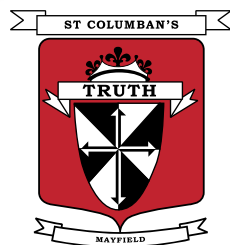




PARENT INFORMATION BOOKLET



St Columban's Primary School
39 Church Street Mayfield NSW 2304
www.mayfieldsc.catholic.edu.au



JESUS THE TEACHER

He never taught a lesson in the classroom,
He had no books to work with, no blackboards, maps or charts,
He used no grades, and His only text was ancient and well worn,
The students were the poor, the lame, the deaf, the blind, the outcast,
and the method was the same for all who came to hear and learn.

He opened eyes with faith,
He opened ears with simple truth, and he opened
hearts with love, a love born of forgiveness.

He was a gentle man, a humble man.
He asked and won no honours, no gold awards of tribute to His
expertise or wisdom.

And yet this quiet Teacher from the hills of Galilee
has fed the needs, fulfilled the hopes and changed the lives of many.



MESSAGE FROM THE PRINCIPAL

Welcome to St Columban's Primary School Mayfield. You are joining a very unique school community that boasts the highest multicultural population in the Diocese of Maitland Newcastle. It is a community with a strong pastoral commitment to the families within our care and strong wider community ties.

St Columban's serves the inner city parishes of Mayfield, Mayfield West, and draws from the neighbouring suburbs of Carrington, Tighes Hill, Hamilton, Maryville, Islington and Warabrook. Kinder orientation and transition program caters for every child's need and cultural background.

The site also accommodates San Clemente High School, for junior secondary students. Our students are often invited to participate with the high school in a variety of activities and extension programs. Our High School transition program is streamlined and effective because of the positive relationship between San Clemente and St Columban's.

Our relationship with Father Matthew Muller, Father Joseph and the parish is very important in the life of the school and the education of your child. The school exists to support the parish and the family in the religious development of the child. We hope to work with you and the school community to develop your child holistically within the framework of a strong Catholic Education.

We are proud of the Dominican tradition surrounding St Columban's and the success the school has enjoyed over many years in every field of endeavour. We invite you to contribute to that tradition as you join our community. Thank you for entrusting your child into our care.

Jennifer Crichton
Principal





ABOUT OUR SCHOOL

ST COLUMBAN'S MAYFIELD WAS FOUNDED BY THE DOMINICAN SISTERS.

In 1917 when Bishop Dwyer, Bishop of Maitland invited the sisters to establish a school in North Waratah, he said that the people were crying out for a good education for their children.

The sisters purchased land on the corner of Kerr and Bull streets Mayfield from Mr Julian Windeyer on 15th April 1917.

On the 16th April 1917 a Primary, secondary and boarding school was opened with 50 students. The school was named San Clemente after the Dominican Church in Rome.

Within a year the student number had increased to 107.

In 1919 the sisters purchased a property on the corner of Crebert and Havelock streets, to meet the growing needs of the students.

The purchased property "RedCliff" became the new San Clemente

The Primary section of the school remained until 1922 when it was moved to the present site, as sheds. The school was named St Josephs, by then parish priest, Father McCormack

A foundation stone was laid in 1926 on completion of the school building which existed of the stage of our hall and the classroom next to the hall. This was both church and school.

Once again the school name changed to St Columbanus to distinguish it from St Joseph's Merewether.

In 1954 Parish Priest Father Norman Withnell decided to change the school name to St Columban's – he said it needed to be anglicised.

There have been many more additions and building projects that made St Columban's what it is today. One addition was a new canteen in the form of an old tram. This tram remained from 1954 until 1993. The most asked question of ex-students is "Is the Tram still there?"

In 1993 Sacred Heart Hamilton and Christ the King Mayfield West were closed and the children from these schools joined St Columban's .

In 2011 there was another change for St Columban's. With the help of the Federal Government's 'Building the Education Revolution" a new library was built, a new administration area and refurbished classrooms were upgraded.

2017 the school celebrated its Centenary. A memorial garden was built and the grounds were upgraded.

2018 new toilets and a brand new infant's corridor have made the school bright and inviting.

CREST & MOTTO

MOTTO

TRUTH is the school motto. This is the English translation of “Veritas” which is the motto for all Dominican schools.

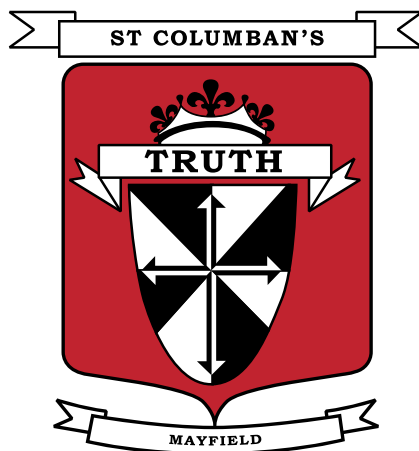
This motto reminds us to be Truth seekers in all we do. “Be true ourselves, Be true to others and most importantly be true to God”

CREST

The black and white shield is the Dominican shield. While it’s medieval in style it is our link with the past. It evokes the timeless message of St Paul “At all times carry faith as a shield” (Eph6:16) as well as the assurance of the psalmist “His Truth shall be your shield” (Psalm91:4)

The centrality of the Cross on the crest, together with the symbolism of the black and white, provide a focus and inspiration for the Christian student. White, traditionally the Risen Christ, however the black and white together symbolised humility and purity of life—hence the traditional black and white of the Dominicans.

The Cross beams culminate in the favourite floral symbol, the fleur de lys—a lily composed of three petals bound together at their bases by the line of the cross representing a community centred in Christ.







OUR FOCUS

Service to Schools
Leadership in Learning
Justice for All... together in Christ

OUR VALUES

- ▶ **Justice & Equality**
- ▶ **Quality & Excellence**
- ▶ **Professionalism**

- ▶ **Collaboration**
- ▶ **Openness to Change**
- ▶ **Respect for All**
- ▶ **Hope in the Future**

OUR CATHOLIC SCHOOLS ASPIRE TO:

- ▶ Be centred on the person of Jesus Christ and grounded in the Scriptures, in the teachings, traditions of faith and prayer in the Catholic Church and the witness of its past and present saints and scholars
- ▶ Be an integral part of the evangelising mission of the Church, and reflect Gospel values of justice, truth, peace, forgiveness, love, reconciliation and service of one another
- ▶ Promote the active partnership of home, parish and school and recognise the family as the primary focus of the educational process
- ▶ Recognise the individuality and dignity of each young person, and foster the development of each one's unique potential and spirituality
- ▶ Develop a challenging, authentic and inclusive educational environment that encourages lifelong learning
- ▶ Be enlivened by staff, both teaching and non-teaching, who are dedicated, committed and generous in their efforts on behalf of young people
- ▶ Acknowledge our responsibility to be stewards of our earth and all of God's creation.

OUR SCHOOL SONG

St Columban's is our school,
Where truth's the greatest rule,
And tolerance guides us on our way.

St Columban's is a place,
Of harmony and grace -
Honesty's our responsibility!

For Jesus guides our way,
Each and every day,
To include all peoples of the world.

We co-operate to learn,
Kindness is more than a word,
Perseverance is our way to victory!

St Columban's is our school,
Where truth's the greatest rule,
And tolerance guides us on our way.

St Columban's is a place,
Of harmony and grace,
Honesty's our responsibility!
St Columban's!!

OUR DOMINICAN BLESSING

May God the Father who made us, bless us,

May God the Son send his healing among us, May God the Holy Spirit be with us, And give us eyes to see with, Ears to hear with, And hands that your work will be done.

May we walk together and use our head, heart and hands to show the true face of God to all.

May the angels and saints watch over us and bring us God's grace and peace.

St Columban and St Dominic -
Pray for us.



CURRICULUM

At St Columban's Primary School the curriculum encompasses Religious Education and the Key Learning Areas as mandated by the N.S.W. Board of Studies. Further information about the mandated syllabus materials can be found on the Board of Studies website: www.boardofstudies.nsw.edu.au/k-6/

Information about the RE Syllabus materials may be found at: www.mn.catholic.edu.au/teachers/religious-education/teaching-of-re

There are SEVEN Key Learning Areas:

- ▶ Religious Education
- ▶ English
- ▶ Mathematics
- ▶ Visual & Practical Arts
- ▶ Science & Technology
- ▶ Human Society & Its Environment
- ▶ Personal Development, Health and Physical Education



WE HOPE THAT OUR RE PROGRAM WILL ASSIST YOU, THE PARENTS AND FAMILIES, IN THE FORMATION OF OUR YOUNG PEOPLE, IN **KNOWLEDGE, UNDERSTANDING AND LOVE** OF THE FAITH AND TO CELEBRATE TOGETHER IN **PRAYER AND LITURGY**.

THE RELIGIOUS EDUCATION PROGRAM.

St Columban's is a Catholic School and we teach the Catholic Faith grounded in the Scriptures, in the teachings and great traditions of the Church. We hope that the warm Christian environment we endeavour to create, will welcome all, including those who do not belong to the Catholic Faith.

Classroom teachers use units of work presented in the RE Syllabus issued by the Catholic Schools Office, for use in Diocesan Schools. Units of work are taught from K to Year 6 according to the stage and development of the children.

PARTNERSHIP IN RELIGIOUS FORMATION. We hope that our RE Program will assist **YOU**, the parents and families, in the formation of our young people, in **KNOWLEDGE, UNDERSTANDING** and **LOVE** of the Faith and to celebrate together in **PRAYER** and **LITURGY**.

SACRAMENTAL PROGRAM. The school enters into a partnership with families and

the wider Parish under the guidance of the Parish Priest and Religious Leaders. The **PREPARATION** of the children to receive the Sacraments of Penance (Reconciliation), Confirmation and Eucharist is **PARISH-BASED**. The Parish Sacramental Team assists this partnership and invites families to be actively involved.

SPECIAL CELEBRATIONS AND CLASS MASSES. On special days such as the Opening of the School Year, Ash Wednesday, the Feast of the Assumption and the Year 6 Farewell Mass, it is the policy to take the children to Mass in the Parish Church. Each Primary Class attends its own Special Mass at least once a term.

Infants celebrate a Liturgy together at least once a term. Parents and Grandparents are always welcome to attend these celebrations with the children and teachers.

ESPECIALLY FOR NEW KINDERS

BEST START

A Kindergarten assessment called Best Start has been implemented throughout the Diocese since 2012. Best Start Kindergarten assessment is not a test. Its purpose is to help the teacher gather information to guide the teaching of your child. The teacher will observe each child and use tasks, such as talking about a book that has been read, and record what their students know and can do. The teaching of your child will be based on the information gathered in these ways. Each child will be required to attend school for one hour in the first day of term.

Getting Ready for School

It is a very big change for a five-year-old to pass from the intimacy of the family circle to school. Here are some practical ways in which you can help this transition:

- 1) Buy clothing that is easy to fasten.
- 2) See that all articles brought to school (shoes, caps, coats, jumpers, bags, books, lunch boxes, etc.) are marked clearly in a prominent place with the child's Christian name and Surname.
- 3) Teach your child -
 - ▶ To tie shoelaces, do up buttons, put on and take off outer clothing
 - ▶ To know his/her full name and address
 - ▶ To recognise his/her name among other names.
 - ▶ To use his/her handkerchief and to put it away when not in use.
 - ▶ To put away toys, book, etc after use.
 - ▶ To wash his/her hands and flush the toilet unassisted.
 - ▶ To know the safest way to and from school.
- 4) Some weeks in advance rehearse with your child (in a spirit of play) the different situations to be met within school life:

- ▶ Opening and closing of the school case.
- ▶ Unpacking and eating the school lunch.
- ▶ Dressing for school and making the journey to and from school.
- ▶ Being away from home and parents for short periods.
- ▶ Give your child many opportunities to use pencils, crayons, scissors, etc. Encourage correct letter formation using the Foundation Handwriting Sheet provided with correct pencil grip.
- ▶ Encourage your child to enjoy books by providing those which are bright, attractive and have only a little reading content. Read stories daily.
- ▶ Listen to stories, look at pictures and talk about them.
- ▶ Encourage your child to talk; answer questions and encourage interest in the daily environment and activities. The best preparation for reading and writing is good language development. If your child writes his/her name, please do not use capital letters, eg. It should be John not JOHN.
- ▶ Greeting companions by name.

ALL CHILDREN STARTING KINDERGARTEN ARE ASKED TO PROVIDE AN IMMUNISATION CERTIFICATE.

Parents who fail to give evidence of their child's immunisation status will be asked to keep their children away from school in the case of an outbreak of specified illnesses.

Settling into School

The change from being at home or pre-school for short periods to a full day, five days a week, brings many pressures to bear on a small child. Some may find it difficult to cope, especially in Term One. You can help your child settle



into school by observing some of the following suggestions:

- 1) Lunch. Many little children find lunchtime with a large group of children quite disconcerting and eat poorly at the beginning of the year. It is best to give them smaller quantities of known favourites and "top them up" when they arrive home. We prefer that the children take home what they don't eat - this prevents waste and allows you to adjust lunches accordingly.
- 2) It is helpful if your child can go to bed early. A tired child cannot benefit from a full day at school.
- 3) Kindergarten children often get very tired and feel the strain of being part of a large group - you will notice this particularly towards the end of the week for the first few months.
- 4) Should your child be unhappy at school for any reason, please let us know. We cannot help with a problem unless we know it exists. It would be appreciated if parents could use the time before and after school for interviews and not class time. Kindergarten classes are constant activity and any interruptions can cause considerable disruption.
- 5) Please send your child on time each day and every day, since regular attendance at school is essential for progress.
- 6) Let your child talk to you about his/her experiences. It is important that you share in his/her new life.
- 7) Do not be surprised when you find that the little ones in Kindergarten are not taught all the formal prayers which older children and adults use. A five-year-old child should be allowed to speak to God in a five-year-old way; parents can do much to foster a love of informal prayer in little children.
- 8) Develop the same routine for drop-offs in the morning. Always tell your child when you are leaving, reassure them if they are anxious, that you will return. Alert the teacher if it becomes apparent your child is becoming upset and leave quickly.

If necessary the school will ring you to confirm that your child has settled. If you give into your child the first time, it will quickly develop into a habitual pattern which will make the start of the day traumatic for all concerned.

SCHOOL ROUTINES AND PROCEDURES

School commences at **8:50am**

Dismissal **2:50pm**

Staff arrival time is 8:20am. Staff departure time is approximately 3:00pm. No responsibility is taken for the safety of the children on the playground before the arrival or after the departure of the staff. This is of great importance.

Parents are asked to report to the school office and sign the Leave Book when taking children out of school early or for appointments during school hours. If your child is late for school the child needs to be signed into school by a parent or guardian

Absences

The permission of the Principal must be sought for absences from school during term time. 'Request For Term Absence' forms are available from the office or from the school's website. Parents are encouraged to avoid holidays during school term as the children may miss important instruction. For all other absences parents are requested to send a note to the class teacher, briefly explaining the reason for the absence.

App - Skoolbag

Our school app is updated regularly and is the place to go for information regarding last minute changes at school eg sports carnivals and wet weather. It is available for all smartphones free from the app store. Search St Columban's.

Appointments with the Principal

If you have any concerns regarding your child's education, or if you need to discuss any matter with the Principal, please do not hesitate to phone for an appointment.

Appointments with Teachers

If at any time you wish to speak to your child's class teacher, he/she is usually available before and after school, but it is often easier, for all concerned, if you arrange a suitable time either by sending a note or by phoning for an appointment. Teachers are not free to talk to parents during lesson time.

Book Club

The opportunity is provided for children to purchase books from Ashton Scholastic. Please assist by placing the order and money in an envelope.

Homework

Homework is set each week. Class teachers set homework and expectations for homework will be discussed at the introductory interview in Term One. At the beginning of each year teachers will provide a clear outline of class procedures. It is important that parents support their child in home study.

Inservice Days – Pupil free days

There are three Staff Inservice Days during the year. Parents are given at least two weeks' notice of such days. All inservice days are pupil free days. The first day of the school year is also a pupil free day.

Medication

A separate 'Administering of Medicines' Policy is available for parents' attention. All medications must be sent to the office for administering.

Money Collections

All money brought to school should be in a sealed envelope. On the envelope please

indicate : Child's Name / Class / What The Money Is For / Amount. All money and notes are placed in a class bag and sent to the office each morning.

Permission Notes

A signed permission note by parents or guardian is required before a child attends excursions or other out-of-school activities. A local Excursion note is given to parents at the beginning of the year. This covers trips to park, library, shops etc in walking distance of our school.

School Newsletter

The school Newsletter is published each fortnight and is sent home with your child on Thursdays. The newsletter contains important information about upcoming events and timetable alterations, as well as general interest items about your school community.

School Photography

School Photos will be taken each year. Parents are under no obligation to purchase the photos.

Sport

All students will participate in sport (Wednesday) and daily activities. At least two hours per week is set aside for physical activity. Children are expected to attend all regular school activities including sports activities. In addition to school carnivals, children are able to compete at regional, diocesan and state levels. Sport Uniform is worn on Wednesdays. The expertise of qualified instructors will be employed on occasion and these paid sport activities will happen in all grades.

Canteen

Canteen is open on Mondays, and Wednesdays for lunch. A price list is usually reviewed each semester and sent home to each family. The school has a no "peanut" philosophy and there are no peanut products sold at the canteen. Lunches may be ordered by placing your child's

name, class and order on a paper bag, together with the money and placing the order into their child's class lunch basket – first thing in the morning. Canteen Supervisor: Mrs Maria Stephens

House Teams

The children are divided into colour house teams: red, yellow, green and blue for carnival days. All the children from the one family will be placed in the same house.

Transfer to Another School

Please notify the Principal if you are leaving the school. If your child is transferring to another Catholic School or progressing to Secondary School, a School Fee Clearance must be provided.

School Library

St. Columban's Primary School is fortunate to have a modern and well-resourced learning hub (library). The learning hub resource collection possesses thousands of print resources, including a comprehensive non-fiction and fiction section to meet every interest and reading level in the school. This collection is constantly being built upon to meet the educational needs and interests of the whole school community.

The children visit the learning hub each week to borrow from the extensive collection and to participate in information skills lessons. These lessons are the result of collaborative planning and teaching between the classroom teachers and the teacher librarian. All information skills lessons compliment classroom programs, and assist the children in becoming information literate.

A library bag is required when borrowing books. No bag ... no book. It is a part of school policy that children borrow each week. The library is open to the children for second half lunch on Tuesday and Thursday, where borrowing and access to information resources are welcome.

St Columban's learning hub utilises up-to-date

technology, ensuring students have access to quality information facilities. At present, there is a computer lab available in the school, where children have supervised access to Internet, Intranet, email and catalogue facilities. There is also a bank of Ipads and sphero robots for the children to use in coding and investigating their technological skills.

All students and their families will be supplied with a copy of The St. Columban's Primary School Internet and Electronic Mail Acceptable Usage Agreement. Once a student commences school this agreement is to be examined by parents and returned signed to the school office for filing. Students and parents are asked to sign this agreement at the beginning of each stage (Early Stage One, Stage One, Stage Two and Stage Three).

Information and Communication Technology (ICT)

St Columban's Primary school is committed to the development and application of Information and Communication Technologies (ICT). The school is fully resourced and networked, providing students with immediate access to quality teaching and learning materials. All classes attend at least one weekly lesson in the school's ICT rooms. In addition to our ICT rooms, classrooms are equipped with interactive whiteboards (SmartBoards) which are used for everyday teaching and learning.

The school also has a STEAM room or thinking hub where children use their mathematical, technological and scientific skills to solve problems. The Creative Hub is for the children to use their artistic and creative skills in the area of art and craft to solve problems and express themselves.

Safe School Procedures Visitors

All visitors are to report to the office, to log in at the kiosk. All visitors must sign out at the same kiosk when leaving.

Visitors include – helpers in the library /

classroom / canteen / trades people etc.

Special arrangements for parents/guardians

Normal morning procedures will apply until 9.00 a.m.

All parents / guardians need to leave the school premises by 9.00 a.m. so everyone has a few minutes, after morning assembly, to organise their morning.

If parents remain at school after morning assembly (class reading, canteen, etc) they must register at the kiosk in front foyer..

All people who sign on must return and sign off.

Late Children – any time after the 8.50 a.m. assembly

All children arriving late to school must report to the office with their parent/guardian to log in through the kiosk.

The kiosk sends a message straight to the roll in the classroom.

Early pick up – before 2.50 p.m.

To collect your child before 2.50 p.m. parents/guardians must report to the office and complete the early departure section on the kiosk. The Secretary will call the class teacher and ask that the child be sent to the office. Any person, other than the parent, collecting a student may need proof of identification.

Afternoon pick up – normal time

Students who are picked up by their parents from Church St – parents are asked to wait on the footpath at the front of the Church. Children are brought to the grass in front of the Church by their supervising teachers and asked to sit until they are dismissed. They are then dismissed class by class. This is to ensure the safety of all the children and parents are asked to support the staff by waiting until their child is



dismissed. On wet weather days, these children will remain in the hall until their parents arrive to pick them up.

Buses from San Clemente – children are accompanied by a teacher to the bus stop at San Clemente.

700 Bus – children are accompanied to the bus stop at the front of the school. The teacher waits with them until the bus arrives.

Children who walk home – are taken out of the school and across the pedestrian crossing on

Church St by a staff member.

Havelock St and OOSH – children who are picked up at the Havelock St gate or who attend OOSH in the afternoon are accompanied by a staff member who remains until all children are collected.

Bikes - Children who ride bikes are to assemble, in the afternoon, and accompany the walkers group out of the school grounds.

UNIFORM DETAILS

The official school uniform is set out below. School uniforms in all Catholic Schools are compulsory. They (1) help promote school pride and (2) they are more economical for parents in the long term.

We ask parents to see that their child/children wear the correct and full uniform at all times. If your child cannot be in the correct uniform for a short period of time please let the class teacher know the reason and the anticipated length of time involved. Thank you.

GIRLS: SUMMER

Red/grey/white skirt & bib
(bib optional)
White short sleeve school shirt
White short socks
Black school shoes
Red hat (slouch or legionnaire)

GIRLS: WINTER

Red/grey/white skirt & bib
L/sleeve white school shirt
Grey tie with red/white stripe
Red V-neck sloppy joe
Grey stockings
Black school shoes
Red hat (either style)

BOYS: SUMMER

Grey school shorts
White s/sleeve school shirt
Short grey socks
Black school shoes
Red hat (either style)

BOYS: WINTER

Long grey school trousers
L/sleeve white school shirt
Grey tie with red/white stripe
Red V-neck sloppy joe
Red zip-up jacket (optional)
Grey socks
Black school shoes
Red hat (either style)

SPORTS

Black netball skirt & black scungies or black shorts
Red T/shirt with black trim on sleeves and collar

White socks
White sports shoes
Red hat (either style)

SPORTS

Black track pants
Red T/shirt with black trim on sleeves and collar
Red V-neck sloppy joe
White socks
White sports shoes
Red hat (either style)

SPORTS

Black shorts
Red T/shirt with black trim on sleeves and collar
White short socks
White sports shoes

SPORTS

Unisex – exactly as the girls wear

The school logo is embroidered on the red school sloppy joe, the zipper jacket and the red and black sports T-shirt. Please note that the jacket, tie, sloppy joe and sports T-shirt are available **ONLY** from the school. The school also stocks the slouch and legionnaire hats and girls tights.

LOWES at 178 Hunter Street. Newcastle, phone 4929 3004, stock the girls' bib and skirt, hats, school shirts, boys' shorts and school socks. All other items of clothing e.g. black track pants, girls' sports skirt and socks may be purchased from the store of your choice.

LOWES at Glendale Shop 15 Supercentre, phone 4956 8570, also stocks the girls bib and skirt.

Jewellery - Jewellery is not part of the school uniform. Studs only to be worn.

Expensive Toys and Other Items

The school will take no responsibility for the loss or damage to expensive toys or other items brought to school. The school discourages the use of such items at school.

Lost Property

Items of clothing found in the school are immediately returned to owners if they are labelled. Unlabelled items are kept for a reasonable time and then sent to the clothing pool. Please clearly Label ALL items of clothing

SCHOOL GROUNDS/BUILDING MAINTENANCE

At various times throughout the school year parents are asked to help maintain the school grounds and buildings. All parents are encouraged to attend these working bees.

SCHOOL BUSES

Children can catch buses to the school each morning and home again each afternoon. Opal cards are available through the Transport NSW. Primary children must be more than 1.6km from the school to qualify. Information can be obtained by visiting the website. **www.transportnsw.info/school-students** Timetables visit: **newcastletransport.info/plan-your-trip/school-services**

PARENT GROUPS

Contact between the school and the parents is of the utmost importance. Functions which enable parents to meet teachers and one another, occur throughout the year.

OOSH Services

OOSH services are provided by Mayfield West and Mayfield East OOSH providers. The buses drop off the children of a morning, but, of an afternoon OOSH is in the school hall. They also provide vacation care. Contact details: WEMOOSH (Mayfield West) 4968 3337 **wemoosh@optusnet.com.au**

Mayfield East
4967 2223
0431 406 309

STUDENT PROGRESS REPORTS AND INTERVIEWS

Student Reports are completed and sent home at the end of Terms 2 and 4. They are based on cumulative evidence of children's progress, both formal and informal. The reporting procedures provide a close link between the student, teachers and parents. An opportunity for parent interviews is provided after reports are sent home. Parents are welcome to contact the office to arrange an appointment with their child's teacher at any time during the year.

SECRETARIAL TIMES

The school secretary, Mrs Cath Ryan, will be at the school during the following hours:

Monday - Friday **8:30am – 3:00pm**

PARENT INFORMATION

ENROLMENT

Enrolment forms are available from the Principal for new Kinders and other grades. Children enrolling in Kindergarten are to turn five (5) by the 31st May. Special conditions may apply for children born during June. Enrolment period for next year usually commences in Term 2. High school enrolment forms are available from this school. Details will be sent home with Year 6 students.

YOU AND THE TEACHER

Contact between the school and the parents is of utmost importance. Your child's class teacher or the Principal will be happy to make an appointment to see you if there are matters you would like to discuss with them. Regular opportunities for parents to meet the teachers are provided throughout the year.

PARENT HELP

If they wish, parents are able to help at the school in the following ways:

- ▶ By joining the tuckshop roster
- ▶ Library
- ▶ Helping with maintenance
- ▶ By helping with class groups
- ▶ Computers
- ▶ Reading helpers

COMMENCEMENT DATES FOR 2019

Terms 2019:-

Term 1

Tuesday, 30 January - Friday, 12 April

Term 2

Monday, 29 April - Friday, 05 July

Term 3

Monday, 22 July - Friday, 27 September

Term 4

Monday, 14 October - Friday, 20 December



FEES

School fees are an integral part of our Catholic School. A percentage of our fees must be paid to the Catholic Schools Office to subsidise the allowance granted by the Government each year to help cover teachers' wages. The remainder of the fee is used to maintain and cover running costs.

An account will be forwarded home at the beginning of each term. It would be appreciated if it could be paid by the due date or by payments if necessary. Please forward your payment with your account to the school clearly marked with your name and address. A receipt will be issued and forwarded home. Families experiencing financial difficulties are asked to contact the Principal as soon as possible and a concession can be arranged.

INFECTIOUS DISEASE

The NSW Health Department has issued information on infectious diseases. Further information can be obtained by contacting the school or the Hunter Area Health Service on **4929 1292**.

CONDITION	TIME OF EXPOSURE	SYMPTOMS	SHOULD CHILD BE KEPT AT HOME
Chicken Pox	2-3 weeks	Slight fever, runny nose, and a rash that begins as raised pin spots that blister and scab. Can be more severe in pregnant women and newborns.	Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.
German Measles (Rubella)	2-3 weeks	Often mild or no symptoms, mild fever, runny nose, swollen nodes, pink blotchy rash that last a short time. Can cause birth defects if pregnant women are infected.	Yes, for at least 4 days after the rash appears.
Conjunctivitis	1-3 days	The eye feels scratchy, is red and may water. Lids may stick together on waking.	Yes, while there is discharge from the eye.
Glandular Fever	4-6 weeks	Fever, headache, sore throat tiredness, swollen nodes.	No, unless sick.
Gastroenteritis	Depends on the cause: several hours to several days.	A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.	Yes, at least for 24 hours after diarrhoea stops.
Influenza	4-6 weeks	Fever, headache, sore throat, tiredness, swollen nodes.	No, unless sick.
Measles	About 10 to 12 days until first symptoms, and 14 days until the rash develops.	Fever, tiredness, runny nose, cough and sore eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.	Yes for at least 4 days after the rash appears.
Whooping Cough (Pertussis)	7 to 20 days	Starts with a runny nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air.	Yes, until the child has taken the first 5 days of a special antibiotic.
Ringworm	Varies (may be several days)	Small scaly patch on the skin surrounded by a pink ring.	Yes, until the day after treatment has begun.

CONDITION	TIME OF EXPOSURE	SYMPTOMS	SHOULD CHILD BE KEPT AT HOME
Worms	Several weeks	Itchy bottom.	No.
Hand, foot & mouth disease	3 to 7 days	Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.	Yes, until the blisters have dried.
Impetigo (school sores)	1 to 3 days	Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.	Yes, until treatment starts. Sores should be covered with a watertight dressing.
Head Lice	Usually 5 to 7 days	Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.	No as long as head lice treatment is ongoing.
Scarlet Fever	1 to 3 days	Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.	Yes, until at least 24 hours of treatment has begun and the child is feeling better.
Hepatitis A	About 2 to 6 Weeks	Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.	Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.
Meningococcal disease	2 to 10 days	Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.	Seek medical help immediately. Patient will need hospital treatment.
Mumps	14 to 25 days	Fever, swollen and tender glands around the jaw.	Yes, for 9 days after onset of swelling.
Slapped cheek (Fifth disease, Parvovirus)	1-2 weeks	Mild illness: fever, red cheeks, itchy lace-like rash and possible cough, sore throat or runny nose. If you are pregnant see your doctor immediately because it could affect your unborn baby.	No, this disease is most infectious before the rash appears.

CHILD PROTECTION

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St Columban's we believe that all children have a right to a safe environment which is free from any form of abuse or harm. At St Columban's relationships between adults and children are governed by trust and Gospel values.

Schools in NSW are required to meet the statutory obligations of legislation relating to child protection. Schools in this diocese are required to uphold the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:


- ▶ The Ombudsman Amendment (Child Protection and Community Services) Act, 1998
- ▶ The Children and Young Persons (Care and Protection) Act, 1998
- ▶ Commission for Children and Young People Act, 1998

Catholic Schools Office documents include:

- ▶ Child Protection – Identifying and Notifying Abuse
- ▶ Guidelines for the Implementation of the Ombudsman Amendment Act
- ▶ Child Protection – Procedures for Schools
- ▶ Code of Professional Standards for Catholic School Employees

Children and Young Persons (Care and Protection) Act

This legislation establishes a shared responsibility for the protection of children. Teachers have a legal responsibility to report a child or young person who is at risk of harm. This means that staff at St Columban's are required by law to make a report to the Department of Community Services when they have reasonable grounds to suspect that a child or young person is at risk of harm from abuse or neglect. This includes physical, sexual and psychological abuse, exposure to domestic/family violence, homelessness or the inability of the parents to provide appropriate medical care for the child or young person.

A photograph of two young students, a boy and a girl, sitting at a desk in a classroom. The boy, on the left, is a Black child with short hair, wearing a red shirt, and is smiling broadly. The girl, on the right, is a white child with blonde hair and purple-rimmed glasses, also wearing a red shirt and smiling. They are both looking towards the camera. In the background, there are colorful educational posters on the wall and a backpack hanging on a rack.

ALL VOLUNTEERS MUST HAVE A WWCC - WORKING WITH CHILDREN CHECK OBTAINED FROM RMS AND A ZIMMERMAN SERVICES CLEARANCE.

CHILD PROTECTION & VOLUNTEERS

Being a volunteer in a school is an important task St Columban's Mayfield would not be able to function as well as we do without the contribution made by the myriad of volunteers who so generously give of their time and expertise. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. This history has resulted in legislation in NSW which aims to protect children from abuse.

The legislation that applies specifically to volunteers includes:

- ▶ Commission for Children and Young People Act 1998
- ▶ NSW Ombudsman Act 1974

Commission for Children and Young People Act 1998

This legislation was enacted as a recommendation of the 1997 Wood Royal Commission. Under this legislation, in a school context, 'employees' include all persons, paid or unpaid, who have direct, unsupervised contact with children or young people through any aspect of their work in, or for, the school. It aims to protect children and young people from contact with people who have been convicted of the following:

- ▶ serious sex offence;
- ▶ child-related personal violence;
- ▶ murder of a child;
- ▶ indecency offences punishable by imprisonment of 12 months or more;
- ▶ kidnapping (unless the offender is or has been the child's parent or carer);
- ▶ offences connected with child prostitution;
- ▶ possession, distribution or publication of child pornography; or
- ▶ attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

Examples of 'employees' who perform a task for the school include, but are not limited to:

- ▶ volunteers assisting in classrooms, e.g. reading or library helpers;
- ▶ those attending a "working bee";
- ▶ persons providing transport on the request of the school;
- ▶ anyone assisting in the school canteen;
- ▶ people assisting with camps, retreats, community days and excursions;
- ▶ religious and clergy who attend the school for liturgies, retreats or services.

All volunteers are required to complete a Prohibited Employment Declaration and receive an identity card, prior to commencing as a volunteer. Declarations are available from RMS and RMS online. Volunteers must read the Declaration, sign it and return it RMS

It is very important for volunteers to read the Declaration before signing as it is an offence for a prohibited person to apply for, undertake, or remain in child-related employment.

Volunteers not willing to provide a Prohibited Employment Declaration Card are not permitted to undertake any duties in the school.

A volunteer who has any doubts about his/her status should seek independent legal advice.

NSW Ombudsman Act 1974

This Act guides the Catholic Schools Office and school's response when a child protection allegation has been made against an employee. It applies to paid and unpaid employees (volunteers) in schools.

The Act requires the school to notify allegations that constitute sexual offences, misconduct, assault, ill-treatment, neglect and

behaviour that causes psychological harm to children to the Diocesan Child Protection and Professional Conduct Unit (DCPPCU).

Once the allegation is received by the DCPPCU it is reported to the Ombudsman's Office. The DCPPCU then conducts an investigation into the allegation. The investigation gathers facts relevant to the allegation and arrives at a finding at its conclusion. The process of investigation provides the employee with an opportunity to respond to the allegation and have the response heard. All evidence is considered before a decision is made in regard to the finding.

Further information about this process is available from the DCPPCU, ph: 4940 8091

The Catholic Diocese of Maitland-Newcastle Child Protection Information

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools.

The Children and Young Person's (Care and Protection) Act 1998

In NSW we are able to report certain information to Family and Community Services (FaCs). If we are concerned for one of more of the children in the school, we can discuss our concerns with a teacher, Assistant Principal or Principal. We can report our concerns to the FaCS Child Protection Helpline (Ph. 133 627, 24 hrs/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if we're uncertain, talk to a staff member at the school.

Part 3A of the Ombudsman Act 1974

Part 3A Ombudsman Act 1974, defines Diocesan schools as a 'designated non-

government agency' and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct.

All staff and volunteers in Diocesan schools fall within the scope of Part 3A and may be investigated for alleged 'reportable conduct' which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

Zimmerman Services is the Diocese's specialist child protection service who works with the Ombudsman to ensure the Diocese meets its obligations under Part 3A.

The Child Protection (Working with Children) Act 2012

Under this legislation people who work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This 'Clearance' can be obtained from applying online at check@kidsguardian.nsw.gov.au.

As a parent, if we learn about a staff member or a volunteer working in the school without a Clearance, we should talk with the Principal or Assistant Principal as soon as possible. If we believe that nothing is being done about our concerns, we can contact Zimmerman Services directly (Ph. 4979 1390 Mon-Fri 08:30 to 5pm).

Diocese of Maitland-Newcastle Reporting Policy

As a parent we can report any concerns we have for a student, or group of students, to our principal, assistant principal or directly to Zimmerman Services (Ph. 4979 1390 Mon-Fri 08:30 to 5pm). The Diocese's reporting policy and procedures are available to everyone on the Diocesan website:

Diocese of Maitland-Newcastle Reporting Child Protection Concerns

As parents we are entitled to contact Zimmerman Services directly about any concerns we have about the safety, welfare or wellbeing of a child or if we are concerned that the school isn't addressing allegations of reportable conduct or abuse. (Ph. 4979 1390 Mon-Fri, 08:30 to 5pm).



WELFARE POLICY

St Columban’s Welfare Policy is available for your perusal at any time on request. The extract below is a guideline for families new to our school.

At St Columban’s we instil in our staff and students Rights and Responsibilities that ensure the safety and happiness of the school community.

RIGHTS: Our responsibility to ourselves

- ▶ To learn, grow and develop in the faith traditions of the Catholic Church
- ▶ To be able to have a fair go
- ▶ To feel safe and happy
- ▶ To teach and learn in a peaceful school
- ▶ To experience equity, equality, respect and dignity

RESPONSIBILITIES: Our responsibility to others

- ▶ To be a kind, caring and sharing person
- ▶ To be peaceful, faithful and respectful
- ▶ To learn and allow others to learn
- ▶ To be honest
- ▶ To celebrate efforts and achievement
- ▶ To act justly and fairly

RULES

In all areas at all times

I AM SAFE	I AM RESPECTFUL	I AM RESPONSIBLE	I AM A LEARNER
Walk on Concreted surfaces and around buildings Use safe hands, safe feet and safe words use your ABC!	Be Honest Be kind Include, don’t exclude Use your manners Respond positively to adult requests	Be in the right place at the right time Care for the school environment Wear school uniform with pride	Listen carefully Follow instructions Do your best

WELFARE POLICY

ROUTINES: The way we do things at St Columban's

- ▶ We greet each other.
- ▶ We always say morning and afternoon prayer.
- ▶ We listen at assembly.
- ▶ We attend our class and school Masses.
- ▶ We care for our environment.
- ▶ We enter classrooms only with permission.
- ▶ We care for ourselves by eating healthy foods and wearing hats on the playground.
- ▶ We stay in our playing areas.
- ▶ We wear our school uniform with pride.

RESPONSE: What happens at St Columban's

- ▶ We celebrate positive choices and behaviours
- ▶ We are accountable for the choices we make
- ▶ We are supported to do the right thing
- ▶ There are fair consequences for what we do and how we do it
- ▶ We seek to repair harm done if our choices have a negative effect on others

STRATEGIES:

Our staff will help to build positive relationships with students by:

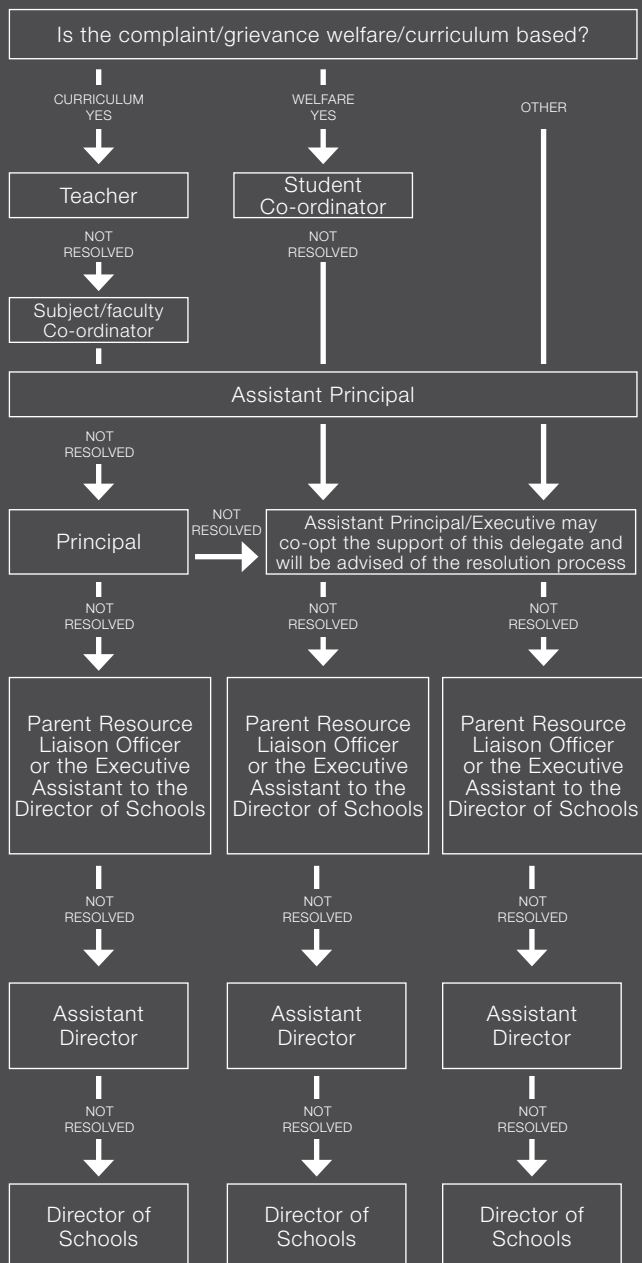
- ▶ Celebration activities, special privileges, school ceremonies, assemblies, award systems e.g. greetings, manners, best work and sporting achievements.
- ▶ Affective questioning
- ▶ Planned consequences (e.g. time-out, loss of privileges, suspension, community restitution activities)
- ▶ Responsible thinking (reflection time/ affective questions sheet)
- ▶ Restorative meetings
- ▶ Restorative conferences.
- ▶ Being sensitive and supportive when students are upset or hurt
- ▶ Acting on reports of teasing and bullying
- ▶ Displaying appropriate personal interest in students
- ▶ Being explicit about expectations and actively teaching and modelling these

Our staff will use these strategies and practices:

- ▶ Set clear, fair and reasonable expectations, boundaries and consequences in line with PBL framework
- ▶ Use positive communication and body language
- ▶ Consistently use explicit acknowledgement, aiming for a ratio of 1:4
- ▶ Adjusting learning tasks to allow student success
- ▶ Providing timely and explicit correction and redirection
- ▶ Using positive reinforcers
- ▶ Using guided choice with a stated consequence
- ▶ Controlling own emotions, non-verbal cues and body language to model expected behaviour
- ▶ Using simple, directive statements in cases of emotional escalation

COMPLAINTS & GRIEVANCES RESOLUTION PATHWAY

The Key steps followed in the process are dependent upon whether the complaint and/or grievance emanates from a Primary or a Secondary setting.



IMPORTANT POINTS TO REMEMBER

- ▶ Problems are best resolved using a positive attitude. Anger is usually counter-productive to finding a resolution to complaints and grievances.
- ▶ Schools need time to investigate complaints and grievances. A quick fix is not always possible or desirable.
- ▶ Schools are complex environments - not all complaints and grievances can be resolved. Opinions vary widely.
- ▶ With students there are often as many perspectives as there are children.
- ▶ Schools endeavour to act in the best interests of **all**.
- ▶ Confidentiality and privacy are respected. **There will be times when actions taken in resolution of the complaints and grievances are not able to be discussed.**
- ▶ In the interests of Procedural Fairness & Restorative Justice it is counterproductive to discuss Complaints & Grievances outside of this process.
- ▶ Social media is not an appropriate forum to discuss Complaints & Grievances

CONTACT

CATHOLIC SCHOOLS OFFICE

841 Hunter Street, Newcastle West 2302

PO BOX 714 Newcastle NSW 2300

Phone 02 4979 1200 **Fax** 02 4979 1209

Email info@mn.catholic.edu.au

Visit us online www.mn.catholic.edu.au

CATHOLIC SCHOOLS OFFICE

PARENT LIAISON AND RESOURCES OFFICER

Phone 02 4979 1303

Mobile 0409 791 303

ZIMMERMAN SERVICES – CHILD PROTECTION UNIT

50 Crebert Street, Mayfield NSW 2304

Email dcppcu@mn.catholic.org.au





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