and what time it leaves. The following conditions apply for Bus travel:

- **ALL** students in the **INFANTS** school (Kinder to Yr. 2) are eligible to travel free on the bus. A form, available from the school office or Busways office, must be completed and returned to school for verification. Once forms are processed by the school and the bus company, a pass will be issued.

- When forms are returned to school and signed off a "Travel Authority" will be issued to cover travel for the following 2 weeks. **NB:** If application forms are not received by the cut-off date, at the beginning of the year, the bus company has the right to charge a fare for the conveyance of your child, to and from school.

- To be eligible for free bus travel, **PRIMARY** children must reside more than 1.6 kilometres radius from the school or are required to walk more than 2.3 kilometers because of the nature of the street system or the terrain.

- **FEE FOR REPLACEMENT PASS** (GST inclusive): *(2015 Fee not available at time of printing)*
  - $15.00 - When the pass is lost, stolen, etc
  - $ 7.50 - When the existing damaged pass is returned to the depot for replacement

- At the commencement of each school year, students who have previously travelled on the bus will be issued with a new annual bus pass, except for students progressing from Year 2 to Year 3 who need to reapply by completing a new form. These will not necessarily be ready for the commencement of the school term, however, students will be entitled to travel by bus until their new passes are issued.

- **AFTER BUS PASSES HAVE BEEN ISSUED THEY MUST BE SHOWN TO THE BUS DRIVER EVERY TIME THEY BOARD THE BUS.**

- **NEW APPLICATIONS FOR FREE TRAVEL** are only required to be completed when: a student is new to the school; a child moves to the Primary Grades from the Infants; changes his/her address; or when family circumstances change - **NOT** when the child has lost his/her bus pass. **NB:** DUAL CUSTODY - both parties need to apply including Statutory Declaration / Custody Court Order, then if either party's details change eg: change of address etc, then both parties have to reapply. These forms are available from the school office. Completed forms are to be returned to the school office and we will then forward the necessary section to the bus company. You need to contact the bus company to arrange times, bus stops, and which bus eg: Bus ‘68’, Bus ‘14’, etc.

- Bus passes are only for use from home address to school and vice versa. Deviations from this course require a parental permission letter, together with payment of a fare (2014 - $1.70).

**IF YOUR CHILD GETS ON THE WRONG BUS,** tell him/her to go to the driver. The driver will deliver all the other students on the bus and then either bring your child home or take him/her back to the bus depot. The procedure to follow from home, if this occurs, is for the parent to phone the school and stay at home in case the child is delivered to your residence - the child will not want to come home to an empty house. The school then contacts the bus company, enabling all parties to be well informed. The bus driver is in phone contact with the depot which is very helpful in situations such as these.

**IF YOUR CHILD MISSES THE BUS TELL HIM/HER** to come to the office and see the Office staff.

**NEW INFANT CHILDREN CATCHING BUSES:** Each child will need to wear a label stating **NAME OF BUS AND THE CHILD’S ADDRESS,** *(Not the child’s name).* When your Infants’ child is catching the bus for the first time from school to home, please notify the class teacher.

**MISCONDUCT ON BUSES:** The Bus Company has the right to withdraw a child’s bus pass for misbehavior and report to the School Principal. A conference will then be held with the Principal and Parents. The pass will be reinstated following parental assurance that the misconduct will not continue.
HEALTH and MEDICATION

Good health is vital to school progress. Immunisation is a safeguard to health. Your child will probably need a booster injection about the time he/she commences school.

AN IMMUNISATION CERTIFICATE MUST BE MADE AVAILABLE TO THE SCHOOL ON ENROLMENT. IF ALL IMMUNISATION HAS NOT BEEN CARRIED OUT THE STUDENT CONCERNED MUST BE EXCLUDED FROM SCHOOL IF AN EPIDEMIC OCCURS.

If your child complains of feeling sick or appears to be ill before leaving home for school it is advisable to keep the child home.

It is possible that at some time during your child’s school career he/she will contract one of the common diseases of childhood. The disease and minimum period of absence are as follows:

- **MEASLES:** If your child contracts measles he/she should be excluded for at least 7 days from the appearance of rash or until a medical certificate of recovery is produced. The school MUST be notified so that they can contact Community Health of the outbreak.
- **GERMAN MEASLES (Rubella):** Exclude until fully recovered.
- **DIPHTHERIA:** Re-admitted after receipt of a medical certificate of recovery from infection following at least two (2) negative nose and throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.
- **CHICKEN POX:** Excluded until fully recovered. (Some remaining scabs are not an indication of continued exclusion).
- **MUMPS:** Exclude for at least 9 days after onset of symptoms or until fully recovered.
- **PEDICULOSIS (Head Lice):** Notify the school when a case has been confirmed. Readmission to school the day after appropriate treatment has commenced. If uncertain how to treat the problem, seek advice from the office staff.
- **SLAPCHEEK:** Initial symptoms of this infection may include headache, runny nose and a mild fever, before the appearance of a rash firstly on the face but may extend to the trunk and extremities. Other signs may include a sore throat, fatigue, muscular pain, diarrhoea, nausea, cough and conjunctivitis. Must notify those who are pregnant and those who have an altered immune system.
- **RINGWORM:** Re-admitted the day after appropriate treatment has commenced, supported if requested by a medical certificate.
- **CONJUNCTIVITIS (Acute infections):** Exclude until the discharge from eyes has ceased.
- **GLANDULAR FEVER:** Extremely contagious. Must seek medical advice and a blood test. Caution must be taken during and following the onset of diagnosis.
- **IMPETIGO (School Sores):** Until sores have fully healed child must be excluded, however, the child may be allowed to return, provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with watertight dressings.
WHOOPING COUGH: Incubation period is commonly 7 - 10 days and not more than 21 days. Highly contagious in the early stages. The child is no longer infectious to others 5 days after starting antibiotic treatment. Parents must inform the school immediately if their child exhibits symptoms and then consult their doctor. When the doctor has diagnosed whooping cough, all people who have come into contact with the child are to be notified.

ASTHMA: More and more children seem to be diagnosed as being asthmatics. If this involves your child/children no doubt you have been advised by your doctor the best procedure to take when your child has an attack. Please notify your child’s teacher and the office staff of medication, etc which is appropriate to your child.

HEPATITIS A: Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.

HIV: Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.

FIRST AID, EMERGENCIES & MEDICATION: Qualified Staff render First Aid and Emergency treatment as a matter of course and inform parents of situations requiring follow-up or monitoring. Where immediate medical assistance seems advisable, staff will contact parents or guardians (or medical professionals in the absence of both) without delay.

NB: Medication will only be dispensed to children for whom there is an indemnity form on file signed by parent or guardian, as well as an accompanying permission note with full instructions eg: dosage and time medication is to be administered.

Deed of Indemnity – Kept on File

Permission note to accompany medication
INTRODUCTION:
It is our privilege to share with you in your child’s journey in faith. This journey includes the various stages of initiation into the full life of the Church. This, of course, involves us in helping to prepare the children for the Sacraments of Confirmation, Reconciliation and Eucharist.

This preparation is offered in certain classes but it must be remembered that coming to understand and appreciate the Sacraments properly is the work of a lifetime. So, with this in mind, it must be seen that our presentation of the Sacraments takes place from Kindergarten to Year 6. Our actual programs of preparation are set out below:

BAPTISM:
• If you are interested in having your child/children baptised in the Catholic faith, please contact the presbytery – 6583 1024
• When enrolling a child into the school it is essential that we have a copy of their Baptismal Certificate on record.

CONFIRMATION - YEAR 2:
• The Parish Community will issue an invitation to parents to participate in the continuation of their child’s initiation into the Church through the Sacrament of Confirmation.
• The candidates and parents will participate in a school based program which will be supported by parish initiated activities in preparation for the child’s Confirmation. This will be celebrated by the Bishop at St. Agnes’ Church on a date to be advised.

RECONCILIATION - (there will be no school based Reconciliation this year)
• There will be a specialized school based program which will be supported by parish initiated activities in preparation for the child’s Reconciliation. This will be celebrated at St. Agnes’ Church on a date to be advised.

EUCHARIST - YEAR 3:
• Students will be given a comprehensive school based program which will be supported by parish initiated activities in preparation for the child’s Eucharist. Eucharist is the final Sacrament of Initiation. This will be celebrated at St. Agnes’ Church on a date to be advised.

MASS and RECONCILIATION

Catholic Schools exist so that we can assist you, the parents, in enabling your children to receive an Education based on Christian Values and Catholic Church traditions, therefore, we give the students opportunities for Liturgical Worship as:
(a) A School Community;
(b) A Stage/Grade or Class Community.

During each year the students may be involved in the following Liturgies:
• Whole School Masses  • Special Liturgy of the Word Services
• Primary Grade Reconciliation  • School Prayer Monday Morning
• Stage / Parish Masses  • Reflection Days for Sacramental Preparation
• Class Prayer Services

There are numerous feasts and seasons that are acknowledged and celebrated during our Church Year. On some occasions we gather as a whole school to offer prayers for special intentions. Where possible, the dates and times will be advertised in the weeks prior to these events.

Parents are invited to join with the school in these prayerful celebrations.
BAND PROGRAM – (Conducted in association with Bluegum2 Music)

The Instrumental and Band Program at St. Agnes’ provides students from Years 3 to 6 with the opportunity to learn to play a musical instrument at school in a group situation. The students participate in a weekly half hour tutorial and a band rehearsal for one hour which takes place before school. They develop music leading skills, theory of music, aural skills (listening skills), team work, self-esteem and logical and creative thinking. Children are given the opportunity to broaden their experiences through the pleasure of music.

The instruments taught are:

- Flute
- Clarinet
- Alto Saxophone
- Tenor Saxophone
- Trombone
- Baritone
- Bass Guitar
- Keyboard bass
- Violin
- Acoustic Guitar
- Trumpet
- Drums

The band performs regularly for the school, in combined workshops with visiting schools as well as community based events. Students are able to reach a standard that allows them to progress into high school bands in Year 7. Students are tested to determine instrument suitability. For further details please phone Frank Rugers or Ann Hamilton on 0416 269 296.

‘SHINE’ – DRAMA

St. Agnes’ School offers an after school Drama Enrichment Program organised by Claire Michell. These classes aim to introduce and extend students from Years 1 to 6 interested in the Performing Arts. Eisteddfod participation, school performances and annual concerts will be available throughout the year.

These classes are conducted on Wednesday afternoons and payment is required in advance.

For further information please contact our school office or alternatively contact Claire Michell on 0437 252 473.

DRAWN TO ART

After school art classes occur each Monday and Tuesday afternoon during school terms. The classes are offered to students from Kindergarten to Year 6 and operate on a three week module basis. Payment is required in advance at the commencement of the course and covers the cost of all materials.

Jane Whitfield conducts these classes after school and is a fully qualified art teacher. This is a great opportunity for your child to pursue their artistic skills.

For the first term of 2015 Jane will only offer Monday classes. From Term 2 onwards for the rest of the year, the program will run as normal on Monday and Tuesdays. For further information, please contact the school office or contact Jane Whitfield on 0438 803 992.
SPORT

Sport plays a significant part of both the physical and social development of a child. It is important to provide opportunities for the child to develop Fundamental Movement Skills that help with a wide variety of sports and games. At St. Agnes’ Primary School students are given the opportunity to play in team games and sport in a safe and supported environment. This ranges from class level sport to State representation.

Sport is scheduled on Wednesday for Kindergarten, Year 1 and Year 2; and on Thursday for Years 3, 4, 5 and 6. Each class usually runs a 1 hour skills or games session during the day. These are conducted in both class groups and whole year cohorts. Skills usually focus on Fundamental Movement Skills as listed by NSW Board of Studies. These skills are then worked into modified games aimed at teamwork and cooperation.

Students participate in School Carnivals in Swimming, Cross Country and Athletics with the emphasis on maximum participation for each student. Further opportunities are available for selection in representative carnivals within our Diocesan Sports system at Hastings Zone and Diocesan Regional levels before proceeding to Polding. Selection here results in representation at Primary School Sport Association (PSSA) State level. Representation opportunities available for students attending St. Agnes Primary School include:

- Swimming
- Athletics
- Cross Country
- Football (Soccer)
- Rugby Union
- Netball
- Tennis
- Basketball
- Touch Football
- Hockey
- Cricket
- AFL
- Rugby League

GROSS MOTOR PROGRAM

Gross Motor caters for Kinder, Year 1 and Year 2 children. The program commences early in Term 1 and continues to run weekly for all children in Kindergarten, Year 1 and Year 2.

Its aims are not limited to the acquisition of physical skills and fitness but rather how we can assist the child to function more successfully in all phases of the school curriculum now and in future years. The success of the program occurs because teachers and parents work together as partners.

During the sessions, the children are divided into small groups and given sequentially structured, meaningful activities and multi-sensory experiences. These activities and experiences are aimed at:

1. Developing interaction with the environment to develop laterality, space awareness, body rhythm, body image and control and directionality.
2. Developing a child’s fitness, stamina and strength.
3. Develop the social skills of sharing, participating, assisting and caring for/with other children.
4. Developing confidence in the child, his peers, his teachers and in the equipment used.
5. Develop problem solving skills both individually and as part of a group.
PARENTAL INVOLVEMENT

PARENTS AND FRIENDS:

The St Agnes’ P&F enjoys a wonderful relationship with the school and its community. It’s a relationship built on many years of co-operation and respect with a good dose of fun too. Whether it be assisting the school through extra literacy or music resources, sporting equipment or ensuring all classes are kept up to date with the latest computer technology, your P&F is committed to helping the school in many ways.

With a passion for fundraising, the P&F raises quite a substantial amount of money each year for our school. We have donated funds to the school to help purchase new computers, an extra adventure playground, support those children who represent our school at state level competition, contribute to the annual Creative Arts Spectacular, subsidize camp costs for years 5 and 6 and this past year we contributed funds to update all the readers and literacy resources for the infant classes.

**Our major fundraisers each year are:**

- **The Golf Day** at Emerald Downs – this usually raises more than $5,000 and in past years we’ve proved that rain, hail or shine, this is an event not to be missed!
- **The Annual Fair** – generally held in November, this is our “big day out” and what a wonderful day it is too. In recent years we have raised more than $30,000 from this one event and consider this to be the “best fair in town”

Mother’s Day and Father’s Day are also special events at our school and the P&F co-ordinates a stall each year to enable children to purchase special gifts.

The pool party held at Town Pool at the beginning of each year is not a fundraiser, but enables all our families to come together to meet new parents and renew old friendships.

Becoming involved in P&F activities is a fantastic way to keep in touch with what is happening in our school and a great opportunity to meet other parents. The P&F only meet once a month and the meetings are fairly informal so come along and join us! Meetings are held on the third Monday of each month in the school staffroom at 5:45pm

Leanne Hatherly – 0438 023 119
P&F PRESIDENT

THE CLASS PARENT NETWORK:

All parents have an intrinsic interest in their children’s development. The Class Parent Network builds on this naturally occurring process to bring parents into shared co-responsibility with the Parish School.

Parents are chosen to work in support of the staff and a particular class. As each class is assigned an individual Class Parent they together form the Class Parents Group. This group is officially recognised by the school and is assigned an important role in building school community.

Individually, each Class Parent would aim to fulfil the following roles:

- Co-ordinate and support social activities among families
- Include all families as much as possible in the life of the class/school
- Care for the children and staff

Our School Class Parent Coordinator is Leanne Hunter.
**THE CATHOLIC SCHOOL PARENT ASSEMBLY (CSPA) – DIOCESE OF LISMORE:**

The Catholic Schools Parent Assembly is a Diocesan Organisation established in 1996 to serve the needs of parents in regard to their faith and educational responsibilities as partners in Catholic Schooling. The CSPA is established under the authority of the Bishop and the guidance of the Diocesan Education Board.

Parent Assembly delegates forward information of interest in the school newsletter and through additional flyers.

What does the CSPA do for parents:

Provide opportunities for parents to gain knowledge and understanding on how to develop healthy, resilient families and improve the educational opportunities for their children.

**WE VALUE YOUR HELP:**

In addition to the Parents’ and Friends’ Association and the Class Parent Network, parents are strongly encouraged to offer their assistance to the staff in many other practical ways. Listed below are just some of the numerous ways you could involve yourself with your child’s education:

- Sporting Activities
- Covering Books
- Canteen Assistance
- Class Reading Groups
- Gross Motor Program
- Excursions
- Classroom Art

The school community always welcomes new volunteers for any activity. The staff and students require support in many aspects of school life. If you have a preference for one or more of these activities, speak to your child’s class teacher to organise a convenient time to assist.

We encourage parents and members of the community to assist us as volunteers in many school activities. Government legislation requires that volunteers must sign a Prohibited Persons Form prior to their involvement with children at the school.

**REQUIREMENTS FOR STUDENTS**

Class book packs are available for purchase from the school office until Thursday 18 December (Due to staff prayer/meeting on Thursday mornings, book packs are not available at this time).

**NB: BOOK PACKS ARE NOT AVAILABLE IN SCHOOL HOLIDAYS.**

Book packs which haven’t been collected and paid for during this time can be purchased in the new year on the following days:

- Wednesday, 28 January 2015 from 2:00pm – 4:00pm only
- Thursday, 29 January 2015, from 8:30am – 4:00pm

- All book packs are $55.00
- All books need to be covered and clearly marked with child’s name and class.
- Book packs also include a levy for buses, ICT, and an Educational School Performance.
- In addition to the book pack, each student will require their own Library Bag and Paint Shirt.

**LIBRARY BAGS:** The school has purchased a supply of waterproof Library bags which are available to purchase as an extra to your child’s class book pack at a cost of $5.00.
Dear Parents/Guardians

Towards the end of each school year, we prepare our budgets for the next. We do this in consultation with our 7 schools to ensure that they can continue to provide the excellent education for which they are known. Each year we face challenges to ensure that school fee increases are affordable to families. These challenges include technological advances, curriculum changes and insurance costs.

Government subsidies fund our dedicated teachers, specialist services and some of our support staff. The costs of maintaining our buildings, expanding our campuses and day-to-day running of our schools need to be funded separately. In 2015, these costs will amount to approximately $8,000,000. The Parish will provide a subsidy of almost $780,000 in 2015, generated via its other operations. The balance is collected via our School Fees.

This presents another challenge - collecting fees. Unfortunately approximately 16% of families have to be constantly reminded to pay or asked to communicate with our School Fees Department. I remind all families that they are expected to fulfill their individual commitment to the payment of fees. It is most important that school fees are paid according to individual payment schedules and paid in the year to which they relate.

However, we recognize that many factors should be taken into account to ensure that each family’s commitment is just and equitable. The Parish therefore has a “Fee Assistance Programme” in place that takes into account family income, employment situation and number of children. Families facing other hardships that make payment of standard fees difficult are also encouraged to apply, e.g. tragedy in family, severe illness of family members. Families who apply and qualify under this program, are asked to pay a reduced fee that is appropriate to their circumstances. If you would like to apply for this program, please contact the Principal or contact Chrissie or Emma at the Parish Administration Centre on (02) 6588 7444 for an application form. All information supplied is confidential.

We now have almost 3000 families in our schools – a significant number with which to maintain communication. I ask that you read school newsletters and any communication from our School Fees Administration and communicate with them immediately if you face problems with your fees.

I sincerely thank all families who have maintained regular payments towards their school fees.

Thank you for choosing Catholic Education for your children. I look forward to welcoming them into our schools in 2015.

Yours sincerely

[Signature]
Parish Priest

For all information concerning school fees contact:
School Fees Administration Department
Parish Administration Centre
49 Hay Street (PO Box 1736)
Port Macquarie NSW 24444
Phone: (02) 6588 7444 Fax: (02) 6588 7440
Email: fees@pac.stagnesparish.org.au
YOUR OBLLIGATIONS

Fees are to be paid in accordance with the payment plan in the year in which they arise.

At the commencement of each calendar year it is important to adjust periodical payments (i.e. BPAY, direct deposits) in accordance with the School Fees Schedule to avoid your account falling into arrears.

Accounts that have not been paid by the due dates or that are not paid in accordance with payment plans will be issued with reminder statements/letters. Responsible persons who do not respond to communication from the School Fees Administration may:

- Be required to attend an interview with a member of the School Fees Administration Team;
- Have their account referred to the Principal for review of continuing enrolment conditions;
- Have their account referred to a Collection Agent for recovery—this would only be after several failed attempts to have the matter of outstanding school fees resolved.

In the event of financial difficulties or other circumstances that make the payment of school fees difficult, please contact the Principal or School Fees Administration to make alternate payment arrangements or to apply for the Fee Assistance Program.

Changes to your personal and/or contact details must be communicated to the School Fees Administration in a timely manner to ensure communication from our office is received. If correspondence is not returned to our office “undelivered”, it is deemed to have been received.

In the event of a family/marital breakdown, the person/s who have signed the Enrolment Application / Family Details Form remain jointly responsible for payment of school fees unless School Fees Administration or the Principal are advised in writing by all affected parties.

Each individual who signs the Enrolment Application / Family Details Form is personally liable for the full amount owed and where more than one individual signs, the School Fees Administration may at its absolute discretion elect to pursue any signatory for the full amount owed.

Any split payment arrangements are to be managed between the responsible parties.

All families are expected to fulfil their individual commitment to the payment of fees.

2015 ESTIMATED SCHOOL FEES (UNDER NEW FEE STRUCTURE)

The Parish Education Council and Parish Finance Committee have approved a change to the structure of school fees:

- The building fund component payable on a family basis has been removed
- Sibling discounts now apply from the 2nd child and have been increased for 3rd and subsequent children.

These changes will take effect from January 2015.

Estimated fees based on this revised structure are included below. Estimated fees include a 5% increase for 2015. Actual fees will be approved by the Parish Education Council and Parish Finance Committee near the end of 2014.

<table>
<thead>
<tr>
<th>2015 SCHOOL FEES SCHEDULE *** ESTIMATE ONLY (5% increase) ***</th>
<th>per week (52 weeks)</th>
<th>per instalment (3 payments)</th>
<th>per year (1 payment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Secondary (Years 11-12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MacKillop Senior College</td>
<td>$62.60</td>
<td>$1085</td>
<td>$3255</td>
</tr>
<tr>
<td>St Joseph’s Regional College</td>
<td>$62.60</td>
<td>$1085</td>
<td>$3255</td>
</tr>
<tr>
<td>Newman Senior Technical College</td>
<td>$62.60</td>
<td>$1085</td>
<td>$3255</td>
</tr>
<tr>
<td>Secondary (Years 7-10)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Joseph’s Regional College</td>
<td>$56.15</td>
<td>$973</td>
<td>$2919</td>
</tr>
<tr>
<td>St Paul’s High School</td>
<td>$56.15</td>
<td>$973</td>
<td>$2919</td>
</tr>
<tr>
<td>Primary (Years K-6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Agnes’ Primary</td>
<td>$39.20</td>
<td>$679</td>
<td>$2037</td>
</tr>
<tr>
<td>St Joseph’s Primary</td>
<td>$39.20</td>
<td>$679</td>
<td>$2037</td>
</tr>
<tr>
<td>St Peter’s Primary</td>
<td>$39.20</td>
<td>$679</td>
<td>$2037</td>
</tr>
</tbody>
</table>
Our school adopts Restorative Justice Practices. All key stakeholders have had opportunities to learn about these practices as implemented through our POSITIVE LEARNING THROUGH RESTORATIVE JUSTICE PRACTICES AND SCHOOL RULES POLICY. This process will continue in 2015.

Highlighted below are the essential elements of this Policy and its procedures. The full document is visible for all, as located on our school website. We invite parents to avail themselves of this.

SCHOOL RULES

I WILL RESPECT MYSELF

I WILL RESPECT OTHERS

By:

- Being polite and honest
- Being fair and considerate
- Acting and playing safely
- Giving my best
FUNDAMENTAL BELIEFS FOR POSITIVE LEARNING THROUGH RESTORATIVE JUSTICE PRACTICES

- Clear and consistent expectations are to be set.
- Relationships and rapport are fundamental to changing behaviour.
- All staff are required to be organised and well prepared.
- Staff will foster positive relationships with students.
- All situations will be dealt with in a clear, calm manner.
- Children will be within view of a supervising adult.
- Any adult in supervision will be guided by Child Protection guidelines.
- Every child is provided with equal opportunity to learn.
- There needs to be differentiation between the deed and the doer.
- Recognise and allow for the differing styles in which children learn.
- Provide opportunities to build resilience.
- Every person (adult and child) has the ability to modify their behaviour.
- Consequences are logical and determined by all involved.
- Learning opportunities allow for engagement and success for students.
- Behaviour management is a partnership.
- Everyone has the right to feel safe and have fun.
- Mistakes are an opportunity for positive growth and change.
- Individual needs should be catered for.
- Resilience is learnt and practised.
- Adequate structures and guidelines are to be in place.
- Expectations are consistent and clear in line with School Rules.
- All parties have the right to be heard.
- Supervision should be adequate and timely.
- Opportunities for well-constructed play areas are provided.
- A level of ambiguity is acceptable.
- All school members are aware of rules and processes for reflection and change (i.e. Affective questioning)

CLASSROOM - POSITIVE MANAGEMENT

In order to create an environment of co-operation and support, the following implementation strategies will be applied within the classroom context to assist with and encourage positive management of behaviour.

- Develop grade set of rules consistent with whole school rules.
- Regularly revisit / revise School Rules and expectations for behaviour.
- Begin in Term 1 with P.D. unit on rules and relationships.
- Develop reward systems tailored for students.
- Develop visual and verbal cues to cater for student needs.
- Ensure classroom programs and procedures are consistent with policies and expectations.
- Utilise alternate strategies to prevent the escalation of a situation i.e. Engine Room, Fidget tools, Sensory Room.
- Continue to educate children in Affective Questioning of Restorative Justice Philosophy.
- Utilise Affective Questioning when dealing with children.
CLASSROOM - RESPONSIVE MANAGEMENT

When a child disregards or chooses to act in discord with School or Class Rules the following sequenced consequences should be applied. Teachers determine the starting point dependent on the nature and severity of the behaviour. Each day is considered a new start for the children.

1. **Warnings - Verbal / Visual**
2. **Reflection time within the classroom**
3. **Buddy Class Reflection**
4. **Office Reflection**
5. **Behaviour Management Meeting**
6. **Suspension from School**
7. **Expulsion from School**

PLAYGROUND - POSITIVE MANAGEMENT

In order to create an environment of cooperation and support, the following implementation strategies will be applied in the playground to assist with and encourage positive management of behaviour.

- Clearly marked boundaries on playground as to where children play.
- Staff supervision is to be vigilant using constant movement and the use of proximity.
- Staff to actively seek out opportunities to reward positive playground behaviour.
- House token reward system in place for term points.
- Staff to wear coloured vests for easy visibility.
- Staff act as role models for sun safe behaviour i.e. wear hats.
- Staff aware of playground hot spots.
- Revisit frequently agreed playground rules.
- Revisit frequently the areas of play within the school.
- Students wait at required assembly area to be escorted to the bottom playground.
- Provide a variety of structured games for children.
- Clearly defined protocols for management of behaviour issues are relayed to students, staff and parents.
- Sport equipment is to be kept up to date and available to children.
- Every class sits down after the first bell at the end of lunch in a designated area.
- Use Affective Questioning when dealing with children.

House Point Token will be awarded to children for positive behaviours that are beyond the expectation. Staff will be limited to distributing a maximum of 4 tokens per day.
PLAYGROUND - RESPONSIVE MANAGEMENT

The management of student behaviour on the playground will progress through the following steps, according to the severity of the incident.

1. **Warnings**
2. **Affective Questioning**
3. **Proximity**
4. **Redirection**
5. **Walk and Talk/No Talk**
6. **Removal from games/situation**
7. **Restricted Play**
8. **Affective Questioning**
9. **Removal From Playground**
10. **Behaviour Management Meeting**
11. **Suspension from School**
12. **Expulsion From School**

**UNIFORM INFRINGEMENTS:**

Students who do not present themselves in the required school uniform without due reason are unable to play after sit down lunch. These students will be allocated to the seating area outside Rooms 15 & 16, as a restricted play area.
HOMEWORK GUIDELINES

Rationale:
At St Agnes’ Primary School, students are encouraged to develop responsibility for their own learning by completing tasks independently learning tasks at home. In the past, considerable class time has been allocated to checking homework completion and quality; this is not the best use of class time, but has been necessary in order to provide immediate feedback and to draw out new or consolidated learnings. Much of the research that has been undertaking on homework and its connection to student learning success in inconclusive, however we do see some correlation within our students between those who consistently complete homework tasks and their academic growth.

Fundamental Beliefs:
- Tasks should be age and ability appropriate
- Homework can provide opportunities for students to develop skills in planning, organising time and creating a habit of lifelong learning
- Homework can strengthen the link between home and school learning experiences.
- Reading and comprehension are essential skills that must be practiced both inside and outside of school hours.

Aims:
*Homework will allow children to:*
1. Practice and apply skills as well as reinforce concepts learned at school
2. Develop organisational skills and independent work habits
3. Develop a range literacy skills be accessing, reading and discussing texts and other information sources
4. Become responsible for their self-learning (age and ability appropriate)

*Parents will be able to:*
1. Support their children’s education by monitoring homework activities
2. View homework as an indication of school learning experiences
3. Communicate relevant information to the teacher about homework activity
4. show interest and involvement in their children’s progress at school

*Teachers will be able to:*
1. Communicate relevant information or considerations to parents
2. Monitor student progress with regards to reading and other optional homework tasks
3. Report on students work habits with regards to homework completion

Implementation:
- Reading will be a compulsory homework activity, with the inclusion of completing a homework log for each grade at St Agnes’ Primary School. From Kindergarten to Year 4, students will have a set reading log and for Year 5 and Year 6, students will record their reading in the School Diary (there may be an online or digital logging option, depending on the grade).
- Students should be reading each night and logs will be completed from Monday to Thursday, meaning that they will be presented to the teacher on Tuesdays, Wednesdays, Thursdays and Fridays.
- Other homework tasks will be provided for students, that will complement class-based learning experiences. These will be opportunities for revision, consolidation or extension. Tasks other than reading will be optional in that families will decide what students will complete.
- From Kinder to Year 2, home tasks will be given on a weekly basis and from Year 3 to Year 6, tasks will be allocated fortnightly.
- The emphasis for accountability to complete tasks will be on rewards not on consequences.