



St Paul's Primary Rutherford

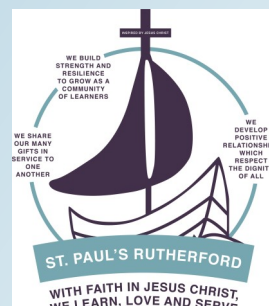


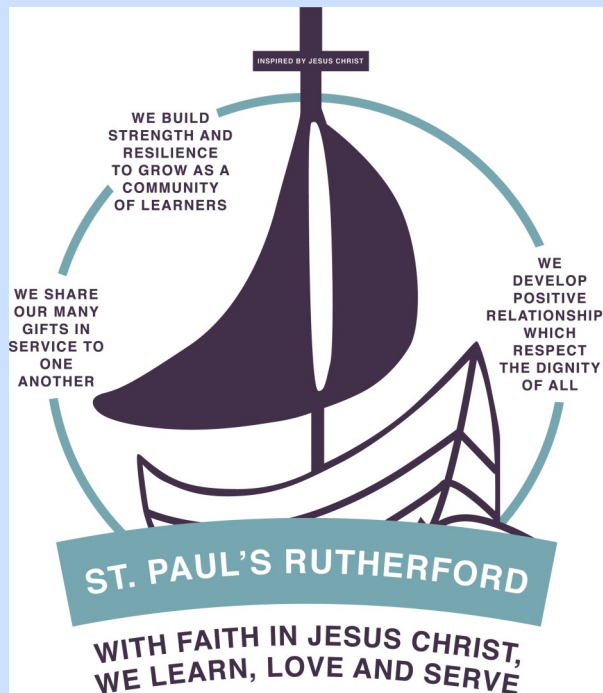
Family Guide

St Paul's Motto:
'Stand Firm in Faith'.

Our Vision:
With Faith in Jesus Christ we learn, love and
serve

COVID 19 Safety Measures in place since
December 2020





Welcome to St Paul's.

Our school is situated in Gillies Street Rutherford and caters for children from Kindergarten to Year Six.

The atmosphere at St Paul's is very friendly with the safety and wellbeing of the children central to our core values. All students are encouraged to try their best, whether in class, at sport or in the playground.

We are lucky at St Paul's to have a modern, well-equipped school where classroom resources are kept up to date. We have invested in 21st Century Learning with substantial IT resourcing, with a well equipped library and makerspace, interactive panels in every classroom with laptops and IPAD's available for classroom use.

Please take a moment to read through this booklet and see what our school has to offer.

Thank you for considering St Paul's.....

St Paul's School continues the fine tradition established by the Sisters of Mercy in 1957 of providing high quality affordable education to the children of Rutherford and surrounding district. Catering for children from Kindergarten through to Year 6 and with a current enrolment of 390 students, the school provides an outstanding and inclusive education where children are nurtured in a caring Catholic community.

St Paul's dedicated staff place the safety, welfare and wellbeing of every student at the forefront of learning and work to provide a variety of experiences and opportunities for children in order to develop individual talents and interests.

St Paul's has a highly effective Learning Support team who endeavour to provide special support for many students who may not qualify for funded programs. The school operates a number of social welfare programs including peer support and grief and loss services. St Paul's students also have on-site access to student counselling.

The school has a proud history of sporting achievement and participation with a high degree of representation in athletics, swimming, league, union, netball and many other sports at local, regional and state levels. As well as its own extensive music and performance programs the school offers extra-curricula tuition in instrumentation. St Paul's students are heavily represented in local cultural celebrations with eisteddfods, public speaking and debating being highlights of the school calendar.

St Paul's has, as part of its building and maintenance cycle, updated many of its teaching spaces and improved its playgrounds. St Paul's prides itself on its sense of community and welcomes direct personal involvement from parents in the classroom and in the sporting arena.

Stacey Mullin
PRINCIPAL

STUDENT AGENCY

Our School Student Leadership Team

comprising four School Captains and eight House Captains is elected from Year 6. The leadership team represents the school in the community and assists in fulfilling certain responsibilities within the life of the school. The School Leaders and all

of the Year 6 students are given the opportunities to participate in a variety of leadership development activities.

This team is supported by other groups such as Mini Vinnies, Aboriginal Education Consultative Group Representatives, Library and Computer Monitors

Library and Computer Monitors are appointed from Year 5 after a self nomination process at the beginning of each year and assist in the Library.



School Leaders 2022

RELIGIOUS EDUCATION

At St Paul's School the children learn about God, Jesus, The Holy Spirit, Mary and the Saints, Catholic teachings and Christian values. All children prepare and attend Masses and Liturgies. Frequent visits are made to our Church and the Eucharist and Reconciliation are celebrated on a regular basis.

Religion provides valuable lessons on how to live life and is a very important part of our school curriculum and our lives, as it helps to prepare for the future.

Prayer forms a big part of our **Catholic life** - not just curriculum. Students participate in school prayer every morning, prayers before meals and at the end of the day.



MATHEMATICS

The School uses the Mathematics K-6 Syllabus by NESA (NSW Education Standards Authority). Classes are well resourced with electronic and traditional resources as well as a variety of concrete materials such as MAB blocks, calculators, thermometers, games, computer software, clocks, measuring devices and counting materials.

Mathematics is taught every day and assessed on a regular basis. Students sit National Testing (NAPLAN) in Years 3 and 5 in Numeracy in May.

ENGLISH



At St Paul's we use the English Syllabus also published by NESA. The study of English is mandatory for all schools and encompasses language, literature and literacy skills.

The focus is on responding and composing texts - using rich literature and digital forms of oral, written and visual texts to explore how authors use language, make meaning and engage the reader and listener. A variety of strategies are used to teach all aspects of reading and writing in each class on a daily basis. The children's progress in reading is carefully monitored by classroom teachers and children are encouraged to set goals and personal challenges in their learning. In addition to ongoing assessment, children are assessed using standardised

tests once per year to monitor growth and are involved in National Testing (NAPLAN) for Year 3 and 5 in Literacy during May.



HUMAN SOCIETY AND IT'S ENVIRONMENT

Two syllabus documents fall under the banner of HSIE (Human Society and It'd Environment) - History and Geography. In History the children study important events and continuity and change, while in Geography the children study places and the relationship between people and their environment.

St Paul's offers a number of excursions to better engage students in their learning. Students travel to many parts of our local area as well as Sydney and Canberra to supplement their studies.

CREATIVE ARTS

Visual Arts

At least once a week all children take part in a visual arts lesson. They use a variety of materials in art such as charcoal, clay, paint, pencils, crayons and textas. The skills the children develop include pasting, folding, cutting, construction and modelling. Often, completed work is displayed in classrooms, on notice boards along the verandahs, in the library and in the school office.

Music

St Paul's employs a specialist Music teacher who provides high level tuition to all the children in the school. Children also have the opportunity to be selected for the school choir and may be involved in the school rock band or ukulele club. All children are involved in appreciating music, organising sound, listening and performing (singing, playing or moving). Piano and guitar tuition are offered as extra curricula activities.



Drama

Drama lessons form part of the curriculum and children have the opportunity to perform at school assemblies and special events. The school also participates in public speaking and debating.



SCIENCE

Science is taught in all grades as per the NESA syllabus documents. Students explore scientific and technological concepts and gain knowledge and understanding of the world. They develop skills in conducting scientific investigations and designing and producing solutions through learning about the Living World, Material World, Physical

World, Earth and Space, and Digital Technologies.

PHYSICAL EDUCATION AND HEALTH

The School follows the PDHPE Syllabus from NESA. Personal Development, Health and Physical Education (PDHPE) develops the knowledge, understanding, skills and attitudes important for students to take positive action to protect and enhance their own and others' health, safety and wellbeing in varied and changing contexts. Physical Education is fundamental to the acquisition of movement skills and concepts to enable students to participate in a range of physical activities – confidently, competently and creatively. The children will wear their sports uniform twice a week.

SPORT

Children have the opportunity to be involved in a wide range of representative sports from the age of 8. All interests and range of abilities are catered for with children being able to represent the school at netball, football (league, touch, soccer and union), cricket, softball, hockey, basketball, athletics, swimming and cross-country.



St Paul's has a great representative tradition and its students and teams make regular appearances at State and even National Titles.

TECHNOLOGY

St Paul's has a Makerspace that enables teachers to take whole class lessons on the use of coding and digital composition as well as the basics of computer skills, online safety and literacy. There are state of the art interactive panels in each classroom to engage students in a range of audio visual stimulus for learning.



Stage 3 students have begun Bring Your Own Device in 2021 to give them many more opportunities to collaborate, communicate and work creatively both digitally and in usual paper and pencil responses. Students across all grades regularly utilise technology in their classrooms through laptops and Ipads.

PEER SUPPORT

Kinder students are assigned a Year 6 student as buddy for the year. The Year 6 students look after the young ones in the playground and help to make them feel safe. During 2021 children from all grades will also mix together in vertical age groups for our Peer Support Program to work cooperatively on different activities. Year 6 children are trained as leaders to work with these groups. The aim of this program is to learn and practice relational skills while developing young leaders and cooperative strategies. The vertical nature of the groupings mean that all students meet and know someone from another grade that may be a support to them in the playground.

LIBRARY

There are thousands of books in the Library to read for pleasure or to use as a reference for further study. The Library is completely online with access to laptops and Ipads. Our borrowing system also has access to many online and audio books for students. Many children take the opportunity to make use of the technology during their lunchtime in addition to their regular class times. The Library is open at the second half of lunch Monday to Thursday as well as normal lesson and research times.

Each year we have a Book Fair where families have the opportunity to buy books and assist the Library to raise funds for additional purchases.



Mrs Howard supports our classes and families with online resources that can be accessed at home. She also supports student engagement in reading by running the Premier's Reading Challenge every year.

Classes attend library lessons fortnightly, have the opportunity to borrow books and to learn library skills. The teacher librarian plans learning experiences for RFF time when research skills and digital technologies are utilised.

Each class is able to bulk borrow books to accompany the work being covered in class and to use as additional readers.

St Paul's Staff 2022



Principal
Stacey Mullin



Assistant Principal:
Sharna Taranto



Religious Education Coordinator
Robert Temesvary



Primary Coordinator Learning Support
Bradley Sabotic,



Primary Cordnator
Paul Toomey



Lead Teacher
Susan Campbell



Office Finance
Sharon McFarlane



Office Admin
Paula West



Cleaning and Grounds
Paula Threlfo



Kindergarten
Danielle Clarke



Kindergarten
Amanda King



Year 1
Kate Cooper



Year 1
Erin Tob



Year 1
Susan Campbell



Year 1
Sharna Taranto



Year 2
Nicola Gillies



Year 2
Bernadette Burgess
+ ESL



Year 2
Kristen Coleman



Year 3
Michael Nebauer



Year 3
Elissa Pryke



Year 4
Louisa Shears



Year 4
Grace Davies



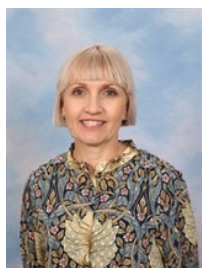
Year 4
Hayley McNamee



Year 5
Carmel Boland



Year 5
Robert Temesvary



Year 6
Belinda Ryan



Year 6
Valerie Hassett



Year 6
Kristen Pryor



**Learning Support
Teacher**
Kate Cooper



Psychologist
Vicki McLaughlin



Case Worker
Cass Lewis



Teacher Librarian
Katrina Howard



Library Assistant
Penny Sneddon



**Aboriginal and
Torres Strait Islander
Teacher**
Stephanie Wilson



Pastoral Care
Sister Joseph



PE
Paul Toomey



Library
Katrina Howard



Music
Kim McDonald



Japanese
Diana Dastoor



LSA
Mildred Slaney



LSA
Diane Lawler



LSA
Elissa Purdon



LSA
Mandy Shippard

Speech Pathologist
Jayen Francis



LSA
Rosina Broadley



LSA
Stephanie Marr



LSA
Robyn Wright

HOMEWORK

Rationale

We at St Paul's believe that homework is a vital and integral part of the child's overall development. Homework is seen as an extension of the classroom work that incorporates aspects from the Key Learning Areas and helps reinforce the work covered over the week.

The types of homework given will vary from class to class and it is left to the discretion of the grade teachers. Most grades will allow some choice in the activities they do while recognising the demands of family life and after school activities.

We understand that at times family pressures and commitments prevent children from completing work assigned to them. In this situation it is expected that parents would send a note accompanying the unfinished work.

Aims Homework

- To develop an effective partnership between the school and parents
- To ensure consistency of approach throughout the school
- To cater for the specific needs of the individual
- To consolidate, extend and reinforce skills and understanding, particularly in literacy and numeracy
- To encourage pupils to develop the confidence and self-discipline required for independent study
- To prepare children for the demands of secondary school



Guidelines for Homework

- Our homework is set to acknowledge the busy lifestyles of families and recognises that children often have sporting and cultural commitments after school and on the weekends.

The Focus for Homework

- The main focus of homework will be literacy and numeracy. As children move through the school this will continue to be the main focus, with the addition of other subjects.
- Weekly or fortnightly homework will be set in K-6.
- Other commitments such as sport and involvement in the arts are acknowledged and can form part of the homework program.
- All homework is to be sighted by a parent/guardian.

Projects and Research Tasks

- Generally all research/project activities will take place at school. The finding, gathering and analysing elements will take place at school. Students may be asked to find illustrations and present information at home.
- Year 5 & 6 students will be asked, at times, to search for specific information to supplement research work at school. Those without access to the Internet will be catered for at school.

HOMEWORK

Grade	Reading (Minutes per night)	Other Tasks	Style of Task	Distribution
Kindergarten	10-15 min	Magic word practice	Reader –hard copy or online diary Magic Word folder	Weekly
Year One	10-15 mins	Spelling – Sound Waves activities Maths – Weekly Revision Reading – Magic Words Practice Optional – Studyladder & Prodigy	Reader – hard copy or online Reading Diary	Weekly
Year Two	10-15 mins	Spelling – Sound Waves List Maths – Studyladder & Prodigy Reading/Writing – Comprehension task	Reader – hard copy or online reading diary Spelling/Reading/ Writing - hard copies in folder (no book)	Weekly
Year Three	15-20 mins	Spelling —list words Maths - Studyladder Homework grid tasks - other KLAS	Grid – hard copy Spelling – hard copy Studyladder – online PM eCollection readers online	Weekly
Year Four	20-25 mins	Spelling Maths - revision Optional – Studyladder & Prodigy	Booklet- hard copy Studyladder- online PM ecollection for some students	Once a term and collected weekly
Year Five	20-30 mins	Spelling —Soundwaves Maths - Multiplication facts practice / Studeladder 1 project per term	Online	Once at start of year (login details etc.)
Year Six	20 – 30 mins	Spelling - Soundwaves Maths -Times Tables Studyladder 1 project per term	Online	Weekly

KINDERGARTEN AT ST PAUL'S

Starting Kindergarten is an important time for children and the whole family. It is a moving away from a world of parent and family and into a world of other children and is a big step on the journey towards growing up. A good start at school can have far-reaching effects.

St Paul's offers a wonderful start to school life. Kindergarten students are exposed to a wide variety of activities targeting various ability levels and learning styles. Learning Support Assistants are available to assist in group work and individual activities, and parents are welcomed into the classroom to assist after Term One.

At St Paul's Kinder students can look forward to participating in activities such as:

- Drawing, colouring, writing letters and numbers, learning sounds and words leading to reading books and writing stories.
- Counting, grouping, sharing and measuring to make mathematical sense of our world.
- They will also listen to stories and share their own stories in speaking and listening.
- Art time will see them painting, drawing, cutting, pasting and manipulating materials to create works of art.
- During sport they will develop their motor skills and coordination by exploring different ways of moving, developing ball skills, introducing team cooperation and start to play formalised games.

HOW YOU CAN HELP YOUR CHILD GET READY FOR SCHOOL

There are many ways that parents can help to make the transition to school easier. Some of these are:



THE KINDER BUDDY PROGRAM

To help Kinder students settle into school life, they are assigned a Year 6 student as buddy for the year. The Year 6 students look after the young ones in the playground and help to make them feel safe and included. The buddies also visit the classrooms and help with reading.

- Help your child to recognise their own belongings.
- Encourage your child to gain independence by going to the toilet themselves, dressing themselves, putting away their own toys and performing simple household tasks.
- Visit the school with your child so he or she can become familiar with the environment and interact with teachers and other children.
- Use a variety of equipment (pens, pencils, textas, paintbrushes, sticks in the dirt) to draw, to scribble or to write.
- Read stories, sing nursery rhymes and play games that involve counting with your child.
- Build your child's co-operation skills by playing games that involve taking turns.
- Encourage your child to talk about experiences with you.
- Provide your child with opportunities to stay with other adults and mix with other children, such as Grandparents, uncles/aunts, friends etc.
- Attend any upcoming open days or information sessions.



CATERING FOR INDIVIDUAL NEEDS

St Paul's believes in providing students the assistance they require to develop their fullest academic potential by cultivating self esteem, personal goal setting and academic independence.

Accordingly, processes are put in place to help all children to experience success. These processes involve special individual and group programs, testing, assistance by special education teachers and/or aides and access to Diocesan Services.

St Paul's has a strong and inclusive Learning Support team to assist children to reach their potential. The students are provided with support for their particular needs in a number of ways. The Staff use a variety of methods to determine the specific needs of each student and discussion with parents is a priority.

A variety of assessments and screeners are used to gain a full picture of the relevant needs and learning styles of students experiencing difficulties. Once student's needs are identified, their learning program is modified and they may be assisted in small groups or individually in class with the assistance of a Learning Support Assistant or teacher.

The school runs a number of specialist programs such as Minilit and Lexia. These are focused programs which identify and target young children who need assistance with reading and spelling.

ASSESSMENT AND REPORTING

In line with St Paul's Assessment Policy a variety of assessment tasks will be expected and these should reflect:

- assessment for learning,
- assessment of learning, and
- assessment as learning.

Parents receive formal reports on their children's progress twice a year and formal Parent/Teacher Interviews are conducted in Term 2 and 4. These can be face to face or phone call, dependant on Co-vid safety guidelines. Parents are also encouraged to keep in close contact with their child's teacher and to bring any concerns they may have to the immediate attention of the teacher.

COMMUNICATION

St Paul's School recognises the value in open communication between staff and parents. Many of the classes use DOJO as a means of sharing classroom activities and for private messaging. Teachers also are able to be contacted using their professional email addresses.

St Paul's Newsletter is published every fortnight online. The newsletters keep parents informed as to the major events that are happening in the school. Information is also available on the school website with regular updates on the COMPASS APP and the school's official Facebook page.

Communication With the Principal: If you have any concerns regarding your child's development, or if you need to discuss any matter with the principal, please do not hesitate to phone for an appointment. Please remember that it is normal protocol to speak with the classroom teacher first if the matter concerns something that is classroom related or could be best dealt with in the class setting.

Communication With Teachers: If, at any time, you wish to speak to your child's class teacher, please arrange a suitable time either by sending a note, email or by phoning the office for an appointment.

Teachers Are Not Free to Talk to Parents during Class Time

COMPASS APP



COMPASS is the leading communication tool we use at St Paul's. We use notifications to send out vital information to parents and staff of our school about upcoming events and reminders.

This is also a student information portal. Parents are asked to fill in absent notes on the APP and also access student reports through the APP at reporting time.

The full application of COMPASS is now available that provides all billing and payments through the APP.

The COMPASS APP is password protected for all individual users. Please keep your password confidential.

TIMETABLE

8.30am	If any children arrive before this they must remain seated under the COLA or on the basketball court area.
8.53am	Children go to the toilet, wash their hands and have a drink before moving to class lines. Short Morning Assemblies are held on Monday only.
8.55am	Assembly begins, after which the children go to class.
11.00am	Recess
11.37am	At this bell, the children stop playing and go to the toilet, wash their hands, have a drink and line up outside their classroom.
1.20pm	The children are escorted to the Lunch Areas where they sit quietly and eat their lunch.
	The children wait for the teacher and if they are finished eating they are allowed to go and play.
1.40pm	The bell is rung to remind everyone that it is half time.
1.57pm	This bell reminds children that lunch has finished and to go to the toilet, wash their hands and have a drink.
2.00pm	Line up outside classrooms and classes begin for the afternoon.
2.55pm	The children are dismissed from their classes to walk to Bus Lines, Kiss and Ride or Various gate lines to meet parents.
3.00pm	The last bell of the day. The teachers escort students to the gates and children should be in Bus Lines

CHILD SAFETY ARRANGEMENTS

Absences

NSW Government Regulations require notification of absence of students. This must be informed by parent or caregiver by way of phone, text, email or using the school APP on the morning of the absence or immediately after any absence from school. Valid reasons must be given.

A note of explanation is also required if:

- a) A dentist or doctor's appointment is to be kept.
- b) Your child is unable to play sport.
- c) Your child cannot wear correct school uniform.

The Attendance Policy is available in the Foyer of the school or on the Catholic Schools Website for your perusal.

Arrival Time/Departure Time

Parents are reminded that the playground is unsupervised before 8.30am and that any child arriving at school before this time is to sit on the basketball court until the teacher comes on duty at 8.30am.

If arrival before 8.30am is necessary parents must contact the Principal.

Students are expected to depart from the school grounds promptly after the 3:00pm bell, via bus or other exit points, unless under adult supervision.

Pupils must not leave the school grounds without permission or knowledge of the school during school hours.

Assemblies

Whole school assembly takes place every second Friday at 2:15pm (or otherwise advised) under the COLA. Classes take turns of exhibiting their learning.

There is a roster of class assemblies published at the beginning of each term. Parents are always most welcome and are encouraged to attend under co-vid guidelines and safety



Book Club

The Scholastic Book Club operates within our school. Order forms are sent home at regular intervals. This club provides an opportunity to buy books that are reasonably priced and suitable to the age and interest of the children in each grade.

Catholic Schools Office- Newcastle

Address: 841 Hunter Street, Newcastle West 2302- PO Box 714, Newcastle NSW 2300

Phone: (02) 49791200

Bishop: Rev. William Wright

Director: Mr Gerard Mowbray

Change of Address

Any change of address, telephone number or any other information must be forwarded to the admin office to enable changes on school records. It is most important that this information be passed on to the school as soon as possible. It is also important to inform the Principal or school secretary as soon as possible if children are leaving the school so that records can be adjusted. Phone numbers and email addresses can be updated via the COMPASS APP.

Change of Routine

Parents are requested to inform the school, in writing, if a change of routine occurs regarding their child's transport arrangements, mode of travel to and from school or supervision arrangements.

Complaints Management Policy

Schools are valued as special places where staff, students and parents have a right to a safe and supportive environment. From time to time, disagreements and/or conflict may arise which can result in complaints and grievances being expressed. These may occur between teacher and teacher, principal and teacher, teacher and student, student and student, teacher and parent and so on. Often the problem impacts upon relationships and the building of a peaceful school community and a harmonious working environment.

To create a safe and supportive environment within our schools and Catholic Schools Office, it is essential to develop practices characterised by procedural fairness, mutual trust, and respect especially in the area of Complaints Management. A complaints management policy is a requirement of the NSW Board of Studies as a mandatory component of the registration of non-government schools.

This policy aims to:

- 2.1 Clarify procedures for complaints management to ensure that all parties are assured of a fair process and a just outcome.
- 2.2 Provide direction for schools to develop policies

and procedures for the handling of complaints and grievances with specific reference to processes for raising and responding to suggestions and matters of concern identified by students, staff and/or parents.

This policy is available from the school office and on our Website.

Canteen

The canteen operates Wednesday - Friday and has a large selection ranging from snack items to complete lunches. A price list will be sent home with the first newsletter.

Parents can send in a paper bag with the money for lunch or utilise the QKR app to order and pay for lunches at the canteen. Information for the App is in the enrolment packs and is also available from the school office.

Children's lunch orders are delivered to classrooms at lunch time. Please write your child's name, class and order on a paper bag. Please note the amount of money enclosed and amount of change required. The canteen relies on volunteers for its ability to provide this service.



SCHOOL FEES

School Fees are forwarded to families each term and normally **rise by a small percentage each year.**

School Fees may be paid by BPay, EFTPOS, cheque, cash or direct debit.

School Fees for 2022 per year are as follows: Accounts will be emailed to the elected fee payer.

1 child	\$1275 0% discount
2 chn in the diocese	15% discount
3 chn in the diocese	25% discount
4 chn in the diocese	50% discount
5 or more	50%

The Resource Fee is \$360 per child. The IT Levy and Subscription Fee is \$120 per child. The P&F Levy \$60 per family. The Diocesan Building Levy \$1344 per family in the diocese. The building levy and money from the planned giving is used to support the maintenance of the school buildings.

Voluntary Pastoral Contribution \$300

NB There are a number of arrangements available for those struggling to pay their fees. Please contact the school office if you are having any difficulty.

ST PAUL'S SCHOOL TERM DATES

	2021	2022
Term 1	Wednesday 27 January 2021 Thursday 1 April 2021	Friday 28th January 2022 Friday 8th April 2022
Term 2	Monday 19 April 2021 Friday 25 June 2021	Tuesday 26th April 2022 Friday 1st July 2022
Term 3	Monday 12 July 2021 Friday 17 September 2021	Monday 18th July 2022 Friday 23rd September 2022
Term 4	Tuesday 5 October 2021 Friday 17 December 2021	Monday 10th October 2022 Tuesday 20th December 2022

These dates are NSW term dates for students. There are five mandated Pupil Free dates for St Paul's each year.

Documents Required on Enrolment

Birth Certificate or identity documents

It is mandated that a student must be enrolled using the name that appears on his or her birth certificate.

Baptism Certificate

These are required to assist us with our records of sacramental and parish details.

Immunisation History Statement

A history statement based on the Australian Childhood Immunisation Register (ACIR), is the approved form for schools. ACIR is managed by the Health Insurance Commission.

For a child to be classified as "fully immunised" for school entry purposes, the History Statement should bear the following words recorded in the purple display area:

**THIS CHILD HAS RECEIVED ALL VACCINES
REQUIRED BY 5 YEARS OF AGE**

Parenting (Court) Order, if applicable

Integral to co-operation between schools and parents is an expectation by the school that when family breakdown does occur, parents reach agreement regarding those issues which are likely to have an impact on the school. In the event an agreement cannot be reached, it is expected that parents will expeditiously take steps to obtain court orders relating to issues impacting on the school and provide to the school a copy of any orders obtained.

The following are some basic principles that the school seeks to abide by:

- the education of a child is primarily the responsibility of the child's parents;
- decisions should be made on the basis of ensuring, as far as possible, the continued effective and efficient operation of the school;

- the Principal should make decisions based primarily on what he or she considers to be in the best educational interests of the child;

- where parents cannot agree on what is in the child's best interests, it is the role of the court, **not the school**, to determine those interests;

- the school is not the appropriate place for family disputes to be resolved nor is it appropriate for school staff to resolve such issues;

- decisions should be made in an unbiased manner and as far as reasonably practicable, without favour to either parent.



Home-School Liaison

The education of each child is a joint responsibility that is greatly enhanced by maximum co-operation of all involved. The staff at St Paul's is aware of their responsibilities and endeavour to foster a meaningful and helpful liaison with the parents of each child.

Therefore parents and carers are -

- expected to attend parent-teacher meetings to meet their child's teacher and be familiar with class/school policy, procedures and programs.
- expected to attend a meeting with the teacher mid-year to discuss their child's progress from the half-yearly report.
- expected to demonstrate respectful interactions with teachers
- encouraged to make an appointment to see the teacher whenever they feel it is necessary - outside the class times.
- invited and encouraged to join in celebrations of class/school liturgies, concerts, special events and sports days.
- requested to join Sacramental programs and Personal Development programs where the teachers assist them in their roles as the first educators of their children.
- encouraged to come along to the monthly meetings of the P&F and support organised activities.
- requested to read regular newsletters and other communications from the school to keep them informed of activities and policies.
- encouraged to communicate anything that may be helpful in understanding and caring for their child. They will be assured that confidential matters remain that way.

Late Arrival/Early Departure

Should your child arrive at school after 8.55am you must bring your child to the office and sign your child in via the Compass Kiosk. This informs the teacher and roll of the reason for lateness (a legal requirement for the class roll).

Should you desire to take your child from school before the normal time of dismissal, you **MUST** come to the office and sign your child out via the Compass Kiosk. The school secretary will then contact the classroom to call your child to the office.

If a Change of Routine is known in advance, please notify the class teacher in writing.

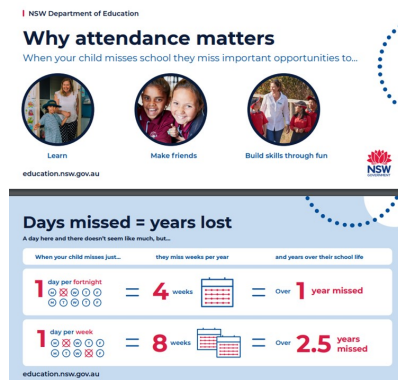
School Starting Time

Our first bell goes at 8:50am and students line up outside their classrooms or under the COLA for announcements. The second bell goes at 8:55am. The roll is marked immediately as the class begins for the day. If your child is absent, and we have not received a notification either by email or COMPASS, you will receive a text message via COMPASS to direct you to update your child's reason for absence.

Late to School

If your child arrives after the bell, you are required to check them in via the front office. This is a legal requirement of roll marking in schools. We ask that appointments are made outside of school hours if

possible, as not to detract from important student learning.



Afternoon Pick Up.

There are 5 options for student pick up in the afternoons.

Parents can pick up from the gates on Gillies St, Verge St or Infants Gate (Young St).

Students can catch the many buses that come to St Paul's. A bus pass application needs to be made by parents and issued to the family.

Money Sent to School

At various times children will need to bring money to school for certain activities, e.g. excursions, raffle tickets etc. **We ask that any money be placed in a sealed envelope and clearly marked with child's name, class and what the money is for.**

Newsletter

The school makes a strong commitment to making our newsletter informative interesting and technically advanced. **The newsletter is published fortnightly on Fridays.** Please read your newsletter carefully. The current newsletter and previous newsletters are available on the school app. The newsletter is delivered electronically. Newsletters are available via the Compass app, emailed and are also uploaded to the school website.

Parental Involvement

Our school can only function if we have the support of parents.

Throughout the year there will be many different ways you will be asked to help under co-vid safe guidelines. Some of these include:

- Parents and Friends Association
- Canteen
- Reading Helpers/ /Excursions/Art & Craft
- Library Helpers
- Sport Carnivals/Weekly Sports
- Social Gatherings/Fundraising Activities

PARENTS NEED TO COMPLETE A VOLUNTEER Working With Children Check

And the VOLUNTEERS handbook available on the Catholic Schools Website.

We hope that you will be able to help where possible. We

always appreciate these opportunities of bringing parents to the school, as it is important for the good of all when parents, teachers and pupils can work together as a team.

Parents and Friends Association

Meetings for our P & F are held on the third Tuesday of each month in the school library. We encourage parents to join our Executive committee, and invite all parents to attend our meetings. These will be announced in the newsletter.

The P&F Association aims:

- to promote the interest of our Primary School and Catholic Education in general by bringing together parents, clergy and teachers in close co-operation.
- to support the work done within the school.
- to provide a means of meeting socially for all those associated with the school.

In 2013 a P&F Levy was introduced to alleviate time spent in organising fundraising, which in turn distributes funds raised more fairly. However, there are three occasions where the P&F continues to organise throughout the year: Easter, Mother's Day and Father's Day. These special events allow the children to become directly involved.

It is impossible to improve our school without each family's wholehearted support of the P&F Association.

Release From Face to Face Teaching

All



teachers are entitled to release from face to face teaching dependent upon their classroom teaching time. For most classes this means that the children have specialist teachers come in to teach Japanese, Music, Physical Education and Library.

Facebook Page

St Paul's has a public Facebook page to share events and the successes of our school. We also send updates for things happening at school and photos of school happenings. Like our page to see these regular updates.

School Awards

Each week each class teacher issues a student of the week award and a number of merit awards. Our Students of the Week are those recognised for following our Positive Behaviours for Learning.

At the end of each school year special certificates will be

issued by each class teacher which recognises the achievement of individual children. These awards will also include Literacy, Numeracy, Special and Religious Education awards.

In 2010 our school piloted **Positive Behaviours for Learning** which asks the school to highlight their 3 values and make them visible throughout the school. St Paul's has a focus on:-

Learning - I am READY TO LEARN.

Loving - I am RESPECTFUL

Serving - I am RESPONSIBLE

In 2020 our Vision aligned these values to the values of our founding Mercy Sisters. With faith in Jesus Christ we **learn** (ready to learn), **love** (be respectful) and **serve** (be responsible)

School Fees

The fees are billed as a lump sum and accounts are sent home in the first few weeks of each term. School fees may be paid weekly, by the term or by the year.

Family Discounts

Families who have more than one child in diocesan schools, **both secondary and primary**, are eligible for a discount.

Resource Fee

A Resource Fee is included with school fees. This assists in providing, exercise books, photocopying, stationery and other classroom items.

Supporting families regardless of financial circumstances

We do not want fees to be a burden on any family nor do we wish to exclude any child from our school because of such. If you find yourself in such circumstances at any time, it is essential that you make the fact known to the Principal immediately.

Please refer to the information bulletin regarding school fees included with Orientation Pack

School Building Levy (DFSBL)

This will be **charged PER FAMILY per annum**, collected at the same interval as school fees. It will cover both primary and secondary schools in the Diocesan System. This fee is a **FAMILY RATE** regardless of the number of enrolled students in the family or the number of systemic schools attended.

This levy will be collected at the systemic school attended by the **eldest student in the family** and as it is not a gift it will therefore **not qualify** for tax deductibility.

School Hours

Classes Commence	8.55am
Morning Recess	11.00am to 11.40am
Lunch	1.20pm to 2.00pm
Dismissal	3.00pm

School Uniform

We encourage the children to take pride in their school

uniform, and to dress in the correct uniform at all times. Following are a few practical ways in which you can help your children to be proud of their school uniform.

- Ensure that the uniform is always neat, clean and tidy
- Polish school shoes
- No nail polish to be worn to school
- No fancy hair accessories or extreme hairstyles and a general tidiness in hairstyle.
- Only one pair of sleepers or studs to be worn in pierced ears.

Children should bring a note whenever they come to school out of uniform.

ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED.

There is a lost property box at the school. Please check this if your child loses any items.

St Paul's Primary School operates a '**No Hat - Play in the Shade**' policy and the wearing of the school hat whilst on the playground is compulsory.

If you are having trouble with the cost of uniforms, we have second hand uniforms in the Uniform shop that can alleviate the cost.

School Website

Our school has a website where you will find current information about school life. You will be able to view:

- School assembly times and classes
- Photos and stories from special events and excursions
- P&F upcoming events and details
- Our Pastoral Care page with a great "Parenting Ideas" link
- Uniform Shop information
- And much more.

You are also able to download:

Newsletters, canteen price lists, uniform order forms

Seasons for Growth

St Paul's offers an education program called Seasons for Growth which supports students who have experienced change in their family because of a death, separation or divorce. This program is run by Sister Joseph for 12 weeks during term 3 and 4. If you feel your child would benefit from being part of this group please contact Sr Joseph via the school office.

Secretaries

Our school secretaries Sharon Macfarlane-Brooker and Paula West are available in the office during the following times: - Monday to Friday 8.30am – 3.30pm

Sick Children

Sick children should be kept at home and given time to

recuperate. If a child becomes ill during the day they will spend time in sick bay and if needed, you will be notified and asked to pick up your child. If a child requires medicine at school, parents and carers are required to complete the appropriate documentation from the school – this may require a doctor's signature. If home/work/mobiles or emergency phone numbers change during the year please **notify** the office.

Specialist Staff

Our school has a **Pastoral Care Worker, Sr Joseph** who works Monday - Thursday. Sr Joseph supports all students and their families and runs the Seasons for Growth Program'.

We have a **School Psychologist, Vicki McLaughlin** (CSO), who meets with children as a need arises. She works at school 2 days per week.

We also have 2 **Learning Support Teachers Mr Bradley Sabotic & Mrs Emma Cagney** who work Monday to Friday. Their role is to work with classroom teachers to meet the learning needs of all students in our school. They are not assigned to a particular class but work with all the students in our school. This may include assistance with individual learning programs as well as working with small groups. Mr Sabotic coordinates the learning activities in the Learning Centre and the work of the Learning Support Assistants.

Sport

Children are provided with the opportunity to learn a number of sports. In today's world of increasing leisure time and the need for exercise it is important to the child's total development to participate as fully as possible in the program provided. A note must be given to the class teacher if a child is not able to participate in physical activities for a good reason. Such non-participation should be kept to a minimum for the sake of the child's health and well-being.



Children MUST return to school after all sporting activities unless a PARENT signs them out and indicates that the child is now in his/her care. A note asking that the child meet his/her parent at some point cannot be accepted.

Sport uniform days are decided on by grades & parents are notified at the beginning of term 1.

Transport to School

Hunter Valley Buses ph 4935 7200 and Grace Coaches 4938 5251 run the bus service to our school. All forms relevant to bus travel are available from the office.

When completing *Section 5 Details of Journey* please

ST PAUL'S SCHOOL UNIFORM REQUIREMENTS

St Paul's takes great pride in its school uniform. By enrolling in our school parents agree to adhere to all school policies including wearing the correct uniform and adhering to our grooming policy.

Girls Uniform

Summer

Available from LOWES

- Maroon and white check dress with short sleeves OR
- White short sleeved shirt with Peter Pan collar & emblem with tab tie (Tab tie from uniform shop)
- Grey skort
- Plain white turn-over ankle socks

Available from Uniform Shop

- Tab tie on elastic in pinafore material
- Sunsafes School hat with logo
- Hair accessories (maroon or white)
- Black leather shoes (No joggers, skate or ballet style shoes).

Winter

Available from LOWES

- Maroon and grey tartan pinafore

Available from Uniform Shop

- Long or short sleeve white blouse with Peter Pan collar with Tab tie on elastic
- Grey stockings or white turn over ankle socks
- Maroon V-neck fleecy jumper with school logo or zip jacket with school logo.
- Hair accessories should be maroon or white.
- Sunsafes School hat with logo (only available from uniform shop)
- Black leather shoes (No joggers, skate or ballet style shoes).

Girl's Sport Uniform

Available from Uniform Shop

- Maroon skort or shorts with school logo
- School Polo shirt with school logo
- Plain white sport socks OR St. Paul's' sports socks
- Predominately white joggers (No sandals, skate or canvas shoes).

Additional Winter Maroon fleecy tracksuit –with school logo



Uniform Ordering Procedures

Online Ordering & payment is preferred via the **QKR App** under the Uniform Shop option. Uniform Order forms are also available at the school office and the Uniform Shop. Payment are accepted via EFT or Cash. Orders with name and payment can be sent to the office and will be delivered to the student. If no payment is included, the Uniform Shop will send a note home advising of the total amount payable. Once funds are received the uniform will be sent home with the student.

Sunsafes Procedures

The school hat is a compulsory part of the uniform for summer and winter and we have a "No Hat – Play in the Shade" Policy.

Children will wear hats for sun protection whenever outside.

(Children not wearing school hats outside will only be allowed to play in shaded areas.)

We encourage you to provide sunscreen that can be applied before school and can be re-applied by your child during the day.

ST PAUL'S SCHOOL UNIFORM REQUIREMENTS

Boy's Uniform

Summer

Available from Uniform Shop

- Grey gabardine classic style school shorts (not cargo style)
- Short-sleeve blue button-up school shirt.
- Plain grey turn-over ankle socks
- Black leather shoes (No joggers or skate shoes).
- Sunsafes School Hat (only available from uniform shop)

Winter

Available from Uniform Shop

- Grey gabardine classic style school trousers (not cargo style)
- Blue long or short sleeve button-up school shirt.
- Tie (maroon & grey check)
- Maroon V-neck fleecy jumper with school logo or zip jacket with school logo.
- Plain grey turn-over ankle socks
- Black leather shoes (No skate shoes).
- Sunsafes School hat with school logo

Boy's Sport Uniform

Available from Uniform Shop

- Maroon shorts with school logo
- School Polo shirt with school logo
- St Paul's sports socks or plain white sport socks
- Predominately white or black joggers (No sand-shoes, skate or canvas shoes).
- Sunsafes School hat with school logo (only available from uniform shop)

Additional Winter

- Maroon fleecy tracksuit –with school logo



SPECIAL PLEA

Please ensure all clothing articles are clearly labelled with your child's full name. Initials only, can be confusing.



Sunsafes Procedures

The school hat is a compulsory part of the uniform for summer and winter and we have a "No Hat – Play in the Shade" Policy.

Children will wear hats for sun protection whenever outside.

(Children not wearing school hats outside will only be allowed to play in shaded areas.)

We encourage you to provide sunscreen that can be applied before school and can be re-applied by your child during the day.

We encourage people to order uniforms early to guarantee that items are in stock.

Any queries concerning the uniform or ordering days should be directed to the Uniform Committee.

New Uniforms

Full payment will be required with your order.

Clothing Pool

Parents may donate clothing to the clothing pool and the P & F will retain all the profits.

Times of operation of Uniform Shop

Mon 2:15pm-3:15pm, Wed & Fri 8.30am – 9:15am

Additional opening times will be advertised in the newsletter as needed, for example start of year, change of season or Kinder Orientation.



SAFEGUARDING IN DIOCESAN SCHOOLS

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safeguarding of children. In 2019, as a part of that commitment, our bishop, Bill Wright, articulated his expectations of all those who work for the Diocese, "I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our church."

Bishop Wright established the Office of Safeguarding, whose director answers to the Bishop's Office and is charged to oversee the whole of the Diocese's safeguarding of children, including the students in our system of schools.

As a parent sending your child to a Diocesan school, you are expected to be an active participant in safeguarding your child's wellbeing. To do so, it's important that you have the best information available to you. The [Office of Safeguarding](#) website offers comprehensive details of the Diocese's approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school
- ... you are able to:
 - discuss your concerns with a teacher, Assistant Principal or Principal
 - talk to an investigator at the Office of Safeguarding (Ph. 4979 1390, during office hours)
 - report your concerns to the Department of Communities and Justice's (DCJ) Child Protection Helpline (Ph. 132 111, 24 hrs/7 days) if your concerns constitute a risk of significant harm
 - report to NSW Police if you believe a crime has been committed.

PARENTAL INVOLVEMENT

St Paul's School encourages the involvement of parents through:

- assistance in the classroom
- coaching sporting teams
- accompanying school excursions
- being part of the Parents and Friends
- helping in the school canteen
- sharing in school assemblies and
- celebrations



OUR SPORTING HOUSES

Mackillop

Mary Helen MacKillop RSJ (15 January 1842 – 8 August 1909), now formally known as St Mary of the Cross MacKillop, was an Australian nun who was declared Australia's first saint. Mary founded the Sisters of St Joseph of the Sacred Heart (the Josephites), a congregation of religious sisters that established a number of schools and welfare institutions throughout Australasia, with an emphasis on education for the rural poor. Mary fought hard to establish the schools and met with much resistance from the Church hierarchy.

Dwyer

Patrick Vincent Dwyer (1858-1931)

Vincent was an educator and priest. He became the first Australian born bishop on 6 June 1897 when he was consecrated titular bishop of Zoara and coadjutor-bishop of Maitland. He was an exceptional administrator and his pastoral work was wide ranging. He was interested in the lives of his flock, a schoolmaster as well as a spiritual leader; and he believed in the need for Catholics to be political where 'the interests of the Faith' were involved.

Murray

James Murray (1828-1909), Roman Catholic bishop, was born on 25 March 1828 in County Wicklow, Ireland, son of James Murray, farmer, and his wife Catherine.,

In 1865 Murray was appointed first resident bishop of Maitland, New South Wales.

Murray made an immediate impact on his diocese which stretched from the coast near Newcastle to beyond the Darling and north almost to Brisbane, and was served by only six priests and a tiny community of nuns.

Murray made an immediate impact on his diocese which stretched from the coast near Newcastle to beyond the Darling and north almost to Brisbane, and was served by only six priests and a tiny community of nuns.

McAuley

The Venerable Mother Catherine Elizabeth McAuley (29 Sept 1778 – 11 Nov 1841) was an Irish nun, who founded the Sisters of Mercy in 1831. The Order has always been associated with teaching, especially in Ireland, where the nuns taught Catholics (and at times Protestants) at a time when education was mainly reserved for members of the established Church of Ireland.

The Sisters of Mercy came to Australia and, throughout the 19th and 18th centuries they founded many schools including St Pauls in 1857.



Pastoral Care and Wellbeing – St Paul's Rutherford.

St Paul's Pastoral Care and Wellbeing is derived from our Vision and Mission that focuses on positive relationships in a safe and inclusive environment. Its purpose is the support and enhancement of student and community wellbeing and presents the climate of care that exists within our Catholic school.

Draft 1 of our Matrix

The expectations matrix provides a common understanding throughout our school of the expectations of each area and outlines the learning and activities we participate in as of our Vision and Mission.

Mission At St Paul's we are inspired by Jesus Christ	School practices	Curriculum programs, activities
We build strength and resilience to grow as a community of learners. We are Ready to Learn	<ul style="list-style-type: none"> Plans & Formal supports Collaboration in PLT's Well-being Week Class Rules and Routines Counselling Pastoral Care Support/referrals Assemblies School Prayer Consistent Approach to agreed practices House Points Learning Equipment provided by school 	<ul style="list-style-type: none"> Peer Support Learning Support Lunch Club Social Skills Intervention Rainbows/Seasons School Excursions Rock & Water Handover process Sharepoint – staff sharing Music Extra-curricular activities, choir, chess club.
We develop positive relationships which respect the dignity of all. We are respectful.	<ul style="list-style-type: none"> School Fair Restorative Justice Pastoral Care Speak respectfully and professionally Empathy and understanding Differentiation Teacher & Staff – Staff established norms Pastoral Care for school community members Inclusive Education 	<ul style="list-style-type: none"> Mini Vinnies PD/H/PE Focus Buddy program Well-being week Social committee Peer Support Learning support Lunch Club House Cup points Alternate Settings Book Week Yr 1 & 3 Reading program
We share our many gifts in service to one another. We are responsible.	<ul style="list-style-type: none"> Committees School groups eg: chess club, choir, Tournament of Minds Celebrating students and staff successes School liturgies and Parish Masses SOTW and Merit awards Assemblies Extra-Curric opportunities Staff Roles and Responsibilities Buddy classes Showing Sportsmanship School Leaders Peer Support Leaders Fundraising/Mini Vinnies 	<ul style="list-style-type: none"> RE Units follow the S & S HSIE Units Stewards of Creation Caritas Leadership programs Peer support Buddies Interschool Chess School liturgies and Parish Masses Public Speaking Debating Sporting Teams

Suspension and Expulsion

St Paul's retains the right to suspend or Expel students in accordance with the Diocesan [Suspension, Expulsion And Exclusion Procedures 2019.Pdf](#)




POSITIVE BEHAVUOURS FOR LEARNING (PBL)

At St Paul's, our behaviour management practices are based on the Positive Behaviors for Learning (PBL) Framework which aims to improve the learning and wellbeing of all students.

We follow restorative principles in our response and management of student behaviour and are respectful of the dignity and rights of all students. As a school, we adopt proactive strategies for defining, teaching and supporting appropriate behaviors to support our students in becoming self-aware, caring and responsible lifelong learners.

Our PBL Matrix (updated in 2022) reflects 14 positive behaviour focuses that are concurrently aligned with our **School Rules: Responsible, Respectful, Learners** and our **School Values: Learn, Love, Serve**.

Each fortnight our school focuses on explicitly teaching one of the fourteen PBL Focuses. At St Paul's we believe that student voice and engagement is key to learning. Thus, our Year 6 student leaders are actively involved, working with staff from our newly formed (2022) PBL Team to help reteach and remind our student community of what each fortnightly behaviour focus looks, feels and sounds like both in class and on the playground.

 "Stand firm in faith" Demonstrate our Values of: We Love We Serve We Learn In all areas at all times	WE LOVE	WE SERVE	WE LEARN
	We are Respectful when:	We are Responsible when:	We are ready to Learn when:
	<ul style="list-style-type: none"> • Speak and act with kindness • Care for all property and the environment • Include others, cooperate and take turns • Listen to others 	<ul style="list-style-type: none"> • Wear the correct uniform and care for our appearance • Make good choices • Be in the right place at the right time • Move safely around school • Use safe and friendly, hands, feet and words 	<ul style="list-style-type: none"> • Learn and allow others to learn • Always try our best • Be ready to learn with the correct equipment • Answer the bell promptly • Move sensibly to lines and wait patiently
	We all have the right to be respected . We all have the responsibility to respect others .	We all have the right to feel and be safe. We all have the responsibility to keep ourselves and others safe.	We all have the right to learn . We all have the responsibility to learn all we can and let others learn .

