Dear Parents

The staff of St Patrick’s welcomes you to our school. We hope you will find your association with our school to be both happy and rewarding.

St Patrick’s provides an education for children in the Parish of East Lake Macquarie. We have a firm commitment to creating and fostering a caring community where parents, teachers and students work together in mutual support and respect. It is this community aspect of the faith we share that sets the tone of our Catholic school.

The primary goal of our school is to provide a sound education in a Christian environment. We aim to achieve this goal by integrating Gospel values into all Key Learning Areas. Whilst Religious Education lessons are taught for part of each day, Christianity is a way of living which should influence every aspect of our school life. We strive to deepen each child's knowledge and understanding of the Catholic faith and to develop a climate that will help our children to grow in their faith relationship with Christ.

Our Religious Education program is based on the Maitland/Newcastle Diocesan Religious Education units, which have been developed specifically to meet the needs of the students attending our diocesan schools.

Our students are invited to participate in parish-based sacramental programs. Students from Year 2 onwards are eligible to receive the Sacrament of Reconciliation. Students from Year 3 onwards are eligible to receive the Sacraments of Confirmation and First Holy Communion. Brochures outlining the parish sacramental programs are located in our parish churches at Swansea, Belmont and Windale.

Parents are the first and primary educators of their children in the faith, and the family plays a major part in the child's preparation for the reception of these sacraments. As parents, it is your witness and commitment that lays the foundation for your child's Christian formation. We aim to support you and your child as you walk together this journey in faith.

This booklet is designed to introduce you to our school, its policies and procedures. Take time to read it carefully and keep it handy for ready reference.

Peter Green
Principal
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GENERAL INFORMATION

Street address: 213 Northcote Avenue, Swansea. 2281.
Postal Address: P.O. Box 141, Swansea. 2281.
Telephone number: (02) 49711560
Fax number: (02) 49720123
Email address: admin@swansea.mn.catholic.edu.au
Website: http://www.swansea.catholic.edu.au
School hours: 9.00am to 2.55pm. Playground supervision begins at 8.30am. Students are not permitted to be on the school grounds prior to 8.30am.

School secretary’s hours: Our school secretary, Mrs Bronwyn Sartori, works on Mondays, Tuesdays, Thursdays and Fridays.

<table>
<thead>
<tr>
<th>Term</th>
<th>Commences</th>
<th>Finishes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday 27th January: Staff returns. Wednesday 28th January: Years 1 to 6 students return. Monday 2nd February: Kindergarten students begin. (Refer to the note below).</td>
<td>Thursday 2nd April</td>
</tr>
<tr>
<td>2</td>
<td>Monday 20th April</td>
<td>Friday 26th June</td>
</tr>
<tr>
<td>3</td>
<td>Monday 13th July</td>
<td>Friday 18th September</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday 6th October</td>
<td>Wednesday 16th December</td>
</tr>
</tbody>
</table>

Note to Kindergarten parents
Every Kindergarten student in the Diocese will undertake an assessment in literacy and numeracy within the first week of the school year. This assessment will take the form of a one-to-one interview of around 40 minutes per student. These interviews will take place from Wednesday 28th January to Friday 30th January, and parents or caregivers will be asked to bring the children to the interview at the agreed time. (We will be in touch regarding the interview times). It is not necessary for your child to wear the school uniform to this interview, but if they just cannot wait to wear it, then that will be fine!

OUR MISSION STATEMENT

‘Steadfast in faith and hope’, our vision is to strive for the extraordinary by developing positive education which can transform lives and communities.

OUR VISION STATEMENT

- Inspired by our faith and together with our parents, Church and community, we aim for each person to reach their full potential in body, mind, heart and spirit.
- To provide a happy, caring and compassionate school where social justice, respect, hope and other Gospel values are reflected in all that we do.
- To provide a stimulating and differentiated learning environment so as to cater for children’s learning needs.
- To encourage children to recognise and achieve their full potential so that they can make their best contribution to society.
- To ensure that each child is taught relevant skills to meet their needs in the 21st century.
- To base our teaching pedagogy on current best 21st century practices, including the use of computer technology.
OUR SCHOOL PRAYER
This is our school, let peace abide here. Let the rooms be full of contentment. Let love abide here, love of one another, love of mankind, love of life itself and love of God. Let us remember that, as many hands build a house, so many hearts make a school.

OUR SCHOOL SONG: “ASPIRE TO THE EXTRAORDINARY”
Chorus: St Patrick’s, St Patrick’s, the school by the sea.
St Patrick, our patron, bring out the best in me.
Bring out the best in me.

1. We will learn to “grow in hope”
   That’s what we strive to do.
   Live and learn as Jesus shows
   The Gospel values too.
   Here at . . . (Chorus)

2. Together walking side by side
   Our school community
   Moving forward right into
   The 21st Century.
   Here at . . . (Chorus)

3. When I go out into the world
   Another step for me,
   I’ll look ahead and know I can be
   Extraordinary (I am!) Extraordinary
   Here at . . . (Chorus)

OUR BELIEFS AND VALUES

Religious Education
The Religious Education program is divided into four strands:
- Jesus and Scripture
- History and Beliefs
- Celebration and Prayer
- Justice and Morality
In accordance with Diocesan policy, the sacramental programs are parish-based programs. Through the units of work in the school’s Religious Education program, St Patrick’s Catholic School supports the sacramental programs.

Masses and liturgies
Parents are the first and primary educators of their children. The role of the school is to support parents in this role. St Patrick’s is an integral part of the parish community. At different times during the year, we join the broader parish community on weekends to celebrate Mass. Families who are not Catholic are very welcome to join us at Mass, and they should feel part of the worshipping community. On special occasions, such as feast days and Mothers’ Day, the students have opportunities to participate in school-based liturgies.
Pastoral care
We provide an environment in which children can grow socially, emotionally, spiritually and intellectually in a way that allows them to develop quality relationships, to make informed decisions and to demonstrate respect for other people.

Children as learners at St Patrick’s
We believe that children:
- Need to be secure and happy.
- Need to have opportunities for success.
- Enjoy challenges.
- Want to control their learning and to have some choice in the learning activities that they undertake.
- Are natural questioners and need to feel confident.
- Learn at different rates and in different ways.
- Need skills to work in groups, in pairs and independently.
- Require acknowledgment of their efforts.
- Need a purpose for doing something.
- Have a variety of talents and need to be able to use them in learning.
- Learn best by being able to demonstrate to others what they have learnt.
- Need to feel pride in themselves.
- Require a secure foundation for learning.
- Learn best when school and family work together.
- Need to be respected.

Curriculum
In providing programs and activities for all ability levels, St Patrick’s challenges all children to fulfil their potential in each Key Learning Area. Our school also places importance on fostering a love of learning and on assisting children to take responsibility for their own learning.

Special needs
With the assistance of the Catholic Schools Office and external agencies, St Patrick’s aims to cater inclusively for children with special needs.

Community participation
St Patrick’s School is greatly enhanced by the involvement of the parent body, the parish community and the broader community.

Management and administration
Effective management, administration and communication enhance teacher effectiveness and therefore lead to more efficient learning.

**CURRICULUM**
The curriculum at St Patrick’s encompasses Religious Education and the six Key Learning Areas as prescribed by the New South Wales Board of Studies. These Key Learning Areas are:
1) Religious Education.
2) English, which includes speaking, listening, reading, writing, viewing and representing.
3) Mathematics, which includes number & algebra, measurement & geometry and statistics & probability.
4) Human Society and Its Environment.
5) Science and Technology.
6) Personal Development, Health and Physical Education.
7) Creative Arts.

Technology is embedded throughout the curriculum. Our special programs include:
- Lexia, a computer-based reading intervention program
- Minilit, an early literacy program which targets the bottom 25% of students and which is specifically aimed at struggling Year 1 readers.
- A Years 3 to 6 fitness program which runs on four days per week.

In regard to the school curriculum, Australian schools are in a transitional phase. The timeline for the implementation of the new Board of Studies syllabuses is as follows:
- In 2014, English was implemented, and the staff became familiar with the new Mathematics and Science & Technology syllabus documents.
- In 2015, Mathematics and Science & Technology will be implemented.
- In 2016, History will be implemented.

The subjects in the Australian curriculum will be as follows:
- English.
- Mathematics.
- Science & Technology.
- Humanities and social sciences, specifically history, geography, economics and business, and civics and citizenship.
- The Arts, specifically dance, drama, media arts, music and visual arts.
- Languages.
- Health and physical education.
- Technologies, specifically design and technology and information and communication Technology.

**CREATIVE ARTS AT ST PATRICK’S**

Mrs Alina Brymora is our specialist music teacher. Alina teaches music to all of the classes on Wednesdays. In Years 5 and 6, many musical concepts are covered through a ukulele program. Every second year we put on a school musical. In 2013, our show was called “Dancing Through The Decades”, which included a selection of dances from the 1950s through to the present. The students of Years 5 and 6 have the opportunity to participate in ASPIRE, an initiative of the Catholic Schools Office to showcase the talents of students in music, singing, dance and drama.

The school’s Visual Arts program exposes students to a variety of artistic techniques. These techniques include drawing, painting, printmaking, sculpture, digital art, fibre, photography and ceramics. During the weeks leading up to St Patrick’s Day each year, the school runs a St Patrick’s Day art competition. The winning artworks are displayed in the school foyer.

**SPORT**

The staff of St Patrick’s acknowledges the importance of physical activity by timetabling two hours per week of planned physical activity. This includes a 45-minute to one-hour sport lesson one day per week.
Our sport program includes athletics, swimming, team sports, beach sports, dance and gymnastics. Following our school’s cross country (Term 1), athletics carnival (Term 2) and swimming carnival (Term 4), our students have opportunities to represent their region and their diocese at carnivals and, ultimately, for those who excel, to represent at state level. Our students also have the opportunity to represent their diocese in a range of summer and winter sports.

Thursday is the designated sport day at St Patrick’s during Term 1, and Fridays during Terms 2, 3 and 4. If a medical condition prevents your child from participating, you are requested to write a letter to your child’s teacher, requesting exemption from the lesson. For the purpose of whole school sporting events, the students are divided into three house teams: Seagulls, Pelicans and Swans. Siblings belong to the same team.

During Term 4 every year, our Year Two students engage in an intensive two-week swimming program.

**STUDENT LEADERSHIP**

Our student leadership program aims to provide opportunities for students to play a significant and effective role in the decision making processes of our school, and to ensure that student leaders are positive role models for other students. Each year, the student body elects student leaders from among the Year Six cohort of students.

**SEASONS FOR GROWTH**

St Patrick’s offers the *Seasons for Growth* program to the students and parents. *Seasons for Growth* is a program for children and adults who have experienced significant change or loss, and it is based on the belief that change, loss and grief are a normal and valuable part of life. Those who enrol in the program examine the impact of changes such as death, separation and divorce upon their lives, and they explore how they can learn to live with and grow from these experiences. Participation in the program is voluntary.

**SOUTHERN CROSS CARE**

During Terms 2 and 3 each year, our students visit the elderly residents of Southern Cross Care in Swansea and Caves Beach. The students and the residents enjoy these opportunities to talk and to entertain one another.

**RECYCLING**

St Patrick’s recycles a range of materials, including paper, cardboard, glass and metal. Most food scraps are placed in our worm farms. We do not provide garbage bins on the playground or in the classrooms. This program saves the school a great deal of time and money, and it is an environmentally responsible way of managing our waste.

**PARENT AND GRANDPARENT INVOLVEMENT**

*Volunteering*

Parents and grandparents are encouraged to assist at St Patrick’s in the following ways:

- Reading with students
- Craft activities
Parents and Friends Association
The Parents and Friends Association meetings are held in the school library or the school hall on the fourth Wednesday of each month, except when that date falls during the school holidays. These meetings provide an opportunity for an exchange of ideas on policy, curriculum, school activities and fundraising. From time to time, guest speakers address the group. All parents and friends of St Patrick’s are warmly invited to attend our meetings.

COMMUNICATION BETWEEN HOME AND SCHOOL

Meeting with the principal
There are regular occasions when the principal teaches a class. At these times, the principal is not available for interviews. It is therefore advisable to make an appointment to meet with the principal. If you have any concerns regarding your child, the first point of contact should be your child’s teacher. If further clarification is required, or if an issue is not resolved, please make an appointment to meet with the principal.

Meeting with teachers
If you wish to speak to your child's class teacher, he/she is usually available before and after school. We prefer that you make an appointment with the teacher. Teachers are not free to speak with parents during class time.

School newsletter
The school newsletter is published each Tuesday and is sent home with the eldest child in each family. The newsletter is also available through our school website and our school app. Please read the newsletter as it contains important information about upcoming school and parish events, as well as general interest items about the school community.

School app
We frequently communicate last-minute messages and reminders to the school community via the school app. The app also alerts subscribers when the school newsletter is available online. The app can be installed free-of-charge onto your smartphone or smart device.

Parent information evening
This takes place early in Term One each year. The principal addresses the parent body, and the teachers outline the intended yearly programme for each class. Teachers are also able to answer any queries parents may have about class protocols.

Academic reports
At the end of Terms Two and Four, parents will receive a report detailing their children’s academic progress, as well as their children’s personal and social development and work habits. At the end of Terms One and Three, parents receive an interim report which reports on each child’s personal and social development and work habits. Parents and teachers should avail
themselves of the opportunity to follow up on these reports with a parent-teacher interview if necessary.

**PARENTS’ AND GRANDPARENTS’ CODE OF CONDUCT**

- You must not approach other people’s children, either at school or at an event sanctioned by the school, to either reprimand them or to question them in regard to school events or non-school events. If adults fail to abide by this rule, they may be asked to leave the school premises immediately. The Crimes Amendment (Schools Protection) Act 2002 deals specifically with the importance of protecting children from such approaches by other adults. (See Appendix 4).
- If you have a grievance with the child of another parent, and that grievance is a school-related matter, please address your concerns initially to your child’s teacher. A formal interview makes for more effective communication. If the situation is not resolved, you may then address it with the principal.
- Altercations are rarely as straightforward as you may think. Trust the school. We have no motive to hide information.
- Sometimes it may appear that the school is doing nothing to address a conflict situation because the adult who reports the situation does not always get the outcome that they want. Altercations are rarely as straightforward as you may think. There are always two sides to any story. As a Christian community, it is how we deal with the mistakes that our children make, or the mistakes we make, that makes the difference.
- Gossip rarely tells the whole truth, but it can certainly make the whole process more difficult and painful for everyone!
- Parents are reminded that the school cannot condone the administering of corporal punishment by parents in order to enforce discipline at school.

We hope that these few thoughts help parents to understand the complexity of the school.

**CHILD PROTECTION**

At St Patrick’s, we are committed to providing a safe environment for students. To assist us with this task we are required to meet the statutory obligations of the legislation relating to child protection and the policies and guidelines set out by the Diocese of Maitland-Newcastle and by the Catholic Schools Office in the following documents:

- The *Child Protection Code of Professional Standards for Catholic School Employees* (Catholic Schools Office, June 2005), and:
- The *Reporting Child Protection Concerns Policy* (Diocese of Maitland-Newcastle, 2010).

All staff members employed at St Patrick’s who suspect, on reasonable grounds, that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, must report it to the Department of Youth and Community Services. Appendix 2 provides guidelines for staff members in deciding whether or not an issue warrants a police report.

Any allegation of child abuse made against a member of staff at St Patrick’s School must be reported to Zimmerman Services, the Child Protection Unit for the Diocese of Maitland-Newcastle, and investigated by the assistant director, Mrs Barbara Myors.
BULLYING

Rationale
“We are made in the image and likeness of God” (Genesis 1:27) and at the core of the Church’s pastoral action is a deep respect for the innate dignity and uniqueness of the individual person. Bullying is not acceptable. Bullying can impact on the capacity of children to achieve their God-given potential. St Patrick’s School is committed to developing a positive, supportive, physically and psychologically safe school.

Definition of bullying
Bullying is repeated and systematic attacks on others. It often occurs where there is a power imbalance. It can include psychological and/or physical attack. Bullying can often be invisible to adults but very obvious to children. Bullying differs from harassment in terms of occurrence; harassment can occur as a single incident whereas bullying is characterised by repeated attacks.

What can the school do?
The school has an anti-bullying policy. We have a zero tolerance policy of harassment and bullying. We promote a culture of peace where conflicts can be resolved without aggression and we give generous praise for pro-social and helpful behaviour. Parents will be notified if their children are involved with bullying, and immediate and appropriate action will be taken according to our Pastoral Care and Discipline Policy.

PROCEDURES FOR INVESTIGATING CONFLICTS AT SCHOOL
It is not uncommon for children to have accidents or to get into the odd argument or fight. Such incidents can lead to high emotions both at home and at school. We ask children and parents to apply the following guidelines:

For Children
- Tell a teacher when you are injured, upset or feeling insecure.
- If the teacher is busy, go to the school office and tell another teacher or tell your classroom teacher when you go to class.
- Tell the truth, even if you may be at fault.

For Parents
Step 1: Complaints and grievances should be raised at the earliest possible time. Classroom based complaints and grievances should be raised with the student’s class teacher. All other complaints and grievances should be directed to the principal and/or their delegate.
Step 2: If the classroom based complaint and grievance is not resolved by the teacher, direct the complaint/grievance to the principal and/or delegate.
Step 3: If a complaint or grievance is not resolved by the principal after all efforts have been made to do so, or the complaint or grievance is about the principal, the parent/carer should refer the concern to the Catholic Schools Office via the Parent Liaison Officer. (Phone 49791303 or 0409791303).
Step 4: If a complaint or grievance remains unresolved, the parent/carer or the Assistant Director may refer the matter to the Director of Schools for review. A formal avenue of appeal is available in accordance with the Diocesan Pastoral Care Policy. All such appeals should be made to the Director of Schools in writing and in a timely manner.
Step 5: If ultimately the parent/carer is not happy with the way their complaint or grievance has been dealt with by the school or the Catholic Schools Office, they may wish to go to an external agency or legal advocate for advice and assistance.
Notes

- There may be a number of investigations proceeding that you are unaware of, all of which require care and thorough attention. Simply because a result is not immediately forthcoming does not mean that the issue is not being dealt with.
- Investigations do not happen in a vacuum. Schools are busy places, and your patience is appreciated. Decisions about discipline that are made in haste can be the wrong decisions.
- The manner in which we deal with issues in school teaches children skills about how to make better choices in real life. It is about choice and consequences, not damning children. You may wish to express your indignation, but all children make mistakes. It could be your child tomorrow. Copies of our Pastoral Care and Discipline Policy are available on our website or on request from the office.
- The Catholic Schools Office Complaints and Grievances Resolution Policy, which the school has adopted, can be found on our school website.

ADMINISTRATION OF MEDICINE AND FIRST AID

1) If your child becomes ill at school, a staff member will make a judgement as to whether to contact you. We are reluctant to notify parents for what appears to be a minor injury or illness, but we will always err on the side of caution.
2) If a child sustains a serious injury requiring urgent medical attention, the school will call an ambulance and then contact the parents. The school subscribes to the ambulance service; hence, there are no out-of-pocket ambulance expenses for parents.
3) No medication is to be given to a student without the written permission of a parent/guardian.
4) All medication is to be administered at the school office by the medication registrar (Mrs Sartori) or a designated staff member authorised by the principal.
5) Mrs Sartori is the nominated staff medical officer in relation to first aid and advice. In the absence of Mrs Sartori, the principal or nominated teacher will be the designated officer.
6) The principal is to be informed by parents whose children require medication during the school day.
7) Self-administration of medication by a pupil under adult supervision may occur only with the approval of the principal after receipt of a written request from a parent/guardian.
8) All medication kept on the school premises is required to be kept in a cupboard in the sick bay.
9) The medication register will provide the following information when a student requiring medication leaves the school premises for excursions, sporting activities and other activities:
   - Date / Time / Name of student / Type of medication / Dosage
   - Name of person administering medication (normally the medication registrar)
10) A request form for short-term administration of medication can be found on our website.

SCHOOL UNIFORM

New and pre-loved uniform items can be purchased from the St Patrick’s uniform shop, which is open every Tuesday from 8.30am to 9.30am. The shop is located in the school hall. Orders with payment can also be sent to the school office in an envelope marked with your child’s name and class.
All students are expected to wear the school uniform correctly. The correct school uniform is as follows:

<table>
<thead>
<tr>
<th></th>
<th><strong>Girls</strong></th>
<th><strong>Boys</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td>• Blue dress with inverted pleat (front and back)</td>
<td>• Grey shorts (Cargo shorts are not an acceptable alternative to the school uniform).</td>
</tr>
<tr>
<td></td>
<td>• White ankle socks</td>
<td>• Blue shirt (short sleeves)</td>
</tr>
<tr>
<td></td>
<td>• Black leather lace-up or buckle shoes that are able to be polished</td>
<td>• Grey ankle socks</td>
</tr>
<tr>
<td></td>
<td>• School hat</td>
<td>• Black leather lace-up or elasticised shoes that are able to be polished</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td>• Grey and blue tunic</td>
<td>• Long grey trousers</td>
</tr>
<tr>
<td></td>
<td>• Pale blue long-sleeved blouse with Peter Pan collar</td>
<td>• Blue long-sleeved shirt AND school tie</td>
</tr>
<tr>
<td></td>
<td>• White ankle socks</td>
<td>• Grey socks</td>
</tr>
<tr>
<td></td>
<td>or Grey stockings</td>
<td>• Black leather lace-up or elasticized shoes that are able to be polished</td>
</tr>
<tr>
<td></td>
<td>• Black leather lace-up or buckle shoes that are able to be polished</td>
<td>• Fleecy navy v-neck jumper</td>
</tr>
<tr>
<td></td>
<td>• Fleecy navy zipper jacket</td>
<td>• Fleecy navy zipper jacket</td>
</tr>
<tr>
<td></td>
<td>• School tracksuit jacket may be worn on cold days</td>
<td>• School tracksuit jacket may be worn on cold days</td>
</tr>
<tr>
<td><strong>Sport days</strong></td>
<td>• Navy shorts bearing the St Patrick’s name</td>
<td>• Navy shorts bearing the St Patrick’s name</td>
</tr>
<tr>
<td></td>
<td>• Sky blue and navy sports polo shirt</td>
<td>• Sky blue and navy sports polo shirt</td>
</tr>
<tr>
<td></td>
<td>• White ankle socks</td>
<td>• White ankle socks</td>
</tr>
<tr>
<td></td>
<td>• White sport shoes</td>
<td>• White sport shoes</td>
</tr>
<tr>
<td></td>
<td>• School tracksuit</td>
<td>• School tracksuit</td>
</tr>
</tbody>
</table>

Please note that the shoes worn with the summer and winter uniforms are **black leather lace-up, elasticised or buckle shoes that are able to be polished**. Please do not be persuaded by your children to purchase anything other than these shoes.

Girls’ shoes should be of a suitable height that will allow them to engage in physical activity safely. Shoes that are rarely or never polished look terrible and they do not last as long as shoes that are cared for. Children (even young ones) should be expected to polish their own shoes at least weekly.

The only additional item of clothing permitted to be worn is a warm jacket during exceptionally cold weather.
**SCHOOL FEES**

School fees cover all expenses throughout the year, excluding the Year 5/6 three-day excursion, the Year 6 “big day out” and charity days on which the students are invited to donate a gold coin. Parents are required to pay school fees, and the accounts are sent home in Terms 1, 2 and 3. School fees may be paid using either cash, cheque, BPay, credit card or direct debit from a savings account. Direct debit forms are available from the school office. Discounts are available to parents who have a health care card or who are in receipt of a pension. Parents who are experiencing difficulties in paying school fees should make an appointment to speak with the principal. No Catholic child will be denied a Catholic education because of his/her parent's genuine inability to pay fees.

The 2015 schedule of fees appears in Appendix 6.

**REGULATIONS RELATING TO ABSENCES FROM SCHOOL**

When your child needs to be absent from school, you are asked to write a letter to your child’s teacher outlining the reason for the absence. You may also notify the school of your child’s absence via email or through the ‘Parent eForm’ on the school app. You must notify the school within seven days of the absence. If this is not done, the absence is marked as ‘Unexplained’.

For any absences longer than 10 consecutive days, parents must apply in writing to the principal for an exemption from the legal requirement to attend school. The form that the parent must complete is available from the school office, as well as on our website. Applications for exemption from school attendance must be submitted in advance. Exemptions from school attendance cannot be granted retrospectively.

An exemption from school attendance may be related to:

- Exceptional domestic circumstances, including but not limited to participation in family holidays during school term, subject to being satisfied that this is in the best educational interests of the child.
- Other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate.
- Employment in the entertainment industry or participation in elite sporting events for short periods of time, i.e. for one or two days, and at short notice

A Certificate of Exemption may be granted when it has been clearly demonstrated by the parent that an exemption is in the student’s best interests in the short and long term, and that alternatives to exemption have been considered. For example, in some cases, application for distance education may be more appropriate than seeking an exemption from school attendance.

Generally, Certificates of Exemption will not be approved in the case of students who have been the subject of a Community Services report or Child Wellbeing Unit report and for whom unresolved issues concerning a risk of harm remain.

Principals may grant an exemption from school attendance for periods totalling up to 100 days in a 12-month period for any one student.
SCHOOL PROCEDURES AND PROTOCOLS

Aerosol cans
Aerosol cans are banned at St Patrick’s. Items such as deodorant and insect repellent must be of the roll-on variety.

ANZAC Day and Remembrance Day
Our school acknowledges those who have served our country in war and in peacekeeping forces. To this end, our students march in the Swansea RSL Sub-Branch ANZAC Day march, and we send a delegation of senior students to the Remembrance Day service each year.

Assemblies
The students gather in the school hall every Friday at 2.30pm for our weekly assembly. The assembly, which is led by the Year 6 students, provides a wonderful opportunity for the staff to affirm individual students on their achievements throughout the week, to reflect on the events of the week, and to remind the students about forthcoming events. Parents and grandparents are welcome to join us at our weekly assemblies.

Bell times
9.00am: Session 1
11.20am: Lunch
12.10pm: Session 2
1.35pm: Afternoon tea
1.55pm: Session 3
2.55pm: Dismissal

Please note
- There is no supervision of students in the mornings before 8.30am.
- If you are running late in the afternoon, please contact the office. Your child will be asked to wait in the school foyer.

Book Club
The Scholastic Book Club operates within our school. Order forms are sent home at regular intervals. This club provides an opportunity to buy books which are reasonably priced and suitable to the age and interest of the children in each grade. Points earned from book sales are then redeemed as extra resources for the library and as teaching resources.

Buses
Please complete a bus application form if you require your child to travel by bus to and from school. This form is available at the school office. Bus routes and timetables can be found on our school website.

Canteen
Currently, our school canteen is open on Fridays for lunch orders and for counter purchases during the lunch and recess breaks. Occasionally the canteen is closed when there are not enough volunteers to staff the canteen. If your child wishes to order their lunch, the child’s name, class, order and amount of money enclosed should be written on a paper bag, with the money inside. The child places the order in the class lunch order crate in the classroom at the beginning of the school day, and a student takes the lunch order crate to the canteen. Canteen price lists appear on our school website. Volunteering to work at the canteen is a great way to get to know other parents. We discourage children from bringing large amounts of money to spend at the canteen.

Collection of money and notes
Any money sent to the school should be enclosed in a sealed envelope. On the front of the envelope you should write:
• Your child's name.
• Your child’s class.
• The amount of money enclosed in the envelope.
• What you are paying for.

At the beginning of each school day, the class teacher sends to the school office any notes and money brought to school by the students. Alternatively, money can be paid at the school office.

Debating
Debating is a focus in Year 6 each year. St Patrick’s sends a team of Year 6 students to the Diocese of Maitland-Newcastle Regional Debating Competition each year.

Evacuation and lockdown drills
Throughout the year we undertake evacuation and lockdown drills. All people on site, including visitors and volunteers, must participate in these drills. Evacuation and lockdowns are clearly posted at every exit throughout the school.

Excursions
From time to time, the students have the opportunity to attend class excursions and sporting activities. At the beginning of each school year, parents are asked to sign a form - “Permission to leave the school property during school hours”. If you sign this permission form, you will be notified every time that your child is required to attend an event. We do not take children to an outside venue without first notifying parents in writing. This permission form only applies to school-related activities that take place between 8.30am and 3.00pm. For activities outside of these hours, we will seek parental permission.

Homework
Homework is set for all students from Kindergarten to Year 6. Homework for Kindergarten students begins in Term Two. Homework reinforces and consolidates work covered in class. The NSW Premier’s Reading Challenge is a component of the homework program. Students in Kinder, Year 1 and Year 2 bring home reading books as part of their homework program.

Infectious diseases
Children who are unwell should not attend school. The following guidelines give the recommended time a child who is suffering from an infectious disease should be excluded from school.

• Acute Conjunctivitis: Exclude until all discharge has ceased.
• Chicken Pox: Exclude until fully recovered, at least seven days after first spots appear.
• Glandular Fever: Exclude until recovered or until a medical certificate is produced.
• Infectious Hepatitis: Exclude until all symptoms have disappeared or until a doctor issues a certificate of recovery, but not before seven days after onset of jaundice.
• Measles: Exclude at least seven days from appearance of rash.
• Rubella (German Measles): Exclude until fully recovered - for at least ten days after rash appears.
• Impetigo (scabby sores): Consult the family doctor. If sores are being treated and are properly covered by a clean dressing, children are allowed to attend school.
• Pediculosis (head lice): Child must be excluded until hair is completely clean of lice and nits.
• Whooping Cough: Exclude for four weeks from onset of illness or until doctor issues a certificate of recovery.
Jewellery and make-up
The wearing of jewellery is limited to:
- 1 pair of earring studs or sleepers - No “dangly” earrings
- 1 ring
- 1 necklace inside the uniform
- 1 watch
- 1 bracelet

If any jewellery is deemed to present a hazard, your child will be asked to remove the item and it will be returned at the end of the day. All care but no responsibility will be taken for the loss of jewellery at the school. Lipstick, lip gloss, blush, mascara, eyeshadow, foundation and all other forms of makeup are not permitted at St Patrick’s. We do encourage application of standard sunscreen.

Library
The school has a well-stocked library from which the children are able to borrow books on a weekly basis. We ask that all children have a library bag, and that they handle books carefully whilst the books are on loan. We have a simple rule for the protection of our books: No bag, No books, No borrowing. Failure to return borrowed books will result in the children losing their borrowing privileges. Each class attends the library once per week for a library lesson and to borrow books.

Liturgy
During each term, each class celebrates its learning in the Religion program with a class liturgy. The liturgy provides an opportunity for us to reflect on a Gospel reading and to discuss how we might apply the Gospel message to our daily interactions with one another and with God. Parents and grandparents are welcome to join us at our class liturgies. We also mark significant feast days and events throughout the year with whole school liturgies.

Lost property
The school accepts no responsibility for lost articles, although we do make every effort to return items that have been found. Parents are welcome to inquire at the school about lost belongings. Your assistance in labelling all garments and articles would be appreciated. The lost property box is located outside the school foyer, and is brought inside the building after school each day. Unclaimed articles will eventually be sent to either the St Vincent De Paul Society or the uniform shop.

Mission activities
Throughout the year, we organise fundraising activities to support charitable organisations. Our preferred charities are Caritas, Catholic Mission, SIMS Cambodia and the Mary MacKillop Foundation.

Out-Of-School Hours Care (OOSH)
Caves Beach Before and After School care operates at the “Green Shed” in the grounds of Swansea High School. The area is completely fenced and it provides a safe area for the care of children. Mornings: 7.00am to 9.30am. Afternoons: 2.30pm to 6.00pm. The OOSH students are brought to school by bus each morning from the OOSH facility. Following our afternoon assembly, a caregiver meets the St Patrick’s children on our playground and takes them to the Green Shed. For inquiries about OOSH, phone 0418 661 321.
Parking
For safety reasons, parents are asked not to park in the staff car park after school. Street parking is available, although it is limited, particularly at 2.55pm when the children are dismissed from class. At the end of the day's lessons, the children assemble in lines in the assembly area according to their mode of travel home. Parents may either wait adjacent to the assembly area or outside the school property. Children whose parents arrange to meet them outside the school are escorted to the Northcote Avenue exit of the school. Please comply with the parking regulations on the streets in the vicinity of the school. A school safety speed zone (40 km/hour) operates in Northcote Avenue in the mornings and in the afternoons.

Photographs of children
Throughout the year, the children have their photographs taken for many reasons. Usually this is in a group situation. These photographs are often included in the school newsletter, PowerPoint presentations or the diocesan publication ‘Aurora’. We seek parental permission for use of photographs for the above purposes only. You may decline permission for us to photograph your child.

Public speaking
Public speaking is a focus in Year 5 each year. St Patrick’s sends two public speakers to the Diocese of Maitland-Newcastle Regional Public Speaking Competition each year.

Release from face-to-face teaching
Full-time teachers receive two hours per week of release from face-to-face teaching. Part-time teachers receive a pro rata portion of this time. This release time is taken when the teacher-librarian and the music teacher teach the classes, as well as whole days at various times of the year. Teachers use this time to plan their teaching programs and to attend inservice courses.

Signing in and signing out
It is sometimes necessary for children to be away during school hours (for appointments, etc). If a child is late for school, parents are required to accompany the child to the school office, where they must sign a late arrival slip. If a child must be collected from school before the end of the school day, parents are required to sign an early departure slip at the school office. Parents are requested to notify the class teacher as early as possible if they wish to collect their child before the end of the school day.

Staff development days
During 2015, three days will be allocated as staff development days, to enable staff members to undertake professional development. As these days are also pupil-free days, timely notice is given to parents so that alternative child-care arrangements may be made.

Sunsense
We teach the children to take responsibility for protecting themselves from the harmful rays of the sun. We have a policy of "No hat, play under the COLA". We encourage the children to use sunscreen. As the school does not supply sunscreen, the children are asked to supply their own sunscreen. The roll-on sunscreen products are preferred as they are less messy.

Volunteers
All volunteers are required to:
- Complete a declaration verifying that they are not prohibited from working with children.
- Collect a volunteers’ badge from the school foyer and to wear it whilst on the school property.
• Sign the volunteers’ register upon entering and leaving the school. The volunteers’ register, which is located in the school foyer, is maintained for the purpose of compliance with occupational health and safety legislation and child protection legislation.

Website and app
You will find our school website at http://www.swansea.catholic.edu.au/. To download the school app, visit the school website. The school website and app are efficient means of communication from school to home. Each week the school newsletter is uploaded to the website and the app. In addition, various school documents of interest to parents appear on the website.

ESPECIALLY FOR OUR NEW KINDERS

1. Getting Ready for School
It is a very big change for a five-year-old to pass from the intimacy of the family circle to school. Here are some practical ways in which you can help this transition:
   a. Buy clothing that is easy to fasten.
   b. Ensure that all articles that are brought to school (shoes, caps, coats, jumpers, bags, book, lunchboxes, etc.) are marked clearly in a prominent place with the child's Christian name and surname.
   c. Teach your child:
      • To tie shoelaces, do up buttons, put on and take off outer clothing. This is very important when the students engage in sport lessons.
      • To know their full name and address.
      • To recognise their name among other names.
      • To put away toys, books, etc. after use.
      • To wash their hands and flush the toilet unassisted.
      • To know the safest way to and from school.
   d. Some weeks in advance, rehearse with your child (in a spirit of play) the different situations to be met within school life:
      • Open and close the school bag.
      • Unpack and eat the school lunch.
      • Dress for school and make the journey to and from school.
      • Be away from home and parents for short periods.
      • Use pencils, crayons, scissors, etc.
      • Enjoy books by providing books which are bright, attractive and have only a little reading content. Read stories daily.
      • Listen to stories, look at pictures and talk about them.
      • Encourage your child to talk. Answer questions and encourage interest in the daily environment and activities. The best preparation for reading and writing is good language development. If your child writes his/her name, please do not use capital letters, e.g. Natalie not NATALIE. Using capital letters to write is a habit that is very hard to break.
      • Greet friends by name.
      • Encourage correct letter formation using the Foundation Handwriting Sheet. (See
2. **Settling into school**
The change from being at home or at pre-school to five full days per week at school can lead to some anxiety for small children. Some children may find it difficult to cope, especially during Term One. You can help your child to settle into school by following some of the following suggestions:

a. Many little children find lunch time with a large group of children quite disconcerting. This can lead to poor eating habits at the beginning of the year. It is best to give little children smaller quantities of known favourites and to "top them up" when they arrive home. We do not have waste bins on the playground, so the children bring home in their lunch boxes what they don't eat. This allows you to adjust lunches accordingly. Lunches need to be nutritious and healthy. Water bottles can be kept on desks in the classroom.

b. Your child should go to bed early. A tired child cannot benefit from a full day at school.

c. Kindergarten children often get very tired and feel the strain of being part of a large group. You will notice this particularly towards the end of the week for the first few months.

d. If your child feels unhappy at school for any reason, please let us know. We cannot help with a problem unless we know it exists.

e. Interviews and discussions between parents and teachers should take place before or after school, not during class time. Interruptions during class time can cause considerable disruption.

f. Please ensure that your child is punctual in arriving at school.

g. Let your child talk to you about his/her experiences. It is important that you share in his/her new life.

h. Do not be surprised when you find that the little ones in Kindergarten are not taught all the formal prayers which older children and adults use. A five-year-old child should be allowed to speak to God in a five-year-old way; parents can do much to foster a love of informal prayer in little children.

i. Develop the same routine for drop-offs in the morning. Always tell your child when you are leaving, reassure them if they are anxious, and let them know that you will return. Alert the teacher if it becomes apparent that your child is becoming upset. If your child is upset when you deliver him/her to school, leave quickly. The school will ring you to confirm that your child has settled. If you give into your child the first time, it will quickly develop into a habitual pattern which will make the start of the day traumatic for all concerned.
APPENDIX 1: HANDWRITING – NSW FOUNDATION SCRIPT

As many of the children are learning to write their names and sometimes other words as well, here is a copy of Foundation style writing, so that the children can learn to write the correct way from the beginning.

It is a good idea to encourage correct grip when learning to write, and to teach the children to write in lower case letter, not capital letters. People’s names begin with a capital letter, but the rest of the word is written in lower case.

Foundation style slopes a little. This allows for a smooth transition to joining their letters in a few years.

Note:
Capital J does not have a “top”.
Capital I does not have a “hat” and “base”.
Lower case k has an oval top.

Aa  Bb  Cc  Dd  Ee  Ff
Gg  Hh  Ii  Jj  Kk  Ll
Mm  Nn  Oo  Pp  Qq  Rr
Ss  Tt  Uu  Vv  Ww  Xx
Yy  Zz

1   2   3   4   5
6   7   8   9   0
APPENDIX 2: COMMENCEMENT OF THE CRIMES AMENDMENT (SCHOOLS PROTECTION ACT) 2002

The Commencement of the Crimes Amendment (Schools Protection Act) 2002 was brought into force on the 10th February 2003. This amendment arose from a proposal of the 16th August 2002 ‘Community and Parents and Police Forum’ which aimed to introduce specific measures in the Crimes Act to better protect school communities from Criminal Intruders.

Parliament passed the Law in December 2002 to reinforce the message to the community that schools are valued as special places and will be treated as such at Law. Offences under the new Act are:

1. Assaulting, stalking, harassing or intimidating any school student or member of staff while the student or member of staff is attending school – maximum penalty is 5 years imprisonment.
2. Assaulting a school student or member of staff while the student or member of staff is attending school in circumstances where the assault causes actual bodily harm. “Actual bodily harm” is an injury that is more than merely transient and trifling, including a psychiatric injury but not mere fear or panic – maximum penalty is 7 years imprisonment.
3. Maliciously wounding of a school student or member of staff while the student or member of staff is attending school. “Malicious Wounding” means breaking or cutting the skin of a person with malice, indifference to the outcome, recklessly, wantonly or with intent to injure the person – maximum penalty is 12 years imprisonment.
4. Maliciously inflicting grievous bodily harm to a school student or member of staff while the student or member of staff is attending school. “Maliciously inflict grievous bodily harm” means an injury of a serious kind but not necessarily permanent, which is also done maliciously – maximum penalty is 12 years imprisonment.
5. Entering onto school premises with the intention to commit one of the above offences – maximum penalty is 5 years.

Some principals have raised concerns about the relationship of this legislation to the normal discipline processes in the school. It is, in the view of the State Departments Legal Services Directorate, that if instances such as minor physical altercations, harassment or intimidation between students are dealt with in accordance with existing school discipline and welfare policies, they need not be reported to the police.

This is very important to all of us as members of a school community and the implications are far reaching. In the past some parents have felt it was within their right to approach students and staff on the playground to voice their opinions forcefully on altercations happening within the school context, the school has never condoned this. It is the school’s policy to discuss concerns in the context of an interview. In light of this legislation it becomes imperative to inform parents that entering the school grounds with the purpose of approaching students personally with grievances, will be seen as extremely serious and will result in strong action from the school, to the point of partial exclusion from school grounds for a specified period for the offending person initially and possibly the notification of this action to police if deemed necessary. All children have the right to be safe at school.
APPENDIX 3: CHILD PROTECTION LEGISLATION

The Children and Young Persons (Care and Protection) Act 1998
This Act establishes the legislative framework governing child wellbeing and providing child protection and out-of-home care services in NSW. The over-riding principle of the Act is that the safety, welfare and wellbeing of children or young people must be paramount in all decisions. All agencies must work together to achieve this. Other principles include:

- Account should be taken of the culture, disability, language, religion, and sexuality of the child or young person.
- Any intervention should be the least intrusive in the life of the child or young person and his or her family that is consistent with the paramount concern to protect the child or young person from harm or promote their development.
- Special protection and assistance from the State should be given to a child or young person temporarily or permanently deprived of their family environment.
- As far as possible the name, identity, language, cultural and religious ties of a young person deprived of their family environment should be preserved.
- A safe, nurturing and stable environment should be provided for a child or young person in out of home care.
- The younger the age of a child in out-of-home care the greater the need for early decisions to be made in relation to a permanent placement.
- Retention of relationships with significant people is important unless it is contrary to the best interests of the child or young person, and taking into account the wishes of the child or young person.
- Where possible, a child or young person who is able to form his or her own views concerning his or her safety, must be given an opportunity to express those views.
- The child or young person should be given information and assistance to participate in decisions.
- The child or young person should be given information about the outcome of decisions concerning them.

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

The legislation that applies specifically to volunteers includes:

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

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

- Serious sex offence;
- Child-related personal violence;
- Murder of a child;
• Indecency offences punishable by imprisonment of 12 months or more;
• Kidnapping (unless the offender is or has been the child’s parent or carer);
• Offences connected with child prostitution;
• Possession, distribution or publication of child pornography; or
• Attempt, conspiracy or incitement to commit the above offences.

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

Examples of ‘employees’ who perform a task for the school include, but are not limited to:
• Volunteers assisting in classrooms, e.g. reading or library helpers;
• Those attending a “working bee”;
• Persons providing transport on the request of the school;
• Anyone assisting in the school canteen;
• People assisting with camps, retreats, community days and excursions;
• Religious and clergy who attend the school for liturgies, retreats or services.

All volunteers are required to complete a “Working with children declaration for volunteers, workers and contractor” prior to commencing as a volunteer. Declarations are available from the school office and on our school website. Volunteers must read the Declaration, sign it and return it to the school office with a 100-points proof of identity check. Volunteers who are not willing to complete the Working With Children Declaration are not permitted to undertake any duties in the school.

A volunteer who has any doubts about his/her status should seek independent legal advice.
APPENDIX 4: REPORTING TO THE POLICE

In determining whether an incident involving students is required to be reported to the police, particularly where it involves harassment or intimidation, principals will need to examine the facts relevant to each individual case. Factors to be taken into account include, but are not limited to:

- The effect of the incident on the victim.
- The extent of any physical injuries sustained.
- The nature of any threats that may have been made.
- Whether any weapons or other implements have been used.
- Whether the incident involved an individual student or a group of students.
- The age of the students involved and any age differential between the victim and the alleged perpetrator.
- Whether the incident was isolated or part of an ongoing dispute between the students involved.
- The likelihood of the dispute being resolved through school welfare and discipline procedures.
- Whether school welfare and discipline procedures have been used in the past but have failed to resolve the issue.
- Whether the events involve children under the age of 10 as alleged offenders. Children under 10 are not considered by the law to be capable of committing a criminal offence. (Principals will, however, need to consider whether action in accordance with child protection legislation is required, e.g. is the child at risk of harm and/or in need of care).
- Whether the provisions of the Child Protection-Physical Mistreatment Act 2001 may apply.
- The views of the parents or caregivers of the victim. (Parents and students have the right to report a matter directly to the Police).

If principals are in any doubt as to whether or not to report a matter to the police, they should contact their local police to discuss the issue.
APPENDIX 5: ENCLOSED LANDS PROTECTION ACT (1901)

This Act created the offence of criminal trespass. Police can and should enforce this act. Set out below is a summary of the offence:

It is an offence, without lawful excuse, to:
- Enter enclosed lands without the consent of the owner, occupier or person apparently in charge, or:
- Remain on enclosed lands after being requested to leave by the owner, occupier or person apparently in charge. (Enclosed Lands Act 1901, ILPA s.4 – maximum 5 penalty points).

Some premises such as schools are specially prescribed and any entry to this carries a double penalty of 10 penalty units.

Furthermore, this Act has recently been amended and strengthened to allow police officers the option of issuing an “on the spot fine” to any person who breaches this Act:
- Entering school premises without lawful excuse or remaining on school premises after being asked to leave: $550.
- Acting in an offensive manner on school premises while remaining on those premises after being asked to leave: $250.
**APPENDIX 6: SCHOOL FEES SCHEDULE 2015**

School fees are payable for Terms 1, 2 and 3 only. The school fees for 2015 are as follows:

### For families with 1 child in Maitland-Newcastle Catholic schools

<table>
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<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Total</th>
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<tbody>
<tr>
<td>Tuition fees</td>
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<td>$369.00</td>
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<tr>
<td>Building levy</td>
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**Total = $2160.00**

(excludes resource fees and technology fees at St Mary’s and SFX)

### For families with 2 children in Maitland-Newcastle Catholic schools

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**Total = $3273.60**

(excludes resource fees and technology fees at St Mary’s and SFX)

### For families with 3 children in Maitland-Newcastle Catholic schools

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</table>

**Total = $4315.80**

(excludes resource fees and technology fees at St Mary’s and SFX)

### For families with 4 children in Maitland-Newcastle Catholic schools

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fees</td>
<td>$885.60</td>
<td>$885.60</td>
<td>$885.60</td>
</tr>
<tr>
<td>Building levy</td>
<td>$213.00</td>
<td>$213.00</td>
<td>$213.00</td>
</tr>
<tr>
<td>Resource fee</td>
<td>$304.00</td>
<td>$304.00</td>
<td>$304.00</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Excursions levy</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Sport levy</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

**Total = $4618.80**

(excludes resource fees and technology fees at St Mary’s and SFX)

### For families with 1 child in Maitland-Newcastle Catholic schools and with a Health Care Card or Pension Card

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fees</td>
<td>$184.50</td>
<td>$184.50</td>
<td>$184.50</td>
</tr>
<tr>
<td>Building levy</td>
<td>$213.00</td>
<td>$213.00</td>
<td>$213.00</td>
</tr>
<tr>
<td>Resource fee</td>
<td>$76.00</td>
<td>$76.00</td>
<td>$76.00</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Excursions levy</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Sport levy</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

**Total = $1606.50**

(excludes resource fees and technology fees at St Mary’s and SFX)

### For families with 2 children in Maitland-Newcastle Catholic schools and with a Health Care Card or Pension Card

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fees</td>
<td>$369.00</td>
<td>$369.00</td>
<td>$369.00</td>
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<tr>
<td>Building levy</td>
<td>$213.00</td>
<td>$213.00</td>
<td>$213.00</td>
</tr>
<tr>
<td>Resource fee</td>
<td>$152.00</td>
<td>$152.00</td>
<td>$152.00</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Excursions levy</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Sport levy</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

**Total = $2388.00**

(excludes resource fees and technology fees at St Mary’s and SFX)

### For families with 3 children in Maitland-Newcastle Catholic schools and with a Health Care Card or Pension Card

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fees</td>
<td>$553.50</td>
<td>$553.50</td>
<td>$553.50</td>
</tr>
<tr>
<td>Building levy</td>
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<td>$213.00</td>
<td>$213.00</td>
</tr>
<tr>
<td>Resource fee</td>
<td>$228.00</td>
<td>$228.00</td>
<td>$228.00</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Excursions levy</td>
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</tr>
<tr>
<td>Sport levy</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

**Total = $3319.50**

(excludes resource fees and technology fees at St Mary’s and SFX)

### For families with 4 children in Maitland-Newcastle Catholic schools and with a Health Care Card or Pension Card

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>Tuition fees</td>
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<td>$738.00</td>
</tr>
<tr>
<td>Building levy</td>
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</tr>
<tr>
<td>Resource fee</td>
<td>$304.00</td>
<td>$304.00</td>
<td>$304.00</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Excursions levy</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Sport levy</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

**Total = $4176.00**

(excludes resource fees and technology fees at St Mary’s and SFX)

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We welcome you to St Patrick’s as your child begins their life at school and as we begin our partnership with you.