

**ST. PAUL'S CATHOLIC PARISH PRIMARY SCHOOL  
MOSS VALE**

**SCHOOL  
INFORMATION  
BOOKLET**



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## PRINCIPAL'S MESSAGE

Welcome to the Information Booklet of St Paul's Catholic Parish Primary School, Moss Vale. This information booklet is a quick reference, A to Z guide, detailing useful information about the school.

St Paul's is one of three Catholic primary schools located in the Southern Highlands of New South Wales. It is one of 30 Catholic systemic primary schools in the Diocese of Wollongong, administered by the Wollongong Catholic Education Office, under the direction of the Bishop of Wollongong, Bishop Peter Ingham.

St Paul's is named after St Paul the Apostle and draws its motto, 'All to All', from Paul's letter to the 1 Corinthians 9.22.

The first Catholic Primary School in Moss Vale was started by the Sisters of St Joseph at, "Kalurgan", Browley Street, Moss Vale, in 1884. In 1891 the Dominican Sisters took over the role as chief educators and St Joseph's School was transferred to the Elm Court property in Moss Vale. In 1947, the school moved to its present Garrett Street site and was established by the then Parish Priest, Monsignor Lynch. The school was renamed St Paul's, with pupils starting classes in January 1948. Presently the school is a one stream school from K to 6 with an enrolment of approximately 160 students.

At St Paul's we aim to live out our vision statement by being a Catholic community that respects the dignity of all, is focused on the life of Jesus and continually strives to provide a quality 21<sup>st</sup> century learning environment. We offer a balanced curriculum that is concerned with the academic, social, emotional, physical, spiritual and creative development of students. We create a learning environment that develops students into successful learners through innovative practice and professional development of staff in all areas of the curriculum, including the integration of Information and Communication Technology. We firmly believe that parents are the first educators of their children and parents are encouraged to participate in all aspects of school life. The School Review and Improvement (SRI) Plan for the 2013 to 2017 cycle, is an example of teachers, students and parents working together to set the future direction of the school, and is currently being implemented.

The information booklets are a snapshot of the school and for any additional information about the school please go to the school website [www.spmvdow.catholic.edu.au](http://www.spmvdow.catholic.edu.au) or contact the school office.

Anthony Kenna



Principal.

### **ST. PAUL'S VISION STATEMENT**

"A Catholic Community that respects the dignity of all and strives to provide a quality learning environment focused on the life of Jesus".

### **ST. PAUL'S MISSION STATEMENT**

In the spirit of Saint Paul the Apostle the staff of the school will continue to provide a Catholic learning environment that;

- Embraces Jesus and the Catholic faith as the heart of our school community, sharing in the evangelizing mission of the Church with parents and the Parish.
- Celebrates being Catholic in our Parish School, striving to make faith relevant to daily life and being aware of the challenges facing the Church today and in the future.
- Nurtures the spiritual formation and well being of students and staff.
- Engages with social justice issues, by responding to the needs of others, exercising compassion and being environmental stewards.
- Enables the students to live a well-balanced, healthy and meaningful life within an active partnership between home, parish, school and wider community.
- Allows the individual to relate positively to others, where the inherent dignity and respect of all people is valued and protected.
- Promotes the achievement of personal best for each individual.
- Equips each student with the skills to be a life-long learner.
- Delivers an innovative and engaging pedagogy that includes collaborative planning, creative critical thinking, problem solving, enjoyment, contemporary resources, assessment and sound progression.
- Uses data about school and student performance to inform parents and governing bodies and to improve learning and teaching.
- Engages in leadership opportunities, professional development, good management and continuous improvement of school facilities and processes.

### **CORE VALUES**

The core values of the school emanate from St. Paul's letter to the Corinthians, 1 Corinthians 13:13

"So, faith, hope and love abide, these three;  
and the greatest of these is love."

The core values of faith, hope and love are actioned through:  
Respect, Honesty, Responsibility, Resilience, Justice, Encouragement, Compassion,  
Cooperation, Optimism, Excellence and Belonging.

## **ABSENCES**

An email, message via the skoolbag app or a written note must be sent to the class teacher explaining any absence.

If you need to take your child early from school you need to report to the school office, advise the office staff the reason for the departure and the office staff will collect your child from their classroom. Never take your child from the school without following the above procedure.

When arriving late to school the same procedure applies. Report to the office, advise the office staff of the reason and your child will go to their classroom.

If travel arrangements change a written note or email to the office staff or class teacher on that day should be provided.

- An **Application for Exemption from Attendance at School** needs to be completed for absences of planned events, of more than one day. This is a NSW Government, Board of Studies and Catholic Education Office requirement. Once the application has been received the Principal will issue a Leave Approval letter.

## **ANNUAL SCHOOL REPORT**

At the end of each school year the school produces an Annual School Report. The report is prepared for the Catholic Education Office in Wollongong and is available to parents at the beginning of term 3 the following year at the school office or on the school website.

## **ASSEMBLIES**

Each morning the school assembles for Morning Prayer, messages and birthdays in the large weather shed at 8.50am. On Friday morning the whole school assembles in the hall and the weekly awards are presented.

## **BANKING - STUDENT**

A school banking service is provided by the local Commonwealth Bank. Deposit books and money should be presented to the school office on a Wednesday. Please contact the School Office for details.

## **BEHAVIOUR MANAGEMENT**

Students are expected to be well behaved at all times. A copy of the rights and responsibilities and the Code 5 school rules can be found in the appendix. The school policy is available on the website.

## **BICYCLES**

Children need to be proficient bike/scooter riders and be able to demonstrate correct behaviour and knowledge of the road rules before they ride their bike/scooter to and from school. **HELMETS ARE COMPULSORY** and bikes/scooters are to be left in the bike rack provided. Any student arriving at school without a helmet will not be allowed to ride the bike/scooter home. Parents will be contacted and arrangements made to collect the bike. The school and Roads and Maritime Services (RMS) recommend that children from Years 5 and 6 **ONLY** be permitted to ride to school. Parents with children in K to 4 are encouraged to ride with their child (ren) to and from school. **Parents are requested to advise the school in writing that their child has permission to ride to and from school.**

## **BOOK CLUB**

St. Paul's participates in the Scholastic Book club. The aim of Book Club is to encourage the enjoyment of reading. Brochures are sent to the school to be distributed to students and parents can order books or software. Please make cheques out to St. Paul's School, not the Bookclub. **You are under no obligation to buy these books.**

## **BUDDIES**

As part of the school's Care for students, a Peer Support Program operates in the school. A Year 6 student and a Kindergarten student are partnered together at the start of the new Kindergarten year. They are called Buddies. The Year 6 student acts as a supports person to the Kinder child in the playground at the start of the year and helps them throughout the year in different ways. The classes also come together throughout the year for various learning activities and a special bond evolves between the Kinder and Year 6 students.

## **CANTEEN**

The school canteen operates at recess and lunch on a Friday. The canteen is run on a volunteer basis; mothers and fathers are encouraged to help if they are available. A menu is available at the school office and on the websites. Orders are to be written clearly on a paper bag with money included. Should your child come to school without lunch, they may obtain a note from the office and order from the canteen. A letter will be sent home with an amount for payment to be sent the following day to the canteen. At special times in the year 'meal deals' are advertised in the newsletter. Students should **NOT** bring large amounts of money to school to spend at the canteen. (\$20 & \$50 notes). If circumstances arise and a large note is all that is possible then parents are asked to order extra items as a lunch order. Please note that the canteen does not sell peanut products and has procedures in place to support children with health concerns. The school Anaphylaxis policy is available on the website.

## **CHILD PROTECTION (see appendix)**

## **COMMUNICATION**

The weekly Newsletter is our way of keeping parents well informed about school life. It provides information about past and future events in the school community. It is the good news that is taking place at St Paul's Parish School. The Newsletter is sent home every Wednesday via email or with the eldest child, and is published weekly on the school website at [www.spmvdow.catholic.edu.au](http://www.spmvdow.catholic.edu.au). and via the skoolbag app.

- **Computer, E-Mail And Internet Use**

St Paul's is a fully networked school where all students have access to computers, the Internet and email to aid and enhance learning experiences. It is expected that all students adhere to using the computers and Internet for educational purposes, acting responsibly and ethically and treating all equipment and the privacy of others with respect. Students need permission from teachers to search the Internet, print information or bring DVD's, CD's from home. It is expected that students do not intentionally remove or alter any files or programs on a school computer or search for inappropriate material. Students who do not adhere to these guidelines will have their computer, email and Internet access restricted. The school policy is available on the website.

## **COUNSELLOR**

CatholicCare provide a school counsellor who visits the school 3 times a month. Requests for counsellor support must be directed to the Principal. Parental permission is required before students meet with the counsellor.

## **CURRICULUM – AUSTRALIAN CURRICULUM**

The school teaches the following seven Key Learning Areas according to NSW Board of Studies and CEO Documents.

English, Mathematics, HSIE (Human Society and its Environment)

Science (2015), CAPA (Creative and Practical Arts)

PDHPE (Personal Development, Health & Physical Education) and as a Catholic School teach RE (Religious Education).

Teaching programs, learning units of work and student work samples for each class and unit of work that correspond to those identified in the scope and sequence of the seven Key Learning Areas, are maintained and kept until the end of the calendar year.

- **Religious Education** at St. Paul's encompasses both formal and informal RE lessons. Prayer is an important part of our day and we encourage student participation in Parish activities, attendance at weekend Parish masses and school masses. Catholic students also prepare for and receive the Sacrament of Reconciliation, First Communion and Confirmation through a Parish Based Program.

## **ENROLMENT**

The enrolment process and application forms are available through the school office and on the school website.

## **EMERGENCY PROCEDURES**

In the event of major emergency situations such as a catastrophic fire, the school will notify parents via the Skoolbag app and email.

## **EXCURSIONS**

Class teachers organise excursions that they consider relevant to a unit of work the students are studying. Your permission is always sought and must be returned before your child can attend. This also applies to sporting events or visiting performers. No child is allowed to attend an event without a signed permission note. The school policy is available on the website.

## **FEES**

School fees are divided into three areas. Tuition fees, SEDSO and Resource fees. The amount payable may change from year to year and therefore notification is made in the weekly newsletter. Generally an account for tuition fees is sent out in terms 1, 2 and 3.

This account can be paid in full each term or arrangements can be made for instalments to be paid. Options for instalment payments are weekly, fortnightly, and monthly. As well, payment can be made via the Direct Debit System through the Catholic Development Fund or payment may be forwarded to the school by your Bank/Credit Union.

- **School Enhancement and Debt Servicing Obligation (SEDSO)** is a compulsory fee set by the Diocese for the support of school maintenance. This account is sent out with the school fees in terms 1, 2 and 3
- **A Resource Fee** per student is sent out in term 1. This covers the cost of book supplies, stationery, and class resources for the year.

## **FIRST AID**

Minor injuries are treated by teachers or office staff. In the case of more serious injuries, parents will be contacted. If a parent cannot be contacted the signed permission for the child to be transported by ambulance to a Doctor's surgery will be taken as approval for further treatment. In the event of a child being ill, parents are contacted and asked to collect the child. It is important to have a home and work phone number as well as an emergency contact number. Please inform the school immediately, if your contact numbers change.

## **HOMEWORK**

Homework is set by the class teacher according to the school policy and outlined at the parent information night in term 1. Parents can help by creating the space and routine for children to complete homework. Parents will be notified if homework is not up to the required standard. We also invite parents to contact the teacher if there is a concern, or if homework has not been completed for a special reason. The school policy is available on the website.

## **INFORMATION - PARISH**

Celebrate your faith as a family with your fellow parishioners.

### **WEEKEND MASS TIMES**

#### **MOSS VALE -ST. PAUL'S**

6.00 pm Saturday Vigil

9.30 am Sunday

#### **PENROSE PARK**

Pauline Fathers (OSPPE) 11:00am every Sunday

#### **ST. BRIDGET'S BUNDANOON**

2<sup>nd</sup> & 4<sup>th</sup> Sunday 8:00am

1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Sunday 5:00pm

#### **ST. PETER'S BURRAWANG**

8 am - 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sunday each month

5 pm - 2<sup>nd</sup> and 4<sup>th</sup> Sunday each month

#### **ST. FRANCIS XAVIER BERRIMA**

11 am 1<sup>st</sup> Sunday only each month

## **LABELLING OF CLOTHES**

It is essential that **ALL** articles of clothing and belongings such as lunch boxes and stationery be clearly marked with the child's name. No named items collected are put in the Clothing Pool.

## **LIBRARY**

The school Library operates 2 days a week. Students are encouraged to use the Library by borrowing books and using computers for research. We ask that parents ensure books are returned. Overdue notices are issued at the end of the term.

## **LITURGIES / MASS**

Liturgies are an important part of the Religious Education program. Students will celebrate Mass with their class and as a whole school each term. Reconciliation is also celebrated throughout the year. Liturgies are held for special events and weekend class masses are organised at St. Paul's Church Moss Vale. Children are prepared for Sacramental Programs in Years 2, 3 and 6. Catholic students receive the Sacrament of Reconciliation in Year 2, First Communion in Year 3 and Confirmation in Year 6.

## **MANAGING STUDENT PASTORAL AND EDUCATIONAL CONCERNS (MSPEC)**

When teachers require assistance with a student's academic, behavioural, social or emotional situation the teacher is referred to the school MSPEC Committee. This committee acts as a support for the teacher, making recommendations and monitoring student progress.

### **Professional Assessment**

If further assessment is required, by referral to an educational psychologist, School Counsellor, speech pathologist or occupational therapist, parents are contacted and an appointment made to discuss the matter.



## **MEDICATION - DISPENSING MEDICINES**

Catholic Education Wollongong and St Paul's School, regard the obligation to dispense medicines to pupils as a serious matter requiring cooperation between teachers and parents. (The school follows the guidelines set out in the **Diocesan Policy for Dispensing Medicines**)

Parents and teachers share a duty of care, which requires both parties to understand the shared responsibilities involved. Children who are ill should not be sent to school. The school does not have the facilities or the staff to cater for sick children for the whole school day. In the event of contagious illness, parents are requested to notify the school and advise the nature of the illness and the possible time of absence from school. In the event of illness at school, children will be cared for by staff and the parents contacted to take the student home. It is vital to keep the school updated with the most recent contact numbers.

Where medication is prescribed, it is preferable for it to be taken at home. It is usually appropriate for medication to be taken before school, at afternoon teatime and before retiring. Where medication has to be taken during the day, the appropriate forms are to be completed and returned to the school. These forms note the dosage, time of ingestion, contact person and doctor in an emergency. These forms are available from the school. Medication is kept in the office, dispensed by authorised staff, and must be clearly labelled.

- **Analgesic Substances** Analgesic substances will not be administered for pain relief. Dispensing of aspirin or a medication containing aspirin will only be administered in cases where written authorisation by the student's physician or parent states that aspirin has been prescribed for a specific condition.
- **Asthma** Parents are required to complete a School Asthma Record Form for children with asthma. The child's doctor must also complete this form. In the case of asthma attack the information will be noted on the child's Asthma Record Card and parents will be notified. Children are permitted to keep medication for asthma on their person once arrangements have been made with the school.

**Head Lice** and nits are found on the hair, especially behind the ears and at the back of the neck. Nits look like tiny white specks stuck to the base of the hair shaft. Treatment should be carried out and the child can return to school the next day. You can buy an appropriate solution from your pharmacist – you don't need a prescription. Everyone living at the same house should be treated at the same time you are treating the affected person. The NSW Health Department have additional information on their website. Please notify the school so we can advise other children.

- **Immunisation** On enrolment we request details of immunisation to be supplied. If these are not up to date the child may be excluded from school during times of outbreaks of particular illnesses.
- **Emergency Phone Numbers** It is essential that the school have accurate information regarding emergency phone numbers in the event of illness or accident.
- **Ambulance** The school pays an annual fee to cover emergencies requiring transport to hospital by ambulance. In the event of serious accidents an ambulance will be requested. Parents will be notified immediately.

## **MERIT & PRINCIPAL AWARDS – CODE 5**

Students from each class are nominated for one Principal's Award and two Merit Awards each week. These awards are given out at Friday morning assembly. The Principal's Awards focus on the Code 5 school rules. The Merit Awards focus on academic achievement.

## **MONEY**

When it is necessary to send money to school, please send it in an envelope clearly marked with the child's name, class, amount enclosed and purpose. For more than one purpose, please use separate envelopes.

## **NAPLAN TESTING**

In May of each year, NAPLAN (National Assessment Program: Literacy and Numeracy) tests are completed in Years 3 and 5. Students are tested in the areas of Literacy and Numeracy. The NAPLAN tests are based on the Board of Studies Primary School Syllabuses. Parents are sent detailed results, which may be discussed with the class teachers. Results of these tests are confidential.

## **PARENT / TEACHER INTERVIEWS – REPORTING STUDENT ACHIEVEMENT**

A parent information night is held early in term 1, outlining information for the year ahead. Formal interviews are held to discuss student achievement in Term 2 and parents are always welcome to make an interview time with teachers to discuss any issue of concern. Teachers are unable to consult with parents in class time or while supervising the playground due to their own 'duty of care' responsibilities. Please arrange meetings with teachers outside of these times.

A mid year and yearly written report outlining student achievement is sent home in Terms 2 and 4.

## **PARENT INVOLVEMENT**

Parents are encouraged to become involved in school life through:

- celebrating Mass or Liturgies with the school community,
- participation in Parish based Sacramental programs,
- attendance at school open days and other special occasions e.g. assemblies
- actively support the P&F Association,
- involvement in school fundraising activities,
- assisting teachers with classroom activities, assisting the library by covering books etc,
- assisting at the canteen,
- attending information evenings

## **PARENTS AND FRIENDS ASSOCIATION**

The Association meets on the first Wednesday of the month at 7:00pm. Everyone is most welcome. The P & F hold a number of fundraisers for the school each year and support of these activities by parents is vital.

## **PARISH SACRAMENTAL PROGRAMS**

At present, the parish and school support the family in helping their child receive the gifts of the Sacraments. The prime responsibility for the children's preparation lies with the example and practice of the family. The parish and school will do their utmost to support families during the sacramental preparation.

Children receive three Sacraments during their primary years.

- Sacrament of Reconciliation, in Year 2.
- Sacrament of Eucharist, in Year 3 and
- Sacrament of Confirmation, in Year 6.

If parents choose to present their children for these sacraments, it is expected that they meet the commitment of the sacramental program.

## **PERSONAL DEVELOPMENT**

As part of the PDHPE curriculum from K to 6 a Child Protection Program is taught in accordance with the Board of Studies and CEO Guidelines. This is outlined at the parent information evening in term 1. In Year 5 and Year 6 the students focus on, how their bodies are growing and changing and human sexuality.

## **PHOTOS**

School photos are taken each year. Parents are under no obligation to purchase the photos. The information on the envelope, supplied by the company, gives all the necessary details for ordering.

- **Photo Permission** Throughout the school year photographs are taken of students. Photos may be taken to publish in the newspaper, newsletter, school web page, or to hang in the school corridor or church in relation to special achievements or events. For this reason every child is to have a signed permission note from parents that indicates the places where photo permission is given. It is kept for the duration of their primary schooling, informing the school if photos may be taken. If circumstances change it is the parent's responsibility to inform the school. When photos are used on the internet, no names are added except with permission.
- **Photos at School Events** Parents are allowed to take photos or videos at school performances but only of their child's performance. Responsible digital citizenship practices need to be exercised by parents during school events and activities. Privileged digital information collected by parents at school events may be used for private family use **ONLY**.

## **PROPERTY - PERSONAL**

Except with teachers' permission, toys and sporting equipment are not to be brought to school. The school provides adequate equipment for the children at recess and lunch times.

**Clothing must be labelled to avoid becoming an item of lost property.**

## **READING RECOVERY (RR)**

Reading Recovery is an early intervention program for Grade One students who are experiencing difficulties in learning to read and write after one year of school. Participating students have individual daily half-hour lessons with a trained Reading Recovery teacher. It is supplementary to the ongoing activities of the classroom and it brings these children to a level where they can be full participants in that classroom program. Parents will be kept informed of children's progress throughout the program. When daily, intensive programming is not achieved, such as through prolonged or intermittent absence of the child, the quality of the teaching and the outcomes of the program are seriously affected. Therefore the commitment and support of parents ensuring the children's regular attendance is vital.

## **SEASONS FOR GROWTH – Good Grief Program**

During the year the Seasons Program is offered for children who are suffering from grief or loss. Parents are informed about the program at an Information session. Children require parental permission to attend. The program runs for about six weeks and is offered every year, usually in terms 2 and 3.

## **SPECIAL EDUCATION STUDENTS**

Students are fully integrated in mainstream classes where additional support is provided. Parents attend an Individual Education Planning (IP) meeting twice a year to review their child's progress and plan for future learning. The school MSPEC committee support and assist students with special needs.

## **STAFF DEVELOPMENT DAYS – Pupil Free Days**

Each year Staff Development Days are allocated and approved by the Catholic Education Office so staff can work on Curriculum Development and School Policies. Parents will be notified in advance of these dates, as children do not come to school on these days. The first day and the last two days of each school year are Staff Development Days. A staff spirituality day and a Curriculum day are also held once a year. There are 5 staff development days in total.

## **SUPERVISION**

Children are supervised on the playground from 8:30am. Please do not send your child to school before this time. Children are then supervised at recess, lunch and after school.

## **SCHOOL HOURS**

8:50am - morning bell

10:50am - 11:20am - recess

12:50pm - 1:30pm - lunch

3:00pm - dismissal - students not travelling on buses are to be picked up by 3:10pm

- **School Office Hours:** 8.30am to 3.30pm

## **SPORT**

All classes are involved in a sporting program each week. Parents are notified of their child's sports day when children are required to wear sports uniform.

- **Sport - Inter School And Representative**

St Paul's is a member of the Wollongong Diocese Sports Association. St Paul's conducts a Cross Country Carnival in Term 1, an Athletics Carnival in Term 2 and a Swimming Carnival in Term 4, for all children at the school. A squad is chosen from each of these carnivals to represent St Paul's at the Diocesan Carnivals. Children from Years 3 to 6 ONLY have the opportunity to represent the School, Diocese and MacKillop Catholic Schools in a wide range of sports. Teams from St Paul's also participate in Netball, Basketball, AFL and Rugby League Carnivals. **Parental help with these activities is required.**

- Our three sport houses are; Innes - Blue, Garrett - Red, and Watson - Gold.

## **STAFFING**

The Principal is responsible to the Diocesan Director for the management of the school as an educational institution. The Assistant Principal is a teacher appointed to assist the Principal and therefore is released from teaching for a period of time each week.

The Religious Education Coordinator (REC) is a member of the school leadership team and is responsible to the Principal for assisting teachers and coordinating religion programs throughout the school and Parish. The REC is also released from teaching for a period of time each week. The school also has a Co-ordinator 1 position who works in the specific area of Information and Communication Technology (ICT). Teachers are appointed to the school by the Catholic Education Office Wollongong.

## **TRAVEL (BUSES - CARS)**

- At dismissal time each day, children go to an allocated area to be either collected by parents or supervised by a teacher on bus lines.
- Children who are collected by parents wait with the duty teacher at the tuckshop covered area. Parents park in Innes Road, walk up the driveway and collect students from the teachers.
- In the interest of children's safety, parents are not permitted to drive into the school playground to pick students up or drop them off.
- If a child misses the bus they wait at the office and the duty teacher will contact parents by phone.
- Children are to be collected by 3:10pm.
- In the interest of children's safety **NO** parent is to collect children from the Garrett Street entrance in the afternoon.
- The school must be notified by **2.30pm** of changes to travel arrangements. Either by email, skoolbag, phone call or a written letter.

If your child travels regularly on the bus, you need to complete a Bus Pass form available at the office. These forms must be returned to the school office for verification of student's attendance at St Paul's. Please note that a code of conduct exists on the bus and children are expected to follow this code.

## **UNIFORM**

The presentation of students attending St. Paul's is important, as the way students present themselves is a reflection of the pride they have in the school and themselves. It is hoped that the uniform standard is one we can all be proud of and which brings a positive response from parents, teachers and the wider local community. At St Paul's parents have traditionally tried to ensure that children wear the correct school uniform. Like other matters of school policy the uniform code relies heavily on parent support. So it is in partnership with the parents that the school has compulsory uniform requirements.

All students are expected to wear the full, correct uniform at all times and maintain the uniform standard. The school uniform should be neat and tidy and all students clothing should be clearly marked with the student's name. It is hoped that the senior students of the school would set the uniform standard for the rest of the school and make the wearing of the correct uniform their responsibility.

Children wearing incorrect uniform will receive a standard letter outlining the correct uniform and requesting parents' support in ensuring that the child wears the correct uniform. Parents are required to sign and return the reply. If for a good reason the child cannot wear the correct uniform, parents are asked to send a note of explanation.

Below are the details of the girl's and boy's winter and summer uniforms.

### **GIRLS SUMMER**

Summer dress, pale blue socks, black shoes, navy fleecy top with school emblem or plain navy jumper or sleeveless fleecy navy vest with school emblem and school hat.

### **GIRLS WINTER**

Navy tunic or gabardine slacks, pale blue long sleeve shirt, navy tights, black shoes, plain navy tie, navy fleecy top with school emblem or plain navy jumper and/or sleeveless fleecy navy vest with school emblem, plain navy parka or duffel style coat, school hat, navy blue school beanie, scarf.

## **GIRL SPORTS**

Navy tracksuit, navy netball skirt, navy shorts, pale blue collared t-shirt with emblem, white socks, joggers predominately white, blue trim acceptable.

## **BOYS SUMMER**

Navy school shorts, short sleeve pale blue shirt, navy fleece top with school emblem or plain navy jumper or sleeveless fleecy navy vest with school emblem, grey socks, black shoes, school hat.

## **BOYS WINTER**

Long navy corduroy or gaberdine trousers, long sleeve pale blue shirt, grey socks, black shoes, navy fleecy top with school emblem or plain navy jumper and/or sleeveless fleecy navy vest with school emblem, navy tie, plain navy parka or duffel coat, school hat, navy blue school beanie, scarf.

## **BOYS SPORTS**

Navy tracksuit, navy shorts, pale blue collared t-shirt with emblem, white socks, joggers predominately white, blue trim acceptable.

## **ADDITIONAL UNIFORM INFORMATION**

### **JEWELLERY**

**GIRLS** Acceptable items of jewellery are: watch, one set of plain small silver or gold ball studs or sleepers, one plain signet ring, a neck chain with a religious symbol.

No other jewellery permitted at school with school uniform and nail polish is not allowed.

**BOYS** Acceptable items of jewellery are: watch, a neck chain with a religious symbol. Earrings are not permitted at school.

### **HAIR**

**GIRLS** Hair must be neat and tidy at all times,  
Hair should be its natural colour.  
Extremes of cut, dyeing, gel and sprays are not acceptable.  
Shoulder length hair needs to be tied back.  
Only Navy blue or light blue ribbons/scrunchies are to be worn.

**BOYS** Hair must be neat and tidy at all times,  
Hair should be its natural colour  
Hair must be cut above the collar,  
Extremes of cut, undercuts and shaved heads, dyeing or gel are unacceptable.

**UNIFORMS** Uniforms are available from Whytes at Moss Vale.

**SCHOOL HATS** School hats are compulsory throughout the year. The school has a sun smart policy of "No hat, No play". Students are required to wear their hat for all sport and playground activities. Students must stay under cover of the weather sheds and covered walkways if they have no hat.

## **BEANIES AND SCARVES**

School beanies and scarves can be purchased from the school office and are recommended to be worn in winter only. ONLY school beanies are to be worn and pale blue / navy scarves are permitted.

## **BAGS AND BADGES**

It is not compulsory to wear school badges or to purchase school bags. Both items are available from the Office and are recommended.

## **SEASONAL CHANGE OF WINTER AND SUMMER UNIFORM**

Summer uniform is worn in term 1 and 4. Winter uniform is worn in terms 2 and 3.

**CLOTHING POOL** The Clothing Pool operates from the school office. Parents are urged to send unwanted clothing to the office so that others may benefit.

## **VISITORS**

All visitors and volunteers to the school are requested to call at the front office to sign in the Visitor / Volunteer book and be issued with a badge. This book needs to be signed and badge returned before leaving the school. In the event of a serious incident and or emergency a volunteer must speak to a staff member or the school office.

## **VOLUNTEERS**

Parents wanting to volunteer their help at the school will be asked to complete a Declaration to confirm they have not been barred from working with children or convicted of certain serious criminal offences. These Declarations will be stored securely to protect privacy.

## **APPENDIX**

### **SCHOOL RULES**

The school has 5 rules and are known as our CODE 5

#### **CODE 5 rules are;**

Hands Off – Right Place Right Time – Care for All – Do your Best – Rubbish in the Bin

### **RIGHTS AND RESPONSIBILITIES CODE FOR STUDENTS**

#### **RIGHTS**

I have the right to:

- Be treated with consideration at school and to learn in a peaceful environment.
- Learn and not have my learning interrupted by others.
- Expect that my property will not be deliberately damaged or stolen by others.
- A healthy school environment
- A well maintained school and expect the buildings, grounds and equipment to be kept in good order.
- Be proud of my school.
- Remain safe at school until I am dismissed.



## **RESPONSIBILITIES**

I have the responsibility:

- To treat others with consideration, to arrive at school on time, to work hard and cooperate with the teachers and students (Hands Off).
- To learn to the best of my ability and not interfere with the learning of others (Do Your Best).
- To care for my own property and report any loss or damage, to respect other people's property (including the schools and communities) and hand in any property I find (Care for All).
- To keep my school a clean and healthy place by not dropping rubbish in the buildings or grounds (Rubbish in the Bin).
- To help maintain my school by taking care of the buildings, grounds and equipment and encouraging others to do the same (Care For All and Do Your Best).
- To be a happy and cooperative student, keeping my hands and feet to myself (Hands Off).
- To be a good representative of my school wherever I maybe (Right Place, Right Time).
- To stay on the school premises at all times (Right Place, Right Time).

## **CHILD PROTECTION – CARE OF OUR CHILDREN**

### **Information for school communities about child protection in the Catholic Schools of the Diocese of Wollongong**

Catholic Schools in the Diocese of Wollongong are committed to the protection of children and young people.

The dignity of the human person is a central truth of the Gospel message of Jesus. In respecting the dignity of all human persons, Catholic School communities are called to ensure the welfare and safety of all of its members. The protection of the students entrusted to our care, then, is a very serious responsibility. In taking up this responsibility along with parents, who are recognised as the primary educators and carers of their children, Catholic School communities are committed to:

- Ensuring that Catholic Schools have at their centre the total care of the whole student;
- Developing appropriate responses to individuals or families in crisis;
- Working collaboratively with other agencies involved in the care and protection of children;
- Inspiring hope and a positive vision for the future.

To help ensure the safety and welfare of all students, the school applies the current processes in NSW for Working with Children. Also, volunteers who will assist in the school will be required to complete a Declaration to confirm they have not been barred from working with children or convicted of certain serious criminal offences. All visitors, volunteers and class helpers must wear the Visitor/Volunteer Tag and sign in and out at the office. If a volunteer wishes to assist in the classroom they must complete a parent induction session with the class teacher before commencing duties.

### **What can parents do if they have concerns about student safety at school?**

Any concerns should be raised with the Principal, or a teacher who is obliged to raise child protection matters with the Principal (on the parent's behalf). If for any reason this is not possible parents should contact: Catholic Education Office, Wollongong - Phone: 4253 0800.