

# ST PHILIP NERI CATHOLIC PRIMARY SCHOOL



## PARENT INFORMATION BOOKLET

**Address:**

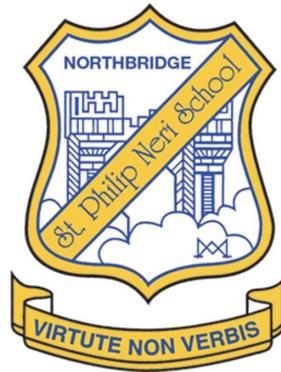
67 Baringa Road

Northbridge 2063

Phone: 02 9958 7136

Email: [spn@dbb.catholic.edu.au](mailto:spn@dbb.catholic.edu.au)

Website: [www.stphilipneri.nsw.edu.au](http://www.stphilipneri.nsw.edu.au)



*Virtute Non Verbis*

**OUR SCHOOL MOTTO**

*My children, our love is not to be just words  
or mere talk, but something real and active;  
only by this can we be certain that we are children  
of the truth and be at peace in God's presence.*

1 John 3: 18-19

*Loving in Deeds  
Not Just in Words*

## ***Welcome to St Philip Neri***

Dear Parents,

On behalf of all at SPN, I extend to you a warm welcome to our community.

I hope that this handbook will be of assistance to you, the parents of our SPN children. I am sure that it will give you important information about our school.

Those of you who are beginning your first child at school are embarking on a new and different adventure. I'm sure you are excited by the prospect of becoming involved in a different way in your child's education now that he/she is starting school. For those of you who have had the experience before, I feel confident that you are looking forward to the joy that each of our children bring as they take a new step on their life journey. We certainly look forward to sharing the responsibility of educating your child with you.

You may recognise some familiar procedures similar to those in place when you were at school, however, you will probably find that school for your child is a very different experience from what you remember of your primary school years.

The best way to find out about how your child will be educated at SPN is to take advantage of the many opportunities to participate in the life of the school. Our liturgies, parent workshops on how and what your child will be learning, the weekly newsletter, regular meetings with teachers and our assemblies, are just a few examples of opportunities for you to become involved in the life of your child at school.

I pray that God will bless our time together at SPN. I pray also that it will be a time full of happiness, caring and support for each other as we focus upon the learning and development of your child in a truly Catholic atmosphere of love and concern for each individual.

I wish you and your family a very happy and rewarding association with our SPN community of learners.

With every blessing

Fiona Bylsma  
Principal

## GENERAL INFORMATION

<b>PRINCIPAL:</b>	Ms Fiona Bylsma
<b>ASSISTANT PRINCIPAL:</b>	Mrs Maryanne Kelly
<b>RELIGIOUS EDUCATION CO-ORDINATOR:</b>	Mrs Teresa Larcher
<b>SECRETARIES:</b>	Mrs Laura Martin (Mon.Tues.Wed.Thurs.) Mrs Olivia Abernethy (Fri.)
<b>ADDRESS:</b>	67 Baringa Road Northbridge 2063
<b>TELEPHONE:</b>	9958 7136
<b>FAX:</b>	9958 4132
<b>EMAIL:</b>	<a href="mailto:spn@dbb.catholic.edu.au">spn@dbb.catholic.edu.au</a>
<b>WEB SITE:</b>	<a href="http://www.stphilipneri.nsw.edu.au">www.stphilipneri.nsw.edu.au</a>

### TERM DATES 2018

Term 1: Monday 29 January to Friday 13 April 2018

Term 2: Monday 30 April to Friday 6 July 2018

Term 3: Monday 23 July to Friday 28 September 2018

Term 4: Monday 15 October to Friday 21 December 2018

***Staff Development Days are set during the year and advised in the weekly newsletter and on the school calendar.***

### SCHOOL HOURS

8:15am	Staff supervision of playground commences
8:45am	Bell rings for children to move to lines
10:50am	Morning recess starts
11:10am	Morning recess ends
1.10pm	Lunch break starts
2:05 pm	Lunch break ends
3:05pm	Afternoon assembly and Dismissal

## HISTORY

St Philip Neri Catholic School is a single stream primary school for boys and girls. It is the most southern school in the Diocese of Broken Bay. The majority of students reside within the combined parish of Northbridge/Naremburn now known as the Catholic Parish of Lower North Shore.

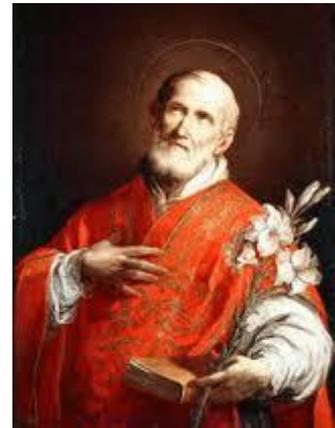
The school was established in 1926 but until 1983 was known as St Ciaran's. The Sisters of St Joseph were the school's founding order.

As the school has grown, so has the need to provide quality facilities for the children. In 2000 work was completed on the building of six new classrooms, the extension of the Kindergarten room and the refurbishment of the library and administration area.

In 2009 we were recipients of the Federal Government stimulus package known as 'Building the Education Revolution'. This resulted in us building a new library, multipurpose room and refurbishing the Kindergarten room.

### **St Philip Neri**

*St Philip Neri worked as a layman and a priest in the 16<sup>th</sup> Century. He is remembered as a humanist. He was a popular figure with people from all walks of life and was fond of holding informal prayer and instruction gatherings. From these gatherings grew the Congregation of the Oratory, a society of priests that greatly aided the reform of the Church and still exists today.*



## ST PHILIP NERI SCHOOL MISSION STATEMENT

### **“Virtute non Verbis – Deeds not Words”**

*St Philip Neri is a Catholic school community guided by our spiritual heritage. The dignity of all inspires us to live justly and work collaboratively; providing opportunities for individuals to realize freedom through education to prepare them to confront the world of the future fearlessly.*

## **PRINCIPALS OF LEARNING**

St. Philip Neri Catholic Primary School's Principles of Learning that underpin our educational philosophy are:

### *VALUES, COMMUNITY, ENVIRONMENT AND PRACTICES*

#### *VALUES:*

- Gospel Values
- Promotion of the school ethos of 'Deeds Not Words'
- Development of the whole child – spiritually, emotionally, physically and intellectually
- Restorative justice
- Respect
- Life long learning
- Life skills
- Stewardship

#### *COMMUNITY:*

- Diverse learners
- Shared learning amongst the whole community
- A community of learners
- Transformative learning and learners
- Professional learning

#### *ENVIRONMENT:*

- Highly engaging
- Autonomous
- Well resourced
- Contemporary
- Active in promoting high academic, social, moral and physical expectations

#### *PRACTICES:*

- Collaborative
- Differentiated to meet individual needs
- Evidence based and embedded on good pedagogy
- Encourages independent learners
- Provides opportunities for deep learning
- Implements the Quality Teaching Framework
- Authentic
- Reflective
- Enriching
- Outcomes based
- Dynamic not static
- Integrated with on-going assessment
- Nurtures professional learning

## **EXIT OUTCOMES**

***In the Catholic tradition, students at St Philip Neri School learn the message of scripture. When they leave the school they strive to be like Jesus through their***

- Kindness and compassion displayed towards others
- Respect shown to their peers and the community
- Inclusiveness as they embrace difference

***When students leave St Philip Neri School they are prepared to face life's challenges and are supported by their***

- Leadership abilities and skills
- Environmental awareness and problem solving skills
- Sense of responsibility

***When students leave St Philip Neri School the students are challenged to be***

- Independent learners and effective, confident communicators
- Lifelong learners who value the collaborative education process
- Fair and just members of the community

## **CURRICULUM**

In striving for excellence, the caring and dedicated teachers at St Philip Neri Catholic School, provide a broad education based on the NSW Board of Studies syllabus.

The Key Learning Areas are:

- Religious Education
- English
- Mathematics
- Science and Technology
- History/ Geography
- Creative Arts
- Personal Development, Health and Physical Education

## **RELIGIOUS EDUCATION**

Religious Education is a curriculum area as well as being at the very heart of all we do.

At St. Philip Neri we support parents as the prime educators of their children. We help the children to grow and develop in faith, with Christ central to their lives. Each week the children participate in Religious Education lessons drawn from a program published by the Broken Bay Catholic Schools Office.

Children celebrate the Eucharist with the whole school or their class on a regular basis. Parents are most welcome to join their children at these masses. We pray together regularly in class, at school assemblies and on special occasions.

## **SACRAMENTAL PROGRAM**

Children are prepared for the sacraments through participation in a parish family based program. The school actively supports the parish. Children in Year 2 are prepared for Confirmation and Reconciliation. First Eucharist is received in Year 3.

## **STAFF**

The Catholic Schools Office provides seven classroom teachers, a Librarian, and a Learning Support teacher. Specialist teachers provide tuition in Music and some sports programs.

## **SPORT**

All children participate in a comprehensive physical education program. As a school we hold swimming and athletics carnivals each year. Children are also offered a variety of other sporting opportunities. We compete against other diocesan schools in track and field carnivals, swimming carnivals, cross-country competitions, netball, basketball and soccer gala days.

## **SCHOOL FEES:**

School fees consist of a Diocesan Fee, School Education Fee and Diocesan School Building & Maintenance Levy.

**Diocesan Tuition Fee** is set by the Diocese of Broken Bay. All the money collected from this fee is returned to the Catholic Schools Office.

In 2018 the fee will be \$2,523.00.

Concessions are in place for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> children if the children attend schools within the Diocesan system.

**School Education Fee:** This fee is set by the School and for 2018 will be \$1,544 for each child. This fee covers books, stationery, art and craft requirements, resources, excursions, sport (gymnastics, gross motor, dance and swimming) transport and entry costs to carnivals. It also covers cleaning and maintenance expenses.

**Diocesan Building Fund:** In 2018 this will be set at \$970.00 per family. This fee is paid directly to the Diocese of Broken Bay, which has undertaken full responsibility for funding recurrent and capital expenditure for its schools.

**Accounting Procedures:** Parents will receive their accounts three times a year, first, second and third terms. Accounts should be paid as soon as possible. Time payment can be arranged upon request.

## **Payment of Accounts**

Parents may pay accounts directly at the office or send with their child in a sealed envelope for placement in the Classroom Office Bag.

## **SUPERVISION AND CHILD SAFETY**

Children are supervised throughout the school day. In the interest of your child's safety, parents are asked not to drop children off before 8:15am. There is no morning supervision before 8.15am and we encourage you to send your child to school after this time or book them into Before School Care for the morning session. Children who arrive

**early need to sit quietly in the Amphitheatre and wait until the teacher is on duty.**

**Punctuality** is important for children to settle at school and be welcomed at the 8.45am morning line up by their teacher.

We place significant emphasis upon the safety and care of our children. Staff are very aware of the need for safety and readily supervise all activities from 8.15am to 3.10pm by which time all children have normally left. Safety programs are often presented to heighten the child's awareness.

### **Accidents/Injuries**

Children occasionally have minor injuries from their play. They are sent to the office for first aid care and attention to their injuries. The office staff are trained in First Aid. Any serious accident/injury or head injury is immediately treated and parents are contacted. If parents cannot be contacted, emergency numbers will be used and, if necessary, emergency measures will be taken by the Principal or Assistant Principal.

### **Sickness**

If children are ill during the day parents are usually contacted to come to school and collect them. If parents are unable to be contacted, emergency contacts may need to be used. Regardless, the children will be cared for by the staff in sick bay. In the case of contagious illnesses e.g. chicken pox, a doctors' clearance is required before returning to school.

Parents are encouraged to keep their child at home if they are ill so that other children/teachers are not infected and they return when they are feeling well enough to learn.

### **Sun protection**

Our school endorses the use of hats and sun cream. Children wear hats every day of the year. Parents are asked to encourage their children to use protective cream. Children without hats are required to sit in the shade. The school has a 'no hat no play' policy. There is a great deal of natural / man made shade in the playground that the children can take advantage of. On very hot days the children remain inside in air-conditioned comfort.

### **Absences from School/ Attendance**

Regular attendance at school is essential for students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, monitors part as well as whole day absences.' (CSO Broken Bay Guidelines).

Attendance from 8.45am to 3.05 pm is compulsory for all school aged children. Children who continually arrive late or leave early find it difficult to settle. It is extremely disruptive to their individual routine as well as the routine of the other students. Principals have been asked to investigate more than three occurrences of late arrival or early departure.

Generally, leave will not be granted for family holidays taken during term time. An exception to this may be that the family circumstances are such that the Principal considers that the holiday would be in the best interests of the children.

Parents who wish to seek exemption from school attendance for their child/children to go on vacations during school term need to make application by completing and submitting an **Application for Exemption from School Attendance** form. These forms are available from the office or the school website. This is a mandatory requirement of the government and the Catholic School's Office.

At SPN, we have procedures in place to ensure these guidelines are strictly adhered to. These guidelines guarantee that our class rolls are correct as they are **legal documents**. For safety reasons, if a person other than the parent is to collect your child, please inform the office first.

SPN absence procedures:

Absent from school: in the event of your child being absent from school, a signed note is required from the parent/guardian upon the child's return to school stating:

date of absence

reason for absence

Parents are responsible to have these written explanations returned to the school within 7 days of the student's return to school.

Late arrival to school: when a student arrives at school after 8.45am, parents are to go to the school office and sign the late attendance form which acknowledges the partial absence. The student then takes this slip to the class teacher where the partial absence is recorded in the class roll.

Early departures: If a student needs to leave school early, parents need to go to the office to obtain and sign the form provided. The office staff will then contact the classroom and the student will come to the office with their bag.

Partial absence during the day: Parents need to go to the office to obtain and sign the form provided. On return to school, the parent needs to go to the school office and sign the form which will acknowledge the child's return to school that day.

Requesting leave: applications for extended leave for over 10 days from school, need to be made in advance in writing to the School Principal.

Changing schools: When a student leaves the school they are required to notify the school of their intended leaving date in writing and complete a school leaver's form provided by the school office.

Extended Absences: If you are aware that your child will be away for a number of days it is necessary to inform the class teacher in writing. Supplying work for students on extended absences is possible but not always practical given that children need to be present for the learning cycle and instructions etc. Please discuss suitable activities if needed with your class teacher

***With these guidelines we are now required to notify CSO of all prolonged absences and partial absences.***

These guidelines are in place for the safety of the students and we thank you for your cooperation with these procedures.

## **Departure Times**

It is important that your child is clear about their pick up or departure details. This helps minimise stress and confusion for your child. A good strategy if routines vary is to write out a timetable and place it in your child's bag.

Parents are asked to contact the school (unless prior arrangements have been made) if they will be later than 3.15pm. This helps alleviate children's concerns as they are often upset if they feel they should have been picked up sooner. All children are usually picked up by 3.20pm so that teachers can be back in classrooms for planning and meetings etc. Children remaining will be relocated to the office area for supervision. Your assistance in this area is greatly appreciated.

### ***Kiss & Ride in the mornings;***

St Philip Neri offers a kiss & ride service. Children can be dropped at the front of the school in the red zone in the mornings.

### ***After School Arrangements:***

Students being collected by parents will assemble in the amphitheatre. In the event of wet weather children are dismissed from the classrooms. We ask that parents wait in the amphitheatre to collect children.

Bus: Students catching a bus assemble in lines at the back gate and are escorted to the buses by a teacher.

Kiss and Ride: these students will assemble outside the church at the gate and will be escorted by a teacher in the afternoon.

## **Traffic**

Our school is bounded by some busy roads and small back streets.

Traffic is particularly heavy in the afternoons when the children are being picked up. We ask that you take responsibility to ensure the safety of the children. We encourage parents to use our kiss and ride to collect children.

## **AFTER SCHOOL CARE**

No after school care is provided on site at St Philip Neri. However, the service is provided by Kids Capers, they are located at Warner's Park which is at the end of The Outpost Northbridge. Kids Capers provides before and after school care and Vacation Care for children from Northbridge Public School, St Philip Neri Catholic School, Cammeray Public School, Willoughby Public School and Artarmon Public School. Kids Capers can be contacted on 9958 4551 or 0412 398 539 and all arrangements are made through them.

## **CHILD PROTECTION**

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

### **Maintaining Professionalism**

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

SPN Staff strive to:

- Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

### **Addressing complaints of inappropriate behaviour by staff**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure

systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO's Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child.

### **Screening of those working in schools**

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

- A 'parent of a child' includes a carer or person who has legal responsibility for a child.
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

Similarly, any volunteer working in a high risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <http://www.kidsguardian.nsw.gov.au/>.

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

**Phone: 9847 0618 or Office Fax: 9847 0611**

### **Responding to risk of harm**

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO's child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

If you have concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

### **Summary: Complaints**

At SPN we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you have a complaint about a student other than your own child you should raise it with your child's class teacher.

- If you have a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you have a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection). Please refer to the Parent and Community Information Brochure – Addressing Concerns About a School available on the CSO website at <https://curianet.dbb.org.au/CatholicSchoolOffice/dssresources/Pages/default.aspx>

## **IMMUNISATION**

Children are required to present an Immunisation Certificate to the school. The Certificate reminds and encourages parents to have their child immunised against diseases which can be prevented by immunisation. The certificate is available from your local family doctor.

Unimmunised children may be required to stay at home if there is an outbreak of any of the childhood diseases. This will prevent the spread of the disease to other children, families and the community.

## **GENERAL INFORMATION**

### **ASSEMBLIES**

A whole school assembly is held each week. Awards are given to children in each class and birthdays are celebrated. Parents are always welcome to attend.

### **ASSESSMENT / EVALUATION**

Ongoing communication between family and school is essential. Parent/teacher information evenings are held early in the year. In the middle of the year there are individual parent/teacher interviews to discuss each child's progress. A written report is sent home twice a year.

Children's progress is monitored on a regular basis and all areas of the curriculum are regularly assessed and evaluated by teachers.

### **BOOK CLUB**

Each term our children have the opportunity to buy books through Scholastic Australia. *All purchases are purely optional.* Brochures are sent home and, if you wish to purchase, your selections are to be sent back to the office by the closing date. It usually takes a few weeks before delivery. We appreciate the help of parents who voluntarily provide this service to the children.

### **COLOUR HOUSES**

Children are allocated to one of four houses.

**RED    BLUE    GREEN    GOLD**

## **CONTACT NUMBERS**

You are urged to have all contact numbers held by the school up to date and current - especially the emergency numbers and parent contact numbers. PLEASE INFORM THE SCHOOL OFFICE IMMEDIATELY of any changes of address, phone number or contact numbers

## **EXCURSIONS**

Excursions of various types are planned to provide valuable learning experiences for all children and to support the work being taught in class. Details are always provided in advance and parents are often involved. Written permission is always required prior to an excursion.

## **HOMEWORK**

Homework is set for children in all grades. The extent and nature of homework varies with each grade. As part of the parent-teacher information meeting early in the school year, teachers will outline their particular expectations and requirements.

### **Why do children do homework?**

Homework is one way that children can practise the skills that they are learning at school. It is an important opportunity to share their successes with you and their parents and to celebrate them together. This is 'a snapshot' for their parents of some of what their child is learning at school.

### **What else do children learn at home?**

It is important to remember that children do other kinds of learning at home other than that set by teachers from school. Remember, parents are their child's first teachers and parents continue to educate them even after they begin school. The parents' role is crucial to their success as learners. Their child continues to learn with their support and encouragement in many ways out of school hours. Some of the ways that their child continues to learn and develop, not just academically, but spiritually, physically, emotionally and socially are by:

- Praying together as a family,
- Listening to parents reading to him/her every night (even when they can read by themselves),
- Talking to parents and sharing an experience with them (for example, cooking or playing a game together),
- Playing with other children e.g. kicking a ball, skipping, imaginary play,
- Playing organised sport e.g. Little Athletics, music, dancing etc.

It is good to incorporate these types of activities into homework schedules sometimes.

### **What will children usually do for homework?**

Homework for children at SPN involves the children in reading and writing and Mathematics (including Mathletics). From time to time the children may be asked to complete work begun at school.

***We believe that it is important for the children to read every night because literacy is the key to successful lifelong learning.***

## **INTERVIEWS WITH CLASS TEACHERS**

Parents are encouraged to keep in regular contact with class teachers. It is preferable to arrange a mutually agreed upon time, either before or after school, so that teachers can prepare adequately for the meeting.

## **LOST PROPERTY**

We encourage our children to be **responsible** for their clothes and belongings. However, occasionally these are lost / misplaced. If each item has the child's **NAME clearly labelled** it can be returned to the correct owner.

## **MEDICATION/MEDICINE**

If it is absolutely necessary that a child needs to take medication during the school day, the medication together with a medication form needs to be left at the office on the child's arrival at school. The authorisation for the administration of medication note can be found on our website. All medication to be administered requires authorisation from a qualified health care professional (including Panadol). For safety reasons, medication is not to be self-administered. The office staff will assist children in taking their medication.

The medication note needs to include the following information:

- Child's name
- Class
- Doctor who has prescribed the medication
- Medication name
- Dosage
- Time of Dosage

## **MONEY**

All money sent to the school needs to be in sealed envelopes (even put sticky tape on the edges where coins will roll out!). The front of the envelope needs the following information:

- Child's name
- Class
- Amount
- Details of payment

## **NEWSLETTER**

### **Information on subscribing to the School Newsletter**

If you would like to receive the school newsletter directly to your email inbox you will need to do the following

- 1) Go to the school website at [www.stphilipneri.nsw.edu.au](http://www.stphilipneri.nsw.edu.au)
- 2) At the bottom of the Home Page you will see the option to subscribe to the Newsletter, enter your email address and hit 'submit'. **The password is spn**

Please read each newsletter carefully and note events, dates and times on you family calendar.

## **OFFICE HOURS**

The School office is officially open from 8:20am to 3:30pm during the school term.

## **PASTORAL CARE/ BEHAVIOUR MANAGEMENT**

St Philip Neri School is adopting a whole school approach to bring about positive behaviour; This approach has a strong emphasis on *teaching* appropriate behaviours and providing systems of *support* to bring about these positive behaviours.

***“Student Discipline practices are based on restorative principles and are respectful of the dignity, rights and fundamental freedom of individual students, and at the same time are focused on the effective running of the school for the benefit of all.”***

*Diocesan School Behaviour Management and Student Discipline Policy*

We encourage responsible, positive self-discipline. Good sound class management has a remarkable effect on children and their learning and hopefully reflects steps taken by the parents.

At all times, the dignity of each person is respected. When misconduct occurs, the teacher refers to the school Behaviour Management Policy.

Bullying is not acceptable at any time at SPN. It is not acceptable for parents to contact each other regarding playground/class incidences. Please inform the class teacher, Assistant Principal or Principal of all incidents that are potentially of concern or may require follow up.

## ***Procedures for Teaching School Rules and Behavioural Expectations***

St Philip Neri School community is committed to:

- **Teach,**
- **Practise,**
- **Apply,** and
- **Acknowledge** appropriate behaviours

## **PERSONAL INFORMATION/PRIVACY**

From time to time we publish children's results from the International Competitions for Australian Schools (ICAS) Competitions (co-ordinated by The University of New South Wales). i.e. Maths, English, Science & Computer Competitions. We also publish places in sporting events, other awards and achievements. If you have any concerns about your child's name appearing in our School Newsletter please contact the office.

Additionally, we may use photos of children and adults from significant SPN events on our website. We also on occasion send photos of our children to newspapers or to the Catholic Schools Office for inclusion with an article about St Philip Neri. If you do not wish photos of your child to be used in any publications at school, Catholic Schools Office, website or newspapers, please contact the school office in writing

## **PLAY EQUIPMENT**

Children are not allowed to play on the equipment before or after school. Staff supervision of the play equipment is provided during school time only.

## **QUERIES AND CONCERNS**

For general information, ring or visit the Office. Teachers are usually available for the half hour before and after school but not during school hours. It is advisable to phone for an appointment if you want a lengthy discussion with the Principal or class teachers. The school email address is to be used for absentee notices only.

## **SKOOLBAG APP**

The St Philip Neri Skoolbag App can be downloaded to mobile devices via the App or Google store. The App provides alerts and updates on school events, access to the school calendar, class parent information and mobile access to the school newsletter.

## **STUDENT MOBILE PHONES**

Mobile phones are not needed by students at school. We understand that some parents may wish to contact their child after school as a safety measure, when they are travelling home. It is inappropriate for children to have access to mobiles during the school day.

So, if parents wish their child to bring a mobile phone to school, written permission is required, and the phone needs to be clearly labelled with the child's name and class. Students will need to hand in the phone to the school office each morning as soon as they arrive at school. They will then pick it up from the office at the conclusion of the school day. No child will be allowed to use their phone on school premises, as the office is the point of contact for parent communication, should it be required.

## **SUPERVISION**

Playground supervision commences at 8.15am. Children should not be on the premises earlier than this. Children should be collected from the amphitheatre by 3.15pm. Children are supervised in the Office foyer if not collected shortly after dismissal.

## **STAFF DEVELOPMENT**

Teachers are professionals who regularly update their knowledge and skills so as to provide quality education. Teachers spend a great deal of time engaged in planning and professional development.

Each year, Diocesan schools suspend classes for 6 pupil free days. When staff development days are planned, you will receive at least 4 weeks notice of the date and purpose of the day. One of these 6 days is always the first day of each new school year and 2 are at the last 2 days of school at year's end.

## **TEACHER ABSENCES**

On occasional days throughout the year, class teachers may be ill or released from class to attend inservice courses, planning, meetings etc. Qualified relief teachers continue the teacher's daily program on these days working closely with their grade partner's to ensure the child's learning continues. Consistency of relief teachers on a class is always a priority.

## **UNIFORM:**

The wearing of school uniform is compulsory at St. Philip Neri. It gives the children a sense of pride and identification with the St. Philip Neri community. A serious responsibility lies with parents to ensure children wear the correct uniform.

Uniforms are available from our School Uniform Shop.

Second hand tunics, dresses, shorts and blouses are also available.

No jewellery should be worn other than a watch or small plain studs or sleepers in pierced ears. Long hair (below collar length) should be tied back



### **GIRLS**

#### **Summer**

Blue and white stripe dress  
White ankle socks  
Black lace-up shoes  
Royal blue hat (school crest)  
Ribbons/scrunchies – royal blue or stripe

#### **Winter**

Blue check tunic  
Blue check trousers (optional)  
Blue long sleeve blouse  
Royal blue pullover  
School tie  
Sky blue socks or navy tights

#### **Summer Sports**

Gold Polo top with crest  
Royal blue knit shorts  
White ankle socks  
Sports shoes (mainly white)

#### **Winter Sports**

Royal blue track pants  
Royal blue fleecy stud jacket with crest  
Gold polo top with crest (long or short sleeve)

#### **Other items also available from Uniform Shop**

Library bags  
Excursion bags  
Swimming caps (in house colours)  
School bags

### **BOYS**

#### **Summer**

Sky blue short sleeve shirt, open collar  
Grey short pants  
Short grey socks  
Blue school hat (with crest)  
Black lace-up shoes

#### **Winter**

Blue long sleeve shirt  
Grey pants  
Short grey socks  
Royal blue pullover  
Blue check tie  
Black lace-up shoes

#### **Summer Sports**

Gold polo top with crest  
Royal blue knit shorts  
White ankle socks  
Sports shoes (mainly white)

#### **Winter Sports**

Royal blue track pants  
Royal blue fleecy stud jacket with crest  
Gold polo top with crest (long or short sleeve)  
Sports shoes (mainly white)

# Ways Parents Can be Involved at SPN

In the spirit of partnership, at SPN we recognise the gifts of our parents by welcoming them to be involved in valuable, meaningful and worthwhile activities in the life of our school.

## ***Parents & Friends Association***

We are truly blessed by a committed and effective P&F Association here at SPN who work with us to provide quality-learning experience for our children and to develop a strong sense of belonging and connectedness in our community. The P&F organise some wonderful fundraising and social events throughout our school year.

## ***Class Parent Network***

The Class Parent Network complements the role of the P&F Association drawing parents more fully into the school community of St Philip Neri. Its purpose is to promote a co-operative atmosphere between parents and teachers, ensuring a supportive working partnership for the benefit of all our children. Each class has several class parents and in turn these class parents form a team liaise regularly with the P& F and the Principal.. Each class parent group are responsible for the organisation of one or more events throughout the year such as Mother's Day morning tea, Father's Day breakfast and Welcome Drinks.

The Class Parent Network has a strong pastoral dimension and the Class Parent is also a support person for the class teacher, parents and new families to the class. The Class Parent Network also support SPN families who are in need of support through illness, bereavement, new baby etc.

Class parents also co-ordinate social events for the Year level, for example, for Year 1 or Year 5 parents, so that you have the opportunity to meet and get to know the families of your children's classmates, with whom you will be sharing the journey in a special way.

## ***Communication***

We aim to maintain very effective home/school communication, so that we can work in partnership for the very best education for the children in our care. The Principal and the teachers are always very happy to meet with parents to discuss any issues which may be of concern.

We also have:

- A weekly online Newsletter with calendar dates of coming events
- Skoolbag App for notifications
- Parent/teacher interviews
- Parent information evenings
- Assemblies and special presentations
- Educational get-togethers which focus on topics which will affect your child's learning eg. Literacy & Maths Forums
- Term Calendar which is also added to our website

## What specialist programs does St Philip Neri offer?

- **Music**

We have a Music specialist teacher working with all grades for a lesson once a week.

- **PE/ Sport**

All children participate in a comprehensive class program as part of the Key Learning Area of Personal Development, Health and Physical Education.

This includes fitness sessions, skill lessons and sporting sessions each week. In addition children have one forty minute lesson per week with our specialist PE teacher.

As a school, we hold annual swimming, athletics and cross country carnivals as well as participating at local, diocesan and state levels. Children with special sporting talents are offered a variety of opportunities to join diocesan and state teams.

For all children a number of sporting gala days are open to students in the primary grades, and these students are organised into teams to play against other schools.

- **Gifted and Talented**

Our students are offered a range of extension groups and activities:

### **Maths Olympiad**

This is an individual Maths problem solving competition aimed at students in Years 5 and 6. It aims to develop and encourage flexibility and creativity in the use of problem solving strategies.

### **ICAS University Competitions**

Our students in Years 2-6 can choose to participate in the annual ICAS NSW University Competitions in the areas of Digital Technologies, Science, Writing, Spelling, English and Mathematics.

### **Choir**

Children in Years 3-6 are eligible to participate in the choir. They rehearse at lunchtimes and participate in School and Family Parish Masses and other school functions.

### **Coding and Robotics**

All K-6 classes complete one term of Coding and/or Robotics/ Electronics classes.

### **Band**

Another extra-curricular opportunity for students in the area of music includes the school Band. The band rehearses each Thursday afternoon and each child receives a small group lesson during that school day. Our bands take the opportunity to perform for parents with group and individual performance evenings throughout the year.

### ***Before School and Lunch time activities***

Children may choose to participate in some Before School and Lunch Club which are offered at different times throughout the year, such as:

#### **Before School:**

Chess Club  
French classes  
Mini Tennis

#### **Lunch Club Activities (these vary each term)**

Coding and Robotics  
Bricks for Kidz (Lego technics)  
Double Dutch Skipping  
Dance Club  
Drawing and Art classes

