<table>
<thead>
<tr>
<th>Title</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banking</td>
<td>6</td>
</tr>
<tr>
<td>Canteen</td>
<td>6</td>
</tr>
<tr>
<td>Child Protection</td>
<td>7</td>
</tr>
<tr>
<td>Competitions</td>
<td>8</td>
</tr>
<tr>
<td>Complaints &amp; Grievances Resolution</td>
<td>8</td>
</tr>
<tr>
<td>Contacts</td>
<td>9</td>
</tr>
<tr>
<td>Curriculum</td>
<td>9</td>
</tr>
<tr>
<td>Debating</td>
<td>10</td>
</tr>
<tr>
<td>Dismissal Procedure</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Evacuation Plan</td>
<td>10</td>
</tr>
<tr>
<td>Excursions</td>
<td>11</td>
</tr>
<tr>
<td>General School/Class Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Gifted &amp; Talented Programme</td>
<td>12</td>
</tr>
<tr>
<td>Homework</td>
<td>12</td>
</tr>
<tr>
<td>Injury to Students and Illness at School</td>
<td>12</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>13</td>
</tr>
<tr>
<td>Library</td>
<td>13</td>
</tr>
<tr>
<td>Liturgical Celebrations</td>
<td>14</td>
</tr>
<tr>
<td>Lost Property</td>
<td>14</td>
</tr>
<tr>
<td>Medication</td>
<td>14</td>
</tr>
<tr>
<td>Medical Action Plan</td>
<td>15</td>
</tr>
<tr>
<td>Mighty Mate Program</td>
<td>15</td>
</tr>
<tr>
<td>Mission Activities</td>
<td>15</td>
</tr>
<tr>
<td>National Assessment Program</td>
<td>16</td>
</tr>
<tr>
<td>Newsletter</td>
<td>16</td>
</tr>
<tr>
<td>Parent &amp; Friends Association</td>
<td>16</td>
</tr>
<tr>
<td>Parent/Teacher Information Night Meetings</td>
<td>17</td>
</tr>
<tr>
<td>Pastoral Care</td>
<td>17</td>
</tr>
<tr>
<td>Release from Face-to-Face Teaching</td>
<td>18</td>
</tr>
<tr>
<td>Reporting to Parents</td>
<td>18</td>
</tr>
<tr>
<td>Routine</td>
<td>19</td>
</tr>
<tr>
<td>School Fees</td>
<td>19</td>
</tr>
<tr>
<td>School Holidays</td>
<td>21</td>
</tr>
<tr>
<td>Student Support and Counselling Services</td>
<td>21</td>
</tr>
<tr>
<td>Sport</td>
<td>22</td>
</tr>
<tr>
<td>St Vincent de Paul Society</td>
<td>22</td>
</tr>
<tr>
<td>Staff Inservice Days</td>
<td>22</td>
</tr>
<tr>
<td>Transport</td>
<td>23</td>
</tr>
<tr>
<td>Uniform</td>
<td>23</td>
</tr>
<tr>
<td>Uniform Pool</td>
<td>24</td>
</tr>
<tr>
<td>Visitors to the School</td>
<td>24</td>
</tr>
<tr>
<td>2017 School Map</td>
<td>25</td>
</tr>
</tbody>
</table>
Parish Priest’s Message

Wishing you all the best as your child enters St. Brigid’s Primary School, Raymond Terrace. Our school has a deep commitment to our faith and to the education of your child. You are warmly invited to take part and become involved in the various activities throughout the year involving religious and secular events in the school. I hope that your association with St. Brigid’s will be a very happy and fulfilling one for both yourself and your child. May God bless you and your family in the coming year.

Sincerely in Christ
Fr Kevin Kiem

Principal’s Message

This booklet outlines important information that will be helpful for you as your child begins their school life. It contains the aims and philosophies of St Brigid’s and explains school routines. We hope that it assists you in becoming more familiar with your school.

We have a great school where parents, teachers and clergy are encouraged to work together. This way we allow the opportunity for the children in our care to develop to their potential in the knowledge that they are loved by God.

As parents, you are an important member of our school community. We invite you to actively participate in your child’s education. The opportunities are there to be involved in the Parents’ and Friends’ Association, Canteen Committee, computer, reading, craft and sport assistants. Be assured that you will be warmly welcomed, whichever way you decide to assist.

I welcome all new families to the school and parish community. This is your school and you are a vital part of it. I encourage you to become involved in all school activities. I’m sure if you do so you will find the experience most rewarding.

May God bless each one of us as we work together to bring His message to those we meet. May we each see the face of Jesus in each other as we meet during the year, and may each day be a new beginning and a new experience of the power of God in our lives.

God’s blessing on all
Mr David Palmer
Principal
History of St Brigid’s Primary School

In response to the perceived needs of the Catholic community of Raymond Terrace and the surrounding districts, the first Catholic School was built in 1850. In 1920 the original stone building was extended to cater for the growing population. Further extensions took place through the 1950’s. A new building consisting of four classrooms, two with withdrawal rooms and a practical arts room was opened in May 1993.

Stage 2 of the building plan was the relocation of the administration area and the extension of the library. In September 1995 the administration building was opened along with a much larger library. The administration building was the convent, and the library extended into the previous administration area.

During 2010 the relocation of classes from the hall side to the church side was completed. The entire school is now situated on one site. The new hall was completed early 2011.

The foundation stones of the first Catholic schools are preserved in a setting in the walls of the present library area. The pioneers of the school were the Singleton Sisters of Mercy.

The Nature of the Catholic School

St. Brigid’s is first and foremost a Catholic school - a school dedicated to the task of creating in the school community..."an atmosphere permeated by the Gospel, spirit of freedom and love". In such a community we - staff, students and parents - should be challenged to respond to the invitation of Christ, to be His followers.

A number of characteristics then, are of major importance for all associated with St. Brigid’s.

- That the school is a community where Christian values are pre-eminent.
- That a clear formal religious education programme operates within the school.
- That opportunity to attend Mass, Liturgies and the Sacraments is available at the school.
- That frequent opportunity for prayer will arise within the school.

We would hope that parents would support whole-heartedly these characteristics by example and re-enforcement at family level. School is fundamentally supporting you as major educators in your child’s faith.
VISION

St Brigid’s Primary School is a vibrant community, committed to providing quality teaching and learning in an authentic Catholic environment.

MISSION

At St Brigid’s Parish School we aim to:

• **Live as witnesses of Christ within a true community**

• **Nurture positive, working relationships between home, parish, school and the wider community**

• **Develop the whole person as they journey towards the fulfillment of their potential**

• **Provide a welcoming atmosphere where each individual is respected and valued**

• **Celebrate communal and individual achievements**

• **Reflect our motto of truth and trust**
Our Diocesan Catholic Development Fund offers our children the opportunity to save each week with their SPF Savers Club, which is a special School Savings Scheme operated by the fund. Banking day is each Wednesday.

The mechanics of the Savers Club are simple but it offers our students the opportunity to learn basic money management through an organised savings scheme operated conveniently as part of our school system as well as supporting the Schools Provident Fund’s vital mission in providing low cost finance for our Church and School building projects.

To open an account for your son or daughter, you need to obtain an application form from the school office.

A Canteen Supervisor is employed for 25 hours per week to do the ordering and purchasing for the canteen. The canteen is staffed each day by parents from the school and is there for the convenience of the children.

Parents are asked to make themselves available to be part of the canteen roster if possible. A ‘Canteen Helpers’ form is included in your Kindergarten pack. A price list of items available is forwarded to each family at the commencement of the year.

Lunch Orders
Parents wishing to order lunch for their children are asked to write the child’s name, class and order clearly on a bag or lunch box and place the required money inside. These are collected each morning before lessons begin by the classroom teacher and sent to the canteen.
At St. Brigid’s we are committed to ensuring we provide a safe environment for students. To assist us with this task we are required to meet the statutory obligations of the legislation relating to child protection and the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:
- The Ombudsman Amendment (Child Protection and Community Services) Act.
- The Children and Young Persons (Care and Protection) Act.

Catholic Schools Office documents include:
- Child Protection - Identifying and Notifying Abuse.
- Child Protection - Procedures for Schools.
- Code of Professional Standards for Catholic School Employees

CHILDREN AND YOUNG PERSONS (CARE AND PROTECTION) ACT
This legislation establishes a shared responsibility for the protection of children. Teachers have a legal responsibility to report a child or young person who is at risk of harm. This means that staff at St Brigid’s School are required by law to make a report to the Department of Community Services when they have reasonable grounds to suspect that a child or young person is at risk of harm from abuse or neglect. This includes physical, sexual and psychological abuse, exposure to domestic/family violence, homelessness, or the inability of the parents to provide appropriate medical care for the child or young person.

The Children and Young Persons (Care and Protection) Act and the Catholic Schools Office Policy, Child Protection - Identifying and Notifying Abuse, require all staff employed at St. Brigid’s School report to the Department of Community Services any child suspected as being a victim of child abuse.

CHILD PROTECTION AND VOLUNTEERS
Being a volunteer in a school is an important task. St Brigid’s School would not be able to function as well as we do without the contribution made by the myriad of volunteers who so generously give of their time and expertise. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. This history has resulted in legislation in NSW which aims to protect children from abuse.

The legislation that applies specifically to volunteers includes ‘Commission for Children and Young People Act’ 1998, and ‘NSW Ombudsman Act’ 1974

The Child Protection (Prohibited Employment) Act requires all employers to confirm that all employees, both paid and unpaid, are not prohibited persons. A prohibited person is one who has been convicted of a serious sex offence that would lead to the possibility of 12 months imprisonment if the offence had occurred currently in the state of NSW. A list of such offences would include sexual abuse of a child, assault, carnal knowledge and acts of indecency. Therefore, all volunteers at St. Brigid’s School must complete a Working With Children Check before they can commence any activity at the school. The requirements are as follows:
**NSW Ombudsman Act 1974**

This Act guides the Catholic Schools Office and school's response when a child protection allegation has been made against an employee. It applies to paid and unpaid employees (volunteers) in schools.

The Act requires the school to notify allegations that constitute sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children to the Diocesan Child Protection and Professional Conduct Unit (DCPPCU).

Once the allegation is received by the DCPPCU it is reported to the Ombudsman's Office. The DCPPCU then conducts an investigation into the allegation. The investigation gathers facts relevant to the allegation and arrives at a finding at its conclusion. The process of investigation provides the employee with an opportunity to respond to the allegation and have the response heard. All evidence is considered before a decision is made in regard to the finding. Further information about this process is available from the DCPPCU, phone 4940 8091.

**COMPETITIONS**

**Regional & State**

During the year, each Year 5 and 6 student enters the Newcastle Permanent Building Society Mathematics Competition.

Children in Years 3, 4, 5 and 6 are invited to enter the New South Wales University Mathematics, Science and English Competitions. Children in Years 4, 5 and 6 are encouraged to enter the Science Competition from the University.

These competitions provide teachers, children and parents with valuable information on individual and school achievement. Children receive a result sheet indicating their performance in these tests. Those who perform well receive certificates. Our school has traditionally performed well in these competitions. It is also an opportunity for children to become accustomed to examination conditions and competition entry.

**COMPLAINTS & GRIEVANCES RESOLUTION**

**PROCEDURAL FAIRNESS**

The principles of procedural fairness will be followed in all aspects of complaint handling. This includes:

- Giving you the opportunity to state your case
- Offering reasonable assistance to enable the complaint to be made
- Informing the parties of the nature of the complaint investigation process including outcomes
- Handling the complaint process confidentially
- Addressing complaints as quickly as possible and advising all parties of the outcome of the investigation
- Assessing the facts and circumstances of the situation objectively and determining the complaint fairly
- Informing parties of the avenue of appeal
<table>
<thead>
<tr>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Secretaries</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
</tr>
<tr>
<td><strong>Website Address</strong></td>
</tr>
<tr>
<td><strong>Parish Priest</strong></td>
</tr>
<tr>
<td><strong>Parish Office</strong></td>
</tr>
</tbody>
</table>

**CURRICULUM**

Besides the main areas of Curriculum:

- Religious Education/Human Development and Christian Guidelines
- English
- Maths
- Science and Technology
- Human Society and Its Environment
- Personal Development, Health and Physical Education
- Creative & Practical Arts (Music, Visual Arts, Drama and Dance)

We also have programmes that include:
- Peer Support Program
- Mighty-Mates Mini-Mates Program
- School Parliament
- Active After-School Communities Programme
- ‘You Can Do It’ Program
- Hunter Life Education
- Protective Behaviour
- ‘Seasons for All God’s Children’, for children who have experienced family upheaval through separation, divorce, bereavement or similar
- Essential Moves

These curriculum areas and programmes will be outlined in detail at the Parent/Teacher Information night.
The school participates in a Debating Competition organised by the Catholic Schools Office for primary schools in the Diocese. Children in Year 6 compete against other Catholic primary schools within our region and if successful, move to quarter-finals, semi-finals and the final. The children also compete in the Rotary debate run by the Raymond Terrace Rotary Club.

**Diocesan Public Speaking**
As well, students from Kindergarten to Year 6 have the opportunity to participate in the individual Diocesan Public Speaking Competition.

**Dismissal Procedure**
Each afternoon our students assemble under the Shade Shelter for afternoon school dismissal. The students line up according to how they are travelling home. Students who walk home line up in the walker’s line, students travelling home by car will line up in the car line, and students catching the bus home line up in the correct bus line. Teachers supervise students catching the bus home and they ensure that they get on the correct bus safely. Students going to Activity Centre line up together and the carers take the line to the Activity Centre.

Children travelling home by car move with the supervising teacher to the Year 5/6 playground. No child is allowed to leave the school grounds and proceed to a car by themselves. Teachers supervise to ensure that approved people are collecting students from school. These procedures are in place to ensure the safety of all students.

If you need to collect your child during school hours you are asked to write a note to the child’s teacher informing them of the change in procedure. You are required to go to the office and sign your child out so that there is a formal record of your child having left the school early.

**Emergency Evacuation Plan**
A detailed plan has been formulated in the event of an emergency requiring the total school population to be moved to a “safe” area.

The plan concerns the safety of all and as a result children must not deviate from the plan. Speed and cooperation are two essential elements of the plan. Plans are displayed in each classroom and fire drills will be practised regularly.

The Fire Brigade comes once a year to supervise a practice fire drill.

A plan for a school ‘lock down’ has been formulated and the children practice this procedure on a regular basis. A plan for this emergency procedure is also displayed in each classroom.
These form an integral part of our children’s education. Ample notice is given to parents in writing and parents are asked to make every effort to see that their children attend excursions. Parents must sign a written permission note before a child can attend an excursion.

From time to time teachers arrange for children to attend a local excursion. This may be to the local shopping centre, library, courthouse, police station etc. A ‘General Excursion’ permission note needs to be completed and signed by a parent/guardian, which is included in your orientation pack.

Resource fees cover exercise books, photocopying, cost of textbooks and paper for Infants and Primary and also for the use of pencils for Infants only. The following items are not covered by the scheme and are compulsory:

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Bag</td>
<td>All classes</td>
</tr>
<tr>
<td>Glue Stick</td>
<td>All classes</td>
</tr>
<tr>
<td>Good News Bible</td>
<td>Year 3 upward</td>
</tr>
<tr>
<td>Dictionary</td>
<td>Year 3 upward</td>
</tr>
<tr>
<td>Pencils/Rulers</td>
<td>Year 3 upward</td>
</tr>
<tr>
<td>Geometry Set</td>
<td>Year 5 and 6 only</td>
</tr>
<tr>
<td>Blue biros, pencils, rulers, atlas</td>
<td>Year 4 upward</td>
</tr>
<tr>
<td>Paint Shirt</td>
<td>All classes</td>
</tr>
<tr>
<td>Thesaurus</td>
<td>Years 5 and 6</td>
</tr>
<tr>
<td>Box of Tissues</td>
<td>All classes</td>
</tr>
</tbody>
</table>

Correction fluid is not permitted at school.
The school has programmes for gifted and talented students across all Key Learning areas. These are run by teachers and occasionally by parents who have a particular area of expertise.

Also, there are Regional workshops offered for gifted and talented students by our Regional Catholic High School, San Clemente at Mayfield. The children are notified ofGifted and Talented weekends that occur in our diocese.

**HOMEWORK**

The aim of homework is to reinforce and consolidate classroom practices and assist in developing positive habits. It fosters the growth of self-discipline and sets a pattern for study in high school. It is a means whereby parents can become aware of classroom content and procedure.

If a child is not doing homework, a letter will be sent home to parents. Printed below are the homework times. We ask parents to please ensure that children do not spend a great amount over the allotted time. It is advised that they be stopped and the homework signed with a short note of explanation to the teacher to the effect that although not completed, the child spent appropriate time on the homework.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinder</td>
<td>10-15 mins</td>
</tr>
<tr>
<td>Year 1</td>
<td>15 mins</td>
</tr>
<tr>
<td>Year 2</td>
<td>20 mins</td>
</tr>
<tr>
<td>Year 3</td>
<td>25 mins</td>
</tr>
<tr>
<td>Year 4</td>
<td>30 mins</td>
</tr>
<tr>
<td>Year 5</td>
<td>40 mins</td>
</tr>
<tr>
<td>Year 6</td>
<td>50-60 mins</td>
</tr>
</tbody>
</table>

**INJURY TO STUDENTS & ILLNESS AT SCHOOL**

Our facilities for the treatment of minor injuries to students while at school are adequate. Our sick bay is very limited so we do ask if you are doubtful in any way regarding the fitness of your child for school on a particular day that you make arrangements for his/her care at home.

Should your child become ill while at school, the secretaries will contact you by phone, and for this reason it is most important that contact numbers are up to date.

In the case of a serious accident, an ambulance will be contacted to take your child to the nearest hospital. In all cases parents will be contacted immediately.
No student will be permitted to leave the school grounds for any purpose without written consent of parents. Children absent through illness are to bring a written note to the class teacher on their return to school.

Students who arrive late for school need to be signed in for a ‘Late Arrival’ form at the Administration office by a parent/carer.

If parents wish their child/children to leave school early, they are to sign an “Early Departure” form, which is also located in the Administration office.

We have a well-equipped school library for the use of all children. The library is staffed by teacher/librarians, four (4) days a week and a full-time library assistant.

The library is open for students to use during allocated times during recess. All classes from K-6 have scheduled library lessons with the teacher/librarian.

Children are permitted to borrow books at this time. It is expected that students will care for books. A school library bag or cloth library bag is required so that books are not damaged when travelling to and from school (plastic bags are not allowed). Lost books and damaged books deplete our library resources, therefore parents will be asked to pay for the books to be replaced.

LIBRARY PARENT HELPERS
We also seek the assistance of parents to help in the library with a variety of tasks including laminating, re-shelving of books and covering. If you are interested, please complete the enclosed form and return it to the school office.
As an integral part of the school’s commitment to the Catholic faith and tradition, and its function within the parish, there are a number of liturgical celebrations that the children attend throughout the year.

These include the Beginning, and End of Year Masses, Class Masses, Sunday Parish Masses, Easter and Christmas liturgies, liturgies for special occasions e.g. Mother’s Day, Father’s Day and Special Feasts. They may be on a class or school basis. These provide children the opportunity to worship as a class or school family. Parents are invited to attend these celebrations and join in the spiritual life of the school.

After checking carefully, students should report lost property to the class teacher. It is important that parents mark clearly all items of clothing. The lost property box is located at the back of Year 5 classrooms.

Parents of children who need to take long-term medication at school are required to complete a form that clearly identifies the child, the medication to be used and the correct dose. This form also needs to be signed by the child’s doctor. All medication is to be supplied in a Webster-Pak and is kept in the office and administered by the office staff.

PLEASE NOTE - MEDICATION NOT SUPPLIED IN A WEBSTER-PAK WILL NOT BE ADMINISTERED BY THE SCHOOL.

A short course of medication, such as antibiotics, needs to have a written note for the office staff stating the child’s name, the correct dose, and the time the medication is to be administered and a measuring spoon/cup for your child must be provided. Notes and medication are to be handed in at the office.

St Brigid’s School is an Asthma-Friendly school. One important aspect of an asthma friendly school is that every child with asthma needs to have their records and asthma medication located in the school office. If your child suffers from asthma, you must obtain an ‘Asthma Action Plan’ from your doctor and hand it in at the school office with the prescribed Asthma puffer.
PEANUT FREE SCHOOL
We have some children enrolled at St Brigid’s School who are at risk of having anaphylactic reaction at school. Anaphylaxis is a severe reaction to certain food products. An anaphylactic reaction is a severe and often life-threatening allergic reaction.

To support the needs of these children and families the following procedures will be in place at St Brigid’s School in 2015 - peanut butter and pure nuts are banned throughout the school. Children are not to share foods at recess and lunch.

To support these children, the staff has been trained in recognising the symptoms of an anaphylactic attack and how to administer an Epipen.

MEDICAL ACTION PLAN
Children who have asthma needs, risk of anaphylactic reaction or any other specific medical concern, are required to have a “Medical Action Plan” completed by their General Practitioner and given to the school office for distribution and display in the school.

MIGHTY MATE PROGRAM
This programme involves the incoming Year 6 children taking the responsibility for the smooth transition into the school of the new kindergarten children.

New kindergarten children are teamed with two or three “Mighty Mates” from Year 6 who assists them with settling in to school in the first few weeks. The programme assists both the kindergarten children and all those in Year 6 who are developing their qualities of Christian leadership.

MISSION ACTIVITIES
Each class regularly has a Mission effort to raise money for the poor and needy in our own community or the wider community. Activities include raffles, competitions, special food days and money lines.

Throughout the year the school has activities such as a mufti day to raise money for missions.
In Years 3 and 5 the students take part in the National Assessment Program (NAPLAN) to assess writing, literacy and numeracy skills. The National Assessment Program is a nation-wide testing program.

The test results are provided to parents and give a useful picture of the student's individual skills and abilities. The teaching staff believe these tests are a great instrument to monitor student needs.

The school newsletter is emailed to parents each fortnight, on Wednesday of every second week (even weeks of the school term). All school activities and P&F news are published in this newsletter. It is our way of keeping you informed of the various events taking place in the school.

It is important that the school office have your correct email address so you can receive this newsletter. Please complete the Email Address Form included in your orientation pack.

St Brigid’s has the Skoolbag iPhone/Android App to help us communicate more effectively with our parent community. The instructions to install the Skoolbag App are included in your pack.

The school newsletter is also available in the office foyer.

We have a very active Parents’ and Friends’ Association. All parents are members of this association. Meetings are held on the second Tuesday of each school month at 7.00pm in the staffroom located upstairs in the administration block. We encourage all parents to take an active part in the meetings with the running of various activities and fund raising functions. Through the P & F, committees are formed to assist in the running of:

- School Canteen
- Social Events
- Raffles and Fund Raising

The Parents and Friends Association also organises regular morning teas as well as taking an active role in welcoming families to our school.
PARENT/TEACHER INFORMATION NIGHT MEETINGS

Parent/Teacher information night meetings are held at the beginning of the school year. These meetings are an opportunity for parents to meet the class teacher and receive information about the curriculum, and the teacher’s expectation of the children.

PASTORAL CARE

At St Brigid’s Primary School we aim to provide a loving and secure environment which values each child and their opportunity to develop spiritually, intellectually, physically, emotionally and socially. Underpinning pastoral care is the following:

RIGHTS

In the St Brigid’s community we all have the right to:

♦ be safe
♦ teach and learn
♦ be valued and respected
♦ grow and develop in faith
♦ to be heard

RULES

In the St Brigid’s community we all:

♦ play and behave in a safe and fair way
♦ have safe hands, safe feet
♦ strive to get along, be confident, organised and persistent
♦ wear our uniform with pride

ROUTINES

In the St Brigid’s community:

♦ we greet each other respectfully
♦ we stay in our own playing area
♦ we pray reverently

♦ we respond when the bell rings
♦ we enter classrooms with permission
♦ we care for our school environment and property
♦ we sit and eat lunch in our class groups
♦ we walk quickly, quietly and orderly around our school
RESPONSIBILITIES
In the St Brigid’s community we all have the responsibility to:
♦ be safe
♦ teach and learn
♦ be polite
♦ value and respect
♦ grow and develop in faith
♦ listen

These standards provide an environment that is happy and safe, and one that shows respect to one another.

RELEASE FROM FACE TO FACE TEACHING

Classroom teachers receive 2.5 days of release time per term.

REPORTING TO PARENTS

At the end of Term 2, a formal written report will be mailed home to parents. Parents and teachers will then meet for a formal interview to discuss the student’s progress.

At the end of Term 4, the second of the formal written reports will be mailed home to parents. Parents may request an interview after receiving this report. Remember, parents or class teachers are able to request interviews (through the secretaries in the school office) at any time if they have concerns.

Student reports will be graded on the following way:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The student has extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.</td>
</tr>
<tr>
<td>B</td>
<td>The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.</td>
</tr>
<tr>
<td>C</td>
<td>The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.</td>
</tr>
<tr>
<td>D</td>
<td>The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.</td>
</tr>
<tr>
<td>E</td>
<td>The student has an elementary knowledge and understanding in few areas of content and has achieved very limited competence in some of the processes and skills.</td>
</tr>
</tbody>
</table>
**ROUTINE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Playground supervision commences</td>
</tr>
<tr>
<td>8.50</td>
<td>School begins</td>
</tr>
<tr>
<td>11.00</td>
<td>First half lunch</td>
</tr>
<tr>
<td>11.35</td>
<td>Second half lunch</td>
</tr>
<tr>
<td>11.50</td>
<td>Class resumes</td>
</tr>
<tr>
<td>1.35pm</td>
<td>Afternoon tea</td>
</tr>
<tr>
<td>2.00</td>
<td>Class resumes</td>
</tr>
<tr>
<td>3.00</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**SCHOOL FEES**

Tuition fees for 2017 have not yet been finalised. Below is the Tuition fee schedule for 2016 to give you a general estimate of school fees.

<table>
<thead>
<tr>
<th>Fee Item</th>
<th>1 child family</th>
<th>2 child family</th>
<th>3 child family</th>
<th>4 child family</th>
<th>5 child family or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource</td>
<td>150.00 per year</td>
<td>150.00 per year</td>
<td>150.00 per year</td>
<td>150.00 per year</td>
<td>150.00 per year</td>
</tr>
<tr>
<td></td>
<td>per student</td>
<td>per student</td>
<td>per student</td>
<td>per student</td>
<td>per student</td>
</tr>
<tr>
<td>Tuition</td>
<td>1152.00 per year</td>
<td>10% discount</td>
<td>20% discount</td>
<td>40% discount</td>
<td>50% discount</td>
</tr>
<tr>
<td></td>
<td>1036.80 per year</td>
<td>921.60 per year</td>
<td>691.20 per year</td>
<td>576.00 per year</td>
<td></td>
</tr>
<tr>
<td>Building Levy</td>
<td>672.00 per year (per family)</td>
<td>75.00 per year (per student)</td>
<td>75.00 per year (per student)</td>
<td>75.00 per year (per student)</td>
<td>75.00 per year (per student)</td>
</tr>
<tr>
<td>Technology</td>
<td>75.00 per year (per family)</td>
<td>75.00 per year (per student)</td>
<td>75.00 per year (per student)</td>
<td>75.00 per year (per student)</td>
<td>75.00 per year (per student)</td>
</tr>
<tr>
<td>Grounds</td>
<td>60.00 per year (per family)</td>
<td>60.00 per year (per student)</td>
<td>60.00 per year (per student)</td>
<td>60.00 per year (per student)</td>
<td>60.00 per year (per student)</td>
</tr>
<tr>
<td>Health Care Card/Pension Card Discount (HCC)</td>
<td>50% off tuition fee</td>
<td>40% off tuition fee</td>
<td>30% off tuition fee</td>
<td>10% off tuition fee</td>
<td>0% off tuition fee (therefore HCC discount DOES NOT apply)</td>
</tr>
</tbody>
</table>

**Extra Curricula Fee 2016**

<table>
<thead>
<tr>
<th>Class</th>
<th>$</th>
<th>Class</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 6</td>
<td>141.00</td>
<td>Year 5</td>
<td>120.00</td>
</tr>
<tr>
<td>Stage 2 (Years 3 &amp; 4)</td>
<td>180.00</td>
<td>Stage 1 (K, Years 1 &amp; 2)</td>
<td>129.00</td>
</tr>
</tbody>
</table>
Fees are split over three (3) terms (Terms 1, 2 & 3) and are due within 30 days. If you wish to pay your fees in instalments, please inform the school office. A family discount structure across both primary and secondary sectors allows for a discount, depending on how many children you have in the Maitland-Newcastle Catholic School system (please see school fee schedule on previous page).

Parents who find the paying of fees a burden are asked to contact the principal, as the principal has the power to make special arrangements with such parents. Inability to pay fees should not be a reason for depriving your children of a Catholic education.

Parents on concession or pension cards are eligible to a reduction in school fees. This reduction means that parents with either card will receive a discount of up to 50% off the tuition fee (depending on how many children you have enrolled in the Maitland-Newcastle Catholic School system).

The discounted fee covers tuition fees only, and the Diocesan Family School Building Levy and other fees will be additional to this figure. To activate this reduction, parents need to show the card at the school office. Unfortunately, we are unable to backdate Health Care/Concession card discounts.

Methods of school fee payment include BPay, Eftpos, Direct Debit, cheque or cash.

OTHER FEES
The Resource fee in 2017 will be $150.00 ($50.00 per term) per child for the full year. This fee is for text books, exercise books, and coloured pencils for infants’ grades, photocopying etc. This fee will be split over three (3) terms.

There is also a Technology fee of $75.00 per child per year (25.00 per term) to cover the ongoing costs of ensuring that we meet the information and technology components of the curriculum.

EXTRA CURRICULA FEE
In 2009 St Brigid’s introduced an extra curricula fee. This fee covers all the little extras that families are asked to pay for throughout the year eg minor excursions, sport, and other class activities. This fee will be specific for each stage:

- Stage 1: Kinder, Years 1 and 2
- Stage 2: Years 3 and 4
- Stage 3: Years 5 and 6

Larger excursions/activities eg Canberra excursion for Years 5 and 6 will be billed individually. It is hoped this arrangement will make life easier for both home and school with all small regular school payments combined and added to school fees.

There is a Grounds fee of $60.00 per family per year ($20.00 per term), and this is to cover the cost of maintaining the school grounds.

DIOCESAN FAMILY AND SCHOOL BUILDING LEVY FOR 2017
The Maitland-Newcastle Diocesan Trust Fund introduced a Diocesan Family and School Building Levy in 2003 which is a compulsory fee for all families. The Levy for 2017 has not yet been finalised. The Levy for 2016 is $672.00 per family.

Families who pay through the Planned Giving at their Parish are able to claim a credit for part, or all, of this Levy. Parents need to take their school receipt to the Parish Priest who will then request a credit through the Trust Fund. For more information you can contact Mr Geoff Whitnall at the Maitland-Newcastle Diocesan Trust Fund office on 4979 1282.
**Teachers only** Friday 27 January

**Students Yr 1 to 6 commence** Monday 30 January

**Kindergarten commence** Monday 6 February

**End of Term 1** Friday 7 April

**Commencement of Term 2** Monday 24 April

**End of Term 2** Friday 30 June

**Commencement of Term 3** Monday 17 July

**End of Term 3** Friday 22 September

**Commencement of Term 4** Monday 9 October

**End of Term 4 for students** Friday 15 December

**End of Term 4 for staff** Tuesday 19 December

**Kindergarten Best Start Assessment 2017**

In 2017 St Brigid’s will again be participating in the Best Start Assessment Programme. This programme is going to be administered to all Catholic schools in the Maitland-Newcastle Diocese.

Each kindergarten child will be individually assessed in both literacy and numeracy. Each assessment will take approximately 40 minutes. As a result, Kindergarten will commence normal school hours from Monday 6 February. Parents need to fill out the assessment timetable sheet on Orientation day.

The last 2 days of term 4 are diocesan inservice days and there is no school for children on these days.

**Student Support & Counselling Services**

Catholic Education of this diocese provides guidance and counselling services. Children are referred to these services by the school in consultation with the parents.

The Student Support and Counselling Services are staffed by a professional team made up of special education teachers, psychologists and a speech therapist. They are very skilled in assessing the needs of students and working with the school and parents to provide help for children with special needs.
The students at St Brigid’s take part in regular planned sports activities. Our sports program meets the requirements of the Personal Development, Health and Physical Education Syllabus. The aim of the syllabus is to develop in each student the knowledge, skills and attitudes needed to understand value and lead healthy and fulfilling lives.

Children in primary classes compete in school, regional and diocesan swimming and athletics carnivals each year. They participate in interschool sport each Friday with local state schools. As well, senior students are involved in a variety of representative team sports.

Primary Sports day is on Friday of each week, and Infants children have sport on Wednesdays. Children are to wear their sports uniform on that day.

Children in the infants’ classes take part in a Gross Motor Program, and Essential Moves Program several times a week. These programs enable the students to take part in structured activities to develop coordination and locomotion skills.

The school supports this society by having a special Mass at which parents, staff and students make contributions of cash donations to support the Christmas Appeal.

It is important that teachers are up to date with current educational trends and methodology. Teacher education is essential and five (5) days are set aside each year for teacher inservicing. Students do not attend school on these days. Usually one month’s notice is given to parents through the school newsletter.
Most children travel to and from school by bus. Parents are asked to regularly reinforce correct behaviour and good conduct on buses.

All students from Kindergarten to Year 2 are eligible for a free School Opal card. Students from Year 3 to Year 6 who live outside the 1.6km straight line or 2.3km walking distance from the school are also eligible for a free School Opal Card.

To apply for a new School Opal card, parents/guardians need to do the following:

**STEP 1**
- Complete the application on the Transport for NSW website at: transportnsw.info/school-students

**STEP 2**
- Print, sign and date the completed application, then submit it to the school office for endorsement

**STEP 3**
- The school then sends the endorsed application to Transport for NSW. Once approved, the School Opal card will be sent to the addressed provided on the application

Parents who have to transport their children more than 1.6 kilometres to the nearest bus stop are eligible for a car subsidy.

The major bus lines associated with the school and their contact numbers are:

- Hunter Valley Buses ..................4935 7200
- Busways Group  ......................4983 1560

Parents are to contact the bus company to ascertain which bus your child will catch. Your child’s teacher will need to be advised in writing of the bus number that your child will be travelling on.

Please ensure that your child is in the correct uniform. A letter should be sent to the class teacher when the child is out of uniform.

The school uniform is to be worn neatly and tidily at all times and reflect the pride we have in being a part of the St Brigid’s School community. Wearing the correct school uniform is a good starting point in setting standards.

School uniform requirements are set out as follows:
GIRLS:
SUMMER
Green check dress, white socks, black leather shoes, green tracksuit top or green woolen jumper
WINTER
Green tartan bib pinafore, lemon blouse (shirt collar), tie or black ribbon, black leather shoes, black stockings or lemon socks, green woolen jumper, green jacket
SPORTS
Bottle green wrap-around skirt or green knitted shorts with school crest, yellow and green T-shirt with school crest, and green tracksuit with school crest may also be worn, white socks, and predominantly white joggers

Note: fluoro coloured joggers or skate shoes are not acceptable uniform items

Jewellery and nail polish are not part of school uniform. Sleepers are permitted for those with pierced ears. Children with shoulder length hair should use green ribbon for the purpose of keeping hair neat and tidy. Please ensure all uniform items are clearly labelled with the child’s name.

BOYS:
SUMMER
Grey shorts, lemon shirt, grey socks, black leather shoes, green woolen jumper
WINTER
Long grey trousers, lemon shirt, green/yellow stripe tie, grey socks, black leather shoes, green woolen jumper, and green jacket
SPORTS
Green knitted shorts with school crest, yellow and green school T-shirt with school crest, green tracksuit with school crest may also be worn, white socks, and predominantly white joggers

Note: fluoro coloured joggers or skate shoes are not acceptable uniform items

Every child must wear a school hat - the school’s policy is “no hat, no play”

All items of school uniform are available from St Brigid’s Uniform Shop which is operated by Alinta Apparel. It is opened each Tuesday and Thursday of term between 8.00 – 10.00am. A detailed information sheet is enclosed in your orientation pack.

St Vincent de Paul also stocks second hand clothing at their shop located at 37 Port Stephens Street, Raymond Terrace.

UNIFORM POOL

The school has a uniform pool which is coordinated by parent helpers. The uniform pool is able to sell your pre-loved uniform items on consignment. It will be open at regular intervals with notification of days and times to be published in the school newsletter.

VISITORS TO THE SCHOOL

The safety of our students is a major concern for the staff. It is vital that staff and students can readily identify strangers to our school who are not authorized to be there. All visitors to our school are required to sign in at the office. They are issued with a ‘Visitor’s Badge’ to wear while on the school premises. When leaving the school, visitors are required to sign out and leave the badge at the office.