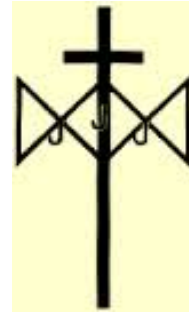
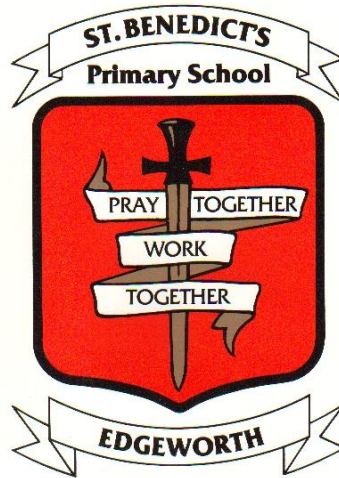


# **PARENT INFORMATION BOOKLET**

**Please feel free to contact the school to seek clarification on any matter raised**



# VISION STATEMENT

At St. Benedict's Catholic Primary School we endeavour to follow:-

- St Benedict's motto "Pray Together Work Together".
- the traditions of the Sisters of St Josephs of being people of faith, courage and examples of justice for all.

# MISSION STATEMENT

St. Benedict's children will grow in their Catholic faith and celebrate God's Gifts. Students will experience a safe and nurturing school where Christian values are lived and educational standards are high.

At St. Benedict's Edgeworth our students are encouraged to:

- Wear their uniform with pride
- Show respect for one another
- Always try their personal best
- Take responsibility for their choices

# Brief History

**St**

Benedict's opened in 1962 and was staffed by Sisters Cabrini and Anne Mary of the Sisters of St Joseph, Lochinvar. Over sixty children were housed in wooden buildings transported to the present Edgeworth sight from the Greta Migrant Camp. When a fifth hut arrived from Greta it was used as the convent. The original school and convent was officially opened and blessed by the Bishop of Maitland J.J Toohey in January 1964. Father Bernard Kennedy, Parish Priest, was also in attendance. As the area developed the school population increased and it became necessary to expand. In 1987, the school celebrated its Silver Jubilee with a Jubilee Mass, Concert and Barbecue. The Mass was celebrated by the Director, Monsignor Coolahan. There were many official guests present to enjoy the celebrations.

**By**

the late 1980's it became necessary to build new facilities to accommodate increasing enrolments. A new administration block and two classrooms were built by Fr Peter Rees and blessed and opened by Father Kennedy in 1987, the school's Silver Jubilee. A further two classrooms and modern canteen facilities were blessed and opened by the then Parish Priest, Father Bob Searle, in 1994.

**In**

1997 the old Kindergarten / canteen building was destroyed by fire and was replaced by a new parish building.

**St**

Benedict's School serves an area of rapid population growth. In 2007 six (6) new classrooms and a new library were built. In addition, the school's covered outdoor learning area (COLA) was extended and the administration block was refurbished. The building project was blessed and opened by Father Peter Rees, who had returned to the Sugarloaf Parish. In 2009 a double demountable previously used as the library was converted into a chapel and Learning Support Centre. In 2011 the school moved into three (3) new classrooms and saw the completion of the school hall. An Out Of School Hours (OOSH) Centre, a much needed facility in the community, is housed within the hall.

**In**

2012 the school celebrated its Golden Jubilee.

**Today**

we walk with the children on their faith journey and maintain a commitment to high academic standards. There are currently 235 children enrolled.

## *From the Principal's Desk*

*"A school is not only a place where one is given a choice of intellectual values, but a place where one has presented an array of values which are actively lived. The school must be a community whose values are communicated through the interpersonal and sincere relationships of its members and, through both individual and cooperative adherence, to the outlook on life that permeates the school".*

(The Catholic School p 32)

**Dear Parents,**

**St. Benedict's Catholic Primary School Edgeworth exists to assist you as parents with the important task of educating your children. The school is privileged to be part of the partnership that will contribute to your child's total development, assisting them to be responsible for their actions, be self-motivated, able to solve problems and to think independently. To achieve this, students will experience programs that will enhance their Religious Formation, Self-Worth, Academic Skills, Behavioural Choices, Moral Awareness, Social and Sporting Skills.**

**The school's Parent Information Booklet is designed to outline what is provided at St Benedict's. Reading this book is vital to new parents, as it will assist them to become familiar with the 'mechanics' of the school and will give them an understanding of the climate and culture of St. Benedict's. It will also remind existing parents of the policies and procedures within the school.**

**At the beginning of each year, teachers will either organise an information night or send home a class outline of the year ahead. As a result, parents are given a clear understanding of individual teachers' goals for the year, including curriculum outlines, lines of communication, homework procedures and classroom management.**

**At St Benedict's, the dedicated and hard-working teachers and support staff place great emphasis on the relationship between the school and the home and acknowledge parents as the foremost educators of their children. St. Benedict's hopes to build upon the foundations you have created in a challenging, interesting and meaningful manner.**

Our approach to educating children is open to your involvement. The school welcomes and relies upon parental involvement. Your contribution towards being involved in the school will benefit your child's development and assist in building a rich school community.

As a member of a Catholic school community we are given an opportunity to live our faith by reflecting values of truth, justice, acceptance and forgiveness in all we do. Our Catholic faith makes us different to other schools and learning about and celebrating it is the purpose of our existence. As a consequence the Religious Education of the children and the creation of a faith-filled atmosphere within the wider Sugarloaf parish community is a priority.

St Benedict's has modern facilities, including a library, school hall, a Covered Outdoor Learning area (COLA) and 12 classrooms. An Out Of School Hours (OOSH) Centre operates out of the hall.

Many prospective parents enquire about the use of Information Technology in schools. We at St Benedict's are ever mindful of the increasing importance of the use of new technology as a meaningful teaching and learning tool. To this end, we piloted the "Intranet Project" in the Maitland Newcastle Diocese and have the latest equipment in our Information Technology Centre, allowing us to communicate with each other, with other schools in our Diocese and with the whole world via the Internet.

It is my sincere hope that your association with our school will be a pleasant and rewarding one, a time where special friendships are made.

St Benedict's looks forward to your support and contribution to an 'essential partnership', as we pray and work together to achieve individual and common goals.

If you have any further enquiries, do not hesitate to phone us on the numbers listed in this booklet.

With Every Good Wish,

*Mark Hornby-Howell*

Mark Hornby-Howell

*Community ~ welcoming, working together,  
challenging*

## **GENERAL INFORMATION**

**PRINCIPAL:**

Mr Mark Hornby-Howell

**ADDRESS:**

St. Benedict's Catholic Primary School  
840 Main Road PO Box 4063  
Edgeworth. 2285

**TELEPHONE:**

(02) 4958 1858

**FACSIMILE:**

(02) 4958 4069

**E MAIL:**

[admin@edgeworth.mn.catholic.edu.au](mailto:admin@edgeworth.mn.catholic.edu.au)

**WEBSITE:**

[www.edgeworth.mn.catholic.edu.au](http://www.edgeworth.mn.catholic.edu.au)

(certain aspects are password protected, contact the school for details)

**MOTTO:**

PRAY TOGETHER WORK TOGETHER

**EMBLEM:**



**FEAST DAY:**

July 11<sup>th</sup>

**PARISH PRIEST:**

Father Sabu

**TELEPHONE:**

Presbytery: (02) 4954 9714

**OOSH:**

Kate Harrison Director 0417 515 925 [kate-ooshcare@live.com.au](mailto:kate-ooshcare@live.com.au)



### **2018 SCHOOL YEAR**

**TERM 1**

**RESUMES:** Monday, 29<sup>th</sup> January (All Staff)  
Tuesday, 30<sup>th</sup> January (Yrs 1 - 6)  
Tuesday, 6<sup>th</sup> February (Kindergarten)  
**CLOSES:** Friday, 13<sup>th</sup> April

**TERM 2**

**RESUMES:** Monday, 30<sup>th</sup> April  
**CLOSES:** Friday, 6<sup>th</sup> July

**TERM 3**

**RESUMES:** Monday, 23<sup>rd</sup> July  
**CLOSES:** Friday, 28<sup>th</sup> September

**TERM 4**

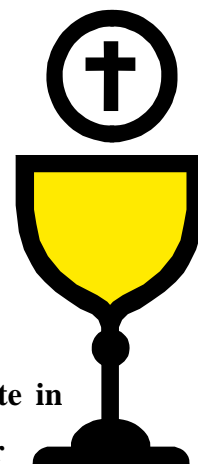
**RESUMES:** Monday, 15<sup>th</sup> October  
**CLOSES:** Monday, 17<sup>th</sup> December (last day students)  
Tuesday, 18<sup>th</sup> December (last day staff)

*St Benedict's Edgeworth is one of two Catholic Primary Schools in the Sugarloaf Parish. Sugarloaf Parish, serving the communities of Argenton, Barnsley, Cameron Park, Edgeworth, Glendale, Holmesville, Killingworth, Seahampton and West Wallsend, has two (2) churches located at Glendale (Holy Cross) and West Wallsend (Our Lady of Good Counsel).*

## **RELIGIOUS EDUCATION**

Our Religion Programme is designed so that in each class there is an emphasis suitable to the children's developmental stage of learning. The Diocesan K-12 Religious Syllabus and Resource Units form the basis of the teaching program. These units promote knowledge and understanding of the traditions of the Catholic community through four strands: Jesus & Scripture, History & Belief, Celebration & Prayer, and Justice & Morality.

Children are invited, with the support of their family and parish, to participate in Sacramental Programmes which are dealt with at the appropriate time in their faith development.



## **SACRAMENTAL PROGRAMME**

The school supports the Sacramental Team who co-ordinates the Parish Sacramental Programme. The school's Religious Education Coordinator is a member of the team. The sacraments will be offered as follows:- Reconciliation (Year 2), Confirmation (Year 3) and Eucharist (Year 4).

## **MASSES AND LITURGIES**

Children at St Benedict's attend Mass and participate in liturgies regularly during the year. Parents are advised of these dates in the Newsletter or in the form of a personal invitation from your child. Naturally parents are most welcome to join their children on these occasions and are encouraged to do so. St Mary of the Cross MacKillop chapel is onsite and this is utilised by the classes. At the weekend, a Children's Liturgy is held at Holy Cross Church Glendale. Please contact the Parish for details.



## THE SCHOOL DAY

School commences at 8.55am and is dismissed at 3.00pm. The playground is NOT supervised before 8.30am. For his/her safety your child should not be in the playground whilst it is unsupervised. Lunch is from 11.20am – 12.00pm. Afternoon Recess is from 1.25pm – 2.00pm. School gates are locked at 9.15am and unlocked at 2.45pm. Any parent or visitor coming to the school needs to sign the Visitors/Volunteers Book, situated in the School Office.

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## ACCIDENTS

Should an accident occur we will try to do our best to render simple first aid.

If it is thought serious enough you will be contacted on the number you have provided. In the case of an emergency the school will seek immediate medical attention and then inform you. To assist parents with the costs associated with accidents we have SchoolCare Accident Insurance provided by Catholic Church Insurances Limited. If necessary contact School Care Claims Enquiries 1300 138 498. Our Policy Number is 02.PAE.128389. Claim forms are available from the Principal.



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## ADMISSION TO KINDERGARTEN

There is to be one general admission of pupils to Kindergarten each year. Pupils may be admitted in first term if they:

- Are already five years of age or
- Have reached the age of five not later than 31 May in the year they commence school.

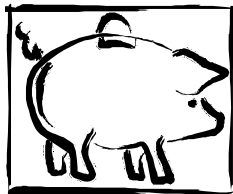
NB – Changes to the N.S.W. Public Health Act, 1991 means that parents of children starting school from 1994 *must* present an Immunization History Statement at the time of school enrolment.

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## ATTENDANCE

In accordance with the Education Act that clearly states that, “It’s Not OK to be Away” ALL absences and partial absences of pupils must be accounted for within five school days. You are required to notify your child’s teacher either in writing (note, skoolbag or email) or by phoning in, the reason for any absence on their return. Partial Absences and Early Departures also require written explanation. An Early Departure/Late Arrivals register is located in the office foyer. If a child needs to be away from school for a period greater than 10 days, in any school year, parents need to contact the school and apply for an Exemption from Attendance at School form





## BANKING

The Catholic Development Fund offers the children the opportunity to save each week with the CDF Savers Club. Christmas Club accounts are also available. Contact the

school clerical for details.



## BENNIES



St Benedict's has a special Award System. When a student receives 10 Bennies that includes a minimum of two (2) Bennies recognising achievement in at least two (2) different Keys to Success ie. Getting Along, Organisation, Persistence, Confidence and Resilience, they will be presented with a *Bronze* Award. When a student receives another 10 Bennies that includes a minimum of two (2) Bennies recognising achievement in at least three (3) different areas they will be presented with a *Silver* Award. When a student receives another 10 Bennies that includes a minimum of two (2) Bennies recognising achievement in at least four (4) different areas they will be presented with a *Gold* Award. When a student receives another 20 Bennies that includes a minimum of two (2) Bennies recognising achievement in all five (5) different areas they will be presented with a *Platinum* Award. The students will be presented with these awards at Monday morning assembly and be acknowledged in the school newsletter. Students who receive a Platinum Award will have their photo displayed on the noticeboard.



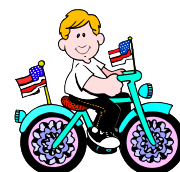
## BEST START

New Kindergarten enrolments are involved in the Best Start Kindergarten Assessment Program. The program assists to identify the literacy and numeracy knowledge and skills that each child brings to school. The earlier this information is known the better equipped we will be to provide the most appropriate programs, support and resources. Parents will be given feedback about what your child's teacher has learned about your child.



## BICYCLES

Pupils may ride bikes to school providing they are in road-worthy condition. Given the school is located on a very busy road, if the child is within walking distance or can travel by other means, it is strongly recommended that they do so. Parents should ensure that if their children ride to school that their bicycle is in safe working order and fitted with a bell and their child wears an approved helmet and has a good knowledge of road rules. The school takes **NO RESPONSIBILITY** for bikes left in the school grounds. Scooters and roller blades are not an acceptable means of transport.



## BOOK CLUB



The Ashton Scholastic Book Club operates within the school and provides good quality literature at reasonable prices. Monthly order forms are sent home. There is no obligation or pressure on parents to buy these books. A Book Fair is held annually as part of the school's Book Week celebrations.

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## BULLYING



The St. Benedict's Anti-Bullying Policy supplements the school's Student Welfare Policy. Its primary aim is to assist with the provision of a happy and safe environment. To achieve this aim, St. Benedict's focuses on the prevention of bullying and dealing with and assisting those involved. Let the school know either by phone, letter, email or in person that you have a concern. The school has a clear procedure to be followed when dealing with concerns and for incidents that are clearly identified as bullying. A copy of the school's Anti-Bullying Policy is available on the school website and a hard copy is available on request.

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## BUS TRAVEL

Hunter Valley Buses service the school. Further information in regard to times and routes can be obtained from their Edgeworth Office 4958 2057 or from the school clerical.



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## CANTEEN

The canteen opens at lunchtime. The canteen is staffed by volunteer workers and aims to provide healthy, nutritious food at reasonable prices. Parents are asked to write lunch orders on a paper bag and enclose exact money where possible. A current price list will be sent home at the commencement of the year. Your assistance in helping this aspect of school is welcomed and appreciated. The canteen will be closed if parental help is not available. All volunteers are required to provide a Working With Children's Check prior to commencing as a volunteer.

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## CAR DRIVERS



Driving into the school car park is not permitted unless you are working in the canteen or collecting a sick child. As the school is located on a main road and parking is very limited, please take extreme care and observe safe driving practices. It is important that you comply with the 40k zone around the school at the designated times. Drivers need to be patient and show courtesy to others.

**CHAPEL**  
*St Mary of the Cross MacKillop*

In our Chapel there is an Altar, a Tabernacle, a Crucifix, a statue of Our Lady, pictures of Pope Francis and a little Red Light representing the presence of God. It is our own little Church right here at St Benedict's. It is a Sacred Space and as with all sacred spaces it is a place of respect and reverence. It is a place where you can visit to pray and meditate and have some time with God, simply ask at the school office for a key.



**CHILD PROTECTION**

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 you are concerned for one of more of the children in the school, you can discuss our concerns with a teacher, Assistant Principal or Principal. You 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 you'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 offences, 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](mailto:check@kidsguardian.nsw.gov.au).

As a parent, if you learn about a staff member or a volunteer working in the school without a Clearance, you should talk with the Principal or Assistant Principal as soon as possible. If you believe that nothing is being done about your concerns, contact Zimmerman Services directly (Ph. 4979 1390 Mon-Fri 8:30am to 5pm).

### **Diocese of Maitland-Newcastle Reporting Policy**

As a parent you can report any concerns you have for a student, or group of students, to the Principal, Assistant Principal or directly to Zimmerman Services (Ph. 4979 1390 Mon-Fri 8:30am 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 you are entitled to contact Zimmerman Services directly about any concerns you have about the safety, welfare or wellbeing of a child or if you are concerned that the school isn't addressing allegations of reportable conduct or abuse. (Ph. 4979 1390 Mon-Fri 8:30am to 5pm).

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## **COMPLAINTS and GRIEVANCES**

A process for presenting and managing community complaints or concerns has been developed based on inclusiveness, procedural fairness, due diligence and being restorative. Let the school know either by phone, letter, email or in person that you have a concern. The first point of call with any class related issue is the classroom teacher. For other matters contact a member of the School Executive. Problems are best resolved in a calm atmosphere, using a positive attitude based on mutual trust and respect. The school Complaints and Grievances Policy is available on the school website and a hard copy is available on request. Copies of the Catholic Schools Office Complaints & Grievances Resolution brochure are available in the foyer. The Catholic Schools Office Professional Officer (Parent Liaison & Resolution) can be contacted on 4979 1303 to assist with issues that may arise.



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## **COUNSELLOR**

A school psychologist is available one day per week. The psychologist's role is to assist with any emotional or social issues associated with a student as well as the administration of cognitive assessments as requested by the school. The school's Learning Support Teacher can help with referrals.

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## **DISMISSAL**

At the end of each day the children move to a designated area to meet the afternoon duty teachers. It is important to establish a routine. Parents are to ensure their children know exactly what is expected of them at dismissal time. Your child should know how they are getting home; bus, gate walkers, west walkers, pedestrians, cars or whether they are going to OOSH. Walkers and bike riders should have a set route to and from school. Once an afternoon routine is established and teachers get to know how your child usually gets home, alterations should be notified to your child's teacher. This would be a great assistance when your child isn't where they are supposed to be. Parents are asked not to take other children of an afternoon unless they are specifically asked by that child's parent. Parents are asked to be waiting at the dismissal area in full view of the teacher and their child. Students wait with the duty teacher until their parent can be seen.

## EARLY DEPARTURES

If you need to take your child home before 3pm, please report to the school office and sign the Early Departures Book.



## EXCURSIONS

School Excursions are arranged to broaden the student's experience. Details of the activity, venue and transport arrangements are sent home in advance. Cost is kept to a minimum and written parental consent is required. Parents may be asked to assist on excursions. All volunteers are required to complete a Working With Children's Check Clearance prior to commencing as a volunteer. This 'Clearance' can be obtained from applying online at [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au).



## FEES

The Catholic Schools Office in consultation with Catholic Schools Council, the Federation of Parents and Friends Association and the Diocesan Finance Council sets the amount of parental contribution towards the running of the Catholic system of Education. School fees are an integral part of our Catholic School System. The funding of our schools is a shared responsibility between Commonwealth and State Governments, parents and parishes. The commitment and continuing financial contribution of parents is essential to help fill the gap between the amount of government funding received and the cost of running our schools. Schools depend upon the continued reliability of parents in the matter of prompt payment of fees for their survival.

A separate one off account for Text Books is sent home in Term 1. Individual grade costs in 2017 were:- KINDY - \$30.00, YEAR 1- \$40.00, YEAR 2 - \$60.00, YEAR 3 – \$65.00, YEAR 4 - \$65.00, YEAR 5 - \$55.00 and YEAR 6 - \$55.00. This fee is generally payable before Text Books are issued.

A School Fee Account is sent home to parents early in each term for payment as soon as possible.

2018 Tuition Fees are :	Per Year	Per Term	Per Week
1 Child Family	\$1233.00	\$411.00	\$41.10
2 Child Family	\$2219.40	\$739.80	\$73.98
3 Child Family	\$2959.20	\$986.40	\$98.64
4 Child Family	\$2959.20	\$986.40	\$98.64
5+ Child Family	\$3082.50	\$1027.50	\$102.75

***NB:-At St Benedict's School Fees are billed over 3 terms (30 weeks).*** The fees and levies outlined below are in addition to the above tuition fee schedule.

A Family Discount Information Sheet has been sent home. It was made clear that all families returning to St Benedict's in 2018 were required to fill in this form and return to the School Office by a given date. Failure to return this form could result in families who might otherwise be entitled to a discount missing out. If you are unsure if you have completed this form, contact Mrs Cotton immediately.

In the main, children are supplied with the necessities for normal school work. These are covered by the Resource Fee, which is added to the account for school fees. This fee covers the initial supply of consumable items such as writing books, pencils and pens etc and the ongoing costs of photocopy paper and art/craft materials. In 2017, the Resource Fee was \$180.00 per child. The Technology Fee in 2017; which assists with the maintenance and replacement of hardware, purchase and renewal of software and payment of licensing, was \$90.00 per family. The Technology Fee assists the school invest in new and maintain existing infrastructure, purchase new and update existing licences and assists the purchase of new hardware and funding the cyclic replacement of hardware. The Diocesan Family and School Building Levy (DF&SBL), is used to finance capital works in schools and the establishment of new schools. In 2018 the DF&SBL is \$750.00 per family per year and is payable to the school your eldest child attends. From 2017, a voluntary annual contribution of \$150.00 (\$50.00 per term) per family is being sought as a diocesan pastoral contribution.

School Fees may be paid either by cash, cheque, credit card, eftpos, Bpay or Direct Debit and accounts need to be paid within 30 days of receipt of Fee Statements, unless arrangements are made with the Principal. Direct Debit forms are available from the school office. You are reminded that fee arrangements and concessions must be renegotiated annually and parents must contact the Principal so that agreements can be finalised.

During the year the school may invite educational shows to the school. These are considered of educational value. Parents may also be asked for money to cover the cost of excursions and sporting days. When educational shows, excursions or sports days are organised the school is mindful of placing extra financial burden on top of the fees outlined.

Parents who find themselves in difficulties with the payment of fees are asked to make an appointment with the Principal for a confidential discussion on the matter. A Health Care Card entitles parents to a tuition fee concession.



### HATS



In the interest of skin care, we encourage the children to wear a school hat and protective sunscreen. We have a NO HAT - NO PLAY policy.

### HOMEWORK

Class homework requirements will be made clear early in Term 1.



### ILLNESS

If your child becomes ill at school, the teacher will make a judgement about whether to contact you. We are reluctant to call parents, especially from work, for what appears to be minor indispositions. However, if the illness persists or seems serious you will be asked to make arrangements to take them home. If your child is unwell in the morning, please make arrangements to keep them at home.



### INFECTIOUS DISEASES

If your child is suffering from an infectious disease, the following table should help you in knowing how long your child should be excluded from school:-

<i>Chicken Pox</i>	Exclude till fully recovered or at least 5 days after first spots appear.
<i>German Measles</i>	Exclude till fully recovered or at least 4 days after the onset of rash.
<i>Infectious Hepatitis</i>	Re-admit on receipt of a medical certificate of recovery.
<i>Measles</i>	Exclude for at least 4 days from the appearance of rash.
<i>Mumps</i>	Exclude for at least 9 days after onset of symptoms.
<i>Conjunctivitis</i>	Exclude until discharge from eyes has ceased.
<i>Impetigo</i>	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.
<i>Head Lice</i>	Exclude until hair is completely cleaned, neither nits or lice being present.



## **KIDSMATTER**

A mental health program is implemented throughout the school. Emotional and social learning lessons are taught using the You Can Do It Program. A scope and sequence is distributed to all teachers and included in the teaching program as part of the PDHPE key learning area. Each class has a copy of the teaching program and activities.

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## **LEARNING SUPPORT TEACHER**

Providing Learning Support is a vital component of the Teaching and Learning process. At St Benedict's, the school's Learning Support Teacher (LST) is available to support staff, parents and students.

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## **LIBRARY**

The children visit the library on a regular basis for reading, research and borrowing. ALL students are expected to have a cloth library bag to carry books to and from the library. Books are very costly and we ask that care be taken to see that they are returned in the same condition as when borrowed. Should a book be several weeks overdue or be returned damaged a letter will be sent to you. Your co-operation in responding promptly is appreciated. A Teacher Librarian is appointed to the school three days a week and each class has a formal library lesson weekly. A Library Assistant is also appointed to the school to assist with resource management, borrowing and reading support.



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## **LOST PROPERTY**

Items of clothing found in the school grounds can be returned immediately if labelled. Unlabelled items are kept for a reasonable period of time and are then sent to the clothing pool. Please, **CLEARLY LABEL** all items of clothing.

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## **MANNERS SHEET**

Every classroom displays a Manners Sheet that outlines the basic rules for Christian co-operation and courtesy and the students are regularly reminded of adhering to it.

Greet fellow students and teachers politely.

Speak in a respectful manner.

Address fellow students and teachers correctly by using their name.

Wait until someone has stopped speaking before interrupting  
and then say "excuse me."

Respect others' point of view.

Wait your turn.

Move sensibly around the school.

Walk around people, not between them.

Make eye contact when someone is speaking to you.

**Remember to keep your hands to yourself.**

**Care for your own, the school's and the property of others.**

**Care for the school environment.**

**Take responsibility for words and actions.**

**When entering a classroom: knock, enter and wait for the teacher.**

**When entering the staffroom: knock and wait to be invited in.**



### **MEDICATION**

Procedures for dispensing medicines in schools in the Diocese of Maitland/Newcastle are available from the Principal. If your child needs medication during the school day, contact the school clerical. Medication is to be brought to the office immediately on arrival at school and not left in the child's school bag. Parents are responsible for providing Action Plans for health related matters.



### **MOBILE PHONES**

Mobile phones should not be brought to school. If you believe there is a need, contact the Principal. The school takes no responsibility for the care and safe keeping of mobile phones brought to school.



### **NEWSLETTERS**

The school newsletter is called the EDGE U CATOR and, in addition to Skoolbag, is a means of informing parents what is happening at school. Newsletters can be accessed via the school website, Skoolbag and by email. It is important that the school has an up to date email contact.



### **OUT OF SCHOOL HOURS CARE CENTRE (OOSHcare)**

We have a facility to care for children before and after school on the school premises. Registration Forms are available from the Director on 0417 515 925. The Centre operates from 6.45am to 8.45am in the morning and in the afternoon from 3.00pm to 6.00pm on school days only.



### **PARENTS AND FRIENDS ASSOCIATION**

The Parents and Friends Association is an important aspect of school life at St Benedict's. Parental support for and involvement in this organisation is always greatly appreciated. P&F Meetings provide an opportunity for discussion and planning fundraising and social get-togethers. Meetings commence at 7.00pm and are held on Monday in weeks 3 and 7 of the school term, in the school library. Members of the Parents and Friends Association work together in a spirit of collaboration and cooperation. Everyone is welcome to join this organisation and you are strongly encouraged to do so.



## PARENT/TEACHER INFORMATION & COMMUNICATION



It is important that parents understand that they should always make an effort to reach out to clarify matters. Parents are encouraged to do so regularly. However, please do not approach teachers during class teaching time and while they are on playground duty. If you would like to contact a teacher during the day, present at the office and the clerical staff will let the teacher know you would like a moment.

It is more preferable to contact your child's teacher by email or note and arrange a time that is suitable to both parties. Teachers check their emails each afternoon before leaving school. They will respond as appropriate. If the matter needs attending to before this time (change of pick up time for example), ring the school or send a note addressed to your child's teacher.

The first point of call with any class related issue is the classroom teacher. For other matters contact a member of the School Executive. The school executive has specific roles and responsibilities. Ongoing concerns regarding children in the Infants classes (K-Yr 2) should be directed to the school's Religious Education Coordinator and for matters relating to children in the Primary classes (Yr 3-6) should be directed to the school's Primary Coordinator. The school's Assistant Principal will have responsibility for the Reflection Room and matters specifically relating to ongoing behavioural issues. The school's Learning Support Teacher is also available and is a wonderful resource for supporting you, your child and the classroom teacher in dealing with matters impacting on the teaching and learning process and behavioural and socialisation issues.

A school psychologist is available to provide a range of consultation, assessment, intervention and counselling services to support students to achieve academic success, psychological health and social and emotional well-being and respond to the educational and welfare needs of the students. Student access requires a Referral Form, which is available from the school's Learning Support Teacher.

Formal written reports on children's progress are sent home twice a year. An Attitude and Work Habit Report is sent home in Term 1. Parents are invited to contact their child's teacher to arrange a formal interview to discuss their child's progress. Naturally, if at any time, you have a concern about your child's/children's progress, work habits or happiness, please do not hesitate to make an appointment to speak with your child's class teacher.



### PETS

The bringing of pets to school is not encouraged. Dogs are not permitted within the school grounds.



## PROFESSIONAL LEARNING COMMUNITY

The school embraces a culture that has a focus on learning, collaboration and data driving planning, all of which are characteristics of a professional learning community (PLC).



### **PUPIL FREE DAYS**



Each school in the Maitland/Newcastle Diocese is permitted pupil free days to enable staff development, either through inservice on modern teaching methods or the updating of school policies. On these days pupils do not attend school. We try to give at least four (4) weeks' notice. The last two days of the school year are designated pupil free days for all schools in the Maitland/Newcastle Diocese.

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### **RELEASE FROM FACE TO FACE (RFF)**

This is an entitlement to all teachers in the Maitland/Newcastle Diocese. The teacher has time off class to prepare and correct work and / or be involved in professional development. RFF time is taken either as full days or parts of days eg Teacher Librarian and Music teacher lessons.

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### **REPORTING**

A special Kindergarten Report has been developed by the Catholic Schools Office that provides you with information about a child's first year of school, Early Stage 1, in relation to their progress, learning habits and social development. The Kindergarten Report is broken up into the 7 Key Learning Areas. English and Mathematics are further broken into strands to provide you with specific information about what your child can do. Progress in each Key Learning Area is assessed in two ways; 'Effort and Application' and 'Achievement'. A general comment is provided at the end of the report.

A report written for primary schools from Years 1 – 6, covering Stage 1 (Years 1 & 2), Stage 2 (Years 3 & 4) and Stage 3 (Years 5 & 6) has also been developed by the Catholic Schools Office. The report includes an overall achievement level for all of the Key Learning Areas, all using a common grade scale A to E. The report also includes comments about each child's achievements, identifying some areas where they may need help and how they can improve. The report provides information about the child's work, learning habits and social development. Formal written reports on students' progress are sent home twice a year. An Attitude and Work Habit Report is sent home in Term 1. Parents are invited to contact their child's teacher to arrange a formal interview to discuss their child's progress. Naturally, if at any time, you have a concern about your child's/children's progress, work habits or happiness, please do not hesitate to make an appointment to speak with your child's class teacher.



### **SAFE ROUTES TO SCHOOL**

The riding of and / or bringing of scooters and skateboards to school is not permitted. If your child rides a bike to school, ensure they know the road rules as they apply to bicycle riders and that it is in good working order, including a bell. From time to time, it is advisable to check to see if they are putting what they know into practice. Children should travel by the most direct route to and from school. Parents should set a good example for their children, whether it is patient and courteous driving, letting your child out on the kerb side or not calling your child across the road.



### **SCHOOL PHOTOGRAPHS**

School photographs are taken annually. The date will be notified early in the year.



### **SCHOOL CLERICAL TIMES**

The school clerical works 8.30am ~ 3.00pm, Monday to Friday.



### **SCHOOL RULES**

- |                                |                                       |
|--------------------------------|---------------------------------------|
| * Wear your uniform with pride | *Show respect for one another         |
| *Always try your personal best | *Take responsibility for your choices |



### **SKOOLBAG**

Skoolbag is a free app that assists with school / home communication. Instructions to download it are available at the office. The app allows parents to access newsletters, term planners and absentee eforms. It allows the school to send alerts and reminders.



### **SPECIAL PROGRAMMES**

In addition to meeting Board of Studies requirements in the Key Learning Areas, St Benedict's offers a Parish Based Sacramental Program, Literacy & Numeracy Support and Enrichment Programmes, Guidance and Counseling Services, ESL (English Second Language), Mini Vinnies, Peer Support, Aboriginal Education, Rock and Water, Surf Awareness, Book Club, Excursions, Student Council, Choir and Visiting Performers. St. Benedict's is also involved in educational, chess and sporting competitions.



## **SPORT**

St. Benedict's actively participates in school, regional and diocesan swimming and athletics carnivals. School carnivals are organised to allow for participation by all students; infants and primary. On enrolment children are placed in a colour house. House Groupings are:

Bradman - Green      Chisholm - Red      Dobell - Blue      Freeman - Gold

Children can participate in special Sport Selection Trials which could lead to State Representation.



## **STUDENT INFORMATION CARDS**

A Student Information Update Form is sent home annually, usually in the first or second week of Term 1. It asks for details including: home address, home, work and mobile phone numbers, family composition, family doctor and emergency contact(s). It is the responsibility of the family to notify the school of any change of information during the year to assist us in utilising correct information as quickly as possible in the event of an emergency or your child requiring first aid.



## **STUDENT WELL-BEING**

Pastoral Care involves all members of the School Community. It values the uniqueness of each person, recognising and respecting their rights.

Behaviour Management is most effective in a calm atmosphere. Discipline implies having structures and strategies in place to guide children in accepting responsibility for their own actions.

Children at St Benedict's are entitled to a happy and safe playground and classroom to learn, play and socialise. Behaviour Management and associated discipline practices evolve from a Pastoral Care perspective as it attempts to promote a respectful, secure and healthy environment in which students grow to be discerning, self-disciplined and contributing members of society.

Pastoral Care is understood to be an attitude of mutual respect, care and understanding between staff and students. St. Benedict's aims to develop self-discipline and responsible behaviour in each child.

We hope the discipline fostered at this school will be building upon that begun in the home and will be supported by parents.



Should a student be involved in inappropriate behaviour entry in the discipline folder or Reflection Room may be used. Parents are informed of Reflection Room sessions and are asked to respond to the student's behaviour. Continued misbehaviour may result in parents being asked to attend an interview at school to discuss solutions to the problem and if necessary outline details of suspension and expulsion.

**CORPORAL PUNISHMENT IS NOT USED AT ST. BENEDICT'S.**

Affirmation is the cornerstone of good pastoral care and behaviour management. At St. Benedict's we regularly recognise student achievement. Positive comments, written and verbal, "Bennies" (merit awards), acknowledgement in the Newsletter and stickers are useful methods of saying, 'Well done!'

The first point of call with any class related issue is the classroom teacher. For other matters contact a member of the School Executive. The school executive has specific roles and responsibilities. Ongoing concerns regarding children in the Infants classes (K-Yr 2) should be directed to the school's Religious Education Coordinator and for matters relating to children in the Primary classes (Yr 3-6) should be directed to the school's Primary Coordinator. The school's Assistant Principal will have responsibility for the Reflection Room and matters specifically relating to ongoing behavioural issues. The school's Learning Support Teacher is also available to support you, your child and the classroom teacher in dealing with matters impacting on the teaching and learning process, behavioural and socialisation issues. A school psychologist is available to provide a range of consultation, assessment, intervention and counselling services to support students to achieve academic success, psychological health and social and emotional well-being and respond to the educational and welfare needs of the students. Student access requires a Referral Form, which is available from the school's Learning Support Teacher.

A copy of the Student Well-Being Policy is available on the school website and a hard copy on request.

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### TECHNOLOGY



The classrooms, library and administration area have been networked (cabled and wireless) and are connected to the internet. The school believes that the benefits to students from being able to access and interact with new technologies and the opportunities these provide for collaboration is an essential part of the learning process. The use of technology is curriculum driven and is embedded into classroom teaching programs. Access is a privilege not a right and entails responsibility. The use of school technology is subject to a signed agreement by parents and students to ensure that resources are used appropriately. The school Technology Fee allows the school to update hardware, software and licences.

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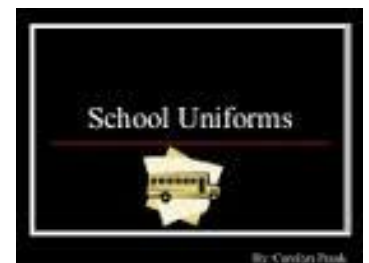
### UNIFORM

The correct school uniform should be worn by all students at all times. School uniform information is available from the school office. School hats are only available from the school office. Good grooming and school pride are fostered by the correct wearing of the uniform. Variation to school uniform should be explained in writing to the Principal. Sport uniform is worn on Fridays and special sport days, unless otherwise notified.

**PLEASE MARK YOUR CHILD'S NAME ON ALL ITEMS OF CLOTHING.**

Some items of school uniform are available from the clothing pool. If your child grows out of uniform items, you may care to send such clothing along to school to supplement the pool.

Except for sleepers or stud earrings, jewellery is not part of the school uniform. In the colder weather jackets and coats should be worn in addition to, not instead of, the school jumper or jacket. School uniform details can be accessed on the school web site.



### **VALUABLES**

To avoid having things lost or broken the bringing of items of value to school is strongly discouraged. This includes collector cards, toys and electronic devices.



### **VOLUNTEERS**

There are some areas in which voluntary help is always greatly appreciated. These include covering and repairing books in the library, hearing individual children read, helping to prepare and sell lunches in the canteen, assisting teachers in organising and presenting craft activities, attending working bees and assisting with coaching and/or transport.

Parents are also encouraged to be involved in policy formation and review.

As mentioned previously there is Child Protection related legislation that applies specifically to volunteers.

All volunteers are required to participate in an Induction Process that includes obtaining a Working with Children's Check clearance.

*Volunteers not willing to provide a Working With Children's Check are not permitted to undertake any duties in the school.*



### **VISITORS**

All visitors including reading helpers, tradespersons, library helpers and canteen workers need to sign in and out of the Visitors Book situated in the school office, and wear a visitors badge.



### **WEBSITE**

The School Website is available for parents to, among other things, access the Parent Handbook, Term Planner and Newsletter. The web address is: [www.edgeworth.mn.catholic.edu.au](http://www.edgeworth.mn.catholic.edu.au) . To gain access to the newsletter you will require a password.



### **WORKPLACE HEALTH & SAFETY (WHS)**

The School WHS Committee meets regularly throughout the year to manage the safety and welfare of students, staff, parents and visitors. WHS is a weekly Staff Meeting agenda item, inspections of equipment and playground areas are carried out and evacuation and lock down drills are held.



### **WORKING WITH CHILDREN'S CHECK**

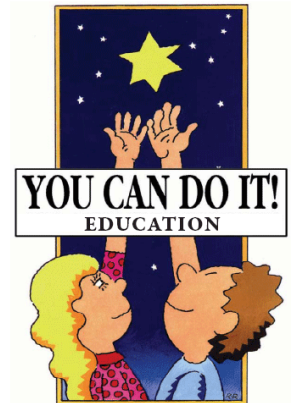
Helpers and volunteers must have a Working with Children Check Clearance (WWCC) number from the Office of the Children's Guardian. Volunteers and helpers need to apply to the Office of the Children's Guardian via [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) to obtain your number. You need to print out your application along with appropriate identification and take these to any branch of Services NSW. Services NSW will send you a number. Please present this number to the school office. A Volunteers Declaration Form, available from the office, and the provision of 100 point proof of identity is also required.



## **YOU CAN DO IT**

The You Can Do It Program is based on 5 key areas, referred to as the “Keys to Success”. These are: - Getting Along, Organisation, Persistence, Confidence and Resilience and each has its own indicators.

- **Getting Along** means working well with my classmates, solving conflicts peacefully, being sensitive to the feelings of others, being respectful and helping make my community a better place to live and learn.
- **Organisation** means setting a goal to be successful, planning my time so that I'm not rushed, and having all my equipment ready.
- **Persistence** means trying hard and not giving up when something feels like it's too difficult to do.
- **Confidence** means feeling I can do it and believing that you can be successful at things you try.
- **Resilience** means knowing how to stop myself from getting extremely angry, upset, or worried when something "bad" happens. It means being able to calm down and feel better when I get very upset.



The school's Bennie Awards System is closely aligned to the You Can Do It Keys to Success.





# SCHOOL PRAYER

This is our school.  
Let peace abide here.  
Let the rooms be full of contentment.  
Let love abide here.  
Love for one another,  
Love of all people,  
Love of life itself and love of God.  
Let us remember, that as many hands build a house,  
So many hearts make a school.





# St Benedict's School Song

## CHORUS

Here in our school  
We are proud to be called  
St Benedict's children  
We'll sing it out loud.  
Throughout the day  
May our work and our play  
Tell of our love for God.

## VERSE 1

Praying together, working together  
We will be signs of god's love.  
Let's make the spirit shine out to all.  
Let's share the gifts that he brings.  
Together as we now sing



## CHORUS

## VERSE 2

The smile that we give  
The care that we show  
The little things that we do  
Will tell the whole world that Jesus is here.  
His spirit lives in us all.  
Let's answer "Yes" to his call.

## CHORUS

- **Make an effort to understand what the school is trying to do.**  
**If you can, express your support for its aim and the values it expresses.**
- **If at all possible, participate on committees and in discussion groups that consider educational issues and give opinions to the staff.**
- **See the school as ‘your’ school. Encourage your children to see it in the same way.**
- **By all means offer constructive criticism and suggestions, but direct your comments to the right people. Don’t ‘bad mouth’ the school in the general community.**
- **Go to school activities – sacramental celebrations, open days, sporting functions. Bring a friend.**
- **Join the P & F Association and look after the school’s interests.**
- **Welcome new parents. Help them feel that they belong. Build their confidence in the school.**
- **Support a broad and balanced curriculum. Resist attempts by any pressure groups to narrow the curriculum to things that are purely functional and measurable.**
- **Encourage your children to co-operate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole.**
- **Let the Principal and the teachers know that you support them all the way, even if sometimes you have to be a friendly critic or a critical friend.**