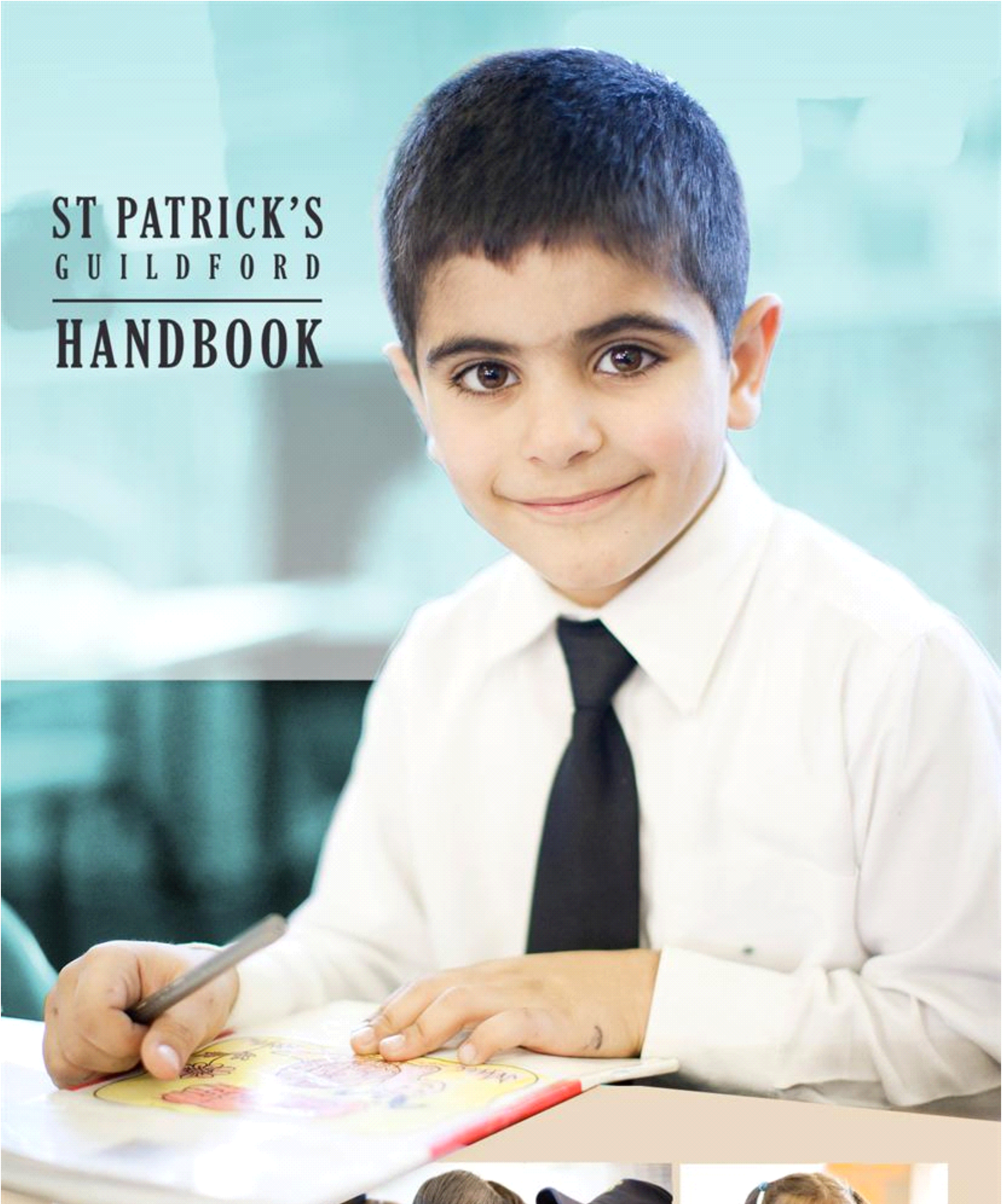


**ST PATRICK'S  
GUILDFORD  
HANDBOOK**





# Welcome

---

## Welcome

### St Patrick's Catholic Primary

<b>Principal</b>	Mr Philip Mahony
<b>Assistant Principal</b>	Mr Stephen Lee
<b>Secretaries</b>	Mrs Catherine Hartsuyker Mrs Ann Thompson Mrs Jenny Titterton
<b>Address</b>	34 Calliope St Guildford NSW 2161
<b>Phone</b>	9632 5468
<b>Fax</b>	9632 1495
<b>Email:</b>	StPatsGuildford@parra.catholic.edu.au
<b>Website</b>	www.stpatsguildford.catholic.edu.au

### St Patrick's Parish Guildford

Parish Priest	Father Peter Blayney
Parish Secretary	Mrs Joanna Cartwright
Telephone	9632 2672

## School Information

---

### School Hours

<b>School Hours</b>	8.35am - 2:45pm
<b>Sip &amp; Crunch</b>	10:00am
<b>Morning Tea</b>	10:35am - 11.05am
<b>Lunch</b>	12:35pm - 1:15pm

### Absence From School

When a child has been absent from school, a note of explanation is required by the class teacher. Parents are reminded that frequent / long absences from school are a hindrance to learning.

### Accidents & Sickness At School

In case of sudden illness or an accident at school, the staff will make every effort to contact parents. It is most important that parents inform the school of any changes to contact telephone numbers.

Parents are asked not to send a sick child to school as this distresses the child, as well as places a burden on staff members to care for the sick child.

### Appointments With Staff

Teachers always welcome communication with parents. Appointments to discuss a child's progress or a classroom concern must first be made with the class teacher. If parents wish to speak with the Principal they can arrange an appointment with the School Secretary.

## Assessment & Reporting

A Parent Information Evening is held at the beginning of each year to provide an opportunity for teachers to outline the class curriculum and organisation.

Teachers complete a Student Learning Report for each student at the end of Term 2 and Term 4. These reports (with the exception of Kindergarten reports) will report individual student learning achievement according to the following scale:

- A Excellent achievement
- B High achievement
- C Sound achievement
- D Basic achievement
- E Elementary achievement

Parents will be offered a 15 minute interview with the class teacher and the student following the distribution of the Student Learning Reports in Term 2. All parents are expected to attend this interview. Evidence of each individual student's achievement will be retained in the student's Worksamples Folder which will be shared at this interview.

Students in Year 3 and Year 5 participate in the National Assessment Program Literacy And Numeracy (NAPLAN). A separate detailed report is provided for NAPLAN.

## Bus Travel

All children travelling by bus are required to have a bus pass or the appropriate bus fare. To be eligible for free travel in primary school, children must live outside the 1.6 km radius from the school, as set by the Department of Education. All Infants children are eligible for free bus travel.

St Patrick's students are expected to adhere to the NSW Department of Transport 'Code of Conduct' when travelling on the bus. Serious misbehaviour will be reported and may result in bus passes being confiscated or students being banned from travelling on the bus.

## Canteen

The school Canteen operates on Monday, Wednesday and Friday. Menus and price lists are distributed to the children at the beginning of each term, with updated menus and/or price changes. Our Canteen Supervisor adheres to State Health Department guidelines for a 'Healthy' School Canteen.

St Patrick's Canteen relies on regular volunteer assistance, especially for serving the children at recess and lunchtime. Please call at the canteen or school office if you can manage one day per week or term, as a volunteer. Your time would be greatly appreciated. (Due to occupational health and safety reasons, toddlers are not permitted to accompany parents while they are working in the canteen).

## Change Of Address And Telephone Number

As it is most important that the school be able to contact a parent at any time of the day, parents are asked to make sure that any change in address or telephone number, including work telephone number, is made known to the school.

## Child Protection

The protection of children from harm is a shared responsibility. It is a legal requirement for teachers, staff and volunteers who have direct contact with students, to report to the Principal all serious matters concerning the welfare of students. This includes concerns about suspected risk of harm to a child, and suspected or disclosed incidents of abuse of children.

In line with Child Protection legislation, all people working in any capacity with children (class helpers, library support, excursion helpers, swimming assistants, canteen etc) must attend a Child Protection course at the school every 2 years and complete a Prohibited Employment Declaration Form. These forms can be obtained from the School Office.

## Custody And Restraining Orders

If a Custody or Restraining Order (AVO) exists within a family relationship, the school must be provided with a copy of the legal document to ensure that all legal requirements are met.

## Dismissal Procedures

Dismissal bell rings at 2.45pm. Children assemble at one of the following areas:

Bus and OOSH: Area C

Walkers: Area C (between 2:50pm - 2:55pm)

Others: Area A (main playground)

On wet weather days or extremely hot days, parents will be asked to come into the school to collect their children. Parents will be asked to collect their children from designated areas announced by the Assistant Principal.

## Excursions & Sporting Events

Opportunities are provided for children to attend excursions and to participate in sports events. These are integral to a child's learning as well as their social development. Adequate notice is given and costs are kept to a minimum. All children are expected to participate. A teacher with a current First Aid Certificate will attend every excursion and sports event. Parents are asked to make sure that signed permission slips are returned to the class teacher, otherwise their child will not be allowed to participate.

## Homework

Homework is set for children from Monday to Thursday. Homework is designed to assist children in developing independent study habits.

Parents are asked to help by ensuring that a regular time is set aside for homework and that a quiet place is available.

Completion of homework is always encouraged, but we acknowledge that family matters need to take priority and tiredness can be an issue. Teachers will always accept a parent's decision, and a short note of explanation will assure them that the decision was the parent's.

## Late Arrival - Early Departure

Any children arriving at school must collect a Late Note from the School Office before going to class.

Parents may not go directly to the classroom to collect their child. Parents wishing to take their child from school before 2:00 pm must complete an Early Leave form at the School Office. Children will not be permitted to leave school after 2.00 pm unless prior permission has been granted by the Principal.

## Lost Property

All clothing, including hats, should be clearly marked with the child's name. Items of clothing that are lost may be found in the Lost Property bins outside the Library. Unclaimed clothing will be donated to the second hand clothing pool at the end of each term.

## Medication

Some children attending school need medication to control illnesses. All medication must be sent to the School Office and will only be administered if the authorisation forms (available from the School Office) are completed by parents. Parents should supply tablets and mixtures in the original container clearly marked with:

***Only prescribed medication will be administered by school personnel.***

## Newsletters

The school newsletter is an important feature of our community and contains important information about events at school, ensuring that you are kept up-to-date. A copy is sent home with the oldest child in each family, although extra copies are available from the Office and is also archived on our website.

You can also [subscribe to our school newsletter](#) and automatically receive all the latest school information straight to your email in-box.

## Punctuality

To support the smooth operation of the school day, and to ensure the children's safety and wellbeing, punctuality is encouraged at the commencement and end of each day.

Children should be ready for their class lines each morning and, therefore, should be on the school grounds before 8.35am. When children arrive late to school, they must go to the School Office for a 'Late Note'. Parents are asked to allow the children to make their own way from the Office to class. This supports our goal for uninterrupted teaching/learning times.

## School Telephone

The telephones in the school are for use by school personnel only. Children will not be permitted to use the telephone and phone calls will not be made on their behalf unless it is an emergency.

## School Uniform - General Requirements

The St Patrick's Catholic Primary uniform identifies us as a community and therefore should be worn with pride at all times. The following areas are important for our school:

- A school hat is an important part of the school uniform and is to be worn when children are outside the classroom. Our policy of '**NO HAT NO PLAY**' is a preventative measure to safeguard our children from the risk of skin cancer.
- Hair is to be neat and tidy. Long hair must be tied back with ribbons/scrunchies of the school colour (dark blue or green). Boys' hair is to be off the collar and of gradual even grade (no shorter than #3, no lines). Both boys and girls hair is to be of consistent natural colour, and extremes of hairstyles are to be avoided.
- Nail polish and jewellery (apart from a chain with a cross or religious medallion, and a watch) are not to be worn.
- Plain stud earrings or sleepers may be worn.
- Make-up is not to be worn.

## Staff Development Days

Pupil-free days are provided for each school by the Catholic Education Office each year to plan curriculum programs for teaching and learning. These days are valuable to ensure good professional development for the staff and planning for the education of all students. There are no classes on these days.

## Student Management

Mutual respect and support between teachers, students, parents, Parish, and the wider community are at the core of our Student Management Policy. School rules are firm but fair. A reward system encourages children to strive towards excellence in behaviour and in practising the values endorsed by the school community. Consequences are in place when rules are broken, and parents are informed by the Assistant Principal. All students are expected to:

- Cooperate with all teachers
- Follow school rules
- Take responsibility for their own actions
- Act with fairness and respect towards others
- Allow others the right to learn and play safely
- Take pride in themselves, their work and their environment.

Corporal punishment is not permitted.

Bullying in any form is not tolerated and is quickly addressed. St Patrick's encourages a safe, protective and just school.

Illegal substances, drugs and weapons are forbidden on site.

## Supervision Of Children

Parents are advised that supervision of children does not commence until 8:15am each morning. For their own safety, children should not be at school prior to this time.

Children will be supervised until 3:10pm. If parents are unavoidably detained at the end of the day they must inform the school before 3:10pm.

## Volunteers/Visitors

Parents working for the school in a voluntary role must complete a 'Prohibited Employment Declaration' form and attend a St Patrick's Child Protection Training meeting every two years. A register of all approved parent volunteers is retained at the office.

All visitors or volunteers assisting with classroom teaching programs must report to the School Office to sign the Visitor's Book and to receive a Visitor's Identification badge. Once the visit has concluded, visitors must sign out in the Visitor's Book and return the badge.

For security reasons, if teachers or staff see an adult in the school grounds without a Visitor's Badge they will direct that person to the school office.

## Attendance

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided. Parents are required to explain the absences of their children from school promptly and within seven school days of the absence.

## Asthma/Anaphylaxis/Severe Allergies

Parents of children with asthma, anaphylaxis or severe allergic reactions must notify the school of any specific causes that may precipitate an attack, and the appropriate medical action plan.

## School Uniform

Full school uniform must be worn at all times. Any child who does not wear the full school uniform must have a letter of explanation from their parents.

School hats, bags and Library bags are available at the school Office.

Navy blue parkas are available from the Parent Group only.

### Girls

Summer	Winter	Sport
Blue/green check dress White ankle school socks Black school shoes Navy school hat Navy blue or green hair bands	Green tartan dress White shirt (long sleeves) Navy tie Navy tights Black school shoes Navy school jacket/jumper Navy school hat Optional: Navy knitted woollens (e.g. scarf), Navy blue parka	Navy sports shorts White school polo shirt White sports shoes White laces White ankle socks Navy school tracksuit Navy school hat

### Boys

Summer	Winter	Sport
Navy school shorts Midford Sky Blue shirt (short sleeves) Grey ankle school socks with double blue stripes Black school shoes Navy school hat	White shirt (long sleeves) Navy tie Grey ankle school socks with double blue stripes Black school shoes Navy school jacket/jumper Navy school hat Optional: Navy knitted woollens (e.g. scarf) Navy blue parka	Navy sports shorts White school polo shirt White sports shoes White laces White ankle socks Navy school tracksuit Navy school hat

Uniforms may be purchased from:

<b>Joseph's Drapery</b> Guildford Rd Guildford	<b>Merrylands West Drapers</b> Coolabah Centre Sherwood Rd Merrylands West
--	---

## Sip & Crunch

Every day, all students stop to eat a small piece of fruit/vegetable (e.g. grapes, carrot, plum etc) and have a drink of water. No other foods or drink are permitted.