

*St Laurence's Parish School
Forbes*

INFORMATION BOOK



*To live justly
To love tenderly
And to walk humbly
with our God*

Reviewed January 2014

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ST LAURENCE'S PARISH SCHOOL

2 Dalton Street

Forbes NSW 2871

Phone: 02 6852 1918 / Fax: 02 6852 1445

Email: admin.forbes@wf.catholic.edu.au

Kindergarten to Year 6

INTRODUCTION

St Laurence's Parish School is a vibrant community where staff, parents and students work and learn together. Part of St Laurence's Parish, it is a community in which each student is encouraged to achieve his/her best and be a living witness to our Catholic values. It is the aim of St Laurence's to give every pupil the opportunity to fulfil his/her potential to the fullest in every respect.

Our patron saint is St Laurence O'Toole. St Laurence's Parish School in its present form is the amalgamation of St Joseph's, Sacred Heart and St Laurence's which took place in 1989. Since the very first school in Forbes (1862) the Parish has seen the involvement of the Sisters of St Joseph, the Sisters of Mercy, the Marist Brothers and laity in delivering educational instruction. Our school motto is "Walk with God".

St Laurence's is a co-educational Kindergarten to Year 6 school which is part of the Catholic Education system run by the Diocese of Wilcannia-Forbes. St Laurence's aims to make all its members feel welcome and happy in its environment; to nurture faith in God and to provide a sound and challenging educational curriculum based on student needs.

Our School follows the NSW Board of Studies Syllabus in all the Key Learning Areas - English, Mathematics, Science and Technology, Human Society and It's Environment, Personal Development, Health and Physical Education and Creative and Practical Arts.

Students at St Laurence's participate in a Religious Education lesson daily. This involves instruction, reflection, action and prayer.

Students have the opportunity to be involved in many community activities which include the ANZAC ceremony, the Eisteddfod, local show and any project suitable for students and the school.

Every student has the opportunity to be involved in sport and participate in Diocesan, Interdiocesan and State Carnivals. It is staffed by a committed and dedicated group of teachers who work to ensure that the needs of every student are catered for.

VISION STATEMENT

Centred on the person of Jesus, St Laurence's Catholic Parish School community develops and nurtures the faith of each child and through an extensive curriculum educates all children to achieve their full potential.

MISSION STATEMENT

Religious Education

At St Laurence's Parish School all children:

- are educated in the tradition of the Catholic faith
- have opportunities to participate in prayer and liturgy
- are prepared for the sacramental life of the church
- develop a deep sense of respect for, and responsibility towards self, others, the natural environment, our cultural heritage and global community
- see the teachings of Jesus modelled and are encouraged to live them in their own lives
- invite their families to have an active part in their faith journey

Children and Learning

At St Laurence's Parish School all children:

- feel safe, secure and affirmed in the learning environment
- are encouraged and assisted to achieve their full potential
- have opportunities to make choices, think creatively, critically and work co-operatively
- are encouraged to take risks in the learning environment
- have their uniqueness identified, celebrated and respected
- are aware of their rights and responsibilities as members of the community
- have a clear understanding of school expectations

Teaching and Learning

Teachers will:

- create a safe learning environment that is creative, stimulating and challenging
- engage students by catering for individual needs and learning styles
- implement current educational practice through a diverse range of learning experiences
- keep abreast of global and social changes and the effects of these on the students through continued professional development

Community

At St Laurence's Parish School each person:

- works within and towards a community based on the person of Jesus that is welcoming, accepting and nurturing
- promotes the partnership of family, parish, school and community
- contributes towards a community which fosters a sense of justice, respect of self and others
- develops a commitment to the service of others.

OUR AIMS AS A CATHOLIC SCHOOL

The spirit and values of the Gospel will permeate the entire school community.

The values of the school will be based on sensitivity to the varying needs in our changing society:- loving kindness, compassion, justice and reconciliation, shown forth not merely in sentiment, but in deed.

Members of the School community will strive to live out these values with active commitment and service, where students can grow and find support in the experiences of a living faith.

The School community will participate in meaningful celebration through Liturgy and prayer.

OUR AIMS AS AN EDUCATIONAL INSTITUTION

The curriculum will be designed to encourage each child to develop to their fullest potential.

The curriculum will be holistic in approach and nurture the spiritual, academic, social, emotional, moral and physical development of each child.

The curriculum will be flexible, catering for a wide range of abilities, so that each child achieves personal excellence.

All children will be given the opportunity:

- to be confident learners.
- to be seen for what they can do, not for what they cannot do.
- to take risks in learning and learn from their errors.

The aims of the curriculum will be evaluated at regular intervals.

Students evaluation and assessment will be an ongoing process with regular consultation involving parents and students.

OUR AIMS AS A COMMUNITY WITHIN THE WIDER COMMUNITY

We will develop a strong bond between staff, students and parents, uniting them in a mutual awareness of what it means to be members of a christian community.

We will involve parents, staff, students and administration in the relevant decision-making processes of the school.

We will encourage the sharing of gifts and talents of family members and others within the school, parish and wider community.

We will encourage the participation of the school community in parish and diocesan life, and the living of the christian ideal in human society and its environment.

We will develop a keen sense of social justice and compassion for others which leads to christian response and action.

We will promote an understanding of our cultural heritage and the impact of gender, race, culture and ethnic influences on contemporary Australian society.

We will challenge students to enjoy their world and to appreciate and value their human relationship with the natural environment.

GENERAL INFORMATION

ABSENCES

A brochure outlining the legal requirements is sent home at the start of each school year and is available at the school office on request.

Students are expected to attend school for all of the time that the school is open.

- The class roll is marked daily. Absences are carefully recorded
- Should your child be absent from school, a note, email or phone call to the school explaining the absence is required. This is a legal requirement.
- In the event of an explanation not being provided teachers are to report the matter to the principal.
- Late arrivals, early departures or any partial absence requires signing in or out at the school office and the completion of a Partial Absence form.

ACCIDENTS OR INJURY

The school will administer simple first aid whenever necessary. In cases of serious injury at school, parents and/or contact person, nominated by parent, will be notified.

When urgent medical attention is needed your child will be transported by ambulance to the nearest hospital. The school will take the necessary steps to ensure the wellbeing of your child at all times.

ALLERGIES

There are a number of children who have extreme reactions to nuts, fish, and/or seafood enrolled at school. Parents are asked to be mindful of this when packing school lunches.

Parents who have children who suffer from extreme allergic reactions are required to provide an action plan to the school on the first day of each school year. The Action Plan is to be updated as required.

ASSEMBLIES

Assemblies are held regularly each term. At assemblies, students are presented with class awards for their achievements, citizenship or their christian attitude.

Each class takes it in turn to present some of the work done in class or some item of entertainment. Notification of when each class will be on assembly is published in the school newsletter in week 1 of each term.

BEHAVIOUR MANAGEMENT

The Behaviour Management Policy at St Laurence is devised to promote a safe environment for all students. If a problem exists, be it in the class room or on the playground, it is dealt with by the supervising teacher. If a serious breach occurs the child is sent to the Assistant Principal or Principal. As necessary, parents are informed of the problem so the school and parents may work together to promote a healthy, positive attitude to self and to school life.

BOOK CLUB

Scholastic book Club is offered several times each year. The Book club is co-ordinated by a volunteer parent. Orders are to be returned to school by the nominated date, which will be advertised in the Newsletter. Orders need to be sent in to the School Office in an envelope with child's name and class.

BUS TRAVEL

Children in Kindergarten, Year 1 and Year 2 who travel by bus are eligible for a free bus pass. Forms are available from the school office. Children in Years 3, 4, 5 and 6 are eligible for a free bus pass if they reside more than 1.6kms radius distance away from the school. If they live inside this distance they must pay to travel by bus. Please see Forbes Bus Lines information at the back of this booklet.

Country students who are transported to their bus stop are eligible for Bus Transport Subsidy. Application forms can be obtained from the School Office.

CANTEEN

Canteen operates daily providing morning tea and lunches for children. Helpers are always needed, so if you can assist please contact the Manageress, Mrs Robyn Sydney via the school office and have your name put on the roster. A price list is sent home regularly.

CARNIVALS

School Swimming, Athletics and Cross Country Carnivals are held annually. The school also participates in carnivals organised on a local and regional basis. Children with exceptional talent have the opportunity of competing for state selection in catholic teams at state PSSA competition level. Parents are invited to assist at these events.

The school sports houses are Lachlan (Yellow), Johnson (Red), Farrand (Green) and Dalton (Blue). Your child will be notified of their house team.

CENTACARE

Centacare is a Catholic agency providing support and counselling. Centacare may be contacted on 6850 1777.

CHANGE OF ADDRESS OR RELEVANT PHONE NUMBERS

Please inform the school immediately if there is any change to your telephone number and/or address or change to the phone number of your emergency contact persons. This enables us to maintain accurate records so that parents can be contacted promptly, especially in the case of an emergency.

CHILD PROTECTION

The safety and welfare of children is of the highest importance to all those who work in the field of Catholic Education. Child protection is a responsibility shared by parents, professional people such as teachers and those whose work brings them into contact with children, as well as the wider community.

Principals, teachers and school counsellors must report to the Department of Community Services when they have reason to suspect risk of harm to children or young people in their workplace.

The Working With Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the *Child Protection (Working With Children) Act 2012*, child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector.

The same Working With Children Check will apply to everyone - paid workers, self-employed people and volunteers. Workers and volunteers will apply for their own check once every five years. Register online www.newcheck.kids.nsw.gov.au OR call the Helpline for someone to fill in the form for you. Take the application number to a motor registry or government access centre, pay the fee (if applicable) and have your identity confirmed (you will need to take appropriate identification with you). Receive a clearance number.

Exemptions:

The following groups of people do not need to apply for a Working With Children Check:

- Volunteering by a parent or close relative:
 - of a child in activities for the child's school, early education service or other educational institution; except where the work is part of a formal mentoring program or involves intimate personal care of children with a disability
 - with a team, program or other activity in which the child usually participates or is a team member; except where the work is part of a formal mentoring program or involves personal care of children with a disability.
- A visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one off occasion and is carried out in the presence of one or more other adults.
- Work as a referee, umpire, linesperson or otherwise as a sporting official or a groundsperson, if the work does not ordinarily involve contact with children for extended periods without other adults being present.
- Providing food or equipment at or for a sporting, cultural or other entertainment venue or providing a venue.

COLLECTION OF MONEY

Money sent to school is collected by classroom teachers, recorded and then sent to the school office for accounting. Any money sent to the school should be in a securely sealed envelope on which is written:

- the child's name
- class
- what the money is for

COMMUNITY SUPPORT

The school takes part in competitions and contests arranged by local organisations. Pupils from the school also participate in various eisteddfods during the year.

Pupils enter annually into the Primary Mathematics, English and Science competitions conducted by the New South Wales University in Sydney.

COMPLAINTS AND GRIEVANCES PROCEDURE

St Laurence's Parish School follows the policies and procedures detailed in Chapter 14.14 of the Wilcannia-Forbes Diocesan Education Handbook regarding complaints and resolving grievances.

St Laurence's Parish School encourages any person or group of people with a complaint to seek the assistance of the Principal. Through the weekly school newsletter members of the community are encouraged, should they have a concern, to raise it with the teacher concerned or the Principal.

In order to ensure procedural fairness, if the issue remains unresolved the person/persons may wish to express their views in writing to the Principal or the Parish Priest.

If the person/persons are not satisfied that the matter has been resolved within the school or has a grievance with the Principal, then they may approach the Diocesan Office. The Diocesan Officer dealing with the issue will assume that the above relevant procedure has been followed.

EMERGENCIES

The School has a Critical Incident Policy that outlines procedures to be followed in the event of an emergency.

Each term students and staff participate in drills to ensure familiarity with these procedures.

ENROLMENT

We welcome new pupils at St Laurence's, and parents are encouraged to promote Catholic education in the community.

An orientation programme is held in term 4 of each year for children entering Kindergarten the following year.

For all enquires please contact the school office on 6852 1918. Children enrolling for school must turn 5 years prior to April 30th to be eligible for entry into Kindergarten.

EXCURSIONS

Local class excursions are held throughout the year as planned by class teachers. Senior classes go on an annual retreat as part of their personal development programme and preparation for the Sacrament of Confirmation. Senior classes also visit Canberra as part of their Human Society and Its Environment programme (biannual). Parents are informed in advance of all matters related to excursions.

A visit to the Dubbo zoo is planned for K-2 classes every third year. 2016 is the next scheduled visit for these classes.

SCHOOL FEES

All fees are compulsory. Accounts are sent out at the start of each term, and arrangements can be made to pay weekly, fortnightly or monthly if desired. The following options are available for fee payment: cash, cheque, direct deposit, EFTPOS and Centrepay (fortnightly deductions from Centrelink payments).

School Fees for 2014 are as follows:-

One child	\$317.00 per term <i>(plus \$30 workbook fee per child billed in Term 1 only)</i>
Two children	\$559.00 per term
Three children	\$768.00 per term
Four children	\$828.00 per term
Five children	\$888.00 per term

These are broken up into the following areas:

Tuition Fee

The tuition fee is billed each term with a discount given to the second, third and fourth child of the family attending the school. The fees are as follows:

One child	\$202.00 per term
Two children	\$384.00 per term
Three children	\$533.00 per term
Four children	\$533.00 per term
Five children	\$533.00 per term

Resource Fee

This money is incorporated in fees over four terms. This money is used to cover the issue of stationery, exercise books, photocopying, art supplies, cardboard etc.
Years K - 6 \$120.00 - paid over four terms (\$30.00 per term per child)

Travel and Cultural Fee

This fee is to cover all Cultural Visits and specific trips within the Forbes area by bus. *(Will not cover class excursions but does cover such things as gym program, athletics day, high school visits, concert practice, eisteddfod - all whole school activities.)*

Years K - 6 \$60.00 - paid over four terms (\$15.00 per term per child)

Copyright Levy

Years K - 6 \$20.00 - paid over four terms (\$5.00 per term per child)

Technology Levy

Years K - 6 \$40.00 - paid over four terms (\$10 per term per child)

Maintenance/Building Levy

This money is used to pay off the school buildings and for maintenance. The levy is \$220.00 per family per year. This levy will be billed quarterly at \$55.00 per term.

Work Book Fee

Each grade level uses set class texts. The school purchases these books for the children and bills each family an average amount. The work book fee for 2014 is \$30.00 per child and is billed with the Term 1 School Fees. To be paid by the end of Term 1.

HEALTH ISSUES

Illness

Regular attendance is most important as it maintains continuity of learning experiences and helps social interaction.

Home, however is the place for a sick child. If in any doubt about your child's health it is wise to keep him/her at home. If a child becomes ill at school, parents are contacted and asked to make arrangements for the collection of the child.

For basic information on some infectious diseases of children, please see information sheet at the back of this booklet.

Medication

Prescribed Medication at School

- Only when absolutely necessary should medication be prescribed to be administered during school hours.
- Prescribed medication can only be administered at school when the St Laurence's Medication Policy, Forms 1, 2 and 3 have been completed.
- Medication is only to be administered by the designated staff member (School Secretary and in his/her absence, the Principal).
- Prescribed medication is to be brought in to the school office by the parent/carer.
- Parents/carers are not to send any form of medication to school with their child (with the exception of asthma inhalers and Epipens)
- All medication is to be administered in the sick bay with the exception of inhaler therapy for asthma and Epipens.
- Class teachers are responsible for ensuring students receive prescribed medication wherever possible.
- An action plan for children with life threatening conditions is to be supplied to the school. This will be devised in consultation with the Principal and parents/carers and include: name, condition, symptoms, treatment, doctor, teacher, parents names and photo. It will be displayed in sick bay, canteen, class roll and staff room.
- The Sick Bay Book is to be completed for those students who require irregular short term medication. A copy of this note is to be sent home to the parent/carer with the student on the day the treatment occurs.
- Medication to be disposed of is to be taken to the local pharmacy.
- Please see Medication Policy for full details.

Non-prescribed Medication at School

- Non-prescription medication is not to be administered by school staff to students (including paracetamol).
- Parents/carers are not to send any form of medication to school with their child (with the exception of asthma inhalers and Epipens).
- Should students require non-prescription medication at school, parents/carers or emergency contacts will be required to administer the non-prescription medication.

If your child requires medication, the appropriate forms (available from the school office) are to be completed and medication sent to the School Office in the original packaging. Children are not permitted to have their medication in their school bags as it could pose a danger to other students. All medication is securely locked away.

Head Lice

Periodically the presence of head lice is found on individual children. If lice or nits are found, parents are contacted and information is provided to help treat the problem. Children must not attend school if lice or nit eggs are present in their hair.

It is advisable that parents regularly check their children's hair and report any infestation to the school. Advice on treatment can be obtained at any time from the school office.

Immunisation - Enrolment Requirement

As from 1994 the Principal of the School is bound to inform parents of the requirement of an Immunisation Certificate for all children starting school in the Kindergarten class.

Under the Public Health (Amendment) Act 1992 parents must provide the school with an Immunisation Certificate when a child is enrolled at the school. This can be obtained from your local doctor or when your child is immunised at your local Health Clinic. The certificate is titled "Immunisation Certificate for Primary School Enrolment". The certificate will need to be presented at the school office by the first day of your child's attendance at school.

Disease Notification Requirements

In the event of a vaccine-preventable disease occurring in a school, the School Principal must:

- notify the Medical Office of Health or the local Public Health Unit. Ensure that the Medical Officer of Health has access to the school files containing Immunisation Certificates.
- follow the Medical Office of Health's direction and ensure that unimmunised children are excluded for the incubation period of the disease for the duration of the outbreak. A notice that the child is to be excluded and indicating the period of exclusion must be sent home with the child.

In the event of a major disease outbreak in a school, staff from the nearest Public Health Unit and Community Health nurses will be available to assist the clerical staff in identifying susceptible children.

School Dental Clinic

Appointments may be made for the School Dental Clinic by calling 1300 552208.

Forbes Community Health Centre

This Centre, set up in the Community Health Centre in Elgin Street, caters for children and adults with emotional problems, hearing and speech disabilities and other health issues. Forbes Community Health Centre phone number is 69502233.

HOMEWORK

Homework is set regularly by the class teacher, and includes oral and written work, and should take no longer than:

- 10-20 minutes daily for Kindergarten
- 10-20 minutes daily for Years 1 and 2
- 30 minutes daily for Years 3 and 4
- 1 hour daily for Years 5 and 6

Reading at home daily is school policy.

Please do not hesitate to see your child's teacher if you are concerned about anything. Teachers are here to help and support you as much as possible.

HOURS AND TRANSPORT PICK UP AREAS

Morning bell:	8.55 am
Recess:	11.00 - 11.30 am
Lunch:	1.15 - 1.55 pm
Dismissal:	Stop work: 3.15pm Dismiss: 3.20 pm

Children are **not permitted** to be on school premises prior to 8.30 am. Supervision commences at 8.30 am, and children are **not** to be at school before this time. No legal responsibility will be accepted prior to this time.

All children leave their classroom at 3.20 pm. After school, children are supervised crossing the roads, and teachers supervise until all buses have departed.

All buses must have left the school bus stops by 3.55 pm each day.

Pick up Areas

- Kindergarten, Years 1 and 2- INFANTS CAMPUS - The gates on Underwood Street are kept locked until 3.20pm. Children are to be collected from the Underwood Street gate.
- Years 3 to 6 - PRIMARY CAMPUS - Children are to be collected from the shade area in front of the canteen.

For safety reasons, children should **NOT** have to cross streets to be collected. Children are **NOT** to be collected from bus assembly areas. There are two bus assembly points, in Underwood Street and Dalton Street.

Car Parking

Car parking is available in Dalton Street, McFarland Lane and Underwood Street. Please observe bus zones and parking laws as student safety is paramount.

INFORMATION TECHNOLOGY

St Laurence's offers students an innovative curriculum with well resourced classrooms and library. All students have access to the school network and wireless internet. Every classroom has an interactive whiteboard for use by students and teachers during the teaching and learning program. Students participate in weekly technology sessions to develop skills to effectively use computers and ipads as a tool for learning. Every classroom has a bank of netbooks and access to a small bank of ipads. Students and parents are required to sign a user agreement to ensure appropriate use of technology while at school.

LIBRARY

The school library is well stocked with books and equipment both to support the curriculum and for recreation. The library is networked both locally and to the Internet. Children are encouraged to make full use of the library. Each class has a library lesson once a week and each student is required to have a library borrowing bag. Lost or damaged books to be replaced at parents/guardians expense.

LOST PROPERTY

The lost property is stored within the school. It is amazing how much unlabelled property, mainly clothing, remains unclaimed and is eventually given to the clothing pool for resale. Parents are invited to make regular checks and are reminded that all articles should be clearly and permanently marked with the child's name.

LUNCHES

Unless buying lunch from the canteen, children must bring a packed lunch to school (healthy lunches are encouraged). We suggest that a piece of fruit for recess and a sandwich with a nutritious filling for lunch as well as a drink are sufficient. It would help young children if the fruit is peeled and cut into segments. Please check your children's lunch boxes when they return from school. This should help you gauge the right amount of lunch needed for your child. It may also indicate whether you need to change the sandwich/roll fillings. A packet of chips does not replace a nutritious, healthy, packed lunch.

The children sit in their allocated areas to eat their lunch, and remain until dismissed by the supervising teachers.

MOBILE PHONES

Students are not permitted to have mobile phones at schools. If for some reason a child needs to bring a mobile phone to school, it is to be handed in to the school office at the commencement of the school day and picked up from the school office at the end of the day.

NEWSLETTERS

School Newsletters are emailed home every week on a Friday. Hard copies are available on request. It is vital that parents and guardians take the time to read the Newsletter as it carries important and relevant information needed in the education of your child/children.

School Calendar

At the commencement of the school year a calendar of events is provided. The calendar is available on the school website. A regular, ongoing diary of events is provided each week on the school Newsletter.

PERSONAL ITEMS AT SCHOOL

- Students may be encouraged to bring an item of interest to school for news or discussion.
- Students are not permitted to bring personal items to school to play with or swap (eg. toys, cards, collectables etc.)

PHOTOGRAPHS

School photographs are taken each year. The date is announced in the school newsletter. There are opportunities for parents to receive photos of individual children and class groups at school.

PHYSICAL EDUCATION

A wide range of individual physical skills are catered for by a balanced programme which includes gymnastics, games, skills, swimming, athletics and dance. Children are also taught appropriate safety skills.

Besides Physical Education lessons, the School Sport Day is:

Friday for Years K - 2

Tuesday for Years 3 - 6

PLAYGROUND

No child is permitted to leave the school grounds without the permission of the Principal.

Children are not to play in school grounds after school or at the weekends. These grounds are patrolled regularly by police and security, who have been informed that no-one should be in the grounds after school hours.

After school, on both the infants and primary campus, preschoolers or children who are waiting to be collected are not permitted to play on equipment or with equipment. No supervision of the playground is undertaken by the staff after school hours.

RELEASE FROM FACE TO FACE TEACHING

Executive staff in every school are provided with release from classroom teaching. The amount of time given varies with the degree of responsibility. Each classroom teacher is provided with release from face-to-face teaching for professional planning time.

RELIEF TEACHERS

When teachers are absent due to inservice, illness or family matters, qualified relief staff are employed to teach the children. Where possible the aim is to provide a degree of continuity. The relief teacher will normally follow the program of the classroom teacher.

RELIGIOUS EDUCATION

Through the Religious Education Programme and stage masses and liturgies we endeavour to help pupils realise God's great love for them, so as to enable them to respond to that love in their daily lives. School Masses and Liturgies of the Word are celebrated regularly and parents will be advised in the weekly newsletter of the dates and times for these. Parents are always welcome at these Masses. Masses are also held on some major feast days. Parents with a positive attitude towards their own faith, will set a good example for their children to follow, including reception of the Sacraments.

A Personal Development Course called is conducted throughout the school during term three of each year.

Traditional prayers taught at school are published in the back of this document.

PARISH WEEKEND MASS TIMES

St Laurence's Parish Church weekend Mass times are:

Saturday at 6.00pm

Sunday at 8.30am

SACRAMENTS

The celebration of the sacraments is an important aspect of the spiritual life of our school. The preparation for the reception of the Sacrament of Confirmation, the Sacrament of the Eucharist and the Sacrament of Penance is arranged by the Parish each year.

We cater for the needs of newly enrolled children who have not yet received a particular Sacrament through the Parish Sacramental Programme.

SCHOOL REPORTS AND INTERVIEWS

Written reports on student progress are available mid-year and yearly, Reports are a record of your child's academic and social progress. Parent teacher interviews are available for Years K to 6 following reception of written reports in June and December and NAPLAN results in October.

Three Way Interviews are offered once a year and involve the student in reflecting on and reporting their learning. Interviews can be arranged at any time by request.

SIGNING OUT OF CHILDREN

No child is permitted to leave the school grounds during school hours unless collected from the school office by a parent or other authorised person. In the case of children leaving early due to illness or to attend medical, dental etc. appointments, a Partial Absence Form outlining the date, time and purpose of the appointment, needs to be completed at the School Office along with completing the Sign In/Out Book.

SIGNING OF THE VISITORS BOOK

When visitors, parents or classroom helpers arrive at school it is required that they sign in, in the visitors' book located at the school office. Visitors' badges are to be worn. When finished helping and leaving the school, visitors are required to sign out.

SPORT DAYS

Infants (Years K - 2) will have sport on Fridays, unless otherwise advised.

Primary (Years 3 - 6) will have sport on Tuesdays, unless otherwise advised.

STAFF DEVELOPMENT DAYS (PUPIL FREE DAYS)

The school is permitted five pupil-free days for staff development. Children do not attend school on these days. The dates for these days will be included in the term dates that appear in Week 1 of each term's Newsletter. Parents will be reminded a few weeks beforehand in the Newsletter so that suitable arrangements can be made for children.

STAFF MEETINGS

Every Wednesday teachers are required to attend a staff meeting from 3.45-5.00 pm and will be unavailable for parent meetings.

ST LAURENCE'S PARISH SCHOOL COMMITTEE

The School Committee is an advisory group to the school executive and the parish priest. It consists of elected representatives of the school community and deals with areas of maintenance, finance, school promotion and communication.

The Committee generally meets four (4) times a year on a designated Tuesday evening.

ST LAURENCE'S PARISH SCHOOL PARENTS AND FRIENDS (P&F) ASSOCIATION

This association serves as a community building and fundraising body for the school and contributes large sums annually towards the purchase of equipment and resources. Meetings are held in the school library, on the first Tuesday of each month. Reminders of date and time for the meetings are provided in the weekly newsletter. All parents are invited to attend these meetings, with all ideas and assistance greatly welcomed.

SWIMMING PROGRAMME

At the commencement of each school year a letter will be sent home requesting permission for your child to participate in the swimming programme and asking you for an assessment of your child's swimming ability. There will be no unstructured swimming for students at St Laurence's Parish School.

TESTING

The school participates in the NAPLAN (National Assessment Programme - Literacy and Numeracy). These are set and marked externally for Years 3 and 5.

UNIFORM

A strict policy exists with respect to this area. All sales outlets are aware of uniform regulations.

Uniform Code

- Students are to always wear correct uniform.
- Boots are NOT to be worn.
- The only jewellery worn is a simple cross and chain, flat banded ring and watch.
- Sleepers/studs worn in the earlobes only.
- Nail polish is NOT to be worn.
- Hair should not be a non-natural colour; no extreme hairstyles.
- Boys hair neat and tidy and of an acceptable style. Hair needs to be above the collar. Haircuts not shorter than a No. 2.
- Long hair is to be tied back neatly.
- No t-shirts, skivvies, boxers are to be visible if worn under shirts or dresses.
- Boys shirts are tucked be tucked in at all times.
- Sunglasses - as purchased through St Laurence's P&F.

GIRLS

Summer

Dress - Small navy and white check fabric, drop waisted with two inverted pleats in front and back of skirt, zip pocket, zip down back, white collar and cuffs.

Shoes - Black leather lace-up or Velcro (no boots/no sandals allowed)

Socks - short white socks

Jumper - Navy blue (choice fleecy or superwash wool jumper)

Hat - Navy blue cricket-style with emblem embroidered.

Ribbons, scrunchies, headbands - navy

Winter

Dress - Same style as above with v-neck, no collar or sleeves in navy and red check fabric.

Tie - Navy with emblem embroidered

Shirt - Midford blue shirt

Shoes - black leather lace-up or Velcro (no boots allowed)

Socks - Navy blue long socks or stockings/tights

Jumper - Navy blue (choice fleecy or superwash wool jumper) with embroidered emblem

Hat - Navy blue cricket-style with emblem embroidered.

Ribbons, scrunchies, headbands - navy

BOYS

Summer

Shorts - Grey polycotton drill school shorts (no cord, cargo or beach type shorts)

Shirt - Midford blue short sleeved

Shoes - Black leather lace-up or Velcro (no boots/no sandals allowed)

Socks - short grey socks

Jumper - Navy blue (choice fleecy or superwash wool jumper)

Hat - Navy blue cricket-style with emblem embroidered.

Winter

Trousers - Long grey polycotton drill school trousers. (No cord, or cargo type pants)

Tie - Navy with emblem embroidered

Shirt - Midford blue shirt

Shoes - black leather lace-up or Velcro (no boots allowed)

Socks - Navy blue long socks or stockings/tights

Jumper - Navy blue (choice fleecy or superwash wool jumper) with embroidered emblem

Hat - Navy blue cricket-style with emblem embroidered.

SPORTS UNIFORM (Boys and Girls)

Shorts - Navy blue rugby-knit with zip pocket.

T-Shirt - White polo style, navy collar with one white and one red stripe. School emblem screen printed on.

Socks - Plain white sports socks

Tracksuit - top to be plain navy tason with red contrast inside facing and white underside of collar. Top to be full zippered front with embroidered school emblem. The tracksuit top is to double as a school winter jacket. Pants to be plain navy tason. Parents have the option of fleecy navy blue tracksuit pants with the school fleecy jumper with emblem.

**PLEASE LABEL CLEARLY every article of clothing your child wears.
Also label library bag, swimming towels, lunch boxes and other**

School Hat

All terms the correct School hat is to be worn. 'Hats on, Games on' policy exists for Terms 1, 2 3 and 4. Please ensure your child brings their hat to school every day.

Clothing Pool

The P&F operate a clothing pool where second hand uniforms are available for purchase. The clothing pool is open each Wednesday 3.00 - 3.30 pm or by contacting the school office. Donations of uniforms are gratefully accepted.

UNINTERRUPTED SCHOOL TIME

To ensure that the children have time to complete and fulfil all curriculum requirements St Laurence's has a block of time when there are no interruptions to the classroom routine. This is between 9.00am and 1.15pm, Monday to Friday. Please ensure that you respect this time when organising appointments.

**For any further enquires please do not
hesitate to contact the School Office**

t: 02 6852 1918

f: 02 6852 1445

e: admin.forbes@wf.catholic.edu.au

PRAYERS WE SAY AT ST LAURENCE'S

School Prayer

We pray for the Community of St Laurence's Forbes
That they will follow the teachings of Jesus
In all aspects of their lives
And will grow through their commitment to Gospel values
We ask this through Christ Our Lord.
Amen

Our Father

Our Father who art in Heaven
Hallowed be Thy name
Thy kingdom come
Thou will be done on earth
As it is in Heaven
Give us this day our daily bread
And forgive us our trespasses
As we forgive those who trespass against us
And lead us not into temptation
But deliver us from evil
Amen

Hail Mary

Hail Mary full of grace
The Lord is with You
Blessed are You amongst women
And blessed is the fruit of Your womb, Jesus
Holy Mary, Mother of God
Pray for us sinners
Now and at the hour of our death
Amen

Glory Be

Glory be to the Father
And to the Son
And to the Holy Spirit
As it was in the beginning
Is now and ever shall be
World without end
Amen

