



# St James Primary

2021 Handbook



## OUR SHARED VISION

The vision of St James Primary community is to work in partnership with the family, parish, school and wider community to:

Provide a safe, dynamic, caring environment, based on the Gospel values and centred in Christ

Promote and implement quality teaching and nurture holistic and life-long learning

Foster the Catholic story with its rituals, teachings, heritage and traditions

Raise awareness of local and global issues and our responsibility to act with justice and compassion

Empower each other with hope for the future, resilience and optimism in embracing change

The heart of St James vision is to engage in quality teaching and learning, and celebrate the Good News of Jesus.

“I have come in order that you may have life – life in all its fullness” (John 10.10)

## Principal's Welcome

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Dear Families,

On behalf of the St James Primary staff, I extend to you a very warm welcome to the 2021 school year.

Our aim is to provide a quality education for families where all 'May have life – Life in all its fullness' (John 10:10). As such, we aim to support students as they learn to respond to the Gospel in their daily lives and explore their emerging role in society by providing a learning environment that supports their spiritual, intellectual, emotional, physical and social development.

I encourage you to use this handbook as it will help you discover more about the journey of learning, joy and faith that our students encounter at St James Primary and it will inform you of the procedures of our school.

I look forward to partnering with you to assist your child's educational journey throughout this academic year.

Sincerely,



Mr. Nicholas McTaggart  
Principal

## The Year Ahead

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### 2021 Goals

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- In 2021 our teachers will commit to uninterrupted and non-negotiable English Block and Mathematical Block throughout the week. These will occur before recess (Mathematical Block) and immediately after recess (English Block) on specific days; the other day will be allocated to the students' specialist teaching and learning programs.

- Specialist teaching and learning programs will occur in the key learning areas of The Performing Arts, Visual Arts, PDHPE and Science & Technology.

- Specifically, our focus areas for Learning and Teaching for school improvement are to apply the principles of visual learning to improve literacy and numeracy outcomes for all students through effective feedback. All students will engage in a Mathematics Assessment Interview and St James Primary will be part of a Catholic Schools Office initiative to improve writing outcomes for every student.

- Further strengthen the school's motto: *Family in Christ*, so that everyone feels a strong sense of welcome and belonging at our school.

- Develop strategies to further engage parents.

### 2021 Capital Developments

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- Investigation of toilet refurbishments.
- Refurbish the MPC.
- Improve staff amenities.
- Add visible Catholic Identity images around the school.



## 2021 Staff List

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Nicholas McTaggart	Principal
Rhonda Cree	Assistant Principal/Leader of Pedagogy
Karen Sanderson	Learning Leader: Wellbeing/Leader of Pedagogy
Jacqui Malone	Learning Leader: Mission/EMU
Catherine Green	Inclusion Teacher
Rosemary Vickery	Learning Support Teacher / Year 4 Math
Kylie Cane	Kindergarten Lead Teacher
Bianca Maxworthy	Kindergarten
Matilda Regan	Kindergarten
Michelle Clarke	Year 1
Mandy Barone	Year 1
Louise Kuhn	Year 1
Joanne Ryan	Year 2
Tarri Johns	Year 2
Joseph Zambelli	Year 2
Laura Warby	Year 3/Sports Coordinator
Lewis Capellari	Year 3
Monique Rochester	Year 3
Jo Pickett	Year 4
Bailey Crompton	Year 4
Michael Keating	Year 5
Alisha Faga	Year 5
Lisa Fitzhugh	Year 6
Gavin Holmes	Year 6
Megan Robinson	Science & Technology / PDHPE / Year 6 / Digital Innovation Teacher
Christine Burton	Science & Technology / Year 5 Math
Tracey Ryan	PDHPE / Performing Arts/Music
Ann Ricketts	PDHPE / Visual Arts
Jacinta Condon	Office Manager
Tracey Smith	Office Administration
Sarah Stanton	Office Administration
Cathy Reid	Canteen
Amanda McTaggart	Canteen / Parent Engagement Officer
Chris Andrews	Technology Officer
Anastasia Scott	Wellbeing Team
Deb Tobin-Anderson	Library / Teacher Assistant
Valmai Saunders	Indigenous Education Assistant
Jacqui Stamp	Teacher Assistant
Kelly Styman	Teacher Assistant
Cindy Clarke	Counsellor



## Partnership Expectations

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### What Parents Can Expect

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We will:

- Assist and encourage you in your role as primary educators of your children;
- Develop positive parent partnerships;
- Provide opportunity for you to help shape our educational and administrative policies;
- Support the spiritual growth and the living of Gospel values for everyone;
- Care for your child, respond to his/her needs & work to develop his/her potential;
- Support students to follow our Positive Behaviour Framework;
- Be readily available to discuss your child's progress and our school policies/ procedures;
- Keep you informed about school happenings and educational programs;
- Continually upgrade our professional skills and programs to provide an exemplary education for your child;
- Work to make St James Primary a caring Christian community where each person is welcomed, known and loved;
- Model and emphasise in our educational programs, the Good News of God's love for each one of us.

### What the School Expects from Parents

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- Commitment to the Catholic ethos and nature of the school;
- Co-operation with the school behaviour and uniform guidelines;
- Commitment to paying the school fees;
- To take an active part, where possible, in the activities of the school and the Parent engagement opportunities;
- To be aware of, accept and support the policies and procedures of the school.

### Expectation of Students:

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- Respect, courtesy and care for others;
- Hospitality to everyone;
- Acceptance of differences in each other;
- Co-operation with teachers and with other children;
- Acceptance and responsibility for their own actions;
- Willingness to try to solve problems with others without using 'hands-on';
- Cooperation with the school behaviour guidelines and discipline framework;
- Consistent effort to learn and make progress in class;
- Participation in all school activities;
- Wear the full school uniform with pride.



# Curriculum

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## The Primary Curriculum

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Students at St James Primary follow the New South Wales Curriculum. The curriculum covers a broad range of learning areas known as the Key Learning Areas (KLAs). They are:

- English;
- Mathematics;
- Science and Technology;
- Human Society and Its Environment (HSIE);
- Creative Arts;
- Personal Development, Health and Physical Education (PDHPE);
- Other (Classroom administration, sport, assembly, flag raising etcetera).

As a Catholic school, Religious Education is both a Key Learning Area and integral to our way of life. In all KLAs we aim to be a school of the 21<sup>st</sup> century by providing students with learning environments that encourage investigation, exploration and creativity. Students are provided with opportunities to develop technological information and higher order thinking skills as they develop an understanding of how they learn. Through reflection and evaluation, the children are empowered to independently extend their learning.

## Welcome to the school year

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At the beginning of each year, a Welcome Gathering will occur. At this time classrooms will be open for parents to gather and meet their child/ren's teachers. The gathering will enable parents to ask questions about:

- What will be covered in the different KLA's;
- Approach to teaching & learning;
- Teacher's expectations of the children;
- Homework.

These gatherings are an important opportunity for parents to meet our school staff and view our learning environments, along with socialising with other families.

## Religious Education

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The Religious Education Curriculum provides appropriate teaching and learning opportunities for each student to further develop:

- A knowledge of God's love made visible in the life, death and resurrection of His Son, Jesus Christ, and the young Christian's call to respond in faith, love and service;
- A knowledge and understanding of God's revelation in Sacred Scripture, the tradition of the Church, and the working of grace in the holiness of the Saints;
- A knowledge and understanding of the Church's work in today's world, in which all share in the mission of Jesus Christ to build the Father's kingdom of justice, holiness and peace;
- A sense of wonder, joy and delight in responding to the mystery of God's life shared with us in the Sacraments, in prayer and the other means of grace;
- An active participation in the worship of the Church, especially the Eucharistic celebration of the parish community in the Sunday Mass;
- An appreciation and love for the history and culture of the Church, both universal and local, and an active participation as a young person in the life of the Church;
- A confidence in making a contemporary, personal witness to Jesus Christ and the faith of the Church;
- The capacity to engage with, explore and find meaning in the traditions, scripture and teachings of the Catholic Church;
- A capacity to reflect on life's experiences in the light of the faith;

All students in Religious Education use the Text: *To Know Worship and Love*. Students will bring this text home at least once a term to discuss their Religious Education learning with parents.

## Parish Sacramental Program

All classes throughout the school undertake sacramental units as part of their Religious Education Program. This supports the Parish based program, but for children to receive the sacraments of initiation, they must be formally enrolled by the Parish and take part, with one or both parents, in cluster groups. These groups meet and the parents work through a program with their children in these sessions.

Information evenings are organised for each of the sacraments and support is provided throughout the process.

Most of the children who will participate in the program will be in either Year 3 or Year 4. Year 3 will be prepared to receive the sacrament of Confirmation, and Year 4 will be prepared to receive the sacraments of Reconciliation and First Holy Communion. It is at the parents' discretion however, as to when their children are ready to receive the sacraments.

For further information, please contact Kathy Twohill (Pastoral Associate) at the St Joseph's Parish Office: 07 5536 7522.

## Prayer

Prayer is an integral part of the school day at James Primary as it enables us to enter into relationship with God. There are many opportunities for students to be engaged in prayer on a daily basis both in the classroom and as a whole school community. Students in K-3 are invited to bring home a prayer box whereby they can set up a prayer space at home for family prayer. Students will learn and discover the traditional prayers of the Catholic Church throughout their primary school education



### St James School Prayer

*In the name of the Father...*

*Father,*

*We believe that St James is a great place to learn and have fun.*

*We pray our school community will see joy in all that we do, encourage each other and show respect for one another.*

*We thank you for the love and care of our families, teachers and friends.*

*With Jesus in our heart, may we always be a*

*Family in Christ.*

*St James – Pray for us.*

*Mary our Good Mother - Pray for us.*

*And let us always remember – to pray for one another.*

*Amen.*



## Stages

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In NSW schools, the curriculum is organised under the term Stages. The Stages in the primary sector are:

Early Stage One – Kindergarten

Stage One – Years One & Two

Stage Two – Years Three & Four

Stage Three – Years Five & Six

Each Stage has a number of student outcomes that need to be mastered. It is the level of achievement of outcomes that is used for reporting.

## Learning Resource Centre

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The Learning Resource Centre (LRC) is an innovative 21st Century learning space. The centre incorporates the Science & Technology space, music space, wellbeing space and the school library, where students are able to relax and read, or borrow books to take home. Books are taken home regularly by students and parents are encouraged to assist their children with the proper care and storage of library books while at home and in carrying them to and from school. Replacement of lost or damaged books is the responsibility of the parents.

## Information Technology

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Information Technology is integrated into all learning in all grades. All classrooms have interactive whiteboards and access to Wi-Fi is available throughout the entire school. All children at the school can gain access to the internet. The school has installed a filtering program that is designed to deny access to inappropriate sites.

Students have access to multi-modal learning through their access to the following tools:

- K-Year 2: iPads.
- Years 3-6: 1:1 iPad.

## Homework

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Students will receive homework from school. Parents are asked to encourage and support their child/ren's homework endeavours. Homework will vary in content; however, home reading should be a nightly activity for all students.

## IESP (Indigenous Education Support Program)

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IESP provides funding based on the number of Aboriginal and/or Torres Strait Islander students enrolled at the school. IESP aim is to improve educational opportunities for Aboriginal and Torres Strait Islander students. An Indigenous Education Support Aide is employed by the school to support the learning and wellbeing outcomes of Indigenous students.

## Camps

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All students in 2021 will participate in camps, excursions and incursions, as outlined below:

Kinder	After school activity and afternoon tea until 5pm – November 3 <sup>rd</sup>
Year 1	After school activity and dinner until 6:30pm – November 3 <sup>rd</sup>
Year 2	Breakfast at school, followed by a day of activities and dinner at school until 8pm. – November 3 <sup>rd</sup>
Year 3	1 night / 2 day camp to Bilambil – October 28 <sup>th</sup> – 29 <sup>th</sup>
Year 4	2 night / 3 day camp to Tyalgum – October 11 <sup>th</sup> – 13 <sup>th</sup>
Year 5	2 night / 3 day camp to Lake Ainsworth – November 25 <sup>th</sup> – 27 <sup>th</sup>
Year 6	3 night / 4 day camp to Coffs Harbour Aug 3 <sup>rd</sup> – 6 <sup>th</sup>

All students will participate in excursions, along with incursions throughout the year. Levies for excursions and incursions are included in the school fees and levies. Camp costs will be invoiced in the weeks preceding the camping activity.

## Assessment & Recognition

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### Reporting to Parents

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At St James school reports are written in accordance with Commonwealth Government requirements, NESA (NSW Education Standards Authority) and the Australian National Curriculum (NSW). All schools in the Diocese of Lismore provide two written reports (one in each semester), which report on all subjects studied by their child including religious education. In Years 1-6 student reports are based on an A-E achievement scale, supported by a description of what this means in relation to their progress against the achievement outcomes.

Reports for Kindergarten students use a three-point achievement scale (working towards, working at and working beyond) and will reflect Australian Curriculum (NSW) Foundation Statements.

Teachers use a range of different assessment strategies and tools to gather evidence of student achievement with reference to the outcomes in the Australian Curriculum (NSW). Based on the evidence, teachers make an on-balance judgement to decide which grade best matches the standard the student has achieved. Teachers are not expected to allocate a set number of each grade within their class.

The performance of the individual student relative to the rest of the cohort will be made available to parents on request.

Written reports are just one way that we communicate with you about how your child is progressing at school. In addition to formal reporting, Seesaw, described as a student driven portfolio app, therefore provides the ideal platform to build student ownership of learning. At St James, students will post their mathematics, writing and social emotional learning goals and subsequent evidence to show their starting point, progress towards goal achievement and goal attainment. Teachers will support the students through a cyclic conferencing process of goal identification, work towards goal achievement and celebrating when goal attainment.

All parents and students attend 3-Way Conferences with their teacher. These are held throughout the year.

In Term 1 the focus for 3-Way Conferences provides an opportunity to:

- share what you are hearing at home about the first weeks of school;
- hear from your child what has brought them joy in the first weeks of school;
- hear from your child about what they think they 'glow' in and where they think they need to 'grow';
- hear from your child's teachers about what learning 'glow' and 'grow' points they have observed;
- participate in discussing and setting a confidential and informal social and emotional goal for your child;
- share, if needed, sensitive information (an activity will be available for your child should this be needed).

Later in the year the focus will shift more to student ownership around their learning as your child shares and provides evidence for their achievements and next steps ('glow' and 'grow').



### Recognition

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Here at St James Primary, we recognise the efforts and achievements of our students.

Our Award System is based on the belief that each child is unique and has special talents, as such, we give recognition to all children for making a concerted effort to develop their talents.

The Awards are given by the grade teachers for an outstanding display of skills, attitudes, behaviours or efforts. Parents are notified each week via the electronic Grade Letters (published the Friday prior to assembly) of students receiving awards for that week.

## Sport

Sporting activities at St James Primary include:

- PDHPE specialist class for 45 mins per week;
- All students from K–6 attend an intensive swimming program;
- Athletics Carnival;
- Swimming Carnival;
- Cross Country Carnival;
- Winter Sports Competitions;
- Term 4 specialist sports program;
- Students in Stage Three have opportunities to attend sporting events such as: Zone Gala Days, Diocesan Netball Challenge and Rugby League Challenge.

## Representative Pathways

St James Primary students have the opportunity to participate in school representative sport to the highest level in Primary School sport which is representing NSWPSA at an All Schools Carnival.

### Representative Opportunities Exist in the Following:

- St James Primary Representative at a Tweed Zone Carnival;
- Tweed Zone Representative at a Lismore Diocesan Carnival;
- Lismore Diocesan Representative at a Polding Carnival;
- Polding Representative at a NSWPSA Carnival;
- NSWPSA Representative at an Australian All Schools Carnival.

## Sports Houses

Upon enrolment students are allocated a sporting house. (Siblings are allocated the same house). Once students have been allocated a house, they remain in that house for the remainder of their enrolment at St James Primary. These houses are the students 'team' for sporting events and are

used to build school spirit at events such as Assembly.

The houses (and colours) are as follows:



**Mackillop House (Blue)** – Mary of the Cross Mackillop was the first Australian Saint; she was the foundress of the Sisters of St Joseph who educated many under privileged young Australians.

**Polding House (Red)** – John Bede Polding was Archbishop of Sydney, born at Liverpool, 18<sup>th</sup> October 1794; died at Sydney, 16<sup>th</sup> March, 1877. He was the first Archbishop of NSW and was instrumental in constructing the Catholic Church in Australia.



**Ryland House (Green)** – Mrs. Elaine Ryland was the foundation Principal of St James Primary, commencing at the school in 1993 where she established the school on its current site.

**Hanly House (Yellow)** – On 3rd February 1918, Fr Hanly took up his duties as parish priest at Tweed Heads. Fr Hanly remained as a faithful servant of God and the people of Tweed Heads for many years. Fr Hanly passed away on 14<sup>th</sup> November, 1979.



## Workplace Health and Safety

The Principal and Staff of St James Primary, recognise and accept the duty of care to employees, students and it's community in accordance with the Workplace Health & Safety Legislation of NSW.

All members of the school community have a responsibility to ensure the health and safety of themselves and others by complying with the Occupational Health & Safety regulations and procedures of this school.

In order to ensure a safe environment, the School Management will provide:

- Regular workplace training;
- Clear practices and procedures;
- Necessary equipment and resources for best practice;
- Regular maintenance of physical facilities.

Should anyone have concerns about the Occupational Health and Safety within the school, they are encouraged to contact the Assistant Principal or Principal.







# Pastoral Care

## Wellbeing

"Pastoral care is achieved or forfeited in the quality of relationships established in the school. In the school's daily and routine life, the way in which people interact with each other is a significant determinant of each person's sense of self-worth, belonging and wellbeing. The fostering of high quality relationships is a responsibility shared by everyone." *Pastoral Care of Students in Catholic Schools CECV.*

St James Primary does not tolerate harassment or bullying in any form. Our vision statement affirms that our school will 'Provide a safe, dynamic, caring environment, based on the Gospel values and centred in Christ'

All members of the school community are committed to ensuring a safe and caring environment, which promotes personal growth, and self-esteem.

Two principles are central to this policy:

- Everyone has the right to feel safe all of the time;
- Hands off guidelines apply in all situations.

The following framework is used to support the pastoral care of all.

**Relationships:** Pastoral Care seeks to promote wholeness, inner strength, resilience and wellbeing through life-giving relationships in all domains of Catholic school life.

**Systems and Structures:** Various systems and structures are in place, which include the roles and responsibilities of staff, as well as the policies, procedures and practices which are in place across the key areas of school life.

**Roles and Responsibilities:** All staff in Catholic schools in the Diocese of Lismore have responsibility for the Pastoral Care of members of the school community and for promoting the wellbeing of students.

**Professional Learning and formation:** Ongoing professional learning, drawing on current and emerging research and practice related to Pastoral Care and wellbeing, is important for all school staff.

**Policies and Procedures:** System policies and procedures clearly articulate, align with and support schools to ensure 'best practice' in relation to wellbeing.

**Resources:** Resources to support the development and maintenance of Pastoral Care and student wellbeing need to be sufficient, accessible and accounted for. Such resources include access to systemic-wide support through the Catholic Schools Office Lismore.



# School Discipline

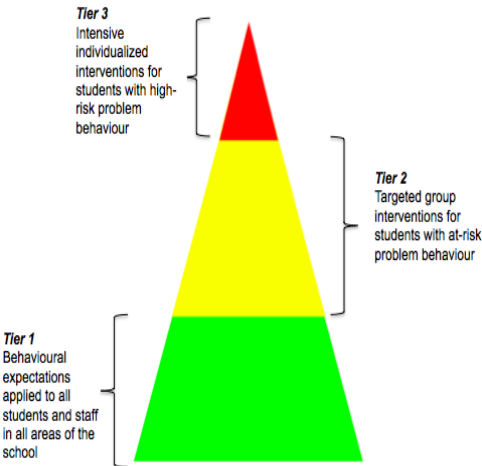
Be Respectful, Be Safe and to Be a Learner in all settings of our school.

## Positive Behaviour in Schools

Positive Behaviour in Schools (PBS) is implemented to improve the learning and wellbeing of all students in all school settings. Positive Behaviour in Schools is a whole school approach for creating a positive, safe and supportive school climate in which students can learn and develop. Improving student academic and behaviour outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioural practices and interventions possible. PBS provides an operational framework for achieving these outcomes. (Illustrated right).

## Behaviour Framework

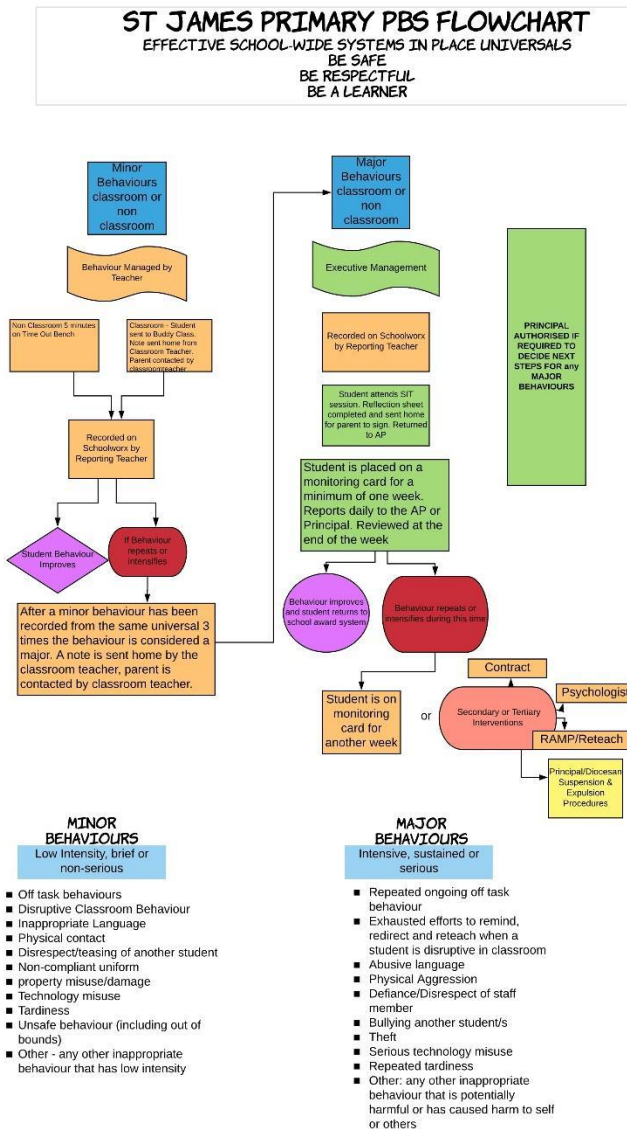
All students will work within the behaviour framework – Tier 1 (below), where they will learn to:



**MY PERSONAL BEST IS THE ULTIMATE TEST!**  
Love your neighbour - MATTHEW 22:39

RESPECTFUL	SAFE	BE A LEARNER
<p><b>WE WILL:</b></p> <ul style="list-style-type: none"><li>Follow school rules and respect others.</li><li>Stand up for the person who is bullied.</li><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li></ul>	<p><b>WE WILL:</b></p> <ul style="list-style-type: none"><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li></ul>	<p><b>WE WILL:</b></p> <ul style="list-style-type: none"><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li><li>Follow school rules and respect others.</li></ul>
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In the event that students require additional support and supervision with regard to behaviour (Tier 2 & 3); staff will follow the PBS flowchart (illustrated below) to ensure consistency and support so that all students can act in accordance with school universal expectations (previous page).



## Complaint Procedures

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Occasionally there is a need for parents to raise concerns about practice or policy in schools. Wherever possible, grievances should be resolved through an informal process of discussion and cooperation with the class teacher/s concerned. If the concern cannot be resolved at this level, the following procedures should be followed:

1. Written complaint addressed to the Principal;
2. Principal addresses complaint with staff member and provides a copy of the written complaint;
3. Principal notifies Catholic Schools Office of complaint (if appropriate or applicable);
4. Principal clarifies the complaint with the complainant;
5. Principal investigates options for a resolution;
6. Meeting between all parties to discuss options for a resolution;
7. Decide on option deemed to be most appropriate;
8. Implement decision and feedback to all concerned;

It is important to note that anonymous complaints are not accepted or acted upon.

The Parental or Guardian Complaint Procedure Policy is available in full from the school's website (Policies).

## Communication

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Communication within school, from school to home and from home to school is the hallmark of effective, efficient and successful schools. A written copy of the school's communication strategy is located on the school's website; we request that at all times all communication is aligned to the school's communication strategy. Forms of communication are listed within the strategy.

## Communicating with Teachers

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There are several ways to communicate with your child's teacher and the school. Please use the protocols outlined in the Communication Strategy found on the school website.

Please send emails to teachers via the school's office ([bpp@lism.catholic.edu.au](mailto:bpp@lism.catholic.edu.au)).

Classroom teachers will be available to informally talk with parents and students from 8:30am each morning when the classrooms open (unless they are in playground duty) and in the afternoon from 3pm.

## School Diary

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Each student is given a School Diary/Reading Diary. This can be used to communicate with your child's teacher. The diary must also be signed by a parent or guardian to confirm that homework tasks, such as reading, have been completed.



## Operoo

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Operoo has been designed to help parents keep the school up to date with their children's medical details. St James Primary has joined with Operoo to work in partnership with parents to keep students safe and healthy at school. Operoo is also used for digital permission forms for all school activities. Operoo can be accessed online via the Operoo website or on parents' mobile device by downloading the free app from iTunes or google play. All families need to join Operoo to give permission for all extra-curricular activities.

## School Website and App

The St James Primary website: <http://www.bpp.lism.catholic.edu.au/> is updated regularly. The aim of our website is to provide parents, staff, students, families and others who may be interested in our school with useful and current information. Parents are encouraged to familiarise themselves with its varied content including an event calendar, school policies and the school/grade newsletters.

The School App is used to present instant and important information to parents. All families are expected to download the app from iTunes or google play.

## Newsletters and Grade Letters

The Principal's Newsletter is produced on a fortnightly basis and contains important dates, information regarding upcoming and recent events, features on what the children are learning, and photos of the children participating in educational activities. The newsletter is published via the school's Website and App. Each Grade writes a Grade Newsletter each week (published on the Website/App and sent via an electronic link each Friday); parents are expected to read and familiarise themselves with the content of the letters as they explain the week ahead for our school. This is an important component of classroom/home communication.

Parents are encouraged to read the Newsletter and Grade Letter in order to keep informed of all that is

happening in the school.

## Parent Engagement

Parent engagement enables parents, teachers, students, Principal/Assistant Principal and Parent Engagement Officer to work together, as co-responsible leaders, committed to developing a genuine Christian community within the school environment. Parent engagement plays a vital role in the life of the school.

The values underpinning our Parent engagement are:

- Service: Helping each other and recognising the needs of others;
- Inclusion: Every person has the opportunity to belong and be included;
- Unity: Seek to bring people together;
- Empowerment: Every person's life is enriched by their experiences at being in our school;
- Mutuality: Respect and appreciation for the gifts that each person brings to the school.

The functions of parent engagement include parental support, providing an information network, advising the Principal and staff of the views of parents and staff, and to nurture the spiritual lives of those in our school community.

Parent engagement is open for all parents and friends of St James Primary and many parents are needed for us to enrich our school. The role of parents is to support the various committees and to ensure that proper consultation has taken place in relation to



recommendations put forward by the committees.



## School Uniform

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In 2021 the St James School uniform is a full-time sport uniform.

School identity is an integral aspect of the life of St James Primary, as such all students are expected to adhere to the school's uniform expectations and presentation standards as outlined below.

## Uniform Policy

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- Parents and staff of St James Primary will encourage the children in caring for their uniform, in personal presentation and good grooming;
- The set uniform is to be worn at all times except in special circumstances;
- Parents are requested to send a note when a child will temporarily not be in full uniform;
- School uniforms are currently only available through the St James Uniform Shop located at the school. (Items from stores such as Kmart are not permitted).
- Second Hand uniform (donated back to the school from families) is available for purchase at a very discounted price in the school's parent room.

## Uniform Follow-Up

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Children who wear incorrect uniform without a note of explanation will receive an 'Out of Uniform' note for their parents to sign. If a student continues to be out of uniform, follow up will occur.

## Good Grooming

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An important aspect to the school's uniform is paying attention to good grooming and presentation. To this end, expectations such as polished shoes and wearing hats apply to all students at all times.

Another aspect of the uniform standard is hair length and styles. It is expected that the children's hair is neat, clean and properly groomed. No extreme hairstyle, cut or colour are permitted.

The specifics are:

- Boys: Brushed or combed; collar length; above the eyebrows and no covering the ears.
- Girls: Long hair tied back. School colours are to be used for hair ties (Maroon, Dark Green and White).



## Uniform Shop

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The uniform shop managed by St James and operates in the following hours:

Wednesdays 1:00pm - 3:30pm

Thursdays 8:30am – 10:00am

Please note: Payments EFTPOS only.

Uniforms can be pre-ordered via the school app.

## Boys Uniform

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- Maroon taslon shorts (with logo).
- Bottle green polo shirt with maroon collar and school emblem.
- Reversible maroon hat with school emblem on front.
- White sports socks with maroon stripes.
- Black, polishable jogger-style shoe – these must not have any markings or stripes on them.
- Green and maroon zip-up jacket with emblem or school jumper.
- Maroon school bag (compulsory).
- Year 6 boys have a commemorative shirt.

## Extras

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### Acceptable Jewellery:

- Earrings - studs or sleepers worn in both ears (one only).
- A watch.
- A religious medal or a crucifix on a chain.
- Other jewellery items are not to be worn to school.
- Nail polish and make-up is not permitted.



## Girls Uniform

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- Maroon taslon shorts or skort (with logo).
- Bottle green polo shirt with maroon collar and school emblem.
- Reversible maroon hat with school emblem on front.
- White sports socks with maroon stripes.
- Black, polishable jogger-style shoes – these must not have any markings or stripes on them.
- Green and maroon zip-up jacket with emblem or school jumper.
- Bottle Green or maroon tights may be worn under the skort in the cold weather.
- Hair ribbons, scrunchies or clips – maroon, dark green, white or checked from old style dresses.
- Maroon school bag (compulsory).
- Year 6 girls have a commemorative shirt.

## General School Information

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### School Times & Absenteeism

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School Times in 2021 are:

#### **Monday – Thursday:**

- Arrival: 8:10am (Gates open)
- School commences: 8:40am
- Morning Recess: 10:40am – 1:20am
- Lunch: 1:20pm – 2:00pm
- Dismissal: 3:00pm

#### **Friday:**

- Arrival: 8:10am (Gates open)
- School commences: 8:40am
- Morning Recess: 10:40am – 11:20am
- Lunch: 12:50pm-1:30pm
- Dismissal: 3.00pm

Office Hours are **8:15am – 3.30pm** Monday to Friday

Parents can advise of a child's absence in advance via our School Stream app (absentee form). Parents of a child with an unexplained absence will be contacted via text message. Notification via reply of text (with reason) needs to be received by 3pm on the day of absence.

### Before/After School Care – Capturing Kids' Minds

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Capturing Kids' Minds After School Care Program is a child-focused program that aims to provide quality after school care for primary school aged children in a warm, safe, caring environment. Capturing Kids' Minds After School Care is a Child Care Benefit (CCB) approved centre located on the St James Primary campus and run by qualified staff.

The focus for children in CKM's care is centred around the core beliefs of:

- Building self esteem
- Encouraging social development
- Educational support
- Mind/body awareness

At all times, Capturing Kids Minds' aims to provide a safe, caring environment for children K-6.

This includes:

- Providing an educational environment/ structure for students to engage in homework.
- Offering creative play areas inside the centre.
- Maintaining harmonious and positive relationships between Capturing Kids' Minds staff, parents and guardians.
- Treating all students, staff and their families with respect.

The service is open Monday to Friday during NSW school Terms.

Operating hours are as follows:

- Before School care: 7:00am-8:15am
- After School care: 3.00pm – 6.00pm
- Vacation Care & Pupil Free Days

CKM can be contacted via Phone:  
0418 698 690

### Attendance Exemption

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As attendance at school is compulsory, parents wishing to take their children out of school for a period of time are required to apply for exemption by filling in an 'Application for Exemption from Attendance at School' form, which is available from the school office. On return of this form, the Principal will consider the application and decide whether to grant a 'Certificate of Exemption from Attendance at School'. Principals can grant exemptions from school attendance for fewer than 100 school days in a 12-month period. However, if the request for absence from school is over 100 days, the application must go through the Catholic Schools Office to the Minister. Parents intending to seek an exemption must discuss this with the Principal.

## Teacher Yard Supervision

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We have safety gates surrounding the school, which are opened at 8:00am each school day and then closed during school hours. Students are welcome to arrive to school from 8:10am.

Teachers are rostered to supervise children before school from 8:10am – 8:40am and teachers supervise students during Recess and Lunchtime. After school supervision occurs until 3:15pm for students utilising the car pick-up zone and in the bus zone.

Students may arrive at school from 8:10am onwards and must be collected at 3:00pm. Students who are not collected by 3:10pm will be sent to the office and the school will contact parents to ascertain how the child/ren are getting home.

## Child Protection

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Staff in Catholic Schools in the Diocese of Lismore have significant obligations as Mandatory Reporters, for the safety, welfare and well-being of children and young people. A Mandatory Reporter is a person who, due to the nature of their employment, must report any concern regarding the safety, welfare or well-being of a child. This means that they must report any issue to the Principal when they suspect, on reasonable grounds, that a child is at risk of significant harm; the Principal will take the required action. More detailed information can be found on the school website in the Child Protection Policy and Procedures document.

## Contacting Children During School Hours

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Students are not permitted to leave the school grounds in school time without permission. If it is necessary for a parent/guardian to see a child during school hours, he/she must report to the school office and the child will be called over from the classroom. Under no circumstances are parents to go directly to a classroom during school hours (8.40am to 3.00pm).

## Digital Camera Devices

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Digital devices (including Mobile Phones) that have the capacity to take photos and/or video are not permitted at St James Primary by students.

## Illness and Accidents at School

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For accidents of a minor nature, first aid will be administered at school. If a child is injured or ill, the school will endeavour to inform parents via a phone call. Please ensure your contact numbers are up-to-date so that you can be easily reached.

In the case of a serious illness or accident, the Principal (or nominee) will contact the parents straight away, and an ambulance will be called if necessary.

## Insurance

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Each student in the school is covered by Catholic Church Insurance 'School Care – School Activities' cover, at no cost to the parents. This covers them for any accident or injury that occurs while taking part in school activities.

## Late Arrivals

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Children arriving after 8:40am need to be accompanied to the office by a parent or carer who must sign the late arrival book. The child is issued with a late note which must be handed to the teacher. Children are not to be sent into the school grounds unaccompanied after 8.40am.

## Leaving School During the Day

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If parents wish to collect their child during school hours, they need to report to the office to sign the child out. The child will then be called from the classroom. The child will need to be signed back in if returning during the day. Children are not permitted to go with anyone other than their listed parents/emergency carer without prior authorisation from the parents/guardians.

## Medications in Schools

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It is a school and Diocesan policy that medication, including over the counter medication, is not administered unless it has been authorised by the student's medical practitioner. If it is necessary for a child to have medicine on a medical practitioner's orders during school hours, then the following applies:

- The parent with the legal responsibility for the student makes a written request to the Principal including the instructions for administration of the medication. Forms for this purpose are available from the front office.
- All medication must be in a container labelled by a pharmacist/dispenser, showing the name of the medication, the "used by" date, and the name of the student's medical practitioner, the name of the student, the dosage and the frequency of administration.
- All medication administered to students is double checked by staff and countersigned to ensure accuracy and care.
- In some cases, it may be necessary for the student to keep the medication in their possession (e.g. asthma medication). Where this is the case the parent with the legal responsibility of the student should include the instruction in their written advice.
- Medication which is not labelled is not accepted for use.

## Mobile Phones

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Mobile phones are not permitted at school for students at St James Primary.

## Parent Helpers

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St James Primary values the assistance of parent helpers. Please speak with your child's teachers or our Parent Engagement Officer to arrange ways and times where support can be given. When attending school, parents are required to sign in at the school office. For some activities, a NSW Working With Children Check (WWCC) is required.

## Parking of Vehicles

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To support student safety, parents are expected to park in the school car park or to use the specified bay for the setting down/picking up of children.

The roadway down the side of the school is for service vehicles, disabled parking and staff only and is out of bounds otherwise. Please be aware of 'No Parking' signs stationed around the school. Parents are asked not to park in the staff parking areas.

## Bus Travel

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Bus travel is available for students at St James Primary. This is supplied by Surfside Buslines (07) 5552 2700. Early bus students are to enter school via the main office and wait quietly in the sheltered area until teacher duty commences at 8:10am.

## Payments to the School

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The School Fees and Levies (outlined below) account for most aspects of school activities. Activities that require additional payment (e.g.: Camp) can be paid via the school office.

- Tuition Fee: \$2,020;
- Resource Levy: \$250 per student;
- Sports Levy: \$150 (per student Year K-6) [Covers swimming, gym and specialist sports];
- ICT Level: \$100 (per student Year K-2) & \$200 (per student Year 3-6);
- Excursion & Incursion Levy: \$65 (per student K-6);
- Year 6 Graduation Levy: \$100;
- Camp Fee: To be confirmed and invoiced separately by the school.

School fee information can also be accessed via the St Joseph's Parish Office website at [www.stjosephs.org.au/school-fee-policy](http://www.stjosephs.org.au/school-fee-policy)



## Personal belongings

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We encourage students to not bring personal belongings to the school. However, should a special item be brought to school, the school takes no responsibility for loss or damage to items.

## School Canteen

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Our healthy school canteen operates for recess and lunch each Tuesday and Friday. We have online canteen orders available via <https://www.flexischools.com.au/> or orders can be placed with money via the classroom lunch order system.

Parent Canteen helpers can volunteer by returning the form sent by the Canteen staff at the start of the year. Our Canteen Coordinators organize all purchasing and assistants, as well as being on duty each day the canteen is open. The canteen menu is available on the school website: [www.bpplism.catholic.edu.au](http://www.bpplism.catholic.edu.au) and is aligned to the NSW healthy school canteen guide.

## Student Birthdays

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Students often enjoy celebrating their birthday with a small treat for their classroom peers. In 2021, students may bring chocolate frogs only to share with their grade peers on their birthday. Any parent who does not want their child to receive birthday treats is asked to inform your child's teacher. Also, if your child cannot eat chocolate frogs please provide an alternative.



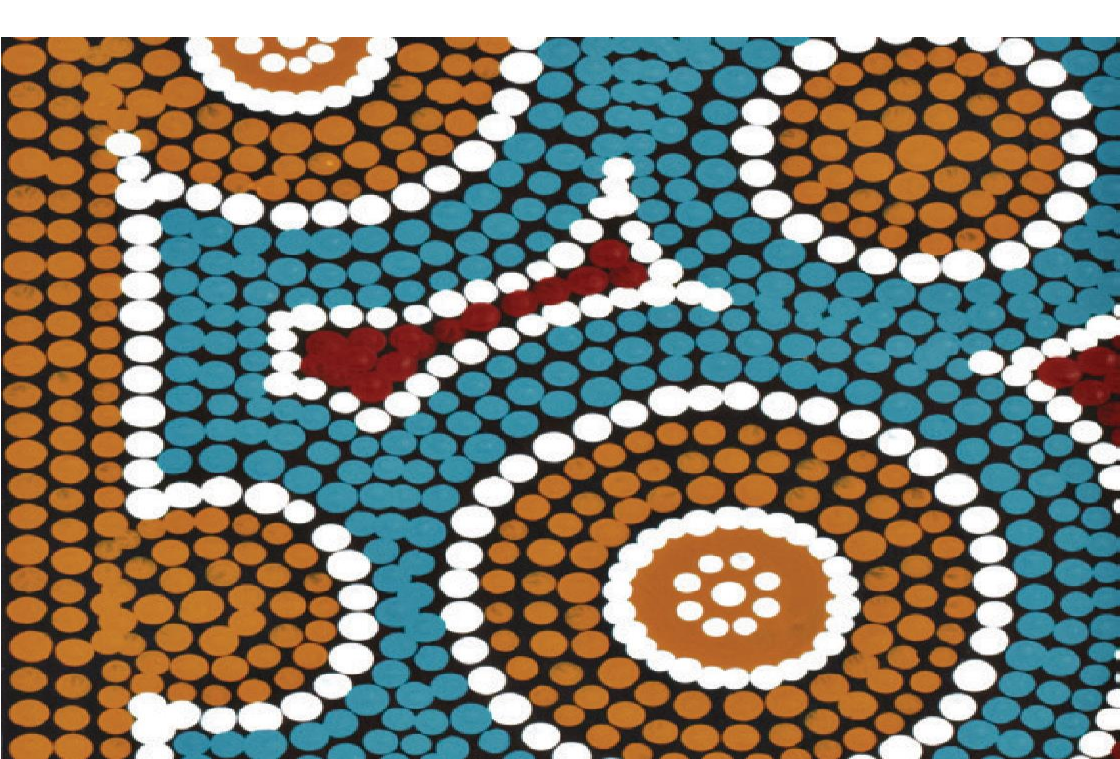


St James Primary, Banora Point

“I have come in order that you may have life – life  
in all its fullness”

(John 10.10)





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