OUR SHARED VISION

The mission of St James Primary community is to work in partnership with the family, parish, school and wider community to:

Provide a safe, dynamic, caring environment, based on the Gospel values and centred in Christ

Promote and implement quality teaching and nurture holistic and life-long learning

Foster the Catholic story with its rituals, teachings, heritage and traditions

Raise awareness of local and global issues and our responsibility to act with justice and compassion

Empower each other with hope for the future, resilience and optimism in embracing change

The heart of St James mission is to engage in quality teaching and learning, and celebrate the Good News of Jesus.

“I have come in order that you may have life – life in all its fullness”

(John 10.10)
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History Of Our School

From 1917 until 1993, St Joseph’s Primary School, Tweed Heads, provided K-6 schooling for the Catholic parish of Tweed Heads.

With the demand for Catholic education continually increasing, under the leadership of Parish Priest, Fr James Griffin, plans for a second primary school and a parish secondary school at Banora Point were put into action in the early 1990’s.

In early 1993, the dream of the parishioners of St Joseph’s Parish became a reality with the solemn blessing and opening of Stage 1 of St James Primary School and Stage 1 and 2 of St Joseph’s Secondary College.

St James Primary School initially catered for 190 students in Years 4–6. The completion of Stage 2 allowed for the first intake of the younger children (K–3) at the commencement of 1996, bringing the enrolment up to 320 students. Stage 3 was completed in 2004 and included four new classrooms, a multi-purpose centre and an extension to the library. St James is now a two-streamed school with a capacity for 400 students.

Students from both St James Primary School and St Joseph’s Primary School now have the opportunity to complete their Catholic education within the parish by attending St Joseph’s College (Yrs 7–12) which shares the same site as St James.

Enrolment

Enrolment Policy

In considering enrolments of students at St James Primary School, the following has to be taken into consideration:

- To enter school, the child should turn five before the 31st July
- The first priority will be given to Catholic families and to the siblings; both Catholic and non-Catholic, of those already enrolled in the school
- Children of other denominations who support the Catholic ethos of our schools are welcome if places are available
- A ceiling of 20% for non-Catholics is recommended in the primary schools
- Enrolment at St James Primary School does not necessarily guarantee future enrolment at St Joseph’s College – Application to St Joseph’s College should be made when the student is in Year 6

Enrolment Procedures

After the Enrolment Application is received by the school, an interview with the Principal or suitable delegate will be required.

For students of Catholic families and siblings of those already enrolled in the school, the following criteria may apply:

- The student is an active participant in the life of the faith community of the school/parish
- The student has completed or has a commitment to the completion of the Sacramental Program for Confirmation, Penance and First Holy Communion
- The student’s behaviour and participation at their previous school is consistent with the stated expectation of St James Primary School
- The school reserves the right to contact previous school for information

For non-Catholic students without siblings enrolled in other parish schools, the following criteria may apply:

- Mother, father or guardian is a baptised Catholic
- The student has already attended a Catholic school
- The student is baptised
- The student is an active participant in the life of the faith community of the school/parish
- The student’s behaviour and participation in school life have been consistent with the stated expectation of St James Primary School
- Mother, father, guardian, brother or sister is, or has been, a student at a Catholic school
- Mother, father or guardian is an active participant in the parish community
Placement Procedures

Parents wishing to enrol their child for a Catholic Primary School Education in Tweed Heads Parish acknowledge that they may not be able to enrol their child into the Primary School of their choice.

On application to enrol a child for a Catholic primary school education in Tweed Heads Parish, the following is considered:

• Enrolment of siblings at one of the Catholic Primary Schools
• Geographical location (out of zone requests must be directed to the Parish in writing)
• Special needs of the child
• Special needs of the family
• Spaces available at each Catholic primary school
• The ratio of non-Catholics to Catholics in each grade

Partnership Expectations

What Parents can Expect from the School

We will:

• Assist and encourage you in your role as primary educators of your children
• Respect your ideas and positive criticism
• Provide opportunity for you to help shape our educational and administrative policies
• Challenge you and be challenged by you to spiritual growth and the living of gospel values
• Care for your child; respond to his/her needs and work to develop his/her potential
• Follow a firm supportive discipline policy to guide and protect your child
• Be readily available to discuss your child’s progress and our school policies
• Keep you informed about school happenings and educational programs
• Continually upgrade our professional skills and programs and work hard to provide a sound education for your child
• Make mistakes at times – and learn from them
• Be honest with you about the strengths and weaknesses of our educational programs
• Work to make the school a caring Christian community where each person is welcomed, appreciated, forgiven and loved
• Try to model in our lives and emphasise in our educational programs, the Good News of God’s love for each one of us

What the School Expects from Parents

• Commitment to the Catholic ethos and nature of the school
• Co-operation with the school behaviour and uniform guidelines
• Commitment to paying the school fees by the due date – Parents are liable to pay costs incurred in the collection of any overdue accounts
• To take an active part, where possible in the activities of the school and the Parent Forum
• To be aware of, accept and support the policies and procedures of the school as outlined in this handbook

What is Expected from the children

• Respect, courtesy and care for others
• Hospitality to visitors and newcomers
• Acceptance of differences in each other
• Co-operation with teachers and with other children
• Acceptance and responsibility for their own actions
• Willingness to try to solve problems with others without using ‘hands-on”
• Co-operation with the school behaviour guidelines and discipline policy
• Consistent effort to learn and make progress in class
• Participation in all school activities
• Wear their full school uniform with pride
Curriculum

the Primary curriculum

The children at St James Primary School follow the New South Wales Curriculum. The curriculum covers a broad range of learning areas known as the Key Learning Areas or KLA’s. They are:

- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE)
- Creative Arts
- Personal Development, Health and Physical Education (PDH&PE)
- LOTE – French

As a Catholic school, Religious Education is both a Key Learning Area and integral to our way of life. As a school of the 21st century, St James provides students with learning environments that encourage investigation, exploration and creativity. Students are provided with opportunities to develop technological information and higher order thinking skills as they develop an understanding of how they learn. Through reflection and evaluation, the children are empowered to independently extend their learning.

Information meetings for Parents

At the beginning of each year, Information Meetings are held for benefit of parents. The meetings are to inform you of:

- What will be covered in the different KLA’s
- Approach to teaching
- Teacher’s expectations of the children
- Homework

These meetings are an important opportunity for parents to familiarise themselves with their child’s teacher and classroom environment.

Religious Education

The Religious Education Curriculum provides appropriate teaching and learning opportunities for each student to further develop:

- A knowledge of God’s love made visible in the life, death and resurrection of His Son, Jesus Christ, and the young Christian’s call to respond in faith, love and service
- A knowledge and understanding of God’s revelation in Sacred Scripture, the tradition of the Church, and the working of grace in the holiness of the Saints
- A knowledge and understanding of the Church’s work in today’s world, in which all the baptised share in the mission of Jesus Christ to build the Father’s kingdom of justice, holiness and peace
- A sense of wonder, joy and delight in responding to the mystery of God’s life shared with us in the Sacraments, in prayer and the other means of grace
- An active participation in the worship of the Church, especially the Eucharistic celebration of the parish community in the Sunday Mass
- An appreciation and love for the history and culture of the Church, both universal and local, and an active participation as a young person in the life of the Church
- A confidence in making a personal, contemporary witness to Jesus Christ and the faith of the Church
- The capacity to engage with, explore and find meaning in the traditions, scripture and teachings of the Catholic Church
- A capacity to reflect on life’s experiences in the light of the faith

Parish-based Sacramental Program

All classes throughout the school undertake sacramental units as part of their Religious Education Program. This supports the Parish based program, but for children to receive the sacraments, they must be formally enrolled by the Parish and take part, with one or both parents, in cluster groups. These groups meet
at private homes and the parents work through a program with their children in these sessions. Information evenings are organised for each of the sacraments and support is provided throughout the process.

Most of the children who will participate in the program will be in either Year 2 or Year 3. Year 2 will be prepared to receive the sacrament of Confirmation, and Year 3 will be prepared to receive the sacraments of Penance and First Holy Communion.

It is at the parents’ discretion however, as to when their children are ready to receive the sacraments. Parents who were unable to attend the Information/Registration sessions may enrol their children for the following year.

For further information please contact the St Joseph’s Parish Office  t: 07 5536 7522

Stages

In primary and secondary schools today, the curriculum is organised under the term Stages. Each Stage takes approximately two years to complete. The Stages in the primary sector are:

- Early Stage One – Kindergarten
- Stage One – Year One, Year Two
- Stage two – Year Three, Year Four
- Stage three – Year Five, Year Six

Each Stage has a number of student outcomes that need to be mastered. It is the level of achievement of outcomes that is used for reporting.

Learning Resource Centre

The Learning Resource Centre (LRC) is an innovative 21st Century learning space. The centre incorporates the library, where students are able to relax and read, or borrow books to take home. Students have access to multi-modal learning tools through wireless broadband internet access. There are 3 media rooms that allow students to use web 2.0 tools for recording and filming. These rooms are also used for individual music tuition and for video conferencing. Library lessons are timetabled for each class. Children are not permitted to borrow books if they do not have a library bag. Replacement of lost or damaged books is the responsibility of the parents. If books are damaged, parents will be invoiced for the replacement cost of the book.

Parents are encouraged to assist their children with the proper care and storage of library books while at home and in carrying them to and from school.

Information Technology

Information Technology is integrated into all learning in all grades. Computers are located in every classroom and in the LRC. All classes have access to the LRC to ensure that the children learn the appropriate skills to work within the school network.

All classrooms have interactive whiteboards. Children also have access to multi-media equipment including netbooks, iPad devices and/or laptops. There should be no distinction between children in age and opportunity for using technology.

All children at the school gain access to the internet. However, before they can do this, they must sign an ‘Internet User’s Agreement’ annually, which requires a commitment to access only appropriate sites. Breaking of this agreement is taken very seriously and leads to children being denied access to school computers for a lengthy period of time.

Children in all stages have email addresses. Again, if they misuse these, they are denied access to the school computers.

The school has installed a filtering program that is designed to deny access to inappropriate sites.

Homework

All classes will normally receive homework from Monday to Thursday each week. Parents are asked to encourage, supervise and sign children’s written homework, giving attention to the quality of handwriting and general presentation.

Homework tasks can be given to the children electronically through our St James Moodle page or in paper form glued neatly into books. Moodle is a secure learning management system where worksheets can be uploaded,
assignment task details, host forums, set quizzes and inform parents of upcoming class and school events. Our St James Moodle address is:

http://moodle.bpplism.catholic.edu.au/

Parents are requested to make a written comment if the child is unable to complete set tasks in the prescribed time and are invited to discuss with the child's teacher any queries they may have concerning homework. If children are regularly coming home with no homework or are spending an excessive amount of time completing the set tasks, then parents should discuss this with the class teacher. A note of explanation needs to be sent in with the child if homework is not completed.

Outline For Each Stage:

Early Stage 1 and Stage 1 (kindergarten, year 1 & year 2)

- Not to exceed 15-20 minutes per night, Monday – Thursday
- Usually to consist of reading, spelling or number activities
- Specific learning tasks may be set at different times throughout the year. If so, children should still be guided by these times outlined above

Stage 2 (year 3 & 4)

- Not to exceed 30 minutes per night, Monday – Thursday
- The content of work set will vary but will include reading, spelling and numeracy
- Specific learning tasks may be set at different times throughout the year. If so, children should still be guided by these times outlined above
- Teachers may choose to set homework on a weekly contract system, giving children flexibility and responsibility to organise their own schedule for completion

Stage 3 (years 5 & 6)

- Year 5 – not to exceed 40 minutes per night, Monday – Thursday
- Year 6 – not to exceed 60 minutes per night, Monday – Thursday
- Specific learning tasks may be set at different times throughout the year. If so, children should still be guided by these times outlined above
- Teachers may choose to set homework on a weekly contract system, giving children flexibility and responsibility to organise their own schedule for completion

IESP (Indigenous Education Support Program)

IESP provide funding based on the number of Aboriginal and/or Torres Strait Islander students enrolled at the school, for a variety of activities to improve educational opportunities for Aboriginal and Torres Strait Islander students. A submission is prepared each year by a committee including the Indigenous Support Aide.

Assessment And Recognition

Reporting to Parents

At St James, reports are written in accordance with Commonwealth requirements as described in “Schools Assistance Learning Together – Achievements through Choice and Opportunity Regulations 2005”. Teachers formally report in writing, twice each year, to parents of K–6 students regarding their learning achievement in all subjects, including Religious Education.

Student reports, except those for Kindergarten students, will report individual student learning achievement according to the A–E Common Grade Scale (CGS) below. Kindergarten reports will reflect the NSW Foundation Statements and student performance will be reported in writing.

The performance of the individual student relative to the rest of the cohort will be made available to parents on request. You can ask the school to provide you with written information that clearly shows your child's achievement in the subjects studied in comparison to that of other children in the child’s peer group at the school. This information will show you the number of students in each of the achievement levels A–E.
classroom with stickers, positive affirmation and small rewards. However, we also have a whole school approach, which is outlined below.

Our Award System is based on the belief that each child is special and has special talents. We give recognition to children who make a concerted effort to develop their talents.

Merit Awards are given by the class teachers for an outstanding display of skills, attitudes, behaviours or efforts.

certificates of Recognition are given each time a child receives five Merit Awards. Names of recipients are published in the newsletter.

Principal’s Awards are given at assemblies, each time a child is due for his/her third Certificate of Recognition.

School Award is given in place of receiving a third Principal’s Award. The children receive a laminated award, with their photo clearly displayed on it, at assemblies. In recognition of their achievement they also receive a badge which they are encouraged to wear to school each day. Children receive a bronze badge for their first School Award, leading up to a gold badge if they achieve a third School Award.

St James medal is our most prestigious award, achieved by exceptional students. This is given when a child has achieved what would be their fourth School Award, the badge is replaced by an engraved St James medallion.

Parents can request, in writing, that their child’s progress not be reported on using the CGS. In these cases, the student is not counted in the cohort and he/she must receive a written report in a form decided upon by the school.

A student profile is included with the report. A profile is a source of evidence of student achievement. The profile is assembled over the course of the year and contains products of student work and evidence of the processes that students use to develop these products.

Recognition

Here at St James, we recognise the efforts and achievements of all of our children. All teachers have their own ways of rewarding children in the

<table>
<thead>
<tr>
<th>Grade</th>
<th>Common Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The student has an 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 the content and has achieved very limited competence in some of the processes and skills.</td>
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Sport

Sport activities at St James include:

- All students from K–6 attend a nine week intensive swimming program
- Dance Fever for all students in Term 2
- Athletics Carnival
- Swimming Carnival
- Cross Country Carnival
- Lower Primary Gross Motor Program
- Fundamental Movement Program from K–6
- Winter Sports Competitions involving Rugby League, Soccer, Netball, Hockey
- Elective Sports Program for Stage 2 and 3 students in Term 4
- Stage Three have the opportunity to attend the Zone GALA Day, Paul Wilson Cup Soccer Challenge, Diocesan Netball Challenge, Group 18 Rugby League Challenge, Casino Rugby League Carnival, Billy Hardy and O’Dwyer Shields.

Representative Pathways

St James children have the opportunity to participate in school representative sport to the highest level in Primary School sport which is representing NSWPSA at an Australian All Schools Carnival.

The sporting pathways include: Swimming, Cross Country, Athletics, Rugby League, Soccer, Netball, Softball, Cricket, Basketball, Touch Football, AFL, Hockey, Tennis and Rugby Union.

Representative Opportunities

Exist in the following:

- St James Representative at a Tweed Zone Carnival
- Tweed Zone Representative at a Lismore Diocesan Carnival
- Lismore Diocesan Representative at a Polding Carnival
- Polding Representative at a NSWPSA Carnival
- NSWPSA Representative at an Australian All Schools Carnival

Sports Houses

When students enrol at St James, they are allocated a Sporting House. Students with siblings will be placed in the same House as their siblings. Once students have been allocated a House, they remain in that House for the remainder of their enrolment at St James. These Houses are the students ‘team’ for the swimming and athletics carnivals. They sit together, wear the same colour and cheer together.

The House colours are as follows:

Dalton House (blue) – Mother Angela Dalton was chosen to be the first Mother Superior of the first branch house established at Tweed Heads by the Ursuline Order at Armidale.

Reynolds House (Red) – Sr Mary Joseph Reynolds had a long teaching career at Ballina, Bellingen, Coraki, Croydon, Murwillumbah, Tumbulgum, Tweed Heads and Urunga. Sr Mary passed away on 25th September 1982 at St Mary’s Convent, Lismore.

Hoade House (green) – Fr Hoade carried out his duties in the Diocese of Lismore at Casino, and after serving in Lismore, Wauchope, and then as assistant parish priest for eight years at Kempsey, he was appointed Parish Administrator at Tweed Heads in 1967 to support an ailing Fr Hanley. Fr Hoade passed away on 28th June, 2008.

Hanley House (gold) – On 3rd February 1918, Fr Hanley took up his duties as parish priest at Tweed Heads in place of Fr Van Riel. Fr Hanley was heavily involved with the Seagulls Rugby League Club, due to the number of parishioners associated with the management of the club. Fr Hanley passed away on 14th November, 1979.
Workplace Health and Safety

The Principal and Staff of St James Primary School, Banora Point, recognise and accept the duty of care to employees, students and its community in accordance with the Workplace Health & Safety Legislation of NSW.

All members of the school community have a responsibility to ensure the health and safety of themselves and others by complying with the Occupational Health & Safety regulations and procedures of this school.

In order to ensure a safe environment, the School Management will provide:

- Regular workplace training
- Clear practices and procedures
- Necessary equipment and resources for best practice
- Regular maintenance of physical facilities

The No Blame Approach

1. Interview and listen to the complainant.
2. Arrange meetings for all involved.
3. Explain the problem in terms of feelings not blame.
4. Share responsibility:
   - state clearly that you know the individual or group can solve this problem.
5. Negotiate a plan and identify solutions to resolve the issue:
   - ask each student for suggestions.
6. Depending on the severity of the situation, parents of all parties will be contacted at this point.
7. Let students take the action themselves.
   (At this point it is made very clear to the child who is harassing or bullying that any recriminations on the ‘victim’ as a result of the meeting will be looked upon as very serious and could lead to further disciplinary action).
8. Meet them, individually or in a group, on a regular basis to review progress until all are satisfied that the problem is solved. (This is the most important part of the process and everything else will fail if this doesn’t occur).
9. A record of the process is kept for monitoring and future reference. The Pastoral Care Coordinator checks reports on a regular basis to ensure that monitoring has occurred and problems have been resolved.
Wellbeing Management

Wellbeing Policy and Procedures

“Pastoral care is achieved or forfeited in the quality of relationships established in the school. In the school’s daily and routine life, the way in which people interact with each other is a significant determinant of each person’s sense of self worth, belonging and well being. The fostering of high quality relationships is a responsibility shared by everyone.” Pastoral Care of Students in Catholic Schools CECV.

St James Catholic Primary School does not tolerate harassment or bullying in any form. Our mission statement states that our school will ‘Provide a safe, dynamic, caring environment, based on the Gospel values and centred in Christ.’

All members of the school community are committed to ensuring a safe and caring environment, which promotes personal growth, and self-esteem.

Two principles are central to this policy:
- Everyone has the right to feel safe all of the time
- It’s okay to tell someone if you are being harassed or bullied

The following approach is used to handle reports of harassment or bullying. Depending on the situation, the process will be handled either by the teacher or the Pastoral Care Coordinator. The Principal is kept informed throughout the process.

Programs to Assist in building the Social and Emotional Wellbeing of the Student:

You can do it!

This program is aimed at improving social-emotional well being and achievement outcomes. It is currently run in Years 1–6. Kindergarten is exposed to the basic concepts of the program. The foundations for achievement are identified as:

confidence (Self-Acceptance, Risk Taking, Independence and Optimism)

Organisation (Goal Setting and Time Management)

generating (Tolerance of Others, Tolerance of Limits and Reflective Problem Solving)

Persistence (Optimism, Effort = Results, High Frustration Tolerance)

The children do lessons on these foundations over the four terms throughout the year.

SEASONS for GROWTH PROgRAM

Seasons for Growth is a loss and grief peer support program. The aim of the program is to support children to understand and manage the grief that is experienced because of the loss of a parent or significant other through death, separation or divorce.

A simplistic overview of the program is as follows:
- Assist in normalising the emotions associated with change and loss
- Encourage the expression of thoughts and emotions
- Educate about the grief process
- Develop a peer support network
- Help restore self-confidence and self-esteem

The primary school program consists of 3 levels:
- Level 1 (6 – 8 years)
- Level 2 (9 – 10 years)
- Level 3 (11 – 12 years)

Each level consists of eight sessions. Usually four sessions are completed prior to term break and four after the break. This is followed by a celebration session and two re-connector sessions at later dates. This program would normally occur during school hours.

Trained companions implement this program and it is coordinated by a staff member.
School Rules and Discipline

Our School Rules

RULE 1: “Look after each other”
Treat each person in our school community with respect, courtesy, consideration and kindness.

RULE 2: “Wear it with Pride”
Show pride in school by wearing full school uniform.

RULE 3: “Look after the school”
Respect the school environment and the property of others.

RULE 4: “Play Safe be Safe”
Play safe in designated areas at all times adhering to the instructions of supervising teachers.

Discipline Policy

At St James Primary School, discipline will provide the opportunity to foster self-discipline and personal growth. The needs of the individual child and her/his emotional and physical development and well-being will be recognised. Corporal punishment is not acceptable at St James.

Discipline Procedures

Classroom – Step 1
The teacher handles the situation him/herself. This could include such approaches as:
- Taking the child aside and talking to him/her
- Ensuring that class rules have consequences that can be carried out
- Ignoring negative behaviour while attending to positive behaviours in others
- Going to a time-out zone in the classroom
- Establishing a behaviour contract
- Keeping the child in at lunch break to complete work (under teacher supervision)
- The child misses out on an upcoming class activity

If misbehaviour continues – STEP 2
The child is sent to the partner classroom with work to complete for a period of 20 minutes. This is followed up by sending home a standardised note informing parents of such action.

And / or
The child is to be placed on detention. At this stage a behaviour management plan may need to be implemented. The teacher will discuss this option with the Principal before a decision is made. Parents will be kept informed of all decisions.

Detentions will be supervised by the Leadership Team and will be held during lunchtimes. Children will be given a note to take home to their parents which outlines why they have been placed on detention. The teacher on detention duty will record, in the Detention Record Book, which children have been on detention. This allows us to keep an eye on repeated misbehaviour. If a child is placed on detention twice in any school term, they will be withdrawn from an upcoming activity and parents will be contacted by letter.

About Detention:
Detentions are used as a serious consequence to some serious misbehaviour. The following misbehaviour would lead to a detention:
- Destruction of, or damage to, school or other children’s property
- Physical fighting of a serious nature
- Leaving school grounds without permission
- Disrespect shown to teacher and/or adult helpers at school
- Use of obscene/abusive language
- Persistent misbehaviour that children have been warned about and haven’t responded to.

We keep parents informed of detentions; we do not ask their permission.

If Misbehaviour Continues – STEP 3
The child is sent to the Principal and further follow-up is made with the parents. If deemed appropriate by the Principal, the child could be placed on an In-school suspension.
This involves the child working in the office area for the full day and having no interaction with the other children during class time and lunch breaks. Part of the work the child does during this time is to identify his/her misbehaviour and commit in writing to changing these behaviours. In-school suspension will also be used for very serious breaches of school rules and procedures.

If Misbehaviour Continues – STEP 4
Suspension

If Misbehaviour Continues – STEP 5
Expulsion

Playground Discipline Procedures

PLAYGROUND RULES
- No playing before school until a teacher is out on duty
- Hands off
- Wear your school hat outside
- No major games (i.e. soccer, cricket) on the top field
- No going out of bounds
- At recess and lunch children play in allocated areas
- Class settled with the teacher by the second bell

CONSEQUENCES
Playground behaviour management card System
Students are monitored carefully whilst at play in the playground. Each duty teacher is responsible for the supervision of specific play areas. Inappropriate behavior on the playground is dealt with and monitored using a card system.

Blue, yellow or red cards may be issued, depending on the severity of the behaviour.

blue card – menial offence, recorded by teacher, student returns to play.

yellow card – moderate offence, recorded by teacher, student must stay with the teacher for the remainder of the play session. A yellow card will also result in a detention for the student.

Red card – severe offence, recorded by teacher, student removed from playground. A red card will also result in further consequence (detention, suspension) depending on the nature of the behaviour.

Parental/guardian complaint Procedures

Occasionally there is a need for parents and/or guardians to raise concerns about practice or policy in schools. Wherever possible, grievances should be resolved through an informal process of discussion and cooperation with the class teacher concerned. If the concern cannot be resolved at this level, the following procedures should be followed:

1. Written complaint addressed to the Principal
2. Principal addresses complaint with staff member and provides a copy of the written complaint (if appropriate)
3. Principal notifies Parish Priest of complaint (if appropriate)
4. Principal clarifies the complaint with complainant
5. Principal investigates options for a resolution
6. Meeting between all parties to discuss options for a resolution
7. Decide on option deemed to be most appropriate
8. Implement decision and feedback to all concerned

It is important to note that anonymous complaints are not accepted or acted upon.

The Parental or Guardian Complaint Procedure Policy is available in full from the front office upon request.
Communication With Parents

Parent meetings
Throughout the year, a small number of parent meetings will be organised in order to provide you with information. We aim to minimise these meetings. Your attendance will benefit your child and yourself.

Communicating with your child’s teacher
There are several ways to communicate with your child’s teacher. You can send a note in with your child, call the school office and leave a message, or if the matter is more significant, you can request a meeting at a mutually suitable time.

It is important to let your child’s teacher know if there are any issues within the child’s home environment which may affect their school life.

School diary
Each student in Years 3-6 is given a School Diary. This can be used to communicate with your child’s teacher. The diary must also be signed by a parent or guardian to confirm that homework tasks, such as reading, have been completed.

Notes to Parents
A written note will be sent home with your child regarding excursions, sporting activities which require permission and/or payment, school events and any changes to school procedures. Where applicable, we ask that parents or guardians please sign and return notes to your class teacher as soon as possible.

School Website and moodle
Our school website http://www.bpp.lism.catholic.edu.au/ is updated regularly. The aim of our website is to provide parents, staff, students, families and others who may be interested in our school with useful and current information. Parents are encouraged to familiarise themselves with its varied content including an event calendar, school policies and the school newsletter.

To find out what is happening in your child’s classroom, we invite you to visit their grade’s Moodle Site. The link to Moodle can be found via the home tab on the school website. Moodle is a secure online learning environment that students can access using their existing school logins. Once a student is logged in, they will be presented with a variety of curriculum-related links. Teachers can upload content to these subject areas and students can download the content, engage in online discussion forums, participate in interactive quizzes and a variety of other collaborative learning activities. Students can stay up-to-date on the progress of their lessons if they are away, be notified of upcoming assessment tasks and have access to resources which they can access from home as well as at school. Any class notes handed to students will also be loaded onto the grade’s moodle page.

Newsletters
The St James Newsletter is produced on a fortnightly basis and contains important dates, information regarding upcoming and recent events, features on what the children are learning, and photos of the children participating in educational activities and sporting events, which you can then share with friends and family. The newsletter also provides parents with the opportunity to participate in our school survey and provide input into our school’s processes.

The newsletter is produced on a fortnightly basis and distributed via an email link. You need to register for this via: http://bpplism.schoolzinenewsletters.com/subscribe.

Parents are encouraged to read the newsletter in order to keep informed of all that is happening in the school.

Parent forum
What Does The Parent Forum Do?
The Parent Forum enables parents, teachers, students and principals to work together, as co-responsible leaders, committed to developing a genuine Christian community within the school environment.
Our Parent Forum plays an absolutely vital role in the life of the school. The values underpinning our Parent Forum are:

Service: Helping each other and recognising the needs of others.
Inclusion: Every person has the opportunity to belong and be included.
Unity: Seek to bring people together.
Empowerment: Every person’s life is enriched by their experiences at being in our school.
Mutuality: Respect and appreciation for the gifts that each person brings to the school.

These values spell out what it means to live out the gospel values in our school.

The functions of the Forum include parental support, providing an information network, advising the principal and parish priest of the views of parents and staff and to nurture the spiritual lives of those in our school community.

Our Forum is made up of a Forum Team and as many committees as needed. The role of the team is to support the various committees and to ensure that proper consultation has taken place in relation to recommendations put forward by the committees.

Committees that have been run successfully in the past are:
- Pastoral Care Committee
- Class Parents
- Social/Fundraising Committee
- Uniform Committee
- Student School Banking
- Book Club
- Sports Committee
- Grounds Committee
- Playgroup Committee

All committees are open to all parents and we encourage every family to get as involved as they can in the work of the Parent Forum.

### School Uniform

When parents enrol their children into the school, they are made fully aware of our Uniform Policy, which is outlined below. Therefore there is no excuse for children to wear incorrect uniform for any length of time. Children coming to school wearing incorrect items are required to bring a note of explanation.

#### Uniform Policy

- Parents and staff of St James Primary School will encourage the children in caring for their uniform, in personal presentation and good grooming
- The set uniform is to be worn at all times except in special circumstances
- It is important that no child be criticised or embarrassed when financial stress or special circumstances prevent purchase of the uniform – a special arrangement can be made with the school at such time
- When children transfer from another school, they may wear previous uniform as long as necessary
- To save costs, we encourage parents to buy or donate to our second-hand uniform sales
- Parents are requested to send a note when a child will, temporarily, not be in full uniform – this saves the teacher having to question the child
- School uniforms are currently only available through the school. This is done to try to keep the costs to a minimum

#### Uniform Detention

Children who wear incorrect uniform without a note of explanation will receive an ‘Out of Uniform’ note for their parents to sign. Repeat offenders will be placed on uniform detention.

#### Good grooming

An important aspect to the uniform rule is paying attention to good grooming and presentation. To this end we expect students to have their shoes cleaned and polished and ensure hats are worn whenever they are outdoors.
Another aspect of the uniform standard is hair length and styles. It is expected that the children’s hair is neat, clean and properly groomed. No extreme hairstyle, cut or colour will be acceptable.

The specifics are:
boys: Brushed or combed; collar length; above the eyebrows and just on the ears

Girls: Long hair tied back. School colours are to be used for hair ties

**Uniform Shop**

An order form detailed all items available at our school Uniform Shop is available on our website. The uniform shop operates in the following hours:

- Thursdays 2.30 – 3.30pm
- Fridays 8.15 – 10.45am

Please note: Payments can be made by cash or cheque only (sorry, no EFTPOS)

**Boys School Uniform**

- Grey shorts.
- Maroon shirt with school emblem on pocket
- Wide-brimmed maroon hat with school emblem on front
- Black school shoes and short grey socks with maroon stripes (shoes must be polishable, and have a flat heel)
- Green and maroon zip-up jacket with emblem or bottle green, V neck, fleecy track top with emblem
- Maroon school bag (compulsory)

**Boys Sports Uniform**

- Maroon taslon shorts
- Bottle green polo shirt with maroon collar and school emblem
- Wide-brimmed maroon hat with school emblem on front
- White sports socks with maroon stripes
- Black joggers – these shouldn’t have any markings or stripes on them
- Year 6 boys have a commemorative sports shirt

**Girls School Uniform**

- Maroon, green and white checked dress with white collar
- Wide-brimmed maroon hat with school emblem on front
- Green and maroon zip-up jacket with emblem or bottle green, V neck, fleecy track top with emblem
- Black shoes and white socks with maroon stripes (shoes must be polishable, and have a flat heel)
- Bottle green tights may be worn in the cold weather
- Hair ribbons, scrunchies or clips – maroon, dark green or white
- Girls may wear maroon sports briefs or short leg bike pants under their uniforms (other colours are not permitted)
- Maroon school bag (compulsory)

**Girls Sports Uniform**

- Maroon taslon shorts
- Bottle green polo shirt with maroon collar and school emblem
- Wide-brimmed maroon hat with school emblem on front
- White sports socks with maroon stripes
- Black joggers – these shouldn’t have any markings or stripes on them
- Year 6 girls have a commemorative sports shirt

**Extras**

**Acceptable Jewellery:**

- studs or sleepers worn in both ears (one only)
- Watches
- Religious medals or a crucifix on a chain
- Other jewellery items and nail polish are not at be worn to school
General School Information

Absenteeism

Parents are requested to contact the office between 8:30am – 9:00am if their child is unable to attend school. On resumption of school, a short note of explanation to the classroom teacher is required.

After School care – capturing kids’ minds

Capturing Kids’ Minds After School Care Program is a child-focused program that aims to provide quality after school care for primary school aged children in a warm, safe, caring environment.

Capturing Kids’ Minds After School Care is a Child Care Benefit (CCB) approved centre located on the St James campus and run by qualified staff.

The focus for children in CKM’s care is centred around the core beliefs of:
- Building self esteem
- Encouraging social development
- Educational support
- Mind/body awareness

At all times, Capturing Kids Minds’ aims to provide a safe, caring environment for children K-6.

This includes:
- Providing an educational environment/structure for students engaged in Homework Squads
- Offering creative play areas inside the centre to support student’s social, emotional, physical and spiritual wellbeing whilst engaged in before and after school care
- Maintaining harmonious and positive relationships between Capturing kids’ Minds staff, parents and guardians
- Treating all students, staff and their families with respect regardless of their gender, race, religion, age, ability or impairment.

The service is open Monday to Friday during NSW school terms.

Operating hours are as follows:
After School care: 3.00pm – 6.00pm
ckm is closed on all NSW and national holidays

Attendance Exemption

As attendance at school is compulsory, parents wishing to take their children out of school for a period of time are required to apply for exemption by filling in an ‘Application for Exemption from Attendance at School’ form, which is available from the school office. On return of this form, the Principal will consider your application and decide whether to grant a ‘Certificate of Exemption from Attendance at School’. Principals can grant exemptions from school attendance for fewer than 100 school days in a 12 month period. However, if the request for absence from school is over 100 days, the application must go through the Catholic Schools Office to the Minister. Parents intending to seek an exemption must give the Principal at least a full term’s notice of the request.

Before and After School

We have safety gates surrounding the school, which are opened at 8.15am each day and then closed during school hours.

Two teachers are rostered to supervise children before school, from 8.15am – 8.45am, and three teachers supervise children, in the enclosed area, after school until the last bus departs at approximately 3.40pm. Parents are urged not to have their children at school outside these times.

We do not allow children to wait for their parents in the school car park. All children wait in the enclosed area for their parents, their bus or their college sibling. Parents and siblings are asked to collect their children from the enclosed area via the gate nearest the Kindergarten rooms as the other gate is used for bus supervision.
Bike/Scooter Riders

Children who ride to and from school are required to wear a bicycle helmet, correctly secured, at all times while riding. They must place their bikes in the bike-racks provided. A teacher will be rostered to supervise the departure of these children each afternoon.

Contacting children During School Hours

Children must never leave the school grounds in school time without permission.

If it is necessary for a parent/guardian to see a child during school hours, he/she must report to the school office and the child will be called over from the classroom. Under no circumstances are parents to go directly to a classroom during school hours (8.40am to 3.00pm).

Digital camera Devices

Digital devices that have the capacity to take photos and/or video are not permitted at St James. If, for any reason your child brings a device of this nature to school it will be confiscated and will need to be collected by the child’s parent/carer from the office.

Illness and Accidents at School

For accidents of a minor nature, First Aid will be administered at school. If a child is injured or ill, the school will endeavour to inform parents via a phone call. Please ensure your contact numbers are up-to-date so that you can be easily reached.

In the case of a serious illness or accident, the Principal (or nominee) will contact the parents straight away, and an ambulance will be called if necessary.

Insurance

Each student in the school is covered by CCI ‘School Care – School Activities’ cover, at no cost to the parents. This covers them for any accident or injury that occurs while taking part in school activities. On some occasions, because of the expense of hiring a bus, we rely on parents to transport children to different venues. In these instances, children are not covered by the school insurance policy.

Late Arrivals

Children arriving after 8.45am need be accompanied to the office by a parent or carer who must sign the late arrival book. The child is issued with a late note which must be handed to the teacher. Children are not to be sent into the school grounds unaccompanied after 8.45am.

Under no circumstances are parents/guardians to go directly to a classroom during school hours (8.40am to 3.00pm).

Leaving School During The Day

If you wish to collect a child during school hours, you will need to report to the office to sign the child out in the special book located at the front desk. The child will then be called from the classroom. The child will need to be signed back in if returning during the day.

Under no circumstances are parents/guardians to approach children on the playground or go directly to a classroom during school hours (8.40am to 3.00pm).

Children are not permitted to go with anyone other than their parents without prior authorisation from the parents/guardians.

Medications in Schools

It is Government policy that medication, including aspirin and over the counter medication, is not administered unless it has been authorised by the student’s medical practitioner. If it is necessary for a child to have medicine on a medical practitioner’s orders during school hours then the following applies:

The parent with the legal responsibility for the student makes a written request to the Principal including the instructions for administration of the medication. Forms for this purpose are available from the front office.

All medication must be in a container labelled by a pharmacist/dispenser, showing the name of the drug, the “use by” date, and the name of the student’s medical practitioner, the name of the student, the dosage and the frequency of administration.
In some cases it may be necessary for the student to keep the medication in their possession, (e.g. asthma medication). Where this is the case the parent with the legal responsibility of the student should include this instruction in their written advice.

Medication which is not labelled shall not be accepted for use.

Mobile Phones

Mobile phones are not permitted for student use at St James. If, for any reason your child needs to bring a mobile phone to school it must be turned off until 3.00pm each day. If a child is found in the possession of a mobile phone during the school day, it will be confiscated and will need to be collected by the child’s parent/carer from the office.

No responsibility will be taken for the loss or damage of any child’s mobile phone or device brought to school.

Parent Helpers

ALL parents who assist in any area of the school during the day (classroom, canteen, meetings etc) need to have signed a ‘Prohibited Employment Declaration’ form and each time they come to assist must sign in and out using the book located at the back of the office, and must wear a badge (visitor, classroom assistant, canteen, LAP etc).

Parking of Vehicles

In the interest of the children’s safety, you are requested to park in the school car park or to use the specified bay for the setting down of your children.

The roadway down the side of the school is for service vehicles only and is out of bounds to all parents. As the zones are enforceable, you will be fined if you park where signs apply. The No Parking rule (applicable to our drop-off bay) states that drivers have no more than 2 minutes to drop-off passengers and must stay within 3 metres of their vehicle.

A Bus Zone Sign indicates that you must not stop or park in the bus zone during times indicated on sign, unless you are driving a public bus.

We do have a Disabled Parking Bay. It is located at the end of the first building, just along the service road. However, you must have the relevant sticker available from the RTA in order to park here.

Payments to the School

There are times throughout the year when money needs to be sent to school (e.g. Elective sports or excursions). When money is sent to school with your child, it should be in a sealed envelope clearly labeled with your child’s name, class and purpose for payment.

BPay facilities are also available by contacting the school for your Biller Code and Reference Number. You MUST use your allocated Reference Number when making a payment, so that we can identify where the payment as yours.

Personal belongings

Children’s personal belongings are brought to the school at their own risk. The school takes no responsibility for loss or damage to items. children are discouraged from bringing expensive and /or fragile items to school.

Student banking

Commonwealth Banking facilities are available for the students each week. School banking helps teach children the value of money and the need to save for the future.

School canteen

Our healthy school canteen operates for recess and lunch each Monday, Wednesday and Friday (dependent on the number of parent/grandparent helpers on the roster).

We now have online canteen orders via www.flexischools.com.au. Orders can be placed at a time convenient to you, you can order from home or work and no cash is required. You can view a demonstration or register for this service by going to the website and in the ‘Find your school’ box, enter a few letters of our school name, then click the name when it appears below. The online menu is the same price as the usual menu, however there is a small fee to cover the cost of
labels and the website system. Payments can be made via Visa, MasterCard, Payclick or bank transfer.

Ordered lunches are collected by the class monitors at lunch time and distributed to the children.

All parents are encouraged to assist on the canteen roster. Our Canteen Co-ordinator looks after all the ordering and purchasing, as well as being on duty each day the canteen is open. Parents who can’t go on the roster are encouraged to assist by providing healthy home baking to sell through the canteen.

We ask parents to be aware that we do not sell products containing nut traces in the canteen, as we are very conscious of the number of children who suffer severe allergic reaction to peanuts and products that contain nuts.

The canteen menu is available on the school website: www.bpplism.catholic.edu.au

### School hours

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<td>Recess</td>
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<td>Lunch</td>
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