

# Parent Handbook

(Updated January 2024)



**ST PAUL OF THE CROSS  
CATHOLIC PRIMARY SCHOOL  
DULWICH HILL**

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# Vision and Mission Statement

Following the tradition of the Sisters of St Joseph and inspired by our beliefs and school motto:

**‘We belong together - in faith and learning.’**

Our mission is to:

- ❖ Know, love and follow Jesus
- ❖ Model our lives on St Mary of the Cross MacKillop and bring hope to others

Our vision is to:

- ❖ Encourage critical, creative and inquisitive thinkers
- ❖ Foster a love of learning that is personalised and innovative
- ❖ Enhance the wellbeing of every child’s social, emotional, spiritual and academic needs

Our values are:

- ❖ Peace
- ❖ Justice
- ❖ Respect
- ❖ Kindness
- ❖ Courage
- ❖ Compassion

# A Message from the Principal

Dear Parents and Carers,

Welcome to St Paul of the Cross Catholic Primary School Dulwich Hill. We are a kind and loving community that celebrates the diversity that our students and their families bring. Working together, in partnership with our families, we strive to offer the best possible education for each of our students, discovering and valuing the unique qualities of each individual to enable them to flourish.

St Paul of the Cross is a systemic Catholic primary school in the City West Network of Sydney Catholic Schools. The student population is approximately 150 - educating girls and boys from Kindergarten to Year 6.

Our talented and dedicated teachers provide a learning environment that is safe and respectful, where each student is known. The curriculum is delivered in a differentiated and personalised way to ensure that each student has the opportunity to learn something new every day and reach their full potential.

Students are encouraged to give their best in an environment that fosters curiosity and creativity, preparing students for an ever changing world. Innovation is fostered through a culture of inquiry and rich learning tasks. Student success is recognised and achievements are celebrated.

This handbook will assist you in becoming familiar with our school so that you are able to support us in the education of your child. Let us bring to life the words of our motto, 'We belong together.'

We welcome your feedback on this working document which is continuously evolving. Please share your thoughts with us regarding what you have found helpful and what you would like to receive further information on.

We look forward to working together with our current parents and those who are new to the community in the education of your children and supporting you and your family on this important journey.

Yours sincerely,

Brooke Watson  
Principal

## School Details

<b>School Address:</b>	St Paul of the Cross School 16 May Street Dulwich Hill 2203
<b>Phone Number:</b>	9558 5308
<b>Website:</b>	www.stpcdulwichhill.catholic.edu.au
<b>Email - School Office:</b>	info@stpcdulwichhill.catholic.edu.au
<b>Email - School Principal:</b>	brooke.watson@syd.catholic.edu.au
<b>Bishop in Residence:</b>	Bishop Richard Umbers
<b>Parish Priest:</b>	Father Andrew James
<b>Principal:</b>	Brooke Watson
<b>Assistant Principal:</b>	Alexandra Mangraviti
<b>Religious Education Coordinator:</b>	Sarah Tacuri
<b>Before and After School Care:</b>	Kids Capers OOSH 0412 398 539

<b>School Hours</b>	
<b>8:15 am - 8:45 am</b>	Gates are opened and teacher playground supervision commences
<b>8:45 am</b>	Assembly bell
<b>10:45 am - 11:30 am</b>	Lunch
<b>1:30 pm - 2:00 pm</b>	Fruit Break
<b>3:00pm</b>	Classes dismissed

<b>School Office</b>	
<b>Secretary Hours:</b>	Monday to Friday, 8:15 am - 3:30 pm
<b>Secretaries:</b>	Mrs Lisel Sullaphen (Finance) Mrs Debbie Alessio (Administration)
<i>Please advise the school secretary as soon as possible if you change your contact details.</i>	

# School Calendar 2024

The Parent Calendar can be accessed via the Compass application. This will be updated regularly with important dates throughout the school year as they are arranged. Important dates will also be shared with you via our fortnightly newsletter.

<b>Term One</b>	
<b>Staff only:</b>	Tuesday, 30th January and Wednesday, 31st January
<b>Students Year 1-6:</b>	Thursday, 1st February at 8:45am
<b>Kindergarten:</b>	Friday, 2nd February at 9:00am

<b>Term Dates for Students</b>	
<b>Term One:</b>	Last day of school is Thursday, 11th April
<b>Term Two:</b>	Tuesday, 30th April - Thursday, 4th July
<b>Term Three:</b>	Tuesday, 23rd July - Friday, 27th September
<b>Term Four:</b>	Tuesday, 15th October - Tuesday, 17th December



# School Leadership

## School Leadership

The School Executive Team is made up of the Principal, the Assistant Principal and the Religious Education Coordinator. All members of the Executive Team play an important part in the leadership of the school. The Executive Team is responsible for the religious and educational leadership of the school. It is also responsible for the overall direction in order to provide for the effective care and education of the students. This is carried out through facilitation of their spiritual, social, academic and personal development within resource and funding constraints.

This leadership and direction will be consistent with the:

- ❖ The Archbishop's Charter for Catholic Schools;
- ❖ Archdiocesan Vision and Mission Statements for Catholic Schools;
- ❖ Priorities contained in the Sydney Catholic Schools' Strategic Improvement Plan
- ❖ The St Paul of the Cross Vision and Mission Statements
- ❖ Catholic teachings, principles and values;
- ❖ The school's strategic and annual improvement plans
- ❖ Knowledge of curriculum planning, development, program implementation and evaluation processes.

## Student Leadership

Student School Leaders at St Paul of the Cross Catholic Primary School strive to demonstrate the following:

- ❖ Active participation in the life of the Parish community
- ❖ Ability to show good example to the student community in areas such as wearing of the full school uniform, observing the school rules, appropriate courtesies and manners
- ❖ Ability to speak clearly and confidently, in a variety of settings and to a variety of audiences
- ❖ Initiative in many aspects of school life
- ❖ Respect of self and others at all times
- ❖ Willingness to be involved in areas of school life
- ❖ A sense of service to others
- ❖ Trustworthiness and honesty
- ❖ Ability to encourage and motivate the participation and interest of other students
- ❖ A positive and friendly approach to school life
- ❖ Good listening skills
- ❖ Courage, showing fairness and being prepared to stand up against wrong
- ❖ Tries hard and completes tasks well
- ❖ A good sense of humour

# General School Information

The following information is listed in alphabetical order. For a complete list of the topics within this section please refer to the table of contents at the beginning of this booklet.

## **Accidents**

In case of accidents, first aid is administered and parents are notified when there is an injury to the head or face of your child. In serious cases, immediate medical attention will be sought.

## **Assessment and Reporting**

To comply with Government compliance, our school offers a written school report for students in Year One to Year Six based on the five point grading scale - elementary, basic, sound, thorough and extensive. Kindergarten reports highlight achievements based on a three point scale - basic, sound and thorough. Student reports are accessed via the Compass application at the end of the semester, in June and December each year.

## **Asthma Management Plan**

If your child has Asthma, we require an Asthma Management Plan completed by your child's doctor. A copy of the plan should be supplied to the school and parents should discuss the plan with our first aid officers. Parents should also supply up to date asthma medication.

## **Attendance at School**

Section 22 of the Education Act 1990 states that it is the duty of the parent of a child of compulsory school age (6yrs to 17yrs) to cause the child to be enrolled at, and to attend, a government or a registered non-government school, or to be registered for home schooling.

It is a legal requirement that children attend school during the hours of 8:45am - 3:00pm. If your child is absent from school due to illness or any other reason, please notify us as soon as possible. You can do this by entering your child's absence directly into Compass via the application, or advising the office via email, phone call or face to face. **The school should be notified by a phone call in the event of a prolonged absence (more than 3 days) and a Doctor's Certificate is required.** Prolonged or frequent unexplained absences will be followed up by the Assistant Principal or Principal. Prolonged unexplained absences may result in a report of educational neglect being made to Family and Community Services.

Your child's teacher will mark the class roll directly into Compass at 8:45 am each day. If your child is arriving late, please accompany them to the office as any student who enters school after 8:45 am without an adult will be marked as an unexplained absence. All late arrivals will be automatically entered into the computer roll.

Should you wish to collect your child early for an appointment, parents are asked to come to the office to sign their child out before leaving. This is recorded as a partial absence.

When a child will be absent from school for a family holiday or event for a period of 10 days or more, an Exemption from Attendance at School must be completed and returned to the Principal informing them of a period of absence so that this can be entered on the school records and class roll. All Exemptions from Attendance at School must be made in writing on the appropriate Application for

Exemption from Attendance at School form which is held in the school office. This form needs to be completed by the child's parents and then returned to the school office. Applications can only be made prior to the absence. On return of the completed form, a Certificate for Exemption from Enrolment at School is issued to the parents which may need to be shown to authorities if leaving the country.

### **Awards**

Achievement Awards are presented to students every Monday morning at our whole school Assembly, held in the playground following the 8:45 am bell. These awards include class achievement awards and special recognition awards from the Principal, Assistant Principal and Religious Education Coordinator. In addition, birthdays are recognised and any other significant student achievements are noted. Parents, carers and grandparents are welcome to attend.

### **Before and After School and Vacation Care**

Before and after school care facilities are provided by Kids Capers. This care operates between 7:00am - 8:40am and 3:00pm - 6:00pm for students who are enrolled at St Paul of the Cross. Care is available on a permanent or casual basis.

Kids Capers provide an array of different activities for the children. The program is designed to be age appropriate, fun and beneficial in skill development. The activities include: craft, art, recreational games, cooking, gardening and relaxation. Time is allocated for homework. A Vacation Care Program exists during pupil free days (Staff Development Days) and holidays.

If you would like to enquire further about care for your children, feel free to drop into the Centre, email [Dulwich@kidscaperoosh.com.au](mailto:Dulwich@kidscaperoosh.com.au) or alternatively call on 0412 398 539.

### **Behaviour Management**

Students are expected to treat everyone with kindness, love and respect. Positive reinforcement is used to recognise and encourage positive behaviour. Classes have rules which are jointly constructed at the beginning of the year and displayed in the classroom, along with agreed consequences if those rules are broken. Ongoing behaviour management issues are referred to the Leadership Team and parents are notified. All matters are dealt with consistently and in a fair manner using the Behaviour Management Plan (See Appendix A).

### **Before School Drop Off**

Before school, children can be dropped off at the May Street gate and continue to the turning area at the end of the street. Cars must wait in line and not overtake, this includes waiting until they are at the front of the line to turn around. The smooth running of this operation depends on your cooperation and patience to ensure the safety of all children. Please ensure that you drive to the front of the drop off zone. Please do not park in the drop off zone during its operational hours and do not turn around until you are the first car in the line. There is no pick up zone operating in the afternoon. Please park your car on the surrounding streets and enter the school to collect your child.

Be mindful that Council parking officers randomly monitor the area and issue infringements (fines of approximately \$350 and loss of 3-4 demerit points).

***Please do not park and leave your car in the pickup zone or the turning area.***

### **Bus Travel**

Application forms for bus travel can be obtained from the school office. Information regarding Opal Bus Pass online applications can be obtained from the office. Children from Kindergarten to Year Two are entitled to free bus travel to and from school. Children in Years 3 – 6 who live more than 1.6 km

from the school also receive free bus travel.

### **Canteen**

Our Canteen is privately run. The school canteen is currently open five days a week.

Lunch can be ordered online through the Flexischools application. To set up your account, please download the Flexischools application (for iPhone and iPad users, please select 'Allow Notifications'). If you are an account holder, just enter your details and login. If you are new to Flexischools, please click 'Register' to set up your account. To order in the Flexischools application click the 'Order Now' button located in the bottom right-hand corner of the application and select your child's name. Make your selections and then choose your payment option. Complete the payment to place your order.

When lunch is not ordered through the canteen, we suggest a healthy lunch packed in a lunch box that shows your child's name. Students should also bring a labelled water bottle to school each day. It is important not to send too much food to school. We ask children to take any uneaten lunch home so that parents can monitor what is being eaten. Eating time is supervised by teachers and students are expected to be responsible for eating their own food independently.

### **Catholic Education Foundation**

The Catholic Education Foundation has been established to honour our commitment that no Catholic child should be denied a Catholic Education due to hardship. The Foundation provides support to families having difficulty paying school fees. Parents seeking support from the Foundation are invited to speak to the Principal. At that time, further information about the Foundation, including an application form, will be provided.

### **Carnivals**

Children participate in a number of sports events throughout the year. These may vary from year to year but usually include an athletics carnival, cross country, swimming carnival and other invitational and gala day events such as netball and soccer. Parents are invited to attend and be involved in these events. Information relating to each sporting event is communicated via notes and the Compass application.

### **Child Protection**

The Child Protection Act (Prohibited Employment Act 1998) ensures that as far as possible people who may pose a risk to children are not employed. This Act requires employers to obtain a disclosure from all people who have unsupervised contact with children. This is done by the completion of a Prohibited Employment Declaration.

Any parents wishing to be involved in school activities such as attending school excursions and assisting at carnivals, should attend a Volunteer induction workshop held annually at the start of the year and sign the Sydney Catholic Schools Safe Schools Expectations form.

Parents are asked to support all anti-bullying strategies used in the school and must never approach any child on the school grounds about an incident that has happened at school. All issues need to be referred to the class teacher or a member of the Leadership Team.

Parents are not allowed to photograph or video any student that isn't their own due to child protection and privacy laws.

Working With Children Check:

- ❖ Is a process for checking whether people are suitable to work with children
- ❖ Is largely the same process for both paid employees as well as volunteers
- ❖ Applications have one of two outcomes; a clearance to work with children or a bar against working with children
- ❖ Once a bar is in place it is an offence to work with children. It does not matter whether the work is paid or voluntary
- ❖ Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked
- ❖ If you are in child related work, you are required to have a WWCC
- ❖ Some volunteers may be exempt from the requirement to obtain WWCC
- ❖ The NSW law allows (in most circumstances) parents and close relatives to volunteer in activities that involve their own children without needing a check
- ❖ The two exceptions for parent volunteers are:
  - Volunteering by a parent or close relative of a child in activities for the child's school, early education service or other educational institution
  - Volunteering by a parent or close relative, with a team, program or other activity in which the child usually participates or is a team member

This means you only need a WWCC for volunteering at your child's school, or a school where your close relative studies, if your volunteer work is part of a formal mentoring program, involves intimate, personal care of children with disability, or an overnight camp for children and young persons.

### **Class Term Overview**

At the beginning of each term your child's class teacher will send home a Curriculum Overview via the Compass application, outlining what your child will be studying for the term. If you have any questions relating to the curriculum please make an appointment with your child's class teacher.

### **Compass Student Information System**

Compass is a student information system that is used by teachers and parents for student attendance, excursion notes, reports and as a communication tool between the school and home. Compass is a web based system that is accessible on any modern web browser or by using the Compass iOS or Android applications.

### **Compass School Manager Application**

The 'Compass School Manager App' is available for download on your smartphone or smart device. The application is secure with your own login details and will allow you to view your child's profile, their semester report and add an attendance note. Parent-Teacher Conferences are also arranged through the application. This application is the primary source of communication with parents and allows us to notify you of any news, events or last minute changes happening at school via the Newsfeed feature. Search in the App Store: 'Compass School Manager App,' download, then search for our school.

### **Diverse Learning Programs**

All teachers strive to provide a teaching program to meet the needs of each child in his/her class. A Diverse Learning Teacher works closely with the class teacher and assists in the planning of Individual Learning Plans. Class programs are differentiated to meet the diverse learning needs of all students.

### **Emergency Contacts**

In the interest of your child, please ensure that the school has up to date information about your address, phone contacts – home, work and at least one emergency contact.

## Excursions

School excursions are planned by teachers to support the children's learning and are based on the learning outcomes to be achieved during a particular unit of study. Parents are advised of excursions by a Compass note, detailing the information relevant to the excursion. Permission is granted through the response to the event notification sent via the Compass application.

Teachers often require assistance from parents on excursions. The class teacher is responsible for organising and selecting parents to assist on an excursion and maintains overall responsibility for all children whilst on the excursion. Due to safety and supervision requirements, toddlers are not allowed to attend school excursions. Parents must attend the Parent Induction Workshop offered at the start of the school year to be considered.

## Fees

The Tuition Fee and Building Levy are determined by Sydney Catholic Schools. There are also other local fees charged to fund teaching and learning at school. Annual fee statements will be emailed by Sydney Catholic Schools in February each year and should be paid by the due date unless prior arrangements have been made with the Principal. Fee statements are emailed at the beginning of each month showing the payments you have made during the month and the amount outstanding.

Payment of fees can be made by cash, cheque, credit card, Bpay or Eftpos. Fees can be paid annually, monthly, fortnightly or weekly. They can also be paid in three amounts in Term One, Term Two and Term Three. We ask that fees are finalised by the end of November each year. If you require any assistance working out a payment plan or would like an automatic payment plan set up, please contact our Finance Secretary. The Catholic Education Foundation exists to support families having difficulty paying school fees.

<b>Fee Type</b>	<b>Description</b>
<b>Tuition Fee</b>	This fee is charged for each child with a sibling discount applied to each subsequent child enrolled in the Sydney Catholic School system.
<b>Building Levy:</b>	This levy is charged to the eldest child in each family who attends a school within Sydney Catholic Schools.
<b>Resource Fee:</b>	The resource fee covers the cost of books, stationery and other materials provided to each child for the school year. It also covers subscriptions that your child may use during school and for homework activities. The cost of our Drama and Art Programs are also covered in this fee.
<b>Administration Fee:</b>	This levy is charged to each child. This charge includes utilities, maintenance, cleaning and photocopying.
<b>ICT Levy:</b>	This levy is charged to each child to maintain and support technology within the school.
<b>Excursion Fees:</b>	The cost of each excursion is covered in the school fees.
<b>Sports Levy:</b>	This levy is charged to each child. The sports levy includes the weekly Dance Fever specialised sports program and sports carnivals.
<b>Swimming Program:</b>	This covers the cost of our intensive 8 day swimming program including transport to and from the pool.
<b>Lost Library Books:</b>	A fee of \$20 will be requested for lost or damaged library books.

## Gate Opening Times

	May Street	New Canterbury Road
Morning	8:15am - 8:45am	Not open
Afternoon	2:45am - 3:10pm	2:55pm - 3:05pm

## Gifted and Talented

Teachers' programs are differentiated to ensure that the needs of the gifted and talented learners are catered for within the classroom. Teachers also undertake termly professional learning to cater for the diverse needs of gifted learners. We are currently a part of the Gifted Education Naturally Embedded (GENE) Program and are working towards accreditation as a Newman school. See Sydney Catholic Schools' website for more information.

## Head Lice

Children must not attend school if lice or nits are present in their hair. Head lice should be treated quickly to prevent them from spreading. We ask that you check your child's hair regularly and report any infestation to the school. Advice on treatment can be obtained from the school office.

## Home and School Communication

Effective communication between home and school is essential for maintaining a positive and cooperative relationship between parents and teachers and ultimately for enhancing your child's progress in learning.

Parents are encouraged to speak with teachers regarding the progress of their children. Appointments can be made via phone or email through the school office. In the event that your child's class has two teachers, your message will be shared with both of them. We ask parents not to speak with teachers during assembly or in class time as they have a duty of care to the students they are responsible for at that time.

## Homework

At the commencement of the school year, your child's teacher will outline homework procedures. Reading forms a vital component of homework and we encourage all students to read every night.

## Illness

If a child is sick or hurt at school they can go to our sick bay. When necessary, parents are contacted as soon as possible after the incident/ accident/ sickness, so that appropriate decisions can be made.

Children suffering from infectious diseases shall be excluded from school until a medical certificate is produced or the infectious days have elapsed.

## Immunisation Certificates

An immunisation certificate needs to be provided for the following: Diphtheria, Tetanus Whooping Cough, Polio, Measles, Meningococcal Mumps, Rubella (German Measles) and Hib.

Children who do not have an immunisation certificate may be excluded from school in the event of an outbreak. See [Appendix B](#) for a list of Infectious Diseases - Isolation and Exclusion Periods

### **Key Learning Areas**

Our teaching programs include instruction in Religious Education and the key learning areas from the NSW Education Standards Authority (NESA). These are; English, Mathematics, History and Geography, Science, Personal Development, Health and Physical Education (PDHPE), and Creative and Performing Arts (CAPA).

### **Leadership Team**

The Leadership Team consists of the Principal, Assistant Principal (AP) and Religious Education Coordinator (REC).

### **Learning Support**

Teachers' programs are differentiated to ensure that the needs of students who require additional support with their learning are catered for within the classroom. This is done in collaboration with the Diverse Learning Team.

### **Library**

All classes attend a library lesson once a week and children borrow books on a weekly basis. They should bring their library bag to carry books to and from school. Class library days will be communicated in the Curriculum Overview distributed at the start of each term.

### **Lost Property**

Parents are invited to check the lost property area located inside the glass doors near the Penola Chapel. Please ensure that all uniform items are labelled with your child's name.

### **Medication**

Parents/carers wanting their child to have medication will need to come to school and administer it to their child. The school is not permitted to administer any form of medication. Parents are not permitted to provide children with medication at school, unless on a doctor's advice. **If your child is unwell, they should not come to school.**

### **Mini Vinnies**

Students in Year 5 have the opportunity to be part of the Mini Vinnies team. This team works with the REC and Family Educator to undertake a variety of outreach activities and works closely with the St Vincent de Paul Society.

### **Mobile Phones and Smart Watches**

Children are not permitted to bring mobile phones to school, with the only exception being our Stage 3 students who walk home or travel on the bus. Stage 3 students who bring a mobile, are required to hand it in at the office as soon as they arrive at school. Mobile phones can be collected by the student at dismissal time and are not to be used on school grounds. The same rules apply to smart watches that have the capability to make and receive calls and messages, take photographs and/or record audio.

### **Mufti Days**

Mufti Days are days on which children wear clothes other than our school uniform. These days are normally held as fundraisers and usually require a gold coin donation.

### **National Assessment Program in Literacy and Numeracy (NAPLAN)**

Students in Year 3 and Year 5 sit the National Assessment Program in Literacy and Numeracy (NAPLAN). These tests are set and marked by the Australian Curriculum, Assessment and Reporting Authority (ACARA) and take place in March each year.



## Newsletter

Our school newsletter is distributed weekly and is a one page document that highlights important dates for the week ahead. It is called the What's On Weekly (or WOW). This document is shared on Sunday evenings with our families.

Please ensure you read the newsletter and any other notices. The newsletter is only accessible to members of our school community.

## Nut Restricted School

Anaphylaxis is a severe and sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as food or an insect sting). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life-threatening and always requires an emergency response. Source: *Anaphylaxis Guidelines for Schools* (Second Edition 2006).

Due to the increasing number of food related allergies and in the interest of the safety and well-being of **all** students, St Paul of the Cross Catholic Primary School is a **Nut Restricted School**. Our goal is to try to create a safe environment for our school community.

Therefore, we have the following expectations at our school:

- ❖ Children are not to share food with their peers
- ❖ Peanut butter, Nutella and other such nut-based products are **not permitted**
- ❖ Peanuts or nuts of any kind are not to be brought to school

## Parent Conduct

Please refer to the Parent Charter for Sydney Catholic Schools. Parents visiting the school for any reason other than our school assembly will need to sign in at the school office. Parents are not permitted to go directly to a classroom or to text, phone or approach another parent to discuss a problem with another child. Problems that arise at school are best dealt with by either the child's teacher or the Leadership Team. Teachers are not permitted to comment on the behavior of other children within the school.

The first point of call for any problems that arise is your child's class teacher. If this is not possible please follow the below procedure.

1. Contact Assistant Principal: Mrs Alexandra Mangraviti
2. Contact School Principal: Mrs Brooke Watson

## Parent Teacher Conferences

These interviews are held at the end of Term 1 and Term 2. They give parents an opportunity to discuss their child's progress and any other matter with the class teacher. Parent teacher interviews can also be arranged at other times upon request.

## Parent Welcome Night

An opportunity is made for parents and carers to meet their child's teacher early in the school year. Parents and carers are also able to see their child's classroom and meet some of the other families.

## Pets

Pets are not permitted on school grounds at any time (unless prior arrangements are made). The Animal Welfare guidelines are adhered to at all times.

## **Pope Francis Award**

Student volunteers in Year 6 have the opportunity to earn an award by volunteering their time before and after school to complete community service.

## **Professional Planning Time (PPT)**

As part of the *Enterprise Agreement for Teachers*, each teacher is provided with planning time which is release from face-to-face teaching. The amount of time varies with the teacher's FTE (Full Time Equivalent) classroom teaching load. During this time, your child's class will be taught by another teacher who will continue to teach part of the curriculum.

## **Physical Education**

All students are involved in physical education programs provided by *Zing Activ*. This program includes dance and gymnastics. Classroom teachers teach ball skills and game skills. An Athletics Carnival takes place each year in Semester 1 and a Swimming Carnival is held in Term 4. In Term 4, a swimming program is run for all students by Annette Kellerman Pools over a two week period.

## **Prayer**

Prayer is an integral part of our daily life. During Monday morning assembly we pray the school prayer together and classes stop at midday to recite The Angelus. This is an opportunity for students to take a minute or two to pause and reflect with a still mind and loving heart. Throughout the day, students may pray as part of their Religious Education units.

## **Presence of Parents and Outside Persons on School Property**

The safety of students, staff, visitors and members of the school community is of utmost importance. Any activities which may compromise the safety of an individual will not be tolerated. Serious incidents may be dealt with under the Enclosed Lands Protection Act (2003).

In the daily routine of school life, the ways in which people interact with each other significantly affect each person's sense of self-worth, belonging and well-being. The fostering of high-quality interpersonal relationships among staff, students and parents is a responsibility shared by everyone.

At St Paul of the Cross Catholic Primary School we note that parents are partners in their children's education. For most parents, this is an invitation to be involved in a productive and effective way so that student outcomes are enhanced. Sometimes, however, it is interpreted as an opportunity to question the legitimate authority of the school, and increasingly, this results in teachers being involved in conflict situations and even at times experiencing harassment. Principals are responsible for ensuring the safety and security of students, staff and members of the community on site within the school.

In response to a small number of disturbing incidents of intimidation or violence, the NSW Crimes (School Protection) Act was amended in 2003 to make it an offence to assault, stalk, harass or intimidate a student or member of staff of a school or to enter a school with the intent of doing so.

The Enclosed Lands Protection Act was amended in 2003 to allow police to enter school property and issue 'on the spot fines' (up to \$500) to any person who enters the school premises without a lawful excuse or who remains on school premises after being asked to leave.

## **Privacy Policy**

Our school strictly complies with current privacy legislation.

## **Professional Development of Teaching Staff**

Teachers, like all professionals, need to continue their development and understanding of the learning process and appropriate content as determined by Sydney Catholic Schools and the NSW Education Standards Authority (NESA). Whilst all teachers spend many hours engaged in planning and professional development, there are set items that are planned for teachers to work collaboratively, including each week at the Wednesday afternoon staff meeting. From time to time teachers will be released from class to participate in professional development related to aspects of student learning and curriculum.

## **Pupil Free/ Staff Development Days**

All Sydney Catholic schools are entitled to nine pupil free days per year. These days are scheduled at the beginning and end of each term to minimise the impact on families. These days are organised for professional learning of staff and directly increase their capacity to provide a quality education to your child. As the children do not come to school on these days, if a change is required, a notice is sent to parents at least six weeks prior so that child-minding arrangements can be made if necessary. Dates for pupil free/staff development days are published in the newsletter.

## **Punctuality**

All children are expected to arrive at school before the commencement of classes at 8:45am. Any child arriving after 8:45am should go directly to the school office accompanied by their parent/carer to sign them in and for their absence to be noted electronically by a secretary. Being punctual is a good habit for your child to develop, it also ensures that learning is not missed.

Children are to be collected from school at 3pm. If your child is not collected from school, they may be signed in to after school care to ensure they are adequately supervised until you arrive.

## **Relief/ Casual Teachers**

On occasion, your child's teacher may be unable to take the class. The teacher may be ill, on Long Service Leave or perhaps be required to attend a professional development course. On such occasions, a qualified replacement teacher will be employed to teach the children. The relief teacher will typically follow the program which has been planned by the teacher.

## **Religious Education Test**

All students in Year Six sit the Religious Education Test in Semester 2 each year. This test is set and marked by Sydney Catholic Schools.

## **Sacramental Programs**

The Sacramental Program is parish based and the sacramental coordinator works closely with the school in organising sacramental programs. The parish organises sessions for the sacraments of Reconciliation, First Communion and Confirmation. Sacramental preparation information is advertised in the Parish Bulletin and in our school newsletter.

The sacraments of First Reconciliation and First Holy Communion are celebrated by Year Three students and the sacrament of Confirmation is for Year Six students.

## **School Assembly**

On Monday morning the flag is raised and as a school, we acknowledge the traditional owners of our land, say our school prayer and sing the National Anthem. A whole school assembly is held each Monday morning in the playground and parents, carers and grandparents are invited to attend. Student achievements are acknowledged at this assembly.

### **School Counsellor**

School Counselling is provided by Ms Jennifer Anderson through the services of Catholic Care. Please make an appointment to discuss any concerns with the Principal. The Principal is responsible for referring students to the school counsellor.

### **School Photos**

School photos are taken each year. We alternate the date year to year so the children will have photos in either their summer or winter uniform. The date of the school photos will be advertised in the school newsletter.

### **Social Functions**

Social and fundraising functions are held throughout the year. All families are welcome and encouraged to participate and support the school community.

### **Smoking and Alcohol**

Smoking is not permitted anywhere on the school premises. Alcohol is not permitted on the school grounds or at functions when children are in attendance.

### **Staff Meetings**

The school Leadership Team meets on a weekly basis. A staff meeting is held every Wednesday afternoon for teacher professional learning.

### **Student Leaders**

Student leaders are elected from Year Five each year in Term 4. The Year Five students wishing to nominate for a student leadership position will give a speech to their peers. Two school captains, two vice captains, religious education monitors and two captains for each colour sports house are selected by the students in Years Three, Four and Five. Teachers also vote as part of the Student Leader nomination process.

### **Sun Policy**

Children are required to wear a school hat at all times when outdoors. **No hat, play in the shade.** When children are in the sun for any length of time they are expected to also use sunscreen. In cases of extreme weather, inside play may be called by the Leadership Team to ensure that all children are kept indoors during lunch and/or fruit break time.

### **Supervision**

The school is very conscious of the safety of all children. Please note:

- ❖ No supervision is provided before 8:15am. Parents are asked to ensure that their children are not at school, or waiting on the street, before the May Street gates are opened at 8:15am
- ❖ Supervision is provided for half an hour before school and during school hours 8:15am - 3:00pm
- ❖ Unexpected situations arise, however, all students must be collected by 3:00pm each day. Students wait with their class teacher and must advise their teacher when their parent/ grandparent/ carer arrives to take them home. Please enrol with OOSH so you are able to use this service in unexpected circumstances
- ❖ If you wish for someone else to collect your child, we must have written notification of this arrangement on file. It is a good idea that if you expect grandparents, carers, parents of peers, neighbours or other relatives may be collecting your child that you have given us written approval, which we keep on file. You can then just call the office or email on the day to confirm this arrangement

- ❖ Parents are responsible for their children's safety once they leave the school grounds. If children are walking to and from school the office must be notified in writing of their route between school and home. Please ensure your child knows the route he/she must walk to or from school and the safe way of doing so. Also, we recommend that you speak to your child often about walking safely on the footpath and crossing roads safely i.e. wait until traffic stops even if the lights are green
- ❖ If your child uses the bus or rides a bike he/she must be aware of the safety rules.

### **Swimming Program**

Children from Kindergarten to Year Four are involved in an intensive swimming program. The two week intensive program operates at Annette Kellerman Pools.

### **Telephone Calls and Emails**

Students are not permitted to receive calls on the office telephone except in emergencies. Telephone messages to students will not be received and delivered unless of a highly urgent nature.

Teachers are not available for the telephone during class time or whilst on supervision duty and may not be contacted by parents on their personal phone. Teachers can be contacted via email to arrange a time for an in person or telephone meeting. Please send emails to [info@stpcdulwichhill.catholic.edu.au](mailto:info@stpcdulwichhill.catholic.edu.au) and the office staff will forward your email on the relevant teacher. Given the nature of teachers' responsibilities and the fact that they are mostly working with students and not checking emails, please allow 48 hours for a response. Emailing the office will also ensure that teachers can be contacted in a timely manner, should your email be time sensitive.

### **Toilets**

The children's toilets are not to be used by adults at any time. Adults may use the disabled toilet. A key for this toilet can be collected from the office.

### **Uniforms**

Children are expected to wear our full school uniform at all times. The sports uniform is worn twice a week on Wednesday and Friday. Sport shoes are to be worn on sports days only. Please label all uniform items with your child's full name. The school uniform is available to buy at the LOWES store at Marrickville Metro. We also have a second hand uniform store run by parents which offers items for up to \$5.00. Opening times are advertised in the newsletter and you can also see the office staff to purchase at other times.

Jewellery must not be worn with the school uniform with the exception of single ear piercings. Plain, gold or silver, sleepers or studs for pierced ears are permitted. Other piercings are not permitted. Watches may be worn. Smart watches and watches that can take photos and/or record audio are to be treated like mobile phones and must be signed into the office each day.

Parents are asked to cooperate in ensuring that boys and girls have appropriate hairstyles for school. Mohawks, streaks, undercuts, shaved markings, coloured, rats tails, overgrown hair and other fashion cuts, as deemed by the principal, are not permitted. Students with collar length hair must keep it tied back neatly. Hair ribbons and headbands must match the uniform colours (navy & yellow/gold).

A full uniform list can be found in [Appendix C](#).

All children must wear our school hat as it is an essential part of the school uniform. It can be purchased from the school office. **'No hat, play in the shade'** rule applies.

### **Valuables**

We discourage children from bringing valuables (including precious and/or expensive toys) to school as there is no guarantee of protection from breakage or loss. We seek parents' support in this regard. If something valuable is brought to school, please bring it to the school office where it will be held for the day and then collected at 3:00 pm. Please ensure that all items are clearly labelled with your child's name.

### **Visitors**

On arrival, all visitors are to report to the office. They will then be asked to sign in on our Compass kiosk and sign out when leaving the school grounds.

# School Prayer

Father in Heaven,  
We thank you for the gift of life.  
We thank you for our parents who love and care for us.  
We thank you for our friends and our teachers  
who share our days at school.  
Help us today to grow more like your Son Jesus  
as we work and play together.

# School Song

Chorus:





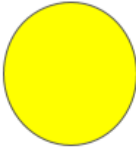







**At St Paul of the Cross  
Dulwich Hill  
We belong together  
In faith and learning**

**At St Paul of the Cross  
Accepted and loved  
We follow in Jesus' way (x2)**

Mary MacKillop  
And the Sisters of St Joseph  
Taught us compassion,  
Courage and respect for all  
Every voice we hear  
Every step we take  
Be sure...

Talents of our students  
As they learn creatively  
Solving many challenges  
And learning to succeed  
Providing opportunities  
Thriving as community  
We grow...

Providing an environment where everyone  
Feels safe  
It's reflected in our classroom and our  
Playground everyday  
Learning to say sorry and forgive without a worry  
We know...

 <b>St Paul of the Cross Catholic Primary School</b> <b>Behaviour Management Plan</b> <i>'We belong together - in faith and learning'</i>			
Level	Behaviour	Range of Consequences	
	<ul style="list-style-type: none"> <li>Students are being safe, responsible, respectful and engaged learners.</li> </ul>	<ul style="list-style-type: none"> <li>Students are recognised and rewarded for being the best they can be</li> <li>Awards presented at weekly assembly</li> <li>Full participation in rewards afternoon each term</li> </ul>	
	<ul style="list-style-type: none"> <li>Not wearing a hat on the playground</li> <li>Littering</li> <li>Unsafe play</li> <li>Calling out in class</li> <li>Inappropriate language</li> <li>Distracting others from their learning</li> <li>Being out of bounds</li> </ul>	<ul style="list-style-type: none"> <li>Non-verbal reminder</li> <li>Reminder of rules</li> <li>Warning</li> <li>Discussion between teacher and child</li> <li>Thinking time</li> <li>Loss of play time</li> <li>Behaviour recorded on Compass</li> </ul>	
	<ul style="list-style-type: none"> <li>Consistently repeating above offences</li> <li>Misuse of school property including technology</li> <li>Speaking disrespectfully to or about others</li> <li>Not following instructions given by a teacher</li> <li>Leaving the classroom without permission</li> <li>Deliberately breaking the "Hands Off" rule or physically hurting another student</li> </ul>	<ul style="list-style-type: none"> <li>Loss of play time</li> <li>Parents notified</li> <li>Behaviour recorded on Compass</li> </ul>	
	<ul style="list-style-type: none"> <li>Consistently repeating above offences</li> <li>Deliberately damaging school property or the property of others</li> <li>Swearing at a teacher or another student</li> <li>Theft</li> <li>Ongoing "Mean on Purpose" behaviour, excluding or bullying, including cyberbullying</li> </ul>	<ul style="list-style-type: none"> <li>Time spent in the office reflecting</li> <li>Parents notified</li> <li>Interview with school, parents and student</li> <li>Behaviour recorded on Compass</li> <li>Detention / and or internal suspension</li> <li>External intervention</li> </ul>	
	<ul style="list-style-type: none"> <li>Serious offences including but not limited to:</li> <li>Consistently repeating above offences</li> <li>Possession of dangerous item</li> <li>Harassment towards another student, staff member or parent</li> </ul>	<ul style="list-style-type: none"> <li>Immediate removal from classrooms or playground</li> <li>Immediate contact with parent for interview</li> <li>Suspension - internal or external</li> <li>Enrolment review</li> <li>External intervention</li> </ul>	



## Appendix B

# Infectious Diseases - Isolation and Exclusion Periods

<b>Disease</b>	<b>Incubation Period</b> (time between infection & illness)	<b>Description</b>
Chicken Pox	13-17 days	<p><b>Signs &amp; Symptoms</b> Groups of small raised rose-pink spots may appear one after the other on the scalp, face, arms, legs and inside the mouth. Spots are followed by small blisters which then form crusts.</p> <p><b>Exclusion from School</b> For at least 5 days after the first spots appear, or when blisters have all crusted.</p>
Conjunctivitis (Viral & Bacterial)	1 - 3 days	<p><b>Signs &amp; Symptoms</b> Red, watery eyes – may be painful. Eyelids may stick together.</p> <p><b>Exclusion from School</b> See your family doctor. Keep your child at home until discharge from eyes has stopped. It is not necessary to keep contacts at home.</p>
Diarrhea - Gastroenteritis	Variable – up to 72 hours	<p><b>Signs &amp; Symptoms</b> Loose, frequent bowel motions – sometimes with stomach pain, often with vomiting.</p> <p><b>Exclusion from School</b> Give child plenty of drinks. Only some are suitable, and most must be diluted. Ask a health professional for more information. Keep child at home until diarrhea has stopped. If severe, see your family doctor, particularly if the child is passing less urine.</p>
German Measles (Rubella)	14 to 23 days (average 16 – 18 days)	<p><b>Signs &amp; Symptoms</b> Usually begins with swollen lymph nodes, headache, slight sore throat, runny nose and a slight fever (high temperature). Small pink spots are seen first on face, rapidly spreading over arms and body, and to a lesser extent, the legs. The rash usually lasts only a short time.</p> <p><b>Exclusion from School</b> Until child has fully recovered, or for at least 4 days after the rash appears.</p>
Glandular Fever Infectious Mononucleosis	4 to 6 weeks	<p><b>Signs &amp; Symptoms</b> Fever, headache, sore throat, swollen lymph nodes and spleen, mental and physical fatigue.</p> <p><b>Exclusion from School</b> It is not necessary to keep your child home, but some children with glandular fever are too sick to attend school.</p>

<b>Disease</b>	<b>Incubation Period</b>	<b>Description</b>
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	(time between infection & illness)	
Hand, Foot and Mouth disease	3 – 5 days	<p><b>Signs &amp; Symptoms</b> Blisters in the mouth and on the palms, fingers and soles of feet. May have low fever and loss of appetite.</p> <p><b>Exclusion from School</b> Wash hands after toileting. It is not necessary to keep child at home.</p>
Head Lice (Pediculosis)	Nits of lice usually hatch in a week and reach sexual maturity in about 2 weeks.	<p><b>Signs &amp; Symptoms</b> The scalp itches. Lice and nits are found on the hair, especially behind the ears and at the back of the neck. Scratches may become infected, and swelling of the neck glands may occur. Nits look like tiny white specks stuck to the base of the hair shaft.</p> <p><b>Exclusion from School</b> Treatment can be carried out that night, 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 in the same house should be treated at the same time you are treating the affected person. Notify the school.</p>
Hepatitis A (infectious Hepatitis)	15 – 50 days (average 28 – 30 days)	<p><b>Signs &amp; Symptoms</b> Onset is usually sudden, with fever (high temperature), loss of appetite, nausea and possible jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.</p> <p><b>Exclusion from School</b> Until child has recovered (usually 7 days from the first signs of jaundice).</p>
Hepatitis B (infectious Hepatitis)	6 weeks – 6 months (average 2 – 3 months)	<p><b>Signs &amp; Symptoms</b> Onset is slow with loss of appetite, nausea, vomiting and often jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.</p> <p><b>Exclusion from School</b> It is not necessary to keep your child home, but some children with Hepatitis B are too sick to attend school.</p>
HIV (Human Immuno-deficiency Virus)	Seroconversion (when a person becomes HIV antibody positive) is usually 1 to 3 months after infection. The time from seroconversion to illness (AIDS) is highly variable and may be more than 10 years, though most infected children have symptoms much earlier than this.	<p><b>Signs &amp; Symptoms</b> Once the AIDS virus begins to affect the immune system, the person may have swollen lymph glands. Later, one or more of a range of infectious diseases such as pneumonia, thrush, diarrhoeal disease or TB, or cancers, such as lymphoma, may develop.</p> <p><b>Exclusion from School</b> It is not necessary to keep your child home (unless she or he has a secondary infectious disease, such as TB).</p>
Impetigo	Variable - commonly 1 to 10 days	<p><b>Signs &amp; Symptoms</b> Flat, yellow, crusting or moist patch on the skin. When a scab falls off, a temporary scar remains. Tenderness and swelling of the lymph nodes in the groin, armpit or neck may occur.</p> <p><b>Exclusion from School</b> See your family doctor. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. It is not necessary to keep contacts at home.</p>

Influenza	1 to 3 days	<p><b>Signs &amp; Symptoms</b> Rapid onset of fever (high temperature), headache, muscle pains, runny nose, sore throat and cough.</p> <p><b>Exclusion from School</b> For 5 days after the appearance of the first symptoms.</p>
Measles	7 to 18 days (average 10 days)	<p><b>Signs &amp; Symptoms</b> Fever (high temperature), cough, runny nose, and red watery eyes. A rash appears 3 to 7 days after early symptoms.</p> <p><b>Exclusion from School</b> For 4 days after appearance of rash.</p>
Meningitis	2 to 10 days	<p><b>Signs &amp; Symptoms</b> Sudden onset of fever (high temperature), headache, nausea, vomiting and tiredness, may indicate that the child has meningitis. Some children also develop purple or pink spots.</p> <p><b>Exclusion from School</b> Child should be seen by a doctor IMMEDIATELY.</p>
Mumps	12 to 25 days (average 18 days)	<p><b>Signs &amp; Symptoms</b> Pain or soreness in jaw and neck area. Swelling and tenderness start just below, and in front of, one or both ears. There may also be fever (high temperature), headache and loss of appetite.</p> <p><b>Exclusion from School</b> For at least 9 days after the appearance of the swelling.</p>
Ringworm	4 to 14 days	<p><b>Signs &amp; Symptoms</b> Can occur on the scalp or the skin. If on the scalp, begins as a small bald scaly patch. The hairs in the affected area break off, leaving only the stumps or fall out. Ringworm of the skin is a spreading small scaly patch with a faint pink ring around the edge. Inflammation with crusting is quite common.</p> <p><b>Exclusion from School</b> Keep your child home until you have seen your pharmacist and begun treatment. Notify the school. It is not necessary to keep contacts at home, but you should inspect them regularly for signs of ringworm.</p>

<b>Disease</b>	<b>Incubation Period</b> (time between infection and illness)	<b>Description</b>
Scabies	Days to weeks	<p><b>Signs &amp; Symptoms</b></p> <p>Severe itchiness for days or weeks, becoming worse at night. Tiny mites burrow under the skin, usually in warm parts of the body such as wrists, armpits, buttocks, the groin, around the genitals and between the fingers and toes. Scratching may cause pus-filled sores like impetigo. Spreads quickly from person to person by close contact.</p> <p><b>Exclusion from School</b></p> <p>Keep your child home until you have seen a pharmacist and begun suitable treatment. Notify the school. You do not need to keep other children at home, but you should inspect them regularly for signs of scabies.</p>
Slapped Cheek Syndrome (Fifth disease)	1 to 2 weeks	<p><b>Signs &amp; Symptoms</b></p> <p>Red cheeks with an itchy lace-like rash on the body and limbs.</p> <p><b>Exclusion from School</b></p> <p>It is not necessary to keep child or contact at home.</p>
TB (Tuberculosis)	Variable	<p><b>Signs &amp; Symptoms</b></p> <p>Slow onset. Child feels generally unwell. Fever (high temperature) particularly in evening, with sweating at night. May start with a dry cough which becomes a persistent, moist cough.</p> <p><b>Exclusion from School</b></p> <p>Child should be seen by a doctor.</p>
Whooping Cough (Pertussis)	6 to 20 days	<p><b>Signs &amp; Symptoms</b></p> <p>Starts as a short dry cough, which becomes more severe. Characteristic “whoop” follows a series of rapid short coughs, as child attempts to draw breath. Child may vomit or go red or blue in the face at the end of each bout of coughing.</p> <p><b>Exclusion from School</b></p> <p>Child should be kept home for 14 days from the start of illness, or until they have had 5 days of a 10 day course of antibiotics.</p>

**Appendix C**

## Uniform List

<p><b>Boys Summer</b>  Navy Blocker shorts  Short sleeve blue shirt with school emblem  Navy short socks  Black shoes</p>	<p><b>Girls Summer</b>  Blue, red , yellow check dress  Navy short socks  Black shoes</p>
<p><b>Boys Winter</b>  Navy blocker trousers  Long sleeve brushed blue shirt  School design tie  Navy sloppy joe/Navy pullover  Navy socks  Black shoes</p>	<p><b>Girls Winter</b>  Navy princess tunic  Long sleeve brushed blue shirt  School Design tie  Navy sloppy joe/Navy pullover  Navy tights</p>
<p><b>Boys Sport Summer</b>  Navy knit shorts  Short sleeve Navy/Gold polo top  White sports socks  Sport shoes - Predominantly white</p>	<p><b>Girls Sport Summer</b>  Navy knit shorts  Navy skort  Short sleeve Navy/Gold polo top  White sports socks  Sport shoes</p>
<p><b>Boys Sport Winter</b>  Navy nylon Track Pants  Long sleeve Navy/Gold polo top  Navy/Gold /WhiteTrack jacket  White sports socks  Sport shoes - Predominantly white</p>	<p><b>Girls Sport Winter</b>  Navy nylon Track Pants  Long sleeve Navy/Gold polo top  Navy /Gold/White Track jacket  White Sports socks  Sport shoes - Predominantly white</p>
<p>Navy Attitude backpack with print</p>	<p>Girls scrunchies available at Lowes</p>

**School hat** sold at school with emblem

**School home reader bag** sold at school with emblem

**Please note:** Sport days are Wednesday and Friday each week.

[Lowes Uniform Price List](#)  
(Current at time of sharing this handbook)