



'Lake Alive with Dreamtime Knowledge; Waves of Learning; Sailing into the Future'

St Francis Xavier's School Lake Cargelligo



Parent Handbook 2013



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St Francis Xavier's School

We look forward to working with your family to make school a welcoming, enjoyable and pleasant time for you and your child / children.

MISSION

'to work in an environment of mutual respect for cultures and backgrounds,
and celebrating the Gospel principles in order to achieve quality education for all.'

VISION

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SCHOOL PRAYER

Lord, bless our school.
May it always be a place where we are reminded of your great love for us.

As we work and play together, help us to follow the example of St Francis Xavier,
who spent his life telling people the Good News of your love.

May this love be shown in our families, in our care for one another
and in the joy of our classrooms. Amen.



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STATEMENT OF BELIEFS

St Francis Xavier's Primary School bases its actions and decisions on the belief that:

1. Each child is unique and made in the image of a loving God.
2. As educators we work in true partnership with parents, guardians and care-providers, whom are the primary educators of their children.
3. In celebrating Gospel principals, we aim to achieve quality education, for all, as Christ is the centre and focal point of our lives.
4. The school aims to develop within our students' sound judgment in life situations, a sense of values, the capacity for friendship and mutual understanding and life skills.
5. We strive towards recognition and appreciation of cultural heritage and diverse backgrounds.
6. The school aims to develop a love of life long learning in each child; spiritually, intellectually, creatively, emotionally and physically.

St Francis Xavier's School Community strives to:

1. Focus on the teachings and example of Christ, and seek an understanding of the Catholic faith.
2. See the school as a vital complement to the family, which is the primary educator of the child, and to encourage and recognise the need for mutual support.
3. Foster family involvement in the education of their children.
5. Foster self-esteem in each person and an understanding and appreciation of others.



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A SHORT HISTORY OF OUR SCHOOL

The Sisters of St Joseph from North Sydney opened St Francis Xavier's school in February 1929. The Sisters established and gave the school its heart and soul for over 64 years, living the philosophy and mission of their founder, Mary MacKillop to 'never see a need without doing something about it'. The Sisters were committed to partnership with Indigenous people as 'a call to encounter God in the many faces of Indigenous Peoples, a call to learn from them, to support them in their struggle for justice and equity'.

St Francis Xavier's School has a majority of Indigenous children and with the committed Indigenous Staff a genuine trust has been established with the Indigenous parents, carers and guardians, of the Murrin Bridge and Lake Cargelligo communities.

The school is committed to providing a caring, supportive educational environment to all. The Catholic ethos, as stated in the school's mission statement, concerns respect for cultures and backgrounds and celebration of Gospel principles. This is evident in the day to day operation of the school, the relationships among its members and the educational and support programs offered. The school is characterised by awareness, acceptance, respect, partnership, consultation, collaboration, support and effort.

St Francis Xavier's School Logo claims 'For God and Australia' under the symbol of the Sisters of St Joseph and the Southern Cross.

Our school provides facilities for comfortable learning with pleasant surroundings, IT, sporting, hall and library spaces.

In 1994 the first lay Principal, Ms Rita Channon, was appointed and the school began with a complete lay staff. Principals at the school since 1994 have been:

Rita Channon	Feb – Sept 1994
Joy Bresser	Oct – Dec 1994
Kate Williams	1995 - 2000
Philip Taylor	2001 - 2004
Noreen Dick	2005 - 2010
Florence Ross	2011 - 2011
Jacinta Elwin	2012



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GENERAL INFORMATION

School Address St Francis Xavier's School
Conapaira Street
Lake Cargelligo. NSW. 2672

Telephone 02 68981611

Fax 02 68981626

e-mail office.sfxlake@cg.catholic.edu.au

Principal Mrs Jacinta Elwin

e-mail jacinta.elwin@cg.catholic.edu.au

Religious Education Co-ordinator Mrs Jacinta Elwin

The school has a comprehensive web page at
<http://www.sfxlake.nsw.edu.au>

Parish Priest Father Mayne Murphy
Parish House
Reef Street
Lake Cargelligo NSW 2672

Telephone 02 68981015



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2013 STAFF

Principal

Mrs Jacinta Elwin

Indigenous Teacher Educators

Ms Joy Kelly
Ms Sharon Thorpe
Ms Georgina Kelly

**Early Stage 1/Stage 1
Year 2/3/4
Stage 3**

Miss Rosemary Burgess
Mrs Cheryl Brigden
Mrs Belinda Quayle

Librarian/Special Education

Mrs Jacinta Elwin

Secretary

Mrs Sue MacRae

Cleaner

Mrs Rose Brigden

National Partnerships/Reading Recovery

Mrs Cheryl Brigden

ICT Resource Person/

Learning Technology Specialist

Mrs Cheryl Brigen



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Absence from School

The Education and Public Instruction Act 1987 requires that daily attendances be recorded in the Class Roll. Parents, guardians and care-providers are to ensure that students attend school on each day that instruction is provided. The Act requires that whenever a child is absent from school a declaration regarding the absence be submitted within seven days of the absence.

After an absence from school a child must, upon his/her return, present a written explanation by a parent / guardian or care-provider.

If you wish to leave early on a particular day, a written note to the class teacher is required.

If your child is absent from school for more than one day, please phone and state the reason for your child's absence.

Accident Book

Any incident involving injury to a child, staff member or visitor to the school is to be recorded in the Accident Book as soon as possible. The Accident Book is kept in the Front Office.

Access to Students during School Hours

Ongoing changes in society today have made it difficult to ensure students are secure whilst at school. Therefore all visitors to the School are expected to first call at the Office for security reasons. The presence of unknown persons at times and in places, which seem inappropriate, should be immediately reported to the Principal.

The Principal needs to be advised about persons who are authorised to have/not have access to children. (In such cases the Principal may require copies of Parenting Agreements.)

Children not enrolled at St Francis Xavier's School by law are not to be on the playground or in a classroom at any time, without a parent / carer present.

Appointments or Interviews

These are encouraged as a means of open communication between parents and carers and the school. The staff of St Francis Xavier's will make themselves available at a mutually convenient time if they, or the parent, recognise the need to speak about particular matters relating to a child. It is helpful for the staff to be aware of the purpose of an interview so that relevant materials and information can be brought to the discussion. Contact with the School should normally be made within school hours.

If parents or carers have any queries, concerns or information, which would be useful for the School to be aware of, we encourage you to arrange an interview either by a written request or by phoning the School.



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Assemblies

Assemblies are designed to build the confidence, self-esteem and pride of students in their own achievements and amongst their peers. Parents, carers and guardians are always welcome at School Assemblies.

Assemblies are held each Monday morning, where we participate together by – Prayer, National Anthem and Flag Raising, and each Friday at 11.30 which will be a Class Presentation Assembly or an Awards Assembly.

BEGINNING SCHOOL

It is a big change for a 5 year old to pass from the intimacy of the family circle to school, even if he/she has attended pre-school. Here are some practical ways in which you can help this transition.

- See that all articles brought to school are clearly marked in a prominent place with given name and surname.
- Teach your child to:
 1. Tie shoe laces, do up buttons, put on and take off outer clothing without help;
 2. Recognise his/her name;
 3. Repeat his/her name and address;
 4. Put away toys, books, etc. after use;
 5. Wash his/her hands and flush the toilet unassisted;
 6. Know how he/she goes home after school, e.g. with Mum, by bus, with friends;
 7. Open and close his/her school bag;
 8. Listen to stories, look at pictures and talk about them;
 9. Greet teachers and companions by title and name.

However, your child's greatest asset is the development of a measure of independence.

Please remember that the school does not replace the home, but complements it, in the education of your child.

Continue to take a positive part in your child's education and try to attend Education functions arranged by the school, such as parent/teacher interviews, meetings and other functions arranged for parents.

We are always happy to discuss your child's progress with you.

Bus Travel

Bus Travel is available for all students, regardless of the distance they live from the School. Forms are available from the School Office.



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Canteen

The School canteen used to operate one day a week by our parent volunteers, who provided recess and lunch.

This has been closed for over a year due to not having volunteers available to man the canteen. Hopefully this will change in the very near future. The running of the canteen relies on parental support. All families are encouraged to use this facility and contribute to its success by submitting names for the Canteen Roster.

The School Community Council Fundraising Group operates the canteen at recess each Friday and occasionally on 'special' days. Lunch is available through the canteen.

Change of Address

The School Office should be notified of any change of address or phone number. If intending to transfer from the area the Principal should be notified.

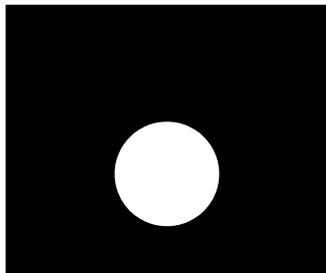
Classroom Management Plan

A classroom management plan is the summary of the steps teachers will take to develop and encourage responsible behaviour in the classroom. It includes a clear statement of what responsible behaviour means in the room, and the steps that will be taken when students choose to behave irresponsibly.

This plan is devised in cooperation with the children in the class, and will be discussed with parents and guardians at the Information Night at the beginning of the year.

Communication

Parents and carers are encouraged to liaise with teachers regularly throughout the year. The weekly School Newsletter, 'The Vine', is an important means of communicating. Correspondence between parents and carers and the teacher is helpful in ensuring that both are aware of a child's academic progress and social development. Appointments for interviews can be arranged through the Office or by direct contact with the teacher concerned.





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CURRICULUM

The curriculum at St Francis Xavier's School is based on the CEO document *Treasures New and Old* for Religious Education and the NSW Board of Studies Syllabuses. For each of the other Key Learning Areas (and Foundation Statements) the following outlines have been adapted from these documents.

RELIGIOUS EDUCATION K-6

Of prime importance in our school program are the students themselves who are growing through developmental stages and have various levels of readiness for learning. They bring to school a variety of experiences, previous learning and preferred ways of making sense of the world.

The content of the Religious Education syllabus is given structure by the four strands; Prayer and Celebration, God and God's Creation, Church in the world and Jesus or content areas, which reflect the themes common to Religious Education syllabuses across Australia. Each content strand is given focus and the strands together are given coherence through the theological statements, which are examined, at a level appropriate to the stage of development of the students.

It is intended that a study of Religious Education from K-6 will provide the basis for a lifelong process, which supports a growing relationship with God and a commitment to discerning and doing his will in the world.

ENGLISH K-6

Literacy is central to students' intellectual, social and emotional development and has an essential role in all key learning areas. The English K-6 syllabus is based on the three main interrelated purposes of language use:

- to interact with others
- to create and interpret texts, and
- to develop understanding about the world and ourselves.

The aim of English K-6 is to develop students' ability in using language effectively and critically, and to encourage positive attitudes towards learning English.

The desired outcomes and content are organised in three strands:

- Talking and Listening
- Reading (including viewing)
- Writing (including spelling, handwriting, punctuation, using computers)



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MATHEMATICS K-6

Mathematics K–6 involves the study of number, space and measurement. By studying Mathematics in Years K–6, the students at St Francis Xavier's investigate patterns and relationships, establish a strong foundation of number, measurement and spatial skills, and develop their abilities to solve mathematical problems.

The aims of Mathematics K–6 are to:

- develop in students favourable attitudes towards and stimulate interest in mathematics;
- develop in students a sound understanding of mathematical concepts, processes and strategies and the capacity to use these in solving problems;
- develop in students the ability to recognise mathematics in everyday situations;
- develop in students the ability to apply their mathematics to analyse situations and solve real-life problems;
- develop in students appropriate language for the effective communication of mathematical ideas and experiences;
- develop in students an appreciation of the applications mathematics technology, including calculators and computers;
- encourage students to use mathematics creatively in expressing new ideas and discoveries and to recognise the mathematical elements in other creative pursuits;
- challenge students to achieve at a level of accuracy and excellence appropriate to their particular stage of development.

The content in Mathematics K–6 is structured so that students will:

- appreciate mathematics as an essential and relevant part of life;
- develop their ability to work mathematically;
- develop their knowledge, understanding and skills related to space;
- develop their knowledge, understanding and skills related to measurement;
- develop their knowledge, understanding and skills related to number.

The Outcomes for Mathematics K–6 are organised in three content strands:

- Space
- Measurement
- Number, and the process strand
- Working Mathematically.



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HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE) K–6

The future well-being of human society and its environment depends upon the quality of people's interactions with each other and with their cultural, social and physical environments as they strive to meet their needs.

At St Francis Xavier's the aim of Human Society and Its Environment is to develop in students the values and attitudes, skills, and knowledge and understanding that:

- enhance their sense of personal, community, national and global identity;
- enable students to participate effectively in maintaining and improving the quality of their society and environment.

Human Society and Its Environment K–6 is the key learning area in which students develop knowledge and understandings about:

- Change and Continuity
- Cultures
- Environments
- Social Systems and Structures.

SCIENCE AND TECHNOLOGY K–6

Dramatic and rapid change in science and technology is a basic fact of life for all students. For personal, social, environmental and economic reasons, young people must be well equipped to be active participants in our scientific and technological society.

Science and Technology at St Francis Xavier's from K–6 provides learning experiences in the areas of science and technology which will assist in meeting the needs and interests of both students and the wider community.

The aim of Science and Technology K–6 is to develop in student competence, confidence and responsibility in their interaction with science and technology leading to:

- an enriched view of themselves, society, the environment and the future, and
- an enthusiasm for further learning of science and technology.

Technology is concerned with the purposeful and creative use of resources in an effort to meet perceived needs or goals. It extends beyond the tools and technical inventions of a society and involves the application of human skills, knowledge, techniques and processes to expressive and practical problem-solving situations in all aspects of human life. The syllabus assists students to manage and influence technological change and to gain greater control over their lives in an increasingly technological world. In technology the syllabus emphasises purposeful learning through designing, making and investigating. These processes involve consideration of issues such as social and environmental responsibility in the application of technology.

The syllabus requires that students learn about and engage in:

- the process of **investigating**;
- the process of **designing and making**;
- the use of **technology**.



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PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE) K–6

There is increasing community awareness of the importance of healthy lifestyles and a growing recognition of the need for students to be active.

The aim of PDHPE K–6 at St Francis Xavier's is to develop in each student the knowledge and understanding, skill values and attitudes needed to lead healthy, active and fulfilling lives.

The subject matter in PDHPE K–6 is organised into eight interrelated strands:

- Active Lifestyle; Dance; Games and Sports; Growth and Development; Gymnastics; Interpersonal Relationships; Personal Health Choices; Safe Living.

There are five essential skills that students develop from PDHPE K–6. They are:

- Communicating; Decision-making; Interacting; Moving; and Problem-solving.

PDHPE K–6 provides opportunities for teaching child protection and drug education.

CREATIVE ARTS K–6

The Creative Arts — Visual Arts, Music, Drama and Dance — provide significant ways of understanding our experiences of the world and living life fully. They are vital ways of communicating, through symbolic forms, ideas, experiences, emotions, values and beliefs. They provide opportunities for personal expression, imagination, creativity and for cultural expression. The Creative Arts program at St Francis Xavier's enables us to view ourselves as a diverse and complex society.

The Creative Arts course is organised in four strands:

- Visual Arts;
- Music;
- Drama;
- Dance;

INFORMATION, COMMUNICATION AND TECHNOLOGY

At St Francis Xavier's School we provide students with skills needed to participate fully in and to succeed in their K-6 education, in the workplace, and in the world community. We realise that Information Communication and Technology (I.C.T.) offers vast, diverse, and unique resources to students by providing electronic access to a wide variety of information sources available in local, state, national and international electronic networks.

I.C.T. provides opportunities for collaboration and promotes academic excellence by facilitating resource sharing, innovation and communication. These opportunities can

only be fully realised when students become skilled in accessing, synthesising, evaluating and applying information, and become aware of their responsibilities in the ethical use of technology.



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At St Francis Xavier's School we promote I.C.T. to:

- Support the curriculum
- Improve communication
- Enhance efficiency of staff
- Provide wider access to knowledge and information
- Ultimately prepare our students to be more effective users of information technology.

ICT Supervision

Appropriate levels of supervision by teachers are provided whenever students gain access to the Internet. Where possible, teachers verify the appropriateness of sites before students use them. Communication through the e-mail function of the Internet is treated as another form of publishing. Students should ensure that the work has been proof read and edited before it is published, to ensure it is appropriate for transmission. Transmissions sent and received by students are monitored. Other factors relating to supervision include the careful location of the computer and classroom management strategies.

ICT Outcomes

Students at St Francis Xavier's School will:

- Be familiar with computer terminology.
- Have experience with basic computer operations.
- Establish a level of competency and confidence in using computers.
- Be exposed to a variety of software and hardware.
- Be aware that computers are a learning tool.
- Have an awareness of the impact of computer technology for the individual and society.
- Use a computer for a variety of learning experiences.
- Have an understanding of the many ways computers are used in society.
- Have practical experience in using appropriate computer software.
- Use the Internet for practical research purposes.

INTERNET POLICY

The Internet can extend teaching and learning beyond the walls of the classroom. It provides access to global information resources and activities, and allows communication with users across the world. The Internet provides opportunities to develop students' capabilities in information handling and communication. It also promotes their awareness of confidence in using various computer-based technologies. This creates educational challenges and users need to develop the ability to evaluate and verify the information and ideas they encounter. The use of the Internet in teaching and learning supports student-centered learning; it promotes the development of information and communication skills and encourages collaboration, creativity and critical thinking. The multimedia presentation of the Internet suits a range of teaching and learning styles and can be highly motivating for students.



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The safety and privacy of students, staff and other Internet users:

- This school will not provide identifying data, such as full name, address or other information that describes the personal situation or location of students, staff or community members.
- Written permission from parents, carers and guardians, carers and guardians or guardians will be obtained before photographs are published
- Students are warned about providing personal information across the Internet.
- It is the responsibility of all users to ensure that all passwords remain confidential and are known only to their rightful owners
- Students are to be made aware that the identity of who they communicate with is often unknown
- Access to the Internet (and LAN) will be by user ID and password. No student will have access to the password.

It may be impossible to control all materials and controversial material may be discovered. Students are ultimately responsible for their own behaviour and the appropriate use of this valuable resource. They are made aware that the use of this resource may be revoked if abused. If a student discovers material that is considered inappropriate they are to immediately tell the supervising teacher who will take appropriate action.

Code of Behaviour:

- Students will respect the computer system and use the Internet for the prescribed purpose.
- Only officially installed software will be used.
- Copyright laws are to be adhered.
- The work of others is to be respected.
- The supervising teacher is to be informed when concerns arise or there is need for 'troubleshooting'.

SPECIAL NEEDS

The School's Special Needs Education Program, therefore, in the light of the School's Vision Statement aims to:

- provide education for all children in regular classes organised in such a way that all students including those with special needs will be able to participate in a significant proportion of activities.
- structure all learning strategies in such a way as to ensure that the student's learning is clear, through the use of concrete materials and situations which actively involve the student.
- organise learning into manageable steps.
- develop and support student's self esteem through the use of praise, encouragement and reinforcement.
- recognise the uniqueness and dignity of each person.
- develop the whole person in terms of intellectual, physical, social, spiritual and emotional growth.



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- provide a network where the classroom teacher, the student's parents, carers and guardians, carers and guardians, the Special Needs Resource teacher and others work in consultation.
- determine the best teaching and learning strategies for the student, and accepting responsibility for reporting to parents, carers and guardians, carers and guardians on progress by the student receiving special education.

Dismissal and Afternoon Duties

Staff are on duty to ensure the following procedures are carried out.

- Children who walk, assemble at bottom of the ramp and will be walked to the Reef / Conapaira Streets intersection and seen safely across these roads.
- Children who walk in the Grace / Conapaira Streets direction assemble at the corner of the building and will be walked to the intersection and seen safely across the roads.
- Children who catch buses line up at the Front Office ramp and are seen safely onto the buses.
- Children who ride bikes are walked from the bike racks up and assemble with children who walk. Teachers ensure they are wearing a helmet before leaving the school.
- Children who are picked up wait on the lunch seats for parents, carers or guardians.

Enrolments

Enrolment of students at St Francis Xavier's is open to children of any faith. In accordance with Archdiocesan policy no child will be denied Catholic schooling because of an inability of parents and carers to pay fees or levies. Enrolment packages are available from the Front Office.

The Principal will interview parents, carers and guardians seeking enrolment for their children. At this interview parents, carers and guardians must give a firm undertaking that they will accept and support the life, nature and identity of the Catholic School, including the participation of their children in the Religious Education program of the School. Parents, Carers and Guardians will be advised soon after the interview as to the child's acceptance/non acceptance.

Maintaining a Catholic ethos of the school is our number one priority when accepting enrolments.

It is recognised that families from other faith traditions bring their own richness and faith experiences which in turn enrich our Catholic community. Such families are most welcome at our school.

No child is to be denied a place at this school because of an inability to pay fees and levies.



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Children commencing in Early Stage 1 should be 5 years of age by 30 April of the year of enrolment. There is one general admission of children to Early Stage 1 each year.

Parents and guardians of children enrolling in Early Stage 1 must submit a copy of their child's NSW Health Department Immunisation Certificate within the first two weeks of the school year.

Applications for enrolment from children who currently attend Lake Cargelligo Central School will not normally be accepted during the term. Such applications will only be considered after consultation with the Principal of Lake Cargelligo Central School.

The school is promoted by displaying it in a positive light at all times in the local community and through local media.

Eisteddfods, Shows, Competitions

Throughout the year opportunities arise for individual, group and class groups to participate and compete in district eisteddfods, shows and competitions. These are encouraged and fully supported.

Excursions

Excursions (and other activities outside the School grounds) are a valuable way to extend the learning environment and provide additional experiences not normally available within the formal School setting. Excursions are able to enhance student opportunities and play an important role in developing students' knowledge, understanding and skills.

Health

On enrolment the School is to be provided with an Immunisation Certificate for each child. In the event of an outbreak of a vaccine preventable disease at School, children not immunised will be required to remain at home for the duration of the outbreak. In the case of common childhood diseases parents, carers and guardians should follow medical advice as to the amount of time a child should be excluded from School.

Parents, carers and guardians are contacted if students are unwell or if injuries occur at School. For this reason an emergency contact name and phone number are required at the Office in case the parent is unable to be contacted.

At the commencement of each year it is compulsory for parents, carers and guardians to complete a Medical Information Form and Asthma Form for each child.

Any student requiring prescribed medicine through the day should hand the details of administration and all medicine to the Office. Medication will be dispensed under supervision.

If a child is absent from class it is compulsory for a note to be given to the teacher stating the reason for the child's absence.



Homework

Homework is an essential element of the teaching-learning process, as it consolidates the skills and concepts covered in class and trains students in study habits. The School has an expectation that time will be put aside out of school hours for learning activities and experiences. It is the policy of this School that written and learning homework be set on a regular basis. Homework guidelines are published at the beginning of each school year in "The Vine".

Revision, reading or memorising is recognised as part of the time allocated for homework. The homework program is administered by individual teachers whose responsibility it is to allocate, monitor and record homework requirements, to ensure guidelines are established and that students are aware of effective study methods.

Homework is usually not set for a weekend nor during the holidays. Students need to plan to use their time effectively. If it is not possible for a student to complete set homework a parent, carer or guardian is expected to forward a letter to the teacher concerned, explaining the circumstances.

Minimum time recommended for Homework:

Infants: Parents, carers and guardians are requested to hear their child's reading and supervise any set spelling each night where possible.

Early-Stage 1: *Kindergarten* - Reading and sight words (10 – 15 minutes)

Stage 1: *Year 1/2* - Reading and spelling words and simple revision activities (15 – 20 minutes)

Stage 2: *Year 3/4*- Consolidation of basic skills through: Spelling, Oral reading, Maths and English exercises, tables. Time spent – a minimum of 20 minutes each night.

Stage 3: *Year 5/6* – Consolidation of basic skills by: Spelling, Oral reading, maths and English exercises. Time spent – a minimum of 30 minutes each night. Assignment work may be given over longer periods. There may be some change to the above, dependent upon how the assignments are spaced across each of the Key Learning Areas.

Inclement Weather Duty

On rainy days, or particularly hot or cold days, every effort is made to have the children eat and play games under the outside shelters or now in the School Hall. The teacher on duty is to decide if weather conditions are too unkind to be outside and children may be taken into the main building only and supervision continues in there.

Lost Property

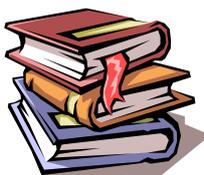
Families are encouraged to name children's property clearly and permanently. Lost property is located near Store Room and staff will assist in finding articles.



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LIBRARY / RESOURCE CENTRE

The Library Resource Centre at St Francis Xavier's plays a central role in the school and reflects and implements the educational philosophy of the school.



Keeping in mind the central role of reading as the means of unlocking accumulated knowledge, we aim to enthuse children to read for pleasure, relaxation and cultural development, and at the same time to give them confidence and success in using the library as a place for research and individual study.

The Internet is available for supervised use by students as a tool for communication and research.

We recognise that individuals vary in the ways they best learn, and we attempt through the library and its resources to provide a variety of learning situations and materials to suit all children.

Children in Kindergarten to Year 6 need a library bag to protect our books. The number of books to be borrowed each week is two for Kindergarten to Year 6. Children can negotiate with the Librarian to vary this in individual cases. Borrowing can be done during school hours when the Librarian is present.

Medication

The School should always be aware of medical problems and conditions. All medication, must be clearly marked, and sent to the Office from where it is administered. (See Section on Health)

Table of Exclusion Periods for Specific Disease Conditions

The following guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

These recommended periods are issued as a guide to teaching staff and medical practitioners, and may be modified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in cases of local epidemics.

In cases of doubt or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician, school medical officer or medical officer of a health authority.



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Medical Exclusion Information

Condition	Cases	Contacts
Chicken Pox (Varicella and Herpes Zoster)	Exclude until fully recovered or at least 5 days after the eruption first appears. Note – some remaining scabs are not an indication for continued exclusion	Any child with an immune deficiency (eg leukaemia or receiving chemotherapy) should be excluded for its own protection. Otherwise not excluded.
Conjunctivitis (Acute Infectious)	Exclude until all discharge from eyes has ceased	Not excluded.
Diarrhoea (Rota Virus, Shingella, Giardia, Salmonella, Campylobacter)	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular Fever	Exclusion is not necessary.	Not excluded.
Head Lice	Exclusion until treated	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Human Immunodeficiency Virus (HIV)	Exclude until appropriate treatment has commenced and visible sores are covered with a dressing.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced and visible sores are covered with a dressing.	Not excluded.
Leprosy	Exclude until appropriate health authority has approved return.	Not excluded.
Measles	Exclude for at least four (4) days from the appearance of rash.	Immunised contacts not excluded. Non-immunised contacts to be excluded until fourteen (14) days after the first appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return.
Meningitis (Bacterial)	Exclude until well	Not excluded.
Meningococcal Infection	Exclude until well.	Not excluded.



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Mumps	Exclude for at least nine (9) days after onset of symptoms.	Not excluded.
Poliomyelitis	Exclude for at least fourteen (14) days from onset. Readmit on a medical certificate of recovery.	Not excluded.
Ringworm, Scabies, Pediculosis(lice), Trachoma	Exclude until the day after treatment has commenced.	Not excluded.
Rubella (German Measles)	Exclude until fully recovered or for at least four (4) days after the onset of rash.	Not excluded. NB female staff of childbearing age should ensure that their immune status against rubella is adequate.
Scabies	Exclude until after 2 nd treatment which must be 1 week after 1 st treatment	Not excluded but should be treated.
Streptococcal Infection (including Scarlet Fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until production of medical certificate from appropriate health authority.	Not excluded.
Typhoid and Paratyphoid Fever	Exclude until production of a medical certificate of recovery.	Not excluded.
Whooping Cough	Exclude for five (5) days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than seven (7) years for fourteen (14) days after the last exposure to infection or until they have received five (5) days of a fourteen (14) day course of antibiotics.



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Newsletter

Each week a newsletter 'The Vine' is sent home to keep you informed of what is happening in the school. Please be sure to read it.

School Community Council

The School Community Council has a major role to play as a parent forum, in helping to build a true spirit of community within the school, in the interaction between parents and teachers and fundraising.

Active participation helps unite parents, pupils and staff into a caring and sharing community, where loyalty and support will ensure that the school's reputation is maintained. It also welcomes former parents, members of the parish, staff and friends of the school who wish to belong. It meets once or twice a term during the school year. It organises activities that promote a spirit of co-operation and communication between parents and the school.

The SCC aims to help in the provision of teaching aids, facilities and sporting equipment for use by the pupils. It does this through various fund raising activities.

Parental involvement in all aspects of school life is encouraged and is valued highly by school staff.

Current members are:-

Ex officio members	- <i>Parish Priest</i>	Fr Mayne
	- <i>Principal</i>	Mrs Jacinta Elwin
Chairperson	-	
Vice Chairperson /		
Secretary	-	
Treasurer	-	Shellie Lawler
Finance	-	Sue MacRae
Staff Member	-	Cheryl Brigden

Parent / Carer Involvement and Support

Your involvement in the education of your child is both necessary and desirable. There are many opportunities throughout each term for you to become involved in your child's formal education. You are invited to spend time with your child however and whenever you feel most comfortable. The following are some suggestions:-

- | | |
|-------------------------------|-----------------------|
| * school Masses and Liturgies | * Sports Carnivals |
| * Classroom help | * Gross Motor Program |
| * Working Bees | * Canteen / Cooking |



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Pastoral Care and Welfare Policy

St Francis Xavier's School is a Christian and specifically Catholic K-6 school community where people support each other in promoting values, knowledge, skills and attitudes, which contribute to the total development of each learner.

Our purpose is to provide an educational climate that allows students to learn together to achieve their personal best in a united, caring, Christ-centred environment, promoting justice for all. We believe that all students are loved by God and as teachers it is our duty to be liberators, leaders and shepherds.

Pastoral Care

Our School Community is built up of the parish community, parents, carers, guardians, students, school staff and others from the wider community. Pastoral Care must endeavour to involve and enrich all of these members, as Pastoral Care is the responsibility of each member of the community. It is the right of all members of the School community to expect and receive Pastoral Care.

The heart of Pastoral Care at St Francis Xavier's School encompasses concern for the spiritual, intellectual, social, physical, emotional, aesthetic, moral and cultural well being of each person.

Making time for others and affirming each individual develops a sense of personal worth and can make us all feel that we have gifts to offer the School Community.

St Francis Xavier's pastoral care of students means we try to:

- Make each child feel important, special and cared about,
- Reinforce student achievements,
- Take an interest in every child affirming their strengths and their family,
- Know where each student is at developmentally so as to cater for their needs in a positive manner,
- Help students feel at ease in new situations,
- Show respect and understanding,
- Be available, and be a good listener.

Welfare Policy

The Welfare Policy is based upon our Pastoral Care emphasis, which is inherent to our teaching of Religion and is in place in every KLA and aspect of the school. **Behaviour Management** is conducted with the dignity of all members of our community in mind.

Encouragement and reward is used as the means for the promotion of self-discipline and a sense of personal worth. Students are expected to remember that they each have rights as well as corresponding responsibilities.



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The Student Code of Behaviour incorporates the major features of the Welfare Policy. The Student Code reflects the Christian dimension of our school community and is the basis for the School's Expectations of its Students.

Persistent and/or serious breaches of the Student Code will not be tolerated and will be addressed with according to the age of the student and the circumstances.

Parents and carers are expected to be involved in the disciplinary process and their advice and support are encouraged and appreciated and will be sought whenever concerns arise.

At the beginning of each year, the students and teachers discuss issues related to pastoral care and discipline. Students will review School Expectations at the beginning of each year, signing a contract agreeing to observe these expectations. Expectations will be published in newsletters and displayed in prominent places around the school.

The Student Code of Behaviour

This code reflects the Christian dimension of our school and is based on the rights and responsibilities of each learner.

At St. Francis Xavier's School

1. We endeavor to support each other in our purpose in life. We care for each other. We strive to do our best, developing positive attitudes towards others, our school and ourselves.
2. We show pride in our school and we promote and preserve the good name of St. Francis Xavier's School.
3. We cooperate with those who have the responsibility of caring for us.
4. We are concerned for the safety of others and ourselves.
5. We appreciate the efforts made by many people to provide facilities for the students of our school.
6. We apply ourselves diligently to the task of learning.

The School's Expectations of its Students

To help students in the implementation of the Student Code of Behaviour, this list of expectations has been developed.

It is expected that students of St. Francis Xavier's School will:

1. ***Show respect to everyone in and through our speech and actions.***
 - * Be fair and honest at all times
 - * Show tolerance towards each member of the school community
- * Refrain from any form of unacceptable behaviour i.e. it is expected that there will be no fighting, no teasing, no "put-downs"
- * Speak courteously to others
- * Keep their hands off the person and property of others



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- * Not intimidate or bully others
- * Refrain from close physical contact with others.
- 2. ***Present a good image by behaving correctly in public***
 - * Wear the school uniform correctly and with pride
 - * Show school spirit by participating in school activities
 - * Keep the buildings and playground free of litter
 - * Refrain from speaking badly about St. Francis Xavier's School, fellow students and staff
- 3. ***Attend school regularly***
 - * Be punctual to class of a morning and after break times.
 - * Move quickly, quietly and safely around the school.
 - * Bring all necessary materials to classes
 - * Complete all set work promptly and to the best of their ability
 - * Respect the rights of each student to learn in a cooperative, supportive environment.
- 4. ***Be punctual to and pay attention in assemblies, mass and other meetings***
 - * Read and/or listen to messages and instructions, and act on them
 - * Report to the school office when late for school
 - * Seek permission from the Principal, or Teacher in Charge, before leaving the school during school hours
 - * Deliver newsletters and School notes promptly
 - * Return notes from your parents, carers and guardians, to your class teacher promptly, especially notes explaining absences from school
 - * Knock and wait for permission before entering staff rooms, classrooms or offices
 - * Accept the authority of the staff to deal with situations of conflict
- 5. ***Observe playground and classroom rules***
 - * Follow safety regulations in classrooms, practical lessons and in all sporting and extra-curricular activities
 - * Ensure parents or carers make arrangements at the Front office if any medication needs to be taken during school hours
 - * Refrain from using tobacco or any other harmful substance at any time
 - * Observe "No hat – No Play" – 'Sunsmart Policy'
- 6. ***Respect personal property***
 - * Respect the property of others
 - * Respect all school property
 - * Respect all community property
 - * Support school fund-raising activities to the best of your ability



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At the start of each school year, students will receive a copy of the following Rights and Responsibilities chart. The chart will be signed and become a contract for what is expected of each child while at school. Students will be reminded of their Rights and Responsibilities when behaviour becomes inappropriate and unacceptable.

RIGHTS and RESPONSIBILITIES	
RIGHTS	RESPONSIBILITIES
I have the right to be happy and to be treated with understanding.	I have the responsibility to treat others with understanding, not to laugh at others, tease others, or to try to hurt their feelings.
I have the right to be treated with respect and politeness.	I have the responsibility to treat and speak to others politely and with respect. I have the responsibility to respect the authority of the staff. If necessary, I should be able to disagree without being disagreeable.
I have the right to be safe.	I have the responsibility to make the school safe by not threatening, hitting or hurting anyone in anyway.
I have the right to expect my property to be safe.	I have the responsibility to not to steal, damage or destroy the property of others and to look after my own property.
I have the right to obtain maximum benefit from all lessons – others students will not deprive me of this by their behaviour.	I have the responsibility to cooperate with staff and other students.
I have the right to have a pleasant, clean and well maintained school and playground.	I have the responsibility to care for the school environment, to keep it neat and clean and complete rostered jobs as requested.
I have the right to be provided with a school in which I am not in any physical danger.	I have the responsibility of telling teachers about any damages or breakages to buildings or property or of anyone damaging them. I have the responsibility to play in supervised areas only.
I have the right to right to request changes through the Leadership group.	I have the responsibility to contribute positively to the school community.
I have the right to expect the local community to support respect and have pride in our school.	I have the responsibility to behave so that the community will respect the school.



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Forms of Encouragement

1. Students will be encouraged to contribute to and observe the Student Code of Behaviour which will be advertised to parents annually and displayed in prominent positions around the school.
2. Students will be reminded by teachers (in a manner and style appropriate to the age, needs and understanding of their students) of the School Expectations from time to time.
3. Students who meet expectations will be acknowledge in the following ways:

- A simple “Thank You” or similar comment

Rewards charts in Classrooms

- Acknowledgement by the teacher in front a student’s peers
- Special mentions at assemblies or in School Newsletters
- Granting of awards such as ‘Weekly Classroom Awards’
- Presentation of certificates, ribbons, medallions and other memorabilia at school assemblies
- Major Awards presented on Speech Night

St Francis Xavier’s classrooms and learning areas all display and record the following charts for

• Rewards and Consequences

Individual Rewards - Positive

- √ = Verbal praise
- √√ = Sticker
- √√√ = Merit Slip
- √√√√ = Reward Day point
- √√√√√ = Letter sent home

Individual Consequences – Negative

- X = Warning
- XX = Loss of play time (5- 10 minutes)
- XXX = Time out in another Classroom
- XXXX = Detention

Severe Consequence = Violent and abusive behaviour will result in immediate removal from classroom and sent straight to the Principal.

Consequences of Unacceptable Behaviour

There will be occasions when students will act in ways inconsistent with the Code of Behaviour. As a result, they will fail to meet the School’s Expectations of its students.

Depending on the seriousness and/or frequency of the behaviour concerned, the matter will be dealt with by a teacher or the Principal. Punishment, e.g. detention, loss of privileges, the



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completion of manual tasks, will be the unavoidable consequence of breaches of behaviour. In the case of serious or repeated breaches of the Student Code, the Principal will organise an interview with the parents, carers and / or guardians and the student concerned, and a period of suspension may be deemed necessary.

Detention

In accordance with the Consequences chart the following steps proceed when a Detention is given:-

- 3 or more detentions in a 2 week period – results in a formal meeting with Principal, parents, carers or guardians and the classroom teacher /s
- 4 or 5 detentions in a term results in a formal meeting with Principal, parents, carers or guardians and the classroom teacher /s
- Any exclusion from class requires a letter to be sent home informing parents, carers or guardians
- St Francis Xavier's holds a Reward Day at the end of each term and a Big Reward Day at the end of the year.

Suspension

A student who continues to ignore school expectations may risk suspension. The decision to remove a child from the classroom is a result of previous attempts to address unacceptable and inappropriate behaviour. Students may be suspended from their classrooms for 1-5 days. During this time students will be isolated from their peers during class and break times. Work will be set by the teacher and completed by the student.

Any exclusion from class requires a letter to be sent home informing parents or carers. Prior to this letter, families will be contacted by telephone and asked to attend a meeting to discuss the student's behavior and suspension.

A behavior contract will be developed before the student returns to the classroom. The contract will be developed in consultation with the student and classroom teacher. The contract needs to be observed or the child risks out of school suspension.

Student may be placed directly on In-School suspension for severe behaviour. This includes: violent and/or abusive behaviour towards students and / or staff; willfully destroying school property; stealing; leaving school grounds during school hours without permission.

If there is no improvement in a student's behaviour, the family will be requested to attend a meeting with the Principal and classroom teacher to discuss the situation. This may result in out of school suspension for 1-5 days.

Expulsion

In extreme circumstances, and in accordance with the guidelines issued from time to time by the Catholic Education Office (CEO), the Principal may recommend to the CEO Director that a student be expelled from school.

Corporal punishment will not be administered in any circumstance and St Francis Xavier's School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, carers or guardians to enforce discipline at the school.



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Statement on Bullying. This statement on Bullying is a supplement to St. Francis Xavier's Pastoral Care and Welfare Policy and is to be used in conjunction with that document.

The staff, students, parents and carers of St. Francis Xavier's recognise that bullying is a serious problem in all schools and unfortunately the students of our school are not exempt from this problem.

At St. Francis Xavier's we are committed to overcoming this problem by implementing strategies that will ensure that the victims of bullying are granted justice and have their right to a happy and fruitful time at school restored. We are also concerned that the "bully" is able to develop better social skills that show respect for others so that we all grow and develop as God intended.

What is Bullying?

Bullying takes several forms and can be:

Physical: striking, kicking, damaging or taking belongings, etc

Verbal: name-calling, teasing, insulting, racist remarks, etc

Emotional/psychological: spreading rumours, exclusion from social groups, persistent mockery, manipulation of friendship groups, etc

Bullying differs from common quarrelling but often begins with a quarrel that is not resolved. Bullying is often very persistent and takes place over a significant period of time. Bullying involves a power imbalance where the victim is left feeling helpless.

What will be done?

Students are given a clear definition of bullying and need to be told that this type of behaviour will not be tolerated at school. The "hands off" rule must be observed on all occasions.

Students are taught that bullying is not the fault of the victim; however, there are many strategies that can be employed that will reduce the likelihood of being bullied.

Students are encouraged to develop empathy for others, especially people who are less fortunate than ourselves or who may be different from them. There is ample opportunity for this to be stressed, particularly in the Religious Education, Personal Development and Health, H.S.I.E and English K.L.A's.

Students are encouraged not to stand by and let bullying happen, but rather seek to help the victim and, if necessary get help. It is important that students are encouraged to report cases of bullying.

Parents and carers are also encouraged to contact the school if their child is involved in bullying. It may be necessary that parents do this more than once if the situation does not improve or re-occurs. It is best if the contact can be made as soon as possible.



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The teacher on the spot at the time may deal with the incident. However, it should be made clear to the students involved that follow up will occur to ensure that all is well. This may simply mean that the teacher will, later that day or the next day, ask the student who has been bullied if things are O.K. now.

Teachers, parents, carers, guardians and students are encouraged to discuss problems with the Principal who will then determine if it is necessary to take further steps. This includes talking to the students involved and employing some or all of the following strategies:

Method Of Shared Concern

This approach starts from the premise that there is a problem and aims to establish rules so that the students can co-exist within the school by directing the bullying students into a change of behaviour. It does not seek to establish blame or to punish. (The Hidden Hurt, Ed Murphy & Rob Lewers)

Support Group Approach

This is a development of the above approach but draws in by-standers and creates a group pressure to change behaviours. (The Hidden Hurt, Ed Murphy & Rob Lewers)

Mediation

This approach relies on an outside person acting as “umpire”. This is not appropriate when the bully is a repeat offender. (The Hidden Hurt, Ed Murphy & Rob Lewers)

School Counsellor

The School Counsellor may be asked to assist the Principal with a problem, the victim and or the bullying student/students.

Parents, Carers and Guardians

The parents, carers or guardians of bullying students will be notified and asked to assist the school in seeking a change in their child’s behaviour. Regular contact is also made with the parents, carers or guardian of the student who is bullied.

Records

Confidential records of bullying incidents will be kept by the classroom teacher and / or the Principal.

Further Action

Students who continue to bully others may be removed from the playground and/or classroom and placed on detention.

If a bullying student is resistant to a change in behaviour the Principal may decide to suspend a student from school. The Principal, in consultation with the Parish Priest and School Counsellor, may recommend to the Director of the Catholic Education Office that a student involved in bullying be expelled from school.



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PHILOSOPHY POLICY STATEMENT

The philosophy on which the policy of St Francis Xavier's Primary School is based can be best summed up by the simple words of the one great Commandment "Love one another as I have loved you".

Our school crest is blue and yellow, with the words 'For God and Australia' written on it. The Sisters lead us in loving everyone and giving education to all people.

Our community (parents, teachers and children) work together, valuing each other's contribution and being aware of the role each plays in the total educational process. We also take into account the role the community and other outside forces, e.g. the media, play in the formation of attitudes and values, for to ignore these influences will be detrimental to the total process.

We endeavour to develop the self image of each child so that he/she may reach his/her full potential spiritually, emotionally, physically, intellectually and aesthetically. We aim for excellence in literacy and numeracy, but at the same time are aware that for each child the attainable goals will differ. Thus we allow and cater for the individual differences that exist in the framework of each classroom and grade level. We endeavour to create an environment where learning and growth take place within a supportive, Christian environment, where self respect and respect for others is considered a vital component.

We view discipline as a process through which a person grows in self discipline and responsibility, not only to oneself but also to the total community. The members of the staff give witness, through their lives and their dealings with parents and children, to the fact that they support the teachings of Christ.

We consider the development of literacy and numeracy skills vital as it is through Listening, Speaking, Reading, Writing and Mathematics that a child will be able to make sense of the world and move towards a greater understanding of his/her place within it.

We endeavour through the areas of Religious Education, Human Society and Its Environment, Science, Music and Creative Arts to raise the child's awareness of the richness and beauty of life as given to us by God. The Religious Education Program is not isolated within the RE lesson, but expressed and experienced throughout the whole school day and the total program, as we not only teach but also live the great command

Phone, Office Hours

The Front Office hours are from 8.30 am until 4.00 pm. No Staff will be called out of classes to take a phone call, unless it is an Emergency. Should a parent or carer telephone a teacher, or student, during class time a message will be left or a more convenient time to call will be suggested by the School Secretary e.g. during recess or lunch time.

No Staff may have a mobile phone on or used during teaching hours 9 – 11am; 11.30 – 1pm and 1.50 – 3.10pm.



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Playing and Eating Areas:

Before school: All children play on the asphalt. Only tennis balls permitted.

Recess: Children remain seated while eating and until dismissed by the teacher. Children may play on the asphalt and grass areas. K, 1 and 2 children may use the play equipment, when there are two teachers on duty.

Lunch: Children remain seated while eating and until dismissed by the teacher. Children may play on the asphalt and grass areas. K, 1 and 2 children may use the play equipment, when there are two teachers on duty.

Playground Rules

Handball is the only ball game to be played on the asphalt unless other games are arranged by teachers and/or assistants.

It's usually best to play with your own age group or at the discretion of the teacher on duty.

Equipment may be borrowed from the classroom sports bin and must be returned by the borrower.

Teachers may adjust playground rules in certain circumstances due to safety or other concerns.

All students are expected to obey the rules. They are reviewed each term and as necessary.

Students are encouraged to care for one another; senior students in particular are encouraged to "look out" for younger students. Problems in the classroom and playground, however, must be referred to a teacher.

Classroom teachers to be informed of playground issues.

Prayer

Prayer always precedes any School meetings, or Information Nights.

The St Francis Xavier's School Prayer is prayed at each morning Assembly by staff and children. Daily prayer is said in the classrooms each morning and afternoon and before recess and lunch.



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REPORTING

Formal and informal reporting on all facets of each child's development can take place at any time at the initiative of any of the following – parent/care-provider, classroom teacher or the Principal.

A Parent Information Night is held at the beginning of each year. At this time general school organisation and goals, and classroom expectations are outlined.

Parents/care-providers will be invited to meet with their child's teacher(s) early in first term each year to discuss goals for the coming year, eg improvement of organizational skills.

Formal interviews will be held at the end of Term 2 or the very beginning of Term 3. These are compulsory and at the meeting each child's progress will be discussed. At this interview children may be invited to attend.

A written report will be issued three times during the year; Interim Report Term 1, plus Semester 1 & Semester 2 reports.

Feedback on the format of the reporting process is sought from parent/care-providers as it impacts on future practice.

Testing

In accordance with NSW educational requirements, children in Years 3 and 5 take part in the **NAPLAN** Assessment Program.

Road Safety

PLEASE DO NOT PARK ON THE CHURCH SIDE OF CONAPAIRA STREET AND WALK ACROSS THROUGH THE BUS ZONE TO MEET YOUR CHILDREN. The Police and Road Traffic Authorities have seen this happening and have asked that we request it not to happen.

There is a School Zone Speed Restriction at the front of the school in Conapaira Street and in Grace Street. It is illegal, and unsafe, to exceed 40km/hr between 8.30am – 9.30am and 2.30pm – 4.00pm.

Buses have right of way between the bus signs at the front of the school. The bus area may be used to drop off your child, but parking is not permitted.

Please do not park within the school grounds at any time.

Sacramental Programs

The children are prepared yearly for the Sacraments of Reconciliation in Year 2, Eucharist in Year 3 and Confirmation biannually in Years 5 & 6. On entry to the school, a copy of each child's Birth and Baptismal Certificates should be presented to the Secretary for a copy to be placed in the files, so as to be available before reception of the Sacraments.

Safety Issues

Students must wear the correct school uniform, which has been designed with safety issues in mind. St Francis Xavier's uniforms are available through the Front Office. An optional sports uniform is available through the SCC.

The correct shoes, hair tied back, no jewellery other than a watch, stud or sleeper earrings, will prevent injury within the classroom and at sport or play.



School Fees

The level of School Fees is set annually by the Catholic Education Office and the School Community Council. We try to keep the level of fees to a minimum. Accounts are forwarded to parents and carers within the first three weeks of each term for payment within thirty days. Parents and carers experiencing financial difficulty are encouraged to speak confidentially with the Principal, who may be able to make arrangement for a remission of some part of the fees.

The payment of school fees is of vital importance in the operation of the school, and it is expected that all families will make every effort to pay school fees. Thank you to those families who are using the Centrelink facility 'Centrepay' to do Direct Debit from an Income to the School's Account. Forms for this are available from the Front Office.

Prompt payment of fees is appreciated. However, if any family experiences difficulty with fees for any reason, an appointment should be made with the Principal to discuss the matter. There is always a solution and we are here to assist you.

The Tuition Fees are set by the Catholic Education Commission in Term 4 of each year for the following year and are subject to change. These are collected on behalf of the Catholic Education Office and are forwarded to them each term.

Other levies at St Francis Xavier's, are Resource, Maintenance, ICT, Administration and Cleaning fees. Every effort is made to keep these fees as low as practicable.

- The Resource levy is used for general items and resources purchased throughout the school year.
- The Maintenance levy is used as its name suggests for the upkeep of the school buildings and grounds.

Resource and Maintenance Fees are one avenue of support for the school. While recognising their importance, families in genuine hardship will be encouraged to explore other avenues of support such as fundraising involvement, classroom support and working bees.

Fee remissions will be made in consultation between the Principal and Parish Priest, and remain confidential to them and the School Secretary.

Payment must be made by the end of the term in which the account is issued.

Reminder letters will be sent to parents/carers in regard to unpaid school fees

*1st letter – Reminder, 30 days to pay

*2nd letter – Reminder, 10 days to pay

In some cases an arrangement for schedule weekly, fortnightly or monthly Fee payment may be negotiated with the parent/carer. This will be formalised in writing and a copy sent to the parent/carer.



SCHOOL FEES FOR 2013

The School Community Council set the following fee levels for 2013

TUITION FEE:	\$252	per family per term
RESOURCE FEE:	\$85	per child per year
MAINTENANCE FEE:	\$80	per family per term
ICT:	\$25	per family per term
CLEANING FEE:	\$80	per family per term
ADMINISTRATION:	\$60	per family per term

Scholastic Book Club

This Club gives parents, carers and guardians the opportunity to buy very reasonably priced books for their children. The classroom teacher takes responsibility for the issuing of order forms, collection of monies and orders and the distribution of books when received. If wishing to place an order, place the order form and the correct money (if possible) in an envelope, and label it with the child's name and class. Cheque payments should be made payable to Scholastic Book Club. The book orders usually take about two weeks to arrive.

School Hours

Teachers are responsible for supervision of students from 8.30am until all children have left the school grounds. Special permission needs to be sought if children are going to be on School grounds outside these hours, as teachers may not be available to supervise.

1st bell	-	8.55am
2nd bell	-	9.00am
Recess	-	11.00am
1st bell	-	11.30am
2 nd bell	-	11.35am
Lunch	-	1.00pm
1 st bell	-	1.45pm
2 nd bell	-	1.50pm
Final Bell	-	3.10pm

Students are expected to be on the premises at least 10 minutes before the 8.55am bell. Parents, carers and guardians can assist the School in the interests of the students' safety by ensuring that students do not attend or remain on the School grounds outside those stated hours Monday to Friday inclusive.

'Active After School Program'. Special arrangements are made in relation to authorised School activities such as those supplied by this program, which require the attendance of enrolled students at the School for the stated time periods .



SCHOOL RULES

All members of St Francis Xavier's community have the following rights; in expecting these rights, all agree to accept the related responsibility:

- the right to be respected and the responsibility to respect others. This includes the right to freedom from harassment and racism.
- the right to a clean and safe environment and the responsibility to keep our environment clean and safe
- the right to learn without interference and the responsibility to not interfere with others' achievements
- the right to be recognised for their achievements and the responsibility to recognize others' achievements.

Whole School Rules

1. Good manners are important.
Listen and speak courteously.
2. Everyone has a right to feel safe at all times.
 - . Hands off.
 - . Play in correct areas.
 - . Respect each other.
3. Care for the school and its environment.
4. Respect others' property.
5. Answer bells promptly.
6. Remember to walk quietly throughout the buildings.
7. No hat, No play

School Terms

There are four terms, usually each of ten weeks' duration. Details are in the school calendar distributed to each family in Term One.

School Timetables

Staff attend to the individual class timetables with special timetable being drawn up for Library, Music, Resource and Special Needs support.

School Mass is 10.30am each Friday, except when a special feast occurs and usually Week 9 each term when the whole school attends Mass held in the Murrin Bridge Preschool.



School Counsellor

School Counselling is provided through the services of the Student and Family Counselling Unit (Centacare) and is considered to be a part of the school program of total care. Students and families can be supported through difficult times of all sorts, including illness, relationship problems, behavioural problems, or problems of unknown causes. The counsellor is in twice a term and can be contacted through the school at any other time if required. The Centacare Office is in West Wyalong and the phone number is 02 69723218.

Senior Students' Responsibilities

- Children in Stage 3 have certain responsibilities associated with their role as school leaders.
- Monday Morning - flag raising
- Flags each day morning and afternoon
- Bell ringing
- Bins
- Peer Support leaders

Sick Children/Accidents

In the case of sick children the Secretary / Principal contacts parents, carers or guardians. In the interim until the parent arrives to take the child home, the child may be left in the sick bay, if too ill to remain in the classroom. In the event of serious injury the parents, carers or guardians and Principal are immediately notified and the ambulance notified. Students requiring medical assistance will be transported to the Lake Cargelligo Health Centre.

All accidents are recorded in the 'Accident Book' by the teacher on duty at the time of the Accident or by the attending person. The 'Accident Book' is kept in the Front Office.

Sport

Some of the objectives of the Physical Education program include:

- The introduction of a wide variety of challenging activities;
- Teaching the skills of the activities introduced;
- Encouraging pupil awareness of his/her own capabilities;
- Stressing and encouraging good standards of performance and techniques;
- Encouraging desirable forms of social behaviour, such as co-operation, leadership, loyalty, tolerance and acceptance of rules, and also to encourage participation in outside recreation and leisure activities.

The implementation of this program depends to a large extent on the particular expertise and skills of the teaching staff from year to year. Parental help with the coaching and management of teams is always warmly welcomed.

St Francis Xavier's is involved in Western Region Archdiocesan Sports. All children are encouraged to participate in the three major sporting activities for the year – the Swimming, Cross Country and Track and Field Carnivals. A team is then chosen to represent St Francis Xavier's at Western Region Carnivals. St Francis Xavier's is always well represented at all levels of competition.

Students are also encouraged to participate in the other sports in which the school is involved, in district and other competitions. Sports may include Netball, Cricket, Soccer, Cross Country and Gymnastics.



Swimming

Children in K/1/2 participate in an intensive swimming program for two weeks of the year.

Principles of Sport (K – 6)

- Emphasis on enjoyment and successful participation.
- Development of suitable standards of behaviour.
- Rewards in competition being for participation, individual achievement
- A progression of competitive experiences appropriate to the age and development of the individual.
- Identifiable stages of development – progressing from general physical activities to specific skills.
- The use of modified rules, facilities and equipment so that the levels of skill and stamina required are appropriate to the development of the student.
- The opportunity to achieve their potential in an environment that is safe, structured and challenging.

Expectations

Sport is an activity, which requires students, parents, carers, guardians, teachers, coaches and officials to work cooperatively for their mutual enjoyment and personal development.

When students play sport, they should:

- Play for enjoyment and to acquire or maintain fitness, and not just to please parents, carers and guardians and other involved adults.
- Play by the rules and treat others with respect and fairness.
- Acknowledge good play whether it comes from their team or their opponents.
- Exercise self-control.
- Avoid abuse and provocation of team mates, opponents and officials.
- Accept decisions without public protest.
- Cooperate with others involved in the game at all times.
- Wear appropriate clothing and protective equipment at all times.
- Before playing remove any jewellery likely to cause injury to themselves or their opponents.

Sport day is determined by each class teacher. Parents, carers and guardians will be informed of the time. During the summer months. i.e. Terms 1 and 4, Sport is before lunch time. Sport day is the only day that gym shoes are acceptable. (Please see Uniform).

St Francis Xavier's Leadership Program

The leadership model of the School recognises that all Stage 3 students have skills and talents in the area of leadership and that these students have the potential to contribute positively and become excellent role models who at all times enhance the values and attitudes of the School.

Within this model two School Captains and two Vice-Captains are elected by students from Year 3 - 6. It is expected that these students will work with their cohort to become excellent role models for the younger students. It is anticipated that these students will have areas of responsibility that will be clearly visible and easily recognised within the School. In addition to improving the quality of student leadership within the School, this program aims to assist the students in developing lifelong skills so that they are able to:-

- Work collaboratively with others
- Solve problems without conflict
- Set personal goals that provide meaning, purpose and direction in life
- Recognise personal talents and the talents of others



Students absent or late to School

Students who come late to School must report to the Front Office and sign in. If parents wish to take their children early from school or during school time they must come to the front office and sign them out and if they return must sign them back in. Absences are to be covered by a written note from the parent, carer or guardian. This note is to be given to the class teacher as soon as possible after the student returns to School, or before, if the absence is foreseeable. If a verbal notification is received it is recorded, dated and signed and kept in Class Roll.

Student Representative Council

Two students from Stage 2 and 1 from Year 5 are invited to join the School Captains to form the SRC. The SRC group meets regularly, under the supervision of Principal.

The purpose of the SRC is to:

- Highlight matters of interest to the students that will make the school a more enjoyable and safe place
- Offer suggestions about ways in which the students can be more involved in the future planning for the school as a whole
- Raise issues of concern for all students and to discuss these issues with the Principal
- Assist with different fund-raising activities throughout the year
- Show good example to their peers and be a spokesperson for their ideas and suggestions

St Francis Xavier's Daily Timetable

8.30	Supervision
8.55	Bell for Classes
9.00	Classes commence
11.00 - 11.25	Recess
1.00 – 1.50	Lunch
1.50	Class time
3.10	Bell for Dismissal

Sun Smart Policy

Much sun damage occurs during childhood and adolescence and is easily preventable by taking simple protective measures.

During Terms 1 and 4, students will wear school hats, which protect the face, neck and ears whenever they are outside. Hats are part of the uniform and may be purchased from the School Office. Students who have forgotten to bring or wear their hat must remain seated in a shaded area – **NO HAT – NO PLAY. Hats will not be lent to children nor borrowed.**

Numerous trees have been planted throughout the playground to offer shade to students during break times. Students will be encouraged to seek the protection of shade during their recess and lunch breaks. Students are encouraged to use SPF 15+ broad-spectrum, water resistant sunscreen during all outdoors, especially water activities.

Whenever possible, teachers will schedule outdoor activities before 11am in the hotter months. The School Swimming Carnival this year was a twilight event with approval received from the Assistant Director of the Catholic Education Office.



The Principal will regularly review the extent of shaded areas in the school and will take all steps possible to ensure that adequate sun protection is available to students and staff.

Uniform

School uniform is compulsory for each student. In cases where this is temporarily impossible, the student must bring in a signed note from the parent.

Items which make up St Francis Xavier's School uniform: School jumpers, tracksuits, hats, t-shirts and shorts are sold at the Front Office. It is important to have all parts of the children's uniform marked with their name. An optional sports uniform is available.

A new school winter uniform is being introduced with a time frame of two year for the complete change over.

Hats – School Policy requires hats to be worn when outside in terms 1 and 4 and although not compulsory they are also encouraged in terms 2 and 3. “No Hat, No Play” policy means that children not wearing a hat must remain seated in the shaded, covered areas.

Summer uniform – Boys and Girls

Blue shorts

Blue T- shirt with school logo

(a long sleeve shirt is also available)

Black or brown shoes or sandals - *NO Sports shoes except on sport day /s*

Navy blue, black or white socks

School hat

Winter uniform - Boys and Girls

Blue tracksuit with school logo

Grey trousers

Blue shirt

Blue T- shirt with school logo

(a long sleeve shirt is also available)

Black or brown shoes - *NO Sports shoes except on sport day/s*

Navy blue, white or black socks

School hat

Sports uniform - Boys and Girls

Summer uniform with Sports shoes and socks

Tracksuit in winter may be worn

Matching royal blue beanie and scarf are an option for terms 2 and 3.

Jewellery – *Jewellery can be dangerous so please ensure that the only jewellery permissible is:*

Sleepers or stud earrings

Watches

Medical bracelets/chains

NO Nail polish or makeup.

Student Appearance/Grooming

Neat, tidy appearance with little jewellery allowed such as watch, stud or sleeper earrings. Nail polish and/or wristbands, neck chains are not to be worn.



*Lake Alive with Dreamtime Knowledge;
Waves of Learning;
Sailing into the Future'*