



Parent & Carers Handbook

St Augustine's Primary School

Belonging | Learning | Believing | Achieving

Message from the Principal

Welcome to our Parent and Carers Handbook.

We hope that the information contained in the following pages is helpful and gives clarity to the many operations of the school. This handbook is a summary document and doesn't explain in detail every policy or procedure. We are more than happy to explain in greater detail so don't hesitate to reach out. Our hope is that the school operates in partnership with home to create an environment where every child not only grows but thrives.

Regards,

Peter Watts
Principal

SCHOOL VISION STATEMENT

Every Child Thrives

SCHOOL MISSION STATEMENT

We are a Christ centred school community and we uphold the Catholic faith. Our sense of belonging is fostered through honesty, respect and kindness. As an evolving school family we aim to inspire quality learning, creativity and collaboration and endeavour to promote a learning environment which strives for the growth and success of all.

Contact details

Address: 9 Gordon St, COFFS HARBOUR

Phone: 02 6652 1204

Email: cofhp@lism.catholic.edu.au

Website: www.cofhplism.catholic.edu.au

Facebook: <https://www.facebook.com/staugustinesschool>

Intranet: <https://sites.google.com/lism.catholic.edu.au/cofhp-intranet/home>

Parent Zone: <https://www.cofhplism.catholic.edu.au/parent-zone>

WHERE TO GO TO IF YOU NEED HELP

Before emailing or ringing, make sure you check COMPASS, your emails and the school calendar for up to date organisational matters. This list doesn't cover everything - if you're unsure, call the school and we will direct you.

Class teacher

- Your first point of call for all things involving your child's progress, behaviour, friendship issues, reports, awards or curriculum questions.

Office Staff

- Enrolments, change of pick up arrangements, payment for events, sports shirts, hats, medical needs, student leave forms, change of address etc

Naomi Loader: Assistant Principal - Mission

- Significant behaviour incidents, in class or during play
- Events, organisation
- Questions regarding disability and classroom support
- Accessing the school counsellor
- Pastoral Care including welfare, attendance, significant social issues

Michelle Scott: Assistant Principal Learning and Teaching

- Curriculum
- Student learning
- Assessments
- How to assist at home with your child

Peter Watts: Principal

- A whole school or concerning issue
- The Catholic identity of the school
- Enrolments
- Safety issues
- Child protection issues
- Employment
- Parent Forum and committees
- Complaints and grievances
- Ideas, suggestions and improvements

Other areas:

- **Fees** are collected by the Catholic Schools' Office and not the school. Any questions regarding fees including fee relief should preferably be via email: cofhp-fees@lism.catholic.edu.au or calling 66 161 300
- **OSHC and Vacation Care.** They operate independently of the school and can be contacted via email: cofhp-oshc@lism.catholic.edu.au or calling 0499 933 161
- The **Parent Forum** administers a Facebook page where information can be quickly answered by the parent body. It is a closed group for parents and carers only so if you search "St Augustine's PS Parent Community" you can ask to join.

Contents

Simply click on the headings in the contents list to go to each section of the document.

Aboriginal Culture	5	Fees	10	School supplies	15
Academic Competitions	5	Free Dress Days	10	Special Days / Events	15
Allergies / Anaphylaxis	5	Homework	10	Sport	15
Assemblies	5	Intranet / Moodle	10	Sports carnivals	15
Attendance	5	LARC - Library	11	Staff Development Days	15
Behaviour of students	5	Late to school procedure	11	Student awards	16
Bell times	6	Learning Journeys	11	Student work outline	16
Book Week	6	Leaving early	11	Technology	16
Bullying	6	Lost property	11	Toys	16
Buses	6	Lunch Clubs	11	Uniform	16
Bus Pass	6	Mass attendance	12	Usernames and passwords	16
Calendar	7	Medication	12	Visiting during the day	17
Canteen	7	Music	12	Yearbook	17
Change of Address	7	Office hours	12		
Child Protection	7	Outside of School Hours Care	12		
Classroom Learning Support	7	Parent Forum	12		
Communication	8	Parent helpers	13		
Complaints and grievances	8	Parish information	13		
Counsellor and psychological support	8	Parish Playgroup	13		
Curriculum	8	Pick up areas in the afternoon	13		
Cybersafety	9	Play areas	13		
Discos	9	Religious Education	14		
Enrolments	9	Representing the school	14		
Evacuation and lockdowns	9	Sacramental program	14		
Excursions	9	School camps	14		
Fete	9	School social media	14		

Aboriginal Culture

We are very proud of our Aboriginal students and actively celebrate local culture. Aboriginal culture is celebrated through different events during the year including our NAIDOC week celebrations including an assembly and cultural meetings and get togethers. Our amazing Indigenous Education Workers (IEWs) work with every Aboriginal child on academic and cultural goals every week and each Friday we have talented local experts visit to teach Gumbaynggirr language and culture.

There is an Aboriginal Parent Meeting every term and regular informal gatherings for children and families. Each student has a Deadly Cultural Learning Plan formulated by the class teacher in conjunction with the parents and carers setting aims for each term and the year.

Academic Competitions

Years 3-6 participate in a range of competitions throughout the year and these may be optional or through selection. Competitions include ICAS, Newcastle Permanent Maths Competition, Maths Olympiad and the Regional Speech Competition.

Allergies / Anaphylaxis

There are some children at school that are affected by anaphylaxis. If this is your child you will need to share the Action Plan from the doctor that outlines the specific triggers and a plan of what to do if there is a reaction. We are not a nut free school. Parents and carers can help by encouraging your child to wash their hands after eating breakfast which will help reduce potential allergens coming into the classroom. Reminding children to never share food will also help us in keeping everyone safe. Other children suffer from various minor allergies, so make sure you inform the school and the teacher of your child's needs.

Assemblies

School assemblies are held 3 times per term in the top shelter area. During these times, we acknowledge student achievements in academic, social, pastoral and sporting activities and meet as a whole school for messages and general information. All parents, carers, relatives and friends are welcome.

Attendance

Students are expected to attend school every day unless unwell. If your child is unwell please contact the school via phone or email or submit a leave response through the COMPASS app. If you forget to let the school know, an SMS message will be sent to your phone. Please respond to this with a reason for your child's absence straight away so the rolls can be adjusted. We're legally required to report on all absences and the reasons for them.

Please be on time every day for school - being late disrupts settling into the school day and disadvantages your child. It's like walking into a movie 10 minutes late - it takes a while to get back on track.

It is preferable to make appointments outside of school time and to plan vacations in the school holidays. Any leave that is longer than 10 days requires prior Principal approval; please see the office for a leave form or ring if in doubt. Once attendance falls below certain levels we are legally obliged to take further action.

Behaviour of students

The Student Management Policy aims to ensure behaviour is maintained at a high level within the school, with parents, staff and students working together to build positive relationships. This policy supports the interests of the students and the whole school community as it encourages the core values of respect for the dignity of all people. We have a system named the 'St Augustine's KEY', that clearly outlines for families and the school's expectations for behaviour. The 'KEY' identifies 4 positive behaviour

goals for students: I am respectful; I am a responsible learner; I am courageously kind and I am safe. Students revise aspects of the 'KEY' daily and if the expectations of students do not meet standards, then children meet with a teacher to discuss the incident in a re-teaching session. All information and documents are shared with families. All students are expected to uphold the behaviour code at all times, including travelling to and from school on buses. Whilst we encourage parents to be vigilant in regards to online behaviour, we will follow up on any poor behaviour that comes to our attention and take the appropriate action.

Bell times

8.30am	Supervised Play
8.50am	Start of School
10.55am	Lunch
11.40am	End of lunch
1.40pm	Recess
2.00pm	End of Recess
3.00pm	Home Time

If your child arrives between 8.15am and 8.30am they need to drop their bag off at their classroom and proceed to the Wet Weather shelter where they sit and wait until the 8.30am bell. Please note, no students are to be onsite prior to 8.15am and after 3.25pm as there is no staff supervision.

Book Week

Each year in third term (with a theme and date fixed by the Children's Book Council) we have a dress up parade for Years K-6. We're not strict on what constitutes a character and would like maximum participation at low cost, so get creative! Some older grades take a simple whole grade approach so make sure you find out prior to the event.

Bullying

We have a zero tolerance approach to bullying and take it very seriously. We will investigate every allegation and take appropriate action, including working with the students, families and staff to get a positive long term result for all involved. If you are aware of any bullying for your child or any others, let us know and we will follow up. Bullying can be defined as behaviour that is repeated, intended to cause harm and involves a power imbalance. We are legally obliged to follow up incidents involving child safety outside of school as well e.g. online, on weekends, holidays.

Buses

Buses drop off and collect students through the Gordon Street bus bay. Students are expected to behave responsibly whilst on the bus. Any incidents on the bus should be reported firstly to the bus company then to the school.

Bus Pass

Applications for bus travel are available online at the Transport NSW website. If you are unsure about which bus company services your area, contact either [Busways](#), [Forest Coach Lines](#), Sahdra Bus Service or [Newcombe Coach Lines](#).

Calendar

Upcoming events are posted on the school calendar and in the school newsletter. The school calendar is available both on the school website and on the COMPASS App.

<https://www.cofhplism.catholic.edu.au/calendar/1>

Here is a brief outline of major events through the school year:

Term 1	Years 3-6 Fun Swimming Carnival, St Augustine's Golf Day, Years 3-6 Cross Country, School Photos, Holy Week and Easter celebrations
Term 2	Years 3-6 Athletics Carnival, Mother's Day Liturgy, NAIDOC Week
Term 3	K-2 Athletics Carnival, Firefly Festival (bi-annually), School Musical (bi-annually), St Augustine's Feast Day, Colourthon, Years 3-6 Elective Sport, Book Week
Term 4	Grandparents Day, Fete, Year 5 Camp, Year 6 Camp, Year 2-5 Competitive Swimming trials, Awards Day, Nativity, Year 6 Graduation

Canteen

Our school canteen provides a healthy choice for lunches and snacks each day, Monday to Friday. Lunch can be ordered either online via Flexischools or through paper bags with cash inside. Students need to drop bags off at the canteen prior to the 8.50am bell. Sushi is available on a Wednesday (orders in by Tuesday). Please note on a Friday online orders close at 8.30am.

There is also an opportunity to buy treats at the second lunchtime bell but please do not send large amounts of money to school with children.

Occasionally the canteen will run special order days eg a 'Chicken Burger Day' for grades or for the whole school. Bags will come home prior to these days and need to be returned by the date specified.

Volunteering at the canteen is a wonderful opportunity to meet others and contribute to the school community – ring the school office if you are interested. Grandparents are welcome also.

Change of address and contact details

If your family changes any details (phone number, address etc) please advise the school in writing as soon as possible. If your emergency contact changes, let us know as soon as possible.

Classroom Learning Support

The school is committed to making sure every child thrives. As part of this, support is provided for children on a needs basis for both learning and social support. All students' progress is regularly assessed and if your child needs support in learning, we will endeavour to provide the support needed for him/her to be successful. We will communicate with you if this is the case. It could be strategies in class, small group remediation or one-on-one intervention. If you believe your child needs extra learning support, raise your concerns with the class teacher, who then liaises with the AP Mission and Intervention Team to first understand, and then plan, how best to support your child.

Child Protection

The school's Child Protection Policy can be found on our [website](#). All staff are 'Mandatory Reporters', meaning they are legally obligated to notify the Principal of any suspected abuse or risk of significant harm. If you have any concerns, don't hesitate to contact the Principal or Assistant Principal

Complaints and Grievances

If you have any complaints or grievances please pass them directly to the school and they will be dealt with promptly and respectfully. There is a formal policy on the [website](#) if you would like to escalate a concern, however parents are encouraged in the first instance to speak to the Principal. Formal written complaints about the school or staff will be investigated by the Catholic Schools' Office.

Communication

Open communication between home and school is critical for the success of your child. Your first point of call regarding your child's progress is the class teacher. If you have sensitive or complicated issues to raise, the Principal and Assistant Principals are available to speak to you - ring the office or call in to make a time.

The school broadcasts information via email and our COMPASS app. We also have a fortnightly newsletter and post interesting parts of school life and reminders on Facebook. We use the SeeSaw platform for students to post work in order for parents to view. School reports are sent home twice a year, at the end of Term 2 and the end of Term 4.

Class teacher communication

All teachers share their emails with parents to communicate and are available for meetings after or before school on request. Alternatively you may ring the office to arrange an appointment. Please note teachers are not available during class time. Parent Teacher meetings are offered in Terms 1 and 3 and at the end of Term 4 on request. All parents are encouraged to attend these opportunities to discuss their child's academic progress and individual development.

How do I get a message to my child during school hours?

If circumstances change throughout the day you can call the office to pass a message onto your child in afternoon messages. Please do not contact your child via email, ipad, watches, social media or phones during the day.

Counsellor and psychological support

The school employs a Student Counsellor and Psychologist. If you believe your child is in need of support, contact the class teacher, Assistant Principals or Principal. Permission notes will then go home for parents and carers to sign before counselling begins.

Curriculum

There are seven Key Learning Areas taught from Kindergarten to Year 6:

- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE): History and Geography
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts

If you would like to know more about the NSW Curriculum documents, [visit the website](#).

Cybersafety

Cybersafety is taught in every class K-6 and we have the very best online filters available for internet usage at school. We also teach about online etiquette and the importance of maintaining high standards of behaviour whilst using the internet. You can help by monitoring online usage, especially on chat

groups, and social media platforms such as Tiktok and Instagram. If there are incidents of unacceptable behaviour made by children, please screenshot, block and report.

Discos

Each year we have discos for the children. They are divided into 4 separate evenings; Kindergarten, Year 1 and 2, Year 3 and 4 then Year 5 and 6. They are usually in Term 3 and will follow a simple theme. You are welcome to stay but we encourage you to 'kiss and drop' and we'll look after them as this develops independence for your child. All parents and carers traditionally come for the last song to dance with their children.

Enrolments

In order to attend school an enrolment form needs to be filled out for every child. For your first enrolment, it is a requirement to have a meeting with the Principal, with your child in attendance. In this meeting the core elements and expectations of the school as well as the strengths and challenges of your child are discussed. Whether an enrolment is accepted depends on meeting the criteria of the enrolment policy, space in the grade and the discernment of the Principal. There is no need for an enrolment meeting for other children in the family (although a form is required) and generally, preference is given to siblings. You can apply for siblings via the website and help is available at the office. Kindergarten enrolments close in mid-May for the following year - see the school calendar on the website to confirm the exact date.

Evacuation and lockdown procedure

St Augustine's have evacuation and lockdown procedures in place and drills are performed throughout the year. Please note that in the very rare instance we have an actual incident we will not answer the phone and the gates will be locked as our focus will be on the safety of students and staff. We will email or use the COMPASS app to update all families as information comes to hand.

Excursions

Year Group Excursions focus on certain areas of the curriculum and are covered in the school fees. They will be scheduled across the year as some are seasonal or rely on expert speakers. Some excursions in the older years require a small co-payment to help us cover costs.

Fete

The Fete is an exciting event on the school calendar where students can have some fun whilst raising funds for the Parent Forum to go towards improvements around the school. Parents can help by sending in donations prior to Fete Day and running stalls on the day. More information is advertised closer to the event, which is usually held in the second half of Term 4.

Fees

School Fees are collected by the Catholic Schools Office and different payment options are available. Please contact the office preferably by email cofhp-fees@lism.catholic.edu.au or by calling 66161300. Fees cover all books, pencils, art supplies, technology, most excursions and visiting shows. They do not cover elective sports (Yr 3-6), camps, fundraising events, e.g. the Fete, or uniforms.

Free Dress Days

Occasionally we have days at school where the children can wear casual clothes. On these days please ensure your child has clothes that will keep them sunsafe. Sensible (covered) shoes, t-shirts rather than singlets and a broad-brimmed hat are best. These days will be advertised well in advance.

Homework

Homework is expected of all students and will be set by all teachers as a way to revise concepts and skills covered in class. It adds value to learning and sets up habits for effective learning. The number one priority is reading every night, 7 nights a week, including holidays.

Homework expectations:

1. Oral and independent reading each night. This is the most important part of homework and should be promoted with children as the first priority. Ideally home reading should be a habit that is practised 7 nights a week.
2. Practising a skill or process in English and Maths that students can do independently but not fluently, 4 nights a week.
3. Optional work elaborating on information that has been addressed in class to deepen students' knowledge and/or provide opportunities for students to explore topics of their own interest. This may include an online component. This includes a 'Homework Challenge', which takes place for 4 weeks each term.

The following time guidelines apply:

- K-2 – around 10 mins per night for 4 nights per week
- Years 3-4 – around 20 mins per night for 4 nights per week
- Years 5-6 – around 30 mins per night for 4 nights per week

If parents and carers would like to view their child's homework or they cannot locate it, go to 'Parent Zone' on the school website, follow the links to the 'Parent Page' and then locate your children's student page or use this [link](#).

Intranet / Moodle

This is a digital space for access to student notices, cohort page and in older years homework and google classroom. Students can also access the intranet at home by following the steps below:

1. Go to the school website: <https://www.cofhplism.catholic.edu.au/>
2. Click on the 'm' with a cap in the top right corner.
3. Enter your child's name and password

Students are given a password to login to the School Intranet.

LARC - Library and Resource Centre

Every child visits the LARC weekly to develop a love of literature and borrow for home reading. We also teach technology skills when children visit with their class. In addition to this time the LARC is open from

8.30am to 3.00pm daily for borrowing and children can visit during play time for quiet reading before school and at lunchtime from 11.25am.

Parents are encouraged to visit the LARC with their children after school. Students also have access to a library of ebooks and audiobooks they can read on computers and tablets. Information can be found on how to access Sora on the LARC Intranet page.

Each year the Library hosts a book fair where students are able to purchase from a variety of selections. Proceeds from the book fair are spent on new books and resources for our school.

Late to school procedure

If your child is late you need to bring them to the front office to collect a late note for the teacher. We are required to keep records of reasons for absences, so please provide a reason eg dental appointment for being late. Late arrivals are included as a partial absence. It is important for your child to arrive at school on time. This allows them to get settled and ready for the day.

Learning Journeys

Each cohort hosts a Learning Journey once a semester. Students welcome the opportunity to share their learning and work samples with parents, carers and other special visitors. Learning Journeys are held in the classroom and have become a special feature of school life for children, parents, carers and the extended family.

Leaving early

If you need to collect your child please contact the office to let them know the time and reason. We are required by law to enter in the roll the reason children are absent. When you arrive to collect your child please go to the office so that your child can be called up. No students are allowed to be collected from classrooms.

Lost Property

Please ensure all of your childrens' uniforms, lunch containers and water bottles are labelled. If your child has lost an item please ask them to check in lost property which is located outside the classroom closest to the canteen.

Lunch clubs

A number of lunchtime clubs are available to students e.g. Gardening, Chess, Mini Vinnies (A junior chapter of St Vincent de Paul), Lego, Happy Club, Skipping, Mindfulness and Yoga just to name a few. Some of these groups operate all year and some for just a term. Lunchtime clubs provide students with the opportunity to socialise off the playground and develop interests outside of the classroom. Club times and locations are shared daily on school notices.

Mass attendance

Each grade attends Mass approximately twice a term with their 'buddy' grade. There are whole school Masses and celebrations of Holy Week, the Assumption and St Augustine's Feast Day. There are also special events throughout the year including Mother's Day, Father's Day and Grandparent's Day liturgies. Parents, carers, friends and relatives are all invited to any and all of the masses.

Medication

If your child requires medication please contact the office and complete the appropriate forms. Medications should be fully labelled from the Pharmacy clearly showing the student's name, dosage etc. Any medications that are required on a regular basis are kept in sick bay and no medications are to be kept in school bags, including asthma puffers. Diocesan policy states that we cannot administer any medications e.g. Panadol without the appropriate paperwork.

Music

Music is a key part of our school and all students have lessons with our specialist Music teacher once a week. In addition, students may elect to be part of the following:

- School choirs. Students from Year 3 to Year 6 can elect to join a choir. These choirs perform for school and community events, including the Coffs Harbour Eisteddfod.
- Instrumental music lessons are available during school hours with a piano tutor. An additional fee applies to this program.

We are fortunate to have professional touring groups that visit the school and perform for the students. Such groups include Musica Viva and Opera Australia.

Office Hours

The School Office is open 8am - 4pm Monday to Friday and is closed during the school holidays.

Outside of School Hours Care

St Augustine's OSHC operates from the old school hall after school hours and during the school holidays. Please note this service is a separate entity and enquiries should be made directly to them.

Phone: 0499 933 161

Email: cofhp-oshc@lism.catholic.edu.au

There are also other service providers that pickup from the school, such as Community OOSH and Tabatinga. Please contact them directly for information.

Parent Forum

The Parent Forum is a group of parent representatives who meet regularly to discern and advise the Principal on strategic direction, represent the voice of the parent community, build a vibrant and welcoming parent community and raise funds and use these responsibly. There are various sub-committees who organise different events during the year including the Fete, Parent Social Nights, Colourthon and Golf Day. Funds raised from these events go back into projects that make a direct difference to the quality of school facilities and opportunities for every student.

Parent Helpers

There are many avenues for parents to be involved in their child's school life from the subcommittees of the Parent Forum, Friday Storytelling, Canteen, organising events and volunteering at special events including the Fete and Golf Day.

Parish information

The school is a work of St Augustine's Parish, Coffs Harbour, part of the Lismore Diocese. The Parish serves the people and needs of the surrounding towns, villages and districts, north to Corindi, west to Glenreagh, with the southern boundary at St John Paul College.

We encourage all students and families to be part of Parish life by celebrating Sunday Mass or by taking part in the many opportunities available such as Youth Groups, Liturgy groups and the many service groups. More information including Mass times can be found at the Parish website:

<http://www.coffscatholic.com>

Parish Playgroup

St Augustine's Community has a playgroup. Parents, grandparents or carers are all welcome to attend with any children aged 0-5 years. Phone the Parish Office on 6651 0000 for more info.

Pick up areas in the afternoon

There are two areas for dropping off and picking up available at the school. Teachers walk classes to these collection areas each afternoon to meet you.

The first area is via **Gordon Street**, parking in the Church car park or adjoining streets and walking to or from your car to the covered shelter area near the office. Parents collecting children should wait in the shelter as the children walk from class with their teachers. There is also a drive-through option on Gordon Street.

The alternative is to pick up at the **Albany Street** entrance. This is either a park and pick up area or by accessing the drive-through zone. Parents are asked to remain in their cars and not to park and block the flow of traffic. In the event of a traffic build up please drive around the block so buses and traffic can keep moving. Parents and carers are urged to take great care and only use the pedestrian crossing if parked on the opposite side of Albany Street.

Students are supervised between 3pm - 3.25pm. Please ensure that you collect your child prior to 3.25pm.

Play areas

The school has numerous areas that are available for children to utilise at different times including two wet weather asphalt areas, the school field, multi-purpose court, playground and the Ninja Warrior Playground (years 3-6 only).

Religious Education

The practice of our faith is central to our Catholic identity. Therefore we value opportunities to gather as a parish school community. We follow the statewide Catholic syllabus in Religion lessons daily. Students are educated on the tenets of Catholic social teaching and are encouraged to respect the dignity of all people by serving others. Students regularly attend masses at St Augustine's Parish church. Feast days as well as special celebrations like Mothers' Day and Grandparents' Day are celebrated as a whole school and each cohort attends Mass twice a term.

Representing the School

There are both Sporting and Academic opportunities to represent the school and students go through the appropriate selection process. Some of these opportunities are only available to older students. Selection to these teams is based on merit however behaviour and attitude are taken into account.

Sacramental program

Preparation for the Sacramental Program takes place during Religious Education lessons for Confirmation, Reconciliation and Eucharist. Traditionally students prepare for the Sacrament of Confirmation in Year 2 and for the Sacrament of Reconciliation and Eucharist in Year 3 however older children can take part as well.

Information regarding the Sacrament of Program is emailed out to parents closer to the time and parents are required to register their interest if they would like their child to receive these sacraments.

School Camps

Year 5 - This is normally held in Term 4 and the primary aim is for students to develop their leadership skills whilst having fun along the way. There is a cost for this activity.

Year 6 - This is normally held in Term 4 and is an opportunity for students to interact with students from other schools whilst providing education in the fields of environmental, social and recreational education. There is a cost for this activity.

School social media pages

The school administers a Facebook page that provides a platform to communicate what we do during the school year and we often post reminders there as well, however it is not our main means of communication - these are via email and the COMPASS app. The school Facebook is not the place to ask questions as we prefer email or phone. The Parent Forum also administers a separate page and this is a good forum to ask questions and for all parents to respond. It is an expectation that parents and carers use school related social media responsibly and respectfully, keeping in mind the need for confidentiality of our students.

School Supplies

Books and stationery are covered in the student fees. Students need to bring an art smock (stays at school) and library bag. There may be minor requests from the grade, e.g. tissues. What to bring:

- Lunch Box (for recess and lunch)
- Fruit (fresh fruit, cut up) for daily fruit break
- Water bottle
- School hat
- School jumper in cooler months
- Library books and bag on library day
- Homework Folder on due day

Please ensure all items are clearly labelled.

Special Days and School Events

There are a variety of events throughout the year and these are on the school calendar. Keep an eye especially for Mother's Day, Father's Day and Grandparent's Day are all celebrated, Book Week, Color-thon, Fete and more.

Sport

Sport is an important part of school life and all students participate in a weekly lesson with a specialist PE teacher to develop skills in movement, games and integrity. Weekly sport is organised in term blocks including a focus on aquatics, athletics and various sports and games. Visiting development officers visit the school and provide specialist instruction. In Term 3, Years 3-6 participate in an elective sport program which includes some off-campus options.

Representative sport is available for Year 3-6 however if your child is turning 8 years old he/she can compete in a limited number of events, as per NSW guidelines. These include Swimming (50m freestyle and combined 8/9/10 years events e.g. medley), Cross Country, Athletics (100m sprint and combined 8/9/10 years shot put, long jump and 800m). Representatives for Athletics, Swimming, Cross Country and in most sports can compete in Zone, Diocesan, Polding (half state) then state level at the NSW All-Schools PSSA and onto national level. There are also Gala Days and other competitions throughout the year where students can represent the school in various sports.

Sports Carnivals

The Years 3-6 swimming selection carnival is held in Term 4 at Coffs Harbour Memorial Pool. The fun participation carnival is held in Term 1. The Years 3-6 Athletics Carnival is held in Term 2 at the Coffs Harbour International Stadium. This carnival encourages participation and is also a selection for the school team. The K-2 Athletics Carnival is held at school and is based on fun and participation. Parents are always welcome to all carnivals and helpers are always appreciated. Students are allocated a house colour on enrolment and are encouraged to wear a coloured, plain shirt to match their house colour.

Staff Development Days

There are staff development days throughout the year where staff undertake professional development. These days are advertised in the school calendar and newsletter and there are no students at school on these days.

Student Awards

Every child has the opportunity to earn a Merit Award through consistent effort in school life. Not every child automatically receives an award, it comes about through trying hard every day and producing quality work. After 5 Merits, a Principal's Award is presented at assembly.

There are annual awards presented to members of each class recognising Academic Achievement, Christian Awareness, Outstanding Effort and Outstanding Progress. Year 6 also has whole school awards including Indigenous Education Award, Ex Students' Bursary, Dion Gillard ICT Award, RSL Citizenship Award, Quota Award, Noonan Family Shield for Perseverance, Lisa Burley Shield for Citizenship and our most prestigious award, the Bert Franklin Shield. All of these awards are presented in the final week of the school year.

Student work outline

There is an outline on the school Moodle where you can find information about what your child is learning each term. The Moodle can be accessed via the website by pressing on the Intranet link on the top right of the home page and following the links. You will need your child's log-in to access the information.

Technology

All technology (ipads, laptops, software) is provided as part of the school fees. Students are not permitted to use mobile phones, ipads and smart watches at school, to communicate with parents during school time. Any communication should be done through the office. This is to improve resilience and independence in students. Any mobile phones must be kept in school bags.

Toys

Children are asked not to bring toys to school. Children can however pack a colouring book for rainy days.

Uniform

The uniform is a symbol of belonging to the school and parents are asked to ensure their children are attired according to the guidelines listed on the website. If there are circumstances where your child is unable to wear the correct uniform for a short amount of time (e.g. damaged shoes), please provide a note.

Uniforms can be purchased from Caba's Drapery, 127 West High Street, Coffs Harbour, with the exception of school hats, and these are available from the school office.

A second hand uniform shop is located in the canteen. The best time to access this area is before school or between 11.10am and 1240pm. When your child has grown out of their school clothes please consider donating them to the uniform pool.

Username and passwords

Students are given their required passwords at the start of the year. It is very important that they do not share these with other students and they are regularly reminded of this policy in class.

Visiting during the day

Visits from family members to the classroom are not allowed except on special event days. This is because we are building the resilience of children and encouraging them to play with their peers. You are welcome to drop off anything during the day at the office.

Yearbook

In Term 4 each year the school publishes a yearbook that is available for purchase. The yearbook includes pages for each cohort as well as special events that have happened throughout the year. It is a wonderful memento and great to look back on as the years progress.