St Peter’s Primary School
Port Macquarie

Celebrating 20 years

1993 to 2013

Family Information Handbook
2013
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School Emblem Designed By Mark Vozzo
(MacKillop Senior College Student of 1993)

STRENGTH IN CHRIST

With

FAITH
LOVE
KNOWLEDGE
LIFE

FAITH
THE FISH:
St Peter was a fisherman and he faithfully followed Jesus. He became a fisher of men.

LOVE
THE CIRCLE:
represents the Eucharist and reminds us of our communion with Christ.

KNOWLEDGE
THE BIBLE:
symbolises God’s words and wisdom written for his children.

LIFE
WATER:
the symbol of purity, holiness and life. It is one of God’s many precious gifts to us.
ST PETER'S PRIMARY SCHOOL
GENERAL INFORMATION
2013

Address: Ocean Drive,
Port Macquarie 2444

Postal Address: P O Box 5117 Delivery Centre
Port Macquarie NSW 2444

Telephone: (02) 6584 1962
Fax: (02) 6583 5562

Email: sppport@lism.catholic.edu.au

Website: www.pmacplism.catholic.edu.au

Principal: Mr Luke Brown

Assistant Principal: Mrs Tess Koning

Parish Priest: Father Leo Donnelly

School Chaplain: Father Leo Donnelly
OUR VISION

We are living the life of Christ by carrying the seeds of faith as we proclaim the Word of God.

OUR MISSION

In the context of actively supporting the Vision statements of St Agnes’ Parish and St Peter’s Catholic Primary School:

- We bear witness to the faith received in the creed that binds us in a faith community.
- We evangelise so that students may engage with open hearts and reasoning minds to be resilient risk takers who are intrinsically motivated to achieve their personal best.
- We worship as a Eucharistic community where prayer and liturgy are supported, so that all students experience a sense of belonging to our Catholic community.
- We serve in order to promote the formation of the Catholic faith as students foster their relationship with Jesus Christ and his Church.
- We gather in community to nurture children of character and faith whose gifts are celebrated so they can contribute effectively to Church, society and culture.

“I also say to you that you are Peter, and upon this rock I will build my church”

Matthew 16:18
Religious Education

Religious Education is the expression of our Catholic identity and all it encompasses.

Parents and the school work together developing the life long process of Religious Education in their children.

- We are a part of the Parish of St Agnes in the Diocese of Lismore. Father Donnelly is the Parish Priest of St Agnes’ Parish. He is the Chaplain of our school and is assisted by Bishop John Satterthwaite.

- Worship at St Peter’s School includes liturgies, prayer and sacraments and a variety of celebrations. Our liturgies can occur at St Agnes’ Church, St Francis of Assisi Chapel or at our school.

- Religious Celebrations include:
  - Examen at 1.20 pm – Monday, Wednesday and Thursday
  - Opening School Mass – Induction of School Leaders
  - Prayer Day – in memory of those in our school community who have died
  - Ash Wednesday
  - Holy Week / Easter
  - St Peter’s Feast Day
  - Stage Masses
  - Reconciliation – Primary Grades
  - Sacraments

- Religious Education is a Key Learning Area and is assessed within the Foundation Statements.

  The Foundation Statements included the areas of
  - Profession of Faith
  - The Celebration of the Christian Mystery
  - Life in Christ
  - Prayer

  The Curriculum is supported by the “To Know, Worship and Love” resource text. This will be sent home regularly for parents to share with their children.

- Sacraments
  The children are prepared for the Sacraments.
  - Confirmation Year 2 - Conferred by the Bishop
  - Reconciliation Year 3
  - Eucharist Year 3

  Times and venues for all Liturgies are published in Postman Pete, so that parents are able to join us.

  If you have any queries about Religious Education please contact the Principal or Religious co-Leaders.
St Peter’s School Prayer

Father,

We thank you for the air we breathe, 
And the many gifts that we receive.

Bless the students in our school, 
The teachers, parents and helpers too.

Help us to do the things we should, 
To be to others kind and good.

In all we do at work or play, 
To grow more loving every day.

St Peter, pray for us.
SCHOOL HISTORY

St Peter’s Primary School, Port Macquarie, is a co educational Catholic school. It is one of 3 Primary Catholic schools within St Agnes’ Parish Port Macquarie.

St Peter’s Primary School, Stage 1, opened on 1st February, 1993 with four classes: Kindergarten, Year 1, Year 2 and Year 3, an Administration block and Toilet block.

Foundation Staff were:

- Principal: Mr Don Farrell
- Assistant Principal: Miss Margaret Condon
- Religious Co-Ordinator: Miss Margaret Condon
- Kindergarten Teacher: Miss Margaret Condon
- Year 1: Mrs Di Hughes
- Year 2: Miss Karen Robson
- Year 3: Mrs Genelle Hughes
- Executive Relief: Mrs Margaret Rourke
- Teachers’ Aide: Mrs Narelle Tarrant
- School Secretary: Mrs Evelyn Doak

» Stage 2 was completed on 24th September, 1993 and added the following facilities: Three classrooms, Library, Staffroom, Canteen, Sports Shed, Toilet Block and hard court area.

» Stage 3 was completed in mid 1995. It includes two classrooms, one toilet block and storage area. The Library area increased in size.

» Stage 4 was completed in the 2000 school year and included six classrooms, withdrawal rooms added to existing classrooms, one toilet block, storeroom, covered shelter, extensions to staffroom and Library classrooms.

St Peter’s began 2001 as a full two stream school with 401 students, 266 families and 26 staff.

St Peter’s celebrated its 10th Year in 2002 with a School Community Mass, Luncheon, Staff Reunion and historical display.

» 2011 saw the completion of our new library and classrooms as part of the BER project. The new buildings were blessed by Most Rev Bishop Jarrett and officially opened by our School Chaplain and Parish Priest, Father Donnelly.

» 2012 saw the commencement of St Peter’s third stream, starting with 3 Kindergartens, which will grow by one class in each consecutive year.
# Children’s Rights and Responsibilities

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<th>My Responsibility is to ....</th>
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| **1. To be safe at St Peter’s** | • Move with care around school grounds  
• No physical contact  
• To be in the right place at the right time  
• Ask for help if I feel I am not safe |
| **2. To play safely at St Peter’s** | • Welcome others to play with me  
• No physical contact  
• Share  
• Follow the rules of the game |
| **3. To Learn at St Peter’s** | • Co-operate with teachers and students  
• Listen carefully and ask for assistance  
• Complete my work  
• Participate in all activities  
• Allow others to work undisturbed |
| **4. To a clean and pleasant environment at St Peter’s** | • Protect the school environment  
• Keep the school environment clean  
• Preserve the school environment  
• Clean up any mess that I make |
| **5. To be treated with justice and respect** | • Be well mannered to others  
• Be kind to others  
• Be fair to others  
• Respect others property  
• Accept and respect all people |

~7~
ABSENTEEES
Notes explaining why the student was absent from school are to be given to the class teacher on first day of return. Absences not explained after 7 days will be recorded as ‘unexplained’ absences on school reports.

ACCIDENT BOOK
The school Accident Report Book is kept at the Administration Office. The Principal ensures that any serious injuries by children are recorded in the book as soon as possible and that all relevant details are documented. Completed forms are returned to Catholic Church Insurances (Sydney) each month. Completed books are retained with School Records as information could still be relevant for many years.

ACCOUNTS
School fees are set at the beginning of each year by the Parish Administration Centre under the control of the Manager of the School Fees Information Service. Families may choose to pay fees per annum, per instalment (3) or discuss other arrangements with the School Fees Manager. EFTPOS is also available at the school office or parish administration centre. The Principal or School Fees Manager (6588 7444) can be contacted if a family is experiencing difficulty with the payment of fees.

ANAPHYLAXIS – ALLERGIES
Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or an insect bite). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. At St Peter’s we recognise the needs of all students, including those with Anaphylaxis and children are discouraged from bringing nut products to school. St Peter’s currently refers to ‘NSW DET Procedures for Schools 2012’ when making decisions about managing students with anaphylaxis.

APPOINTMENTS
Parents are urged to discuss any aspect of their children’s education with the Principal or teachers. Please phone or send a note for an appointment.

ASSEMBLIES
Children are to assemble each Monday morning at 8.45am for weekly messages. The morning duty teachers will lead each morning assembly. Teaching staff are to stand with each class group to actively supervise the children. A full school assembly, hosted by each class in turn during the year, will be held on Friday afternoons at 2pm.

BEFORE SCHOOL
Children are discouraged from arriving at school before 8.15 am the time when duty commences. If the teacher is in the classroom children may come in to unpack, help or do some quiet work. If the teacher is not there children must remain seated outside their classroom. When the 8.15 am duty begins, ALL children are to go to the basketball court or remain seated outside their classroom.

BEHAVIOUR MANAGEMENT
We have no formal detention here at St Peter’s. Children may be put on Play Time Out for consistent misbehaviour on the playground or have buddy class for consistent misbehaviour in class. Pupils will not be made to stand outside classrooms. They will at all times be under the supervision of the teacher. If the offence is serious enough to warrant dismissal from the room, they will be referred to the Principal or Assistant Principal, if he/she is available at the time for Office Time Out.

*Corporal Punishment is never to be administered by anyone at St Peter’s Primary School.
**BELL TIMES**

- **8.45am** Morning Assembly (Mondays)
  - school community meet in class lines on the Basketball court
- **10.45am** Lunch 1 begins
- **11.30am** Lunch 1 ends
- **12.15pm** Medication Bell – Students who need to take Medication walk down to the Office, where it is administered by the Office Staff.
- **1.20 pm** Examen – Monday, Wednesday, Thursday
- **1.30pm** Lunch 2 begins
- **2.00pm** Lunch 2 ends
- **3.00pm** School concludes

**BIKE RIDERS**

Students are to display safety rules with regard to the road and wear a helmet. Once inside the school grounds, students are to walk their bikes to the racks. Bikes ridden through the school may cause accidents. Once in the rack, bikes are to be secured and helmets are to be stored in the classroom storeroom.

**BIRTHDAY PARTIES**

Parents are requested **not to send birthday invitations to school**, they should be mailed or arrangements made by telephone. Children can be hurt by not receiving a birthday invitation. Some parents like to send along a treat to school so that all their child’s class may share in the celebration. The most suitable types of foods include cupcakes, iced plain cake, and icy poles.

**BOOK CLUB**

As a service to the children so that they may have access to cheap interesting books suited to their age and interest, the school participates in the Ashton Book Club, which is divided into three sections - Wombat Book Club, Lucky Book Club, Arrow Book Club and Star Book Club.

A catalogue and order form will be sent home to parents approximately every six weeks. There is no pressure on parents to purchase any books. If purchasing books the following points should be observed:

1. Return order to the class teacher by the day specified.
2. Please put order in an envelope with correct money if possible please.
3. Money for any other purpose is not to be included in this envelope.
4. Any cheque to be made payable to “St Peter’s Primary School” please.
5. Credit cards minimum $15-00.

**BOOK PACKS**

Each class book pack will be on sale at the end of the school year. Parents should purchase these towards the end of Term 4 and pay for them as you pick them up or when pre-ordered. Items may need replenishing during the year. All books including additional books purchased during the year, need to be covered and marked with child’s name and class.
BOOKWORK PROCEDURES

It is expected that:

- All books be neatly covered
- The child’s full name and class be visible on the cover
- Stencils and pictures be pasted in neatly
- Kinder, Years 1, 2 and 3 will use pencil for all their bookwork
- A change to biro will take place in Year 4 at the teacher’s discretion
- A ruler to be used for all margins, border, top lines and underlining
- In the upper Primary classes, (4, 5, 6) red pen be used for ruling, blue pen for writing, pencil for labelling
- Grade appropriate handwriting (style and size) be encouraged, as per curriculum (or school guidelines)
- Work be labelled, where appropriate
- Children will be aware of conservation of space, to avoid waste
- Mistakes will be corrected by placing the error in brackets, marking with a small cross and re-written correctly or neatly erased out and re-written correctly (rubber can be used for pencil)
- **NO LIQUID PAPER WILL BE USED**

BUDGET

The school budget is prepared by the School Principal at the conclusion of each school year.

- Consultation is made with staff and school executive
- The budget is prepared in consultation with the Parish Administration Office
- Consultation is made with the Fees Manager at the Parish Administration Office
- The Budget is received by the Parish Finance Committee for discussion with the Principal
- The Principal prepares a complimentary budget for the Parents & Friends Association
- The Principal monitors the Budget spending, in consultation with –
  a) School Secretary
  b) Executive office at the Parish Administration Office

BUS TRAVEL – BUSWAYS

Phone Contact: 6583 2499

The Bus company will be able to tell you which bus your child will catch, where to catch it and what time it leaves. The following conditions apply for bus travel:

- **ALL** students from Kinder to Year 2 are eligible to travel free on the bus. A form, available from the school office or Busways office, must be completed and returned to the school for verification. Once forms are processed by the school and the bus company, a pass will be issued.
- When forms are returned to school and signed off a “interim Bus Pass” will be issued to cover travel for the following two weeks. NB If application forms are not received by the cut off date at the beginning of the year the bus company has the right to charge a fare for the conveyance of your child to and from school.
To be eligible for free bus travel, Primary children must reside more than 1.6 km radius from the school or are required to walk more than 2.3 km.

Fee for Replacement Pass
$15-00 – When the pass is lost, stolen etc
$ 7-50 – When the existing damaged pass is returned to the depot for replacement

At the commencement of each school year, students who have previously travelled on the bus will be issued with a new annual bus pass, except for students progressing from Year 2 to Year 3 who need to reapply by completing a new form. These will not necessarily be ready for the commencement of the school year, however, students will be entitled to travel by bus until their new passes are issued.

After bus passes have been issued they must be shown to the bus driver every time they board the bus.

New applications for free travel are only required to be completed for students new to the school, for students moving from Infants to Primary and for changes to address. Dual Custody – both parties need to apply including Statutory Declaration / Court Orders. These forms are available from the school office.

**Bus passes are only for use from home address to school and vice versa.** All other bus travel will require parental permission in writing with a payment of a fare.

- If your child gets on the wrong bus, tell him/her to go to the bus driver. The driver will deliver all the other students on the bus and then either bring your child home or to the bus depot for collection. Should your child catch the wrong bus, parents need to phone the school and stay at home in case your child is delivered to your residence. The school then contacts the bus company, enabling all parties to be well informed. The bus driver is in phone contact with the depot which is very helpful in situations such as these.

If your child misses the bus he/she needs to go to the school office.
Parents are asked to notify your child’s class teacher if your child is catching the bus for the first time.

**Misconduct on buses** - The bus company has the right to withdraw a child’s bus pass for misbehaviour and report to the school principal.

**CAMP**

Children from Year 5 and Year 6 experience a camp in their senior years. These camps are co-ordinated by the class teachers and focus on activities and skills that are not usually available at school. It is suggested that parents organise aspects of camp early in the year, such as camp costs and camp clothing. The school feels that the socialisation aspects of camp are vital and recommends that all senior children attend.
CANTEEN

- The canteen is managed by the school.
- The canteen is managed by a committee consisting of:
  Principal ~ Canteen Supervisor ~ P & F President ~ Assistant Principal
- The Canteen Supervisor is a paid position and appointed by the Principal.
- The Canteen Committee will be responsible for health standards, food quality, costs and maintenance.
- Any concerns about canteen are to be put to the Principal, who will discuss them with the Canteen Committee.
- The Canteen provides food consistent with the NSW Healthy School Canteen Strategy requirements.

**N.B. St Peter’s Canteen is often referred to as ‘Pete’s Eats’, as our first canteen was a converted caravan called ‘Pete’s Eats’.**

Students have access to the canteen at lunch 1. Lunch orders are to be placed in class baskets at the canteen before 9 am. Lunches are collected by a class member, who distributes the lunches. Although a part-time manager is employed, the canteen is primarily run by parents who donate their time for the benefit of the school community. Profits made are used to provide facilities at the school. The school acknowledges the valuable services of these parents.

Students are reminded of the value of a friendly smile and good manners. Lines are provided for students, who are required to form orderly, quiet queues.

CARE OF GROUNDS

- All students are to be conscious of their immediate environment
- Classrooms should be neat and orderly at all times
- Playgrounds and buildings should be kept free of litter
- Bins are provided for waste material
- All classes are rostered for classroom and playground duties
- St Peter’s employs a part-time groundsman

CATHOLIC SCHOOLS OFFICE (CSO) - LISMORE

Address: Cnr Keen & Orion Streets, Lismore (P O Box 158, Lismore 2480)

Phone: (02) 6622 0422

Bishop: Most Rev Geoffrey Jarrett

Director: Mr David Condon

Vicar for Education: A Vicar for Education is appointed each year from the priests of the Diocese.

The Catholic Schools Office (CSO) acts as a secretariat to the Diocesan Board of Education. It is responsible for the implementation of policy and as a support, resource group to schools. Members of the CSO include, School Evangelisation and Catechetical Services Consultants, plus consultants in Teaching and Learning Development, Education, ICT, Finances and Resources, Payroll, Human Resources, Additional Needs, staff development, special programmes, communication and media. A resource centre operates for the convenience of teachers of the Diocese.
CELEBRATIONS
Celebrations are an important part of school life and we try to make these as meaningful and as varied as possible.

- Religious Celebrations
  - Opening School Mass and Induction of Leaders
  - Prayer Day – In memory of those whom we have lost
  - Ash Wednesday
  - Holy Week Preparations
  - St Peter’s Day
  - Green Day - Missions
  - Thanksgiving and Farewell Mass
  - Sacramental Celebrations – Confirmation (Year 2), Reconciliation and Eucharist (Year 3)

- Community Celebrations
  - ANZAC Day
  - Remembrance Day
  - Special Events

- School Celebrations
  - Family Week
  - Book Week
  - Seasons

- Personal Celebrations
  - Staff and children’s birthdays are celebrated at school assemblies and individual rooms. Achievements in sport, leisure and academic areas are celebrated.

CHANGE OF ADDRESS
Any change of address, telephone number, email etc must be forwarded to enable changes on school records. A Change of Address Form is available from the office. It is most important that this information be passed on to the school as soon as possible. It is also important to inform the Principal as soon as possible if children are leaving the school so that records can be adjusted. A Student Departure Form is available from the office.

CHANGE OF ROUTINE
Parents are requested to inform the school if a change of routine occurs regarding their child’s transport arrangements, mode of travel to and from school or supervision arrangements.

Teachers are requested to inform the Principal or Assistant Principal when:
  a. A change occurs in their class or school timetable;
  b. They are leaving the school premises for any reason;
  c. A change occurs in the supervision roster for playground duties.
CHARITY FUNDRAISING
Part of our mission as Christians is reaching out to other people. Each year the school community targets one particular fund-raising effort for those more needy than ourselves. Eg. Missions, Mini Vinnies, Camp Quality, CANTEEN, St Vincent De Paul, Shave for a Cure

Often the school supports the Catholic Church’s commitment to missions in all parts of the world. The money raised buys food and clothing, builds schools and churches and establishes self-help program.

CLASSROOM RESOURCES
Parents will receive a list of items that they need to provide for their child’s class requisites in the book packs. Please ensure children have all these items to commence school.

CLOTHING POOL
Our Clothing Pool is open 2 mornings per week, Tuesdays and Thursday, from 8.20 am to 8.45 am and is located beside Year 1. Please check with our Administration Office for days of operation.

COMMUNICATION
The Newsletter – Postman Pete is emailed to all families each Friday. Postman Pete includes a calendar outlining the events of the coming week plus articles, reports and pictures to inform families of recent happenings at the school. Postman Pete may be accessed via the school website and spare copies are also available from the front office. Families requiring a paper copy of the newsletter each week will need to contact the school office.

Morning Assembly – We assemble together as a school every Monday morning. Important information is also presented on the whiteboard.

Diary – Students in Years 3,4,5,and 6 have a school diary to enable good two-way communication between the school and family.

Text Message / Email : On occasion when important information is to be relayed to parents, a whole group/school text message or email may be sent. Please indicate to the office if you do not wish to receive these. It is important that changes to mobiles and emails address be advised to the office.

School Website : St Peter’s website provides parents, teachers and students with vital information about the school in an accessible contemporary form. The website offers a virtual experience with quick links to Parish and CSO homepages, parent handbooks, term calendar, policies and newsletter. It presents a view of our school mission, staffing and resources.

Parent / Teacher Interviews : are held during Term 1 and Term 2. These interviews provide an opportunity for both teachers and parents to discuss issues relating to the classroom and to your child’s education. Parents are encouraged to come along during the year to discuss any concerns with Principal or teachers. Please phone or send in a note for an appointment.

COMMUNITY GRIEVANCE POLICY
Positive, clear and effective processes for resolving grievances between the school and community members have been set in place. St Peter’s aims to provide clear, positive and fair processes that allow grievances to be aired and resolved in a timely and effectively manner.
EARLY MARKS
Early marks will NOT be used as a form of reward for individuals or groups. It is not safe to allow children to leave premises or wander around unsupervised.
If you need to pick up your child/children early or drop them off late, you must fill in a Part absence form in the office.

ENROLMENT
General – Applications for enrolment are available at the Parish Administration Centre.
All applications will be processed by the Parish Director of Education and based on current zoning areas, will be forwarded to the appropriate school Principals for consideration.

Kindergarten - The enrolment process for Kindergarten occurs during the month of May, the year prior to the commencement of Kindergarten. Enrolments are accepted for those children who turn five on or before 31st July of the year of commencement. Baptismal Certificate, Birth Certificate and Immunisation must accompany the application. Towards the end of Term 2, parents are informed of the interview process conducted by the principals in each of the schools during the first few weeks of term 3. An interview does not guarantee acceptance in to the school.

EVACUATION OF PREMISES - PROCEDURE
1. The alarm will be raised by continuous ringing of the school’s Emergency siren.
2. Teachers should immediately cease work and leave the classroom with the children. Rolls and keys must be taken.
3. Classes will move by the required exits to the emergency assembly area where rolls are to be called.
4. Report any missing children to the Assistant Principal.
5. Classes outside the classroom are to proceed directly to emergency area. Outside reading groups, school children at the toilet etc are to proceed directly to emergency area
6. Parents, who are at school during an evacuation, are asked to move to the emergency area, in the middle of the western oval. If in a classroom, parents are asked to move with that class.
7. In the event of a bushfire near the school oval, students and staff will be directed using a continuous siren, to assemble in an alternative evacuation area which is the car park located at the front of the school.
8. Staff and children have been trained in evacuation procedures.
EXCURSIONS
The school or classroom teacher may organise an excursion for students with the following guidelines:

- Teachers are required to assess the excursion in the normal provision of KLA Outcomes Assessment.
- An application in writing to the Principal stating excursion aims and outcomes;
- Appropriate Risk Management details have been filled in correctly;
- Ensure that special needs of all children are considered when planning excursions.
- Teachers need to check that Excursions Environment fulfil the obligations of OHS, Child Protection.
- Permission from parents in the form of a signed note.

FEE STRUCTURE - SCHOOL FEES POLICY

Background

To maintain our excellent Catholic Education system in the Diocese of Lismore, school fees are an unavoidable necessity. The Government subsidies which apply to your child/children are applied to providing the teaching establishment in each school and the specialist services for our schools. Building costs and the day to day running costs of our Parish Schools are the responsibility of the Parish.

The extent of that responsibility is understood when it is realised that these costs add up to millions of dollars annually. The bulk of this must be met from school fees although to keep these fees as low as possible, the Parish subsidises the costs to the extent of approximately half a million dollars.

With the benefit of long experience, a benchmark fee has been established that is reasonable and relative to a normal household. This fee is adjusted annually to meet increasing costs and extraordinary items such as information technology, higher insurance premiums, new curricula etc.

The Fee Assistance Program

Justice and equity require that many factors should be taken into account in order that every family is treated equally. Factors such as the number of children, family income and employment situation all need to be considered.

To this end the Parish has established a structure called “The Fee Assistance Program”. In other words, parents may apply for a fee adjustment in the light of their present circumstances. This is not seen as charity but an honest attempt to ensure that the burden of fees is applied justly and equitably to every family.

If you wish to avail yourself of this benefit, you are requested to ask the Principal or apply to the School Fees Manager at the Parish Administration Centre for the appropriate application form. Any dealings in this regard are completely confidential.
Payment of Fees

Other than the once only, annual payment of fees which attracts a 5% discount, fees are to be paid by Direct Debit. These can be paid in any of the following ways: 52 weekly instalments; 26 fortnightly instalments; 12 monthly instalments; 3 payments per year per invoice. Other methods of payment by request include: EFTPOS, BPAY and Deposit booklet with the Commonwealth Bank. Payments can be made either at the school or at the Parish Administration Centre.

School Fees comprise of two components, the Tuition Fee and the School Building Fund Levy. The School Building Fund Levy is paid once per family. Families who contribute at least $14.85 (2013) to the Port Macquarie Parish Planned Giving Program are exempt from the School Building Fund Levy. The Declaration (on the Enrolment Application Form) accepting responsibility for payment of school fees should be signed by both parents or guardians whenever possible.

Family Discounts

Families who have 3 or more children in our school system are eligible for discounts in their fees:

- 3 children - 10% discount
- 4 children - 30% discount
- 5 children - 40% discount
- 6 children - 50% discount

The discount does not apply to the School Building Fund Levy.

Non Payment of Fees

As clearly stated, The Fee Assistance Program is readily available to people who are experiencing genuine financial hardship. While genuine inability to pay school fees will never be a cause of an enrolment being refused or discontinued, all families are expected to fulfil their individual commitment to the payment of fees. School Fee Accounts must be finalised by the completion of each school year.

The essential ingredient in negotiating a fair and relevant fee is open and honest communication. In cases where fees are not being paid and there is no communication with the school or the School Fees Manager, enrolment may be terminated. Such drastic action would only take place after an extensive process which includes several reminder notices and phone calls to discuss the situation. In cases where there is no attempt by parents or guardians to communicate or cooperatively resolve the issue, the enrolment may be terminated and other forms of debt collection (including the possibility of legal action) will be implemented.

Departures

It is a requirement that parents or guardians contact the school and Parish Administration Centre regarding departures, otherwise school fees may continue to be charged up until formal notice is received.

Change of Contact Details

It is the responsibility of parents and guardians to advise any changes of address or other relevant contact details. The school and Parish office should also be contacted regarding other significant issues which may alter or affect the ability to pay school fees.
FIRST AID

- Only minor first aid will be administered by school staff. Parents will be notified in the case of serious injury and the necessary action taken - e.g. ambulance, doctor.
- It is important that the school is kept informed of children’s medical problems - e.g. allergies, medication, etc.
- If children are unwell, please look after them at home or with a carer. It is unwise to send children to school if they are ill. Parents will be notified if a child is sick at school.
- ‘HealBand’ Brand Band Aids and Cream are applied for minor wounds.

FRUIT BREAK

Each morning at around 10am, children in all grades are given a five minute break to eat some fresh or dried fruit. The purpose of this short break is to:

- Promote enjoyment in eating fruit and
- Maintain the children’s concentration for the remaining morning session.

Please assist your child by only giving them small pieces of fresh or dried fruit to eat for Fruit Break. Some suggestions for Fruit Break are:

- Apples (Cut up for younger children)
- Pears (Cut up for younger children)
- Grapes
- A small banana
- Carrot or celery sticks
- Dried apricots
- Fruit flavoured yoghurt and juices etc are not part of our Fruit Break.

HATS

The school has the following hat policy:

- Children should wear the green school hat with school emblem;
- Children should wear hats for all outside activities, all year round;
- The school has a “no hat - sit in the shade” policy. Children without hats will be asked to sit on the seats in front of the canteen;
- Teachers are requested to set an example by wearing hats;
- Parents are requested to send a note if a different hat is worn from time to time.

HEAD LICE CONTROL

If children have head lice, it is suggested that parents;

- Check all other members of the family;
- Shampoo with one of the preparations from the chemist;

**Notify the school**

- The school will notify other class members when a report is made.
- Keep the children home until all the eggs have been removed;
- Wash all clothing in hot water with a little of the shampoo;
- Keep long hair tied back;
- Impress on children not to play with, or comb, each other’s hair or borrow or swap hats.

**Note:**

1. It is requested not to shampoo as a precautionary measure as overuse may be dangerous.
2. Regular checking of children’s hair is the responsibility of parents.
3. Children will be sent home if head lice are detected at school.
HEALTH
The Public Health (Amendment) Act 1992 requires parents of children starting school in the Kindergarten Class from 1994, to provide an Immunisation Certificate.

Parents of children enrolling into child care facilities and pre-schools will be required to provide documented evidence of the immunisation status of their children according to their age from 1994.

An immunisation certificate must be made available to the school at enrolment. If all immunisation has not been carried out the student concerned must be excluded from school if an epidemic occurs.

If your child complains of feeling sick or appears to be ill before leaving home for school it is advisable to keep the child at home.

It is possible that at some time during your child’s school career they will contract one of the following common diseases of childhood. The disease and minimum period of absence are as follows:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Incubation period</th>
<th>Isolation period</th>
<th>Vaccine preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>About ten days</td>
<td>For at least five days from appearance of the rash.</td>
<td>Contacts not excluded from school. Vaccine preventable - if child was not immunised in second year of life. Immunisation within seventy-two hours of contact may prevent disease.</td>
</tr>
<tr>
<td>German Measles</td>
<td>About eighteen days</td>
<td>Exclude until fully recovered. Vaccine preventable - immunisation in second year of life. Mother and other female contacts should check immunity if of child-bearing age.</td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td></td>
<td>Children may be re-admitted to school after receipt of a medical certificate of recovery from infection following at least two (2) negative nose and throat swabs.</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>About eighteen days</td>
<td>Isolate for about ten days from onset of swelling. Vaccine preventable. Contacts not excluded.</td>
<td></td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>About thirteen to seventeen days</td>
<td>Exclude for at least seven days after the first spots appear. Exclude until fully recovered.</td>
<td></td>
</tr>
<tr>
<td>Slap Cheek</td>
<td></td>
<td>Initial symptoms of this infection may include headache, runny nose and mild fever before the appearance of a rash on face and sometimes trunk and extremities. Persons who are pregnant or who have an altered immune system must be notified.</td>
<td></td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td></td>
<td>Exclude until discharge from eyes has ceased. Antibiotic eye drops may need to be used.</td>
<td></td>
</tr>
<tr>
<td>Glandular Fever</td>
<td></td>
<td>Extremely contagious. Must seek medical advice and a blood test. Caution must be taken during and following the onset of diagnosis.</td>
<td></td>
</tr>
<tr>
<td>Threadworms</td>
<td></td>
<td>Threadworms are more often found in children. They are only transferred by people. It is suggested that you consult your medical practitioner about treatment.</td>
<td></td>
</tr>
</tbody>
</table>
**Impetigo:** (School Sores) Until sores have fully healed children must be excluded, however, the child may return provided the appropriate treatment is being applied and that the sores on exposed surfaces eg scalp, face, legs are properly covered with watertight dressings.

**Whooping Cough:** Incubation period is commonly 7 – 10 days and not more than 21 days. Highly contagious in the early stages. Parents must inform the school immediately if their child exhibits symptoms and the doctor diagnoses whooping cough. All people who have come into contact with the child must be informed.

**Asthma:** Please notify your child’s teacher and the office staff if your child suffers from asthma. To ensure prompt treatment for your child a ‘puffer’, medication authority plus Action Plan from your doctor will need to be supplied to the office staff to be kept in sick bay.

**Hepatitis A:** Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.

**HIV:** Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.

Qualified staff render First Aid and Emergency treatment as a matter of course and inform parents of situations requiring follow up or monitoring.

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Medication will only be dispensed to children for whom there is a Medication Authority and Indemnity form completed and signed by a parent or guardian. This authority must accompany all medication. Medication is given to children at 12.15 pm.

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**St Peter’s Primary School**

Indemnity and Authorisation for the Administration of Medication during school hours

**To be completed by Parent or Guardian**

If I hereby authorise St Peter’s Primary School to administer the following medication

<table>
<thead>
<tr>
<th>(Name of Medication and Dosages)</th>
</tr>
</thead>
</table>

To my/our child ___________________________ Class __________

(child’s name)

Date Medication to be taken / / until / /

Medication time will be 12.15 pm

If I accept and agree that it is my/our responsibility to inform the school of any changes to the administration of the medication.

**Deed of Indemnity**

I hereby indemnify and agree to keep indemnified the Catholic Schools office and its employees and agents, and St Peter’s Primary School Port Macquarie and its employees and agents, including the teachers and staff of the school, from and against all actions, suits, claims, demands, complaints and causes of action (including for or in respect of death, personal injury and any alleged infringement of the rights of any person) and the costs thereof in respect of or arising directly or indirectly out of such administration of medication.

Signed _______________ Date _______________

(Parent/Guardian)

Name: _______________

(Parent / Guardian)
HOMETIME
- Children may not be given early marks as no supervision occurs at Homelines until after the bell.
- All children are to use the verandahs and paths especially in wet weather.
- All children crossing to the car park must use the school crossing and be accompanied by an adult. Children travelling by car must wait at the pick up area in front of the canteen until their parent has collected them.
- Bus travellers line up at the bus shelter area in bus lines. They will be directed to buses by the teacher on duty.
- Children whose departure is delayed should sit in the office to wait for parents to collect them.
- Teacher may not leave the duty area until all children have departed.

HOMEWORK
Homework for Years K to 6 may be given, at teacher’s discretion from Monday to Thursday, inclusive. The Homework from K-6 will be contract style, i.e. children have four days to complete the tasks set. It is generally set Monday and collected Friday. As a guideline the following times for homework are suggested:

- **Infants** .. 40 – 60 minutes
- **Years 3 & 4** .. 60 - 80 minutes
- **Years 5 & 6** .. 120 - 180 minutes

- Parental support and encouragement is required for homework.
- A letter of explanation is required for non-completion of homework, e.g. sickness or family celebration.
- Type of homework given might include:
  - completion of work
  - research/project work
  - consolidation of basic education e.g. mathematics, tables, spelling
  - reading
  - religious education work

- No new work is to be given for homework, unless based on research or investigation.

ICT (INFORMATION COMMUNICATION TECHNOLOGY)
At St. Peter’s all children will have the opportunity to develop Information Communication Technology skills. ICT is integrated into all Key Learning Areas. The school undertakes a commitment to provide a variety of multimedia and technology resources such as classroom interactive whiteboards, class computers, portable laptops and IPads etc.

All children gain access to the Internet. Students are provided with their own email account and password from the Lismore Catholic Education Office. This information is private and must not be shared. Privacy and security are a high priority to the school. St. Peter’s undertakes to ensure that information published meets copyright and safety requirements. Ultimately students are responsible for appropriate behaviour when using the computers and must follow the “Computer Rights and Responsibilities” at all times. Students will be required to sign an annual “Computer Users Agreement” which will be endorsed by their parents, prior to using the computers.

INTERRUPTIONS TO TEACHING TIME
Please avoid conferring with the teachers during teaching time 8.45 am to 3pm or interrupting the class as valuable teaching time is lost. You may need to speak to your child’s teacher from time to time about a specific issue related to your child’s learning and we encourage you to make an appointment. Appointments can be made by phoning the office or sending a note in to the teacher.
KEY LEARNING AREAS
The major learning areas - there are seven broad learning areas in the primary curriculum:
1. Religious Education
2. English - Reading, Writing, Talking and Listening
3. Mathematics – Number, Measurement, Space and Geometry, Patterns and Algebra, Data, 
   Working mathematically
4. Science and Technology
5. Human Society and Its Environment
6. Creative Arts - Music, Visual Arts, Craft, Dance, Drama
7. Personal Development, Health and Physical Education

Note: Technology is embodied in all Key Learning Areas.

KINDERGARTEN STUDENTS
Your child starting Kindergarten is a very exciting time! During the first week of Term 1 Best Start 
Kindergarten Assessments will be implemented. This program has been developed by early learning 
experts in the Department of Education and Training. Each child is required to attend an interview 
with their classroom teacher to ascertain their needs / growth in literacy and numeracy. 
Following are some skills that could make transition to kindergarten a bit easier for your child…

☆ Have developed language and speaking skills
☆ Read and begin to write own name
☆ Dress themselves – shoes, socks, jumpers, shorts, buttons, underwear
☆ Count and recognise numbers to 10
☆ Scissor grip/ cutting on lines
☆ Able to sit and listen for a period of time
☆ Share and take turns in activities
☆ Hold a pencil with thumb and two fingers
☆ Attempt to tie shoe laces
☆ Hygiene / toileting (closing the door, using the trough, washing hands, 
  turning off taps, hand dryers, soap dispenser)
☆ Able to run with co ordination
☆ Throw, catch and kick a ball
☆ Know basic shapes

We encourage RESPONSIBILITY and INDEPENDENCE in the children. You can help with 
activities to promote responsible and independent development such as -

- Dressing themselves
- Doing jobs at home
- Packing away after activities
- Playing independent games
LIBRARY
Our school library provides a stimulating extended learning environment. The library gives access to materials and equipment which support the teaching process, as well as providing for the recreational needs of students.

The library is open from 8.15 am to 3.00 pm Monday - Thursday. Library staff, including children, may have access to the library during lunchtime for quiet reading and borrowing. The actual days may vary, depending on timetabling.

All classes have lessons timetabled in the library each week. During this time, they are taught library skills; including how to effectively use the library and its resources and the information process.

Borrowing takes place during these lessons and we strongly encourage children to borrow for their recreational / research needs. Students need a sturdy cloth bag, approx. 40 cm x 40 cm. Borrowing times are notified in the school newsletter.

Other resources in the library include a Computer Lab. which is wireless networked, and can accommodate 32 students, and a Parent library – a collection of books is available to parents to assist with general parenting issues and specific health needs.

- Each child must have his/her own cloth library bag. Books will not be available for loan to those children who do not have a library bag. The size of the bag should be approximately 40cm deep by 30cm wide, with a drawstring top.

- Processing Information Lessons, Information Communication Technology (ICT) lessons, and the effective use of the library are the responsibility of the class teacher or specified teacher.

- A Library timetable is to be drawn up at the beginning of the school year.

- A quiet atmosphere should be maintained in the Library.

- The Library is staffed by a Library Assistant every school day except Friday. Classes have access to Library resources as well as for Library Skills Development. Parents provide valuable support in the covering of books.
LOCKDOWN
St Peter’s Primary School Lock Down Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal/school threat or critical incident and that exposure to danger and possible risk of harm are minimised.

Examples of such critical incidents could include:
- Death of a person on school property during school hours
- Students and/or staff being taken hostage
- Siege of school property and/or buildings
- A disaster in the local community
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds
- Any other behaviour which could indicate a potential Lock Down situation

In the event of a Lock Down
The school bell system will sound the alert alarm, followed by an announcement over the loud speaker system. The office staff will sound the alarm bell. The Principal/Assistant Principal will make the announcement. The announcement will state the following:
- “This is a LOCK DOWN”.
- “This is not a fire drill”.
- “Everyone is to stay in the room, get down low and keep calm and quiet”.

Staff and children have been trained and familiarised with the Lock Down process.

LOST PROPERTY
All clothing and articles should be clearly marked. If property is lost, parents or children should look in the lost property box. Any unclaimed articles will be placed in the clothing pool or donated to St Vincent de Paul at the end of each term.

MEDICATION
If a child requires medication, the following rules must apply:
1. Written instructions from the doctor/pharmacist with
   - the name of the child
   - dosage
2. Medication must be in the original bottle/container.
3. A Medication and Indemnity Authority from parents must be sent to the school to administer medication. This form is available from the Office.
4. Only designated staff are to supervise the receiving of medication at 12.15pm.
5. All medication must be presented to the School Office staff by parents. It is dangerous for medication to be in children’s bags.
6. The need for asthma puffers varies greatly from child to child. We ask that parents contact the school to inform them if:
   - puffers need to be kept in the school medicine chest;
   - puffers need to be carried by individual children.
7. Children will not be given tablets for headaches. These tablets fall under the same regulations as points 1 - 6.

MOBILE PHONES
Mobile phones are not permitted at St Peter’s Primary and the school will take no responsibility for phones brought into school. Any communication to students is required to be made through the school office. Improper use of mobile phones or electronic devices will result in disciplinary action as outlined in the Positive Management for Effective Learning Policy. If for whatever reason your child needs a mobile before or after school, they must drop their phone into the Office for safe keeping.
MONEY
If money is sent to school for any reason, the student is required to give it to the class teacher, not the school secretaries, in a sealed envelope with an explanation on the envelope.

NEWSLETTER
To strengthen the communication between school and home, a newsletter, “Postman Pete”, is published every Friday. Postman Pete will be emailed to all families who have provided an email address to the school. Parents requiring a paper copy of the newsletter can arrange through the school office to have one sent home or can collect a copy from the front office on Friday afternoons. Parents are requested to read the newsletter thoroughly and to respond to it.

NOTICEBOARD
There is a parent noticeboard outside the school office area. Parents are asked to check this board regularly. If parents have items that they wish to display on the Notice Board, they are asked to please check with the Principal or Assistant Principal first.

NSW INSTITUTE OF TEACHERS
The Teacher Accreditation Manual, including Support Materials, is for use by schools, Teacher Accreditation Authorities and teachers. The Manual provides guidelines and support for the accreditation of teachers from the point of employment to the higher levels. Further details are available on the website http://www.nswteachers.nsw.edu.au and on the staffroom noticeboard.

NUT POLICY
At St Peter’s we endeavour to make our school environment as safe as possible for children and recognise the needs of all students, including those with Anaphylaxis. Exposure to nut products for these children can trigger a severe and sometimes life threatening reaction. We ask all families to consider these children and reduce the risk by not sending in products containing nuts. In real terms this means not sending in products such as Peanut butter, Nutella, Crunchy nut biscuits, muesli bars with nuts. Children are also reminded NOT to share their lunch or recess with other children.

PARENT/TEACHER INTERVIEWS
Parent Teacher interviews are held in Term 1 each year. Children’s reports are sent home at the end of Terms 2 and 4. Interviews also take place during the year at the request of parents or teachers and will be offered after reports are sent home.

PARENTAL EXPLANATION OF ABSENCES
Children are legally required to be at school during the TOTAL specified school hours each day, including sport periods. Absences must be explained to the class teacher by a signed note the DAY the child returns.
If a child is going to be or has been absent for three or more days, parents are required to inform the school immediately rather than leaving it until he/she returns.

PARTIAL ABSENCES
Children arriving late, or leaving school early need to be signed in or out by a parent using a Partial Absence Form, kept at the front office. Children leaving early will be called to the office (via the internal intercom system) for collection by parents. At events such as sporting carnivals, the forms will be available in the recorders’ tent.
PARENTS’ & FRIENDS’ ASSOCIATION
- The P & F Association was founded on 10th March, 1993.
- Meetings are held on the third Tuesday of each month.
- All parents are requested to make themselves familiar with the constitution of the P & F Association.
- The P & F Association has four major aims:
  - a forum for professional development;
  - a forum for communication between school and parents;
  - a fundraising body to supply educational facilities within the school;
  - a forum for social interaction.

Dates of P & F Association meetings are published in Postman Pete. They will usually occur on the third Tuesday of each month.

St Peter’s Primary School P & F Email: p.f-stpeters@bigpond.com

CATHOLIC SCHOOL PARENT ASSEMBLEY (CSPA)
The CSPA supports parents in partnership with catholic schools to maximise the religious, educational and pastoral well being of students. CSPA complements and supports the parish school community as they support parents. The CSPA is comprised of two parent representatives for each of the catholic schools. CSPA meets as a regional group once a term. The focus of the meeting is on informing parents and seeking their advice regarding educational, religious and resource matters affecting their children’s education. Representatives from the regional group also meet as a diocesan group once a term.

What does the CSPA do for parents:
1. Provide opportunities for parents to gain knowledge and understanding on how to develop healthy, resilient families and improve the educational opportunities for their children
2. Provide opportunities for parents to be part of the Diocesan decision making process that effect students’ education.
3. Encourage and provide support networking opportunities for parents
4. Faith enrichment through annual Family Faith Gatherings
5. Advocacy for parents in catholic schools at local, state and federal level

GRADE PARENTS
At a school level CSPA is about building a community through the Grade Parents network. Grade Parents nominate themselves at the beginning of each school year and their role includes:
- Liaising between parents and teachers
- Welcoming new families to our school community
- Coordinate and support social events among parents eg morning teas, bbqs
- Coordinate assistance for families in crisis

PARENTS
- Parent and teachers form a partnership in the learning process
- The school belongs to all members of our school family. Parents especially should feel welcomed and at home in the school environment.
- Parental help with the learning processes is greatly valued by us and should always be appropriate to the needs of the class.
PARENT INFORMATION EVENINGS

These are held during the first term and serve the following purpose –

- Getting-to-know-you
- Explanation / Outlines of general expectations in major curriculum areas for that grade.
- Explanation of classroom policies eg. Homework
- Question time

PARKING/SAFETY/PICKING UP CHILDREN

All children waiting to be picked up by parents must assemble on the seats in front of the canteen. Since other areas are not supervised after school, children **may not** wait elsewhere.

In the interests of safety, parents are asked not to stop along the road beside the lawn or in the bus bays, but to use the car park, and to collect their children from the waiting area. Children are not permitted to cross the road or car parks unaccompanied by a parent. Parents are asked to use the pedestrian crossing in front of the school.

POSITIONS OF RESPONSIBILITY

The school executive consists of the following personnel:

- Principal
- Assistant Principal
- Leader of Catechesis- Co-ordinator 2
- Leader of Evangelisation – Co-ordinator 2
- Co-Ordinator 1 (4 Co-ordinators positions exist at St Peter’s) - responsibilities change from year to year

PUPIL PROGRESS

Children’s reports are completed in June and November of each year. Progress is evaluated continually throughout the year, based on the NSW Syllabus Outcomes and Indicators with a transition period into the new Australian Curriculum.

READING RECOVERY PROGRAM

Reading Recovery is an Early Intervention Program designed to assist selected children who are experiencing difficulty with reading in Year 1. The Reading Recovery Program is an individual program of 30 minutes lesson daily. The program lasts between 12 – 20 weeks. If your child’s teacher feels that your child would benefit in taking part in the Reading Recovery Program, they will contact you to discuss prior to commencing. Reading Recovery teachers must undertake a 12 months inservice course to become skilled using a wide range of systemic techniques to assess and guide children and to develop an understanding of the reading and writing process.
REPORTS

- Formal written reports will be provided to parents twice a year. This will occur Half Yearly and Yearly.
- Reporting is directly related to assessment, which is related to learning. It also involves reporting on strategies as well as knowledge and understanding.
- Years 1-6 will receive written reports using the Common A-E Grade Scale introduced by the Federal Government in 2006. (refer to Reporting Policy)
- Kindergarten will receive a Report based on NSW Board of Studies Syllabus outcomes.
- Reports are written in Plain English.
- The school will develop and report against Individual Education Plans for all students with significant disabilities. A modified, alternate report will be offered to parents of these students. This report is based on appropriate NSW Board of Studies outcomes and indicators and soon to be the Australian Curriculum.
- The school will provide three formal face-to-face parent/teacher interviews per year – and introductory interview in Term One, an interview at Half Yearly and Yearly when written reports are given. These interviews are optional to parents.
- At any time during the year a teacher or parent may request an extra interview formally or informally.
- As well as the report, parents are asked to consider other assessments, comments and work samples.
- Parents are able to ask the Principal to provide written information (Common Grade Cohort) that clearly shows their child’s achievements in the subjects studied in comparison to that of the other children in their child’s peer group at the school. This information will show the number of students in each of the achievement levels A-E for that grade.
- Teachers will provide the Common Grade Cohort information to the office.

SCHOOL EXPECTATIONS

1. Hands-off other children. Children will show respect for person’s unique self, by upholding the “Children’s Rights and Responsibilities”
2. Children will show good manners and common courtesy towards other children, teachers and parents who assist within the school.
3. Children must show respect for school property and the property of other children.
4. Children will be expected to address teachers, parents and visitors by name and with respect.
5. Children must behave sensibly on buses when travelling to and from school.
6. Bikes are not to be ridden on the playground at any time.
7. Full school uniform is to be worn during school hours and while travelling to and from school.
8. Children are not permitted in classrooms without the presence or permission of a teacher.
9. Children must always be in an area of the school supervised by a teacher. No children to be in out-of-bounds areas.
10. A child must have the permission of the teacher on playground duty before he/she leaves the playground area. The child must report to the teacher when he/she returns.
SCHOOL LEADERS
Two School Captains and two School Vice Captains will be appointed to represent the school on official occasions and to take on leadership roles within the school community. A boy and girl Captain will also be chosen for each Sports House as well as School Council, Library Monitors and Hall Monitors. A School Representative Council is made up of these leaders. These students are appointed to each class and are the voice at the Council meetings.
All Year 6 students will be involved in leadership roles through peer support, organisation of school assemblies and special roles within the school.

SCHOOL HOURS - SUPERVISION
Lessons commence each morning at 8.45am and conclude at 3.00pm.

The school grounds are open to pupils from 8.15am each morning and remain open to pupils until the last bus leaves the school at 3.35pm.

At all times outside the period from before 8.15am to 3.35pm, no supervision is provided and no responsibility can be taken for children at school.

The school understands that occasionally family circumstances necessitate a child being at school outside supervised hours. Parents are asked to communicate this with the school and receive approval from the Principal or Class Teacher.

Children are requested to sit in a designated area if at school outside set hours.

SCHOOL BANKING
Banking day is held on one designated day each week during each term. Bank books are collected during the week, recorded on the computer banking service and returned to students the next day. Office staff manage the school banking program.

STUDENT WELL BEING
- The school employs a trained Psychologist.
- The Psychologist will implement support structures which will prioritise and address the identified needs of individual students
- Staff or parents who have concerns about student wellbeing should discuss their concerns firstly with the Principal.
- Students needs are varied. Intervention can include observation, structured play, friendship groups as well as counselling sessions.
- Referrals to agencies outside the school may be arranged by the Psychologist.
- The Principal meets regularly with the Counsellor to monitor services to the children.
- The Psychologist works closely with the Special Education Coordinator and attends IEP meetings when required
- Teachers are given feedback from Psychologist intervention regularly.

SCHOOL POLICIES
St Peter’s School policies are kept in the Office. These include general management policies, child welfare policies and curricula policies. Parents are more than welcome to obtain copies of these policies from the office or view them on our website. They will be highlighted on education nights, parent/teacher evenings and in the newsletter.
SEASONS PROGRAMME
The Seasons Programme runs bi-annually at St Peter’s. If your child is part of a single parent family, a stepfamily, has experienced the death of a loved family member, friend or sibling, or struggling through a painful experience, this will be an opportunity to share with a sensitive trained adult.

The role of the facilitator is to assist the child in expressing his/her feelings so as to better understand them, talking about them, and assisting the child to let go of them so as to go on with the business of living. The facilitator functions as someone who listens, accepts, and tries to understand.

Children are grouped: Level 1 - Year 1 and Year 2
Level 2 - Years 3 and 4
Level 3 - Years 5 and 6
Forms inviting applications for the Seasons Programme will be issued prior to the commencement of the Program.

SPORT
Sport will be scheduled on Fridays. Students will be offered to participate in a variety of sports during the year.
Students participate in School Carnivals in Swimming, Cross Country and Athletics, with the emphasis on maximum participation for each student. Further opportunities are available for participation in representative carnivals within our Diocesan Sports system at Hastings Zone and Diocesan Regional levels before proceeding to Polding and State P.S.S.A Levels.

A note must be given to the class teacher if a child is not participating for a good reason. Such non-participation should be kept to a minimum for the sake of the child’s health and well being.
Children must return to school after all sporting activities unless a parent comes to the teacher responsible for the children and indicates that the child is now in his/her care and they have filled in Partial Absence Form at the Recorders Tent. A note asking that the child meet his/her parent at some point cannot be accepted.

The school Sports Co-ordinator will plan the sports programme for the year.
SPORT HOUSES
The school is divided into 3 house teams. Each child is allocated to one of the houses upon enrolment. Children compete for their house in sporting activities and are awarded house points at each Sports Carnival.
St Peter’s Sports Houses are:

- Flynns: Yellow
- Lighthouse: Red
- Shelly: Green

Each house has its own representative colour.

Sport plays a significant part of both the physical and social development of a child. It is important to provide opportunities for the child to develop Fundamental Movement Skills that help with a wide variety of sports and games. St Peter’s school students are given the opportunity to play in team games and sport in a safe and supported environment. This ranges from class level sport to State representation.

Each class usually runs a one hour skills or game session during the day. These are conducted in both class groups and whole year cohorts. Skills focus on Fundamental Movement Skills as listed by the Board of Studies. An Intensive Swimming Program is offered to students in Kinder in Term 4.

Representation opportunities available for St Peter’s students include:
- Swimming
- Athletics
- Cross Country
- Football (Soccer)
- Rugby Union
- Netball
- Tennis
- Basketball
- Touch Football
- Hockey
- Cricket
- AFL
- Rugby League

Gross Motor
Gross Motor caters for Kindergarten, Year 1 and Year 2 children. Its aim is not limited to the acquisition of physical skills and fitness but to also assist the child function more successfully in all phases of the school curriculum. The success of the program occurs because teachers and parents work together as partners. During the sessions children are divided into small groups and given sequentially structured, meaningful activities and multi sensory experiences. Fundamental Movement Skills are developed which are required for all aspects of physical development and movement.

Active After Schools Sport
The federally funded program aims to encourage students to increase their physical activity levels and improve skills in a fun, safe and inclusive environment. Not only does it engage children actively but also builds links with community-based organisations to create opportunities for ongoing participation.

All sessions are conducted utilising the “Playing for Life” approach. This approach has been designed to help overcome some of the barriers children experience when participating in sport.

All sessions are fun, safe and include engaging sport-related games that maximise participation and challenge all children regardless of their ability level or background. This FREE program will be offered to students in Years 2-6 who do not regularly play sport but would like to be part of engaging physical activity through games.

This program is FREE of cost and will run on two afternoons per week.

STUDENT RETENTION
Research demonstrates that the potential for negative effects consistently outweighs the potential for positive outcomes with respect to year level or grade retention. Accordingly, educational practice has shifted to the almost exclusive use of promotion with intervention for those students who are at academic risk.

Year level retention in the Diocese of Lismore is only to be considered in exceptional circumstances where there is strong evidence that it is in the best interests of the student.

If student retention is being considered the principal is to be consulted immediately. The Principal in conjunction with stakeholders will act in accordance with the Diocesan Policy.
**UNIFORM**

“Joprim”

Hours: Tue -Fri: 12noon - 5pm Sat: 9am - 12 noon
Boronia St (behind St Agnes’ Primary Car Park)
PORT MACQUARIE
Phone: 6584 1076
Shop Coordinator: Margaret Williams

<table>
<thead>
<tr>
<th>GIRLS - SUMMER</th>
<th>BOYS - SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 1, Part of Term 2, Term 4</strong></td>
<td><strong>Term 1, Part of Term 2, Term 4</strong></td>
</tr>
<tr>
<td>Green and white check dress</td>
<td>Blue shirt (short sleeves)</td>
</tr>
<tr>
<td>Long or short white socks (plain)</td>
<td>Grey shorts</td>
</tr>
<tr>
<td>Green cottontail pants</td>
<td>Long or short grey socks (with school colours)</td>
</tr>
<tr>
<td>Navy ‘Sloppy Joe’ with school emblem</td>
<td>Navy ‘Sloppy Joe’ with school emblem</td>
</tr>
<tr>
<td>Green, white or navy hair ribbons</td>
<td>Green school hat</td>
</tr>
<tr>
<td>Green school hat</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Brown sandals</td>
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<tr>
<td>Brown sandals</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>GIRLS - WINTER</th>
<th>BOYS - WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remainder of Term 2, Term 3</strong></td>
<td><strong>Remainder of Term 2, Term 3</strong></td>
</tr>
<tr>
<td>Navy tunic</td>
<td>Blue shirt (long or short sleeve)</td>
</tr>
<tr>
<td>White blouse (long sleeve)</td>
<td>Grey shorts or long grey trousers</td>
</tr>
<tr>
<td>School tie</td>
<td>School tie</td>
</tr>
<tr>
<td>Navy ‘Sloppy Joe’ with school emblem</td>
<td>Long grey socks (with school colours)</td>
</tr>
<tr>
<td>Long white socks or tights (navy or flesh coloured)</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Navy ‘Sloppy Joe’ with school emblem.</td>
</tr>
<tr>
<td>Green, navy or white hair ribbons.</td>
<td><strong>N.B.</strong> Boys’ shorts - only regulation school shorts acceptable, no corduroy surf shorts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GIRLS - SPORT (K to 6)</th>
<th>BOYS - SPORT (K to 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green basketball shorts</td>
<td>Green basketball shorts</td>
</tr>
<tr>
<td>Bottle green bike pants</td>
<td>School Sports shirt with collar and school emblem</td>
</tr>
<tr>
<td>School Sports shirt with collar and school emblem</td>
<td>White sandshoes</td>
</tr>
<tr>
<td>White sandshoes</td>
<td>Short white socks</td>
</tr>
<tr>
<td>Short white socks</td>
<td>Navy ‘Sloppy Joe’ with school emblem</td>
</tr>
<tr>
<td>Navy ‘Sloppy Joe’ with school emblem</td>
<td>School tracksuit.</td>
</tr>
<tr>
<td>School tracksuit.</td>
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</tr>
</tbody>
</table>

**Clothing Pool:** St Peter’s also run a second hand Clothing Pool at school. Enquire at school office.

**Note:**
- Boys and girls may wear brown school sandals in the summer.
- Jewellery is not allowed to be worn to school. If children have pierced ears - studs/sleepers are acceptable.
- Green school caps/hats with school badge are **compulsory**.
- A policy of **“No Hat - Sit in the Shade”** has been introduced.
- **Hair should be neat, clean and of the student’s natural colour.** Hair should be styled off the face for both girls and boys. Extremes in hairstyles are not permitted. Long hair must be tied back from the face in the interests of hygiene and safety using elastic, ribbon or headbands in the school colours.
- Nails are to be kept clean and trimmed. Nail polish is not permitted.
VISITORS BADGES

The major parts of our Visitors Policy are –

- A Visitor is a person who is not a member of St Peter’s staff.
- All Visitors to the school between 9.00 am and 2.45 pm (Monday – Friday) will report to the school office, register in a Visitors Book and receive a badge.
- Canteen parents have a separate book with badges in the canteen.
- Visitors are not required to wear badges for special performances, special occasions, or special events eg. Friday Assembly, Masses, Book Week Parades, Cross Country Carnival.
- Parents or designated persons must collect children or drop off children through the front office area.

WORK, HEALTH AND SAFETY - WH&S
Under the WHS Act of 2011 the school will promote the health, safety and welfare of all staff, students and visitors to our community. Current policies are available on the link on our school website.
BEHAVIOUR MANAGEMENT FOR EFFECTIVE LEARNING

Our School Rules, Rights and Responsibilities at St Peter’s Primary

Hands off

Everyone can play

I have the right to:

To Be Safe

To play safely

To Learn

To have a clean and pleasant environment

To be treated with justice and respect

CLASSROOM – POSITIVE MANAGEMENT

Fundamental Beliefs

- To be well prepared and organised
- Engage children through meaningful, relevant and diverse teaching/learning experiences
- Accept that every child has the right to learn and feel safe
- Teachers need to develop a positive relationship with every student
- Affirm students doing the right thing
- Balance work/play
- Curriculum requirements to be adjusted for student needs
- Ongoing and frequent Professional Development for teachers who teach students with a additional needs and learning disabilities

Implementation

- Develop grade set of rules consistent with whole school rules
- Regularly revisit / revise
- Begin in Term 1 with Personal Development unit on rules and relationships
- Develop reward systems tailored for students
- Ensure programs are consistent with policy and expectation
- Ensure staff are given the opportunity to request Professional development directions and that Professional development opportunities are publicised
ST PETER’S HOUSE CUP

It is imperative that at St Peter’s a positive environment is established where students have an incentive to display appropriate behaviour.

It is intended that this will be achieved through staff and student modelling; praise and reinforcement; classroom reward systems; awards; High Standards Week; House Cup competition; and a ‘catch them being good’ philosophy.

HOUSE CUP

1. Supervising teacher gives positive reinforcement of good playground behaviour through a ‘catch them being good’ philosophy.

2. Where staff note and verbally commend children for good behaviour, appropriate social interactions and positive bystander behaviour and/or they can be given a House Cup Token.

3. These tokens will be stored in the bum bags that are sent to the playground each day.

4. Children place the House Cup Token they receive into the coloured letter boxes placed outside the office door at the end of that play session.

5. House captains count tokens, with each week’s results announced at weekly assembly.

6. Each term the winning house negotiates an appropriate reward with the Assistant Principal (ie. 20 minutes extra playing time or the opportunity to watch a movie.)

SHELLEY LIGHTHOUSE FLYNNs
CLASSEMEM RESPONSIVE MANAGEMENT

Fundamental Beliefs

- All people should be treated with respect and in a fair and just manner
- Actions are related to behaviour not to the child as such
- Consistent monitoring of behaviour is required to meet needs and to observe developing patterns
- Any adult in supervision will be guided by Child Protection requirements (including all volunteers)
- Students are encouraged to make correct choices
- Behaviour Management is a co-responsibility and fostered through consistent practice

Implementation

When a student disregards or chooses to act in discord with School or Class Rules, Rights and Responsibilities the following sequenced consequences will be applied. Teachers determine the starting point dependent on the nature and severity of the behaviour.

1. Warnings – verbal/visual
2. Timeout within the classroom
3. Buddy class time out
4. Office time out
5. Behaviour Management meeting
6. In school suspension
7. Suspension from school
8. Expulsion from school

POSITIVE MANAGEMENT – PLAYGROUND / OUTSIDE SCHOOL

Fundamental Beliefs

- The staff views Our School Rules, Rights and Responsibilities as a response to our Fundamental Beliefs.

Implementation

Good Behaviour Management is fostered primarily through Positive initiative by those in positions of responsibility.

Ensure:

- Sufficient, effective and qualified supervision ratio
- Children have prior knowledge of the rules / expectations and associated consequences, which are revised frequently in the classroom and at assemblies
- Supervision is vigilant. When this occurs many possible problems are diverted through early intervention. Avoid prolonged conversations, continue to move around, be sensitive to potential conflict sources
- Play areas are allocated to ensure safety of all
- Children are engaged productively (eg plenty of playground equipment and play options, excursions well planned with associated student response activities)
- An awareness of special supervision needs of children with Pastoral Care issues, which is regularly updated at Staff meetings
- Positive Reinforcement of good playground behaviour should be consistently acknowledged through assemblies and in classrooms
RESPONSIVE MANAGEMENT – PLAYGROUND / OUTSIDE SCHOOL

Fundamental Beliefs

We believe that:
- Consequences for behaviour breaches should be appropriate to the particular breach
- All children have the right to feel safe and happy
- Children should be aware of rules and consequences

Implementation

<table>
<thead>
<tr>
<th>Minor Infringements</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. No hat / out of uniform</td>
<td>Sit on seats outside canteen for the duration of play period.</td>
</tr>
<tr>
<td>2. Out of Bounds</td>
<td>Warning ➔ Allocate Play Time Out where child completes Play Time Out Reflection</td>
</tr>
<tr>
<td>3. Disrespect for others eg swearing, minor physical aggression, teasing</td>
<td>Clarify breach of School Rule. Investigate. Either counsel or allocation Playground Time out dependent on severity of breach</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Infringements</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespect or oppositional behaviour to staff member, fighting, continual breach of Minor Infringements</td>
<td>Allocate Play Time out or issue immediate Office Time Out depending on severity of breach</td>
</tr>
<tr>
<td></td>
<td>Child is sent to the Front Office and Executive member is informed</td>
</tr>
<tr>
<td></td>
<td>Issuing teacher and Executive member need to communicate at conclusion of break</td>
</tr>
<tr>
<td></td>
<td>The Executive may decide to send a note home recording the incident, which needs to be signed and returned to the Executive</td>
</tr>
</tbody>
</table>

Violence

Bullying

See Violence in Schools guidelines

See Anti-bullying Policy

Outside School / Activity

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Minor – Breach of School Rules</td>
<td>Warning and indication of follow up consequence position (eg Office Time Out on return)</td>
</tr>
<tr>
<td>2. Major Infringement</td>
<td>Immediate appropriate consequence (eg return to School) and indication of appropriate follow up plan</td>
</tr>
</tbody>
</table>
## TERM DATES

### 2013

<table>
<thead>
<tr>
<th></th>
<th>TERM DATES</th>
<th>HOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Term</strong></td>
<td>29 January – 12 April</td>
<td>13 April – 28 April</td>
</tr>
<tr>
<td><strong>2nd Term</strong></td>
<td>29 April – 28 June</td>
<td>29 June – 14 July</td>
</tr>
<tr>
<td><strong>3rd Term</strong></td>
<td>15 July – 20 September</td>
<td>19 September – 07 October</td>
</tr>
<tr>
<td><strong>4th Term</strong></td>
<td>08 October – 20 December</td>
<td>21 December – 27 January</td>
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### 2014

<table>
<thead>
<tr>
<th></th>
<th>TERM DATES</th>
<th>HOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Term</strong></td>
<td>28 January – 11 April</td>
<td>12 April – 27 April</td>
</tr>
<tr>
<td><strong>2nd Term</strong></td>
<td>28 April – 27 June</td>
<td>28 June – 13 July</td>
</tr>
<tr>
<td><strong>3rd Term</strong></td>
<td>14 July – 19 September</td>
<td>20 September – 6 October</td>
</tr>
<tr>
<td><strong>4th Term</strong></td>
<td>7 October – 19 December</td>
<td>20 December -</td>
</tr>
</tbody>
</table>
“Where ever you go, what ever you do... I will always be with you!!!”