



St Brigid's Primary School Raymond Terrace

Parent Information Booklet

2021



TABLE OF CONTENTS

Title	Page No
<i>Afternoon Assembly Messages</i>	6
<i>Banking</i>	6
<i>Canteen</i>	6
<i>Child Protection</i>	6
<i>Compass Parent Portal</i>	8
<i>Competitions</i>	8
<i>Complaints & Grievances Resolution</i>	9
<i>Contacts</i>	9
<i>Curriculum</i>	9
<i>Debating</i>	10
<i>Dismissal Procedure</i>	10
<i>Emergency Evacuation Plan</i>	10
<i>Excursions</i>	10
<i>General School/Class Requirements</i>	11
<i>Gifted & Talented Programme</i>	11
<i>Homework</i>	11
<i>Injury to Students and Illness at School</i>	11
<i>Leave of Absence</i>	12
<i>Library Learning Hub</i>	12
<i>Liturgical Celebrations</i>	13
<i>Lost Property</i>	13
<i>Medication</i>	13
<i>Medical Action Plan</i>	14
<i>Mighty Mate Program</i>	14
<i>Mission Activities</i>	14
<i>National Assessment Program</i>	14
<i>Newsletter</i>	14
<i>Parent & Friends Association</i>	15
<i>Parent/Teacher Information Meeting for Kinder</i>	15
<i>Pastoral Care</i>	15
<i>Release from Face-to-Face Teaching</i>	16
<i>Reporting to Parents</i>	16
<i>Routine</i>	17
<i>School Fees</i>	17
<i>School Holidays</i>	19
<i>Student Support and Counselling Services</i>	19
<i>Sport</i>	19
<i>St Vincent de Paul Society</i>	20
<i>Staff Inservice Days</i>	20
<i>Transport</i>	20
<i>Uniform</i>	21
<i>Visitors to the School</i>	22
<i>2021 School Map</i>	23

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 Joyce Sebastian*

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

⇒ AFTERNOON ASSEMBLY MESSAGES

Messages can be given to children at the afternoon assembly. The messages are to be phoned to the school office by 2:45pm.

Messages are to be by phone call only – please do not email.

⇒ BANKING

Our Diocesan Catholic Development Fund offers our children the opportunity to save with their SPF Savers Club, which is a special School Savings Scheme operated by the fund.

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.

⇒ CANTEEN

A Canteen Supervisor is employed to do the ordering and purchasing for the canteen, as well as preparing lunches for 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.

Lunch Orders

Parents wishing to order lunch for their children are asked to order through St Brigid's School online ordering system called 'QKR' (pronounced 'quicker') which is an easy way to order and pay for your child's lunches, reducing the need to bring cash to school.

QKR can be downloaded on your phone, instructions are included in your orientation pack as well as a Canteen price list.

⇒ CHILD PROTECTION

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.*
- ❖ *Child Protection (Prohibited Employment) Act.*

Catholic Schools Office documents include:

- ❖ Child Protection - Identifying and Notifying Abuse.
- ❖ Guidelines for the Implementation of the Ombudsman Amendment Act.
- ❖ 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.

ALL VOLUNTEERS at St. Brigid's School are required to obtain a copy of the '[Volunteer Induction Handbook](#)' and read the volunteering information content before completing the forms in the handbook.

Forms included in the handbook are to be completed and returned to the school office with a Working With Children Check number which is obtained from the RMS, as well as original documents of identification which are listed in the handbook.

The completed forms and copies of identification documents are then sent to the Diocese of Maitland-Newcastle for a 'Working With Children' check and a 'National Criminal History' check, which can take up to a week or more.

Intending volunteers will receive an email from the school when the above checks have been verified by the Diocese of Maitland-Newcastle. Once the email is received, volunteers can then come commence volunteering.

It is mandatory before commencement of any activity at St Brigid's School that the '[Volunteer Induction Handbook](#)' is completed, and email confirmation has been received.

The [*Volunteer Induction Handbook*](#) is available at the school administration office, on St Brigid's Compass App under the 'Community' dropdown tab - 'School Documentation', and from the following website: www.mn.catholic.edu.au

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.

⇒ COMPASS PARENT PORTAL

St Brigid's School has the Compass App which can be downloaded on an iPhone or android phone. It is an online portal that allows you to access up-to-date information about our school and your child's progress.

It has many features including: payment of fees, payment and consent of excursion and events, reporting your child's absence, monitoring your child's attendance, updating your family contact information, viewing the school calendar, downloading the newsletter, and viewing your child's Semester reports.

Compass Pay is the preferred method of payment for events and excursions.

All new families to St Brigid's School will receive a separate login to the Compass site from the school. A '[Parent's Guide to Compass](#)' information sheet is included in your pack.

⇒ COMPETITIONS Regional & State

During the year, each Year 5 and 6 students enter 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*

⇒ CONTACTS

Principal	Mr David Palmer	4987 2625 or 0419 239 709 after 3.30pm
Secretaries	Mrs Jennifer Davidson Mrs Rae Hayes	4987 2625 from 8.30 – 3.30pm Please note that no receipts are issued after 2.30pm
Email Address	admin@raymondterrace.catholic.edu.au	
Website Address	www.raymondterrace.catholic.edu.au	
Parish Office	Fr Graham and Fr Joyce	4987 1888

⇒ 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:

- ❖ *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*
- ❖ *‘Be You’ Wellbeing Program*

These curriculum areas and programmes will be outlined in detail at the Parent/Teacher Information night.

⇒ DEBATING

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 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 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. Parents/carers are to wait on the Primary Playground to collect their children. 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 required to sign them out at the **Compass Kiosk** in the Administration office. The office staff will phone the classroom to have your child meet you at the front office. Parents/guardians are not permitted to go to a classroom in school hours.*

PLEASE NOTE: *The front gate on Irrawang Street is locked each afternoon at 2.30pm.*

⇒ 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.

⇒ EXCURSIONS

These form an integral part of our children's education. Notice is given to parents via Compass Event Notification. Parents are asked to make every effort to see that their children attend. Consent and payment are to be completed through Compass 'Events' 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.

⇒ GENERAL SCHOOL REQUIREMENTS

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

• Library Bag	<i>All classes</i>	<i>Dictionary</i>	<i>Year 3 upward</i>
• Glue Stick	<i>All classes</i>	<i>Pencils/Rulers</i>	<i>Year 3 upward</i>
• Paint Shirt	<i>All classes</i>	<i>Blue biro, pencils, rulers, atlas</i>	<i>Year 4 upward</i>
• Box of Tissues	<i>All classes</i>	<i>Thesaurus</i>	<i>Years 5 and 6</i>
		<i>Geometry Set</i>	<i>Year 5 and 6</i>
Correction fluid is not permitted at school			

⇒ GIFTED & TALENTED PROGRAM

The school has programs 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 of Gifted 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. 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.

Kinder	<i>10-15 mins Reading</i>	Year 3	<i>25 mins</i>	Year 5	<i>40 mins</i>
Year 1	<i>15 mins Reading</i>	Year 4	<i>30 mins</i>	Year 6	<i>50-60 mins</i>
Year 2	<i>20 mins</i>				

⇒ 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 that 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 school 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, a parent/guardian will be contacted immediately.

⇒ LEAVE – WHOLE DAY ABSENCE, ARRIVING LATE or EARLY PICKUP

For students who are absent for the whole day, parents need to complete an 'Attendance Note' on the **Compass App** which is then recorded on the class roll electronically. Absent notifications not received before 9.30am on the day of absence will result in parents receiving a text message to inform them of their child's absence, and will be recorded on the class roll as being an 'Unexplained Absence'.

Students who arrive late for school – after 8.50am must be signed in by a parent through the **Compass Kiosk** which is located in the Administration office.

Students who are to be picked up early - before 3.00pm, will need to be signed out by a parent on the **Compass Kiosk** which is located in the School Administration Office. No student will be permitted to leave the school grounds for any purpose without parents first signing their child out. Office staff will call the classroom and have your child come to the office to meet you. Parents are not permitted to go to a classroom in school hours.

Information on adding an absence on Compass is included in your pack today.

⇒ LIBRARY - LEARNING HUB

We have a well-equipped school library for the use of all children. The library is staffed by a teacher/librarian for 4 days a week, as well as 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 Lunch and Recess Activities Timetable

All children are welcome on any day after they have eaten lunch

	LUNCH Activity	RECESS Meditation
MONDAY	GAMES	Students and staff welcome
TUESDAY	TECHNO TUESDAY BUILDING/ENGINEERING ACTIVITIES BOTLEY, DASH, BEE BOTS, BLUE BOTS ETC	Students and staff welcome
WEDNESDAY	CRAFT ACTIVITIES READING WITH BILL & RUBY	Students and staff welcome
THURSDAY	TECHNO THURSDAY BUILDING/ENGINEERING ACTIVITIES BOTLEY, DASH, BEE BOTS, BLUE BOTS ETC	Students and staff welcome
FRIDAY	CHILL OUT FRIDAY MOVIE	Students and staff welcome

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.



⇒ LITURGICAL CELEBRATIONS

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.



⇒ LOST PROPERTY

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 in the Year 5 classrooms.

⇒ MEDICATION

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 given, 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 office staff.



****PLEASE NOTE****

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

The monitoring of the expiry dates and the replacement or "restocking" of medication is the responsibility of the parent/carer.

For a short course of medication such as antibiotics, parents need to complete a 'Short Term Medication' note available from the office stating the child's name, the correct dose, and the time the medication is to be administered. A measuring spoon/cup for your child must be provided. Medication should be handed in at the office by a parent at all times.

ASTHMA-FRIENDLY SCHOOL

St Brigid's School is an Asthma-Friendly school. One important aspect of an asthma friendly school is that every child with asthma is required 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 procedure is in place at St Brigid's School - peanut butter and pure nuts are banned throughout the school. Children are not to share food at recess and lunch.

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

⇒ MEDICAL ACTION PLAN

Children who have asthma needs, a 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 program 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 students 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 a variety of activities to raise money for missions.

⇒ NATIONAL ASSESSMENT PROGRAM

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.

⇒ NEWSLETTER

The school newsletter is uploaded on **St Brigid's Compass App** 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.

⇒ PARENTS & FRIENDS ASSOCIATION

We have a very active Parents and Friends Association. All parents are members of this association. Meetings are held on the 2nd Tuesday of each school month at 6.00pm in the staffroom, which is 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 fundraising functions. Committees are formed through the P & F to assist in the running of:

- *School Canteen*
- *Social Events*
- *Raffles and Fundraising*

A P&F 'Happy to Assist' form is included in your orientation pack.

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 MEETING FOR KINDER

Parent/Teacher information meetings for Kinder parents are held at night 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 and Term 4, student Semester Reports are uploaded on [St Brigid's Compass App](#) for parents to view and download.

It is advisable to download and save or print your reports as once your child is no longer enrolled at St. Brigid's you will not be able to access reports through COMPASS

Parents may request an interview after viewing their child's report, or at any time throughout the year if they have concerns.

Student reports will be graded in the following way:

GRADE	DESCRIPTION
A	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.
B	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.
C	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.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	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.

⇒ ROUTINE

8:30am	Playground supervision commences
8:50	School begin
11:00	First half lunch
11:35	Second half lunch
11:50	Class resumes
1:35pm	Afternoon tea
2:00	Class resumes
3:00	Dismissal

⇒ SCHOOL FEES

Below is the Tuition Fee Schedule for 2020 to provide you with an estimate of school fees:

Fee Item	1 child family	2 child family	3 child family	4 child family	5 child family or more
Resource	150.00 per year	150.00 per year per student	150.00 per year per student	150.00 per year per student	150.00 per year per student
Tuition	1275.00 per year	1147.50 per year 10% discount	1020.00 per year 20% discount	765.00 per year 40% discount	637.50 per year 50% discount
Building Levy	1250.00 per year (per family)				
Technology	75.00 per year	75.00 per year each student	75.00 per year each student	75.00 per year each student	75.00 per year each student
Grounds	60.00 per year (per family)				
Diocesan Pastoral Contribution	300.00 per year (per family) 100.00 per term				
Health Care Card/Pension Card Discount	50% off tuition fee	40% off tuition fee	30% off tuition fee	10% off tuition fee	0% off tuition fee (therefore HCC discount DOES NOT apply)

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).

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

Parents on concession or pension cards are eligible for 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).

To activate a concession or pension card reduction, parents are required to complete and

sign an 'Application for Health Care Card/Pension Card Concession' form. A 'Centrelink Customer Consent' form is also required to be signed and completed to authorise the Principal of St Brigid's School to use the Centrelink Customer Confirmation eService to confirm eligibility. Parents need to show their concession card at the school office when they return both of the above forms. The forms and information letter are included in your pack.

The concession or pension card reduction covers tuition fees only, and the Diocesan Family School Building Levy and other fees are additional to this figure. Unfortunately, we are unable to backdate Health Care/Concession card reductions.

Preferred methods of school fee payment include Compass Pay, BPay, Eftpos or Direct Debit.

➤ **OTHER FEES**

The Resource fee in 2021 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 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**

The Extra Curricula fee covers all the little extras that families are asked to pay for throughout the year e.g. minor excursions, sport, and other class activities. This fee will be specific for each stage:

Early Stage 1	Kinder
Stage 1	Years 1 and 2
Stage 2	Years 3 and 4
Stage 3	Years 5 and 6

2021 fees will be established in Term 1 – below are Extra Curricula Fees for 2020 to give you an approximate estimate:

Class	\$	Class	\$
Year 6	75.00	Year 5	99.00
Year 4	92.00	Year 3	79.50
Early Stage 1 (Kinder only)	96.00	Stage 1 (Yr 1 & 2)	96.00

Larger excursions/activities e.g. Canberra excursion for Years 5 and 6 are to be paid for separately via Compass Pay. 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.

➤ **GROUNDS FEE**

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 2021**

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 2021 has not yet been set. This year it is 1250.00 per family per year.

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 Catholic Schools Office on 4979 1200.

➤ **VOLUNTARY FEE - DIOCESAN PASTORAL CONTRIBUTION**

The Diocesan Pastoral Contribution fee of \$300.00 per family (\$100.00 per term) was introduced in 2017. This voluntary contribution helps support the initiatives of the Pastoral Ministries within the Diocese.

The amount is automatically billed onto your school fee account, but as it is a voluntary contribution, a 'Diocesan Pastoral Contribution' preference notification is at the bottom of the 2021 Family Discount & Diocesan Pastoral Contribution' form to be completed and returned to the school office indicating your choice of whether you will pay the amount, or have it credited off your account. This form is included in your orientation pack.

⇒ **SCHOOL HOLIDAYS 2021**

2021 TERM DATES	
Teachers only	Wednesday 27 January
Students Yr 1 to 6 commence	Friday 29 January
Kindergarten commence	Monday 1 st February
End of Term 1	Thursday 1 April
Commencement of Term 2	Monday 19 April
End of Term 2	Friday 25 June
Commencement of Term 3	Monday 12 July
End of Term 3	Friday 17 September
Commencement of Term 4	Tuesday 5 October
End of Term 4 for students	Wednesday 15 December
End of Term 4 for staff	Friday 17 December

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.

SPORT

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.

⇒ ST VINCENT DE PAUL

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.



⇒ STAFF INSERVICE DAYS

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 and on Compass App.

⇒ TRANSPORT

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 School Opal card, parents/guardians need to complete the application on the Transport for NSW website at transportnsw.info/school-students

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

*Hunter Valley Buses4935 7200
Busways Group4983 1560*

Parents are to contact the bus company to determine which bus their 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.

Parents who have to transport their children more than 1.6 kilometres to the nearest bus stop are eligible for a School Drive Subsidy. To find out if you are eligible to apply, visit transport.nsw.gov.au/schooldrive, or call 131 500.

⇒ UNIFORM

Please ensure that your child is in the correct uniform. A letter must be sent to the class teacher when a student 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 woollen jumper with school crest.*

WINTER - Kinder to Year 4

*Green tartan bib pinafore, lemon blouse with school crest, school tie.
Black leather shoes, black stockings or white socks.*

Green woollen jumper with school crest or green jacket with school crest.

Years 5 & 6

Green tartan skirt, lemon blouse with school crest, school tie.

Black leather shoes, black stockings or white socks,

Green woollen jumper with school crest or green jacket with school crest.

SPORTS - *Bottle green wrap-around skirt or 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 with school crest.
Black leather shoes, grey socks.
Green woollen jumper with school crest.*

WINTER - *Long grey trousers, lemon shirt with school crest, school tie.
Black leather shoes & grey socks.
Green woollen jumper with school crest or green jacket with school crest.*

SPORTS - *Bottle green 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*

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 or see Alinta's website www.alintaapparel.com.au

St Vincent de Paul also stock secondhand clothing at their shop located at 37 Port Stephens Street, Raymond Terrace.

⇒ 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 authorised to be there. It is mandatory that all visitors will have completed a Newcastle-Maitland Diocesan Working With Children Check – please see Child Protection information on Page 6 of this booklet.

Visitors are required to sign in on the Compass Console in the Administration office and collect a 'Visitor' label to wear while on the school premises. When leaving the school, visitors are required to sign out.



➤ MAP OF ST BRIGID'S SCHOOL 2021

