

St Paul's Catholic School

PARENT HANDBOOK



Paice Street, Bridgewater TAS 7030

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"Faith In Our Future"

Vision Statement

St Paul's Catholic School continually strives to fulfill the Gospel ideals and values based on the belief 'We are God's work of Art' (Ephesians 2:10)

Mission Statement

We aim to develop and nurture all of our school community to reach their full potential by:

- invoking the charism of the Sisters of Mercy and the Christian Brothers to encourage faith and a spiritual journey with Christ.
- providing rich learning experiences that develop the whole child, that are valued and promoted within all aspects of school life.
- developing a welcoming school community built on relationships based on mutual respect.

WELCOME TO ST PAUL'S CATHOLIC SCHOOL

Our school has a particular emphasis on promoting the value of each child in the school. We aim to provide an educational foundation for each individual to reach his/her full development as a person – intellectually, spiritually, physically, morally and emotionally. The school has a distinct and recognisable culture of caring and supporting all students and families.

St Paul's Catholic School also has a strong Grade 6 student leadership program and the students are encouraged and provided with opportunities to develop and harness their leadership skills. We provide an excellent extra curricular program to support our traditional teaching and learning programs and this includes Physical Education, Music, Library and Art.

SCHOOL EMBLEM AND MOTTO

St Paul, the great missionary and apostle, was seen as a fitting patron for our school because of the missionary nature of this relatively new area of Bridgewater/Gagebrook.

Our motto was taken from St Paul's writings: "We Are God's Work of Art". Our motto reminds us of our belief that every person is unique and special in the plan of God's creation.

THE EMBLEM - *The cross, the rising sun, water and an open book set upon a shield are significant symbols of our Christian beliefs.*



SHIELD - *St Paul speaks of a "shield of faith."*

CROSS - *The school is an integral part of our praying, caring and worshiping parish community. The cross also symbolizes the Sisters of Mercy and the Christian Brothers who founded and worked at the school.*

RISING SUN - *A symbol of our Risen Christ who is the centre of our faith.*

WATER - *As well as being situated by the Derwent River, water represents the new life given to us through Baptism.*

BOOK - *A symbol of learning and of the Word of God, which is our inspiration.*

THE SCHOOL IMPROVEMENT PROCESS

“School improvement is a process of ongoing development that builds on strengths and addresses issues and needs in a strategic manner” (Live, Learn, Grow 2007).

St Paul’s Catholic School engages our whole school community in an ongoing process of analysis and evaluation to assist with the School Improvement Process and strategically plan the future direction of the school. The process involves a detailed analysis and evaluation of information and the use of that information in a systematic way to widen understanding and to plan programmes and school practices. It is school based, learning centred and future oriented, and aims to empower staff, parents and leaders.

The School Improvement Framework is centred on the five domains. These domains are Catholic Culture and Ethos, Student Learning and Achievement, Learning Environment, Curriculum and Pedagogy and Leadership. The School Improvement Plan (2019-2020) has also been a response to the External Validation Report (2018) and the Archbishop’s Charter for Catholic Education.

The goal of School Improvement has been to enhance student learning by engaging in improvement strategies that draw from the critical reflection of our school community as it responds to various questions and issues about student learning.

St Paul’s Catholic School firmly believes our new School Improvement Plan (2019-2021) will enhance student learning across the whole school and provide each individual student with the opportunity to reach their potential across all areas of school life.

SCHOOL PROFILE

St Paul's Catholic School, Paice Street, is an integral part of St Paul's Parish, Bridgewater. Following the completion of the final stage of construction, St Paul's Catholic School was officially blessed and opened in September, 1988.

The first pupils, Preparatory to Grade 3, began classes on the 20th February, 1984 having come from various local Government Schools and Holy Rosary Primary School, Claremont. Pupils now come from most areas of the parish. Recently we have had students from as far and wide as Oatlands, Kempton, Elderslie, New Norfolk, Austins Ferry, Brighton, Dromedary, Gagebrook, Bridgewater and Old Beach.

On the 10th of February 2004, the first group of Kindergarten children started at St Paul's making it a Kindergarten to Grade Six registered school from that year.

WHAT WE WANT TO OFFER YOUR CHILD

St Paul's Catholic School aims to develop the "whole child", i.e.

Spiritually

Academically

Physically

Socially

Aesthetically

Emotionally and Psychologically

This is done in three main ways through –

1. Faith Development Programs
2. Education Programs
3. Community's co-operation & active involvement.

FAITH PROGRAM

Through our Religious Education Program we aim to develop:

- * a deep sense of knowing that “God loves me”, that “I am lovable” and that “God calls me to love the people in my life”,
- * a sense of belonging to our “Church family”,
- * an understanding of what our Catholic faith means,
- * active family participation in Church and Parish activities,
- * an experience of traditional and personal prayer,
- * growth in Christian attitudes and behaviour,
- * a sequential Sacramental program throughout the school that supports the Parish Sacramental Program,
- * an awareness and acceptance of people who have different beliefs from our own,
- * endeavours to teach the traditions, practices and doctrine of the Catholic faith,
- * aims to share and celebrate the “Good News” and to be a “Good News” place,
- * support the family in its role as primary educator in the faith of the child.

Our staff has the responsibility of providing a safe, secure and happy environment where the children of St Paul’s Catholic School feel that they belong and that they are accepted, loved and supported.

“We are God’s work of art created in Christ Jesus to live the good life as from the beginning he had meant us to live it” (Ephesians 2:10)

EDUCATIONAL PROGRAM

Throughout our Educational Program we aim to develop the following -

- * A healthy self-awareness and self-acceptance in all our children. Our children are unique. We encourage them to be comfortable with their feelings and to be confident, independent and able to make up their own mind.
- * Sensitivity towards the needs of others.
- * Skills of relating appropriately, sensitively and confidently with people of different ages and backgrounds.
- * An atmosphere that is happy and co-operative so that children will experience a positive approach to school life and life in general.
- * An environment in which the children will learn skills necessary for participating meaningfully in the changing world around them.
- * Provision for individual needs and differences in children; including those with specific learning difficulties and those who are especially talented.
- * An awareness that our children are members of an increasingly multi-cultural society.
- * A growing awareness of what it means to be an Australian.

We implement the Australian Curriculum in all key learning areas including English, Mathematics, Health and PE, Science, Humanities and Social Science, Technologies, The Arts and Languages. We follow the Good News for Living framework for our RE Program.

THREE SPECIAL PROGRAMS OF NOTE:

Camping Program

We have a sequential program of outdoor experiences for our students. This includes a Camp Program catering for Grade 4, 5 and 6 students. More details about camp are provided to parents/carers closer to the camp departure date.

Engaging The Learning Community

This program includes our Birth – 5 years sessions which run every Friday morning between 9.00am – 11.00am. Our goal is to create a community rich in learning and teaching so we can provide opportunities to develop meaningful relationships with the three central protagonists in a child's learning – the child, the family and the school.

ETLC involves the bringing together of families, educators and community support groups. The Engaging the Learning Community program both enables us to support existing school families and allows us to develop ongoing relationships with potential families in the community who may not be aware of what St Paul's Catholic School has to offer. Engaging parents with the learning community will enable greater communication between school and home, between the child and their family and support learning.

- Reading – exploring different text and modelling reading to children
- Early literacy and numeracy support
- The importance of positive play and how to enable this
- The development of fine and gross-motor skills
- Music and dance
- Nutrition sessions
- Positive transition from home to Kindergarten schooling

COMMUNITY CO-OPERATION AND ACTIVE ENGAGEMENT

1. Parents may participate in many areas of our children's' learning (including reading groups, electives programs, excursions).
2. Children participate in activities in our Parish, local Government and local community activities.
3. We invite guest experts in such areas as sport, the arts and health to work with our children.
4. We also invite families to participate in our classroom learning.

PARENT SUPPORT GROUPS

The Board of Management

This is an advisory body to the Principal and assists in matters of finance, building and maintenance and general policy. It meets monthly and consists of the Principal, the Parish Priest, and members of the school community.

The Parish Priest

St. Paul's Catholic School is very much part of the Bridgewater-Brighton parish community which is under the pastoral care of the Sisters of Mercy. The role of the Parish Priest in the life a Parish school such as St. Paul's incorporate the following:

1. The Parish Priest is the pastor of the Parish community of which this school is an important part. He exercises his care by his presence, encouragement and guidance to each member of the community.
2. The Parish Priest is the liturgical leader of the Parish. In this role, he gives assistance to staff in the formation of liturgical and sacramental programs.
3. As an ex-officio member of the School Board of Management, he works with the Principal to carry out diocesan directives.

We believe that we are partner with parents in the education of their children.

PARENT ENGAGEMENT

Parents are always welcome to support us in the education of their children and to be involved in various ways – in participation in class Masses, in the Sacramental programs for their children, in classroom help such as reading, art/craft programs, library, physical education, electives programs, school cleaning, tree and lawn care, provision and maintenance of playground equipment and fundraising etc.

We ask you as parents of St Paul's Catholic School to offer your assistance in a supportive way in these areas, so that staff and parents together can give your child the best that Catholic education offers.

If you would like to help out, you will need to hold a 'Working with Vulnerable People' registration card. Please contact the school office on how to obtain this check.

PARENT/CARER - TEACHER INTERVIEWS AND REPORTS

Parents are always welcome and are encouraged to arrange interviews by appointment with the class teachers or the Principal at any time during the year. You are requested to see teachers outside class time. Formal interviews are conducted in Term 1 and Term 2. Written reports are sent home mid year and at the end of the year.

ENROLMENTS

Dates for enrolments of children who are eligible to begin school for the first time in the following year are announced through the school newsletter – the “Palette”. For children starting Kinder, they must have turned FOUR (4) on or before January 1st preceding the year they start eg. a fourth birthday on 18 September 2018 enables them to start in 2019, but a fourth birthday on the 2nd of January 2018 means a 2020 start. Therefore it “rolls on” that a child must be 5 for Prep, 6 for Grade One etc under the same criteria as outlined for Kindergarten.

ASSEMBLIES

All classes gather for a short Assemblies in the School Hall on each Tuesday fortnight. Exact dates will be circulated at a later time. Assemblies will be hosted by different classes. We also have an End of Term assembly each term.

STAFF MEETINGS

On Tuesdays, the teaching staff meets promptly after school to plan and develop programs, as well as to discuss general organization matters. This being the case, teachers generally are not available to discuss matters with you on a Tuesday after school. Please make an appointment so that plans can be made to give you the full attention to the matter in question. Please make yourself available for the parent/teacher conversations twice a year. These are valuable nights for sharing information about the best way to help your child develop his/her full potential.

SCHOOL UNIFORM

BOYS WINTER - *College grey trousers, Pale blue skivvy or blue shirt. Maroon jumper with two pale blue strips in 'V' neckline and cuffs. Grey socks and black shoes.*

BOYS SUMMER - *Grey school shorts. Blue shirt. Grey socks and black leather shoes.*

GIRLS WINTER - *Tartan skirt or navy trousers. Pale blue shirt. Maroon jumper with two pale blue strips in 'V' neckline and cuffs. Navy blue stockings or pale blue socks. Black shoes.*

BOYS SUMMER - *Grey school shorts. Blue shirt. Grey socks and black leather shoes.*

SPORTS UNIFORM - *Navy blue trackpants with SPCS logo. Navy blue sports shorts with SPCS logo. Pale blue, maroon and gold polo top with SPCS logo, Maroon fleece jacket with school logo and white socks.*

SCHOOL SUMMER HATS - *Navy bucket hat with red piping. (Prep – Gr 6) Red Bucket hat (Kinder only). First and Fourth Term is compulsory.*

CHILDREN'S HAIR - Hair is to be clean, neat and tidy at all times.

Any hair of shoulder length or longer is to be worn tied back as a health and safety measure. Ribbons, clips, bands and 'scrunchies' are to be of school colours either maroon or blue. Colouring or hairstyles (e.g. tips) are unacceptable and discouraged and this includes extreme colour, and or totally changing the colour and shape of hair.

JEWELLERY GUIDELINES - Acceptable forms of jewellery may include one or more of the following:

- A set of earrings; these being plain studs worn in the lower ear lobes, this applies to both boys and girls.
- A plain bangle or bracelet.
- A watch.
- A Christian symbol worn around the neck e.g. a cross or medal.

All jewellery is to be removed by students before playing in school sports teams and before participating in competitive physical educational activities. In general this would not include weekly physical education classes. The following miscellaneous items are unacceptable: nail polish, makeup, anklets and friendship bands.

The school uniform is to be worn to school. Parents must contact or write to the Principal for temporary exemptions from any part of the school uniform.

SCHOOL UNIFORM SHOP TIMES

Tuesday 8.30am – 9.00am

Wednesday 2.30pm – 3.00pm

SCHOOL TIMES

Children should not arrive at school before 8.15am, as they are not supervised prior to this time. Parents needing to drop their children off earlier must do so in consultation with the school. If you find yourself in this situation, please contact your child's teacher. Students arriving before 8.15am are expected to sit quietly in the courtyard. Please note that classrooms are not open until 8.30am. This allows the teachers time to ensure that they are ready for the day ahead.

School Day Working Day Blocks

1st Teaching Sessions = 8.50am to 11.00am

Eating Time = 11.00am to 11.10am

Recess Break = 11.10am to 11.30am

2nd Teaching Session = 11.30am to 1.00pm

Eating Time = 1.00pm to 1.10pm

Lunch Break = 1.10pm to 1.40pm

3rd Teaching Session = 1.40pm to 2.50pm

The Kindergarten will organise their own breaks – Starting time for Kinder is 9.00am and end of the day is 2.40pm.

ALLERGIES

If your child has severe allergies and may be prone to suffer from a reaction, a current notification and action plan must be provided to the School Office.

ASTHMA

If your child is prone to severe asthma attacks a current Asthma Management Plan, consistent with Asthma Tasmania's requirements and completed in consultation with your family doctor or paediatrician is required.

ADMINISTRATION OF MEDICATION TO STUDENTS

If your child requires the administration of medication during school hours, a request for Administration of Medication Form must be completed. They are available at the School Office.

All medication except those from Asthma Pumps must be administered through the School Office.

ACUTE OR SERIOUS MEDICAL CONDITIONS

Should your child have an acute or serious medical condition we request that you consult with your family doctor or paediatrician regarding school action for your child. Please consult with your classroom teacher.

EATING

The teachers will supervise the children as they eat their recess and lunch. We hope to educate the children to develop healthy eating habits. We ask parents to seriously consider healthy recess and lunches (e.g. fruit, sandwiches, water) rather than "junk food" snacks. All classes stop for a fruit snack around 10.00am. This is to encourage healthy eating so our motto is *"If it doesn't grow, the answer is no"*.

NUT AWARE SCHOOL

Please note that St Paul's is a nut aware zone. We have a number of children in our school that have extreme allergic reactions to nuts and nut products. We therefore request that when making your child's school snacks and lunches you ensure that they do not contain nuts, peanut butter or nutella.

SCHOOL SUBWAY ORDERS

Since the closure of our school canteen, we now have Subway orders every second Thursday. Envelopes are sent home a week in advance & must be returned by Wednesday morning the week of orders being delivered.

SCHOOL FEES & LEVIES

St Paul's School has the lowest Catholic School fees in Tasmania. It is necessary to charge fees because we do not receive the same funding as Government schools.

One child = \$147.40 per child per month (March – Dec)
 \$240.00 Capital levy per year (per family)
 \$1,474.00 total per year

Two children = \$246.80 per month (March – Dec)
 \$240.00 Capital levy per year (per family)
 \$2,708.00 total per year

Three children = \$357.18 per month (March – Dec)
 \$240.00 Capital levy per year (per family)
 \$3,571.80 total per year
 (includes 10% discount)

Four children = \$418.88 per month (March – Dec)
 \$240.00 Capital levy per year (per family)
 \$4,188.80 total per year
 (includes 20% discount per child)

Discount will only apply on completion of an application form available from the school office.

If you have 3 or more children in a Tasmanian Catholic School you receive a 10% discount on school fees (does not include levies or capital levy) for each child

An annual account will be issued to each family in March (with monthly statements issued from April to November), however payments may be made weekly, fortnightly or monthly. Outstanding balances can be obtained from the school office upon request.

Payment of School Fees can be paid by one of the following ways:

- By Eftpos, cash or cheque to the school office.
- By using the Centrepay system (forms available at the school office).
- Direct Bank Debit & B Pay.

SMOKING POLICY

It is a Tasmanian School Policy that there is no smoking anywhere on the school premises, either indoors or outdoors. The children learn by our example.

VISITORS TO THE SCHOOL OFFICE

All visitors to the school must report to the School Office to sign in and collect a visitor's badge and provide proof of their 'Working with Vulnerable People' registration. Please remember to sign out when leaving the school.

VOLUNTEERS

All existing volunteers must report to the school office to sign in and provide proof of their 'Working with Vulnerable People' registration. If you wish to volunteer within our school, please visit the school office or speak with your child's teacher.

SICKNESS OR ABSENCE

A reminder to parents that students who are feeling unwell in the morning should be kept home from school. An unwell child will find it difficult to attend to the lessons delivered and their learning will therefore be affected. An unwell child will also spread the illness amongst the other members of the school community. If you do keep your child at home please make sure that you contact the School Office by 9.00am so that their absence can be recorded in their class register.

STUDENTS LEAVING SCHOOL EARLY

Parents/Carers wishing to take students from the school grounds before the end of the day must report to the School Office to collect a sign out pass. This slip must then be given to the class teacher when collecting the student.

INFORMATION IN CASE OF EMERGENCY

To ensure that our information is correct, please inform the school of any change of details – address, new phone number etc.

ACCIDENTS TO STUDENTS

Parents will be informed if their children are injured while at school or on school related excursions, camps and sporting activities.

If immediate contact is unable to be made with parents (or designated emergency contact people), the school will act on parents' behalf in having the injury examined. To this end, precise details are required on the Students Medical Form which is issued in the first week of school.

All members of staff, who are qualified in First Aid, are responsible for overseeing simple treatment if required.

HOMEWORK

Homework is a valuable aspect of the learning and contributes to good study habits. It is also a practical way to involve parents in their children's learning. Please see your child's teacher if children are struggling in anyway with this.

COMMUNICATION

Each fortnight on a Wednesday the school newsletter is sent home to inform parents of upcoming events, policy changes and matters of concern. It is sent with the eldest child of the family. Please check your child's bag on a daily basis for any important notices. If you would like to view previous newsletters please visit our website www.stpauls.tas.edu.au.

St Paul's Catholic School has a Facebook page where we post reminders and information – Please follow us @ *St Paul's Catholic School Community*.

Each classroom has an electronic form of communication. Please check with classroom teachers and sign up to your child's classroom community.

SPORTS DAY

Please check with your child's classroom teacher as to what day they will have their sports day as this can vary between terms. Children are to come dressed in their correct school sports uniform.

TRANSPORT AND SAFE PICK-UP

For children who need to use bus transport in Bridgewater and Gagebrook the local buses stop at the bus stop in Paice Street. Country children are picked up and dropped off in Paice Street. No provision has been made for bicycles.

Children who travel by car. Parents who wish to park within the school grounds must enter by the lower gate, drive along the driveway and then reverse into a parking space. We ask parents when picking up children to walk over to the area where the children are gathered and collect their children. This way children are kept safe. In the afternoon a 'pick up and go' zone is provided. Parents in this area may stop whilst their child is directed to the car by a teacher on duty.

If a child is not present the driver will be asked to move on and rejoin the back of the car line. Please DO NOT use the 'pick up and go' zone a place to park your car.

BUSES TO & FROM ST PAUL'S CATHOLIC SCHOOL

Dromedary Bus Times - Bus Driver – Ray Saltmarsh Ph: 6268 6098

Departs Pegasus Drive at 7.55am, down Boyer Road, along Gunn Street, up Thompson Crescent and back down Rainbird Crescent to Greenpoint Road and onto Scott Road across the East Derwent Highway to St Paul's Catholic School arriving at 8.20am.

In the afternoon at 3.05 pm the bus travels the reverse trip arriving at Dromedary at 3.35pm.

Melton Mowbray to Bridgewater - Bus Driver - P Kisfali Ph: 6249 5278 (Brighton to Melton) – (Melton to Brighton)

Steve Lockley Ph: 6249 8880 or 0427 249 297 (Bridgewater to Brighton) – (Brighton to Bridgewater)

Students will catch the bus, which starts at Melton Mowbray through to Brighton Primary School. For students continuing to Bridgewater Schools, they will transfer onto Salter Coaches at Brighton Primary School. The bus operator will assist students with the transfer of buses.

In the afternoon the bus travels the reverse trip.

Metro – Bridgewater/Gagebrook

Ph: 132201

As bus routes have changed for 2019, please contact Metro or follow the link below for more information. www.metro.com.au/schools/st-pauls-primary/

TERM DATES 2019

- Term 1: 7 February 2019 - 12 April 2019
- Term 2: 29 April 2019 - 5 July 2019
- Term 3: 22 July 2019 - 27 September 2019
- Term 4: 14 October 2019 - 18 December 2019



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