ST AGNES’ PRIMARY

PORT MACQUARIE

2017 INFORMATION BOOK
WE WELCOME YOUR FAMILY TO OUR SCHOOL

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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.
Diocese of Lismore

Contemporary Learning Framework

Powerful learning in Catholic education requires:

A culture of learning that builds capacity based on:
- Collaboration and communication
- Critical thinking and creativity
- Exploration, experimentation with and building upon knowledge
- Planning and reflection

Collaborative learning experiences provide students and teachers with the opportunity to explore, experiment and be challenged in their thinking. Learners gain deeper insights, new knowledge and make meaning when the environment supports these collaborative partnerships. Through problem solving, critical thinking and working creatively, learners build capacity, skills and resilience. Learning thus becomes a progression that builds on prior knowledge and understanding.

A learning community that:
- Builds relationships and trust
- Connects learners
- Strengthens partnerships
- Ensures inclusivity
- Sets high expectations

A culture of excellence evidenced by high expectations and expressed through a shared vision is the hallmark of a vibrant learning community. Strong partnerships are evident and are built on collaboration, trust and inclusivity. Learners are stimulated, supported and challenged.

A learning community built on strong partnerships that connect, challenge and collaborate

Catholic education builds Christ-centred learning communities immersed in the mystery of God's presence. In a sense of adventure these communities promote the communication of Truth, an abundance of life for all and service to the Church and world.

A culture of learning that builds capacity to deepen insight and meaning

A continual focus on leadership for learning

Leadership for learning that demonstrates:
- Professional practices and standards
- Professional development and learning
- Strong instructional leadership - Explicit and articulated learning goals

Effective leaders for learning are guided by clear moral and educational purposes. Leaders for learning are motivated to inspire and engage others in articulating a shared vision and mission. Strong instructional leaders set high expectations and promote a community of learners who share explicit and articulated learning goals. Leaders for learning manage change, understanding the importance of fundamentals. High standards, a passion for learning, knowledge of current research and the concept of continuous improvement drive professional practices. Professional learning is valued and directed to improving outcomes.

A rich curriculum that is:
- Inspiring
- Rigorous
- Flexible and negotiated
- Planned and evaluated

The curriculum is developed with established structures and frameworks and promotes success, inspires learners and leads to the development of confident and creative individuals. This curriculum is relevant, responsive and rigorous, catering for the needs of every learner in all situations. It is developed and reviewed in a planned way and, always building on the gifts and skills of the learners, allows for adjustments as required.

A rich curriculum that engages the contemporary learner

Engaging, adaptive environments that energise the learner

Pedagogy that is:
- Purposeful, meaningful and relevant
- Personalised and multimodal
- Critically engaging

A pedagogy that is purposeful, meaningful and relevant nurtures and challenges the intellectual and imaginative capacities of all learners. This enables learners to use knowledge effectively, develops skills and gain deeper understandings. Learners are engaged in a broad range of proven methodologies and well-planned multimodal approaches. Personalised attention and rich feedback encourage learners to remain engaged and focused. A meaningful, relevant and shared pedagogy leads to high levels of engagement and empowerment.

Pedagogy designed to empower the learner

for more information:
Catholic Schools Office
Diocese of Lismore
https://cfslocatholic.edu.au
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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
God our Father,
We thank you for our wonderful school St. Agnes’.

Our teachers who teach us,
our family and friends who care for us.

St. Agnes, watch over our community as we learn and grow together every day.

Give us the courage to do what is right,
the grace to accept our differences
and be true to ourselves and Christ.

St. Agnes, patron saint of children,
Pray for us.
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 Two. The closing date for these applications is generally the last Friday in May.

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

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

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

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 Three, 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.

### SCHOOL HOURS

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<td><strong>SUPERVISION</strong></td>
<td>commences at 8:30 am</td>
<td>8:30 am</td>
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<td>Bell is rung at 8:55 am</td>
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<td><strong>FINAL BUZZER</strong></td>
<td>3:10 pm</td>
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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. Supervision outside of these hours can be provided through the OOSH Service next door to the school (6584 2627).

HOLIDAYS

FIRST DAY OF SCHOOL for all students in Years 1 to 6 in 2017 will be:
FRIDAY 3 FEBRUARY 2017

However, KINDERGARTEN STUDENTS will commence fulltime the following week:
MONDAY 6 FEBRUARY 2017

The week beginning 30 January will be allocated to individual `Best Start Kindergarten Interview`.

2017 SCHOOL TERMS:

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<th>Friday 3 February to Friday 7 April 2017</th>
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<td>AUTUMN HOLIDAY:</td>
<td>Monday 10 April to Friday 21 April 2017</td>
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<td>Monday 24 April to Friday 30 June 2017</td>
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<td>WINTER HOLIDAY:</td>
<td>Monday 3 July to Friday 14 July 2017</td>
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<td>TERM 3:</td>
<td>Monday 17 July to Friday 22 September 2017</td>
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<td>SPRING HOLIDAY:</td>
<td>Monday 25 September to Friday 6 October 2017</td>
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<td>TERM 4:</td>
<td>Monday 9 October to Tuesday 19 December 2017</td>
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<td>SUMMER HOLIDAY:</td>
<td>Wednesday 20 December to Tuesday 30 January 2018</td>
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OTHER HOLIDAYS (Public Holidays) and STAFF DEVELOPMENT DAYS:

- GOOD FRIDAY .......... FRIDAY 14 APRIL
- EASTER MONDAY .......... MONDAY 17 APRIL
- STAFF RETREAT/PUPIL FREE DAY .......... MONDAY 24 APRIL
- ANZAC DAY .......... MONDAY 25 APRIL
- PROCLAIM / PUPIL FREE DAY .......... FRIDAY 12 MAY
- CATHOLIC WORLDVIEW STAFF DEV DAY / PUPIL FREE DAY ...... FRIDAY 9 JUNE
- QUEEN’S BIRTHDAY .......... MONDAY 12 JUNE
- MATHS STAFF DEVELOPMENT DAY/ PUPIL FREE DAY .......... FRIDAY 22 SEPTEMBER
- LABOUR DAY .......... MONDAY 02 OCTOBER
- STAFF DEVELOPMENT DAY / PUPIL FREE .......... MONDAY 09 OCTOBER
- STAFF DEVELOPMENT DAYS .......... MONDAY 18 DECEMBER
- .......... TUESDAY 19 DECEMBER
KINDERGARTEN STUDENTS

Starting Kindergarten is a very exciting time for all involved. 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. It also provided a wonderful opportunity for your child’s classroom teacher to spend 30-40 minutes with your child, developing a rapport.

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
- Coordinate eating and organise lunch boxes

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.

VISITOR’S 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 visitor’s sticker (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, please 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 adjacent to 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.
- For safety reasons, all students must walk their bikes into and out of the school grounds.
- Students are to wear their helmets at all times when riding their bikes.

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 Behaviour Support Policy. Refer to our Electronic Devices for Students Policy for detailed information regarding mobile phones.

INTERRUPTIONS 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; 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.

- **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 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 Friday’s 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 through the school App, 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 numbers 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/MOODLE PAGE: 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 and resources. The website offers a virtual experience including quick links to Parish and CSO Homepages, parent handbook, school calendar, policies, electronic newsletter and events as they transpire. All this information can also be found on the school app. This can be downloaded for free from the App Store for iPhones or Google Play for android phones.

PARENT/TEACHER INTERVIEWS: These are held at the end of Term Two each year. 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 completed 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, email sapport@lism.catholic.edu.au 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.

REPORTING STUDENT ACHIEVEMENT

Reporting to Parents and Carers occurs twice a year with the semester reports:

1. Written Report & Interview .......... END OF SEMESTER 1 (TERM TWO)
2. Written Report .......... END OF SEMESTER 2 (TERM FOUR)

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 to students in Year Three and Year Five during Term Two. Other standardised tests are administered throughout the year.

INDIVIDUAL CLASS ASSESSMENTS are given regularly throughout the year.

ADDITIONAL NEEDS

St Agnes’ Primary provides support for children with additional needs in various ways. A Leader of Additional Needs is employed and works significantly off class to assist teachers to support the needs of all children. Further information regarding our individual programs and Tiers of Intervention support can be obtained from the school.

LIBRARY

The Library at St Agnes’ Primary School is well resourced, catering for the needs of families, children, teachers and parents and welcomes borrowers.

The program caters for class borrowing during their allocated time period as per the Library Timetable. Borrowing is available for students before school each Monday, Tuesday and Wednesday.

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 from the school office 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 borrowers 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 CURRICULAR:** 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, 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 that has a major focus on student wellbeing. The service is available to students, their families 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), tucked in during class time
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), tucked in during class time
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 and 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. Please note that during the January holidays in 2017, JOPRIM will be located in the St Agnes’ Primary School Hall. 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 20 December 2016 and 3 January 2017. During January operating hours are Monday – Friday 10:00am to 5:00pm and Saturday from 9:00am to 12:00noon. JOPRIM Phone number is: 6584 1076
- Our P&F 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.
CAIENNE

Our Canteen operates 5 days a week providing lunches, and is open to the students at Lunch One (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 products 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 app.

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, Rebecca Rissel and Jodie Duck, 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 to the right.

| 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 cooperation will enable these children and their families to feel supported and safer in their school environment.
Busways 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, must be completed online (transportnsw.info/school-students) printed off and returned to school for verification. Once forms are processed by the school and the bus company, a pass will be issued.

- Children are not allowed to catch the bus for free, until their formal bus pass arrives. This will be sent to the home address, normally within two weeks of submitting a Bus Application form.

- 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**: Contact Busways for a current price.

- At the commencement of each school year, students who have previously travelled on the bus will be issued with a new annual bus pass with the exception of 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. Students moving from Year 6 to Year 7, also need to apply for a new pass.

- **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. (Refer to Busways for the current cost).

**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:** Busways 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 Immunisations have 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 or your local pharmacy.

- **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. Cases are not excluded from school but child should rest at home until they feel better.

- **RINGWORM**: Readmitted 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. An Asthma Health Care Plan will be submitted to the school.

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

**FIRST AID, EMERGENCIES & MEDICATION:** Qualified Staff administer 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. This medication needs to be in the original packaging with the prescription showing.
SACRAMENTS

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, Eucharist and Reconciliation.

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
• 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, in Years 2 - 6.
• 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 of Lismore Diocese at St Agnes’ Church on a date to be advised.

RECONCILIATION
• There will be a specialised school based program for students in Years 4 - 6, 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
• Years 3 - 6 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;
(c) Part of the larger St Agnes Parish Community.

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

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, family and friends are invited to join with the school in these prayerful celebrations.
**EXTRA CURRICULAR CREATIVE ARTS PROGRAMS**
**PRIVATELY RUN – OUT OF SCHOOL HOURS**

**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.

**MUSIC KEYBOARD TUTION - Port Macquarie Academy of Music**
Qualified teachers from the Academy of Music, come before school to work with beginner keyboard groups offered for children from years 1-6. This course is a terrific introduction to music for all ages and does not impact on normal class time. Groups are small to maximise each student’s development. Lessons include music theory so students learn to read and interpret music in addition to playing their instrument. After a maximum of 12 months, students are ready to move into private tuition after school either for leisure or exams at the Academy of Music studios nearby.

Requirements:
- Students bring their own instrument to school for lessons
- Keyboards MUST have piano size keys with a minimum of 61 keys. Casio & Yamaha are ideal.
- A book kit is supplied at the first lesson
- Fees are invoiced by the Academy of Music for each school term.

After school tuition is available for Drums, Piano, Keyboard, Singing and Guitar at the Academy of Music studios Monday – Friday. ‘Toddler Tooters’ Classes introduce pre-schoolers to music and the WunderKeys program is a Piano course for 3-5 year olds. Academy students are encouraged to participate in Performance Parties, Concerts and formal exams when they’re ready.

For further details please phone Anne Russell (Proprietor/Teacher) on 0412 071162 or go to Port Macquarie Academy of Music website - www.portmacquarieacademyofmusic.com

**‘SHINE’ – DRAMA**
St Agnes’ School offers an after school Drama Enrichment Program organised by Claire Michell, a teacher at St Agnes’ Primary. These classes aim to introduce and extend students from Years 1 to 6 interested in the Performing Arts. Eisteddfod participation and other performances opportunities will be available throughout the year.

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

For further information please 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.

The Drawn to Art program covers a diverse range of art mediums such as painting, drawing, collage, printmaking, sculpture, photography and more.

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 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 a particular day each, which will be advised at the beginning of each school year. 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 our own School Sport Carnivals. These include Swimming, Cross Country and Athletics. 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)
- Softball
- Rugby Union
- Netball
- Tennis
- Basketball
- Touch Football
- Hockey
- Cricket
- AFL
- Rugby League

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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. In recent years, 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, as well as providing 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 appropriately $7,000 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 on the first Saturday 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.

Various parent gatherings are held throughout the year, so please keep an eye on the school newsletter and school app for further details throughout the year.
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 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.

**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.
We coordinate the purchasing of books and stationery to alleviate the issue and time required for parents.

We feel that it is important to outline to families, the general and consistent charges that occur throughout each year. “Class Packs” include most of the usual expenses that parents are normally required to pay during the year. Some exceptions could include: if your child is chosen to represent the school in a sporting event or school camps for children in Year 5 and 6. This also does not include Sacraments, graduation expenses or enrichment opportunities.

This year “Class Packs” will be sent home without payment being required. Each family will be billed at the beginning of Term 1 2017, with full payment required by Week 8, Term 1 (17 March 2017). If you wish to make payments before this time, please contact the office for your account details. All Class Packs will be priced at $100.00. An itemised sheet will be sent home with each pack, showing what has been provided.

We plan to stagger the delivery for each year group, and will advise you via the school app, when your child’s year have been sent home.

- All books need to be covered and clearly marked with child’s name and class.
- In addition to the Class Pack, each student will require their own Library Bag and Paint Shirt.

The school has purchased a supply of colourful library bags which are available for purchase from the office at a cost of $5.00 each

Don’t forget the new school backpack is available for purchase from the office at a cost of $50.00. Limited stock available, but an order has been placed for delivery in the New Year.
Background

To maintain our excellent Catholic Education system in the Diocese of Lismore, school fees are an unavoidable necessity. The Government subsidies which apply to your child/children are applied to providing the teaching establishment in each school and the specialist services for our schools. Building costs and the day to day running costs of our Parish Schools are the responsibility of the Parish.

The extent of that responsibility is understood when it is realised that these costs add up to millions of dollars annually. The bulk of this must be met from school fees although to keep these fees as low as possible, the Parish subsidises these costs.

With the benefit of long experience, a benchmark fee has been established that is reasonable and relative to a normal household. This fee is adjusted annually to meet increasing costs and extraordinary items such as information technology, higher insurance premiums, new curricula etc.

The Fee Assistance Program

Justice and equity require that many factors should be taken into account in order that every family is treated equally. Factors such as the number of children, family income and employment situation all need to be considered.

To this end the Parish has established a structure called “The Fee Assistance Program”. In other words, parents may apply for a fee adjustment in the light of their present circumstances. This is not seen as charity but an honest attempt to ensure that the burden of fees is applied justly and equitably to every family.

If you wish to avail yourself of this benefit, you are requested to contact the Education Team at the Parish Administration Centre for the appropriate application form, or speak to the Principal. Any dealings in this regard are completely confidential.

Payment of Fees – Tuition Fees

Parish policy for the payment of tuition fees is by Direct Debit or Centrepay deduction direct from your Centrelink benefits. Direct debits can be paid in any of the following ways: 52 weekly instalments; 26 fortnightly instalments; 12 monthly instalments; 3 payments per year per invoice or one annual payment. The annual payment, if paid by due date, attracts a small discount, determined annually.

Other methods of payment by request include: EFTPOS, BPAY and cash. Payments can be made either at the school or at the Parish Administration Centre.

The Agreement to Pay Form, accepting responsibility for payment of school fees, should be signed by both parents and/or guardians whenever possible. This is a requirement for enrolment.

Discounts

The early payment and multiple student discounts are advised in December each year.
Non Payment of Fees

As clearly stated, The Fee Assistance Program is readily available to people who are experiencing genuine financial hardship or other circumstances that make the payment of fees difficult. While genuine inability to pay school fees will never be a cause of an enrolment being refused or discontinued, all families are expected to fulfil their individual commitment to the payment of fees. This means paying in accordance with the chosen payment plan in the year in which the Tuition Fee is charged, such that the account is finalised by the completion of each school year.

The essential ingredient in negotiating a fair and relevant fee is open and honest communication. In cases where fees are not being paid and there is no communication with the school or the Education Office at the Parish Administration Centre, enrolment may be terminated. Such drastic action would only take place after an extensive process which includes several reminder notices and phone calls to discuss the situation. In cases where there is no attempt by parents or guardians to communicate or cooperatively resolve the issue, the enrolment may be terminated and other forms of debt collection (including the possibility of legal action) will be implemented.

Payment of Fees – Subject and Activity Costs

In addition to normal tuition fees, there are some additional charges depending on a student’s choice of sports and extra-curricular activities. Book packs are also charged annually. These bills are payable directly to the school via BPay, EFTPOS or cash and are to be paid in full each term, unless by prior arrangement with the front office.

Departures

It is a requirement that parents or guardians contact the school and complete the formal departure procedure, otherwise school fees may continue to be charged up until formal notice is received.

Change of Contact Details

It is the responsibility of parents and guardians to advise any changes of address or other relevant contact details. The school and Education Team at the Parish Administration Centre should also be contacted regarding other significant issues which may alter or affect the ability to pay school fees.
“At St Agnes’ Primary School, we believe that all students, their families and staff have the right to a safe and supportive learning environment. We all (staff, students and families) share a responsibility to teach, foster, promote and encourage positive behaviours from all students”

St Agnes’ Primary School has adopted a whole school approach to encourage positive behaviour, “Positive Behaviour Support”. This approach has a strong emphasis on teaching appropriate behaviours and providing systems of support to encourage these behaviours. They are based on a foundation of common language using consistent and clear expectations and experiences in all areas of the school.

As a school we have identified our whole school Clearly Defined Expected Behaviours that will be explicitly displayed, expressed, modelled and taught across the school. Our school PBS statement is,

**Whole School Approach**

The School has a Positive Behaviour Support Team, which meets regularly to identify behavioural needs within the school and to develop systems to support students and teachers. Each week there will be a whole school focus on a particular skill. This will be taught and practiced in every classroom. All staff have received professional development in understanding student behaviour and actively work to promote and model appropriate behaviour choices.

**Centred in Christ, and with love for one another,**
**St Agnes’ learners are Respectful, Responsible, Resilient, and Resolute.**
The following matrix is the foundation for Positive Behaviour Support at St Agnes’ Primary School. All of the expected behaviours are clearly displayed and referred to across the whole school.

<table>
<thead>
<tr>
<th>St Agnes’ Learners are</th>
<th>ALL AREAS</th>
<th>Learning Spaces</th>
<th>Play Spaces</th>
<th>Sacred Spaces</th>
<th>Transitions</th>
<th>Toilet area</th>
<th>Digital Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESPECTFUL</td>
<td>I wear my uniform with pride</td>
<td>I use the learning space appropriately</td>
<td>I look after toys and equipment</td>
<td>I show reverence</td>
<td>I go to the toilet and then leave</td>
<td>I respect the privacy of others</td>
<td>I use my school account appropriately for school purposes</td>
</tr>
<tr>
<td></td>
<td>I use my manners</td>
<td>I ask a teacher before leaning the classroom</td>
<td>I accept decisions</td>
<td>I participate in prayer</td>
<td>I still in sacred spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I wait my turn</td>
<td>I use appropriate language and tone of voice</td>
<td>I follow the rules of the game</td>
<td>I am still in sacred spaces</td>
<td>I respecting other people’s beliefs</td>
<td>I will listen for instructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I listen to and follow instructions</td>
<td>I use listening skills</td>
<td>I play fairly</td>
<td>I respect other people’s beliefs</td>
<td>I will be patient</td>
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<tr>
<td></td>
<td>I wait my turn to talk</td>
<td></td>
<td></td>
<td>I use prayer hands</td>
<td></td>
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</tr>
</tbody>
</table>

| RESPONSIBLE | I have self-control | I complete my work | I return borrowed equipment | I am responsible for my own behaviour | I move to class lines safety and on time | I report inappropriate use to a teacher |
| | I own my behaviour | I clean up after myself | I finish my game on the ball | I help others to be responsible | I play in bounds | I follow age limits with regards to social media |
| | I care for the belongings of myself and others | I fulfill commitments | I go to the toilet | I am still and quiet | I use sports equipment in the right way | I will stay on the set task |
| | I keep our school tidy | I actively contribute | I keep the space clean and tidy | | I sit patiently and wait for a teacher | |
| | I keep my hands and feet to myself | | | I wear my hat | | |

| RESILIENT | I respond positively to a challenge | I have a growth mindset | I can take turns | I ignore distractions | I tell a teacher if there is a problem in the toilets | I block users who are inappropriate towards me |
| | I learn from my mistakes | I use my mistakes to learn | I take it when I get out | I will accept when others have different beliefs and opinions | | I can turn off the device when asked |
| | I never give up | I can take risks | I play by the rules | I will not let others influence my actions and behaviour | I can choose not to respond |
| | I can bounce back and move on | I have another go | I play for fun and forgive others | | |
| | | I can accept feedback | I can walk away when people are united | | |
| | | I will ask for help when I need it | | | |

| RESOLUTE | I stand up for myself or someone else in a positive way | I stay focussed | I stand up for what is right | I am proud to express my faith | I remind other people how to behave in the toilets | I encourage others to use technology appropriately |
| | I act like Jesus would | I work hard | I stand up for what I believe in | | | I tell an adult of issues with technology use |
| | I am a leader | I try my best | | | | |
| | | I challenge myself to improve | | | |
To support the students in their learning, each environment contains its own visual representation of the matrix. This is displayed, referred to, modelled, taught, practised and re-taught until students experience success with the skills. The following image is an example of these displays.

POSITIVE ACKNOWLEDGING STUDENT BEHAVIOUR CHOICES

Students are positively encouraged and acknowledged for appropriate behaviour choices, both individually and as part of a group. This encourages their own intrinsic motivation, as well as helps to learn the skills of actively participating in a group.

Examples of individual acknowledgement include; teacher feedback, smile, thumbs up, sticker, stamp, Dojo points, icy pole raffle ticket, certificate or commendation, awards, parent contact, newsletter recognition, end of term treat and Making Jesus Real stickers.

Examples of group acknowledgement include a House Cup token system. All students at St Agnes’ are a part of a House Team for sporting carnivals. To develop community across the school, the students work towards building points for their house when making positive behaviour choices on the playground. Staff or student “SRC Spotters” will provide students with a token on the playground to place into their house tub. Each week they are tallied and the students are given a running total. At the end of the term, the winning house is involved in a special treat.

SUPPORT FOR STUDENTS HAVING DIFFICULTY FOLLOWING THE EXPECTED BEHAVIOURS

Working from the understanding that appropriate behaviours are skills that can be learned, requires opportunities for students to practise and apply their skills, as well as to receive consistent feedback and support when they are not managing themselves in a manner that is consistent with the whole school
expectations. When this occurs the behaviours are referred to as minor (teacher managed) or major (referral to Leadership Team).

All students are made aware of the consistent process at the beginning of the school year. While the major focus is on encouraging and supporting students for their positive behaviour choices, the following procedures are followed to ensure that disruptions to learning are minimised and students are able to reflect upon their actions.

**CLASSROOM:**

If a student displays disruptive behaviour within the classroom, the first response of the teacher is to positively reinforce the appropriate behaviour. The process is as follows:

<table>
<thead>
<tr>
<th>STEP ONE: Positive reminder of expectation or parallel acknowledgement of other students’ appropriate behaviour.</th>
<th>Eg “When we are respectful, we sit still and listen to the person who is speaking” or “(student) I can see how you are sitting and listening to the person who is speaking”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP TWO: First Warning</td>
<td>Teacher clearly restates the expectation the student is required to follow. “(Student), this is your first reminder, we show respect when we are sitting still and listening”.</td>
</tr>
<tr>
<td>STEP THREE: Second Warning</td>
<td>Teacher clearly restates the expectation the student is required to follow. “(Student), this is your first reminder, we show respect when we are sitting still and listening”.</td>
</tr>
<tr>
<td>STEP FOUR: In Class Reflection</td>
<td>Teacher clearly restates the expectation the student is required to follow. “(Student), this is your first reminder, we show respect when we are sitting still and listening”- student is moved to a different seat in the room away from distraction.</td>
</tr>
<tr>
<td>STEP FIVE: Buddy Class Reflection</td>
<td>Teacher clearly restates the expectation the student is required to follow, and asks the student to spend a brief time in their buddy class reflecting on their choices. If a student reaches this level, parent contact will be made and the student will be referred to a PBS lunchtime social skill training session that week, to support the student with the development of the skill they need to work on.</td>
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</tbody>
</table>

If a child has had three reminders in the classroom, then continues the disruptive behaviour and is sent to Buddy Class Reflection time, a brief message will come home informing you that this has occurred. It is important to remember that this contact is not about punishing the child for their choices, it is to keep you informed of what is happening at school, to enable you to have a positive conversation with your child at home. One of the key success elements of Positive Behaviour Support is having families and school work in conjunction to one another to support students who are challenged by the classroom environment.
SOCIAL SKILL SUPPORT SESSIONS:

As PBS is a multi-tiered approach, it is important to recognise that learning appropriate behaviours/social skills are more challenging for some students than others. This intervention focuses on the top two tiers (orange and red) of the PBS pyramid. The focus is to apply a targeted, individual response to the student behaviour, to help them reflect on their actions and re-teach the appropriate skill to enable future success. At St Agnes’ Primary, this will take place at lunchtime and will be run by the Positive Behaviour Support Team. All students who continue minor behaviours beyond Buddy Class Reflection or Playground reflection, or who engage in major behaviours will receive a referral to lunchtime social skill training that week. A reflection will come home for you to sign to acknowledge that your child has been to this session.

PLAYGROUND PROCEDURES:

<table>
<thead>
<tr>
<th>STEP ONE: Positive reminder of expectation or parallel acknowledgement of other students’ appropriate behaviour.</th>
<th>“You are being safe by walking on the concrete. Thank you” or ‘(student)... we are safe at school when we walk on the concrete”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP TWO: First Warning</td>
<td>Teacher clearly restates the expectation the student is required to follow with a reminder that this is their warning.</td>
</tr>
<tr>
<td>STEP THREE: Second Warning</td>
<td>Teacher clearly restates the expectation the student is required to follow with a reminder that this is their warning.</td>
</tr>
<tr>
<td>STEP FOUR: Playground Reflection on Benches</td>
<td>Teacher clearly restates the expectation the student is required to follow and asks them to think about their behaviour on the benches.</td>
</tr>
</tbody>
</table>

Centred in Christ, and with love for one another,  
St Agnes’ learners are Respectful, Responsible, Resilient, and Resolute.
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 of numeracy and literacy skills by 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 daily 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 focusing on literacy and numeracy skills will be provided for students. These will complement class-based learning experiences. They will also be opportunities for revision, consolidation or extension.
- The emphasis for accountability to complete tasks will be on rewards not on consequences.